



Meeting Minutes – February 18, 2009 District Employee Lounge

PSA President, Stephen Zipperer, called the meeting to order at 2:10 PM. Ground rules were posted and read.

Special Guest: Marlene Strickland, Time and Labor Guru

Marlene provided a overview of the M CCD Time and Labor. The goal is to replace the paper reporting of work schedules, required by law, and compensatory/overtime reporting with the on-line T/L. Any OT/Comp time must be pre-approved by your supervisor. If you miss reporting vacation/sick time, please use an Absence Adjustment Form – these can be obtained on-line or from your campus/unit Employee Services area. Marlene can be reached at 18416 or by email at: time.labor@domail.maricopa.edu.

The following are helpful links if you have additional questions:

The HRMS Training Page

<http://www.maricopa.edu/training/hrusersupport.htm>

The HRMS Login Page

<http://www.maricopa.edu/>

Payroll staff phone and e-mail extensions

<http://www.maricopa.edu/hrweb/payroll/Payroll%20Staff.htm>

Time and Labor Forms

<http://www.maricopa.edu/hrweb/payroll/TimeLabor.htm>

--or--

<http://www.maricopa.edu/hrweb/payroll/FormPage.html>

Executive Officer Reports

PSA President – Stephen Zipperer

- ◆ Review of explanation and answer to Stephen’s question, from Colleen Clark, about CEC not attending the Governing Board meeting on January 20, 2009. A special Governing Board meeting will be held on February 13, 2009. It is suggested you not “sign-in” as it is not a requirement and is a violation of the opening meeting law. Attached to these minutes is the PSA Letter to the Chancellor.
- ◆ Cash boxes will be purchased for each campus treasurer.

Immediate Past-President – Chris Hoeffler

- ◆ Chris reviewed the proposed policy changes for 2009-10. Also, she suggested everyone review the Governing Board website to be familiar with the powers of the Governing Board. Conduct at meetings by the Governing Board has been a topic of conversation as well as holding them accountable for their conduct. A streaming webcast is available for all Governing Board meetings if you could not attend previous meetings.

President Elect – Deanna Pritchard

- ◆ No report.

Policy Chair – Anita Dusek

- ◆ ALL CPD is meeting February 19 – no financial proposals will be sent to the Governing Board for 2009-10. Meeting with the Administrative Team (A-Team) on 01-28-09 and will meet again on 02-04-09 to discuss policy wording changes, as stated before the language has not been finalized.
- ◆ Lola Ogunshile Bishi, our PS Attorney is drafting changes to the Resolution of Conflict policy and placing timelines in the Corrective Action policy (voting will take place later in the semester).
- ◆ Water Safety Day will be held on Tuesday, March 24, 2009 from 7:00 AM to 2:00 PM at MCC. Volunteers are needed. If interested, please call Anita Dusek or Rhonda McCanless.

Executive Secretary – Lynn Mary

- ◆ Please send Unit Reports and Agenda items at least 2 weeks before the next PSA meeting.

Executive Treasurer – Marsha Carlen

- ◆ The following balances were reported:

Checking Account Balance
\$33,436.12

Savings Account Balance
\$14,567.39

COMMITTEE REPORTS

PEL: Rene’e Young, Chair (Paid Educational Leave)	<ul style="list-style-type: none"> • No report.
PSD: Juliane Roybal, Chair (Professional Staff Development)	<ul style="list-style-type: none"> • Money is available for Spring and Summer I, 2009. • Take advantage of the opportunity while the money is available. • Focus on internal training.
PSI: Darlene Hoeg, Chair (Professional Staff Internship)	<ul style="list-style-type: none"> • No report. All internships are on hold for 2009-10.
Summer Conference: Deanna Pritchard, Chair	<ul style="list-style-type: none"> • Recommendation is a one-day event on July 17. • Committee will review RFP responses from hotels. • Email Deanna Pritchard with ideas, concerns, questions. • Theme idea: “Personal / Professional / Sustainability”
EBAC: Stephen Zipperer / Liz Buckton (Employee Benefits Advisory Council)	<ul style="list-style-type: none"> • January meeting was canceled. • February 23 meeting is scheduled. • Governing Board may not cover the 5% increase. • Employee Benefits Survey is completed, no info available yet. • Insurance RFP going out for bid. • A table will be provided at the March meeting.

