

New Regulation for Gifts, Gratuities and Unrelated Compensation

Public Stewardship

The efficient and effective use of resources as the Maricopa Community Colleges prepare students for their role as productive world citizens. As caretakers of public resources that have been entrusted to us, we are fully accountable to the constituents that we serve.

Language for a new administrative regulation on Gifts, Gratuities and Unrelated Compensation was submitted for open comment twice (January 2009 and February 2009) then later to the CEC (May 2009 and September 2009) for review and discussion. The purpose of the regulation is to educate the MCCC community on the standards for the acceptance of gifts, gratuities and unrelated compensation from vendors and others. The regulation will provide direction on the limitations in working with parties doing business or seeking to do business with the institution. The administrative regulation was adopted on September 22, 2009. Following is an excerpt and the full regulation can be found at www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1_18.php.

An employee may accept a gift of perishable food (e.g. fresh fruit basket, cookie assortment, candy, etc.) of nominal value that is not a meal. Such perishable food items shall be shared among the department or division.

An employee may accept a prize awarded through a random drawing or similar means while attending a conference, convention, seminar, institute or similar activity.

An employee shall not accept cash or currency, or any other item of more than nominal value from anyone if it could be interpreted as a bribe or enticement to receive MCCC business.

If an employee receives something of greater than nominal value, the employee shall refuse it or, as soon as possible, disclose the circumstances relating to the acceptance of the item(s) to the Vice President of Administrative Services or Vice Chancellor for Business Services and deliver it to the appropriate college or District designee where it shall become the property of MCCC.

Gifts

- “Gift” means any gratuity, honoraria, favor, entertainment, gift card, lodging, discount, loan or other item having monetary value. It includes services as well as gifts.
- “Nominal Value” for this regulation means \$50.00 or less.
- “Token of Appreciation” means plaques, candy or similar commonly used inexpensive items given in gratitude.
- “Advertising/Promotional Items” means items such as pens, pencils, mugs, tote bags and calendars, key chains, etc. that is given for advertising or promotional purposes.
- “Vendor” means any company or individual in business to provide products or services to others. For purposes of this policy, the definition of vendor is not restricted to those individuals or companies that have already provided products or services to MCCC.

An employee may accept a gift of nominal value, such as a plaque, pen, or similar memento customarily given as appreciation for providing a service to an entity external to MCCC.

An employee may not accept, for personal use or ownership, gifts with a value in excess of \$50 from a single source in a fiscal year. Likewise, gifts given to an employee’s family member or guest are also considered to have been received by the employee unless there is an independent relationship between the vendor and the employee’s family member or guest.

Meals, Beverages and Entertainment

- If there is the expectation of future financial benefit for the vendor, then an employee shall not allow any meal, beverage or cost of entertainment to be purchased for the employee or any member of the employee’s family.
- An employee may allow a meal or beverage to be purchased by a vendor for the employee only if the meal or beverage is served as part of a banquet or dining function offered to participants at a conference, convention or similar activity.
- An MCCC employee who is also employed by another company may have a meal, beverage or the cost of entertainment purchased within the context of the other employment.

Travel

An employee shall not engage in any travel activity where the expenses are paid for by a vendor and where that activity could be interpreted as a bribe or enticement in order to receive MCCC business.

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maricopa steward

Leadership and Collaboration – Maricopa Style

Jim Simpson –Faculty Executive President

guest contributor

The Focus of Maricopa Steward is to illustrate “Public Stewardship: the efficient and effective use of resources as the Maricopa Community Colleges prepare students for their role as productive world citizens.” This is language found in the District’s Mission, Vision and Values. Note there are two parts to this statement: not only are we to be guardians of the resources, we also set the example for our students to help them become better citizens. Effective leadership and efficient collaborations model good citizenship for our students and maximize the use of our resources.

