PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA APRIL 12, 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 Governing Board Recognition and/or Awards
 [The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements.]
 - 1.5 Public Comment Call to Audience

30 min.

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.

- 1.6 Procedural Action Item*
 [Proposal to limit duration of discussion and debate]
- 1.7 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

Date: 04/12/17 Page 2

2.1 Administration Reports

• Accreditation update – Bruce Moses

10 min.

• Institutional Effectiveness – Nic Richmond

10 min.

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

Board representative full reports

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.

[Information items are materials provided to the Board for reference only. A Board Member might ask a clarifying question, but no substantive discussion or action will be taken on the item at the meeting. Information item materials are included with the Board packet available at https://www.pima.edu/meeting-notices/documents.html or in some cases through a link included in the agenda.]

- 3.1 Financial Report February 2017 Financial Statements
- 3.2 Employment Information

[Appointments, acting assignments, retirements and separations]

- 3.3 Adjunct Faculty Appointments
- 3.4 Administrative Procedure Changes

[AP 3.11.01: Family Educational Rights and Privacy Act (FERPA),

Educational Records Compliance and Procedures — New]

[AP 6.06.01: Intellectual Property Ownership — New]

3.5 Administrative Procedure Transition Update

[RG-3001/A: Faculty Standards and Qualification — *Deletion*]

[RG-3502/D: Record of Student Complaints — *Deletion*]

[SPG 3104/AA: Catalog Information — *Deletion*]

[SPG-3105/AA: Curriculum Alignment, Unification and Placement — *Deletion*]

[SPG-3105/GA: Criteria for Placement of New Programs — *Deletion*]

- 3.6 Board Policy Substantive Changes First Reading
 - [BP 1.16: Institutional Effectiveness *Revised*]
 - [BP 3.31: Student Conduct and Ethics *Revised* (comment period ends April 13)]
- 3.7 Multiple Program Conversions from Concentrations to Stand-Alone Certificates
- 3.8 Placement Test Fee
- 3.9 Unclassified Pay Rates for Temporary Employment-Pay Rate Range Adjustment
- 3.10 Unclassified Pay Rates for Temporary Employment-Student Peer Mentor
- 4. Action Items
 - 4.1 Consent Agenda

5 min.

- (1) Approval of Minutes of the following meetings:
 - A. Study Session of February 27, 2017
 - B. Special Meeting to conduct Executive Session on March 8, 2017
 - C. Regular Meeting of March 8, 2017
- (2) Board Policy Final Reading

[BP 1:12: Chancellor Emeritus]

[BP 6.06: Intellectual Property Ownership]

- (3) Intergovernmental Agreement (IGA): Marana Unified School District No. 6 [One-year agreement for Educational Services to provide parent education, after school enrichment, and summer enrichment programs that will include Pima for Kids and Teen Scene classes at designated Marana school facilities. PCC will invoice MUSD for each student registered and any group enrollments.]

 MUSD No. 6 and PCC agreement
- (4) Intergovernmental Agreement: Arizona Small Business Development Center Network (AZSBDC) on behalf of Maricopa Community College District [To approve year two (2) of a three (3) year IGA to host the AZSBDC at PCC-Community Campus location. AZSBBDCN is responsible for contributing \$153,759 towards staffing costs. PCC will provide match funds of \$104,750 per year which has already been approved through the Strategic Initiative Process.] AZSBDC agreement
- (5) Intergovernmental Agreement: Town of Marana [To approve the acceptance of a one-year IGA for educational services to allow Pima County Community College District Workforce and Continuing Education Department to establish a framework to exchange services and/or goods for a fee that will benefit the Town of Marana and PCC. PCC will charge tuition to each student registered for these programs. At the conclusion of each class, PCC will make a payment to the Town in the amount of twenty-five percent (25%) of

the published tuition fee that PCC received from the Town of Marana student through direct registration.]

IGA: Town of Marana

- (6) Contracts: Books, eBooks, and Audiovisual Materials
 [To approve contracts for the purchase for books, eBooks, audiovisual and related materials. The College's annual library operation budget is \$750,000]
- (7) Contract: Increase to FY17 CampusEAI Maintenance Renewal for College Portal and Mobile App [Approve an increase of \$17,000 to the existing contract with Campus EAI. Total costs for Fiscal Year 2017 will increase from \$133,000 to \$150,000.]
- (8) Contract: Integrated Design Lab Equipment for Advanced Manufacturing Programs
 [To approve the purchase of integrated design lab equipment to expand and enhance the design, prototyping and testing capabilities of the Advanced Manufacturing programs in the Applied Technology division of Pima Community College. Spending previously approved for Perkins funding to purchase equipment.]

 Integrated Design Lab Equipment contract
- (9) Multiple Program Inactivations
- (10) Correspondence Education Approval [To approve the modality of correspondence education.]
- 4.1a Possible nomination for Chancellor Emeritus recognition*
- 4.2 Other Action Items
 - (1) Academic Year 2017-2018 Student Tuition and Service Fees 20 min. [To approve a \$3.00 increase to In-State Resident and Non-Resident (including Online and Summer) tuition, as well as International Fee of \$75.00 per semester, for the 2017-2018 Academic Year.]
 - (2) Capital Budget Plan for Fiscal Year 2018 20 min. [To approve the capital projects and estimated lifecycle for FY18. The budget includes \$7.9 million for capital projects in FY18.]
 - (3) Ongoing consideration of proposals from Santa Cruz County Provisional 25 min. Community College District (SCCPCCD)

 [To authorize the Chancellor to continue to explore the viability of proposals from SCCPCCD for a possible memorandum of understanding (MOU) with PCC that could eventually lead to an intergovernmental agreement (IGA) between SCCPCCD and PCC for the provision of educational services by PCC in Santa Cruz County.]

Adjournment

Regular Meeting May 10, 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.
- * **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

Meetin	g Date: 4/12/17	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	Governing Board Recognition and/or Awards					
1.5	Public Comment					
1.6	Procedural Action Item					
1.7	Remarks by Governing Board Members					
Appro	val					
Cha	Lee D. Lambert, J.D.					

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

REPORTS

Meeting	Date: 4/12/17	Item Number: 2			
	Item Title	Contact Person			
Reports		Chancellor's Office (206-4747)			
2.1	Administration Reports				
2.2	Reports by Representatives to the Board				
2.3	Chancellor's Report				
Approv	al				
Chan	cellor				

Lee D. Lambert, J.D.



Seven Deadly Muda

All activities at the College either add value in the eyes of our customer (students, community, other units) or they do not add value but instead take up time and resources. The muda identify sources of waste in processes.

Minimize these to improve institutional and operational effectiveness.

	The muda	- What it is	Example/s from PCC
	Defects	Errors or mistakes	Giving incorrect information to students; errors in reports
	Waiting	Waiting for input or for a preceding task to be completed	Students waiting for input from PCC; units waiting for input from other units
	Transport	Movement of materials that does not add value	Moving forms from campus to campus for needed signatures; students traveling between sites to complete tasks
	Overprocessing	Doing more work than needed to complete a task	Processes that require activities that do not bring value; structures that require multiple people to give approval
	Inventory	Storage of unneeded materials or products	Excess electronic records; storage of physical copies of student records or reports that are not needed
	Movement	Excess motion by employees to complete a task	Employee travel from campus to campus, disorganized workstations where items needed for a task are not together
7251 7252 7263 7251 7262 7263 7251 7262 7263	Overproduction	Production of things or services that are not needed by customers	Completing work or preparing reports that are no longer used by students, employees or the community



What is your best opportunity for improvement?



PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 4/12/17 Item Number: 3.1

Item Title Contact Person

Financial Report – February 2017 Financial Statements

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

Recommendation:

Attached are the financial statements showing preliminary 2016/17 results through February 2017. Time will be provided to discuss College fiscal matters.

Justification:

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

The February preliminary results indicate that total year-to-date revenue is higher than the total year-to-date expenditures by about \$16.4 million compared to approximately \$13.0 million higher in the previous year.

The preliminary results indicate that the College concluded February with total revenues in General and Designated funds higher than the previous fiscal year by \$0.5 million. Specifically, tuition and fees revenue has decreased by \$1.1 million, property tax revenue has increased by \$1.9 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 \$2.9 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$2.7 million primarily due to net vacancies and staff reduction. Services and supplies and other expenditures, excluding transfers, have decreased by \$0.2 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded February with a year to date increase in net position of about \$9.8 million. This is an increase compared to the previous year's increase of \$5.3 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 60.9 percent of budget, which is a lower percentage than the previous year. In absolute terms, year-to-date Personal Services

Date: 4/12/17 Page 2

expenditures were \$73.6 million, which is lower than the \$76.3 million amount from the same period of fiscal year 2016.

Services and Supplies expenditures are approximately 48.6 percent of the budget, which is a lower percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$16.7 million which is slightly lower than the \$16.9 million amount from the same period of fiscal year 2016.

Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of February was \$76.1 million, which is an increase of about \$2.8 million compared to the same time last year. This represents an increase of \$0.5 million in Total Assets/Deferred Outflow of Resources and a decrease of \$2.3 million in Total Liabilities/Deferred Inflow of Resources.

_							-
Α	n	n	r	^	1/	2	le
$\boldsymbol{-}$	v	v		v	v	а	ıJ

Contact Person

David Bea, Ph.D.

Chancellor_

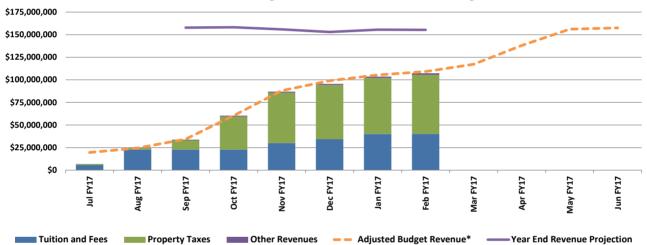
Lee D. Lambert, J.D.

Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Eight Months Ending February 28, 2017

(Preliminary)		F'	Y 20	FY 2015/16				
		Adjusted Year to Date				Υ	ear to Date	
	Aı	nnual Budget		Actuals	%		Actuals	%
Revenues								
Tuition and Fees	\$	47,180,000	\$	40,193,044	85.2 %	\$	41,265,104	76.8 %
Property Taxes		107,347,000		65,431,781	61.0 %		63,518,389	60.9 %
Other Revenue		2,976,000		1,708,990	57.4 %		2,043,680	59.3 %
Total Revenues	\$	157,503,000	\$	107,333,815	68.1 %	\$	106,827,173	66.1 %
<u>Expenditures</u>						l		
Personal Services		120,781,053		73,572,321	60.9 %		76,278,778	61.1 %
Services and Supplies		34,416,535		16,713,535	48.6 %		16,924,334	50.0 %
Other Expenditures (excl. Transfers)		1,570,109		600,339	38.2 %		577,737	28.5 %
Total Expenditures	Ś	156,767,697	\$	90,886,195	58.0 %	\$	93,780,849	58.3 %

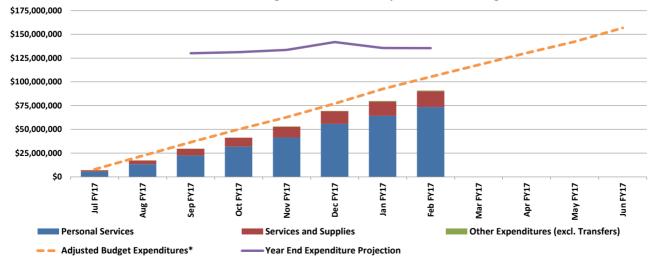
Net \$ 16,447,620 \$ 13,046,324

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 Eight Months Ending February 28, 2017

(Preliminary)				FY 20	16/	17				Y 2015/16
	G	eneral &	-	Auxiliary &						Prior Year
	D	esignated		Restricted		Plant &		Total		Totals as of
		Funds		Funds	0	ther Funds		All Funds	Feb	oruary 29, 2016
Operating Revenues		1 0.110.0		1 0110.0				7 7 0.110.0		, _0, _0_0
Tuition and Fees	\$	40,193,044	ς	1,469	\$	998,019	ς	41,192,532	\$	42,316,913
Contracts	Ţ	1,151,886	Ţ	1,403	Ţ	330,013	Y	1,151,886	,	1,535,066
Auxiliary Enterprises		1,131,000		484,566				484,566		776,823
Commission and Rents		15,000		240,600				255,600		189,512
Other Operating Revenues		241,049		238,663		4,712		484,424		531,018
Total Operating Revenues		41,600,979		965,298		1,002,731		43,569,008		45,349,332
Nonoperating Revenues										
State Appropriations										
Property Taxes		65,431,781				(296)		65,431,485		63,516,236
Federal Grants		38,343		30,860,861		(230)		30,899,204		34,158,098
State and Local Grants		37,203		928,969				966,172		1,166,421
State Shared Sales Taxes		37,203		1,380,550				1,380,550		1,344,035
Gifts				36,121				36,121		37,104
Investment Income		225,509		7,077				232,586		247,474
Net Nonoperating Revenues		65,732,836		33,213,578		(296)		98,946,118		100,469,368
Total Revenues	\$ 1	.07,333,815	\$	34,178,876	\$	1,002,435	Ś	142,515,126	\$	145,818,700
Operating Expenses									ĺ	
Educational and General										
Instruction		31,187,163		2,259,564		218,691		33,665,418		34,734,814
Academic Support		14,125,079		2,255,569		533,351		16,913,999		17,967,938
Student Services		15,641,196		2,156,922		156,341		17,954,459		17,984,401
Institutional Support		21,115,620		(268,729)		444,934		21,291,825		22,159,145
Operation and Maintenance of Plant		7,945,221		1,148,253		922,195		10,015,669		10,421,960
Depreciation						4,863,612		4,863,612		5,308,841
Student Financial Aid		871,916		26,713,775				27,585,691		31,545,944
Auxiliary Enterprises				433,278				433,278		437,913
Contingency Total Operating Expenses	Ś	90,886,195	\$	34,698,632	Ś	7,139,124	Ś	132,723,951	\$	140,560,956
						· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·		
Income Before Other Expenses	\$	16,447,620	\$	(519,756)	\$	(6,136,689)	\$	9,791,175	\$	5,257,744
ransfers		(2,831,347)		(2,872,603)		5,703,950				
Capital Appropriations										
Capital Gifts and Grants										28,500
Increase (Decrease) in Net Position	\$	13,616,273	\$	(3,392,359)	\$	(432,739)	\$	9,791,175	\$	5,286,244
Net Position									1	
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	\$ ((53,798,619)	\$	10,938,242	\$	118,938,838	\$	76,078,461	\$	73,272,188
Total Net Besition Full-fibration		-t V	:	V			۲.	2 000 272	-	
Total Net Position - End of Period: C	urrer	π year vs. Pr	ior	rear		:	Ş	2,806,273		



Summary of Expenditures - General & Designated Funds - Actuals vs. Budget Year To Date For Eight Months Ending February 28, 2017

	FY 2016/17						FY 2015/16			
	Adjusted		Year to Date			Available	Year to Date			
	Annual Budget		Actuals	%		Budget		Actuals	%	
Expenditures by Function						_				
Educational and General										
Instruction	\$ 54,678,256	\$	31,187,163	57.0 %	\$	23,491,093	\$	32,133,844	55.6 %	
Academic Support	24,814,939		14,125,079	56.9 %		10,689,860		14,711,462	58.1 %	
Student Services	29,053,562		15,641,196	53.8 %		13,412,366		16,219,057	56.0 %	
Institutional Support	36,190,429		21,115,620	58.3 %		15,074,809		21,274,476	55.1 %	
Operation and Maintenance of Plant	14,213,775		7,945,221	55.9 %		6,268,554		8,406,136	60.0 %	
Student Financial Aid	1,366,473		871,916	63.8 %		494,557		1,035,874	84.6 %	
Other Expenses										
Transfers	2,831,347		2,831,347	100.0 %				(2,190,800)	93.8 %	
Fund balance reserved for contingency	4,685,219		, ,			4,685,219		(, , ,		
Total Expenditures by Function	\$ 167,834,000	\$	93,717,542	55.8 %	Ś	74,116,458	\$	91,590,049	54.8 %	
Total Experiances by Function	7 107,034,000	<u> </u>	33,717,342	33.0 /0	Υ	74,110,430		31,330,043	34.0 /0	
Expenditures by Account										
Personal Services										
Administrative Personnel	\$ 6,356,237	\$	3,943,154	62.0 %	\$	2,413,083	\$	4,174,615	63.6 %	
Faculty	21,452,961	·	14,153,206	66.0 %	·	7,299,755	'	14,849,817	61.9 %	
Additional Compensation - Faculty	1,375,804		662,975	48.2 %		712,829		669,733	47.6 %	
Adjunct Faculty	11,412,900		8,027,781	70.3 %		3,385,119		8,005,949	65.8 %	
Classified Staff	46,910,433		27,422,755	58.5 %		19,487,678		28,785,887	60.3 %	
Other Compensation	4,449,765		2,419,537	54.4 %		2,030,228		2,442,223	57.4 %	
Student Employment / Workstudy	., ,		_,,	•,.		_,,,,,		_, : :=,===		
Fringe Benefits	28,822,953		16,942,913	58.8 %		11,880,040		17,350,554	60.3 %	
Total Personal Services	120,781,053		73,572,321	60.9 %		47,208,732		76,278,778	61.1 %	
Camilians and Complian										
Services and Supplies Communications and Utilities	6,332,686		2,940,643	46.4 %		3,392,043		3,185,399	51.0 %	
Travel	2,911,538		714,241	24.5 %		2,197,297		913,461	30.7 %	
Contractual Services	13,790,098		7,779,702	56.4 %		6,010,396		7,219,745	52.5 %	
Supplies and Materials	7,075,597		2,205,471	31.2 %		4,870,126		2,304,135	32.9 %	
Student Financial Aid				63.8 %				1,035,874	84.6 %	
	1,366,473		871,916			494,557				
Current Fixed Charges Total Services and Supplies	2,940,143 34,416,535		2,201,562 16,713,535	74.9 % 48.6 %		738,581 17,703,000	-	2,265,720 16,924,334	86.7 % 50.0 %	
· · · · · · · · · · · · · · · · · · ·	0 1, 120,000		_0,: _0,: 0	1010 / 0					50.075	
Capital Equipment	446,680		258,301	57.8 %		188,379		300,440	58.6 %	
Transfers	2,831,347		2,831,347	100.0 %				(2,190,800)	93.8 %	
Other Expenditures	1,123,429		342,038	30.4 %		781,391		277,297	18.3 %	
Contingency and Reserves	8,234,956					8,234,956				

Total Net Position: Current Year vs. Prior Year

Statement of Net Position February 28, 2017

			FY 20	16/17		1	Y 2015/16
	General &	Aux	iliary &			T	otal All Funds
	Designated	Res	tricted	Plant &	Total	P	rior Year as of
	Funds	F	unds	Other Funds	All Funds	Feb	oruary 29, 2016
Assets							
Current Assets Cash and Cash Equivalents	\$ 23,358,595	¢	9,739,169	\$ 16,533,340	\$ 49,631,104	\$	41,128,78
Short-term Investments	25,263,876	Ş	9,739,109	\$ 10,555,540	25,263,876	۶	25,137,33
Receivables:	23,203,670				23,203,670		23,137,33
Property Taxes	4,495,248			12,131	4,507,379		4,382,31
Accounts (net of allowances)	5,700,301			12,131	5,700,301		5,808,64
Government Grants and Contracts	5,: 53,555		1,186,602		1,186,602		1,912,84
Student Loans			,,	61	61		2,38
Other	238,599		22,491	234,008	495,098		1,183,10
Inventories	127,091				127,091		132,38
Prepaid Expenses	578,026			27,879	605,905		826,02
Total Current Assets	59,761,736	:	10,948,262	16,807,419	87,517,417		80,513,82
Noncurrent Assets							
Restricted Cash and Cash Equivalents				966,044	966,044		80,50
Notes Receivable (net of allowances)							
Other Long-term Investments	31,248,538				31,248,538		30,966,19
Investments in Capital:							
Land				15,291,311	15,291,311		15,291,31
Buildings & Leasehold improvements				00 044 544	00 044 544		04 222 20
(net of depreciation) Construction in Progress				80,011,514	80,011,514		84,332,29
Equipment (net of depreciation)				4,639,394	4,639,394		5,422,44
Library Books (net of depreciation)				1,817,343	1,817,343		1,814,12
Total Noncurrent Assets	31,248,538			102,725,606	133,974,144	-	137,906,86
Total Assets	\$ 91,010,274		,948,262	\$ 119,533,025	\$ 221,491,561	\$	218,420,68
Total Deferred Outflows of Resources	\$ \$ 13,787,355	\$	-	\$ -	\$ 13,787,355	\$	16,340,33
<u>Liabilities</u> Current Liabilities							
Accrued Payroll and Benefits							
	6 127 762				6 127 762		4 166 39
•	6,127,762 (174 469)		10.020	126.850	6,127,762 (37,599)		, ,
Accounts Payable and Accrued Liabilities	6,127,762 (174,469)		10,020	126,850 467.337	(37,599)		680,86
•	(174,469)		10,020	126,850 467,337	(37,599) 467,337		680,86 417,95
Accounts Payable and Accrued Liabilities Deposits Held in Custody		1	10,020 10,020	-,	(37,599)		680,86 417,95 4,494,53
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities	(174,469) 4,568,573	1		467,337	(37,599) 467,337 4,568,573		680,86 417,95 4,494,53
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities	(174,469) 4,568,573			467,337	(37,599) 467,337 4,568,573		680,86 417,95 4,494,53 9,759,74
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities	4,568,573 10,521,866			467,337	(37,599) 467,337 4,568,573 11,126,073		680,86 417,95 4,494,53 9,759,74 5,25
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue	(174,469) 4,568,573 10,521,866 5,250			467,337	(37,599) 467,337 4,568,573 11,126,073 5,250		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities	4,568,573 10,521,866 5,250 3,441,777			467,337	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability	4,568,573 10,521,866 5,250 3,441,777 133,407,309	\$		467,337	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309	\$	680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336		10,020	467,337 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336	\$	680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202		10,020	467,337 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409	\$	680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336		10,020	467,337 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336	\$	680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202		10,020	467,337 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409	\$	680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions Total Deferred Inflows of Resources Net Position	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ -	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83 21,443,00
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83 21,443,00
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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:	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ 101,759,562	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83 21,443,00
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ 594,187 \$ - 101,759,562 56,921	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046 101,759,562 56,921		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83 21,443,00 106,860,17
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ 101,759,562	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046		680,866 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,83 21,443,00 106,860,17 170,58
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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)	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ 594,187 \$ - 101,759,562 56,921	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046 101,759,562 56,921 744,846		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 21,443,000 21,443,000 106,860,17 170,58 66,40
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202 11,220,046 \$ 11,220,046	\$	10,020	\$ 594,187 \$ 594,187 \$ - 101,759,562 56,921 744,846	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046 101,759,562 56,921 744,846 1,340,558		4,166,39 680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,830 21,443,000 21,443,000 170,58 66,40 1,168,50 (34,993,48
Accounts Payable and Accrued Liabilities Deposits Held in Custody Current Portion of Long-term Liabilities Total Current Liabilities Noncurrent Liabilities Unearned Revenue Long-term Liabilities Net Pension Liability 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)	4,568,573 10,521,866 5,250 3,441,777 133,407,309 136,854,336 \$ 147,376,202	\$	10,020	\$ 594,187 \$ 594,187 \$ - 101,759,562 56,921	(37,599) 467,337 4,568,573 11,126,073 5,250 3,441,777 133,407,309 136,854,336 \$ 147,980,409 11,220,046 \$ 11,220,046 101,759,562 56,921 744,846		680,86 417,95 4,494,53 9,759,74 5,25 3,552,92 126,727,90 130,286,08 140,045,830 21,443,000 106,860,17 170,58 66,40

\$ 2,806,273

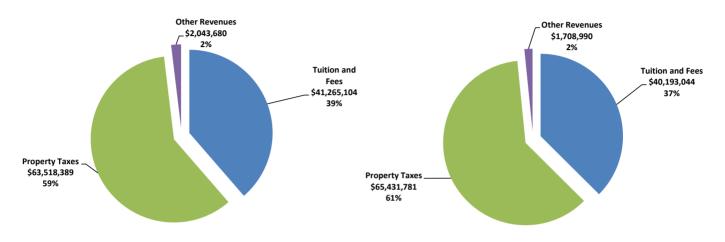
General & Designated Fund Revenue Year to Date Comparison with Prior Year

General & Designated Funds YTD Revenues - FY16 - Prior Year

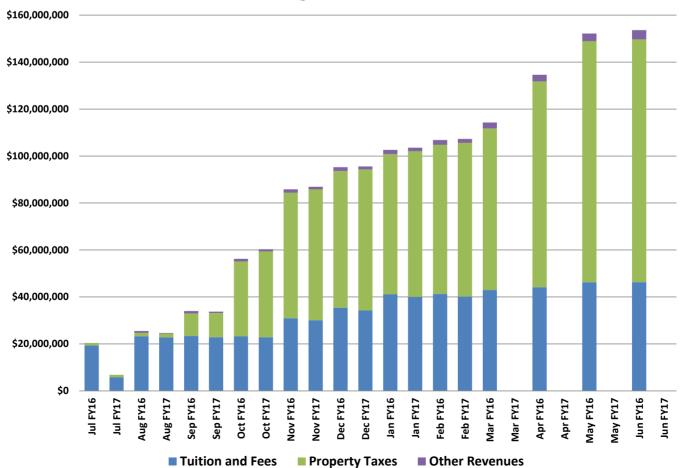
For the Eight Months Ending February 29, 2016 Total of \$106,827,173

General & Designated Funds YTD Revenues - FY17 - Current Year

For the Eight Months Ending February 28, 2017 Total of \$107,333,815



General & Designated Funds YTD Revenues

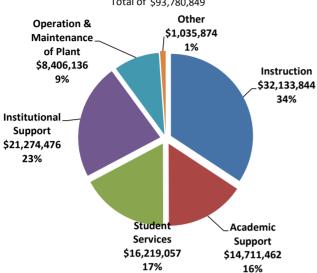




General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

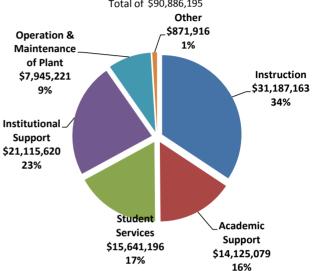
General & Designated Funds YTD Expenditures by Program - FY16 - Prior Year

