

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
AUGUST 16, 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*

1. General Matters

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Public Comment – Call to Audience

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

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

2. Reports

- 2.1 Administration Reports
 - [Accreditation update](#) – Bruce Moses
 - [Enrollment update](#) – Karrie Mitchell
- 2.2 Reports by Representatives to the Board
[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.]

- Staff Report – Susan Kuenzler
- Administrator Report – Nina Corson

2.3 Chancellor's Report

[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]

- Review of hiring process for the Senior Academic Advisor and Program Manager for Title III*
- Review of student concerns regarding engineering program
- Dual Enrollment Overview
- Santa Cruz Education Services Update
- BoardDocs- cloud-based board meeting management service

3. Information Items

[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-notice/documents.html> or in some cases through a link included in the agenda.]

3.1 Financial Report – June 2017 Financial Statements

3.2 Employment Information

[Appointments, acting assignments, retirements and separations]

3.3 Adjunct Faculty Appointments

3.4 [Office of Dispute Resolution Year-End Report](#)

3.5 Administrative Procedure Changes

[AP 3.25.05: Program and Service Review — *Revised*]

[AP 3.31.01: Student Complaints — *New*]

4. Action Items

4.1 Consent Agenda

(1) Approval of Minutes of the following meetings:

- A. Study Session of May 22, 2017
- B. Special Meeting to conduct Executive Session on May 22, 2017
- C. Study Session of June 5, 2017
- D. Special Meeting to conduct Executive Session on June 14, 2017
- E. Public Hearing of June 14, 2017
- F. Special Meeting of June 14, 2017
- G. Regular Meeting of June 14, 2017

- H. Special Meeting of June 22, 2017
 - I. Special Meeting to conduct Executive Session on June 22, 2017
 - J. Special Meeting to conduct Executive Session on June 23, 2017
- (2) New Position: Compliance Officer
[Recommendation to approve the new Compliance Officer position]
 - (3) Grant Award: Community Campus – Adult Basic Education for College & Career, 2017-2020
[To accept and implement the renewed grant for the Adult Basic Education for College & Career (ABECC) program. The grant performance period is from July 1, 2017 through June 30, 2020. The total award for the three-year performance period is \$9,013,203, annual award of \$3,004,401.]
 - (4) Grant Award: Desert Vista Campus Upward Bound Program, 2017-2022
[To accept and implement the renewed grant for the Upward Bound program at Desert Vista Campus. The grant performance period is from September 1, 2017 through August 31, 2022. The award amount is \$1,351,875 over the five-year performance period.]
 - (5) Grant Award: Downtown Campus Upward Bound Program, 2017-2022
[To accept and implement the renewed grant for the Upward Bound program at the Downtown Campus. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,865 over the five-year performance period.]
 - (6) Grant Award: East Campus Upward Bound Program, 2017-2022
[To accept and implement the renewed grant for the Upward Bound program at East Campus. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,875 over the five-year performance period.]
 - (7) Grant Award: Northwest Campus Upward Bound Program, 2017-2022
[To accept and implement the renewed grant for the Upward Bound program at Northwest Campus. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,835 over the five-year performance period.]
 - (8) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona, 2017-2018
[To approve the sub-grant located at Desert Vista Campus. The grant performance period is from July 1, 2017 to June 30, 2018. The award amount is \$79,500 over the one-year performance period.]

- (9) Intergovernmental Agreement (IGA): City of Nogales-Fire and Medical
[Five-year agreement for educational services and practical experience to students which include paramedic training and vehicular rotations.]
[IGA: City of Nogales-Fire and Medical](#)
- (10) Contract: CenturyLink Carrier Service Agreement, 2017-2022
[To approve a contract with CenturyLink for telephone services. Total costs for the five-year agreement are not expected to exceed \$255,000.]
[CenturyLink contract](#)
- (11) Contract: Computer Numerical Control (CNC) Machines - Lab Equipment for Advanced Manufacturing Programs
[To purchase three Computer Numerical Control (CNC) machines for the Advanced Manufacturing programs in Pima Community College's Applied Technology division. Cost is \$500,700 from previously approved capital request funding (Prop 301).]
[DMG MORI USA, INC. contract](#)
- (12) Contract Amendment/Intergovernmental Agreement: Adobe Software Purchase, 2017-2020
[To approve an amendment to the Enterprise Term License Agreement with Adobe Systems. The amendment reduces the potential cost of the previously approved version of the agreement from \$636,474 (\$212,158 annual) to \$207,027 (\$69,000 annual).]
[Adobe contract](#) [Adobe Amendment contract](#)
- (13) Contract: Blackboard, Inc. IT Help Desk Services, 2017-2018
[To approve a contract with Blackboard, Inc. for Information Technology Help Desk Services for students and staff. Total costs for the one-year agreement, which covers the period from June 30, 2017 to June 29, 2018, are not expected to exceed \$146,017.]
[Blackboard Agreement](#) [Blackboard Order](#)
- (14) Contract: Sahara Apartments for the SEP-Santander-Bécalos International Program
[To approve a housing lease agreement with Sahara Apartments for the students participating in the SEP-Santander- Bécalos Program. The total cost for housing 76 students from August 27, 2017-December 15, 2017 is \$150,024 which will be paid in full by the SEP-Santander- Bécalos International Program. There is no cost to the College.]
[Sahara Apartment agreement](#)
- (15) Dual Enrollment: Lourdes Catholic High School
[To approve a dual enrollment contract with a term of August 1, 2017 through June 30, 2020. Fiscal considerations for this contract are summarized as reciprocal services.]
[IGA: Lourdes Catholic High School](#)

- (16) Agreement: Zhuhai City Polytechnic College (ZHCPT)
[To extend the previously approved agreement with ZHCPT approved on June 8, 2016 to authorize waivers for six (6) ZHCPT students to study at PCC during either the Fall or Spring semester of the 2017-2018 academic year.]
[Zhuhai City Polytechnic College agreement](#)
- (17) Contract: Ellucian, 2017-2020
[To approve a contract with Ellucian for software maintenance for the period from September 1, 2017 to August 31, 2020. Total costs for the three-year agreement are not expected to exceed \$1,364,902.]
[Ellucian agreement](#)
- (18) Contract: ISS Facility Services*
[Execute a contract extension to the existing custodial services vendor, ISS Facility Services, for a four (4) month period of performance from September 1, 2017 through December 31, 2017. The contract will not exceed \$690,000.]

4.2 Other Action Items

- (1) Governing Board 2016-17 Self-Assessment
- (2) Chancellor's Goals, Objectives and Timelines 2017-2018
- (3) Employment Contract: Chancellor
- (4) Discussion and Direction for Possible Revision of BP 2.01 Diversity
- (5) Selection of Board Member Mileage Reimbursement Option

Adjournment

Regular Meeting
September 13, 2017, 5:30 p.m.
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1010

*** Option to recess into legal advice executive session** — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.

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

* **Additional Information** — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College's website at www.pima.edu/board/packets.

* To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

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

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

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 8/16/17

Item Number: 1

Item Title	Contact Person
General Matters	Chancellor's Office (206-4747)

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Public Comment
- 1.5 Remarks by Governing Board Members

Approval

Chancellor_____



Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 8/16/17

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

Approval

Chancellor



Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 8/16/17

Item Number: 3.1

Item Title	Contact Person
Financial Report – June 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 June 2017. Time will be provided to discuss College fiscal matters.

Justification:

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

The June preliminary results indicate that total year-to-date revenue is higher than the total year-to-date expenditures by about \$17.2 million compared to approximately \$12.4 million higher in the previous year.

The preliminary results indicate that the College concluded June with total revenues in General and Designated funds higher than the previous fiscal year by \$3.2 million. Specifically, tuition and fees revenue has decreased by \$0.9 million, property tax revenue has increased by \$4.6 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 \$1.6 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$3.4 million primarily due to net vacancies and staff reduction. Services and supplies and other expenditures, excluding transfers, increased by \$1.8 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded June with a year to date increase in net position of about \$7.3 million. This is an increase compared to the previous year's increase of \$0.1 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 94.1 percent of budget, which is a slightly higher percentage than the previous year. In absolute terms, year-to-date Personal

(Continued)

Services expenditures were \$112.8 million, which is lower than the \$116.2 million amount from the same period of fiscal year 2016.

Services and Supplies expenditures are approximately 74.4 percent of the budget, which is a higher percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$25.8 million which is higher than the \$23.8 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 June was \$73.6 million, which is an increase of about \$5.5 million compared to the same time last year. This represents an increase of \$3.3 million in Total Assets/Deferred Outflow of Resources and a decrease of \$2.2 million in Total Liabilities/Deferred Inflow of Resources.

The information provided in this report is preliminary and certain year-end adjustments will be made between now and the conclusion of the audit. These will include adjustments to receivables, capitalization of assets, miscellaneous accruals, etc. Final year-end results will be presented in more detail to the Board after the annual financial report is completed, which should be in January.

In terms of the audit process timeline, the State Auditor General's audit team will be conducting fieldwork through November with the goal of a signed opinion in December.

Approvals

Contact Person _____



David Bea, Ph.D.

Chancellor _____



Lee D. Lambert, J.D.

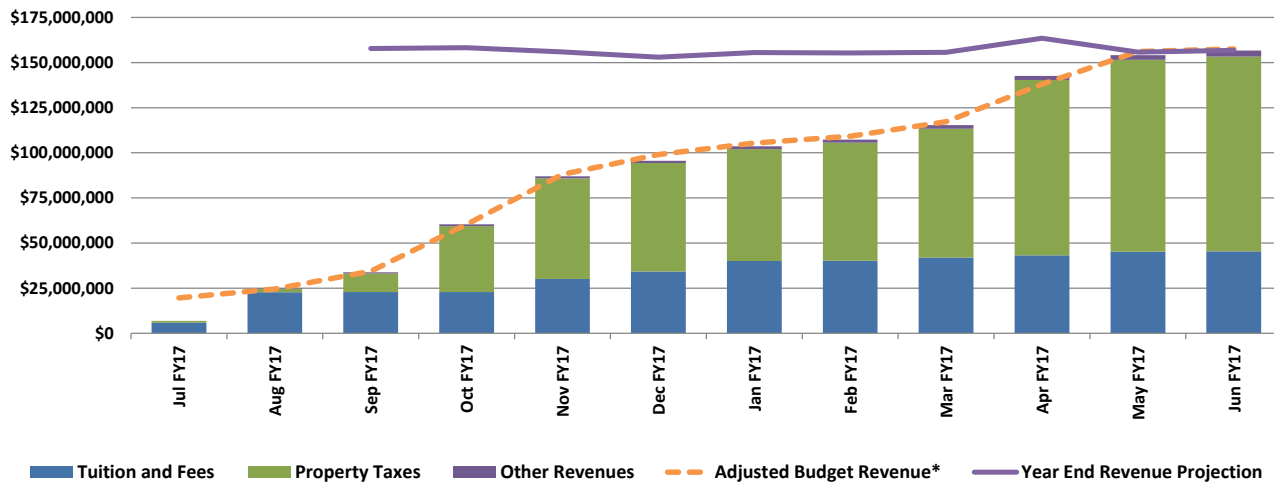
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Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Twelve Months Ending June 30, 2017

(Preliminary)

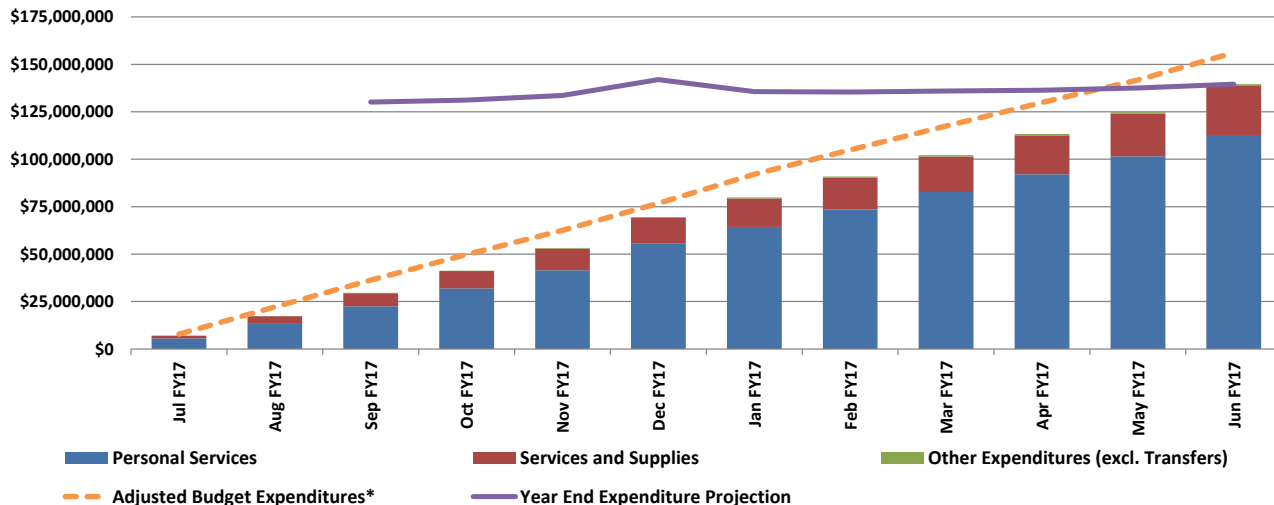
	FY 2016/17			FY 2015/16	
	Adjusted Annual Budget	Year to Date Actuals	%	Year to Date Actuals	%
Revenues					
Tuition and Fees	\$ 47,184,000	\$ 45,459,021	96.3 %	\$ 46,346,261	86.2 %
Property Taxes	107,347,000	107,829,110	100.4 %	103,273,547	99.0 %
Other Revenue	2,976,000	3,472,519	116.7 %	3,966,910	115.0 %
Total Revenues	\$ 157,507,000	\$ 156,760,650	99.5 %	\$ 153,586,718	95.1 %
Expenditures					
Personal Services	119,845,314	112,826,478	94.1 %	116,224,565	93.1 %
Services and Supplies	34,699,404	25,808,408	74.4 %	23,759,378	70.5 %
Other Expenditures (excl. Transfers)	1,591,914	966,045	60.7 %	1,184,321	58.0 %
Total Expenditures	\$ 156,136,632	\$ 139,600,931	89.4 %	\$ 141,168,264	87.9 %
Net	\$ 17,159,719			\$ 12,418,454	

General & Designated Funds YTD Revenues vs. Budget



*Adjusted Budget Revenue Excludes Fund Balance

General & Designated Funds YTD Expenditures vs. Budget



* Adjusted Budget Expenditures Excludes Contingency & Reserves

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



PimaCountyCommunityCollegeDistrict

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Twelve Months Ending June 30, 2017

(Preliminary)

	FY 2016/17				FY 2015/16
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of June 30, 2016
Operating Revenues					
Tuition and Fees	\$ 45,459,021	\$ 1,859	\$ 1,038,929	\$ 46,499,809	\$ 47,442,469
Contracts	2,389,378			2,389,378	2,737,730
Auxiliary Enterprises		857,864		857,864	930,733
Commission and Rents	27,500	434,563		462,063	250,032
Other Operating Revenues	564,307	308,412	4,712	877,431	872,394
Total Operating Revenues	48,440,206	1,602,698	1,043,641	51,086,545	52,233,358
Nonoperating Revenues					
State Appropriations					
Property Taxes	107,829,110		(154)	107,828,956	103,271,800
Federal Grants	51,159	36,750,655		36,801,814	39,918,471
State and Local Grants	126,640	1,549,767		1,676,407	1,517,452
State Shared Sales Taxes		2,167,797		2,167,797	2,119,124
Gifts		711,223		711,223	77,104
Investment Income	313,535	15,223		328,758	715,687
Net Nonoperating Revenues	108,320,444	41,194,665	(154)	149,514,955	147,619,638
Total Revenues	\$ 156,760,650	\$ 42,797,363	\$ 1,043,487	\$ 200,601,500	\$ 199,852,996
Operating Expenses					
Educational and General					
Instruction	48,803,920	3,664,805	403,849	52,872,574	53,781,879
Academic Support	21,276,340	3,668,676	782,462	25,727,478	27,416,564
Student Services	24,271,854	3,616,954	168,478	28,057,286	27,605,178
Institutional Support	31,573,057	(417,369)	1,382,690	32,538,378	32,917,319
Operation and Maintenance of Plant	12,684,223	1,377,676	1,840,448	15,902,347	15,384,849
Depreciation			7,266,435	7,266,435	7,903,736
Student Financial Aid	991,537	29,022,293		30,013,830	33,980,127
Auxiliary Enterprises		911,990		911,990	744,942
Contingency					
Total Operating Expenses	\$ 139,600,931	\$ 41,845,025	\$ 11,844,362	\$ 193,290,318	\$ 199,734,594
Income Before Other Expenses	\$ 17,159,719	\$ 952,338	\$ (10,800,875)	\$ 7,311,182	\$ 118,402
Transfers	(2,852,154)	(2,872,602)	5,724,756		
Capital Appropriations					
Capital Gifts and Grants			5,000	5,000	28,500
Increase (Decrease) in Net Position	\$ 14,307,565	\$ (1,920,264)	\$ (5,071,119)	\$ 7,316,182	\$ 146,902
Net Position					
Total Net Position - Beginning of Year	(67,414,892)	14,330,601	119,371,577	66,287,286	67,985,944
Total Net Position - End of Period	\$ (53,107,327)	\$ 12,410,337	\$ 114,300,458	\$ 73,603,468	\$ 68,132,846
Total Net Position - End of Period: Current Year vs. Prior Year	\$ 5,470,622				



Pima County Community College District

Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

Year To Date For Twelve Months Ending June 30, 2017

(Preliminary)

	FY 2016/17				FY 2015/16	
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 53,716,890	\$ 48,803,920	90.9 %	\$ 4,912,970	\$ 49,703,114	86.0 %
Academic Support	24,808,651	21,276,340	85.8 %	3,532,311	22,188,835	86.5 %
Student Services	29,044,615	24,271,854	83.6 %	4,772,761	24,656,285	85.8 %
Institutional Support	36,197,152	31,573,057	87.2 %	4,624,095	31,373,685	81.2 %
Operation and Maintenance of Plant	14,226,775	12,684,223	89.2 %	1,542,552	12,088,214	86.3 %
Student Financial Aid	1,295,733	991,537	76.5 %	304,196	1,158,131	94.5 %
Other Expenses						
Transfers	2,852,154	2,852,154	100.0 %		(2,125,104)	91.0 %
Fund balance reserved for contingency	5,688,030			5,688,030		
Total Expenditures by Function	\$ 167,830,000	\$ 142,453,085	84.9 %	\$ 25,376,915	\$ 139,043,160	83.2 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,275,169	\$ 6,165,860	98.3 %	\$ 109,309	\$ 6,423,645	97.8 %
Faculty	21,212,844	21,212,844	100.0 %		22,272,951	92.9 %
Additional Compensation - Faculty	1,381,212	1,015,173	73.5 %	366,039	1,026,944	73.7 %
Adjunct Faculty	12,644,471	12,644,471	100.0 %		12,667,808	100.0 %
Classified Staff	46,851,719	42,144,852	90.0 %	4,706,867	43,646,281	91.3 %
Other Compensation	3,857,769	3,851,025	99.8 %	6,744	3,766,102	89.0 %
Student Employment / Workstudy						
Fringe Benefits	27,622,130	25,792,253	93.4 %	1,829,877	26,420,834	93.6 %
Total Personal Services	119,845,314	112,826,478	94.1 %	7,018,836	116,224,565	93.1 %
Services and Supplies						
Communications and Utilities	6,335,668	4,738,167	74.8 %	1,597,501	4,466,106	71.5 %
Travel	2,999,273	1,461,453	48.7 %	1,537,820	1,504,170	50.5 %
Contractual Services	13,861,116	12,048,597	86.9 %	1,812,519	9,974,465	70.8 %
Supplies and Materials	7,231,159	3,600,997	49.8 %	3,630,162	3,561,966	58.9 %
Student Financial Aid	1,295,733	991,537	76.5 %	304,196	1,158,131	94.5 %
Current Fixed Charges	2,976,455	2,967,657	99.7 %	8,798	3,094,540	100.0 %
Total Services and Supplies	34,699,404	25,808,408	74.4 %	8,890,996	23,759,378	70.5 %
Capital Equipment	469,485	434,542	92.6 %	34,943	535,109	100.0 %
Transfers	2,852,154	2,852,154	100.0 %		(2,125,104)	91.0 %
Other Expenditures	1,122,429	531,503	47.4 %	590,926	649,212	43.1 %
Contingency and Reserves	8,841,214			8,841,214		
Total Expenditures by Account	\$ 167,830,000	\$ 142,453,085	84.9 %	\$ 25,376,915	\$ 139,043,160	83.2 %


Pima County Community College District
Statement of Net Position

June 30, 2017

(Preliminary)

	FY 2016/17				FY 2015/16
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Total All Funds Prior Year as of June 30, 2016
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 27,820,647	\$ 11,712,941	\$ 14,197,166	\$ 53,730,754	\$ 42,313,580
Short-term Investments	25,315,772			25,315,772	25,167,420
Receivables:					
Property Taxes	4,495,248		12,131	4,507,379	4,382,319
Accounts (net of allowances)	9,989,851			9,989,851	10,095,395
Government Grants and Contracts		342,453		342,453	1,156,531
Student Loans			223	223	361
Other	473,345	504,908	121,472	1,099,725	1,296,816
Inventories	127,091			127,091	132,386
Prepaid Expenses	561,275		27,879	589,154	738,339
Total Current Assets	68,783,229	12,560,302	14,358,871	95,702,402	85,283,147
Noncurrent Assets					
Restricted Cash and Cash Equivalents			1,169,860	1,169,860	252,435
Notes Receivable (net of allowances)					462
Other Long-term Investments	31,086,038			31,086,038	31,267,935
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			78,462,984	78,462,984	82,581,133
Construction in Progress					
Equipment (net of depreciation)			4,345,482	4,345,482	5,592,874
Library Books (net of depreciation)			1,817,343	1,817,343	1,814,123
Total Noncurrent Assets	31,086,038		101,086,980	132,173,018	136,800,273
Total Assets	\$ 99,869,267	\$ 12,560,302	\$ 115,445,851	\$ 227,875,420	\$ 222,083,420
Deferred Outflows of Resources					
Deferred Outflows Related to Pensions	13,787,355			13,787,355	16,340,337
Total Deferred Outflows of Resources	\$ 13,787,355	\$ -	\$ -	\$ 13,787,355	\$ 16,340,337
Liabilities					
Current Liabilities					
Accrued Payroll and Benefits	5,893,423			5,893,423	5,097,820
Accounts Payable and Accrued Liabilities	1,094,563	148,634	323,257	1,566,454	1,007,234
Deposits Held in Custody			558,475	558,475	646,838
Current Portion of Long-term Liabilities	4,568,573			4,568,573	4,494,530
Total Current Liabilities	11,556,559	148,634	881,732	12,586,925	11,246,422
Noncurrent Liabilities					
Unearned Revenue	7,138,258	1,331	263,661	7,403,250	7,320,651
Long-term Liabilities	3,441,777			3,441,777	3,552,922
Net Pension Liability	133,407,309			133,407,309	126,727,908
Total Noncurrent Liabilities	143,987,344	1,331	263,661	144,252,336	137,601,481
Total Liabilities	\$ 155,543,903	\$ 149,965	\$ 1,145,393	\$ 156,839,261	\$ 148,847,903
Deferred Inflows of Resources					
Deferred Inflows Related to Pensions	11,220,046			11,220,046	21,443,008
Total Deferred Inflows of Resources	\$ 11,220,046	\$ -	\$ -	\$ 11,220,046	\$ 21,443,008
Net Position					
Net Investment in Capital Assets			99,917,119	99,917,119	105,279,441
Restricted for:					
Loans			57,083	57,083	(48,383)
Debt Service			744,989	744,989	66,813
Other (Capital Projects)					
Grants and Contracts		2,674,448		2,674,448	1,162,175
Unrestricted	(53,107,327)	9,735,889	13,581,267	(29,790,171)	(38,327,200)
Total Net Position	\$ (53,107,327)	\$ 12,410,337	\$ 114,300,458	\$ 73,603,468	\$ 68,132,846
Total Net Position: Current Year vs. Prior Year				\$ 5,470,622	