According to the Center for Management and Organization Effectiveness, good leaders know how to collaborate and develop effective partnerships with others. Collaboration is the vehicle for sharing responsibility and combining the knowledge, creativity and experience of others. Establishing collaborative relationships within Maricopa is not always natural or easy, particularly because Maricopans have different work schedules, backgrounds and experiences. Effective leaders know how to collaborate when it isn’t easy. Leaders who believe in the power of collaboration can produce extraordinary results while maintaining a healthy team environment. The characteristic that exemplifies a good collaborative leader is the ability to let go of some control. Andrew Carnegie said: “No man will make a great leader who wants to do it all himself or get all the credit for doing it.”

One of the most important things a leader needs to be able to do to collaborate with his/her team members is create a culture where members value and listen to alternative views and seek out win-win objectives. Luckily, an academic environment like MCCCCD encourages this type of culture. A leader can also foster collaboration by encouraging active involvement and the free exchange of information. The leader must also set the tone by keeping an open mind to different ideas. Furthermore, when the team members engage in collaborative activities, it is essential for the leader to validate and reinforce the collaboration in order to sustain the behavior.

At Maricopa, we have many solid examples of leaders building collaborative relationships, at many different levels.

Leadership and collaboration occurs at the District level. For example, the Governing Board has approved our participation in the American College and University Presidents’ Climate Commitment (ACUPCC). As of the spring of 2009, more than 635 college and university presidents have signed the commitment. The ACUPCC moves campuses toward sustainability by garnering institutional commitments to reduce and ultimately eliminate net greenhouse gas emissions on campus while promoting the education and research needed to help the rest of society do the same. What a great example to set for the students who must become guardians of the most precious resource we have – the earth!

Another example of District-wide collaboration is our unique method of sharing academic courses. Faculty at all the colleges teach from one common bank of courses that is organized according to discipline. When a faculty member of that discipline develops an idea for a new course or a way to improve an existing course the idea is proposed to an Instructional Council (IC). The IC is comprised of representatives from each college that teach in that discipline. The IC will listen to the proposal, offer suggestions or modifications then eventually vote on the proposal. If the IC agrees, the course is added to the course bank. This example illustrates an effective use of resources to help students receive consistent instruction in courses they can be assured are accepted by industry or other institutions of higher education.

At the college level, leadership and collaboration are exemplified by the Faculty Senate. The Senate is comprised of representatives from every academic department of the college. The Senate, in collaboration with the Administration of the college and other employee groups, ensures the principles of shared governance are sustained. Shared governance is the set of practices under which college faculty and staff participate in significant decisions about the operation of their institutions. The Faculty Senate also sends representatives to participate in the Faculty Executive Council (FEC). The FEC performs the same role of supporting shared governance at the district level as the Senate does at the college level.

Shared governance can be viewed as the resource that protects academic freedom and therefore encourages students to become free thinkers with the capability of making wise choices in society.

The financial instability at the federal, state and local level has inspired the leaders of Maricopa to reach out even farther to collaborate with the faculty and staff of the institution. Our resources have been stretched thin from cuts in state aid, loss of property taxes and lack of tuition increases—all at a time when enrollments have surged 15% or more. To accommodate the loss of resources, the Governing Board called for a financial exigency policy to be crafted. Rather than impose a “top-down” policy that would compromise the negotiated employee policy manuals, the Chancellor and his top administration opted to engage the leaders of all the employee groups to develop a collaborative financial exigency policy that would rely on collective ideas for cost savings before threatening jobs. This is one more example of how effective leadership and efficient collaborations model good citizenship for our students and maximize the use of our resources.

The collaborative effort to solve the financial problems has encouraged the employee group leaders to meet on a regular basis to consider solutions to problems that confront the institution as a whole. The collective experience represented by the wide breadth of all employee groups can be a creative and powerful tool to solve problems.