For the Eight Months Ending February 29, 2016 Total of \$93,780,849

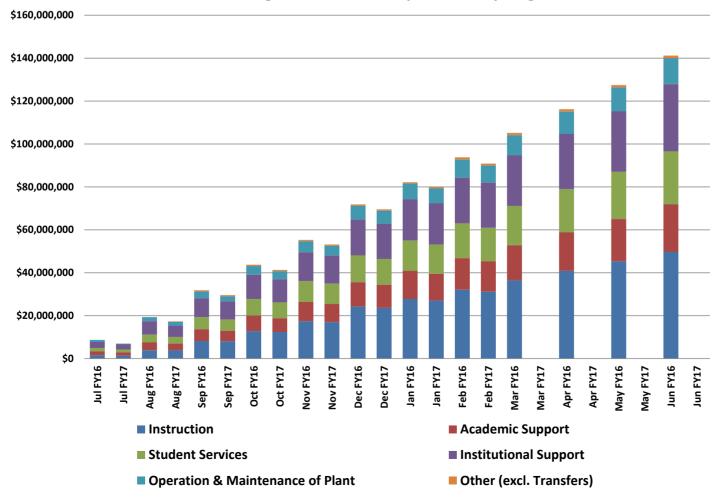


General & Designated Funds YTD Expenditures by Program - FY17 - Current Year

For the Eight Months Ending February 28, 2017 Total of \$90,886,195



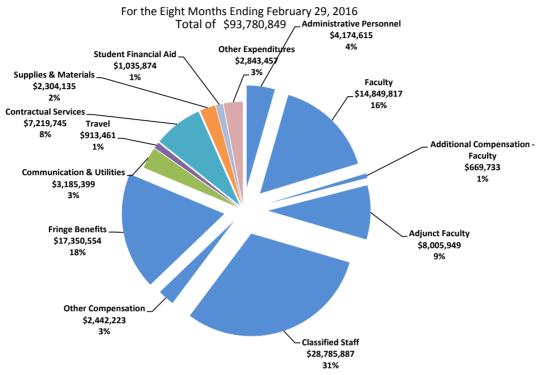
General & Designated Funds YTD Expenditures by Program



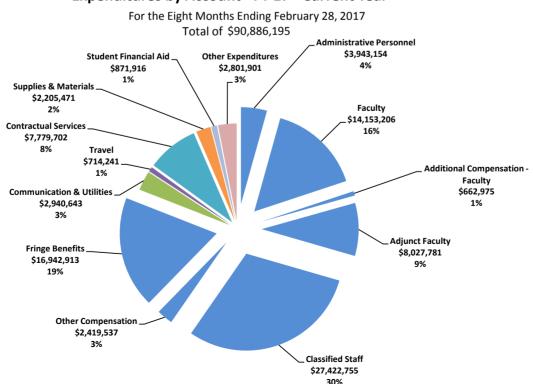


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

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

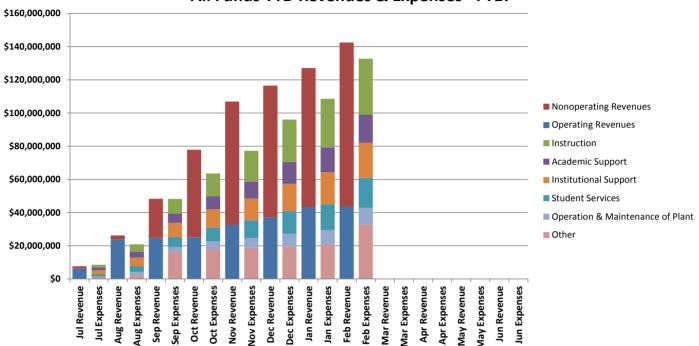


General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 17 - Current Year



All Funds Revenue & Expenses Year to Date Current Year







Glossary for Financial Reports

Statement of Net Position

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

Inventories

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.

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.

	Financial	

Glossary for Financial Re	eports
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 Liabilities Current 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

galleries

	5) = Np 5 11 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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, research, and public service. It includes the following activities:

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

providing administrative support and management direction to the three primary missions

Academic administration (including academic deans but not department chairpersons) and personnel

Media, such as audio-visual services, and technology, such as computing support

Separately budgeted support for course and curriculum development

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.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17 Item Number: 3.2

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:

Staff:

Batson, Elizabeth Student Services Specialist, Veteran Services

Rate of Pay: \$18.83 Start Date: \$03/27/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Veterans Certifying Official and Online Registration

Jacobo, Elvia Student Services Specialist, Veteran Services

Rate of Pay: \$18.83 Start Date: \$03/27/2017

Highest Degree Earned: Associate of Arts, Business Administration

Awarding Institution: Pima Community College Most Recent Previous Job: Student Services Technician

Lelafu, Norma-Lee Public Safety Dispatcher

Rate of Pay: \$17.77 Start Date: \$03/27/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Order Entry Specialist

Oquendo, Christopher Public Safety Dispatcher

Rate of Pay: \$17.77 Start Date: 03/06/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Military Police

Rodriguez, Yvette Student Service Advisor

Rate of Pay: \$50,383

Page 2

Start Date: 04/03/2017

Highest Degree Earned: Bachelor of Arts, Mexican American Studies

Awarding Institution: University of Arizona Most Recent Previous Job: Program Specialist

Stearman, Michealla Public Safety Dispatcher

Rate of Pay: \$17.77 Start Date: \$03/27/2017

Highest Degree Earned: No Post-Secondary Degree

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

Thompson, Jeremy Student Services Advanced Specialist, Veteran Services

Rate of Pay: \$21.71 Start Date: \$03/27/2017

Highest Degree Earned: Bachelor of Arts, Political Science/International Relations

Awarding Institution: Pima Community College Most Recent Previous Job: Student Services Technician

VanderPol, Diane College Director of Library Services

Rate of Pay: \$94,174 Start Date: 07/03/2017

Highest Degree Earned: Master of Library Sciences

Awarding Institution: Syracuse University

Most Recent Previous Job: Associate Director - Library and Learning Commons

Temporary:

Abel, Erin

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$03/06/2017

Highest Degree Earned: Master of Science, Environmental Science

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

Acosta, Lauren

Title: Instructor
Rate of Pay: \$33.26
Start Date: 02/20/2017

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

Most Recent Previous Job: Instructor

Page 3

Aguilar, Mercedes

Title: Support Assistant

Rate of Pay: \$13.54 Start Date: \$03/04/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Finance Associate

Aguiniga, Ubaldo

Title: Coach

Rate of Pay: \$6,000 Stipend Start Date: 02/20/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Administrative Assistant

Bernal, Maya

Title: Tutor
Rate of Pay: \$10.00
Start Date: 02/27/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Sales Associate

Besich, Zachary

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$02/20/2017

Highest Degree Earned: Bachelor of Science, Molecular and Cellular Biology

Awarding Institution: University of Arizona Most Recent Previous Job: Associate Scientist

Biddulph, Gabrielle

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 03/07/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Crew Member

Chen, Ashley

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$17.017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Baking and Pastry Instructor

Page 4

Cowart, Jonathan

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 03/20/2017

Highest Degree Earned: No Post-Secondary Degree

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

Dent, Jennifer

Title: Instructor
Rate of Pay: \$33.26
Start Date: 03/13/2017

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

Most Recent Previous Job: Nurse

De La Riva, Patricia

Title: Instructor
Rate of Pay: \$21.38
Start Date: 04/12/2017

Highest Degree Earned: Bachelor of Science, Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Customer Service Representative

Domer, Timothy

Title: Instructor
Rate of Pay: \$33.26
Start Date: 03/06/2017

Highest Degree Earned: Doctor of Medicine
Awarding Institution: University of Cincinnati
Most Recent Previous Job: Palliative Medicine Specialist

Habensus, Iva

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$02/16/2017

Highest Degree Earned: Bachelor of Science, Chemistry

Awarding Institution: University of Arizona

Most Recent Previous Job: Summer Intern

Haley, Lydda

Title: Public Safety Dispatcher

Rate of Pay: \$17.77 Start Date: 03/03/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: 911 Dispatcher

Page 5

Henriks, Russell

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 02/27/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: English Tutor

Jones, Cassondra

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 03/08/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Bartender/Barista

Menehune, Eric

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 03/27/2017

Highest Degree Earned: No Post-Secondary Degree

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

Norzagaray, Marisol

Title: Instructor
Rate of Pay: \$21.38
Start Date: 03/04/2017

Highest Degree Earned: Bachelor of Science, Mathematics

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

Pederson II, Dale

Title: Instructor
Rate of Pay: \$21.38
Start Date: 03/10/2017

Highest Degree Earned: Master of Education

Awarding Institution: Northern Arizona University
Most Recent Previous Job: Information Technology Analyst

Reyes, Krystal

Title: Instructional Aide (Note Taker)

Rate of Pay: \$10.00 Start Date: \$03/04/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Customer Service Representative

Date: 4/12/17 Page 6

Rosales, Marcus Ray

Title: Tutor
Rate of Pay: \$10.00
Start Date: 02/21/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Ride Attendant

Wagenberg, Danna

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 02/08/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Personal Care Provider

Worden, Skip

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 02/15/2017

Highest Degree Earned: Doctor of Philosophy, Environment of International Business

Awarding Institution: University of Pittsburgh Most Recent Previous Job: Publisher and Writer

Acting Assignments:

Chaves, Seana

Effective: 03/27/2017

From: Support Specialist To: Support Specialist

Melfi, Hal

Effective: 03/04/2017

From: Trades/Maintenance Supervisor
To: Facilities and Operations Manager

Retirements:

Acosta, Michael

Police Sergeant

DO – Public Safety Operations

Start Date: 12/05/2011 End Date: 02/17/2017

Page 7

Arroyo, Antonio P.

Educational Support Faculty - Librarian

DV – Academic Services Start Date: 08/19/1996 End Date: 05/19/2017

Frailey, Martha L.

Instructional Faculty

DC – Communications

Start Date: 01/08/1990 End Date: 05/19/2017

Height, Roland Z.

Instructor

DV – Workforce and Business Development

Start Date: 03/25/1996 End Date: 04/03/2017

Juarez, Lucille L.

Student Services Specialist

WC - Enrollment Services

Start Date: 11/13/1978 End Date: 03/10/2017

Labuda, Joseph K.

Educational Support Faculty - Librarian

WC – Academic Services Start Date: 07/31/1980 End Date: 06/30/2017

Lancaster, Cynthia A.

Instructional Faculty

WC - Communications

Start Date: 08/15/2007 End Date: 05/18/2017

McLaughlin, Barbara J.

Instructional Faculty

DV – Arts & Humanities Start Date: 08/19/1996 End Date: 05/18/2017

Pernell, Anna N.

Information Technology Technician

DC – Campus Staff

Start Date: 10/02/2000 End Date: 06/30/2017

Date: 4/12/17 Page 8

Romero, Bodel V.

Student Services Specialist WC – Enrollment Services Start Date: 06/28/1977 End Date: 03/10/2017

Sadatmousavi, Mehdi

Instructional Faculty WC – Mathematics

Start Date: 01/08/2008 End Date: 05/18/2017

Separations:

Baron, Glenn

Instructional Faculty
NW – Hotel and Restaurant Management

End Date: 05/18/2017

Du, Ester E.

Instructor

DV – Workforce and Business Development

End Date: 04/14/2017

Estrada, Miguel R.

Facilities and Operations Superintendent DO – Plant Operations End Date: 03/06/2017

Burns, Bobby

Student Services Advanced Specialist NW – Enrollment Services

End Date: 02/27/2017

Katcher, Andrew V.

Support Coordinator DC – President's Office End Date: 03/10/2017

Kozubal, Michael J.

Trades/Maintenance Specialist DO – Plant Operations

End Date: 03/01/2017

Date: 4/12/17 Page 9

Mabon, Ross D.

Trades/Maintenance Specialist DO – Environmental Health and Safety Operations

End Date: 03/31/2017

2014-17 Strategic Plan:

Employment Information not applicable

Approvals

Contact Person

D.C. Berryman

Chancellor

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 3.3

Item Title Contact Person

Adjunct Faculty Appointments

Dolores Duran-Cerda, Provost and Executive Vice Chancellor (Acting) (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: Blake, Ph.D., Cheryl K.
Discipline(s): Biology (Academic/Transfer)

Start Date: 3/20/17

Education: Bachelor of Arts, Microbiology; Master of Arts, Microbiology; Doctor of

Philosophy, Microbiology, all degrees awarded by Indiana University,

Bloomington, Indiana

Experience: Over fourteen years of experience teaching biology courses for Pima Community

College as previous full time faculty and as an adjunct faculty.

Name: Cubillas, Jocelyn Z.

Discipline(s): Non-Didactic Nursing (Occupational/Workforce)

Start Date: 2/22/17

Education: Bachelor of Science, Nursing, Northern Arizona University, Flagstaff, Arizona

Experience: Over four years of work as an emergency center registered nurse.

Name: Davis, Luis Carlos

Discipline(s): Spanish (Academic/Transfer) Digital Arts (Occupational/Workforce)

Start Date: 3/20/17

Education: Bachelor of Science, Spanish; Master of Arts, Latin American Studies, both

degrees awarded by University of Arizona, Tucson, Arizona

Experience: Over 10 years of work experience as a media technician.

Date: 4/12/17 Page 2

Name: Dinius, Brenda S.

Discipline(s): Education (Academic/Transfer), Education – General/Post degree

(Academic/Transfer), English as a Second Language (Developmental)

Start Date: 8/2317

Education: Bachelor of Science, Speech and Hearing Sciences; Master of Arts, English as a

Second Language, both degrees awarded by University of Arizona, Tucson, Arizona; Master of Science, Clinical Speech Pathology, Northern Arizona

University, Flagstaff, Arizona

Experience: Over 16 years of work experience as a middle school teacher.

Name: Estes, Lisa L.

Discipline(s): Radiologic Technology (Occupational/Workforce)

Start Date: 2/26/17

Education: Associate of Applied Science, Radiologic Technology, Pima Community College,

Tucson, Arizona

Experience: Over nine years of work experience as a radiology technologist working in a

hospital setting.

Name: Gregory, Dianne K.

Discipline(s): Writing (Academic), Literature (Academic), Humanities (Academic), General

Technical Writing (Academic)

Start Date: 2/8/17

Education: Bachelor of Arts, English, University of Northern Iowa, Cedar Falls, Iowa;

Master of English, University of Northern Iowa, Cedar Falls, Iowa

Experience: Over three years of work experience teaching writing courses for Pima

Community College as previous full time faculty.

Name: Kelley, Ph.D., Colleen

Discipline(s): Chemistry (Academic/Transfer)

Start Date: 3/3/17

Education: Bachelor of Science, Chemistry, University of Richmond, Richmond, Virginia;

Doctor of Philosophy, Chemistry, Pennsylvania State University, University Park,

Pennsylvania

Experience: Over six years of experience working as a registered nurse in a hospital setting.

Name: Kempster, Ph.D., Janice

Discipline(s): Writing (Academic/Transfer), Literature (Academic/Transfer), General Technical

Writing (Academic/Transfer), Humanities (Academic/Transfer)

Start Date: 6/13/17

Education: Bachelor of Science, English, Lewis-Clark State College, Lewiston, Idaho;

Master of Arts, English, Northern Arizona University, Flagstaff, Arizona; Doctor

of Philosophy, Education and Human Resource Studies, Colorado State

University, Fort Collins, Colorado

Experience: Over eight years of experience teaching English at the college level.

Date: 4/12/17 Page 3

Name: LeDoux, PharmD., Jane H.

Discipline(s): Pharmacy Technology (Occupational/Workforce), Dental Hygiene –

Pharmacology (Occupational/Workforce),

Start Date: 3/22/17

Education: Bachelor of Science, Medical Technology; Doctor of Pharmacy, both degrees

awarded by University of Arizona, Tucson, Arizona

Experience: Over ten years of progressive experience working in pharmacy industry ranging

from charge pharmacist, lead pharmacy, to pharmacy director.

Name: Loebe, Phillip R.

Discipline(s): Computer Information Systems (Occupational/Workforce), Computer Software

Applications (Occupational/Workforce),

Start Date: 8/23/17

Education: Bachelor of Science in Business Administration, Management Information

System, University of Arizona, Tucson, Arizona

Experience: Over thirty years of computer experience as a programmer and computer

operations supervisor.

Name: McNamara, DMD, Mariana E.

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

Start Date: 2/20/17

Education: Bachelor of Science, Molecular and Cellular Biology, University of Arizona,

Tucson, Arizona; Doctor Dental Medicine and Certificate of Public Health-Dental

Emphasis, A.T. Still University, Mesa, Arizona

Experience: Over six months of work experience as a dental resident providing comprehensive

care.

Name: Nutter, Ph.D., Kevin J.

Discipline(s): Student Success (Academic/Transfer)

Start Date: 8/22/17

Education: Bachelor of Science, Vocational Rehabilitation, University of Wisconsin, Stout,

Wisconsin; Master of Arts, Special Education Rehabilitation Counseling, University of Northern Colorado, Greely, Colorado; Doctor of Philosophy, College Student Personnel Administration, University of Northern Colorado,

Greely, Colorado

Experience: Over twenty years of experience teaching graduate and undergraduate students.

Previously taught for Pima Community College and served as a full time

counselor.

Name: Ornelas, Rita

Discipline(s): Student Success (Academic/Transfer)

Start Date: 8/22/17

Education: Bachelor of Science in Public Administration, Criminal Justice Administration,

University of Arizona, Tucson, Arizona; Master of Education, School Counseling and Guidance, University of Arizona, Tucson, Arizona; Master of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona

Experience: Over six years of experience teaching high school students and experience as a

school counselor.

Date: 4/12/17 Page 4

Name: Palasi, Mary C.

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

Start Date: 04/17/17

Education: Certificate, Massage Therapy, Arizona State Board of Massage Therapy, Phoenix,

Arizona: Bachelor of Science, Dietetics Fund, University of Central Missouri, Warrensburg, Missouri; Master of Education Teaching and Teacher Education,

University of Arizona, Tucson, Arizona

Experience: Over five years of experience as a massage therapist.

Name: Peterson, Ph.D., Brittany F. Discipline(s): Biology (Academic//Transfer)

Start Date: 3/2/17

Education: Bachelor of Science, Biology; Master of Science, Biology. Both degrees awarded

by Western Illinois University, Macomb, Illinois; Doctor of Philosophy,

Entomology, Purdue University, West Lafayette, Indiana

Experience: Almost one year working as post-doctoral fellow at the University of Arizona.

Over seven years of teaching biology courses at the university, undergraduate

level, as a graduate teaching assistant

Name: Pinkett, Louis

Discipline(s): Writing (Academic/Transfer) English as a Second Language (Developmental)

Start Date: 6/19/17

Education: Bachelor of Science, Accounting, Brooklyn College, Brooklyn, New York:

Master of Arts, Language Teaching and Learning, University of Liverpool, Great Brittan (Transcript evaluated by Global Credentials Evaluations., Inc., College

Station, Texas)

Experience: Over thirty years of experience teaching English and English as a Second

Language courses at other community colleges and adult students.

Name: Porter, Angela K.

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

(Academic/Transfer); Reading (Academic/Transfer)

Start Date: 8/23/17

Education: Bachelor of Science, Psychology, Eastern Kentucky University, Richmond,

Kentucky; Master of Science in Education, Reading and Literacy, Capella

University, Minneapolis, Minnesota

Experience: Over nine years of K-12 teaching experience.

Name: Schneider, Evan E.

Discipline(s): Astronomy (Academic/Transfer)

Start Date: 5/30/17

Education: Bachelor of Arts, Physics & Mathematics, Bryn Mawr College, Bryn Mawr,

Pennsylvania; Graduate coursework, doctoral program in Astronomy, University

of Arizona, Tucson, Arizona

Experience: Over six years of experience as a graduate teaching and research assistant.

Date: 4/12/17 Page 5

Name: Towne, Hope E.

Discipline(s): English as a Second Language (Developmental)

Start Date: 6/19/17

Education: Bachelor of Arts, Intercultural Studies, Biola University, La Mirada, California;

Master of Arts, Teaching English as a Second Language

Experience: Over nine years of experience teaching English and English as a Second

Language courses, both domestic and international student populations.

Name: Zinna, Ph.D., Robert A.

Discipline(s): Biology (Academic)

Start Date: 3/2/17

Education: Bachelor of Science, Biology, Winthrop University, Rock Hill, South Carolina;

Ph.D. Entomology, Washington State University, Pullman, Washington

Experience: Over one year of experience working as a PERT Postdoctoral Fellow at the

University of Arizona. Over eight years of experience as an undergraduate and

graduate research assistant at several universities.

Α	n	n	r	o	v	a	s
_	μ	μ	•	v	v	a	J

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: 4/1	2/17	Item Number: 3.4
	Item Title	Contact Person
Administrative Proce	edure Changes	Chancellor's Office (206-4650)
Information:		
For your information Administrative Proce		ning Board of the following changes to
AP 3.11.01	Family Educational Rights and Pr Records Compliance and Procedu	* * * * * * * * * * * * * * * * * * * *
AP 6.06.06	Intellectual Property Ownership –	– New
Approvals		
Chancellor	Lee D. Lambert, J.D.	

公 次 7次

PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title: Family Educational Rights and

Privacy Act (FERPA), Educational Records

Compliance and Procedures

AP Number: AP 3.11.01

Adoption Date:

Schedule for Review & Update: Every three years

Review Date(s): Revision Date(s):

Sponsoring Unit/Department: Office of the Provost

Policy Title(s) & No(s).: Official Student Records, BP 3.11
Legal Reference: The Family Educational Rights and

Privacy Act (FERPA) (20 U.S.C. §

1232g; 34 CFR Part 99)

Cross Reference: Delegation of Authority to the

Chancellor, BP 1.05 and Data and Information Sharing, BP 1.20

PURPOSE

The purpose of this Administrative Procedure ("AP") is to facilitate compliance with the Family Educational Rights and Privacy Act ("FERPA").

SECTION 1: Scope of Information Protected by FERPA

FERPA protects the privacy of students' Educational Records. Generally, the College must have a Student's written permission to Release or allow third parties to access information from the Student's Educational Records unless an applicable exception permits the College to Release information without the Student's consent.

SECTION 2: Definitions

- "ADA" means The Americans With Disabilities Act.
- "ADR" means the College's Office of Access and Disability Resources.
- "College" means Pima Community College.
- "College Official" is a person employed by the College in an administrative, supervisory, or academic role or in a support-staff position; a person or company with whom the College has contracted; a person serving on the College's Governing Board, or a Student assisting a College Employee in the performance of his or her duties for the College.
- "College Sponsored Activity" means any event, activity, or endeavor officially sanctioned by the College or any on- or off-campus activity initiated, aided, authorized, or supervised by the College's administration or official organizations.
- "College Police" means the Pima Community College Police Department.
- "Directory Information" means information contained in a Student's Educational Records that would generally not be considered harmful or an invasion of privacy if Released and may be Released without prior consent. (See Section 5, below).
- "Educational Record" means information in any form that is directly related to a Student and maintained by the College or by a party acting on the College's behalf and that may not be Released without prior written permission of the Student, absent an applicable exception.
- "Employee" means any person employed by the College on a full-time, part-time, temporary, or regular basis or directly engaged in the performance of work under the provision of a contract with the College. This definition does not include unpaid volunteers.
- "FERPA" means the Family Educational Rights and Privacy Act, a federal law designed to protect the privacy of educational records, establish the right of students to inspect and review their educational records, and provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

"Legitimate Educational Interest" means reasonably necessary for the College Official to perform his or her instructional, research, administrative or other professional duties and responsibilities.

"Personally Identifiable Information" means information maintained by the College that contains information which can be used to distinguish or trace the identity of an individual Student, either directly through personal identifiers or indirectly through linkages with other information.

"Record" means any information or data recorded in any medium, including, but not limited to, handwritten and printed documents, audio recordings, video recordings, digital files, microfilm, and microfiche.

"Registrar" means the College's Office of Enrollment Services/Registrar.

"Release" means to disclose information by any means, including, but not limited to, electronic transmission, publication or issuance of printed documents, and verbal communications.

"Responsible College Official" means the College Official with primary authority over the creation, management, storage, or revision of specified Educational Records.

"Sole-Possession Record" is a record kept in the sole possession of the maker which not accessible or reviewed by any other person except a temporary substitute for the maker of the record.

"Student" means any person currently or previously enrolled in courses at the College on either a full-time or part-time basis, as well as any person currently or previously registered for or participating in continuing-education classes through the College.

SECTION 3: Educational Records

A. Location of Educational Records

1. Student Educational Records are maintained by Responsible College Officials in the various offices and departments throughout the College to which the Educational Records pertain.

The Registrar shall maintain a list of College offices and departments where <u>2.</u> commonly requested Educational Records are located, as well as contact information for the Responsible College Official within each such office or department, and make the list accessible to Students.

