

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

September 23, 2009

Members Present:

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Bob Parker, Vice President, Administrative Services
3. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
4. Esther Matthew, President, Academic Senate
5. Paul Richard, President Elect, 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

Reports and Recommendations:

President's Report:

President Beebe welcomed new Council Members Paul Richard, Academic Senate, and Pat Fernandez, Classified Senate, to the group and distributed copies of the San Diego Continuing Education Governance Handbook. Dr. Beebe reviewed the basic purpose of and, processes the Council. It was suggested that the Handbook be updated. The document will be revised for additions, deletions, and changes to the current committees represented. The participation governance structure was also reviewed for consistency. Issues and items for recommendation will follow the process of coming to EGC via committee submission to the Academic, Administrative or Classified Senates for discussion, and recommendation. Communication and collaboration between all constituencies will be prior to the recommendation being presented to EGC.

President Beebe also informed the Council that Chancellor Carroll had been invited to attend a future meeting when her scheduled permits.

A request for agenda items will be sent to the Council prior to the next meeting.

Administrative Governance Council Report:

No Report.

Academic Senate Report:

Esther Matthew reported:

- Counselor Sheyla Castillo was invited to attend the Academic Senate meeting held on September 22. She sits on one of the H1N1 committees at the District and provided information about this flu. Ms. Castillo requested faculty's assistance regarding how to distribute information to Continuing Education students about the subject, since they are a different population than college students.
- The Senate presented the following resolutions:
 - Faculty would like a system crafted to allow them to access student telephone numbers. The Senate would like to work with administration to develop a system that will protect students' information while at the same time allow for telephone number access;
 - The Senate Body would like to develop a process to approve ancillary funds for staff development. President Beebe stated that disposition of ancillary funds is currently under negotiation at the District and could not be discussed at this time. He will follow up with HR regarding the ancillary funds and report to an upcoming Senate Meeting.
- Faculty is fully represented on the Web Committee; faculty have been identified and invited to join the expanded Student Services Council, with the first meeting scheduled for October 1.
- Academic Senate stresses the continued effort of transparency and timely participation in decision making process of academic and professional matters.

Classified Senate Report:

Rita Avila reported the Classified Senate would be starting their first scholarship fundraising effort starting October 5, 2009. Look for emails and candy purchasing opportunities.

Instruction & Student Services:

Vice President Ellison provided a report of the basic enrollment plan for 09-10. The latest directive from the District is to hold enrollment steady. Deans will still be monitoring low enrolled classes; and if there are more budget reductions in January, plans will be made accordingly.

It was noted that with so many students and fewer classes there may be a need to change or suspend the assessment/placement process. It was also suggested that the term "waiting list" for classes be changed to "interest list" and when space is available a student would be contacted. Ms. Matthews will compile the various lists of wait list methodologies and current wait list numbers. This information will be forwarded to the Office of Instruction.

Continuing Education Board Agenda Items:

Continuing Education has an item on the Board Agenda for September 24, to accept a budget partnership with Mitchell International and San Diego County Schools, to provide instruction to at-risk students. This is a renewal of an on-going program.

Finance & Operations:

Institutional Effectiveness Cycle:

President Beebe distributed a graphic of the institutional effectiveness cycle. The components of the graphic starts with a review of the values, philosophy, and mission statement, then progresses through a calendar cycle with implementation and updates of the Cornerstones which support the Mission Statement, and also support the labor market and environmental scan information. Based on the priorities and strategies of the Cornerstones, action plans for enrollment, staffing, facility, and equipment are developed. After the plans are developed meetings with the Budget Committee take place to strategize funding of said plans. Implementation of the plans, adjustments, and updates are on-going through the cycle.

It was noted that evaluation (i.e., program review) drives planning, and planning drives budgeting.

Budget Status and Planning 2009-10:

Bob Parker distributed copies of selected slides from a PowerPoint presentation of the District's 2009/2010 Adopted Budget that was prepared by Vice Chancellor Terry Davis. The information reflects the big picture of what happened at the state level with the District's budget and the impact on Continuing Education's budget. One major impact is the reduction of categorical funding (SDPS, Matriculation, CalWORKS, etc.). Continuing Education's share of reductions to date is \$1,378,144 (12% of overall reduction goal) with estimated additional reductions of \$1,269,000 (12% of overall reduction goal) for 2010-2011.

This amount could be impacted or reduced by the early retirement incentives being offered to Contract College and Continuing Education faculty and Office Technical staff. The implications and impact of these retirements on the overall operation of Continuing Education were briefly discussed, and it was noted that we will not be able to continue operating as we are now or have done in the past.

Human Resources & Contract Concerns:

H1N1 Response:

A Continuing Education H1N1 Steering Committee is being convened with representatives from faculty, administration and staff to develop a plan of action for Continuing Education in response to the H1N1 flu. More information will be shared at the next meeting.

Substitutes:

Faculty is requesting accesses to students' telephone numbers. President Beebe will follow-up with Lynn Neault's office and report back.

Reassigned Time:

Clarification of FTE hours for reassigned time was requested. Mr. Parker stated that Continuing Education receives two (2) FTE: One (1) for Academic Senate and one (1) for AFT. Program Chairs and Assistant Program Chairs were written into the contract to continue the historical practice of funding release time out of a mixture of the 1010 budget, VTEA and 231 funds.

Facilities & Police:

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

The ECC Skills Center Grand Opening is scheduled for Thursday, November 5, 2009, from 10:00 a.m. to 1:00 a.m., with the official program and ribbon cutting from 10:30 a.m. to 11:00 a.m. President Beebe encouraged the Council to attend.

Meeting Adjourned. Next meeting is scheduled for Wednesday, October 14, 2009.