



Public Stewardship – Employee Responsibilities – July 2008

Dear Maricopa,

Last year we began to enhance our understanding of public stewardship and the obligations that our roles bring with them. I appreciate the fact that you were willing to cooperate with us as we launched a new process of public disclosure and ethics training. I would like to clarify what we now expect of you as a public employee at the Maricopa Community Colleges.

Simply put, each of us is expected to foster the highest standards of personal integrity and honesty in performing our public duty. Our students, their families, our business partners, and the citizens of Maricopa County place their trust in us to provide the highest quality educational programs and services and spend their money wisely in doing so.

Our Governing Board [policies](#) and Administrative [regulations](#) provide the framework for performing our duties. It is the responsibility of every employee to be aware of these rules and abide by them.

To ensure that employees understand these policies and regulations every employee, effective July 1, 2007, is required to:

- A. complete two [training courses](#) – one on public stewardship, another on public sector employment, and
- B. complete a series of [disclosures](#) each semester and annually based on the scope of your work and District activities.

While all of these can be completed online, we are exploring options for offering the Public Stewardship course via teleconference at college locations.

All executive and director level leadership in the District has completed, or is in the process of completing, the training and disclosures.

It's now time for staff to work with their supervisors in setting aside the time to complete these requirements. By the end of August, I hope that all 12-month employees will have disclosures completed, as well as at least one of the two training modules.

Faculty will be given time to complete these requirements after classes have started this fall.

Further information and complete instructions are available at the Office of Public Stewardship website:

www.maricopa.edu/publicstewardship

Your college president or division vice chancellor and I will continue to communicate with you regularly about our ongoing commitment to public stewardship.

We are taking these actions, and others, to demonstrate good stewardship to the public and justify their confidence in our system.

Thank you for continuing to commit yourself to the highest standards of teaching and learning and the efficient and effective management of our public resources.

Respectfully,

Rufus Gasper
Chancellor