

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES – SPECIAL MEETING

December 10, 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
9. Marina Rosales, Vice President, Classified Senate

Action Notes:

Action Notes from October 22, 2008 were approved, *M/S/P Matthew/Ellison*.
Action Notes from December 2, 2008 were approved, *M/S/P Matthew/Ellison*.

Reports and Recommendations:

- 1) **President's Report:** President Beebe reported that Continuing Education's prorated share of the District's budget reduction for this year is approximately \$452,900. At the previous EGC meeting, Dr. Beebe requested members to send suggestions of ways to arrive at this figure to the Budget Committee for consideration in preparing a plan.

Recommendation:

1.1 CE Budget Reductions: Recommendation from CE Budget Committee

Bob Parker brought forward the following recommendation:

On Monday, December 8, 2008, the Continuing Education Budget Committee convened to develop a plan to reduce Continuing Education's Budget. In the development of this plan, the Committee reviewed the Chancellor's Special Update Regarding the State Budget email sent out on November 26th. They also took into consideration reductions should primarily come from non-classroom activities at this time. The Committee passed the following recommendation:

To reduce the Continuing Education Budget for 2008-2009 by:

- 1) Not filling the Dean vacancy - transfer certain expenses to Community Ed.,
- 2) Not filling identified Classified vacancies - transfer certain expenses to Community Ed.,
- 3) Reduce Faculty Release Time by 1.0 FTEF;
- 4) Reduce Adjunct Counseling; and
- 5) Utilize increase in 231 funding.

These reductions are spread across Administration, Classified, Faculty and Discretionary and total the prorated amount of \$452,900, CE's share needed at this time.

Disposition of Recommendation:

- 1.1 Continuing Education Budget Reduction:** *M/S/P Mosteller/Ellison*
EGC unanimously recommended to the President to accept the Continuing Education Budget Reduction Plan as presented by the Continuing Education Budget Committee.

Academic Senate Report: No report.

Classified Senate Report: No report.

Ongoing Business: Budget Reductions: There was a suggestion that a letter to students from President Beebe regarding how the budget situation is affecting Continuing Education be sent out and/or posted. Gretchen Bitterlin will work on a draft and submit to President Beebe for review.