



CSEA Chapter 262
GOVERNANCE COMMITTEE REPORTS

Wednesday, October 17, 2012

BUDGET

Representative(s): Mark Fernandez

2nd and 3rd Wednesday, 3:00 – 4:00 p.m.

The Budget committee began work to develop a “Process and Guidelines for Future Budget Reductions.” This is intended to be used campus-wide and would include input from classified and faculty in finding ways to evaluate their programs and services, determining what is successful or not and determining the value of the program and/or service in relation to student success. The reasoning behind this is that we would rather provide fewer, high quality programs and services to students and to the campus than more programs and services that cannot be maintained to a high level or service.

Dr. Scroggins attended the October 8 meeting to discuss the budget options he was presenting to the Committee and that he would also present to employee groups at a special “summit” meeting he requested for later in the month. The Administration has made it abundantly clear that we have already made all the cuts to the college budget that can be made without eliminating academic degree or certificate programs or student programs and services. Without a reduction in salary and benefits, the college’s reserves would be depleted by the 2014-15 fiscal year. The President shared with the Budget Committee potential budget options to reduce these costs. These options are also being shared with employee groups since these options are all negotiable.

Budget Committee members, however, reminded the District these budget options that show the reserves depleted by 2015 are also based on an assumption that nothing would change between now and then. What the Committee members are trying to avoid is the District’s history of proposing budget situations at the beginning of the year that predict a deficit but ending the fiscal year with a surplus. This creates a perception of deception across the campus.

Mike Gregory reported to the Committee that the college would be using the interest earned from its OPEB Trust (retirement fund) to pay for the college’s contribution to retirement. The interest earned is about the same as the contribution we make, so the net result is no cost for the District. Our current ending value is \$72.1 million, and we need about \$98 million to be fully vested (meaning all retirees in the program would be guaranteed their retirement).

The Budget Committee then discussed the need for a more clear explanation of the budget, budget reductions, and reserves without using accounting jargon the average employee may not understand. One reason the budget may begin the year with a deficit and end the year with a surplus is because a budget is an *estimate* of what the college’s financial needs are for the year. However, as the fiscal year progresses, we make cuts, people resign or retire, and other reductions are made, and we can’t fully predict the amount of apportionment (the money the college receives for students) or growth (the amount we receive for the number of students above our cap) and for property taxes. These numbers are not available accurately until mid-May (two months before the end of the fiscal year) when the Governor publishes his “May Revise” budget.

The Budget Committee will also be reviewing and evaluating programs and services that were created during our periods of financial growth to determine whether these programs and services are necessary to continue. The Committee has also asked the Administration to review its process for approving the institutionalizing of Grant funded projects. Grant money is used to create a program or service, but after the grant money ends, the college picks up the cost of the program or service (that is “institutionalizing”). The Budget Committee has asked for a process to review these grant-funded programs to determine whether they should be institutionalized or dropped.

CAMPUS EQUITY & DIVERSITY

Representative(s): Ana Tafoya-Diaz

1st Thursday of the month during the Fall & Spring Semester



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FACILITIES ADVISORY COMMITTEE

Representative (s): Katherine MacDonald

Meets: As needed throughout the year

The committee met on September 25, 2012.

The committee will now be meeting monthly beginning in November on the 1st Wednesday of the month.

Lease/Lease-Back Contractor selection:

The committee interviewed 5 companies, the top 2 were forwarded to CMPCT & the candidate they recommended is being forwarded to the Board of Trustees.

The Facilities Advisory Committee will now evaluate & make recommendations to prioritize incoming projects.

During the annual PIE process, departments submit requests for potential facilities projects. With this new process, projects will be submitted to the Facilities Advisory Committee for review & prioritization. Project requests will be reviewed September/October. The first list will be produced in November, & the final list by December, then approved projects will be scheduled for construction. The cycle could take as long as 18 months.

HEALTH AND SAFETY

Representative(s): Carlos Duarte and Donna Lee

1st Tuesday of each month

The committee is planning on conducting a safety inspection of Building 6 during the December meeting. The inspection is set to include both the North end (Library) and the South end (LTC).

Toni Murless, Sr. Account Manager, and Lisa Overholt, Claims Analyst, from Keenan & Associates presented the College's Worker's Compensation Trend Analysis and the Risk Improvement Action Plan. The trend analysis showed that there are a number of injuries that occur in the Grounds, Custodial and Clerical areas. The plan for this year is to increase training in these areas in hopes of decreasing injuries in the future. A representative from Keenan will be invited to help facilitate the trainings.

The College is required to maintain a Hazard Communication Program as stated in Mt SAC Board Policy 6800 (<http://www.mtsac.edu/administration/trustees/policies>.) Additionally, the hazard communication regulation emphasizes workplace safety and requires employers to inform their employees of the **hazardous substances** to which they are exposed at the job site. Requirements for developing, implementing, and maintaining a hazard communication program are found in Title 8 of the California Code of Regulations (T8 CCR, Section 5194.) In order to comply with the regulation a chemical inventory must be maintained. An email from Karen Saldana, Director of Safety and Risk Management, was sent out to all managers requesting for each Department/Division to: Designate a staff member or members to maintain a current chemical inventory. Maintain a current copy of a Material Safety Data Sheet (M.S.D.S.) for each hazardous chemical and have the copy readily available for review upon request.