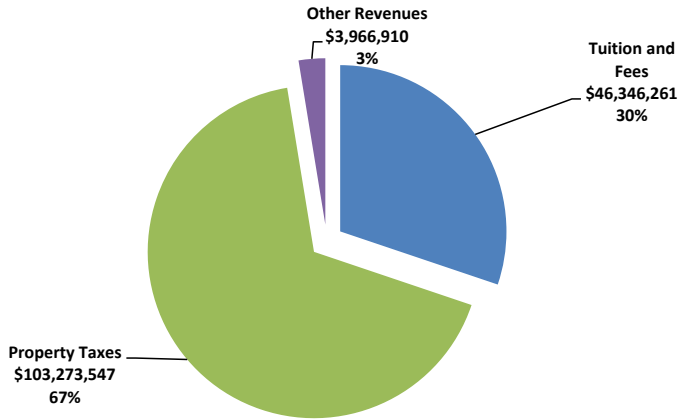
PimaCountyCommunityCollegeDistrict

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

General & Designated Funds YTD

Revenues - FY16 - Prior Year

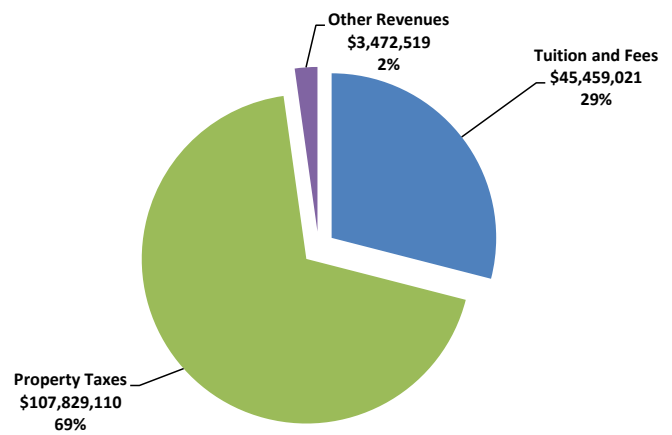
For the Twelve Months Ending June 30, 2016
Total of \$153,586,718



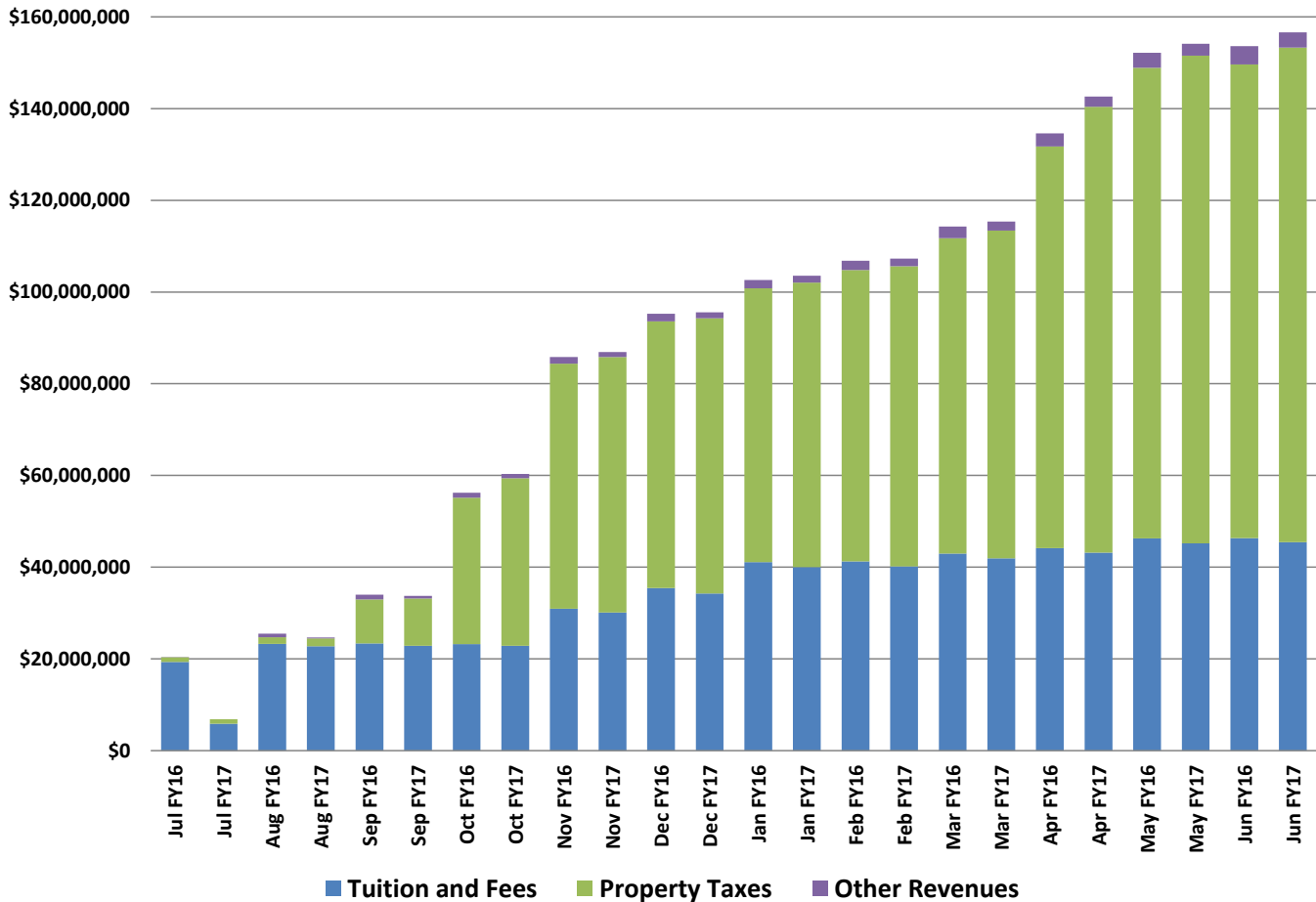
General & Designated Funds YTD

Revenues - FY17 - Current Year

For the Twelve Months Ending June 30, 2017
Total of \$156,760,650

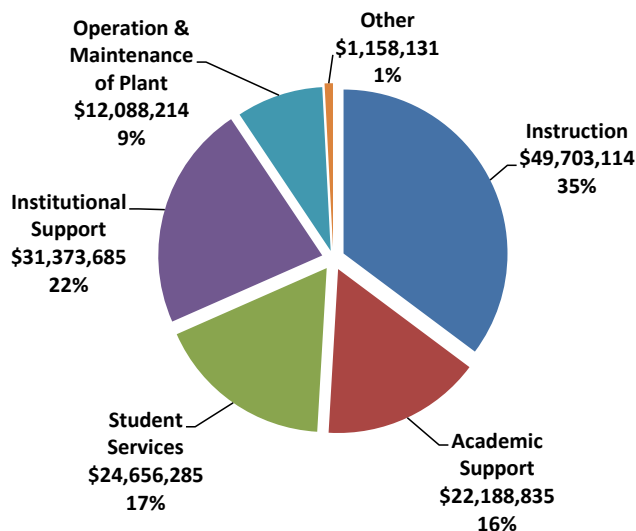


General & Designated Funds YTD Revenues



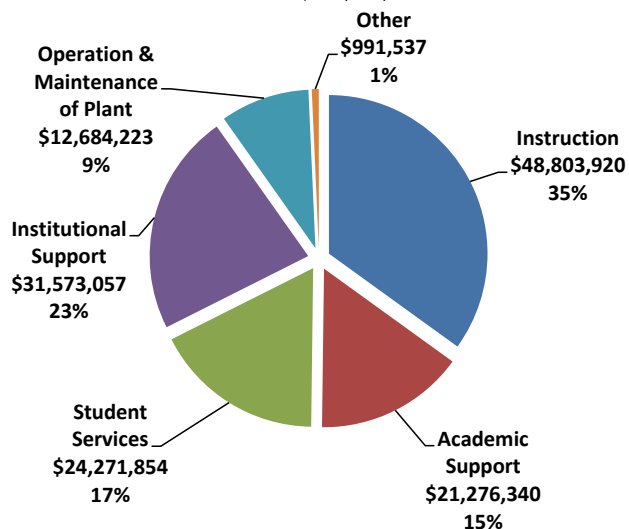
General & Designated Funds YTD Expenditures by Program - FY16 - Prior Year

For the Twelve Months Ending June 30, 2016
Total of \$141,168,264

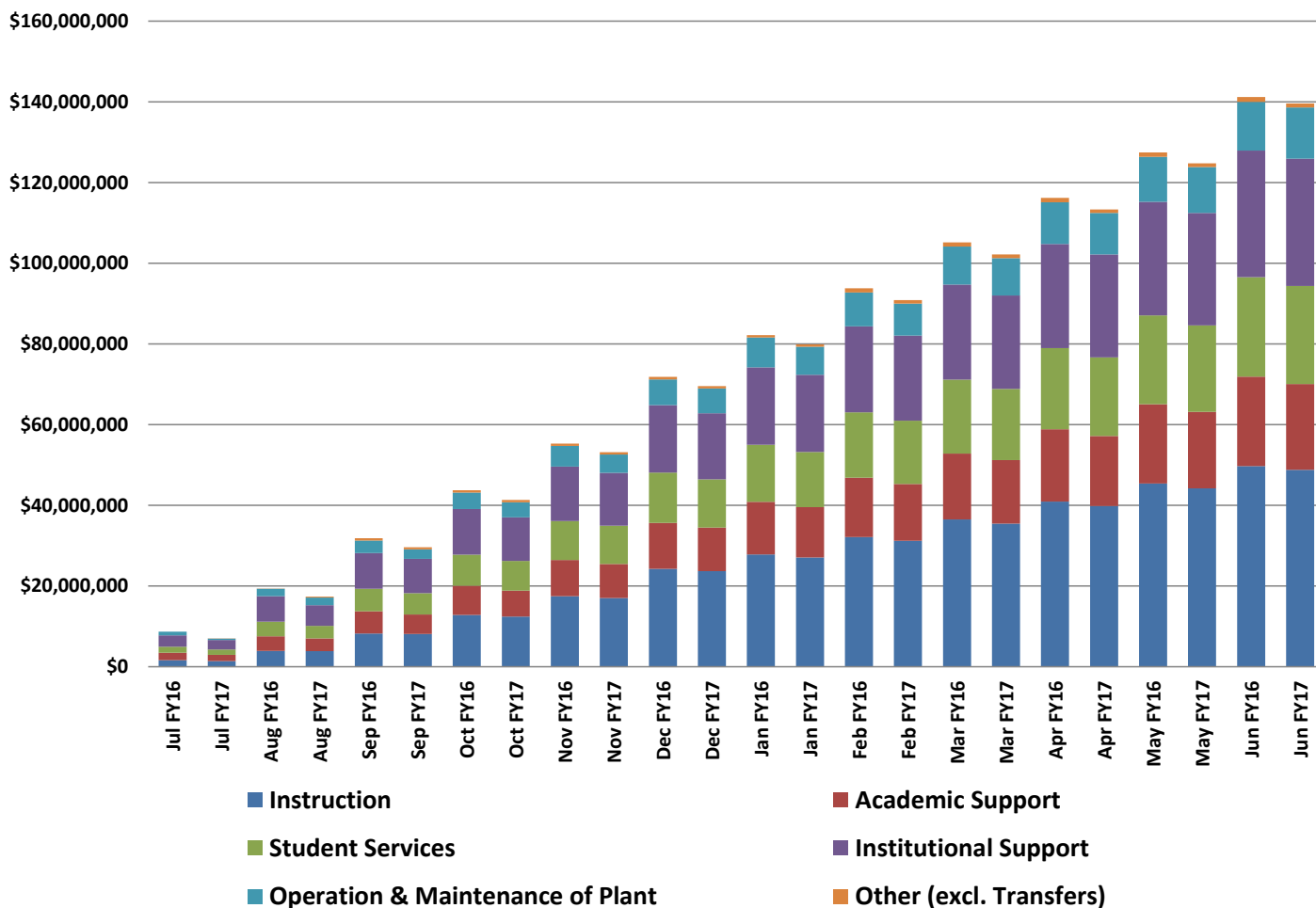


General & Designated Funds YTD Expenditures by Program - FY17 - Current Year

For the Twelve Months Ending June 30, 2017
Total of \$139,600,931



General & Designated Funds YTD Expenditures by Program

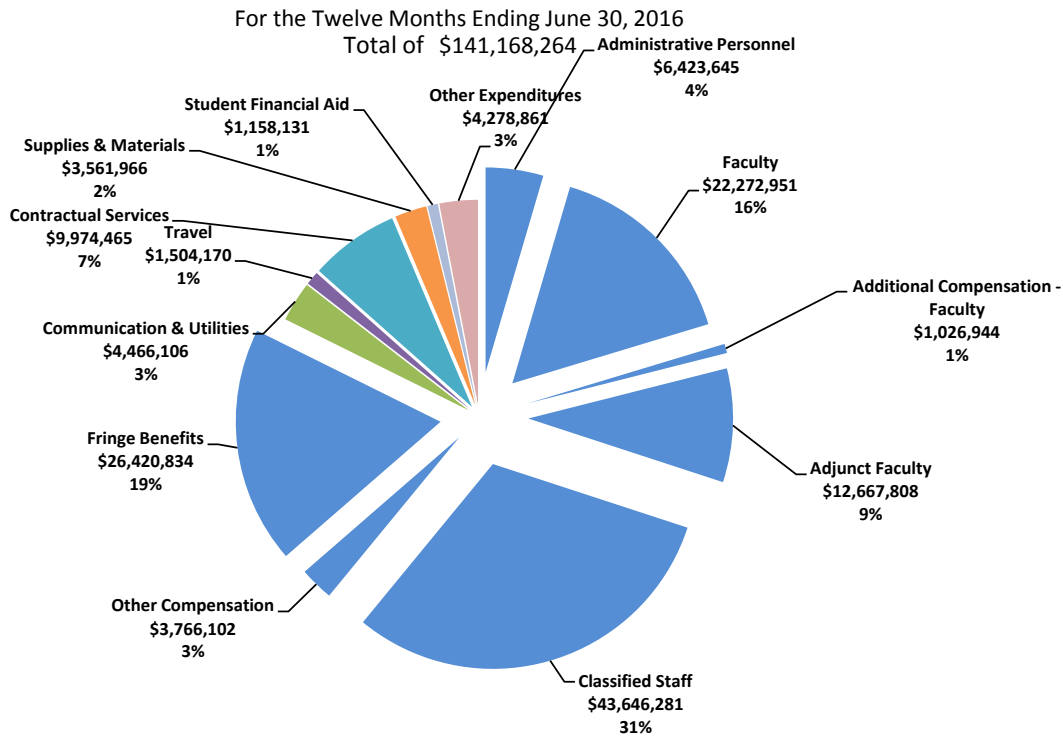




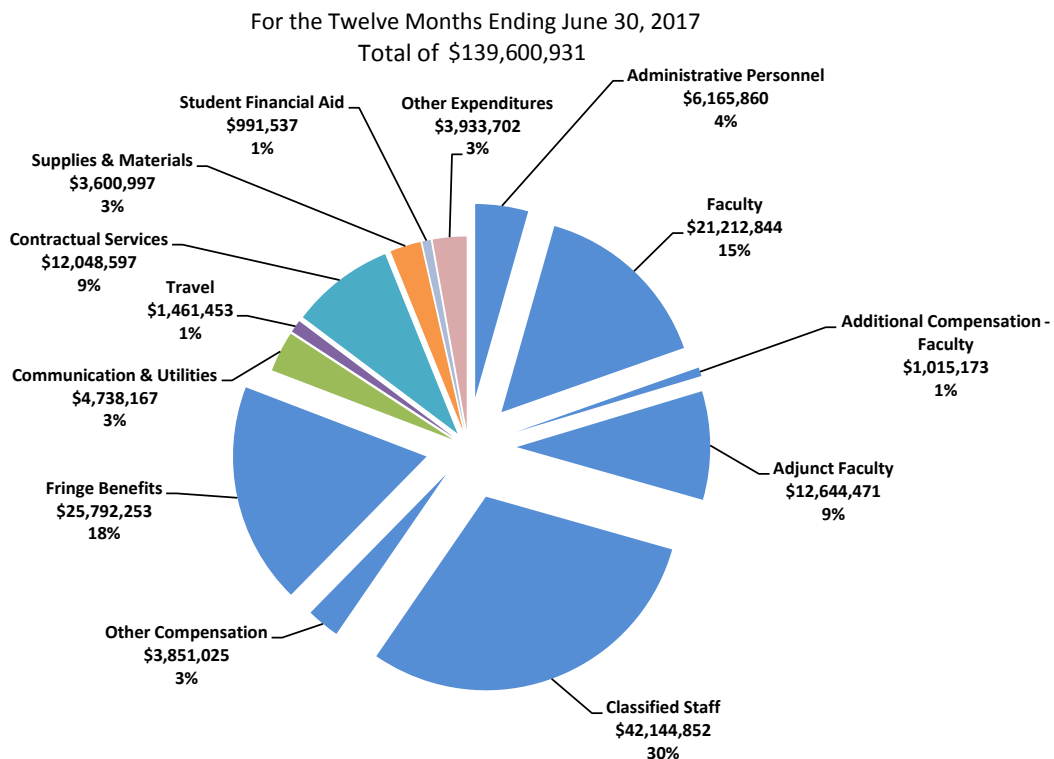
PimaCountyCommunityCollegeDistrict

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



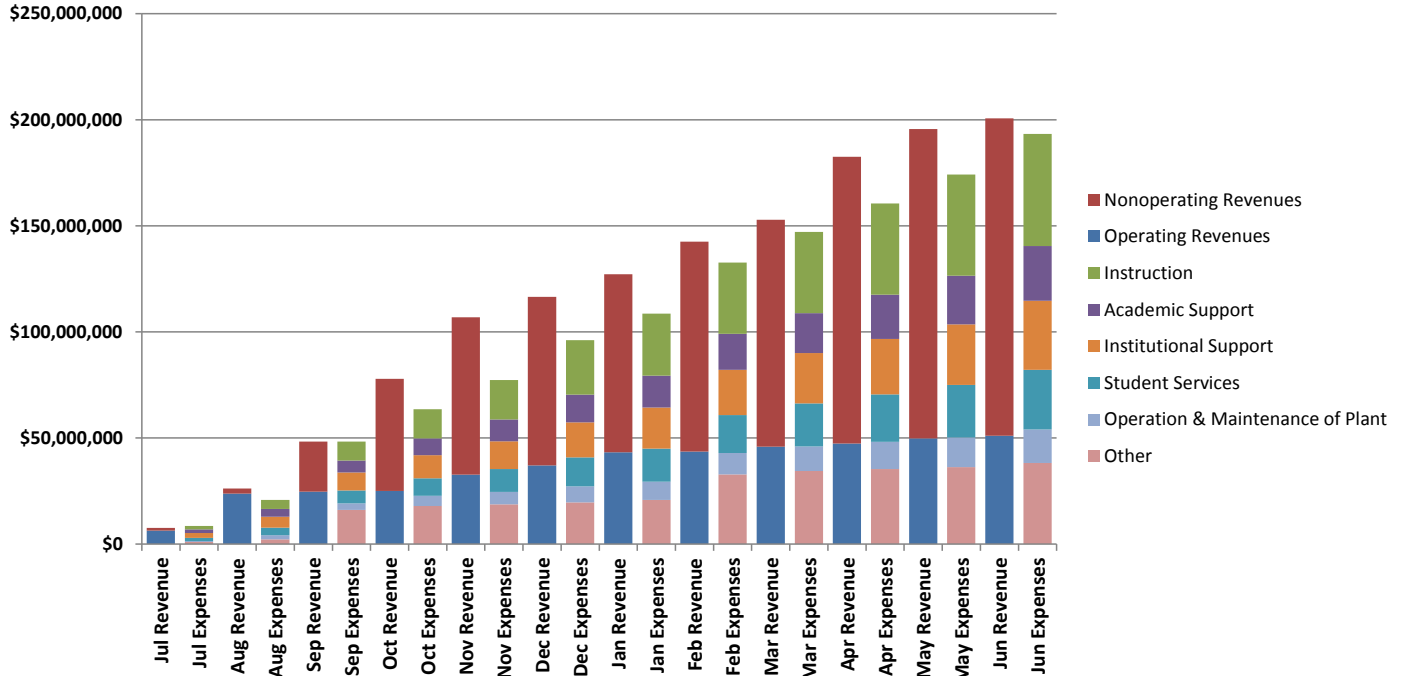


PimaCountyCommunityCollegeDistrict

All Funds Revenue & Expenses Year to Date

Current Year

All Funds YTD Revenues & Expenses - FY17





PimaCountyCommunityCollegeDistrict

Glossary for Financial Reports

Statement of Net Position

Assets

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.



PimaCountyCommunityCollegeDistrict

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	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

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: <ul style="list-style-type: none"> • The retention, preservation, and display of educational materials, such as libraries, museums, and galleries • Media, such as audio-visual services, and technology, such as computing support • Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions • Separately budgeted support for course and curriculum development



PimaCountyCommunityCollegeDistrict

Glossary for Financial Reports

Student Services	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.
Operation & Maintenance of Plant	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: 8/16/17

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:

Faculty:

Bensa, Janko

Title: Accounting Instructional Faculty
Rate of Pay: \$44,670
Start Date: 08/16/17
Highest Degree Earned: Masters of Science, Accounting
Awarding Institution: University of Phoenix
Most Recent Previous Job: Adjunct Faculty

Brown-Smith, Dorothy

Title: Reading Instructional Faculty – One-Year Provisional
Appointment
Rate of Pay: \$51,819
Start Date: 08/16/2017
Highest Degree Earned: Masters of Education, Teaching, Learning, and Assessment
Awarding Institution: National Louis University
Most Recent Previous Job: Provisional Faculty Appointment

Burge, Diana

Title: Marketing/Management Instructional Faculty – One-Year
Provisional Appointment
Rate of Pay: \$44,670
Start Date: 08/16/2017
Highest Degree Earned: Masters of Business
Awarding Institution: University of Phoenix
Most Recent Previous Job: Marketing Teacher

(Continued)

Davis, Jessica

Title: Counselor, Educational Support Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 07/01/2017
Highest Degree Earned: Masters of Science, School Counseling
Awarding Institution: Winona State University
Most Recent Previous Job: Provisional Faculty Appointment

Deaver, Jason

Title: Machine Tool Technology Instructional Faculty
Rate of Pay: \$55,837
Start Date: 08/16/2017
Highest Degree Earned: Associates of Applied Sciences, Machine Tool Technology
Awarding Institution: Pima Community College
Most Recent Previous Job: Provisional Faculty Appointment

Dyson, Kara

Title: Counselor, Educational Support Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 07/01/2017
Highest Degree Earned: Masters of Science, Counseling Psychology
Awarding Institution: Angelo State University
Most Recent Previous Job: Provisional Faculty Appointment

Gill, Jackie

Title: Counselor, Educational Support Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 07/01/2017
Highest Degree Earned: Masters of Science, Counseling
Awarding Institution: Oakland University
Most Recent Previous Job: Provisional Faculty Appointment

Johnson, Devin

Title: Librarian, Educational Support Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 07/01/2017
Highest Degree Earned: Masters of Library Science and Information Resources
Awarding Institution: University of Arizona
Most Recent Previous Job: Provisional Faculty Appointment

Johnson, Jennifer

Title: Cybersecurity/Networking Computer Information Systems Faculty
– One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 08/16/2017
Highest Degree Earned Master of Science, Technology
Awarding Institution: University of Advancing Computer Technology
Most Recent Previous Job: IT Team Lead, Evaluator

Kavanagh, Donald

Title: Chemistry Instructional Faculty
Rate of Pay: \$51,370
Start Date: 08/16/2017
Highest Degree Earned Masters of Science, Chemistry
Awarding Institution: University of Arizona
Most Recent Previous Job: Adjunct Faculty

Laliberte Bouey, Melissa

Title: Mathematics Instructional Faculty
Rate of Pay: \$46,457
Start Date: 08/16/2017
Highest Degree Earned Masters of Education, Mathematics
Awarding Institution: Arizona State University
Most Recent Previous Job: Adjunct Faculty

Medcalf, Rollin

Title: Biology Instructional Faculty – One-Year Provisional
Appointment
Rate of Pay: \$53,606
Start Date: 08/16/2017
Highest Degree Earned Doctor of Medicine
Awarding Institution: Autonomous University of Guadalajara School of Medicine
Most Recent Previous Job: Adjunct Faculty

Mount, Jonathan

Title: Welding Instructional
Rate of Pay: \$51,370
Start Date: 08/16/2017
Highest Degree Earned Associates of Applied Science, Welding Technology
Awarding Institution: Cochise Community College
Most Recent Previous Job: Provisional Faculty Appointment

Myers, Jessica

Title: Physics Instructional Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 08/16/2017
Highest Degree Earned Masters of Science, Optical Sciences
Awarding Institution: University of Arizona

(Continued)

Most Recent Previous Job: Graduate Research Assistant

Ortega, Rosemary

Title: Dental Hygiene Instructional Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 08/16/2017
Highest Degree Earned: Master of Education, Educational Leadership
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Adjunct Faculty

Paulick, Sandra

Title: Counselor, Educational Support Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 07/01/2017
Highest Degree Earned: Masters of Education, Counseling–Human Relations
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Provisional Faculty Appointment

Sampson, Laura

Title: Biology Instructional Faculty
Rate of Pay: \$46,903
Start Date: 08/16/2017
Highest Degree Earned: Masters of Science, Cellular, Viral and Molecular Biology
Awarding Institution: University of Utah
Most Recent Previous Job: Provisional Faculty Appointment

Scott, Kenneth R.

