PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA FEBRUARY 8, 2017

NOTICE OF REGULAR GOVERNING BOARD MEETING

5:30 p.m. District Office Community/Board Room 4905 E. Broadway Tucson, AZ 85709-1010

AGENDA FOR MEETING*

ESTIMATED DURATION

- 1. General Matters
 - 1.1 Call to Order
 - 1.2 Pledge of Allegiance
 - 1.3 Roll Call
 - 1.4 Public Comment Call to Audience

30 min.

The Pima Community College Governing Board welcomes public comment on issues within the jurisdiction of the College. Comments will be limited to five minutes per individual. At the conclusion of public comment, individual Board members may respond to criticism made by those who addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal College processes are available to students and employees for communication.

1.5 Remarks by Governing Board Members 25 min.[The Chairperson, Secretary and/or members of the Governing Board may comment or provide summaries of recent College-related activities]

2. Reports

2.1 Administration Reports

70 min.

- Arizona legislative update-Jonathan Paton
- Accreditation update Bruce Moses
- Community Engagement Nic Richmond
- Financial Report-November 2016 Financial Statements and <u>Comprehensive</u> Annual Financial Report for Fiscal Year 2016 Dave Bea

Date: 2/8/17 Page 2

 Mopar Career Automotive Program (CAP) LOCAL update-Dave Doré/Greg Wilson

2.2 Reports by Representatives to the Board

25 min.

[The representatives to the Board will provide highlights of their group's activities during the preceding month(s) and issues and suggestions to be considered for administration follow-up or inclusion on a future Board meeting agenda.]

- Student Derrick Espadas
- Staff Michael Tulino
- Adjunct Faculty Carlo Buscemi
- Faculty David Morales
- Administrator Nina Corson

2.3 Chancellor's Report

10 min.

[Chancellor Lambert may report on current events at or involving the College; Legislative and Budget Updates and recent activities such as: community meetings, presentations and conferences]

3. Information Items 10 min.

- 3.1 Employment Information
 [Appointments, acting assignments, retirements and separations]
- 3.2 Adjunct Faculty Appointments
- 3.3 Administrator Contracts for Fiscal Year 2017-2018
- 3.4 Board Committee Reports
 [The most recent Board committee information is available here]

4. Action Items

4.1 Consent Agenda

10 min.

- (1) Approval of Minutes of the following meetings:
 - A. Study Session of November 28, 2016
 - B. Special Meeting of December 14, 2016
 - C. Special Meeting to conduct Executive Session on January 11, 2017
 - D. Regular Meeting of January 11, 2017
- (2) Sub-Recipient Grant Proposal: University Transportation Centers (UTC) Program

[To accept and implement the grant for the Recent 9 Pacific-Southwest University Transportation Centers Program located at Community Campus and awarded by the U.S. Department of Transportation. The grant performance

Date: 2/8/17 Page 3

period is from September 30, 2016 through September 30, 2021. The award amount is \$492,850 over the five-year performance period.]

(3) Contract: Grail Construction, LLC
[To execute contract in excess of \$100,000 with Grail Construction LLC for Northwest Campus, Building A, deck/roof repairs for an amount not to exceed \$106,669.] Grail Construction Contract

4.2 Other Action Items

20 min.

- (1) Board Policy Substantive Changes First Reading [BP 1.05: Delegation of Authority to the Chancellor *Revised*]
- 5. Proposed Agenda Items

Adjournment

Regular Meeting March 8, 2017, 5:30 p.m. District Office Community Board Room 4905 E. Broadway Tucson, AZ 85709-1010

- * Option to recess into legal advice executive session Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.
- * The Governing Board reserves the right to take action on any agenda item and to take items out of the order listed on the agenda.
- * **Additional Information** Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College's website at www.pima.edu/board/packets.
- * To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

Members of the Governing Board may participate by telephone, video or internet conferencing.

Meeting presentations will be posted within a reasonable time following the meeting.

PimaCountyCommunityCollegeDistrict Governing Board 4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 2/8/17		Item Number: 1
	Item Title	Contact Person
Genera	al Matters	Chancellor's Office (206-4747)
1.1	Call to Order	
1.2	Pledge of Allegiance	
1.3	Roll Call	
1.4	Public Comment	
1.5	Governing Board Member Remarks	
Approv	val	

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 2/8/17

Item Number: 2

Contact Person

Reports

Chancellor's Office (206-4747)

2.1 Administration Reports

Approval

2.2

2.3

Chancellor_

Lee D. Lambert, J.D.

Reports by Representatives to the Board

Chancellor's Report

Update/What's Next

- The Final Team Report on the Focused Evaluation Visit received on January 27, 2017
- Pima Community College has until February 10, 2017 to respond to the report
- An analysis and recommendation will be developed by the Commission staff after reviewing the Notice Report, the Team Report, and the Institutional Response to the Final Report
- Pima will have an opportunity to review the analysis and respond to it prior to the February 2017 HLC Board meeting

February 23-24, 2017

The HLC Board of Trustees Meeting

The BOT reviews all materials. The Peer Review Team Evaluation Report, Notice Report, Institutional Response to the Final Report and HLC Staff Recommendation

By September 2017

- Interim Report submitted to HLC confirming the hiring of Director of Assessment and Research Analyst position
- The report should describe the goals established and activities implemented by each position since they assumed their roles

Possible Outcomes of HLC/BOT Meeting

- 1. The Board might determine that the College is no longer at risk of noncompliance with the Criteria for Accreditation and can be removed from Notice
- The College is still at risk of non-compliance with the Criteria for Accreditation and extend Notice for a brief period (peer team recommendation)
- 3. The College is unable to demonstrate that it is no longer at risk of non-compliance with the Criteria for Accreditation, the Board might determine that the College should be placed on Probation or that other action should be taken

Standard Pathway 4-Year Comprehensive Evaluation Visit

Possible dates:

Fall 2018: November 26 or December 3

Our Assurance Argument (formerly known as Self-study) could be due as early as September 2018 (*updated*)

Spring 2019: April 29 or May 6

Our Assurance Argument could be due as early as February 2019 (*updated*)

Pima Community College Mission Fulfillment Framework Core Theme: Community Engagement

Objectives:

- > Promote initiatives that provide opportunities for the development of our students and community
- > Engage with national, state and local authorities on initiatives that support the mission of the College
- > Develop and enhance partnerships that identify and respond to the educational needs of the community
- > Engage with industry and increase the skilled workforce within Pima County

Key Performance Indicators:

The following were approved by the Board of Governors in April 2016. Summary information is provided below. For detailed information, click on one of the hyperlinks below. For headcount information, below, Adult Basic Education for College and Career is also included, though it is not officially approved as part of this system.

lumber o	f contracts with:	Current value	Recent trend	
	Local business/industry	123	NA	٦
	The high schools for dual enrollment	25	NA	
	In-state and out-of-state universities for transfer	3 (state	NA	
		universities)		
		18 (other)		

ı	Kay far the trand data						
	Key for the trend data:						
	①	Recent increase					
	\Leftrightarrow	No recent change					
	Û	Recent decrease					

Headcount of students for 2015-2016 in:

Workforce development classes		
09 semester	1,314	仓
Fall	935	Û
Spring	721	Û
Occupational classes		
09 semester	2,383	\Leftrightarrow
Fall	10,691	Û
Spring	8,913	Û
Center for Training and Development classes (fiscal year)	360	\Leftrightarrow
Non-credit classes (fiscal year)	2,460	\Leftrightarrow
Adult Basic Education for College and Career (fiscal year)	5,437	⇔
PCC also offers a small number of continuing education courses		

Dual Enrollment measures (09 semester):

ment measures (05 semester).		
Number of dual enrollment sections	148	⇔
<u>Duplicated count of students in those sections</u>	2,571	\Leftrightarrow
Proportion of schools at which PCC offers dual enrollment courses	19.6%	\Leftrightarrow
Number of subject areas offered	24	\Leftrightarrow

Planned Future Improvements:

The following were approved by the Board of Governors in April 2016. Current status is summarized below.

Current status

Application for the Carnegie Classification of Community Engagement

Initial review of requirements is under way. Community Engagement KPI release sessions are being used as a means to gather input from the College community.

Identify a way to assess quality of PCC's contracts

IRP&E is reviewing this need and discussing with relevant stakeholders.

Active Contracts in Workforce Development

PCC engages in many contracts with the community to support training needs in the community, as summarized in this report.

To return to the summary dashboard, click here

Per unaudited figures effective July 2016, the College had the following active contracts:

Intergovernmental Agreements	33
Intergovernmental Agreement	
Modification for Facility Use	1
Educational Services Agreement	20
Federal/State Contracts	6
Agency Agreements	14
Vehicular Rotation Agreements	7
MOU's	5
Clinical Practicum Agreements	15
Practical Experience Agreement	1
Lease Agreements for Facility Use	2
Lease Agreements for Copiers	3
License Agreements	2
Letters of Intent	14
Total	123

Data Source: Report provided by the Director of Administrative Services at Community Campus

Agreements with High Schools for Dual Enrollment

PCC engages in many intergovernmental agreements with local high schools to enable those schools to offer dual enrollment classes. These agreements are primarily set up by schools contacting PCC and initiating a discussion about dual enrollment, but in the most recent year, PCC has been more actively seeking out additional dual enrollment opportunities.

To return to the summary dashboard, click here

Effective 2016-2017, PCC has agreements with the following schools:

Academy of Tucson

Andrada Polytechnic High School

Baboquivari Unified School District #40

Canyon del Oro High School

Central Arizona Valley Institute of Technology (CAVIT)

Cienga High School

Desert View High School

Green Fields County Day School

Ironwood Ridge High School

JTED

Marana High School

Mountain Rose Academy

Mountain View

Palo Verde High School

Pima Partnership High School

Portable Practical Educational Preparation Inc. (PPEP TEC)

Presidio High School

Pueblo High School

Rincon High School

San Miguel High School

Santa Rita High School

Sunnyside High School

Tanque Verde High School

Tucson High School

West Maricopa Education Center (West – MEC)

Data Source: Office of the Assistant Vice Chancellor for Academic Affairs

PCC's Transfer Agreements

This report summarizes the transfer agreements PCC has in place with other institutions of higher education. Current as of January 2017, PCC has transfer agreements in place with the following institutions. Note that for all of these institutions, programs can be completed in classes located in Pima County or online. Students do not have to relocate to complete programs.

To return to the summary dashboard, click here

<u>Full details about these agreements including program delivery method, number of credits accepted and addition specifics are available from this website.</u>

State Universities: 3 Institutions	Programs available
Arizona State University (TAG)	All
Northern Arizona University (Pima2NAU, 90-30)	All
University of Arizona (Pathways)	All
Other Transfer Partners: 18 institutions	Programs available
Arizona Christian University	Information pending
Bellevue University	All
Capella University	Business, technology, nursing
Chamberlain College of Nursing	Nursing
Eastern New Mexico University	Applied Arts & Sciences, Aviation Studies, Business Administration (includes Emergency Medical Services Mgmt. and Hospitality Mgmt.), Nursing, Occupational Education, University Studies
Embry Riddle Aeronautical University	Aviation Business Administration, Aviation Maintenance, Professional Aeronautics, Technical Management
Franklin University	All - Includes program areas in Business, Health and Human Services, and Arts and Sciences
Grand Canyon University	All - Includes program areas in Accounting, Biology, Business Administration, Dance Education, Elementary Education, Exercise Science, Health Care Administration, Health Science, Hospitality Management, Justice Studies, Music Performance, Nursing, Psychology, RN to BSN, and Theatre/Drama

Kaplan University	Psychology, Communication, Early Childhood Development, Paralegal, Information Technology, Accounting, Business Administration, Health and Wellness, Health Care Administration, Health Science, Nutrition Science.
Park University	Information and Computer Science, Management, Social Psychology, Criminal Justice Administration, and more
Plymouth State University Prescott College	Master of Education Education, Environmental Studies, Human Services, Humanities, Liberal Arts, Management, Psychology, and Sustainable Community Development
Strayer University	Accounting, Economics, Information Systems, International Business
Southern New Hampshire University	Pathways built for Business Studies, Communication, Graphic Design, Health Sciences, Nursing, Psychology, Technical Management. Additionally, 200+ online undergraduate and graduate programs.
University of Maryland University College	Accounting, Asian Studies, Biotechnology, Business Administration, Computer and Information Technology, Criminal Justice, Cybersecurity, Emergency Management, Finance, Fire Science, Gerontology, Global Business and Public Policy, Graphic Communication, Homeland Security, Investigative Forensics, Laboratory Management, Legal Studies, Political Science, Psychology, and Social Science
University of Phoenix	Business, Education, Human Services, Nursing and Technology programs are available at a campus or online
Upper Iowa University Western International University	All Accounting, Behavioral Science, Business, Business Administration, Criminal Behavior, Informatics IT, Legal Studies, Management, Professional Communication

<u>Data source: College website on transfer agreements with universities</u>

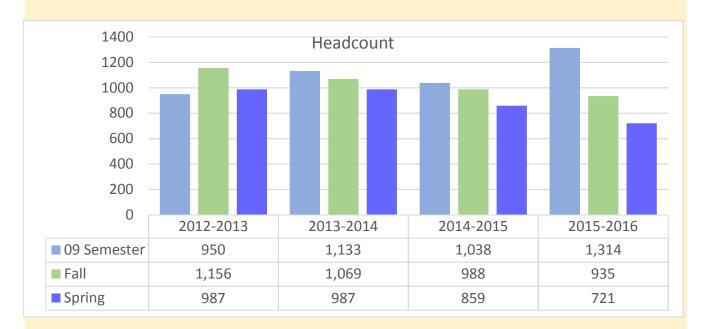
Workforce Development Students

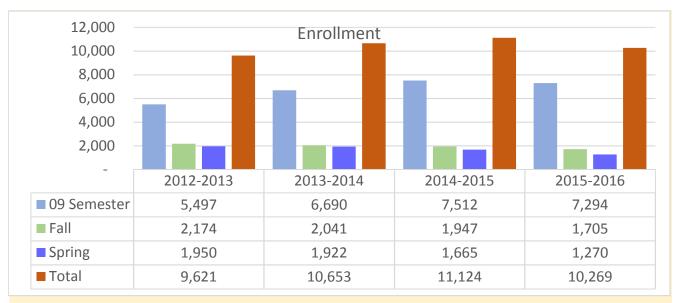
The following chart provides trend information on the unduplicated headcount of students in workforce development credit classes in recent academic year, fall and spring semesters. Note that across those semesters, in the most recent year, the total unduplicated count of students was 2,640. Approximately 100 students also take workforce development courses in the summer, but they are not included in this report. While not officially part of the mission KPIs, the duplicated enrollment of students is also provided, in this case combining across terms, as well as being provided separately. Note that workforce courses are identified based on the prefixes that fall within the Workforce Development division.

What is the workforce and continuing education division?

The workforce and continuing education division includes credit classes in areas such as Administration of Justice, Crime Scene Management, Emergency Medical Technology, Fire Science, and Truck Driver Training. It is one of the new divisions created in the Summer 2016 College reorganization. In addition to offering credit courses, this division also includes community education and Center for Training and Development programs.

To return to the summary dashboard, click here





Data Source: Multi-term Headcount and FTSE Reports for Full Academic Year (09), Fall and Spring.

Students in Occupational Courses

This report presents recent trend data on the headcount of students in occupational courses at PCC for the 09 semester, fall and spring. Note that in the most recent year, across the three semesters, this represented a total unduplicated headcount of 19,098. The summer semester is not included here, but, for reference, there were approximately 2,200 students in occupational courses in the 2016 summer semester. Duplicated enrollment is also provided for 09, fall and spring. Enrollment in summer courses is not included as the numbers are much lower. For comparison, though, enrollment in summer occupational courses has dropped from 4,553 in summer 2013 to 3,088 in summer 2016.

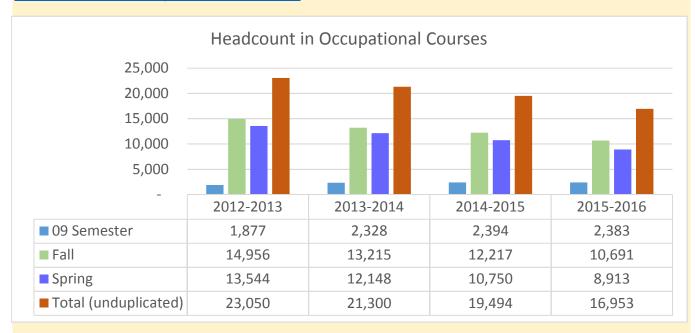
For comparison purposes, charts are included providing headcount and enrollment for all course classifications for recent fall semesters.

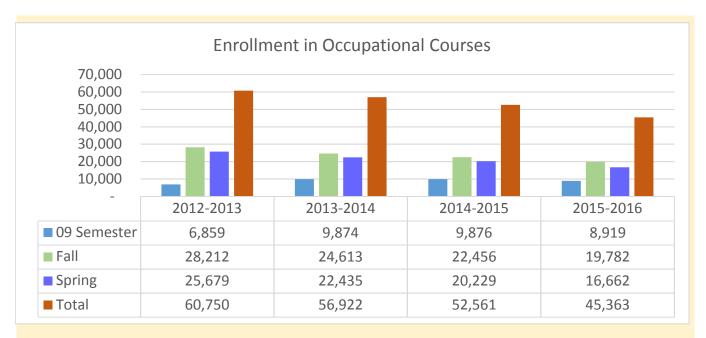
What are occupational courses?

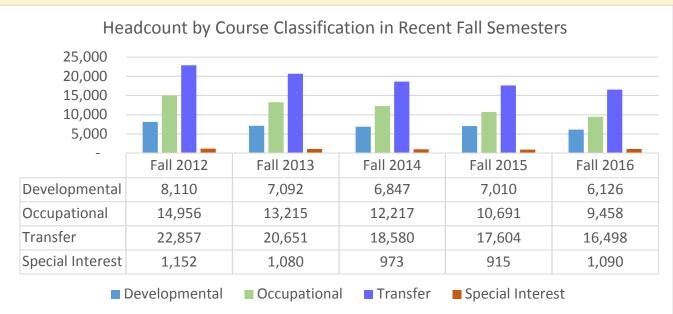
PCC classifies each of its courses as developmental, transfer, occupations, special interest or workforce response. The classification for a given course is determined by faculty within the each subject area. Occupational courses are intended to provide skills and competencies for direct employment and are evaluated by occupational advisory committees composed of business and industry representatives.

Find Out More

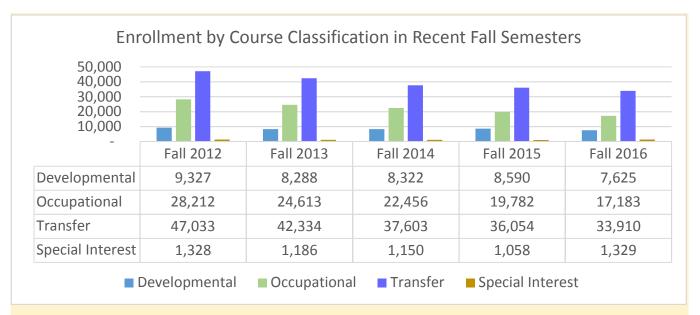
To return to the summary dashboard, click here







Note that course classifications with headcounts below 100 are not included in the above chart, including "workforce response" and "pending transfer".



Note that course classifications with enrollments below 100 are not included in the above chart, including "workforce response" and "pending transfer".

Data Source: Banner view BANINST1_AZ_SV_TOTAL_STU_BY_TERM_PERIOD, as of the end of term for fall and spring and the "FY" freeze for 09. In the future, course classification reporting will migrate from Banner to the data warehouse as part of the College's business intelligence initiative.

