



# CHANCELLOR'S CABINET UPDATE



## MEMBERSHIP

Constance M. Carroll, Ph.D.  
Chancellor

Terry Burgess, Ph.D.  
President,  
San Diego City College

Rita Cepeda, Ed.D.  
President,  
San Diego Mesa College

Patricia Hsieh, Ed.D.  
President,  
San Diego Miramar College

Anthony Beebe, Ed.D.  
President,  
Continuing Education

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Vice Chancellor,  
Instructional Services

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Vice Chancellor,  
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Terry Davis  
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Business Services

Rich Dittbenner, J.D.  
Director,  
Public Information &  
Government Relations

Robin Lewison  
Executive Assistant  
to the Chancellor

**FEBRUARY 2010**

## **CABINET CONTINUES TO MONITOR STATE FUNDING POLICY TRENDS**

Unlike last year, when the legislature and Governor came to an agreement on the state's budget for 2009-2010, there is no such agreement this year. Both branches of government are far apart, with the two-thirds vote requirement for a budget being the major obstacle to agreement. The Cabinet continues to closely monitor developments that might impact the District's state revenue and the District's state income. Among the fiscal policy elements being closely watched are the following: Volatile state income trends, possible changes in state disbursement regulations, possible impacts of the Governor's May Budget Revision, revenue and taxation initiatives circulating within the legislature, and prospective impacts on state revenue of additional federal stimulus dollars coming to California. The Cabinet continues to examine multiple revenue-expenditure scenarios for the District.

It is expected that the state will face continuing budget challenges for 2010-2011 and may be required to make further cuts in expenditures to community colleges given the nearly \$20 billion state deficit, and the negative impacts of property tax revenue shortfalls.

## **COMMUNITY COLLEGE BACCALAUREATE DEGREE**

Assembly Member Marty Block has proposed and the Cabinet is examining the feasibility of a Community College Baccalaureate Degree program at the SDCCD and one or two other districts as part of a pilot project. Assembly Member Block, a former member of the SDCCD Board of Trustees, has expressed concern that the baccalaureate degree in fields vital to the California economy may no longer be within the reach of many "place-bound" residents of this district for whom admission to San Diego State University is no longer a viable option and other choices are unaffordable. Community colleges in 17 states already offer this degree in selective occupational fields.

## **RETIREMENTS AND REORGANIZATION**

The Cabinet is assessing the immediate and long-range impacts of planned retirements of District faculty, administrators, and staff members that will take place during the year ahead. It is anticipated that these impacts, particularly where several retirements are concentrated within a single unit, will lead to some types of reorganization at both the campus and district level in ways that maintain the District priority of no layoffs.

## **SUMMER SESSION AND SERVICES**

The Cabinet is examining the viability of reducing the summer class offerings at the colleges from five days per week to four days per week in an effort to lower operational costs. Some reductions will be made, but some classes will continue to be offered on Fridays. Adjustments in support services will accompany these changes and will be announced following completion of the planning process.

## **SPRING 2010 ENROLLMENT UPDATE**

Demand continues to be high as a result of the economic downturn and the change in the UC and CSU reduction in the number of admitted students. Spring 2010 FTES enrollment at the colleges is up 1.3% (City -2.1%, Mesa 5.4%, and Miramar -3.2%). College classes are 96% full compared to 90% at the same time last spring. Spring 2010 FTES at Continuing Education has a 15% projected decrease compared to the previous spring due to planned course section reductions to meet our funded cap. FTES enrollment at the three colleges is projected to be up about 1.0%.

The Chancellor's Cabinet has been addressing enrollment planning for 2010-2011. The strategy will be to ensure that the growth is earned within budget. Executive Vice Chancellor Terry Davis and Vice Chancellor Lynn Neault are developing the framework to provide a growth model that incorporates both FTES targets and budgeted FTEF for 2010-2011.

