



CSEA Chapter 262  
**GOVERNANCE COMMITTEE REPORTS**

Wednesday, January 16, 2013

**ACADEMIC SENATE FIELD TRIPS AND STUDENT TRAVEL TASK FORCE**

Representative (s): Krystle Bybee

*Meeting dates TBD*

**BUDGET**

Representative(s): Mark Fernandez

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

**CAMPUS EQUITY & DIVERSITY COMMITTEE**

Representative(s): Ana Tafoya-Diaz

*1<sup>st</sup> Thursday of the month during the Fall & Spring Semester*

**FACILITIES ADVISORY COMMITTEE**

Representative (s): Katherine MacDonald

*1<sup>st</sup> Wednesday of the month*

**HEALTH AND SAFETY COMMITTEE**

Representative(s): Carlos Duarte and Donna Lee

*1st Tuesday of each month*

The committee conducted a health and safety inspection of Building 6 including the Library and the Learning Technology Center. Most of the Build 6 employee concerns had to deal with emergency evacuation routes and exit signage. All committee comments and concerns will be compiled in a formal report and issues/solutions will be discussed. A follow up meeting will occur with the appropriate managers and staff.

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 COMMITTEE**

Representative(s): Annel Medina

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

The Institutional Effectiveness Committee (IEC) met on December 12, 2012. The committee approved the PIE Summary and will be presenting it to the President's Advisory Council. There was discussion regarding the Educational Master Plan alignment with PIE process but this will be a continued discussion item for Spring 2013. The new PIE Template will be released during Spring 2013. Each individual is encouraged to work with their departments/division/work unit to complete the PIE Reports.



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### Institutional Review Board

Representative (s): Michelle Williams

*Meeting twice in Fall and Spring beginning in Spring 2013*

### INSURANCE COMMITTEE

Representative(s): Hawk Yao

*2<sup>nd</sup> Tuesday of the month during the Fall & Spring Semester*

### INTERNATIONAL STUDENT PROGRAM ADVISORY COMMITTEE

Representative (s): Clarence Banks

*1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month 2:00 – 3:00 pm.*

### PRESIDENT'S ADVISORY COUNCIL

Representative(s): Laura Martinez

*1st Wednesday of the month*

PAC reviewed and made recommendations on the following AP/BPs:

BP 3515 – Reporting of Crimes: Approved revision, which adds *“Mt. San Antonio College encourages accurate and prompt reporting of all crimes to the Public Safety Department. The College President/CEO shall establish procedures that encourage counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.”*

AP 3450 – Accessibility of Audio Visual Media – Captioning: This was the second reading of the AP, which addresses mandated captioning of all audio visual media, including live-streamed campus events. The new allows for employees who own, have purchased, or produced media, to request captioning by the College.

AP 4103 – Work Experience: Revisions to this AP were recommended to provide comprehensive information regarding the program. The Academic Senate deemed this an Academic and Professional Matter and referred it to the Curriculum and Instruction Committee for further review. It will be presented to PAC at a future meeting.

AP 6700 – Campus Events and Use of Campus Facilities (Previously titled Civic Center and Other Facilities Use): This AP was approved with a substantial amount of discussion. The AP was revised in its entirety to allow for the District to charge for most events. It does not impact regular meetings that are held during business hours, such as the CSEA Chapter meetings. After clarification, it was determined that the events hosted by CSEA would not be charged.

AP 7122 – Recruitment and Hiring: Management Employees: This was the second reading of this AP with the major change being to the committee make up. After much discussion, the College President maintained the change that will reduce the classified representation to 1. If it is deemed that both 651 and 262 have a shared interest in the management position, the College President will appoint 1 classified member from each CSEA Chapter.

Our next meeting is scheduled for January 23, 2013.

### PROFESSIONAL DEVELOPMENT COUNCIL

Representative(s): Sandra Bollier

*1<sup>st</sup> Thursday of the month during the Fall & Spring Semester*



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### SUB-COMMITTEES

**Classified Professional Development Council** – Sub-committee of the Professional Development Council

Representative (s): Brenda Dial

*1<sup>st</sup> Thursday of the month 11am-12pm*

CPDC is working on finalizing Classified Professional Development Day. It will be held this year on Wednesday, February 20, 2013, and will run from 10am - 4:20 pm. Announcements will be going out shortly, so please keep an eye out for them. CPDC is also gearing up for the second offering of the New Employee Welcome (NEW) workshop. All employees hired within the past 6 mos. are invited to attend, via personal invitation. The event is specifically geared toward introducing new hires to Mt. SAC and giving them a better understanding of everything that goes on on campus. This latest offering of NEW will be held on Thursday, April 18, 2013. In relation to NEW, the CPDC is also working with Technical Services to produce a new, up-to-date New Employee Orientation Video, which will give new hires a brief history of Mt. SAC, highlight key areas on campus and warmly welcome them to our campus. Lastly, CPDC is working on establishing a Classified Mentor Program. In the near future, a survey will be posted via the Mt. SAC portal and all will receive an invitation to participate. We strongly encourage all Classified to take part in this survey, to assist us in making this Mentor Program a success.