BUDGET

Representative(s): Mark Fernandez
1st and 3rd Wednesday, 3:00 – 4:00 p.m.

The Budget Committee met on Sept. 4 and the first meeting for the Fall was met with a turnover of members. Jennifer Galbraith, former President of the Faculty Association has taken on the Interim Associate Dean position over in the Business Division, and Ginny Burley, former VP for Instruction retired. Irene Malgrem, the new VP for Instruction joined the Committee as well as Martin Ramey (faculty), Michelle Sampat (faculty), Edmond Xiong (student), and Karina Maureira (student and Student Trustee to the Board of Trustees).

The Committee reviewed the College' Adopted Budget. Once again, the College is predicting a deficit of $8 million for the 2013-14 fiscal year with a reserve of 13.14%. The College predicted a deficit of $6.9 million for 2012-13 and a reserve of 16.4% but ended with a surplus of more than $4 million or 19.94% reserve. For the past five years, the College has predicted a deficit and ended with a surplus. So the pattern continues where the College predicts a deficit that does not materialize, a low reserve that ends up much higher than predicted, and a continued gloomy view of a structural deficit that, well, isn't. I asked to see a breakdown of where the $8 million deficit comes from. Committee members expressed continued annoyance at the prediction of deficits that end the fiscal year as a surplus that goes into the reserves rather than being used for needs on campus. This is an issue of continuing concern for CSEA and the Faculty Association.

On the positive side (sort of), the elimination of Regional Development Agencies could lead to a $1.4 million benefit of RDA funds redirected to Mt. SAC in 2013-14. Along with a $2.7 million carryover from last year's revenue-generated accounts would reduce the predicted deficit from $8 million to $5 million.

The Committee also reviewed the new resource allocation list from Administrative Services, Student Services, and Instruction. Instruction has, by far, the larger list of needs. The Committee does not approve these needs, simply reviews them and can ask questions or make comments about them.

HEALTH AND SAFETY COMMITTEE

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

- New changes to OSHA's Hazard Communication Standard are bringing the US into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This new system will feature a uniform format for Safety Data Sheets (formerly MSDS) and chemical labeling. By Decemeber 1, 2013, employees that work with hazardous chemicals need to be trained on the new Safety Data Sheets format and label components.
  Karen Saldana, Jim Alcala and Donna Lee have been working on the details for this training program.

- An Ad Hoc committee is going to be formed to develop standards for the use of an Evacuation Chair in the event of an emergency. The Evacuation Chair would be utilized to assist with the evacuation of a disabled person. The goals of the Ad Hoc committee are 1) selection of a device; 2) number of devices needed 3) locations on campus where the devices will be kept 4) developing policies and procedures for use and 5) training. Tim Engle and Karen Saldana will co-chair the committee.

- The Board approved funding for the replacement of door locks in various buildings. Older door locks will be changed to the push and turn lock, which will allow the occupant(s) to lock the door from the inside, in the event of a lock down.

- 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 Joe Vasquez

At the ITAC meeting we discussed the creation of goals for this year as well as prospectively.

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

IEC held the first meeting of the year on Wednesday September 11, 2013. The committee approved the minutes from the May 22, 2013 meeting. There was discussion about how the committee agreed to make some changes to the current unit/dept PIE Worksheet by incorporating some of the ideas from the Student Services worksheet. Members also reflected on last year's IEC PIE Summary process-what worked well and what improvements are needed for this year? Locked form did not work well for some individuals. There is interest in an alternative method to track planning data but we need to receive additional feedback from the campus community. Kate Morales will mention interest in this alternative method at the next IT managers meeting.

IEC members volunteered for PIE Summary assignments. PIE Summaries will be available in about a month to start on individual assignments. Employee Evaluation of PIE was completed within each department/unit PIT, Manager's PIE, and the VPs PIE. Kate Morales will look into a Banner Survey for employee feedback. RIE will bring a draft of a survey instrument to the next meeting to gather feedback about the current PIE process. Other items mentioned include the completion of the Accreditation Midterm Report (sent to ACCJC). The purpose and membership of a new Accreditation Steering Committee was also presented. Next meeting agenda items include compilation of feedback on PIE changes from worksheets, Tracdat demonstration by Jason Chevalier, and a draft of survey questions for feedback about the PIE process.

Institutional Review Board
Representative (s): Edwin Romero
Meeting twice in Fall and Spring

The IRB Committee is Co-Chaired by Barbara McNeice-Stallard & Nancy Meggelin. The committee meets monthly on the Second Friday of the month. In addition to reviewing the minutes from the previous meeting, the following was discussed:

- CITI training: The campus will be using CITI training to ensure that researchers are trained in ethical considerations regarding research with human subjects. Visit this website to learn more about CITI: www.citiprogram.org. The goal is to make this training available to the campus in spring, 2014.