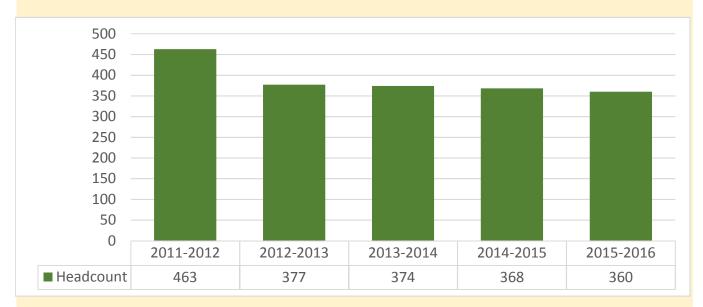
Center for Training and Development Students by Fiscal Year

The following chart provides trend information on the unduplicated headcount of students in the Center for Training and Development in recent fiscal years, giving a count of unique students served each year. Headcount includes completers in the year who are included in state FTSE reporting and non-completers who are not included in state FTSE reporting.

What is the Center for Training and Development? Pima's Center for Training and Development (CTD) provides high quality training leading to immediate jobs or to job advancement in many in-demand fields. Pima has a 90% completion rate and an 85% job placement rate in CTD programs. CTD offers programs in Business Technology, Culinary and Food Industry, Medical Office, Nursing, and Surgical Technology.

Find Out More

To return to the summary dashboard, click here



Data Source: Fiscal year reports prepared by Institutional Research, Planning and Effectiveness

Non-Credit Students by Fiscal Year

The following chart provides trend information on the unduplicated headcount of students in non-credit offerings in recent fiscal years. While not officially part of the mission KPIs, the duplicated enrollment of students is also provided.

What are noncredit courses and workshops? Noncredit classes include personal interest, workforce development, certificate, professional education (CEU) and are available in person as well as online. Areas of interest include: adventure, professional education, business/workplace basics, computers/software, daily living, More exercise/sports/games, online, personal expression, traffic, Pima for Kids, and Teen Scene.

Find Out

To return to the summary dashboard, click here





Data Source: Banner view BANINST1_AZ_SV_TOTAL_STU_BY_TERM_PERIOD for term code "00" as of the end of the fiscal year. In the future, non-credit reporting will migrate from Banner to the data warehouse as part of the College's business intelligence initiative.

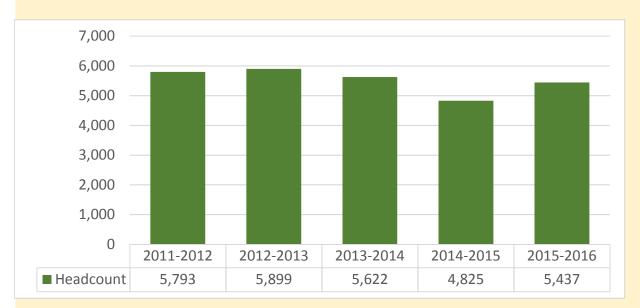
Adult Basic Education for College and Career Students by Fiscal Year

The following chart provides trend information on the unduplicated headcount of students in Adult Basic Education for College and Career (ABECC) in recent fiscal years (July 1 - June 30).

What is ABECC?

ABECC provides programs to help students improve their reading, writing, math skills, earn a High School Equivalency (HSE) diploma, improve their English language skills, and more. Programs include Adult Basic Education, High School Equivalency preparation/testing, English Find Out More Language Acquisition for Adults, Math Bridge classes, IBEST programs, Americorps, Civics Educations, Refugee Education and Rights, and Responsibilities of Citizenship.

To return to the summary dashboard, click here



Data Source: Fiscal year reports prepared by Institutional Research, Planning and Effectiveness

Continuing Education Students by Fiscal Year

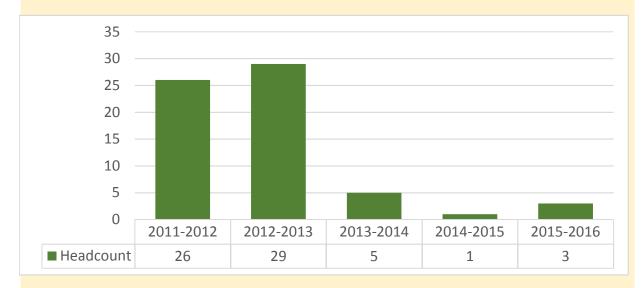
The following chart provides trend information on the enrollment of students in continuing education courses. Headcount numbers are low in this area and it may represent an opportunity area for growth. The chart below presents headcount only. Note that in all reported terms except 2011-2012, headcount and enrollment have been the same. During 2011-2012, headcount was 26 and enrolled was slightly higher at 33.

What is continuing education?

Pima offers courses designed to keep professionals up-to-date on the latest practices, techniques and skills in their field, hone knowledge in preparation for profession testing, support people in preparing for career advancement or increase their skills to improve success for the next job. At the end of each CEU course, students receive a Certificate of Completion.

Find Out More

To return to the summary dashboard, click here



Data Source: Banner view BANINST1_AZ_SV_TOTAL_STU_BY_TERM_PERIOD for term code "03" as of the end of the fiscal year. In the future, continuing education reporting may migrate from Banner to the data warehouse as part of the College's business intelligence initiative.

Dual Enrollment Sections by Full Academic Year

The following chart provides trend information on the number of dual enrollment sections offered at PCC for five recent full academic year terms. Note that a small number of dual enrollment sections are offered in the fall and spring terms, with less than 5 sections in each of the last two fall and spring semesters.

What is dual enrollment?

Dual enrollment courses are the product of partnerships between Arizona's community colleges and high schools. These partnerships allow qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program. Pima Community College (PCC) partners with numerous high schools to provide dual enrollment in Pima County. Arizona's dual enrollment programs are guided by Arizona Revised Statutes (ARS) 15-1805.01 and 15-1821.01.

Find Out More

To return to the summary dashboard, click here



Data Source: Multi-term Headcount and FTSE Report-Full Academic Year (09)

Dual Enrollment Sections by Full Academic Year

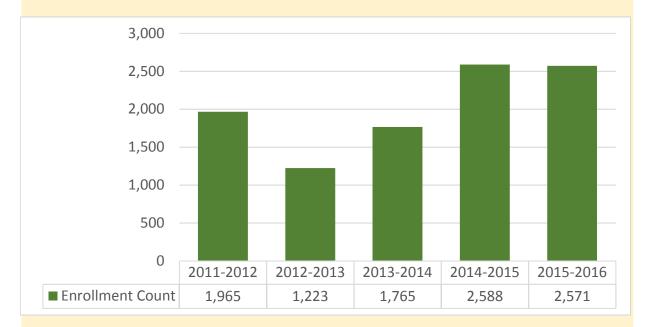
The following chart provides trend information on the enrollment of students in dual enrollment classes in recent academic year terms. While not officially part of the mission KPIs, the unduplicated headcount of students is also provided, giving a count of unique students served each year through dual enrollment. A small number of dual enrollment sections are offered in the fall and spring semesters, with less than 70 students in each of the last two fall and spring semesters.

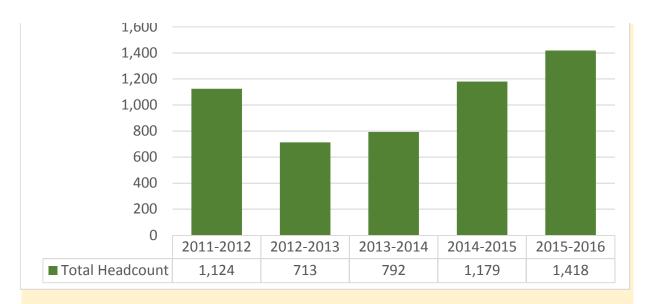
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Find Out More

To return to the summary dashboard, click here





Data Source: Multi-term Headcount and FTSE Report-Full Academic Year (09)

Number of Subject Areas Offered as Dual Enrollment

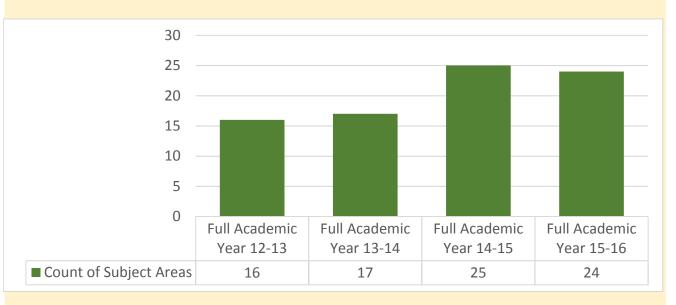
The following chart provides information on the number of subject areas offered as dual enrollment by Pima Community College for courses offered in the full academic year term. To give additional information, a table is also provided giving the enrollment by subject area by full academic year term for the offered subject areas. Pima will reach out to the other Arizona community colleges to obtain comparison data.

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Find Out More

To return to the summary dashboard, click here



Enrollment in dual enrollment sections by subject area for recent full academic year terms

	Full Acade	mic Vaer	Full Asset	emic Year	Full Asset	emic Year	Full Acade	omic Voer
	12-		13			ennic rear -15	15-	
	Number	Percent	Number		Number	Percent	Number	Percent
Administration of								
Justice	34	2.78%	46	2.61%	81	3.13%	124	4.82%
Automotive	63	5.15%	108	6.12%	219	8.46%	116	4.51%
Technology								
Biology	145	11.86%	75	4.25%	113	4.37%	156	6.07%
Building/ Construction Tech	118	9.65%	317	17.96%	413	15.96%	119	4.63%
Business	34	2.78%	44	2.49%	38	1.47%	43	1.67%
Chemistry	29	2.37%	81	4.59%	29	1.12%		3.07%
Computer Aided	0	0.00%			10			
Design/Drafting	0	0.00%	0	0.00%	19	0.73%	58	2.26%
Computer								
Information Systems	0	0.00%	0	0.00%	0	0.00%	14	0.54%
Computer Software	0	0.00%	0	0.00%	21	0.81%	22	0.86%
Applications	ŭ	0.0070	· ·	0.0070		0.0170		0.0070
Culinary Arts	62	5.07%	156	8.84%	134	5.18%	158	6.15%
Digital Arts	41	3.35%	56	3.17%	64	2.47%	98	3.81%
Early Childhood	0	0.00%	0	0.00%	25	0.97%	0	0.00%
Education								
Emergency Med. Technology	0	0.00%	0	0.00%	71	2.74%	285	11.09%
Fire Science	151	12.35%	308	17.45%	252	9.74%	210	8.17%
Game Design	0	0.00%		0.00%	0	0.00%		0.35%
Health Care	0	0.00%	29	1.64%	119	4.60%		0.00%
Health Education	0	0.00%	29	1.64%	56	2.16%	0	0.00%
History	0	0.00%	0	0.00%	50	1.93%	82	3.19%
Machine Tool	0	0.00%	9	0.51%	49	1.89%	32	1.24%
Technology								
Mathematics	155	12.67%		5.61%	141	5.45%		6.03%
Phlebotomy Physics	7 0	0.57% 0.00%		0.00% 0.00%	0	0.00% 0.23%		0.00%
Political Science	0	0.00%		0.00%	0	0.23%		0.00% 1.17%
Psychology	26	2.13%		0.00%	0	0.00%		1.32%
Reading	3	0.25%		0.34%	21	0.81%		0.00%
Russian	0	0.00%		0.00%	0	0.00%		1.79%
Spanish	39	3.19%	40	2.27%	96	3.71%	96	3.73%
Student Success	0	0.00%	0	0.00%	61	2.36%	61	2.37%
Veterinary	84	6.87%	114	6.46%	116	4.48%	140	5.45%
Technology								
Welding	0	0.00%	0	0.00%	4	0.15%	0	0.00%

Writing	232	18.97%	248	14.05%	390	15.07%	404	15.71%
Total:	1,223	100.00%	1,765	100.00%	2,588	100.00%	2,571	100.00%

Data Source: Multi-term Headcount and FTSE Report-Full Academic Year (09)

Schools at which PCC Offers' Dual Enrollment Courses Compared with the Total in Pima County

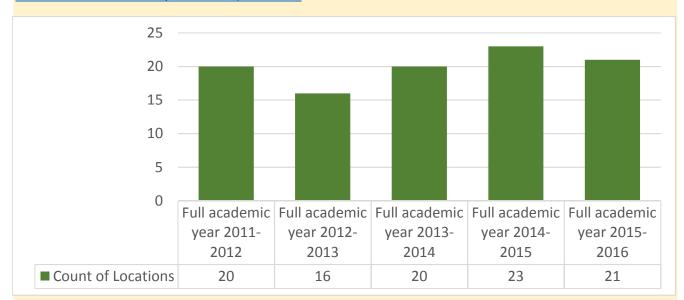
The chart below presents the number of locations at which PCC has offered high school dual enrollment courses for several recent full academic year terms. A table is also provided giving the specific locations for each year. Compared to the most recently available count of public high schools and charter schools in Pima County and based on full academic year offerings, PCC offered dual enrollment in 19.6% of schools.

What is dual enrollment?

Dual enrollment courses are the product of partnerships between Arizona's community colleges and high schools. These partnerships allow qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program. Pima Community College (PCC) partners with numerous high schools to provide dual enrollment in Pima County. Arizona's dual enrollment programs are guided by Arizona Revised Statutes (ARS) 15-1805.01 and 15-1821.01.

Find Out More

To return to the summary dashboard, click here



Comparison information:

Total public high schools and charter schools in Pima County:

Information from the Arizona Department of Education

107

Locations at which PCC offered dual enrollment courses by academic year term:

Full academic year 2011-2012	Full academic year 2012-2013	Full academic year 2013-2014	Full academic year 2014-2015	Full academic year 2015-2016
Academy of Math and Science				
Science			Academy of Tucson High School	Academy of Tucson High School
	Alta Vista High School	Alta Vista High School		
			Andrada Polytechnic High School	Andrada Polytechnic High School
Canyon del Oro High School	Canyon del Oro High School	Canyon del Oro High School	Canyon del Oro High School	Canyon del Oro High School
Catalina High School	Catalina High School	Catalina High School	Catalina High School	Catalina High School
Central AZ Valley In. of T	Central AZ Valley In. of T	Central AZ Valley In. of T	Central AZ Valley In. of T	Central AZ Valley In. of T
			Cholla High School	
			Cienega High School	Cienega High School
Desert View High School	Desert View High School	Desert View High School	Desert View High School	Desert View High School
	Downtown Campus			
East Campus				Empire High School
		Flowing Wells High School		
Howenstine School	Howenstine School			
Immaculate Heart High School				
JTED - Joint Tech Edu Dist.	JTED - Joint Tech Edu Dist.	JTED - Joint Tech Edu Dist.	JTED - Joint Tech Edu Dist.	JTED - Joint Tech Edu Dist.
Ironwood Ridge High School				
Marana High	Marana High	Marana High	Luz Academy Marana High	Marana High
School Mountain View High School	School Mountain View High School	School Mountain View High School	School Mountain View High School	School Mountain View High School

		Palo Verde High School	Palo Verde High School	Palo Verde High School
		Pima Partnership High School	Pima Partnership High School	Pima Partnership High School
				PPEP TEC High School
		Presidio High School	Presidio High School	
Pueblo High School	Pueblo High School	Pueblo High School	Pueblo High School	Pueblo High School
				Sabino High School
Sahuarita High School	Sahuarita High School	Sahuarita High School	Sahuarita High School	
San Miguel High School	San Miguel High School	San Miguel High School	San Miguel High School	San Miguel High School
Santa Rita High School		Santa Rita High School	Santa Rita High School	Santa Rita High School
Sonoran Science Academy				
Sunnyside High School	Sunnyside High School	Sunnyside High School	Sunnyside High School	Sunnyside High School
Tanque Verde High School	Tanque Verde High School	Tanque Verde High School	Tanque Verde High School	Tanque Verde High School
Tucson High School	Tucson High School	Tucson High School	Tucson High School	Tucson High School
		Tucson International Academy	Tucson International Academy	

Data Source: Banner view BANINST1_AZ_SV_TOTAL_STU_BY_TERM_PERIOD, as of the end of term. In the future, course site reporting will migrate from Banner to the data warehouse as part of the College's business intelligence initiative.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 02/8/17 Item Number: 2.1

Item Title Contact Person

Financial Report – November 2016 Financial Statements and Comprehensive Annual Financial Report for Fiscal Year 2016

Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2016/17 results through November 2016. The fiscal year 2016 Comprehensive Annual Financial Report will be summarize. Time will be provided to discuss College fiscal matters.

Justification:

Summary of Revenues & Expenditures – General & Designated Funds – Actuals vs. Budget:

The November preliminary results indicate that total year-to-date revenue is higher than the total year-to-date expenditures by about \$33.8 million compared to approximately \$30.5 million higher in the previous year.

The preliminary results indicate that the College concluded November with total revenues in General and Designated funds higher than the previous fiscal year by \$1.1 million. Specifically, tuition and fees revenue has decreased by \$0.8 million, property tax revenue has increased by \$2.3 million and other revenue has decreased by \$0.3 million.

Compared with the same time period in fiscal year 2016, actual expenditures have decreased by about \$2.2 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$2.2 million primarily due to net vacancies and staff reduction. Services and supplies and other expenditures, excluding transfers, have increased by \$0.02 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded November with a year to date increase in net position of about \$29.6 million. This is an increase compared to the previous year's increase of \$25.6 million, primarily due to the decrease in expenses.

Summary of Expenditures – General and Designated Funds – Actuals vs. Budget:

In terms of budget to actual performance, General and Designated Fund expenditures are lower than budget at this time. Personal Services expenditures are 34.4 percent of budget, which is a lower percentage than the previous year. In absolute terms, year-to-date Personal Services

(Continued)

Page 2

Date: 02/8/17

expenditures were \$41.5 million, which is lower than the \$43.6 million amount from the same period of fiscal year 2016.

Services and Supplies expenditures were \$11.4 million, which is higher than the \$11.3 million amount from the same period of fiscal year 2016. However, expenditures for Services and Supplies were approximately 32.9 percent of the budget, which is lower than the previous year's 33.5 percent.

Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of November was \$95.9 million, which is an increase of about \$2.3 million compared to the same time last year. This represents a decrease of \$1.4 million in Total Assets/Deferred Outflow of Resources and a decrease of \$3.7 million in Total Liabilities/Deferred Inflow of Resources.

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Contact Person

David Bea, Ph.D.

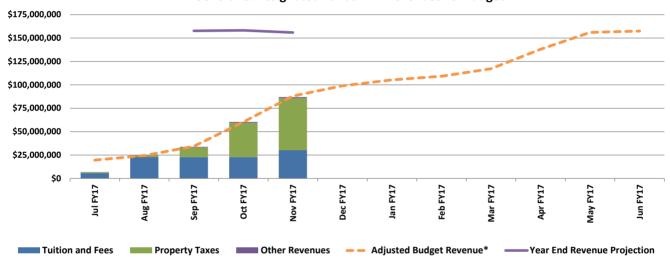
Chancellor

Lee D. Lambert, J.D.

Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Five Months Ending November 30, 2016

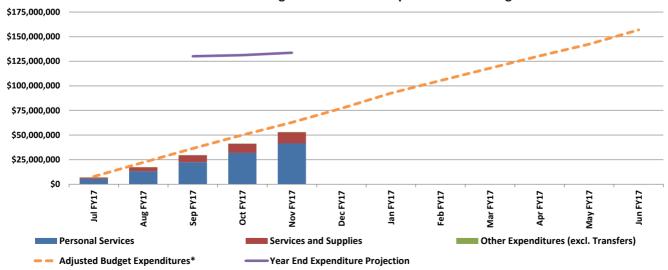
(Preliminary)		F	Y 20	FY 2015/16				
		Adjusted	Υ	ear to Date		Year to Date		
	Annual Budget			Actuals	%		Actuals	%
Revenues								
Tuition and Fees	\$	47,180,000	\$	30,132,471	63.9 %	\$	30,969,429	57.6 %
Property Taxes		107,347,000		55,707,829	51.9 %		53,410,605	51.2 %
Other Revenue		2,976,000		1,115,259	37.5 %		1,464,158	42.5 %
Total Revenues	\$	157,503,000	\$	86,955,559	55.2 %	\$	85,844,192	53.2 %
<u>Expenditures</u>						[
Personal Services		120,438,568		41,463,718	34.4 %		43,642,931	35.0 %
Services and Supplies		34,498,311		11,365,013	32.9 %		11,310,598	33.5 %
Other Expenditures (excl. Transfers)		1,940,229		313,742	16.2 %		347,507	17.4 %
Total Expenditures		156,877,108	\$	53,142,473	33.9 %	\$	55,301,036	34.5 %

General & Designated Funds YTD Revenues vs. Budget



^{*}Adjusted Budget Revenue Excludes Fund Balance

General & Designated Funds YTD Expenditures vs. Budget



^{*} Adjusted Budget Expenditures Excludes Contingency & Reserves

Note: Year End Projections are only provided September through June for both revenue and expenditures due to data limitations.

