PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA SEPTEMBER 13, 2017

NOTICE OF REGULAR GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

ESTIMATED DURATION

10 min.

- 1. General Matters
 - 1.1 Call to Order
 - 1.2 Pledge of Allegiance
 - 1.3 Roll Call
 - 1.4 Governing Board Recognition and/or Awards

- Faculty Emeritus recognition
- 1.5 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.

1.6 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
 - <u>Accreditation update</u> Bruce Moses

5 min.

• Enrollment update – Karrie Mitchell

5 min.

Date: 09/13/17 Page 2

2.2 Reports by Representatives to the Board

15 min.

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

- Student Report Nick Betts-Childress
- Staff Report Joi Stirrup
- Adjunct Faculty Report Sean Mendoza
- Faculty Report Brooke Anderson
- Administrator Report Nina Corson

2.3 Chancellor's Report

10 min.

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

3. Information Items

10 min.

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

- 3.1 Financial Report July 2017 Financial Statements
- 3.2 Employment Information
 [Appointments, acting assignments, retirements and separations]
- 3.3 Adjunct Faculty Appointments
- 3.4 Administrative Procedure Changes [AP 3.10.01: Admission and Registration *New*]
- 3.5 Administrative Procedure Transition Update

[RG-3501/A: Admissions and Registration — *Deletion*] [SPG-3501/AC: Registration Process for Credit Courses — *Deletion*]

- 3.6 Board Policy Substantive Changes First Reading [BP 2.01: Diversity *Revised*]
- 3.7 Unclassified Pay Rates for Temporary Employment-Interpreters
- 4. Action Items
 - 4.1 Consent Agenda

5 min.

Approval of Minutes of the following meetings:
 A. Special Meeting to conduct Executive Session on August 16, 2017

Date: 09/13/17

- B. Regular Meeting of August 16, 2017
- C. Study Session of August 21, 2017
- (2) Intergovernmental Agreement (IGA): Picture Rocks Fire Department [One-year agreement to establish framework within which PCCCD Public Safety and Emergency Services will provide practical experience to College students and the College will provide educational services which will benefit both parties. This includes paramedic training and vehicular rotations.]

 Picture Rocks Fire Department agreement
- (3) Agreement: Pima Community College and SEP-Santander-Bécalos International Program
 [To approve a partnership with SEP- Bécalos-Santander Universidades International Program. PCC will host 75 visiting international students from Mexico during the Fall 2017 semester. This program is funded by the Mexican institutions and participating sponsors. PCC will receive \$562,500 from SEP-Santander- Bécalos International Program to cover the students' housing, tuition, health insurance, books, bus passes, and co-curricular and cultural activities.]

 SEP-Santander- Bécalos International Program agreement
- (4) Operating Agreement: Green Valley Learning Center
 [To approve the Chancellor or designee to sign a new operating agreement with Pima County for the day-to-day management, operations and maintenance of the Green Valley facility.]

 Operating agreement
- (5) Contract: U.S. Department of Justice Federal Bureau of Prisons Administration Division [Five-year fee for service agreement to provide educational training to inmates' onsite at the Federal Prison Complex] Federal Prison agreement
- (6) Contract: eLumen Assessment Management System
 [To approve a contract to purchase an assessment management system (AMS).
 The projected first year cost is \$60,000 encompassing software licensing, implementation, and training. Subsequent annual cost is \$50,000 or \$2/IPEDS Headcount, whichever is less, for up to 10 years. An additional \$180 per hour consulting fee is charged for extra consulting during the 10 year period if needed.]
 eLumen agreement
- (7) Contract: ConvergeOne-Extreme Hardware Maintenance, Licensing, and Services, 2017-2018 [To approve a contract with ConvergeOne to provide maintenance services for Extreme hardware for the period July 1, 2017 through June 30, 2018. Total costs for the one-year agreement are not expected to exceed \$149,470.] ConvergeOne agreement

(8) Contract: ConvergeOne for Upgrade of Avaya Telephone System-Phase 2
[To approve a contract with ConvergeONe for the second phase of the upgrade to the Avaya Telephone System. Total costs are not expected to exceed \$177,130.]

ConvergeOne agreement

- (9) Contract: OPTIV-McAfee Maintenance, Licensing, and Services, 2017-2018 [To approve a contract with OPTIV to provide maintenance services for McAfee IT security software for the period July 2, 2017 through July 1, 2018. Total costs for the one-year agreement are not expected to exceed \$108,204.] OPTIV-McAfee contract
- (10) Contract: HP Computers for Division of Nursing Lease Agreement [To approve a contract with Hewlett-Packard to purchase computers for the College's Division of Nursing. Total costs are not expected to exceed \$239,920.] HP agreement
- (11) Dual Enrollment: Compass High School
 [To approve a contract with Compass High School for dual enrollment for August 1, 2017 through June 30, 2018. Fiscal considerations for this contract are summarized as reciprocal services.]