Service Committee: Erica Harp	<ul style="list-style-type: none"> No report. Email Erica for opportunities to help out in the community.
FAC: Carmen Gonzales (Financial Advisory Council)	<ul style="list-style-type: none"> No report. Meeting on 1-27-09 was canceled.
DAC: Stephen Zipperer (Diversity Advisory Council)	<ul style="list-style-type: none"> Diversity Forum on March 11, 2009. Discussion on hiring process / promotions / Talent Management / EEO. DAC will move into role of moving existing employees around to improve district efficiency.

Old Business

PSA CPD Process – Stephen, Chris and Anita: Several Executive Board members have met with the Administrative Team (A-Team) to discuss policy wording changes, as stated before the language has not been finalized. A few wording changes need to be clarified, i.e., legal issue, intent of policy, etc. There will be no salary proposals from any employee group sent forth for 2009-2010.

Update: Chancellor’s Meetings & Budget – Stephen has been meeting regularly with VC Crusoe and Chancellor Glasper. As more information from the State Legislature is known, PSA will be updated.

“Getting to Synergy” – This has been rescheduled due to lack of participation.

New Business

Professional Growth Event for spring semester – Two ideas presented: Resume Writing and Interview Styles. Discussion was light.

Meeting adjourned at 3:35 PM

Respectfully submitted,

Lynn K. Mary
Executive Secretary, PSA

UNIT	Name * PSA Executive Board	Proxies	President's Meeting 02/18/09	General Meeting 02/18/09
CG	Romana Carpio			X
CG	Kathy Wescott			X
DO	Marina Bender			X
DO	Karen Leja			X
DO	Carmen Gonzales			X
DO	Awa Ba			X
DO	Janice Wolrod			X
DO	Stephen Zipperer *		X	X
DO	Donna Warner		X	X
EM	Jake Cruzen			X
EM	Jordan Casale		X	X
EM	Toni Diaz		X	X
EM	Donna Owens			X
EM	Marsha Carlen *		X	X
GC	Sally Hervey		X	X
GC	Scarlett Perry			X
GW	Julia Hancock		X	X
GW	Patricia Kirchner		X	X
GW	Deanna Pritchard *		X	X
GW	Maribel Barrera			X
MC	Ontonio Ballard			X
MC	Nyla Crockett	5	X	X
MC	Marisol Chavez			X
MC	Pat Colbert			X
MC	Anita Dusek *		X	X
PC	Henry Denman		X	X
PC	Mary Davison			X
PC	Don Jensen-Bobadilla			X
PC	Lynn Mary *		X	X
PV	Elizabeth Buckton		X	X
RS	Pat Viso			X
RS	Marsha Naurecki	2		X
RS	Helen Dodds			X
RS	Kyran McCormack			X
RS	Nancy Garabedian			X
SC	Mary McKeever			X
SC	Mary Gibbons	2	X	X
SC	Kathleen Lueppker		X	X
SC	Chris Hoeffler *		X	X
SM	Rene'e Young			X
SM	Valerie Hernandez			X

* Executive Board Member



February 5, 2009

Dear Chancellor Glasper:

The Professional Staff Association of the Maricopa Community Colleges District strives for excellence in education by working with and supporting each other and those we serve. In order to do our jobs, we require 1) reasonable compensation; 2) a safe working environment, 3) proper training to do the job, and 4) the appropriate tools and materials. In support of your three guiding principles of Student Success, One Maricopa and Stewardship, we offer the following comments and suggestions for consideration during the review of elements pertaining to the scope and terms of our employment.

Understanding and Support

Professional staff employees recognize and appreciate the current financial crisis affecting MCCCDC, the State of Arizona, the United States and, indeed the entire world. In this climate, we still need to achieve successful results and provide services to our communities. We hope you understand it is our endeavor to have clear and complete communication; anticipate and resolve concerns as they arise; and create an environment to promote efficient, effective and economical service to each other and our students. We stand ready to work with the Administration to maximize employee opportunities and minimize disruption to the service we are here to provide.

Employee Development & Continuing Education

Despite the need to make necessary budget cuts, PSA believes employee development is not expendable. In fact, during times of economic downturn, it makes sense to maintain strong training programs to ensure all employees are performing at their best: aware of what to do, when to do it, and how to do it well. Employee development increases employee versatility, improves user relations, reduces turnover costs, and promotes better morale and communications. Enhanced quality and efficiency result in fewer grievances, complaints, and accidents, and well trained employees require less supervision. We need to work together as One Maricopa to utilize the tremendous skills of our existing employees. Quality service, as promoted by Ms. Colleen Clark's Governing Board Presidential Message, requires all employees are given the tools and training to complete their jobs promptly and efficiently. The Professional Staff Association will continue to promote strict standards and guidelines to ensure the ethical and responsible stewardship of our limited resources.