- The committee is in the process of forming a purpose statement, outlining the functions of the IRB committee, and clarifying the terms of committee membership. A proposal for the term length will be presented to the Faculty Senate.

- An IRB website has been established, and the committee will continue to refine the website: http://www.mtsac.edu/administration/research/irb/tempindex.html

- Next meeting agenda (October 4, 2013): Review updated form for IRB research submissions, review the first draft of the IRB flowchart and complete CITI training for IRB committee members.

INSURANCE COMMITTEE
Representative(s): Hawk Yao
2nd Tuesday of the month during the Fall & Spring Semester

Open Enrollment is currently under way.

The Insurance Committee brought in ASCIP and Keenan & Associates for bids for potential new dental programs. The reason why the committee is looking into new dental programs is because over the course of time, the Delta Dental PPO plan has continually increased in premiums and we are looking to bring the cost of it down through various methods. Our understanding is that the DeltaCare DHMO plan is currently one of the best options out there and since there has been no increase in premiums, we will not be looking into changing that plan.

The Insurance Committee charged the two groups to look into possible plan changes that may help lower the costs of the plan premiums. For example, things like lowering the plan from a $2500 plan down to a $2000 plan, since only 7% of the active plan users are actually hitting the full $2500, can help reduce the premiums we have to pay. The committee has received a few quotes, but has requested more information in order to obtain the best possible options for our members (ie. options like adding Orthodontics). Keenan & Associates has been ruled out due to the rates being higher than that of ASCIP. We are also looking into possibly getting a 'middle-of-the-road" plan so that we can add another PPO option for members at a lower cost. We will be meeting again on Tuesday, September 24th to discuss the information that ASCIP will be bringing back. At the meeting, the committee will vote on one plan that we will be submitting as a recommendation to the campus. Once the recommendation has been made, our chapter may decide on whether we would like to approve or reject any plan changes.

Additional information:

We have about 30% of members with the PPO option that have not used the plan at all. This means that these people are spending close to $1,240 a year more on an expensive dental plan that they are not using.

Of the 70% or so adult users actively using the plan:
6.4% of adult users have reached the plan calendar-year maximum of $2500.
13.3% of adult users have reached $2000.
20.2% of adult users have reached $1500.

SUB-COMMITTEES

CLASSIFIED PROFESSIONAL DEVELOPMENT COUNCIL
Sub-committee of the Professional Development Council
Representative (s): Brenda Dial
1st Thursday of the month 11am-12pm

The CPDC met September 5, 2013. The committee discussed the following: POD Staff relocation back to Building 6, space planning for the POD facility, and the upcoming hiring of the new POD Manager. In addition, the committee started to plan Classified workshops for 2013-2104 and will be planning Spring Convocation at it's next meeting.

GOVERNANCE COMMITTEE REPORTS

Wednesday, September 18, 2013

COLLEGE GOALS & STRATEGIC OBJECTIVES TASK FORCE
Sub-Committee of the President's Advisory Council
Representative(s): Mark Fernandez

The Task Force has been charged by the President's Advisory Council (PAC) to create Strategic Objectives for College Goals that have none, and to review the College Goals and recommend revisions to PAC. This is a governance committee and has representatives from all administrative constituent groups. Students are not represented.

This Task Force met in May and developed strategic objectives (SO) for Goal #15 to develop a system of key performance indicators, process objectives, outcomes objectives, and prioritization. We also created a model and plan for how strategic objectives work and are assigned, evaluated, and reviewed. The Task Force also requested additional direction from PAC, specifically revision to existing College Goals to consolidate, clarify, and specify those Goals.

At the last meeting on Sept. 16, President Scroggins presented the Task Force with a revision of the College Goals organized by "themes" with strategic objectives the Task Force developed and revisions of the College Goals. Task Force members will review this document, comment, and will continue this work. Several new approaches to developing strategic objectives for Goals without any were discussed, as well as integration with the College's Planning for Institutional Effectiveness (PIE) process.

The Task Force is scheduled to meet at least four more times in the next two to three months.

EMPLOYEE WELLNESS TASK FORCE
Representative(s): Jacolyn Martinez
1st and 3rd Wednesdays of the month

The Wellness Center is now open at 6:00am to allow more Mt. SAC staff members to use the facility in the early morning. The Committee continues to work on the final draft of the Purpose and Function statement. Classes have been popular this fall. We are looking into a number of health programs offered by our various health vendors. If you would like to see a particular health related program for Mt. SAC staff, please contact me.

New Committees and Appointments – Congratulations!

Institutional Review Board
Representative (s): Edwin Romero
Meeting twice in Fall and Spring