Statement of Revenues, Expenses and Changes in Net Position Year To Date For Five Months Ending November 30, 2016

(Preliminary)	FY 2016/17									FY 2015/16		
	General &			Auxiliary &					Prior Year			
	Designated		Restricted			Plant &		Total	Totals as of			
		Funds		Funds	С	ther Funds		All Funds	Nov	vember 30, 2015		
Operating Revenues												
Tuition and Fees	\$	30,132,471	\$	719	\$	746,695	Ś	30,879,885	\$	31,764,005		
Contracts	•	835,818				-,	•	835,818	'	1,202,272		
Auxiliary Enterprises		,		442,149				442,149		478,257		
Commission and Rents		7,500		189,035				196,535		158,372		
Other Operating Revenues		168,883		168,631		4,712		342,226		303,311		
Total Operating Revenues		31,144,672		800,534		751,407		32,696,613	-	33,906,217		
Nonoperating Revenues												
State Appropriations												
Property Taxes		55,707,829				(391)		55,707,438		53,408,524		
Federal Grants		38,343		16,990,967		(552)		17,029,310		19,606,541		
State and Local Grants		23,072		654,198				677,270		727,588		
State Shared Sales Taxes		25,072		758,406				758,406		740,024		
Gifts				2,000				2,000		740,024		
Investment Income		41,643		4,195				45,838		117,517		
Net Nonoperating Revenues		55,810,887		18,409,766		(391)		74,220,262		74,600,194		
Total Revenues	\$	86,955,559	\$	19,210,300	\$	751,016	Ś	106,916,875	\$	108,506,411		
Operating Expenses Educational and General												
Instruction		17,037,336		1,320,706		243,582		18,601,624		19,055,527		
Academic Support		8,451,076		1,321,961		471,730		10,244,767		10,705,934		
Student Services		9,460,759		1,219,071		38,808		10,718,638		10,709,597		
Institutional Support		13,075,182		(153,152)		223,365		13,145,395		14,323,404		
Operation and Maintenance of Plant		4,580,046		774,736		503,717		5,858,499		6,415,120		
Depreciation Depreciation		1,500,010		771,730		3,047,239		3,047,239		3,289,350		
Student Financial Aid		538,074		14,941,404		3,0 .7,233		15,479,478		18,153,179		
Auxiliary Enterprises		220,011		223,294				223,294		224,993		
Contingency										,,,,,		
Total Operating Expenses	\$	53,142,473	\$	19,648,020	\$	4,528,441	\$	77,318,934	\$	82,877,104		
Income Before Other Expenses	\$	33,813,086	\$	(437,720)	\$	(3,777,425)	\$	29,597,941	\$	25,629,307		
Transfers		(2,831,347)		(2,872,603)		5,703,950			. 			
Capital Appropriations		(2,031,347)		(2,872,003)		3,703,930						
Capital Gifts and Grants										5,000		
Increase (Decrease) in Net Position	\$	30,981,739	\$	(3,310,323)	\$	1,926,525	\$	29,597,941	\$	25,634,307		
Net Position												
Total Net Position - Beginning of Year		(67,414,892)		14,330,601		119,371,577		66,287,286		67,985,944		
Total Net Position - End of Period	\$	(36,433,153)	\$	11,020,278	\$	121,298,102	\$	95,885,227	\$	93,620,251		
Total Not Position Find of Posit 1	`••••	net Vocasia D	.i.e.:	Vaar			4	2 264 076	•			
Total Net Position - End of Period: C	urre	ent Year vs. Pr	ior	rear			<u>Ş</u>	2,264,976				



Summary of Expenditures - General & Designated Funds - Actuals vs. Budget Year To Date For Five Months Ending November 30, 2016

(Preliminary)		FY 2015/16								
	Adjusted	Year to Date			Available			Year to Date		
	Annual Budget		Actuals	%		Budget		Actuals	%	
Expenditures by Function										
Educational and General										
Instruction	\$ 53,806,167	\$	17,037,336	31.7 %	\$	36,768,831	\$	17,487,469	30.1 %	
Academic Support	25,054,117		8,451,076	33.7 %		16,603,041		8,927,799	35.3 %	
Student Services	29,038,931		9,460,759	32.6 %		19,578,172		9,684,028	33.7 %	
Institutional Support	36,173,634		13,075,182	36.1 %		23,098,452		13,494,830	35.5 %	
Operation and Maintenance of Plant	14,213,775		4,580,046	32.2 %		9,633,729		5,125,302	35.7 %	
Student Financial Aid	1,362,000		538,074	39.5 %		823,926		581,608	47.5 %	
Other Expenses										
Transfers	2,831,347		2,831,347	100.0 %				(2,334,800)	100.0 %	
Fund balance reserved for contingency	5,354,030					5,354,030				
Total Expenditures by Function	\$ 167,834,001	\$	55,973,820	33.4 %	\$	111,860,181	\$	52,966,236	31.7 %	
Expenditures by Account							 			
Personal Services										
Administrative Personnel	\$ 6,469,574	ċ	2,239,814	34.6 %	ċ	4,229,760	\$	2,567,199	39.1 %	
Faculty	20,680,153	Ç	7,368,482	35.6 %	ڔ	13,311,671	۶	7,729,767	31.9 %	
Additional Compensation - Faculty	1,377,555		353,423	25.7 %		1,024,132		407,983	29.3 %	
Adjunct Faculty	11,429,000		4,712,084	41.2 %		6,716,916		4,649,680	39.6 %	
Classified Staff	47,064,407		15,834,653	33.6 %		31,229,754		16,912,970	35.4 %	
Other Compensation	4,482,009		1,403,857	31.3 %		3,078,152		1,439,137	34.0 %	
Student Employment / Workstudy	7,702,003		1,403,037	31.3 /0		3,070,132		1,433,137	34.0 /0	
Fringe Benefits	28,935,870		9,551,405	33.0 %		19,384,465		9,936,195	34.6 %	
Total Personal Services	120,438,568		41,463,718	34.4 %		78,974,850		43,642,931	35.0 %	
Services and Supplies										
Communications and Utilities	6,331,752		1,734,499	27.4 %		4,597,253		2,071,585	33.1 %	
Travel	2,888,291		447,568	15.5 %		2,440,723		598,542	20.2 %	
Contractual Services	13,789,944		5,471,173	39.7 %		8,318,771		4,934,767	35.5 %	
Supplies and Materials	7,213,550		1,412,004	19.6 %		5,801,546		1,481,534	22.0 %	
Student Financial Aid	1,362,000		538,074	39.5 %		823,926		581,608	47.5 %	
Current Fixed Charges	2,912,774		1,761,695	60.5 %		1,151,079		1,642,562	62.9 %	
Total Services and Supplies	34,498,311		11,365,013	32.9 %		23,133,298		11,310,598	33.5 %	
Capital Equipment	448,776		161,939	36.1 %		286,837		156,275	30.7 %	
Transfers	2,831,347		2,831,347	100.0 %				(2,334,800)	100.0 %	
Other Expenditures	1,491,453		151,803	10.2 %		1,339,650		191,232	12.8 %	
Contingency and Reserves	8,125,546					8,125,546				
Total Expenditures by Account	\$ 167,834,001	\$	55,973,820	33.4 %	\$	111,860,181	\$	52,966,236	31.7 %	

Total Net Position: Current Year vs. Prior Year

Statement of Net Position

November	30.	2016
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(Preliminary)			FY 20	16/17		FY 2015/16
	General & Auxiliary &				Total All Fund	
	Designated		estricted	Plant &	Total	Prior Year as o
	Funds		Funds	Other Funds	All Funds	November 30, 2
<u>Assets</u>						
Current Assets	\$ 33,128,268	ć	0.607.369	ć 17.152.209	¢ F0 999 744	\$ 54,283
Cash and Cash Equivalents Short-term Investments	\$ 33,128,268 25,245,896	Þ	9,607,268	\$ 17,153,208	\$ 59,888,744 25,245,896	\$ 54,283 25,125
Receivables:	23,243,630				23,243,630	23,123
Property Taxes	4,495,248			12,131	4,507,379	4,382
Accounts (net of allowances)	9,649,675			12,101	9,649,675	10,626
Government Grants and Contracts	2,2 13,51 2		1,391,788		1,391,788	693
Student Loans			, ,	61	61	2
Other	343,367		30,491	219,903	593,761	1,088
Inventories	127,091				127,091	132
Prepaid Expenses	638,192			27,879	666,071	833
Total Current Assets	73,627,737		11,029,547	17,413,182	102,070,466	97,167
Noncurrent Assets						
Restricted Cash and Cash Equivalents				964,264	964,264	428
Notes Receivable (net of allowances)						
Other Long-term Investments	31,172,031				31,172,031	30,859
Investments in Capital:						
Land				15,291,311	15,291,311	15,291
Buildings & Leasehold improvements				04 470 420	04 472 422	05.000
(net of depreciation)				81,173,432	81,173,432	85,693
Construction in Progress Equipment (net of depreciation)				5,110,153	5,110,153	5,218
Library Books (net of depreciation)				1,817,343	1,817,343	1,814
Total Noncurrent Assets	31,172,031			104,356,503	135,528,534	139,305
Total Assets	\$ 104,799,768		11,029,547	\$ 121,769,685	\$ 237,599,000	\$ 236,472,
Total Deferred Outflows of Resource	s \$ 13.787.355	\$	-	\$ -	\$ 13,787,355	\$ 16,340 ,
		•		•	, -, - ,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
<u>Liabilities</u>						
Current Liabilities	2,440,304				2,440,304	1,648
Accrued Payroll and Benefits Accounts Payable and Accrued Liabilities	(62,983)		9,269	20,036	(33,678)	924
Deposits Held in Custody	(02,363)		9,209	451,547	451,547	395
Current Portion of Long-term Liabilities	4,568,573			431,347	4,568,573	4,494
Total Current Liabilities	6,945,894		9,269	471,583	7,426,746	7,463
Noncurrent Liabilities	-,- :-, :		-,	,	1,1=0,111	
Unearned Revenue	5,250				5,250	5
Long-term Liabilities	3,441,777					
	3,771,77				3,441,777	3,552
Net Pension Liability	133,407,309				3,441,777 133,407,309	
Net Pension Liability Total Noncurrent Liabilities						3,552
•	133,407,309 136,854,336	\$	9,269	\$ 471,583	133,407,309 136,854,336	3,552 126,727 130,286
Total Noncurrent Liabilities Total Liabilities	133,407,309	\$	9,269	\$ 471,583	133,407,309	3,552 126,727
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources	133,407,309 136,854,336	\$	9,269	\$ 471,583	133,407,309 136,854,336	3,552 126,727 130,286
Total Noncurrent Liabilities Total Liabilities	133,407,309 136,854,336	\$	9,269	\$ 471,583	133,407,309 136,854,336	3,552 126,727 130,286
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269		133,407,309 136,854,336 \$ 144,281,082 11,220,046	3,552 126,727 130,286 \$ 137,749,
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources	133,407,309 136,854,336 \$ 143,800,230	\$	9,269	\$ 471,583	133,407,309 136,854,336 \$ 144,281,082	3,552 126,727 130,286 \$ 137,749,6
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269		133,407,309 136,854,336 \$ 144,281,082 11,220,046	3,552 126,727 130,286 \$ 137,749,
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269		133,407,309 136,854,336 \$ 144,281,082 11,220,046	3,552 126,727 130,286 \$ 137,749,
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269	\$ -	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046	3,552 126,727 130,286 \$ 137,749, 21,443
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269	\$ - 103,392,239 56,921	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046 103,392,239 56,921	3,552 126,727 130,286 \$ 137,749, 21,443
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets Restricted for: Loans Debt Service	133,407,309 136,854,336 \$ 143,800,230 11,220,046		9,269	\$ -	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046	3,552 126,727 130,286 \$ 137,749, 21,443 \$ 21,443,
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets Restricted for: Loans Debt Service Other (Capital Projects)	133,407,309 136,854,336 \$ 143,800,230 11,220,046		-	\$ - 103,392,239 56,921	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046 103,392,239 56,921 744,751	3,552 126,727 130,286 \$ 137,749, 21,443 \$ 21,443, 108,017
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets Restricted for: Loans Debt Service Other (Capital Projects) Grants and Contracts	133,407,309 136,854,336 \$ 143,800,230 11,220,046 \$ 11,220,046	\$	- 1,356,120	\$ - 103,392,239 56,921 744,751	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046 103,392,239 56,921 744,751 1,356,120	3,552 126,727 130,286 \$ 137,749, 21,443 \$ 21,443, 108,017 170 66 1,430
Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position Net Investment in Capital Assets Restricted for: Loans Debt Service Other (Capital Projects)	133,407,309 136,854,336 \$ 143,800,230 11,220,046	\$	-	\$ - 103,392,239 56,921	133,407,309 136,854,336 \$ 144,281,082 11,220,046 \$ 11,220,046 103,392,239 56,921 744,751	3,552 126,727 130,286 \$ 137,749, 21,443 \$ 21,443, 108,017

\$ 2,264,976

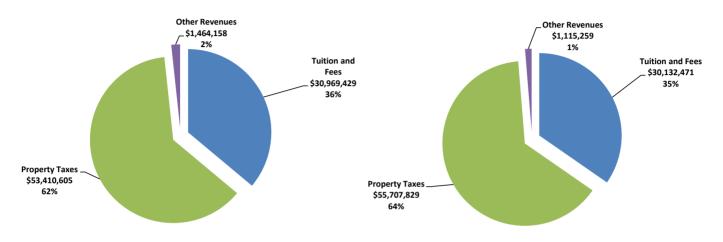
General & Designated Fund Revenue Year to Date Comparison with Prior Year

General & Designated Funds YTD Revenues - FY16 - Prior Year

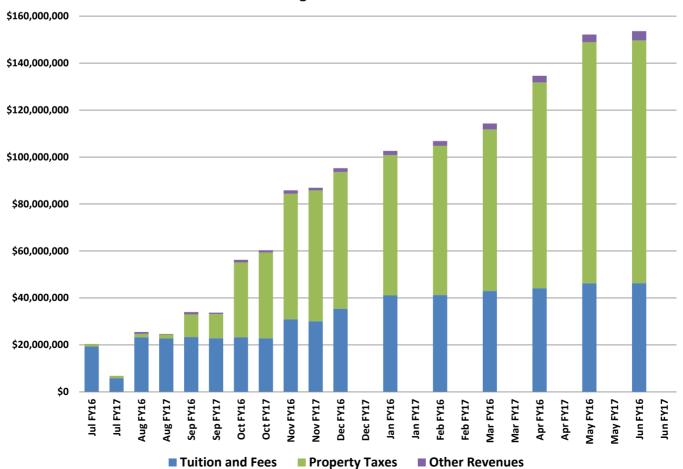
For the Five Months Ending November 30, 2015 Total of \$85,844,192

General & Designated Funds YTD Revenues - FY17 - Current Year

For the Five Months Ending November 30, 2016 Total of \$86,955,559



General & Designated Funds YTD Revenues

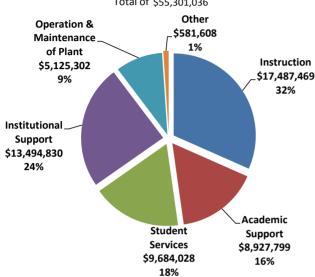




General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

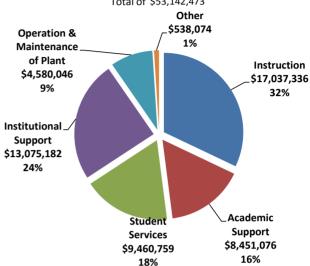
General & Designated Funds YTD Expenditures by Program - FY16 - Prior Year

For the Five Months Ending November 30, 2015 Total of \$55,301,036

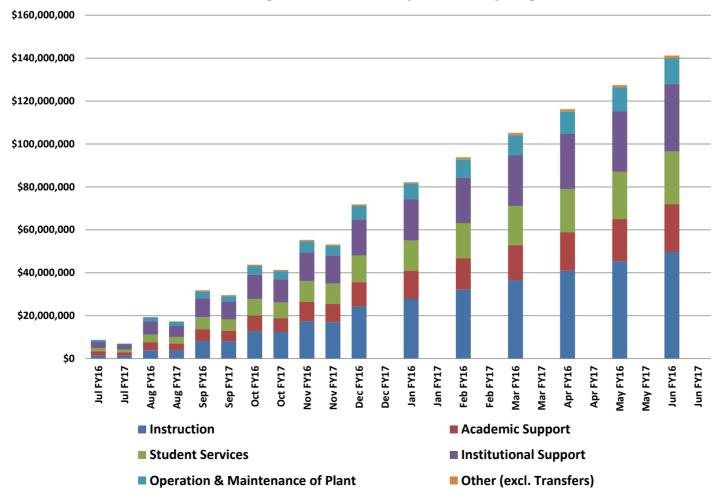


General & Designated Funds YTD Expenditures by Program - FY17 - Current Year

For the Five Months Ending November 30, 2016 Total of \$53,142,473



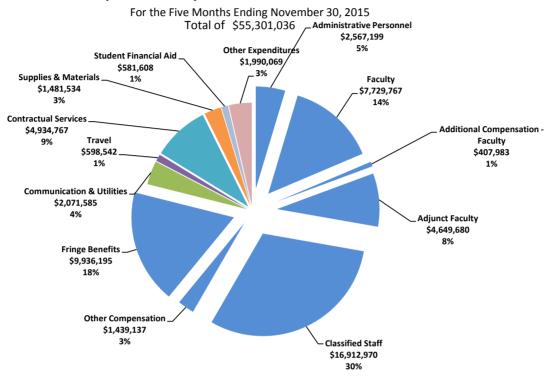
General & Designated Funds YTD Expenditures by Program



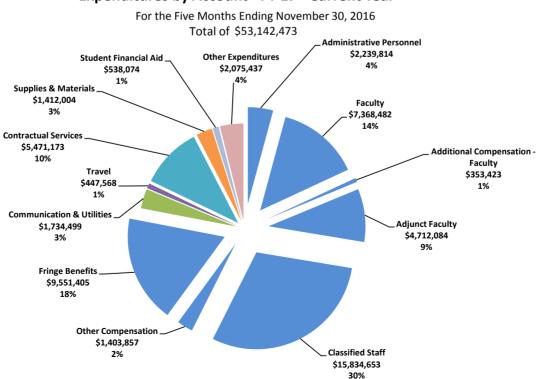


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY16 - Prior Year

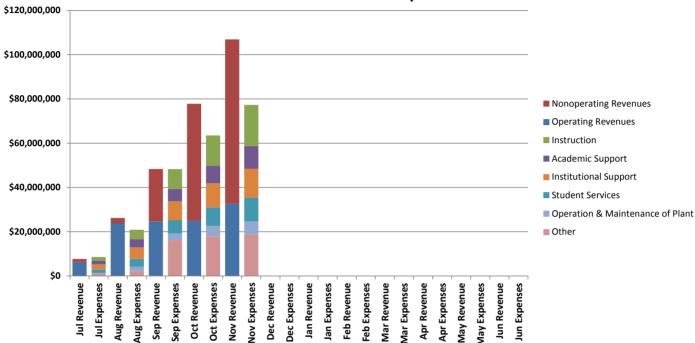


General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 17 - Current Year



All Funds Revenue & Expenses Year to Date Current Year





Statement of Net Position

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Current Assets Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.

Cash & Cash Equivalents Short-term, highly liquid investments that are readily convertible to known amounts of cash and have

insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers

may be considered to be investments.

