

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**November 10, 2010**

**Members Present:**

1. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
2. Bob Parker, Vice President, Administrative Services
3. Esther Matthew, President, Academic Senate
4. Ingrid Greenberg, Vice President resident, Academic Senate
5. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
6. Rita Avila, President, Classified Senate
7. Pat Fernandez, Past President, Classified Senate
8. Libby Valenzuela, Vice President, Classified Senate

**Members Absent:** Anthony E. Beebe, Ed.D. President, Continuing Education

**Guests:** None

**Action Notes:** Action Notes from October 27, 2010 were approved.

**Reports and Recommendations**

**President's Report:**

No report.

**Administrative Governance Council Report:**

No report.

**Academic Senate Report:**

Esther Matthew reported the next CE Academic Senate meeting is scheduled for November 16.

Esther Matthew reported a topic of discussion at the last District Governance Council (DGC), was the Academic Calendar for the Colleges and Continuing Education. Under discussion was whether or not the District should align with San Diego State University (SDSU) or San Diego Unified School District during Spring Break as they have different calendars. Presently, the District is on the same scheduled as San Diego Unified. The point was raised that it may be more convenient for students on the credit side transferring to State for the District to align with SDSU. This may not be true for Continuing Education students. This topic will be discussed further after more research has been conducted.

## Classified Senate Report:

Rita Avila reported there is a concern regarding calls made to the general Continuing Education telephone number, 388-1234. When the caller presses "2" for Spanish they are directed to the Cesar Chavez Campus main telephone number. The amount of calls received is impacting staff at this campus. Bob Parker responded he would look into reprogramming the number so that Spanish callers are directed to another campus. It was also reported a hiring procedure was in process to hire a new SSA for Chavez Campus.

## Instruction & Student Services

Brian Ellison distributed enrollment information that compared FTEs for Fall 2010 and Fall 2009. The data reflected Continuing Education was down by 45 FTEs. There was some concern about this information as Continuing Education was charged with maintaining or growing FTEs. A brief discussion followed to ascertain why our growth decreased over this period of time. A request was made for more specific data to see where the decreases were (program, campus). One example of declining enrollment was Linda Vista ESL. FTEs from Linda Vista included the Bridging Lab at Mesa Collage. When the lab moved to a new location, students may have dropped because they found the new location inconvenient.

Dr. Ellison reported declining enrollment could affect future funding; and requested ideas to generate more FTEs given the limited facilities at present. Some ideas presented by the Council:

- Create new sections
- Extend hour of instruction
- Modify the substitution policy to provide more substitutes
- Investigate if office closure time affects FTEs

## Continuing Education Board Agenda Items

No report.

## Finance & Operations

No report.

## Human Resources & Contract Concerns

No report

## Facilities & Police

### Chavez Staff Restrooms

Bob Parker reported there were no faculty restrooms in the new Chavez and Linda Vista campuses. Instructional programs were given priority as space was limited. There will be large restrooms on every floor of the new buildings which should eliminate any inconvenience to faculty during break times.

At the campuses that have more space, ECC and North City, faculty restrooms will be available. ECC will also have changing facilities and showers. This will support commuters on bicycles and those who take mass transit to change clothes between jobs. LEED certification will be awarded with these provisions in place.

### **Architectural Presentations:**

A concern was raised that faculty were not asked for their input at the beginning of the design process for the new buildings. President Beebe is coordinating two Architectural Presentations for the new Chavez Campus to be held early in the new year; one for faculty and staff, the other for community members. These presentations will provide opportunities for input. Specifically for classroom design and equipment needed.

Esther Matthew voiced a concern and questioned if there was adequate space at ECC for the new high school diploma program that is being developed.

### **Campus Closures**

Bob Parker reminded the Council that because Friday was a holiday, the campuses would be closed during the holiday weekend. Campuses will also be closed the week of Thanksgiving, November 22-24, except headquarters. Some staff will be working at North City Campus on Monday, November 22. Signs for closures will be posted at all campuses.

### National, State, Regional & Community Issues

No report.

### Conferences, Events & Information

No report.

### Legal

No report.

### Roundtable

Gretchen Bitterlin reported that the Program Chairs and Assistant Program Chairs are working on proposals for improving services to students and faculty and justifications for hiring more contract faculty in the future. First they will meet with Classified staff to share the proposals. Then they will be presented to the Academic Senate and EGC.