

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL
ACTION NOTES – SPECIAL MEETING**

April 14, 2010

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. Paul Richard, Vice President, Academic Senate
6. Rita Avila, President, Classified Senate
7. Pat Fernandez, Past President, Classified Senate
8. Holly Leahy, Vice President, Classified Senate

Members Absent: Gretchen Bitterlin, Chair of Program Chairs, Academic Senate

Action Notes: Action Notes from March 24, 2010, were approved as amended *M/S/P Matthew/Avila*.

Reports and Recommendations

President's Report:

- President Beebe announced Sy Lyon, Dean of Basic Skills, Hospitality and Consumer Sciences will be retiring effective May 7, 2010. Due to the budgetary situation there will be no new hire for that position. The plan is to distribute the duties of Dean Lyon to current Deans. Dean Marcia Biller will acquire CalWORKS from Dean Lorie Howell. Dean Howell will move to the West City campus and assume Basic Skills and resident dean duties; and Brian Ellison's office will administer professional development.
- President Beebe reported Chancellor Carroll and Vice Chancellor Davis convened a Governance and Planning meeting on Tuesday, April 13, 2010, for Continuing Education faculty, staff, and administrators. The meeting was held at ECC from 2:00 – 3:00 pm. Topics covered in the meeting included enrollment, the San Diego State University access issue, community college baccalaureate degree proposal, budget issues, and the parcel tax legislation. (See attached). The meeting was well attended with good representation from faculty, staff, and administrators.
- President Beebe reported the process for Continuing Education Student Attendance Cards is now underway and will shortly be implemented. Samples of what the cards will look like were distributed. The long term plan is that these cards will be able to be swiped and utilized electronically with dedicated computers for attendance in the future. It was reiterated that this is not an ASB card and it will not take the place of an ASB card.

Administrative Governance Council Report:

Vice President Brian Ellison reported four recommendations were being brought to EGC from the Administrative Governance Council for consideration:

Recommendation:

Institutional Effectiveness Cycle/Swirl

The Administrative Governance Council (AGC) met, reviewed, and approved the Institutional Effectiveness Cycle Swirl for recommendation to EGC. The document has been vetted through the Academic Senate and Classified Senates

Disposition of Recommendation:

It was moved to accept the Institutional Effectiveness Cycle Swirl with edits as discussed. *M/S/P Matthew/Avilla.*

Recommendation:

Updated Layout for Continuing Education Flyers

The Administrative Governance Council (AGC) met, reviewed, and approved the Updated Layout for Continuing Education Flyers for recommendation to EGC. The document has been vetted through the Marketing Committee, the Academic Senate, and Classified Senates. This recommendation is an effort to standardize Continuing Education publications and create consistency within the institution.

Disposition of Recommendation:

It was moved to accept the Updated Layout for Continuing Education Flyers. *M/S/P Matthew/Richard*

Recommendation:

2010-13 Cornerstones for the Future

The Administrative Governance Council (AGC) met, reviewed, and approved the 2010-13 Cornerstones for the Future document for recommendation to EGC. The document has been vetted through the Academic Senate and Classified Senates. Though presented at the previous Academic Senate meeting, a vote was not taken. Therefore this document will be voted on at the Academic Senate meeting scheduled for Tuesday, April 21.

Two edits were requested: correct typo on page three and change first sentence, paragraph three on page four to read: *.....supporting higher expectations of students.*

Disposition of Recommendation:

It was moved to accept the 2010-13 Cornerstones for the Future, pending outcome of Academic Senate meeting and with edits referenced above *M/S/P Matthew/Richard*

Recommendation:

Program Discontinuance, Revitalization and Suspension Process

The Administrative Governance Council (AGC) met, reviewed, and approved the Program Discontinuance, Revitalization and Suspension Process for recommendation to EGC. The document has been vetted through the Academic Senate and Classified Senates. This document is intended to provide guidance when program review indicates an instructional program is in need of modification, suspension, or discontinuance. The Academic Senate would like to add edits to the document and will review at their meeting scheduled for Tuesday, April 21.