Short-term Investments Readily marketable securities that can easily be sold and converted back into cash. For example, coupon

bonds that will mature this year. RBC Global Asset Management manages the College's additional short-term

investments. The duration of the investments is less than one year.

Receivables A financial instrument that gives the institution the right and another party the obligation, to make a

payment at a future date, generally of cash.

Property taxes The amount of property taxes that the College expects to collect in the next month. General Fund property

taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation

bonds.

Accounts Student account receivables. Student receivables arise from transactions related to tuition and fees. It's

normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student's parents, or a third party

(e.g., the student's employer).

(net of allowances) The collectability of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful

accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when

necessary to adjust the carrying value of receivables to the expected net realizable value.

Government Grants &

Contracts

Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College's

government grants. The grants are applied to students' accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the

Department of Education.

Student Loans Student loans receivable consists of book loans made to students where the College is responsible for

collecting the balance due.

Other Other receivables include refund repayments, third party payments, International Student Insurance Fees,

non-sufficient funds (NSF) checks and check fees, and late fees. Also included are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by

the College. These loans are applied to the student's account and the College is reimbursed after the fact.

Inventories Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and

track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on

the available assets at June 30.

Prepaid Expenses Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance

payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal

year. Half of this type of payment is classified as a prepaid expense.

Glossary for Financia	l Reports

GIOSSALY IOI FILIALICIAL RE	diossary for Financial Reports					
Noncurrent Assets	Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.					
Restricted Cash & Cash Equivalents	If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College's restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.					
Notes Receivable	Various federal loan programs are available to students who meet eligibility requirements. Notes Receivable is for National Direct Student Loans (NDSL) and Perkins loans where the College is responsible for collecting the balance.					
Other Long-term Investments	Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College's other long-term investments. The maturities are generally from one to three years.					
Investments in Capital	Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.					
Land	This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.					
Buildings & Leasehold improvements	This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset's useful life.					
Construction in Progress	This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.					
Equipment	Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College's capitalization threshold is \$5,000.					
Library Books	The College considers library books to be a group asset and capitalizes each year's additions and adjusts for deletions to the holdings.					
(net of depreciation)	Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.					
Deferred Outflows of Resources	The consumption of net position by the college that is applicable to a future reporting period.					
Deferred Outflows Related to Pensions	The consumption of net position related to pensions arising from certain changes in the net pension liability.					

Liabilities

Current LiabilitiesCurrent liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.

Accrued Payroll & Benefits

Glossary for Financial Reports

Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College's payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.

Accounts Payable & Accrued Liabilities

When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.

Deposits Held in Custody

These are funds held by the institution for others. The institution handles these accounts as agency funds. The College's deposits held in custody include the Federal Direct Loans and Federal Family Educational Loans, third party scholarships and student club funds. The College is a pass-through agency holding the funds temporarily.

Current Portion of Long-term Liabilities This category includes the portion of long-term liabilities that are expected to be paid within the current operating cycle. The College's current portion of long-term liabilities includes a portion of the compensated absences. A liability is accrued for compensated absences that have been earned based on services already rendered and that are not contingent on a specific event outside the control of the employer or employee. This includes the dollar value of employee vacation and sick leave.

Noncurrent Liabilities

Noncurrent liabilities are the portion of obligations (amounts owed) not due to be paid within the current operating cycle.

Unearned Revenue

Unearned revenue results when payments have been received for services or goods not yet delivered. The College's main source of unearned revenue is generated by prepayments of tuition and fees by students, third parties, or financial aid.

Long-term Liabilities

Public institutions often issue long-term debt to finance construction or acquisition of academic, student service, or auxiliary enterprise facilities. Long term liability accounts are the portions of debts with due dates greater than twelve months.

Net Pension Liability

The liability to employees for benefits provided through a defined benefit pension plan.

Deferred Inflows of Resources

The acquisition of net position by the college that is applicable to a future reporting period.

Deferred Inflows Related to Pensions

The acquisition of net position related to pensions arising from certain changes in the net pension liability.

Net Position

Net position is the calculation of assets, plus deferred outflows of resources, minus liabilities, minus deferred inflows of resources. This title and definition of Net Position was changed with Governmental Accounting Standards Board (GASB) Statement No. 63, previously it was titled Net Assets.

Net Investment in Capital Assets

The net invested in capital assets includes the institution's carrying value of capital assets (cost minus accumulated depreciation) net of any debt outstanding that was used to finance the construction or purchase of such assets.

Restricted Assets

Restricted net assets is the portion of net position subject to externally-imposed constraints placed on their use by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments. The College has restricted net assets for loans, debt service, grants, and contracts.

Unrestricted Assets

Unrestricted net assets consist of net assets that do not meet the definition of restricted or invested in capital assets, net of related debt.

Statement of Revenues, Expenses and Changes in Net Position

Statement of Revenue	s, Expenses and Changes in Net i osition
Operating Revenues	Revenues resulting from the normal operations of a business.
Tuition & Fees	All tuition and fees assessed for educational purposes.
Contracts	All amounts earned on contracts or agreements from other governmental or nongovernmental organizations. The College has instructional contracts with numerous outside entities.
Auxiliary Enterprises	An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee for the use of goods and services. Examples of auxiliary enterprises include bookstores and food services. Revenue associated with these auxiliary enterprises includes commissions.
Commission & Rents	Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
Other Operating Revenues	Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.
Nonoperating Revenues	Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.
State Appropriations	Funds appropriated to the College through the State budget process.
Property Taxes	Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.
Federal Grants	Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.
State & Local Grants	Includes all amounts earned on grants from state, local government and nongovernmental organizations.
State Shared Sales Taxes	Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.
Gifts	Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.
Investment Income	Includes dividends, interest, or royalties and gains or losses on investments.
Operating Expenses	Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.
Instruction	Includes expenses for all activities that are part of an institution's instruction program. For example, faculty salaries are included in the Instructional expenses.
Academic Support	Includes expenses incurred to provide support services for the institution's primary programs of instruction,

Media, such as audio-visual services, and technology, such as computing support
 Academic administration (including academic deaps but not department chairson)

• Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions

The retention, preservation, and display of educational materials, such as libraries, museums, and

• Separately budgeted support for course and curriculum development

research, and public service. It includes the following activities:

galleries

Student Services

Glossary for Financial Reports

Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).

Institutional Support

Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.

of Plant

Operation & Maintenance Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; emergency preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

Depreciation

Includes both depreciation of the institution's plant, property, and equipment, and amortization of assets acquired by capital lease.

Student Financial Aid

Includes expenses for scholarships - from restricted or unrestricted funds - in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source.

Contingency

Commitments and contingencies that could materially affect the financial condition of the entity as reflected in its financial statements.

Transfers

Funds moved from one fund type to another, for example general fund support for capital projects.

Capital Appropriations

The capital appropriations category includes all appropriations from legislative acts of the federal, state, or local governments or by a local taxing authority specifically for capital expenditures. The state has suspended capital appropriations to community colleges for the last several years.

Capital Gifts & Grants

Restricted gifts or grants for capital purposes, for example a donation to construct an arts center.

Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.

Comprehensive Annual Financial Report Fiscal Year Ended June 30, 2016

Governing Board Meeting February 8, 2017

Presented by: David Bea, Ph.D.



Overview - Comprehensive Annual Financial Report (CAFR)

- Includes the basic audited financial statements plus supplemental financial and summary information that helps illustrate the College's financial and operational position
- Organized into three sections
 - Introductory Section
 - Financial Section
 - Statistical Section

CAFR - Introductory Section

- Message from the Chancellor
- Letter of Transmittal
- Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA) (24th consecutive year)
 - Highest form of recognition in governmental accounting and financial reporting
- Organization Chart, Principal Officers
- College Vision, Mission, Values

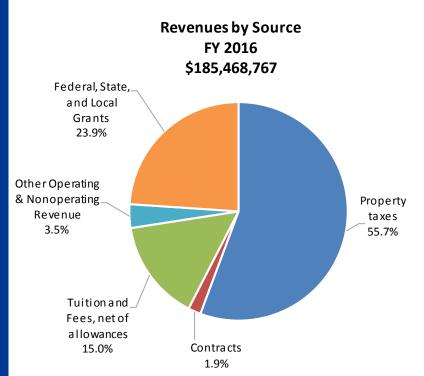
CAFR - Financial Section

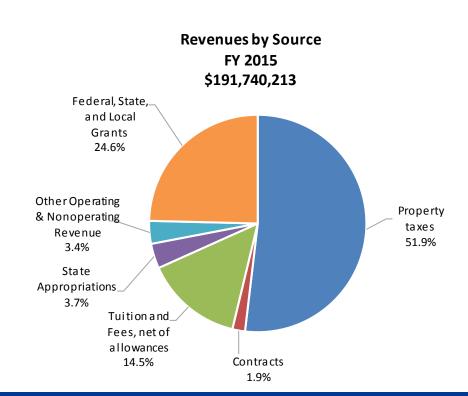
- AZ Auditor General Audit opinion (page 13)
 - Unqualified opinion from the Arizona Office of the Auditor General indicates the College's financial statements are reliable, fairly presented, and prepared according to accepted accounting principles
- Management's Discussion and Analysis
- Basic Financial Statements, includes component unit PCC Foundation
 - Statement of Net Position
 - Statement of Revenues, Expenses and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements
 - Required Supplementary Information

CAFR - Statistical Information

- Financial Trends
 - Net Position, Expenses, Revenues
- Revenue Capacity
 - Property Tax and Levy Data, Tuition Rates
- Debt Capacity
 - Debt Schedules and Data
- Demographic and Economic Information
 - Pima County data
- Operating Information
 - Staffing, Enrollment, Degree Statistics, Capital Asset Schedule, Expenditure Limitation, Additional Information

Revenues by Source





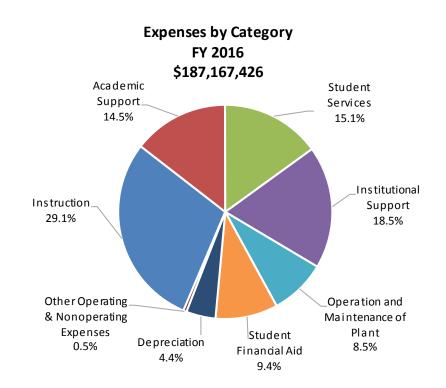


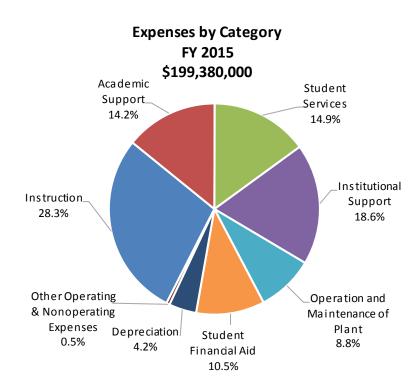
Revenues by Source

	FY 2016	FY 2015	\$ Change	% Change
Operating Revenues				
Tuition and Fees (net of allowances)	\$ 27,792,518	\$ 27,860,572	(\$68,054)	-0.2%
Contracts	3,485,053	3,614,371	(129,318)	-3.6%
Commissions and Rents	1,658,484	1,608,709	49,775	3.1%
Other Operating Revenues	912,844	1,137,112_	(224,268)	-19.7%
Total Operating Revenues	33,848,899	34,220,764	(371,865)	-1.1%
Nonoperating Revenues				
Property Taxes	103,274,540	99,464,621	3,809,919	3.8%
State Appropriations	-	7,093,500	(7,093,500)	-100.0%
Federal Grants	42,891,284	45,616,708	(2,725,424)	-6.0%
State and Local Grants	1,523,348	1,573,775	(50,427)	-3.2%
Share of State Sales Tax	2,282,341	2,331,857	(49,516)	-2.1%
Gifts	843,947	802,841	41,106	5.1%
Investment Income	710,033	489,706	220,327	45.0%
Other Nonoperating Revenues, net	56,720	10,100	46,620	461.6%
Total Nonoperating Revenues	151,582,213	157,383,108	(5,800,895)	-3.7%
Capital Gifts and Grants	37,655	136,341	(98,686)	-72.4%
Total Revenues	\$ 185,468,767	\$ 191,740,213	(\$6,271,446)	-3.3%



Expenses by Category





Expenses by Category

	<u>FY 2016</u>	FY 2015	\$ Change	% Change
Operating Expenses				
Educational and General				
Instruction	\$ 54,486,848	\$ 56,521,328	(\$2,034,480)	-3.6%
Academic Support	27,061,889	28,307,683	(1,245,794)	-4.4%
Student Services	28,184,238	29,761,778	(1,577,540)	-5.3%
Institutional Support	34,664,541	36,990,188	(2,325,647)	-6.3%
Operation and Maintenance of Plant	15,905,619	17,474,890	(1,569,271)	-9.0%
Student Financial Aid	17,646,631	20,923,754	(3,277,123)	-15.7%
Auxiliary Enterprises	876,462	972,572	(96,110)	-9.9%
Depreciation	8,321,837	8,403,706	(81,869)	-1.0%
Total Operating Expenses	187,148,065	199,355,899	(12,207,834)	-6.1%
Nonoperating Expenses				
Loss on Capital Asset Disposal	19,361	24,101	(4,740)	-19.7%
Total Nonoperating Expenses	19,361	24,101	(4,740)	-19.7%
Total Expenses	\$ 187,167,426	\$ 199,380,000	(\$12,212,574)	-6.1%



Expense Type

Travel

Expenses by Type

FY 2016

5,174,522

1,818,299

16,342,555

7,610,844

17,646,631

5,187,296

8,321,837

\$ 187,148,065

125,046,081

FY 2015

5,803,596

1,830,431

18,749,281

9,084,437

20,923,754

6,625,227

8,403,706

\$ 199,355,899

\$ 127,935,467

\$ Change

(2,889,386)

(629,074)

(2,406,726)

(1,473,593)

(3,277,123)

(1,437,931)

\$ (12,207,834)

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(81,869)

(12,132)



Employee Compensation and Benefits

Communication and Utilities

Contractual Services

Supplies and Materials

Student Financial Aid

Total Operating Expenses

PimaCommunityCollege |

Other Expenses

Depreciation

Net Position

Cash and Cash Equivalents

Total Assets

Net Position

Total Liabilities

Total Net Position

Total Net Position

PimaCommunityCollege

Restricted Net Position

Unrestricted Net Position

Invested in Capital Assets (net of related debt)

Item

Short + Long-term Investments

Other Current + Non-Current Assets

\$ 44,477,872

40,034,277

FY 2016

56,429,069

121,483,407

158,660,371

66,287,286

\$ 106,258,844

(\$ 50,097,749)

10,126,191

66,287,286

\$ 222,380,348

55,656,676 126,775,440 \$ 222,466,393

149,377,777

\$ 67,985,945

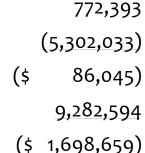
\$ 111,016,873

(\$ 51,900,890)

\$ 67,985,945

8,869,962

FY 2015



\$ Change

4,443,595

(\$ 4,758,029)

1,256,229

1,803,141)

1,698,659)

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Item

Total Operating Revenues

Total Operating Expenses

Net Nonoperating Revenues

PimaCommunityCollege

Capital Appropriations, Gifts and Grants

Increase (Decrease) in Net Position

Deficit before Capital Appropriations, Gifts and Grants

Operating Loss

evenues Expenses and Changes in

nevenues, Expenses, and Changes in	
Net Position	

FY 2016

\$ 33,848,899

187,148,065

(153,299,166)

151,562,852

(1,736,314)

\$ (1,698,659)

37,655

FY 2015

\$ 34,220,764

199,355,899

(165,135,135)

157,359,007

(7,776,128)

\$ (7,639,787)

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136,341

FY 2016 Audit Results

- Financial Statement Audit
 - "... the financial statements referred to above present fairly, in all material respects...
- Internal Control over financial reporting
- Single Audit (A-133)
- Expenditure Limitation Audit is still in process and not yet completed

FY 2016 CAFR Changes

- New!
 - Message from the Chancellor
 - Expenditure Limitation explanation and data
 - Links to Additional Information
- Improved!
 - All data tables are portrait orientation easier to read
 - Schedules for Principal Property Taxpayer and Principal Employers now provide data that is easier to compare

Summary

- Unqualified opinion from the Arizona Office of the Auditor General indicating the College's financial statements are reliable, fairly presented, and prepared according to accepted accounting principles.
- PCC is debt free, the secondary property taxes Pima County taxpayers pay to the College is zero.
- Elimination of State appropriations reduced nonoperating revenues.
- Decreased enrollment created lower tuition and fee and lower grant revenue.
 Continued efforts to reduce expenses helped mitigate these impacts.
- GASB 'Statement No. 68, Accounting and Financial Reporting for Pensions', was implemented June 30, 2015 and this accounting change continues to impact the way the College accounts for its share of pension liability for the two defined benefit retirement plans that the College contributes to: the Arizona State Retirement System (ASRS) and the Public Safety Personnel Retirement System (PSPRS).

A special thank you to Budget and Reporting for their work on the CAFR:

Ina Lancaster, Carl Englander, Leslie Fisher, Aurora Juarez, Marisa Mandal, Tim Rapoza, & Bernard Simon



Expenditure Limit Update

February 8, 2017

Presenter: David Bea, Ph.D.



