PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA MAY 10, 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 Recognition and/or Awards

30 min

- Recognition of two Phi Theta Kappa members for five years of service as Alpha Beta Chi Chapter Advisors
- Recognition of outgoing Student Board Representative
- Recognition of PCC leaders who helped contribute to the successful Higher Learning Commission (HLC) outcome
- Recognition of two former Board Members for their service

1.5 Public Comment – Call to Audience

30 min

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

1.6 Remarks by Governing Board Members
[The Chairperson, Secretary and/or members of the Governing Board may

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comment or provide summaries of recent College-related activities]

1.7 Governing Board Committees

• Finance and Audit Committee Update-Tracy Nuckolls [Additional information is available here.]

2. Reports

2.1 Administration Reports

• Accreditation update – Bruce Moses

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 Derrick Espadas
- Staff Michael Tulino
- Adjunct Faculty Carlo Buscemi
- Faculty Michael Parker
- Administrator Nina Corson

2.3 Chancellor's Report

10 min

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

- Update on discussion with Santa Cruz County Provisional Community College District (SCCPCCD) regarding educational services
- Update on Diversity Plan

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 March 2017 Financial Statements
- 3.2 Employment Information

[Appointments, acting assignments, retirements and separations]

- 3.3 Adjunct Faculty Appointments
- 3.4 Administrative Procedure Changes

[AP 1.16.03: Operational Effectiveness — *New*]

[AP 8.05.03: Mandatory Reporting – Abuse of a Minor or Child — *Revised*]

Date: 05/10/17 Page 3

3.5 Board Policy Substantive Changes – First Reading [BP 4.06: College Travel — *Revised*]

4. Action Items

4.1 Consent Agenda

5 min

- (1) Approval of Minutes of the following meetings:
 - A. Study Session of March 20, 2017
 - B. Study Session of April 10, 2017
 - C. Special Meeting to conduct Executive Session on April 12, 2017
 - D. Regular Meeting of April 12, 2017
- (2) Board Policy Final Reading

[BP 1.16: Institutional Effectiveness — *Revised*]

[BP 3.31: Student Conduct, Ethics and Complaint Resolution — *Revised*]

(3) Contract: HP Printers

[To approve the contract with Hewlett Packard (HP) Managed Print Services (MPS) for the replacement of Information Technology hardware. Total costs for Fiscal Year 2017 are not expected to exceed \$300,000.00.]

HP proposal

HP Printers agreement

- (4) Contract: TouchNet Information Systems, Inc., 2017-2022 [To approve an amendment to the contract with TouchNet Information Systems, Inc. to continue providing the College's payment management system. Total costs for the five-year agreement are not expected to exceed \$347,696.22. The agreement will be in effect from June 1, 2017 to May 31, 2022.]

 TouchNet agreement
- (5) Contract: Master Lease Agreement and Lease Proposals-First American Equipment Finance

[To approve a master lease agreement with First American Equipment Finance and two lease proposals for IT and capital equipment. Total costs are expected to exceed \$3.3 million for IT equipment and \$2.9 million in other capital equipment.]

First American Equipment Finance lease agreement

(6) Contract: Oracle Database Firewall and Audit Vault
[To approve an amendment to the contract with Oracle to purchase Database
Firewall and Audit Vault and remove Internet Application Server and
Partitioning support streams. Total additional costs for FY17 are not expected
to exceed \$195,000.]

Oracle agreement

4.2

(7) New Program: Bioscience Laboratory Technician-Certificate for Direct **Employment** Other Action Items (1) 2017-2021 Strategic Plan 15 min [To approve the institutional goal and strategic directions in the 2017-2021 Strategic Plan. The Final Draft 2017-2021 Strategic Plan is available <u>here</u>. • Report by Nic Richmond-Indicators of Strategic Plan (2) 20 min Conceptual Educational and Facilities Master Plans [To authorize the Chancellor or designee(s) to proceed with developing the recommendations outline in the conceptual (preliminary) Educational and Facilities Master Plans.] PCC Education Masterplan Timeline Conceptual (preliminary) Facilities Master Plan (3)

(3) a. Fiscal Year 2018 Proposed Budget Parameters for Governing Board 20 min Review and Adoption at June 2017 Special Meeting

 Publication of the Fiscal Year 2018 Proposed Budget in Preparation for the June 2017 Public Hearing and Special Board Meeting to Adopt the Budget and Set Property Tax Rates and Levies <u>FY 2018 Proposed Budget Presentation</u>

(4) Chancellor Emeritus Nomination for Dr. S. James Manilla

5 min

(5) Possible direction to legal counsel for settlement discussions in Cuyugan v. PCC litigation

5 min

(6) Contract: Gordley Group-Marketing and Advertising Services for FY18
[To approve a one-year extension of the contract with Gordley Group for the purchase of Marketing and Advertising Services. The total contract costs are not expected to exceed \$400,000 for Fiscal year 2017-2018.]

Gordley Group agreement

10 min

(7) Possible direction to the Chancellor to revise BP 2.01 Diversity

5 min.

(8) Association of Community College Trustees (ACCT) Chief Executive Officer Award Nomination

5 min

Adjournment

Public Hearing June 14, 2017, 5:00 p.m.

Special Meeting June 14, 2017, 5:15 p.m. Regular Meeting June 14, 2017, 5:30 p.m.

District Office	District Office	District Office
Community/Board Room	Community/Board Room	Community/Board Room
4905 E. Broadway Blvd.	4905 E. Broadway Blvd.	4905 E. Broadway Blvd.
Tucson, AZ 85709-1010	Tucson, AZ 85709-1010	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.

- * **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.

^{*} The Governing Board reserves the right to take action on any agenda item.

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

GENERAL MATTERS

Meeting Date: 5/10/17		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	Recognition and/or Awards	
1.5	Public Comment	
1.6	Remarks by Governing Board Members	
1.7	Governing Board Committees	
Approv Cha	val ncellor	

Lee D. Lambert, J.D.

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

REPORTS

Meeting	Date: 5/10/17	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.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 5/10/17 Item Number: 3.1

Item Title Contact Person

Financial Report – March 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 March 2017. Time will be provided to discuss College fiscal matters.

Justification:

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

The March preliminary results indicate that total year-to-date revenue is higher than the total year-to-date expenditures by about \$13.3 million compared to approximately \$9.1 million higher in the previous year.

The preliminary results indicate that the College concluded March with total revenues in General and Designated funds higher than the previous fiscal year by \$1.2 million. Specifically, tuition and fees revenue has decreased by \$1.1 million, property tax revenue has increased by \$2.7 million, and other revenue has decreased by \$0.5 million.

Compared with the same time period in fiscal year 2016, actual expenditures have decreased by about \$3.0 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$2.8 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 March with a year-to-date increase in net position of about \$5.7 million. This is an increase compared to the previous year's decrease of \$0.4 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 68.5 percent of budget, which is a slightly higher percentage than the previous year. In absolute terms, year-to-date Personal Services expenditures were \$82.8 million, which is lower than the \$85.5 million amount from the same period of fiscal year 2016.

(Continued)

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Services and Supplies expenditures are approximately 54.1 percent of the budget, which is a lower percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$18.7 million which is lower than the \$19.0 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 March was \$72.0 million, which is an increase of about \$4.4 million compared to the same time last year. This represents an increase of \$0.7 million in Total Assets/Deferred Outflow of Resources and a decrease of \$3.7 million in Total Liabilities/Deferred Inflow of Resources.

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Contact Person

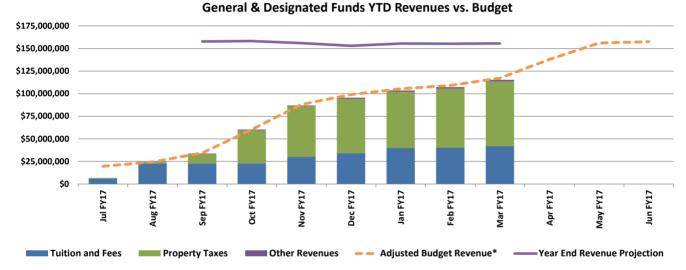
David Bea, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

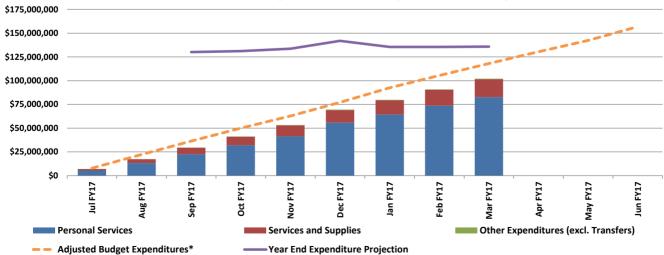
Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Nine Months Ending March 31, 2017

(Preliminary)	FY 2016/17			FY 2015/16				
	Adjusted		١	ear to Date		Year to Date		
	A	nnual Budget		Actuals	%		Actuals	%
<u>Revenues</u>								
Tuition and Fees	\$	47,180,000	\$	41,910,732	88.8 %	\$	42,987,973	80.0 %
Property Taxes		107,347,000		71,469,042	66.6 %		68,734,667	65.9 %
Other Revenue		2,976,000		2,078,060	69.8 %		2,554,625	74.1 %
Total Revenues	\$	157,503,000	\$	115,457,834	73.3 %	\$	114,277,265	70.8 %
_								
<u>Expenditures</u>								
Personal Services		120,786,773		82,754,252	68.5 %		85,543,536	68.2 %
Services and Supplies		34,510,976		18,683,413	54.1 %		19,005,731	56.9 %
Other Expenditures (excl. Transfers)		1,588,914		724,193	45.6 %		636,400	31.4 %
Total Expenditures	\$	156,886,663	\$	102,161,858	65.1 %	\$	105,185,667	65.4 %
Net			\$	13,295,976		\$	9,091,598	



^{*}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 Nine Months Ending March 31, 2017

General & Designated Funds \$ 41,910,732		747,061 251,999 298,950	\$	Plant & ther Funds		Total All Funds 42,951,160	N	Prior Year Totals as of Narch 31, 2016
\$ 41,910,732 1,341,563 20,000 337,148		747,061 251,999 298,950		ther Funds		All Funds	N	
\$ 41,910,732 1,341,563 20,000 337,148	\$	1,499 747,061 251,999 298,950					N	1arch 31, 2016
1,341,563 20,000 337,148	\$	747,061 251,999 298,950	\$	1,038,929	\$	42.951.160		
1,341,563 20,000 337,148	\$	747,061 251,999 298,950	\$	1,038,929	\$	42,951,160		
20,000 337,148		251,999 298,950				,,	\$	44,083,910
337,148		251,999 298,950				1,341,563		1,834,687
337,148		298,950				747,061		832,956
,		•				271,999		209,811
43,609,443				4,712		640,810		734,760
		1,299,509		1,043,641		45,952,593		47,696,124
71,469,042				(232)		71,468,810		68,732,623
38,343		32,353,844		(232)		32,392,187		35,476,275
85,434		1,077,552				1,162,986		1,212,974
63,434		1,566,787				1,566,787		1,525,774
		36,121						
255,572		8,643				36,121 264,215		37,104 311,953
71,848,391		35,042,947		(232)		106,891,106		107,296,703
\$ 115,457,834	\$	36,342,456	Ś	1,043,409	¢ 1	152,843,699	\$	154,992,827
35,458,676		2,624,820		200,317		38,283,813		39,430,531
15,753,575		2,517,149		563,083		18,833,807		20,140,264
17,663,032		2,463,859		161,721		20,288,612		20,409,825
				•				24,717,628
								11,717,761
3,233,200		2,273,373						5,974,201
877.789		27.605.509		0,100,200				32,593,125
0.1,100								485,842
		,				,		
\$ 102,161,858	\$	36,575,691	\$	8,403,544	\$ 1	47,141,093	\$	155,469,177
\$ 13,295,976	\$	(233,235)	\$	(7,360,135)	\$	5,702,606	\$	(476,350)
,								
(2,831,347)		(2,872,603)		5,703,950				
								28,500
\$ 10,464,629	\$	(3,105,838)	\$	(1,656,185)	\$	5,702,606	\$	(447,850)
							1	
(67 414 002)		1/1 220 601		110 271 577		66 207 206		67 005 044
	<u> </u>		۸.		Ċ		<u> </u>	67,985,944
\$ (56,950,263)	\$	11,224,763	\$:	11/,/15,392	>	71,989,892	>	67,538,094
	23,115,526 9,293,260 877,789 \$ 102,161,858 \$ 13,295,976 (2,831,347) \$ 10,464,629 (67,414,892)	\$ 102,161,858 \$ \$ 13,295,976 \$ \$ 10,464,629 \$	23,115,526 (301,670) 9,293,260 1,179,376 877,789 27,605,509 486,648 \$ 102,161,858 \$ 36,575,691 \$ 13,295,976 \$ (233,235) (2,831,347) (2,872,603) \$ 10,464,629 \$ (3,105,838) (67,414,892) 14,330,601	23,115,526 (301,670) 9,293,260 1,179,376 877,789 27,605,509 486,648 \$ 102,161,858 \$ 36,575,691 \$ \$ 13,295,976 \$ (233,235) \$ (2,831,347) (2,872,603) \$ 10,464,629 \$ (3,105,838) \$ (67,414,892) 14,330,601	23,115,526 (301,670) 873,912 9,293,260 1,179,376 1,138,375 5,466,136 877,789 27,605,509 486,648 \$ 102,161,858 \$ 36,575,691 \$ 8,403,544 \$ 13,295,976 \$ (233,235) \$ (7,360,135) \$ (2,831,347) (2,872,603) 5,703,950 \$ 10,464,629 \$ (3,105,838) \$ (1,656,185) \$ (67,414,892) 14,330,601 119,371,577	23,115,526 (301,670) 873,912 9,293,260 1,179,376 1,138,375 5,466,136 877,789 27,605,509 486,648 \$ 102,161,858 \$ 36,575,691 \$ 8,403,544 \$ 1 \$ 13,295,976 \$ (233,235) \$ (7,360,135) \$ (2,831,347) (2,872,603) 5,703,950 \$ 10,464,629 \$ (3,105,838) \$ (1,656,185) \$ (67,414,892) 14,330,601 119,371,577	23,115,526 (301,670) 873,912 23,687,768 9,293,260 1,179,376 1,138,375 11,611,011 5,466,136 5,466,136 5,466,136 877,789 27,605,509 28,483,298 486,648 486,648 486,648 \$ 102,161,858 \$ 36,575,691 \$ 8,403,544 \$ 147,141,093 \$ 13,295,976 \$ (233,235) \$ (7,360,135) \$ 5,702,606 \$ 10,464,629 \$ (3,105,838) \$ (1,656,185) \$ 5,702,606 (67,414,892) 14,330,601 119,371,577 66,287,286	23,115,526 (301,670) 873,912 23,687,768 9,293,260 1,179,376 1,138,375 11,611,011 5,466,136 5,466,136 5,466,136 877,789 27,605,509 28,483,298 486,648 486,648 486,648 \$ 102,161,858 \$ 36,575,691 \$ 8,403,544 \$ 147,141,093 \$ 13,295,976 \$ (233,235) \$ (7,360,135) \$ 5,702,606 \$ (2,831,347) (2,872,603) 5,703,950 \$ \$ 10,464,629 \$ (3,105,838) \$ (1,656,185) \$ 5,702,606 \$ (67,414,892) 14,330,601 119,371,577 66,287,286 \$



Summary of Expenditures - General & Designated Funds - Actuals vs. Budget Year To Date For Nine Months Ending March 31, 2017

