

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES – SPECIAL MEETING

December 2, 2008

Members Present:

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Esther Matthew, President, Academic Senate
5. Pat Mosteller, Past President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Jose Hueso, Past President, Classified Senate

Members Absent:

1. Marina Rosales, Vice President, Classified Senate

Action Notes: Action Notes from October 22, 2008, were tabled to next meeting.

Reports and Recommendations:

President's Report: Anthony Beebe called a special meeting to present an update regarding the State Budget situation. He informed Council Members that the situation is very serious, involving a structural deficit, a permanent problem that needs to be resolved. Given the seriousness of the situation, "business" as we know it will have to change. Even so, Dr. Beebe was optimistic and assured the Council that we would get through this. We just need to be strategic in our planning efforts, consider all options, and protect our core values which are:

- 1) Protect our Mission of Instruction and Services to Students;
- 2) Avoid any layoffs of current contract employees;
- 3) Avoid any roll-backs of salaries or benefits;
- 4) Maintain the basic schedule of core classes and minimize class reductions; and
- 5) Effect budget reductions that will ensure the District's solvency and long-term fiscal health.

With this in mind, the District, through careful planning, is attempting to reduce the budget over a two-year period. The first year's (2008-2009) goal of the District's is a reduction of \$5 million. The District Budget Committee and Vice Chancellor Terry Davis are working on a plan to accomplish this goal. The plan includes district wide reductions totaling \$1,431,301 arrived at by establishing a:

- 1) Full hiring freeze of classroom contracts (with adjunct backfill); counselor, librarian and management positions;
- 2) Reducing GFU support for Food Services;
- 3) Reducing DSPS excess matching funds; and,
- 4) Defund the research positions for Miramar and Continuing Education.

The remaining reductions will be prorated to the colleges and Continuing Education. Continuing Education's portion will be \$452,900. Dr. Beebe requested suggestions/solutions to arrive at the \$452,900 and still keep the integrity of the five core values. Council Members are encouraged to think outside the box and to forward their ideas and those of their constituencies to next Monday's CE Budget Committee meeting. The CE Budget Committee

will forward their recommendations to EGC at the next meeting. A couple of suggestions posed were, looking at reassigned time, assessing the need and relevance; possible restructuring of classified and management areas. Dr. Beebe emphasized that everything must be on the table, including categorical funded areas. Dr. Beebe also requested Council Members not to discuss this topic until he has a chance to also present the information to his President's Council Meeting on Friday morning and update them. In conclusion, the process was agreed upon to have the CE Budget Committee discuss this subject on Monday and bring forth recommendations to next Wednesday's EGC meeting. The goal for next Wednesday's meeting is to finalize Continuing Education's reduction plan for submission to Chancellor Carroll and Vice Chancellor Terry Davis.

Administrative Governance Council (AGC):

1.1 Continuing Education Program Review Plan: Recommendation from AGC

Brian Ellison brought forward the following recommendation:

On Tuesday, November 18, 2008, the Administrative Governance Council convened and passed the following recommendation:

To adopt the Continuing Education Program Review Plan.

The California Education Code (78016) and Title 5, Section 51022 mandate the establishment of program review for all vocational programs. As a part of the accreditation process under WASC, program review has been extended to include the entire instructional program. In response to California law and the Regional Accrediting Commission, the Program Review and Procedures Guidelines document has been developed to facilitate program review for all vocational and nonvocational programs offered by San Diego Continuing Education.

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As per participatory governance structure, both the Academic and Classified Senates were consulted for input. The document has also been vetted through and recommended for adoption by the Continuing Education Research Committee and Deans.

#### **Disposition of Recommendation:**

#### **1.1 Continuing Education Program Review Plan: M/S/P Matthew/Avila**

It was unanimously recommended by EGC to accept the Continuing Education Program Review Plan with minor edits.

**Academic Senate Report:** No report.

**Classified Senate Report:** No report.

**Ongoing Business:** Esther Matthew requested the following in regard to effective participation and EGC: A "call for agenda items;" that edits be reflected on documents to assist with the editing process; that timelines be provided when projects/tasks are assigned; and when to distribute information to constituencies for input/approval. Dr. Beebe added that Action Notes will be sent out prior to meetings.

The new, fully printed San Diego Continuing Education Governance Handbook was presented. After a brief discussion, a motion was made and unanimously approved to move forward and distribute the San Diego Continuing Education Handbook as presented to all Continuing Education faculty, staff, and administrators.

**Next Meeting** – Wednesday, December 10, 2008.