 Compass High School IGA
- (12) Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year MOUs: PCCEA Management
 <u>Department Chair Presentation October 2015</u>

 Department Chair Report January 2017

4.2 Other Action Items

(1) Governing Board 2017-18 Priorities and Action Items 5 min.

(2) Chancellor's 2016-17 Evaluation

5 min.

(3) Property Acquisition: 127 W. Drachman
[To approve the acquisition of real estate property located at 127 W. Drachman.]

Letter of Intent/Property map

20 min.

20 min.

(4) Property Acquisition: 333 W. Mabel
 [To approve the acquisition of real estate property located at 333 W. Mabel
 Street.]
 Letter of Intent/Property map

Adjournment

Regular Meeting October 11, 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: 9/13/17 Item Number: 1

Item TitleContact PersonGeneral MattersChancellor'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

| Reports | Seports | Seport | Seports | Seport | Seport

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Chancellor_

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 9/13/17 Item Number: 3.1

Item Title

Contact Person

Financial Report – July 2017 Financial Statements

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

Recommendation:

Attached are the financial statements showing preliminary 2017/18 results through July 2017. Time will be provided to discuss College fiscal matters.

Justification:

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

The July preliminary results indicate that net year-to-date revenue is about \$8.6 million compared to approximately \$0.1 million lower in the previous year. The preliminary results indicate that the College concluded July with total revenues in General and Designated funds higher than the previous fiscal year by \$8.9 million. Specifically, tuition and fees revenue has increased by \$9.2 million due to timing difference of when the deferred revenue adjustment was recorded. Last fiscal year, the deferred revenue adjustment was recorded after the July 2016 financials were prepared whereas the July 2017 financials include the deferred revenue adjustment. The tuition and fees revenue should be more in line with prior year comparison with the August financials. Property tax revenue has decreased by \$0.5 million and other revenue has increased by \$0.2 million.

Compared with the same time period in fiscal year 2017, actual expenditures have increased by about \$0.1 million. When compared to the same time period of the previous fiscal year, services and supplies and other expenditures, excluding transfers, increased by \$0.1 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded July with a year to date increase in net position of about \$7.8 million. This is an increase compared to the previous year's decrease of \$0.9 million, primarily due to timing difference of the deferred revenue adjustment posting.

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 4.7 percent of budget, which is a slightly higher percentage than the previous year. In absolute terms, year-to-date Personal Services

(Continued)

Date: 9/13/17 Page 2

expenditures were \$5.6 million, which is the same amount from the same period of fiscal year 2017.

Services and Supplies expenditures are approximately 4.3 percent of the budget, which is a higher percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$1.5 million which is higher than the \$1.4 million amount from the same period of fiscal year 2017.

Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of July was \$75.2 million, which is an increase of about \$4.2 million compared to the same time last year. This represents an increase of \$0.7 million in Total Assets/Deferred Outflow of Resources and a decrease of \$3.5 million in Total Liabilities/Deferred Inflow of Resources.

Contact Person_

David Bea, Ph.D.

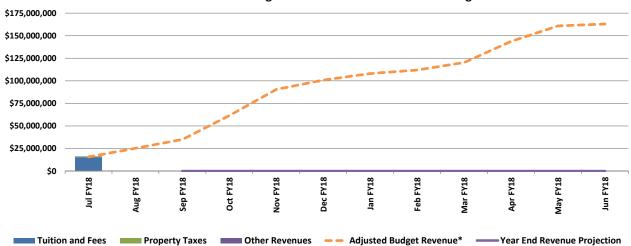
Chancellor_

Lee D. Lambert, J.D.

Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the One Month Ending July 31, 2017

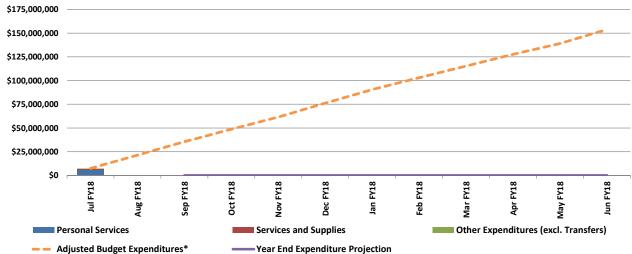
(Preliminary)		F'	Y 20	FY 2016/17				
	Adjusted			ear to Date		Υe	ear to Date	
	Aı	nnual Budget	Actuals		%	Actuals		%
<u>Revenues</u>					,			
Tuition and Fees	\$	47,176,000	\$	15,043,403	31.9 %	\$	5,883,274	12.5 %
Property Taxes		112,161,162		471,166	0.4 %		987,763	0.9 %
Other Revenue		3,666,838		174,680	4.8 %		(41,700)	-1.4 %
Total Revenues	\$	163,004,000	\$	15,689,249	9.6 %	\$	6,829,337	4.3 %
<u>Expenditures</u>						ĺ		
Personal Services		117,311,800		5,552,357	4.7 %		5,581,260	4.5 %
Services and Supplies		35,002,498		1,499,575	4.3 %		1,366,242	4.0 %
Other Expenditures (excl. Transfers)		1,600,702		4,395	0.3 %		6,170	3.0 %
Total Expenditures	\$	153,915,000	\$	7,056,327	4.6 %	\$	6,953,672	4.4 %
Net			\$	8,632,922		\$	(124,335)	