(Preliminary)		FY 2016/:	17		FY 2015/1	L 6
	Adjusted	Year to Date		Available	Year to Date	
	Annual Budget	Actuals	%	Budget	Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 54,667,816	\$ 35,458,676	64.9 % \$	19,209,140	\$ 36,475,842	63.1 %
Academic Support	24,863,671	15,753,575	63.4 %	9,110,096	16,337,237	64.2 %
Student Services	29,072,887	17,663,032	60.8 %	11,409,855	18,313,484	63.4 %
Institutional Support	36,201,152	23,115,526	63.9 %	13,085,626	23,588,657	61.0 %
Operation and Maintenance of Plant	14,213,775	9,293,260	65.4 %	4,920,515	9,432,338	67.4 %
Student Financial Aid	1,356,705	877,789	64.7 %	478,916	1,038,109	84.8 %
Other Expenses						
Transfers	2,831,347	2,831,347	100.0 %		(1,910,800)	81.8 %
Fund balance reserved for contingency	4,626,647			4,626,647		
Total Expenditures by Function	\$ 167,834,000	\$ 104,993,205	62.6 % \$	62,840,795	\$ 103,274,867	61.8 %
			-			
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,374,912	\$ 4,408,869	69.2 % \$	1,966,043	\$ 4,642,815	70.7 %
Faculty	21,422,474	16,044,957	74.9 %	5,377,517	16,858,148	70.3 %
Additional Compensation - Faculty	1,375,804	731,500	53.2 %	644,304	737,768	52.9 %
Adjunct Faculty	11,412,900	9,086,892	79.6 %	2,326,008	9,036,294	72.0 %
Classified Staff	46,900,015	30,738,362	65.5 %	16,161,653	32,116,428	67.1 %
Other Compensation	4,475,215	2,730,652	61.0 %	1,744,563	2,729,455	63.6 %
Student Employment / Workstudy						
Fringe Benefits	28,825,453	19,013,020	66.0 %	9,812,433	19,422,628	67.3 %
Total Personal Services	120,786,773	82,754,252	68.5 %	38,032,521	85,543,536	68.2 %
Services and Supplies						
Communications and Utilities	6,332,965	3,322,141	52.5 %	3,010,824	3,563,234	57.0 %
Travel	2,962,990	915,824	30.9 %	2,047,166	1,058,546	35.4 %
Contractual Services	13,820,706	8,427,634	61.0 %	5,393,072	8,186,315	59.5 %
Supplies and Materials	7,072,469	2,551,574	36.1 %	4,520,895	2,613,929	39.8 %
Student Financial Aid	1,356,705	877,789	64.7 %	478,916	1,038,109	84.7 %
Current Fixed Charges	2,965,141	2,588,451	87.3 %	376,690	2,545,598	97.4 %
Total Services and Supplies	34,510,976	18,683,413	54.1 %	15,827,563	19,005,731	56.9 %
Capital Equipment	465,485	296,002	63.6 %	169,483	328,431	64.1 %
Transfers	2,831,347	2,831,347	100.0 %	132,128	(1,910,800)	81.8 %
Other Expenditures	1,123,429	428,191	38.1 %	695,238	307,969	20.3 %
Contingency and Reserves	8,115,990	0,_31		8,115,990	337,333	_5.5 70
Total Expenditures by Account	\$ 167,834,000	\$ 104,993,205	62.6 % \$	62,840,795	\$ 103,274,867	61.8 %
Total Expeliatures by Account	7 107,034,000	7 107,333,203	7 0/ 02.0	02,070,733	7 103,274,007	01.0 /0

Statement of Net Position March 31, 2017

1			FY 20	16/ 1	L 7				FY 2015/16
	General &	A	Auxiliary &						Total All Funds
	Designated	F	Restricted		Plant &		Total	ı	Prior Year as of
	Funds		Funds	Ot	her Funds	-	All Funds	ı	March 31, 2016
<u>Assets</u>									
Current Assets Cash and Cash Equivalents	\$ 18,580,935	¢	10,192,910	¢	15,600,888	¢	44,374,733	\$	37,656,425
Short-term Investments	25,291,122	Ş	10,192,910	Ş	13,000,666	Ş	25,291,122	۶	25,139,806
Receivables:	23,231,122						23,231,122		23,133,000
Property Taxes	4,495,248				12,131		4,507,379		4,382,319
Accounts (net of allowances)	5,565,886						5,565,886		5,348,591
Government Grants and Contracts			1,021,323				1,021,323		880,644
Student Loans					61		61		2,389
Other	364,137		15,436		2,647,662		3,027,235		2,963,457
Inventories Prepaid Expenses	127,091 595,755				27,879		127,091 623,634		132,386 812,389
Total Current Assets	55,020,174		11,229,669		18,288,621		84,538,464		77,318,40
Ioncurrent Assets	00,020,27						0.,000, .0.		77,020,100
Restricted Cash and Cash Equivalents Notes Receivable (net of allowances)					(1,435,790)		(1,435,790)		(2,104,743
Other Long-term Investments Investments in Capital:	31,355,340						31,355,340		30,961,001
Land Buildings & Leasehold improvements					15,291,311		15,291,311		15,291,311
(net of depreciation) Construction in Progress Equipment (net of depreciation)					79,624,208 4,626,941		79,624,208 4,626,941		83,878,556 5,398,470
Library Books (net of depreciation)					1,817,343		1,817,343		1,814,123
Total Noncurrent Assets	31,355,340				99,924,013		131,279,353	-	135,238,718
Total Assets	\$ 86,375,514	Ś	11,229,669	\$ 1	18,212,634	\$ 2	215,817,817	\$	212,557,124
Total Deferred Outflows of Resources	\$ 13,787,355	\$	-	\$	-	\$	13,787,355	\$	16,340,337
<u>.iabilities</u>									
Current Liabilities									
Accrued Payroll and Benefits	4,635,043						4,635,043		3,965,05
Accounts Payable and Accrued Liabilities	(164,866)		4,906		18,149		(141,811)		761,50
Deposits Held in Custody Current Portion of Long-term Liabilities	4,568,573				479,093		479,093 4,568,573		409,18 4,494,53
Total Current Liabilities	9,038,750								4,434,33
			4.906		497.242				
Noncurrent Liabilities	3,000,700		4,906		497,242		9,540,898		
Noncurrent Liabilities Unearned Revenue	5,250		4,906		497,242				9,630,27
Noncurrent Liabilities Unearned Revenue Long-term Liabilities			4,906		497,242		9,540,898		9,630,27 9 5,250 3,552,922
Unearned Revenue Long-term Liabilities Net Pension Liability	5,250 3,441,777 133,407,309		4,906		497,242		9,540,898 5,250 3,441,777 133,407,309		9,630,27 5,25 3,552,92 126,727,90
Unearned Revenue Long-term Liabilities	5,250 3,441,777		4,906		497,242		9,540,898 5,250 3,441,777		9,630,27 5,25 3,552,92 126,727,90
Unearned Revenue Long-term Liabilities Net Pension Liability	5,250 3,441,777 133,407,309	\$	4,906	\$	497,242 497,242	\$ 1	9,540,898 5,250 3,441,777 133,407,309	\$	9,630,279 5,250 3,552,921 126,727,900 130,286,080
Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086	\$		\$		\$ 1	9,540,898 5,250 3,441,777 133,407,309 136,854,336 .46,395,234	\$	9,630,27 5,25 3,552,92 126,727,90 130,286,08 139,916,359
Unearned Revenue Long-term Liabilities Net Pension Liability Total Noncurrent Liabilities Total Liabilities Deferred Inflows of Resources Deferred Inflows Related to Pensions	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086				497,242		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234		9,630,27 5,25 3,552,92 126,727,90 130,286,08 139,916,35
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	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086	\$		\$			9,540,898 5,250 3,441,777 133,407,309 136,854,336 .46,395,234	\$	9,630,27 5,25 3,552,92 126,727,90 130,286,08 139,916,359
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 Let Investment in Capital Assets	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086				497,242		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234		9,630,27 5,25 3,552,92 126,727,90 130,286,08 139,916,359 21,443,00
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 Let Investment in Capital Assets Lestricted for:	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086				497,242		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046		9,630,275 5,250 3,552,925 126,727,900 130,286,080 139,916,355 21,443,000 21,443,000
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 Let Investment in Capital Assets Lestricted for: Loans	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086				497,242 - 101,359,803 56,921		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046 101,359,803 56,921		9,630,27: 5,25(3,552,92: 126,727,90: 130,286,08: 139,916,355 21,443,008: 106,382,46 170,58
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 Let Position Let Investment in Capital Assets estricted for: Loans Debt Service	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086				497,242		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046		9,630,27 5,25 3,552,92 126,727,90 130,286,08 139,916,355 21,443,000 21,443,000 106,382,46 170,58
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 Let Investment in Capital Assets Lestricted for: Loans	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086		4,906		497,242 - 101,359,803 56,921		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046 101,359,803 56,921 744,910		9,630,275 5,250 3,552,92: 126,727,900 130,286,080 139,916,355 21,443,008 21,443,008 106,382,465 170,58: 66,510
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 Let Position Let Investment in Capital Assets estricted for: Loans Debt Service Other (Capital Projects)	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086	\$			497,242 - 101,359,803 56,921		9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046 101,359,803 56,921		9,630,27 9
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 Let Position Det Investment in Capital Assets Destricted for: Loans Debt Service Other (Capital Projects) Grants and Contracts	5,250 3,441,777 133,407,309 136,854,336 \$ 145,893,086 11,220,046 \$ 11,220,046	\$	4,906 1,351,561	\$	- 101,359,803 56,921 744,910	\$	9,540,898 5,250 3,441,777 133,407,309 136,854,336 46,395,234 11,220,046 11,220,046 101,359,803 56,921 744,910 1,351,561		9,630,275 5,250 3,552,925 126,727,908 130,286,080 139,916,355 21,443,008 21,443,008 106,382,465 170,585 66,510 642,715



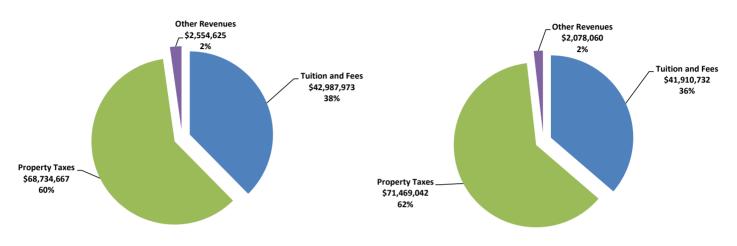
General & Designated Fund Revenue Year to Date Comparison with Prior Year

General & Designated Funds YTD Revenues - FY16 - Prior Year

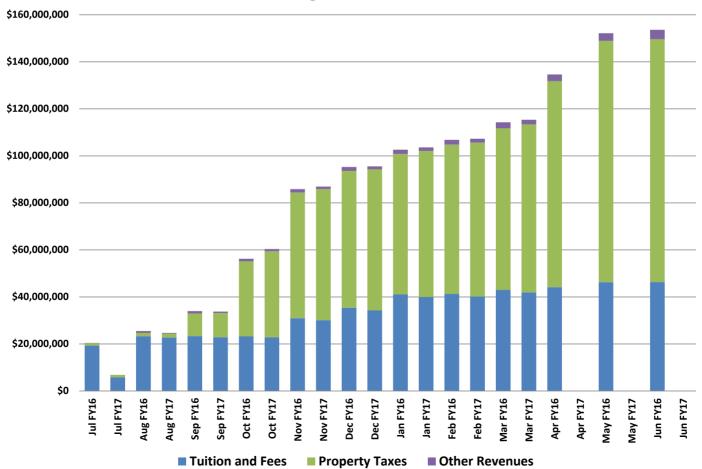
For the Nine Months Ending March 31, 2016 Total of \$114,277,265

General & Designated Funds YTD Revenues - FY17 - Current Year

For the Nine Months Ending March 31, 2017 Total of \$115,457,834



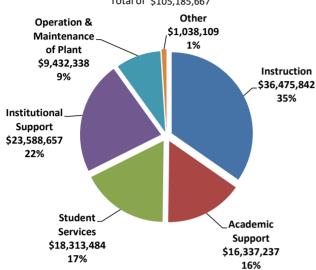
General & Designated Funds YTD Revenues



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

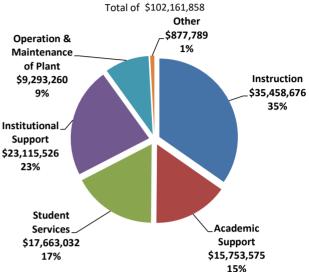
General & Designated Funds YTD Expenditures by Program - FY16 - Prior Year

For the Nine Months Ending March 31, 2016 Total of \$105,185,667

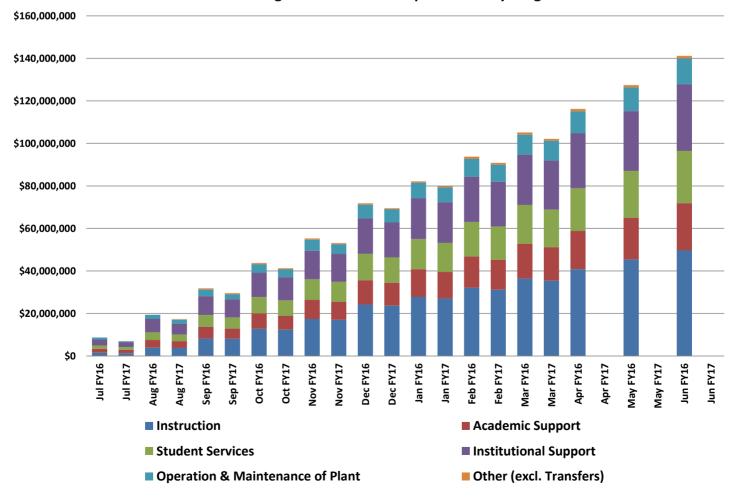


General & Designated Funds YTD Expenditures by Program - FY17 - Current Year

For the Nine Months Ending March 31, 2017
Total of \$102,161,858



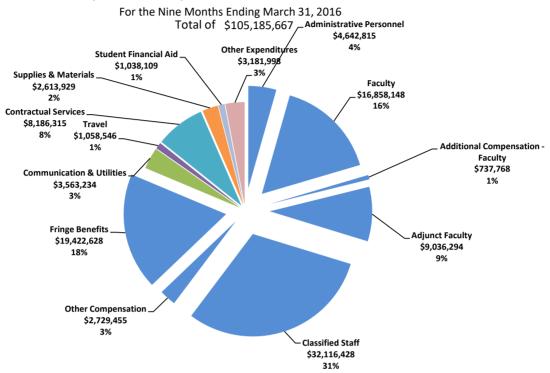
General & Designated Funds YTD Expenditures by Program



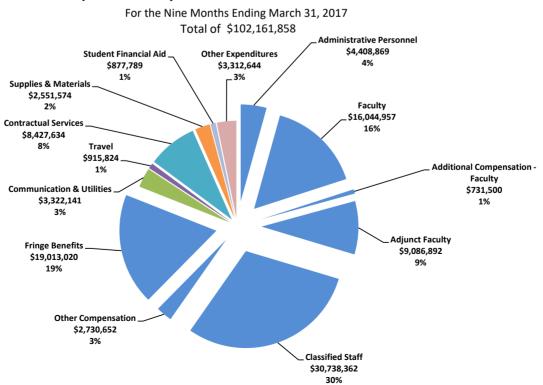


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

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

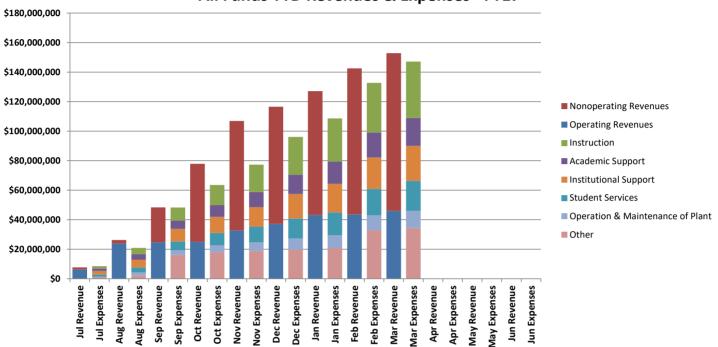


General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 17 - Current Year



All Funds Revenue & Expenses Year to Date Current Year

All Funds YTD Revenues & Expenses - FY17



Statement of Net Position

Glossary for Financial Reports

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

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

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

may be considered to be investments.

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

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

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

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

payment at a future date, generally of cash.

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

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

bonds.

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

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

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

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

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

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

Government Grants &

Contracts

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

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

Department of Education.

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

collecting the balance due.

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

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

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

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

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

the available assets at June 30.

