

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**March 09, 2011**

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. Ingrid Greenberg, Vice President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Pat Fernandez, Past President, Classified Senate

Members Absent: Libby Valenzuela, Vice President, Classified Senate

Guests: None

Action Notes: February 23, 2011 Action Notes approved with corrections. *MSP*  
*Matthew/Parker*

Reports and Recommendations

President's Report:

President Beebe reported the League for Innovations Conference held in San Diego from February 27, through March 2, was successful. He thanked everyone who volunteered and participated in the event.

Administrative Governance Council Report:

No report.

Academic Senate Report:

Esther Matthew reported at the next Academic Senate meeting is scheduled for next week. Senate members will be discussing:

- FLEX as a priority over ancillary or unused sabbatical funds for individual faculty attending the same meeting.
- Progress indicators and accountability
- Emerging issues
- Faculty's role in enrollment targets for 2010-2011

Esther Matthew provided a brief overview of the statewide non-credit pilot project on progress indicators. The objective of the pilot is to find out if Continuing Education can be more accountable to the state in providing data on learning outcomes. The draft plan reflecting four primary indicators will be presented at the next Academic Senate meeting. Vice President Ellison will work with Vice Chancellor Lynn Neault's office to gather data.

Gretchen Bitterlin reported the Academic Senate commended President Beebe for his communication with faculty through his *Monday Messages*. Especially the *Monday Message* sent out this week. It was very informative about current issues.

Esther Matthew announced the FLEX survey was distributed and the results will be available in a couple of weeks.

Bob Parker is invited to attend a Senate Meeting in April to discuss budget issues.

Classified Senate Report:

Rita Avila reported the fundraiser to raise funds for student scholarships were rescheduled to begin on March 1. So far, candy and snacks sales have been successful. President Beebe encouraged council members to support the fundraiser.

## **Instruction & Student Services**

President Beebe distributed a graph reflecting Continuing Education's enrollment history from 2002 – 2010. There is still concern and frustration that Continuing Education has a decline in enrollments. It was noted that the graph is an estimate for budgeting purposes, and reflects what the District thinks the FTEs for Continuing Education will be at the end of the year. His concern is that Continuing Education will be funded based on our actual production of FTEs.

After a brief discussion, President Beebe stated he is hopeful that with the addition of more classes, Continuing Education will have more FTEs (approximately 9000), at the end of the year than what is projected by the District (8432). If FTEs do not increase, less funding will be received next year and this will impact us greatly. With the decline of FTEs, it becomes more difficult to justify a request for more faculty contracts.

Esther Matthew strongly recommend a small taskforce is created to analyze data showing where the FTEs decline is and possible reasons. Members of the Academic Senate will meet with Vice President Ellison to review the data. Data on the substitute situation will also be reviewed.

President Beebe distributed the listing of the California Community College Non-Credit for 2009-2010.

President Beebe also distributed The Noncredit to Credit Student Transition Study. The purpose of the study is to provide information that will assist noncredit students transitioning to college. The report reflects noncredit students are in general, performing better than those students who go directly to college. (see attached study)

## **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.

The Board of Trustee Campus Visit for Continuing Education is scheduled for Thursday, April 14, 2011. The meeting will be held at ECC, in the Theatre. The theme this year is: *Demonstrating Instructional Excellence!* Six programs will conduct a teaching

demonstration to the Trustees: Counseling, Sustainability Training and Resource (STAR) Center, Culinary Arts, Business and Information Technology; Personal Care Assistant, I-BEST, and Emeritus: New City Sinfonia. President Beebe encouraged council members to attend.

#### Finance, Grants, & Operations

President Beebe stated that during this time of budget crisis, stress levels will rise. He encouraged the Council to remember the relationships we all have. President Beebe asked the Council to take back to their constituencies the need to work together, keep the rhetoric down and maintain our relationships. We need to be logical and respectful during these times, especially if there are budget cuts. President Beebe outlined three scenarios, depending on what happens with the State budget and if the tax extension is put on the ballot, cuts will vary.

President Beebe asked Academic and Classified Senates, *what are we going to do about the future*. He stated there is a need to identify priorities and processes in which to strategize when the cuts come. President Beebe is asking for faculty and classified staff input; emphasizing cuts will not be “personal.” How much participation and what kind of participation does each group want in the budget planning scenario? Rita Avila and Esther Matthew will discuss this at their next meetings. Cuts will be based on the long-term sustainability of the institution. Esther Matthew suggested each program be asked to decide how they would make a 10%, 15% or 20% cut to their own program. The information from each program will then be sent to President Beebe, Vice President Ellison and Vice President Parker for review. The Council supported this plan.

President Beebe announced the District will be applying for a TAA and Community College and Career Training DOL Grant. The District will be part of a consortium of community colleges which include Grossmont/Cuyamaca and Southwestern. The grant will increase attainment of degrees/certificates/industry-recognized credentials to prepare population, and other beneficiaries, for high wage, high skill employment.

President Beebe distributed a handout: Budget Simulation: San Diego CCD. The handout reflects scenarios that may occur depending if the June tax package is approved; if the June tax package fail and Prop. 98 is fully funded, or if the June tax package fails and Prop 98 is suspended.

#### Facilities & Police

No report.

#### National, State, Regional & Community Issues

No report.

#### Conferences, Events & Information

#### Legal/Legislation

No report.