General & Designated Funds YTD Revenues vs. Budget



^{*}Adjusted Budget Revenue Excludes Fund Balance

General & Designated Funds YTD Expenditures vs. Budget



 $[\]ensuremath{^*}$ Adjusted Budget Expenditures Excludes Contingency & Reserves

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

Statement of Revenues, Expenses and Changes in Net Position Year To Date For One Month Ending July 31, 2017

(Preliminary)				FY 20:	17/	18				FY 2016/17
	(General &	I	Auxiliary &						Prior Year
	Designated		Restricted		Plant &			Total		Totals as of
	_	Funds		Funds	0	ther Funds		All Funds		July 31, 2016
Operating Revenues		Tulius		Tulius		ther runus		All Fullus		July 31, 2010
Tuition and Fees	\$	15,043,403	ċ	370	\$	368,742	ċ	15,412,515	\$	6 022 794
Contracts	Ş	19,879	Ş	370	Ş	300,742	Ş	19,879	Ş	6,023,784 89,488
Auxiliary Enterprises		13,073		13,595				13,595		13,199
Commission and Rents		2,500		3,186				5,686		123,043
Other Operating Revenues		•		12,268				•		•
Total Operating Revenues		2,523 15,068,305		29,419		368,742		14,791 15,466,466		63,891 6,313,405
Total Operating Revenues		15,000,505		29,419		300,742		13,400,400		6,313,403
Nonoperating Revenues										
State Appropriations										
Property Taxes		471,166				85		471,251		987,880
Federal Grants				311,746				311,746		360,155
State and Local Grants								•		•
State Shared Sales Taxes				173,206				173,206		163,217
Gifts				,				, -		,
Investment Income		149,778		2,825				152,603		(153,502)
Net Nonoperating Revenues	-	620,944		487,777		85		1,108,806		1,357,750
Total Revenues	Ś	15,689,249	\$	517,196	\$	368,827	\$	16,575,272	\$	7,671,155
Instruction Academic Support Student Services Institutional Support Operation and Maintenance of Plant Depreciation Student Financial Aid Auxiliary Enterprises Contingency Total Operating Expenses	\$	1,314,746 1,991,490 1,421,123 1,828,105 334,732 (1,101) 167,232 7,056,327	\$	149,982 223,915 208,160 (33,889) 1,496 441,848 10,611 1,002,123	\$	6,089 40,923 5,808 3,442 9,397 603,186	\$	1,470,817 2,256,328 1,635,091 1,797,658 345,625 603,186 440,747 10,611 167,232 8,727,295	\$	1,566,705 1,747,303 1,479,947 2,352,497 366,875 603,686 409,901 11,319
Income Before Other Expenses	\$	8,632,922	\$	(484,927)	\$	(300,018)	\$	7,847,977	\$	(867,078)
Transfers Capital Appropriations Capital Gifts and Grants		(48,125)				48,125				
Increase (Decrease) in Net Position	\$	8,584,797	\$	(484,927)	\$	(251,893)	\$	7,847,977	\$	(867,078)
Net Position									I	
		(60,449,721)		13,894,867		113,897,167		67,342,313		71,821,380
Total Net Position - Reginning of Vear		100.443.741		100,400/		TTO,0001,TU/		U1,J44,JIJ	Î.	1 1,021,300
Fotal Net Position - Beginning of Year	4		¢	•	٠ خ		¢	7E 100 200	Ċ	
Total Net Position - Beginning of Year Total Net Position - End of Period	\$	(51,864,924)	\$	13,409,940	\$:	113,645,274	\$	75,190,290	\$	70,954,302



Summary of Expenditures - General & Designated Funds - Actuals vs. Budget Year To Date For One Month Ending July 31, 2017

