

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

May 26, 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

Action Notes: Action Notes from May 12, 2010 Special Meeting were approved *M/S/P Richard/Avila*.

Reports and Recommendations

President's Report:

- President Beebe announced Chancellor's Cabinet was made aware that students are bringing animals (dogs) onto the College and Continuing Education campuses, and into the classroom stating they were "service animals." Many of these dogs are not service animals and are causing disruptions. President Beebe distributed the District's Administrative Procedure that defines use of service animals and implements Policy 3105 with regard to service animals on campus. San Diego Community College district will permit qualified students with disabilities to use service animals in District facilities and campuses in compliance with state and federal law. It was noted that "comfort" animals do not qualify under this procedure. A request was made to have this procedure linked to the website.
- President Beebe announced that EGC would not meet during the summer, with a caveat that an emergency meeting could be called as needed. The first meeting scheduled in the Fall semester will be scheduled for September. A schedule of meetings will be sent to Council Members.
- President Beebe distributed a copy of the current Continuing Education Mission, Core Values, Statements, and draft language for the Vision Statement (one document). Feedback from the Academic Senate indicated the Mission and Core Values Statements were reflective of the institution, but the Vision Statement, though brief, needed to indicate more specifically what Continuing Education is striving to be. The draft Vision says: "*San Diego Continuing Education strives to be the Nation's leading career development, college preparation and life-long learning provider.*" This language more accurately captures what Continuing Education is doing in terms of our mission.

Esther Matthew will send the new language electronically to the Academic Senate for any feedback before the semester ends. Once President Beebe receives the feedback from Ms. Matthew, he will forward the revised Mission, Core Values, and Vision Statements to the Chancellor and Board of Trustees.

Administrative Governance Council Report:

Vice President Brian Ellison reported one recommendation was being brought to EGC from the Administrative Governance Council for consideration:

Recommendation:

Continuing Education Attendance Statement

There has been a discrepancy in attendance practiced guidelines between statements in the Continuing Education Catalog and Registration Forms. The new statement will clarify and reconcile any discrepancies. The Administrative Governance Council (AGC) met, reviewed, and approved the Continuing Education Attendance Statement for recommendation to EGC. The document has been vetted through the Academic and Classified Senates.

Disposition of Recommendation:

It was moved to accept the Continuing Education Attendance Statement as submitted. M/S/P Matthew/Avilla.

Academic Senate Report:

Esther Matthew reported the following agenda items were discussed at the May 18th Academic Senate meeting:

- Tim Saylor attended and provided information regarding the migration to Office 2007
- Adopted the Senate Calendar
- Adopted the Attendance Statement
- Esther Matthew presented a new equivalency procedure
- Ingrid Greenberg presented on the inquiry process for district research
- Laurie Cozzolino shared there was more than 500 flex hours over the past year
- Roma Weaver and Marne Foster provided a presentation on accreditation
- Confirmed that Ingrid Greenberg will be the President-elect next year

Esther Matthew also reported that she may attend the Chancellor's Circle Luncheon in Riverside on June 24, 2010. Jack Scott is schedule to speak.

Classified Senate Report:

Rita Avila reported Classified Senate elections were occurring this week and results should be announced next week.

Instruction & Student Services

No report.

Continuing Education Board Agenda Items

President Beebe announced the next Board of Trustee Meeting is scheduled tomorrow, Thursday, May 27, 2010. There are no agenda items from Continuing Education for this meeting.

Finance & Operations

President Beebe provided an update on the \$3 million Department of Labor weatherization grant Continuing Education applied for. This is a collaborative effort between Continuing Education, Grossmont/Cuyamaca, and Southwestern. Continuing Education will be the lead, receiving curriculum from Cuyamaca. Southwestern will provide small business related courses in the STAR Center that have a “green” twist. Notice of the grant award will be announced in early June.

Human Resources & Contract Concerns

No report

Facilities & Police

College Police Follow-up

President Beebe reported Chief Hogquist provided an RSVP Program presentation at the last District Governance Council (DGC) meeting. The Chief used Continuing Education as an example of how this program could be rolled out. President Beebe, Esther Matthew, Paul Richard, and Rita Avila showed their support of this program at the meeting.

Smoking Policy Revisited

Vice President Parker shared a suggestion was put forth from West City Campus to designate one spot on campus as the smoking area. Unfortunately the place chosen would violate the adopted 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.”* Instead, the smoking stands that are too close to the operable doors will be moved so as to be in compliance with the policy. Signs will also be updated and posted. We have no control of offsite locations we don’t own or regulate. If, however, violations of the smoking policy are observed at our campuses they should be reported to the Office Manager.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal

No report.

Roundtable

Vice President Ellison distributed the new Education Master Plan 2010-2012.

Pat Fernandez shared that drilling to test the water level at North City was underway to determine the soil content.

Rita Avila reported on June 2nd she will be meeting with Alma McGee and Gretchen Bitterlin to discuss opening Mid-City Campus on Fridays.

Gretchen Bitterlin inquired if campuses will be open to faculty on September 3rd? *The campuses will be open with tentative hours as 7:30 – 5:30.* She also asked if faculty will have access to campuses after July 23rd. *Yes, during normal campus/office hours.*

Kim Laramie announced the scholarship event was taking place in an hour in the Theatre; and Graduation was scheduled next week, on June 2nd.

President Beebe announced memorial services for Maria Senour's husband were being held at the ECC Theatre. He will send out the date.

Congratulations to Mesa President Rita Cepeda on being named Chancellor for San Jose Community College District.

President Beebe thanked the Council for all their hard work and service the past year.