В.	Examples of Educational Records Protected by FERPA
Educ	cational Records may include, without limitation, the following:
<u>1.</u>	Grades
<u>2.</u>	Tests, exams, and assignments that have been graded
<u>3.</u>	Class standing
<u>4.</u>	Transcripts
<u>5.</u>	Class rosters
<u>6.</u>	Course schedules
<u>7.</u>	Academic-advising records
<u>8.</u>	Student financial information
<u>9.</u>	Disciplinary files
<u>10.</u>	ADA and ADR files
<u>11.</u>	Personally Identifiable Information, including, without limitation, the following:
	<u>a.</u> Social security number
	<u>b.</u> Ethnicity/race
	<u>c.</u> Nationality
	d. Gender

e. Date of birth

- <u>f.</u> Parent information<u>g.</u> Marital status
- h. Student identification photograph
- i. Personal address(es)
- <u>j.</u> Personal telephone number(s)
- <u>k.</u> Personal email address(s)

C. Information Not Considered Educational Records and Not Protected by FERPA

- 1. Sole-Possession Records
- <u>2.</u> Notes taken solely as a personal memory aid
- <u>3.</u> Personal knowledge and recollections
- <u>4.</u> Employment records (unless the employment is contingent upon the Employee's status as Student)
- <u>5.</u> Law enforcement records maintained separately and solely by the College Police
- <u>6.</u> Medical records used only for treatment of a Student and made available only to those persons responsible for providing treatment
- <u>7.</u> Records pertaining to a former Student that were generated after he or she was a Student at the College, such as alumni records
- <u>8.</u> Directory Information (see Section 5, below)

SECTION 4: Release of Educational Records

A. Releases With a Student's Prior Written Consent

- 1. The College may not Release Educational Records without a Student's prior written consent except to the extent authorized by FERPA or any superseding law.
- <u>2.</u> Consent for the Release of a Student's Educational Records must be in writing and contain the following:
 - a. Signature of the Student
 - b. Date of the Release
 - c. Specific records to be Released
 - d. Person(s) to whom the records are to be Released
 - e. Purpose of the Release
 - <u>f.</u> Duration of the Release (not to exceed one year)
- <u>3.</u> Release forms may be obtained from the Registrar. The Registrar may also make Release forms available through other Responsible College Officials.
- <u>4.</u> Only the Educational Records specifically stated in the Student's written Release form may be Released to the designated recipient.
- 5. A signed Release form only authorizes the College to Release a Student's specified Educational Records to a designated recipient; it does not require the College to Release the Educational Records. The College reserves the right to decline to Release Educational Records, regardless of whether the Student has executed a valid Release form, if the College, in its sole discretion, deems the Release to be against the Student's best educational interests.
- 6. A signed FERPA Release form does not authorize the designated recipient of the Student's Educational Records to make any changes to the Student's enrollment or financial-aid status with the College, or to make any decisions affecting the Student's status with the College.

6

B. Releases Without a Student's Prior Written Consent

- <u>1.</u> The College may Release Educational Records without a Student's prior written consent as follows:
 - <u>a.</u> To College Officials with Legitimate Educational Interests
 - <u>b.</u> To officials of other educational institutions to which the Student has applied or at which the Student intends to enroll, or where the Student is already enrolled if the disclosure is for purposes related to the Student's enrollment or transfer
 - <u>c.</u> To the offices of the U.S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education, as well as state and local educational authorities responsible for supervising the College's state-supported educational programs
 - <u>d.</u> In connection with financial aid for which the Student has applied or which the Student has received
 - e. To organizations conducting studies for or on behalf of the College
 - <u>f.</u> To organizations responsible for the College's accreditation
 - g. In connection with a health or safety emergency to the extent necessary to protect the health and safety of the Student or other individuals and narrowly tailored to the immediacy, magnitude, and specific circumstances of the emergency
 - <u>h.</u> To an alleged victim of a crime of violence or non-forcible sex offense allegedly committed by the Student, provided the College Releases only the final results of any disciplinary proceeding concerning the alleged crime or offense, regardless of the finding
 - <u>i.</u> To the general public, if the College determines the Student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the Student has been found to have committed a violation of the College's rules policies with respect to the allegation made against him or her
 - j. To comply with a judicial order or lawfully issued subpoena

<u>k.</u> To a Student's parent or guardian in the limited circumstances stated in Section 5.D, below

C. Record of Disclosure Without Prior Written Consent

If an Educational Record is Released without a Student's prior written consent, the Responsible College Official will record and maintain the following information with the Released Educational Record:

- <u>1.</u> The specific information Released by the College
- <u>2.</u> The date the information was Released
- <u>3.</u> The identity of the individual or organization to whom the information was Released
- $\underline{4}$. The reason for the Release (*e.g.*, the specific health and/or safety emergency)

D. Release of Records to Parents/Guardians

- <u>1.</u> FERPA's protections apply to all College Students regardless of age, even if a Student is under the age of 18.
- <u>2.</u> Parents and guardians of Students of the College do not have any rights under FERPA.
- <u>3.</u> The College will generally not Release any Educational Records to a Student's parent or guardian without the Student's prior written consent, except as follows and only if the College, in its sole discretion, determines a Release of the requested information in the best educational interests of the Student:
 - <u>a.</u> To a parent or guardian of Student who the parent or guardian has claimed as a dependent on his or her federal income tax return within the past year, and
 - \underline{i} . The Student is under 24 years old, and

- <u>ii.</u> The parent or guardian submits a request in writing and attaches a copy of his or her tax return from the previous year indicating he or she claimed the Student as a dependent.
- <u>b.</u> The College may, in its discretion, Release information regarding a Student's violation of any federal, state, or local law or College rule or policy governing the use or possession of alcohol or a controlled substance, if
 - i. The Student is under 21 years old, and
 - <u>ii.</u> The College has determined the Student committed a violation of the Student Code of Conduct with respect to such use or possession.
- c. In connection with a health and safety emergency involving the Student or other individuals (see Section 5.B.1.g, above)

SECTION 5: Directory Information

The following information is designated by the College as "Directory Information" and may, at the sole discretion of the College, be Released without the prior consent of the Student unless he or she has requested that the information remain confidential (see Section 7.E, below):

<u>A.</u> General Directory Information

- 1. Student name
- <u>2.</u> Major field of study
- <u>3.</u> Participation in a College Sponsored Activity
- 4. Dates of attendance
- <u>5.</u> Degrees, certificates, honors, and awards received
- 6. Most recent educational institution attended
- <u>7.</u> Enrollment status (*i.e.* full-time, three quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

- <u>8.</u> Expected graduation date
- <u>9.</u> College-issued email address (e.g., jdoe@pima.edu)

B. Student-Athlete Directory Information

The following is designated as Directory Information that may be Released without prior authorization only for Students who participate in officially recognized College sports:

- 1. Height
- 2. Weight
- 3. Photograph
- <u>4.</u> Name and location of high school and/or last college attended

C. Personal Addresses and Telephone Numbers

Personal addresses, including local and permanent street addresses and non-College-issued email, and personal telephone numbers are considered Personally Identifiable Information and are not Released as Directory Information except for the following:

- 1. A Student's city of residence may be Released as part of the following:
 - a. Graduation lists Released to the news media
 - b. Notices to the news media and College personnel regarding special awards, honors, and event participation
 - c. Notices to academic honor societies of College Students eligible to be considered for membership
- 2. A Student's name, personal address, personal phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received may be Released to U.S. military recruiters upon request in accordance with the Solomon Amendment, 10 U.S.C. § 983.

SECTION 6: Students' Rights under FERPA

A. Right to Inspect and Review Records

- 1. A Student has the right to inspect and review all information contained in his or her own Educational Records, except for the following:
 - <u>a.</u> Financial Records of the Student's parents or any information contained therein
 - <u>b.</u> The Student's employment Records, unless the employment is required as part of the Student's academic program
 - <u>c.</u> Letters of recommendation for which the Student has waived his or her right of access or which were received by the College prior to January 1, 1975
 - <u>d.</u> Application materials submitted to the College if the application was denied or if the applicant did not enroll with the College
 - <u>e.</u> Any information contained in a Student's Records regarding other specific Students
- 2. All requests to inspect and review Educational Records must be made in writing to the Registrar.
- 3. Within 45 days of the date of a Student's written request, the Registrar will make arrangements for the Student to access the requested Records and notify the Student of the date, time, and location where the Records may be inspected and reviewed.
- 4. If the requested Records are not maintained by the Registrar, the Registrar will advise the Student of the Responsible College Official to whom the request should be addressed.

B. No FERPA Right to Copy Records

1. A Student does not have a right under FERPA to obtain copies of his or her Educational Records.

11

- 2. Students may copy or obtain copies of his or her Educational Records at the Student's own expense at a reasonable cost per page to be determined by the Registrar.
- <u>3.</u> Students may not remove records from the College for copying.

C. Right to Request Correction of Records

- 1. A Student has the right to request that the College correct his or her Educational Records which the Student believes are inaccurate, misleading, or in violation of his or her privacy rights.
- <u>2.</u> The College is not required to make any requested changes to a Student's Records.
- <u>3.</u> All requests for corrections shall be made in writing to the Registrar and specify the Record to be corrected, the information contained in the Record that the Student is seeking to change, and why the Student believes that information is inaccurate, misleading, or in violation of the Student's privacy rights. The Registrar will then notify the appropriate Responsible College Official of the Student's requested correction.
- <u>4.</u> Within 10 days of receipt of the Student's request, the Responsible College Official will decide whether or not to make the Student's requested correction and notify the Registrar of the decision.
- <u>5.</u> The Registrar will notify the Student in writing of the Responsible College Official's decision whether or not to make the requested correction.
- <u>6.</u> If the Record is determined to be inaccurate, misleading, or in violation of the Student's privacy rights, the College will amend the Record to the extent necessary to correct the specific deficiency and notify the Student in writing of the correction.
- <u>7.</u> Students do not have a right under FERPA to request changes to their grades or other academic determinations. Students who believe they have received grades in error should follow the College's "Student Complaint Process for Grade-Related Complaints," posted on the College's website.

12

D. Right to Appeal the Denial of a Request to Correct a Record

- 1. Within 10 days of the Registrar's notification to the Student of the decision, a Student may appeal the denial of a request to correct the Student's Records to the Registrar and request a hearing.
- 2. An appeal must be made in writing to the Registrar and include a copy of the Student's initial written request to correct the Record and the written decision denying the request.
- <u>3.</u> Within 30 days of the Student's written appeal, the Registrar shall schedule a hearing with the Student, the Registrar, and the Responsible College Official and notify all parties of the date, time, and location where the hearing will take place.
- 4. If the Student fails to reasonably cooperate with the Registrar in scheduling the hearing or to attend the hearing at the scheduled date and time, the appeal will be dismissed and may not be resubmitted.
- <u>5.</u> At the hearing, the burden of proof is on the Student. The Student may present evidence and/or argument(s) to the Registrar in support of the Student's belief that the Record at issue is inaccurate, misleading, or in violation of the Student's privacy rights, and the Responsible College Official may respond to the Student's evidence and/or arguments.
- 6. Within 10 days of the hearing, the Registrar will issue a written decision based on the evidence and argument presented at the hearing, if any, and include a summary of the evidence and the reasons for the Registrar's decision.
- <u>7.</u> If the Registrar decides the information is inaccurate, misleading, or a violation of the Student's privacy rights, the College will correct the Record and notify the Student in writing that the correction has been made.
- 8. If the Registrar affirms the Responsible College Official's decision not to change the Record, the Student may submit to the Registrar a one-page statement commenting on the challenged information and/or setting forth the Student's reasons for disagreeing with the decision. The Student's statement may not include any attachments, and the Student may not insert additional documents into his or her Records. The Registrar will ensure the Student's statement is maintained as part of the Student's Records as long as the

contested information is maintained by the College. If the College Releases the contested portion of the Record, it will also Release the Student's statement.

E. Right to Withhold Disclosure of Directory Information

A Student who does not want his or her Directory Information Released to third parties without prior written consent should complete a form to withhold Directory Information, which is available from the Registrar. The Student's Directory Information will thereafter remain confidential until the Student instructs the Registrar in writing that he or she no longer wants the information to be kept confidential.

F. Right to File a Complaint for FERPA Violations

If a Student believes the College has failed to comply with the requirements of FERPA, the Student may file a complaint with the United States Department of Education by submitting it to the following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave. SW Washington, DC 20202-5901

G. Termination of FERPA Rights

A Student's FERPA rights cease upon his or her death.

SECTION 7: Destruction of Student Records

- 1. Nothing in this AP requires the continued maintenance or preservation by the College of any Student Record for any particular length of time.
- 2. The College will maintain and preserve Student Records in accordance with the College's applicable record-keeping policies and procedures, as well as to the extent required by any applicable state or federal laws.
- 3. If a Student has requested access to his or her Educational Records, the requested Record will not be destroyed before the Student has been given a reasonable opportunity to inspect and review that Record.



ACCESS & DISABILITY RESOURCES ("ADR") - FERPA STUDENT AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of Pima Community College ("PCC") students' educational records and generally limits the release of student information without the student's express written consent, regardless of the student's age. The purpose of this release form is to facilitate the communication of specified student information to authorized individuals identified by the student ("Recipient").

Please note:

- 1. While this form *authorizes* PCC to release a student's information, it does not *require* PCC to do so. PCC may decline to release information if PCC, in its sole discretion, determines the release would not be in the student's best educational interests.
- 2. Only the information specified on this form may be released, and only to the designated Recipient in the specified manner.
- 3. A signed release only authorizes the disclosure of information to the Recipient; it does not authorize the Recipient to make any changes to the student's enrollment or financial-aid status or any other decisions affecting the student's status with PCC.
- 4. A student may revoke a release at any time by informing the Registrar in writing of the student's decision.

TO BE COMPLETED BY STUDENT		
SECTION 1. Student Information		
Student Name:	Student IDa	#:
Phone#:	Email:	
SECTION 2. Educational Records To Be Released (C	Check All That apply)	
□ Access & Disability Resources ("ADR") Information (e.g., §504/ADA accommodations, requests for accommodations) □ Other (please specify):		
SECTION 3: Recipient(s) To Whom Educational Rec	cords May Be Released	
Recipient Name(s) (use additional pages if necessar	ry):	
Address(s):	Relationship to Stude	nt:
Phone:	Email:	
SECTION 4: Scope/Purpose(s) of Release (Check Al	l That Apply; Use Additional Pages if Clarifica	tion is Necessary)
□ PCC may release documents related to the specified educational records to the Recipient. □ PCC may discuss/verbally release the specified education records with the Recipient □ In person □ Over the phone (Please designate a password for Recipient to provide when making telephone requests:) □ Only when the student is present/party to the discussion □ Recipient may be present during meetings between student & PCC officials at which educational records are discussed. □ PCC may release educational records to the Recipient only for the following purpose(s): □ PCC may not release the following type(s) of information to the Recipient:		
SECTION 5: Duration of Release – Not to Exceed One Year (Check One)		
□ One-Time Release □ For the Current Academic Semester □ This release expires on		
By signing below, I authorize the appropriate office/official at PCC to release my specified educational records to the Recipient subject to the terms specified in this document.		
Student's Signature	Date	
FOR OFFICIAL USE ONLY		
Received By:	Dept./Office:	Date:



FERPA Request by Parents of Dependent Students To Access Student Educational Records

The Family Educational Rights and Privacy Act ("FERPA") allows students to access their educational records and limits the ability of others to access those records, except as authorized by law. FERPA also authorizes (but does not require) institution like Pima Community College ("PCC") to release a student's educational records to his or her parent(s) without the student's prior written consent if the student is a "dependent" for federal income tax purposes as defined in Section 152 of the Internal Revenue Service Tax Code.

If your son or daughter is your dependent for federal income tax purposes, and you wish to access his or her education records from PCC, please

- 1. Complete the following Affidavit and have it notarized;
- 2. Attach to the Affidavit a copy of your most recent tax return (or the relevant portion of it) showing the student as your dependent, and
- 3. Submit both documents via mail, facsimile, or email to the following address:

Office of Admissions & Records/Registrar **Pima Community College** 4905C E. Broadway Blvd. **Tucson, AZ 85709** Fax: Email: NOTE: PCC is not required to release educational records to a parent, regardless of a student's age, even if the parent has completed and submitted the above documentation. PCC may still decline to release educational records if PCC, in its sole discretion, determines the release would not be in the student's best educational interests. **AFFIDAVIT** This document is only valid for the Fall/Spring/Summer semester, 20___. A new Affidavit must be submitted for each subsequent semester, along with the appropriate tax form. Purpose of Request: Print Parent Name(s) Date of Birth Print Student Name Student ID Number a student at PCC, hereby swear and/or affirm that the student identified herein is my/our dependent as defined in Section 152 of the United States Internal Revenue Code. Signature(s) of Parent(s) Mailing Address: NOTARY SEAL Subscribed and sworn to before me this _____ day of _____, 20____. My commission expires ______. Signature of Notary:

FERPA REQUEST TO WITHHOLD OR RELEASE DIRECTORY INFORMATION

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), student information designated by Pima Community College ("PCC") as **Directory Information** may be released without a student's prior written consent to anyone for any purpose. Under FERPA, you have the right to instruct PCC to **withhold** your Director Information. If you instruct PCC to withhold your Directory Information, PCC will decline all future requests from non-PCC individuals or organizations for your information unless PCC is legally required to disclose it, such as to authorized federal, state, and local authorities or in response to a judicial order or valid subpoena. Your Directory Information will still be accessible internally by authorized PCC employees.

<u>BEFORE SIGNING THIS FORM</u>, please consider the **consequences** of withholding your Directory Information. For example, PCC would be **unable to verify** your degree, major, or enrollment for possible employment, non-PCC scholarships, credit applications, insurance purposes, apartment leases, etc.

You may instruct PCC to withhold your Directory Information at any time by completing and submitting this form to the Registrar's Office (see Box #1). PCC will honor your instruction until you inform the Registrar in writing that you no longer want PCC to withhold your Directory Information (See Box #2).

If you instruct PCC to withhold your Directory Information, **you may still authorize PCC to release specific information on a transaction-by-transaction basis**. You must instruct PCC in writing to make a one-time release of your Directory Information (*see Box #3*). PCC will not contact you for subsequent permission to release your Directory Information and assumes no liability for honoring your instruction to withhold information.

The following information has been designated by PCC as **Directory Information**:

- Student name
- Major field of study
- Participation in an official College Sponsored Activity
- Dates of attendance
- Degrees, certificates, honors, and awards received
- Most recent educational institution attended
- Enrollment status (full-time, part-time, graduated, etc.)
- Expected graduation date
- For student athletes only:
 - Height
 - Weight
 - Photograph
 - High school and/or last college attended

<u>STUDENTS ABOUT TO GRADUATE</u>: If you have instructed PCC to withhold your Directory Information, PCC will continue to honor your instruction after you graduate. If you will need PCC to **verify your degree to potential employers**, you will need to instruct PCC in writing to release your Directory Information (See form below).

<u>EFFECTIVE DATE</u>: PCC will begin withholding your Directory Information on the date your completed form is received by the Registrar. Forms cannot be **used retroactively**, and PCC is not responsible for Directory Information released prior to the Registrar's receipt of your completed form.

Directory Information: Withhold/Release Form (Please complete and return to the Registrar's Office)		
(Box #1) Withhold My Directory Information	(Box #2) Release My Directory Information	
I hereby instruct PCC to <i>withhold</i> my Directory Information , including all records and information listed above. I want to prevent the disclosure of my Directory Information, and I understand the consequences of doing so.	I have previously instructed PCC to withhold my Directory Information, and I hereby withdraw that instruction and authorize PCC to <i>release</i> my Directory Information.	
Name (print):	Name (print):	
Student ID#:	Student ID#:	
Signature:	Signature:	
Date:	Date:	
I have previously instructed PCC to withhold my Directory Information, and I he information to the individual or organization named below for the specified pur in place. Name (print): Student ID#: Information to be Released:	Signature:	
Recipient Individual/Organization:	Purpose of One-Time Release	
Registrar Use Only		
Processed By:	Date Received:	
Offices Informed/Copied: □ Admissions □ ADR □ Athletics □ Financial Aid □ IT □	□ Media Rel. □ Mil./Vet's Svcs. □ Provost □ Student Life	

FERPA STUDENT AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of Pima Community College ("PCC") students' educational records and generally limits the release of student information without the student's express written consent, regardless of the student's age. The purpose of this release form is to facilitate the communication of specified student information to authorized individuals identified by the student ("Recipient").

Please note:

- 1. While this form *authorizes* PCC to release a student's information, it does not *require* PCC to do so. PCC may decline to release information if PCC, in its sole discretion, determines the release would not be in the student's best educational interests.
- 2. Only the information specified on this form may be released, and only to the designated Recipient in the specified manner.
- 3. A signed release only authorizes the disclosure of information to the Recipient; it does not authorize the Recipient to make any changes to the student's enrollment or financial-aid status or any other decisions affecting the student's status with PCC.
- 4. A student may revoke a release at any time by informing the Registrar in writing of the student's decision.

To Be Completed By S	STUDENT	
SECTION 1. Student Information		
Student Name:	Student ID#:	
Phone#:	Email:	
SECTION 2. Educational Records To Be Released (Check All That apply)		
□ Personally Identifiable Information (e.g., personal address/email/pho	one#, student ID#, SSN)	
□ Academic Information (e.g., grades/GPA, class schedule, academic pro	ogress/probation/suspension, enrollment status)	
☐ Financial Information (e.g., scholarships, grants, financial-aid status, b	pilling/payment history, balances)	
□ Disciplinary Information (e.g., Student Code of Conduct/Title IX proce	edings, disciplinary sanctions)	
□ Other (please specify):		
(For Access & Disability Resources ("ADR") records, please use the ADR-	-ERPA form, available from ADR or the Registrar.)	
SECTION 3: Recipient(s) To Whom Educational Records May Be Release	ed	
Recipient Name(s) (use additional pages if necessary):		
Address(s):	Relationship to Student:	
Phone: Email		
SECTION 4: Scope/Purpose(s) of Release (Check All That Apply; Use Ad		
□ PCC may release <u>documents</u> related to the specified educational recor	ds to the Recipient.	
$\ \square$ PCC may <u>discuss/verbally release</u> the specified education records with	the Recipient	
□ In person		
☐ Over the phone (Please designate a password for Recipient to provide	de when making telephone requests:)	
 Only when the student is present/party to the discussion 		
□ Recipient may be present during meetings between student & PCC officials at which educational records are discussed.		
□ PCC may release educational records to the Recipient only for the following purpose(s):		
□ PCC <u>may not release</u> the following type(s) of information to the Recipie	ent:	
SECTION 5: Duration of Release – Not to Exceed One Year (Check One)		
☐ One-Time Release ☐ For the Current Academic Semester ☐ This rele	ease expires on	
SECTION 6: Student's Certification		
By signing below, I authorize the appropriate office/official at PCC to rele	ase my specified educational records to the Recipient	
subject to the terms specified in this document.		
Student's Signature	Date	
For Official Use (
Received By: Dept./Off	ice: Date:	

公公

PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title: Intellectual Property Ownership

AP Number: AP 6.06.01

Adoption Date:

Schedule for Review & Update: Every two years

Review Date(s):
Revision Date(s):

Sponsoring Unit/Department: Office of General Counsel

Policy Title(s) & No(s). Intellectual Property Ownership, BP

6.06

Legal Reference: Cross Reference:

PURPOSE

The purpose of this AP is to provide the framework for allocation and protection of the respective ownership rights of the College, its employees and students in the Intellectual Property developed at the College.

SECTION 1: Scope

The AP applies to all College employees, students, and independent contractors.

SECTION 2: Definitions

The following definitions apply to this AP. Any capitalized word, where used, refers to a term defined in this section.

"AP" means this Administrative Procedure

- "Artistic Works" means Works of visual arts and performing arts, in any medium of expression other than Software, including musical Works; dramatic Works; pantomimes and choreographic Works; motion picture and other audiovisual Works; pictorial, graphic, sculptural and architectural Works.
- "Commissioned Works" means any Works the development of which is specifically requested and authorized by the College and where the College and the developer enter into a written agreement specifically concerning the development of such Works.
- "Employee" includes temporary and regular full-time and part-time faculty, classified staff, administrative and service professionals, and student-employees. Visiting faculty and scholars, and other individuals not normally considered employees, academic or otherwise, will be considered Employees for the purposes of this AP if, during their time at the College significant resources are used to support the work, or, as a condition of receiving access to College resources, they are obligated to contractually agree to this AP.
- "Faculty" means anyone employed at the College to provide instruction or as educational support faculty.
- "Independent Contractor" means an individual or entity engaged to perform services and commonly referred to as consultant, freelancer, contractor, etc.
- "Instructional Materials" means all Works, regardless of their form, that are developed for use in systematic instructional activities. Instructional Materials include, but are not limited to, the following: syllabi, course outlines; multimedia courseware; course workbooks; instructional or lab manuals; presentations; lecture notes and other similar Works.
- "Intellectual Property" (or "IP"), for purposes of this AP, means all forms of legally recognized intellectual property including Works of Authorship (protected by the Copyright laws), inventions and discoveries (protected by the Patent laws), and trademarks and trade names (protected by the Trademark laws).
- "Inventions" mean all devices, discoveries, processes, methods, uses, products or combinations, that might be patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

"License" means a right given by the owner of the Intellectual Property to another individual or entity to use Intellectual Property for certain specified, non-commercial purposes.

"Net Income" means the gross revenue received from the commercialization of given Intellectual Property less all costs incurred by the College for producing and marketing the Intellectual Property and for obtaining, licensing, or maintaining Intellectual Property protection.

"Significant Use of College Resources" includes, but is not limited to, any of the following: use of College-paid time within the employment period; access to and use of equipment, computing resources, and facilities not generally available to the public; assistance of College support staff not generally available to the public; procurement of supplies or services using College funds; use of grant funding.

The following do not constitute Significant Use of College Resources: the use of one's office space; the use of library resources; the use of personal workstations, or personal computers.

Additionally, the College does not construe the use of instructional materials, instructional labs, and instructional facilities by Students as a condition of enrollment and fulfillment of course requirements at the College as a Significant Use of College Resources.

"Scholarly Works" means all Works, regardless of their form, that reflect research, creativity, and/or academic effort. Scholarly Works include, but are not limited to scholarly publications; textbooks; journal articles; research bulletins; monographs; literary Works and book reviews.

For purposes of this AP, Scholarly Works also include Instructional Materials and all Works developed during the College-approved Sabbaticals.

Artistic Works, if developed for instructional and/or academic purposes, are also included in Scholarly Works.

"Scope of Employment" means any activity listed or described in the Employee's job description and employment contract (where applicable), as well as any other necessary ancillary activity, that the Employee does or is expected to conduct in order to perform the employee's job duties and responsibilities. Activities performed during the Employee's temporary or permanent position reassignment

within the College, as approved in accordance with College policies, are treated as those performed within the Employee's Scope of Employment with the College.

"Sabbatical" ("Sabbatical Works") means all Intellectual Property developed during sabbaticals as authorized and approved in accordance with the College policies.

"Software" for purposes of this AP, means a set of statements or instructions -lines of code -- used directly or indirectly in a computer to bring about a certain result. Software is a form of copyrightable intellectual property.

"Student" means any person who was or is enrolled in a class or program at the College at the time the intellectual property was created.