(Preliminary)			FY 2017/1	8				FY 2016/1	.7
	Adjusted	Y	ear to Date		Α	vailable	Ye	ar to Date	
	Annual Budget		Actuals	%	1	Budget		Actuals	%
Expenditures by Function						_			
Educational and General									
Instruction	\$ 55,066,696	\$	1,314,746	2.4 %	\$	53,751,950	\$	1,379,671	2.4 %
Academic Support	25,843,737		1,991,490	7.7 %		23,852,247		1,545,445	6.2 %
Student Services	27,724,450		1,421,123	5.1 %		26,303,327		1,309,597	4.5 %
Institutional Support	35,524,847		1,828,105	5.1 %		33,696,742		2,355,984	6.5 %
Operation and Maintenance of Plant	14,025,874		334,732	2.4 %		13,691,142		361,284	2.6 %
Student Financial Aid	1,243,000		(1,101)	-0.1 %		1,244,101		1,691	0.1 %
Other Expenses									
Transfers	10,680,000		48,125	0.5 %		10,631,875			
Fund balance reserved for contingency	3,722,396		167,232	4.5 %		3,555,164			
Total Expenditures by Function	\$ 173,831,000	\$	7,104,452	4.1 %	\$ 10	66,726,548	\$	6,953,672	4.1 %
Expenditures by Account Personal Services									
Administrative Personnel	\$ 6,354,000	¢	395,278	6.2 %	¢	5,958,722	\$	372,750	5.8 %
Faculty	22,407,000	ڔ	303,095	1.4 %	Ų	22,103,905	,	325,830	1.4 %
Additional Compensation - Faculty	1,367,000		29,616	2.2 %		1,337,384		62,125	4.8 %
Adjunct Faculty	10,971,000		568,887	5.2 %		10,402,113		615,952	5.4 %
Classified Staff	44,077,000		2,551,224	5.8 %		41,525,776		2,696,525	5.7 %
				3.9 %					
Other Compensation Student Employment / Workstudy	4,457,500		172,070	3.9 %		4,285,430		179,571	3.8 %
Fringe Benefits	27 679 200		1 522 107	F F 0/		26 146 112		1 220 507	1 6 9/
Total Personal Services	27,678,300 117,311,800		1,532,187 5,552,357	5.5 % 4.7 %		26,146,113 111,759,443	-	1,328,507 5,581,260	4.6 % 4.5 %
Services and Supplies			25.245	0.60/		= 0.10 000		24.454	0.40/
Communications and Utilities	5,955,055		35,217	0.6 %		5,919,838		24,464	0.4 %
Travel	3,006,000		64,482	2.1 %		2,941,518		23,423	0.8 %
Contractual Services	15,517,152		1,205,129	7.8 %		14,312,023		614,234	4.4 %
Supplies and Materials	6,798,641		126,057	1.9 %		6,672,584		146,740	2.2 %
Student Financial Aid	1,243,000		(1,101)	-0.1 %		1,244,101		1,691	0.1 %
Current Fixed Charges	2,482,650		69,791	2.8 %		2,412,859		555,690	20.0 %
Total Services and Supplies	35,002,498		1,499,575	4.3 %		33,502,923		1,366,242	4.0 %
Capital Equipment	470,702		(783)	-0.2 %		471,485		218	0.1 %
Transfers	10,680,000		48,125	0.5 %		10,631,875			
Other Expenditures	1,130,000		5,178	0.5 %		1,124,822		5,952	0.4 %
Contingency and Reserves	9,236,000					9,236,000			
Total Expenditures by Account	\$ 173,831,000	\$	7,104,452	4.1 %	\$ 16	66,726,548	\$	6,953,672	4.1 %

Total Net Position: Current Year vs. Prior Year

Statement of Net Position

July 31, 2017

(Preliminary)			FY 20	17/1	.8				FY 2016/17
	General &	Δ	Auxiliary &						Total All Funds
	Designated	F	Restricted		Plant &		Total		Prior Year as of
	Funds		Funds	Ot	her Funds		All Funds		July 31, 2016
<u>Assets</u>									
Current Assets									
Cash and Cash Equivalents	\$ 18,569,196	\$	11,892,233	\$	13,503,400	\$	43,964,829	\$	33,573,988
Short-term Investments	25,339,585						25,339,585		25,183,312
Receivables:	2511150				5 000		2 520 4 47		4 202 242
Property Taxes	3,514,158				5,989		3,520,147		4,382,319
Accounts (net of allowances) Government Grants and Contracts	11,183,132		1,259,615				11,183,132 1,259,615		12,598,260 1,011,866
Student Loans			1,239,013		375		375		1,011,800
Other	115,362		280,588		411,359		807,309		1,602,682
Inventories	100,183		200,500		.11,000		100,183		127,091
Prepaid Expenses	546,684				27,879		574,563		693,324
Total Current Assets	59,368,300		13,432,436		13,949,002		86,749,738		79,172,903
Noncurrent Assets									
Restricted Cash and Cash Equivalents					905,409		905,409		54,424
Notes Receivable (net of allowances)									462
Other Long-term Investments	31,475,304						31,475,304		31,183,399
Investments in Capital:									
Land					15,291,311		15,291,311		15,291,311
Buildings & Leasehold improvements					70.0=0.0=-		70.075.57	1	00.000.55
(net of depreciation)					78,076,372		78,076,372		82,193,928
Construction in Progress					4,239,393		4,239,393	1	5,589,731
Equipment (net of depreciation) Library Books (net of depreciation)					1,817,343		4,239,393 1,817,343		1,817,343
Total Noncurrent Assets	31,475,304				100,329,828		131,805,132	-	136,130,598
	02, 0,00 .				100,010,010		_0_,000,_0_		
<u>Deferred Outflows of Resources</u> 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	3,925,957						3,925,957		3,797,139
Accounts Payable and Accrued Liabilities	(73,029)		22,496		49,730		(803)		237,789
Deposits Held in Custody	, , ,		,		583,826		583,826		430,990
Current Portion of Long-term Liabilities	4,568,573						4,568,573		4,494,530
Total Current Liabilities	8,421,501		22,496		633,556		9,077,553		8,960,448
Noncurrent Liabilities									
Unearned Revenue	5,250						5,250		5,250
Long-term Liabilities	3,441,777						3,441,777		3,552,922
Net Pension Liability	133,407,309						133,407,309 136,854,336		126,727,908
Total Noncurrent Liabilities	136,854,336						130,634,330		130,286,080
Total Liabilities	\$ 145,275,837	\$	22,496	\$	633,556	\$:	145,931,889	\$	139,246,528
- 6 6									
<u>Deferred Inflows of Resources</u>	4						44.000.01		aa
Deferred Inflows Related to Pensions	11,220,046						11,220,046		21,443,008
Total Deferred Inflance of Descriptor	ć 11 220 04C	¢		٠.		Ļ	11 220 046	_	21 442 000
Total Deferred Inflows of Resources	\$ 11,220,046	\$		\$	<u> </u>	\$	11,220,046	\$	21,443,008
Net Position									
Net Investment in Capital Assets					99,424,419		99,424,419		104,892,313
Restricted for:									
Loans					57,083		57,083	1	(48,383
					738,931		738,931		66,930
Debt Service								1	
Debt Service Other (Capital Projects)									
Other (Capital Projects) Grants and Contracts			3,125,942				3,125,942		
Other (Capital Projects)	(51,864,924)		3,125,942 10,283,998		13,424,841		3,125,942 (28,156,085)		
Other (Capital Projects) Grants and Contracts	(51,864,924)		10,283,998	* 4	13,424,841 13,645,274	\$		\$	1,407,789 (35,364,347 70,954,302