## **CHANCELLOR'S OPEN OFFICE HOURS**

As in the past, Chancellor Carroll wants to afford an opportunity for input throughout the District. In order to do this, Chancellor's Open Office Hours have been scheduled at various locations in the District. Please call in advance for a short appointment (this will prevent people from having to wait) by contacting the Chancellor's Office (ext. 6957). Open office hours for the spring semester have been scheduled as follows:

<b>Chancellor's Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
March 8 (Monday)	2:00-3:00 p.m.	City College	President's Office Conf. Rm., E-Bldg
April 5 (Monday)	2:00-3:00 p.m.	Mesa College	President's Office Conf. Rm., A-104
April 13 (Tuesday)	2:00-3:00 p.m.	Continuing Education	ECC, Rm. 121
April 26 (Monday)	2:00-3:00 p.m.	District Office	Chancellor's Office, Rm. 300
April 28 (Wednesday)	2:00-3:00 p.m.	Miramar College	President's Office Conf. Rm., A-102



# CHANCELLOR'S CABINET UPDATE



**MARCH 2010**

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## ENROLLMENT MANAGEMENT 2009-2010

The Cabinet was provided with an annual enrollment projection for 2009-2010, as of Spring 2010 Census. The projection shows that despite significant reductions in class sections (1,898 sections reduced since 2008-09), the district is still projected to end the year with a 2.8% increase in FTES. The growth is due to unprecedented student demand and extraordinary fill rates. For example, as of opening day for Spring 2010, districtwide, classes were 96% full and there were more than 21,000 waitlisted requests pending.

The Cabinet will continue to track enrollment through the end of the fiscal year and use the data to plan for 2010-2011 when it is anticipated that there will be further enrollment demand as a result of San Diego State University's not admitting all CSU-eligible high school graduates.

## BUDGET UPDATE

The Cabinet's top priority is tracking and managing both the current year budget and the developing budget for 2010-11 as the result of changes in the state's fiscal situation. Regarding the current year budget, 2009-10, the prognosis is a bit better than it was when the budget reduction effort started two years ago. Changes result from these assumptions: 1) the state will not enact mid-year cuts this year because of the need to stabilize funding in order to qualify for federal stimulus dollars; 2) improvements in the Stock Market mean that anticipated employer contribution requirements from STRS and PERS will not be as high as originally feared; and 3) the prospect of FTES growth funding in the coming year will enable us to further offset reductions on a one-time basis. These savings will be passed to the employee units that are addressing the fair share budget reduction targets in the one-time category. The goal of reporting on these changes is to maintain transparency at all times. Below is the current update on funding projection to date.

### Budget Reduction Goal (2008-09 through 2010-11)

<b>Original Budget Reduction Goal</b>	<b>\$36.00 million</b>
Eliminate 2009-10 Mid-Year Cut Projection	(2.93 million)
Reduce STRS & PERS Increase from 2.0% to .85%	(1.07 million)
<b>Adjusted Budget Reduction Goal</b>	<b>\$32.00 million</b>
Potential New FTES Growth Revenue in 2010-11	(1.72 million)
<b>Revised Budget Reduction Goal as of 3/1/10</b>	<b><u>\$30.28 million</u></b>

## Budget Reductions as of March 1, 2010

(100%) Budget Reduction Goal	\$30,276,957
(87%) Reductions to Date from Non-Bargained Items	(26,353,757)
• Hiring freeze	
• Defunding positions	
• SERP	
- Gen. Fund Unrestricted (47.125 FTE / \$1.50 million)	
- Gen. Fund Restricted (16.600 FTE / \$1.29 million)	
• Cancelled SunGard/SCT contract	
• Campus reductions	
• Districtwide reductions	
• Class section reductions	
• Proposition S & N offsets	
(13%) Balance of reductions needed by 7/1/10	<u>\$3,923,200</u>

Chancellor Constance Carroll and Executive Vice Chancellor Terry Davis will shortly be attending governance meetings at the campuses to provide information on the budget and offer opportunities for questions and suggestions.

### **ACCREDITATION UPDATE**

The Chancellor's Cabinet is continuing its weekly review of updates from campus Presidents and Vice Chancellor Lynn Neault on the progress of various accreditation activities occurring within the District in preparation of the visits by WASC teams to the three colleges and Continuing Education in October this year.