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

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

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

Glossary for	Financial	Reports

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

Liabilities

Current 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

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Glossary for Financial Reports

	s, expenses and changes in Net i osition
Operating Revenues	Revenues resulting from the normal operations of a business.
Tuition & Fees	All tuition and fees assessed for educational purposes.
Contracts	All amounts earned on contracts or agreements from other governmental or nongovernmental organizations. The College has instructional contracts with numerous outside entities.
Auxiliary Enterprises	An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee for the use of goods and services. Examples of auxiliary enterprises include bookstores and food services. Revenue associated with these auxiliary enterprises includes commissions.
Commission & Rents	Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
Other Operating Revenues	Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.
Nonoperating Revenues	Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.
State Appropriations	Funds appropriated to the College through the State budget process.
Property Taxes	Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.
Federal Grants	Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.
State & Local Grants	Includes all amounts earned on grants from state, local government and nongovernmental organizations.
State Shared Sales Taxes	Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.
Gifts	Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.
Investment Income	Includes dividends, interest, or royalties and gains or losses on investments.
Operating Expenses	Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.
Instruction	Includes expenses for all activities that are part of an institution's instruction program. For example, faculty salaries are included in the Instructional expenses.
Academic Support	Includes expenses incurred to provide support services for the institution's primary programs of instruction, 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: 5/10/17 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:

Bailey-Jones, Tsuru Program Coordinator

Rate of Pay: \$47,881 Start Date: 05/08/2017

Highest Degree Earned: Master of Arts, Education Awarding Institution: University of Phoenix

Most Recent Previous Job: Director

Binkley, William Trades Maintenance Specialist

Rate of Pay: \$18.83 Start Date: 04/17/2017

Highest Degree Earned: Associate of Arts, Construction Management

Awarding Institution: Pima Community College

Most Recent Previous Job: Parts Requisition

Contreras-Huerta, Diana Student Services Advanced Specialist

Rate of Pay: \$21.71 Start Date: 04/24/2017

Highest Degree Earned: Master of Arts, Clinical Mental Health Counseling

Awarding Institution: Northern Arizona University

Most Recent Previous Job: Student Services Advanced Specialist

Diulgher, Tatiana Laboratory Technician

Rate of Pay: \$15.65 Start Date: 04/10/2017

Highest Degree Earned: Associate of Applied Science, Health Information Technology

Awarding Institution: Pima Community College

Most Recent Previous Job: Tutor

Escobar, Fernando Trades Maintenance Technician

Rate of Pay: \$13.54

(Continued)

Employment Information

Date: 5/10/17

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Start Date: 04/17/2017

Highest Degree Earned: No Post-Secondary Degree

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

Garcia, Libni Police Officer Recruit in Training

Rate of Pay: \$20.67 Start Date: \$20.67

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Regional Claims Coordinator Supervisor

Harney, Jeffery Materials Management Specialist

Rate of Pay: \$14.61 Start Date: 04/24/2017

Highest Degree Earned: Bachelor of Arts, Political Science/Secondary Education

Awarding Institution: Arizona State University
Most Recent Previous Job: Transportation Department

Levesque, Katherine Fiscal Support Specialist

Rate of Pay: \$18.83
Start Date: 04/17/2017
Highest Degree Earned: Associate of Arts
Awarding Institution: Reedley Junior College
Most Recent Previous Job: Payroll Specialist

McWhorter, Jeff Student Services Specialist

Rate of Pay: \$18.83 Start Date: 04/17/2017

Highest Degree Earned: Bachelor of Arts, English Composition

Awarding Institution: DePaul University
Most Recent Previous Job: Associate Director

Ortiz, Victoria Police Officer Recruit in Training

Rate of Pay: \$20.67 Start Date: \$20.67

Highest Degree Earned: Associate of Arts, Administration of Justice Studies

Awarding Institution: Pima Community College Most Recent Previous Job: Roll-Off Dispatcher/Manager

Wilken, Trisha Human Resources Specialist

Rate of Pay: \$18.83 Start Date: 04/17/2017 Highest Degree Earned: Associate of Arts

Awarding Institution: Pima Community College Most Recent Previous Job: Human Resources Assistant

Date: 5/10/17

Page 3

Temporary:

Barros, Alexander

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 03/06/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Student Aide

Bosman, Cecelia

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$20.17

Highest Degree Earned: Bachelor of Fine Arts, Fashion Design

Awarding Institution: Parson's School of Design Most Recent Previous Job: Advanced Sewing Instructor

Carrillo, Adriana

Title: Support Specialist

Rate of Pay: \$17.77 Start Date: 04/23/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Administrative Assistant

Edwards, Doug

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$25.00

Highest Degree Earned: Master of Business Administration

Awarding Institution: University of San Diego Most Recent Previous Job: Material Program Manager

Fraser Mirock, Sarah

Title: Instructor
Rate of Pay: \$21.38
Start Date: 05/01/2017

Highest Degree Earned: Master of Arts, Secondary Education

Awarding Institution: National Louis University

Most Recent Previous Job: Teacher

Hedin, Janis

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$25.00

Highest Degree Earned: Bachelor of Arts, Music

Date: 5/10/17

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Awarding Institution: University of Arizona

Most Recent Previous Job: Teacher

Jacobo, Alyssa

Title: Support Technician

Rate of Pay: \$14.61 Start Date: 04/17/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Dance Teacher

Jandali, Nour

Title: Instructor
Rate of Pay: \$21.38
Start Date: 05/01/2017

Highest Degree Earned: Bachelor Degree, Law Awarding Institution: University of Damascus

Most Recent Previous Job: Teacher

Labowitz, Robert

Title: Instructor
Rate of Pay: \$33.26
Start Date: 04/24/2017

Highest Degree Earned: Licensed Practical Nursing
Awarding Institution: Practical Nursing School
Most Recent Previous Job: Director of Nursing

Martinez, A. Z.

Title: Tutor 0
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: N/A

McDowell-Blanken, Tyler

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$25.00

Highest Degree Earned: Bachelor of Arts, Journalism

Awarding Institution: University of Arizona

Most Recent Previous Job: High School English Teacher

Moore-Daigle, Jan

Title: Support Technician

Rate of Pay: \$14.61 Start Date: 04/23/2017

Date: 5/10/17

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Highest Degree Earned: Bachelor of Arts, Elementary Education

Awarding Institution: Lamar University

Most Recent Previous Job: Owner – Housekeeping Business

Naugle, Grace

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$25.00

Highest Degree Earned: Bachelor of Science, Elementary Education

Awarding Institution: University of Arizona Most Recent Previous Job: 5th Grade Teacher

Powell, Kristin

Title: Workforce Trainer

Rate of Pay: \$15.00 Start Date: \$05/13/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Flex Employee

Quintero, Ericka

Title: Instructor
Rate of Pay: \$21.38
Start Date: 05/01/2017

Highest Degree Earned: Bachelor of Arts, Theatre Education

Awarding Institution: University of Arizona

Most Recent Previous Job: Teacher

Riffle, Paige

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$20.17

Highest Degree Earned: Bachelor of Arts, Creative Writing

Awarding Institution: University of Arizona

Most Recent Previous Job: Librarian/Technology Integration Specialist

Shafe, Brandon

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: \$04/17/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Aircraft Mechanic WG-11

Date: 5/10/17 Page 6

Velykyte, Daiva

Title: Laboratory Technician

Rate of Pay: \$15.65 Start Date: 04/17/2017

Highest Degree Earned: Bachelor of Science, Biomedical Sciences Awarding Institution: University of the West Scotland - Glasgow

Most Recent Previous Job: Biomedical Scientist

Winters, Lawrence

Title: Assistant Program Coordinator

Rate of Pay: \$16.70 Start Date: 04/10/2017

Highest Degree Earned: Master of Educational Leadership
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Student Services Manager

Acting Assignments:

Allen, Jacqline

Effective: 04/28/2017

From: Educational Support Faculty Counselor To: Acting Advanced Program Manager

Retirements:

Klein, William S.

Student Services Advanced Specialist

DC – Enrollment Services Start Date: 08/16/2010 End Date: 04/14/2017

Separations:

Andrews, Cynthia M.

Human Resources Advanced Analyst

DO – Organizational and Professional Development Operations

End Date: 04/14/2017

Du. Ester E.

Instructor

DV – Center for Training and Development

End Date: 04/14/2017

Jones, Sonia

Human Resources Analyst

DO – Human Resources Talent Acquisition

End Date: 03/31/2017

Date: 5/10/17 Page 7

Minjarez, Alonso R.

Student Services Advisor WC – HIS STEM Grant End Date: 03/31/2017

Quinonez. Nilda

Student Services Advanced Specialist DO – Financial Aid Operations

End Date: 04/07/2017

Velasquez, Frank

Program Manager WC – HSI STEM Grant 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: 5/10/17 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: Armijo, Rosalina

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

Start Date: 8/23/2017

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

Bilingual/Bicultural Education, both degrees awarded by The University of

Arizona, Tucson, Arizona

Experience: Over 30 years of experience as an elementary school teacher, principal,

curriculum supervisor, and teacher preparation coordinator.

Name: Clarke, Leslie A.

Discipline(s): Genera Technical Writing (Academic), Management (Academic), Writing

(Academic)

Start Date: 4/18/2017

Education: Bachelor of Education, Extended English Education, University of Arizona,

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

Flagstaff, Arizona

Experience: Three years of experience teaching English composition courses as an adjunct

faculty at Cochise Community College.

Name: Coon. Susan E.

Discipline(s): Medical Assistant (Occupational/Workforce), HealthCare

(Occupational/Workforce)

Start Date: 4/18/2017

Education: Bachelor of Arts, German, Southern Illinois University, Edwardsville, Illinois

(Continued)

Date: 5/10/17 Page 2

Experience: Over two years of experience working as a medical assistant. More than ten years

of teaching medical assistant courses.

Name: Horley, Laura H. Discipline(s): Writing (Academic)

Start Date: 8/23/2017

Education: Bachelor of Arts, English, Lewis & Clark College, Portland, Oregon; Master of

Fine Arts, Creative Writing, City University of New York Brooklyn College,

Brooklyn, New York

Experience: Over five years of experience working as an educational games content writer,

online magazine contributor, professional reader, and writer's workshop

facilitator.

Name: Jacobson, Jacquelyn D.

Discipline(s): Early Childhood Education, Education, Education-General/Post Degree

(Academic); Mathematics (Developmental)

Start Date: 9/09/17

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

Arizona; Master of Education, Curriculum and Instruction, Arizona State

University, Tempe, Arizona.

Experience: Over eight years of experience teaching elementary students and previously

worked as a student teacher for Pima Community College.

Name: Lines, Jacob R.

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

Science (Academic)

Start Date: 3/28/17

Education: Bachelor of Arts, History; Juris Doctor, both degrees awarded by The University

of Arizona, Tucson, Arizona

Experience: Over thirteen years of progressive work experience from working as a law clerk

to deputy attorney.

Name: Moon, Robert A.

Discipline(s): Fire Science (Occupational/Workforce)

Start Date: 2/28/17

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Over sixteen years of working as a fire fighter/EMT personnel with progressive

responsibilities, including captain.

Name: Ortiz, Kathryn A. Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, English, Santa Clara University, Santa Clara, California;

Master of Arts, English, The University of Arizona, Tucson, Arizona

Experience: Over twenty years of combined experience teaching writing and English courses

for The University of Arizona, Pima Community College, and other higher

education institutions.

Page 3

Name: Retersdorf, Laura A.

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

Start Date: 8/23/2017

Education: Bachelor of Arts, Cultural Studies with Literature Concentration, State University

of New York-Empire State College, Saratoga Springs, NY.; master of Arts,

English, Valdosta State University, Valdosta, Georgia

Experience: Over one year of experience teaching undergraduate English courses.

Name: Soto-Weibel, Ph.D., Cristina

Discipline(s): Mathematics (Academic)

Start Date: 8/23/17

Education: Doctor of Philosophy, Mathematics, Boston University, Boston, Massachusetts Experience: Over six years of research experience using mathematics as an integral part of

duties, including teaching mathematics courses to undergraduate students.

Name: Sambe, Kazuma

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

Start Date: 5/30/17

Education: Bachelor of Fine Arts, Studio Art, The University of Arizona, Tucson, Arizona;

Master of Fine Arts, Art Ceramics, Arizona State University, Tempe, Arizona

Experience: Over five years of experience as an art instructor teaching ceramics at Arizona

State University.

Name: Slinkard, Jennifer A.

Discipline(s): Literature (Academic), Writing (Academic), English as a Second Language

(Developmental)

Start Date: 8/23/2017

Education: Bachelor of Arts, English, Truman State University, Kirksville, Missouri; Master

of Arts, English, The University of Missouri-Kansas City, Missouri; Master of Arts, English as a Second Language, The University of Arizona, Tucson, Arizona

Experience: Over ten years of experience teaching writing, and English as a Second Language

courses at the high school and college levels.

Name: Walter, Christopher D.

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

Start Date: 4/05/17

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

Arizona; Master of Education, Educational Leadership, Northern Arizona

University, Flagstaff, Arizona

Experience: Over five years of work experience as a registered nurse.

Approvals
Acting Provost ____ Dolores Durán-Cerda _____
Dolores Durán-Cerda, Ph.D.

Chancellor _____ Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 5/10/17 Item Title	Item Number: 3.4 Contact Person

Information:

For your information, the Chancellor informs the Governing Board of the following changes to Administrative Procedures.

AP 1.16.03 Operational Effectiveness — *New*AP 8.05.03 Mandatory Reporting – Abuse of a Minor or Child — *Revised*

Approvals

Chancellor_____

Lee D. Lambert, J.D.



PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title: Operational Effectiveness

AP Number: AP 1.16.03

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). College Effectiveness, BP 1.16

Legal Reference: Cross Reference:

PURPOSE

The College will employ an evidence-based continuous improvement model, based on a Unit structure, to achieve and document Operational Effectiveness and ensure systematic improvement in all Units of the College.

Mission Statements, Operational Objectives, and Key Performance Indicators will be employed to designate areas where change is needed, to inform College stakeholders of each Unit's bearing on the College, to confirm that each Unit is accomplishing its primary functions, and to support the College's decision-making and strategic-planning processes and additional accountability activities such as accreditation.

SECTION 1: Definitions

"Key Performance Indicators (KPIs)" are quantifiable measurements that qualitatively and quantitatively evaluate a particular Unit's progress toward an Operational Objective.

"Mission Fulfillment Framework" means the structure through which the College continuously evaluates how it is fulfilling its mission through the measurement and analysis of KPIs tied to each Operational Objective.

"Mission Statement" means a specific description of the duties and/or roles of a particular Unit which denotes that Unit's key stakeholders, the Unit's primary functions that support its duties and/or roles, and how the Unit supports the Operational Objectives of the College.

"Operational Effectiveness" means the degree to which the resources and processes of a Unit are organized and managed efficiently and productively to achieve Operational Objectives.

"Operational Objective" means the procedures and/or actions a Unit will perform to fulfill its Mission Statement.

"Unit" means a self-contained or pre-defined combination of College employees with common or closely related functions and/or who work within a specific area under a director or senior administrator.

SECTION 2: The Operational Effectiveness Process

The Assistant Vice Chancellor of Institutional Research, Planning and Effectiveness will coordinate, monitor, and provide guidance to each Unit through the Operational Effectiveness Process, which consists of the following:

- The development of Mission Statements which describe how each Unit contributes to the education, development and experiences of the College's students:
- The development of Operational Objectives to describe the key functions, strategies, and services performed by each Unit and how they support the overall goals and performance objectives of the College;
- The development and measurement of Unit-specific KPIs tied to missionplanning and budgeting which direct each Unit to measure its progress toward organizational goals and identify areas for improvement;
- The integration of the Operational Effectiveness Processes into strategic planning and budgeting
- The collection and reporting of Operational Effectiveness documents and associated data to internal and external stakeholders

SECTION 3: Timelines

Operational Effectiveness will be documented annually and tie in with the reviews of the Mission Fulfillment Framework every three years. Operational Effectiveness data will also inform strategies to be implemented in yearly Unit plans.

Units shall annually review their Operational Effectiveness documentation and make changes as necessary. Each Unit will also provide mid- and end-of-year reports to the Assistant Vice Chancellor of Institutional Research, Planning and Effectiveness as part of the reporting for the Mission Fulfillment Framework. An Annual Report on Mission KPIs will also be provided to the relevant stakeholders as part of the Mission Fulfillment Framework.



PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title: Mandatory Reporting – Abuse

of a Minor or Child

 AP Number:
 AP 8.05.03

 Adoption Date:
 10/10/08

Schedule for Review & Update: Every three years

Review Date(s): 12/16/08, 11/22/11, 3/23/17 Revision Date(s): 12/16/08, 11/22/11, 3/23/17

Sponsoring Unit/Department: Facilities

Policy Title(s) & No(s). Institutional Security and Safety, BP

8.05

Legal Reference: A.R.S. § 13-3620

Cross Reference:

PURPOSE

The purpose of this Administrative Procedure ("AP") is to implement Pima Community College's ("College") Governing Board's ("Board") Policy on Institutional Security and Safety as it relates to the mandatory reporting of Child Abuse, Child Neglect, or Reportable Offenses against minors and children. The Office of the Chancellor delegates responsibility to the Vice Chancellor for Facilities and the College's Department of Public Safety ("DPS") for ensuring that Board Policy on Institutional Security and Safety, as it relates to this AP, is implemented.

In accordance with A.R.S. §13-3620, all College Employees, including faculty, staff, and administrators, who, in the course and scope of their employment, learn or develop a Reasonable Belief that a Minor or Child is or has been the victim of Abuse, Neglect, or other Reportable Offense, including sexual offenses, must immediately report that information to DPS. No Employee is exempt from this requirement. An Employee's duty to make a mandatory report is not satisfied by

conveying information about suspected Abuse to another Employee or department other than DPS.