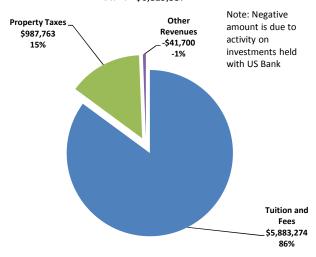
\$ 4,235,988



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

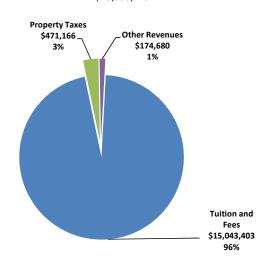
General & Designated Funds YTD Revenues - FY17 - Prior Year

For the One Month Ending July 31, 2016 Total of \$6,829,337

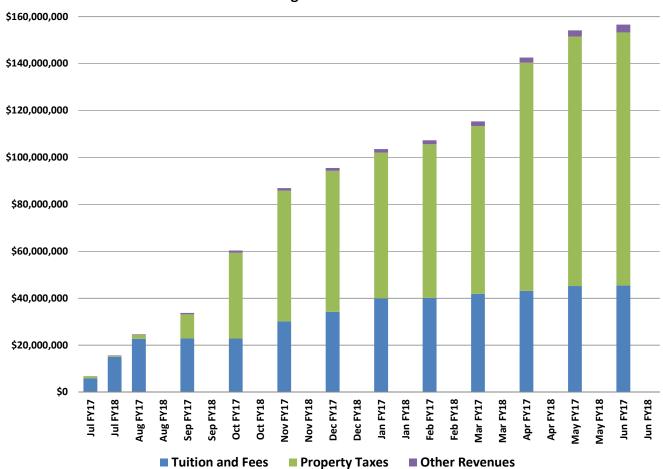


General & Designated Funds YTD Revenues - FY18 - Current Year

For the One Month Ending July 31, 2017 Total of \$15,689,249



General & Designated Funds YTD Revenues





\$1,309,597

19%

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

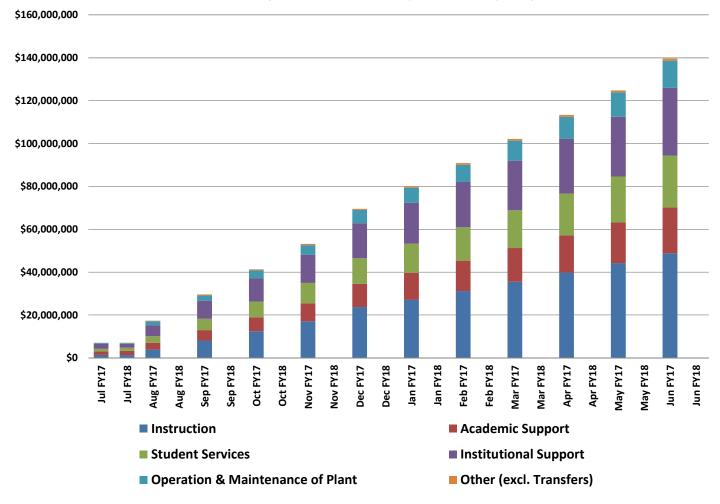
General & Designated Funds YTD Expenditures by Program - FY17 - Prior Year

For the One Month Ending July 31, 2016 Total of \$6,953,672 Operation & Other Maintenance Instruction \$1,691 of Plant \$1,379,671 0% \$361,284 20% 5% Institutional. Support \$2,355,984 34% Academic Support \$1,545,445 22% Student Services