### **BACCALAUREATE DEGREE PILOT PROGRAM**

The Cabinet heard a report on the legislation (AB 2400) introduced by Assembly member Marty Block that would authorize three community college districts to develop pilot bachelor's degree programs in impacted vocational fields that are of critical need to the state. The SDCCD is one of the three community college districts that would be authorized to undertake this effort. Seventeen other states have community colleges that offer the baccalaureate degree, the largest of which is Florida, where 10 community colleges offer a total of 40 baccalaureate degrees in fields ranging from Nursing and Elementary Education to Technology Management and Orthotics & Prosthetics. The colleges have been asked to review this possibility and respond if there is interest. This will be followed by a governance review and identification of implementation steps in the event this legislation is passed.

### **CHANCELLOR'S OPEN OFFICE HOURS**

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# CHANCELLOR'S CABINET UPDATE



**MAY 2010**

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## **2009-2010 ENROLLMENT UPDATE**

The Chancellor's Cabinet reviewed the latest report on enrollment. The most recent projections, as of P-2, show that the District continues to be tracking about 2.7% (1100 ftes) over the funded enrollment cap for this year, even after a reduction of almost 1750 sections districtwide. We have seen unprecedented demand throughout the District with a 97% fill rate this spring. The colleges and Continuing Education will continue to carefully plan for next year trying to balance the high student demand with the enrollment caps set by the state.

## **CAMPUS SMOKING REGULATIONS**

In response to student concerns expressed at the March 25 Board meeting, the Cabinet reviewed the status of smoking regulations at the District's campuses. The student speakers asked the Board to adopt a policy banning smoking at all District campuses, following which the Board referred the matter to the Chancellor. In reviewing the situation, the Cabinet noted that the entire District consistently abides by state ordinances regarding smoking prohibitions, and has also been steadily adapting to LEED standards, which are more restrictive than state statutes. Because each campus is a unique community, the Chancellor has requested that each campus review this matter within shared governance and report back with a recommendation regarding its preferences. These responses will be reviewed both by the District Governance Council and the Cabinet. The Chancellor will make a full report and an appropriate recommendation to the Board of Trustees.

## **CAMPUS FOUNDATION PLANNING**

In anticipation of the return of control of the SDCCD Auxiliary Fund to the District in 2011, and its reinvestment in the San Diego Foundation as an Endowment Fund instead of the Bank of America, the Cabinet has begun to review support options to strengthen the operations of the college and CE foundations. The process of research and review, under the leadership of Vice Chancellor Otto Lee, is expected to take several months.

With additional revenue anticipated when the Endowment reverts, the Cabinet felt that this was a good time to discuss some of the new directions that each foundation has begun to explore and to see how those directions can be better supported.

## **ACCREDITATION**

The Cabinet continues to receive reports of progress in accreditation planning in anticipation of accreditation team visits that will take place during October 11-14, 2010. The colleges and CE are presently soliciting input and suggestions from their campus communities prior to finalizing their Self Study reports.

## **STATE AND FEDERAL LEGISLATIVE UPDATE**

The Cabinet is vigilant in monitoring political actions and discussions in Sacramento and Washington, D.C., that could impact community colleges and the SDCCD. In the past, the state has played a major role in higher education funding with the federal government having a relatively minor one. That has changed. The state has continued to exert the primary, but constrained role in community college and District funding with the federal government increasing direct and indirect funding to students and programs. The federal role is expected to increase, especially in the area of direct student support.

As to California's funding situation, the Governor's May Revision budget will be released within the next week or two, after which budget negotiations will begin in earnest. The apparent stabilization in state revenue this year compared to last year, along with the mandates of Proposition 98, give the Cabinet some guarded optimism that the worst case budget scenario for 2010-2011 will be the same level of state support as last year. However, this still means that the remaining cuts in the current year must be completed (about \$ 4 million) and that inflationary costs next year must be absorbed (about \$5 million). The Cabinet is also closely watching information about the state budget deficit, which may cause this situation to become worse than it appears at the present time.

## **TRAINING TO MANAGE CONFLICT IN THE WORKPLACE**

The Cabinet discussed a proposal for training in workplace conflict management to help managers and governance leaders in response to the stresses of downsizing that the District has been experiencing for the past two years. The proposal will continue to be refined to undertake this training in the fall.

## **LACTATION ROOMS**

The Cabinet was briefed about a new legal mandate to provide lactation rooms on campus. Each president will work with his/her shared governance groups to identify a campus location for this purpose. The District Office will do the same.

