NOTICE OF
SPECIAL MEETING
OF
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF GOVERNORS

Pursuant to A.R.S. § 15-1443 and A.R.S. § 38-431.03 notice is hereby given to the
general public that the Pima County Community College District Board of Governors will hold a
SPECIAL MEETING on the 14th day of July, 2010, at 3:30 p.m. The meeting will be held in the
Community/Board Room, District Office, 4905 East Broadway, Tucson, Arizona 85709-1005. A
Special Meeting Agenda is attached.

Reasonable accommodations, including materials in an alternative format, will be made
for individuals with disabilities when a minimum of five working days advance notice is given.
Further information may be obtained by calling 206-4971; Teletypewriter (TTY) 206-4817.

Dated this 9th day of July 2010.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: ____________________________

Roy Flores

Distribution:

Buildings: City
                      County

Campuses: Community
                   Desert Vista
                    Downtown
                     East
                    Maintenance and Security
                    Northwest
                      West
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA
July 14, 2010

Special Meeting

3:30 p.m.
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1005

General Matters

1. Call to Order

Action Items

2. Personnel Policy Statement for College Employees, 2010/2011 Fiscal Year


6. Faculty Personnel Policy Statement, 2010/2011 Fiscal Year

Adjournment
ACTION ITEM

Date: 7/14/10

Item Title | Contact Person
---|---
Personnel Policy Statement for College Employees, 2010/2011 Fiscal Year | Doreen Armstrong, Acting Assistant Vice Chancellor for Human Resources (206-4624)

Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statements for College Employees.

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment. While meet and confer does not include personnel policies or fringe benefits common to all employee classifications, the Board can authorize a discussion with employee representative groups and other employees on these matters.

In 2003, an ad hoc review and advisory committee was assembled and recommendations from this group were made to the 2004-05 Personnel Policy Statements for College Employees (Common Policies). On-going legal compliance and other required updates have been made from 2006 to 2009. In June 2009, the Board of Governors authorized a College-wide ad hoc review and advisory work group be established for a comprehensive review of the Common Policies. A College-wide invitation was issued for employee volunteers, including representative from the employee groups (ACES, AFSCME, and PCCEA), Staff Council and Faculty Senate to review the 2009/10 Common Policies. The work group’s final report was submitted to the Chancellor’s Cabinet for review.

The attachment summarizes the proposed changes to the policy statement applicable to all College employees. The effective date of these changes will be July 15, 2010.

Financial Considerations:

None.

Approvals

Contact Person | Doreen Armstrong | 6/25/10
Chancellor | Dr. Roy Flores
Personnel Policy Statement for College Employees
Proposed Changes for 2010/2011

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, formatting changes and those items associated with legal compliance will be made.

Section I General Information
B. EEO/AA:
o Keep a brief part of Board Policy 1501; delete superfluous language, stated that College administration is authorized to establish regulations and procedures.

C. Harassment (including Sexual Harassment):
o Keep a brief part of Board Policy 1503, delete remainder of policy language, stated that College administration is authorized to establish regulations and procedures.

D. ADA Compliance:
o Eliminate reference to and wording of archaic Board Resolution; referred to current 1501A, state that College administration is authorized to establish regulations to effect this compliance.

F. Drug-Free Workplace Policy:
o Remove other outdated language; referred to Board Policy 4006; state that College administration is authorized to establish regulations and procedures to affect this policy.

G. Conflict of Interest - Pecuniary or Proprietary Interest:
o Revise title to read "Conflict of Interest"; created a definition for conflict of interest; placed (1) pecuniary/proprietary interest, (2) nepotism, (3) consensual relationships, and (4) outside/secondary employment as subsets of "conflict of interest"—each with its own explanation and requirement to disclose. New wording only clarifies current language. Under Pecuniary or Proprietary Interest, added employees must "avoid situations in which a conflict of interest may arise" to the requirements to disclose. The conflict of interest form to have a link from the policy. Emphasize that consensual relationships can impact decisions which are financial or career oriented. Add a statement that a failure to disclose a conflict of interest may result in corrective or disciplinary action.

K. Definitions:
o Remove all definitions from the body of the policy statement; create a glossary; definitions team reviewed terms for currency and accuracy.

O. Participation in College Activities:
o Change title to "Service to the College" based on content of the section.

Section II Employment
A.2. Employment Status and Compensation:
o Clarify the content under Initial Hire probation and Position Change probation; moved to Section V. Disciplinary Procedure. Add language to clarify years of service.

A.3. Temporary Employees:
o Clarify the salary placement process for Faculty Administrative Appointments.

(Continued)
B. Competitive Employment for Regular Positions:
  o Clarify that recruitment areas are defined as local, national or target geographical areas to ensure availability of qualified applicants; eliminate the section of definitions and moved them to the glossary, as appropriate.

