

MAT Executive Council  
Tuesday, October 28, 2008  
MINUTES  
9:30am  
Maricopa Room, DO

**Members Present**

Jeanette Stephens, DO	Nicola Perry, GCC	Pat Honzay, DO
Jared Langkilde, MCC	Michele Hamm, GWCC	Kerry Mitchell, PC
Rachelle Clarke, RSC	Mike Trier, DO	Nicole Deleon, EMCC
Jonathan Baney, MCC	Alberto Olivias, DO	Scott Wickham, CGCC
Shirley Henderson, MCC	Seth Goodman, PC	Jim Neidfeldt, PC
Nick Rouse, DO	Cat Dragon, SCC	Jeanette Cernetic, MCC
Jan Binder, PC	Cheryl Crutcher, SMCC	

**Members Not in Attendance**

*Ken Clark, PVCC*

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

**Approval of Minutes:**

September minutes were approved with the following correction: In the bylaws change section, fees are only awarded if there is a policy violation. “Non” should be taken out.

**District Budget Presentation**

Vice Chancellor Debra Thompson gave a presentation to the MAT Executive Council highlighting the state of finances for the state and its potential impact on MCCCCD. Notes from the presentation follow.

**“FY 2010 Budget Development”** (Vice Chancellor Debbie Thompson)

*The Economy*– Key indicators = Inflation, unemployment, foreclosures, federal government financial support to banking institutions, bankruptcies, fire sales of banking institutions are increasing while sales, income, sales taxes, and consumer confidence are decreasing.

*State and Local Government Impacts*– Other AZ government agencies are structured differently than MCCCCD and have been hit harder. They are heavily reliant on sales taxes and income taxes.

*Maricopa Impacts*– MCCCCD is experiencing a 19.3% cut in total state aid, a 100% suspension in state aid (\$11.1M), and a 3.7% cut in operational state aid (\$2.1M).

*Headcount History*– MCCCCD will collect less in tuition and fees and experience lower state aid that is based on enrollment.

*General Budget Overview*– The fact that MCCCCD is serving a massive number of students in addition to the mission, vision, values guides the decisions that are made. Budget totals are \$1.4

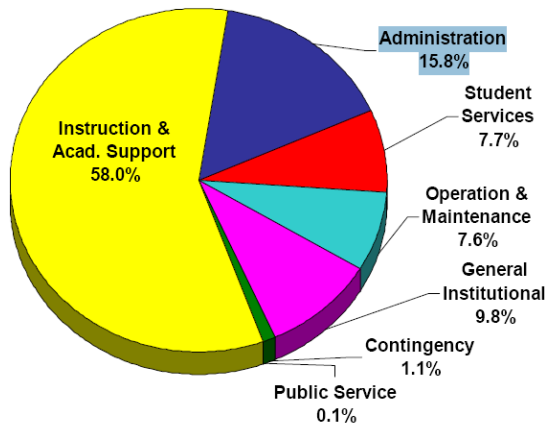
B (Funds 1, 2, 3, 7). Fund 1 is salary, operational, benefits; Fund 2 is non-credit, Fund 3 are restricted (grants, federal, prop 301 restricted to workforce), Fund 7 is Plant and Capital.

*FY2008 General Fund Revenue* – Property tax (62%) revenue growth is constitutionally limited to 2% annually plus new property; State Aid (11%) is formula funded based on actual enrollment growth; Tuition & Fees are set by the governing board. Constitution mandate wants “as free as possible”