## **COMMENCEMENT SCHEDULE**

As the spring semester and academic year come to an end, the college and CE commencements offer a reminder regarding the purpose of what we do as a District. The schedule of this year's commencements is as follows:

May 15, 4:00 p.m.	Mesa College	Jenny Craig Pavilion, University of San Diego
May 20, 4:00 p.m.	Miramar College	Hilton La Jolla Torrey Pines
May 21, 6:00 p.m.	City College	Spreckles Organ Pavilion, Balboa Park
June 2, 5:00 p.m.	Continuing Ed.	Spreckles Organ Pavilion, Balboa Park



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JUNE 2010

## BUDGET ISSUES FOR 2009-10 AND 2010-11

The Cabinet continues to pursue the balance of approximately \$4 million that needs to be cut from the budget in order to ensure the avoidance of deficit-spending. After the successful effort to cut \$27 million, the remaining balance is the most difficult because the choices of what to reduce are both few and significant. Nevertheless, the effort is continuing, without layoffs or the elimination of core programs and classes for students.

The Cabinet also received a report from Chancellor Carroll and Rich Dittbenner on their recent participation in the large urban districts consortium's lobby day in Sacramento (see below). They provided information which the Chancellor will summarize in a budget message to the districtwide community. Although the prognosis for funding in 2010-11 is not as dire as it could have been, there are still areas of great concern. Topping the list is the possibility of payment deferrals from the state for the months of July, August and September, which would impact the district as follows:

July	\$ 7.7 million
August	7.7 million
September	<u>15.4 million</u>
TOTAL	\$30.8 million

This will require the district to rely upon reserves for all general fund expenditures during those months. The Cabinet is also pursuing the impact of possible state-mandated cuts to Physical Education (Exercise Science), Athletics, and Fitness programs and classes. The Cabinet's bottom line is to keep the budget in balance, prepare responsibly for the coming year, and provide stability for employees and students.

## LEGISLATIVE UPDATE

The Cabinet is monitoring state budget discussions very closely. The usual early post-May Revise budget discussions have begun in the legislature and Department of Finance. While governors historically get the budgets they seek in their January budget message (they have the power of line veto), the budget is rarely settled these days until well into the summer. The opening salvo from the Assembly Democrats calls for tax increases and borrowing. In addition, the Assembly's Democratic leadership is looking for ways to increase K-12 spending that may or may not impact community college funding. It is

still early to tell the direction of budget negotiations in this constantly evolving political landscape. The Republican legislative leadership has not presented a formal budget alternative yet. The District continues to meet with members of the leadership of both parties to impress upon them the continuing needs of the people of San Diego for transfer education and job training.

The District has indicated its support for SB 1440 (Matriculation to CSU of 60 unit transfer Associate Degrees from community colleges) and its opposition to SB 1143 (Change in community college funding formula that would reduce support in an already resource-starved state community college system).

### **SAN DIEGO STATE UNIVERSITY ADMISSION ISSUES**

The Cabinet continues to monitor developments regarding the admission rejection to San Diego State University (SDSU) of over 1,000 students from our three colleges. To date, SDSU has not indicated to either the district's colleges or to the student why a student's admission was rejected. The San Diego and Imperial Counties Community Colleges Association (SDICCCA) reports similar experiences at the other colleges in the region. The District, in coordination with its SDICCCA partners, is addressing this issue in a comprehensive way.

### **ACCREDITATION UPDATE**

The Cabinet reviewed the status of accreditation activities within the District. College and CE accreditation self study reports are in the final review and production stages at all District campuses. Dr. Brice Harris, Chancellor of the Los Rios Community College District, has been selected by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges as the chair of the Mesa College accreditation visit. Dr. Susan Carleo, President of Los Angeles Valley College, has been named to head the accreditation visit to Miramar College. Appointments to chair accreditations visits for City College and CE are pending.

### **EMPLOYEE CULTURAL CLIMATE SURVEY**

The Cabinet received a status report on the research methodology from which survey questions are being developed to administer at each college and CE in the Fall. It is hoped that the results of the survey will assist each campus establish benchmarks to assist them move forward in implementing the District's Cultural Competency policy. The District's Cultural Competency policy originated from collaboration between the District's Trustee Advisory Council, District and campus groups, and the Board of Trustees.