Changes Enacted by SB1322

- Additional exclusions for "local revenues"
- Ability for Governing Board to ask voters to approve a change in the base limit used in the EL formula
- CTE courses weighted at 1.3
- One of the following can be used to calculate FTSE for EL purposes:
 - a. The most recent FTSE count; or
 - b. The average of the five most recent audited FTSE counts; or
 - c. A FTSE count up to 5% more than the most recent audited FTSE count if the current Fall semester 45th day actual FTSE count exceeded the previous Fall semester 45th day actual FTSE count; or
 - d. Per session law, allows a community college district to submit the average of the 10 most resent audited FTSE counts for FY18, FY19, and FY20

Daily Registration Report

- Provides a snapshot of the College's FTSE on a particular day in the term
- Shows the percent change in FTSE from one term to another for that day
- Note This FTSE is different than the figures reported on the census dates, but it is still an indicator of enrollment trends

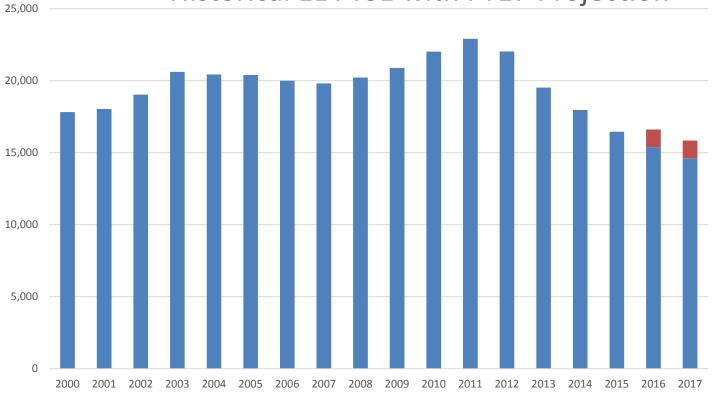
	Spring 2016			Spring 2017			
#	Pct of Total	Change	Pct Change	#	Pct of Total	Change	Pct Change
197	3.30%	-27	-12.03%	168	2.93%	-29	-14.64%
264	4.43%	-30	-10.35%	253	4.42%	-11	-4.07%
450	7.55%	-32	-6.63%	437	7.63%	-12	-2.76%
346	5.81%	-56	-13.83%	320	5.58%	-26	-7.55%
867	14.55%	-90	-9.36%	768	13.40%	-99	-11.38%
0	0.00%			18	0.32%	18	
161	2.70%	-7	-4.15%	150	2.62%	-11	-6.68%
57	0.95%	-7	-10.46%	58	1.01%	1	1.94%
832	13.97%	-56	-6.27%	746	13.02%	-86	-10.29%
92	1.55%	-6	-5.75%	115	2.00%	23	24.77%
980	16.45%	-102	-9.43%	1,019	17.77%	39	3.97%
952	15.99%	-65	-6.38%	941	16.42%	-11	-1.13%
612	10.27%	-38	-5.79%	590	10.30%	-22	-3.53%
148	2.48%	-34	-18.91%	148	2.58%	0	0.18%
<mark>5,955</mark>	100.00%	-548	-8.43%	5,731	100.00%	-224	-3.76%

FTSE Calculations for EL

- The College reports FTSE to the state based on specific census dates
 - Fall & Spring FTSE are calculated using enrollment on the 45th day of the term
 - Short Term & Contact Hour are reported using enrollment on June 30th
 - These figures are used to determine the Expenditure Limitation FTSE
- EL FTSE for FY 2016 was 16,608

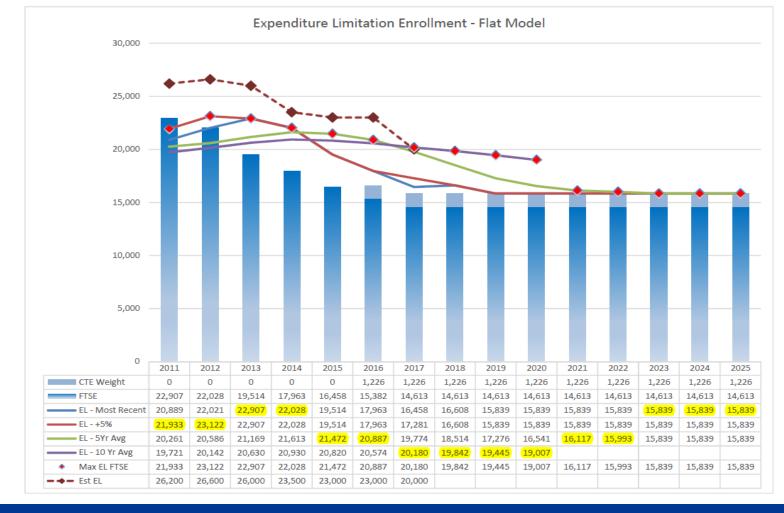
Term	FTSE
Fall 2015	6,166
Spring 2016	+ 5,209
Short Term (Summer & Open Entry/Open Exit)	+ 3,216
Contact Hour (CTD & Adult Education)	+ 791
Total College FTSE	= 15,382
Additional Weighted CTE	+ 1,226
Total EL FTSE	= 16,608

Historical EL FTSE with FY17 Projection











Expenditure Limit Formula

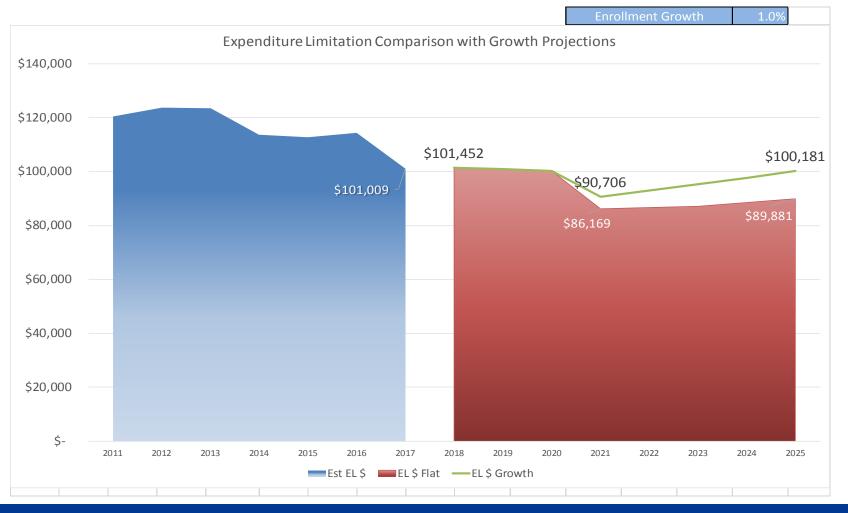
- The base year is FY 1979-1980
- Expenditures are indexed for enrollment and cost of living changes

```
(FY 1980 Base Limit) (SB1322 FTSE Formula 1980 FTSE) (GDP Implicit Price Deflator 2016 Expenditure Limit) (GDP Implicit Price Deflator 1978) = Final FY 2018 Expenditure Limit
```

The FY 2018 formula for PCC is

```
\left(\$19,071,763\right)\left(\begin{array}{c} \frac{19,842}{11.038} \\ \end{array}\right)\left(\begin{array}{c} \frac{111.504}{37.680} \\ \end{array}\right) = \$101,453,130
```







BOARD OF GOVERNORS REPORT FEBRUARY 2017

COMMUNITY CAMPUS

Adult Basic Education for College and Career Civics and Student Leadership Report February & March, 2017

(MARTIN, PLEASE READ HIGHLIGHTED INFO at BOG MEETING):

March 5-11th is Arizona Adult Literacy Week! Adult Education students and staff will celebrate with the following events:

- 1. On March 9th, student leaders and AmeriCorps members will host Viva La Causa! a celebration of the legacy of Cesar Chavez at El Pueblo Liberty Learning Center, from 9 am to noon. The event will include a screening of the film Viva La Causa followed by discussion and a presentation from Cam Juarez, former TUSD board member.
- 2. On March 6th, outstanding students will be inducted into the Nation Adult Education Honor Society at El Pueblo Liberty Learning Center, from 2:30 -4 pm.
- 3. On March 7th, Arizona Adult Education Ambassadors will visit their state legislators in Phoenix to build relationships and raise awareness about the benefits and importance of adult education.
- **4.** Also on March 9th, adult learners from all over Arizona will be recognized for their winning submissions to the Arizona Adult Literacy Week Contest. The celebration will take place at Rio Salado Community College Conference Center in Tempe from 10 am to noon.

February Events:

NCLC Conference – Six (6) student leaders will attend the annual National Collegiate Leadership Conference (NCLC) at the University of Arizona, February 17-19th.

Adult Education Ambassadors Refresher Training -

On February 28th, adult education ambassadors will brush up on their skills as they prepare to visit their legislators in Phoenix during Arizona Literacy Week. (see above)

1. Health Wellness: February 13th National Condom Day (Feb. 14th)

No Glove, No Love!

While Humor is used to help education, National Condom Week has become a tool to help educate youth adults serious risks involved with unprotected sex. This includes the risk if catching and spreading sexual transmitted disease including AIDS as well as helping prevent unwanted pregnancies. The Student Advisory Board members will hand out condoms and facts on having unprotected sex.

2. Culture & Heritage: February 7th

Connect with Student Life

Desert Vista Student Life got this year's spring semester off with activities to welcome new and returning students. Our "Connect With Student Life" is a great way for students to get acclimated to the campus, meet new people and have a good time. We will sponsor a Club Recruitment Fair and Vendor Fair to welcome the students back to campus and give them an opportunity that will positively impact their success as they transition academically and socially to college life. We encourage all new and returning students to participate in some or all events.

3. Community Service: February 28th 8am-3pm Blood Drive

Pima Community College, Desert Vista has volunteered their time twice a semester to help support all the great services the Red Cross offers. Services like; community services that help the needy; support and comfort for military members and their families; the collection, processing and distribution of lifesaving blood and blood products; educational programs that promote health and safety; and international relief and development programs. The blood drives at our campus have always been a huge success and plan to continue the great work.

DOWNTOWN CAMPUS

- **1. Leadership: American Student Government Association Conference -** Pima Community College student leaders from both the Downtown and NW Campus Student Activity Boards will be attending the ASGA Student Government Training Conference in New Jersey City, New Jersey on **February 24th -26th.** Attendees will be gaining leadership training in student government positions, policies and best practices. Pima Community College Downtown Campus is a founding member of ASGA and will be attending a national conference for the first time in over five years.
- **2. Health Wellness: Love Fest 2017-** Pima Community College Downtown Campus will be celebrating Valentine's Day, Arizona Statehood and Black History Month with Love Fest 2017. Cake, ice cream, popcorn and other treats will be made available for students on **Tuesday February 14th.** An Expression Board will be available for those that which to express their feelings of love for the world. There will also be a photo booth for those that will want to have a keepsake of the day. the Afrikana Dancers will perform on the RV lawn area.
- 3. Culture & Heritage: Black History Month Pima Community College Downtown will

celebrate Black History Month through displays, films, presentations and performances. Barbea Williams Performance Company's, "Afrikana Dancers" will perform on Tuesday February 14th from 11:00am-noon on the East Lawn of the RV Building. This performance is both theatrical and educational and may include an interactive participation with the audience. Admission is free and open to the public.

EAST CAMPUS

- 1. Culture & Heritage: Black History Month: East Campus Student Life will be marking Black History Month on Feb. 6 with a Capoeira Afro-Brazilian Martial Arts Demonstration. On Feb. 21, the Barbea Williams Performing Company will demonstrate African dance, choreography, and culture.
- **2. Health & Wellness Fair Feb. 1:** East Campus Student Life hosted a Health and Wellness Fair with over 15 community agencies in attendance. The purpose of this event was to help our students start the New Year on the right track. Students were educated about local health and wellness resources, health insurance, personal safety, and alcohol/drug prevention resources.
- **3. Leadership: Jan. 26-27** 12 students completed the East Campus Emerging Leaders workshop series. The Emerging Leaders Program is designed to help PCC students develop the critical skills needed to be successful in academic courses, student organizations, and career development. **Feb. 17-19** East Campus will send 19 students to the National Collegiate Leadership Conference at the University of Arizona.

NORTHWEST CAMPUS

- **1. Leadership:** National Collegiate Leadership Conference: Northwest Campus students will be presenting at the National Collegiate Leadership Conference on the topic of connecting students through peer mentoring. The presentation is based on the successes of the Connect Program at Northwest Campus which is expanding to additional campuses this coming summer. Dates of the conference are Feb 17-19.
- **2. Textbook Task Force:** Two NWC ICC representatives are co-chairing the Textbook Task Force group who are working together to discover cost savings measures to help students afford textbooks. The group met February 2nd and will be continuing to meet throughout the semester. Faculty, staff, and students across the district are all involved.
- **3.** Community Service: Blood Drive: American Red Cross partnered with Student Life to host a blood drive at the NWC on February 7in order to assist with the national blood shortage. This is an ongoing partnership.

1. Pima Leadership Institute: Aztec Gold February 9, 16, March 2, 9 plus May 4

The Aztec Gold program is an advanced leadership program for Pima Community College students who want to develop a deeper understanding of leadership theory and practice. The program will include workshops focused on understanding leadership theory and a group civic engagement project to put leadership theory into practice. Students who complete the program will receive a completion certificate and a gold cord to wear at PCC commencement.

As a result of completing the Aztec Gold leadership program, students will:

- Understand the principles of the Relational Leadership Model and the Social Change Model of leadership
- Be able to apply leadership theory to practice
- Identify social causes in which they are committed to creating change
- Articulate personal values
- Be able to effectively collaborate with others

Applications are due Wednesday, February 1 at 3:00pm Applicants selected for an interview notified by Wednesday, February 1 at 5:00pm Interviews held February 2 & 3

Dates of Aztec Gold workshops: February 9, February 16, March 2, and March 9 from 5:15-7:15pm at West Campus room A-G19

Date of final presentations and reception: May 4 from 5:30-7:00pm

More information can be found on the application website at bit.ly/AztecGold2017

2. National Collegiate Leadership Conference February 17th – 19th, University of Arizona West Campus students and staff will be attending the annual National Collegiate Leadership.

West Campus students and staff will be attending the annual National Collegiate Leadership conference, held at the University of Arizona February 17-19. Attendees will be students and staff from leadership programs throughout the United States and our students will gain valuable knowledge and experience. Conference participants will be able to earn a "Leadership Enrichment Award" for attending all workshops and events at the conference.

3. Pima Leadership Institute: Emerging Leaders March 3rd 1pm-5pm & March 4th 10am-3pm, WC J-G05

The Emerging Leaders Program is designed to help PCC students develop the critical skills needed to be successful in academic courses, student organizations, and career development. The program is co-facilitated by Student Life staff and PCC staff and faculty from various departments throughout Pima Community College. All currently enrolled students can attend the program for Free.

Topics Include:

Time Management

Communication

Public Speaking

Group Dynamics

Health & Wellness

Learning Styles

Goal Setting

Managing Change Developing Strengths Your Digital Identity

Students who complete the program will receive a certificate of completion, a leadership cord to be worn during commencement, and all students will be recognized during the annual Leadership Awards Ceremony.

Pima Community College Board of Governors Administration Report February 8, 2017

I) Student Affairs

- i) Student Affairs leadership and staff members continue to refine a plan to provide holistic and targeted advising to students through an assigned advising model. Implementation of the new model will be phased in beginning Fall 2017.
- ii) A cross-functional team meets regularly to plan the implementation of new software to support this effort. The team consists of personnel from the Provost's Office, Information Technology, Financial Aid, Veterans, ADR, International Students, Web Services, Developmental Education and Student & Academic Affairs with new members added as needed.
- **iii)** Thirteen new Senior Academic Advisors are presently under recruitment with a target hiring date in March.
- **iv)** The Dean of Developmental Education along with Faculty members in reading, writing and mathematics have worked to implement new Accuplacer placement cut scores and branching profiles; the changes will go into effect on March 31.
- v) Six hundred and eighteen students have taken the new and free online preplacement tutorial. Of the 618 students, 96% agreed that, "viewing the tutorial was time well spent".

II) Academic Affairs

- i) The College's new Integrated College Skills courses are the topic of presentations at both the National Association of Developmental Education (NADE) Conference and the League for Innovation; both national conferences are in March.
- ii) Save the date: PCC is hosting the Arizona Association of Developmental Education (AADE) statewide conference on Friday, April 7th at the West Campus. Faculty and administration from all over the state will be attending. AADE is the state affiliated chapter of NADE.
- iii) Work on the Academic Pathways project continues with Academic Deans and Faculty members working diligently to develop course sequencing and other supportive learning experiences that increase students' likelihood of completion. The Academic Pathways project aligns with the new Assigned Advising Model.
- iv) The Spring semester is off to a great start with very few glitches. The most notable glitch was a flood in the Northwest Campus's A building affecting classrooms, offices and IT's server room across all 3 floors of the south half of the building. Facilities, Information Technology and NWC Administration and Staff worked through the night to ensure classes ran smoothly the next morning.
- v) Summer planning efforts are under way. A draft plan was developed intended to provide a focused approach to improve student experiences and administration is seeking feedback from all employees through campus forums, an online survey and individual meetings. This new approach will allow the college to learn how to best make needed changes as the College adapts to limited funding and resources coupled with decreased enrollment.

Pima Community College Board of Governors Administration Report February 8, 2017

III) HLC

i) On January 30th, the College posted the final report from our peer review team online.

IV) Chancellor & Provost Office

- i) Institutional Research and Planning Effectiveness's (IRPE's) Business Intelligence (BI) project is already having an impact. New data reports are available allowing for quick downloads of data that is useful for planning and evaluating college academic programs. The BI work group recently met to identify the next high priority projects which include adding finance and HR information to the data warehouse, adding additional drill down functions to existing reports, developing developmental education analyses, and including persistence and retention information. Though IRPE can access and alayze this data currently (though often manually and laboriously), the BI project makes these data summaries easily accessible, on the fly, to all who have access to the reporting tool.
- ii) Executive Vice Chancellor David Bea presented on the college budget during campus forums in late January/early February. Attendance was high and employees asked thoughtful questions generating good discussions.

V) Administrative Procedures for Draft Review

- i) The College has several Administrative procedures open for 21-day public comment. Please see the Pima College About Pima Policies section under Draft Policies. All comments from the public and employees are encouraged and welcome.
 - 1) AP 1.20.01 Family Education Rights and Privacy Act (FERPA), Educational Records and Directory Information Defined
 - 2) AP 3.01.01 Faculty Standards and Qualifications
 - 3) AP 3.21.01 Transfer and Prior Learning Credit
 - 4) AP 3.30.01 Academic Standing Policy

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/8/17 Item Number: 3.1

Item Title Contact Person

Employment Information Dan Berryman

Vice Chancellor for Human Resources (206-4586)

Information:

For your information and in accordance with BP 2.02 and Administrative Procedure 5.01.01, the Chancellor submits the following employment information:

Faculty:

Holt, Olivia

Title: Instructional Faculty, Nursing Rate of Pay: \$57,032, pro-rated to \$28,685

Start Date: 01/10/2017

Highest Degree Earned: Master of Science, Nursing Awarding Institution: Grand Canyon University

Most Recent Previous Job: Nurse

Sampson, Laura

Title: Instructional Faculty, Biology, 1-semester Provisional

Appointment

Rate of Pay: \$21,919 Start Date: 01/10/2017

Highest Degree Earned: Master of Science, Cellular, Viral, and Molecular Biology

Awarding Institution: University of Utah Most Recent Previous Job: Adjunct Faculty

Thanikachalam, Revathi

Title: Instructional Faculty, Chemistry, 1-semester Provisional

Appointment

Rate of Pay: \$25,427 Start Date: 01/10/2017

Highest Degree Earned: Master of Science, Chemistry

Awarding Institution: Annamalai University
Most Recent Previous Job: Adjunct Faculty

Staff:

Baker-Smith, Hellen Student Services Advanced Specialist, Financial Aid

Rate of Pay: \$21.71 Start Date: \$01/23/2017

Highest Degree Earned: Master of Arts, Educational Leadership

Awarding Institution: Northern Arizona University
Most Recent Previous Job: Communications Consultant

Duke, Kimberly Information Technology Principal Analyst

Rate of Pay: \$63,726 Start Date: 01/30/2017

Highest Degree Earned: Associate of Arts, Elementary Education

Awarding Institution: Pima Community College

Most Recent Previous Job: Information Technology Assistant II

Figueroa, Fabian Trades Maintenance Technician

Rate of Pay: \$13.54 Start Date: \$17.03/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Remodeler

Galovale, Melina Student Services Advanced Specialist, Financial Aid

Rate of Pay: \$21.71 Start Date: \$01/03/2017

Highest Degree Earned: Bachelor of Science, Business Administration

Awarding Institution: University of Arizona
Most Recent Previous Job: Student Services Specialist

Johnson, Elizabeth Program Assistant, Center for Learning Technology

Rate of Pay: \$18.83 Start Date: \$17.03/2017

Highest Degree Earned: Bachelor of Arts, Political Science Awarding Institution: Northern Arizona University

Most Recent Previous Job: Office Manager

May Brown, April Support Technician

Rate of Pay: \$14.61 Start Date: \$14.01/03/2017

Highest Degree Earned: Associate, Paralegal Studies Awarding Institution: Pima Community College

Most Recent Previous Job: Support Technician

Mayer, Robin Program Coordinator, HSI-STEM Grant

Rate of Pay: \$47,881 Start Date: 12/21/2016

Highest Degree Earned: Master of Public Health Awarding Institution: University of Arizona

Most Recent Previous Job: Staff Instructor

Navarro, Victor Student Services Advanced Specialist, Financial Aid

Rate of Pay: \$21.71 Start Date: \$01/09/2017

Highest Degree Earned: Master of Arts, Human Studies
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Program Coordinator, Senior

Rivera, Lourdes Student Services Advanced Specialist, HSI-STEM Grant

Rate of Pay: \$21.71 Start Date: \$01/23/2017

Highest Degree Earned: Bachelor of Arts, Marketing Awarding Institution: Universidad de Sonora Career Services Advisor

Swartley, Jacob Laboratory Specialist, Chemistry

Rate of Pay: \$18.83 Start Date: 01/14/2017

Highest Degree Earned: Bachelor of Arts, Chemistry and Physics

Awarding Institution: Goshen College

Most Recent Previous Job: Laboratory Technician

Valenzuela, Natali Support Technician

Rate of Pay: \$14.61 Start Date: 01/03/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Laboratory Technician

Vasquez, Alexis Student Services Specialist

Rate of Pay: \$18.83 Start Date: \$17.09/2017

Highest Degree Earned: Bachelor of Arts, Psychology

Awarding Institution: University of Arizona

Most Recent Previous Job: Recovery Coach

Weeks, Wendy Director of Assessment

Rate of Pay: \$99,949 Start Date: 01/03/2017

Highest Degree Earned: Master of Science, Chemistry

Awarding Institution: University of Arizona

Most Recent Previous Job: Faculty

Administrators:

Abens, Amanda Dean of Workforce Development & Continuing

Education

Salary: \$100,663 Community Campus

Effective: 01/03/2017

Education: Bachelor of Arts, Political Science & Women's Studies, University of Arizona;

Master of Counseling, University of Phoenix

Experience: Ms. Abens has been in the acting dean position for the last six months. Her

previous experience includes four years as a program manager and program director with Pima Community College. She has one year of experience as a project supervisor with the City of Tucson and three years of experience as a project coordinator and project manager for the University of Arizona. Ms. Abens also has five years of experience working with various non-profit

organizations in various roles to include vice president of programs.