For many young adults, the college experience is their first exposure to real-world problems that require higher order thinking skills: Who do I vote for? How do I spend my money wisely? Do I take out college loans? What is the financial benefit of trading off a couple of summer vacations so I can graduate one semester sooner? These are tough decisions that students will face for the rest of their lives. All of these decisions revolve around the core set of values a student acquires in their early years. All of us here at Maricopa can model good citizenship and effective use of resources through good leadership and collaboration. ♦

Internal Audit Results for MCCCDC Tuition Waiver Program

At the request of the Office of Public Stewardship and District Human Resources, the District's Office of Internal Audit and Management Advisory Services (IAMAS) performed an internal audit of tuition waivers in order to determine if we had an effective internal control structure in place to ensure adequate eligibility processing and compliance with Board Policy and state statutes. When MCCCDC waives tuition for credit hour courses, it uses institutional funds to cover the loss of revenues represented by the waiver. Implementing controls to ensure that waivers are used by those who are eligible and ensuring that routine program monitoring is in place are both key components for the responsible stewardship of this employee benefit.

The audit report was released on August 18, 2009 and noted the following:

- Key internal controls and procedures for tuition waiver processing at several college locations should be established;
- District officials should work with the colleges to implement procedures to help ensure greater compliance in areas such as processing adjunct waivers prior to contracts being enacted and the use of waivers by full-time employees during normal working hours of accountability;
- A significant number of withdrawals from waived courses were noted; and
- The need for improvements in the standardized monitoring process.

As a follow-up to the findings, District administrators will be working with the colleges to implement a consistent process for handling tuition waivers. Process improvements are expected to be implemented by March 2010. Questions on tuition waiver eligibility may be directed to:

Lupe Gutierrez, 480.731.8469 or
Teresa Toney, 480.731.8880

The **Tuition Waiver Handbook** can be found online at the Legal web:

www.maricopa.edu/legal/dp/index.htm ♦

Adjunct Faculty Tuition Waivers— When Does Tuition Waiver Eligibility Begin?

The Maricopa Community Colleges offer tuition waivers to full-time regular employees, part-time Board-approved employees, adjunct faculty and others as outlined in the Tuition Waiver Handbook. Tuition waivers serve as an employee benefit and eligibility begins at the point of employment. For adjuncts, employment contracts may not always align with the start of a traditionally scheduled class and this has created challenges for tuition waiver processing. In the past, if an adjunct sought to use a waiver for a course that started prior to a teaching contract, the waiver should not have been processed. There were two primary reasons for this: the extension of benefits prior to employment and the possibility of the contracted courses not making.

During the start of the recent fall semester, as colleges sought to administer adjunct waivers according to eligibility start dates, it was discovered that more than just a few adjuncts were enrolling in courses prior to the contract start dates. In order to resolve concerns related

to internal controls and against the concern of a typical one day difference between class start date and contract start date, effective for the spring 2010 semester, adjunct waiver eligibility will be defined as follows:

MCCCDC adjunct faculty members are eligible for up to six (6) credit hours of waived tuition when they are contracted to teach credit hour courses. The waiver may be used for courses that begin within a seven day calendar period as the teaching contract. An adjunct faculty may elect to defer the use of a waiver during a term that follows teaching, but the deferral must take place within the same fiscal year of the contract. Contracts to teach non-credit hour courses are not eligible.

This accommodation will allow for waivers to be processed if there is a slight difference between the contract start-date and the start of the semester. Instances where there is a difference greater than seven calendar days between a contract and a waived course will

not be approved. Adjunct faculty will still have the opportunity to defer use of the waiver after completion of the assignment through the end of the fiscal year of the contract.

The **Tuition Waiver Handbook** can be found online at the Legal web:

www.maricopa.edu/legal/dp/index.htm ♦

Records and Information Management ...

Why Is This Important?

According to state law, Arizona agencies must provide the public with access to institutional records. The Maricopa County Community College District (MCCCD) is a public entity whose records and information are subject to release (with notable exceptions such as records and information protected by federal or state statute or those considered by law as confidential). Every employee—faculty, staff and administrators (whether full-time, part-time, one-semester-only, one-year-only, temporary or adjunct)—is considered to be a caretaker of certain data and documents they each create or maintain in the course of performing their job duties.