### **MEMBERS OF CHANCELLOR'S CABINET ATTENDANCE AT CAMPUS EVENTS**

Members of the Chancellor's Cabinet again indicated their intention to demonstrate support for the students and staff of our colleges and CE by attending campus events during the months of May and June. Among the events Cabinet members plan to attend are commencements, employee recognition presentations, honors and awards ceremonies, scholarship events, retirement celebrations, etc.





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SEPTEMBER 2010

## GRANT ACTIVITY UPDATE

The Cabinet reviewed a dramatic increase in the number and size of grants awarded to the colleges, Continuing Education and the District Office in fiscal year 2009-2010. Total funding for districtwide grant activity has now reached \$10,675,814. Here's the breakdown by campus: City - \$3,356,001; Mesa - \$1,990,714; Miramar - \$2,013,501; Continuing Education - \$1,682,277; District - \$1,633,321. The funding period for these grants varies anywhere between one and five years.

## ENROLLMENT REPORT

The District continues to show growth in all aspects of the class and enrollment measures. Enrollments for the Fall 2010 are 8% higher overall compared to the Fall 2009 enrollments at the same point in time (City 6%, Mesa 10%, and Miramar 6%). Classes are filling at the same rate this Fall compared to last Fall at the same time (95% compared to 95%).

FTES for Fall 2010 classes is up 6.6% compared to the same week of Fall 2009 (City/ECC 5.3%, Mesa 9.4%, and Miramar 2.3%). FTES for online sections shows an increase of 255.2 FTES (15%) from Fall 2009 (1,695.9 FTES compared to 1,951.1 FTES). Census week FTES shows an increase of 678.1 FTES (6%) from Fall 2009 (10,840.6 FTES compared to 11,518.8 FTES).

The number of sections for Fall 2010 has increased overall (247), when compared to the previous year (City/ECC 9, Mesa 188, and Miramar 50). The percentage increase of sections offered by college for Fall 2010 is: City/ECC 1%, Mesa 10%, Miramar 6%, All Colleges 6%.

## FOUNDATION PLANNING FOLLOW-UP MEETING

The Cabinet reviewed the status of planning for support of the college and CE foundations. Preliminary discussion regarding the organizational and program needs of four independent and different college/CE foundations within a collaborative unifying structure was explored. A Foundation Development Consultant will be assisting the District's leadership in identifying the individual and collaborative opportunities for strengthening the entire District's ability to engage in more effective fund development across the range of support needs of college and CE programs.

## INNOVATIONS 2011 CONFERENCE PLANNING

The SDCCD and the Grossmont-Cuyamaca Community College District (GCCCD) are co-hosting the Annual League for Innovation in the Community Colleges' "Innovations 2011" conference to be held in San Diego at the Hilton Bayfront Hotel February 27 to March 2, 2011. Over half of the attendees at the conference are community college faculty members. Proposals for

presentations will be accepted until October 4, 2010 (extended from September 18, 2010). The innovation streams include (1) Learning and Teaching, (2) Leadership and Organization, (3) Student Services and Activities, (4) Basic Skills and Developmental Education, (5) Workforce Preparation and Development, (6) Diversity, Equity, and Inclusion, Open Educational Resources, etc. The SDCCD and GCCCD will be providing the local staffing and logistics support ranging from IT to Hospitality. The conference website is: [www.league.org/i2011](http://www.league.org/i2011).

**DISTRICT TO ADVANCE CAL-GRANT STUDENT SUPPORT**

The District will again advance payment for Cal-Grant student recipients pending receipt of their support payments from the state. Continuing state delays in payments (e.g. apportionment to the District, state student aid, etc.) has made it necessary to preserve the ability of these students to continue to attend class. It is anticipated that the District may have to advance over two million dollars if the state continues this practice throughout the 2010-2011 fiscal year.

**ON-CAMPUS TRANSPORTATION FOR DISABLED STUDENTS**

The Cabinet reviewed opening day activities at the colleges to assess successes and areas for improvement. On-campus disabled student transportation was identified as an urgent need. Better wayfinding signage within new college buildings was also identified as an area for improvement.

**CAMPUS BANKING**

The Cabinet began studying the possibility of having branch banking on college campuses, where expressed interest has been greatest. A report is expected on the matter within the next two months.

