

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

February 23, 2011

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, Academic Senate
5. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
6. Pat Fernandez, Past President, Classified Senate
7. Libby Valenzuela, Vice President, Classified Senate

Members Absent: Anthony E. Beebe, Ed.D. President, Continuing Education
 Rita Avila, President, Classified Senate

Guests: None

Action Notes: December 8, 2010 and February 9, 2011 Action Notes approved with corrections. *MSP Matthew/Parker*

Reports and Recommendations

President's Report:

Administrative Governance Council Report:

No report.

Academic Senate Report:

Esther Matthew reported the Continuing Education Academic Senate met on February 14, 2011. Jim Mahler with AFT presented information about the new RAF.

Also reported At this meeting, the Senate passed a resolution in support of the ten mandated areas on noncredit and community college mission. Specifically, the resolution advocates for the preservation of courses and programs for Older Adults. Esther has been requested to take this resolution to the state level Academic Senate. She will present the document at the next Area D meeting. Ingrid Greenberg reported she presented the resolution at the DGC meeting where it was well received.

Ingrid reported she attended FF&E meetings for Cesar Chavez, ECC, and the San Diego Continuing Education Mesa College Campus. The meetings have been very productive with much input on the computer labs for ESL. There was a lot of discussion regarding the swiping of ID cards for the new attendance system, and how this would be done at each campus. This issue has been given to Peter Hester from Purchasing, and Kent Keyser. They will determine the requirements of this process and if there are alternatives to having a standalone computer station.

Common area computers have been discussed in relation to administrative offices and allotted spaces. Each of the new campuses will have computer labs and there will be more opportunities to provided greater access to computers for student registration. There will also be computers located in each of the testing and assessment rooms at each campus. All rooms in the new buildings will be wired for computers.

Another faculty member has been appointed to assist in attending the numerous facility meetings. Barbara Pongsrikul will attend the San Diego Continuing Education Mesa College (Clairemont/Linda Vista)Campus (meetings to provide input and reports.

Classified Senate Report:

Libby Venezuela reported the Classified Senate meeting is scheduled for February 28, 2011. Fundraiser materials (candy and snacks) should be arriving at the campuses shortly. As a reminder, the fundraiser will be conducted from February 28 through March 11, 2011.

Instruction & Student Services

No report.

Continuing Education Board Agenda Items

The next Board of Trustee meeting is scheduled for Thursday, March 10, 2011. Continuing Education has no items being presented at this meeting.

Finance, Grants, & Operations

No Report

Facilities & Police

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

Kim Laramie reported the League for Innovations conference is scheduled for February 27, 2011 through March 2, 2011 at the Hilton Bayfront hotel. The final volunteer list will be sent out by the end of the week. Esther Matthew reported three academic senate members from each of the colleges and Continuing Education were given grants to send people to attend the conference. Esther Matthew, Marie Doerner, and Steven Flores will attend on behalf of Continuing Education.

Legal

No report.

Roundtable

Gretchen Bitterlin inquired if the side letter for the 67% assignment had been signed. Vice President Ellison replied that it had. Adjunct faculty holding a 60% assignment are now eligible

for assignments up to 67%. When asked if 60% contract faculty is also eligible, Vice President Parker and Vice President Ellison replied this will need to be discussed with District Human Resources. At the moment, only 60% Adjunct faculty are eligible.

Vice President Ellison shared that the Enrollment Report was due on Monday, and it looked more optimistic than was previously thought. In the revised report, comparing fall 09 with fall 10 reflected Continuing Education is down 40 FTES instead of the 80 FTES earlier reported.

Ingrid Greenberg asked if there were construction projects in the process of blueprint design. Vice President responded the only project that will be in this process in the next few months is at Miramar College. When the new administrative building at Miramar College is completed, Continuing Education will move into the vacated space (A-100 building). Prior to occupation, A-100 will be renovated to better meet the needs of Continuing Education students. It was noted that faculty would like to be more involved in the design process for this project. There will be FF&E meetings to discuss specific areas/ programs scheduled, and faculty will be welcome.

Esther Matthew announced that with the new Title 5 regulations, programs under SB361 will no longer have the 244 hour requirement.

Pat Fernandez inquired if when the new San Diego Continuing Education, Mesa College (Clairemont/Linda Vista) campus is completed and operating, will it be fully staffed? Vice President Parker replied that the new campus would be fully staffed with full services provided.

On behalf of faculty, Gretchen Bitterlin raised the question “Why is the District office hiring so many new classified personnel when there is a freeze and Continuing Education cannot fill positions?” No one could speak to this question.