"Works" for purposes of this AP, mean all original works of authorship, regardless of form, covered by the U.S. Copyright Act. Works of authorship include the following categories and have the meaning given to them by the Copyright Act: (1) literary Works; (2) musical Works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic Works; (5) pictorial, graphic, and sculptural Works; (6) motion pictures and other audiovisual Works; (7) sound recordings; and (8) architectural Works. Works also include inventions and discoveries that may be patented.

SECTION 3: Intellectual Property Owned by College

The College retains the following categories of Intellectual Property:

3.1 Commissioned Works

The College retains ownership of all Works it commissions from College Employees, Students, or Independent Contractors.

For all Commissioned Works, the College shall ensure that, prior to any such Work's development, the College and the creator of the Work enter into a written agreement specifying that the ownership of the Work vests in the College.

3.2 Intellectual Property Developed within the Scope of Employment

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed by College Employees within the scope of their employment with the College is owned by the College.

Employees who develop Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

3.3 Intellectual Property Developed with Significant Use of College Resources

With the exception of certain Scholarly Works (addressed in Section 4.1.2), all Intellectual Property developed with Significant Use of College Resources is owned by the College.

Employees and Students who create Intellectual Property covered by this Subsection are entitled to a share of Net Income earned from the commercialization of that Intellectual Property, as stated in and subject to the conditions of Section 5.

SECTION 4: Non-College Owned Intellectual Property

The College does not claim ownership to the following categories of Intellectual Property:

- 4.1 Certain Employee-Developed Intellectual Property
- 4.1.1 College Employees own all **non-commissioned Intellectual Property** that is both created outside the scope of employment with the College and without Significant Use of College Resources.
 - i. As a condition for using any such Employee-owned Intellectual Property in the College course instruction, the Employee shall grant the College a license to use the Intellectual Property for educational purposes. The compensation for and duration of licenses shall be negotiated by the College and the Employee who wishes to use the Intellectual Property for his or her class before the commencement of the class. Notwithstanding the preceding sentence, in no event shall the license be granted for a period less than the duration of the course in which the Intellectual Property will be used and in no event shall the compensation exceed the fair market value, based on the cost of a license for use of comparable Intellectual Property for a similar period

- of time. Use of Employee-owned Intellectual Property for course instruction shall be subject to all applicable College approval processes as a condition of use.
- 4.1.2 Additionally, notwithstanding Sections 3.2 and 3.3, the College disclaims ownership in **non-commissioned Scholarly Works** developed by College Faculty while employed by the College, subject to the following conditions:
 - i. The College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce all such Scholarly Works for educational purposes.
 - ii. While employed at the College, Employee must comply with the College "Conflict of Interest" policies.
 - iii. After separation from the College, Employee may not misuse the College's name in connection with the Scholarly Works covered by this Subsection 4.1.2.
- 4.2 Certain Student-Developed Intellectual Property
- 4.2.1 Students own the Intellectual Property they develop in the fulfillment of course requirements or that is a product of their participation in class work or a College-sponsored activity.
 - i. As a condition of enrollment in the course or participation in a College-sponsored activity, the Student grants and the College retains a royalty-free, irrevocable, non-exclusive license to use and reproduce such Intellectual Property for educational purposes and to promote the programs and activities of the College.
 - ii. Intellectual Property developed by two or more Students is owned jointly by the Students.
- 4.2.2 All Intellectual Property the Students develop at the College's request that is outside of a course or graduation requirement shall be treated as Commissioned Work owned by College, and the conditions stated in Section 3.3 will apply to such Intellectual Property. The College grants Students a royalty-free, non-exclusive, irrevocable license to use such Intellectual Property for educational, personal (i.e. portfolio), or similar non-commercial purposes.
- 4.3 Intellectual Property Developed pursuant to Third-Party Agreements

The ownership of Intellectual Property developed as a result of a written agreement between the College and a third party shall be determined according to the terms of the agreement. In the event the agreement does not specify ownership, the ownership shall vest in the College.

For purposes of this AP, Third-Party Agreements include but are not limited to the following: grants, scholarship agreements, partnerships and sponsorship agreements.

SECTION 5: Revenue (Net Income) Allocation and Distribution

- 5.1 All Net Income distribution is subject to the following conditions:
 - i. Employee or Student discloses the Intellectual Property to the IP Committee pursuant to this AP.
 - ii. Distribution is not otherwise contrary to the Employee's employment or other contract with the College;
- 5.2 The distribution of Net Income shall be determined by the IP Committee. For IP created as the result of work for which an Employee is paid by the College or which resulted from the significant use of College resources (by an Employee or a Student), the creator shall receive a minimum of 25% of the Net Income. If there is more than one creator, the percentage will be divided equally among the creators unless they agree in writing to a different allocation. The revenue sharing shall not be construed as wages to an Employee, but rather as separate income derived from the commercialization of IP.

In no event shall the College be required to maximize the Net Income for the IP Property at issue.

SECTION 6: Implementation and Enforcement

6.1 Departments Responsible

The College Copyright (IP) committee, Office of General Counsel, and Finance Department, shall coordinate to implement and enforce this AP. Among the functions and responsibilities are the following:

i. Drafting and revising the IP terms for all relevant College agreements, including the College employment agreements, course development

- agreements, etc. in coordination with the College department or unit responsible for management of the agreement.
- ii. Ensuring that third-party agreements contain provisions addressing allocation of IP rights.
- iii. Taking steps to securing and negotiating licenses for certain non-College owned works, addressed in Section 4.1.2 of this AP
- iv. Responding to inquiries regarding IP Ownership
- v. Interpretation of this AP
- vi. Where applicable, filing Copyright and Patent Applications
- vii. Licensing of IP

6.2 Employee Responsibilities

Each Employee shall promptly and fully disclose to the IP Committee Chair any IP created by that Employee or resulting from work carried out under the Employee's direction for which the Employee believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Employee shall limit the use of the College's name in any commercial context involving IP owned by the Employee to identifying the Employee's position with the College, unless he or she has received additional, written authorization from the IP Committee.

The Employee shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

6.3 Student Responsibilities

Each Student shall promptly and fully disclose to the IP Committee Chair or to a Vice President of Instruction any IP created by the Student using significant College resources that was not created as part of a course or College-sponsored activity for which the Student believes there may be commercial value. The IP Committee shall make available a disclosure form.

The Student shall limit the use of the College's name in any commercial context involving IP owned by the Student to identifying the Student's affiliation with the College, unless he or she has received additional, written authorization from the IP Committee.

The Student shall cooperate fully with the College in the application and any other related activities to establish and protect rights in the IP.

6.4 Ownership Determination

All questions regarding the determination of IP ownership shall be referred to and decided by the IP Committee.

6.5 Dispute Resolution

If an Employee or Student does not agree with an interpretation or decision made by the IP Committee and informal resolution efforts are unsuccessful, the Employee or Student may appeal, in writing, within 30 days of the disputed decision to the Chancellor, who may delegate responsibility for the review and appeal decision. The written appeal notice must include an explanation of the basis for the appeal and be accompanied by the materials relevant to the issue(s) in dispute. The appeal review and decision shall be completed within 30 days of receipt of the written appeal notice, unless the reviewer determines that the circumstances require additional time, in which case the reviewer shall provide a written explanation and revised timeline to the appealing Employee or Student. The decision of the reviewer is final.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17 Item Number: 3.5

> Item Title **Contact Person**

Administrative Procedure Transition Update

Chancellor's Office (206-4747)

Information:

For your information, the Chancellor informs the Governing Board of the following Regulation and Standard Practice Guides are being recommended for deletion. Changes are being made as part of the comprehensive review and reorganization of all policies.

RG-3001/A Faculty Standards and Qualification **Record of Student Complaints** RG-3502/D **Catalog Information** SPG 3104/AA

SPG-3105/AA Curriculum Alignment, Unification and Placement

SPG-3105/GA Criteria for Placement of New Programs

Approvals

Chancellor

Lee D. Lambert, J.D.



PimaCountyCommunityCollegeDistrict Regulation

This Regulation was replaced by AP 3.01.01

Regulation Title:	Faculty Standards and Qualifications
Regulation Number:	RG-3001/A
Effective Date:	-4/9/03
Approval Date:	-3/18/03
Review Date(s):	-6/26/07, 2/12/09
Revision Date(s):	-6/26/07, 2/12/09
Schedule for Review & Update:	Annually
Unit Responsible for Review & Update:	Provost and Executive Vice Chancellor
	for Academic and Student Services
Sponsoring Unit/Department:	Provost and Executive Vice Chancellor
	for Academic and Student Services
Policy Title(s) & No(s).:	Faculty Standards and Qualifications,
	BP-3001
Legal Reference:	<u>_</u>
Cross Reference:	<u> </u>
•	

Purpose

In March 2002, the Arizona State Board of Community Colleges was divested of its responsibility for certifying community college faculty. Faculty certification authority was relegated to each of Arizona's ten community college districts. This regulation addresses together with BP-3001 the standards required for Pima Community College faculty, full-time and adjunct.

Implementation and responsibility of this regulation reside in the Office of the Provost and Executive Vice Chancellor for Academic and Student Services.

Pima Standards

A full time faculty member who was initially employed with the College prior to July 1, 2007, and who possesses either (1) an Arizona Community College regular teaching certificate issued prior to July 1, 2002, or (2) a Pima Community College Faculty Standards Teaching award in one or more of the standard or transitional categories issued between July 1, 2002 and June 30, 2007, shall be considered as having met or being exempt from the requirement to meet the minimum Pima Standards for teaching in the field(s) for which the certificate or award was issued.

As of July 1, 2007, all adjunct faculty members as well as those full time faculty members initially hired by the College after July 1, 2007, must meet the minimum Pima Standards or be approved for a limited exemption in order to teach for the College.

Teaching Faculty and Curriculum Classifications

The minimum qualifications for both full time and adjunct teaching faculty are based on course classification. The curriculum classifications are: Academic (transfer, including general education), Developmental or Occupational/ Workforce courses.

Academic (Transfer)

- Master's degree in the teaching field or
- Master's degree in any teaching field with 18 graduate semester hours in the teaching field or
- In disciplines where a master's degree is not offered and the doctorate is the terminal degree, or where the candidate has opted not to receive a master's degree during the course of study for the doctorate degree as a terminal degree, or where all but the dissertation of a doctorate degree has been obtained, 24 graduate semester hours in the teaching field are required.

Developmental

- Same qualifications as those listed for Academic or
- Bachelor's degree in the teaching field or
- Bachelor's degree in any field with 24 lower and/or upper division semester credit hours in the teaching field.

2

Occupational/Workforce

- Same qualification as those listed for Academic or
- Bachelor's degree in any field and 3 years work experience in the teaching field or
- License in the teaching field and 5 years work experience in the teaching field or
- Recognized certification in the teaching field and 5 years work experience in the teaching field or
- 64 semester credit hours in the teaching field and 5 years work experience in the teaching field or
- Associate's degree in any field and 5 years work experience in the teaching field.

Educational Support Faculty

Counselor

 Master's degree in counseling, counseling psychology, clinical psychology, rehabilitation counseling, career counseling, guidance counseling, social work or related field.

Librarian

 Master's degree from a program accredited by the American Library Association.

Pima Standards Categories

- Standard (Academic, Developmental, Occupational/Workforce, Counselor, Librarian)
- The faculty member has met the minimum requirements for the specific discipline (prefix) and classification with degrees and/or teaching field coursework.
 - Limited Exemption Renewable every two years*
- This classification is reserved for individuals with unique qualifications for teaching, which may include but are not limited to those who are nationally or regionally recognized as experts in their field, those who have not completed the required number of graduate hours in the teaching field, and

those who teach in subject areas that have proven difficult to staff (see SPG-3001/AA). Limited exemptions require the approval of the Provost and Executive Vice Chancellor for Academic and Student Services with written recommendation from the campus approved by the Department Chair, Discipline Standards Faculty, the Vice Presidents of Instruction and the Campus President.

*Calendar year commences at date of initial contract.

公公

PimaCountyCommunityCollegeDistrict Regulation

This RG is being replaced by Board Policy and Administrative Procedure on Student Complaints

Regulation Title:

Regulation Number:

RG-3502/D

Effective Date:

Approval Date:

Review Date(s):

Revision Date(s):

Schedule for Review & Update:

Unit Responsible for Review & Update:

Sponsoring Unit/Department:

Board Policy Title & No.:

Cross Reference:

Cross Reference:

Cross Reference:

RG-3502/D

3/2/99

Annually

Annually

AVC Educational Services

Official Student Records, BP-3502

Purpose

This regulation establishes responsibility for keeping logs of formal written student complaints and the subsequent responses to them. This regulation is in accordance with NCA, Commission on Institutions of Higher Education, policy requiring that institutions maintain a log of formal written complaints filed by students.

Responsibility

Deans of Instruction, Deans of Student Development, and Campus Presidents will keep a log of the formal written complaints from students. Disabled Student Resources will also keep a log of formal written complaints received from DSR

students; however, they will include within that log a listing of all students who make formal written complaints, regardless of whether or not they are DSR students. The log will be sent monthly to the Office of Educational Services, which will be the central repository.

The public safety officers, the community relations specialist, and the EEO affirmative action officer will also keep a log of complaints made by students. The EEO affirmative action officer will only provide the fact that a certain number of complaints were received and that any need to review those complaints can be addressed to the EEO affirmative action officer for the institution.

The Complaint Log

The log will contain the date of the complaint, an assigned complaint number, the nature of the complaint, steps to be taken to resolve the complaint, the final decision, referral to outside agency, and external action.



PimaCountyCommunityCollegeDistrict Standard Practice Guide

This SPG is being recommended for deletion.

SPG Title:	Catalog Information
SPG Number:	SPG-3104/AA
Effective Date:	-10/7/98
Approval Date:	-10/7/98
Review Date(s):	4/7/09
Revision Date(s):	4/7/09
Schedule for Review & Update:	-Annually
<i>Unit Responsible for Review & Update:</i>	Provost/Executive Vice Chancellor,
Sponsoring Unit/Department:	Academic and Student Services Provost/Executive Vice Chancellor,
sponsoring Onti-Department.	Academic and Student Services
Regulation Title & No.:	Catalog Information, RG-3104/A
Board Policy Title & No.:	Catalog, BP-3104
Legal Reference:	_
Cross Reference:	SPG-3106/AA, SPG-3106/AB SPG-
·	3106/AC, and SPG-3106/AD

The College Curriculum Office coordinates, monitors, and documents the credit curriculum-related components of the catalog according to the guidelines published in the Curriculum Procedures Manual.

Annually, the catalog is revised to reflect modifications to the credit curriculum that have been approved by Assistant Vice Chancellor for Academic Services and Vice Provost and/or the Board of Governors through the recommendations of the College Curriculum Council. The College Curriculum Council complies complete, up-to-date descriptions of the College's credit programs and courses for publication in the catalog.



PimaCountyCommunityCollegeDistrict Standard Practice Guide

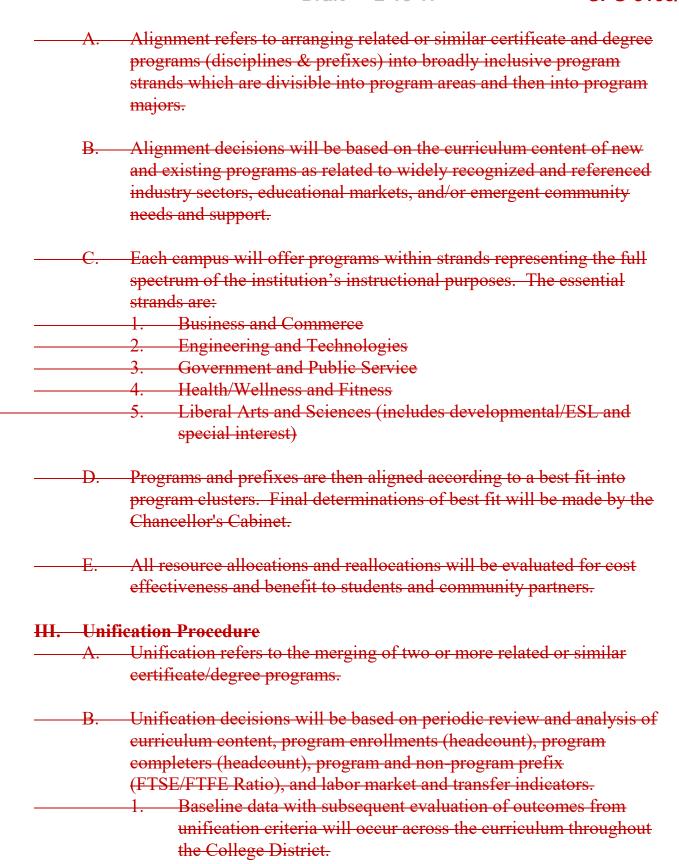
This SPG is being recommended for deletion. Relevant portions of this SPG will be addressed in the Program Review, Curriculum Standards, and Program Inactivation APs. The remainder is no longer current.

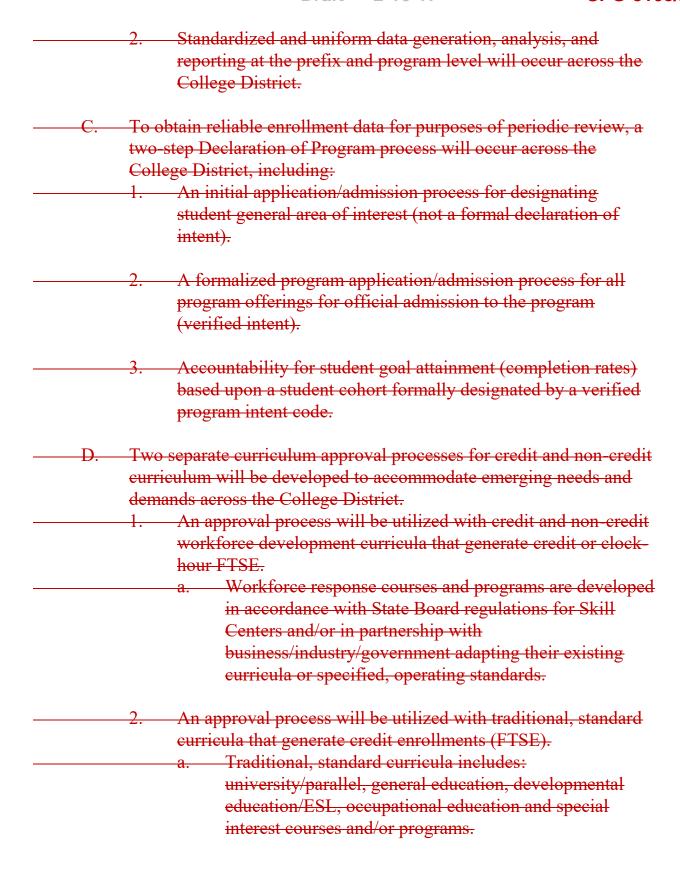
SPG Title:	Curriculum Alignment,
	Unification and Placement
SPG Number:	-SPG-3105/AA
Effective Date:	-5/5/98
Approval Date:	-5/5/98
Review Date(s):	4/7/09
Revision Date(s):	4/7/09
Schedule for Review & Update:	-Annually
Unit Responsible for Review & Update:	Provost/Executive Vice Chancellor,
	Academic and Student Services
Sponsoring Unit/Department:	Provost/Executive Vice Chancellor,
	Academic and Student Services
Regulation Title & No.:	Curriculum Alignment, Unification and
	Placement, RG-3105/A
Board Policy Title & No.:	Curriculum, BP-3105
Legal Reference:	_
Cross Reference:	Catalog, BP-3104

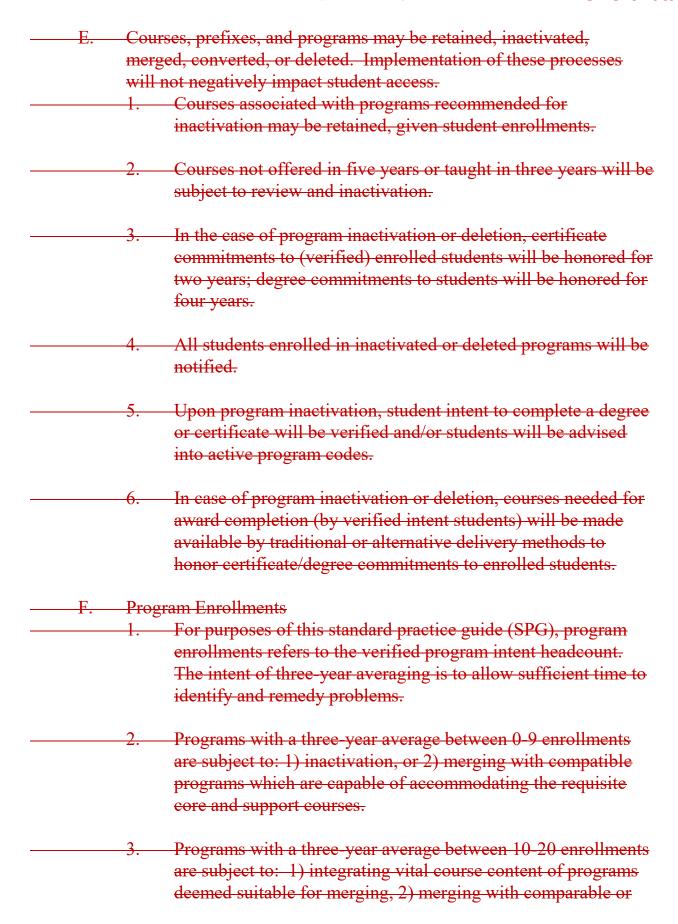
I. Purpose

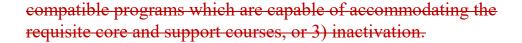
The purpose of this standard practice guide is to implement the regulation on alignment, unification, and placement of credit and non-credit certificate and degree programs that qualify for state funding.

H. Alignment Procedure









4. Programs with a three-year average between 21-50 enrollments, or programs with more than 50 enrollments are subject to: 1) integrating vital course content of programs deemed suitable for merging, or 2) other actions consistent with College policy to ensure coherency, relevancy of the curriculum, employability and the transfer of program graduates.

G. Program Completions

- 1. For purposes of this standard practice guide (SPG), program completers (headcount) refers to students in the verified program intent who are reported as graduates of the program. The intent of three-year averaging is to allow sufficient time to identify and remedy problems.
- 2. The College will identify means of assessing student goal attainment other than completion of certificates and degrees.

 These measures will be incorporated and periodically reviewed.
- 3. Programs with a three-year average of between 0-3 graduates are subject to: 1) inactivation, or 2) identification and merging of vital course content into program(s) deemed more viable.
- 4. Programs with a three-year average of between 4-9 graduates are subject to: 1) merging with similar programs of comparable or greater viability measures with the objective of increasing to 20 or more completions annually on average, or 2) inactivation if no suitable merger is identified.
 - 5. Programs with a three-year average of between 10-20 graduates, or programs with more than 20 graduates are subject to: 1) merging with less viable programs where indicated to stabilize and strengthen program input/output data, or 2) other actions consistent with College policy to ensure integrity, coherency and relevancy of the curriculum, and the employability and/or transfer of program graduates.

- H. Multiple awards at the same level within a major area will be subsumed as options within a single award display or split into separate majors.
 - 1. Key courses from programs inactivated by unification criteria may be integrated as options into the course listings of retained programs.
 - 2. Options within program majors will be displayed in the College catalog as one award with the core and support courses in common. Program areas will offer and display no more than one award of each type.

I. Curriculum Content

1. Curricula will be subject to curricular standards assessment through application of State Board requirements, Curriculum Services technical review and application of College curriculum standards, program review analysis, and comparisons of curriculum standards with other community college curricula in comparable program areas and regional and specialized accreditation standards to ensure curricular integrity, coherency and relevancy of the curriculum.

J. Labor Market Indicators

- 1. For purposes of this regulation, the Occupational Outlook
 Handbook, the Arizona Occupational Employment Forecasts,
 and the Pima County Labor Market Consortium will serve as
 the data bases for determining employment growth indicators.
- 2. Programs with a demonstrated three to five-year decline in employment growth opportunities for students in the program related occupational field locally, regionally, statewide and/or nationally are subject to: 1) merging of less viable programs where indicated to stabilize and strengthen program input/output data, 2) program deletion, or 3) other actions consistent with College policy to enhance employability of program graduates.
 - 3. Programs with a three-year declining trend in the number of student graduates working in an occupational related field within three years of graduation are subject to: 1) merging of

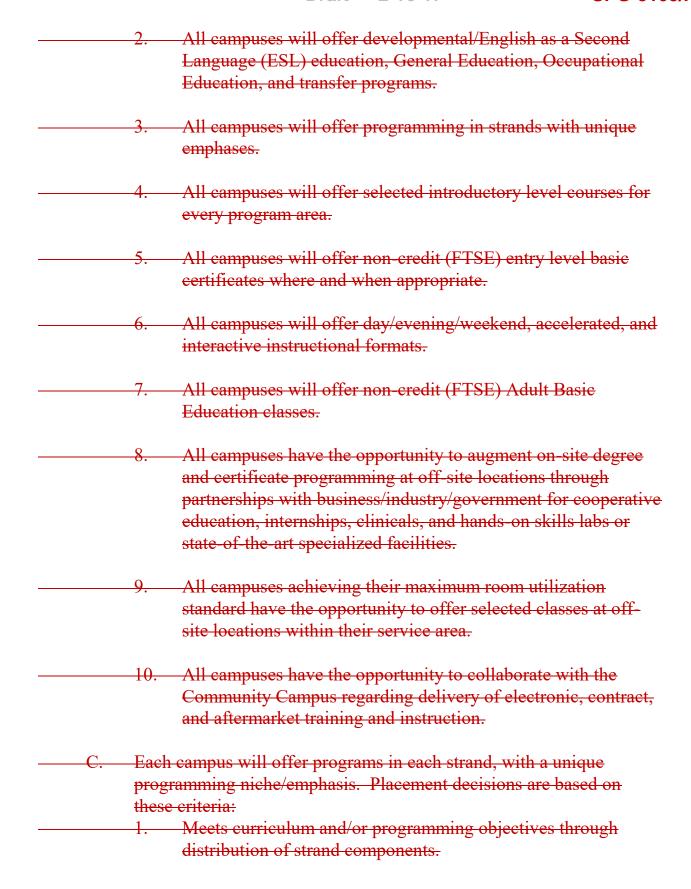
less viable programs where indicated to stabilize and strengthen program input/output data, or 2) other actions consistent with College policy to ensure employability.