C. Voluntary Transfer Program:
  o Eliminate the section of definitions and moved them to the glossary, as appropriate.

F. College Closure or Delayed Opening:
  o Add a new section and clarified emergency closing and authorization of pay, as appropriate.

Section III Benefits
I. Educational Benefits/Tuition Waiver:
  o Clarify that the authority to waive tuition derives from ARS 15-1445 and that the waiver applies to classes audited. Clarify that the adjunct faculty tuition waiver applies only to the same semester in which the adjunct faculty member teaches.

Section IV Leaves:
B. Personal Days:
  o Clarify that personal leave may be used in half-day increments.

C. Bereavement Leave:
  o Clarify that bereavement leave is 40 hours maximum, does not have to be used consecutively, and may be used in half day increments within the first seven work days following the death.

E. Jury Duty or Subpoena:
  o Clarify that all employees may use Jury Duty Leave for normally scheduled work time that is missed as a result of their service in this capacity.

1. Leave Under the Family and Medical leave Act:
  o Eliminate much language as this is federal law with which we must comply; if the law changes, our policy must also change. Recommend keeping sufficient language to serve employees as a guide, but also recommend creating a web address with information available through Human Resources. Add employees may submit a grievance or complaint concerning the administration and application of the FMLA, along with a statement that employees must provide sufficient information for the College to determine if the leave qualifies for FMLA protection.

J. Leaves of Absence:
  o Insert cross references and rearrange sections to assist readers. Separate professional growth leave from personal leave but maintain the same language.

K. Voluntary Leave Donation Program:
  o Add reference that there are some special provisions for faculty who do not accrue annual leave and cross-reference to the Faculty Personnel Policy Statement; add other minor changes for clarification purposes.

Section V. Code of Conduct:
B. Code of Conduct and Standards of Behavior for Employees:
  o Insert employees are "required" rather than "expected" to comply with laws and College policies. Move sentence that "employees will avoid any actions that create the appearance of violating the law or College policy" to the section under Investigations.
Add supervisors will inform employees of what violation has occurred. Add bullying to the list of prohibited conduct. Include cross-references to policy on Conflicts of Interest for added emphasis where appropriate.

E. Investigations:
- Add language that investigations can include the appearance of violations. Add that matters concerning to a Chancellor shall be referred to the Employee Relations Office. The Employee Relations Office will forward the matter to the Board's attorney, who will inform the Board of Governors. Add that an employee required to attend an investigatory meeting shall be informed of the nature and intent of the meeting and choose to have a non-attorney employee representative if so desired.

F. Guidelines for Corrective Action and Disciplinary Procedures:
- Reformat steps for corrective and disciplinary action to assist the reader with provisions used within the policy. Include a sentence that employees and their representatives will be allowed reasonable reassigned time from their regular duties to meet with College management.

G. Corrective Action Procedure:
- Slight reformatting to assist the reader with the same language used. Clarify that a written directive will not be placed in an official personnel record unless subsequent corrective action is taken. Provide a cap on the timeline for corrective action to be taken (90 calendar days), which may be extended upon mutual agreement. Clarify that the first corrective action is maintained in the supervisor's file and that the second corrective action plan becomes a part of the employee's personnel record. Provide appropriate timelines for scheduling meetings and add a provision that employees will be advised of the purpose of these meetings. Establish a process whereby an employee who successfully completes a corrective action plan may have evidence of the plan removed from the supervisor's/official personnel record. If not successfully completed, the plan may be used in subsequent actions.

H. Disciplinary Procedure:
- Reformat and reorder content to assist the reader with the same language as contained in the current handbook. Remove language which is redundant. Emphasize that the Department of Human Resources and the area Administrator will be consulted by the supervisor prior to disciplinary action being taken against an employee. Clarify the procedure if more than one meeting is needed to deal with the employee matter. Add a disciplinary probation period for feedback and observation following disciplinary action. Provided an overall purpose for when a "Suspension" may be appropriate, how the suspension notice will be delivered and that the employee is allowed to provide a written response for the record. Add a new section: Suspension with Pay, of no more than one day, as a decision-making event regarding an employee's employment status with the College.

Section VI Grievance Procedure

C. Definition and Scope:
- Clarify that a grievance may be filed if a representative of the College has misapplied one or more sections of a personnel policy statement, including the Code of Conduct.

D. Time Limits:
- Some reformatting to assist the reader and give more clarity... same language used as is contained in the current policy statement.
Personnel Policy Statements, 2010/2011 Fiscal Year

F. Request for Informal Resolution: Step One:
   o Change the time limit from 5 to 7 work days.

Appendix H. New
   o Add Wage and Hour materials regarding FMLA.

