

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**May 12, 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. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Pat Fernandez, Past President, Classified Senate
9. Holly Leahy, Vice President, Classified Senate

Members Absent: None

Guests: Sgt. Lou Zizzo, Campus Police

Action Notes: Action Notes from April 14, 2010, approved with amendment *M/S/P Avila/Matthew*.

Reports and Recommendations

President's Report:

No report.

Administrative Governance Council Report:

Vice President Ellison reported there is a discrepancy in attendance practice guidelines between statements in the Continuing Education catalog and registration forms. A new statement has been created to clarify and resolve the discrepancy. The revised statement has been sent to Academic and Classified Senates for review and input. A recommendation will be brought to the next EGC meeting.

Academic Senate Report:

Esther Matthew reported Academic Senate reviewed and support the recommendation for the Program Discontinuance, Revitalization, and Suspension procedure.

Esther Matthew reported Academic Senate reviewed the Vision/Mission/Philosophy and Core Strength statement for feedback and recommendation. It was suggested additional language should be included in the Vision portion of the statement to reflect what Continuing Education does. Esther Matthew and President Beebe will work on the statement and bring a final recommendation back to EGC.

Esther Matthew also reported on the following:

- Academic Senates district-wide have been working on an equivalency procedure and it is near completion;

- CE Academic Senate made a few edits to the Program Discontinuance, Revitalization, and Suspension document and it is now ready to bring back to EGC;
- The State Academic Senate now has a noncredit committee;
- There is only one candidate for Senate President Elect, Ingrid Greenberg. Esther Matthew will serve as Academic Senate President for one more year. The following year, she will become Past President when Ingrid Greenberg assumes the presidency.

Classified Senate Report:

Rita Avila reported Classified Senate met the previous week. During that meeting, six Classified Senate Scholarship recipients were selected.

Instruction & Student Services

### **ARCC Report**

Vice President Ellison reported that though numbers are low, we are on the higher end of the range. It is difficult to generate large CDCP numbers because of the criteria associated with this data. However, he also reported there is groundwork being conducted to redesign and develop new criteria.

President Beebe announced Vice Chancellor, Lynn Neault has chosen from all of the metrics in the ARCC Report, to present a full report to the Board of Trustees on Continuing Education CDCP numbers, with a detailed explanation of migration from noncredit to credit

Continuing Education Board Agenda Items

President Beebe announced that a zoning ordinance in regard to the new Chavez campus property will be on the agenda for the May 13<sup>th</sup> Board of Trustee meeting.

Finance & Operations

No report.

Human Resources & Contract Concerns

No report

Facilities & Police

### **Campus Safety**

President Beebe introduced guest Sgt. Lou Zizzo from Campus Police. He was asked to attend EGC and speak to some of the concerns raised by faculty and staff regarding campus safety. Sgt. Zizzo reported Campus Police is operating with fewer officers; even so, officers are specifically assigned to each campus, with 2 district patrol units – one south of the I-8 and one north of the I-8. District patrol units are responsible for contacting and patrolling all the Continuing Education campuses/properties during the three shifts: day, night, and graveyard. Because of location there are 2 senior officers assigned to ECC. From time to time Mid-City and other campuses will have college service officers (CSOs) on site. Sgt. Zizzo emphasized that District Police officers are well trained and district safety is their priority. They respond to all active calls and will contact San Diego Police Department (SDPD) to respond as well.

EGC requested that district patrol units be more visible between the hours of 7:00 to 9:00 pm, especially at the Chavez and Mid-City campuses. There was an inquiry if RSVPs could be utilized at each campus as well as additional CSOs. Sgt. Zizzo will take these requests back to Chief Hogquist and his team for consideration. It was also suggested that better signage (hours of operation) and being consistent with behavior (i.e., not letting someone in the building after hours) would also help with campus safety.

Having the office at Mid-City open to the public on Fridays is still under favorable discussion. As soon as the issue of staff transfers, the needs of the campus, function priorities, and who is available to address these needs have been determined, opening the campus on Fridays will move forward. Representatives from Classified and Academic Senates will meet to discuss these points and bring forth recommendations.

### **Privacy Rooms for Lactating Mothers**

President Beebe reported that there has been a lack of designated rooms within the district for lactating mothers. These rooms are mandated for employees only and need to offer privacy for the mother. President Beebe requested the Dean at each campus to identify a room, or rooms that can be used for this function. The rooms have been identified as follows:

Mid-City: Offices 103 or 105  
North City: Room 104  
Centre City: Room 204C  
Cesar Chavez: Adjunct Faculty Office  
West City: Adjunct Faculty Office  
ECC: "Green Room" next to Theatre

### **Facilities Update**

Vice President Parker reported there are four buildings that will start construction in 2011, to be completed during 2012. North City construction equipment will be arriving on campus shortly to begin demolishing the Kelco building.

All four buildings are targeted for completion around the same time. President Beebe and Vice President Parker will share construction status with faculty and staff as it becomes available.

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

No report.

### **Conferences, Events & Information**

No report

### **Legal**

No report.

### **Roundtable**

Kim Laramie reminded EGC members of the two Continuing Education events scheduled the following week: Classified Service Awards on Tuesday, May 18, and Hail & Farewell on Thursday, May 20. Both events will be held at ECC.