**CHANCELLOR’S OPEN OFFICE HOURS – FALL SEMESTER 2010**

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<b>Chancellor’s Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
September 22 (Wed)	2:00-3:00 p.m.	City College	E. Bldg., President’s Conf. Rm.
October 18 (Mon)	2:30-3:30 p.m.	Miramar College	Room A102, President’s Conf. Rm.
November 1 (Mon)	3:00-4:00 p.m.	Mesa College	Room A104, President’s Conf. Rm.
November 16 (Tues)	2:30-3:30 p.m.	Continuing Ed, ECC	Room 121
January 13 (Thurs)	2:00-3:00 p.m.	Chancellor’s Office	Room 300



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OCTOBER 2010

## ENROLLMENT REPORT

The Cabinet heard a report on the status of enrollment in the District. Overall, FTES is up seven percent and the fill rate was 95 percent across the District at the beginning of the semester. The fill rate of on-campus classes for each college is as follows: City-95 percent, Mesa-96 percent, and Miramar-99 percent. The online fill rate for District colleges is: City-87 percent, Mesa-90 percent, and Miramar-94 percent. The number of sections for Fall 2011 has increased overall by 251 when compared to the previous year. Resident first census enrollment for the colleges was up for each college as follows: City/ECC credit classes-5.7 percent; Mesa-10.1 percent; and Miramar-1.6 percent. [Fluctuations in enrollment patterns at Miramar are influenced by changing enrollments in police and fire fighter academies.]

## ACCREDITATION TEAMS VISITS AND STATUS OF LOGISTICS PREPARATION

The Cabinet heard a report on the status of logistics preparation for accreditation teams visiting the colleges and CE during the week of October 11-14, 2010. Among the site preparations noted were the following: Availability of Wi-Fi connectivity for team members, suitable hotel accommodations, transportation arrangements between hotel and campuses, team rooms at each campus and/or accreditation team hotel, and the availability of conference room meeting space at the campuses and District Office for team members. While on campus, accreditation team members may be walking about, and wish to speak with members of the campus community. Faculty and staff members who wish to familiarize themselves with their respective campus' self-study reports will find them posted on the campus websites.

## TSA TRAINING

In partnership with the American Association of Community Colleges (AACC), the Transportation Security Administration (TSA) has invited San Diego Miramar College to deliver the Crew Member Self Defense Training (CMSDT) Program under the Vision 100 – Century of Aviation Reauthorization Act. Training (CMSDT) is open to any flight or cabin crewmember employed by an U.S.-flagged air carrier providing scheduled passenger air transportation. It is expected that with these self defense skills, flight or cabin crew members will be better able to deal with unruly and threatening passengers.

## COLLEGE FACT BOOKS

The Cabinet received copies of Fact Books that will be provided to the colleges containing demographic and other facts of relevance for understanding the details of campus instructional and student service operations as well as communicating with internal and external stakeholders.

## **UNITED WAY/CHAD**

Once again, the District will be participating in the annual United Way/Chad drive to raise support to assist local community service and health organizations in San Diego. Vice Chancellor Kim Myers has agreed to spear-head the District's effort.

## **EMPLOYEE EVALUATIONS**

The Cabinet received an update from the campuses and other units within the District on the status of annual or contractually defined employee evaluations. All evaluations have been completed or are in the process of completion (those slated for completion during October, 2010).

## **SERVICE TO THE U.S. MILITARY ARMED FORCES**

The Cabinet reviewed the status of military contracts with the U.S. Navy and Army. The scope of current contracts was discussed as well as a briefing on District efforts to identify other contract opportunities for which the SDCCD possess the technical capacity. It was noted that military authorities continue to be well-satisfied with the instructional and operational integrity of the classes taught by the SDCCD at their facilities.

## **GREAT CALIFORNIA SHAKEOUT 2010**

The Cabinet heard a report of districtwide planning for participation in a statewide preparation exercise for a magnitude 7.8 earthquake along the southern Andreas Fault. Faculty and staff members are invited to log on to [www.shakeout.org](http://www.shakeout.org) to learn more about the upcoming exercise. The hope is that the lessons learned from this exercise will better inform members of the SDCCD community of steps they can take at work and elsewhere to protect themselves, their families and co-workers, in the event of an earthquake of this scale in the San Diego region.

