



CSEA Chapter 262
GOVERNANCE COMMITTEE REPORTS

Wednesday, May 15, 2013

BUDGET

Representative(s): Mark Fernandez

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

The last Budget meeting was held April 17. The Committee reviewed more budget data from Fiscal Services regarding department budgets and the PIE process. After a lengthy discussion, the Committee decided to review both the resource allocation process and the PIE process. The Committee will also do its annual committee review to discuss changes to membership, purpose, and function. The Committee also discussed involvement (more of and the lack of) by department staff (that is, classified employees) in the PIE process, e.g. some members stated that staff input would be useful in determining appropriate staffing levels.

The Committee will next meet on May 15 for an extended meeting to discuss the New Resource Allocation process. Management expressed concerns about how the timeline for the PIE process did not meet with the timelines for the resource allocation requests, so the Committee will review both processes to recommend changes that will allow a more coordinated process.

ACADEMIC SENATE FIELD TRIPS AND STUDENT TRAVEL TASK FORCE

Representative (s): Krystle Bybee

Meeting dates TBD

Jeff Archibald has put together a draft of the task force recommendations for AP 4300 and 4350 and a list of additional recommendations regarding field trips beyond the APs. The plan is for these to be on the Senate Executive Board agenda for May 16 - that would require our task force to sign off on them by May 14th at the latest. They would likely be approved by Senate Exec on May 30 and receive a first reading at the final full Senate meeting of the year. That would put them on track for approval at the first full Senate meeting in September.

These are the recommendations in addition to the proposed revisions on the APs:

- 1) The Task Force suggests a number of edits to AP 4300, all of which are contained in the updated document.
 - a. Reinstate the section regarding not penalizing students for absences. Add language suggesting instructors make reasonable accommodations to allow students to make up work, and allowing instructors to request verification of the field trip.
 - b. Add "approved volunteers" to the policy to allow them to be a part of field trips. Consider adding "approved volunteers" to paragraph 10 regarding expenses, pending research by Karen Saldana.
- 2) Updates to AP 4350 include:
 - a. Change "proper documentation" to "required forms" to produce consistent language throughout the document.
 - b. Adding language requiring the college to maintain forms and a manual of field trip procedures in a centralized location. Karen Saldana has offered to create these documents.
 - c. Adding language requiring managers to designate a manager as an emergency contact for each field trip and make available a phone number to the advisor/chaperone.
 - d. Restoring the minimum age for driving college age to 18. The task force did not feel there was sufficient justification provided by the administration for raising it to 21.
- 3) The college should create a manual for conducting field trips. The manual should cover how "appropriateness" of field trips is determined, the procedures for requesting a field trip and/or transportation, standards of conduct, all relevant forms, emergency procedures, and liability issues. Karen Saldana has volunteered to begin compiling this information and make it available on her office's website. However, her willingness to do this independently should not replace a coordinated, college-sanctioned effort to complete this task.



CSEA Chapter 262

GOVERNANCE COMMITTEE REPORTS

Wednesday, May 15, 2013

- 4) AP 4300 requires District coordination of efforts to provide funds for students who cannot afford the cost of a field trip. Currently, this situation is handled differently across the College. The College should establish a set of formal procedures, documentation, and forms to request funding for these students.
- 5) Our documents outline standards of conduct for students, but there are currently no centrally organized standards of conduct for faculty/staff. The District should work with the appropriate unions to clarify standards of conduct expected of employees on field trips.
- 6) The College should create a standardized Field Trip Verification Form that instructors can provide to students for the purpose of notifying their other instructors of an absence.
- 7) The task force endorses the draft of the new Field Trip Waiver of Liability and encourages the College to adopt it as a replacement for the Student Agreement and Medical Release.
- 8) The College should create and offer professional development classes that cover planning and requesting field trips, standards of conduct, emergency procedures, and liability issues. This process has already begun through the Study Abroad office, but should receive the formal assistance and endorsement of the College.
- 9) The College should explore the option of making online versions of the field trip forms that can be submitted electronically through Banner. This should include at minimum the Field Trip Authorization and Transportation Request Forms. The College should also explore how to create a legally sound online version of the Student Conduct and Waiver of Liability Forms.

INFORMATION TECHNOLOGY ADVISORY COUNCIL

Representative(s): Bill Rawlings and Robert Jackson

Discussed Student Success Plan Progress Report, had a tour and Explanation of IT Data Center Infrastructure, and continued to review the Technology Master Plan with discussion on a timeline for completion.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Representative(s): Annel Medina

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

April 10, 2013

The committee reviewed the PIE Memo and is almost ready to distribute it to the campus community. Barbara McNeice Stallard will incorporate the committee's edits and send it out to the campus community via email. The committee edited the OSS Employee Survey Instrument. Several questions at the end of the OSS survey were eliminated or re-worded. Finally the group reviewed the Accreditation Midterm Report and provided minor edits on pages 16 to 20 of the document. The meeting adjourned at 2:50pm.

April 24, 2013

The committee approved the minutes from the prior meeting. The Strategic Objectives Taskforce sub-committee members reported on a recent meeting that occurred to discuss its strategies and priorities. Two additional sub-committee meetings are scheduled in the future. Research mentioned that college goals would be helpful for decision making.

The Department PIE form was distributed to the campus community. No significant questions have been posed about the PIE process. Some have mentioned the difficulty it is to complete the PDF form when they were accustomed to completing PIE in tracdat. Student Services is revising the PIE form for their unit AUO's to SSOs. Members recommended inviting the VP of Student Services Audrey Yamagata-Noji to the next meeting to present the new SSOs form. PIE training meetings will be scheduled in the near future (possible topics such as Argos reports for data usage). Lastly, the committee reviewed and updated the committee membership list as well as the purpose and function of the committee. Next meeting is scheduled for May 8th.



CSEA Chapter 262

GOVERNANCE COMMITTEE REPORTS

Wednesday, May 15, 2013

Institutional Review Board

Representative (s): Michelle Williams

Meeting twice in Fall and Spring beginning in Spring 2013

The IRB Institutional Review Board first met on March 1, and then on April 12th. After the round of introductions the topic discussed included the definition of an IRB and the current procedures that are in place at Mt. SAC. The committee will work on establishing procedures for research that the IRB will allow on campus and making sure that it is aligned with the nature of our organization. The topics also included the necessity of training for the members, faculty, administrators and students to limit any risk or liability to the college. Next meeting May 31, 2013.