*FY Tuition Comparison* – Maricopa \$2,130, Public 2 yr \$2,454, ASU \$5,659

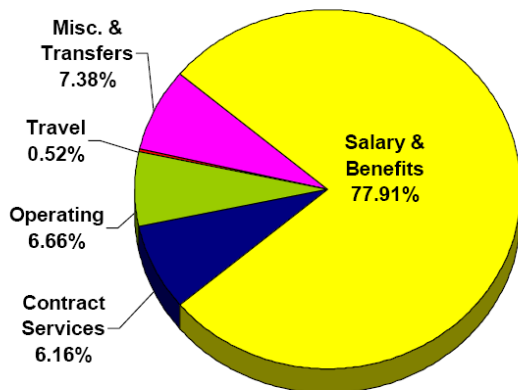
*FY2008 Expenditures by Function* –

## FY 2008 Expenditures by Function



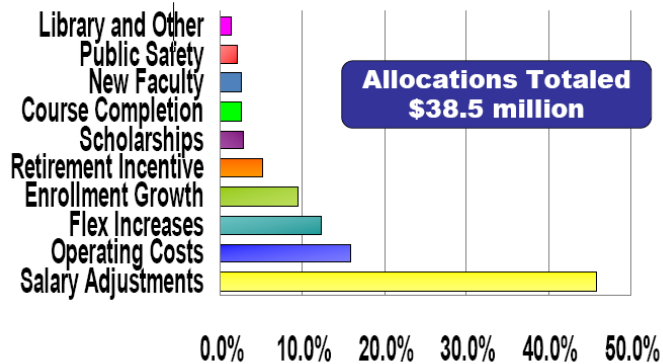
*Expenditures by Object* –

## FY 2008 Expenditures by Object



Expenditure Priorities –

## FY 2009 Expenditure Priorities



*General Fund Revenue by Source* – property taxes have been steady every year for 25 years as well as tuition and fees. The change is that state aid has decreased while increasing tuition and fees has picked up the slack.

*State Aid* –

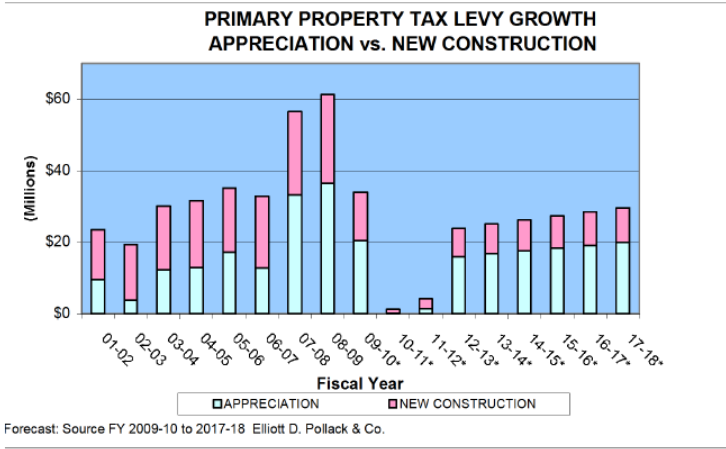
### State Aid?

	Adopted FY2009	Budget Cut	Appropriated FY2009	Cut %
Operating Aid	57,528,300	(2,112,200)	55,416,100	-3.7%
Capital Aid	11,129,800	(11,129,800)	-	-100.0%
<b>TOTAL</b>	<b>68,658,100</b>	<b>(13,242,000)</b>	<b>55,416,100</b>	<b>-19.3%</b>
<b>What if the State makes additional Appropriation Cuts?</b>				
	1% cut	5% cut	10% cut	25% cut
FY2009 Approp.	55,416,100	55,416,100	55,416,100	55,416,100
Cut Amount	(554,200)	(2,770,800)	(5,541,600)	(13,854,000)
<b>TOTAL</b>	<b>54,861,900</b>	<b>52,645,300</b>	<b>49,874,500</b>	<b>41,562,100</b>
<b>A cut of this amount provides about the same as the Appropriation in...</b>				
Equivalent Year	FY2003	FY2000	FY1999	FY 1995

*Tuition and Fees* – FY06-07 - \$65, FY07-08 - \$65, FY08-09 - \$71, FY09-10 - \$71+/-???