SECTION 1: Definitions

- 1.1 "Abuse" includes Child Abuse, Neglect and/or any Reportable Offense.
- 1.2 "Child Abuse" means inflicting or allowing the infliction on a Minor or Child of physical injury, impairment of bodily function, disfigurement, serious emotional injury, unreasonable confinement, sexual abuse, sexual conduct, sexual assault, molestation, sexual exploitation, commercial sexual exploitation, incest, or prostitution. (See A.R.S. §13-3620; 13-3623; 8-201(2)).
- 1.3 "DCS" means the Arizona Department of Child Safety.
- 1.4 "Employee" means any person employed by the College on a full-time, parttime, 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.
- 1.5 "Mandatory Report" means a report of Abuse of a Minor or Child made by an Employee to DPS.
- 1.6 "Minor or Child" means a person currently under the age of 18. (See A.R.S. §1-215(6) and (7)). The duty to make a Mandatory Report does not apply to instances involving a victim who was under the age of 18 at the time of the Abuse but who is 18 years of age or older at the time Employee learns or develops a Reasonable Belief that the victim has been abused.
- 1.7 "Neglect" means the inability or unwillingness of a parent, guardian, or custodian of a Minor or Child to provide that Minor or Child with supervision, food, clothing, shelter or medical care if there is an unreasonable risk of harm to the child's health or welfare or the deliberate or reckless exposure of a Minor or Child to sexual activity or sexually explicit materials. (See A.R.S. §8-201(25); 13-3551; 13-3507, 13-1411; 13-1401).
- 1.8 "Physical Injury" means the impairment of physical condition apparently caused by other than accidental means or that is not sufficiently explained by available medical history (if any), including any skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of

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- any bone, subdural hematoma, soft tissue swelling, injury to any internal organ, or any other impairment of a Minor or Child's physical function. (See A.R.S. §13-3620, 13-3623, 8-201).
- 1.9 "Reasonable Belief" is a very low standard and exists whenever an Employee, in the course of his or her employment, becomes aware of any facts or circumstances from which an average person of ordinary intelligence and sound mind could reasonably conclude that a Minor or Child may have been the victim of Abuse. A College Employee may form a Reasonable Belief based on facts or circumstances derived from (1) his or her own observations, (2) a Minor or Child's self-disclosure, or (3) information received from a third party.
- 1.10 "Reportable Offense" includes sexual offenses against a Minor or Child and may involve touching, fondling, penetrating, or engaging in oral contact with the vagina, penis, anus or female breast, directly or over clothing; the photographing or video-recording of a Minor or Child in a state of undress; furnishing pornographic material to a Minor or Child; incest, or prostitution or sexual exploitation of a Minor or Child. (See A.R.S. §13-1401 to 1415; §13-3019; §13-3506.01; §13-3212; §13-3608; §13-3551 to 3559; §13-3620(P)(4)).
- 1.11 "Serious Emotional Injury" means an injury other than a physical injury that is diagnosed by a medical doctor or psychologist and seriously impairs mental faculties; causes serious anxiety, depression, withdrawal or social-dysfunction behavior to the extend the Minor or Child suffers dysfunction requiring treatment, and/or is the result of a Reportable Offense. (See A.R.S. 8-201(32)).

Section 2 – Reporting Responsibilities

- 2.1 Any Employee who Reasonably Believes a Minor or Child is or has been subjected to Abuse must immediately report that information to DPS in person or via telephone.
 - Additionally, an Employee should inform his or her administrative supervisor of the matter necessitating the Mandatory Report. However, informing a supervisor does not eliminate the Employee's obligation to make a Mandatory Report and should not delay the Employee from immediately contacting DPS.

- 2.2 Once an Employee has a Reasonable Belief that a Minor or Child may have been the victim of Abuse, the Employee should not attempt to conduct any further investigation. The gathering of additional facts and information must be left to law enforcement personnel.
- 2.3 An Employee should not communicate with an alleged abuser about the Employee's Reasonable Belief before or after making a Mandatory Report.
- 2.4 Within seventy-two (72) hours after making a Mandatory Report to DPS in person or by telephone, the reporting Employee, with the assistance of DPS, shall also make a written report which should include the following information, if known to the Employee:
 - The names and addresses of the Minor or Child and the Minor or Child's parent(s) or guardian(s) or the person(s) having custody of the Minor or Child
 - The Minor or Child's age
 - The nature and extent of the Abuse, including any evidence of previous Abuse
 - Any other information the Employee believes might be necessary or relevant
- 2.5 An Employee with knowledge of a Mandatory Report shall maintain the confidentiality of all information in the Report except as otherwise provided in this AP; when DPS, another law-enforcement agency, DCS, or the County Attorney requests the information; or pursuant to a court order or lawful subpoena. Once an Employee makes a Mandatory Report, the Employee shall not communicate information concerning the Mandatory Report to anyone else except as provided for in this AP or as otherwise required by law. The Employee should refer any future inquiries about the Mandatory Report to DPS.
- 2.6 Arizona law provides immunity from any civil or criminal liability to anyone, including an Employee, who reports suspected Abuse or Neglect of a Minor or Child or who participates in an investigation, administrative proceeding, or judicial proceeding based on such a report or participation, unless he or she acted with malice or has been charged with or is suspected of abusing or neglecting the Minor or Child in question. (See A.R.S. §13-3602(J)).
- 2.7 In addition to the requirements of this AP, certain Employees may also be required under Arizona state statute to report the Abuse of a Minor or Child.

These Employees may include, without limitation, law enforcement officers; healthcare professionals, including counselors and social workers, who develop a Reasonable Belief in the course and scope of providing treatment; domestic violence victim advocates; and any Employee responsible for the care or treatment of a Minor or Child. (See A.R.S. §13-3620(A)(1-5)). For Employees with a statutory duty to make a Mandatory Report, it is a misdemeanor to fail to report the Abuse or Neglect of a Minor or Child and a Class 6 felony to fail to report a Reportable Offense against a Minor or Child. (See A.R.S. §13-3620(O)).

- 2.8 If the person being accused of the Abuse of a Minor or Child is a College Employee, the reporting Employee should, immediately after making a Mandatory Report to DPS, contact the College's Employee Relations Department or Chief Human Resources Officer.
- 2.9 Under this AP, an Employee is not required to make a Mandatory Report based solely on information gained outside of the course and scope of the Employee's employment with the College unless the information is received because of the Employee's employment with the College.

SECTION 3: Investigative Responsibilities

3.1 DPS shall initiate and/or conduct investigations of matters that are the subject of Mandatory Reports as it deems appropriate. When DPS receives a Mandatory Report where the person accused is a College Employee, a DPS officer shall also discuss the Mandatory Report with the College's Employee Relations Department or Chief Human Resources Officer.

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

INFORMATION ITEM

Meeting Date: 5/10/17	Item Number: 3.5	
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 changes to Board Policies.	ng of the following substantive	
BP 4.06 College Travel (comment period ends	s May 9)	
Justification:		
Recommended changes result from the comprehensive review	ew and revision of Board Policies.	
Financial Considerations:		
None.		
Approvals		
Chancellar		
ChancellorLee D. Lambert, J.D.		



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: College Travel Expenses

Board Policy Number: BP 4.06 Adoption Date: 5/26/93 Schedule for Review & Update: Annually

Review Date(s): 9/30/14, 2/5/15, 4/7/17

Revision Date(s): 6/12/02, 1/11/10, 9/30/14, 2/5/15, 4/7/17

Sponsoring Unit/Department: Finance and Administration

Motion Number: 6310

Legal Reference: ARS § 15-1406

Cross Reference: International Education, BP 3.36

The Board of Governors delegates authority to the Chancellor or his/her designee to approve payment for the travel-related expenses of Board members (including members-elect), employees and candidates for District employment. The Chancellor or designee shall establish procedures, consistent with best practices, for paying travel-related expenses.

The Governing Board delegates authority to the Chancellor or designee to establish procedures for individuals traveling on behalf of the College. The procedures will define the method by which individuals are authorized to travel, describe the process for authorization and payment of travel-related expenses, and ensure travel expenses are reasonable and for appropriate College purposes.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.1

Item Title Contact Person

Consent Agenda Chancellor's Office

Chancellor's Office (206-4747)

Recommendation:

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

- 4.1Consent Agenda
 - (1) Approval of Minutes of the following meetings:
 - A. Study Session of March 20, 2017
 - B. Study Session of April 10, 2017
 - C. Special Meeting to conduct Executive Session on April 12, 2017
 - D. Regular Meeting of April 12, 2017
 - (2) Board Policy Final Reading
 - (3) Contract: HP Printers
 - (4) Contract: TouchNet Information Systems, Inc., 2017-2022
 - (5) Contract: Master Lease Agreement and Lease Proposals-First American Equipment Finance
 - (6) Contract: Oracle Database Firewall and Audit Vault
 - (7) New Program: Bioscience Laboratory Technician-Certificate for Direct Employment

Approval	
Chancellor	Jan
	Lee D. Lambert I.D.

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

ACTION ITEM

Meeting Date: 5/10/17	Item Number: 4.1(1) A	
Item Title	Contact Person	
Unapproved Minutes of the Study Session of March 20, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Study Session of March 20, 2017 a	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, March 20, 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, Vice Chair/Secretary Sylvia Lee Meredith Hay Luis Gonzales

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

Mark Hanna called the meeting to order at 4:06 pm.

Educational and Facilities Master Plan

SmithGroup consultants present: Doug Kozma, Eddie Garcia, and Lauren Leighty Paulien & Associates consultant present: Frank Merkley

The Facilities Master Plan includes 53 recommendations. The College narrowed them down to four central recommendations; those have been approved by the Executive Leadership Team.

These recommendations are based on a future enrollment trajectory of 17,000 full-time equivalent students.

Some of the recommendations include centers of excellence in Nursing, Allied Health, Culinary, Applied Digital Arts and Design, Industry Manufacturing Construction, Transportation, and Public Safety and Emergency Services Institute. There were also nine recommendations around guided pathways, a transfer program framework, and outreach centers.

The Facilities Master Plan has three phases. Phase I includes near term projects to be completed in the next 0-5 years, Phase II are long term projects to take place in the next 5-10 years and Phase III are future opportunities for the college. Some of the projects included in Phase I are relocating the health programs at Desert Vista and East Campus to West Campus and also moving media, TV, and the studio from Community Campus. The Arts Programs will also be moved to West Campus from Downtown Campus. Downtown Campus will become a center of excellence for Applied Science which will focus on Workforce and Business Development as

Board of Governors Study Session Minutes – March 20, 2017 Page 2

well as strengthening the trades. The College is looking at potentially obtaining the Tucson Inn for the development of a center of excellence for Hotel/Restaurant Management. East campus could potentially be the center of excellence for Public Safety and Emergency Services and Computer Sciences, moving programs from Downtown Campus, Community Campus and the 29th Street Coalition. The 29th Street Coalition will focus on Adult Education.

Truck driver training is also being considered at the East Campus moving maintenance and security to this campus. The plan includes possibly selling or leasing Community Campus at some point and moving the online program to Northwest Campus, workforce and business development will be relocated to Desert Vista and administrative functions moved to the District Office. According the analysis of Northwest Campus, the campus is underutilized and the plan is looking at potentially leasing Building A. The plan focuses on Desert Vista building their culinary program and creating center of excellence on this. The programs currently at Desert Vista would move to the centers of excellence created at each of the campuses based on the program.

The plan estimates \$136 million for the cost of renovations and/or additions.

Michael Smith, Fiscal Analyst discussed the College's leasing and licensing opportunities. The college is currently bringing in revenue of \$90,000 from leases. He noted that with the current recommendations we could potentially bring in over \$1.5 million in revenue.

Dr. David Bea reported on some options the College has to pay for the project. Geo bonds and revenue bonds were discussed. The College is leaning more towards general revenue bonds. The Board has the authority to approve revenue bonds and it would just be a matter of going up in front of a committee in Phoenix for review. We would have to explain what the bonds will be used for.

The Educational and Facilities Master Plan and timeline will be brought to the Board in May.

The meeting adjourned at 6:02 p.m.
Secretary
Date

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

ACTION ITEM

Meeting Date: 5/10/17	Item Number: 4.1(1) B	
Item Title	Contact Person	
Unapproved Minutes of the Study Session of April 10, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Study Session of April 10, 2017 a	re 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, April 10, 2017 at 2:00 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, Vice Chair/Secretary Sylvia Lee Meredith Hay Luis Gonzales

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

Call to Order
 Mark Hanna called the meeting to order at 2:03 pm.

2. Budget for 2017-2018

Dr. Dave Bea, Executive Vice Chancellor for Finance and Administration provided a report of the budget for 2017-2018. For the presentation, please see the April 10, 2017 presentations and documents file on the Board meeting notices webpage.

The budget report included: 1) basic foundational tenets; 2) an overview of the College's budget; 3) update on strategies for moving forward including the Educational and Facilities Master Plan; 4) recommendations and next steps.

Dr. Bea noted that we finished the year with a full-time student equivalent (FTSE) of 15,382. On-line programs are 20% of our enrollment, if you take that out of the FTSE, you will see that those numbers are more equivalent to the numbers in 1992. Two campuses have been added since 1992. The College's infrastructure is misaligned with the size of our enrollment. Expenditure limitation is another new reality for the College. Dr. Bea noted that the college's budget, in the next three years, could reach \$101 million. We are currently at \$95 million. Based on our current enrollment trend our expenditure limitation could drop to \$85 million unless we increase enrollment.

Dr. Bea noted the loss of state funding and provided an index chart comparing tuition and state appropriations since 2006 for PCC and other Arizona Community Colleges.

Dr. Bea reported on the property tax levy. The growth figure for this year is 1.43% which will generate about \$1.5 million. If we increase the tax rate to the max to 3%, it will generate another \$3.3 million dollars.

Board of Governors Study Session Minutes – April 10, 2017 Page 2

Dr. Bea discussed the recommendation to increase tuition by \$3.Dr. Bea provided a tuition market comparison chart and information on the 2017-2018 recommended tuition and services fees.

The College's general fund expenses are just under \$155 million. Operational cuts since 2009 are at about \$5-\$10 million. Dr. Bea noted that there is very little room for more operational budget cuts unless we start talking about cutting staff. Dr. Bea noted that the college has been successful in holding positions vacant for as long as possible while still meeting the needs of the college. The College has also eliminated many administrator positions; we went from 63 budgeted administrator positions to below 50.

Dr. Bea noted the budget scenarios A, B, and C which include some strategies in place for the next budget and provided an interactive 2017-2018 budget model for the Board members to use to assist them in calculating different budget scenarios. Board members can input different variables (i.e., enrollment numbers, tuition increases, levy percentages) to see what some of the impacts are.

Dr. Bea discussed funding for the Facilities Master Plan (FMP) and explained the difference between general revenue bonds and geo-bonds. He also discussed scheduling summits in the fall to get input from the community on the centers for excellence mentioned in the FMP.

Board member Clinco asked if Dr. Bea could come back with some information on Maricopa's census for online courses. He would like to know how many of those students are from Pima County.

3. New Process for Meet and Confer

Personnel Governance Task Force present: Dan Berryman, Ted Roush, Tal Sutton, Jorge Caballero, Helen O'Brien, Julie Hecimovich, Denise Kingman, Aubrey Conover, Alba Sotomayor, Rachel Araiza, Steve Mendoza, Linda Cordier, and Nan Schmidt. Attendance via video-conferencing: Ana Jimenez

For the presentation, please see the April 10, 2017 presentations and documents file on the Board meeting notices webpage.

Ted Roush, Desert Vista Campus Vice President presented on the work of the Personnel Governance Task Force over the past two years. The group created framework for a new meet and confer process which consists of four steps: 1) input gathering phase; 2) sorting out each of the parts; 3) policy process; 4) tracking inputs.

The Personnel Governance Task Force provided the Board with the results of a survey sent out to the college community asking for feedback on the Personnel Governance Task Force proposal. There were 146 participants and feedback was positive.

Board of Governors Study Session Minutes – April 10, 2017 Page 3

Next steps for the task force will be to meet in April through May to incorporate suggestions from the survey and if the changes are substantial, the college community will be resurveyed and they will come back to the Board to talk about changes to BP 1.25.

The task force members agreed that it was a fine and very collaborative group and they will enjoy working together again.

The meeting adjourned at 4:59 p.m.		
Secretary		
Date		

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.1(1) C

Item TitleContact PersonUnapproved Minutes of the Special Meeting to go intoChancellor's OfficeExecutive Session on April 12, 2017(206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on April 12, 2017 are submitted for approval.

