



CSEA Chapter 262

GOVERNANCE COMMITTEE REPORTS

Wednesday, November 20, 2013

BUDGET

Representative(s): Mark Fernandez

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

The Budget Committee will be meeting today (Nov. 20) to prepare for the joint meeting between the Budget and Institutional Effectiveness Committees. The purpose of the joint meeting is to evaluate and review the budget and Planning for Institutional Effectiveness (PIE) processes, procedures, and timeliness. This meeting is supposed to take place in Sept./Oct., but we are behind schedule. Being behind schedule is one of the issues that will be addressed at this meeting. Faculty Association and CSEA (262 and 651) representatives have expressed concerns many times about whether the Budget Committee's effectiveness has been compromised by tardiness and whether the District has failed in its accreditation responsibility for shared governance. These are significant concerns that FA and CSEA representatives on the Committee are trying to resolve with the District. Richard McGowen, representative for the Academic Senate, and I met with President Scroggins about our concerns about the issue of maintaining timelines and tardiness, and President Scroggins suggested that the Budget Committee members need to voice concerns and resolve the issue. That is what we intend to do.

The Budget Committee also met this month as part of the extended President's Advisory Council (PAC) meeting along with members of the Strategic Objectives (SO) Task Force (of which I was also the CSEA 262 representative). Extended PAC is required under Board Policy (and accreditation standards). This meeting reviewed the work of the Strategic Objectives Task Force, which created a process by which these SOs will be created for College goals, and PAC will assign these SOs to appropriate college units, committees, or programs, and will then review the results. This new SO process will include measurable objectives and key performance indicators (some of you may recall the Baldrige method used here a decade ago). One of the concerns the President had was that goals were created, objectives assigned, but no one tracked the success/failure of these goals and objectives with empirical evidence. This shortcoming will be resolved with this new SO process. The Budget Committee's SO responsibilities will be determined and assigned by PAC in the near future.

At its Nov. 6 meeting, the Budget Committee also reviewed the revised New Resource Allocation list. This review took place after the allocations had been approved in President's Cabinet, which was one of the concerns the Academic Senate, Faculty Association, and CSEA representatives raised about being behind in the timelines. The Budget Committee is supposed to review this list prior to cabinet so questions could be asked and comments and suggestions made. On the plus side of this, there were several classified positions approved on the list, both full- and part-time positions, in several departments across campus, including Learning Assistance, Business, Natural Sciences, Arts, Theater... well, several more, in fact. There were also a couple of "supervisory" positions approved.

HEALTH AND SAFETY COMMITTEE

Representative(s): Carlos Duarte and Donna Lee

1st Tuesday of each month

- Jim Alcalá, campus Safety Consultant, gave a Hazard Communication Program update. Jim is actively entering information regarding the campus' chemical storage areas into the online California Environmental Reporting System (CERS). Included in the information is Mt. SAC's Emergency Response Plan, chemical inventory and a campus map including storage locations of all hazardous chemicals. Other elements of the Haz Com Program including the written program and the compilation of chemicals in the MSDS online database are also in progress.
- Karen and Jim met with Dr. Scroggins and it was requested that Emergency Preparedness Program become a top priority for this year. There will be four phases for development:
 - Phase 1: Identification of emergency personnel in each building
 - Phase 2: Training for emergency personnel
 - Phase 3: Conduct selected evacuation drills
 - Phase 4: Resource Assessment – create an inventory of all emergency supplies



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- Tim Engle reported that the Behavioral Intervention team is working on defining their role on campus.
- 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.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

Representative(s): Annel Medina

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

No report for the October 9th meeting because I was away at a conference. On October 23, 2013, we discussed our overall impression of the Strategic Action Plan. The committee would like to see the various college planning teams formulate the strategic objectives. IEC will review them, compile and rank them, and make recommendations to PAC. PAC will be the final approving body for the Strategic Plan. The committee also reviewed the two worksheets from Student Services so that it is easier to use and understand. We will review the updated document at the next meeting. Members also reviewed the summaries from the recent PIE Survey. It was suggested that the Dept. Chair Argos Training be offered in Fall and Spring. The committee ran out of time to discuss the remainder of the survey results and will focus on them at the next meeting. Finally, the Student Services and Instruction Division VP summaries still need to be completed. As soon as they are completed the committee members will begin working on their PIE Summary assignments. During the November 23, 2013 meeting, the committee completed a final review of the Unit PIE Worksheet. The PIE Summary assignments were reviewed. Each committee member should send his/her final draft to Sally Fenton by December 6, 2013. They also reviewed the rest of the PIE Survey results together. It is recommended to return to the results again during a spring meeting. A random raffle winner was also chosen by the committee. The raffle winner will be notified of her selection to claim the \$50 bookstore prize. The November 27, 2013 meeting will be cancelled.

Institutional Review Board

Representative (s): Edwin Romero

Meeting twice in Fall and Spring

- 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 has finalized the initial CITI training program. The program takes approximately 6 hours to complete. The committee members will each complete the training and provide feedback at the December meeting before the program is finalized.

IRB Process Flowchart: the committee reviewed the second draft of IRB flowchart, which will help researchers determine whether they need to secure IRB approval for their project. The committee discussed whether students would need to secure IRB approval for class projects. The discussion will continue at the next meeting. The flowchart will be finalized once the process is finalized.

INSURANCE COMMITTEE

Representative(s): Hawk Yao

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

As reported by the email sent out by the Insurance Committee, the proposed dental programs did not pass. This means that there will be no special open enrollment to change dental plans and we will continue with our current dental plan. The next Insurance Committee meeting will be in the Spring Semester.

Hawk Yao
2nd Vice President
CSEA Chapter 262



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INTERNATIONAL STUDENT PROGRAM ADVISORY COMMITTEE

Representative (s): Clarence Banks

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

The committee has been debating for the past few meetings on the best course of action to accomplish its stated purpose. The committee has discussed, and will further vet the viability of a Campus Impact Report examining the possible effects of increasing Mt. SAC's international student population.

If the committee will proceed with a Campus Impact Report, then a survey will be created in conjunction with the Research and Institutional Effectiveness department. This survey will be distributed to the many areas where an increased number of International Students may have an impact on campus.

The committee wants tangible data that can be used by the committee to advise the Vice-President of Student Services appropriately.

Further updates will be coming shortly.