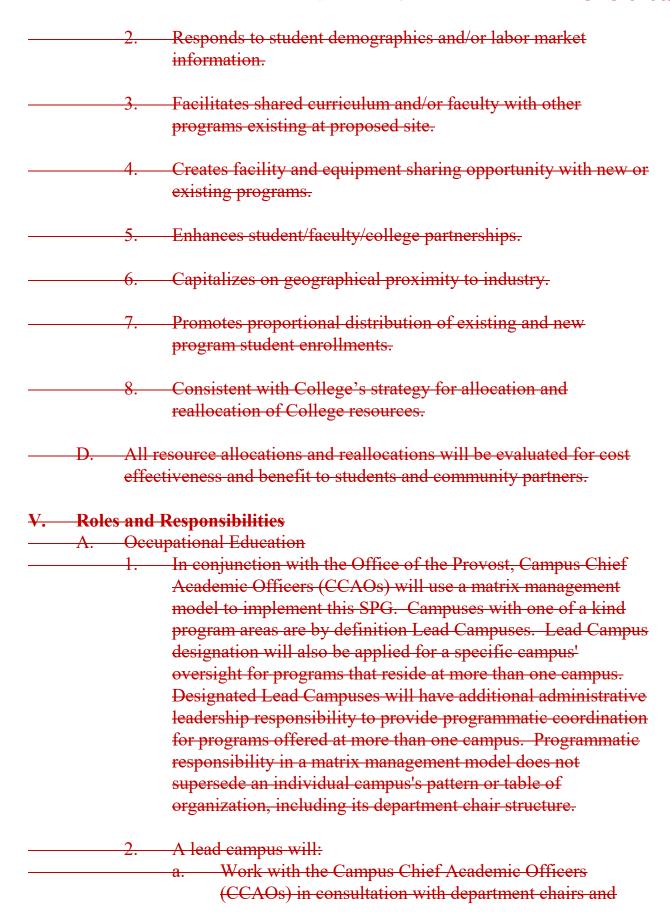


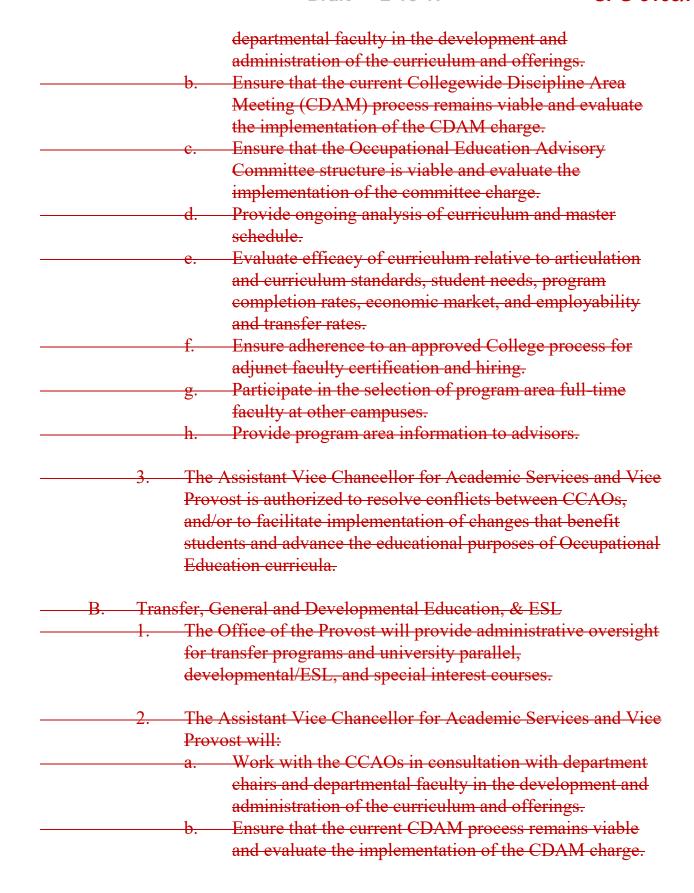
- 1. Consistent with the unification criteria, all transfer programs will be converted to the new state approved Arizona General Education Core (AGEC) degree configurations, Associate of Arts, Associate of Fine Arts, Associate of Science and Associate of Business.
- 2. Transfer programs with less than 70% of core courses and support courses which apply towards a defined university degree at an accredited institution are subject to: 1) inactivation, or 2) identification and merging of vital course content into program(s) deemed more viable, or 3) other actions consistent with College policy to ensure curriculum articulation, integrity, coherency, relevancy and the transfer of program graduates.
- 3. Transfer programs with a three-year declining trend in the number of student graduates transferring to a four-year accredited institution, preferably in the same or related degree area, are subject to: 1) inactivation, or 2) identification and merging of vital course content into program(s) deemed more viable, or 3) other actions consistent with College policy to ensure curriculum articulation, integrity, coherency, relevancy, and transfer of program graduates.
- L. All resource allocations and reallocations will be evaluated for cost effectiveness and benefit to students and community partners.

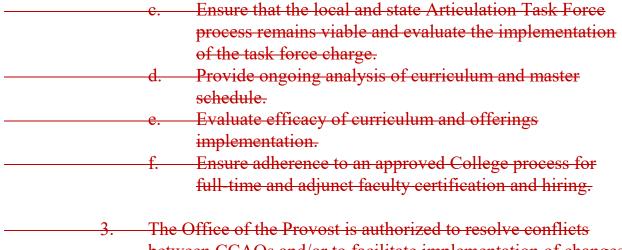
IV. Placement Procedures

- A. Placement refers to assignment of new or existing courses and programs to campuses.
 - B. Placement decisions are based upon these objectives:
 - 1. All campuses will offer both degrees and certificates.









between CCAOs and/or to facilitate implementation of changes that benefit students and the College.

VI. Evaluation of Procedure

- A. An annual report on the implementation of the curriculum alignment, unification and placement procedures will be presented by the Office of the Provost to the Chancellor's Cabinet.
- B. Every three years, the Office of the Provost will conduct a comprehensive evaluation of the implementation of the procedures to determine their overall effectiveness and appropriate recommendations for modifications will be made to the Chancellor's Cabinet.



PimaCountyCommunityCollegeDistrict Standard Practice Guide

This SPG is being recommended for deletion.

SPG Title:	Criteria for Placement of New			
	Programs			
SPG Number:	SPG-3105/GA			
Effective Date:	-01/25/05			
Approval Date:	-01/25/05			
Review Date(s):	_			
Revision Date(s):	_			
Schedule for Review & Update:	-Annually			
Unit Responsible for Review & Update:	Provost/Executive Vice Chancellor of			
	Academic Services			
Sponsoring Unit/Department:	Provost/Executive Vice Chancellor of			
	Academic Services			
Regulation Title & No.:	_			
Board Policy Title & No.:	-Curriculum, BP-3105			
Legal Reference:	<u> </u>			
Cross Reference:	_			

I. Purpose

The purpose of this Standard Practice Guide is to establish criteria that will be used in the placement of new programs once a feasibility study has determined that the program is viable. This supports Initiative 1 of the 2004-2006 College Plan.

H. Components of the College System for Placement of New Programs

— Criteria

1.	Facilities and infrastructure at site match or can easily match program needs.
2.	Responds to student demographics and/or labor market information.
3.	Facilitates shared curriculum and/or faculty with other programs existing at proposed site.
4.	Strengthens partnerships at the site.
5.	Capitalizes on geographic proximity to industry.
6.	Promotes equitable distribution of student enrollments and support services.
7.	Consistent with the College's strategy for equitable allocation and reallocation of College resources.
8.	Contributes to the growth of programs on a new campus or site.

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

INFORMATION ITEM

Meeting Date: 4/12/17	Item Number: 3.6
Item Title	Contact Person
Board Policy Substantive Changes — First Reading	Chancellor's Office (206-4650)
Recommendation:	
For your information, the Chancellor submits the first reading of the changes to Board Policies.	e following substantive
BP 1.16 Institutional Effectiveness BP 3.31 Student Conduct and Ethics (comment period)	d ends April 13)
Justification:	
Recommended changes result from the comprehensive review and	revision of Board Policies.
Financial Considerations:	
None.	
Approvals	
Approvais	
Chancellor	
Lee D. Lambert, J.D.	



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: College Institutional Effectiveness

Board Policy Number: BP 1.16

Adoption Date: 3/11/92, 6/11/14 Schedule for Review & Update: Every three years

Review Date(s): 5/12/14, 4/18/16, 2/16/17

Revision Date(s): 10/26/11, 5/29/14, 4/18/16, 2/16/17

Sponsoring Unit/Department: Board of Governors

Motion Number: 4917 Legal Reference:

Legal Reference: Cross Reference:

The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement. Accordingly, the Board delegates to the Chancellor the responsibility of establishing strategic planning, evaluation, development, and project-support systems to help the College fulfill its mission in the most effective and efficient manner.

The College's Institutional Effectiveness program shall include at least the components noted below:

- Mission fulfillment framework
- Strategic and operational planning
- Student learning outcomes assessment
- Program and service review
- Operational effectiveness
- Employee performance evaluation



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Student Conduct, and Ethics and

Complaint Resolution

Board Policy Number: BP 3.31 Adoption Date: 12/21/88

Schedule for Review & Update: Every three years Review Date(s): 10/30/14, 3/13/17

Revision Date(s): 3/8/95, 1/13/12, 10/30/14, 3/13/17

Sponsoring Unit/Department: Office of the Provost

Motion Number: 5315

Legal Reference: A.R.S. §13-2911

Cross Reference:

Pima Community College (the College) is committed to the highest level of service, inclusive of offering a safe place for students to learn, thrive, and achieve academic excellence. To promote an environment conducive for learning, the College expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in College activities, on the property or under the jurisdiction of the College.

Accordingly, the Chancellor or designee, shall develop standards for student conduct, a process for addressing concerns about student conduct in a timely manner consistent with due process, and processes for addressing student concerns in a timely and effective manner. The College shall provide all students with access to appropriate College staff, faculty, and administration to resolve issues and/or concerns regarding Pima Community College employees, fellow students, policies, procedures, grades or other actions of the College.

In order to maintain an appropriate learning environment, Pima County Community College District expects students and prospective students to adhere to

BP-3504

the highest standards of personal conduct and ethics, while involved in college activities, on the property or under the jurisdiction of the College.

The College shall make available to the students the Student Code of the Conduct and the Student Rights and Responsibilities.

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17 Item Number: 3.7

Item Title Contact Person

Multiple Program Conversions from Concentrations to Stand-Alone Certificates

Dolores Duran-Cerda, Provost and Executive Vice Chancellor (Acting) (206-4999)

Information:

For your information, the Chancellor informs the Governing Board of the following changes in curriculum. Current concentrations within certificates are being converted to stand-alone certificate programs:

			Current		Converted
Current	Current Program	Current	Concentrati	Converted Program	Program
Program Title	Code	Concentration Title	on Code	Title	Code
Field		Field and Lab		Field and Lab	
Archaeology	CRTFLDARCHEO	Fundamentals	ARCL	Fundamentals	CRTFLF
Field					
Archaeology	CRTFLDARCHEO	Field Methods	ARCM	Field Methods	CRTAFM
		Geospatial		Geospatial	
Field		Information Studies		Information Studies	
Archaeology	CRTFLDARCHEO	& Technology	ARCC	& Technology	CRTGIS
Field		Southwestern		Southwestern	
Archaeology	CRTFLDARCHEO	Cultures	ARCS	Cultures	CRTSWC
Advanced					
Aviation					
Technology	CRTAVIATIONA	General Mechanics	AVMG	General Mechanics	CRTAGM
Advanced					
Aviation					
Technology	CRTAVIATIONA	Airframe Mechanics	AVMF	Airframe Mechanics	CRTAAM
Advanced					
Aviation					
Technology	CRTAVIATIONA	Powerplant	AVMP	Powerplant	CRTAPP
Advanced					
Aviation		Aviation Structural		Aviation Structural	
Technology	CRTAVIATIONA	Repair	AVMS	Repair	CRTASR
Advanced					
Building &					
Construction					
Technologies	CRTBLDGCON-A	Carpentry	BCTC	Carpenter	CRTCPT
Advanced					
Building &					
Construction					
Technologies	CRTBLDGCON-A	Electrical	BCTE	Electrician	CRTELE

Date: 4/12/17 Page 2

Advanced		Heating, Ventilation,		Heating, Ventilation,	
Building &		Air Conditioning, &		Air Conditioning, &	
Construction		Refrigeration		Refrigeration	
Technologies	CRTBLDGCON-A	(HVAC-R)	встн	(HVAC-R)	CRTHVA
Advanced				,	
Building &					
Construction					
Technologies	CRTBLDGCON-A	Plumbing	ВСТР	Plumber	CRTPLM
Systems				CISCO System	
Administration/				Network Analyst/	
Networking	CRTNETWRKADM	CISCO	CSNC	Administration	CRTSCO
Systems					
Administration/				Microsoft Server	
Networking	CRTNETWRKADM	Microsoft	CSNM	Administration	CRTMSA
Systems					
Administration/				Linux Server	
Networking	CRTNETWRKADM	Linux	CSNX	Administration	CRTLNX
Health					
Information		Medical Billing and		Medical Billing and	
Technology	CRTOAH	Coding	OAHB	Coding	CRTMBC
Health					
Information		Health Information		Health Information	
Technology	CRTOAH	Management	OAHM	Management	CRTHIM
Machine Tool		Mechanical		Mechanical	
Technology	CRTMACHNTOOL	Inspector	MACI	Inspector	CRTMIN
Machine Tool					
Technology	CRTMACHNTOOL	Manual Machinist	MACM	Manual Machinist	CRTMMC
				Computer	
Machine Tool				Numerical Control	
Technology	CRTMACHNTOOL	Machine Operator	MACO	(CNC) Operator	CRTCNO
		Computer		Computer	
Machine Tool		Numerical Control		Numerical Control	
Technology	CRTMACHNTOOL	(CNC) Programmer	MACP	(CNC) Programmer	CRTCNP

Justification:

In the past, many certificate programs had multiple and often quite incongruent concentrations, including discrepancies in credits. This has led to multiple issues including giving complicated and confusing information to students; adding greater complexity to program-level assessments; making effective reporting on program data difficult; and making it difficult to effectively report completion rates. These conversions are part of a general overhaul of college curriculum to better meet the needs of our students, ease Student Learning Outcomes assessment, provide more effective institutional reporting, and to meet HLC, Title IV, and Gainful Employment compliance issues. As the educational requirements of these programs have not substantially changed, they are operationalized as conversions, rather than new certificates.

Approvals	
Contact Person _	Dolores Durán-Cerda
	Dolores Durán-Cerda, Ph.D.
Chancellor	Jan
	Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17

Item Number: 3.8

Item Title

Contact Person

Dr. Dolores Durán-Cerda
Executive Vice Chancellor
and Provost
(206-4999)

Information:

Pima Community College utilizes ACCUPLACER software to assess students' English as a Second Language, Reading, Writing, and Mathematics knowledge. These tests serve as an additional resource to College advisors when assisting students with course selection and goal planning. On November 16, 2016, the Governing Board adopted *Administrative Procedure (AP)* 3.12.01 – Placement. The AP, which provides additional details on the process, indicates that students will be charged a fee after their second placement test.

Beginning May 1, 2017, Pima Community College is instituting a \$10.00 fee for students attempting a third placement test if the previous two attempts occurred within the past three years; subsequent attempts during this period will also be charged the fee. The AP allows for fee waivers at the discretion of the College.

The College benchmarked other institutions before determining the fee amount and number of attempts before a student is charged. Test scores in Mathematics expire after three years, hence the three year period between the first and third attempts.

The Executive Leadership Team reviewed and approved the assessment retake fee at their meeting on March 7, 2017.

Approvals		
Contact Person _	Dolores Durán-Cerda	
Chancellor	Solotes Burun Cordu, Timb.	
	Lee D. Lambert, J.D.	

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17 Item Number: 3.9

> Item Title **Contact Person**

Unclassified Pay Rates for Temporary Employment – Pay Rate Range Adjustment

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

Information:

The Chancellor submits the following information regarding updates to the Unclassified Pay Rates for Temporary Employment to adjust the pay rate ranges for Access Assistants and Tutors. The update reduces pay compression resulting from the increase in the Arizona minimum wage.

New Rate Structure	
Access Assistants	
ACCA1	\$11.25
ACCA2	\$12.00

Tutors	
TUTR0	\$10.00
TUTR1	\$10.20
TUTR2	\$10.60
TUTR3	\$11.00

Financial Consideration:

Currently, there are thirty-four positions affected in the temporary pool for FY2017. Current funding sources are allocated for appropriate adjustments for the remainder of this fiscal year.

Approvals

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/12/17 Item Number: 3.10

Item TitleContact PersonUnclassified Pay Rates for Temporary Employment – StudentDaniel BerrymanPeer MentorVice Chancellor for Human
Resources, (206-4586)

Information:

The Chancellor submits the following information regarding the addition of a new Temporary position added to the Unclassified Pay Rates for Temporary Employment Schedule:

The summer Connect U program is part of Pima Community College's First Year Experience. The Connect U program connects students new to Pima who have participated in a mandatory New Student Orientation (NSO) with their classes, their campus, and their peers.

Connect U Student Peer Mentors provide students new to Pima Community College with an introduction to the College. Connect U Peer Mentors will be responsible for facilitating each of the 3-4 hour connect U programs that will be offered across the College from July through the first day of classes in August.

Duties and Responsibilities:

- Contacting students to register and/or confirm participation in a Connect U program;
- Providing check-in and registration at each Connect U;
- Leading a small group of new students in discussions and icebreakers;
- Providing tours of the PCC campuses;
- Helping students navigate their first steps in preparing for college, including answering questions about resources and the student experience at Pima;
- Assisting students in setting up various digital resources such as MyPima, D2L, etc.
- Following up with students after the Connect U program to answer questions.

Financial Considerations:

Pay rate is \$10.00 per hour. Allocated to the General Fund.

Approvals	
Contact Person	DeBenjuan
	Daniel Berryman
Chancellor	
	Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 4.1

Item Title Contact Person

Consent Agenda Chancellor's Office (206-4747)

Recommendation:

The Chancellor recommends to the Governing 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 Study Session February 27, 2017
 - B. Special Meeting to conduct Executive Session on March 8, 2017
 - C. Regular Meeting of March 8, 2017
 - (2) Board Policy Final Reading
 - (3) Intergovernmental Agreement: Marana Unified School District No. 6
 - (4) Intergovernmental Agreement: Arizona Small Business Development Center Network (AZSBDC) on behalf of Maricopa Community College District
 - (5) Intergovernmental Agreement: The Town of Marana
 - (6) Contracts: Books, eBooks, and Audiovisual Materials
 - (7) Contract: Increase to FY17 CampusEAI Maintenance Renewal for College Portal and Mobile App
 - (8) Contract: Integrated Design Lab Equipment for Advanced Manufacturing Programs
 - (9) Multiple Program Inactivations
 - (10) Correspondence Education Approval

Approval	
Chancellor	- Golden
	Lee D. Lambert, J.D.

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

ACTION ITEM

Meeting Date: 4/12/17	Item Number: 4.1(1) A	
Item Title	Contact Person	
Unapproved Minutes of the Study Session of February 27, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Study Session of February 27, 20	017 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, February 27, 2017 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 Demion Clinco, Secretary/Vice Chair Luis Gonzales Sylvia Lee

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

Mark Hanna called the meeting to order at 4:03 pm.

2. Office of Assessment

Wendy Weeks, Director of Assessment and Jen Deschenes, Assessment & Evaluation Analyst introduced a method being used in assessment: Plan, Implement, Measure, and Act (P. I.M.A.) and provided an update on the assessment office. She reported on the accomplishments that have been made using this method and the current projects currently going through this process.

Ms. Weeks discussed the assessment training modules that rolled out in Fall of 2016 and reported on the Assessment Academy.

The assessment department is looking at two software programs: Chalk & Wire and Analytics. Analytics is currently in their D2L system. These systems are currently being tested to see if they fit our needs. Ms. Weeks noted that she has been in conversations with IT about correcting the interface currently being used to manage the collected data.

Ms. Weeks noted that their goal is to have a fully functioning general education assessment process by Fall of 2018.

Board Chair Hanna asked what help her team needs from the Board. Ms. Weeks noted that the Board's support and kudos are needed to go out to the ones that are really doing a phenomenal job with assessment.

Governing Board Study Session Minutes – February 27, 2017 Page 2

Board member Clinco asked for a list of individuals who are excelling at meeting the expectations so that they can be acknowledged.

Board member Gonzales asked if the data measurements can go back to 2015 or 2014 to assess prior years. Ms. Deschenes noted that it will take some time to work their way backwards and they don't know exactly how far they will be able to go at this time.

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement noted that the information Ms. Weeks is presenting is exactly what HLC wants to see. HLC is very impressed with the College's infrastructure but their main concern was filling two positions in assessment, which the college has done. HLC emphasized the need for sustainable people to do the work and move it forward.

3. Marketing Update

Lisa Brosky, Vice Chancellor for External Relations reported on her marketing plan to increase enrollment and help reshape conversation about Pima in the community. Her department will start with taking all communication tools and maximizing each of them to drive actions that will benefit the college. They will be identifying tools and methods that can be measured.

Ms. Brosky noted that she is in the process of researching websites and hiring a web consultant to perform an audit on Pima's website and provide a roadmap for moving forward. The department will be using the 70-20-10 model which is putting 70% of your effort into things you know are going to work, 20% into new initiatives and 10% in on experiments, focusing on key audiences.

Ms. Brosky reported that PCC is right in the ballpark with advertisement spending compared to other community colleges and will email the Board members a comparison sheet of what other peer institutions are spending.

Ms. Brosky discussed the specific audiences that need to be reached and the programs that will attract those audiences. Some of the programs being looked at are allied health, veteran's programs and technical programs. Chancellor Lambert added the importance of focusing our attention in areas where we have a captive audience instead of trying to blanket everybody in the county. Some examples of audiences the College should focus on are the underserved, lower income minorities and adult education. The enrollment funnel is another group of individuals to focus on. These are good leads for the College.

Direct mail marketing, Home Team Marketing, and a brochure website are some of the new marketing tools Pima will try. They will continue to work on our Social Media and revamp publications. Ms. Brosky noted that PCC will continue to use guerilla marketing techniques; they still work. Ms. Brosky noted that all of these efforts will be measured by a dashboard created by a company called Trendkite.

Ms. Brosky added that, since the college is looking at coming off notice, PCC should come up with an official tag line in the next few months.

Board member Gonzales noted his concern that the college isn't getting out to the high schools to promote PCC. Ms. Brosky noted that there may be some sort of disconnect, but that we are very active in the high schools and she can produce a report to support that. Board member Clinco and Lee agreed with Board member Gonzales that there is definitely a disconnect.

Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services (Acting) noted that there is a recruitment liaison assigned to each campus and assigned to service areas of the high schools and that they are very active. It is important for counselors to make sure students are aware there is a liaison for Pima College. She also noted that they have brought back the Counselors Breakfast. The next breakfast is on March 28. Dr. Duran-Cerda suggested inviting the Chancellor, Mayor Rothschild and President Hart to make a statement at the breakfast.

Board member Clinco noted that the College needs a plan to do a better job at messaging a full brand.

Board Chair Hanna would like the Chancellor to come back and continuously update on the strategic enrollment management and recruiting.

4. International Program Update

Ricardo Castro-Salazar, Vice President of International Development provided a brief history on PCC's International Program.

Dr. Castro-Salazar noted that in 2014 a foundation in Mexico helped PCC bring the students from Becalos to the college and that is when we started to see international student enrollment increase.

Board Chair Hanna asked if the college was benefiting financially from providing the international program. Dr. Castro-Salazar confirmed that the college is generating more revenue than its expending from the international program and the program is self-sustaining.

Board Chair Hanna asked about an explanation about the recent adjustment to the international student tuition. Dr. Castro-Salazar explained that every time there was an increase in tuition for local students there was a large increase in the international student tuition, without any comparisons to the national and international market. In order to compete with other colleges to attract international students, the college found that it must price the tuition competitively. This called for a decrease in the international student tuition rate.

Dr. Castro-Salazar noted that international students are counted as part of the head count for FTSE but they are categorized differently on a separate application. Board member Gonzales noted that this has not been explained to the community very well.

Board Chair Hanna asked what the Board can do to convince the community that this is what PCC needs to be doing. Ms. Brosky noted that the Board must tell and retell the story, the

Governing Board
Study Session Minutes – February 27, 2017 Page 4
false narrative that international education is no good needs to be debunked. We need to share the benefits of the program.
The meeting adjourned at 6:44 p.m.
Secretary
Date

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

ACTION ITEM

Meeting Date: 4/12/17	Item Number: 4.1(1) B	
Item Title	Contact Person	
Unapproved Minutes of the Special Meeting of March 8, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Special Meeting of March 8, 201	7 are submitted for approval.	
Approval		
Chancellor_		

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES March 8, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, March 8, 2017 at 4:00 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, Vice Chair/Secretary Sylvia Lee Luis Gonzales

Absent

Meredith Hay

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

Mark Hanna called the meeting to order at 4:08 p.m.

Motion for Executive Session

Motion No. 201703-01

Sylvia Lee – M; Demion Clinco – 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.

Governing Board Minutes	
Special Meeting - March 8, 20	17
Page 2	

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 4:09 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:22 p.m.