Approval

Chancellor_

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES April 12, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, April 12, 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 Meredith Hay Sylvia Lee Luis Gonzales

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

Mark Hanna called the meeting to order at 4:02 p.m.

Motion for Executive Session

Motion No. 201704-01

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

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

Recess into Executive Sessions

Board of Governors Minutes
Special Meeting – April 12, 2017
Page 2

The Board recessed into the above referenced Executive Sessions at 4:03 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:13 p.m.

Adjournment

The meeting adjourned at 5:14 p.m.
Secretary
Secretary
Date

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

ACTION ITEM

Meeting Date: 5/10/17	Item Number: 4.1(1) D	
Item Title	Contact Person	
Unapproved Minutes of the Regular Meeting of April 12, 2017	Chancellor's Office (206-4747)	
Recommendation:		
The unapproved Minutes of the Regular Meeting of April 12, 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 Board of Governors was held on Wednesday, April 12, 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 Meredith Hay Sylvia Lee Luis Gonzales

REPRESENTATIVES TO THE BOARD

Derrick Espadas, Student Michael Tulino, Staff Carlo Buscemi, Adjunct Faculty Bruce Moses, 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

Aubrey Conover, Campus Vice President 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

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

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

Ted Roush, Campus Vice President

Brian Stewart, Dean of Education and Student Affairs

GENERAL MATTERS

Call to Order

Mark Hanna called the meeting to order at 5:33 p.m.

Pledge of Allegiance

Demion Clinco led the Pledge of Allegiance.

Roll Call

All Board members were present.

Governing Board Recognition and/or Awards

Campus President Lorraine Morales welcomed the honorees and recognized their achievements. Awards were presented to students, employees and community members. Chancellor Lambert thanked everyone for attending.

Public Comment – Call to Audience

Nicholas Hernandez and Nicholas Bett-Childress provided the Board a Textbook Taskforce update

Board member Clinco would like Chancellor Lambert to look into more resources for this cause. The taskforce was asked by the Board members to come back at a later date for another update.

Stanley Stachowiak thanked Pima Community College (PCC) for their support of the Boy Scouts.

Julian Easter commented on the Higher Learning Commission (HLC) accreditation.

Kimlisa Duchicela commented on the Department Chair Taskforce.

Rachel Schaming spoke about a PCC Foundation donation from the Anna E. Edwards estate.

Matej Boguszak commented on the Department Chair Taskforce.

Pat Watson spoke about the Southern Arizona Council for International visitors

Procedural Action Item

Motion No. 201704-02

Demion Clinco-M, Meredith Hay-S, to limit the duration of discussion and debate for tonight's meeting, each Board member may speak on a specific agenda for no more than three (3) minutes for non-action items and five (5) minutes for action items.

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

Motion CARRIED.

Remarks by Governing Board Members

Board Chair Hanna spoke about attending the PCC Ethnic, Gender & Transborder Studies Summit, the Futures Conference, HLC Conference in Chicago, the PCC Foundation Building Community Breakfast, and the League of United Latin American Citizens (LULAC) Banquet. Edgar Soto, Dean of Athletics, Fitness and Wellness was acknowledged for receiving the National recognition award from LULAC.

Board member Clinco congratulate Chancellor Lambert, Bruce Moses and everyone at the college and in the community for their work on getting PCC off sanctions with the Higher Learning Commission.

Board member Lee acknowledged the hard work everyone put into getting the college off notice. She is proud of everyone for making PCC a premier college.

Board member Hay congratulated Chancellor Lambert, the administration, staff, faculty and students. She noted that it is her job to make sure she makes the right decisions for the college to make this the best college in the nation.

Board member Gonzales noted his concern with the previous motion to limit the duration of discussion and debate. Mr. Gonzales would like legal counsel to do research of Robert's Rules of Order to report if this motion was legal. Mr. Gonzales spoke about attending the Human Resources Committee meeting, a tour of PCC's Community Campus, Desert Vista's Workplace Development graduation, Sunnyside High School orientation, and the Arizona Community College meeting regarding state funding. Mr. Gonzales noted that he will be releasing a statement, later in the meeting, regarding their current legal representation model and will be giving each Board member a written copy of the statement. Mr. Gonzales will be requesting that this item be on a future agenda.

Board member Hanna noted that Bruce Moses was presented with an HLC Peer Core Outstanding Service Award at the HLC Conference.

REPORTS

Administration Report

Accreditation update

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported on some important dates in relation to future HLC visits. November 26, 2018,

December 3, 2018, April 29, 2019 or May 6, 2019 are the first potential dates for HLC to be on our campus again. PCC will be required to submit the assurance and evidence file to HLC two weeks prior to one of these dates. The college must be able to provide evidence of what we are currently doing.

Board member Lee acknowledged Michael Parker for his help in writing the initial report to HLC.

Mr. Moses explained the accreditation standard pathway to the Board members.

Institutional Effectiveness

Dr. Nic Richmond, Assistant Vice Chancellor for Institutional Research, Planning and Effectiveness reported on the next steps of institutional effectiveness. Dr. Richmond reported that to improve institutional and operational effectiveness, the College is adopting Lean Six Sigma and using the Seven Deadly Muda as a way of identifying sources of waste in Pima's processes.

Reports by Representatives to the Board

Student – Derrick Espadas

Student representative Derrick Espadas highlighted student sponsored activities at each of the campuses.

Students presented the following concern to the Board:

The social service departments reported that students have had difficulty with some of the advisors at the transfer institutions. Rosa Morales, Instructional Faculty for Social Services has offered to act as intermediary and help resolve any issues.

 $\label{thm:continuous} \textit{Temporary Staff-no temporary staff representative present-Vacant} \\ \text{There was no report.}$

Staff – Michael Tulino

Staff Representative presented the staff report.

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

Adjunct Faculty - Carlo Buscemi

Adjunct Faculty representative Carlo Buscemi did not have a report.

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

Faculty – David Morales

Faculty Representative David Morales presented the faculty report.

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

Administrator – Nina Corson

Administrator representative Bruce Moses, on behalf of Nina Corson, presented the administrators' report.

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

Chancellor's Report

Highlights of Chancellor's report included:

- Thanked some key folks who were part of the process to successfully get PCC off sanctions and be in good standing with our peers.
- Thank You Celebration on April 29th from 2-6 p.m.
- PCC's efforts to get Pima and Maricopa back into the state budget
- Futures Conference
- Facilities Master Plan
- Student transportation survey
- Increase in summer enrollment
- Department Chair Task Force work
- Faculty leadership handbook
- PCC Foundation work
- Diversity Plan

Board Chair Hanna asked that Chancellor Lambert bring to the next Board meeting some comparison on the Diversity Plan showing PCC as a benchmark for the diversity plan and an explanation of the campus reorganization right down to the department chair information.

INFORMATION ITEMS

Financial Report – February 2017 Financial Statements

This item was noted as an information item.

Employment Information

This item was noted as an information item.

Adjunct Faculty Appointments

This item was noted as an information item.

Administrative Procedure Changes

AP 3.11.01: Family Educational Rights and Privacy Act (FERPA), Educational Records Compliance and Procedures and AP 6.06.01: Intellectual Property Ownership were noted as information items.

Administrative Procedure Transition Update

RG-3001/A: Faculty Standards and Qualification; RG-3502/D: Record of Student Complaints; SPG 3104/AA: Catalog Information; SPG-3105/AA: Curriculum Alignment, Unification and Placement and SPG-3105/GA: Criteria for Placement of New Programs were noted as information items.

Board Policy Substantive Changes – First Reading

BP 1.16: Institutional Effectiveness and BP 3.31: Student Conduct and Ethics were noted as information items.

Multiple Program Conversions from Concentrations to Stand-Alone Certificates This item was noted as an information item.

Placement Test Fee

This item was noted as an information item.

<u>Unclassified Pay Rates for Temporary Employment-Pay Rate Range Adjustment</u> This item was noted as an information item.

<u>Unclassified Pay Rates for Temporary Employment-Student Peer Mentor</u>
This item was noted as an information item.

ACTION ITEMS

Consent Agenda

Motion No. 201704-03

Demion Clinco – M, Meredith Hay – S, to approve the Consent Agenda.

- 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: 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

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

Possible nomination for Chancellor Emeritus recognition

Board member Lee nominated Dr. James Manilla, he was president of PCC from 1979-1987. Decision will be announced at the May Board meeting.

OTHER ACTION ITEMS

Academic Year 2017-2018 Student Tuition and Service Fee

Motion No. 201704-04

Demion Clinco – M, Sylvia Lee – S, to 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.

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

Motion CARRIED by roll call vote

Capital Budget Plan for Fiscal Year 2018

Motion No. 201704-05

Meredith Hay – M, Demion Clinco – S, 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.

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

Motion CARRIED

Ongoing consideration of proposals from Santa Cruz County Provisional Community College District (SCCPCCD)

Motion No. 201704-06

Demion Clinco-M, Meredith Hay-S, to authorize 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.)

Board member Gonzales offered as an amendment to add a requirement that the Chancellor report back to the Board at the regular May meeting whether the College is prepared to proceed with an MOU.

Board member Clinco accepted the suggestion as a friendly amendment.

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

Motion CARRIED

Board of Governors Minutes Regular Meeting – April 12, 2017 Page 8

Board member Gonzales noted that, per parliamentary procedure, there should be a vote on the motion amended. Mr. Gonzales noted his concern that he does not want someone coming back to challenge the motion of the Board because the Board didn't motion properly.

Jeff Silvyn, Legal Counsel explained that in larger organizations this procedure is typically followed, because this Board a smaller organization, Robert's Rules of Order allows the maker of the motion to accept an amendment as a friendly amendment, there is no need for a second vote.

ADJOURNMENT

Adjournment
The meeting adjourned at 8:54 p.m.
Secretary
Date

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

ACTION ITEM

Meeting Date: 5/10/17	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	following Board Policy:
Revised: BP 1.16 Institutional Effectiveness BP 3.31 Student Conduct, Ethics and Complaint Resolution	
Financial Considerations:	
None.	
Approvals	
ChancellorLee D. Lambert, J.D.	



Cross Reference:

PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: 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:

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, 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.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

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

Recommendation:

Contract: HP Printers

The Chancellor recommends that the Governing Board approve the contract with Hewlett Packard (HP) Managed Print Services (MPS) for the replacement of Information Technology hardware. Total costs for Fiscal Year 2017 are not expected to exceed \$300,000.00.

Justification:

The Governing Board approved a five-year contract with HP for Managed Print Services at the October 21, 2015 meeting. IT reviewed proposals from five vendors to explore possible print management solutions, and the recommendation was to enter into an agreement with HP to reduce the annual costs associated with document printing, toner purchase and installation, and equipment maintenance. Estimated ongoing monthly savings to the College are \$14,138.

HP is a supplier to the Educational and Institutional Cooperative Service, Inc. (E&I), and their Managed Print Services are included in that cooperative contract (EANDI2006). This request represents the second phase of the HP MPS project, which will refresh the College's imaging device inventory with new, more cost-effective devices and replace existing equipment that is coming off warranty. Warranties for the new devices are included in the existing MPS agreement.

Financial Consideration:

In June, 2016, the Board approved the capital budget for Fiscal Year 2017, which included hardware replacement. This purchase will total approximately \$300,000 and complete the majority of administrative copier/printer replacements for the foreseeable future.

Strategic Plan:

Strategic Direction 6.4 - Create structures and mechanisms to build a culture of data informed decision making at all levels. This will include people, process, and technology supporting Business Intelligence.

Date: 5/10/17 Page 2 Contract: HP Printers

Approvals

Contact Person_

David Bea, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 05/10/17 Item Number: 4.1 (4)

Item Title Contact Person

Contract: TouchNet Information Systems, Inc., 2017-2022

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

Recommendation:

The Chancellor recommends that the Governing Board approve an amendment to the contract with TouchNet Information Systems, Inc. to continue providing the College's payment management system. Total costs for the five-year agreement are not expected to exceed \$1,149,807, and costs for Fiscal Year 2018 will be \$212,286. The agreement will be in effect June 1, 2017 to May 31, 2022.

Justification:

The College utilizes a payment management system to process financial transactions and generate billing statements in a secure manner. The system also provides reporting tools, accepts multiple forms of payment, and hosts customer information on a third party server while seamlessly integrating with the Banner student information system.

PCC solicited a payment management system through a Request for Proposals (RFP). The RFP was published in November 2016, and potential vendors were reviewed. The incumbent, TouchNet, was a successful proposer, and PCC and TouchNet agreed to amend the existing contract. The new contract term for payment management system services to the College is June 1, 2017 through May 31, 2022, with the option for five additional one-year terms upon mutual agreement.

The contract will provide the following services to the College:

- TouchNet Payment Gateway Debit
- Bill+Payment Client
- TouchNet Payment Plans
- eRefunds
- U.Commerce Central, Mobile Bill+Payment, and Marketplace

Financial Consideration:

Total costs for the five-year agreement are not expected to exceed \$1,149,807. Year 1 costs for subscription, hosting, and maintenance services are \$212,286. Annual costs will be calculated based on the previous year's total fee and may include a maximum increase of 4%:

Date: 05/10/17

	Previous	4%	Sales	Total
	Annual Fee	Increase	Tax (8.1%)	Annual Fee
Year 1	-	-	\$15,907	\$212,286
Year 2	\$196,379	\$7,855	\$16,543	\$220,777
Year 3	\$204,234	\$8,169	\$17,205	\$229,608
Year 4	\$212,403	\$8,496	\$17,893	\$238,792
Year 5	\$220,900	\$8,836	\$18,609	\$248,344
			Total	\$1,149,807

Strategic Plan:

This request supports Strategic Plan Item 6.4: Create structures and mechanisms to build a culture of data informed decision making at all levels. This will include people, process, and technology supporting Business Intelligence.

Approvals

Contact Person_

David Bea, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title

Contact Person

Contract: Master Lease Agreement and Lease Proposals – First American Equipment Finance

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

Recommendation:

The Chancellor recommends that the Governing Board approve a master lease agreement with First American Equipment Finance and two lease proposals for IT and capital equipment. Total costs are not expected to exceed \$3.3 million for IT equipment and \$2.9 million in other capital equipment.

Justification:

Pima Community College currently purchases IT and capital equipment with current funds and prior year reserves according to the capital budget. The lease agreement provides a source of funding that we can coordinate to the life of the equipment and allows the purchases to be exempt from the expenditure limit.

All purchases resulting from these agreements will follow College processes. The purchases are approved by the Board as capital projects in the May Board meeting with purchases over \$100,000 returning to the Board for another approval. First American has a cooperative Agreement with Arizona Board of Regents on behalf of the University of Arizona and U of A names Pima on their solicitations.

Financial Considerations:

Monthly payments are calculated using the Lease Rate Factor, which will be determined using the federal index rate at the time of funding and fixed for the duration of the term. Current estimated payments are indicated in the table below utilizing the formula ($Total\ Equipment\ Cost$) x ($Lease\ Rate\ Factor$) = $Monthly\ Payment$. One lease option is presented for IT equipment, and two lease options are presented for various capital equipment:

	Term (months)	Equipment Cost	Lease Rate Factor*	Monthly Payment	Total Cost of Lease	Effective Annual Interest Rate
IT Equipment	60	\$3,300,000	0.01830	\$60,390	\$3,623,400	3.74%
Various Capital	36	\$2,856,300	0.02940	\$83,975	\$3,023,108	3.72%
Equipment	60	\$2,856,300	0.01830	\$52,270	\$3,136,217	3.74%

*estimated

The lease proposals allow for up to \$3.3 million in IT equipment and \$2.9 million in other capital equipment and offer a \$1 buyout. Additional lease proposals may be added in future years with Board approval.

Approvals

Contact Person_

David Bea, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.1 (6)

Item Title Contact Person

Contract: Oracle Database Firewall and Audit Vault

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

Recommendation:

The Chancellor recommends that the Governing Board approve an amendment to the contract with Oracle to purchase Database Firewall and Audit Vault and remove Internet Application Server and Partitioning support streams. Total additional costs for Fiscal Year 2017 are not expected to exceed \$195,000.

Justification:

Oracle is required for many College systems including Banner, Workflow, MyDegreePlan, Flexible Registration, and Document Management. Due to technology changes and recent Banner upgrades, two Oracle products are no longer needed and can be removed from annual Information Technology maintenance.

In conjunction with the removal of Internet Application Server and Partitioning support streams, the College has identified a need to add Database Firewall and Audit Vault. The additional software will improve security by monitoring Oracle database traffic to detect and block threats. Additionally, audit data from databases, operating systems, directories, and other sources will be consolidated and, through the use of simplified reporting tools, compliance will be improved by allowing the College to better analyze event data and respond in a timely manner.