Title: Accounting Instructional Faculty
Rate of Pay: \$44,670
Start Date: 01/09/2018
Highest Degree Earned: Masters of Science, Accounting
Awarding Institution: University of Phoenix
Most Recent Previous Job: Adjunct Faculty

Thanikachalam, Revathi

Title: Chemistry Instructional Faculty – One-Year Provisional Appointment
Rate of Pay: \$51,819
Start Date: 08/16/2017
Highest Degree Earned: Masters of Education
Awarding Institution: Annamalai University
Most Recent Previous Job: Provisional Faculty Appointment

(Continued)

Vinyard, Valerie

Title: Journalism Instructional Faculty – One-Year Provisional Appointment
Rate of Pay: \$44,670
Start Date: 08/16/2017
Highest Degree Earned: Masters of Science, Journalism
Awarding Institution: Northwestern University
Most Recent Previous Job: Public Affairs Senior Specialist

Washburne, James

Title: Physics Instructional Faculty – One-Year Provisional Appointment
Rate of Pay: \$53,606
Start Date: 08/16/2017
Highest Degree Earned: Doctor of Philosophy, Hydrology
Awarding Institution: University of Arizona
Most Recent Previous Job: Adjunct Faculty

Staff:**Carrillo, Manuel****Program Manager**

Rate of Pay: \$65,319
Start Date: 06/19/2017
Highest Degree Earned: Master of Business Administration
Awarding Institution: University of Arizona
Most Recent Previous Job: School Administrator/District Wide Title III Coordinator

Chen, Wesley**Information Technology Analyst**

Rate of Pay: \$51,643
Start Date: 06/12/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: IT Operations Lead

Chomiak, Collin**Information Technology Specialist**

Rate of Pay: \$20.66
Start Date: 05/30/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: IT Services

Edgerson, Eugene**Police Officer Recruit**

Rate of Pay: \$21.19
Start Date: 07/06/2017
Highest Degree Earned: Master of Arts, Teaching and Teacher Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Physical Education Teacher

(Continued)

Grullon, Robert	Police Officer Recruit
Rate of Pay:	\$21.19
Start Date:	07/06/2017
Highest Degree Earned:	No Post-Secondary Degree
Awarding Institution:	N/A
Most Recent Previous Job:	Patrol Officer
 Harris Marquita	 Support Specialist
Rate of Pay:	\$18.21
Start Date:	06/19/2017
Highest Degree Earned:	Bachelor of Arts, Cultural Anthropology
Awarding Institution:	University of Arizona
Most Recent Previous Job:	Support Technician
 Jessee, Matthew	 Information Technology Specialist
Rate of Pay:	\$20.66
Start Date:	06/05/2017
Highest Degree Earned:	Bachelor of Science, IT Project Management
Awarding Institution:	Capella University
Most Recent Previous Job:	IT Service Support Specialist
 Marovitz, Barry	 Police Officer Recruit
Rate of Pay:	\$21.19
Start Date:	07/10/2017
Highest Degree Earned:	No Post-Secondary Degree
Awarding Institution:	N/A
Most Recent Previous Job:	Maintenance Technician
 Munoz, Jorge	 Laboratory Specialist
Rate of Pay:	\$19.30
Start Date:	08/09/2017
Highest Degree Earned:	Bachelor of Science, Mathematics
Awarding Institution:	University of Arizona
Most Recent Previous Job:	Tutor
 Noon, Teresa	 Advanced Program Coordinator
Rate of Pay:	\$54,256
Start Date:	07/10/2017
Highest Degree Earned:	Bachelor of Science, Agricultural Technology Management
Awarding Institution:	University of Arizona
Most Recent Previous Job:	Volunteer Coordinator/Park Ranger 3
 Pedrego, Paul	 Support Technician
Rate of Pay:	\$14.98
Start Date:	06/19/2017
Highest Degree Earned:	Associate of Business
Awarding Institution:	Pima Community College
Most Recent Previous Job:	Access Assistant I

(Continued)

Seltenright, Virginia **Director**
Rate of Pay: \$82,034
Start Date: 07/24/2017
Highest Degree Earned: Master of Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Director of Academic Support & Compliance

Silva, Andrew **Police Officer Recruit**
Rate of Pay: \$21.19
Start Date: 07/10/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Student

Administrator:

Duran-Cerda, Dolores **Provost and Executive Vice Chancellor**
Salary: \$206,415 District Office/Provost Office
Effective: 07/01/2017
Education: Bachelor of Arts, Spanish; University of Iowa; Master of Arts, Hispanic Literature Studies and Doctorate of Philosophy, 19th and 20th Century Latin American Literature; University of Arizona
Experience: Dr. Duran-Cerda has served in the acting provost capacity for the past twenty months additionally she has seven years of experience in multiple capacities with Pima Community College to include honors coordinator, acting assistant vice chancellor, acting senior assistant to the provost, and senior assistant to the provost. She has also taught various classes at the Arizona International College, University of Arizona, University of Arizona-South, and Pima Community College.

Recruitment Overview:
An external recruitment was conducted. Seven candidates were invited to interview. Three candidates were invited to final interview. The finalist was recommended by Chancellor Lee Lambert.

Halvorson-Otts, Emily **Dean of Sciences**
Salary: \$103,180 Northwest Campus
Effective: 7/01/2017
Education: Bachelor of Science, Biochemistry, Fort Lewis College; Master of Science, Chemistry/Analytical Chemistry; Master of Arts, Teaching and Teacher Education, University of Arizona
Experience: Ms. Halvorson-Otts has one year of experience as the acting dean of science and over ten years of experience as a faculty member, over one year as an adjunct, and two years as a lab specialist for Pima Community College.

Recruitment Overview:
An external recruitment was conducted. Six candidates were invited to interview. Three candidate was invited to final interview. The finalist was recommended by Dr. David Doré, Campus President for Northwest Campus and Downtown Campus.

(Continued)

Ramos, Sofia**Interim Diversity and Inclusion Officer**

Salary: \$51,590 (pro-rated) District Office/Provost Office
Effective: 07/19/2017
Education: Bachelor of Science, Business Administration; Masters of Business Administration, Marketing; Doctorate of Philosophy, Higher Education, University of Arizona
Experience: Dr. Ramos has two years of experience as a consultant with the Hispanic Center of Excellence for the University of Arizona Health Sciences. She is the founder and president of Luminario Education Strategies. She has held various positions with the University of Arizona to include: seven years as affiliate faculty teaching Mexican American studies for the University of Arizona; a year and a half as an administrator in leadership development with the Office of Outreach and Multicultural Affairs, College of Medicine; one year as associate to the director, dean of students; three years as associate to the vice president for executive affairs, university initiatives; and, two years as program coordinator for Chicano/Hispano student affairs. Dr. Ramos has held various positions with Pima Community College to include: advisement specialist and international admissions, student life coordinator, career and job placement specialist, financial aid specialist, higher school/K-12/college relations and outreach coordinator, upward bound coordinator, and disabled student resources.

Recruitment Overview:

An external recruitment was conducted. Three candidates were invited to final interview. The finalist was recommended by Dr. Dolores Duran-Cerda, Provost.

Acting Assignments:**Tulino, Michael**

Effective: 07/01/2017
From: Director
To: Acting Director of Enrollment Services and Registrar

Direct Appointment**Montoya, Damian**

Effective: 07/01/2017
From: Program Coordinator
To: Acting Program Manager

Temporary:**Ackley-McGill, Alannah**

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/10/2017
Highest Degree Earned: Master of Science, Education
Awarding Institution: Southern Illinois University
Most Recent Previous Job: Teacher

(Continued)

Alday, Richard

Title: Athletic Coach
Rate of Pay: \$1000.00 Stipend
Start Date: 06/12/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Coach

Alers, Sabryna

Title: Academic Coach
Rate of Pay: \$11.25
Start Date: 06/12/2017
Highest Degree Earned: Bachelor of Arts, Creative Writing
Awarding Institution: University of Arizona
Most Recent Previous Job: School Coordinator

Alexeeva, Maria

Title: Instructor
Rate of Pay: \$23.02
Start Date: 06/05/2017
Highest Degree Earned: Master of Arts, Linguistics
Awarding Institution: University of Utah
Most Recent Previous Job: Teacher

Armenta, Uneek

Title: Peer Mentor
Rate of Pay: \$10.00
Start Date: 05/24/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Church Volunteer

Barker, Adrienne

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Business Administration
Awarding Institution: Eastern Connecticut State College
Most Recent Previous Job: Corporate Sales

Barnes, Carol

Title: Program Specialist
Rate of Pay: \$31.40
Start Date: 07/24/2017
Highest Degree Earned: Master of Science, Social Work
Awarding Institution: Arizona State University
Most Recent Previous Job: Program Specialist

(Continued)

Benavidez, Maria

Title: Program Assistant
Rate of Pay: \$18.83
Start Date: 07/01/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Care Coordinator

Bosman, Cecelia

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Art, Independent Studies
Awarding Institution: Brown University
Most Recent Previous Job: Instructor

Brement, Mark

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Science, Business Administration
Awarding Institution: University of Arizona
Most Recent Previous Job: Self Employed

Byron, Terral

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 07/17/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Administrative Assistant

Carlson, Carmen

Title: Instructor
Rate of Pay: \$21.91
Start Date: 06/12/2017
Highest Degree Earned: Master's, Human Resources Management
Awarding Institution: Nova Southeastern University
Most Recent Previous Job: HR Analyst

Catlin, Andrew

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Buyer

(Continued)

Coleman, Danielle

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Political Science
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Cox, Clare

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/15/2017
Highest Degree Earned: Master of Arts, Language, Reading and Culture
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Cropper, Casey

Title: Interpreter
Rate of Pay: \$36.00
Start Date: 07/05/2017
Highest Degree Earned: Bachelor of Arts, Deaf Studies
Awarding Institution: Utah Valley University
Most Recent Previous Job: Video Interpreter

Deshaies, Photini

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Master of Education, Secondary Education
Awarding Institution: Arizona State University
Most Recent Previous Job: Teacher

Dodge, Khris

Title: Instructor
Rate of Pay: \$21.91
Start Date: 06/12/2017
Highest Degree Earned: Master of Arts, Music Performance
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Dorame, David

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 06/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Business Manager

(Continued)

Easter, Lauren

Title: Peer Mentor
Rate of Pay: \$10.00
Start Date: 05/24/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Business Manager

Edwards, Elizabeth

Title: Access Assistant II
Rate of Pay: \$12.00
Start Date: 07/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Aide

Espinoza, Michael

Title: Assistant Coach
Rate of Pay: \$4,000.00 Stipend
Start Date: 07/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Assistant Head Coach

Frieden, Glen

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/15/2017
Highest Degree Earned: Bachelor of Arts, History
Awarding Institution: Middlebury College
Most Recent Previous Job: Intake Assistant

Fowler, Rosalie

Title: Instructor
Rate of Pay: \$24.79
Start Date: 07/12/2017
Highest Degree Earned: Master of Science, Molecular Biology
Awarding Institution: University of Arizona
Most Recent Previous Job: Laboratory Billing Compliance Manager

Gamez, Danny

Title: Van Driver
Rate of Pay: \$10.31
Start Date: 06/16/2017
Highest Degree Earned: No Post- Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Mail Carrier

(Continued)

Gonzalez, Hector

Title: Instructor
Rate of Pay: \$21.91
Start Date: 06/12/2017
Highest Degree Earned: Bachelor of Fine Arts, Graphic Design
Awarding Institution: University of Arizona
Most Recent Previous Job: Adjunct Instructor

Gowen, Jean

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/16/2017
Highest Degree Earned: No Post- Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Instructor

Hedin, Janis

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Music
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Heemsbergen, Derek

Title: Tutor
Rate of Pay: \$10.00
Start Date: 08/15/2017
Highest Degree Earned: Bachelor of Arts, Linguistics
Awarding Institution: University of Arizona
Most Recent Previous Job: Tutor

Hinton, Stephanie

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/15/2017
Highest Degree Earned: Bachelor of Science, Social Studies
Awarding Institution: Utah State University
Most Recent Previous Job: Teacher

Hopkinson, Sandra

Title: Instructor
Rate of Pay: \$21.91
Start Date: 06/12/2017
Highest Degree Earned: Master of Arts, Educational Administration
Awarding Institution: University of Arizona
Most Recent Previous Job: Instructor

(Continued)

Howell, Michael

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/12/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Teacher

Huppe, Paul

Title: Instructor
Rate of Pay: \$21.91
Start Date: 05/18/2017
Highest Degree Earned: Bachelor of Science, Molecular and Cellular Biology
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Iamsuphachok, Akadet

Title: Tutor
Rate of Pay: \$10.00
Start Date: 06/19/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Server

Keefer, Rayann

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Facilitator

Kirby, Chloe

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Master of Arts, Curriculum and Instruction
Awarding Institution: Grand Canyon University
Most Recent Previous Job: Teacher

Krupovlyanskaya, Kira

Title: Instructional Designer
Rate of Pay: \$27.75
Start Date: 07/17/2017
Highest Degree Earned: Master of Science, Education
Awarding Institution: Purdue University
Most Recent Previous Job: Instructional Design Consultant

(Continued)

Kupper, Dustin

Title: Athletic Coach
Rate of Pay: \$3,000 Stipend
Start Date: 07/15/2017
Highest Degree Earned: No Post-Secondary Education
Awarding Institution: N/A
Most Recent Previous Job: Equipment Operator

Laurent, Christina

Title: Interpreter
Rate of Pay: \$36.00
Start Date: 07/05/2017
Highest Degree Earned: Bachelor of Science, Business Administration
Awarding Institution: University of Arizona
Most Recent Previous Job: Educational Interpreter

Leligdon, Courtney

Title: Tutor
Rate of Pay: \$10.00
Start Date: 06/26/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Teaching Assistant

Mahmood, Bassam

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/05/2017
Highest Degree Earned: Master of Arts, Business Administration
Awarding Institution: University of Phoenix
Most Recent Previous Job: Teacher

Martinez, Alicia

Title: IT Help Desk Assistant
Rate of Pay: \$10.00
Start Date: 07/10/2017
Highest Degree Earned: Bachelor of Arts, Anthropology
Awarding Institution: University of Arizona
Most Recent Previous Job: Caregiver

Matera, Matthew

Title: Student Services Specialist
Rate of Pay: \$19.30
Start Date: 05/24/2017
Highest Degree Earned: Master of Arts, Higher Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Graduate Assistant

(Continued)

Matias, Sean

Title: Tutor
Rate of Pay: \$10.00
Start Date: 05/31/2017
Highest Degree Earned: No Post- Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Firefighter

McCarthy, Mary Ann

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Science, Music
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

McDowell, Tyler

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Journalism
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Mendoza, Danilo

Title: Tutor
Rate of Pay: \$10.00
Start Date: 06/12/2017
Highest Degree Earned: Bachelor of Science, Electrical and Computer Engineering
Awarding Institution: University of Arizona
Most Recent Previous Job: Electrical Shop Organizer

Mendoza, David

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/01/2017
Highest Degree Earned: Bachelor of Arts, History
Awarding Institution: University of Arizona
Most Recent Previous Job: Workforce Development Specialist

Montano, Kayla

Title: Laboratory Technician
Rate of Pay: \$16.04
Start Date: 07/01/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Imaging Trainee

(Continued)

Morales, Jimena

Title: Student Services Specialist
Rate of Pay: \$19.30
Start Date: 07/03/2017
Highest Degree Earned: Bachelor of Science, Family Studies
Awarding Institution: University of Arizona
Most Recent Previous Job: Advisor

Naugle, Grace

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Science, Elementary Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

O'Leary, Dawn

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Interdisciplinary Studies
Awarding Institution: Western Governors University
Most Recent Previous Job: Charter School Owner

Oquendo, Jennifer

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Science, Psychology
Awarding Institution: University of Arizona
Most Recent Previous Job: Coach

Otstot, Sharon

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Master of Arts, Spanish
Awarding Institution: Ball State Teacher's College
Most Recent Previous Job: Artist

Owens, Natalia

Title: Instructor
Rate of Pay: \$21.91
Start Date: 05/24/2017
Highest Degree Earned: Master's in foreign languages
Awarding Institution: Washington State University
Most Recent Previous Job: Teacher

(Continued)

Patterson, Trudy

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 06/12/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Server

Potter, Alexandra

Title: Tutor
Rate of Pay: \$10.00
Start Date: 06/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Content Manager

Ramirez, Lauren

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 08/01/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Manager

Rhodes, Dominic

Title: Workforce Trainer
Rate of Pay: \$23.70
Start Date: 08/01/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Firefighter

Rifle, Paige

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Creative Writing
Awarding Institution: University of Arizona
Most Recent Previous Job: Librarian

Schlecht, Anthony

Title: Tutor
Rate of Pay: \$10.00
Start Date: 05/31/2017
Highest Degree Earned: No Post- Secondary Education
Awarding Institution: N/A
Most Recent Previous Job: Linguist

(Continued)

Simmacher, Lia

Title: Student Services Specialist
Rate of Pay: \$19.30
Start Date: 05/19/2017
Highest Degree Earned: Master of Arts, Applied Linguistics
Awarding Institution: Sheffield University
Most Recent Previous Job: Teacher

Smith, Shakai

Title: IT Help Desk Assistant
Rate of Pay: \$10.00
Start Date: 07/10/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Valet

Somoza, Nestor

Title: IT Help Desk Assistant
Rate of Pay: \$10.00
Start Date: 07/10/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Customer Service Representative

Stewart, Ciara

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Science, Science Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Desk Assistant

Tashiro, Jay

Title: Student Services Specialist
Rate of Pay: \$19.30
Start Date: 06/06/2017
Highest Degree Earned: PhD, Biology and Statistics
Awarding Institution: Syracuse University
Most Recent Previous Job: Faculty

Velarde, Alexis

Title: IT Help Desk Assistant
Rate of Pay: \$10.00
Start Date: 07/10/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Trucking Dispatcher

(Continued)

Williams, Keva

Title: Support Technician
Rate of Pay: \$14.98
Start Date: 06/16/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Coordinator

Williams, Patricia

Title: Academic Coach
Rate of Pay: \$11.25
Start Date: 08/01/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Teacher

Williams, Timothy

Title: Tutor
Rate of Pay: \$10.00
Start Date: 08/15/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Tutor

Whatton, Jessica

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Computer Laboratory Technician

Wilson, Kara

Title: Instructor
Rate of Pay: \$21.91
Start Date: 07/08/2017
Highest Degree Earned: Master of Arts, History
Awarding Institution: University of Illinois
Most Recent Previous Job: Teaching Assistant

Zambos, Ashley

Title: Peer Mentor
Rate of Pay: \$10.00
Start Date: 05/24/2017
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Sales Associate

(Continued)

Zimet, Kenneth

Title: Non- Credit Instructor
Rate of Pay: \$20.00
Start Date: 06/05/2017
Highest Degree Earned: Bachelor of Arts, Fine Arts
Awarding Institution: University of Arizona
Most Recent Previous Job: Golf Teacher

Retirements:**Barnes, Carol L.**

Program Specialist
WC - Access and Disability Resources
Start Date: 07/26/2004
End Date: 07/07/2017

Dolaghan, Mary C.

Program Coordinator
CC – Adult Education
Start Date: 09/23/2015
End Date: 07/03/2017

Ebright, Robin L.

Program Assistant
CC – Workforce and Business Development
Start Date: 12/15/1998
End Date: 05/31/2017

Ginter, Mary Beth

Academic Dean
EC – Business
Start Date: 10/22/2003
End Date: 01/06/2018

Kaye, Debra A.

Instructional Faculty
WC – Accounting
Start Date: 07/26/2005
End Date: 05/18/2017

Magaletti, Enzo T.

Instructor
CC – Workforce and Business Development
Start Date: 02/13/2012
End Date: 08/03/2017

(Continued)

McVean, Karen A.

Support Specialist

WC – Academic Support Services

Start Date: 05/29/1974

End Date: 08/18/2017

Montano, Diana M.

Support Technician

WC – Academic Support Services

Start Date: 11/27/1989

End Date: 05/31/2017

Morris, Frank S.

Instructional Faculty

EC – Administration of Justice Studies

Start Date: 08/16/2006

End Date: 05/18/2017

O'Brien, Catherine M.

Instructional Faculty

WC – Radiologic Technology

Start Date: 08/19/1998

End Date: 06/29/2017

Searle, George E.

Support Technician

CC – Administrative Services

Start Date: 12/02/1991

End Date: 07/07/2017

Separations:

Bond, Susan F.

Instructor

DV - Center for Training and Development

End Date: 06/27/2017

Coleman, Erin J.

Information Technology Analyst

CC – Instructional Design

End Date: 06/23/2017

Cowen, Kerry L.

Student Services Advanced Specialist

DO – Financial Aid Operations

End Date: 06/09/2017

(Continued)

Glenn, Kimberly R.
Advanced Program Coordinator
CC – Continuing Education
End Date: 07/14/2017

Holley, Aaron J.
Program Assistant
EC – Health Related Professions Administration
End Date: 06/26/2017

Kobylenski, Tricia S.
Laboratory Specialist
NW - Sciences
End Date: 06/26/2017

Kretschmer, Adam D.
Trades/Maintenance Supervisor
DO – Maintenance and Security Operations
End Date: 06/08/2017

Meair, Jonathan I.
Instructional Faculty
DV - Physics
End Date: 05/18/2017

Thifault, Rebecca M.
Community Service Officer
DO – Public Safety Operations
End Date: 05/31/2017

Wolf, Odile F.
Instructional Faculty
EC – Computer Software Applications and Information Systems
End Date: 05/18/2017

Yoshinaga, Mark
Environmental Program Coordinator
DO – Environmental Health and Safety Operations
End Date: 06/23/2017

Approval

Contact Person DCB Benjamin
D.C. Benjamin

Chancellor Lee D. Lambert, J.D.
Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 3.3

Item Title	Contact Person
Adjunct Faculty Appointments	Dr. Dolores Durán-Cerda Provost (206-4999)

Recommendation:

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

Justification:

The positions identified below are necessary for the College to deliver its programs and services. The current rate of pay for adjunct faculty is \$800.00 per load hour. As of August 16th, the rate of pay will be \$820.00 per load hour.

Name: Ahmad, Ph.D., Hamdi A.
Discipline(s): Biology (Academic)
Start Date: 7/5/17
Education: Doctor of Philosophy, Agricultural Biochemistry & Nutrition, University of Arizona, Tucson, Arizona
Experience: Over 30 years of experience managing Food Product and Safety lab at the University of Arizona, Tucson, Arizona. In addition, he taught undergraduate students in food safety and microbiology related courses.

Name: Beaudry, Carmen E.
Discipline(s): Literature (Academic), Humanity (Academic), Writing (Academic)
Start Date: 8/23/17
Education: Bachelor of Arts, Literatures in English, University of California, San Diego, California; Graduate coursework, California State University, Dominguez Hills, California; Master of Fine Arts, Writing, Lidenwood University, Saint Charles, Missouri
Experience: One year of teaching undergraduate writing courses experience as an adjunct faculty and a writing tutor.

(Continued)

Name: Bianchi, JeanMarie G.

Discipline(s): Psychology (Academic)

Start Date: 9/6/17

Education: Bachelor of Arts, dual majors: Psychology and History, State University of New York, Albany, New York; Master of Arts, Psychology, University of Missouri, Saint Louis, Missouri; Doctor of Philosophy, Psychology, University of Arizona, Tucson, Arizona

Experience: Five years of teaching psychology courses at various institutions, both two-year and four year institutions.

Name: Bordelois, Sandra M.

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

Start Date: 6/19/17

Education: Bachelor of Arts, Media Arts; Master of Arts, Language, Reading and Culture, both degrees awarded by The University of Arizona, Tucson, Arizona

Experience: Over ten years of experience as a language arts teacher and English as a Second Language lecturer and content developer.

Name: Bosman, Cecelia J.