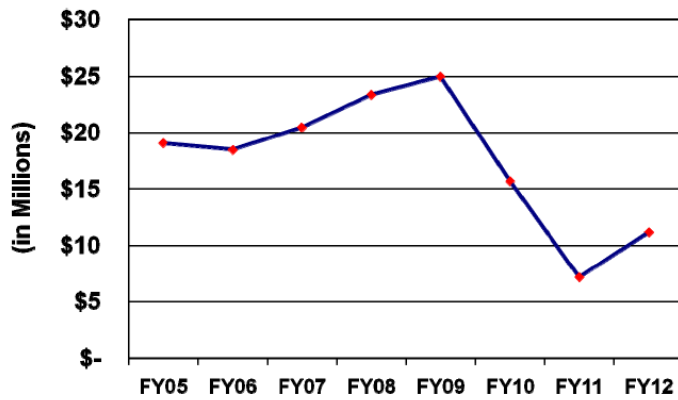
Property Taxes –

## Property Taxes?



FY09-10 Revenue Growth Scenarios (in Millions) –

### Maricopa Community Colleges Actual & Projected Property Tax Growth



*Revenue Trend Scenarios with \$3 /year Tuition Increase –*

**Maricopa Community Colleges  
FY09-10 Revenue Growth Scenarios (in Millions)**

Rev. Source	Best Case (w/tuition increase)	No Tuition Increase			
		No Cut	SA Cut 5%	SA cut 10%	SA Cut 25%
Prop Tax	\$13.9	13.9	\$13.9	\$13.9	\$13.9
State Aid	\$ -	\$ -	(\$2.8)	(\$5.4)	(\$13.9)
Tuition & Fees	\$8.1	\$ -	\$ -	\$ -	\$ -
Other Adj	(\$3.1)	(\$3.1)	(\$3.1)	(\$3.1)	(\$3.1)
<b>Net Available</b>	<b>\$18.8</b>	<b>\$10.8</b>	<b>\$8.0</b>	<b>\$5.2</b>	<b>(\$3.1)</b>

*FY2009 Plant Fund Dilemma* - Construction inflation has eroded our ability to complete our projects as planned. We will build fewer and smaller projects.

*Suspect/Cut: All Capital State Aid* – \$11.1M/year cut, programmatic cut = major maintenance, library acquisitions, small capital projects, equipment purchases, bond supplement

*Conclusions and Questions –*

Alberto Olivas asked for clarification regarding the reason for the early retirement incentive. Ms. Thompson replied that it was not implemented to save money, but that the request was put forth by the faculty as a benefit. There are some cost savings and it does allow for better planning opportunities for replacing a large group versus a staggered retirement.

Jared Langkilde asked how many have signed up, but she did not know. There are 200 known employees who meet criteria, but there may be more who have earned points at other institutions.

Scott Wickham commented that decreasing fuel prices and increased competition in construction have not decreased costs for capital projects. Ms. Thompson replied that there may be some relief down the road but that has not been seen yet.

Jim Neuenfeldt requested a copy of Ms. Thompson’s presentation. She will send a copy to Jim so that he can send it out to the group, whose members should feel free to distribute to others.

Mike Trier asked if budget cuts will be made and Ms. Thompson answered that cuts will be made and that salary increases and faculty additions may not happen. Vacancies may not be replaced and work may be distributed differently than before. The colleges are giving their input on ways to cut costs, so changes may not happen the same way across the district.

Jared Langkilde asked for clarification of rumors heard that smaller colleges will merge. Ms. Thompson explained that some discussion has taken place for regional reorganizations, but those discussions have not gone anywhere or been implemented.

Cat Dragon asked if failed resources will be moved to campuses that have had success in those areas. Ms. Thompson has not heard of anything like that except for a faculty exchange in one area, and added that resources may be matched toward high growth areas. Ms. Thompson commented that enrollment has been held back by prop 300 and employee sanctions laws. Contract training has dropped off at Rio Salado. State aid is not anticipated for many years to come. Board members decide tuition and fee increases.

Mike Trier asked if the tuition rate is determined by where Maricopa is now, or where we see ourselves in the future. Ms. Thompson replied that we typically look at the next year and not much further.