Recruitment Overview:

An external recruitment was conducted. Four candidates were invited to interview. Two candidates were invited to final interview. The finalist was recommended by Dr. David Dore, Campus President for Downtown Campus and Northwest Campus.

Beckman-Brito, Kristina Acting Dean of Communications

Salary: \$100,663 Downtown Campus

Effective: 01/10/2017

Education: Bachelor of Arts, Business Administration/Accounting, Master of Arts, English,

Doctor of Philosophy, Second Language Acquisition and Teaching, University of

Arizona

Experience: Dr. Beckman-Brito has over eighteen years of experience as a faculty member

and department chair with Pima Community College. Her previous experience includes one year as professor of English with Central Arizona College, one year as assistant professor of English with City University of New York, four years as program coordinator/SPEAKS Rater/instructor and graduate associate in teaching with the University of Arizona. She also has six years of experience as a corporate

accountant with Beaudry Motor Company and one year of experience as an

English teacher with AEON Intercultural Center of Japan.

Recruitment Overview:

An internal recruitment was conducted. Five candidates were invited to interview. One candidate was invited to final interview. The finalist was recommended by Dr. Lorraine Morales, Campus President for East Campus and Community

Campus.

Temporary:

Abbey, Mary Kay

Title: Instructor
Rate of Pay: \$21.38
Start Date: 01/17/2017

Highest Degree Earned: Bachelor of Science, Mathematics

Awarding Institution: Marquette University

Most Recent Previous Job: Professor

Bentley, Christina

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/10/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Hostess

Cancio, Mateo

Title: Lab Assistant

Rate of Pay: \$13.54 Start Date: \$13.72017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Cook

Chavez, Krystle

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 01/20/2017

Highest Degree Earned: Associate of Fine Arts, Photography

Awarding Institution: Pima Community College

Most Recent Previous Job: Photographer

Elias, Rob

Title: Assistant Coach
Rate of Pay: \$1,000.00
Start Date: 01/19/2017

Highest Degree Earned: Bachelor of Science, Political Science

Awarding Institution: University of Arizona

Most Recent Previous Job: Vice President of Marketing

Figueroa, Marco

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/13/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Sales

Forcha, Veronica

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/17/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A Most Recent Previous Job: Aide

Gee, Dennis

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$02/01/2017

Highest Degree Earned: Bachelor of Science, Nutritional Sciences

Awarding Institution: University of Arizona

Most Recent Previous Job: Physical Therapy Technician

Gil, Alexis

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/10/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Mechanic

Gubernick, Jaron

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/13/2017

Highest Degree Earned: Bachelor of Science, Mathematics

Awarding Institution: University of Arizona Most Recent Previous Job: Teaching Assistant

Hill, Michael

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/17/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Repair Technician

Hockman, Katrina

Title: IT Helpdesk Student Assistant

Rate of Pay: \$10.00 Start Date: \$12/15/2016

Highest Degree Earned: Bachelor of Arts, Creative Writing

Awarding Institution: University of Arizona

Most Recent Previous Job: Copy Editor

Lopez, Gilbert

Title: Laboratory Assistant

Rate of Pay: \$13.54 Start Date: \$17.2017

Highest Degree Earned: Bachelor of Arts, Information Science

Awarding Institution: University of Arizona Most Recent Previous Job: Project Management

Miller, Brianna

Title: Instructional Aide

Rate of Pay: \$10.00 Start Date: \$10.00

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Server

Montijo, Francisco

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 12/12/2016

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Student Aide

Nelson, Desiree

Title: IT Helpdesk Student Assistant

Rate of Pay: \$10.00 Start Date: \$10.00

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Karaoke Host

Ochoa-Mendoza, Alessandra Elena

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 01/03/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Teacher's Assistant

Perkins, Kamarra

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 12/19/2016

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: N/A

Port, Colin

Title: Workforce Trainer

Rate of Pay: \$23.70 Start Date: \$23.70

Highest Degree Earned: Associate of Applied Science, Paramedicine

Awarding Institution: Yavapai Community College

Most Recent Previous Job: Firefighter Paramedic

Roman, Ileana

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/20/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Receptionist

Shivack, Nadia

Title: Instructional Aide (Note Taker)

Rate of Pay: \$10.00 Start Date: \$2/01/2017

Highest Degree Earned: Master of Science, Occupational Therapy

Awarding Institution: Columbia University
Most Recent Previous Job: Communications Assistant

Tanori, Danitza Itzamara

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 12/17/2016

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: N/A

Valenzuela, Katrina

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 01/10/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Staff Assistant

Valenzuela, Raul

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 01/17/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A
Most Recent Previous Job: Intern

Acting Assignments:

Duenas, Sylvia

Effective: 01/12/2017 From: Fiscal Analyst

To: Acting Fiscal Supervisor

Retirements:

Cruze, Gary

Director

DO – Organization and Employee Development

Start Date: 08/14/2014 End Date: 12/23/2016

Dodder, Nancy K.

Library Services Specialist DO – Library Operations Start Date: 07/08/1993 End Date: 01/03/2017

Harris, Edward M.

Trades/Maintenance Specialist Advanced

DO – Plant Operations Start Date: 05/22/1995 End Date: 02/03/2017

Hutchinson, Carol L.

Director

DO – Program Quality Improvement

Start Date: 11/16/1999 End Date: 01/31/2017

Samaiel, Ala-Aba

Fiscal Analyst

DO – Maintenance Operations

Start Date: 09/11/2006 End Date: 01/06/2017

Sando, Marliynn C.

Program Manager

DV – Student Services

Start Date: 08/08/1994 End Date: 01/06/2017

Simmons-Myers, Ann

Instructional Faculty

WC – Humanities and Fine Arts

Start Date: 01/11/1990 End Date: 01/10/2017

Separations:

Coletti, Brad A.

Information Technology Specialist

WC – Campus Staff

End Date: 01/06/2017

Comport, Eric R.

Educational Support Faculty

WC – Library

End Date: 01/11/2017

Gregory, Dianne K.

Instructional Faculty

DC – Communications

End Date: 12/16/2016

Kahn, Michelle E.

Police Officer

DO – Public Safety Operations

End Date: 01/04/2017

Moreno, Maricella M.

Fiscal Support Specialist DO – Employee Service Center

End Date: 12/15/2016

Priest, Ione

Laboratory Specialist WC – Access and Disability Resources

End Date: 12/16/2016

Roque, Dorothy

Student Services Technician DO – Admissions Operations End Date: 01/06/2017

Yrigoyen, Richard R.

Police Officer
DO – Public Safety Operations
End Date: 01/25/2017

2014-17 Strategic Plan:

Employment Information not applicable

Approvals	
Contact Person	It's engineer
	D.C. Berryman
Chancellor	- Germany
	Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/8/17 Item Number: 3.2

Item Title Contact Person

Adjunct Faculty Appointments

Dr. Dolores Durán-Cerda Acting Provost (206-4999)

Recommendation:

The Chancellor recommends these individuals as certified adjunct faculty applicants. The Chancellor also recommends these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors in areas for which they are qualified.

Justification:

The positions identified below are necessary for the College to deliver its programs and services. The current rate of pay for adjunct faculty is \$800.00 per load hour.

Name: Anaya, Albarosa

Discipline(s): Nursing (Academic); Nursing Assistant (Occupational/Workforce)

Start Date: 1/17/17

Education: Bachelor of Science, Nursing, Grand Canyon University, Phoenix Arizona;

Master of Science, Nursing, University of Arizona, Tucson, Arizona

Experience: More than three years of experience working as a registered nurse.

Name: Allen, Rodney D.

Discipline(s): Fitness and Sports Sciences (Occupational/Workforce); Fitness and Wellness

(Occupational/Workforce)

Start Date: 01/17/2017

Education: Bachelor of Science in Education, Health & Physical Education, Bowling Green

State University, Bowling Green, Ohio; Master of Education, Physical Education,

University of Arizona, Tucson, Arizona

Experience: More than 38 years of experience working as a high school athletic coach/teacher

and certified umpire.

Name: Bandari Namvar, Mitra Discipline(s): Mathematics (Academic)

Start Date: 01/17/2017

Education: Master of Science, Mathematics, San Jose State University, San Jose, California Experience: More than six years of experience teaching college-level mathematics courses.

Name: Barron, Anthony L.

Discipline(s): Art (Academic), Art for Personal Development (Developmental) & Digital Arts

(Occupational/Workforce)

Start Date: 1/17/17

Education: Bachelor of Fine Arts, Photography, Massachusetts College of Art & Design,

Boston, Massachusetts; Master of Fine Arts, Art, University of Arizona, Tucson,

Arizona

Experience: Over four years of experience teaching art and photography courses for the

University of Arizona and Massachusetts College of Art & Design.

Name: Cannell, Rebecca M.

Discipline(s): Nursing (Occupational/Workforce), Nursing Assistant (Occupational/Workforce),

Start Date: 1/17/17

Education: Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona

Experience: Over sixteen years of experience working as a registered nurse in a hospital

setting.

Name: Cole, John T.

Discipline(s): Emergency Medical Technology (Occupational/Workforce)

Start Date: 1/17/17

Education: Bachelor of Science in Health Sciences, Physiology, University of Arizona,

Tucson, Arizona

Experience: Almost three years of experience working as an emergency medical technician.

Name: D'Angelo, Fred M.

Discipline(s): Accounting (Academic), Computer Information Systems, & Computer Software

Applications (Occupational/Workforce)

Start Date: 01/17/17

Education: Bachelor of Arts, Psychology, University of Connecticut, Storrs, Connecticut;

Master of Science, Professional Accounting, University of Hartford, West

Hartford, Connecticut

Experience: More than eleven years of experience teaching computer and program related

courses at Pima Community College and Manchester Community College.

Name: Delaney, Pat

Discipline(s): Early Childhood Education (Academic), Special Education (Academic)

Start Date: 01/20/2017

Education: Bachelor of Arts, Elementary Education/Early Childhood, Boston College,

Chestnut Hill, Massachusetts; Master of Science in Education, Special Education,

Wheelock College, Boston, Massachusetts

Experience: Seven years managing a twenty site Pre-K program for a large school district.

Name: Don, DDS, Lindsay L.

Discipline(s): Dental Hygiene (Occupational/Workforce)

Start Date: 01/18/2017

Education: Bachelor of Business Administration, Finance, University of Arizona, Tucson,

Arizona; Doctor of Dental Surgery, Dentistry, University of the Pacific, San

Francisco, California

Experience: Over six years of experience working as a dentist.

(Continued)

Name: Esparza, Ely J.

Discipline(s): Mathematics (Developmental), Public Administration (Academic)

Start Date: 01/18/2017

Education: Bachelor of Science, Agribusiness, Economics and Management, University of

Arizona, Tucson, Arizona; Master of Public Administration, University of

Arizona, Tucson, Arizona

Experience: Three years of experience working as a community college program coordinator.

Name: Garcia, Angela

Discipline(s): Therapeutic Massage, Wellness Education (Occupational/Workforce)

Start Date: 01/17/17

Education: Certificate, Therapeutic Massage, Cortiva Institute, Tucson, Arizona: Bachelor of

Science, Business Administration, Lincoln University, Jefferson City, Missouri

Experience: More than five years of experience working as a massage therapist.

Name: Kerr, Arianne R.

Discipline(s): Administration of Justice (Academic), Paralegal (Occupational/Workforce)

Start Date: 01/17/2017

Education: Bachelor of Interdisciplinary Studies, Arizona State University, Tempe, Arizona;

Juris Doctorate, University of Arizona, Tucson, Arizona

Experience: More than one year experience working as superior court law clerk and more than

one year experience working as an associate attorney.

Name: Lessie, J.D., Jennifer T.

Discipline(s): General Administration of Justice (Academic), Business Law (Academic)

Start Date: 01/17/2017

Education: Bachelor of Arts, Political Science, University of Illinois at Urbana-Champaign,

Urbana, Illinois; Juris Doctor, Northwestern University School of Law, Chicago,

Illinois

Experience: Four years of work experience working as a contract attorney with various law

firms.

Name: Mansour, Charbel L.

Discipline(s): Business & Management (Academic), Computer Information Systems, &

Computer Software Applications (Occupational/Workforce)

Start Date: 01/17/17

Education: Bachelor of Science, Computer Science, Bradley; Master of Business

Administration, Business Administration, both degrees awarded by Bradley

University, Peoria, Illinois

Experience: More than four years of experience teaching computer and program related

courses at Midstate College.

Name: Moses, Victoria C.

Discipline(s): Anthropology (Academic), Archeology (Academic), Global Studies (Academic)

Start Date: 01/18/17

Education: Bachelor of Arts, Anthropology/French, University of Michigan, Ann Arbor,

Michigan; Master of Arts, Anthropology, University of Arizona, Tucson, Arizona

(Continued)

Experience: More than four years of experience in excavation field, six years of zoo-

archaeological research experience and three years of experience teaching college

level Anthropology/Archaeology courses.

Name: Muhammad, Guy

Discipline(s): Business (Academic); Management (Academic); Fitness and Wellness

(Occupational/Workforce)

Start Date: 01/17/2017

Education: Bachelor of Science, Broadcasting, Arizona State University, Tempe, Arizona;

Master of Business Administration, Technology Management, University of

Phoenix, Phoenix, Arizona

Experience: More than three years of experience working as a high school head assistant

coach.

Name: Palumbo, DBA, Ralph, J.

Discipline(s): Accounting (Academic)

Start Date: 01/17/2017

Education: Bachelor of Science, Business Administration, Montclair State University,

Montclair, New Jersey; Master of Business Administration, Accounting, Fairleigh Dickenson University, Teaneck, New Jersey; Doctor of Business Administration,

Accounting, Argosy University, Sarasota, Florida

Experience: More than fifteen years of experience teaching undergraduate accounting courses

at various colleges and universities.

Name: Price, Beverly J.

Discipline(s): Business, Management, & Marketing (Academic), Human Resources

Management (Occupational/Workforce)

Start Date: 01/18/17

Education: Bachelor of Science, Business Management, University of Phoenix, Phoenix,

Arizona; Master of Business Administration, Business Administration, Regis

University, Denver, Colorado

Experience: More than thirty years of experience working in the fields of human resources,

management, and consulting.

Name: Stratman, Oana M.

Discipline(s): Nursing (Academic); Nursing Assistant (Occupational/Workforce)

Start Date: 1/17/17

Education: Master of Science, Nursing, University of Arizona, Tucson, Arizona

Experience: More than ten years of experience working as a registered nurse.

Name: Towner, Ph.D., Ronald H.

Discipline(s): Anthropology (Academic); Archaeology (Academic)

Start Date: 01/31/2017

Education: Bachelor of Science, History, Lewis and Clark College, Portland, Oregon; Master

of Arts, Anthropology, Washington State University, Pullman, Washington; Doctor of Philosophy, Anthropology, University of Arizona, Tucson, Arizona

Experience: More than 17 years of experience teaching dendrochronology and anthropology at

the University of Arizona.

Name: Wright-Hendrickson, Jennifer L.

Discipline(s): Mathematics, Reading (Academic), English as a Second Language

(Developmental)

Start Date: 1/17/17

Education: Bachelor of Arts Education, Elementary Education; Master of Arts, Language,

Reading, & Culture, both degrees awarded by University of Arizona, Tucson,

Arizona

Experience: More than twenty years of experience teaching elementary education for Tucson

Unified School District and Marana Unified School District.

Name: Yoklic, Debbie

Discipline(s): Mathematics (Academic)

Start Date: 01/17/17

Education: Bachelor of Arts, Liberal Arts, Brandeis University, Waltham, Massachusetts;

Master of Arts, Mathematics, University of Arizona, Tucson, Arizona

Experience: More than thirty years of combined experience in higher education in

administrative positions and teaching mathematics for Pima Community College.

Name: Yrun-Calenti, Cindy D.

Discipline(s): General Education (EDU) (Academic); Education-General/Post-Degree (EDC)

(Academic)

Start Date: 01/17/2017

Education: Bachelor of Science, Home Economics, University of Arizona, Tucson, Arizona;

Master of Education, Educational Leadership, Northern Arizona University,

Flagstaff, Arizona

Experience: More than 20 years of experience as full time faculty teaching education courses

for Pima Community College.

Approvals

Contact Person ___ Polous Durán-Cerda ___

Chancellor

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/8/17 Item Number: 3.3

Item Title Contact Person

Administrator Contracts 2017/2018

Daniel Berryman Vice Chancellor for Human Resources, (206-4586)

Information:

Pursuant to Board Policy 2.02, Hiring and Assignment of Personnel, the Chancellor submits the following information regarding anticipated administrator appointments for fiscal year 2017/2018. For positions that have been authorized by the Board, the Chancellor, or designee, is authorized to sign employment contracts on behalf of the College per Standard Practice Guide 1302-AB Contracts.

Background:

In accordance with the Personnel Policy Statement for Administrators, an administrator shall be offered a new contract for the ensuing fiscal year unless he or she is otherwise notified in writing on or before February 15. Contracts for administrators are normally issued for a whole fiscal year but, in some circumstances, may be issued for a shorter period of time. This list is current as of the date submitted; however, additional names may be presented to the Board at a later date. Administrator assignments may be changed during the course of the contractual period in accordance with applicable Board policy and personnel procedures. This list is for informational purposes only and does not constitute an employment contract or guarantee of an employment contract.

Abens, Amanda E Albers, Christopher N Amick, Michael E Bea PhD, David

Beckman-Brito, Kristina (Acting)

Berryman, Daniel Brimage, Yira S Brosky, Lisa G Busch, Gregory T

Castro-Salazar EdD, Ricardo Colter-Mack, Alison Michele Conover, Aubrey Dodds

Corson, Nina Craig, James E Desjardin, Suzanne J Dore, David A

Duarte, Esperanza G (Acting)

Duran-Cerda PhD, Dolores M (Acting)

Easter, Julian F Gaw, Joseph James Ginter PhD, Mary Beth

Halvorson, Emily Margaret (Acting)

Howell, Elizabeth V

Kempster, Janice

Mitchell PhD, Karrie Denise

Mitchell, Lamata D Morales EdD, Lorraine Moser, Melissa M Moses, Bruce

Murthy, Rajendra K

Nieuwenhuis, Michelle D (Acting)

Parker PhD, Marie Ann Phillips, Morgan A Quest, Terrance R Richmond, Nicola C

Roark, Ian R

Robles-Lopez, Irene R

Roush, Ted A
Silvyn, Jeffrey S
Soto, Edgar F
Stewart, Brian A
Suitt, Regina L
Thies, Jeffrey C
Ward, William R
Wilson, Gregory J
Zirbes PhD, Darla M

Approvals

Contact Person _

Daniel Berryman

Chancellor _

Lee D. Lambert, JD

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17 Item Number: 4.1

Item Title Contact Person

Consent Agenda

Chancellor's Office (206-4747)

Recommendation:

The Chancellor recommends to the Board that the following items be considered as Consent Agenda Items.