Common Terms Defined

- **Documents** are materials created during the transaction of business, regardless of format.
- **Records** are documents that have been given a value through analysis, interpretation or compilation in a meaningful form.
- **Data** are institutional assets (in an electronic format) used to support instruction, student services and administrative functions.
- **Information** is data that has been given value through analysis, interpretation or compilation in a meaningful form (as defined by ARMA International).

Data and information generally exist as electronic files. By contrast, documents and records have a physical form. All are considered institutional assets that have lifecycle (creation, maintenance and destruction) and may be subject to release. Some may need to be maintained for a long period of time depending on their value to the institution. In most instances, value is assigned by the custodian of record (the individual, department or division responsible for the maintenance and disposition of the record or information). The Arizona State Library, Archives and Public Records is the agency responsible for approving our retention and disposition schedules.

Data and documents are categorized according to their **value** to the MCCCD in one of five categories:

1. **Administrative:** Items have administrative value if they are needed to conduct an office's daily business (i.e., procedures manuals, retention schedules, memos and reports).
2. **Fiscal:** Items have fiscal value if they are needed to document the audit trail of monies (i.e., budget records and expenditure reports, wage and salary, benefits or business forms).
3. **Legal:** Items have legal value if they meet specific legal requirements to keep records for a given period of time which are found in the Arizona Revised Statutes (ARS), United States Code (USC) and Code of Federal Regulations (CFR). This includes any document that shows an agreement between MCCCD and another entity or that MCCCD uses to regulate itself by aligning with State/Federal laws (i.e., contracts and agreements, administrative regulations and Governing Board policies).
4. **Historical:** Items have historical value if they detail the conception, creation, operation and evolution of MCCCD and its community partnerships (i.e., Governing Board minutes, Chancellor or President papers, college history and photos, plans or architectural renderings).
5. **Academic / Instructional:** Documents that are used in the process of instruction (i.e., course syllabi, instructional materials and student work—papers, exams, projects, portfolios, art work, performance pieces, etc.). Student work is not subject to open release and must be protected according to the provisions of the Family Educational Rights and Privacy Act (FERPA).

All Maricopa employees are responsible for knowing about records and information management and release. The Office of Public Stewardship (OPS) provides training and guidance in these areas. An on-line handbook is available as a resource to help employees appropriately manage documents, records, data and information. It also provides guidance on records and information management which includes storage, disposition and reporting to state agencies.

The handbook provides a brief look at what records and information management are, the types of records and information the MCCCD has and how to manage them and how to create a records inventory for specific areas within the District as needed. This is especially important because if the records or information are not listed on a schedule approved by the State Library we should NOT destroy or delete them.

Topics Covered in the Handbook

- What is a record?
- What is NOT a record?
- Records & Information Management
- Public Records
- MCCCD Records
- Managing Records
- Custodian of Record
- Retention Schedules
- Disposition of Records
- Creating a New Retention Schedule
- Considerations for E-Documents
- Electronic Imaging of Paper
- Data Management
- Access, Use and Protection of Data
- Authorized Access
- Acceptable Use
- Reasonable Protection
- Custodian of Record Accountability
- Some Helpful Definitions

For more information, contact the Office of Public Stewardship, (480) 731-8882 or visit www.maricopa.edu/publicstewardship/pr/retention.php. ♦

Red Flag Rules

In accordance with the provisions outlined in the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003, the Maricopa County Community College District adopted a new Board policy titled Identify Theft Red Flag and Security Incident Reporting on September 22, 2009.

The policy establishes that the District implement a program for Identity Theft Prevention. The purpose of the program is to provide information that will assist individuals in detecting, preventing and mitigating identity theft in connection with the opening of a "covered account" or any existing "covered account" or who believe that a security incident has occurred, and to provide information for the reporting of a security incident. Key components of the policy follow.