Jim Neuenfeldt asked if the \$3 tuition increase is based on students we have now, or projections. Ms. Thompson replied that it is based on growth.

Jim also asked what reassurances we should give to our constituents. Ms. Thompson answered that this is a serious time but not a crisis. There will be budget cuts and all administrators are talking about cuts. We are not as bad as the state and cities, but we can not continue to do business the way we are used to. Ms. Thompson commented that we have to be careful about pushing employees work out of scope, because cost savings may be lost due to upgrades.

## **Reports/Updates**

### *Treasurers Report (Alberto Olivas)*

Alberto presented a report with no discussion.

### *Dues Report – (Jeanette Cernetic)*

Jeanette reported the rollover of payroll deduction district dues is \$2,730. Campus specific amounts were handed out. If campus MAT units have offsite accounts, Jeanette will cut a check and she is aware of who does and does not have off-site accounts. These units should expect to receive payment in the next couple of weeks. Jared Langkilde reminded us that if dues are paid by the end of the year, those dues are tax deductible.

### *Policy Development (Jim Neuenfeldt)*

Jim presented the first set of policy changes that employees gave the Policy Development Committee. There will be another set for MEC review that has to do with common policies to MAT and other employee groups and should be added to the all employee manual. The Policy Development Committee requested approval to proceed with the following changes to the 2008-2009 MAT Policy Manual.

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

**1.2.2. The Governing Board recognizes that the personal life of an employee is not an appropriate a concern of the College/District Governing Board and MCCCDD providing it does**

not affect the employee's effectiveness in fulfilling his/her professional obligation(s).

APPROVED

**1.3.4 Any employee covered by another employee policy group manual will not be covered by the MAT employee manual. TABLED**

**2.1.1. Recognition The Maricopa County Community College District Governing Board recognizes the MAT Executive Council to be the official representative of regular full-time and regular part-time MAT employees. APPROVED**

**2.4 Office space for the MEC President Furnished office space, office supplies, technology, and telephone will be provided for the district-wide MEC President at the District Office. APPROVED**

**2.5 Clerical Support Clerical support will be provided for the MAT Professional Growth Committee through the Office of the Vice Chancellor Human Resources. The Vice Chancellor will be expected to provide no less than a full time, regular, twelve (12) month clerical position to support the MAT Professional Growth Committee. Efforts will be made with regard to space requirements for the committee, its files, and other materials/equipment. APPROVED**

**2.6 A representative from the MAT Executive Council will have a non -voting seat on the Chancellor's Executive Council. APPROVED**

**3.1. The MAT employee group recognizes this document, titled Policies: Management/Administrative/Technological, as a statement of rights and responsibilities during the period of employment as a manager/administrator/technological employee with the Maricopa County Community College District.**

**MAT ~~members~~ employees agree to fulfill the provisions in this document and have the right to partake in the grievance procedure when the District or its representatives allegedly violates the provisions of this document. APPROVED**

**5.3.1 . . . . This policy is effective for degrees and certificates awarded on or after July 1, 2001, and is not influenced by awards earned prior to July 1, 2001. ~~No employee may be granted more than two (2) such increments on or after July 1, 2001.~~ The degree/certification(s) must be awarded during employment as a MAT employee. APPROVED**

**5.3.2 Effective July 1, 2008, an employee who completes any of the following requirements will receive an additional one and one-quarter percent (1.25%) of his/her salary for that current year:**

- **1.4 Cumulative Education Units (CEUs) and three (3) college credits at 300 level or above, or**
- **2.8 Cumulative Education Units (CEUs), or**
- **Six (6) 300 level or above college credits**

To qualify for educational compensation all seminars and/or college coursework must be related to the employee's current job or be part of an approved career or professional education development plan currently on file with Human Resources.

