



CSEA Chapter 262
GOVERNANCE COMMITTEE REPORTS

Wednesday, April 17, 2013

BUDGET

Representative(s): Mark Fernandez
2nd and 3rd Wednesday, 3:00 – 4:00 p.m.

The Budget Committee met, but had no quorum for the March 20 meeting, and the April 3 meeting was cancelled because the chair and co-chair were not available.

GOVERNMENTAL AFFAIRS ADVISORY COMMITTEE

Representative(s): Bill Rawlings and Robert Jackson
1st Thursday of the month, 3:00-4:30 p.m.

The Governmental Affairs Advisory Council discussed pending legislation that would affect Community Colleges. Most heavily discussed was Governor Brown's proposal to shift Adult Education to Community Colleges.

HEALTH AND SAFETY COMMITTEE

Representative(s): Carlos Duarte and Donna Lee
1st Tuesday of each month

Steve Shackelford, Mt. SAC faculty member, presented the committee with his idea regarding locking down a classroom in the event of a active shooter situation. The committee will continue to discuss procedure options for sheltering in place.

Sandy Samples informed the committee that the annual review of the Automatic External Defibrillator Plan was completed. Currently there are eight units on campus and 50-70 employees are trained in their use. Units are checked daily for proper operation. None of the AEDs have been used in an emergency in the last 12 months.

Karen Saldana informed the committee that ASCIP has a grant program and they are looking for great project ideas that can be implemented to help reduce liability claims. Details of the grant application process will be sent out at a later date.

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

The Information Technology Advisory Council continued discussion on the Technology Master Plan and how it connects with the other Master Plans. ITAC also received updates on AP 3720 and Distance Learning.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Representative(s): Annel Medina
1st and 3rd Wednesday of the month, 1:30 - 3:00 p.m.

March 13, 2013 The committee is in the process of updating the Planning for Institutional Effectiveness (PIE) form for the campus community. For 2012-13, all department and unit PIE documentation will be recorded on this form. A draft of the PIE Unit Form (a fillable document) was presented by Mark Fernandez. The committee was pleased with the form enhancements but decided that they needed to review the PDF document with the latest version of the PIE format. The Committee provided input on the PIE document format. Jason Chevalier will complete discussed edits and send them out to the committee for their review via email. Once the PIE Form is finalized it will be sent to Mark Fernandez so that he can work on the PDF fillable form. Mark Fernandez hopes to complete the PDF form about a week after he receives the final version.



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March 27, 2013 The committee reviewed the PIE fillable form and incorporated the edits to the final version of the form. After Jason Chevalier completes the edits on the PIE Unit form, he will send the updated form to Barbara McNeice Stallard, Dr. Burley, and Mark Fernandez. Mark Fernandez will be contacted to create a revised version of the fillable form based on the approved PIE Unit document. Additional changes were discussed by the committee to adapt the Unit PIE form for the Manager and VP forms. Suggestions include adding “summarize” instead of “identify” or “describe” and “division” for the managers and VP summaries, an appendix for Section IV Outcomes Assessment SLO results, and an assessment calendar. Dr. Burley and Barbara McNeice Stallard will follow up with the Administrative Services VP to review expectations for the upcoming unit PIE worksheets. Managers will use the MS word doc form. Additional attention was focused on the PIE memo. Edits on the PIE Memo were completed and will be released to the campus community in the near future. Department reports are due by June 28, 2013. IEC then discussed the Memo item concerning contacting the committees separately to discuss their level of involvement. In the future, an additional memo will be created to offer training activities to include the division report and understand what committees are doing to meet the goals. Barbara McNeice Stallard requested that the ACCJC rubric be discussed at the next IEC meeting. Next meeting will be held on April 10th.

INSURANCE COMMITTEE

Representative(s): Hawk Yao

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

The Insurance Committee met on April 9, 2013 and had a presentation on upcoming changes with respect to the Affordable Care Act (ACA) by Keenan and Associates. Also received a time table from Keenan on when they will present possible future dental plans to us. We’re looking at receiving information in early September.

