



**Meeting Minutes – June 18, 2008
Rio Conference Center**

PSA Executive President, Chris Hoeffler, called the meeting to order at 2:05 PM.

Chris Hoeffler presented special awards to Debbie Thompson and Gaye Murphy for their service to PSA, She then introduced the guests for the meeting:

Debbie Thompson, Vice Chancellor, Business Services
Gaye Murphy, Associate Vice Chancellor, Business Services

Vice Chancellor Thompson presented an overview of the proposed One Time Only Retirement Incentive Program being offered for 2009. Any employee is eligible if they meet **all** the criteria below by June 30, 2009:

- 60 years of age or older
- 10 or more years of service (OYO, Temp, Specially Funded are not counted)
- Have earned 80 or more points

If employees choose to retire using this incentive program, they will also be eligible for the 49% program if their college approves and they make application by the college deadline. Another part of this program will enable the employee to receive the Core Plan of the MCCD Benefits – as single coverage only (spouse or family coverage is not an available option) – until they are eligible for Medicare at age 65, an option to purchase the Buy Up plan will also be offered with the extra cost being paid by the employee. More information will be made available from VC Thompson's office as soon as the Governing Board gives its approval. PSA has ~~35-42~~ employees eligible for this program. The district will not offer this particular incentive plan again for at least 5 years (in 2014).

Conrad Mills – Coordinator, Apprenticeship Program

The Crafts Apprenticeship Program was established for employees who are seeking to improve their skills and/or seeking advancement and/or promotional opportunities. The four-year training program provides on-the-job training and relevant education in a craft area. Each apprentice is assigned to work with a mentor or a series of mentors for a period not to exceed six consecutive months. At the end of the six months the apprentice is evaluated, and then re-assigned to a new mentor for the next six-month period. This cycle is repeated until the end of the third year. At the beginning of the fourth year, the apprentice will be assigned to the college site where he/she will be employed. The educational portion of the program includes college coursework as well as on-the-job training for the craft area.

- Candidate must have worked with the District for two consecutive years as of January 1 of the year their Apprenticeship training begins.
- Candidate must be a minimum of 18 years of age.
- Candidate must have a high school diploma or its equivalent GED.

- Candidate must be physically capable of performing the essential functions of the trade or craft to be learned.

During the presentation several questions were asked:

- Q: How many females have been through the program?
A: Only 1.
- Q: How high do you have to climb on a ladder?
A: 6' to 8' using an 8' ladder or 12' to 24' with a lift.

Executive Board Reports

PSA President – Chris Hoeffler gave a powerpoint presentation titled “PSA Year in Review.” She will be a similar presentation at the Governing Board meeting.

Executive Secretary – Lynn Mary reported the March, May, and June Minutes would be presented for approval at the PSA Summer Conference Meeting.

Policy Chair – Anita Dusek – policy change voting progress report

Executive Treasurer – Marsha Carlen reported the following account balances:

Checking Account Balance	Savings Account Balance
\$22,283.37	\$19,455.42

Past President – Renee Young gave a brief report on the 2007-08 PEL expenditures.

Professional Growth Year End Report

The initial budget for PSD was \$384,127. Unused PEL and PSI money [\$50,000] increased the PSD amount to \$434,127. As of June 18, 2008, the committee processed 489 requests for Activities and/or Tuition [333 Tuition and 156 Activities]. The Committee recommended and processed additional reimbursement up to \$300 per semester for qualified tuition for a total of \$50,415. Overall, \$389,963 was expended to 256 PSA employees. Possible carry-forward amount is \$21,706.

The committee reviewed the processes and guidelines. As a result, 1) Language was changed on the applications for clarity, and to reflect policy changes; 2) Revised 2008-09 application forms to self-calculate; and, 3) Posted 2008-09 application forms on the PSA website.

The committee recommended an increase for Tuition reimbursement to \$1,100 per semester and \$1,800 per year for Activities.

The total maximum carry-forward amount is \$37,948

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PEL: Rene’e Young, Chair (Paid Educational Leave)	<ul style="list-style-type: none">• The initial budget for PEL was \$179,082. The committee awarded four (4) paid educational leaves, and expended \$144,041. Possible carry-forward is \$8,954.
PSD: Juliane Roybal, Chair (Professional Staff Development)	<ul style="list-style-type: none">• See Professional Growth Year End Report.
PSI: Darlene Hoeg, Chair (Professional Staff Internship)	<ul style="list-style-type: none">• The initial budget for PSI was \$145,755. The committee awarded three (3) internships, and expended \$99,504. Possible carryforward amount is \$7,288.
Summer Conference: Stephen Zipperer, Chair	<ul style="list-style-type: none">• The initial budget for Summer Conference was \$15,000. Unused PEL money [\$2,000] increased the PSD amount to \$17,000 and total expended \$15, 641. Possible carry-forward amount \$750.

New Business: no new business was brought forth.

Old Business: no old business was brought forth.
Respectfully submitted,

Lynn K. Mary
Executive Secretary, PSA