Discipline(s): Fashion Design and Clothing (Occupational)

Start Date: 8/24/17

Education: Bachelor of Fine Arts, Fashion Design, The New School, New York, New York; Bachelor of Arts, Theatrical Design, Brown University, Providence, Rhode Island

Experience: Over 25 years of experience as a clothing designer and shop owner, apparel project manager, and soft goods engineer.

Name: Carpenter, Shauna R.

Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, English, Kansas State University, Manhattan, Kansas; Master of Arts, English, California State University, Sacramento, California

Experience: Over thirty years of teaching English courses for higher education institutions.

Name: Castro, Hope E.

Discipline(s): Respiratory Therapy (Occupational)

Start Date: 05/30/17

Education: Occupational Associate, Respiratory Therapy, Pima Medical Institute, Tucson, Arizona; Bachelor of Science, Respiratory Therapy, Pima Medical Institute, Tucson, Arizona

Experience: Over five year experience working as a respiratory therapist.

Name: Conners; Laura "Christine"

Discipline(s): Art & Culture (Academic); Studio Art (Academic); Psychology (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Psychology, University of Hawaii at Manoa, Honolulu, Hawaii; Master of Arts, Psychology, Chapman University, Orange, California; Graduate coursework, Fine Arts, Academy of Art University, San Francisco, California

(Continued)

Experience: Over 10 years of experience teaching Psychology courses for higher education institutions. Over four years of experience as a mental health therapist

Name: Cruz, Alondra Jeanette

Discipline(s): Respiratory Therapy (Occupational)

Start Date: 05/30/17

Education: Arizona Respiratory Care Practitioner License, Tucson, Arizona

Experience: Over six years of experience working as a respiratory therapist.

Name: Daughters, Anton T.

Discipline(s): Anthropology (Academic)

Start Date: 5/30/17

Education: Bachelor of Arts, Anthropology, University of New Mexico, Albuquerque, New Mexico; Master of Arts, Anthropology, University of Arizona, Tucson, Arizona

Experience: Five years of experience working as a document translator, a Spanish language instructor, and a writer.

Name: DeBenedetti, Mark

Discipline(s): Accounting (Occupational)

Start Date: 8/23/17

Education: Bachelor of Science Business Administration, Accounting, University of Arizona, Tucson, Arizona

Experience: Over fourteen years of experience in accounting.

Name: Deschenes, Jendar

Discipline(s): Clinical Research Coordinator (Occupational)

Start Date: 10/18/17

Education: Bachelor of Science, Biology, University of Idaho, Moscow, Idaho; Master of Public Health, Public Health, University of Arizona, Tucson, Arizona

Experience: Over five years of experience as a clinical researcher.

Name: Galda, Duff C.

Discipline(s): Education-General/Post-Degree (Academic), Education (Academic), Special Education (Academic), Reading (Academic), Educational Technology (Occupational/Workforce), English as a Second Language (Developmental)

Start Date: 05/30/17

Education: Bachelor of Science, Recreation Resource Management; Master of Education, Elementary Education; Master of Education, Bilingual/Multicultural Education;; Master of Education, Special Education, Northern Arizona University, Flagstaff, Arizona all degrees awarded by Northern Arizona University, Flagstaff, Arizona

Experience: Over twenty years of experience as instructional faculty for Pima Community College in the areas of education and English as a second language.

Name: Gallardo, Genevieve C.

Discipline(s): Education-Special/Post-Degree (Academic)

Start Date: 08/23/17

Education: Bachelor of Arts in Education, Early Childhood Education; Master of Education, Special Education, both degrees awarded by The University of Arizona, Tucson, Arizona

Experience: Over thirty years of experience monitoring special education teachers and student teachers.

Name: Hall, Elizabeth

Discipline(s): Respiratory Therapy (Occupational)

Start Date: 05/30/17

Education: Bachelor of Science, Respiratory Therapy, Northern Arizona University, Flagstaff, Arizona

Experience: Over four years of experience as a respiratory therapist.

Name: Higgins, Linda L.

Discipline(s): Writing, Literature (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Sociology, Southern Illinois University, Carbondale, Illinois; Master of Arts, English, University of Arizona, Tucson, Arizona

Experience: Over thirty years of teaching English courses for higher education institutions.

Name: Jones, Ph. D., James

Discipline(s): Engineering (Academic), Mathematics (Academic), Physics (Academic)

Start Date: 8/23/17

Education: Bachelor of Science, Mechanical Engineering, University of Texas, Austin, Texas; Master of Science, Nuclear Engineering, Massachusetts Institute of Technology, Cambridge, Massachusetts; Doctor of Philosophy, Nuclear Science and Engineering, Idaho State University, Pocatello, Idaho

Experience: Over thirty years of experience as a nuclear engineer plus two years as a STEM grant director.

Name: Kane, Daniel R,

Discipline(s): Economics (Academic), Business (Academic), & Mathematics (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Business Administration, Economics, Monmouth College Monmouth, Illinois; Master of Arts, Economics, Western Illinois University, Macomb, Illinois

Experience: Experience working as a graduate assistant at Western Illinois University and previously worked for Pima Community College as a math tutor.

Name: Karnofsky, Andra T.

Discipline(s): Psychology (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Psychology, Wheaton College, Norton, Massachusetts; Master of Science, Psychology, University of Rhode Island, Kingston, Rhode Island;

Master of Arts, Psychology/Community, Temple University, Philadelphia, Pennsylvania
Experience: Over 30 years of experience as a K-12 school psychologist, clinical psychologist and behavior specialist.

Name: Khawam, George

Discipline(s): Chemistry, Engineering, & Mathematics (Academic)

Start Date: 8/23/17

Education: Master of Science, Agricultural and Biosystems Engineering, University of Arizona, Tucson, Arizona

Experience: Over five years of experience performing chemical and microbiological tests and currently, a graduate assistant working in a lab for the University of Arizona.

Name: Kilchenstein, Kyle M.

Discipline(s): Chemistry (Academic), Mathematics (Developmental)

Start Date: 08/24/17

Education: Bachelor of Science, Chemistry, Salisbury University, Salisbury, Maryland; Master of Arts, Chemistry, University of Arizona, Tucson, Arizona

Experience: Five years of experience working as a researcher and teaching assistant in a university setting.

Name: Koza, Shannon D.

Discipline(s): Medical Laboratory Technician (Occupational)

Start Date: 08/23/17

Education: Bachelor of Science, Medical Technology, Western Michigan University, Kalamazoo, Michigan; Master of Education, Teaching and Teacher Education, University of Arizona, Tucson, Arizona

Experience: Over ten years of experience as a medical laboratory specialist.

Name: Lancaster, Cynthia A.

Discipline(s): Journalism (Academic)

Start Date: 05/30/17

Education: Bachelor of Science, Home Economics and Journalism; Master of Arts, Journalism, both degrees awarded by The University of Arizona, Tucson, Arizona

Experience: Ten years as full time faculty teaching Journalism for Pima Community College.

Name: Levy, Serge J-F.

Discipline(s): Art (Academic), Digital Arts (Occupational)

Start Date: 8/23/17

Education: Bachelor of Arts, Sociology, Vassar College, Poughkeepsie, New York; Master of Fine Arts, Art, University of Arizona, Tucson, Arizona

Experience: Over ten years of experience as an art instructor and a gallery worker at various locations.

Name: MacDonald, Lisa J.

Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, English, Brigham Young University, Provo, Utah; Master of Fine Arts, Creative Writing, Anitoch University, Los Angeles, California

Experience: More than 20 years of progressive experience as a screen-play writer, author, and writing coach.

Name: McBroom, Lucedes R.

Discipline(s): Education (Academic), Education-General/Post-Degree, (Academic) English as a Second Language (Developmental), Writing (Developmental)

Start Date: 8/23/17

Education: Bachelor of Arts, Journalism; Master of Arts, Language, Reading and Culture, both aforementioned degrees awarded by University of Arizona, Tucson, Arizona; Graduate Certificate-Principal, Northern Arizona University, Flagstaff, Arizona

Experience: More than twenty years of experience working in various positions ranging from teaching to developing curriculum, to coaching at middle school level.

Name: Mayers Pollard, Ph.D., Vanda Jane May.

Discipline(s): Agriculture (Academic), Culinary Arts (Occupational/Workforce)

Start Date: 8/24/17

Education: Bachelor of Science, Biology; Doctor of Philosophy, Soils, Water & Environment Science, both degrees awarded by The University of Arizona, Tucson, Arizona

Experience: More than forty years of cooking experience in different capacities including freelance chief, food service instructor, and catering crew.

Name: Rivera, Jessica

Discipline(s): Respiratory Therapy (Occupational)

Start Date: 05/30/17

Education: Occupational Associate, Respiratory Therapy, Pima Medical Institute, Tucson, Arizona

Experience: Over seven years of experience as a respiratory therapist.

Name: Rolley, J.D. Karen E

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

Start Date: 8/23/17

Education: Bachelor of Business Administration, Marketing, New Mexico State University, Las Cruces New Mexico; Juris Doctorate, Law, Suffolk University, Boston, Massachusetts

Experience: Over twenty years of experience in law. Currently, works as an assistant United States Attorney.

Name: Rubin, Ashley

Discipline(s): Art (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, History; Master of Arts, Art History, both degree awarded by the University of Arizona, Tucson, Arizona

Experience: Over eight years of experience as an academic Advisor for the University of Arizona.

Name: Ryu, Jieun

Discipline(s): Korean (Academic), English as a Second Language (Developmental)

Start Date: 08/23/17

Education: Master of Arts, Language, Reading and Culture, University of Arizona, Tucson, Arizona;

Experience: Over nine years of teaching Korean at the undergraduate level both at the University of Arizona, and Pima Community College.

Name: Schultz, Ph.D., Judith A.

Discipline(s): History (Academic), Library and Information Science (Academic)

Start Date: 07/05/17

Education: Bachelor of Arts, History; Master of Arts, History; Master of Arts, Information Resources and Library Science, all three degrees awarded by The University of Arizona, Tucson, Arizona; Doctor of Philosophy, History, Arizona State University, Tempe, Arizona

Experience: Over seventeen years teaching experience ranging from high school to community colleges and university.

Name: Sheldon, James R.

Discipline(s): General Education (Academic), Special Education (Academic), Education General/Post-Degree (Academic), Teaching Math (Academic), Mathematics (Developmental)

Start Date: 8/23/17

Education: Bachelor of Arts, Interdisciplinary Computer Science Teaching, University of California, Santa Cruz, California, Master of Arts, Education; Master of Arts, Special Education, both master's degrees awarded by San Francisco State University, San Francisco, California

Experience: Over seven years of teaching mathematics at the middle and high school levels.

Name: Snellgrove, Adrian C.

Discipline(s): Aviation Technology (Occupational)

Start Date: 07/10/17

Education: Occupational Associate Degree, Aviation maintenance Technology, National Aviation Academy, Clear Water, Florida

Experience: Over seven years of experience working as an aircraft mechanic.

Name: Steele, Mary P.

Discipline(s): Chemistry (Academic); Physics (Academic)

Start Date: 5/30/17

Education: Bachelor of Science, Biology/Anthropology, Bachelor of Arts, Chemistry, and Master in Teaching, Western Washington University, Bellingham, Washington; Master of Arts, Chemistry, and Doctor of Philosophy, Chemistry, University of Arizona, Tucson, Arizona

Experience: More than two years as an adjunct chemistry professor at the University of Arizona.


Experience: More than ten years teaching writing courses for undergraduate students in a community college. More than fifteen years of experience teaching high school English and literature courses.

Experience: More than ten years of teaching undergraduate student courses at the University of Arizona in multiple areas.

Experience: More than twelve years of golf instruction at public, resort and private facilities.

Approvals

Contact Person _____ Polores Durán-Cerda _____

Chancellor 
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 8/16/17

Item Number: 3.5

Item Title	Contact Person
Administrative Procedure Changes	Chancellor's Office (206-4650)

Information:

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

AP 3.25.05: Program and Service Review — *Revised*

AP 3.31.01: Student Complaints — *New*

Approvals

Chancellor



Lee D. Lambert, J.D.



PimaCountyCommunityCollegeDistrict

Administrative Procedure

AP Title: **Program and Service Review**

AP Number: AP 3.25.05

Adoption Date: 8/15/00

Schedule for Review & Update: Every four years

Review Date(s): 4/30/14, 5/1/17

Revision Date(s): 4/30/14, 5/1/17

Sponsoring Unit/Department: Office of the Provost

Policy Title(s) & No(s): Curriculum, BP 3.25

Legal Reference:

Cross Reference:

PURPOSE

Program and Service Review is the overall evaluation of the program or service. This evaluation includes determining the viability of the program or service and addresses student learning outcomes. The process ensures that programs and services are of high quality, demonstrate continued improvement, and respond to the needs of the students and the community. The review contributes to the College and/or campus planning processes by informing budget decisions, faculty and staff levels, facility changes, and equipment needs.

This Administrative Procedure sets forth the Program and Service Review processes. All instructional programs and related student services will undergo a full review every four years.

SECTION 1: Definitions

A “program” is defined as a degree or certificate including any associated concentrations.

A “service” is defined as an area, unit or office which provides direct services to students, faculty and/or staff.

The list of defined programs and services will be updated by the Provost’s Office and posted on the College intranet.

SECTION 2: The Review Process

The Office of Program Quality Improvement (OPQI) is responsible for coordinating and facilitating the review process, which includes, notifying all participants and administrators of the review schedule, conducting orientations, providing process information, scheduling workshop meetings, and collecting all reports. The process involves faculty, staff, and administrators collaborating in the preparation of a self-assessment document and improvement plan. When appropriate, a person from outside the College, such as an External Advisory Board member, may also provide input.

The program review will include, as appropriate, the evaluation of numerous indicators such as but not limited to cost, enrollment, persistence, retention, completion/graduation/ transfer, curriculum, program level learning outcomes, labor market information, documented program accreditation or State licensure or State approval as a training site, and a program’s Selective Admissions criteria.

The service review will include, as appropriate, the evaluation of budget, contribution to student enrollment, persistence, and retention, learning outcomes, core services of the area, and identified data related to the service.



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Student Complaints
<i>AP Number:</i>	AP 3.31.01
<i>Adoption Date:</i>	5/15/17
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).</i>	Student Conduct, Ethics and Complaint Resolution, BP 3.31
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

Pima Community College (the College) is committed to the highest level of service and continuous improvement in providing students with a safe place to learn, thrive, and achieve. The purpose of this administrative procedure is to ensure the College takes appropriate action in responding to complaints from students and that student complaints are addressed and resolved in a fair and timely manner. In the context of this Administrative Procedure, a “complaint” is any problem, conflict or issue that negatively impacts a student.

SECTION 1: Informal Resolution

The College encourages the resolution of any complaint through direct, respectful communication between those involved. Anyone directly involved in a complaint may seek the assistance of an appropriate College employee (i.e. designated campus contact person, or supervisor of the respondent). If the parties involved cannot resolve the complaint through informal means, the complainant may initiate

a formal complaint. Whenever possible, the complainant should submit a formal complaint within 30 calendar days of the last incident.

SECTION 2: Formal Complaint Resolution Process

To initiate the formal complaint process, the complainant must submit their complaint either to a Campus Student Complaint Resource Liaison or to the Office of Dispute Resolution. Complaints may be submitted in person, by phone, by email, by regular mail, or online. While complaints may be made anonymously, the ability to fully respond and bring about a resolution may be impacted. More information on submitting complaints can be found at:

<https://www.pima.edu/current-students/complaint-processes/index.html>

Upon receipt of the complaint, the Campus Student Complaint Resource Liaison or Office of Dispute Resolution will assign the case to the appropriate *Reviewer* based on the Formal Complaints Matrix.

Formal Complaints Matrix

<i>Type of Complaint</i>	<i>Description</i>	<i>Reviewer</i>	<i>Appeals</i>
Against the Chancellor and/or Governing Board	Complaints against the Chancellor and/or the Governing Board will be addressed in accordance with Standard Practice Guide (SPG) 1501/AA (AP conversion forthcoming) and Article XII of the Pima Community College District Board Bylaws.	Governing Board in consultation with General Counsel selects Reviewer	Governing Board
Against a Faculty Member	Student complaints regarding faculty and grades.	Department Chair/ Department Head	Division Dean or Vice President
Against Another Student	Student complaints regarding other students.	Division Dean or Student Affairs Dean	Vice President of Student Engagement
Against a Staff Member or Administrator (Non-Chancellor)	Student complaints regarding a staff member or administrator.	Direct Supervisor	Administrative Supervisor
Against a College policy, process or procedure	Student complaints over a College policy, process or procedure	Unit Supervisor	Administrative Supervisor
Discrimination or retaliation based on disability	Any alleged discrimination based on disability.	Access and Disability Resources (ADR) Director	College Equal Employment Opportunity

			Officer (EEO)
Discrimination or retaliation based on other protected class other than disability	Any alleged discrimination based on a protected class other than disability.	College Equal Employment Opportunity Officer (EEO)	Designee from Chancellor

SECTION 3: Investigation Procedures

Complaints will be reviewed by the assigned *Reviewer* following procedures detailed in the Administrative Procedures (APs) or Standard Operating Procedures (SOPs) of the program or unit of the *Reviewer*. In some instances, it may be necessary for several College departments and/or units (i.e. Campus Administration, Finance, General Counsel, Human Resources, Public Safety, and/or the Office of the Provost) or seek external assistance to complete the investigation. The investigation will include the following steps:

1. Determine if adequate information was provided to conduct an investigation and if an investigation is necessary.
2. Develop an investigative plan (i.e. determine the scope of the investigation, interviews to be conducted, documents to be reviewed, and appropriate offices/personnel involved).
3. Inform the parties of the expected timeframe for the review and provide updates regarding any extensions to the timeline.
4. Identify any potential reporting obligations and/or the need to notify external entities using the defined checklist on the investigation form.
5. Inform all parties regarding the status of the investigation as necessary.
6. Maintain appropriate documents to effectively support the complaint investigative process, appeals, outcomes, and recommended corrective actions.

Investigations should normally be concluded within 30 days of receipt of the complaint, although the timeframe may be extended when necessary due to the complexity of the investigation, availability of witnesses, and similar factors. At the conclusion of the investigation, the *Reviewer* will prepare a report detailing the outcomes, findings, and any recommendations for resolution. The report will be communicated to the complainant and the respondent as appropriate. Other appropriate parties may be informed on a need to know basis.

SECTION 4: Representation

The complainant and the respondent have the right to select another person as a representative during the complaint investigation process. A representative shall

not be a key witness or potential witness. If the representative has legal training or is an attorney, the representative may not act in the capacity of an attorney. The representative may act as an observer, note-taker, and advisor for the complainant or respondent. The representative may not speak for the complainant or respondent. The representative will be required to sign an acknowledgement form indicating that the representative understands and agrees to abide by confidentiality requirements.

SECTION 5: Appeals

If the complainant believes that an error was made in the review process, the complainant may make a written appeal request. The appeal must be made within 30 days of receiving the final decision and specify the error or flaw in the process justifying the appeal, such as an incomplete investigation, bias or conflict of interest of the investigator, newly discovered information, or incorrect interpretation of the applicable rule or standard.

The appeal will include the following steps:

1. Develop an appeal plan (i.e. determine the basis of the appeal, and if needed, whether interviews need to be conducted, documents reviewed, and appropriate offices/personnel involved).
2. Inform the parties of the expected timeframe for reviewing the appeal and provide updates regarding any extensions to the timeline.
3. Inform all parties regarding the status of the appeal as necessary.
4. Maintain appropriate documents to effectively support the appeal process, including a written response regarding the appeal decision.

The appeal decision is final.

SECTION 6: Retaliation

Any form of retaliation for bringing forward a complaint or being a witness in an investigation is prohibited and may result in discipline.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1

Item Title	Contact Person
Consent Agenda	Chancellor's Office (206-4747)

Recommendation:

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

- 4.1 (1) Approval of Minutes of the following meetings:
 - A. Study Session of May 22, 2017
 - B. Special Meeting to conduct Executive Session on May 22, 2017
 - C. Study Session of June 5, 2017
 - D. Special Meeting to conduct Executive Session on June 14, 2017
 - E. Public Hearing of June 14, 2017
 - F. Special Meeting of June 14, 2017
 - G. Regular Meeting of June 14, 2017
 - H. Special Meeting of June 22, 2017
 - I. Special Meeting to conduct Executive Session on June 22, 2017
 - J. Special Meeting to conduct Executive Session on June 23, 2017
- (2) New Position: Compliance Officer
- (3) Grant Award: Community Campus – Adult Basic Education for College & Career, 2017-2020
- (4) Grant Award: Desert Vista Campus Upward Bound Program, 2017-2022
- (5) Grant Award: Downtown Campus Upward Bound Program, 2017-2022
- (6) Grant Award: East Campus Upward Bound Program, 2017-2022
- (7) Grant Award: Northwest Campus Upward Bound Program, 2017-2022
- (8) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona, 2017-2018
- (9) Intergovernmental Agreement (IGA): City of Nogales-Fire and Medical
- (10) Contract: CenturyLink Carrier Service Agreement, 2017-2022
- (11) Contract: Computer Numerical Control (CNC) Machines - Lab Equipment for Advanced Manufacturing Programs
- (12) Contract Amendment/Intergovernmental Agreement: Adobe Software Purchase, 2017-2020
- (13) Contract: Blackboard, Inc. IT Help Desk Services, 2017-2018
- (14) Contract: Sahara Apartments for SEP-Santander-Bécalos International Program
- (15) Dual Enrollment: Lourdes Catholic High School
- (16) Agreement: Zhuhai City Polytechnic College (ZHCPT)

- (17) Contract: Ellucian, 2017-2020
- (18) Contract: ISS Facility Services*

Approval

Chancellor



Lee D. Lambert, J.D

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) A

Item Title	Contact Person
Unapproved Minutes of the Study Session of May 22, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of May 22, 2017 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, May 22, 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

Sylvia Lee

Luis Gonzales

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

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

2. Review of Robert's Rules of Order

Susan Segal, JD, Gust Rosenfeld, P.L.C. discussed Robert's Rules and ways the Board can have more productive meetings. Ms. Segal noted that Pima's Board is considered a small Board and that Robert's Rules should be used as a template or a resource and they must follow the Arizona Open Meeting Law.

Board Chair Hanna would like Jeff Silvyn, General Counsel to consult with the other Board members to develop a standard set of procedures to follow during meetings which will help to run more effective and efficient meetings.

3. College Legal Services Model

Presentation and discussion regarding how legal services are provided for educational institutions, particularly those with an in-house legal department – Susan Segal, JD, Gust Rosenfeld, P.L.C.

Ms. Segal noted that if there is a request of information from one Board member the information should be made available to the other Board members.

Ms. Segal noted that the in-house attorney may advise the top administrator. This does not mean the attorney has breached the attorney/client privilege. The college district is the client.

Ms. Segal discussed the model of an in-house attorney and his/her role as an administrator. She noted that the in-house attorney's role is to weigh each claim presented, get into the legal issues and explain the exposure; a lawyer must give his best advice.

Ms. Segal reported that sometimes there may be a need to bring in another attorney for a second opinion. She also noted that having two attorneys, one to represent the Board and one to represent the administration, could be costly and unnecessary. Ms. Segal suggested that if the Board would like a second opinion on a particular case, the Board may contact the in-house attorney to request an outside counsel to evaluate. If the in-house attorney refuses, the Board may put this on an agenda and vote to hire an attorney to review.

Ms. Segal is able to create a policy that the Board could adopt that would give the Board some latitude to allow them to get outside opinions.

This must be done by majority vote or by direction to the attorney, in Executive Session, to get outside opinions.

Board member Lee would like a copy of the job description for the general counsel and deputy general counsel's position. A copy will be sent to the full Board.

4. Student Success and Guided Pathways

Presentation will focus on the introduction and implementation of guided pathways. In particular, it will explore the national trends and data along with initiatives to improve student success under the Game Changers Model as introduced by Complete College America-Gregg Busch, Vice President of Instruction

Mr. Busch discussed the importance of making necessary curriculum changes as well as a redesign of advising in order to make guided pathways successful. It will require a reshaping of the college and the way it does business. Mr. Busch reported that guided pathways has increased graduation rates, closed the achievement gap, and has resulted in lesser or fewer credits. This will also lower student debt.

Mr. Busch provided the Board with samples of block schedules used by many community colleges and careers across the country. These models are an important key point to the pathways success.

Mr. Busch has spoken with all six campuses, Faculty Senate, PCCEA, the counselors, staff, and administrators about this model and what is necessary in its implementation. The next steps are to review the curriculum to make sure it is in alignment. Necessary changes will be made to create occupational degrees that will transfer to universities. This process will take place in the fall.

The student advising areas are currently upping the number of advisors and an e-advising system. This system is similar to one that Arizona State is implementing. The advisors will be trained on the new system by fall and faculty by spring. By next fall of 2018, the college will be ready to roll out the components of guided pathways.