Lay Off and RIF Policy Concerns

Justification & Communications

Open, honest and regular communication is essential during moments of crisis. Information regarding the business plan, anticipated number of employees/positions that may be affected, and an explanation of the need for layoffs, cuts, reductions in force, or benefit suspensions needs to be shared on a regular and consistent basis to minimize rumors and misinformation. If sacrifices become necessary, the Administration needs to set a strong example and provide leadership and support to employees at all levels of the organization.

Layoff / RIF Due Process & Criteria

A clear, concise, and easily understood layoff or reduction-in-force policy, inclusive of all employee groups, will lessen the impact for all involved. The selection system needs to be consistently implemented across the District. Selection should be based on objective business-related criteria such as length of service (seniority), job skills, restructuring, and performance. In considering length of service, PSA urges caution not to base decisions solely on this criterion, as this may have a disparate impact on MCCCCD's efforts to create a diverse and inclusive workforce.

Any decisions based on restructuring or competency need to also include efforts to utilize the skills, abilities and talents of affected employees. Every effort needs to be made consistently and uniformly throughout the District to accommodate and encourage placement of these valued employees. The skills, knowledge, and training for each employee, at all levels of the MCCCCD organization, must be accurately documented in order to be properly used for job decisions. A uniform system and approach must be put in place to coordinate these efforts. We must truly become "One Maricopa".

Job decisions based on merit and performance also need to be closely scrutinized. The District has a valid interest in taking attendance, disciplinary actions, and performance problems into consideration. However, without a fair and consistent assessment system in place, which accurately reflects employee job performance, the District may be put at risk of an onslaught of discrimination and other employment claims.

Review/Grievance Process

Any request to reorganize, restructure or lay off an employee or group of employees should be reviewed and approved by Employee Relations, Human Resources, Office of General Counsel and affected Employee Group Executive Board or Council. Supervisors must be required to obtain additional approval, preferably from an objective party, before proceeding with any request to reorganize or lay off an employee(s). A reorganization process should be established with input from all employee groups.

By developing an inclusive business plan up front, and taking measures to ensure a fair and consistent implementation, grievances and the need for extensive review of job decisions will be minimal.

Alternatives and Options

The goal of MCCCCD should be to minimize unnecessary layoffs and reductions. The employment of temporary staff should be minimized, encouraging cross training and full utilization of the existing talents and abilities of all employee groups. Overtime can be minimized if we work together and plan accordingly for high volume peaks. We need to preserve institutional knowledge and avoid the costs of training new employees. A hiring freeze should be implemented across the District, with exceptions being closely and promptly reviewed to ensure that newly filled or created positions are substantially different in scope and responsibilities from positions that may be eliminated.

To the extent possible, PSA also encourages voluntary layoff and/or separation incentives. If need be, a temporary reduction in hours and/or salary should be shared by all employees (similar to ASU) – being mindful of the considerable impact any loss of pay has on employees in lower pay grades. We urge all employee groups to work together with the Administration in creating eligibility requirements and criteria, and a proposed process and timeline to implement any new policy.

The impact of layoffs, reductions in hiring, and simply not filling positions must be addressed. PSA calls for a collaborative effort to consider work sharing, overlapping positions, and the re-distribution of workloads.

Professional staff are uniquely aware of the daily processes, operations, and procedures that must be fulfilled to accomplish our mission. We stand ready as always to maintain quality service, high performance standards, respect for all, and caring for our customers, communities and each other.

Sincerely,

On behalf of the Professional Staff Association

PSA Executive Board

Stephen Zipperer, Executive President – Maricopa Community College District

Deanna Pritchard, Executive President-Elect – Gateway Community College

Lynn K. Mary, Executive Secretary – Phoenix College

Marsha Carlen, Executive Treasurer – Estrella Mountain Community College

Anita Dusek, Executive Policy Chair – Mesa Community College

Chris Hoeffler, Past-Executive President – Scottsdale Community College

Maricopa County Community College District, Professional Staff Association is committed to providing a united voice for Professional Staff employees by encouraging professionalism, education, advancement, friendship, diversity and volunteerism.