Glossary New
   o Provide definitions of terms used throughout the Personnel Policy Statement.
Pima County Community College District  
Board of Governors  
4905C East Broadway/Tucson, Arizona 85709-1010  

ACTION ITEM  

Date: 7/14/10  
Item Number: 3  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel Policy Statement, 2010/2011 Fiscal Year</td>
<td>Doreen Armstrong, Acting Assistant Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

Recommendation:  
The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statements for the Administrative employee group.

Justification:  
The attachment summarizes the proposed changes for the Administrative group. This group is not covered by Board Policy 4001 (Meet and Confer with Employee Representatives); however, the changes proposed are in concert with the other employee groups. The effective date of these changes will be July 15, 2010.

Financial Considerations:  
Step plans completed by employees and approved in fiscal year 2009/2010 are held in abeyance until such time funding is approved.

Approvals  

Contact Person  
Doreen Armstrong  
6/25/10  

Chancellor  
Dr. Roy Flores  

(Continued)
Classified Administrator Personnel Policy Statement
Proposed Changes for 2010/2011

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Section V. Leaves and Holidays
A. Holidays and Receses
   - Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarified that Winter Recess begins on December 24, 2010.

Appendix C: Job Titles
   - For the Administrator Classification, change the working job title from Division Dean to Academic Dean.
Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statement for the Classified Exempt employee group.

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2009/2010 meet and confer process, Proposals and Final Agreements Concerning Meet and Confer Proposals have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Board for approval.

The attachments summarize the proposed changes for the Classified Exempt employee group. The effective date of these changes will be July 15, 2010.

Financial Considerations:

Step plans completed by employees and approved in fiscal year 2009/2010 are held in abeyance until such time funding is approved.
Classified Exempt Personnel Policy Statement
Proposed Changes for 2010/2011

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Section III. Employment

J. (New) Work as Adjunct Faculty

  o Add new language to define the conditions of an Exempt employee when employed by the College as adjunct faculty.

Section III. Employment

D.3. Layoffs (General Fund Employees)

  o Add language to provide an employee and President of ACES with as much advance notice as feasible of a pending layoff action.

F. Recall

  o Add language to clarify employee status if recalled to work from a layoff.

Section V. Leaves and Holidays

A. Holidays and Recesses

  o Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarify that Winter Recess begins on December 24, 2010.

D. Sick Leave

  o Clarify that an employee’s accrued annual leave will be converted to sick leave when the employee is unable to work due to illness or injury and has exhausted available sick leave.
Date: 7/14/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Non-Exempt Personnel Policy Statement, 2010/2011 Fiscal Year</td>
<td>Doreen Armstrong, Acting Assistant Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statement for the Classified Non-Exempt staff employees.

**Justification:**

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2009/2010 meet and confer process, Proposals and Final Agreements Concerning Meet and Confer Proposals have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Board for approval.

The attachments summarize the proposed changes for the Non-Exempt employee group. The effective date of these changes will be July 15, 2010.

**Financial Considerations:**

Step plans completed by employees and approved in fiscal year 2009/2010 to be held in abeyance until such time funding is approved.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Doreen Armstrong</th>
<th>6/25/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. Roy Flores</td>
<td></td>
</tr>
</tbody>
</table>

(Continued)
Classified Non-Exempt Personnel Policy Statement
Proposed Changes for 2010/2011

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Section II. Conditions of Work

D. Work Schedules/Shifts/Locations (moved to E.)
   o Add language to clarify that an employee may request an adjustment in a work schedule and that the approval and review process is by an Executive Administrator.

F. Meal Periods (moved to C.)
   o Clarify that an employee shall normally receive a 60-minute meal period around the middle of the day.
   o Include a provision in which an employee may ask in advance for a departure from his/her designated lunch period. Clarify that in all cases, the employee must receive a minimum of a one-half hour unpaid break.

Section III. Employment

D. Layoffs
   o Add language to inform AFSCME with as much advance notice as feasible of pending layoff actions prior to actual layoff notifications.
   o Clarify recall provisions when laid off from a general funded position.
   o Add language to clarify employee status if recalled to work from a layoff.

Section IV.

C. Professional Development Enrichment Fund
   o Change the maximum expenditure per employee per fiscal year up to a maximum of $2000; add minor language to clarify reimbursement for pre-approved professional development expenses.

Section V. Leaves and Holidays

A. Holidays and Recesses
   o Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarify that Winter Recess begins on December 24, 2010.

D.3. Requesting and Using Sick Leave
   o Clarify the notification process when, due to an illness, an employee is unable to notify his/her supervisor.