The meeting adjourned at 6:14 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) B

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on May 22, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on May 22, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
May 22, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Monday, May 22, 2017 at 6:19 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

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 6:19 p.m.

Motion for Executive Session

Motion No. 201704-01

Sylvia Lee – M; Luis Gonzales – 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

The Board recessed into the above referenced Executive Sessions at 6:20 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:23 p.m.

Adjournment

The meeting adjourned at 6:24 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) C

Item Title	Contact Person
Unapproved Minutes of the Study Session of June 5, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of June 5, 2017 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, June 5, 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

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

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

Members of Sun Corridor, Inc. (formally known as TREO) in attendance:

Joe Snell, President and CEO, Sun Corridor, Inc.
Brian Weller representing Caterpillar
Greg White, Vice President of Finance & CEO, Raytheon Missile

Ian Roark, Vice President of Workforce Development introduced members of Sun Corridor, Inc. and began a discussion on how to position the College to prepare for the emerging technologies and jobs.

The mission of Sun Corridor, Inc. is to serve everything south of Phoenix and through northern Mexico. They are governed by a diverse 72-member board of directors. The board consists of government officials, mayors throughout the region, phoenix-bases executives, and college presidents.

The group is successful in bringing in many companies to set up shop over the last 18 months and they have become more aggressive in their approach. Sun Corridor has gotten a lot of publicity lately as well. Bloomberg reported that Tucson has had the third fastest job growth in the country and this publicity could be very good for the area.

Sun Corridor reported that they are working with many companies that are requiring higher and higher skill sets, which means higher wages. They also noted that there is a shift in the types of industries that are interested in our community, companies from all over the country. Our proximity to Mexico and Long Beach is part of the reason. Long Beach is the nation's busiest port.

The group reported that there is an interest in natural resource industries, such as solar, mining, manufacturing and biosciences in the diagnostics area. The group is confident that we are going to see strong growth in our economy. Noted sales missions have been the contributors to their recent success, as well as not waiting for people to knock on their door.

The group has been selected to host the international conference for sight selectors and shared a video they are using to sell Arizona's best qualities to other cities.

Mr. Snell suggested that the College focus on being driven by the end user (the companies hiring) and encourage the College to create the necessary infrastructure that's needed to compete. PCC also needs to be very flexible and move with the speed of business. Mr. Snell said they are big supporters of the College and they need PCC's help.

Board Chair Hanna asked about what negative things are being said about Arizona. Mr. Snell has heard that Arizona is not big enough and we don't have the critical mass and education. Arizona's air service and direct flights are a big issue. There is also the perception that Arizona's crime rate is high because of its proximity to the border. But Sun Corridor is focusing on the positives.

The Board discussed the types of jobs that Sun Corridor is trying to recruit. Board member Hay asked the group if they felt PCC could produce the type of workers needed for these types of jobs. Mr. Snell noted that every position will have to have some knowledge of computer science and information security. What these companies are looking for are people with a wide enough skill base who have the flexibility and curiosity to be able to take the technology as its changing and adapt to it. He also noted that the vocational education skills, such as welding, are phasing out in the high schools, but these types of skills are still very important to the workforce.

Board member Hay noted that the College needs their support when it comes time to go to the community for bonds to support Pima's master plan. The College will need the support of the industry leaders.

Board member Hanna asked that if we have the infrastructure in place to build a college that will meet their needs, what will the College do about finding instructors. Mr. Snell noted that a lot of the time employees of the firms are able to provide the best adjunct instructors and actual classes can be held at each of the firms.

Mr. Snell suggested developing a program to teach soft skills, such as diversity of thought. These programs are very important. It was added that there are other elements that are critical, such as the student's willingness to get dirty and do it with a degree of ethics.

The group is also working on internships with these companies that will start in high school so the students become very familiar with manufacturing floor. This knowledge helps to make better students.

Board Chair Hanna noted some of the things the College will need from Sun Corridor as we move forward; feedback, internships and financial partnerships.

Board member Clinco asked that the Chancellor report back to the Board in August with a plan to completely revamp how we are addressing our advisory committees and what our plan is to rollout a sort of revamped program to invite these industry partners to sit with our committee members. He also asked the Chancellor to let the Board know if policy changes are necessary for these plans.

The meeting adjourned at 5:10 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) D

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on June 14, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 14, 2017 are submitted for approval.

Approval

Chancellor_____



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
June 14, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, June 14, 2017 at 3:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

Mark Hanna, Chair
Demion Clinco, Vice Chair/Secretary
Sylvia Lee
Luis Gonzales

Absent:

Meredith Hay

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

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

Motion for Executive Session

Motion No. 201706-01

Mark Hanna – 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

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

Resumption of Open Session

The Board resumed Open Session at 4:55 p.m.

Adjournment

The meeting adjourned at 4:56 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) E

Item Title	Contact Person
Unapproved Minutes of the Public Hearing of June 14, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Public Hearing of June 14, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Public Hearing of the Pima County Community College District Board of Governors was held on Wednesday, June 14, 2017 at 5:00 p.m., in the Community/Board Room, District Central Office, 4905 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

Michael Tulino, Staff
Bruce Moses, Administrator

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Michael Amick, Vice President of Distance Education
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor, Human Resource
Yira Brimage, Vice President of Student Affairs and Engagement
Lisa Brosky, Vice Chancellor for External Relations
Gregory Busch, Vice President of Instruction and Transfer Pathways
Alison Colter-Mack, Assistant Vice Chancellor for Human Resources
Aubrey Conover, Campus Vice President

Suzanne Desjardin, Dean of Social Sciences and Student Affairs
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
Lorraine Morales, President, Community and East Campus
Melissa Moser, Executive Director of Financial Aid and Title IV Compliance
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Affairs and Transitions
Morgan Phillips, Campus President, Desert Vista and West Campus
Terry Quest, Assistant Vice Chancellor for Finance
Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning
Ian Roark, Vice President of Workforce Development
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Campus Vice President
Edgar Soto, Dean of Athletics, Fitness and Wellness
Brian Stewart, Dean of Education and Student Affairs
Bill Ward, Vice Chancellor for Facilities
Greg Wilson, Dean of Applied Technology
Darla Zirbes, East Campus Vice President

General Matters

Call to Order

Mark Hanna called the meeting to order at 5:04 p.m.

Pledge of Allegiance

Mark Hanna led the Pledge of Allegiance.

Roll Call

All Board members were present.

Information/Discussion

Truth in Taxation (TNT) – Notice of Tax Increase

Dr. David Bea, Executive Vice Chancellor for Finance and Administration presented background information on this item.

Public Comment

Steve Mills-opposed to property tax increase

Fiscal Year 2018 Proposed Budget

Executive Vice Chancellor Bea presented the proposed 2017/18 Budget.

Public Comment

Georgia Perine-opposed to property tax increase

Adjournment

The meeting adjourned at 5:24 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) F

Item Title	Contact Person
Unapproved Minutes of the Special Meeting of June 14, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting of June 14, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, June 14, 2017 at 5:15 p.m., in the Community/Board Room, District Central Office, 4905 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

Michael Tulino, Staff
Bruce Moses, Administrator

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Michael Amick, Vice President of Distance Education
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor, Human Resource
Yira Brimage, Vice President of Student Affairs and Engagement
Lisa Brosky, Vice Chancellor for External Relations
Gregory Busch, Vice President of Instruction and Transfer Pathways
Alison Colter-Mack, Assistant Vice Chancellor for Human Resources
Aubrey Conover, Campus Vice President

Suzanne Desjardin, Dean of Social Sciences and Student Affairs
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
Lorraine Morales, President, Community and East Campus
Melissa Moser, Executive Director of Financial Aid and Title IV Compliance
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Affairs and Transitions
Morgan Phillips, Campus President, Desert Vista and West Campus
Terry Quest, Assistant Vice Chancellor for Finance
Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning
Ian Roark, Vice President of Workforce Development
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Campus Vice President
Edgar Soto, Dean of Athletics, Fitness and Wellness
Brian Stewart, Dean of Education and Student Affairs
Bill Ward, Vice Chancellor for Facilities
Greg Wilson, Dean of Applied Technology
Darla Zirbes, East Campus Vice President

General Matters

Call to Order

Mark Hanna called the meeting to order at 5:25 p.m.

Action Items

Fiscal Year 2018 Property Tax Rates and Levies

Motion No. 201706-02

Mark Hanna – M, Demion Clinco – S, to approve the Pima County Community College District's increase in property tax rates and levies for fiscal year 2017-2018.

Vote: Board members voted by roll call vote. Demion Clinco – “aye”, Meredith Hay – “aye”, Sylvia Lee – “aye”, Luis Gonzales – “nay”, Mark Hanna – “aye”.

Motion CARRIED.

Adoption of Fiscal Year 2018 Proposed Budget

Motion No. 201706-03

Sylvia Lee – M, Meredith Hay – S, to adopt the proposed budget for the Pima County Community College District for fiscal year 2017-2018.

Board member Gonzales offered a substitute motion to increase salaries and wages by 2.5% with a permanent lift to the salary scales. An increase of \$0.5 million will go to personnel expenditures. The additional 0.5% increase to salaries and wages will be funded through money previously budgeted for a compensation and classification study, as well as a marketing campaign to further Pima's brand. Expenditures for this option will factor into the College's budget beyond Fiscal Year 2018 and are above the projections in the scenarios previously discussed.

Board Chair Hanna seconded the substitute motion.

Board member Lee asked for an amendment to the substitute motion to increase salary and wages by 2.5%, salary scales will be temporarily lifted and reviewed for FY19 and \$500,000 will be put to enrollment services enhancements.

Board Chair Hanna noted that he seconded the substitute motion by mistake and wanted to clarify that he was in favor of a temporary salary increase to employees, not a permanent one.

Board Chair Hanna seconded the amendment to the substitute motion.

Chancellor Lambert clarified that enrollment services part of motion intends to be broader than just marketing. Board member Lee agreed.

Vote: Board members voted by roll call vote. Mark Hanna – “aye”, Demion Clinco – “nay”, Sylvia Lee – “aye”, Meredith Hay – “aye”, Luis Gonzales – “nay”.

Motion CARRIED.

The meeting adjourned at 6:01 p.m.

The meeting reconvened at 6:06 p.m. due to confusion on the proposed budget vote.

Board Chair Hanna noted that due to confusion on the previous vote of the proposed budget, the special meeting would reconvene for the budget approval.

The amended motion on the table is the proposed 2017/18 budget as published, including a 2.5% increase to salaries and wages, salary scales will be temporarily lifted and review for fiscal year 2019. The additional \$0.5 million from the original budget will be delegated for use as marketing and enrollment services.

Vote: Board members voted by roll call vote. Mark Hanna – “aye”, Demion Clinco – “nay”, Sylvia Lee – “aye”, Meredith Hay – “aye”, Luis Gonzales – “nay”.

Motion CARRIED

Meeting continued into Regular Meeting at 6:10 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) G

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of June 14, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of June 14, 2017 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, June 14, 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

Michael Tulino, Staff
Bruce Moses, Administrator

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Michael Amick, Vice President of Distance Education
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor, Human Resource
Yira Brimage, Vice President of Student Affairs and Engagement
Lisa Brosky, Vice Chancellor for External Relations
Gregory Busch, Vice President of Instruction and Transfer Pathways
Alison Colter-Mack, Assistant Vice Chancellor for Human Resources
Aubrey Conover, Campus Vice President

Suzanne Desjardin, Dean of Social Sciences and Student Affairs
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
Lorraine Morales, President, Community and East Campus
Melissa Moser, Executive Director of Financial Aid and Title IV Compliance
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Affairs and Transitions
Morgan Phillips, Campus President, Desert Vista and West Campus
Terry Quest, Assistant Vice Chancellor for Finance
Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning
Ian Roark, Vice President of Workforce Development
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Campus Vice President
Edgar Soto, Dean of Athletics, Fitness and Wellness
Brian Stewart, Dean of Education and Student Affairs
Bill Ward, Vice Chancellor for Facilities
Greg Wilson, Dean of Applied Technology
Darla Zirbes, East Campus Vice President

GENERAL MATTERS

Call to Order

Mark Hanna called the meeting to order at 6:10 p.m.

Public Comment – Call to Audience

Ariel Villasenor-Inform the Board about how important Alonso Minjarez's position is at PCC Engineering Department.

Danilo Andrade Mendoza-To discuss Alonso Minjarez

Vashti Reymond- Engineering Department issue and how important Alonso Minjarez is to the department.

Maya A. Bernal-Certain pillars of the STEM program that should be included in the budget in order for the students and community to succeed.

Luis Rodriguez-To discuss Alonzo Minjarez

Lyra Troy-Human Resources Process

Alonso Minjarez-Concerns with STEM advising

Board Chair Hanna would like the Chancellor to do a thorough review of the selection process, both internal and external, and also how we determine who's qualified to move on. This information needs to be reported back to the Board. Board member Gonzales asked that the Board have a report back in two weeks.

Remarks by Governing Board Members

Board Chair Hanna acknowledged the passing of Rudy Castro and Bram Goldman. He also recognized the sports programs and the NJCAA Academic All-Americans. He congratulated Dr. Dolores Duran-Cerda, Dr. Emily Halverson Otts and Michael Tulino for their new positions.

Board Chair Hanna reported on the many graduations and awards ceremonies he attended the past month.

Board Member Clinco congratulated all of the recent graduates and acknowledged the staff and faculty who helped the students succeed.

Board member Lee acknowledged all of the wonderful students and talked about Bram Goldman's contributions to Pima Community College (PCC).

Board Member Hay did not have any comments.

Board Member Gonzales wanted to recognize the students who spoke during public comment. He also acknowledged Rudy Castro.

REPORTS

Administration Report

Arizona Legislative update

Jonathan Paton provided an update to the Board about some of the legislative bills that are important to PCC. He noted some impending issues, such as Prop 301, HB2120 (prohibitive courses bill), and HB2019. HB2019 would have taken away the College's ability to bond without having a vote of the people and would have made it difficult to do business at PCC. The HB2019 bill died. He also discussed the State budget and how PCC is now part of the formula again. PCC did not receive any money this fiscal year but it is a victory for the College.

Mr. Paton reported on Prop 301 and noted that PCC has the potential to get a piece of the 301 formula and suggested that PCC come up with a number or percentage and facts to support this number. The College needs to start on this process immediately. Lastly, he noted that PCC should also follow what the JTED folks are doing because they have been very successful at getting their name out there. PCC also needs to be committed to making sure Prop 301 passes.

Board member Clinco asked the Chancellor to come back in August with a study session to address Prop 301. He would like a robust strategy and communication plan developed to take action and make a focused effort in the 2018 legislative session. Board Hanna added that he would like a key point person selected from the College that will spearhead the Prop 301 issue.

Accreditation update

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported on the format he will use going forward to update the Board on accreditation issues. Mr. Moses will bring back the color schemed reports as requested by Board member Clinco.

Board member Hay noted that the college needs to work faster and harder to fix the areas of concern by next year.

Improving data analytics to support student success

Dr. Nic Richmond, Assistant Vice Chancellor for Institutional Research, Planning and Effectiveness (IRPE) provided an update on the college's data infrastructure and the need for dashboards. IRPE is working with external business intelligence consultants to establish the first dashboard for the institution. It will be available on Pima's website late summer or early fall. There are two software options available that the college already has products and licensing for. The consultants are taking the lead on its design.

Dr. Richmond noted that one of the first dashboards they will have in place is key performance indicators within the strategic plan.

By having this data available, the College will be able to learn how we can improve and better support students. Regression analysis is one of the areas they are focusing on to better understand at-risk students and enrollment. They are also looking at different kinds of modeling such as regression modeling.

Dr. Richmond also noted because we participate in VFA, the College knows who their completers are at the six-year mark. They are able to carry out an analysis of those data, look at the programs and the people who have completed them and figure out a successful route. This will help drive what future pathways will look like.

Reports by Representatives to the Board

Staff – Michael Tulino

There was no report.

Administrator – Bruce Moses

There was no report.

Chancellor's Report

Highlights of Chancellor's report included:

- Acknowledged the passing of Rudy Castro and Bram Goldman
- Prop 301-work will be done at the State level and the College will develop our own internal strategy
- Middle skills gap
- AACC Advocacy in Action
- Addressed the engineering program issue mentioned in public comment
- Review of the Human Resources process
- Thanked Representative Grijalva for holding TRIO program press conference
- Thanked Dave Bea and his team for all of their work. The team received the Certificate of Achievement in Financial Reporting
- Thanked Ricardo Castro-Salazar and his team for being named by the Fulbright as one of the top producers

INFORMATION ITEMS

Financial Report – April 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 4.01.04: Grants, AP 4.06.01: College Travel and AP 7.01.01: Internal Audits were noted as information items

Finance and Audit Committee 2016-2017 Report

This item was noted as an information item.

Diversity Plan

This item was noted as an information item.

Administrative Procedure Transition Update

RG-2412/A: College Travel was noted as an information item.

ACTION ITEMS

Consent Agenda

Motion No. 201706-04

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

- 4.1 (1) Approval of Minutes of the following meetings:
- A. Study Session of Study Session May 1, 2017
 - B. Special Meeting to conduct Executive Session on May 10, 2017
 - C. Regular Meeting of May 10, 2017
- (2) Intergovernmental Agreement: Mountain Vista Fire District
 - (3) Intergovernmental Agreement: Sonoita-Elgin Fire District
 - (4) Intergovernmental Agreement: Pima County Sheriff's Department
 - (5) Intergovernmental Agreement: City of Tucson on behalf of Tucson Fire District and Tucson Police Department
 - (6) Intergovernmental Agreement: Arizona Department of Transportation (ADOT)-Construction Academy
 - (7) Intergovernmental Agreement: Arizona Department of Transportation (ADOT)-National Summer Transportation Institute
 - (8) Intergovernmental Agreement: Pinal County Community College District/Central Arizona College and Pima County Community College District First Things First Professional REWARD\$ Program
 - (9) Contract: Workers' Compensation Insurance, Fiscal Year 2018
 - (10) Contract: Group Purchase Participation Agreement for Property Insurance, Fiscal Year 20180
 - (11) Contract: Facilities Agreement Renewals FY18
 - (12) Contract: Accruent
 - (13) Contract: ISS Facility Services
 - (14) Contract: Mallory Safety & Supply LLC
 - (15) Contract: Dual Enrollment-East Valley institute of Technology
 - (16) Contract: General Liability and Automobile and Physical Damage Insurance

- (17) Library Participation in Arizona Community College Library Consortium
- (18) Fiscal Year Adopted Budget Reductions
- (19) New Program: Mechatronics Technician-Certificate for Direct Employment
- (20) Board Policy – Final Approval [BP 4.06: College Travel]
- (21) Personnel Policy Statement for College Employees, 2017/2018 Fiscal Year
- (22) Contract: Epic One Builders, LLC

Vote: All Board members present voted “aye” by voice vote. None were opposed.

Motion CARRIED.

OTHER ACTION ITEMS

Review and possible approval of services agreements with Pima Community College Foundation

Rachel Schaming, Executive Director of Pima Community College Foundation reported on some of the projects being worked on to raise funds for PCC.

Board member Luis asked if economic development activities could be added to their list of projects. He would also like this added to the services agreement being reviewed today.

Jeff Silvyn, General Counsel noted that there will not be a vote on this today but that the PCC Foundation will come back with a more comprehensive service agreement and work on making sure the right procedures and infrastructure are in place. There will be a PCC Foundation study session in August to give the Board more details and a full picture going forward.

Review and possible approval of MOU with Santa Cruz County Provisional Community College District (SCCPCCD)

Motion No. 201706-06

Sylvia Lee – M, Demion Clinco – S, to approve an educational services agreement with Santa Cruz County Provisional Community College District.

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

Motion CARRIED

Faculty Emeritus

Motion No. 201706-07

Luis Gonzales– M, Demion Clinco – S, to approve Gustavo Chavez and Joseph Labuda as Pima Community College Faculty Emeriti

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

ADJOURNMENT

Adjournment

The meeting adjourned at 8:33 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) H

Item Title	Contact Person
Unapproved Minutes of the Special Meeting of June 22, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting of June 22, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Governing Board was held on Thursday, June 22, 2017 at 8:00 a.m. in the B-218, 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 A. Gonzales

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

GENERAL MATTERS

Chairperson Hanna called the meeting to order at 8:31 a.m.

ACTION ITEMS

Approval of settlement in Cuyugan v. PCC Litigation

Motion No. 201706-08

Sylvia Lee – M, Mark Hanna – S, to approve the settlement in Cuyugan v. PCC litigation

Vote: All Board members present voted “aye” by voice vote. None were opposed.

Motion CARRIED.

Intergovernmental Agreement: State of Arizona-Department of Corrections

Motion No. 201706-09

Meredith Hay – M, Demion Clinco – S, to provide career and technical education in the Arizona Prison Complex-Safford for July 1, 2017 to June 30, 2020.

Vote: All Board members present voted “aye” by voice vote. None were opposed.

Motion CARRIED.

Intergovernmental Agreement: Pima County Community Services-Arizona@Work

Motion No. 201706-10

Meredith Hay– M, Demion Clinco – S, to approve a one-year extension to the IGA for Workforce & Continuing Education (WCE) and Adult Basic Education for College and Career (ABECC) for youth and adults in Pima County for July 1, 2016 to June 30, 2017

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

Adjournment

The meeting adjourned at 8:41 a.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) I

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on June 22, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 22, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
June 22, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Thursday, June 22, 2017 at 4:00 p.m., in Building B, Conference Room 218, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

Mark Hanna, Chair

Demion Clinco, Vice Chair/Secretary

Sylvia Lee

Luis Gonzales

Meredith Hay

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

Mark Hanna called the meeting to order at 2:34 p.m.

Motion for Executive Session

Motion No. 201706-01

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

The Board recessed into the above referenced Executive Sessions at 2:35 p.m.

Resumption of Open Session

The Board resumed Open Session at 4:14 p.m.

Adjournment

The meeting adjourned at 4:15 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1(1) J

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on June 23, 2017	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 23, 2017 are submitted for approval.

Approval

Chancellor



Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
June 23, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Friday, June 23, 2017 at 4:00 p.m., in Building B, Conference Room 218, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

Mark Hanna, Chair
Demion Clinco, Vice Chair/Secretary
Sylvia Lee
Luis Gonzales

Absent:

Meredith Hay

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

Mark Hanna called the meeting to order at 4:27 p.m.

Motion for Executive Session

Motion No. 201706-01

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

The Board recessed into the above referenced Executive Sessions at 4:28 p.m.

Resumption of Open Session

The Board resumed Open Session at 4:50 p.m.

Adjournment

The meeting adjourned at 4:51 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (2)

Item Title	Contact Person
New Position – Compliance Officer	Daniel Berryman Vice Chancellor for Human Resources, (206-4586)

Recommendation:

The Chancellor recommends the Governing Board approve the new Compliance Officer position.

Justification:

This is a new position for a Compliance Officer. This position provides leadership in developing and implementing a College-wide compliance program. Like other institutions of higher education, the College is subject to multiple accreditor, federal, and state compliance requirements. In 2015, the Board adopted BP 2.18 on compliance and then the College adopted AP 2.18.01 to establish a more coordinated, consistent approach to compliance, which had been addressed primarily through the independent work of operational units. Initially, Internal Audit took on the added responsibility of implementing the compliance program. However, having a Compliance Officer position with a primary responsibility for the College's Compliance Program will speed implementation and emphasize the importance of meeting or exceeding compliance requirements through appropriate business processes, ongoing training, and regular assessment. Separating the functions will also promote independence and allow Audit to periodically review the work of Compliance. The decision to proceed with a Compliance Officer position was made based on input from the committee that developed AP 2.18.01 College Compliance Program, Internal Audit, General Counsel, Finance and Administration, and members of the Board's Finance and Audit Committee.

Duties and Responsibilities:

- In conjunction with the College Compliance Coordination Team, establish standards, procedures, and guidelines as necessary for implementation of the College Compliance Program.
- Provide guidance and support to College units to ensure they satisfy applicable College Compliance Program requirements.
- Establish and periodically conduct effective training about the standards, procedures, and other aspects of meeting compliance requirements.
- Take steps to ensure that the College Compliance Program is followed, including monitoring to detect non-compliant conduct.
- Periodically evaluate the College Compliance Program to ensure the Program's effectiveness.
- Recommend necessary modifications to the College Compliance Program based on the outcomes of risk assessments and the Program's evaluations.