Adjournment

The meeting adjourned at 5:23 p.m.
Secretary
Secretary
Date

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

ACTION ITEM

Meeting Date: 4/12/17	Item Number: 4.1(1) C	
Item Title	Contact Person	
Unapproved Minutes of the Regular Meeting of March 8, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Regular Meeting of March 8, 20	17 are submitted for approval.	
Approval		
Chancellor		

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Governing Board was held on Wednesday, March 8, 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, Chair Demion Clinco, Secretary/Vice Chair Sylvia Lee Luis Gonzales

REPRESENTATIVES TO THE BOARD

Derrick Espadas, Student Michael Tulino, Staff Carlo Buscemi, Adjunct Faculty Nina Corson, Administrator David Morales, Faculty Vacant, Temporary Staff

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor

Michael Amick, Vice President of Distance Education

David Bea, Executive Vice Chancellor, Finance and Administration

Dan Berryman, Vice Chancellor, Human Resource

Yira Brimage, Vice President of Student Affairs and Engagement

Lisa Brosky, Vice Chancellor for External Relations

Gregory Busch, Vice President of Instruction and Transfer Pathways

Alison Colter-Mack, Assistant Vice Chancellor for Human Resources Aubrey Conover, Campus Vice President Nina Corson, Dean of Mathematics and Student Affairs

Suzanne Desjardin, Dean of Social Sciences and Student Affairs

David Doré, President, Northwest and Downtown Campus

Esperanza Duarte, Special Assistant to the Chancellor, Acting

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

Julian Easter, Assistant Vice Chancellor for Curriculum and Academic Services

Mary Beth Ginter, Dean of Business

Emily Halvorson-Otts, Dean of Science, Acting

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

Karrie Mitchell, Assistant Vice Chancellor for Student Development

Lorraine Morales, President, Community and East Campus

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

Bruce Moses, Assistant Vice Chancellor for Accreditation

Ann Parker, Vice President of Student Affairs and Transitions

Morgan Phillips, Campus President, Community and East Campus

Terry Quest, Assistant Vice Chancellor for Finance

Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning

Ian Roark, Vice President of Workforce Development

Irene Robles-Lopez, Vice President of Student Development

Ted Roush, Campus Vice President

Brian Stewart, Dean of Education and Student Affairs

Jeff Thies, Dean of Developmental Education Bill Ward. Vice Chancellor for Facilities

GENERAL MATTERS

Call to Order

Mark Hanna called the meeting to order at 5:34 p.m.

Pledge of Allegiance

Mark Hanna led the Pledge of Allegiance.

Roll Call

Board member Hay was not present.

Governing Board Recognition and/or Awards

An award of appreciation certificate and resolution was presented to Mexican Consul Ricardo Pineda Albarrán.

The Governing Board recognized former faculty members, Charles Land and David Stephen, with emeritus status for their outstanding accomplishments and contributions to the College.

Dr. Daisy Rodriguez-Patel introduced student Leandra Bailey, she participated in the study abroad program in China. Ms. Bailey shared some of her experiences and noted how this program could be very beneficial to students.

Public Comment – Call to Audience

Bram Goldman-Add language to Diversity Plan: Faculty, Staff, Admin to reflect diverse population of Pima County.

Frank Velasquez, Jr.-Statement about improvements in hiring process.

Board member Lee would the Chancellor to look into this situation and Board member Clinco would like a report back to the Board.

Chancellor Lambert will undertake an investigation of Human Resources.

Board Chair Hanna asked that this be added to a future agenda.

Fiore Iannacone-Monsanto

Melissa Diane Smith-Item about legal counsel for Monsanto application on Executive Session agenda.

Jeff Silvyn, Legal Counsel provided a statement on the Monsanto issue. Mr. Silvyn noted there is no action being asked of Pima Community College and there will not be an action

Governing Board Minutes Regular Meeting – March 8, 2017 Page 3

item on a future agenda. If it appears on an Executive Session agenda it will be because the Board is being briefed on proceedings not related to the College.

Jaime Calvao-Providing Governing Board and Chancellor with a statement from staff regarding the budget scenarios.

Mario Gonzales-C-FAIRR concern

Board member Clinco responded to Mario Gonzales' comment and noted that he was also involved in the recent review and evaluation of the Chancellor.

Remarks by Governing Board Members

Board Chair Hanna reported that he had a chance to see PCC's performance of In the Heights. He attended the National Adult Education Honor Society induction, and the ACCT Legislative Summit in Washington, D.C. Board Chair Hanna reported that two students, Kyle Hughes and Danika Acosta, attended the summit in Washington and were asked to share some of their experiences about the event. Board Chair Hanna will be attending the 2017 All-Academic Team luncheon and announced the 12 members from PCC.

Libby Howell, Executive Director for Media, Community and Government Relations introduced Danika Acosta and Kyle Hughes. The students shared some of their experiences at the ACCT Legislative Summit.

Board member Clinco acknowledged the students who attended the ACCT Legislative Summit. He reported that there were many complaints heard about the College when he first started on the Board approximately 16 months ago but noted that the tone from the community has shifted. People are sharing more positive stories about Pima. Board member Clinco wanted to thank the Executive Leadership Team and leaders who are working so hard for the College.

Board member Lee acknowledged Todd Poelstra who is behind the talented students performing in PCC's In the Heights. She also acknowledged Regina Suitt and the Adult Education Team, she is proud to have strong leaders in adult education. She also acknowledged Mario Gonzales for his passion for PCC.

Board member Gonzales noted that he finished up his second day of the New Board Orientation but still needs to schedule his campus tours. He attended the Next Step for Vets at the 29th Street Coalition. He also attended the National Adult Education Honor Society induction and the Diversity Forum on February 10. He noted the he sees issues with the College and has not been quiet about them. He would like to get to the bottom of these issues. He noted the importance of listening to faculty and staff and working together to get solutions.

Board Chair Hanna acknowledged the Pima Aztec athletes.

Governing Board Committees

Tracy Nuckolls reported on behalf of the Finance and Audit Committee, they have reviewed the budget and the three budget scenarios prepared by the College. They noted that they endorse the plan in its entirety. The Finance and Audit committee recommended steps to move forward.

Mr. Nuckolls noted that the committee is impressed with the Chancellor's tone of compliance after being informed of a concern with a recent audit. The Chancellor presented the committee with a two-page report of his additional investigations and the actions being taken.

Board member Gonzales asked if the committee would be making any recommendations on the three budget options. Mr. Nuckolls noted that the committee has taken a look at the options and they dislike the drastic one. The committee prefers a combination of the two scenarios that will give the college a gradual glide path to future success.

REPORTS

Administration Report

Accreditation update-Bruce Moses, Assistant Vice Chancellor for Accreditation Mr. Moses reported that the College is still waiting to hear from the Higher Learning Commission's Board of Trustees on the sanction status of PCC. The letter should come to the Chancellor by email and mail any day now. Mr. Moses reported on the five criterion teams working on accreditation efforts.

Diversity, Inclusion and Global Education-Nic Richmond, Assistant Vice Chancellor for Planning and institutional Research

Dr. Richmond reported on the work being done to release Key Performance Indicators (KPIs) within the mission fulfillment framework. This data for diversity, inclusion, and global education are being released this month. Dr. Richmond focused on enrollment information for Hispanic Latino students and White students who are not Hispanic or Latino.

Dr. Richmond reported on using voluntary framework of accountability (VFA) to track how students are doing. Chancellor Lambert added that this data will allow us to start looking at other institutions that are outperforming us in some of these indicators and find out why.

Board member Lee asked if the college is reaching out to students who have left the college with fewer than 30 credit hours to try to bring them back. Dr. Richmond mentioned the phonation done a year or so ago and Dr. Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs has been working on reaching out to these students.

Reports by Representatives to the Board

Student – Derrick Espadas

Mr. Espadas reported on different events being held at each of the campuses, which include the Arizona Adult Literacy Week, Viva La Causa, the safe spring break videos, International Community Day, the film screening in honor of women's History Month and the legacy of Cesar Chavez, student leader elections, and the community involvement fair. Mr. Espadas also noted the online environment being created for online learners to feel more connected to PCC, this will also be used to attract students who have acquired their GED but don't quite have the connection to the college. This will help them get more comfortable registering and successfully completing a program.

Students did not present a recommendation/concern to the Board.

Temporary Staff – no temporary staff representative present-Vacant There was no report.

Staff – Michael Tulino

Mr. Tulino reported on process staff council took to develop the statement made to the Board earlier at public comment.

Mr. Tulino noted that there has been a good amount of transparency and openness and that staff council is encouraging that to continue but they would like a more inclusive process or continuing the inclusive process that they've been seeing.

Staff did not present a recommendation/concern to the Board.

Adjunct Faculty - Carlo Buscemi

Mr. Buscemi did not have a report.

Adjunct Faculty did not present a recommendation/concern to the Board.

Faculty – David Morales

Mr. Morales reported on the summer scheduling decision. Mr. Morales felt that there was no outreach to Faculty Senate, students, staff, student council, taxpayers or the community for this decision. The decision limits class offerings to Desert Vista, East, and Northwest Campus and excludes science classes. He feels this will limit access to classes for the Southside community. Mr. Morales would like to know the ultimate goal of the summer scheduling decision.

Mr. Morales reported on the recent survey asking students for their feedback on the summer schedule. A subcommittee is being formed to review over 1,000 student responses.

Mr. Morales also reported on block scheduling, the Futures Conference, the ethnic, gender and transborder study summit, and the Higher Learning Commission conference.

Board member Lee noted that there must be a communication plan whenever the college going to roll something out.

Board member Gonzales noted his suggestion at the last Board meeting to have a study session to discuss the summer scheduling but instead the college decided to send out a survey at the last minute. He noted that there isn't enough communication.

Governing Board Minutes Regular Meeting – March 8, 2017 Page 6

Board member Hanna noted that the Board will receive answers regarding this issue during the Chancellor's report.

Administrator – Nina Corson

Ms. Corson reported on the second-floor remodel of the Desert Vista plaza building, funds for Adult Basic Education through the Arizona Department of Education RFGA, upgrades to Banner, the new online admissions application, the Futures Conference, and the development of a decision-making matrix that will ensure input steps are followed in the spirit of shared governance.

Administrators did not present a recommendation/concern to the Board.

Chancellor's Report

Chancellor Lambert asked Mr. Bram Goldman to get in touch with Jeff Silvyn, Legal Counsel.

Highlights of Chancellor's report included:

- Chancellor's relationship with Tucson Unified School District
- The planning details of the summer schedule
- Follow-up review of Human Resources and its hiring practices, corrective action and disciplinary processes.
- The new shared governance model

Chancellor Lambert noted that the feedback received from the many forums and meetings for the summer schedule were taken into account and as a result of that, it was decided not to adjust contracts for the summer and learning communities were developed.

INFORMATION ITEMS

Financial Report-January 2017 Financial Statements

This item was noted as an information item.

Employment Information

This item was noted as an information item.

Chancellor Lambert introduced Dr. Thomas Nevill, Dean of Arts & Humanities

Adjunct Faculty Appointments

This item was noted as an information item.

Regular Faculty Appointments for Fiscal Year 2017-2018

This item was noted as an information item.

Changes to Fiscal Year 2017-2018 Cost Recovery Course Fees

This item was noted as an information item.

Dr. Dave Bea, Executive Vice Chancellor for Finance and Administration and Dr. Morgan Phillips, Campus President for Desert Vista and West Campus explained how the college came up with the new course fees, specifically in the medical field.

Board Chair Hanna asked Chancellor Lambert for course fee comparisons at other colleges and universities so that we can verify that we are not increasing fees just in order to avoid increasing tuition and pricing students out of the program. The Chancellor has agreed to bring to the Board comparative data.

Administrative Procedure Changes

AP 3.01.01: Certifying Faculty Teaching Credit Bearing Courses; AP 3.21.01: Transfer and Prior Learning Credit and AP 3.30.01: Academic Standing Policy were noted as information items.

New Board Policy - First Reading

BP 1.12: Chancellor Emeritus Status was noted as an information item.

Diversity Plan Update and Discussion

Dr. Lorraine Morales, Campus President of Community Campus and East Campus, Dr. Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services and Alison Colter-Mack, Assistant Vice Chancellor for Human Resources provided some background on the development of the college Diversity Plan and forums conducted to gain feedback and incorporate the feedback into the plan. It was also noted that this plan is a living document and subject to continuous improvement.

Board Chair Hanna reminded everyone that is not a document the Board will be voting on, the Board will only be providing feedback.

Board member Clinco would also like to see the Board policy on the document itself. Dr. Morales will discuss this with legal counsel.

Board members Lee, Hanna and Clinco suggested adding our goal as an inspirational statement.

Board member Gonzales noted his many concerns with the Diversity Plan. Some of his concerns were that the plan does not have measurable outcomes and there are many language changes to be made. He also noted his concern that the public may confuse global education with the international program. Board member Gonzales feels that the international program should not be included in the plan.

Board member Gonzales asked for a copy of the college's affirmative action plan. Jeff Silvyn, Legal Counsel will provide a copy.

Governing Board Minutes Regular Meeting – March 8, 2017 Page 8

Board Chair Hanna noted that he would like to see the final product brought back to the Board in April.

Discussion Item

Board Policy Substantive Changes – First Reading BP 6.06: Intellectual Property Ownership

This item will come back to the Board for a vote in April.

ACTION ITEMS

Consent Agenda

Motion No. 201703-02

Luis Gonzales – M, Sylvia Lee – S, to approve the Consent Agenda.

- 4.1 (1) Approval of Minutes of the following meetings:
 - A. Regular Meeting of January 11, 2017
 - B. Special Meeting of January 30, 2017
 - C. Study Session of January 30, 2017
 - D. Special Meeting to conduct Executive Session on February 8, 2017
 - E. Regular Meeting of February 8, 2017
 - (2) Multiple Program Inactivations
 - (3) Contract: Adobe Software, 2017-2020
 - (4) Contract: Employee Dental Benefits, Fiscal Year 2017-2018
 - (5) Contract: Life and AD&D Insurance, Fiscal Year 2017-2018
 - (6) Contract: Short Term Disability Insurance, Fiscal Year 2017-2018
 - (7) Contract: Upgrade of Avaya Phone System
 - (8) Sabbatical Approval for Fall 2017 and Spring 2018

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

OTHER ACTION ITEMS

Contract: Employee Medical Benefits and Pharmaceutical Benefits, Fiscal Year 2017-2018

Motion No. 201703-03

Sylvia Lee – M, Demion Clinco – S, to approve Fiscal Year 2017-2018 employee medical and pharmacy benefits agreements including: plan design, premium structures, wellness incentives, and employee and College contributions to premiums. Blue Cross Blue Shield of

Governing Board Minutes Regular Meeting – March 8, 2017 Page 9

AZ (BCBSAZ) administers medical plan provisions, and Express Scripts, Inc. (ESI) handles prescription management services for the College.

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

Academic Year 2017-2018 Student Tuition and Service Fee

Board members Hanna and Gonzales noted their concerns about voting for an increase in tuition before we know what the budget is going to look like.

Motion No. 201703-04

Demion Clinco – M, Sylvia Lee – S, to approve the Academic Year 2017-2018 Student Tuition and Service Fee.

Board member Clinco requested to withdraw his motion and offer a substitute motion to table this motion until the April meeting.

Motion WITHRAWN

Motion No. 201703-05

Demion Clinco-M, Luis Gonzales-S, to table this motion until the April Board meeting.

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

ADJOURNMENT

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

ACTION ITEM

Meeting Date: 4/12/17	Item Number: 4.1 (2)
Item Title	Contact Person
Board Policy — Final Reading	Office of the Chancellor (206-4747)
Recommendation:	
The Chancellor recommends that the Governing Board approve the fo	ollowing Board Policy:
New: BP 1.12 Chancellor Emeritus BP 6.06 Intellectual Property Ownership	
Financial Considerations:	
None.	
Approvals	
ChancellorLee D. Lambert, J.D.	



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Chancellor Emeritus Status

Board Policy Number: BP 1.12

Adoption Date:

Schedule for Review & Update: Every three years

Review Date(s):
Revision Date(s):

Sponsoring Unit/Department: Board of Governors

Motion Number: Legal Reference: Cross Reference:

PURPOSE

The awarding of chancellor emeritus status is intended as a special honor for College employees who have served as chancellor with great distinction. Prior chancellors receiving such an award exemplify the characteristics of ideal community college educators who, through their professional careers at Pima Community College, have contributed significantly to the College, and the community. Status is not guaranteed as a matter of due course; it is granted only to those whose service has been exemplary. Recipients of the emeritus distinction will be identified by name and title with the emeritus distinction in the catalog or other College publications.

The chancellor emeritus designation shall not create any contractual obligation nor shall there be any compensation connected with the title.

Emeritus distinction may be bestowed posthumously.

Eligibility

Any individual is eligible for recommendation for emeritus distinction who meets the following criteria:

- A minimum of 5 years of full time service to Pima Community College as chancellor;
- Concluded or in the process of concluding his or her service as chancellor;
- Established a record of distinguished service while employed as chancellor; and
- Not been the subject of an adverse personnel decision.

Nomination

Any Governing Board member may recommend the honorary emeritus title. The Governing Board may confer this title by appropriate resolution.



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Intellectual Property Ownership

Board Policy Number: BP 6.06 Adoption Date: 8/12/92

Schedule for Review & Update: Every three years Review Date(s): 7/18/14, 2/17/17 Revision Date(s): 7/18/14, 2/17/17 Sponsoring Unit/Department: General Counsel

Motion Number: 4977

Legal Reference: Copyright Act of 1976, as Amended, 17

U.S.C. Section 101 et seq.

Cross Reference: Copyright, BP 6.05

In support of its mission, Pima Community College is committed to the creation, preservation, and dissemination of knowledge for the benefit of students and the public. The College encourages the production of creative and scholarly works and the development of new and useful inventions including materials, devices, or processes, some of which may have potential commercial value. In doing so, the College also seeks to protect its intellectual property rights, preserve public resources and ensure that the intellectual property is available for use by the College community.

Accordingly, the College asserts intellectual property rights as follows:

- (1) Ownership of all works commissioned by the College;
- (2) Ownership of all works created by an employee within the course and scope of employment, except scholarly works and instructional materials;
- (3) Ownership of all works created by employees with significant use of College resources;
- (4) An irrevocable, royalty-free, non-exclusive license to reproduce, alter, and use for purposes consistent with the College mission all scholarly works and

- instructional materials created by employees within the course and scope of their employment with the College; and
- (5) An irrevocable, royalty-free, non-exclusive license to reproduce, alter, and use for purposes consistent with the College mission intellectual property created by students (a) related to a College course or College sponsored activity; or (b) using significant College resources.

For any circumstance not specifically addressed in this policy, the College asserts all intellectual property rights available under law.

The Board of Governors delegates to the Chancellor, or designee, the responsibility to develop and implement procedures that protect the respective intellectual property ownership rights of the College, its employees, and students, including standards for the transfer of rights and sharing of revenue.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title	Contact Person
Intergovernmental Agreement: Marana Unified School	Dr. Lorraine Morales
District No.6	President, Community
	Campus (206-6577)

Recommendation:

The Chancellor recommends that the Governing Board approve the acceptance of a one year Intergovernmental Agreement (IGA) for Educational Services to allow Pima County Community College District Workforce and Continuing Education Department to establish a framework within which both parties will exchange services and/or goods for a fee that will benefit Marana Unified School District No.6 (MUSD) and Pima County Community College District (PCC). This includes Pima for Kids, Teen Scene, and after school enrichment.

Justification:

MUSD requests that PCC's Workforce and Continuing Education Department partner with MUSD to provide parent education, after school enrichment, and summer enrichment that will include Pima for Kids and Teen Scene youth learning. MUSD will provide instructional facility space at designated MUSD facilities. Providing open enrollment to local residents of Marana northern Pima County will benefit the Marana area.

The agreement was reviewed by the Office of General Counsel and found to satisfy the statutory requirements for intergovernmental agreements under ARS 11-952.

Financial Considerations:

PCC shall charge each MUSD student registered for any classes offered in the amount of the tuition rate approved and in effect of the time of registration. PCC shall provide quotes to MUSD for group enrollments for classes requested by MUSD, and PCC shall invoice MUSD within thirty (30) days of each course completion for each group enrollment. MUSD is responsible for paying the invoice within thirty (30) days from the date of the invoice.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

Strategic Plan:

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

Date: 4/12/17 Page 2

Strategy 4.2: Partner with industry to customize educational/training programs (content and format).

Approvals

Contact Person

Dr. Lorraine Morales

Chancellor_

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 4.1 (4)

Item Title Contact Person

Intergovernmental Agreement: Arizona Small Business Development Center Network (AZSBDC) on behalf of Maricopa Community College District Dr. Lorraine Morales President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Governing Board approve a one (1) year Intergovernmental Agreement (IGA) to host the Arizona Small Business Development Center (AZSBDC) at Pima County Community College District (PCC) - Community Campus location. This would be the second year of what is expected to be a multi-year collaboration. Maricopa Community College District (MCCCD) is required to generate a new IGA each year under the terms of the federal funding supporting the work. AZSBDC supports the Arizona economy by helping small businesses achieve success by enhancing the community's perception of PCC's value to economic development, providing business assistance services that meet client expectations, providing business counseling, seminars, classes, and workshops focused on improving small business management and operations. AZSBDC will continue to build relationships with local businesses, chambers, and other various interested community parties.

Justification:

The AZSBDCN is a partnership between the U.S. Small Business Administration and eight (8) community college districts throughout Arizona. This supports the College's 2014-2017 Strategic Direction 3: Foster partnerships to strengthen educational opportunities in response to community needs and Strategy 3.3: Expand community partnerships to more fully engage all demographic segments associated with traditionally marginalized populations.

Financial Considerations:

The cost of hosting this partnership is a shared responsibility with the AZSBDCN contributing \$153,759 towards the staffing costs. PCC will provide match funds of \$104,750 per year which have already been approved through the Strategic Initiative Process. This IGA will be monitored by the Workforce Continuing Education Department and the Community Campus Finance and Business Services Office.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

Intergovernmental Agreement: Arizona Small Business Development Center Network (AZSBDC) on behalf of Maricopa Community College District

Date: 4/12/17 Page 2

Approvals

Contact Person

Dr. Lorraine Morales

Chancellor_

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

Intergovernmental Agreement: The Town of Marana

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

Recommendation:

The Chancellor recommends that the Governing Board approve the acceptance of a one year Intergovernmental Agreement (IGA) for Educational Services to allow Pima County Community College District Workforce and Continuing Education Department to establish a framework within which both parties will exchange services and/or goods for a fee that will benefit the Town of Marana (Town) and Pima County Community College District (PCC). This includes adult and youth programs such as Pima for Kids, Teen Scene, and after school enrichment at designated Town facilities.

Justification:

The Town of Marana requests that PCC's Workforce and Continuing Education Department partner with the Town to provide parent education, after school enrichment, and summer enrichment that will include Pima for Kids and Teen Scene youth learning. The Town will provide instructional facility space at designated Town facilities. Providing open enrollment to local residents of Marana northern Pima County will benefit the Marana area.

Financial Considerations:

PCC shall charge each Town of Marana student registered for adult and youth programs such as Pima for Kids, Teen Scene, and Youth Camps in the amount of the tuition rate approved and in effect of the time of registration. At the conclusion of each class, the Town of Marana shall submit an invoice to PCC at the conclusion of each class. PCC shall make a payment to the Town in the amount of twenty-five percent (25%) of the published tuition fee that PCC received from each Town of Marana student through direct registration with PCC. PCC is responsible for paying the invoice within thirty (30) days from the date of the invoice.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

Approvals	
Contact Person	Lo Mals
	Dr. Lorraine Morales
Chancellor_	
	Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title	Contact Person
Contracts: Books, eBooks, and Audiovisual Materials	Dr. Dolores Durán-Cerda Executive Vice Chancellor and Provost (206-4999)

Recommendation:

The Chancellor recommends that the Governing Board approve contracts for the purchase of books, eBooks, audiovisual and related materials.

Justification:

The College purchases a variety of materials including print and electronic serials and books, videos, streaming videos, and databases to support the College's libraries. The College issued a Request for Proposals (RFP) soliciting proposals from vendors to provide these necessary library-related materials. The College received several proposals of which 6 are recommended for contract award. This multi-vendor award allows for efficient purchasing of requested materials in various formats with competitive pricing ensuring the greatest value to the College. Contracts will be awarded for an initial period of July 1, 2017 through June 30, 2020 with an option for one additional two-year extension at the same terms and conditions upon agreement by both parties.

Contracts consist of the RFP, the vendor's proposal, the College's standard "Agreement for Services" included in the RFP and are affected by standing and regular purchase orders with standard terms issued by the College's Contracts and Purchasing Department.

The selected vendors are listed below with an anticipated initial annual expenditure of \$750,000.

Cengage Learning, Inc.

EBSCO (Gobi Library Solutions)

Ingram Library Services, LLC

Midwest Library Service, Inc.

Midwest Tape, LLC

ProQuest, LLC

Financial Considerations:

Expenditures under these contracts are contemplated in and limited by the College's annual library operating budgets.

Approvals	
Contact Person	Dolores Durán-Cerda, Ph.D.
Chancellor	A Section 1
	Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title

Contact Person

Contract: Increase to FY17 CampusEAI Maintenance Renewal for College Portal and Mobile App

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

Recommendation:

The Chancellor recommends that the Governing Board approve the maintenance renewal agreement with CampusEAI for the College's Portal and Mobile App. Total costs are not expected to exceed \$150,000 for Fiscal Year 2017.

Justification:

In 2014, Pima Community College issued a Request for Proposal (RFP), seeking a vendor to replace the existing web portal. The web portal is a system that serves as the launching point for web users, and the College relies on it to provide authenticated access to MyPima. Through MyPima, students and employees can access a wide variety of services, including: registration, bill payment, final grades, financial aid requirements, veteran's certification, course homepages, employee time entry, and leave balances.

CampusEAI's LookingGlass was selected through the RFP process to serve as the College's web portal. As part of the five year agreement, CampusEAI also provides Mobile App, which streamlines web pages and improves the user's experience when accessing web content from a mobile device. The new app was rolled out in December, 2016.

Financial Consideration:

The Governing Board approved the initial FY17 costs of \$133,000 at their January 2017 meeting. Additional maintenance was required for the system, increasing the total cost by \$17,000. Total costs for Portal, Mobile App, and FY16 system upgrades will be \$150,000 for Fiscal Year 2017.

Strategic Plan:

This Portal and Mobile App support Strategic Direction 2: Improve access and student success.

Approvals		
Contact Person	W-3/2	
	David Bea, Ph.D.	
Chancellor	A Section of the sect	
	Lee D. Lambert, J.D.	