General & Designated Funds YTD Expenditures by Program - FY18 - Current Year

For the One Month Ending July 31, 2017 Total of \$7,056,327 Operation & Other Maintenance. \$166,131 Instruction of Plant 2% \$1,314,746 \$334,732 19% 5% Institutional Support \$1,828,105 26% Academic Support \$1,991,490 28% Student Services \$1,421,123 20%

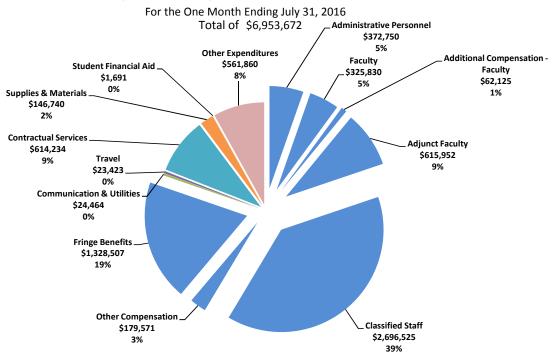
General & Designated Funds YTD Expenditures by Program



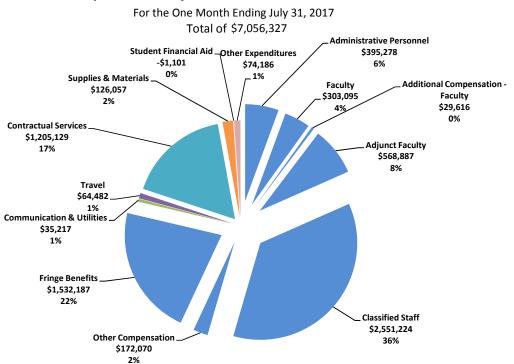


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY17 - Prior Year

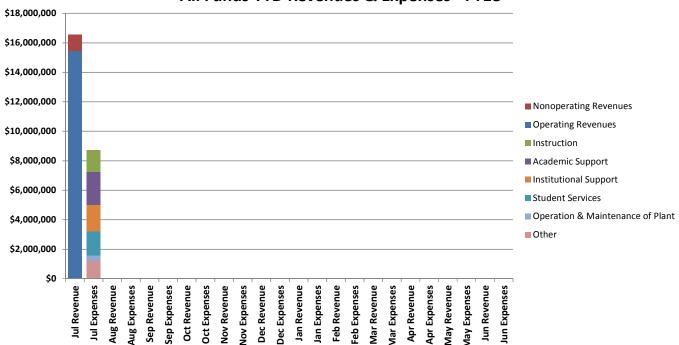


General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 18 - Current Year



Current Year





Statement of Net Position

Glossary for Financial Reports

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.

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

Liabilities

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



Glossary for Financial Reports

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

	5) = Np 5 11 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Operating Revenues	Revenues resulting from the normal operations of a business.
Tuition & Fees	All tuition and fees assessed for educational purposes.
Contracts	All amounts earned on contracts or agreements from other governmental or nongovernmental organizations. The College has instructional contracts with numerous outside entities.
Auxiliary Enterprises	An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee for the use of goods and services. Examples of auxiliary enterprises include bookstores and food services. Revenue associated with these auxiliary enterprises includes commissions.
Commission & Rents	Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
Other Operating Revenues	Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.
Nonoperating Revenues	Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.
State Appropriations	Funds appropriated to the College through the State budget process.
Property Taxes	Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.
Federal Grants	Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.
State & Local Grants	Includes all amounts earned on grants from state, local government and nongovernmental organizations.
State Shared Sales Taxes	Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.
Gifts	Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.
Investment Income	Includes dividends, interest, or royalties and gains or losses on investments.
Operating Expenses	Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.
Instruction	Includes expenses for all activities that are part of an institution's instruction program. For example, faculty salaries are included in the Instructional expenses.
Academic Support	Includes expenses incurred to provide support services for the institution's primary programs of instruction,

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

galleries

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

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

providing administrative support and management direction to the three primary missions

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

Separately budgeted support for course and curriculum development

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).

Includes expenses for central, executive-level activities concerned with management and long-range **Institutional Support**

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

development and fundraising.

of Plant

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

leasing; facility planning and management; and central receiving.

Depreciation Includes both depreciation of the institution's plant, property, and equipment, and amortization of assets

acquired by capital lease.

Student Financial Aid Includes expenses for scholarships - from restricted or unrestricted funds - in the form of grants that neither

require the student to perform service to the institution as consideration for the grant, nor require the

student to repay the amount of the grant to the funding source.

Contingency Commitments and contingencies that could materially affect the financial condition of the entity as reflected

in its financial statements.

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

Capital Appropriations The capital appropriations category includes all appropriations from legislative acts of the federal, state, or

local governments or by a local taxing authority specifically for capital expenditures. The state has suspended

capital appropriations to community colleges for the last several years.