(Continued)

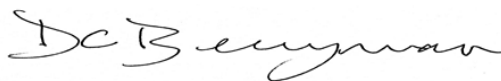
- Develop and maintain, in coordination with the Internal Auditor, a system that allows College employees to report or seek guidance regarding possible or actual non-compliant conduct without fear of retaliation.
- Ensure that the College Compliance Program is enforced consistently within the College, in coordination with the Human Resources Department and supervisors.
- Whenever non-compliant conduct has been detected, respond appropriately to remedy potential impacts and prevent similar events in the future.

Financial Considerations:

Presently, Internal Audit has a vacant Director level position (D63). This vacant position will be re-purposed for the Compliance Officer position, and assigned a classification in the D61-D63 range (\$82,033.83-\$94,173.93 annual salary at Step 1). Internal Audit and the Office of Dispute Resolution shared a support specialist (B22) position which is currently vacant. Chancellor's Office staff have taken on the additional administrative support services. The funds for the vacant administrative support position will be used to pay for project based audit services to support the work of the Internal Auditor. With these changes, the Compliance Officer position can be funded and audit resources maintained without a significant impact on total budget for the unit.

Approval

Contact Person



D.C. Berryman

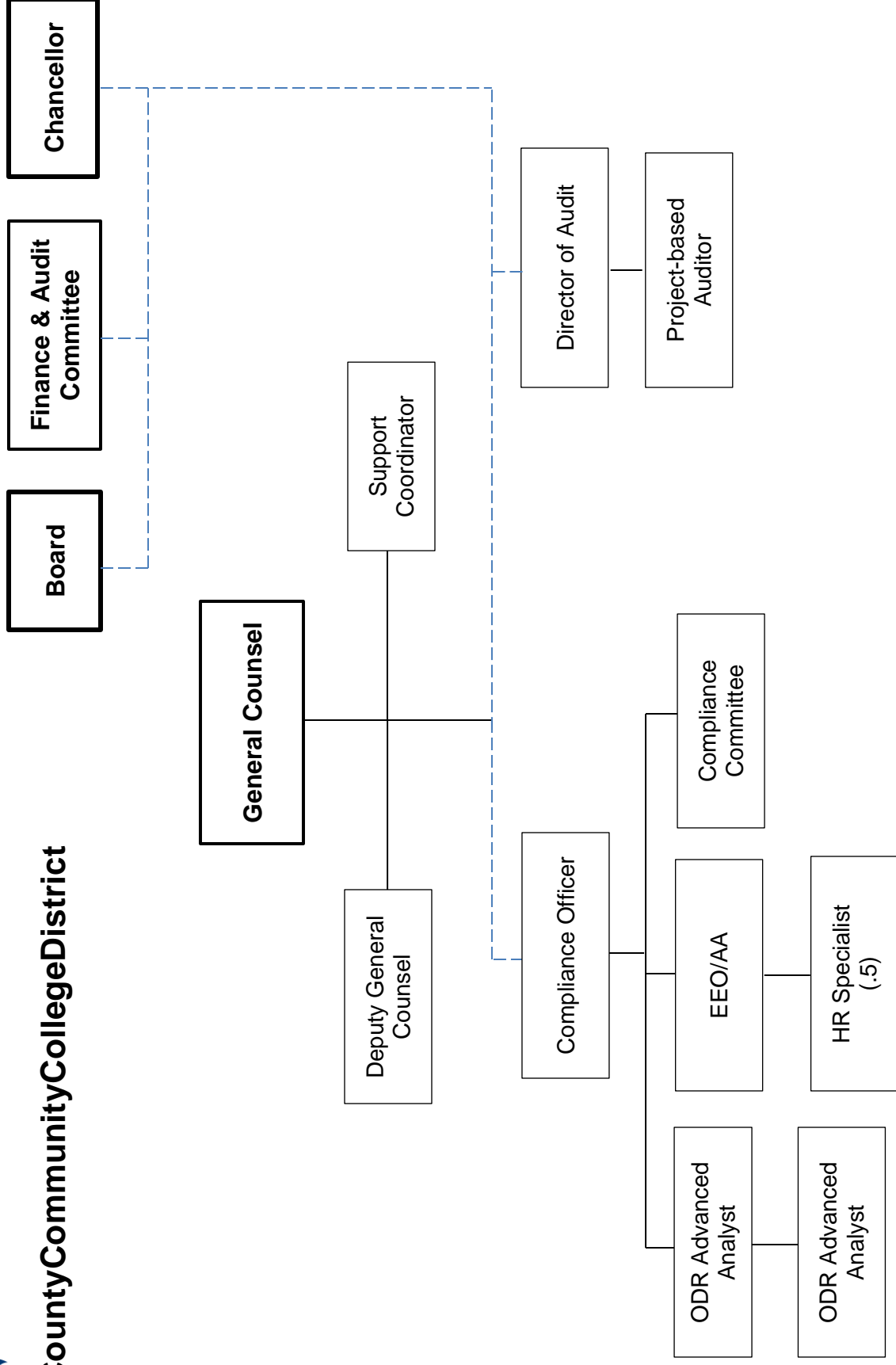
Chancellor



Lee D. Lambert, J.D



Pima County Community College District



PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (3)

Item Title	Contact Person
Grant Award: Community Campus – Adult Basic Education for College & Career, 2017-2020	Lorraine Morales President Community Campus (520) 206-6500

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the Adult Basic Education for College & Career program. Overseen by the Community Campus, the program receives state funds through an award from the Arizona Department of Education (ADE). The ADE also serves as a pass-through agency for federal funding from the U.S. Department of Education. The grant performance period is from July 1, 2017 through June 30, 2020, with an estimated annual award of \$3,004,401. Pending approval from the Arizona State Board of Education for two additional years, the total award for the three-year performance period is \$9,013,203.

Justification:

The Adult Basic Education for College & Career (ABECC) program has received funding since 1969. Adult Basic Education is projected to serve 3,500 students with flexible and accessible courses in High School Equivalency (HSE)/General Educational Development (GED) test preparation; English language development; and GED Testing and Transition services. ABECC also provides the Integrated Basic Education and Skills Training (I-BEST) program. Funded through the Workforce Innovation and Opportunity Act, the I-BEST program teaches basic reading, writing, math, and English in the context of workforce preparation. Courses prepare students with academic and workforce preparation skills, along with embedded civics and digital literacy skills.

ABECC has an extensive network of collaborators, including the City of Tucson, Pima County, the Public Library, local school districts, Literacy Connects, and other community-based organizations. These collaborators provide funding, free classroom space, recruiting opportunities, and/or other supports for students.

PCC's Adult Basic Education for College & Career was awarded a new 3-year grant funded through the Workforce Innovation and Opportunity Act that provides \$3M per year to PCC. The Arizona Department of Education – Adult Education Services Division received 26 applications from across the state, and only funded 18. ABECC's grant application received the highest grant evaluation score in the state. State staff noted strengths in research validated instructional practices, integrated education and training models such as IBEST, development of on ramps and career pathways, blended learning models for integration of educational technology, and

(Continued)

community partnerships. Grant evaluation also assessed history of compliance with federal requirements and demonstrated effectiveness based on past performance outcomes.

The purpose of Adult Basic Education is to prepare learners for success in college, career and life. This includes instruction in reading, writing, math and English language from literacy level to college ready as well as workforce preparation.

Adult Basic Education for College & Career programs support the 2017-2021 College Strategic Plan. ABECC directly supports the Institutional Goal to align with the Achieve 60 AZ Initiative by serving the 12.5% of county residents with less than high school diploma attainment, increasing enrollment in college programs, ensuring equal access, and closing the achievement gap. Additionally, ABECC supports the following:

- Strategic Direction 1: Improve student success.
 - 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 service enjoyed by credit students.
- Strategic Direction 2: Enrich the community through engagement.
 - 2.6. Improve the connections between PCC and the wider community it serves, to include neighborhoods, residents, and taxpayers.
 - 2.8 Develop current adult education learning centers to be outreach centers, including a review of space, staffing, financial resources and other needs to establish realistic timelines for completion.

Terms of the Grant:

Adult Basic Education, on behalf of the College, will deliver all required and most permissible services. Program activities are focused on increasing student academic achievement and providing students with the skills and knowledge they need to successfully enter and succeed on a career pathway.

Financial Considerations:

The grant award is \$3,004,401 per year, totaling \$9,013,206 for the three-year performance period pending approval from the Arizona State Board of Education. The budget includes expenses for personnel, fringe, travel, and supplies. The table below illustrates the annual grant budget:

Funding Category ABE: Adult Basic Education ASE: Adult Secondary Education CE: Civic Engagement ELA: English Language Arts ELAA: English Language Acquisition IEL: Civic Education Resources IET: Integrated Education & Training ITE: Industrial Technologies Education PL: Professional Learning	Year 1	Year 2*	Year 3*	Total*
ABE/ASE State Funds	\$272,913	\$272,913	\$272,913	\$818,739

(Continued)

ELAA State Funds	\$476,872	\$476,872	\$476,872	\$1,430,616
<i>State Total</i>	<i>\$749,785</i>	<i>\$749,785</i>	<i>\$749,785</i>	<i>\$2,249,355</i>
ABE/ASE Federal Funds	\$1,669,812	\$1,669,812	\$1,669,812	\$5,009,436
ABE/ASE-IET Federal Funds	\$45,482	\$45,482	\$45,482	\$136,446
IEL/CE and IEL/CE ITE Federal Funds	\$238,882	\$238,882	\$238,882	\$716,646
PL Set-aside – Federal Funds	\$300,440	\$300,440	\$300,440	\$901,320
<i>Federal Total</i>	<i>\$2,254,616</i>	<i>\$2,254,616</i>	<i>\$2,254,616</i>	<i>\$6,763,848</i>
Total	\$3,004,401	\$3,004,401	\$3,004,401	\$9,013,203

**Estimated funds based on amount awarded in Year 1 on the grant. Funding categories and award amounts may change and are subject to approval by the Arizona State Board of Education.*

Institutional Commitment:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing facilities, services, and personnel. Since 1999, Pima Community College has committed to providing an in-kind contribution of at least 25% of the annual grant award for Adult Basic Education for College & Career programs. In-kind contributions are outlined in the table below:

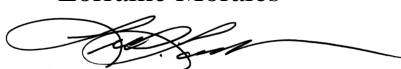
Expense Type	Year 1	Year 2**	Year 3**	Total**
Salaries	\$934,654	\$934,654	\$934,654	\$2,803,963
Benefits	\$284,126	\$284,126	\$284,126	\$852,378
Purchased Services	\$16,111	\$16,111	\$16,111	\$48,332
Supplies	\$6,209	\$6,209	\$6,209	\$18,627
Total	\$1,241,100	\$1,241,100	\$1,241,100	\$3,723,301

***Estimated in-kind contributions based on Year 1 award amount.*

Approvals

Contact Person  _____

Lorraine Morales

Chancellor  _____

Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (4)

Item Title	Contact Person
Grant Award: Desert Vista Campus Upward Bound Program, 2017-2022	Dr. Morgan Phillips President Desert Vista Campus (520) 206-6752

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the Upward Bound program at the Desert Vista Campus and awarded by the U.S. Department of Education. The grant performance period is from September 1, 2017 through August 31, 2022. The award amount is \$1,351,875 over the five-year performance period.

Justification:

The PCC-Desert Vista Campus (PCC-DV) Upward Bound program proposes to serve 65 low-income and potential first generation college students from two target high schools: Sunnyside High School and Desert View High School. At the target high schools, 76.5% of students are low-income; less than half enroll in college after high school graduation, and less than 20% of target high school graduates earn a college credential within six years of finishing high school. The PCC-DV Upward Bound program has provided services to students for 10 years.

This initiative falls under the following strategic directions:

- Strategic Direction 1: Improve student success. 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.
- Strategic Direction 2: Enrich the community through engagement. 2.3. Partner with K-12 to support a seamless alignment between high school classes and PCC offerings.

Terms of the Grant:

PCC-DV's Upward Bound program will deliver all required and most permissible services, including an Academic Year component, a Summer component, and a Summer Bridge for recent high school graduates. Program activities are focused on increasing student academic achievement and providing students with the skills and knowledge they need to successfully persist to graduation and to enter and succeed in college. The table below summarizes the program's planned services and activities:

(Continued)

Required Services	Permissible Services
<ul style="list-style-type: none"> • Academic tutoring, coaching, and mentoring • Assistance with course selection (high school and college) • Dropout prevention activities • Financial literacy education • Preparation and fee waivers for state assessments, PSAT, and college entrance exams • Guidance in college entry • Information and assistance with applying for admission to college • Information and assistance with applying for financial aid 	<ul style="list-style-type: none"> • Adult staff and tutors assigned to each target school • Career and college exploration activities, including field trips and guest speakers • Information on dual enrollment and other ways to earn college credit in high school • Student workshops on financial aid, study skills, choosing a college, etc. • Guest speakers, tours, and career information from community partners • Parent/family workshops • Community service and leadership development

Financial Considerations:

The total grant amount received is \$1,351,875 for a 60-month period. The table below illustrates the grant budget:

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total Project Costs
<i>Personnel:</i>						
Program Manager	\$63,726	\$65,638	\$67,607	\$69,635	\$71,724	\$338,330
Program Coordinator	\$47,881	\$49,317	\$50,797	\$52,321	\$53,891	\$254,207
Administrative Support Technician	\$15,194	\$15,650	\$16,120	\$16,604	\$17,102	\$80,670
Tutors	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$16,000
Instructors (Academic Year and Summer)	\$8,287	\$8,287	\$8,287	\$8,287	\$8,287	\$41,435
Fringe Benefits (31%, 39%, 19.5%)	\$42,764	\$43,980	\$45,232	\$46,522	\$47,851	\$226,349
<i>Travel:</i>						
National Conferences, State Training, Local Travel (mileage), and Student Travel	\$23,406	\$23,406	\$20,944	\$18,864	\$15,592	\$102,212
<i>Supplies:</i>						
Instructional Supplies, Office Supplies, Laptop	\$14,414	\$9,682	\$8,364	\$5,885	\$4,530	\$42,875
<i>Other:</i>	\$3,060	\$2,772	\$2,772	\$2,186	\$2,005	\$12,795

(Continued)

Computer Software, Cell Communications						
Direct Total:	\$221,932	\$221,932	\$223,323	\$223,504	\$224,182	\$1,114,873
Tuition/Stipends/Food (Excluded from Indirect)	30,688	\$30,688	\$29,186	\$28,991	\$28,258	\$147,811
Indirect Cost (8%)	\$17,755	\$17,755	\$17,866	\$17,880	\$17,935	\$89,191
Total	\$270,375	\$270,375	\$270,375	\$270,375	\$270,375	\$1,351,875

Institutional Commitment:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing services and personnel. Pima Community College – Desert Vista has committed the following equipment, supplies, and other in-kind and direct contributions to ensure the project's success.

In-Kind and Direct Contributions	Estimated Annual Cost
Supplies Furniture, phones, storage cabinet, computers, laptops, printers	\$9,950
Personnel <ul style="list-style-type: none"> Advanced Program Manager (5 hours per week) Business Office Supervisor (6 hours per month) Grants Office Staff (15 hours per month) Minimal monthly contributions from the Director of Enrollment Services and Staff; Human Resources; Student Support Services; Marketing and Public Relations; Information Technology; Institutional Research, Planning, & Effectiveness; and Maintenance & Security 	\$19,665
Total	\$29,615

Approvals

Contact Person *Morgan Phillips*

Dr. Morgan Phillips

Chancellor *Lee D. Lambert, J.D.*

Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (5)

Item Title	Contact Person
Grant Award: Downtown Campus Upward Bound Program, 2017-2022	Dr. David Doré President Downtown Campus (520) 206-2111

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the Upward Bound program at the Downtown Campus and awarded by the U.S. Department of Education. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,865 over the five-year performance period.

Justification:

The PCC-Downtown Campus (PCC-DC) Upward Bound program proposes to serve 65 low-income and potential first generation college students from three target high schools: Amphitheater, Flowing Wells, and Rincon. At the target high schools, 74.5% of students are low-income; less than half enroll in college after high school graduation, and less than one-third of target high school graduates earn a college credential within six years of finishing high school. The PCC-DC Upward Bound program has provided services to students for 10 years.

This initiative falls under the following strategic directions:

- Strategic Direction 1: Improve student success. 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.
- Strategic Direction 2: Enrich the community through engagement. 2.3. Partner with K-12 to support a seamless alignment between high school classes and PCC offerings.

Terms of the Grant:

PCC-DC's Upward Bound program will deliver all required and most permissible services, including an Academic Year component, a Summer component, and a Summer Bridge for recent high school graduates. Program activities are focused on increasing student academic achievement and providing students with the skills and knowledge they need to successfully persist to graduation and to enter and succeed in college. The table below summarizes the program's planned services and activities:

(Continued)

Required Services	Permissible Services
<ul style="list-style-type: none"> • Academic tutoring, coaching, and mentoring • Assistance with course selection (high school and college) • Dropout prevention activities • Financial literacy education • Preparation and fee waivers for state assessments, PSAT, and college entrance exams • Guidance in college entry • Information and assistance with applying for admission to college • Information and assistance with applying for financial aid 	<ul style="list-style-type: none"> • Adult staff and tutors assigned to each target school • Career and college exploration activities, including field trips and guest speakers • Information on dual enrollment and other ways to earn college credit in high school • Student workshops on financial aid, study skills, choosing a college, etc. • Guest speakers, tours, and career information from community partners • Parent/family workshops • Community service and leadership development

Financial Considerations:

The total grant amount received is \$1,351,865 for a 60-month period. The table below illustrates the grant budget:

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total Project Costs
<i>Personnel:</i>						
Program Manager	\$63,726	\$65,001	\$66,301	\$67,627	\$68,980	\$331,635
Program Coordinator	\$47,881	\$48,839	\$49,816	\$50,812	\$51,828	\$249,176
Administrative Support Technician	\$30,389	\$30,997	\$31,617	\$32,249	\$32,894	\$158,146
Tutors	\$7,366	\$5,893	\$5,893	\$5,893	\$5,893	\$30,938
Instructors (Academic Year and Summer)	\$11,510	\$10,037	\$10,037	\$10,037	\$10,037	\$51,658
Fringe Benefits (31%, 39%, 19.5%)	\$49,853	\$50,495	\$51,443	\$52,409	\$53,395	\$257,595
<i>Travel:</i>						
National Conferences, State Training, Local Travel (mileage), and Student Travel	\$13,787	\$13,787	\$12,617	\$12,227	\$9,268	\$61,686
<i>Supplies:</i>						
Instructional and Office Supplies	\$5,580	\$3,801	\$2,453	\$1,537	\$981	\$14,352
<i>Other:</i>	\$800	\$800	\$400	\$360	\$300	\$2,660

(Continued)

Computer Software, Student Incentives, and Awards						
Direct Total:	\$229,466	\$229,697	\$230,624	\$233,198	\$233,623	\$1,156,608
Tuition/Stipends/Food (Excluded from Indirect)	\$22,550	\$22,300	\$21,299	\$18,519	\$18,060	\$102,728
Indirect Cost (8%)	\$18,357	\$18,376	\$18,450	\$18,656	\$18,690	\$92,529
Total	\$270,373	\$270,373	\$270,373	\$270,373	\$270,373	\$1,351,865

Institutional Commitment:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing facilities, services, and personnel. Pima Community College – Downtown Campus has committed the following facilities, equipment, supplies, and other in-kind and direct contributions to ensure the project's success.

In-Kind and Direct Contributions	Estimated Annual Cost
Supplies Furniture, phones, storage cabinet, computers, laptops, printers	\$22,005
Personnel <ul style="list-style-type: none"> Advanced Program Manager (5 hours per week) Business Office Supervisor (6 hours per month) Grants Office Staff (15 hours per month) Minimal monthly contributions from the Director of Enrollment Services and Staff; Human Resources; Student Support Services; Marketing and Public Relations; Information Technology; Institutional Research, Planning, & Effectiveness; and Maintenance & Security 	\$19,665
Total	\$41,670

Approvals

Contact Person David Doré

Dr. David Doré

Chancellor Lee D. Lambert, J.D.

Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (6)

Item Title	Contact Person
Grant Award: East Campus Upward Bound Program, 2017-2022	Dr. Lorraine Morales President East Campus (520) 206-6577

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the Upward Bound program at the East Campus and awarded by the U.S. Department of Education. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,875 over the five-year performance period.

Justification:

The PCC-East Campus (PCC-EC) Upward Bound program proposes to serve 65 low-income and potential first generation college students from two target high schools: Palo Verde and Santa Rita High School. At the target high schools, 79.3% of students are low-income; only one-third enroll in college after high school graduation, and one-third of target school graduates earn a college degree within six years of finishing high school. The PCC-EC Upward Bound program has provided services to students for 14 years.

This initiative falls under the following strategic directions:

- Strategic Direction 1: Improve student success. 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.
- Strategic Direction 2: Enrich the community through engagement. 2.3. Partner with K-12 to support a seamless alignment between high school classes and PCC offerings.

Terms of the Grant:

PCC-EC's Upward Bound program will deliver all required and most permissible services, including an Academic Year component, a Summer component, and a Summer Bridge for recent high school graduates. Program activities are focused on increasing student academic achievement and providing students with the skills and knowledge they need to successfully persist to graduation and to enter and succeed in college. The table below summarizes the program's planned services and activities:

(Continued)

Required Services	Permissible Services
<ul style="list-style-type: none"> Academic tutoring, coaching, and mentoring Assistance with course selection (high school and college) Dropout prevention activities Financial literacy education Preparation and fee waivers for state assessments, PSAT, and college entrance exams Guidance in college entry Information and assistance with applying for admission to college Information and assistance with applying for financial aid 	<ul style="list-style-type: none"> Adult staff and tutors assigned to each target school Career and college exploration activities, including field trips and guest speakers Information on dual enrollment and other ways to earn college credit in high school Student workshops on financial aid, study skills, choosing a college, etc. Guest speakers, tours, and career information from community partners Parent/family workshops Community service and leadership development

Financial Considerations:

The total grant amount received is \$1,351,875 for a 60-month period. The table below illustrates the grant budget:

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total Project Costs
<i>Personnel:</i>						
Program Manager	\$63,726	\$65,001	\$66,301	\$67,627	\$68,980	\$331,635
Program Coordinator	\$47,881	\$48,839	\$49,816	\$50,812	\$51,828	\$249,176
Administrative Support Technician	\$24,311	\$24,797	\$25,293	\$25,799	\$26,315	\$126,515
Tutors	\$3,200	\$3,200	\$3,200	\$1,600	\$1,600	\$12,800
Instructors (Academic Year and Summer)	\$11,602	\$11,602	\$11,602	\$11,602	\$11,602	\$58,010
Fringe Benefits (31%, 39%, 19.5%)	\$46,965	\$47,847	\$48,746	\$49,352	\$50,287	\$243,197
<i>Travel:</i>						
National Conferences, State Training, Local Travel Mileage, and Student Travel	\$16,471	\$16,471	\$16,471	\$15,588	\$13,478	\$78,477
<i>Supplies:</i>						
Instructional Supplies, Office Supplies, Laptop	\$8,187	\$6,087	\$2,915	\$2,942	\$2,009	\$22,140
<i>Other:</i>						
Computer Software and	\$5,032	\$3,532	\$3,032	\$3,220	\$3,220	\$18,036

(Continued)

Cell Communications						
Direct Total:	\$227,375	\$227,375	\$227,375	\$228,542	\$229,319	\$1,139,986
Indirect Cost (8%)	\$18,190	\$18,190	\$18,190	\$18,283	\$18,346	\$91,199
Tuition/Stipends/Food	\$24,810	\$24,810	\$24,810	\$23,550	\$22,710	\$120,690
Total	\$270,375	\$270,375	\$270,375	\$270,375	\$270,375	\$1,351,875

Institutional Commitment:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing services and personnel. Pima Community College – East Campus has committed the following equipment, supplies, and other in-kind and direct contributions to ensure the project's success.

In-Kind and Direct Contributions	Estimated Annual Cost
Supplies	
Furniture, phones, storage cabinet, computers, laptops, printers	\$22,950
Personnel	
<ul style="list-style-type: none"> Advanced Program Manager (5 hours per week) Business Office Supervisor (6 hours per month) Grants Office Staff (15 hours per month) Minimal monthly contributions from the Director of Enrollment Services and Staff; Human Resources; Student Support Services; Marketing and Public Relations; Information Technology; Institutional Research, Planning, & Effectiveness; and Maintenance & Security 	\$19,665
TOTAL	\$42,615

Approvals

Contact Person _____



Dr. Lorraine Morales

Chancellor _____



Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (7)

Item Title	Contact Person
Grant Award: Northwest Campus Upward Bound Program, 2017-2022	Dr. David Doré President Northwest Campus (520) 206-2111

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the Upward Bound program at the Northwest Campus and awarded by the U.S. Department of Education. The grant performance period is from June 1, 2017 through May 31, 2022. The award amount is \$1,351,835 over the five-year performance period.