Disposition of Recommendation:

It was moved to table this item, pending edits from the Academic Senate until the next EGC meeting. *M/S/P Matthew/Richard*

Recommendation:

Continuing Education District Shared Governance Structure Diagram

President Beebe presented the Continuing Education District Shared Governance Diagram reflecting the edits discussed at the previous EGC meeting. This diagram will be included in the Continuing Education Participatory Handbook.

Disposition of Recommendation:

It was moved to accept the Continuing Education District Shared Governance Structure Diagram. *M/S/P Matthew/Richard*

Recommendation:

***Continuing Education Participatory Governance Structure Diagram
(Officially Recognized Committees as of April 1, 2010)***

President Beebe presented the Continuing Education Participatory Governance Diagram reflecting the edits discussed at the previous EGC meeting. This revision will be included in the Continuing Education Participatory Handbook.

Disposition of Recommendation:

It was moved to accept the Continuing Education Participatory Governance Structure Diagram. *M/S/P Matthew/Avila*

Recommendation:

Continuing Education Vision/Mission/Philosophy and Core Strengths Statements

President Beebe presented the draft document reflecting the reworked Vision, Mission, Philosophy, and Core Strength statements for Continuing Education. The statements are more concise and reflect suggestions voiced at the previous EGC meeting. The revised statements will be included in the Continuing Education Participatory Handbook.

Disposition of Recommendation:

It was moved to table the Continuing Education Vision/Mission/Philosophy and Core Strengths statements until the Academic and Classified Senates review the document.
M/S/P Matthew/Avila

Academic Senate Report:

Esther Matthew reported the following agenda items will be discussed at the April 20th Academic Senate meeting:

- Updated Cornerstones
- Program Discontinuance, Revitalization and Suspension Process document
- Office closures
- District policy in regard to minimum qualifications and equivalency
- District policy of credit by exam presented

Esther Matthew also reported that she attended the District Environmental Stewardship Committee the previous Friday and college faculty is requesting support on two resolutions, Temperature Setting and Water Bottle Resolutions.

Esther Matthew be attending the Academic Senate Resolution Session in San Francisco this week.

Classified Senate Report:

Rita Avila distributed the *Continuing Education Classified Senate Response to the Academic Senate's Resolution Regarding CE 7 PM Campus Closures*. This document is in response to the resolution presented by the Academic Senate at the previous EGC meeting that listed issues to the 7PM campus closure time, citing Classified Staff discontent with the new schedule. (See attached) Council Members were asked to read the document, share with their constituencies, and report input back at the next EGC meeting.

Instruction & Student Services

No report.

Continuing Education Board Agenda Items

President Beebe announced the Continuing Education Board of Trustee Campus Visit is scheduled for April 29th at ECC. The CE program is entitled *Advancing Economic Collaborations* and will highlight our partnerships with the community. Faculty and staff are encouraged to attend. Also being presented at the meeting are two Board Agenda Items: Clean Air Workforce Training Grant, which was discussed at the previous EGC meeting; and an increase of \$26, 054 to the 231 Grant budget.

Finance & Operations

No report.

Human Resources & Contract Concerns

No report

Facilities & Police

Smoking Policy Revisited

President Beebe distributed a copy of the April 1, 2008 EGC Action Notes that reflect Continuing Education's consensus to follow the District's policy: "*Smoking is prohibited inside any building or in any outdoor area within 25' of a main exit, entrance, or operable window of any building owned and occupied or leased and occupied by the District.*"

President Beebe reported that at the last Board of Trustee meeting people complained about cigarette butts and smoking on campuses. The Board of Trustees and Chancellor have requested the colleges and Continuing Education inform them of their current smoking policies and consider movement toward a "smoke-free" institution. There is a concern that Continuing Education leases many off site facilities and it may be difficult to police/enforce a "smoke-free" environment. Academic, Administrative, and Classified Senates will obtain copies of the colleges' smoking policies and compare them to the current CE policy. The constituencies will discuss and bring forth a recommendation to the next meeting.

Emergency Procedures Pamphlet

Vice President Parker reported in light of the recent seismic activity, Council Members were reminded that the District has an official reaction for what to do when an earthquake occurs. A "*What to Do in an Emergency*" pamphlet is posted in every classroom and every office space at every campus. These pamphlets provide important information in case of an emergency, such as earthquakes, fire, first aid, etc. Additional pamphlets will be sent to each office manager

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal

No report.

Roundtable

None.