Definitions

- **Covered Account** – is a consumer account that involves multiple payments or transactions in arrears such as a loan that is billed or payable monthly.
- **Creditor** – is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal or continuation of credit.
- **Personal Information** – is specific information that represents a legal or personal identity or that could result in public impersonation of identity or identity theft if such information were stolen or compromised.
- **Red Flag** – is a pattern, practice or specific activity that indicates the existence of identity theft or possible attempted fraud via identity theft on covered accounts.
- **Security Incident** – is a collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

Red Flags

In order to identify relevant red flags, the MCCCDC considers the types of accounts that it offers and maintains, the methods provided to open accounts, the methods provided to access accounts, as well as previous experiences with identity theft. The following categories are identified as red flags:

- Alerts, notifications or warnings from a consumer reporting agency including fraud alerts, credit freezes or official notice of address discrepancies.
- The presentation of suspicious documents such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application that appears to have been cut up, reassembled and photocopied.
- The presentation of suspicious personal identifying information such as a photograph or physical description on the identification that is not consistent with the appearance of the student presenting the identification; discrepancies in address, Social Security Number, Student ID, or other information on file; an address that is a mail-drop, a prison, or is invalid, a phone number that is likely to be a pager or answering service; and/or failure to provide all required information.
- Unusual use or suspicious account activity that would include material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.
- A request to mail something to an address that is not on file.
- Notice received from students, victims of identity theft, law enforcement, other persons regarding possible identity theft in connection with covered accounts.

Detection of Red Flags

The detection of red flags in connection with the opening of covered accounts and the processing of existing accounts can be made through internal controls such as:

- Obtaining and verifying the identity of a person opening and using an account
- Authenticating customers
- Monitoring transactions
- Verifying the validity of change of address requests for existing covered accounts

Response to Red Flags

Maricopa's Identity Theft Prevention Program shall provide for appropriate responses to detected red flags in order to prevent and mitigate identity theft. This would include:

- Monitoring covered accounts for evidence of identity theft;
- Denying access to a covered account until other information is available to eliminate the identified red flag, or close the existing covered account;
- Notify the customer;
- Change any passwords, security codes or other security devices that permit access to a covered account;

- Close an existing account;
- Reopen a covered account with a new account number;
- Notify law enforcement if suspected illegal activity;
- Determine if no response is warranted given the particular circumstances.

Security Incident Reporting

An employee who believes that a security incident has occurred shall immediately notify their appropriate supervisor and the Program Manager. After normal business hours, notification shall be made to the college public safety office.

Service Providers Oversight

The Maricopa County Community College District remains responsible for compliance with the Red Flag Rules even in instances where services are outsourced to a third party. The written agreement between the MCCCDC and the third party service provider shall require the third party to have reasonable policies and procedures designed to detect relevant Red Flags that may arise in the performance of their service activities. The written agreement must also indicate whether the service provider is responsible for notifying the MCCCDC of the detection of a Red Flag or if the service provider is responsible for implementing appropriate steps to prevent or mitigate identity theft.

Program Oversight

The Chancellor shall designate a program administrator. The Program Administrator shall exercise appropriate and effective oversight over the Program and shall report regularly to the Governing Board and the Chancellor on the Program. The program administrator shall be responsible for developing, implementing and updating the Program throughout the Maricopa district. The Program Administrator shall be responsible for ensuring the appropriate training of college and district employees, reviewing staff reports regarding the detection of Red Flags and implementing steps to identify, prevent and mitigate identity theft.

Co-chairs for administering the new program are Kim Granio, Director Financial Services and Controller and Dr. Sylvia Manlove, Associate Vice Chancellor for Academic and Student Affairs.

The full Board policy can be found at www.maricopa.edu/publicstewardship/governance/boardpolicies/boardaux.php#red. ♦

Ombuds Quarterly Report

The Office of Public Stewardship prepares quarterly reports on the types of concerns submitted to the Concernline or reported directly to the Ombudsman. The Concernline is a 24-hour/7-day-a-week service that is operated by Global Compliance, a third-party vendor. Also referred to as the 24/7 Hotline, this tool serves as an anonymous reporting mechanism for submitting concerns such as fraud, theft, policy violations, enrollment irregularities, conflict of interest and the misuse of public resources. Concerns may be submitted either by phone at 1.866.447.9819 or web at www.concernline.maricopa.edu.

