

MAT Executive Council
Tuesday, November 18, 2008
MINUTES
9:30am
Maricopa Room, DO

Members Present

Jared Langkilde, MCC	Nicola Perry, GCC	Pat Honzay, DO
Jonathan Baney, MCC	Michele Hamm, GWCC	Kerry Mitchell, PC
Shirley Henderson, MCC	Alberto Olivas, DO	Scott Wickham, CGCC
Nick Rouse, DO	Cat Dragon, SCC	Jim Neufeldt, PC
Jan Binder, PC	Cheryl Crutcher, SMCC	

Rory Gilbert, DO for Mike Trier and Jeanette Stephens

Members Not in Attendance

<i>Jeanette Stephens, DO</i>	<i>Rachelle Clarke, RSC</i>	<i>Mike Trier, DO</i>
<i>Seth Goodman, PC</i>	<i>Nicole Deleon, EMCC</i>	<i>Jeanette Cernetic, MCC</i>
<i>Ken Clark, PVCC</i>		

Call to order: A quorum was established, and the meeting was called to order at 9:30am.

Approval of Minutes:

October minutes were approved as written.

Policy Development:

Jim reported that the grievances regarding the manual changes have been resolved. The VCHR agreed to restore the extended leave of absence policy but wants to discuss it and remove it again. The “carry forward 5%” was discussed and the interpretation clarified that “up to 5%” of the total budget could be carried forward depending on how much there is. The VCHR requested that this be approved through a Memorandum of Understanding rather than a policy change.

Jim stated that he did not get a promise that this situation would not happen again. This year there is a new process. All changes have to go to the VCHR by December 18. There will be up to three meetings with the Administrative team to negotiate and then the policy changes will go to the general MAT. All negotiations are to be completed by March.

Proposed MAT policy changes (part 2) were reviewed.

(Proposed MAT Policy Manual Language Changes (2009-2010))

1.2.5 Personnel Relations All MAT employees shall be accorded treatment by their supervisors in a manner befitting the professionalism of all parties. APPROVED

1.4. Legal Rights Nothing in this policy shall be construed to deny or diminish any individual rights that an employee has under the law. APPROVED

1.4.1. Indemnification The Maricopa County Community College District (“Maricopa”), to the extent legally permissible, indemnifies and defends its employees against liability for acts or omissions arising out of and in the course of their employment for Maricopa or performing duties related to the conduct of Maricopa business. The General Counsel is

authorized to represent Maricopa and/or the employee and direct the defense of any claim, action, suit or proceeding on behalf of Maricopa and the employee for which Maricopa is indemnifying the employee pursuant to this policy. Maricopa retains the right to direct, settle, compromise, appeal, and otherwise defend any such claim, action, suit or proceeding, including representation and the use of counsel as Maricopa deems desirable. In any such event, the employee is expected to cooperate fully. APPROVED

2.8 The MAT President will be furnished notice of all meetings of the Governing Board stating date, time, and location. In addition, the President will be furnished copies of all agendas, minutes, budgetary information, and study materials at the same time and in the same form as those furnished to the Board. APPROVED

2.9 Use of District equipment/facilities MAT employees may use College/District facilities and equipment for MAT-related activities at reasonable times. APPROVED

8.1 Paid Holidays and Recesses. The following holidays shall be contract days on which no work will be required, but regular pay will continue: Independence Day, Labor Day, Veteran's Day, Thanksgiving Recess, Winter Recess, Martin Luther King Day, President's Day, Spring Recess (three [3] working days), and Memorial Day. APPROVED

10.4 Unused vacation time (to include banked vacation time) due an employee may be used at his/her option for sick leave/Industrial Leave of Absence purposes provided the employee's earned sick leave credits have been exhausted and approval has been granted by the appropriate College President/Vice Chancellor, or designee. APPROVED

10.5 An employee covered by this agreement will have his/her final pay adjusted to reflect payment for any unused accumulated vacation at the time of separation. APPROVED

10.6 Death In the event of an employee's death, the legal heir(s) will be entitled to the following:

10.6.1. Any unpaid compensation due to the employee.

10.6.2. Any earned but unused vacation (to include banked vacation) time pay due to the employee.

10.6.3. Any pertinent benefits accrued to the employee as a result of participation in the Maricopa Community Colleges Flexible Benefits Plan (except as expressly excluded [e.g. unused time accrued] or as expressly stated [e.g. life insurance]) APPROVED AFTER RESEARCHING INCLUSIVE LANGUAGE FOR "LEGAL HEIRS"

26.2 Information Upon written request, the Governing Board, through the office of the appropriate Vice Chancellor, agrees to provide to the elected representatives of any the MAT employee group any information that is relevant for the Policy Development process and/or the implementation of the MAT (ALL Employee Groups) Policy Manual. It is understood that the Board will make a good-faith effort to honor employee group requests for information in a timely manner. APPROVED

29 Personnel Rights - Personnel files

29.1 The District will maintain the official personnel file which will contain all materials relevant to the employee's employment and will be the sole repository of such materials with the exception of a College file. The College file will contain only duplicated materials from the official District personnel file that are required for administrative purposes. Each file will have attached a record for notation of names, dates, and purposes of persons

reviewing the files for other than routine file maintenance. Both files will be secured, and only authorized personnel will be permitted to view them.

29.2 An employee will have the right to:

29.2.1 Review the complete contents of his/her file(s) upon request.

29.2.2. Receive a copy of any ~~derogatory or negative~~ **documentation/** information placed therein.

29.2.3. Submit a written response to be included in his/her personnel file whenever ~~negative or derogatory~~ information is placed in the file(s).