Financial Consideration:

The initial purchase of Database Firewall and Audit Vault will be \$195,000, funded by the Fiscal Year 2017 capital budget. The overall annual maintenance costs to the College will be reduced, resulting in savings of \$128,000 per year and totaling \$640,000 over the five-year agreement.

Strategic Plan:

Strategic Direction 6.4 - Create structures and mechanisms to build a culture of data informed decision making at all levels. This will include people, process, and technology supporting Business Intelligence.

Approvals

Contact Person

David Bea, Ph.D.

Chancellor_

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.1 (7)

Item Title Contact Person

New Program: Bioscience Laboratory Technician - Certificate Dolores Duran-Cerda, Provost for Direct Employment and Executive Vice

Oolores 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 new program Bioscience Laboratory Technician - Certificate for Direct Employment.

The Bioscience sector has been identified as a major economic and workforce development center for Tucson by the Workforce Investment Board, county, state and economic development entities. This certificate provides an opportunity for students to complete a certificate in less than a year and be ready for entry level positions in local labs, hospitals and colleges needing lab technicians. The program would be available through dual enrollment in some of the area high schools.

The recommendation to create this new program is based on its ability to attract students to attend Pima College, which would assist with enrollment, and to provide additional Career and Technical Education programs as part of our dual enrollment offerings. The college will also benefit by creating partnerships with businesses and industries in the expanding Biotech Industry located in Tucson and throughout Arizona.

Justification:

The Arizona Commerce Authority (June 2015) reported Arizona's Bioscience and Health Care Industry provided 319,320 jobs in Arizona in 2014; with employment in this industry growing at 27% from 2007-2014 (twice the national rate of 12%). The American Society for Clinical Pathology (ASCP) conducted a recent vacancy survey and indicated an increased demand for staff with particular skill sets that pertain to the new automated instruments: staff need to know how to operate, maintain, calibrate, and repair these instruments to provide assistance to scientists and researchers in a lab environment. Vacancy rates in medical laboratories indicate a need for qualified staff, trained with these particular skill sets; especially as vacancies increase due to technicians advancing into supervisory roles (i.e. filling vacant positions from retirements). The overall projected vacancy rates in Medical Laboratories range between 2.21% to 14.69% (depending on the lab, per ASCP). 56.51% of respondents indicated a willingness to hire noncertified personnel to perform pre-analytic processes, and analytical testing (from low to high complexity); tasks that a bioscience laboratory technician could perform and/or assist with in science labs. Even higher numbers (73.83%) are willing to hire noncertified staff in specimen processing labs. The ASCP survey indicated filling night, weekend, double, and holiday shifts are the most difficult vacancies to fill; having more qualified and willing employees to work various shifts is in high demand. The proposed Biosciences Laboratory Technicians Certificate will provide the training to fulfill these staffing vacancies.

Ventana Medical, Accelerate Diagnostics, and Sanofi are examples of local businesses that conduct research and development that seek trained employees prepared to work in science labs, and/or have current employees seeking additional training for certification purposes. (The Flinn Foundation has a comprehensive directory of Arizona Biotech Businesses.) Businesses would benefit from the Bioscience Laboratory Technician program by having a local pool of competent applicants prepared to fill vacancies.

In addition, the Arizona Commerce Authority reports that the University of Arizona is constructing a new bioscience research laboratory facility in Tucson that will offer 124,000 square feet dedicated to translational research; with the facility slated to be operational by 2017. This new local venture will seek skilled work force to employ. Other partners include Pima County One Stop and Arizona Career & Technical Education (i.e. JTED), both can assist in recruiting and promoting the certificates to potential students.

Biological Technicians (SOC 19-4021) have an entry level of \$12.56 per hour, with a median wage of \$14.23 per hour. If individuals continue on toward an Associate or Bachelor Degree, median earnings rise to \$19.11 per hour (per Bureau of Labor Statistics). Biological Technicians are also categorized with Medical/Clinical Laboratory Technicians (SOC 29-2012) whose entry level earnings start at \$15.31 per hour, with median earnings of \$18.01 per hour. Other related occupations in which biological technicians could have entry level jobs in science labs include: Chemical Technicians (entry level of \$15.76 per hour) and Environmental Science Technicians (entry level of \$16.33 per hour).

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:

Revenue would be generated from incoming tuition based on enrollment of 24 students per year (with years 2 and 3 increasing enrollment). Expenses incurred include costs for adjunct faculty to teach BIO 112 and 291 (\$9,200 includes fringe, year one). The department currently has existing equipment to teach the content for this program; zero expenses projected for equipment or maintenance. Ongoing supply/consumable costs are projected at \$3,000 per bioscience sections offered; which would be offset by proposed incoming course fees generated (\$25/per student per course). For year one, after course fees are deducted, the expense for consumables would be \$2,400. However, all courses in this certificate, are designed with intentions to be taught as dual enrollment courses in area high schools; costs affiliated with dual enrollment courses (i.e. adjuncts, lab supplies, facilities, equipment) would be limited within the area high schools, saving the college costs affiliated with offering courses at campus facilities.

Approvals	
Contact Person _	Polores Durán-Cerda
Chancellor	Lee Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

2017-2021 Strategic Plan Institutional Goal and Strategic Directions

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

Recommendation:

The Chancellor recommends that the Governing Board approve the institutional goal and strategic directions in the 2017-2021 strategic plan.

Justification:

During 2016-2017, PCC engaged in a comprehensive and inclusive strategic planning process following the planning model from the Society of College and University Planning. The goal of the planning process was to identify the overarching priorities for PCC for the next three years. This was adjusted to four years to enable a comprehensive review of progress in 2020-2021 to run in parallel with the next comprehensive planning year. From the initiation of the planning process, the intention was to prepare a data-informed plan that includes measureable targets for monitoring progress and success. The plan is high level: implementation of the plan will occur through the College's operational planning process under the oversight of the Assistant Vice Chancellor of Institutional Research, Planning and Effectiveness.

The College formed a strategic planning team comprised of stakeholders from key internal and external groups, including representatives from the community, students, faculty senate, staff council, adult basic education, workforce, center for training and development, facilities, the two master plans, student services, instruction and district-wide functions. The team was co-chaired by the Assistant Vice Chancellor of Institutional Research, Planning and Effectiveness and the 2017 Faculty Senate President. Together, the team reviewed the current institutional context, the environmental scan, the competitor analysis, the draft education master plan, the draft facilities master plan and the new mission key performance indicators. The group also completed a strengths, weaknesses, opportunities and threats analysis, as well as other analyses geared toward understanding the needs of the College and community.

Based on the work of the planning team, a list of fifty-five possible strategic priorities was prepared and shared with community at the March 10, 2017 and March 23, 2017 Futures Conference events. A survey was also distributed to gather additional input. Based on the results, the strategic planning team created a first draft strategic plan, which was released to the College community in early April and subsequently adjusted per input.

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The following institutional priorities are submitted for Board consideration and the full 2017-2021 strategic plan is provided as an information item:

- Institutional goal for 2030: Achieve 60 Pima County
- Strategic direction 1: Improve student success
- Strategic direction 2: Enrich the community through engagement
- Strategic direction 3: Cultivate institutional excellence through continuous improvement

Institutional goal for 2030: Achieve 60 Pima County

This strategic plan commits PCC to improving student access/progress, engaging with the community and leveraging continuous improvement practices college-wide. The plan's ultimate goal extends well beyond its four-year timeline as the College aligns itself with the statewide Achieve 60 AZ initiative and commits to the long-term institutional goal of "Ensuring 60 percent of Pima County residents aged 25 and over have a certificate or college degree by 2030".

Per the United States Census Bureau, within Pima County, the educational attainment level for residents ages 25 and above is:

Education level	Percentage of county residents aged 25 and over
Less than 9th grade	5.1%
9th to 12th grade, no diploma	7.4%
High school graduate (includes equivalency)	22.8%
Some college, no degree	25.9%
Associate's degree	8.6%
Bachelor's degree	17.7%
Graduate or professional degree	12.6%

From: 2011-2015 American Community Survey 5-Year Estimates

PCC cannot achieve this goal alone and will actively engage with the community to establish partnerships to support success in this effort, to include - but not limited to - K-12, the universities and agencies supporting county residents who do not hold high school equivalency. The directions contained within the 2017-2021 strategic plan represent the first steps in progress towards this overarching, long-term goal.

Strategic direction 1: Improve student success

Pima Community College values student success above all else. As Advancing the Economy through Attainment demonstrates, students who earn a degree or certificate dramatically improve their employment prospects and lifetime earning potential. Declining enrollment and College data on student progress and success indicate that the College can do more to help students earn a college degree or certificate. To become a premier community college and meet the *Achieve 60*

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Pima County institutional goal, PCC must surpass national averages in measures of student progress and success.

Strategic direction 2: Enrich the community through engagement

To better serve the needs of Pima County and the wider community, the College will work with its K-12, university, and business/industry partners to develop a coherent educational strategy that ensures student success and that builds a skilled workforce that will promote the general prosperity of the County.

Strategic direction 3: Cultivate institutional excellence through continuous improvement

To offer excellent academic programs and support services, the College must embrace continuous improvement processes institution-wide. The Noel-Levitz Employee Climate Survey asks employees to rank the importance of particular areas of College operations and their satisfaction with their implementation. Where employee values and satisfaction with implementation do not align, the College can identify opportunities for improvement. More importantly, refining our processes through continuous improvement will enhance the quality of our services and offerings and allow us to better serve our community. This strategic direction will create strong continuous improvement processes that support our values of people, integrity, excellence, communication, collaboration, and open admissions and open access. Note that the value of open access and open admissions is covered by the first two strategic directions.

Strategic Plan Direction:

The institutional goal and strategic directions establish the direction of the College for the period 2017-2021.

Financial Considerations:

Once approved, the strategic directions within the plan will inform College budget recommendations/decisions and establish priority funding areas.

Approvals	
Acting Provost	Dolores Durán-Cerda
	Dolores Duran-Cerda, Ph.D.
Chancellor	
	Lee D. Lambert, J.D.

Pima Community College

Draft 2017-2021 Strategic Plan

Introduction

This document represents the final draft of Pima Community College's 2017-2021 Strategic Plan, submitted to the Board of Governors for approval on May 10, 2017. The plan provides institutional focus for the next four years for the period July 1, 2017 through June 30, 2021 and comprises:

- Institutional goal for 2030: Achieve 60 Pima County
- Strategic direction 1: Improve student success
- Strategic direction 2: Enrich the community through engagement
- Strategic direction 3: Cultivate institutional excellence through continuous improvement

The 2017-2021 Strategic Plan commits the College to the goal of increasing the percent of Pima County residents aged 25 and over who hold a post-secondary degree or certificate to 60% by 2030, a goal that the College has termed *Achieve 60 Pima County*. Since the majority of its students attend part time, PCC may not immediately realize significant increases in student completion rates over the next four years. However, by adhering to the strategic directions of improving student success, enriching the community through engagement and cultivating institutional excellence through continuous improvement, the College will lay the foundation for improving student access and progress and thereby help it achieve this ambitious but attainable goal.

The College's Mission, "PCC is an open-admissions institution providing affordable, comprehensive educational opportunities that support student success and meet the diverse needs of its students and community," guided the selection of the institutional goal. A thorough review of the key performance indicators embedded in the mission fulfillment framework helped identify several opportunities for improvement. These opportunities were translated into specific goals with defined thresholds of success. Where possible, the goals incorporate data from national surveys such as the Community College Survey of Student Engagement (CCSSE) and the Ruffalo Noel Levitz College Employee Satisfaction Survey (CESS) and the community college designed Voluntary Framework of Accountability (VFA). Including data from these national instruments allows the College to compare its performance with that of other institutions and define both threshold and premier goals. To achieve threshold goals, PCC must perform at levels consistent with national averages. To achieve premier goals, the College must reach the same levels of performance as the top 10% of colleges. Such progress will indicate that PCC is attaining its vision of becoming "a premier community college."

The plan embodies the College's stated values throughout:

- **People:** Institutional goal, all strategic directions
- Integrity: Strategic direction 3
- **Excellence:** The performance targets built into the plan, including *Achieve 60 Pima County*

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- Communication: Throughout the plan, but a specific strategic goal within strategic direction 3
- Collaboration: Throughout the plan, but a specific strategic goal within strategic direction 3
- Open Admissions and Open Access: To accomplish the institutional goal, the college must be open admissions and provide equal access to all services for all students.

In parallel with the institutional goal, diversity plan and strategic enrollment management plan, the College identifies the following related priorities:

- Increase enrollment at the College. While the plan does not explicitly identify increasing
 enrollment as a freestanding goal, Achieve 60 Pima County requires the College to
 increase enrollment and ensure that the students it enrolls successfully complete their
 degrees or certificates. The plan's goals will help determine specific enrollment targets
 that will then be included in the College's Strategic Enrollment Management Plan.
- Ensure equal access to services and support for all students, regardless of whether they enroll in credit classes, adult basic education, center for training and development and continuing education. Whereas PCC previously focused primarily on credit students, this plan's directions and goals apply equally to all. In some cases, baseline data are provided for credit students alone since those data are currently available. However, upon the plan's approval, the College will begin reviewing baseline data on other student populations and performance thresholds will be added in year 1 or year 2 of the plan.
- Close the achievement gap in Pima County. As its mission statement indicates, PCC is committed to diversity and seeks to increase the achievement levels of minority and lowincome students. The strategic plan establishes an institutional goal of increasing the educational attainment of all Pima County residents, and the College will need to increase the success of all students to achieve this goal. The strategic plan is complemented by the diversity plan which focuses squarely on closing the achievement gap between White non-Hispanic and Hispanic residents.
- Undertake activities that support progress across all strategic areas. Specifically, this includes establishing Centers of Excellence identified in the Education Master Plan.
- Implement training to support the success of the plan. This will include training on the strategic goals, job-specific skill development and other identified training that supports the plan's intended outcomes.

Informed by the ten-year Education and Facilities Master Plans, the strategic plan's directions and goals in turn shape the College's Strategic Enrollment Management Plan, the Diversity Plan and annual operational plans, see Figure 1. These plans then help guide financial decisions at PCC to ensure resources are appropriately allocated to support the plans' successful completion. Taken together, these different plans constitute PCC's integrated approach to planning that focuses the institution's attention on its top priorities.

Mission fulfillment framework informs planning:

Education and Facilities

Master Plans

Strategic Plan

Diversity Plan

SEMP

Plans inform the budget

Figure 1: Overview of mission, planning and budget at Pima Community College

Institutional Goal for 2030: Achieve 60 Pima County

This strategic plan commits PCC to improving student access/progress, engaging with the community and leveraging continuous improvement practices college-wide. The plan's ultimate goal extends well beyond its four-year timeline as the College aligns itself with the statewide Achieve 60 AZ initiative¹ and commits to the long-term institutional goal of "Ensuring 60 percent of Pima County residents aged 25 and over have a certificate or college degree by 2030".

Per the United States Census Bureau, within Pima County, the educational attainment level for residents ages 25 and above is:

Education level	Percentage of county residents aged 25 and over
Less than 9th grade	5.1%
9th to 12th grade, no diploma	7.4%
High school graduate (includes equivalency)	22.8%
Some college, no degree	25.9%
Associate's degree	8.6%
Bachelor's degree	17.7%
Graduate or professional degree	12.6%

From: 2011-2015 American Community Survey 5-Year Estimates

PCC cannot achieve this goal alone and will actively engage with the community to establish partnerships to support success in this effort, to include - but not limited to - K-12, the universities and agencies supporting county residents who do not hold high school equivalency. The goals contained within the 2017-2021 strategic plan represent the first steps in progress towards this overarching, long-term goal.

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¹ http://achieve60az.com/initiatives

Strategic direction 1: Improve student success

Pima Community College values student success above all else. As <u>Advancing the Economy through Attainment</u>² demonstrates, students who earn a degree or certificate dramatically improve their employment prospects and lifetime earning potential. Declining enrollment and College data on student progress and success indicate that the College can do more to help students earn a college degree or certificate. To become a premier community college and meet the *Achieve 60 Pima County* institutional goal, PCC must surpass national averages in measures of student progress and success. The following strategic goals will help achieve that vision and establish strong foundations toward eventually accomplishing the overarching institutional goal.

