

1. GOVERNANCE

1.1. Administration

1.1.1. Management

1.1.1.1. The Maricopa Skill Center is a division of GateWay Community College and the EMCC Southwest Skill Center is a division of Estrella Mountain Community College within the Maricopa County Community College District.

1.1.1.2. The line of administration is as follows:
Governing Board of the Maricopa County Community College District

Chancellor of the Maricopa County Community College District

President of GateWay Community College/President of Estrella Mountain Community College

Executive Director Maricopa Skill Center/VP Occupational Education EMCC Southwest Skill Center

Directors and Assistant Directors of Maricopa/EMCC Southwest Skill Centers.

1.1.2. Administrator. The Chief Administrator of the Maricopa Skill Center is the Executive Director. The Chief Administrator of the EMCC Southwest Skill Center is the Director. The powers and duties of the Chief Administrator of the Maricopa Skill Center/ EMCC Southwest Skill Center are set by the Governing Board.

1.2. Operational Policies: Salaries and Policies

The Maricopa/EMCC Southwest Skill Center's policies and salary schedule shall be separate and distinct from that of other employee groups of the Maricopa County Community College District.

1.3. Basic Philosophy

Employee's of the of the Maricopa/EMCC Southwest Skill Center shall carry out the policies of the Governing Board, shall perform their duties assigned to them according to their position descriptions and/or their supervisor(s), and shall perform such duties and responsibilities with professional skill in order to ensure wise utilization of District resources for the implementation of the educational program.

1.4. Advisory Councils

1.4.1. Advisory Councils for the Maricopa/EMCC Southwest Skill Centers

1.4.1.1. The Maricopa/EMCC Southwest Skill Centers will maintain a network of active advisory councils, including a separate council for each vocational training program (Program Advisory Council) and a council for the Skill Center as a whole (Administrative Advisory Council).

1.4.1.2. Each council will meet at least once a year with additional meetings as needed. Minutes of each council meeting will be filed in the instruction office.

1.4.2. Administrative Advisory Council

The Administrative Advisory Council will be selected and appointed based on their involvement in industry, public relations, legislation, community support, and

problem solving of special issues. The Administrative Advisory Council should reflect the diversity of the community, business and industry.

1.4.3. Program Advisory Councils

1.4.3.1. The Program Advisory Councils shall:

(a) recommend program changes consistent with labor and job market trends or demands/needs; (b) validate instructional competencies; (c) assist in assessment of vocational program relevance to current employer; (d) assist in program improvement and marketing; (e) review program equipment needs and recommend equipment replacement; (f) provide or assist in locating field trip or demonstration opportunities for students, and job shadowing, internship, or training upgrade opportunities for program instructional staff.

1.4.3.2. Council membership should be diverse and shall represent the employment scope of the vocational program. Members will be selected for their expertise in the occupational area and/or ability to benefit the program. The Advisory Council will serve as a resource to Instructors and Skill Center Staff. Minutes for each council meeting will be filed and used as supporting data during program review / development for continuous improvement.

1.5. EEO Policy Statement (<http://www.maricopa.edu/eoo/>)

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disabled, or veteran status. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled, or veteran status.

1.6. Resolution of Non-Policy Issues

In the event of a perceived inequity of a circumstance that is not covered either by this policy manual or Board policy, an employee shall have the right to take the matter directly to the Chief Administrator of the Maricopa/EMCC Southwest Skill Center within fifteen (15) calendar days of the event of the perceived inequity or circumstance. Either party may request that the College President, or designee, be used as a resource for attempting to resolve the issue(s). Within fifteen (15) calendar days of the meeting, the College President after careful investigation of the problem will advise the employee in writing of his/her decision. If the decision is not satisfactory, the employee may, within five (5) workdays, elevate the issue to the Chancellor for review and decision. The Chancellor will render a decision within (30) workdays after receipt. The decision of the Chancellor will be final and binding.

At any point during the process a request for mediation may be submitted in writing to the Vice Chancellor for Human Resources or designee/College President. Both parties must agree to the mediation as well as the mediator. Mediation may be by any individual qualified to perform mediation as determined by Human Resources. Neither party shall discuss any items of the mediation with the mediator prior to the first mediation session. The outcomes/recommendations from mediation shall be provided to Employee Relations and all parties involved.