Once reported, concerns are evaluated and assigned for review or investigation. All concerns receive a reply upon conclusion of the review or investigation.

Trend data reflect reports on discrimination, unfair employment practices, harassment or unfair treatment, environment/health

and safety, conflict and ethics/values and stewardship. Also tracked are concerns about employee relations, requests by employee job groups, requests for general assistance and incidents of college-specific issues that do not fall in any other category.

The following concerns were reported in the first quarter (July 1-September 30, 2009):

- four unfair employment practices
- six harassment or unfair treatment
- one environment/health and safety
- two conflict of interest
- two misuse of resources (ethics/values and stewardship)
- six employee job group requests
- eight general assistance requests
- 67 college-specific issues (reflects a variety of issues including: 11 financial aid, seven residency status or tuition and fees and five tuition payments)

All concerns are treated as allegations made and are examined in order to establish whether the claim can be substantiated or not.

The information provided here by MCCC and Global Compliance is provided for the purpose of trend reporting. While the categories between both reporting agencies are similar, they are not exact and may reflect different concerns. The general categories listed here were created by the OPS for the sole purpose of organizing the above information. The reporting reflects the number of individuals that have submitted concerns during the reporting period but does not reflect whether the incidents were substantiated or unsubstantiated. ♦

Maricopa Governance Policy Manual Online

MCCC employees are familiar with the Blue Book, an abbreviated version of Governing Board Policies, Administrative Regulations and the All Employee Manual. Its review is part of the mandatory disclosures that full-time employees must submit every fiscal year (www.maricopa.edu/legal/dp/bluebook.htm). However, the Blue Book does not contain all Governing Board Policies and Administrative Regulations, nor does it include all the contents of the Employee Group policy manuals. The full Maricopa Governance policy manual can be found online (www.maricopa.edu/publicstewardship/governance/index.php). A print version of the entire manual is also available to download as a PDF.

Maricopa Governance

The online manual contains the policies and regulations of Maricopa Governance, a leadership model adopted by the Governing Board of the Maricopa County Community College District in 1996 that establishes

a framework for accountability to our constituents. The manual is comprised of two distinct sections—Governance Policies and Administrative Regulations.

The Governance Policies are policies adopted by the Governing Board that address areas such as:

- **Outcomes:** Policies that determine benefits that will occur for the Board's constituents. These are prioritized and reflected in the budget.
- **Executive Duties and Responsibilities:** Policies that provide the prudent and ethical boundaries of acceptable Chancellor acts, practices and circumstances.
- **Governance Process:** Policies that clarify the Board's own job and rules, including how it plans to connect with others.
- **Board-Staff Relationship:** Policies that describe the Board's relationship and accountability linkage (generally through the Chancellor).

- **Vision, Mission, and Values:** Outline the overall purpose of the Maricopa County Community College District and its role in the community.

The Administrative Regulations are rules adopted by the Chancellor for managing the District and address the areas of:

- Fiscal Management
- Students
- Instruction
- Auxiliary Services
- Equal Employment Opportunity and Affirmative Action
- Various guidelines and procedures

Employee Policy Group Manuals

Employee Policy Manuals, maintained by the Human Resources Department, are posted at www.maricopa.edu/hrweb/policy.php. ♦

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An employee shall use paid leave for all time spent in travel that is not business-related that occurs during the employee's normal working hours.

Non-Credit Course

An employee or other person participating in travel with a non-credit class shall not accept payment or reimbursement for any expenses associated with travel from the travel agency or similar entity.

Discounts

For purposes of this regulation, a "discount" is a reduction in the cost of goods or services charged by any entity to an MCCCDC employee or student by virtue of that person's employment or enrollment at an MCCCDC college or location.

