

**Exempt Employees Advisory Committee**  
**-Minutes-**  
**December 7, 2006**

Committee members present:

Warner Collier	Karen Hooten
Sheila Cudd	Shaun Meredith
Melinda Eddleman (recorder)	Kevin Murphy
Jeff Getchell	Dr. Leonard Rivera

Committee members absent:

D'Ann Poland

Guest attendees:

Laura Lusk Montemayor	Denise Simpson
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- The meeting convened at 12:07 p.m. in the Center for Economic Development on the Del Mar College Annex.
- Committee members approved the minutes for the Oct. 19, 2006 meeting with Shaun Meredith giving the first motion and Karen Hooten seconding.
- Public Comments:
  - Denise Simpson discussed direct deposit and the spearheaded effort to get everyone on campus to use the process, which involves the SIS system. The College is attempting to “go paperless” to benefit from real cost savings.
  - The question was posed about whether current employees would be rolled into the process. Only about one-sixth of current employees receive “real” checks. The rest have direct deposit.
  - Simpson mentioned that Frost Bank does have a gift card that allows individuals to access the whole amount of the monthly pay at the ATM.
  - Another issue mentioned is that the Disaster Recovery Plan will dictate how people receive their pay during a crisis such as recovery from a hurricane. If the College had to close for a period of time and Payroll technicians cannot print checks, how will those employees who do not have direct deposit get paid. Most likely they won't during the time the College is closed. During campus-wide emergencies, the College/bank can direct deposit to employees' accounts what they made the previous month.

- The issue was mentioned that the College's financial aid students receive their payments by direct deposit and that they prefer to have quick access to the funds.
  - Questions were brought up about E-Pay. Del Mar College will be moving to a similar system eventually. Again, the issue of printed checks costing the College a lot of time and money was brought up.
  - Committee members noted that they had not heard of the Disaster Recovery Plan, but Ms. Simpson noted that Frost Bank will reconcile accounts during a natural disaster or crisis should it become necessary.
  - The issue of the fund balance policy was brought up. Laura Lusk Montemayor noted she wasn't sure if it was under review or if updating is has been postponed. Currently, the College keeps three months of funds on the books as a contingency line item reserve. Could be used during disaster recovery. A committee member mentioned the Waters Group report and noted that certain things have to be covered.
  - The EEAC agreed to support the proposed policy.
- Committee reports were given.
- Simpson and Montemayor provided input about the EEAC's use of MyDMC. Access has now been set up for committee members. The committee can now add attachments and hold discussions. Access is available by using the user ID and password currently used for Lotus Notes.
  - Committees members viewed the use of MyDMC pages, which were projected on a screen during the meeting. Simpson and Montemayor covered the features that members can access.
  - Jeff Getchell had already loaded to the EEAC MyDMC discussion box a JPEG of a proposed walking trail on DMC East. The committee reviewed the JPEG during the meeting and discussed how the trail would be marked.
    - DMC East will undergo some changes due to expansions and renovations. The College has a contract with a company to produce wayfinding signs like the new signs on DMC West. The contract is already in place and uses funds from the \$108 million capital improvements program, so adding signs for the trail on each campus and at the annex may not be possible.

- Simpson suggested getting students on board with the project to mark the trail. The committee should bring up the project with the Division of Student Development to possibly approach the Marketing Club or any of the health sciences clubs, even the Student Government Association or Phi Theta Kappa.
- The committee agreed that this initiative addresses recommendations made by the Rangel Report about employee health and wellbeing, which is also an item reviewed by SACS.
- The College would have a formal walking system on each campus and at the annex and could possibly develop a health and wellness center for students/employees to access. The trails would have mileage markers. Students support may be needed. Sheila Cudd said she would approach student organizations on DMC West, Simpson and Montemayor would approach groups on DMC East, and Kevin Murphy said he would contact Physical Facilities about painting markers and look at the wayfinding sign contract. A copy of the trail proposal is posted on the EEAC Web page.
- Leonard Rivera mentioned that the walking trail is only one component to the wellness program. He asked about discounts to any of the area health clubs? It was mentioned that the College has tried to work with the clubs with little success, either because of cost or lack of interest from employees.
- The Kinesiology Department has very nice facilities and could serve as a wellness center for students/employees. Rivera said that he has tried to work with Dr. Gordon Hilley to make their facilities more user-friendly for working people, i.e., employees. It was suggested that more noncredit classes addressing health and facilities use might be possible with a promotional initiative to get more employees to sign up for those classes.
- Getchell said the committee could expand the initiative later on to bring the nursing, physical therapist and occupational therapy programs, and other health programs together to put together a health fair for DMC. Melinda Eddleman said she would contact Jan Spigner with the Physical Therapist Assistant program about a fair. Spigner usually chairs the health fair that several departments/programs put together for students as a recruitment activity.
- The EEAC agreed to use MyDMC as the communication tool. However, member would still like to receive email for notices as well.
- Warner Collier agreed to serve as the EEAC representative on the Teaching and Learning Center committee.

- A new item was proposed for discussion regarding EEAC members' attendance of meetings. The policy is covered by the bylaws. Members can be asked to step down if they miss three consecutive meetings. Murphy asked for a motion to place the issue on the agenda for the next EEAC meeting.
- The committee approved the EEAC "welcome" letter for the new Board of Regents members.
- The committee also agreed it needed to have EEAC letterhead.
- The meeting adjourned at 1 p.m.