INTERNATIONAL STUDENT PROGRAM ADVISORY COMMITTEE

Representative (s): Clarence Banks

1st and 3rd Thursday of the month 2:00 – 3:00 pm.

The International Student Program Advisory Committee met on March 21, 2013 and April 4, 2013.

On March 21, 2013 the committee discussed enrollment priorities for international students, student insurance, and International Education Week. Clarification was given that international students do not receive priority registration. Concern was raised about the requirement for students to be full time. Assistance is given to students during the International Student Orientation. However, most students do not want to take unnecessary courses due to time and cost. Additional discussion was held regarding the new changes to enrollment priorities and how it will affect all students.

International students are required to have health insurance. The committee was informed that Mt. Sac will be contracting with the company, Student Insurance.

The committee was invited to participate in the planning for International Education Week, which is being planned by volunteers from various departments around campus. The committee would discuss its possible role and involvement at future meetings.

On April 4, 2013 the committee met and was briefed on the International Student Newsletter, the International Book Exchange and Resources, the First Year Interest Group.

The first issue of the International Student Newsletter is now available to students online. Students can find a link on the International Student Program’s website.

The committee was also urged to donate books and magazines to the International Student Program. Many students would enjoy reading literature in their native language. The program is looking to institute a book swapping or book exchange, where books are swapped between one person and another. This is often practiced among book groups as an inexpensive way for people to exchange books, find out about new books and obtain a new book to read without having to pay.



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Professor Dave Medina briefed the committee on a new initiative he is a part of called First Year interest Groups (FIG). FIG is a new cluster program that will be piloted in the Fall 2013 semester, similar to linked classes. Professor Medina wanted to see if the International Student Program Advisory Committee thought international students could benefit from the program. The committee felt it is paramount that international students interact with native English speakers. As a result, an international only FIG would not be beneficial.

The committee will take a closer look at the academic needs of international students at future meetings.

PRESIDENT'S ADVISORY COUNCIL

Representative(s): Laura Martinez

1st Wednesday of the month

PAC has been busy reviewing proposed amendments to various APs and BPs. At the March 27, meeting we reviewed:

AP 3720 – Use of Technology and Information Resources & Employee Acceptable Use Agreement. The CSEA 262 Negotiations Team had previously reviewed the AP for potential concerns. Of particular concern was a restriction of Mt. SAC email being forwarded to non Mt. SAC email addresses. We felt this restriction was problematic for many members across campus and explained that often our business relationships extend to outside entities. The restriction would prevent us from performing duties for Mt. SAC. The originator of the revision understood this concern and the restriction was stricken.

AP 4290 – Academic Honesty. CSEA 262 had no concerns with this issue and felt it was an academic matter.

We additionally reviewed the existing BP/AP log in an effort to bring closure to outstanding items. It was identified that BP 3550 – Drug-Free Environment and Prevention Program, AP 3500 – Campus Safety, and AP 3510 – Workplace Violence Prevention Plan had been identified by CSEA 262 as negotiable items. I informed Dr. Scroggins with the vacancy of the Vice President, Human Resources there was no avenue for CSEA 262 to negotiate the potential impacts and effects of these BP/APs. He understood this problem and asked whether we would be agreeable to negotiating them during our regular negotiations session. I agreed and we will begin working on them during our Re-Opener negotiations.

We discussed the Expanded PAC Agenda, a meeting between PAC and IEC, scheduled for May 8. CSEA 262 will be represented at this meeting by myself and Carlos Duarte. More information to follow.

SUB-COMMITTEES

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

Representative (s): Brenda Dial

1st Thursday of the month 11am-12pm

Due to scheduling conflicts, CPDC did not meet in the month of April. As a result, the NEW (New Employee Welcome) will be rescheduled from April to June. More information will be made available as the event nears.

New Committees and Appointments – Congratulation!

EMPLOYEE WELLNESS TASK FORCE

Representative(s): Jacolyn Martinez

1st and 3rd Wednesdays of the month