**Employees who have applied college credits under a different section of this policy manual may not apply the same credit hours to this section. TABLED**

**10.2.** An employee may bank **seven (7) days (56 hours)** per year of his/her accumulated vacation. The total number of days to be banked may not exceed sixty (60) days (480 hours) over and above his/her regular vacation benefit. APPROVED

13.3. Leave of Absence for Personal Reasons Should an employee not be eligible for a Family and Medical Leave, a Personal Leave of Absence for personal reasons may be requested in up to 6 months increments and must be approved by the appropriate supervisor, College President/Vice Chancellor with concurrence of the Vice Chancellor of Human Resources. Accumulation of accrued time will continue while the employee remains in a paid status. Accumulation of accrued time will cease when the employee goes into an unpaid status. An employee who is granted an approved leave under this section will return to the position that he/she left. Failure to return from an approved personal leave will result in automatic termination. **If known in advance, an employee may request a Personal Leave of Absence longer than 6 months with approval from the supervisor and College President/Vice Chancellor, with concurrence from the Vice Chancellor of Human Resources.** APPROVED

#### 14.1. MAT Professional Growth Committee

The MAT employee group shall provide for the formation of a MAT Professional Growth Committee composed of at least three (3) MAT Executive Council members, one of whom will serve as chair. This committee shall have the responsibility of determining (with the approval of the MAT Executive Council) eligibility and funding guidelines; and administering professional growth and sabbatical leave programs, in harmony with existing District policies and procedures. Only employees who are covered by the provisions of this manual (section 1.3.) shall be eligible for **MAT Professional Growth funds.** APPROVED

#### 14.4. Eligibility

14.4.1. An employee shall not receive both Sabbatical Leave and Professional Growth funds for the same activity.

14.4.2. To be eligible for a leave of one (1) to four (4) months, the employee must have worked for the District a minimum of four (4) consecutive years ~~from date of hire~~ **as a full-time, board approved MAT employee,** or

14.4.3. To be eligible for a leave of five (5) months, the employee must have worked for the District a minimum of five (5) consecutive years ~~from date of hire as a full-time, board approved MAT employee,~~ or

14.4.4. For a six (6) month leave, the employee must have worked for the District a minimum of six (6) consecutive years ~~from date of hire as a full-time, board approved MAT employee.~~

TABLED

## 21.5 Telecommuting

**MAT employees who can provide written justification for telecommuting will be allowed a trial period to demonstrate reasonable proficiency in job duties from off-site. Following the trial period, if adequate job performance has been demonstrated as agreed upon by the employee and his/her supervisor, MAT employees whose job duties can be performed with no loss of quality from home may choose to telecommute on a schedule agreed upon between the employee and his/her supervisor.**

**Telecommuting requires uniform policies and practices. During 20092010, the Chancellors Executive Council and the MAT Executive Council, or representatives of each, will review and recommend uniform policies and processes which, if agreed to by both parties, will be adopted for MAT employees at the time of agreement.**

**Once established, modifications to the MAT telecommuting procedures may occur when agreement is reached between the MAT Executive Council and the Vice Chancellor for Human Resources or his/her designee. APPROVED**

**23.2 Dismissal No employee shall be suspended, terminated, or reduced in assignment or compensation without just cause.** Upon the recommendation of the Chancellor and approval by the Governing Board, a MAT employee may be dismissed for **just cause**. The employee shall have access to the following due-process procedures. APPROVED

## **Change in MEC Membership** *(Jim Neuenfeldt)*

Andy Lenartz has stepped down as President Elect due to his new position as Assistant to the VC of HR. Jim will wait until next year to see if Andy comes back before he opens the position.

## **Grandfathering Maricopa Internal Courses** (Cat Dragon)

Cat commented that the cost of employees retaking Maricopa classes is prohibitive. Is there any way to make an exception? Pat Honzay reports that MAT policy did not allow Maricopa certifications at the time. Jim Neuenfeldt will talk to the VC of HR about this possibility.

## **Unit Best Practices** (Seth Goodman)

Seth commented that he was surprised that Talent Management is targeted toward highest levels. Nicola discussed that this is just the starting point. Two of the people selected are in acting

positions. Since there will not be enough leadership positions available for all of them to advance, is Maricopa training this group for failure,?

Adjourned at 11:35am