Appendix B. Classified Non-Exempt Salary Schedule
   o New – Added salary schedule for Public Safety Officers.
ACTION ITEM

Date: 7/14/10
Item Number: 6

Item Title
Faculty Personnel Policy Statement, 2010/2011 Fiscal Year

Contact Person
Doreen Armstrong, Acting Assistant Vice Chancellor for Human Resources (206-4624)

Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statement for the Faculty employee group.

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2009/2010 meet and confer process, Proposals and Final Agreements Concerning Meet and Confer Proposals have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Board for approval.

The attachments summarize the proposed changes for the Faculty employee group. The effective date of these changes will be July 15, 2010.

Financial Considerations:

Step plans completed by employees and approved in fiscal year 2009/2010 are held in abeyance until such time funding is approved.

Approvals

Contact Person  Doreen Armstrong  6/25/10
Chancellor  Dr. Roy Flores  

(Continued)
Faculty Personnel Policy Statement
Proposed Changes for 2010/2011

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made, including a title change from Division Dean to Academic Dean or Supervising Administrator.

Article II. Conditions of Work

A. General Responsibilities
   o New language to clarify that serving as Discipline Standards Faculty also fulfills the minimum service requirement.
   o Include winter intersession to state that faculty may complete all or a portion of their assignment during the summer or winter intersession.

B. Workload, Workload Calculations and Accountability
   o 1. Add new language to teaching assignments to clarify how a new faculty member's schedule is established, when a scheduling conflict occurs, or a schedule modification is required. Add new language that faculty are responsible for ensuring educational services during the day, evenings and weekend hours, and that they will work with the Supervising Administrator to accommodate brief breaks as needed.
   o 7. Add language that Educational Support Faculty will collaborate with the Supervising Administrator to determine work schedules and coverage priorities. To accommodate extenuating circumstances, both parties will collaborate with as much advanced notice as possible to modify flex schedule; schedules will not be modified unless agreed to by both parties unless circumstances do not permit; Requests to teach will be approved unless the schedule would negatively affect service operations.

F. Grants/Awards
   o Change Section title to read: Grants/Awards/Externally Funded Contracts/Agreements; included language for externally funded contracts and agreements.

Article V. Compensation

B. Salary Determinations for Regular Full-Time Faculty
   o New language to clarify a faculty member required by the College to perform director duties beyond his/her contract shall be paid those additional days based on the faculty member's average daily rate.

E. Grants/Agreements
   o Add to Section title to read: Grants/Awards/Externally Funded Contracts/Agreements; included language for externally funded contracts and agreements.
Personnel Policy Statements, 2010/2011 Fiscal Year

Article VI. Leaves
Included bereavement leave and jury duty in the language; add reference to the Personnel Policy Statement for College Employees; add new sentence reminding faculty to submit time records with an accurate accounting of all paid and/or unpaid leave taken.

A. Sick Leave
- 1. Accrual; delete sentence stating when approved for a reduced contract, sick leave is prorated.
- 2. Sick Leave Definition and Reasons: include birth or care of a new born child under the FMLA.
- 3. Guidelines; new sentence clarifying that for a faculty member who fails to appear for any reason other than sick leave, the sick leave credited for that year will be proportionally reduced to the amount of the contract term when the faculty member returns.
- 4. Reporting Sick Leave; sentence moved to Guidelines.

D. Holidays and Recesses
- Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarified for fiscal contract faculty, Winter Recess begins on December 24, 2010.

Article VII. Faculty Professional Development Program
A. 3. Faculty Professional Development Program - General
- Clarify campus representation for 2010/11; include language to clarify what occurs when a representative must vacate a position temporarily or is unable to complete his/her term.

B. Sabbatical Program
- Add new language to establish a process for the 9 faculty members who were recommended for approval of sabbaticals to the Chancellor, but due to economic constraints the sabbaticals were suspended for 2010/11.
- B 1-4. Clarify the default payment when a faculty member is approved for a half-pay sabbatical; change eligibility to apply for another sabbatical during the faculty member's sixth consecutive year of service to the College; add new language that proposals that do not demonstrate equivalency to the contractual load may be eliminated from further consideration; add process when a sabbatical has been approved to be delayed to the next year.

Article XII. Faculty Representative Group (PCCEA) Rights
B. Communications
- Add new language added permitting the PCCEA campus representative, with prior approval of the Campus President, to briefly present faculty-related information during Campus Faculty or Division meetings.

Unit Guidelines: Show winter intersession as a separate session.
Appendix D: Instructional Department Chair Structure

6. Compensation for Work Outside of Instructional Days of Accountability
   o Change the clock hours for Department Chair days of accountability from 75 to 80 (10 days).

10. Election Process
   o Clarify eligibility to nominate or self-nominate Department Chairs; add process when a vacancy occurs during the Winter Intersession.

Appendix E: Director of Library Structure

   o Add language for a selection process to fill a vacant Director position.

Appendix 0: Delete