Justification:

The PCC-Northwest Campus (PCC-NW) Upward Bound program proposes to serve 65 low-income and potential first generation college students from one large target high school, Marana High School. At the target high school, more than 22% of families have incomes that fall short of 150% of poverty; barely more than half of students enroll in college after high school graduation, and only 23.7% of target high school graduates earn a college credential within six years of finishing high school. The PCC-NW Upward Bound program has provided services to students for 10 years.

This initiative falls under the following strategic directions:

- Strategic Direction 1: Improve student success. 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.
- Strategic Direction 2: Enrich the community through engagement. 2.3. Partner with K-12 to support a seamless alignment between high school classes and PCC offerings.

Terms of the Grant:

PCC-NW's Upward Bound program will deliver all required and most permissible services, including an Academic Year component, a Summer component, and a Summer Bridge for recent high school graduates. Program activities are focused on increasing student academic achievement and providing students with the skills and knowledge they need to successfully persist to graduation and to enter and succeed in college. The table below summarizes the program's planned services and activities:

(Continued)

Required Services	Permissible Services
<ul style="list-style-type: none"> • Academic tutoring, coaching, and mentoring • Assistance with course selection (high school and college) • Dropout prevention activities • Financial literacy education • Preparation and fee waivers for state assessments, PSAT, and college entrance exams • Guidance in college entry • Information and assistance with applying for admission to college • Information and assistance with applying for financial aid 	<ul style="list-style-type: none"> • Adult staff and tutors assigned to each target school • Career and college exploration activities, including field trips and guest speakers • Information on dual enrollment and other ways to earn college credit in high school • Student workshops on financial aid, study skills, choosing a college, etc. • Guest speakers, tours, and career information from community partners • Parent/family workshops • Community service and leadership development

Financial Considerations:

The total grant amount received is \$1,351,835 for a 60-month period. The table below illustrates the grant budget:

Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total Project Costs
<i>Personnel:</i>						
Program Manager	\$63,726	\$65,001	\$66,301	\$67,627	\$68,980	\$331,635
Program Coordinator	\$47,881	\$48,839	\$49,816	\$50,812	\$51,828	\$249,176
Administrative Support Technician	\$30,389	\$30,997	\$31,617	\$32,249	\$32,894	\$158,146
Instructors (Academic Year and Summer)	\$13,812	\$13,812	\$13,812	\$13,812	\$13,812	\$69,060
Tutor (Academic Year)	\$2,240	\$2,240	\$2,240	\$2,240	\$2,240	\$11,050
Van Drivers (Academic Year and Summer)	\$5,609	\$5,609	\$5,609	\$5,609	\$5,609	\$28,045
Fringe Benefits (31%, 39%, 19.5%)	\$50,674	\$51,603	\$52,551	\$53,517	\$54,503	\$262,848
<i>Travel:</i>						
National Conferences, TRIO Training, Local Travel Mileage, and Student Travel	\$12,543	\$12,543	\$11,078	\$9,470	\$7,197	\$52,831
<i>Supplies:</i>						
Instructional Supplies,	\$7,175	\$3,345	\$1,465	\$945	\$594	\$13,494

(Continued)

Office Supplies, and Laptop						
<i>Other:</i> Computer Software, Long Distance, Copies, and Postage	\$1,800	\$1,800	\$1,300	\$450	\$400	\$5,750
Van Costs (Academic Year and Summer)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000
Direct Total:	\$243,789	\$243,789	\$243,789	\$244,761	\$246,057	\$1,222,185
Indirect Costs (8%)	\$19,503	\$19,503	\$19,503	\$19,581	\$19,685	\$97,775
Tuition/Stipends/Food	\$7,075	\$7,075	\$7,075	\$6,025	\$4,625	\$31,875
Total	\$270,367	\$270,367	\$270,367	\$270,367	\$270,367	\$1,351,835

Institutional Commitment:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing services and personnel. Pima Community College – Northwest Campus has committed the following equipment, supplies, and other in-kind and direct contributions to ensure the project's success.


In-Kind and Direct Contributions	Estimated Annual Cost
Supplies Furniture, phones, storage cabinet, computers, laptops, printers	\$19,110
Personnel <ul style="list-style-type: none"> Advanced Program Manager (5 hours per week) Business Office Supervisor (6 hours per month) Grants Office Staff (15 hours per month) Minimal monthly contributions from the Director of Enrollment Services and Staff; Human Resources; Student Support Services; Marketing and Public Relations; Information Technology; Institutional Research, Planning, & Effectiveness; and Maintenance & Security 	\$19,665
TOTAL	\$38,775

(Continued)

Approvals

Contact Person *David Dore*

Dr. David Dore

Chancellor 

Lee D. Lambert, J.D.

(Continued)

**PimaCountyCommunityCollegeDistrict
Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (8)

Item Title	Contact Person
Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona, 2017-2018	Dr. Morgan Phillips President Desert Vista Campus (206-5001)

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewal of the First Things First Innovative Professional Development Sub-grant Agreement from United Way of Tucson and Southern Arizona. The grant performance period is from July 1, 2017 to June 30, 2018. The Pima Community College-Desert Vista Campus will receive \$79,500 over the one-year performance period.

Justification:

The sub-grant agreement from United Way of Tucson and Southern Arizona will provide continuity of services to PCC Early Childhood Education students and will build upon the work of the past sub-grants. Since 2009, the sub-grant has facilitated completion of Early Childhood associate degrees at Pima Community College (PCC) and smooth transitions to Early Childhood Bachelor's degree programs, with a special focus on departmental support at PCC and the University of Arizona's College of Education.

This initiative falls under Strategic Direction 1: Improve student success. Specifically, component 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.

Terms of the Grant:

First Things First will support the following objectives:

- Increase opportunities for Pima Community College students to transfer to a bachelor's degree program in Early Childhood.
- Increase partnerships with state and local entities to build and maintain a system of high quality Early Childhood Education in Pima County, tied to college credit.

Financial Considerations:

The total grant amount is \$79,500 for a 12-month period. The table below illustrates the grant budget:

(Continued)

Category	Project Costs
Personnel	
Program Coordinator*	\$44,463
Adjunct Faculty (1 credit CSA course)	\$428
Other Compensation (tutors & lab technicians)	\$3,100
Fringe Benefits	\$16,250
Travel	\$7,239
Supplies and Materials	\$793
Subtotal Direct Costs	\$72,273
Indirect Costs (10%)	\$7,227
Total Program Expenses	\$79,500

**Pima Community College increased wages for Fiscal Year 2017-2018, which raised the salary for a Program Coordinator to \$49,078. The increased salary exceeds the \$44,463 allocated by First Things First grant funds, and the difference of \$4,615 plus the corresponding fringe will be covered by a separate funding source identified by the Desert Vista Campus.*


Financial Consideration:

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing facilities, services, and personnel. The Desert Vista Campus has committed the following to ensure the project's success:

In-Kind and Direct Contributions	Estimated Annual Cost
Supplies Furniture, phones, storage cabinet, computers, laptops, printers	\$47,333
Personnel <ul style="list-style-type: none"> Program Manager, 20% FTE (\$18,890 salary plus fringe) 1 hour monthly Business Office Supervisor 2 hours monthly Grants Resource Office staff Minimal monthly contributions from the Director of Enrollment Services and Staff: Human Resources; Student Support Services; Marketing and Public Relations; Information Technology; Institutional Research, Planning & Effectiveness; and Maintenance & Security 	\$20,206
Total	\$67,539

Approvals

Contact Person Morgan Phillips
Dr. Morgan Phillips

Chancellor 
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (9)

Item Title	Contact Person
Intergovernmental Agreement: City of Nogales – Fire and Medical	Dr. Lorraine Morales President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Governing Board approve the acceptance of a five (5) year Intergovernmental Agreement to allow Pima County Community College District Public Safety and Emergency Services Institute to establish a framework within which the Agency will provide practical experience to College students, and the College will provide educational services which will benefit both Parties, City of Nogales – Fire and Medical and Pima County Community College District. This includes Paramedic Training and Vehicular Rotations.

Justification:

City of Nogales – Fire and Medical requests that Pima County Community College District Public Safety and Emergency Services Institute partner with City of Nogales – Fire and Medical to provide Paramedic training to their employees. As part of this Intergovernmental Agreement, City of Nogales – Fire and Medical will allow Pima County Community College District students to participate in vehicular rotations to gain field experience.

This supports the 2017-21 Strategic Plan:

Strategic Direction 2: Enrich the community through engagement.

Strategy 2.5: Increase the relevance of PCC offerings for business/industry by:

- a. 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.

(Continued)


Financial Considerations:

Pima County Community College District will add additional Attachments to Attachment 1 for the Paramedic Academy specifying the details for the training to include educational costs, number of students participating, book fees, location, etc. The costs included in the additional Attachment will be based on current tuition rates as well as miscellaneous fees.

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

Approvals

Contact Person 
Dr. Lorraine Morales

Chancellor 
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (10)

Item Title	Contact Person
Contract: CenturyLink Carrier Service Agreement, 2017-2022	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Governing Board approve the contract with CenturyLink for telephone services. Total costs for the five-year agreement are not expected to exceed \$255,000.

Justification:

In an effort to move towards a more stable telephone system, the College has reached an agreement with CenturyLink to provide telecommunications services for the next five years. CenturyLink will replace the existing, District Office-based system with the installation of Geo-Diverse Session Initiation Protocol (SIP) Trunks at West Campus and Maintenance & Security. The SIP system combines Voice over Internet Protocol and streaming media service; the Trunk serves as a single portal for multiple telephonic communications. Installation of the system at two different locations provides geo-diversity and creates redundancy in the system to maintain stable, continuous operations.

Procurement of this contract occurred through a cooperative agreement with the State of Arizona's Telecommunications Carriers Services, of which CenturyLink is an authorized vendor.

Financial Consideration:

Total costs for this agreement are not expected to exceed \$255,009 (or \$51,001 annually). The contract provides the College with an option for early termination due to lack of funding.

Strategic Plan:


This project supports Strategic Direction 3: Cultivate institutional excellence through continuous improvement.

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: 8/16/17

Item Number: 4.1 (11)

Item Title	Contact Person
Contract: Computer Numerical Control (CNC) Machines - Lab Equipment for Advanced Manufacturing Programs	Dr. David Dore President (206-7100)

Recommendation:

The Chancellor recommends that the Governing Board approve the purchase of three Computer Numerical Control (CNC) machines to expand and enhance the subtractive manufacturing (construction by cutting material away) and CNC programming capabilities of the Advanced Manufacturing programs in the Applied Technology division of Pima Community College.

Justification:

This request supports the delivery of several Machine Tool Technology (MAC) courses and will enable our students to learn how to operate equipment used by several industry partners. Currently all five CNC machines used in the program are made by one manufacturer.

In October 2016, the Board approved an agreement with DMG Mori Seiki, a competing manufacturer, to become part of its academy program, thereby providing the opportunity for faculty to learn and teach three machine programming languages in addition to the language already covered by the existing CNC machines. The purchase of this equipment will also enable the program to host training for industry partners that use Mori equipment.

The College has dual enrollment with Desert View High School and Tucson High School for the MAC program, and is looking to expand partnerships with Tanque Verde High School and Palo Verde High School. The success of students participating in these courses and using this equipment will be partly measured by their performance on National Institute of Metalworking Skills (NIMS) certification exams.

Capital equipment requests were previously approved to fund the purchase of three CNC machines, including two mills and a horizontal lathe, at a total cost of \$500,700.00 for the MAC program. DMG Mori was selected as the manufacturer to provide the equipment following the College's Request for Proposal (RFP) process.

Financial Consideration:

Spending previously approved capital request funding (Prop 301) of \$500,700.00 to purchase three CNC machines for the enhancement and expansion of Pima's Advanced Manufacturing programs.

(Continued)

Strategic Plan:

This agreement supports:


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

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

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

Approvals

Contact Person 
David Dore, Ph.D.

Chancellor 
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (12)

Item Title	Contact Person
Contract Amendment/Intergovernmental Agreement: Adobe Software Purchase, 2017-2020	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends the Governing Board approve the proposed amendment to the Enterprise Term License Agreement with Adobe Systems, Inc. which will serve as an Intergovernmental Agreement for the purchase of Adobe Software with participating community colleges. The amendment will revise the Agreement to comply with the provisions of Arizona Revised Statute 11-952, *Intergovernmental agreements and contracts*, clarify the College's and other participant's roles under the terms of the Agreement and revise the authorized signatory.

Justification:

At the March 2017 regular meeting, the Board approved a new Enterprise Term License Agreement with Adobe Systems, Inc. (Adobe) to replace the prior agreement. The College has been using Adobe software products through a series of agreements since 2002, purchased in coordination with other community college districts.

Following the March 2017 approval, the Contracts and Purchasing Department (Department) identified questions about whether the consortium of community colleges referred to in the Adobe agreement fully satisfied the statutory requirements for joint public entity purchasing and intergovernmental agreements. The Department in concert with the Office of General Counsel (OGC) determined that the consortium arrangement underlying the agreement was subject to the requirements of ARS 11-952 but was not sufficient and created ambiguity that could place an unreasonable financial liability on the College in its contracted responsibilities under the Agreement. Although this is the second such agreement entered into by the participating community colleges and the College, these types of agreements had not previously been subjected to the level of centralized review recently instituted at the College.

The Department, in consultation with OGC, negotiated with Adobe an amendment in order to provide full compliance with relevant statutes, ARS 11-952 in particular, and to remove ambiguities, to the extent possible, that could increase the potential financial liability of the College beyond its own software license purchases to include liability for purchases by other participating community colleges. Under the amendment, the College has responsibility for incidental administrative activities such as coordination of annual purchases from participating colleges, a task the Department deems acceptable given the significant cost saving for both the College and participating community colleges. Assuming the Board approves the amendment,

(Continued)

participating community colleges will acknowledge the amendment and be expected to follow their own approval process.

The resulting purchase under the terms of the Intergovernmental Agreement (IGA) remains subject to College purchasing requirements. The College is purchasing through the solicitation performed by the City of Tucson as the lead agency for National Intergovernmental Purchasing Alliance (National IPA) of which the College is an authorized member through a properly executed IGA. Each community college will have to reconcile its purchasing rules against this purchase to determine compliance and whether it may participate.

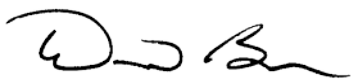
The Department is pursuing a broader joint purchasing agreement among the Arizona community colleges to preclude the need for individual agreements such as this, facilitate coordinated purchasing activities and ensure compliance with applicable Statutes.

Financial Consideration:

The Amendment reduces the potential cost to the previously reported \$207,027 (\$69,000 annual) amount and removes the potential \$636,474 (\$212,158 annual) cost that could have resulted from the previously approved version of the Agreement. The Agreement retains insignificant administrative costs in support of the Agreement.

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: 8/16/17

Item Number: 4.1 (13)

Item Title	Contact Person
Contract Renewal: Blackboard Inc. IT Help Desk Services, 2017-2018	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Governing Board approve the contract renewal with Blackboard Inc. for Information Technology Help Desk Services. Total costs for the one-year agreement, which covers the period from June 30, 2017 to June 29, 2018, are not expected to exceed \$146,017.

Justification:

The College's Information Technology (IT) Helpdesk provides 24/7 hardware and software support to students, faculty, and staff. Blackboard Inc.'s Help Desk Services supplements the PCC Helpdesk by assisting students during high volume and peak hours for Enterprise systems such as Banner PIN issues, MyPima password resets, Desire2Learn, and general information regarding various software platforms. Help Desk Services also redirects calls to other Blackboard resources utilized by the College, such as Financial Aid and Registration.

The original agreement with Blackboard for IT Help Desk Services covered the period from June 30, 2016 through June 29, 2017. The College is exercising an option to renew the contract for a second year.

Financial Considerations:


Costs for the 2017-2018 contract are based on call volume during the previous year, 2016-2017. The IT operating budget has allocated funds for this project, and total costs are not expected to exceed \$146,017.

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: 8/16/17

Item Number: 4.1 (14)

Item Title	Contact Person
Lease Agreement with Sahara Apartments for SEP-Santander-Bécalos International Program	Dr. Morgan Phillips Campus President West Campus (206-6752)

Recommendation:

The Chancellor recommends that the Governing Board approve the housing lease agreement with Sahara Apartments to house 76 visiting international students from Mexico who are participating in the SEP-Santander-Bécalos International Program this Fall 2017.

Justification:


The College is entering its fourth year of participating in the SEP-Santander-Bécalos International Program, in which PCC has hosted students from Mexico, who attend classes at the Downtown and West Campuses. As part of the agreement for this program, the College arranges housing accommodations for the students. Several housing options were researched, explored, and site visits were conducted. Sahara Apartments was found to best meet the needs, objectives, and budget for this program and was selected in consultation with the funding agencies. For the past two years, students in this program have resided at Sahara Apartments, which will be used again for the upcoming session. As in the prior years, the College receives the funding to support the program activities and expenses before the students arrive.

Financial Consideration:

The College will be invoiced by Sahara Apartments. SEP-Santander-Bécalos International Program provides the full amount of the housing expenses to the College as part of the total payment for the College's services. The total cost for housing 76 students from August 27, 2017-December 15, 2017 is \$150,024.00.

Approvals

Contact Person *Morgan Phillips*
Dr. Morgan Phillips

Chancellor 
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (15)

Item Title	Contact Person
Dual Enrollment: Lourdes Catholic High School	Dolores Duran-Cerda, Provost and Executive Vice Chancellor (Acting) (206-4999)

Recommendation:

The Chancellor recommends that the Governing Board approve a contract between Pima County Community College District and Lourdes Catholic High School. The term for this Dual Enrollment Contract is for August 1, 2017 through June 30, 2020. The tuition rates and scope of work specific to this umbrella contract will be reviewed and revised on an annual basis during the contract term.

Justification:

This Contract and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Contract pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

The Dual Enrollment Contract allows juniors and seniors at the district high schools to earn college credit while completing secondary school requirements towards graduation, during the school day. Course offerings include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Under the terms of the Contract, the school districts will work with the College to meet State requirements for inclusion as college enrollments.

College Plan Initiative:

This action supports the 2014-2017 Pima Community College Plan; specifically Strategic Direction 3, Action 3.2 which states: Develop high school partnerships to increase college-readiness for all high school graduates.


Financial Considerations:


Fiscal considerations for this Contract are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the Contract.

(Continued)

The College will issue an invoice for payment due on such occasions when a school district requests services from the College that are not reciprocal such as facility rental or adjunct faculty.

Approvals

Contact Person 
Dolores Durán-Cerda, Ph.D.

Chancellor 
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (16)

Item Title	Contact Person
Agreement: Reciprocal Agreement Between Pima Community College and Zhuhai City Polytechnic College	Dr. Morgan Phillips Campus President West Campus (206-6752)

Recommendation:


The Chancellor recommends that the Governing Board extend the previously approved agreement between Pima Community College (PCC) and Zhuhai City Polytechnic College (ZHCPT), Item Number 4.1 (15), approved on June, 8, 2016, to authorize tuition waivers for six (6) ZHCPT students to study at PCC during either the Fall or Spring semester of the 2017-2018 academic year.

Justification:

The College approved the tuition waivers for up to ten (10) ZHCPT students for the Fall or Spring semesters of the 2016-2017 academic year in exchange for similar waivers for PCC students attending ZHCPT during the 2016-2017 academic year. Due to ZHCPT recruitment and selection complications, PCC did not enroll ZHCPT students during the same time period. ZHCPT subsequently had a successful recruitment and selection process so that six (6) ZHCPT are able to attend PCC in the Fall 2017 semester. The 2016 Board report for the original agreement is included for reference.

Approvals

Contact Person *Morgan Phillips*
Dr. Morgan Phillips

Chancellor 
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/8/16

Item Number: 4.1 (15)

Item Title	Contact Person
Agreement: Reciprocal Agreement between Pima Community College and Zhuhai City Polytechnic College	Dr. Ricardo Castro-Salazar Acting Vice President for International Development (206-3116)

Recommendation:

The Chancellor recommends that the Board of Governors approve tuition waivers for up to ten (10) students from Zhuhai City Polytechnic College (“ZHCPT”) per ARS 15-1445(a)(3) for the 2016-2017 academic year to facilitate a mutual student-exchange program and a low-cost study abroad experience for PCC students.

AGREEMENT BETWEEN PIMA COMMUNITY COLLEGE DISTRICT AND ZHUHAI CITY POLYTECHNIC COLLEGE

Terms of the Agreement

I. ZHCPT’s Commitments to PCC Students

Through this Agreement, a cohort of between six (6) and ten (10) PCC students will study Mandarin at ZHCPT during the Fall 2016 semester from August 29, 2016 through December 19, 2016. During this Study Abroad experience, PCC students will be enrolled at PCC and paying regular PCC tuition rates while taking 15 hours of PCC-equivalent Mandarin classes at ZHCPT for which they will receive PCC credit. ZHCPT will also provide each PCC student in the program with the following at no additional cost to the student:

- Mandarin classes and cultural activities equivalent to 15 credit hours of PCC courses;
- On-campus housing with a Mandarin-speaking roommate;
- Access to subsidized dining facilities (PCC students would be responsible for their own meal costs);
- A stipend of approximately \$300.00 for participating as mentors in an English language conversation program with ZHCPT students.

PCC students who participate in the Study Abroad experience will be carefully selected through a process that includes 1) applications with short-answer questions, 2) in-person interviews, 3) faculty recommendations, and 4) personal recommendations.

(Continued)

Other considerations include:

- ZHCPT has obtained permission from the Chinese government for PCC students to participate in this program.
- Selected students will be responsible for obtaining their own visas. The Center for International Education and Global Engagement (CIEGE) will follow up with students to make sure that all necessary travel arrangements are made.
- Selected students will be required to attend several pre-departure orientations organized by the CIEGE in preparations for their time abroad.
- PCC students will be responsible for their own airfare and flight arrangements to and from Zhuhai, China.
- Title IV regulations allow for financial aid to be used for study abroad programs.
- How credits earned at ZHCPT will be applied to PCC coursework needs to be defined.
- The process by which PCC students will register for the PCC courses for which they will study at ZHCPT needs to be developed.

II. PCC's Commitments to ZHCPT's Students

The Board of Governors is authorized by ARS 15-1445, Section (a)(3), to approve tuition waivers for nonresident students if such action is in the best interest of the State of Arizona and our students. The instant agreement between PCC and ZHCPT provides an outstanding opportunity to expand the international reach and reputation of the college and the State of Arizona, as well as for PCC students to gain a unique and exciting educational experience at a significantly reduced cost. Therefore, tuition waivers are requested for up to a total of ten (10) ZHCPT students to study at PCC during either the Fall or Spring semester of 2016-2017 academic year.

Other considerations include:

- ZHCPT students will enroll in ESL classes at PCC for the specified single semester with the benefit of waived tuition. These students may elect to enroll at PCC for further study, at which point they would pay international tuition.
- ZHCPT students enrolled at PCC will pay for their own room and board. The CIEGE will provide assistance with finding appropriate options to choose from.
- ZHCPT students will follow SEVIS and PCC regulations to obtain I-20 and subsequent international student visa.

Approvals

Contact Person *Ricardo Castro-Salazar*
Ricardo Castro-Salazar, Ph.D.

Chancellor 
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (17)

Item Title	Contact Person
Contract: Ellucian, 2017-2020	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Governing Board approve an agreement with Ellucian for software maintenance for the period from September 1, 2017 to August 31, 2020. Total costs for the three-year agreement are not expected to exceed \$1,364,902.

Justification:

In August 1997, Pima Community College completed a competitive Request for Proposal (RFP) process to select a Student Information System. Ellucian, which provides software and services, was the successful proposer, and Ellucian's Banner software was implemented at the College. Banner is a Student Information System that consists of several base modules, including Student, Finance, Financial Aid, and Human Resources, and it enables access to the Oracle database, which houses a range of student, employee, and financial information.

Pima Community College entered two agreements with Ellucian – a Software License Agreement (SFA) and a Technical Services Agreement (TSA). Under the SFA and in exchange for a one-time fee of \$1,050,000, Ellucian granted the College a perpetual license to Banner software. Ellucian agreed to provide the College all necessary Banner updates and maintenance services in exchange for an annual maintenance fee. The TSA had an auto-renewal provision, which the College exercised on a year-to-year basis between 2004 and 2007. In 2007, the College and Ellucian extended the TSA for a ten-year term for the period 2007-2017.