29.2.4. ~~Request the inclusion of~~ **Have** relevant documents ~~to be added to his/her file(s).~~ **(Relevancy will be unless determined by the appropriate Human Resources staff.)-to be not in compliance with current law.**

29.2.5. Request the removal of all inappropriate and/or obsolete documents from his/her file(s). ~~(Determination will be made by the appropriate Human Resources staff.)-~~

ALL OF 29 APPROVED

30. Common Policies Committee The Common Policies Committee is a Governing Board approved District committee consisting of the official representative of each employee group. The common policies committee must approve any changes to the all employee groups policy manual. APPROVED

Reports/Updates

Treasurers Report (Alberto Olivas)

Alberto referred to report sent out electronically. There were no major changes from previous month. He noted that he has been working on resolving an issue regarding last year's conference speaker related to travel expenses. It will result in \$114 from this year's budget going to finalize this matter.

FAC Report – (Jared Langkilde)

Jared reported that there will be an sub-FAC meeting this afternoon. The Chancellor has already alerted everyone that finances will be tight. Needs exceed incoming revenues and state funding continues to be in question. There has been discussion of a tuition increase as well as consolidation of Fund 1 and Fund 2. He also noted that VP committees which used to be autonomous are now overseen by VC's.

Performance Appraisal Committee (Pat Honzay)

E-performance, a Peoplesoft module will be used based on criteria developed from focus groups. The new appraisal will be used as a development tool. 100 people will be invited to participate in the pilot, expecting approximately 30 appraisals completed. Pilot participants will receive training on the instrument in the first two weeks of December. Employee Relations has extended completion date for those involved with the pilot to January 31. The participants will provide feedback on the instrument and the process. From that feedback, a roll out plan will be

developed. The instrument has five sections: initiatives (optional to respond), key responsibilities, competencies (10 core competencies), performance goals and developmental goals. It looks longer on-line but is one page front and back in hard copy.

Sabbaticals Report – (Jan Binder)

Jan asked representatives to remind their groups that applications for sabbaticals are due by December 1 at 5:00 PM.

Grievance Committee Report – (Scott Wickham)

There is only one active issue currently. There was discussion about the Step increase for completing Navigate Maricopa and MOSAIC. They cannot be grandfathered in. They can be taken again or something else can be taken.

Tuition and Activities – (Jim Neuenfeldt)

The committee recommends that the tuition allotment be based on what an institution is charging rather than the \$250/credit cap. The total cap will remain at \$3,000. This will be effective January 1, 2009. The committee was asked to make sure that this change is updated and documented in the minutes and the application instructions and form itself.

APPROVED

Unit Best Practices

Scott discussed mediation training with Teresa Toney. She said that she would support peer mediation for any personnel issue before the grievance process. It was noted that the district will pay for professional mediation. If peer mediation is going to be used, there needs to be a consistent process developed. As chair of the grievance committee, Scott will follow-up.

Jim reported that Teresa Toney does a talk about the ombuds system and whistle blower protections. She is presenting by college. She will be invited to present to MEC possibly in February.

Announcements

Remuneration – Jim reported that no one has been paid yet. There is one more hoop to go through. Jim passed out sample documentation to be used in order to receive payment. Alberto recommended using the existing form and requiring it with some additional boxes at the bottom. Either approach will work. Campus related activities can be included. **Everyone needs to submit their documentation by this Friday 11/21/08 by 5:00 PM so that Jim can submit the forms to Judy.**

December Meeting – The MEC retreat will be December 16 from 8:30 AM – 1:00 PM at the DSSC or Rio Conference Center. Agenda will include:

8:30 – 9:00 Coffee

9:00 Meeting Begins

MEC Business

Activity led by Pat Honzay (see below)

More MEC Business

Holiday Lunch
Final Business
Closure

The Activity led by Pat Honzay will introduce the MAT Career Path Study. In 2007, MAT submitted a proposal to conduct a survey of career paths of MAT employees. It would explore education, work history, professional and community involvement, relationship with mentors that resulted in their current positions. Patterns may be identified that would be of value to others aspiring to the same positions. An on-line survey is being developed to administer in spring 2009. MEC will have the opportunity to pilot the survey and make recommendations about the survey and effective roll out strategies including a presentation at each college. This survey will only work if people take the time to participate with quality data. This survey has been done nationally twice and once at Maricopa in 1993.

MEC members will also have an opportunity to review the new MAT website at the retreat.

January Meeting – will be an opportunity for MEC to talk with the chancellor. This will not be a formal presentation.

MAT Annual Conference – This year the MAT Annual Conference will include the MAT Annual Meeting since the same people tend to attend both. It may also include the conversation with the Chancellor. It is tentatively scheduled for March 26.

Other announcements – Alberto had three announcements: 1) He encouraged people to attend the 11/20 2008 Election Review: Implications for Higher Education in Arizona. 2) He distribute a flyer. He also clarified any confusion regarding time off for voting. By law, employees must have a three hour cushion in which to vote from the time the polls open or before they close. If this impedes their work time, they must be given an hour to ensure that they have the 3 hour span. This can not be docked as vacation time. Employees do need to request the time ahead. For any questions, check with Alberto, Teresa Toney or Kim Granio. 3) Debbie Thompson's budget presentation will be available on line on the MAT website.

Meeting Adjourned at 11:02am