Implemented in year 1 and ongoing:

- 1.1. Establish guided pathways for all programs that provide clear academic pathways with aligned support services and on ramps to improve student access and success.
- 1.2. Fully support all students by providing those enrolled in adult basic education, continuing education, and career and technical education the same access to College services enjoyed by credit students. To be assessed via a pre- and post-survey sent to students/leadership/staff in those areas.
- 1.3. Enhance the process for assessing student learning to ensure PCC collects meaningful data on student learning outcomes at the course, program and general education level (to be completed no later than year 2)
- 1.4. Improve support for students in the area of financial aid by increasing the proportion of students who complete the FAFSA³ and the percentage of "very much" responses to the CCSSE⁴ question "How much does the College emphasize providing the financial support you need to afford your education?" from 18.5% in 2013-2014 to 26.7% target threshold/32.0% premier goal in 2020-2021
- 1.5. Initiate planning and preparation work for year 2 items

Implemented no later than year 2 and ongoing:

1.6. Increase access to PCC's programs by increasing the application to registration conversion rate from 40.0% in fall 2016 and establishing clear pathways into credit offerings regardless of where students start, to include adult basic education and continuing education. To establish realistic targets, the College will collect data on reasons why students do not register. Baselines may be revised as the new application process is implemented and cleaner data become available.

² http://collegesuccessarizona.org/wp-content/uploads/2015/08/Advancing-the-Economy-Through-Attainment-Web.pdf

³ FAFSA: Free Application for Federal Student Aid

⁴ CCSSE: Community College Survey of Student Engagement

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- 1.7. Analyze available information, including attendance data, student input from surveys and practices at peer institutions, to identify and implement strategies to increase course completion. Goal is to decrease student loss from the drop deadline to 45th day from 6.4% to 3.0%. Metric for students who are not in credit courses to be added in year 2.
- 1.8. Identify the barriers that prevent students from continuing semester-to-semester and implement strategies to support student progress. Goal is to increase fall to next term retention from 62.7% for the fall 2013 VFA main cohort to 69% target threshold/82.2% premier goal for fall 2020. Metric for students who are not in credit courses to be added in year 2.

Implemented no later than year 3 and ongoing:

- 1.9. Improve student learning by increasing the percentage of students who successfully meet benchmark outcomes/performance expectations at course, program and general education level as revealed by data collected through the student learning outcomes process
- 1.10. Assessment of progress to date and addition of new activities as needed

Year 4:

1.11. Full assessment of strategic and operational outcomes for all 2017-2021 strategic plan directions and goals, in parallel with the next comprehensive planning year

Strategic direction 2: Enrich the community through engagement

To better serve the needs of Pima County and the wider community, the College will work with its K-12, university, and business/industry partners to develop a coherent educational strategy that ensures student success and that builds a skilled workforce that will promote the general prosperity of the County. Specific goals are:

Implemented in year 1 and ongoing:

- 2.1. Establish a college-wide culture of engagement though the implementation of the systems and processes needed to meet the requirements of the Carnegie Classification of Community Engagement (application for classification within this system to be submitted in 2019)
- 2.2. Implement a system to collect information on the employment of all graduates.
- 2.3. Partner with K-12 to support a seamless alignment between high school classes and PCC offerings, measured through:
 - a. Reduction in the proportion of recent high school graduates who are not ready for college-level courses as measured using multiple methods approaches from 85.6% in fall 2016 to 50% in fall 2020
 - Increase enrollment in dual enrollment offerings from 2,571 in 2015-2016 to 4,000 in 2020-2021 by strategically engaging with the local schools and identifying areas of need
- 2.4. Improve the course success rate of PCC students taking classes at the University of Arizona as new transfer students from 84.2% to a target threshold of 88.0%, to include the same percentage point increase in success by subject area as well as institutionwide. Baseline and targets for Arizona State University and Northern Arizona University to be added in year 1.
- 2.5. Increase the relevance of PCC offerings for business/industry by:
 - Reviewing existing advisory boards and aligning their structure and operations with successful, evidence-based practices and any program accreditation standards.
 - b. Comprehensively reviewing Career and Technical Education programs with attention to student success metrics by program and alignment of offerings with local, regional and state economic initiatives. This initial review will be followed by systematic annual reviews. If needed, programs will be inactivated through the Program Review process.
 - c. Increase enrollment in Career and Technical Education/Workforce Development offerings
- 2.6. Initiate planning and preparation work for year 2 items

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⁵ http://nerche.org/index.php?option=com_content&view=article&id=341&

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Implemented no later than year 2 and ongoing:

- 2.7. Develop current adult basic education learning centers to be outreach centers, including a review of space, staffing, financial resources and other needs to establish realistic timelines for completion.
- 2.8. Assess the satisfaction of community partners with the offerings and services at PCC through mechanisms identified by the Carnegie Classification implementation.

Implemented no later than year 3 and ongoing:

2.9. Assessment of progress to date and addition of new activities as needed

Year 4:

2.10. Full assessment of strategic and operational outcomes for all 2017-2021 strategic plan directions and goals, in parallel with the next comprehensive planning year

Strategic direction 3: Cultivate institutional excellence through continuous improvement

To offer excellent academic programs and support services, the College must embrace continuous improvement processes institution-wide. The Noel-Levitz Employee Climate Survey asks employees to rank the importance of particular areas of College operations and their satisfaction with their implementation. Where employee values and satisfaction with implementation do not align, the College can identify opportunities for improvement. More importantly, refining our processes through continuous improvement will enhance the quality of our services and offerings and allow us to better serve our community. This strategic direction will create strong continuous improvement processes that support our values of people, integrity, excellence, communication, collaboration, and open admissions and open access. Specific goals are drawn from student and employee surveys, with employee survey items selected based on those items with the largest gap between the importance of the topic and employee satisfaction with implementation. Note that the value of open access and open admissions is covered by the first two strategic directions.

Implemented in year 1 and ongoing:

- 3.1. Establish a strong communication system at the College (internal and external), including clear lines of communication, consistent communication channels and clear expectations. The goal is to improve effective communication at the College by increasing the mean satisfaction score for the CESS⁶ statements: (a) "There are effective lines of communication between departments" from 2.49 to 2.80 target threshold (premier goal to be added in summer 2017 when a custom report is released to PCC by CESS); (b) "There is good communication between the faculty and the administration at this institution" from 2.95 to 3.07 target threshold (premier goal to be added in summer 2017 when a custom report is released to PCC by CESS); and, (c) "There is good communication between staff and the administration at this institution" from 2.91 to 3.06 target threshold (premier goal to be added in summer 2017 when a custom report is released to PCC by CESS);
- 3.2. Ensure that students receive accurate and consistent information through high quality customer service. Performance will be measured with the CCSSE question "How would you evaluate your overall educational experience at this college?" Successful implementation will be indicated by movement from 84.5% to 90.0%. CCSSE measures appropriate to different operational units will be embedded in those unit's operational plans. Additional measures of success to be added as a point-of-contact survey and general student satisfaction survey are implemented in 2017-2018.
- 3.3. Implement continuous improvement and accountability processes, to include a comprehensive training program for operational units and the evaluation of a possible recognition process to acknowledge strongly performing units (50% of units closing the

⁶ CESS: Ruffalo Noel Levitz College Employee Satisfaction Survey

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loop and showing improvement in operational KPIs by the end of year 1, 75% by the end of year 2, 100% by the end of year 3). Metric for accountability to be added in year 1, through custom questions to be added to CESS.

3.4. Initiate planning and preparation work for year 2 items

Implemented no later than year 2 and ongoing:

- 3.5. Establish an atmosphere of collaboration and inclusion to support cooperation across the College and increase the mean satisfaction score for the CESS statement "There is a spirit of teamwork and cooperation at this institution" from 2.79 to 3.06 target threshold (premier goal to be added in summer 2017 when a custom report is released to PCC by CESS)
- 3.6. Foster an increased sense of purpose at the College and increase the mean satisfaction score for the CESS statements "The leadership of this institution has a clear sense of purpose" from 3.00 to 3.35 target threshold and "Most employees are generally supportive of the mission, purpose, and values of this institution" from 3.35 to 3.59 target threshold (premier goals to be added in summer 2017 when a custom report is released to PCC by CESS)

Implemented no later than year 3 and ongoing:

3.7. Assessment of progress to date and addition of new activities as needed

Year 4:

3.8. Full assessment of strategic and operational outcomes for all 2017-2021 strategic plan directions and goals, in parallel with the next comprehensive planning year

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.2 (2)

Conceptual Educational and Facilities Master Plans

William R. Ward II Vice Chancellor, Facilities (206-2610)

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

Recommendation:

The Chancellor recommends the Governing Board authorize the Chancellor or designee(s) to proceed with developing the recommendations outlined in the conceptual (preliminary) Educational and Facilities Master Plans. The recommendations and priorities include; establishing Centers of Excellence, Outreach Centers, Pathways to Student Success, and reviewing Program Quality, Relevance, and Sustainability.

Justification:

In the summer of 2016, the College received the Educational Master Plan (EMP) recommendations regarding education directions for the institution from an external consultancy. Senior leadership at the College reviewed the recommendations and priority items were identified during an Executive Leadership Team Retreat in December 2016. The specific priority items were discussed in detail in regards to needed resources and importance as it relates to the vision of the College. A ten-year timeline was developed and program relocation determined.

On March 20th, 2017 the Governing Board was presented with the Preliminary Facilities Master Plan (FMP) recommendations. Following the Governing Board study session, the presentation was shared with the Strategic Planning Team, All College Council, Staff Council, Faculty Senate and ten open forums which were held at college campuses and learning centers. Input and feedback was requested at each of the forums and a feedback survey link was posted on the "What's Happening" and Facilities sections of the PCC website. A link to the presentation and survey was also shared with College employees via a PimaAll email announcement and also through an internal publication, named PimaNews. Links to the presentation and survey were also shared with PCC students via announcements posted on their MyPima portal.

Further review of the community, student and employees feedback, provided for both the EMP and FMP recommendations will be conducted by the Chancellor or designee(s) in developing the final timeline and priorities for both plans.

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The Educational Master Plan Timeline- January 2017 through June 2026 document and the consultants recommendations for the conceptual (preliminary) Facilities Master Plan accompanies this Board Report.

Financial Considerations:

Continuation of development of the EMP and FMP recommendations will take significant staff time but is not expected to require significant expenditures. The activities and projects described in the accompanying documents may be funded through a combination of operating budgets, capital funds, Prop 301 funds, and Revenue bonds.

Additional funding sources have been identified in the EMP and FMP documents and will require the approval of the Governing Board as the development and implementation of both plans move forward.

Approvals
Contact Person William R. Ward II
Contact Person
Dolores Duran-Cerda
Chancellor

Lee D. Lambert, J. D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

Fiscal Year 2018 Proposed Budget Parameters for Governing Board Review and Adoption at June 2017 Special Meeting Dr. David Bea
Executive Vice Chancellor for
Finance and Administration

(206-4519)

Recommendation:

The Chancellor requests that the Governing Board review parameters for the Fiscal Year 2018 Budget and develop recommendations for the final proposed budget, which, if approved at the May Board meeting, will be published in the *Arizona Daily Star*. Specifically, the Chancellor requests the Governing Board's recommendations for salary increases, estimated debt, and the property tax rate and levy.

A comprehensive budget presentation will be provided at the May meeting.

Justification:

The proposed Fiscal Year 2018 budget has been assembled through multiple Board actions and discussions, a review of the College's budget outlook, obtaining feedback from constituents, and an estimate of expected revenues and expenditures. Recommendations for tuition and property tax levies were based on actual numbers for Fiscal Year 2017 and projections for 2018. Development of the capital budget and consideration of debt service were influenced by pending implementation of the Educational and Facilities Master Plans. Utilizing the Board's recommendations for salary increases, estimated debt, and the property tax rates and levies, College administration will finalize the proposed budget for Fiscal Year 2018.

Budget Outlook, Scenarios, and Feedback

The proposed Fiscal Year 2018 budget is based on a series of Board communications and actions that occurred during Fiscal Year 2017, including:

- Review of the College's fiscal outlook and three proposed budget scenarios at the December 2016 and April 2017 study sessions
- Approval of academic year 2018 tuition at the April 2017 Board meeting
- Approval of various contracts and grant proposals throughout the year
- Review of the College's budget and the three proposed budget scenarios by the Governing Board's Finance and Audit Committee throughout the year
- Recommendations to the Governing Board by the Finance and Audit Committee at the March and May 2017 meetings

Additionally, the budget outlook and three scenarios were presented to students, faculty, staff, administrators, and community members, as well as to various College committees and representative groups, at locations across the District. Feedback mechanisms were used to gauge

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responses to the three scenarios. Overall, 81 individuals responded to the survey; 77 respondents selected a scenario that would best meet the needs of the College:

	Number of	Percentage
	Responses	of Responses
Scenario A: Delay impacts for now with larger tuition		
increases. Plan for \$15 million reduction in Fiscal Year 2020.	4	5.2%
Scenario B: Rejuvenate the College. Reduce current operations		
by \$5 million per year in each of the next three years.	46	59.7%
Scenario C: Revolutionize the College. Reduce current		
operations by about \$10 million per year in each of the next		
three years.	27	35.1%

In light of the impact of enrollment on College stewardship metrics and expenditure limitation projections, respondents recognized the need for the College to plan for the future with organizational reduction projects and investment to revitalize the academic structure.

Projected Revenues for Fiscal Year 2018

In terms of revenue, the proposed Fiscal Year 2018 budget includes a \$1.5 million increase in property tax revenue due to growth/new property added to the tax roll. If the Governing Board approves the maximum primary property tax levy increase permitted by Arizona Revised Statutes of 3.01%, revenues will increase an additional \$3.3 million. If the levy increase is approved, funds will enable the College to implement the initial elements of the Educational and Facilities Master Plans.

Changes to tuition, approved by the Board in April 2017, are budgeted to generate an increase in revenue of about \$1.4 million. Tuition changes for academic year 2018 include a \$3.00 increase to in-state resident tuition along with a new \$75.00 per semester fee for International students.

Projected Expenditures for Fiscal Year 2018

There are numerous mandatory expenditure increases that have been incorporated into the Fiscal Year 2018 budget. Although obligations for benefits are not expected to increase due to the College's changes in health plans and a negligible increase in Arizona State Retirement Fund liabilities, utilities and contractual services are expected to increase by \$1.4 million. In order to offset these costs, the budget includes reductions in operations of approximately \$6.3 million. The majority of these reductions will result from the closure of existing vacant positions.

A 3.0% increase to the salary pools is recommended and will serve as a cost-of-living adjustment. If approved, the increase will represent the first adjustment to employees' wages since Fiscal Year 2015.

Due to expenditure limitation and budget constraints, the College will explore issuing debt in Fiscal Year 2018. The costs associated with debt service are not subject to expenditure limitation, and therefore provide an option for the College to move forward with the capital revitalization that will occur with implementation of the Educational and Facilities Master Plans.

Date: 05/10/17 Page 3

Fiscal Year 2018 proposed capital projects were deemed critical to meet College needs and objectives and were evaluated to ensure alignment with the priorities of the Educational and Facilities Master Plans; the capital budget was approved by the Board in April 2017. However, the Board will be presented with lease financing options for Information Technology and various capital equipment at the May 2017 meeting to assist with deferred maintenance and updating equipment.

The Educational and Facilities Master Plans will require investment that is far greater than currently available to the College, and therefore the District will seek revenue bonds in Fiscal Year 2018 to fund planned projects. The College may issue debt with the approval of the Governing Board, and the proposed budget includes annual debt service of \$3.6 million based on \$45 million of revenue bonds. The formal Board action to proceed with the bonds will occur during Fiscal Year 2018 and will include specific projects and associated costs.

Summary of Recommendations for Governing Board Review

Based on the information provided above regarding the development of the budget, the Chancellor recommends a Fiscal Year 2018 Proposed Budget which includes the following:

Revenues

•	Tax Levy	Increase of 3.01% (levy max)
•	Proposed Revenues – All Funds	\$246.1 million
•	Proposed Revenues – General Funds	\$158.4 million

Expenditures

 Wages 	Increase of 3.0% to salary pools
• Estimated Debt	\$3.6 million per year (based on \$45.0 million in revenue bonds)
 Proposed Expenditures – All Funds 	\$246.1 million
 Proposed Expenditures – General Funds 	\$158.4 million

Financial Considerations:

Proposed Fiscal Year 2018 budget information will be presented in detail at the May 10, 2017 Governing Board meeting. The Fiscal Year 2018 budget is scheduled to be adopted and the College's Fiscal Year 2018 property tax rates and levies are scheduled to be approved at the June 14, 2017 Board meeting.

Strategic Plan:

The proposed budget supports the proposed 2017-2021 Strategic Plan.

Approvals		
Contact Person	DUBL	
	David Bea, Ph.D.	