ADDENDUM TO THE CAMPUS CONSORTIUM AGREEMENT

This ADDENDUM TO THE AGREEMENT ("Addendum") is made this 8th January, 2016 (the "Effective Date"), by and between CampusEAI, ("Campus"), an Ohio organization located at 1111 Superior, Suite 310, Cleveland OH 44114 and the Pima Community College ("PCC") located at 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

WHEREAS, Campus and PCC have entered into LookingGlass License and Services Agreement ("Agreement"), dated December 12, 2014 for the licensing of CampusEAI's myCampus portal ("Services") and;

WHEREAS, CampusEAI and PCC desire to amend the terms of the Agreement:

NOW, THEREFORE, in consideration of the foregoing promises and mutual covenants set forth herein and for other good and valuable consideration, the sufficiency of which is expressly acknowledged, the parties agree as follows:

1. AMENDMENT OF AGREEMENTS

- 1.1 Amendment of Agreement. This instrument shall amend and supersede the specific terms and conditions of the Agreements as set forth herein. All other terms and conditions of the Agreement shall remain in full force and effect and are incorporated herein.
- 1.2 Conflicting Terms. In the event there is any conflict or ambiguity between any terms or conditions of this instrument and any terms or conditions of the Agreements, the terms or conditions of this instrument shall control and prevail.

2. AMENDMENT OF AGREEMENT:

2.1 Architecture Upgrade:

Current Produ	ction Environment		
Туре	vCPU	RAM	Number
APP	4	15 GB	4
DB	4	15 GB	1
CAS	Onsite	Onsite	N/A

Upgraded Environment				
Туре	vCPU	RAM	Number	
APP	8	30 GB	6	
DB	32	60 GB	1	
CAS	Onsite	Onsite	N/A	

2.2 Termination of previous agreements:

2.2.1 On 8th January, 2016, Pima Community College executed an addendum to the agreement for additional infrastructure and dynamic architecture and the same is no longer required and stands cancelled as of 8th January, 2016.

3. PRICING BREAKDOWN

Hosting Services	Annual Cost		
Upgrade of existing portal architecture	\$30,394.40		
Total Cost to PCC	\$30,394.40		

Hosting Services	Annual Cost		
Upgrade of existing portal architecture	\$30,394.40		
Total Cost	\$30,394.40		
Upgrading the DB from M3.2x Large To c3.8xLarge	\$11,205.60		
Total cost to PCC	\$41,600.00		

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their respective duly authorized representative as of the Effective Date.

CAMPUSEAI

Name: Michael De John

Title: Gumil Coursel

PIMA COMMUNITY COLLEGE

. DAT

Name: RAT MURTHY

Title: AVC/C10



Campus Consortium (PIMA) – DB Upgrade for AWS Clustering

	Loc	kingGlass Hosting Charges			delice		
Services	Requirement (As per scope)	Details	Total Cost (Year 1)	Total Cost (Year 2)	Total Cost (Year 3)	Total Cost (Year 4)	Total Cost (Year 5)
LookingGlass Hosting Services	Total number of nodes: 1 Production Node	Specifications per node:	\$15.879.48	\$15,879.48	\$15,879.48	\$15.879.48	615 070 46
System/Machine Details:	Production:	CPU: 4 vCPU to 8 vCPU	\$13,073.40	\$13,673.46	\$13,679.46	\$15,879.48	\$15,879.48
	From-4 APP +1 DB (M3 xLarge) To-6 APP (M3.2xLarge) From 1 DB (m3.2xLarge) to (c3.8xLarge)	RAM: 15 GB to 30 GB RAM HDD: 18 GB OS: Ubuntu					
	AWS Professional Services		\$3,115.39	\$3,115.39	\$3,115.39	62 115 20	63.445.30
Backup	Backup: File system Backup	Backup Details: Application backup, 4 week retention. MySQL database backup, 4	\$136.58	\$136.58	\$136.58	\$3,115.39 \$136.58	\$3,115.39 \$136.58
	MySQL Backup ELB ELB Data Transfer	week retention.	\$368.93 \$287.28	\$368.93 \$287.28	\$368.93 \$287.28	\$368.93 \$287.28	\$368.93 \$287.28
Networking	Public IPs: 1 VPN Tunnel: 1	1 IP per node Tunnel Details: 1 IPSEC VPN Tunnel will be configured between LookingGlass and Client's network.	\$184.46 \$614.88	\$184.46 \$614.88	\$184.46 \$614.88	\$184.46 \$614.88	\$184.46 \$614.88
	Bandwidth: Inbound (Unlimited) Outbound (500 GB)	Bandwidth Details	\$2,394.00	\$2,394	\$2,394	\$2,394	\$2,394
CPU Memory Hard Disk Swap Memory Uptime Port 80 and 443 Monitoring	Memory Hard Disk Swap Memory Uptime	Monitoring Type and Threshold: 24x7 VM Resource Monitoring CPU Threshold: 85% Warning 90% Critical Memory Threshold: 85% Warning 90% Critical Hard Disk Threshold: 85% Warning 90% Critical Swap Memory Threshold: 85% Warning 90% Critical JMX(Java) monitoring	\$1,260.00	\$1,260.00	\$1,260.00	\$1,260.00	\$1,260.00
	24x7 HTTP Monitoring: 1 URL from 5 Locations Application URL	24x7 URL Monitoring Frequency every 1 minute Frequency every 1 minute Monitoring Locations MN,USA NY,USA FL,USA VA,USA CO, USA	\$1,260.00	\$1,260.00	\$1,260.00	\$1,260.00	\$1,260.00
NOC Services	24/7 Network Operation Center Service and Hotline	Hotline 216-589-9626 Ext: 801 / 800 -935- 9646 cw_support@campuseai.org	\$2,620.80	\$2,620.80	\$2,620.80	\$2,620.80	\$2,620.80
	TOTAL		\$30,394.40	\$30,394.40	\$30,394.40	\$30,394.40	\$30,394.40
	Additional cost for upgrading DB node from m3.2xLarge (8vCpu 30GB RAM) to c3.8xLarge (32vCpu 60GB RAM)		\$11,205.60	\$11,205.60	\$11,205.60	\$11,205.60	\$11,205.60
	Grand Total		\$41,600.00	\$41,600.00	\$41,600.00	\$41,600.00	\$41,600.00

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item TitleContact PersonDesign Lab Equipment for AdvancedDr. David Dore

President (206-7100)

Contract: Integrated Design Lab Equipment for Advanced Manufacturing Programs

Recommendation:

The Chancellor recommends that the Governing Board approve the purchase of integrated design lab equipment, including 3D printers and testing equipment, to expand and enhance the design, prototyping and testing capabilities of the Advanced Manufacturing programs in the Applied Technology division of Pima Community College.

Justification:

The Executive Leadership Team (ELT) previously approved 21st Century Classroom requests to upgrade two classrooms (air filtration and exhaust systems, plumbing upgrades, additional network drops), and the Perkins Office approved funding to purchase 3D printers and reverse engineering and testing equipment for the Computer-Aided Design (CAD) program. We are requesting permission to proceed with issuing a College Purchase Order to buy two 3D printers for Computer-Aided Design (CAD) department from Stratasys per their attached bid response in the amount of \$169,075.70.

This request supports the delivery of *CAD 270 - Integrated Design*, a new course developed in partnership with Raytheon to provide students in our Advanced Manufacturing programs (Computer-Aided Design, Machining, and Welding) experience in mechanical/electro-mechanical (M/E-M) design, reverse engineering utilizing current technology (structured light photo triangulation), prototype design assembly, and testing/analysis of prototype design.

CAD 270 is a core course in the CAD Associate of Applied Science, Mechanical/Electro-Mechanical Concentration and the three related certificates (SolidWorks Designer, Mechanical/Electro-Mechanical Designer, and Mechanical Designer/CNC Programmer). CAD has dual enrollment with Palo Verde and Desert View High Schools which creates a seamless bridge from participating high schools into the CAD AAS Mechanical/Electro-Mechanical degree and three related certificates. The equipment will provide students the ability to quickly fabricate by means of 3D printing and laser cutting parts. Student designs will then be tested and evaluated. Students will develop the skills needed to be successful in the ever-advancing mechanical and electro-mechanical industry. The performance measure of success will be ascertained by the Certified SolidWorks Professional exam (CSWP).

Contract: Integrated Design Lab Equipment for Advanced Manufacturing Programs

Date: 4/12/17 Page 2

Financial Consideration:

Spending previously approved Perkins funding to purchase two 3D printers for the enhancement and expansion of Pima's Advanced Manufacturing programs.

Strategic Plan:

Strategic Direction 4.1 – Redesign/reinvent occupational program/curriculum based upon clearly defined industry-recognized credentials in partnership with industry.

Strategic Direction 4.2 – Partner with industry to customize educational/training programs (content and format).

Strategic Direction 4.5 – Partner with industry leaders to provide the skilled workforce necessary to grow the following emerging sectors: aerospace, defense, biosciences, healthcare, renewable energy.

Approvals	
Approvais	
Contact Person_	Davil A. Dore
	David Dore, Ph.D.
Chancellor	A Service of the serv
	Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 4.1 (9)

Item Title Contact Person

Multiple Program Inactivations

Dolores Duran-Cerda, Provost and Executive Vice Chancellor (Acting) (206-4999)

Recommendation:

Per Board Policy 3.25, Curriculum, the Chancellor recommends that the Governing Board approve the inactivation of the following programs:

BIO | CRTBIOTECH | Biotechnology - Certificate for Direct Employment

This certificate program is being inactivated due to insufficient graduates. Dean has met with CDAC and various constituencies, and has reached consensus to recommend inactivation of the Biotechnology Certificate. Based on PCC SPG -3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 4 graduates in the past three years [2014=1, 2015=3, 2016=0], and a total of 15 certificates have been awarded since 2011. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

ACC | CRTACF | Fraud Examination - Certificate for Direct Employment

This certificate program is being inactivated due to insufficient graduates. Based on PCC SPG -3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 4 graduates in the past three years. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

DLT | CRTDCD | Complete Dentures Tech - Certificate for Direct Employment

The Dean of Allied Health Programs and the Dental Laboratory Faculty recommend inactivating all certificates in the Dental Laboratory Program and retaining the AAS degree. Based on PCC SPG - 3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 10 graduates in the past three years [2014=2, 2015=5, 2016=3], and a total of 23 certificates awarded since 2010. An additional purpose of inactivating the certificate is to strengthen the AAS degree and program. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

DLT | CRTDCT | Dental Ceramics Tech - Certificate for Direct Employment

The Dean of Allied Health Programs and the Dental Laboratory Faculty recommend inactivating all certificates in the Dental Laboratory Program and retaining the AAS degree. Based on PCC SPG - 3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 14 graduates in the past three years [2014=10, 2015=2, 2016=2], and a total of 22 certificates awarded since 2010. An additional purpose of inactivating the certificate is to strengthen the AAS degree and program. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

Date: 4/12/17 Page 2

DLT | CRTDFB | Fixed Bridgework Tech - Certificate for Direct Employment

The Dean of Allied Health Programs and the Dental Laboratory Faculty recommend inactivating all certificates in the Dental Laboratory Program and retaining the AAS degree. Based on PCC SPG - 3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 13 graduates in the past three years [2014=9, 2015=2, 2016=2], and a total of 20 certificates awarded since 2010. An additional purpose of inactivating the certificate is to strengthen the AAS degree and program. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

DLT | CRTDPD | Partial Dentures Tech - Certificate for Direct Employment

The Dean of Allied Health Programs and the Dental Laboratory Faculty recommend inactivating all certificates in the Dental Laboratory Program and retaining the AAS degree. Based on PCC SPG - 3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 13 graduates in the past three years [2014=4, 2015=5, 2016=4], and a total of 21 certificates awarded since 2010. An additional purpose of inactivating the certificate is to strengthen the AAS degree and program. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

TWC | CRDTWC | Technical Writing/Communication – Post-Degree Certificate

The Dean of Communication Programs and the Faculty recommend inactivating The Technical Writing and Communication - Post-degree Certificate for Direct Employment. Based on PCC SPG -3105/AA, a program may be inactivated if there has been a three year average of 0-9 graduates. This program had a total of 13 graduates in the past three years [2014=4, 2015=5, 2016=4]. Additionally, changing job training requirements have made this certificate less viable. The Bureau of Labor Statistics states a bachelor's degree is recommended for entry-level employment and does not list a post-degree certificate. Those students enrolled in the program have been identified and the appropriate completion/teach-out planning is in process.

Justification:

For each program, please see information above. These inactivations are part of a general overhaul of college curriculum to better meet the needs of our students, and to meet HLC and Title IV compliance issues.

College Plan Initiative:

This action supports Per Board Policy 3.25, Curriculum, which states:

"Pima Community College will strive to evaluate the educational needs of its constituencies, develop appropriate instructional courses and programs to fill these needs, and *eliminate those* which are no longer meeting a significant need." (Emphasis added)

Financial Considerations:

There are no financial considerations associated with this curriculum change

Date: 4/12/17 Page 3

Approvals

Contact Person <u>Polous Durán-Cerda</u> Dolores Durán-Cerda, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 4.1 (10)

Item Title Contact Person

Correspondence Education Approval

Dolores Duran-Cerda, Provost and Executive Vice Chancellor (Acting) (206-4999)

Recommendation:

Per Board Policy 3.25, Curriculum, the Chancellor recommends that the Governing Board approve the modality of correspondence education.

Correspondence education:

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

A Correspondence course, as the name implies, is a college-credit class offered to students, typically by mail. Correspondence courses date back to the 1800s. Correspondence courses were the first "distance learning" classes offered by colleges and universities. They were well-suited to students who lived too far away from a college to attend on-ground classes, or for students whose schedules could not accommodate the conventional college class times.

As technology improved, most correspondence classes were replaced by other modes of distance learning. Radio instruction was offered around 1910. In the 1970s, television courses began to be offered. Today, Internet courses are commonly offered by most colleges and universities.

Justification:

Prisons face a number of security challenges, including computer security. As a result, most corrections facilities will only allow education through correspondence courses, using pen and paper. While some facilities are experimenting with technology in the classroom, the majority adhere to correspondence courses. This is the case with both the Arizona State Prison Complex – Tucson (ASPC) and the Federal Corrections Complex (FCC) in Tucson.

At the ASPC, Pima Community College offers on-ground vocational classes in Construction Technology, HVAC, Automotive Technology, Electronics, and Computer Information Systems. At the FCC, PCC offers business and management courses on ground. These courses lead to

Date: 4/12/17 Page 2

certificates only. The ASPC-T and FCC are immediately adjacent to each other, allowing PCC personnel to easily serve both correctional facilities.

Today dozens of colleges and universities offer college-credit courses in (mainly) state prisons. Many offer correspondence courses as well. Some universities offer programs that lead to bachelors and master's degrees. Typically, the inmate must pay out-of-state tuition for the course. Textbooks must also be purchased. One of the challenges for correspondence courses is the cumbersome process in which the course assignments are mailed to the inmate, who then completes the assignment and mails the assignment back to the school and waits for a reply. This process often can take one month.

PCC inmate-students have repeatedly requested correspondence courses that could lead to Associates degrees. Rio Salado Community College (Maricopa) has offered courses at ASPC-Tucson for several years and is beginning to offer them at the Federal Corrections Complex – Tucson. Rio Salado Community College offers correspondence courses leading to Associate degrees in several disciplines. The courses, while well-established, face the same slow response times due to the prison mail system, which opens and inspects mail sent and received by inmates.

College Plan Initiative:

This action supports Board Policy 3.25, Curriculum, which states: "Pima Community College will strive to evaluate the educational needs of its constituencies, *develop appropriate instructional courses and programs to fill these needs*, and eliminate those which are no longer meeting a significant need." (Emphasis added)

There are a number of reasons that Pima Community College should consider offering Correspondence Courses.

- As a "Students First" community, PCC would be answering the requests of our inmatestudents for greater access to post-secondary education – one for which they are willing to pay.
- Correspondence courses may be the avenue by which those inmate-students enrolled in vocational classes (ASPC-T) and business / management classes (FCC) can earn their associates degrees in those programs.
- Pima Community College has a unique advantage over other colleges because PCC is already on-site at both the federal and state corrections institutions. Because of this, assignments can be distributed quicker and the turnaround time would be about a week (versus a month at many schools). Registration and paperwork can be processed on-site by support personnel who are already on-site. Student questions and concerns can also be addressed in a timely manner.
- Curriculum Development: The courses that would be offered by correspondence delivery already exist and are being taught at PCC campuses.
- Instructors: Instructors who teach by correspondence would not be subject to the background check and one-week training requirements that are expected of on-site instructors.
- Costs: Pima Community College tuition is less than competing colleges. Even with the less-expensive tuition, the courses can be profitable for PCC. A cohort of 20 students will produce a profit for the College. If 10% of our existing enrollment of about 250 students participate, we will exceed 20 students per correspondence class.

Date: 4/12/17 Page 3

• Retention of inmate-students: Once students are enrolled as Pima students, they can continue to attend PCC either on-campus or through Pima Online upon their release

Financial Considerations:

See Appendix

The Future

If the correspondence courses prove successful, other means of course delivery may be approved for the PCC classes. These might include a hybrid course of occasional in-class visits by the correspondence instructor, written assignments facilitated by on-site PCC staff, and, perhaps someday, secured live streams to the corrections facility.

Δ	n	n	r	ი	ν	a	ls
\boldsymbol{n}	2	v		v	v	u	ı

Contact Person ___ Polous Duan - Cerda ___

Chancellor_____

Lee D. Lambert, J.D.

PIMA COMMUNITY COLLEGE PROPOSED HYBRID CORRESPONDENCE COURSES

PER CLASS TUITION AND COST ESTIMATES

Tuition: 20 students at \$83.50/cr hr x 3 cr hrs= \$5,010

Salaries & Fringe	\$3,400	\$2400 / 3 cr hr course; 13% fringe; Cost of support
Supplies	\$250	Printing for Open Source
Travel	<u>\$0</u>	
Sub Total Direct Costs	\$3,650	
Indirect Costs	\$955	
Text Books	\$0	Open source
Total Expenses	\$4,605 <u>\$4,605</u>	

Est Surplus per Course \$405

Premises

20 students ar \$83.50 / cr hr * 3 cr hrs

Eight 8-week courses offered each fiscal year

3% annual increase in tuition

3% annual increase in expenses (including instructor salaries)

ANNUAL CASH FLOW ESTIMATES

		Year 1		Year 2		Year 3
Tuition (8 courses/yr)		\$40,080		\$41,282		\$42,520
Salaries & Fringe	\$27,200		\$28,016		\$28,856	
Supplies	\$2,000		\$2,060		\$2,122	
Travel	\$0		\$0		\$0	
Sub Total Direct Costs	\$29,200		\$30,076		\$30,978	
Indirect Costs	\$7,640		\$7,869		\$8,105	
Text Books	\$0		\$0			
Total Expenses	\$36,840	<u>\$36,840</u>	\$37,945	<u>\$37,945</u>	\$39,083	<u>\$39,083</u>
Est. Annual Surplus		\$3,240		\$3,337		\$3,437

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

Academic Year 2017-2018 Student Tuition and Service Fees

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

Recommendation:

The Chancellor recommends that the Governing Board approve a \$3.00 increase to In-State Resident and Non-Resident (including Online and Summer) tuition, as well as an International Fee of \$75.00 per semester, for the 2017-2018 Academic Year. Information regarding tuition and service fees rates will be presented to the Governing Board during the meeting.

Justification:

The large majority of the College's General Fund revenues come from property taxes and student tuition. In the FY2017 budget, tuition and fees comprised approximately 27% of the General Fund revenues compared with more than 70% from property taxes. The proportion of the General operations funded by tuition grew over the past ten years, principally as a function of the elimination of state funding. Despite the elimination of state aid, the College has made a concerted effort to keep tuition increases as low as possible.

Approximately 75% of the General Fund expenses are comprised of salaries, wages, and benefits for faculty, staff, and administrators. Operating expenses, including utilities expenses, system licenses and maintenance costs, insurance, supplies and materials, travel, and student scholarships, comprise about 18% of the General Fund expenditure budget. The remainder of the budgeted General Fund is transferred for capital projects or held in contingency reserves. Moderate cost increases are expected in utilities, system costs, and employee benefits. The College has also not budgeted for salary increases since FY2015 and would like to recognize employees for their work.

Current Tuition and Service Fees

A Summary of Tuition Rates and Service Fees for 2016-2017 is provided below. Currently, an In-State Resident pays \$78.50 in tuition plus \$2.50 in Technology and \$3.00 in Student Services fees.

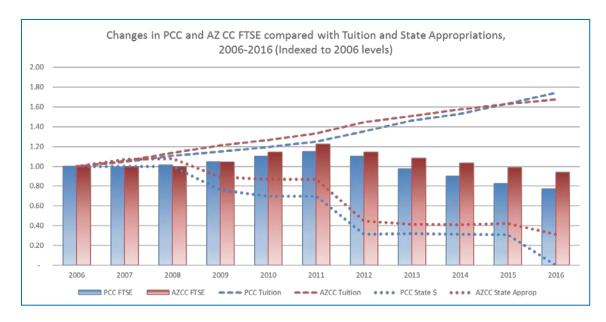
Tuition Rates for Credit Courses	Cost per Credit
In-State Resident	\$78.50
Non-Resident Classroom – Fall/Spring	\$300.00
Non-Resident Classroom – Summer	\$229.00
Non-Resident Online	\$210.00
Differential Tuition A	\$23.50
Differential Tuition B	\$31.50

Date: 4/12/17 Page 2

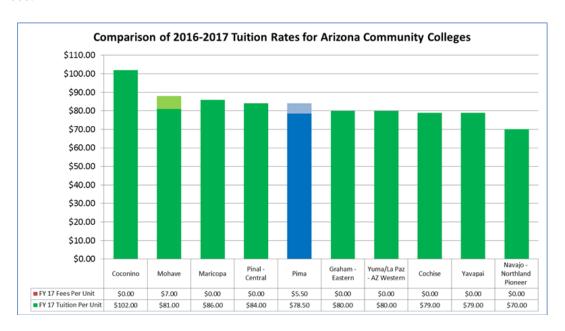
Service Fee	Cost
Processing Fee	\$15.00/Semester
Technology Fee	\$2.50/Credit
Student Services Fee	\$3.00/Credit

Tuition Rates for Arizona Community Colleges

Historically, PCC has maintained modest tuition increases, and the College's tuition has often been below the average of Arizona community colleges. The last few years have been an exception as state aid declined and, in Fiscal Year 2016, was completely eliminated. The table below demonstrates how tuition and state aid have changed and the effect it has had on PCC in comparison with the other Arizona community colleges. Nevertheless, the proposed tuition rates continue to be very close to the statewide average.



Pima is currently in the middle of the Colleges, ranking 7th in tuition and 5th in tuition and per credit fees:



Date: 4/12/17 Page 3

Finalized tuition rates for Arizona community colleges are still being determined. However, the average projected increase in tuition is \$2 per unit. A \$7 increase would give PCC the 4th highest tuition when compared to Arizona community colleges (2nd highest combined tuition and fee rate). Pima Community College would be 7th if tuition increased \$3 per credit (and 3rd highest combined tuition and fee rate).

Proposed Tuition and Service Fees for 2017-2018

A \$3 per credit hour increase is recommended for In-State Resident, Non-Resident, Non-Resident Online, and Non-Resident Summer tuition. Differential tuition will be adjusted accordingly. The proposed tuition and fee schedule is outlined in the table below, which includes a comparison to current academic year rates:

Tuition Rates for Credit Courses	2016-2017 Cost per Credit	2017-2018 Recommended Cost per Credit
In-State Resident	\$78.50	\$81.50
Non-Resident Classroom – Fall/Spring Non-Resident Classroom – Summer	\$300.00 \$229.00	\$303.00 \$232.00
Non-Resident Online	\$210.00	\$213.00
Differential Tuition A	\$23.50	\$24.50
Differential Tuition B	\$31.50	\$32.50
Service Fees	2016-2017	2017-2018
Processing Fee	\$15.00/Semester	\$15.00/Semester
Technology Fee	\$2.50/Credit	\$2.50/Credit
Student Services Fee	\$3.00/Credit	\$3.00/Credit
International Fee	-	\$75.00/Semester

A new fee for International students is recommended for the 2017-2018 Academic Year. The International fee will be \$75.00 per semester, and the elimination of the \$65.00 International Application fee is also recommended. The new fee will allow for increased engagement and activities for students. The fee will support:

- Shaping the experience of the student from the moment of their arrival. For example, twoday orientation sessions could provide students with visits to different campuses, participation in workshops, and integration activities
- Implementing a case management model in which all international students have to meet with advisors, while at-risk students are carefully tracked and supported

Financial Considerations:

In December 2016, an update on the College's financial outlook was presented to the Governing Board. The presentation included three potential budget scenarios based on financial health indicators, estimated operational cost increases, Expenditure Limitation restrictions, and investment into the Education Master Plan. Each scenario also carried potential tuition implications. A \$1.00 increase to In-State Resident tuition generates approximately \$450 thousand in additional General Fund revenue based on the current enrollment levels.

Date: 4/12/17

Page 4

Scenario A did not include substantive budget reductions in the first year and, as a result, it included a very large tuition increase of \$7 per credit (9%). This increase would represent the largest increase in PCC's history, and the College would have the second highest tuition per credit in the state. Scenarios B and C included a tuition increase of \$3 per credit (4%), which is more typical for the college and would leave the College positioned near the middle of our peer Arizona Colleges.

The budget scenarios and associated increases to tuition are outlined below:

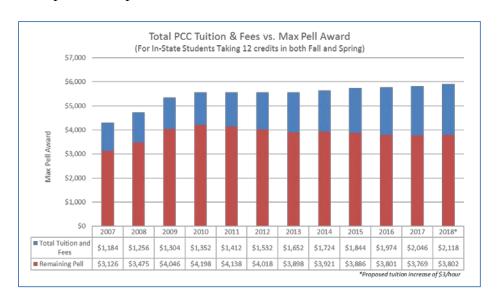
	Budget Implications	Tuition Increase
Scenario A	Plan for \$15 million reduction in Fiscal Year 2020	\$7 per credit
Delay impacts for now		
Scenario B	Reduce current operations by \$5 million per year in each	\$3 per credit
Rejuvenate the College	of the next three years	
Scenario C	Reduce current operations by about \$10 million per year	\$3 per credit
Revolutionize the College	in each of the next three years	

Impact to Students

College leadership met with student representatives at the Downtown Campus on February 17, 2017. After a brief review of PCC's financial outlook, the proposed tuition increases were discussed. The students in attendance understood the purpose of a proposed increase of \$3 per credit hour in light of the various operational challenges, but expressed concern over a \$7 per credit hour increase to tuition. In terms of the overall picture, they were supportive of measures that would help ensure service quality.