## **REVISED SDCCD MOTORIST ASSISTANCE PROCEDURES**

The Cabinet discussed proposed revisions to student parking fee-funded motorist assistance practices to be incorporated into a Motorist Assistant Policy. Prior practice had been to provide assistance to students and staff located away from campuses. This assistance to any student ranged from assisting with alternative transportation to assisting with a disabled vehicle. Time away from campuses on such calls many blocks away from campuses had been increasing to the detriment of being able to provide immediate safety services on the campuses. As a result, off-campus calls for service will now be provided to valid parking permit holders parked on public property within a three block radius service area of a campus.

## **CHANCELLOR'S OPEN OFFICE HOURS – FALL SEMESTER 2010**

As in the past, Chancellor Carroll wants to afford an opportunity for input throughout the District. In order to do this, Chancellor's Open Office Hours have been scheduled at various locations in the District. Please call in advance for a short appointment (this will prevent people from having to wait) by contacting the Chancellor's Office (ext 6957). The remaining open office hours for the fall have been scheduled as follows:

<b>Chancellor's Open Office Hours</b>			
<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>	<b><i>Room</i></b>
October 18 (Mon)	2:30-3:30 p.m.	Miramar College	Room A102, President's Conf. Rm.
November 1 (Mon)	3:00-4:00 p.m.	Mesa College	Room A104, President's Conf. Rm.
November 16 (Tues)	2:30-3:30 p.m.	Continuing Ed, ECC	Room 121
January 13 (Thurs)	2:00-3:00 p.m.	Chancellor's Office	Room 300



# CHANCELLOR'S CABINET UPDATE



## MEMBERSHIP

Constance M. Carroll, Ph.D.  
Chancellor

Terry Burgess, Ph.D.  
President,  
San Diego City College

Elizabeth Armstrong  
Interim President,  
San Diego Mesa College

Patricia Hsieh, Ed.D.  
President,  
San Diego Miramar College

Anthony Beebe, Ed.D.  
President,  
Continuing Education

Otto Lee, Ed.D.  
Vice Chancellor,  
Instructional Services

Kim Myers, Ed.D.  
Vice Chancellor,  
Human Resources

Lynn Neault  
Vice Chancellor,  
Student Services

David Umstot, P.E.  
Vice Chancellor,  
Facilities Management

Terry Davis  
Executive Vice Chancellor,  
Business Services

Rich Dittbenner, J.D.  
Director,  
Public Information &  
Government Relations

Robin Lewison  
Executive Assistant  
to the Chancellor

NOVEMBER 2010

## PROPOSED COLLEGE AND CE CALENDARS FOR 2011-2012

The Cabinet discussed the academic calendar planning for the colleges and Continuing Education for 2011-2012. Concerns were raised regarding future SDCCD calendars in light of the differences between the District calendars and those of San Diego State University and the San Diego Unified School District. Discussion focused on issues of differential vacation times, student matriculation issues, and related concerns. The District Research Office will seek to quantify the elements under discussion and report back to the Cabinet on its findings. The 2011-12 calendars have been recommended for approval at the November 11 Board of Trustees meeting.

## DISTRICT COPYRIGHT GUIDELINES

As part of the Cabinet's continuing review of District policies and practices, it discussed minor changes in the District's copyright guidelines to bring them in line with the current state of the law. The guidelines will also be reviewed by the District Governance Council.

## BOARD POLICY REVIEW

The Cabinet is continuing its review of Board Policy 3306 (Course Materials Adoption and Procurement Policy) to ensure that it reflects the current state of the law and regulation, and honors the District's support of academic freedom.

The Cabinet also continues to discuss the current state of the law as it applies to Board Policy 3925 (Political Activities and Free Speech) and the varied political activities undertaken by members of the District community. The highly contentious November 2, 2010, election has precipitated intra-district challenges originating from staff members to the political activities and speech of other members of the District community. As a result of these challenges, each allegation has been subjected to legal scrutiny by the District to ensure the District's compliance with the law and support for the rights of each member of the District community.

## GREAT CALIFORNIA SHAKEOUT

The Cabinet heard reports during the month about the districtwide planning for the statewide earthquake drill, the Great California ShakeOut. The ShakeOut is a program designed to help people and organizations become better prepared before the next big quake. The drill was held at 10:21a.m. on October 21, throughout the District.