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

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

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 9/13/17 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:

Alkhlifa, Touhfa

Title: Mathematics 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

Bayless, Amparo

Title: Radiology Instructional Faculty

Rate of Pay: \$44,670 Start Date: 08/16/2017

Highest Degree Earned: Bachelor of Science, Diagnostic Medical Imaging and Therapy

Awarding Institution: Northern Arizona University

Most Recent Previous Job: Adjunct Faculty

Mattick, Lucas

Title: Mathematics Instructional Faculty, One-Year Provisional

Appointment

Rate of Pay: \$44,670 Start Date: 08/16/2017

Highest Degree Earned: Master of Science, Mathematics Awarding Institution: San Jose State University

Most Recent Previous Job: Adjunct Faculty

Switzer, Jennifer

Title: Mathematics Instructional Faculty, One-Year Provisional

Appointment

(Continued)

Rate of Pay: \$44,670 Start Date: 08/16/2017

Highest Degree Earned: Master of Science, Mathematics Awarding Institution: University of Texas at El Paso

Most Recent Previous Job: Adjunct Faculty

Tanksley, Koli

Title: Mathematics Instructional Faculty, One-Year Provisional

Appointment

Rate of Pay: \$53,606 Start Date: \$08/16/2017

Highest Degree Earned: Doctor of Philosophy, Agricultural and Biosystems Engineering

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

Staff:

Blue, Lisa Surgical Technician Instructor

Rate of Pay: \$49,078 Start Date: 08/21/2017

Highest Degree Earned: Bachelor of Arts, Liberal Arts

Awarding Institution: Argosy University

Most Recent Previous Job: Surgical Technology Department Chair

Calbert, Kisha Senior Academic Advisor (Student Services Advisor)

Rate of Pay: \$51,643 Start Date: 08/14/2017

Highest Degree Earned: Master of Science, Physical Education

Awarding Institution: Azusa Pacific University
Most Recent Previous Job: Senior Academic Advisor

Christensen, James Business Systems Advanced Analyst

Rate of Pay: \$57,716 Start Date: 08/21/2017

Highest Degree Earned: Bachelor of Science, Computer Information Technology

Awarding Institution: Northern Arizona University
Most Recent Previous Job: Director of Operations

Forish, Joseph Senior Academic Advisor (Student Services Advisor)

Rate of Pay: \$51,643 Start Date: 07/31/2017

Highest Degree Earned: Master of Science, Geographic Information Systems

Awarding Institution: University of Arizona Most Recent Previous Job: Admissions Counselor

Kluding, Thomas Academic Director

Rate of Pay: \$90,551 Start Date: 09/11/2017 Highest Degree Earned: Master of Education Awarding Institution: Ashland University Most Recent Previous Job: Chief Administrator

Ocasio, John Senior Academic Advisor (Student Services Advisor)

Rate of Pay: \$51,643 Start Date: 07/31/2017

Highest Degree Earned:

Awarding Institution:

Most Recent Previous Job:

Bachelor of Arts, Sociology
University of Arizona
Academic Advisor

Ravago, Reina Advanced Program Coordinator

Rate of Pay: \$51,643 Start Date: 08/14/2017

Highest Degree Earned: Master of Science, Mexican American Studies

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

Wesley, Jon Laboratory Specialist

Rate of Pay: \$19.30 Start Date: 07/31/2017

Highest Degree Earned: Associate of Science

Awarding Institution: Scottsdale Community College

Most Recent Previous Job: Laboratory Specialist

Administrator:

Chavez, Kenneth Dean of Communications

Salary: \$103,180 Downtown Campus

Effective: 09/11/2017

Education: Bachelor of Arts, Communication Studies, Master of Education, Curriculum and

Instruction, New Mexico State University; Education Specialist, Educational

Leadership and Management, American College of Education

Experience: Mr. Chavez has been in the role of associate dean/campus director with Central

New Mexico Community College for the past five years. His other experiences include seven years as a teacher with Rio Rancho High School and seven years as

a faculty member and faculty chair with Central New Mexico Community College; and, two years as a program coordinator with both New Mexico State

University and the University of New Mexico.

Recruitment Overview:

An external recruitment was conducted. Three candidates were invited to interview. Two candidates were invited to final interview. The finalist was

recommended by Dr. David Dore, Campus President.

Temporary:

Ambrose, Nicholas

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/07/2017

Highest Degree Earned: Associate of Science
Awarding Institution: Pima Community College

Most Recent Previous Job: Despite Provider

Bell, Constance

Title: Student Services Advanced Specialist

Rate of Pay: \$22.25 Start Date: 08/11/2017

Highest Degree Earned: Master of Science, Business Administration

Awarding Institution: University of Arizona Most Recent Previous Job: Events Manager

Bonillas, Juanita

Title: Student Services Advanced Specialist

Rate of Pay: \$22.25 Start Date: 08/11/2017

Highest Degree Earned: No Post-Secondary Degree

Awarding Institution: N/A

Most Recent Previous Job: Student Financial Services Advisor

Brinkley, La Rhonda

Title: Student Services Specialist (College Pathways Specialist)

