



CSEA Chapter 262

GOVERNANCE COMMITTEE REPORTS

Wednesday, October 16, 2013

BUDGET

Representative(s): Mark Fernandez

1st and 3rd Wednesday, 3:00 – 4:00 p.m.

Several Budget Committee members reminded the Chair that the Budget Review and Development Process includes having a joint meeting with the Institutional Effectiveness Committee (IEC) to review the previous year's PIE summaries and the coordination of processes in late September or October of each year. Kerry Martinez (Admin Asst. Admin Services) said she would contact the Instruction office to schedule a date and time for the joint meeting. I would like to remind everyone that all of you should be participating in your department's PIE process. This is required by Accreditation Standards, and is an important part of the PIE process. If you have not already, please take the PIE survey.

Rosa Royce (Asst. VP Admin Services) mentioned that accreditation requirements include evidence about New Resources Allocation Requests being attached to the PIE process. I suggested posting the requests on the Mt. SAC website where they can be linked to the department's PIE-page. Irene Malmgren (VP Instruction) said she would discuss this with the Accreditation Committee and also contact the Information Technology.

The committee also reviewed the Mt. SAC OPEB GASB 45 Disclosure – History document, which gives a history of the OPEB Trust from April 1, 2007 through June 27, 2013. The document also gave projections for 2014 and 2015. If Mt. SAC continues with no annual contributions to the OPEB Trust and pays the retirees health premiums from the interest earned on the OPEB Trust, the estimated net OPEB liability will be \$19,973,728 million on June 30, 2015. Increased liabilities in the audited financial statements may have an adverse effect on bond ratings as they reduce the net assets of the College. I made the recommendation that the Committee suggest to President's Cabinet they consider making the contributing and paying the retirees health premiums out of the Unrestricted General Fund, in an effort to decrease the accumulating liability.

The OPEB Trust is our retirement fund. In 2009, the amount needed to become self-funded (making the contributions and paying retirees) was about \$90 million. Our OPEB Trust is now at about \$73. However, an actuarial conducted this year shows we now need about \$120 million to become self-funded. Still, Mt. SAC is the only California Community College that is able to make its contributions from the interest earned on the Trust, and we are far, far ahead of all other Districts toward our goal of being self-funded.

HEALTH AND SAFETY COMMITTEE

Representative(s): Carlos Duarte and Donna Lee

1st Tuesday of each month

- Keenan and Associates representatives Tom Birkett, Toni Brady, and Lisa Overholt presented the committee with the College's Workers' Compensation Loss Trends and a Risk Management Service Plan. The purpose is to review the College's Workers' Compensation history over the past three years and identify trends in injuries reported. The goal after the review is to focus training on the areas where there are increases in injuries. The top five occupations where injuries are occurring are Grounds, Custodians, Clerical and Instruction (Faculty). Many of the common injuries occurring within these four groups are strains, slip/trip/falls, and cumulative trauma (repetitive motion). A Risk Management Service Plan was created to help increase awareness and minimize injuries. The plan for the next year will focus on training including lifting, bending and body mechanics for the Grounds and Custodial employees and slip/trip/fall awareness, ergonomics training and workstation evaluations for the Clerical employees and Faculty.
- 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.

Hawk Yao
2nd Vice President
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INFORMATION TECHNOLOGY ADVISORY COUNCIL

Representative(s): Bill Rawlings and Joe Vasquez

- We are still in the RFP process to select a new document imaging system. Due to challenges with our current system (Hershey) there is an almost ten year backlog of documents to be imaged. It could take up to three full-time staff to catch up.
- Mt. SAC received a \$3.2 million Title V grant which only called for \$8,000 in technology funding. Although the heavy emphasis on staffing to support students is appreciated, the college will need to find a way to meet the technology needs of the grant.

Meghan Chen (Dean, Library & Learning Resources) and Vic Belinski (Chief Technology Officer) are working with Adrienne Price (Director, Grants Office) to secure a grant from the Community College Chancellor's Office. The grant would be to develop (and eventually host) a uniform portal system to show articulated online courses from colleges who choose to participate. The goal is for students who are unable to take a class at the college they are attending to be able to take that class online from a different college, while receiving the credits at the college they are attending. This will be a very complicated undertaking for any college who wins the grant, but Mt. SAC is well positioned to be successful. The grant would pay \$16.9 million in the first 9 months, up to \$47 million in the first five years, and up to \$100 million over the life of the grant. Successfully developing and maintaining this system will require hiring of dozens of employees, which the grant funding would cover. Butte College is also well positioned to win this grant so the competition might be tough.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Representative(s): Annel Medina

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

IEC approved the minutes from the prior meeting on September 11, 2013. IEC is interested in understanding more about everyone's experience with the PIE Process. The committee provided some recommendations to the draft of the PIE survey. Dr. Malmgren will award a \$50 Mt SAC Bookstore gift card to one lucky winner. The survey will be distributed to the campus community in the next two weeks. The committee discussed the Unit ePIE recommendations. Several individuals mentioned difficulty with accessing the Argos reports. Kate Morales will look into what PIE reports are available and how we can make them more accessible for department chairs. IEC may want to add the report numbers to the PIE document and send the information to department chairs prior to the completion of the PIE report without logging into Argos. There was also discussion about providing this information as databooks with relevant information to each program coordinator and department chair. Lastly, the committee started to review and recommend suggestions to the Student Services Unit/Dept PIE worksheet. Due to time limitations, this will be discussed at the next Student Services Unit/Dept. PIE Meeting. Additionally, several dates will be considered for an Annual Joint IEC and Budget Committee meeting.

Institutional Review Board

Representative (s): Edwin Romero

Meeting twice in Fall and Spring

The IRB Committee is Co-Chaired by Barbara McNeice-Stallard & Nancy Meggellin. 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. Minerva Avila is working to finalize the CITI training for Mt. SAC, and we hope to have the IRB members trained by the end of the month. The goal is to make this training available to the campus in spring, 2014.

Reviewed first draft of IRB flowchart, which will help researchers determine which route of the IRB process they will pursue.

Next meeting agenda (November 8, 2013): Review the second draft of the IRB flowchart and complete CITI training for IRB committee members.



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INSURANCE COMMITTEE

Representative(s): Hawk Yao

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

Touched base with each representative group on campus to get a feel of the Dental Program proposal. An additional information worksheet will be sent out by Friday, October 18, 2013. We should know the final results by November 5, 2013 at the latest

WELLNESS COMMITTEE

Representative(s): Jacolyn Martinez

1st and 3rd Wednesdays of the month

The Wellness Committee is now an official Shared Governance Committee. The purpose statement reads: The purpose of the Employee Wellness Committee is to promote a culture of physical, psychological and emotional well-being by providing activities and support that will result in healthier lifestyles. The goals of the Committee include:

- Increasing awareness and factors contributing to physical and mental well-being.
- Inspiring and empowering individuals to take responsibility for their own health.
- Encouraging employees to make healthier lifestyle choices.
- Creating a sense of community and raising awareness through the use of campus and community health and wellness resources.

The Committee is offering three one hour classes through Pod. Brain, Body and Belly will be offered Fridays every other week starting October 18th. Please sign up through Pod. In addition, look for the Maintain Don't Gain Program starting soon for the holidays.

SUB-COMMITTEES

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

Representative (s): Brenda Dial

1st Thursday of the month 11am-12pm

CPDC met and began to plan Spring Classified Professional Development Day. The event is tentatively scheduled for Jan 22, 2014. The workshops were determined using the results of the CSEA 262 Successor Survey. Please look for future advertisements for more information

New Committees and Appointments – Congratulations!