- 4.1 (1) Approval of Minutes of the following meetings:
 - A. Study Session of November 28, 2016
 - B. Special Meeting of December 14, 2016
 - C. Special Meeting to conduct Executive Session on January 11, 2017
 - D. Regular Meeting of January 11, 2017
 - (2) Sub-Recipient Grant Proposal: University Transportation Centers (UTC) Program
 - (3) Contract: Grail Construction, LLC

Approval

Chancellor

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Number: 4.1(1) A

Item Title	Contact Person
Unapproved Minutes of the Study Session of November 28,	Chancellor's Office
2016	(206-4747)

Recommendation:

Meeting Date: 2/8/17

The unapproved Minutes of the Study Session of November 28, 2016 are submitted for approval.

Approval

Chancellor_

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, November 28, 2016 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

Mark Hanna, Chair Martha Durkin, Vice Chair/Secretary Demion Clinco Sylvia Lee Scott Stewart

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

Mark Hanna called the meeting to order at 4:04 pm.

2. Student Success

Dr. Dolores Durán-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services (Acting) and Dr. Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs reported on Board Policy (BP) 3.30, the Governance Institute for Student Success (GISS) and the Student Success Framework. Dr. Durán-Cerda provided the Board members with a handout called "Student Success Pathway".

Dr. Durán-Cerda highlighted some of the work being done to support the three components of BP 3.30:

Dr. Lamata Mitchell, Vice President of Instruction and Academic Operations for Downtown Campus have been meeting with master schedulers and deans and suggested implementing a wait list feature and the R25 Webviewer. This will help improve the planning of courses. Dr. Lamata Mitchell will continue to work on a pilot for a guaranteed schedule in the summer.

Irene Robles-Lopez, Vice President of Student Affairs, Academic Advising and Retention conducted an overview of the activities related to advising. Here are some of the highlights: The implementation of a new mandatory student orientation, an advising training program, the formation of the Academic Advising Task Force, the design of the Art of Advising

Conference in 2016, and the creation of an advising committee to implement a college-wide assigned advising model for the college.

Board member Lee asked for a timeline to go college-wide with the assigned academic advising. Ms. Robles-Lopez noted that the goal is to implement this in the spring with the new to higher education students. There will be 12 positions assigned to the different divisions based on the reorganization, these individuals will be subject matter experts in those areas and serve as liaisons to the faculty.

Ms. Robles-Lopez was asked about the size of the caseloads they are expecting for spring. She will provide the Board with those numbers at a later time but it is not a very large number. The ratio is 1:600 college-wide but they expect less at phase-in because they will be focusing on new to higher education students. Board member Hanna expressed his concern that the College may not be staffed correctly to handle these numbers but the Board did state they want this plan to be a success.

The Board discussed making sure the website is updated regularly so that the information given to the students can be accessible on Pima's website.

Ms. Robles-Lopez noted that there will be a kick-off meeting to identify how the College wants to use the Starfish software and then a project management plan will be put in place to have the software up and running in August 2017.

Skype, BlueJeans, telephone and email is available to make sure advisors are accessible to all students.

Regarding Career and Workforce Development, Dr. Ian Roark, Vice President of Workforce Development provided some information to the Board. He noted that career readiness with employable skills needs to be more robust. The College has a community advisory board but we haven't really had a person to create internships along with tools and skills for our students. Mr. Roark has identified someone who will work with the student services program manager on the initiatives for workforce development.

Regina Suitt, Vice President of Adult Basic Education for College and Career shared information on the IBEST model and noted that Pima is following a Washington model.

Karrie Mitchell provided an update on GISS which took place in April 2016 in Phoenix. She reported on the Pima Community College Student Success Plan and modifications to the ontime registration.

Board Chair Hanna would like some input from administration on what kind of data the Board needs every month to be better informed.

Board member Lee suggested providing the Board with a mini description or status summary on the each of the initiatives.

To assist with measuring the College's effectiveness, Dr. Durán-Cerda noted students will have access to QR codes to assess different areas of student services. The codes, available in January, will allow students to provide feedback to the College.

Dr. Durán-Cerda noted that what they have provided today was the current policy but will bring forward a revised policy from the feedback they received from the Board today.

3. Developmental Education Program Policies

Dr. Jeff Thies, Dean of Developmental Education answered questions related to the Developmental Education Board Policy (BP) 3.12 and Administrative Procedures (AP) 3.12.01, 3.12.12, and 3.12.03.

Dr. Thies noted that he has received feedback from the 21 day comment period and has visited Faculty Senate and Staff Council for feedback on the policy. The Developmental Education Council met and adjusted the policy based on the feedback. All four policies will go to the Executive Leadership Team for a final review.

Board Chair Hanna would like to provide some feedback on the BP 3.12. In regards to the paragraph about comprehensive offering, he would like to add that the College would like to get students to their goal as quickly as possible. Dr. Thies asked if adding the term "efficiently" would help. Board member Stewart stated that we need to emphasize speed without out compromising quality or effectiveness. Dr. Thies noted that not everyone is successful in an accelerated model. Board Chair Hanna asked that Dr. Thies come up with an appropriate word to add to the policy.

Board member Lee recommended that "educational intent" be added to the first paragraph and add "Community" to Pima College to keep it consistent throughout the policy.

Board Chair Hanna also asked that "multiple measures" be mentioned in the last paragraph of the policy.

Dr. Thies noted that these terms were not added to the BP because the AP contains this language. He wants to keep the BP more general.

Dr. Thies received a question from a Board member about where adult education fits into this policy or whether or not it should have its own policy. Board member Lee noted that since this is a tough subject to handle, she has asked the Chancellor to bring it back at a later time. Regina Suitt stated the College needs to decide if they want to integrate the Adult Basic Education policy into the Developmental Education policy or keep it separate. If it is integrated they will need to reframe it. If it is kept separate, it will need its own policy. Chancellor Lambert suggested that an analysis be conducted on the pros and cons of each of the models and then bring it forward for a recommendation. Chancellor Lambert asked Ms. Suitt to draft a model.

In regards to AP 3.12.01-Placement, Board member Lee noted that PCC has a mandatory placement program and discussed a Florida model which allows a student to opt out of placement. She asked if Pima would consider a pilot program to allow students who are

Board of Governors Study Session Minutes – November 28, 2016 Page 4

highly motivated to sign a waiver to opt out of placement. Board member Stewart would be open to a pilot program but for students paying their own tuition. There may be constraints with federal money. Board Chair Hanna asked if advisors have the power to allow a student to bypass placement. Dr. Thies stated a student can get permission from faculty to take a class without the necessary pre-requisites; this is the only avenue he is aware of.

Board Chair Hanna is satisfied with the way the AP is written.

In regards to Section 3: Placement Process, Board Chair Hanna expressed his concern with fee charged after the number of attempts at taking the placement. Dr. Thies made an adjustment after receiving feedback. Dr. Thies also noted that a pre-placement tutorial is mandatory before taking the actual placement test.

Board Chair Hanna asked how multiple measures fits into this process. Dr. Thies noted that the student decides on whether he/she will provide the information to implement multiple measures. The students know about this option through advising and it can also be found on the website. Dr. Duran-Cerda added that students are alerted at New Student Orientation as well. Board Chair Hanna expressed his concern that students do not know about this option and feels we should be doing more to get the word out. Board member Stewart noted it should be mentioned up front in the testing center so they don't walk away after testing if they are unsatisfied with their scores. Board member Lee suggested printing information about the multiple measure option on the score sheet for the student to read.

Dr. Thies suggested that we should not provide the students with their scores after testing; they should be required to see someone to discuss their scores and options. Board member Lee asked if we are ready for this process. Dr. Lorraine Morales, President of East and Community Campus noted that all it will take for this to happen is for the Campus Presidents to give the ok. Board member Lee asked for the Presidents to make this happen.

The Board members discussed whether there should be a policy for this new process. Chancellor Lambert added that if this is an important value to the Board, there should be a BP created.

Board member Lee asked that administrators decide where this process best fits in the Board structure and come back with suggestions.

Board member Lee suggested Dr. Thies create an AP on multiple measures which will give authority for someone to override getting a student in based on multiple measures.

Secretary	 	 	
 Date		 	

The meeting adjourned at 6:09 p.m.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Number: 4.1(1) B

Contact Person
Chancellor's Office (206-4747)
i)

Recommendation:

Meeting Date: 2/8/17

The unapproved Minutes of the Special Meeting of December 14, 2016 are submitted for approval.

Approval

Chancellor_

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, December 14, 2016 at 1:00 p.m. in the Community/Board Room, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

Mark Hanna, Chair Martha Durkin, Vice Chair/Secretary Scott Stewart Demion Clinco Sylvia Lee

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor David Bea, Executive Vice Chancellor for Finance and Administration

Others

Anthony U. Martinez, J.D., Strategist & Lecturer in Ethics and Law

GENERAL MATTERS

Chairperson Hanna called the meeting to order at 1:09 pm.

ACTION ITEMS

Contract: Dual Enrollment Intergovernmental Agreement Location Amendments

Motion No. 201612-01

Sylvia Lee - M, Demion Clinco - S, to approve amendments to dual enrollment IGAs to add specific locations where dual enrollment activities are anticipated.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Contract: Pascua Yaqui Intergovernmental Agreement Location Amendment

Motion No. 201612-02

Demion Clinco-M, Scott Stewart-S, to approve an amendment to the educational services IGA to add the specific location where courses and related educational activities will be conducted.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED.**

Contract: Dual Enrollment Intergovernmental Agreement

Motion No. 201612-03

Scott Stewart – M, Demion Clinco – S, to execute a dual enrollment IGA with Western Maricopa Education Center to provide for courses in the field of veterinary care through June 30, 2018.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Resolution to endorse Chancellor's November 30, 2016 statement of student affirmation

Motion No. 201612-04

Demion Clinco – M, Martha Durkin – S, resolution to endorse Chancellor's November 30, 2016 statement of student affirmation.

Vote: Board members Sylvia Lee, Martha Hanna, Demion Clinco and Martha Durkin voted "aye" by voice vote. Scott Stewart voted "nay".

Motion CARRIED.

The Board briefly recessed at 2:38 pm The Board returned from recess at 2:45 pm

DISCUSSION ITEM

Budget Scenario Planning

Chancellor Lambert introduced Anthony U. Martinez, Strategist and Lecturer in Ethics and Law from the Eller College of Management, University of Arizona.

Dave Bea, Executive Vice Chancellor for Finance and Administration reported on the financial health of the College. Dr. Bea provided foundational information and budget scenarios. He discussed the College reorganization, strategic enrollment management, the Educational Master Plan (EMP) and financing the EMP with revenue bonds.

Board of Governors Special Meeting Minutes – December 14, 2016 Page 3

Dr. Bea reported that the Executive Leadership Team has been working with Anthony Martinez to develop these scenarios and the decisions made will be evidence-based, collaborative, transparent, and defensible. These decisions will also be openly and widely communicated. Dr. Bea provided a slide that included the FY18 Incremental Budget Scenario Examples; this can be found on our website.

Dr. Bea noted that there are some difficult decisions at hand, which include continued enrollment declines, the upcoming expenditure limitation problems and the need for strategic renewal and investments. There are some College reductions that need to be considered; reducing staff, eliminating obsolete programs, reducing locations, streamlining service delivery, decreasing benefit costs, and increasing contract and tuition revenues.

Dr. Bea would like Board and College community feedback on the budget scenario and is creating a communication plan which will include meeting with governance and leadership groups and forums on the Educational Master Plan and Budget. The College would also like external community feedback.

Dr. Bea noted that there have been previous discussions with the Board about operationalizing capital expenses and that there is very little to cut in operational expenses. Board Chair Hanna noted that facility cuts could help with operational expenses and we shouldn't write off that there is opportunity there.

Dr. Bea noted that the College has no debt and is a solid financial operation but wanted to discuss what the College's strategic priorities are. He discussed revenue bonds and the Boards ability to authorize the issuance of these bonds.

Dr. Bea provided the following budget scenarios:

- 1. Scenario A: Delay Impacts for Now and Larger Tuition Increases
 - a. Small to no reductions for FY18 and FY19. Plan for \$15 mil reduction in FY20
 - b. Continue to reduce via attrition
 - c. Mitigate cost increases and Expenditure Limitation impacts with larger tuition increases
 - d. No funding to implement Education Master Plan or other strategic changes until FY20
 - e. Large reduction pending due to Expenditure Limitation
- 2. Scenario B: Rejuvenate the College
 - a. Reduce current operations by \$5 mil per year in each of next 3 years
 - b. Identify programs for elimination and begin phasing out
 - c. Reduce infrastructure/staffing
 - d. Implement most of the first 5 years of the Educational Master Plan (EMP)
- 3. Scenario C: Revolutionize the College
 - a. Reduce current operations by about \$10 mil per year in each of next 3 years
 - b. Identify programs for elimination and begin phasing out
 - c. Eliminate at least one location

Board of Governors Special Meeting Minutes – December 14, 2016 Page 4

- d. Significantly reduce infrastructure/staffing
- e. Large and immediate investment in Educational Master Plan
- f. Ensure future financial stability and ability to grow

Dr. Bea reported that the College may need to look at eliminating programs, converting positions to FTE, streamlining service delivery, and decreasing benefits costs. The College will also look at annual leave, holidays and holiday closures as a way of cutting costs.

Dr. Bea reported that the College went through the whole fiscal crisis without any significant layoffs. Board member Lee noted that the College did eliminate positions but luckily we absorbed those into vacancies. She doesn't want make sure we don't forget that significant changes were made.

Dr. Bea reported that starting in January they will be going and communicating with governance leadership groups through forums to gather feedback.

Dr. Bea's final notes were that the College is in a good position, our expenditures are down and the College is going in the right direction but Pima faces some difficult challenges.

Board member Clinco noted that there was no mention of increasing student enrollment in the scenarios brought forward to the Board. He would like Dr. Bea to come back to report on a high-impact, rapid-response plan to turn our enrollment situation around. The College must transform the institution and get our hands around enrollment.

Board member Lee noted that she would like to see some scenarios with the input from faculty, staff, and administrators on what a reduction in force looks like for them. In regards to reducing low-impact programs, she would like to see, in a later report, how that will be determined.

Board Chair Hanna noted that increasing enrollment is also about having a good product to sell to people. The College must be able to deliver good instruction.

Board member Stewart noted that the College needs to be more aggressive when it comes to workforce programs that can satisfy business and industry needs.

The meeting recessed at 2:38 p.m.

The meeting resumed at 2:45 p.m.

Anthony Martinez, Strategist & Lecturer in Ethics and Law at the Eller College of Management, University of Arizona, reported on the process of crafting and executing strategy. Mr. Martinez's presentation included information on district-wide strategic directions and planning framework, strategic directions and goals for the educational master plan, the four key elements of a strategic balanced scorecard, the reverse strategic diagnosis approach and differentiating among directions, objectives and goals.

Board member Clinco agreed that the tools Mr. Martinez

Special Meeting Minutes – December 14, 2016
Page 5
Adjournment
The meeting adjourned at 6,07 mm
The meeting adjourned at 6:07 p.m.
Secretary
Date
Date

Board of Governors

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17 Item Number: 4.1(1) C

Item TitleContact PersonUnapproved Minutes of the Special Meeting to conduct
Executive Session on January 11, 2017Chancellor's Office
(206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to conduct Executive Session on January 11, 2017 are submitted for approval.

Approval

Chancellor_

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES January 11, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, January 11, 2017 at 3:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

Mark Hanna, Chair Demion Clinco Luis Gonzales Meredith Hay Sylvia Lee

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert Seth Shippee

Call to Order

Mark Hanna called the meeting to order at 3:02 p.m.

Motion for Executive Session

Motion No. 201701-01

Demion Clinco – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor's employment and assignment. A.R.S. § 38-431.03(A)(3) (legal advice). A.R.S. § 38-431.01(A)(4) (consultation and legal advice) and A.R.S. § 38-431.01(A)(5) (meet and confer).

Vote: All Board members present voted "aye" by voice vote. None were opposed. Motion carried.

Board of Governors Minutes	
Special Meeting – January 11, 2	2017
Page 2	

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 3:03 p.m.

Resumption of Open Session

The Board resumed Open Session at 4:24 p.m.

Adjournment

The meeting adjourned at 4:25 p.m.
Secretary
Date

PimaCountyCommunityCollegeDistrict Governing Board 4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17	Item Number: 4.1(1) D		
Item Title	Contact Person		
Unapproved Minutes of the Regular Meeting of January 11, 2017	Chancellor's Office (206-4747)		
Recommendation:			
The unapproved Minutes of the Regular Meeting of January 11, 20	017 are submitted for approval		
Approval Chancellor			
Lee D. Lambert, J.D.			

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Annual/Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 11, 2017 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Mark Hanna Demion Clinco Luis Gonzales Meredith Hay Sylvia Lee

REPRESENTATIVES TO THE BOARD

Martin Bastidas, Student Michael Tulino, Staff Carlo Buscemi, Adjunct Mays Imad, Faculty Brian Stewart, Administrator

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor

Christopher Albers, Chief of Police
Dave Bea, Executive Vice Chancellor for
Finance and Administration
Yira Brimage, Vice President of Student
Affairs and Engagement
Lisa Brosky, Vice Chancellor for External
Relations
Alison Colter-Mack, Assistant Vice
Chancellor for Human Resources
Aubrey Conover, Campus Vice President
David Doré, President, Northwest and
Downtown Campus

Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services, Acting

Esperanza Duarte, Special Assistant to the Chancellor, Acting

Suzanne Desjardin, Dean of Social Sciences and Student Affairs

Julian Easter, Assistant Vice Chancellor for Academic Affairs

Libby Howell, Executive Director for Media, Community and Government Relations

Irene Robles-Lopez, Vice President of Student Affairs, Academic Advising and Retention

Karrie Mitchell, Assistant Vice Chancellor, Enrollment Management and Student Affairs

Lorraine Morales, President, Community and East Campus

Melissa Moser, Executive Director of Financial Aid and Title IV Compliance

Bruce Moses, Assistant Vice Chancellor, Accreditation & Quality Improvement

Morgan Phillips, President, Desert Vista and West Campus

Nicola Richmond, Assistant Vice Chancellor, Institutional Research, Planning & Effectiveness

Ian Roark, Vice President of Workforce Development

Ted Roush, Campus Vice President Edgar Soto, Dean of Athletics, Fitness and Wellness

Greg Wilson, Dean of Applied Technology Darla Zirbes, Campus Vice President of East Campus

GENERAL MATTERS

Call to Order

Mark Hanna called the meeting to order at 5:30 p.m.

Pledge of Allegiance

Luis Gonzales led the Pledge of Allegiance.

Roll Call

NEW BUSINESS

Election of Board of Governors' Officers for 2017

Election of Chair of the Governing Board Motion No. 201701-02

Sylvia Lee – M, Demion Clinco – S, that Mark Hanna serve as Chairperson of the Board of Governors of the Pima County Community College District in 2017.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Election of Secretary of the Board Motion No 201701-03

Sylvia Lee - M, Meredith Hay - S, that Demion Clinco serve as a Secretary of the Board of Governors of the Pima County Community College District in 2017.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Proposed Annual Calendar of Regular Board Meetings, 2017

Motion to Adopt Annual Calendar of Regular Board Meetings in 2017 Motion No. 201701-04

Meredith Hay – M, Sylvia Lee – S, to approve the proposed Board of Governors Regular Meeting Calendar for 2017.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Proposed Annual Calendar of Board Study Sessions, 2017

Motion to Adopt Annual Calendar of Board Study Sessions in 2017 Motion No. 201701-05

Meredith Hay – M, Sylvia Lee – S, to approve the proposed Board of Governors Study Session Calendar for 2017.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Election of Arizona Association of District Governing Board's Representative 2017

Motion to elect Arizona Association of District Governing Board's Representative Motion No. 201701-06

Sylvia Lee-M, Luis Gonzales-S, that Luis Gonzales serves as representative to the Arizona Association of District Governing Boards (AADGB).

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Elect Advisory Committee Board Representatives

Motion to elect Board Representatives to the Human Resources Advisory Committee Motion No. 201701-07

Meredith Hay-M, Sylvia Lee-S, that Luis Gonzales serves as Board Representatives to the Human Resources Advisory Committee.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Motion to elect Board Representatives to the Finance and Audit Committee Motion No. 201701-08

Luis Gonzales-M, Demion Clinco-S, that Sylvia Lee serves as Board Representatives to the Finance and Audit Committee.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Motion to elect Board Representatives to the Finance and Audit Committee Motion No. 201701-09

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Meredith Hay-M, Sylvia Lee-S, that Demion Clinco serves as Board Representatives to the Finance and Audit Committee.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Recess

The meeting recessed at 5:46 p.m.