The following are **acceptable** discounts:

- A discount that is part of an established and recognized program within MCCCDC, such as the 'employee store,' wellness, or trip reduction programs, and is offered uniformly to all employees of MCCCDC or of a member institution of MCCCDC.
- A discount available pursuant to a policy in continuous effect and a recognized component of a benefits or compensation package that is recognized by the MCCCDC Benefits and Compensation Department.
- A discount offered by a vendor for employees or students of educational institutions, regardless of whether such a vendor does business with MCCCDC (i.e.: educational discounted software).

The following is an **unacceptable** discount:

- A discount that is offered to select employees on an ad hoc basis as a result of the employee performing his or her job duties or as an incentive to influence conduct from a person seeking to obtain a contractual or other arrangement with MCCCDC.

Notice to MCCCDC employees of the availability of any discount shall be conveyed in a manner that neither implicitly or expressly endorses nor otherwise speaks to the quality of the goods or services.

Honoraria and Similar Consideration

An employee may accept an honorarium, stipend or similar compensation or consideration from an entity external to MCCCDC for an activity that is not business-related if:

- the entire activity occurs outside the employee's normal working hours; or

- the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee's normal working hours; or
- the employee remits the honorarium, stipend, or similar compensation or consideration to the Vice President of Administrative Services at the location where the employee works.

An employee may receive a modest honorarium or stipend for time spent preparing for presentations (keynote addresses, etc.) that are MCCCDC business-related. Modest is considered to be limited or moderate in the amount of the honorarium. In addition, activities such as accreditation visits that may be considered MCCCDC business-related due to the inherent nature of the event and the professional expertise of the employee(s), and that involve the offer of an honorarium, stipend or similar compensation or consideration from an entity external to MCCCDC, are acceptable under the following conditions:

- If the activity occurs during work hours, the employee shall submit the honorarium or stipend to the college or foundation; or
- If the employee uses personal leave or pre-approved vacation hours for the portion of the activity that overlaps the employee's normal working hours.

Resource Development

To the extent that employees of the MCCCDC are engaged in an official capacity with duties that involve resource development and such involvement requires attending local events that are either hosted by or attended by vendors, such participation may be acceptable if it can be established that the event could result in expansion of District or college resources and that participation is disclosed in advance with the Vice Chancellor of Business Services. Attendance at vendor-invited events that would involve travel is not acceptable.

College Course Materials

See Board Auxiliary: www.maricopa.edu/publicstewardship/governance/boardpolicies/boardaux.php#course.

Solicited Course Materials

- An employee may keep any solicited course materials and utilize them for professional use.
- The publisher will be given the opportunity to retrieve unwanted solicited materials.
- Unwanted solicited materials that are not retrieved by the publisher and that are currently in print or under current copyright should be considered the property of MCCCDC. ♦

Governance**Policy**

www.maricopa.edu/publicstewardship/governance/boardpolicies/boardpolicies_toc.php

Administrative Regulations

www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php

Ombuds**Ombudsman**

(480) 731-8084

24/7 Hotline

(866) 447-9819

Maricopa Concernline

www.concernline.maricopa.edu

Public Records

www.maricopa.edu/publicstewardship/pr/recordsrequest.php

Records and Information Management

www.maricopa.edu/publicstewardship/pr/retention.php

Maricopa Steward is published biannually by the Office of Public Stewardship (OPS), part of the Office of General Counsel for the Maricopa Community Colleges, and spotlights Maricopans who embody the ideals behind high impact service. OPS is charged with promoting stakeholder accountability and maintains the Maricopa Concernline, provides citizens' and employee ombuds services, manages public records disclosures and supports Maricopa's governance process.

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Editorial Team

Teresa Toney, Manager

teresa.toney@domail.maricopa.edu

Tina Emmons, Administrative Assistant

tina.emmons@domail.maricopa.edu

Office of Public Stewardship

Office of General Counsel

Maricopa Community Colleges

2411 West 14th Street

Tempe, AZ 85281-6942

480.731.8882 Phone

480.731.8819 FAX

www.maricopa.edu/publicstewardship/