Date: 05/10/17

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Chancellor

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 05/10/17 Item Number: 4.2 (3)b

Item Title	Contact Person
Publication of the Fiscal Year 2018 Proposed Budget in Preparation for the June 2017 Public Hearing and Special Board Meeting to Adopt the Budget and Set Property Tax Rates and Levies	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Governing Board:

- Approve publication, in accordance with statutory requirements, of the Fiscal Year 2018 budget in the *Arizona Daily Star* on May 26 and June 5, 2017; and
- Conduct a public hearing and a special Board meeting on June 14, 2017 for the purpose of adopting the budget and setting property tax rates and levies.

Justification:

The proposed Fiscal Year 2018 budget will be presented for consideration by the Governing Board. The process for review and adoption of the budget is fixed in several sections of State law and is intended to facilitate the public review of all budgets that affect the county taxpayers. <u>A.R.S. §15-1461</u> and <u>A.R.S. §15-1461.01</u> provide the guidelines each district must follow in terms of the development and public dissemination of its annual budget.

The *Fiscal Year 2018 Proposed Budget*, to be presented May 10, 2017, will summarize estimated revenues and expenditures for the District; individual line items may change as the details are finalized by College administration. By approving the proposed budget for publication, the Board establishes maximum revenue and expenditure amounts and enables the District's primary and secondary property tax levies to become fixed for taxpayer review. The administration is requesting that the Board approve the proposed budget for publication to meet statutory requirements and approve the following activities:

- May 26 Publish the proposed budget, first public notice of the public hearing and special Board meeting, and first Truth in Taxation notice (if required) in the *Arizona Daily Star*.
- **June 5** Publish the proposed budget, the second public notice of the public hearing and special Board meeting, and second Truth in Taxation notice (if required) in the *Arizona Daily Star*.
- **June 14** Conduct a public hearing on the proposed budget, property tax levies, and tax rates and, immediately following the public hearing, conduct a special Board meeting for the purpose of adopting the budget, property tax levies, and property tax rates.

June 16 Transmit the result of the Governing Board's vote, a statement of publication, and copy of the Truth in Taxation notice (if required) to the Property Tax Oversight Commission.

Date: 05/10/17

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Financial Considerations:

Proposed Fiscal Year 2018 budget information will be presented in detail at the May 10, 2017 Governing Board meeting to assist the Board with their budget recommendations.

Strategic Plan:

The proposed budget supports the proposed 2017-2021 Strategic Plan.

Approvals		
Contact Person	DoB	
	David Bea, Ph.D.	_
Chanaellar		
Chancellor	Lee D. Lambert, J.D.	

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Date: 5/10/2017	Item Number: 4.2 (4)	
Item Title	Contact Person	
Chancellor Emeritus Nomination for Dr. S. James Manilla	Office of the Chancellor (206-4747)	
Recommendation:		
The Chancellor recommends the Governing Board confer the title of Chancellor Emeritus to Dr. S. James Manilla, former PCC President and Chancellor (1979-1987).		
Justification:		
Dr. Manilla has distinguished himself in the academic field with key leadership roles in various organizations. Upon retiring in 2 of four community colleges, culminating in his final educational President/Chancellor of Pima Community College from 1979-1 leadership, the College converted the East Learning Center into doubled in size and capacity. Additionally, the partnership in but Education Center was established. Dr. Manilla worked tirelessly funding under Pima's growing enrollment, while keeping tuition	2015, he had served as President al administrative role as 987. Under Dr. Manilla's the current East Campus, which ailding the Davis-Monthan y to ensure continued state	

Financial Considerations:

None

Approvals		
Chancellor		
	Lee D. Lambert, J. D.	

committed to ensuring PCC remain an Open Admissions institution and the Developmental

Education program grew significantly under his leadership.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 5/10/17 Item Number: 4.2 (6)

Item Title Contact Person

Contract: Gordley Group - Marketing and Advertising

Services for FY18

Lisa Brosky Vice Chancellor for External Relations (206-4512)

Recommendation:

The Chancellor recommends that the Governing Board approve a one-year extension of the contract with Gordley Group for the purchase of Marketing and Advertising Services. The total contract costs are not expected to exceed \$400,000 for Fiscal Year 2017-2018.

Justification:

In June 2013, the Governing Board awarded a contract to Gordley Group for Marketing and Advertising Services for Fiscal Year 2013-2014, with the option to renew for four additional one-year terms. This contract has been renewed for each of the subsequent years; 2017-18 is the final year of that agreement. Gordley created and is instrumental in developing the award-winning Think Smart campaign and continues to bring the College innovative advertising and promotional platforms, including a dynamic "brochure website" to make accessing information easier for potential students.

In addition, Gordley's buying power provides value and opportunity to the College's ad buys that would otherwise not be available. Maximizing buying power will be more critical than ever as the College expands outreach to a wide-ranging and difficult to reach adult market. This effort, including 55+, online and international students, requires the College to focus on specific niche or target markets, each with their own media and messaging requirements. Further, efforts to reach traditionally underrepresented/marginalized populations identified in the College's new diversity plan will require an additional layer of advertising marketing.

For Fiscal Year 2017-2018, \$400,000 is requested. Approximately 70 percent of the \$400,000 will be used to purchase advertising in a variety of media outlets, including print, radio, online and direct mail. Gordley averages an additional 15-20 percent of the total cost of media purchased in add-value free advertising.

Gordley Group is a well-respected Tucson company that has won local and national awards for College-related and other advertising. Gordley has demonstrated a deep understanding of the College and its students.

Financial Considerations:

A total of \$400,000 was approved and allocated through the College's annual budgeting process in Spring 2016.

Contract: Gordley Group – Marketing and Advertising Services for FY18

Date: 5/10/17

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Contact Person Lisa Brosky

Lisa Brosky

Chancellor Lee D. Lambert, J.D.

BOARD OF GOVERNORS REPORT MAY 10, 2017

COMMUNITY CAMPUS

Adult Basic Education for College and Career Civics and Student Leadership Report May, 2017

(ICC REP, PLEASE READ HIGHLIGHTED INFO at BOG MEETING):

- 1. **Celebration of Achievement** Adult Education student leaders and ambassadors are preparing for their end of year celebration of achievement. It will take place on Friday, June 9th at Community Campus at 6 pm. The Chancellor and all board members are cordially invited to attend.
- **2.** *Stress Reduction Workshop* An ambassador/student leader from El Rio's morning leadership council will offer a stress reduction workshop at El Rio Learning Center on Friday, May 19th.
- *Resource Fair* Student leaders and ambassadors at the 29th Street Coalition Center will have a table and assist at the Resource Fair on Thursday, May 25th from 10 am to noon.

DESERT VISTA CAMPUS

1. Cultural Outreach May 4th 11:30am-1pm

Cinco De Mayo Celebration

Desert Vista will give out mexican sweet bread, candy, and we will have Mariachi Luz de Luna performing. The holiday of *Cinco De Mayo*, *The 5th Of May*, commemorates the victory of the Mexican militia over the French army at The Battle Of Puebla in 1862. It is primarily a regional holiday celebrated in the Mexican state <u>capital city of Puebla</u> and throughout the state of Puebla, with some limited recognition in other parts of Mexico, and especially in U.S. cities with a significant Mexican population. It is not, as many people think, <u>Mexico's Independence Day</u>, which is actually September 16.

2. Stress Awareness Month

Desert Vista will host Stress Management Activities on campus to help students manage "The *Stress* from *Finals*". 10 a.m.-2 p.m., Stress Relief Activities in the Student Life Center Games, healthy snacks, medication music with mats, and stress relief dogs.

3. Student Life Spring Planning Retreat

Aztec Student Advisory Board(ASAB) Officers will participate in a one day planning retreat. This retreat will provide the students with the necessary tools to facilitate successful activities and events. At this retreat we will inform ASAB officers what is expected of them as ASAB officers in order to excel as student leaders. As well as provide our student leaders with the necessary leadership resources that they can use in their respective organizations and make their goals a reality this upcoming academic semester.

DOWNTOWN CAMPUS

1. Produce on Wheels (POW) - Saturday May 20th, 7:00am-10:00am

The Pima Community College Downtown Campus Diversity Club is helping sponsor Produce on Wheels Without Waste on Saturday May 20th from 6:00am-9:00am in the North parking lot of the Downtown Campus. Individuals will receive up to 60 lbs. of produce for a \$10 donation.

2. Exam Jam - May 8th-10th 4:00pm-6:00pm

The Learning Commons will be supported by Student Life in presenting Exam Jam in the Learning Commons to help students better handle the end of the school year exam stress. Relaxation exercises, refreshments and free massages will be made available to students. **Pet Partners - May 11th,12th,15th &16th from 12:00pm-1:00pm in the Veterans Center** Pet Partners of Tucson have been providing services in the Veterans Center for the past two years for students that want to use petting dogs as stress relief. All students are welcomed to benefit from this service in the Veterans Center.

EAST CAMPUS

- 1. Pima Student Leadership Summit: The East Campus Student Advisory Board is hosting a Leadership Summit for Pima Community College's Student Leaders. The retreat is May 12-14, 2017 in Prescott, Arizona at the Sky Y. There will be workshops and activities that will focus on team building, confidence building, outdoor recreation, conflict resolution, advanced public speaking, creating change, and communication. The goal is to create a cohesive group of student leaders at Pima Community College.
- **2. Asian Pacific Heritage Month Celebration** On May 1 East Campus Student Life hosted Halua Hula O Ulani and celebrated Asian Pacific American Heritage month with song, dance, trivia, and mocktails. The event highlighted cultures of Hawaii, Polynesia, and New Zealand.
- **3. East Campus Student Leader & Club Awards** On May 3 East Campus Student Life will recognize the accomplishments of student leaders, clubs, and club advisors that have positively contributed to student organizations' successes at East Campus. An All-Campus Ice Cream social will follow the award ceremony.

NORTHWEST CAMPUS

1. Community Partnership: Butterfield Elementary School

NWC Student Life and Science Department hosted Butterfield Elementary School Friday, May 5 encouraging students to think about STEM in college. Student Life recruited current Pima Community College students to lead groups of fifth grades around the campus from demonstration to demonstration ranging from environmental science, microbiology, and chemistry all while speaking about the benefits of being a college student.

2. Finals Prep May 8 and 9: Cram Jam

Northwest Campus Student Life is partnering with the NW Tutoring Center for Cram Jam. Students are invited to visit the Student Life Center and have large study groups, or to get that one on one tutoring assistance. Student Life offers a fresh environment to reach a wider demographic of students while providing snacks and drinks for students to eat while they study.

3. Student Recruitment

May 10th Student Life is partnering with John Farrell, Admissions Counselor, to host an event for the UA Bridge Program. The event is designated for incoming students coming from high school with the intentions of eventually transferring to the UA after studying at Pima. Student Life will be promoting opportunities for involvement and engagement at Pima as well as assisting students signing up for a Connect U session.

WEST CAMPUS

1. Annual Student Leadership Awards - May 2nd 3-5pm

Student Life's annual Leadership Awards Ceremony are held on Tuesday, May 2nd. We recognize all the participants of the 3 levels of the Pima Leadership Institute: Emerging Leaders, JADE Social Justice Retreat, and Aztec Gold. We award the Rising Student Leader and Exemplary Student Leader awards for individual students. For our student organizations, the awards are: Outstanding Educational Program, Student Organization of the Year, Outstanding Club Advisor, and Community Service Excellence.

2. Stress Relief Week - May 8, 9, 10, 11 10am-2pm

West Campus Aztec Student Advisory Board, numerous student organizations, and Student Life are partnering to put on a multi-faceted event to help relieve the stress of our students. In the Bookstore Lobby, students can get FREE HUGS from our "huggers" (students, staff, faculty, and community volunteers), take a break and color or play with Play-doh, or grab a drink - coffee, tea, or infused water. Students can take a break from the headaches of studying and relax at Student Life! We will offer healthy snacks all week long, plus games (board and video) and other fun and relaxing ways to take a break. Students can reserve Student Life conference room to study with a group or by themselves.

3. National Conference on Race and Ethnicity in Higher Education (NCORE) - May 30-June 3, Fort Worth, TX

A rich component of the JADE Retreat experience (held annually in November) is having past participants come back as student facilitators, who work closely with the staff/faculty facilitation team to create an inclusive, open environment for the JADE participants. Students selected for the JADE facilitator role will begin their training by attending the National Conference on Race and Ethnicity in Higher Education (NCORE) from May 29-June 3, 2017 in Fort Worth, TX. PCC staff will work with the student facilitation team to select appropriate workshops throughout the NCORE experience that will enhance their learning to prepare for their facilitation role. As part of the NCORE experience, all student facilitators will attend one NCORE Pre-Conference Institute on May 30th.

Four students have been selected and will be attending with the West Campus Student Life staff.

Staff Report

Governing Board Meeting

May 10th, 2017

In 1962, President John F. Kennedy signed a proclamation which designated May 15 as Peace Officers Memorial Day (National Police Week) which honors those that have paid the ultimate sacrifice. The Memorial Service began in 1982 as a gathering in Senate Park of approximately 120 survivors and supporters of law enforcement. National Police Week has grown to a series of events which attracts thousands of survivors and law enforcement officers to our Nation's Capital each year.

At Pima Community College, it is important to acknowledge the sworn personnel of the Pima Community College Police Department (PCCPD) and appreciate them for their dedication to protect and serve.

Please join me in recognizing all staff and sworn personnel within the Pima Community College Police Department for their dedication and service.

Governing Board Meeting May 10, 2017 Faculty Representative Report

Good evening.

The following is the report of the Faculty Senate to the PCC Board of Governors for May 2017.

At its monthly meeting with the Chancellor, Provost and Campus Presidents on May 1, the Officers indicated their interest in Senate playing a greater role in the College's continuous improvement efforts related to academics and suggested that Senate might work closely with the Provost's Office and participate in the College's Institutional Effectiveness Program. Doing so would allow Senate to monitor important key performance indicators related to academics and develop and propose means for improving student outcomes at the College. This idea was presented to Senators at the Senate's May 5 meeting, and they agreed with the principle. Officers will develop a concrete proposal over the summer and present it to the full Senate in the fall.

The Faculty Senate Professional Development Sub-committee is finalizing a proposal for a Teaching and Learning Center (TLC) that it will present to the Executive Leadership Team in the next couple of weeks. If approved, the Center will begin offering services in Fall of 2017 including:

- Faculty Fellows: a program that provides faculty with release time to conduct action research to improve the quality of student learning at the College.
- An online orientation for adjunct faculty.
- Friday conversations that provide faculty with a formal venue to discuss issues related to teaching and learning.

To ensure that the policy development and review process continues through the summer, the Senate voted to allow a smaller subset of Senators to meet and review policy in June and July. This subset of Senators will work with the Provost's Office and General Counsel to develop a process that

Finally, the Senate was pleased to hear that the Executive Leadership Team will be forwarding the two emeritus nominees that Senate sent it in late March, Joe Labuda and Gustavo Chavez, to the Governing Board for their consideration.

Pima Community College Board of Governors Administration Report May 10, 2017

I) Student Affairs

- i) Summer 2017 enrollment is presently up slightly over Summer 2016.
- ii) Graduation will be held Thursday, May 18, 2017.
- **iii)** New First Year Experience initiatives kick off this summer, with 20 Connect U sessions offered throughout the college.

II) Academic Affairs

- i) New Academic Leadership structures within the divisions (Department Heads, Discipline Coordinators, etc.) have been created; Deans are currently recruiting to fill these new roles with selections to be made prior to the end of the Spring semester.
- ii) On April 29th 2017, PCC hosted an Adjunct Faculty Workshop. Over 100 faculty members attended the event and were provided an opportunity to connect with their Deans, learn about research on the brain and its impact on learning, and attend sessions on a variety of topics pertinent to the adjunct faculty role.
- iii) The Dean of Science and the Dean of Communications positions are under recruitment, with forums held on May 5 & May 8.
- iv) PCC Mathematics Students who competed in the American Mathematics Association for Two Year Colleges competition placed 3rd in the Region and 1st in the State.
- v) PimaOnline has rolled out the quality review process for online courses. Quality Review is a comprehensive, continuous review process to ensure courses meet the highest standards in online education. Nine courses have completed the full review process during the first phase.
- vi) In Fall 2017, 75 online sections will utilize free Open Education Resources, instead of traditional costly textbooks. The resulting savings to students is estimated to be \$153,600.

III) Chancellor & Provost Office

- i) The PCC website will be redesigned; a consulting firm is assisting in this effort and has been holding focus groups with various college constituents.
- ii) The Provost Office, with assistance from PCC Media, Community and Government Relations, hosted a series of three College dialogue forums entitled, "Let's Talk...and Listen".
- **IV)** Issues/Concerns The Board's continued support of reorganization efforts and the Education and Facilities Master plans are critical to ensuring the College's future as a high functioning, relevant institution for our community.

Comprehensive Evaluation Visit Timeline 2017-19