The Health & Safety agendas & minutes can be found on the website <http://inside.mtsac.edu/organization/committees/safety/>

If you would like to make a safety suggestion or report a hazardous workplace condition, please fill out the **Hazard Report Form** found at <http://inside.mtsac.edu/forms/> . The form is located under Administrative Forms.

INFORMATION TECHNOLOGY ADVISORY COUNCIL

Representative(s): Bill Rawlings and Robert Jackson

INSTITUTIONAL EFFECTIVENESS

Representative(s): Vacant

1st and 3rd Wednesday of the month, 1:30 - 3:00 p.m.



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INSURANCE

Representative(s): Hawk Yao

2nd Tuesday of the month during the Fall & Spring Semester

The Insurance Committee met on October 9, 2012. American Fidelity was invited to give a recap of the enrollment for Long Term Care that had occurred earlier in the year. They reported back that approximately 100 people showed up for the info sessions. Approximately 50 interviews were conducted. 25 applications were submitted (18 employees and 7 spouses). Of the 25 applications submitted; 16 were approved, 5 were declined, 3 are still in underwriting, and 1 was closed due to phone interview not being completed and a lack of response from the applicant. Dates for the next round of open enrollment for all American Fidelity plans (Long Term Care, Section 125 Flexible Spending: Medical Reimbursement, Disability Insurance..etc) will be on the following dates: November 19-21, 26-30. More information about the time and who to contact will be given in November from the Benefits Office. For Section 125 Flexible Spending: Medical Reimbursement, the idea was brought to the table that we may be obtaining the option to VOLUNTARILY use Debit Cards instead of having to file claims. Each account would have an annual fee of \$35 and up to 8 cards may be given per account (if you wanted to give a card to other members of the family). For those that do not choose to use this option, the regular way of filing claims will still be available.

We also had our ASCIP representative come in to do a presentation on our Delta Dental usage rates and showing us different plan choices to see how we can cut costs. The insurance committee recognizes that the rates for the PPO plan has been jumping higher and higher each year and is looking to find a way to bring the rates down. This is once again only in the research phase. No plans will be changed without being negotiated between the District and each bargaining unit.

The Wellness Committee, a committee that reports back to the Insurance Committee, has reported back with an Employee Interest Survey that they have recommended sending out to the campus to gauge interest in the Wellness Program that the college is supporting.

Thank you,

PRESIDENT'S ADVISORY COUNCIL

Representative(s): Laura Martinez – Will deliver report at the Chapter Meeting.

1st Wednesday of the month

PAC has been busy reviewing proposed amendments to various APs and BPs. We have also reviewed the amended Student Success Plan which was developed by the Student Preparation & Success Council. SP&S is ready to send a letter to affected departments with a timeline for responding. PAC decided that they would like to see a progress report in mid-Spring.

During the annual review of College committees, both the Outcomes Committee and the Equivalency Committee made recommendations to make minor changes to their Purpose & Function Statements. Both of these changes were approved and are viewable on the Committee's page of the Mt. SAC website.

We also spent a considerable amount of time reviewing the Smoking Policy. A task force was created approximately 1 ½ years ago to discuss amendments to AP/BP 3565 Smoking Policy. This was a direct result of the student's resolution for a smoke-free campus. As you may recall, a survey was sent to CSEA 262 members and a majority responded they would support a designated smoking campus. Faculty Association also surveyed their members and agreed to a designated smoking campus.

The Task Force identified areas across campus that would be suitable for smoking areas and we submitted our recommendations for 12 areas to PAC. After several requests by CSEA 262 and the FA, we reached agreement on implementation of the plan. Sandra Samples, Task Force Chair and Carol Partridge, Director, Grounds visited the original 12 sites and determined some of them presented challenges and recommended a total of 23 locations and approximately \$27,000 cost to create these sites. These recommended changes resulted in debate among PAC members. Jennifer Galbraith, FA President and I raised our objections to the additional sites, changing of the locations, and the costs associated. Of particular concern was the creation of a designated smoking site directly in front of the doors to Buildings 4 & 6. The original plan identified the grassy area between these two buildings as the designated smoking area.

We were able to reach agreement to reduce the revised 23 locations to 16 locations. This agreement included the elimination of the sites in front of Buildings 4, 6, 26A (north of Planetarium), 45, 19A, and 19B. We added the grassy area between Buildings 4

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& 6, and a yet to be determined location north of Building 13. Additionally, the original approximately \$27,000 funding request was reduced to only include approximately \$7,500 for all-weather smoking urns. There remains potential minimal costs associated with signage and necessary concrete slabs.

Facilities will prepare a 'Designated Smoking Area' sign, which will include warnings to minors and citation issuance for violations. They will email it to PAC for approval. After approval, the signs will be posted and appropriate notice will be given to the Campus community. The new policy will also be advertised on all Campus marquees, class schedules, catalogue, and sent out via email. The plan also includes warnings to be issued until the actual implementation date. After the implementation date violators will be subject to citations. If an employee of the College receives a citation, it cannot be used for disciplinary purposes. Further information to follow.

Professional Development

Representative(s): Vacant

1st Thursday of the month during the Fall & Spring Semester