The meeting resumed at 5:48 p.m.

Incoming Board Chair Mark Hanna welcomed the audience to the first meeting of 2017.

GENERAL MATTERS

Public Comment – Call to Audience

Miguel Flores, Jr.-Opening blessing

Robert Saenz-Support for Mr. Gonzales on behalf of Los Vatos

Cecilia Cruz-To congratulate and welcome Luis Gonzales

Carol A. Gorsuch-To welcome new Board members

Ismael Ballesteros-Speaking as a future student in support of Luis Gonzales

Frank Velasquez, Jr.-To welcome new Board members

Sally Ann Gonzales-To congratulate the new Board members

Antonia Campoy-To congratulate Luis Gonzales

Silviana Wood-To welcome Luis Gonzales to Pima Community College

Joe Flores-To support Luis Gonzales

Arlene Muniz and Virginia Ortega-To welcome the new Board members on behalf of AFSME

David Morales-Introduce himself as the new Faculty Board Representative and welcome new Board members

Alonzo Garcia-To support Luis Gonzales

Uday Dalvi-To congratulate the new Board members

Santiago Benton-To give a blessing to Luis Gonzales in Mayo language

Frank Sotomayor-To congratulate the new Board members and show support of Luis Gonzales

Betts Putnam-Hidalgo-Welcomed Luis Gonzales

Margaret McKenna-To support Luis Gonzales

Lenny Mark-To offer positive words about Luis Gonzales and Pima Community College

Board Chair Hanna asked to take one item out of order. He moved the Student Representative Report in order to allow the student representative to leave the meeting early.

Student – Samantha Boettcher

There was no report.

Remarks by Governing Board Members

Board Chair Hanna thanked all employees for their help with the Higher Learning Commission visit, the report we received back and for being on track with 10 of 11 areas. He reported attending the Paramedic and Nursing graduations and the Aviation program orientation. Board Chair Hanna also noted that he was able to take a student to an advising session and was very impressed with the information provided at the session.

Board member Hay wanted to let the College and community know she is very excited to join the Board and work with everyone to make Pima great again. She stated that if anyone had any comments or ideas her door is always open.

Board member Gonzales stated he is honored to be serving on the Board. He thanked Martha Durkin for her service to the Board and wanted to recognize her work. He noted that he would like better communication between the College and the community. He would like to have conversations with different groups and educational institutions to engage the community to focus on student recruitment and community outreach to raise enrollment. He also noted that his door is always open. He also congratulated Pima student Martin Bastidas for running an excellent campaign against a popular candidate in our community.

Board member Lee congratulated Demion Clinco, Meredith Hay and Luis Gonzales. Board member Lee read the recent Higher Learning Commission report and noted that she is proud of what Pima has done so far to address the issues identified by HLC. Even though the College is still on notice for one item, assessing student-learning outcomes, she noted that Pima has come a long way in this area. She wanted to acknowledge everyone who made open admissions a reality again.

Board member Clinco congratulated the new Board members and welcomed everyone back from the break. Board member Clinco asked for a moment of silence for the tragic events that took place on January 8.

REPORTS

Administration Report

Accreditation Update – Bruce Moses

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement provided an update of events since the College left for break in December and what events are coming in the near future in regards to the Higher Learning Commission and the peer review report.

Board member Gonzales and Lee noted that they would like to see additional reports on the progress we have made towards the five areas of concern in the HLC report. Mr. Moses reported that quality checks would be done to address the gaps and prepare ourselves for the next comprehensive report.

Student Services - Nic Richmond

Nic Richmond, Assistant Vice Chancellor for Institutional Research, Planning and Effectiveness presented a brief overview of the mission key performance data as it relates to student services.

Reports by Representatives to the Board

Staff – Michael Tulino

Mr. Tulino reported on staff discussions of the College's budget and summer class offerings. Staff did not present a recommendation/concern to the Board.

Faculty – Mays Imad

Ms. Imad reported on the Faculty Senate elections, and All Faculty Day. Faculty did not present a recommendation/concern to the Board.

The Board members thanked Ms. Imad for her services to the Board

Chancellor's Report

The Chancellor started his report by welcoming everyone back from the Holiday break. Chancellor Lambert thanked each of the Board members for their services and is looking forward to the upcoming year.

Introduced Esperanza Duarte, Special Assistant to the Chancellor (Acting), Amanda Abens, Dean of Workforce Development and Continuing Education, and Dr. Christina Beckman-Brito, Dean of Communication (Acting) replacing Pat Houston.

Highlights of Chancellor's report included:

- Pima's relationship with Santa Cruz County and meeting with Governor Ducey
- Meeting with United States Ambassador
- Carlos Sada Solana, Mexican Ambassador meeting to present Pima with a check to support students of Mexican ancestry studying at Pima, this is the third check he has presented to Pima
- Diversity report
- Hiring of the executive director to oversee diversity efforts
- Educational Master Plan update
- Invite by Senator Farley to attend opening day of legislature/State of the State

Chancellor Lambert noted that we need to celebrate our success but that we still have a lot to do.

INFORMATION ITEMS

Financial Report — October 2016 Financial Statements

This item was noted as an information item.

Employment Information

This item was noted as an information item.

Adjunct Faculty Appointments

This item was noted as an information item.

Minimum Wage

This item was noted as an information item.

Administrative Procedure Changes

AP 2.20.01: Drug and Alcohol Free Environment – *Revised* was noted as an information item.

2017-2018 Academic Calendar

This item was noted as an information item.

ACTION ITEMS

Consent Agenda

Motion No. 201701-10

Moved items:

Item #4.1(2) Board Policy-Final Reading-[BP 3.12 Developmental Education-New] and Item #4.1(6) Contract: Sabino Electric Inc. was moved to #4.2 Other Action Items.

Demion Clinco-M, Sylvia Lee-S, to approve the Consent Agenda.

- (1) Approval of Minutes of the following meetings:
 - A. Study Session of October 28, 2016
 - B. Special Meeting to conduct Executive Session on November 2, 2016
 - C. Special Meeting to conduct Executive Session on November 7, 2016
 - D. Study Session of November 7, 2016
 - E. Special Meeting to conduct Executive Session on November 16, 2016
 - F. Regular Meeting of November 16, 2016
- (2) Curriculum Recommendations: New Program-Fitness and Wellness Specialist-Certificate for Direct Employment
- (3) Curriculum Recommendations: Multiple Certificate-Inactivations
- (4) Intergovernmental Agreement: Town of Sahuarita

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

OTHER ACTION ITEMS

Moved from Consent Agenda:

Board Policy-Final Reading-[BP 3.12: Developmental Education-New]

Motion No. 201701-11

Meredith Hay-M, Demion Clinco-S to approve the final BP 3.12 Developmental Education

Board member Gonzales asked to have this item moved from the Consent Agenda to Other Action Items because it was one of the issues in the HLC report and he only just had a chance to review it. Board member Gonzales directed his questions on the Board Policy (BP) to Dr. Dolores Duran-Cerda, Acting Provost focusing on the Administrative Procedures (AP).

Board member Gonzales noted the importance of BP 3.12 and the need for data to show the effectiveness of the policy. He noted the only way to know if this policy will work is if they see data on its effectiveness. He would like a report to come back to the Board after the fall semester has been completed so the Board does not have to guess if the policy works or not. He would like a measurement to tell if the College is progressing. He also stated how important this is to student success.

Board Chair Hanna noted that revisions were made to the Board policy after a study session in November. It is the responsibility of the administration to come up with Administrative Procedures for the policy. Board Chair Hanna made it clear the Board is only voting on the Board policy.

Board member Gonzales asked for the following amendment to the Board policy:

Luis Gonzales-M, Sylvia Lee-S amendment to policy BP 3.12 with the following language: The Board shall be presented with a comprehensive report on the effectiveness of the student success of these students for the fall of 2017 to include the following information: How many students completed the pre-placement tutorial but walked away? How many completed it and passed the placement test? How many were charged a fee to retake the test? How many completed it and returned for the Spring Semester? The report shall include the ethnicity, gender, and zip code for these students.

Vote: Mark Hanna, Meredith Hay, Sylvia Lee, and Demion Clinco voted "nay" by voice vote. Luis Gonzales voted "aye" by voice vote.

Motion FAILED

Board Chair Hanna stated they are voting on BP 3.12 as published in the Board packet

Vote: Mark Hanna, Meredith Hay, Demion Clinco and Sylvia Lee voted "aye" by voice vote. Luis Gonzales had no response.

Motion CARRIED

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Contract: Sabino Electric Inc

Board Chair Hanna asked that this item be pulled from Consent Agenda for a better explanation of the item.

Motion No. 201701-12

Meredith Hay-M, Sylvia Lee-S, to execute a contract with Sabino Electric Inc for the Arc Flash Analysis of the West Campus.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**

Contract: FY 17 CampusEAI Maintenance Renewal for College Portal and Mobile App

Motion No. 201701-13

Sylvia Lee-M, Demion Clinco-S, to approve the Maintenance Renewal agreement with CampusEAI for the College's Portal and Mobile App. Total costs are not expected to exceed \$133,000 for Fiscal Year 2017.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

Faculty Emeritus

Motion No. 201701-14

Meredith Hay-M, Sylvia Lee-S, to approve Charles Land and David Stephen, two retired faculty members as Pima Community College Faculty Emeriti.

Vote: All Board members present voted "aye" by voice vote. None were opposed. **Motion CARRIED**.

ADJOURNMENT

djournment	
he meeting adjourned at 7:38 p.m.	
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Oate	

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17 Item Number: 4.1 (2)

Item Title Contact Person

Sub-Recipient Grant Proposal: University Transportation

Centers (UTC) Program

Dr. Lorraine Morales
President
Community Campus
(520) 206-6577

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the grant for the Region 9 Pacific-Southwest University Transportation Centers Program located at Community Campus and awarded by the U.S. Department of Transportation. The College is a sub-recipient of the grant with University of Southern California as the lead and six four-year institutions as members; PCC is the only community college participating. The grant performance period is from September 30, 2016 through September 30, 2021. The award amount is \$492,850 over the five-year performance period.

Justification:

Since 2015, California colleges have implemented Geospatial Information Systems (GIS) workforce training, which has generated relevant technical career interest by engaging youth. The Region 9 Pacific-Southwest University Transportation Centers (UTC) Program provides funding with a focus on transportation curriculum and design.

The METRANS Transportation Center was created through a joint agreement between California State University Long Beach and the University of Southern California. METRANS and Community Campus are partnering with the Tohono O'Odham and Pascua Yaqui tribes to provide GIS workforce training. This will empower the tribes by augmenting their ability to document and quantify road and other infrastructure data through the use of GIS systems.

Pima Community College will utilize grant funds to incorporate GIS technology into Logistics and Supply Chain Management coursework. In addition, the grant will support offering Logistics and Supply Chain Management and Commercial Driver's License classes online. Existing PCC courses will be redesigned to include topics such as homeland security and border logistics concepts.

Terms of the Grant:

The UTC Program activities are focused on providing native students with opportunities to develop requisite technical and interdisciplinary skillsets in the GIS field, as well as develop soft skills such as leadership, interpersonal development, and project management.

The list below summarizes the program's planned services and activities:

(Continued)

Date: 2/8/17 Page 2

- Community outreach to underserved population
- Provide student support services to increase student success
- Redesign and implementation of 25 GIS, Transportation, and Truck Driving courses for online and module based learning

Financial Considerations:

The total grant amount received is \$492,850 for a 60-month period. The table below illustrates the grant budget:

Category	Year 1	Year 1 Year 2 Year 3 Year 4		Year 4	Year 5	Total Project
						Costs
Personnel:						
Redesign/ Logistics						
and Truck Driving						
(25 courses)	\$37,200	\$37,200	\$37,200	\$37,200	\$37,200	\$186,000
Program Coordinator						
(.50 FTE)	\$22,232	\$22,898	\$23,585	\$24,293	\$25,022	\$118,030
Workshop Instructor	\$1,369	\$1,369	\$1,369	\$1,369	\$1,369	\$6,845
Fringe Benefits						
(31%, 39%, 19.5%)	\$11,856	\$11,986	\$12,120	\$12,258	\$12,400	\$60,620
Travel: PI to						
California	\$983	\$983	\$983	\$983	\$983	\$4,915
Local travel	\$907	\$907	\$907	\$907	\$907	\$4,535
Supplies: Office						
Supplies	\$1,800	\$1,800	0	0	0	\$3,600
Contractual: Staff						
Development	\$400	\$400	\$400	\$400	\$400	\$2,000
Other: Outreach and						
Recruitment,						
Printing, Media	\$12,600	\$12,600	\$12,500	\$12,300	\$11,500	\$61,500
Direct Total:						
	\$89,347	\$90,144	\$89,065	\$89,710	\$89,781	\$448,046
Indirect Cost (10%)	\$8,935	\$9,014	\$8,906	\$8,971	\$8,978	\$44,805
Total	\$98,281	\$99,158	\$97,971	\$98,681	\$98,759	\$492,850

Institutional Commitment:

A grant requirement is providing cash contributions or In-Kind contributions at 100%. This provides the funder with assurance that the PCC will support the success of the grant by integrating the program into the larger structure of the institution through support from existing facilities, services, and personnel. Pima Community College – Community Campus has committed the following facilities, supplies and personnel as direct contributions to ensure the project's success.

Date: 2/8/17 Page 3

Category: In-Kind	Year 1	Year 2	Year 3	Year 4	Year 5	Total Project
Contribution						Costs
Personnel:						
Instructional,						
Adjunct and New						
Adjunct Faculty						
(Logistics),						
Redesign/Logistics						
and Truck Driving						
(5 courses)	\$69,380	\$70,687	\$62,734	\$64,121	\$65,550	\$332,472
Fringe Benefits						
(31%, 39%, 19.5%)	\$18,073	\$18,478	\$17,082	\$17,512	\$17,955	\$89,100
Supplies: year						
1:Office Equipment						
(desk, chair,						
desktop computer,						
laptop, printer,						
office phone, file						
cabinet), years 3-5	\$8,732	\$0	¢1 725	¢1 000	¢1 ∩10	\$8,732
office supplies			\$1,735	\$1,089	\$1,018	
Other: Media	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$65,000
Direct Total:	\$109,185	\$102,165	\$94,551	\$95,722	\$97,523	\$499,146
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Indirect Cost (10%)	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$109,185	\$102,165	\$94,551	\$95,722	\$97,523	\$499,146

College Plan Initiative:

This initiative falls under Strategic Direction 2, improve access and student success, specifically addressing:

- 2.3. Increase college enrollment, especially first-generation college students, students over 25, Hispanic students and other underrepresented populations
- 2.4. Increase the rate at which students with a transfer goal successfully transfer to a four-year college/university.

Approvals		
Contact Person	Lorraine Morales	
	Lorraine Morales	
Chancellor	A Service of the serv	
	Lee D. Lambert, J.D.	

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17 Item Number: 4.1 (3)

Item Title Contact Person

Contract: Grail Construction LLC William R. Ward II

Vice Chancellor, Facilities (206-2610)

Recommendation:

The Chancellor recommends the Governing Board authorize the Chancellor or designee to execute a contract with Grail Construction LLC for Northwest Campus, Building A, deck/roof repairs for an amount not to exceed \$106,669.

Vendor Selection & Justification:

The walkway and decking atop Building A at Northwest Campus has been closed because the deck/walkway is failing and cannot be accessed for safety reasons. The roof deck system consists of concrete pavers that have become unstable and some are broken. The walkway connects Building A, third floor to Building B, third floor.

The College followed the standard purchasing procedure for construction contracts. The Purchasing department managed the bid and vendor selection process and Grail Construction LLC was deemed the low responsive/responsible bidder with a bid amount of \$106,669.

Financial Considerations:

The contract costs will be funded from the College-wide capital project fund dedicated for the repair and replacement of sidewalks, walkways and stairways. The fund has sufficient balance from prior year capital fund approvals carried forward for this FY17 need.

Approvals

Contact Person

William R. Ward II

Chancellor

Lee D. Lambert, J. D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/8/17 Item Number: 4.2 (1)

Item Title Contact Person

Board Policy Substantive Changes – First Reading

Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

For your information, the Chancellor submits the first reading of the following substantive changes to Board Policies.

BP 1.05 Delegation of Authority to the Chancellor

Justification:

Following a comprehensive review, the Contracts and Purchasing Office within the Finance and Administration Department is in the process of significant revisions to the procedures governing contracts and purchasing. The proposed revisions include better alignment of College procedures with federal requirements that apply to College purchases and grants using federal funds. The updated procedures will clarify the review and approval process for the different types of agreements used at the College. These proposed changes will follow the inclusion and comment procedures used for adopting and revising administrative procedures.

The unit also reviewed the delegation of contracting authority to the Chancellor. The suggested revisions to Board Policy align the Chancellor's authority with the federal threshold for full competitive purchasing (i.e. now \$150,000 dollars). The College has not adjusted this level for many years. The proposed changes also clarify the categories of agreements that require Board authorization. Revision of the Board policy will complement the procedural changes underway.

Financial Considerations:

None.

Approvals	
Contact Person _	W 3 B
	David Bea, Ph.D.
Chancellor	A Service of the serv
	Lee D. Lambert, J.D.

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PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Delegation of Authority to the

Chancellor

Board Policy Number: BP 1.05 Adoption Date: 4/16/14

Schedule for Review & Update: Every three years Review Date(s): 5/4/16, 1/9/17

Revision Date(s): 4/11/14, 5/4/16, 1/9/17

Sponsoring Unit/Department: Board of Governors/Chancellor

Motion Number: 201404-03

Legal Reference: A.R.S. §§ 15-1444 through 15-1445;

FAR 1.000, et.al

Cross Reference:

The Chancellor serves as the Chief Administrator of Pima Community College, reporting directly to the Board of Governors. On an annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor's performance, including the progress in achieving the goals.

SECTION 1. The Chancellor's Role

The Board of Governors defines the role of the Chancellor as follows:

- A. Serves as primary link between the Board and the College's day-to-day operations.
- B. Provides information to the Board that is timely, accurate and clear about key issues that impact the College.
- C. Leads the development and execution of short and long term plans of the

College.

- D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.
- E. Oversees day-to-day operations of the College.
- F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

SECTION 2. Powers and Duties of the Chancellor

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.
- B. The Chancellor shall ensure that the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The Chancellor is authorized, to the extent permitted by law, to conduct the following on behalf of the College:
 - 1. Execute contracts on behalf of the College for the acquisition of goods, services, and construction up to the Simplified Acquisition Threshold amount as defined in the Federal Acquisition Regulations ("FAR") and is in effect of the College's then fiscal year; \$100,000 related to goods or services or to the lease of real property; execute contracts other than for the acquisition of goods, services, and construction up to \$150,000. other forms of agreement related to real property, except purchase, sale or permanent encumbrances. The authority to execute contracts does not include, intergovernmental agreements or contracts with architects and bank depositories;
 - 2. Dispose of equipment, personal property, and supplies which become surplus to the requirements of the <u>College-District</u> and which either (a) do not exceed a total item value of \$1500,000 original cost, or (b) result from a Board-approved capital project, using a process that promotes the best return of value for the College; and

- 3. Apply for external funds, as primary recipient or subrecipient, provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.
- 4. The authority granted under this Subsection C does not apply to (a) intergovernmental agreements; and (b) agreements for the purchase, sale, or permanent encumbrance of real property.
- D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.
- E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.
- F. The Chancellor shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

SECTION 3. The Chancellor's Limitations

As the Chief Administrator of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances involving College personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

SECTION 4. Monitoring the Chancellor's Performance

The Board shall conduct a formal evaluation of the Chancellor on an annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

- 1. Input from the Chancellor; and
- 2. Input from the College employees, students, and members of the public.