Between 2008 and 2016, the College purchased additional Ellucian products to complement the Banner system and improve functionality for students, faculty, and staff. For each additional Banner component, the College purchased a perpetual license and entered a maintenance service agreement with Ellucian. The additional licenses and maintenance services were procured noncompetitively as sole source since they were exclusive to Ellucian and seamlessly integrated with the existing systems.

Although the College is beginning to review Information Technology systems from a larger, enterprise standpoint, there has been no decision to move away from the Banner platform. Such a decision will require a new RFP process, as well as careful planning for the personnel, time, and coordination necessary to transition from one Student Information System to another while maintaining day-to-day operations and services. Expenditures for initial implementation of a

(Continued)

new system will also be considered, as the cost of software licensing and maintenance would need to be factored into the budget. Because the College owns perpetual licenses for Banner and related products, costs for the new agreement are limited to fees for the annual software maintenance provided by Ellucian.

Financial Consideration:

The table below demonstrates the annual budget for Banner and additional modules:

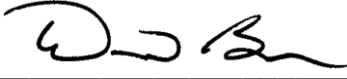
	Year 1	Year 2*	Year 3*	Total
Banner Modules <i>Employee, Finance, Human Resources, Student, and Workflow</i>	\$365,167	\$387,077	\$410,302	\$1,162,546
Additional Banner Modules <i>Data Defense, Banner Document Management System, Flexible Registration, Degree Works, and Document Management Suite</i>	\$63,562	\$67,376	\$71,418	\$202,356
Total	\$428,729	\$454,453	\$481,720	\$1,364,902


*Includes a maximum Improvement Fee of 6% over the cost of the previous contract year.

Strategic Plan:

This project supports the entire 2017-2021 Strategic Plan.

Approvals

Contact Person 
David Bea, Ph.D.

Chancellor 
Lee D. Lambert, J.D

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

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.1 (18)

Item Title	Contact Person
Contract: ISS Facility Services	William R. Ward II Vice Chancellor, Facilities (206-2610)

Recommendation:

Pending award of the current Request for Proposal (RFP) number P18/9957, the Chancellor recommends the Governing Board authorize the Chancellor or designee to execute purchase order change order(s) in excess of \$100,000 to the existing custodial services vendor, ISS Facility Services. The contract extension will be on a month-to-month basis not to exceed an additional four (4) months for the period of performance from September 1, 2017 through December 31, 2017.

Vendor Selection & Justification:

ISS Facility Services provides custodial services for all College campuses, District Office, 29th Street Coalition Center, Maintenance & Security, Green Valley, and the Aviation Technology Center. ISS Facilities Services was originally engaged in FY13 following a Request for Proposal and competitive selection process. ISS received a one-year agreement with four one-year renewal periods. FY 17 was the final renewal year. An extension for the period of performance of July 1, 2017 through August 31, 2017 for \$315,000 was approved at the June 14, 2017 board meeting at a reduced cost for modified services in support of the summer plan.

A competitive bid process is underway and vendor selection will be managed by the Purchasing department to select a vendor for a new, long term custodial services contract. The vendor selection, and proposed contract resulting from this bid process, is expected to be completed by November 2017 and will return to the Board for approval no later than December 2017.

Due to the desire for continuity of service, the return of students for the fall semester, and the above mentioned time constraints, award of a short term performance period to any other vendor than the incumbent would result in disruption of services.

Financial Considerations:

The contract costs will be funded from General Fund operational budget approved and allocated to Facilities for this purpose. The total budget will not exceed \$690,000 for the four month period of performance from September through December 2017 including a 7% contingency for additional services, as needed. The vendor has provided a quotation for the extension which will

(Continued)

be evaluated for fairness and reasonableness by the Procurement department and will not exceed the budget or FY17 rates.

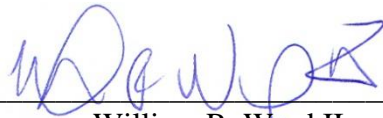
In accordance with the dollar limitation of BP 1.05 Section 2.C.1., the Chancellor requests approval to execute purchase order change order(s) exceeding \$100,000 with ISS Facilities Services, as described herein, pending RFP P18/9957 completion and Board approval.

Strategic Plan:

This project supports Strategic Direction 3: Cultivate institutional excellence through continuous improvement.

Approvals

Contact Person _____



William R. Ward II

Chancellor _____



Lee D. Lambert, J.D

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.2 (1)

Item Title	Contact Person
Governing Board Self-Assessment	Board of Governors (206-4971)

**Pima Community College Governing Board Self-Assessment Summary
2016-2017**

Process Background The Pima Community College (PCC) Governing Board conducted a self-assessment based on the Board's Fall 2016 – Fall 2017 Priorities and Action Items. The report compiled quantitative and qualitative data that assisted the Board in constructive dialogue on strengths, areas that require greater attention, areas of concern, and planning. The self-assessment helps the board to set standards, clarify expectations and serve as an example of the ongoing commitment to accountability and assessment for the college community. The assessment included 62 items across nine categories and 23 Board goals. Items were rated on a scale of 1 to 5 indicating respondents' agreement with completion or movement towards completion of goals.

Summary: This year's Self-Assessment indicates that the Board feels it is strongest in the category areas of Policy Role & Direction, Standards for College Operation, Board – Chancellor Relationship, Community College – Student Relations, and Board Education. In terms of goal accomplishment Accreditation Infrastructure, Adoption of Developmental Education Policy, and Budget Scenario Review were rated highest. Areas of needed improvement included the categories of Advocating for the College, Community Relations, and Board Leadership. **Overall category ratings fell from a 3.83 last year to a 3.61 this year.** Goals needing work include Strengthening of PCC Foundation, Enrollment and Advertising Strategy Improvement, Community Event Recruitment, and Individual Board Member Meetings with the Chancellor.

Board Organization (i.e. meeting effectiveness, adequate background information, open and sufficient discussion, decisions following thorough discussion and analysis). This category was the 2nd lowest rated with an overall **3.15** (3.95 last year). The highest rated item was: Board members make decisions after thorough discussion and explanation of many perspectives. The lowest ratings were given to: Board meetings are conducted in such a manner that the purposes are achieved effectively and efficiently and Board members are given timely and adequate background information on the issues they are asked to make decisions about.

Policy Role & Direction (i.e. understanding of role, consideration of future direction, focus on policy over administrative matters, clarity regarding mission and goals). This was the highest rated category with an overall of **4.05** (last year 4.05). The highest ratings in this topic were for the items: The Board understands that one of its primary

functions is to establish the policies governing the community college, based on consideration of all pertinent perspectives and the Board has ensured that the mission and goals are sufficiently stated to be responsive to current future community needs. The lowest rating in the topic: The board adopts policies that guide the administration of the college and monitors compliance while leaving the day-to-day operations of the college to the chancellor.

Board-Chancellor Relations (i.e. delegation to Chancellor, professional growth of Chancellor, adequate information provided by Chancellor) This category had an overall rating of **3.65** (last year 3.45). The highest rating in this topic: The board encourages the professional growth of the Chancellor. The lowest rating in the topic: Board members are adequately prepared to address important issues facing the college.

Community College & Student Relations (i.e. recognition of student and employee achievement, support for programs and activities, attendance at College events, transparency and visibility, sensitivity to student and employee concerns) This was the 2nd highest rated category of the assessment with an overall average of **4.0** (last year 4.6). The highest ratings in this topic: The Board members support the programs and activities of the college by recognizing them at meetings and by attending awards celebrations. The lowest rating in this topic: the Board is sensitive to the concerns of students and employees while maintaining impartiality.

Community Relations (i.e. knowledge about community, information to the Chancellor about community contacts, assistance with partnerships) The overall average rating for this category is **3.33** (last year 3.67). The highest rating was for: The Board is knowledgeable about community and regional needs and expectations. The lowest rating was for: The Board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate.

Standards for College Operations (i.e. knowledge about programs and services, alignment of budget with College priorities, development of parameters for facilities, awareness of funding structure, governance structure for decision-making input). The overall average rating of this category is **3.95** (last year 3.95). The highest rated item: The Board is aware of the College's funding structure. The lowest rated item: The Board has policies that require adequate participation in decision making within the institution.

Board Leadership (i.e. adherence to role, willingness to do what is right for students and community, setting of positive examples, informed decision-making, support for decisions) This category had the largest rating decline with an overall average rating of **3.15** (last year 3.95). The highest rated items: The Board bases its decision upon all available facts and once a decision is made, Board members cease debate and uphold the decision of the Board. The lowest rated item: Through its behavior, the Board has set a positive example for the Chancellor and other employees.

Advocating for the College (i.e. consideration of legislative and state issues, recognition of College accomplishments, education about College needs and issues, advocacy of College interests, support of College Foundation and fundraising) This was the lowest rated category and had an overall average rating of **3.05** (last year 3.53). The highest rating in the topic: The Board advocates College interests to state and national

agencies and legislators. The lowest rating: The Board helps educate the local community about community college needs and issues.

Board Education (i.e. engagement in training and development, knowledge about major trends and issues affecting the College, allocation of resources for Board attendance at conferences and community events) This category has an average rating of **3.73** overall (last year 3.8). The highest rated item: Board agendas include sufficient legislative and state policy issues facing the college. The lowest rated item: Board members are engaged in a continuous process of training and development.

Approvals

Chancellor



Lee D. Lambert, J.D.

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

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.2 (2)

Item Title	Contact Person
Chancellor's Goals, Objectives and Timelines 2017-2018	Lee D. Lambert, Chancellor (206-4747)

Pima Community College
Chancellor's Goals, Objectives and Timelines
2017-2018
Draft

Pima Community College exists to meet the needs of our students, our community, our state and our nation. The following goals and objectives are set forth with those purposes in mind. Moreover, recommendation(s) tied to goals and objectives should be data- informed and evidence-based.

Goal 1: Improve Student Success

Objectives:

- A. Increase enrollment by 2% by the end of academic year 2017-2018.
- B. Implement Guided Pathways model by fall 2018.
- C. Institute Block Scheduling as a component of Guided Pathways by fall 2018.
- D. Develop the blueprint of Centers of Excellence model at Downtown Campus in fall 2017.
- E. Improve retention and persistence rate by 1% by the end of academic year 2017-2018.

Goal 2: Engage the Community

Objectives:

- A. Host Educational Master Plan & Facilities Master Plan Summits to solicit internal and external input on the Plan(s) by late fall 2017.

- B. Outline a comprehensive communication plan for the Educational and Facilities Master Plan to include internal and external stakeholders by spring 2018.
- C. Institute a comprehensive marketing and enrollment campaign to improve College branding and community perception by spring 2018.

Goal 3: Institutional Excellence

Objectives:

- A. Implement a budget plan with improved efficiencies in personnel and operations by spring 2018 to meet annual reductions of \$5 million per year to total \$15 million.
- B. Demonstrate progress on meeting the Expenditure Limitations by spring 2018
- C. Secure Revenue Bonds to Begin Centers of Excellence by spring 2018
- D. Continue reorganization and institutional restructuring through 2018
- E. Assess the effectiveness of the Continuous Quality Improvement model in planning, effectiveness, and accreditation through the academic year 2017-2018.
- F. Ensure that all PCC units are implementing appropriate assessment and program review cycles to monitor compliance and effectiveness by fall 2017.
- G. Institute professional development for all employees and succession planning for administrative levels by spring 2018.
- H. Conduct market research on student deletions/registrations and revise model by spring 2018.

Goal 4: Strengthen the Culture of Compliance

Objectives:

- A. Create a Chief Compliance Officer position to ensure the College's compliance efforts across work units and to create a culture of compliance and ensure PCC accreditation requirements are strengthened and the College remains sanction-free through 2018.
- B. Explore the institution of an Enterprise Risk Management System to assist with College compliance by spring 2018.

- C. Strengthen internal communications with updated organizational charts and a cascading communications plan by fall 2017.

Approvals

Chancellor

A handwritten signature in black ink, appearing to read 'Lee D. Lambert', written over a horizontal line.

Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.2 (3)

Item Title	Contact Person
Employment Contract: Chancellor	Chair, Governing Board

DRAFT – For consideration at August 16, 2017 Board

CHANCELLOR'S EMPLOYMENT CONTRACT

This Chancellor's Employment Contract ("Contract") is entered into this 16th day of August, between Pima County Community College District (the "College"), by its Governing Board (the "Board"), and Lee D. Lambert (the "Chancellor").

IT IS AGREED:

1. Employment and Term of Contract: The College agrees to employ the Chancellor for a period of three (3) fiscal years, beginning July 1, 2017, and ending June 30, 2020, as Chancellor for the College. Following the Chancellor's annual evaluation as provided in paragraph 5 below, the Board shall meet prior to the end of each calendar year and decide in an open meeting whether this Contract should be extended for an additional fiscal year, giving consideration to the Chancellor's annual evaluation. Once fully executed, this Contract supersedes the Chancellor's Employment Contract entered September 14, 2016.
2. Duties: The Chancellor shall be the chief administrator of the College, and, as such, his duties shall include:
 - a. The duties set forth in the Chancellor's job description and the requirements contained in College policies, regulations and standard practice guides as such job description, policies, regulations and standard practice guides may reasonably be amended from time to time;
 - b. Obligations imposed by law; and,
 - c. Such other duties as from time to time may be assigned to the Chancellor by the Board.

The Chancellor agrees to devote such time, skill, labor and attention to his employment as is necessary to fully and faithfully perform the duties of Chancellor during the term of this Contract.

3. Base Salary: In consideration for performance of the above-described duties, the College agrees to pay to the Chancellor, effective from July 1, an annual base salary ("Annual Base Salary") of Three Hundred Thirty-Three Thousand Seven Hundred Dollars (\$333,700). Annual Base Salary payments shall be evenly proportioned and paid every two weeks as is customary at the College. In subsequent fiscal years, if a salary increase is provided to other College administrators, the Chancellor's Annual

Base Salary shall be increased by the same percentage amount.

4. Fringe Benefits: In addition to the Annual Base Salary referenced in paragraph 3 above, the Board agrees to provide the Chancellor, during the term of this Contract, those fringe benefits that it furnishes to other College administrators. In addition and/or as a modification to these fringe benefits, the Board shall furnish to the Chancellor the fringe benefits expressly referenced in this Contract, including the following:
 - a. Automobile Allowance: Due to the number and location of College facilities and programs, as well as the nature of the Chancellor's duties, the parties agree that Chancellor will engage in significant business travel within Pima County. The parties also agree that the Chancellor will not be supplied with a College automobile for business travel within Pima County. In consideration of the above, the College agrees to pay to the Chancellor, in addition to the Annual Base Salary and other compensation set out in this Contract, an Automobile Allowance in the amount of One Thousand Two Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$1,266.67) per month during the term of this Contract. In consideration of the additional compensation set forth in this paragraph, the Chancellor agrees not to make any request to the College for mileage reimbursement for use of his own automobile for business travel within Pima County.
 - b. Option to Sell Back a Portion of Annual Leave: The Chancellor shall accrue thirty-seven (37) days of annual leave per year, prorated in equal amounts during each pay period. During the first sixty (60) days of each fiscal year, the Chancellor shall have the option of selling back to the College, at his then per diem rate of pay, any available accrued and unused annual leave days he accrued the prior fiscal year. Accrued annual leave shall (i) be used by the Chancellor, (ii) sold back to the College as provided in this subparagraph, or (iii) accumulated and compensated upon separation of employment from the College, subject to the conditions and limitations set forth in the Administrative Personnel Policy Statement.
 - c. Business Expense Allowance: The Board expects the Chancellor to engage in College-related business and community activities both inside and outside of Pima County. The Board further recognizes that these activities will require the Chancellor to incur significant expenses, many of which will not be able to be reimbursed. In recognition of the fact that the Chancellor will incur significant unreimbursed expenses when he engages in these business and community activities, the College agrees to pay to the Chancellor, in addition to the Annual Base Salary and other compensation set out in this Contract, a Business Expense Allowance in the amount of One Thousand One Hundred Fifty Dollars (\$1,150) per month during the term of this Contract.
 - d. Tax Sheltered Annuity Allowance: In addition to the Annual Base Salary and other compensation referenced in this Contract, the College shall pay to the Chancellor a Tax Sheltered Annuity Allowance in the amount of Forty Thousand Dollars (\$40,000) per year. The Tax Sheltered Annuity Allowance shall be subject to customary withholdings and shall be paid by the College to the Chancellor no later than the first pay period in June of each fiscal year of this Contract. The parties agree that the College's only obligation related to the Tax Sheltered Annuity Allowance is to pay such Allowance to the

Chancellor, and the Chancellor shall be solely responsible for the selection and purchase of a Tax Sheltered Annuity.

- e. Annual Health Evaluation: On an annual basis, the College will provide for the cost of a physical examination through the Mayo Clinic Executive Health Program, or comparable health evaluation as agreed by the Board and Chancellor.
5. Annual Evaluation and Option to Conduct Additional Evaluations: Prior to the start of each fall academic term, the Board shall schedule and hold a personnel executive session for the purpose of conducting an evaluation of the Chancellor's job performance during the immediately preceding fiscal year. At such executive session, each individual Board member shall be given the opportunity to discuss with the Chancellor that Board member's opinions concerning the Chancellor's job performance. In addition to the annual evaluation referenced above, the Board may, in its discretion and at any time, schedule and hold one or more additional personnel executive sessions for the purpose of conducting additional evaluations of the Chancellor's job performance.
6. Termination for Cause: Throughout the term of this Contract, the Chancellor shall be subject to discharge for good cause; provided, however, that the Board shall not arbitrarily or capriciously do so. In any situation involving dismissal for cause, the Chancellor shall be provided with appropriate procedural due process, including being given a written statement of reasons for the dismissal and a full and fair hearing prior to the Board rendering any final decision concerning dismissal.
7. Termination without Cause: In its sole discretion and independent of whether cause for termination does or does not exist, the Board, upon not less than ninety (90) calendar days' written notice to the Chancellor, may unilaterally terminate this Contract. In the event of such termination, the College shall pay to the Chancellor the Total Aggregate Compensation he would have earned under this Contract from the effective date of termination through the later of (a) the termination date set forth in paragraph 1 above, or (b) a different termination date set forth in any addendum to this Contract. For the purpose of this paragraph, the term "Total Aggregate Compensation" means the monies that the Chancellor would have received during the above-defined period of time as (a) Annual Base Salary as set out in paragraph 3 above, (b) the Automobile Allowance payments as set out in paragraph 4(a) above, and (c) the Business Expense Allowance payments set out in paragraph 4(c) above.
8. Disability: Should the Chancellor be unable to perform the duties and obligations required by this Contract by reason of illness, accident or other cause beyond the Chancellor's control, and should such disability extend for any period of time after the Chancellor has exhausted any accumulated paid leave as well as any paid or unpaid Family Medical Leave Act leave, the Board, in its discretion, may either (a) grant the Chancellor an unpaid leave of absence for any remaining portion of time that the Chancellor is unable to perform his duties and obligations, or (b) terminate

this Contract without further obligation owed to the Chancellor.

9. Indemnity: The College shall defend, hold harmless, and indemnify the Chancellor from any and all demands, claims, suits, actions, and legal proceedings brought against the Chancellor in his individual capacity, or in his official capacity as agent and employee of the College, provided the incident arose while the Chancellor was acting within the scope and course of his employment with the College. Notwithstanding the above, this hold harmless and agreement to defend and indemnify the Chancellor shall not apply to any demand, claim, suit, action or legal proceeding where the interests of the Board or College are adverse to the interests of the Chancellor.
10. Arizona Law Governs and Incorporation of A.R.S. §38-511: This Contract has been executed in Arizona and shall be governed in accordance with the laws of the State of Arizona. As required by Arizona law, the provisions of A.R.S. §38-511 are incorporated into this Contract.
11. No Automatic Extension of Contract: Neither the Board's failure to meet each year to decide whether or not to extend the term of this Contract for an additional fiscal year, as referenced in paragraph 1 above, nor the Board's failure to conduct an annual evaluation of the Chancellor, as referenced in paragraph 5 above, shall result in an automatic extension of the term of this Contract.
12. Integration, Attorneys' Fees and Headings: This Contract contains all of the terms agreed upon by the parties and it supersedes all prior agreements, arrangements and communications between the parties, whether oral or written. If either party is required to commence litigation to enforce the terms of this Contract, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs. In this Contract, paragraph headings have been inserted for convenience of reference only, and if there is any conflict between the headings and the text of the Contract, the text shall control.

This Contract was approved by the Governing Board at an open meeting held on the 16th day of August, 2017.

Lee D. Lambert, Chancellor

(Chancellor's Signature)

(Date)

GOVERNING BOARD OF PIMA COUNTY COMMUNITY COLLEGE DISTRICT
BY:

(Mark Hanna, Chair of the Governing Board)

(Date)

ATTEST:

(Demion Clinco, Governing Board Vice Chair/Secretary)

(Date)

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.2 (4)

Item Title	Contact Person
Discussion and Direction for Possible Revision of BP 2.01 Diversity	Chancellor's Office 520-206-4747

Recommendation:


The Chancellor recommends that the Governing Board review BP 2.01 Diversity and provide direction on possible revisions.

Background:

In furtherance of the Board's policy on diversity (BP 2.01), the Pima Community College Standing Committee on Diversity developed a Diversity Plan which was finalized by May 2017. While developing the plan, the committee solicited input from the Board, College community members, and the broader community. During the plan development process, Board members expressed an interest in reviewing and revising BP 2.01, with some specific suggestions.

This report includes an initial draft with possible changes to BP 2.01 for consideration and input by the Board. The draft more closely aligns BP 2.01 with the Diversity Plan. Based on the direction of the Board, the College will make further revisions as necessary and then follow the process for Board policy revision, including the collection of comments to be shared with the Board, prior to scheduling the item for further consideration by the Board at a subsequent public meeting.

Approvals

Chancellor 

Lee D. Lambert, J.D.



PimaCountyCommunityCollegeDistrict Board Policy

<i>Board Policy Title:</i>	Diversity <u>and Inclusion</u>
<i>Board Policy Number:</i>	BP 2.01
<i>Adoption Date:</i>	3/13/91
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	10/28/14, 2/4/15
<i>Revision Date(s):</i>	10/21/03, 6/20/14, 10/28/14, <u>7/19/17</u>
<i>Sponsoring Unit/Department:</i>	Chancellor's Office
<i>Motion Number:</i>	4874
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment), BP 5.10; Student Success, BP 3.30

Pima Community College aspires to a future in which its student body and workforce, including faculty, staff, and administrators, reflect the diversity of the Pima County community and in which people of all backgrounds feel welcome and engaged by the College. The College values its diverse student and employee populations and is committed to providing and supporting programs, services and training that will enable all students and employees to achieve their educational and career objectives. The same value will be utilized by PCC in employee recruitment and hiring. In order that College employees reflect the diversity of the students and its community, reasonable good faith efforts will be made to recruit highly qualified and diverse applicants.

PimaCountyCommunityCollegeDistrict
Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 8/16/17

Item Number: 4.2 (5)

Item Title	Contact Person
Governing Board Travel	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

At the request of the Governing Board, the Chancellor presents three options to reimburse Board members when traveling locally for a District purpose. The Chancellor recommends the Board adopt option 2 (home address as assigned location).

Justification:

Board Policy 4.06 – College Travel authorizes the Chancellor or designee to create processes by which an individual is authorized to travel for a District purpose. These procedures also define allowable expenses, including those incurred through local commuter miles. Currently, the College's written procedures for travel (*Travel Manual*) require that each employee is assigned a work location and mileage exceeding local commuter miles are eligible for reimbursement. Since members of the Governing Board follow the same travel processes as employees, they have been assigned a usual work location.

The Chancellor presents the following options for local mileage for the Board:

1. Maintain the usual assigned work location of the District Office – Mileage is reimbursed in excess of commuter miles, as defined in the *Travel Manual*, and there are no tax implications.
2. Change the usual assigned work location to their home address – Mileage is reimbursed when traveling for a District purpose, as defined in the *Travel Manual*, and there are no tax implications. This is the designation used for Maricopa Community College Board members.
3. Not have a usual assigned work location – Mileage is reimbursed for all costs incurred when traveling for a District purpose, as defined in the *Travel Manual*, and all reimbursements are considered as taxable income because the College is reimbursing for both commuter miles and miles in excess of commuter miles.

Financial Considerations:

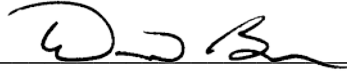
The Governing Board's budget includes travel costs, which are incorporated into the annual budget development process. If a change to the current practice is approved and an increase in

(Continued)

expenses for travel is expected, money may be transferred from another line in the Board's budget to balance the budget.

Approvals

Contact Person



David Bea, Ph.D.

Chancellor



Lee D. Lambert, J.D.