## **ADULT EDUCATION STRATEGIC PLANNING BY THE STATE**

The Cabinet is closely following developments in adult education planning at the state level. Continuing cutbacks in K-12-based adult education have precipitated discussions among key policy makers that might include a reorganization of state support for adult education. Although the discussions are at an early stage, CE President Beebe and District Government Relations Director Richard Dittbenner will be engaging with the key state stakeholders on this matter. Strengthened state support for adult education is of great importance to the residents of the City of San Diego, as well as to the District's student enrollment at Continuing Education and the matriculation of CE students to the District's three colleges.

## **CAMPUS SAFETY**

The Cabinet is continuing its review of campus safety throughout the District. The recent events at San Diego City College emphasize the importance of having a well-trained police force on campus. In addition, these events highlight the need for every member of the District community to take part in those steps that a reasonably prudent person would take for their safety and well-being. The Presidents and Cabinet will be reviewing the physical aspects of the campuses with an eye toward ensuring that reasonable approaches in building safety continue to be taken in the design and construction of new buildings and the renovation of others throughout the District.

## **DISTRICT LOGO USE/PRESENTATION**

The Cabinet reviewed the use of the SDCCD logo "brand" as it is currently presented in the community. The District Office of Public Information and Government Relations will be developing modified guidelines to ensure that the logo is identified more strongly with the San Diego Community College District than the logo, standing alone, reflects.

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Government Relations

Robin Lewison  
Executive Assistant  
to the Chancellor

DECEMBER 2010

Chancellor Carroll and members of the Chancellor's Cabinet

extend best wishes to all members of the districtwide

community for a safe and restful holiday season

with family and friends.

## UNIVERSITY ENROLLMENT AND RELATIONS UPDATE

The Cabinet received a report on upward enrollment trends at colleges and CE as well as efforts to manage this growth within the budget constraints of the state and District. The upward transfer trends and warm mutually supportive relationship between colleges of the SDCCD and UCSD were noted by the Cabinet with approval.

Preliminary information about new admissions criteria at SDSU were received by the Cabinet. Vice Chancellor Neault will keep the Cabinet informed as new details are provided by SDSU.

## DISTRICTWIDE FACILITIES UPDATE

The Cabinet received reports regarding the accelerated Propositions S and N bond construction efforts underway throughout the District. Progress remains on track. Construction savings continue to accrue to the District and taxpayer with enhanced facilities and reduced cost to the taxpayer due to the continuing favorable "buyer's" building market for construction services and materials.

A variety of facility-related issues have been discussed including the District's Industrial Hygienic Plan, planning for as-needed shuttle service for students with disabilities, police equipment communication materials, facilities needs for joint San Diego Unified School District-SDCCD programs, Transportation Security Administration (TSA) training at Miramar College and corporate educational training at City College.

## **INNOVATIONS 2011 CONFERENCE IN SAN DIEGO – FEBRUARY 27-MARCH 2, 2011**

The SDCCD, Grossmont-Cuyamaca CCD, Imperial Valley CCD, and MiraCosta CCD are local hosts of the League for Innovation's annual conference to be held in San Diego at the Hilton Bayfront Hotel. Faculty and staff members from the SDCCD are encouraged to attend the conference, which focuses on innovations in college teaching.

**A special group enrollment rate is being extended to SDCCD attendees.** Further information will be distributed by Vice Chancellor Otto Lee shortly.

## **DR. MARTIN LUTHER KING, JR. DISTRICTWIDE CELEBRATIONS**

The Cabinet received a report on the upcoming participation of the District's Board members, administrators, faculty and staff, in the annual week of activities in January. Again, student floats from SDCCD colleges and CE will be featured in the annual parade.

District representatives will also attend several community events including:

- a) MLK Jackie Robinson YMCA Breakfast, January 14, 2011, at 6:30 a.m.
- b) MLK Educator's Breakfast, January 15, 2011 at 7:00 a.m.
- c) MLK Parade, January 15, 2011 at 9:30 a.m.
- d) MLK Multicultural Festival, January 15, 2011 at 11:00 a.m.
- e) MLK All People's Breakfast, January 17, 2011 at 7:30 a.m.

Anyone interested in these events may contact their campus or District leadership for additional information.

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