The impact to students receiving financial aid was also considered. For Academic Year 2016-2017, the maximum Pell Grant award was \$5,815. A full-time student taking 12 credits in both the Fall and Spring semesters had total tuition and fees of \$2,046. The maximum Pell Grant award for 2017-2018 is \$5,920; a tuition increase of \$3 per unit would equate to a total of \$2,118 in tuition and fees for a student registered under the same circumstances.

The table below demonstrates trends in maximum Pell awards versus College tuition and fees, including the example of a \$3 per hour increase to 2017-2018:



Date: 4/12/17 Page 5

College Discussions on Budget and Tuition

In addition to numerous budget sessions with faculty, staff, and administrators throughout the district locations and with College committees, the budget and tuition proposals were also discussed with the Governing Board's Finance and Audit Committee and All College Council.

Strategic Plan:

This supports Strategic Direction 2. Improve access and student success. Revenues from additional tuition dollars would be reinvested in improvements to College programs and facilities as the Educational Master Plan is implemented.

Approvals		
Contact Person	Was	
	David Bea, Ph.D.	
Chancellor	- Self-	
	Lee D. Lambert, J.D.	

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

Capital Budget Plan for Fiscal Year 2018

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

Recommendation:

The Chancellor recommends that the Governing Board approve the capital projects and estimated lifecycle needs for Fiscal Year 2018. The budget includes \$7.9 million for capital projects in Fiscal Year 2018.

Justification:

PCC's annual capital budget planning process identifies equipment replacement and facilities projects that exceed \$5,000 and meet the College's mission and needs. Approved capital projects supporting workforce development and job training are reviewed to determine if the criteria for Proposition 301 funding are met.

In November 2000, Arizona voters approved Proposition 301, which increased state sales tax by 0.6% beginning on June 1, 2001; the additional revenues were allocated to fund educational programming. For community colleges, Proposition 301 funds are intended to support workforce development and job training, and PCC has primarily dedicated these funds to "Technology, equipment, and technology infrastructure for advanced teaching and learning in classrooms and laboratories", as stated in ARS § 15-1472(B)(3).

In light of budgetary challenges and yet to be determined priorities of the Educational and Facilities Master Plans, capital budget requests were limited to projects supporting life cycle requirements and those funded by Proposition 301. Fiscal Year 2018 capital requests were reviewed and approved by the Executive Leadership Team on March 7, 2017.

Following is a summary of the total capital project budgets from FY 2015 to FY 2018:

Proposed FY 2015 FY 2016 FY 2017 FY 2018

Capital Project Budget \$18,580,100 \$10,572,014 \$7,135,895 \$7,897,800

Additional capital projects for Fiscal Year 2018 may be identified as the Educational and Facilities Master Plans are finalized. A funding contingency will be included as part of the Fiscal Year 2018 budget plan, which will be presented to the Governing Board in May 2017.

Date: 4/12/17 Page 2

The final list of recommended projects is based on the estimated available funds. Attached is a summary page showing the recommended projects categorized by funding source and the responsible Academic Division or unit, followed by a detailed list of projects and their estimated cost.

Financial Considerations:

See	attached	Capital	Budget	detail	for r	project	costs	and	funding	sources.

Approvals

Contact Person_

David Bea, Ph.D.

Chancellor

Lee D. Lambert, J.D.

Pima County Community College District Capital Budget Proposal for Fiscal Year 2018 Summary by Funding Source and by Academic Division or Unit

	_	Proposed Fiscal Year 2018		
Funding Source				
Capital Funds	\$	5,298,300		
Proposition 301		1,599,500		
Technology Fee	_	1,000,000		
Total	\$	7,897,800		

Responsible Area or Unit

			_	_
Acad	lemic	Div	/is	ion

AHP - Allied Health Programs	\$ 253,500
APT - Applied Technology	932,500
ARH - Arts & Humanities	56,500
ATW - Fitness & Wellness	70,000
NRS - Nursing	287,000

District Office Unit/College Wide Projects

MS - Maintenance & Security	\$ 598,500
CW - College Wide Projects	1,956,800
IT - Information Technology	 3,743,000
Total	\$ 7,897,800

Legend:

AHP - Allied Health Programs APT - Applied Technology ARH - Arts & Humanities ATW - Fitness & Wellness

DC - Downtown Campus IT - Information Technology MS - Maintenance & Security NRS - Nursing

CW - College Wide Projects WC - West Campus

Proposed

				- Conege Wide Projects		·
#	Unit	Responsible Area	Project Title		Proposed FY 2018	Funding Source
1	ΙΤ	IT	Data Center Equipment Replacement		\$ 865,000	Capital Funds
2	IT	IT	Network Equipment Replacement		778,000	Capital Funds
3	IT	IT	Academic Technology Allocation		600,000	Capital Funds
4	MS	MS	Emergency Communications System		506,000	Capital Funds
5	MS	CW	HVAC Improvements		437,000	Capital Funds
6	IT	IT	Administrative Technology Allocation		400,000	Capital Funds
7	MS	CW	Facilities Studies and Audits for Compliance	, etc.	320,000	Capital Funds
8	MS	CW	Hazardous Materials Mgmt. & Safety Impro	vements	246,000	Capital Funds
9	MS	CW	Utilities Infrastructure Upgrades		225,000	Capital Funds
10	MS	CW	Repair/Replace Sidewalks/Walkways/Stairw	/ays	101,000	Capital Funds
11	MS	CW	Roof Maintenance		100,000	Capital Funds
12	MS	CW	Correction of Fire/Safety Discrepancies		100,000	Capital Funds
13	MS	MS	Police Patrol Vehicle and Equipment		92,500	Capital Funds
14	MS	CW	ADA Facility Audit & Improvements		83,000	Capital Funds
15	MS	CW	Building Painting & Repair		77,000	Capital Funds
16	MS	CW	Window, Door & Hardware Replacement		70,000	Capital Funds
17		CW	Lighting & Power Modifications		60,800	Capital Funds
18	IT	IT	Network malware detection & prevention		50,000	Capital Funds
19	IT	IT	Security Info. & Event Mgmt Replacement		50,000	Capital Funds
20	MS	CW	College Wide Facilities Master Plan		47,000	Capital Funds
21	MS	CW	Facility Signage & Directories		40,000	Capital Funds
22	MS	CW	Landscape Stabilization/Repair		30,000	Capital Funds
23	MS	CW	Safety Railings, Hand Railings, and Barricade	e Updates	15,000	Capital Funds
24	MS	CW	Replace Obsolete Defibrillators (AED)		5,000	Capital Funds
25	IT	IT	Academic Technology Allocation		1,000,000	Technology Fee
26	DC	APT	Simulation lab for Boeing 737 in Avionics Pr	rogram	518,500	Proposition 301
27	WC	NRS	Laptop/notebook computers for Nursing pg		195,000	Proposition 301
28	DC	APT	Mobile Storage/Shelving System for Aviatio		151,000	Proposition 301
29	DC	APT	Tool Boxes for Aviation program students	1.0	129,500	Proposition 301
30	WC	AHP	Surgical equipment for Surgical Technology	pgm.	87,000	Proposition 301
31	DC	APT	New Vehicles for Automotive lab	F8	85,000	Proposition 301
32	WC	ATW	Equipment for Fitness and Conditioning Ceruse industry standard fitness equipment	nter to train students on how to	70,000	Proposition 301
33	WC	NRS	Medication dispensing system for Nursing p	ogm.	55,000	Proposition 301
34	DC	APT	Tablets for Aviation program students		48,500	Proposition 301
35	WC	AHP	Replacement Microscopes for Veterinary Te	echnology pgm.	45,500	Proposition 301
36	WC	AHP	X-Ray Phantoms for Radiology pgm.		35,500	Proposition 301
37	WC	ARH	Digital Cameras and Tripods for classroom u Fashion Design & Clothing pgms.	use in ART, Digital Arts, and	28,000	Proposition 301
38	WC	AHP	Replacement of Belt Driven Engines & Hand	pieces for Dental lab	20,500	Proposition 301
	WC	AHP	Large Capacity Automatic Autoclave for Der	•	17,500	Proposition 301
	WC	AHP	Dental Cameras for Dental program		16,000	Proposition 301
	WC	NRS	Manikins for Nursing pgm.		15,500	Proposition 301
	WC	ARH	Computerized Lighting Console for Theatre how to use industry standard equipment	program to train students on	13,000	Proposition 301
43	WC	AHP	Automated instrument washing unit for Der	ntal pgm.	11,000	Proposition 301
	WC	AHP	Blood Cell Washers for Medical Laboratory		10,500	Proposition 301
	WC	AHP	Transport/Trauma stretchers for Radiology		10,000	Proposition 301
	WC	ARH	Tungsten inert gas (TIG) Welder Equipment	. •	8,500	Proposition 301
	WC	NRS	Replacement Medical Beds for Nursing pgm	•	8,500	Proposition 301
	WC	NRS	Infusion Pumps for Nursing program		8,000	Proposition 301
49		ARH	Digital Cameras and accessories for use in D	pigital Arts pgm.	7,000	Proposition 301
	WC	NRS	Patient Lift for Nursing pgm.		5,000	Proposition 301

Total \$ 7,897,800

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/12/17 Item Number: 4.2 (3)

Item Title Contact Person

Potential agreement with Santa Cruz County Provisional Community College District Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor requests that the Governing Board make a determination on whether to authorize the Chancellor to continue discussions with the Santa Cruz County Provisional Community College District (SCCPCCD) on a possible memorandum of understanding (MOU) with PCC that could eventually lead to an intergovernmental agreement (IGA) for the provision of educational services by PCC in Santa Cruz County.

Background:

SCCPCCD currently arranges for educational services for Santa Cruz County residents at a Nogales facility through an agreement with Cochise County Community College. Cochise has indicated it will terminate the agreement effective June 30, 2017. When that occurs, accredited programs will no longer be available to Santa Cruz residents at the Nogales location. SCCPCCD has approached PCC about a possible educational services agreement to allow continued course offerings in Santa Cruz County. At this point, representatives of SCCPCCD and PCC have had preliminary discussions and exchanges of information. Conducting a comprehensive assessment, determining the elements of a potential agreement, and formulating a recommendation on whether to enter such an agreement will take a significant investment of effort. Prior to committing the College to such an effort, the Chancellor requests Board direction. An overview of the background and pertinent considerations accompanies this Board report.

Financial Considerations:

Continuation of discussions on a potential educational services agreement will take significant staff time but is not expected to require significant expenditures.

Approvals			
Contact Person	(W) Bu		
Chancellor			
	Lee D. Lambert, J.D.		

(Continued)



Proposed Partnership with Santa Cruz County Provisional Community College District

Executive Summary

Cochise College informed Santa Cruz County Provisional Community College District (SCCPCCD) that it will be terminating their longstanding educational services partnership effective June 30, 2017. SCCPCCD subsequently approached PCC about potentially becoming SCCPCCD's contracted educational services provider. PCC requested information from SCCPCCD about their programs and services and has had a few meetings between different individuals to explore the viability of PCC providing educational services at the Santa Cruz location.

The size of the operation in Santa Cruz is small by PCC measure. The number of FTSE at the Santa Cruz location is approximately 300 comprised of about 1,000 students per year, which is comparable to the services provided by PCC at Davis Monthan Air Force Base. Approximately 100 courses are taught each term within about 20 programs that can be completed entirely at the location. There are 7 regular staff positions and 4 full time faculty associated with the program. The remainder of professional resources are associate faculty or part time staff.

Advantages of a PCC/SCCPCCD Partnership:

- PCC could net a modest amount of revenue from the program
- PCC's coverage in Southern Arizona would expand
- PCC could leverage its current Green Valley and Online resources to expand offerings
- Greater educational offerings would be available for Santa Cruz students

Disadvantages of a PCC/SCCPCCD Partnership:

- Accreditation requires that a new location be approved prior to offering more than 50% of a program's courses
- Financial Aid regulations require location approval prior to the awarding of financial aid (this can take months)
- PCC is in the midst of significant organizational transition and expansion in Santa Cruz would likely divert resources from the progress currently underway
- The logistics of transition and ongoing management obligations will be significant
- SCCPCCD is focused on independent accreditation and that goal may divert efforts from addressing near term objectives and may introduce a source of tension in any partnership, regardless of agreement structure

Possible Options:

Recommended for Further Consideration:

 Continue to explore the viability of developing a contractual agreement with SCCPCCD for PCC to provide educational services in Santa Cruz County 2. Decline to partner with SCCPCCD at this time due to differing institutional priorities and administrative challenges

Not Recommended for Further Consideration:

3. Develop an agreement by which PCC would assist SCCPCCD through the accreditation process and enable SCCPCCD to phase in independent accreditation

Background

As a provisional college, SCCPCCD cannot directly provide college instruction or award degrees, certificates, or diplomas. Pursuant to Section A of A.R.S. §15-1409, SCCPCCD has to contract with an existing community college district to provide instructional and student services within the district. Since the early 2000s, Cochise College has provided SCCPCCD with accredited college services, and the SCCPCCD educational program is referred to as the Cochise College Santa Cruz Center.

Cochise College has informed SCCPCCD that it will terminate the services arrangement at the end of June 2017. In December 2016, representatives from SCCPCCD and PCC met to discuss the possibility of developing a memorandum of understanding (MOU) and potentially later entering into an Intergovernmental Agreement (IGA) for PCC to provide local educational services to students in Santa Cruz County.

PCC's History with SCCPCCD

In 1980, PCC began providing contracted educational services to Santa Cruz C o u n t y . From the 1980s through 2010, education for Santa Cruz students largely consisted of modest contracted programs in space provided in the historic county courthouse. Students from Santa Cruz also enrolled in other districts community colleges, and Santa Cruz county was obligated to reimburse those colleges pursuant to §15-1469.¹

In 1999, the legislature enacted §15-1409, which enabled the formation of provisional Community College Districts (also called Community College Tuition Financing Districts). This statute provided an avenue for the creation of a new college and the various conditions necessary to attain regular status. Soon thereafter, the voters of Santa Cruz subsequently approved the formation of the provisional community college district. Importantly, while they approved the formation of a board and set a tax levy limit, voters did not approve an actual tax levy.

In 2002, Santa Cruz County claimed that as a provisional college, it should not be responsible for out-of-county reimbursements. This effort, which eventually failed, appears to be somewhat connected to Pima's decision to terminate it partnership in the middle of 2003. Cochise College became the accredited services provider for SCCPCCD following PCC.

In May 2010, the electorate of Santa Cruz County voted to approve a primary tax levy of approximately \$288,000 to fund the SCCPCCD. Santa Cruz County voters were explicitly encouraged to vote for the initial \$288,000 levy in order to avoid the out-of-county reimbursement. Voters were further enticed by

¹ Out-of-county reimbursements in Fiscal Year 2010 totaled \$1,355,640 for the five college districts that enrolled Santa Cruz county students.

a Santa Cruz County Board of Supervisors resolution stating that the Board of Supervisors would reduce the County's property tax levy by the very same amount as the new SCCPCCD levy. As such, Santa Cruz created a net zero impact to property taxes, while reducing out-of-county reimbursement expenses by almost \$2 million per year.

In July 2011, PCC filed suit against Santa Cruz County, SCCPCCD, and the Joint Legislative Budget Committee (JLBC) to protect its local taxpayers from effectively subsidizing the cost of educating Santa Cruz County residents. This suit was ultimately resolved in 2012 with statutory changes that clarified out-of-county reimbursement language, but essentially exempted Santa Cruz from the reimbursements as long as it levied an appropriate tax levy (which it did).

Agreement Structure

The current IGA between SCCPCCD and Cochise College stipulates that Cochise will provide educational services to SCCPCCD in exchange for repayment of all personnel and operating costs, less tuition received from students, plus a 26.5% indirect cost rate. The following table summarizes the past three years of revenues and expenses associated with the agreement:

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues			
Tuition	592,760	703,108	796,303
Fees/Other	<u>14,870</u>	<u>8,017</u>	<u>10,350</u>
	607,630	711,125	806,653
Expenses			
Admin	142,515	155,343	136,206
Faculty	162,806	168,993	168,119
Staff	79,693	85,511	129,854
Assoc. Faculty	329,547	314,158	352,474
Other	33,109	37,859	1,164
Benefits/Other	174,034	200,151	175,112
Subtotal Personnel	921,703	962,015	962,929
Operating Costs	252,212	104,595	121,338
Indirect Cost (26.5%)	272,296	278,040	287,013
	524,508	382,635	408,351
SCCPCCD Payment	838,581	633,525	564,627

The current agreement clearly states that the employees and students connected with the program are formally associated with Cochise College. While Cochise is required to consult with SCCPCCD on the number and kind of course offerings, Cochise retains full authority over the academic programs, faculty, scheduling, and evaluations. SCCPCCD is included in the in the recruitment and performance review of the location director.

SCCPCCD is allowed to explore accreditation, outreach, marketing, lobbying, and fundraising as long as it explicitly does not represent Cochise in such efforts. From conversations, it is evident that some discord between Cochise College and SCCPCCD relates to the degree of involvement of SCCPCCD in the academic decisions and direction, as well as to SCCPCCD's desire to move toward its own independent accreditation status. The indirect cost charge and access to student data have also been points of contention to a somewhat lessor degree.

SCCPCCD has proposed entering into a partnership with PCC that amends and builds upon the IGA currently in place with Cochise [please see Attachment A - Proposed Transition Plan]. Clearly, SCCPCCD would like Pima to provide the contracted services immediately following the termination of its IGA with Cochise College to ensure continuity of operations.

SCCPCCD has also made it apparent through its strategic planning documents, public statements, and conversations with PCC administrators that attaining full independent accreditation is SCCPCCD's primary goal [please see Attachment B – Pathway to Accreditation]. SCCPCCD contracted with consultants to develop a formal accreditation plan for the next five to seven years, and elements of attaining accreditation are included throughout their planning materials. Currently, §15-1402.01 stipulates that for a college to attain full standing, it needs to attain a level of 900 FTSE. This is a remote goal based on the current enrollment and population estimates, but the SCCPCCD has shown interest in lobbying to get the level reduced. SCCPCCD is actively working to satisfy other accreditation requirements, and representatives have attended HLC meetings to pursue this end. SCCPCCD has adopted a Pathway to Accreditation document that indicates a 3-year timeline, beginning in 2016, to initial accreditation. Recent articles relating to the potential partnership suggest that SCCPCCD is seeking a partnership that enables accreditation (*Nogales International*, "District seeks" more autonomy as it prepares for transition" 1/17/17).

SCCPCCD Resources

The revenue and expense summary provided earlier is only the financial picture associated with the educational services at the Santa Cruz location. Santa Cruz is a taxing district, and the district generates more than \$1.5 million in tax revenues. The district also receives about \$150K in state aid. Outside of the IGA expenses, the district pays for the salary and benefits of the Chief Executive Officer, facility costs, lobbying and contracted services expenses, and other typical district operating costs. The total budget is approximately \$1.7 million.

The SCCPCCD facility is 28,000 square feet building in a central and commercial part of Nogales, about 35 miles from PCC's Green Valley facility. SCCPCCD subleases space for 2 classrooms, a computer lab, a conference room, and 3 offices to the University of Arizona South.

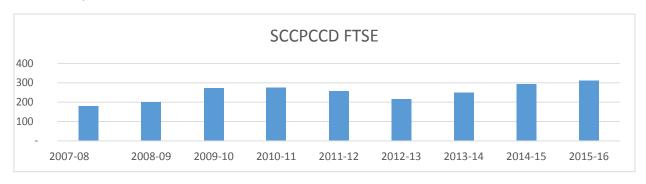
The district's tax rate is approximately \$0.50 per \$100 of Net Assessed valuation and has a maximum levy of \$1.5498. In other words, they have the ability to levy more than \$4.8 million but are only using about one third of their capacity. However, SCCPCCD has an expenditure limitation (EL) that restricts its use of those tax revenues. In 2018, SCCPCCD has an EL of \$2.1 million, which means they have a little extra EL capacity beyond budgeted expenditures, but not much. One point worth mentioning is that Santa Cruz has an EL per FTSE (\$6,371) that is significantly higher than PCC's (\$5,112) due to how the base year contributes to the overall EL calculation.

Students

Santa Cruz is the fourth smallest county in the state, with a population of approximately 50,000. The area has a relatively high poverty rate 24% (compared to 19% in Pima County). The education attainment rates are relatively low in Santa Cruz; less than 75% have at least a high school education and less than 25% have a bachelor's degree or higher (compared to 88% and 30% in Pima County respectively). Approximately 83% identify as Hispanic or Latino. The city of Nogales is the largest in the county and accounts for almost half of its residents. The county-wide population of those who are between ages 18 and 64 is approximately 28,000, which is expected to grow to approximately 32,000 over the next ten years (about 1 % per year).

The total FTSE taught by Cochise is currently about 300 per year with about 1,000 unduplicated headcount [please see below for recent FTSE history]. As a proxy measure of service area penetration, the current SCCPCCD FTSE is about 1% of the 18-64 year old Santa Cruz County population, compared to about 2.5% at PCC. Approximately 41% of the 446 students in fall 2017 at the Santa Cruz Center are registered as full-time. Seventy percent of the student payment dollars are made via Pell Grants. Third party payment plans comprise about 13 percent of payments. Cash, credit cards, and checks combined comprise only about 10 percent of the payments received.

PCC also currently registers about 100 Santa Cruz residents directly (what previously was reimbursed as out-of-county enrollment).



Programs and Courses

Students can complete approximately 20 associates degree and certificate programs at the Santa Cruz location. In terms of the certificates and degrees earned at Cochise by Santa Cruz students, approximately half are in hour-based programs (Certified Nursing Assistant and EMT by far the largest) and half are in associate's degrees (mostly general studies with a few logistics and nursing degrees).

A majority (55%) of the Fall 2016 enrollments were in the following five subject areas: English; Math; Reading; Biology; and Academic Excellence Seminar. The following table summarizes the top 10 subject areas in terms of Fall 2016 courses taught, along with total and average enrollments.

Subject	Courses	Enrollment	Avg/Course
English	18	286	15.9
Math	12	190	15.8
Business	10	53	5.3
Admin Justice	6	55	9.2
Psychology	6	66	11.0
Reading	6	122	20.3
Early Childhood Ed	5	26	5.2
Biology	4	72	18.0
ESL	4	64	16.0
Logistics	4	34	8.5

As would be expected, the majority of costs associated with this program are the salaries, wages, and benefits of the faculty and staff. There are 11 regular positions associated with the program:

- Director
- Office assistant
- 2 services support positions
- 2 academic/career advisors
- Security/maintenance technician
- 4 full time instructors (Math, Biology, English)

Almost all of the individuals' current pay rates are below those of comparable positions at PCC, but not to an extreme degree.

Transition

As offerings at Santa Cruz fall under Cochise College's accreditation, Cochise will be responsible for a "teach-out" program when they conclude operations at the location. Similarly, if PCC were to expand its offerings to the Santa Cruz location after Cochise leaves, we would have to apply for and attain approval to provide programs at SCCPCCD. Unless those approvals were in place, PCC could only offer General Education courses that comprise less than 50% of a degree or certificate. Courses would also not be financial-aid eligible until the Department of Education approved the location.

Additional logistical considerations of taking over operations at this center include, but are not limited to, hiring and training staff, establishing computer system support, replacing signage, reviewing curricula, and developing student support services to help students transition to PCC.

Summary

Both Cochise and SCCPCCD want PCC to take over educational services at the Santa Cruz location when Cochise leaves, since that would provide a relatively smooth transition. Cochise has expressed some willingness to extend their services for another 6 months in order to enable PCC to successfully develop and implement programming, explore location approvals, hire and train staff, and set up the necessary administrative structures at Santa Cruz.

At this point PCC is not interested in pursuing an agreement with SCCPCCD by which PCC would actively facilitate and support full accreditation for SCCPCCD. PCC may be interested in eventually providing PCC's own educational services in Santa Cruz County, akin to the services currently provided by Cochise College. However, the viability of a future "Pima Community College Santa Cruz Center" presents certain challenges that warrant further investigation and consideration. For example, PCC is in the process of reorganizing and consolidating the college's institutional structure, beginning its next regular accreditation-reporting cycle, reducing its budget, and implementing the student success and Educational Master Plan priorities. Moving resources to successfully transition educational services in Santa Cruz County from Cochise College to PCC will likely reduce the rate of progress PCC is making toward achieving those important goals.

Furthermore, it is also clear that working with SCCPCCD to provide PCC's own educational services in Santa Cruz County would be challenging, because independent accreditation is SCCPCCD's ultimate goal (described by its governing board its top priority as recently as September 2016). Because PCC has already informed SCCPCCD that it is not interested in pursuing an agreement by which PCC would assist SCCPCCD through its own independent accreditation process, further consideration of any possible agreement between SCCPCCD and PCC should include an MOU setting forth their mutual understanding of the specific objective being explored, *i.e.*, PCC's provision of its own educational services in Santa Cruz County. Moreover, any possible future IGA based on such an MOU would need to include provisions to avoid or minimize the issues that arose during SCCPCCD's relationship with Cochise College.

The most attractive elements of this opportunity for PCC are the ability to add a small amount of revenue, the potential ability to create a use for our Green Valley Center, and the ability to expand PCC's Sun Corridor and Southern Arizona identity. For example, while Santa Cruz has some logistics courses, PCC would be able to offer significantly more robust logistics programming and add Truck Driver Training, which is currently available. PCC also explored the possibility that a partnership might enable a revision to PCC's Expenditure Limitation restrictions, but PCC's lobbyist was not optimistic we could get the necessary statutory change that would enable use of the higher \$EL/FTSE figure for our calculation. This change would theoretically keep PCC's EL at approximately its current level for the indefinite future.

Santa Cruz County High School Performance AZ Dept. of Education

Name	Title 1 Status	Graduation Rate 2014-15	Attendance Rate 2014-15
1. Nogales Unified High School	X 96% Hispanic	96% N=344	95%
2. Rio Rico High School	X 89%	89% N=275	91%
3. Pierson Vocational High School	Not identified as Title 1	34% N=37	84%
4. Patagonia Union High School	X 74% Hispanic	93% N=16	95%
AZ = 370 H.S. in 2014-15		AZ State Grad Rate = 77%	AZ State Avg. Attendance
		N= 672	Rate=87%