Rate of Pay: \$19.30 Start Date: 07/21/2017

Highest Degree Earned: Master of Education, School Counseling

Awarding Institution: Liberty University
Most Recent Previous Job: School Counselor

Brisley, Richard

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$16.04

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Wood Worker Associate

Collazo, Maritza

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

Highest Degree Earned: Doctorate of Philosophy, Science Awarding Institution: Rocky Mountain University

Most Recent Previous Job: Assistant Professor

Coria-Alarcon, Daniel

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

Highest Degree Earned: No Post-Secondary Education

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

Cuevas, Alejandro

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$16.04

Highest Degree Earned: Associate Degree, Administration of Justice

Awarding Institution: Cochise College Most Recent Previous Job: Sales Associate

Dixon, Colleen

Title: Substitute Instructor

Rate of Pay: \$21.91 Start Date: \$28/04/2017

Highest Degree Earned: Master of Science, Educational Guidance Counseling and Human

Services

Awarding Institution: University of Phoenix

Most Recent Previous Job: Mentor

Fallwell, Barbara

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$08/10/2017

Highest Degree Earned: Master of Arts, Bilingual Special Education

Awarding Institution: University of Arizona Most Recent Previous Job: School Psychologist

Fernandez, Antonio

Title: Assistant Coach
Rate of Pay: \$3,000 Stipend
Start Date: 07/13/2017

Highest Degree Earned: Bachelor Degree, Business Management

Awarding Institution: University of Phoenix Most Recent Previous Job: Logistics Manager

Ferreira, Julie

Title: Program Coordinator

Rate of Pay: \$21.91 Start Date: \$07/25/2017

Highest Degree Earned: Bachelor of Science, Sociology

Awarding Institution: Earlham College

Most Recent Previous Job: Lead Kindergarten Teacher

Fischback, Jonathon

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/10/2017

Highest Degree Earned: Associate of Applied Science, Fire Science

Awarding Institution: Pima Community College
Most Recent Previous Job: Emergency Medical Technician

Floruta, Petru

Title: Assistant Coach
Rate of Pay: \$3,000 Stipend
Start Date: 07/31/2017

Highest Degree Earned: Bachelor of Science, Literacy, Learning, and Leadership

Awarding Institution: University of Arizona

Most Recent Previous Job: Soccer Staff

Halliday, Inge

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$08/04/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Surgery Assistant

Hernandez, Clarissa

Title: Interpreter D6

Rate of Pay: \$40.00 Start Date: \$7/27/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Video Relay Interpreter

Holmes, Thomas

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/09/2017

Highest Degree Earned: Associate of Science, Science
Awarding Institution: Tidewater Community College
Most Recent Previous Job: Special Security Representative

Kanzig, Richard

Title: Public Safety Dispatcher

Rate of Pay: \$18.21 Start Date: 07/24/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Sheriff's 911 Dispatcher

Lujano, Lisa

Title: Program Coordinator

Rate of Pay: \$21.91 Start Date: \$07/24/2017

Highest Degree Earned: Bachelor of Arts, History/Political Science

Awarding Institution: University of Arizona

Most Recent Previous Job: Paralegal

Moreno, Alec

 Title:
 Tutor 0

 Rate of Pay:
 \$10.00

 Start Date:
 8/15/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Sales Associate

Munoz Marlow, Sarah

Title: Access Assistant

Rate of Pay: \$11.25 Start Date: 07/22/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Workman's Compensation Billing Specialist

Panipinto, Matthew

Title: Assistant Coach Rate of Pay: \$2,000.00 Stipend

Start Date: 07/22/2017

Highest Degree Earned: Bachelor of Science, Civil Engineering

Awarding Institution: University of Arizona

Most Recent Previous Job: Soccer Coach

Resnick, Brandy

Title: Interpreter D4

Rate of Pay: \$36.00 Start Date: \$07/27/2017

Highest Degree Earned: Bachelor of Science, Educational Interpreting

Awarding Institution: University of Arizona Most Recent Previous Job: Language Interpreter

Reynoso, Francisco

Title: Information Technology Analyst

Rate of Pay: \$24.83 Start Date: \$07/12/2017

Highest Degree Earned: Bachelor of Arts, Visual Communications

Awarding Institution: University of Arizona
Most Recent Previous Job: Instructional Web Designer

Romero, Alejandro

Title: Non-Credit Instructor

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

Highest Degree Earned: Bachelor of Science, Computer Science

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

Rosas, Allison

Title: Assistant Coach
Rate of Pay: \$4,000.00 Stipend

Start Date: 07/31/2017

Highest Degree Earned: Bachelor of Science, Health and Exercise Science

Awarding Institution: Pfeiffer University

Most Recent Previous Job: Special Education Teacher

Rucker, Kristi

Title: Non-Credit Instructor

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

Highest Degree Earned: Doctorate of Philosophy, Art Education and History

Awarding Institution: University of Arizona Most Recent Previous Job: Classroom Instructor

Russell, Lisa

Title: Student Services Specialist (College Pathways Specialist)

Rate of Pay: \$19.30 Start Date: 07/18/2017

Highest Degree Earned: Master of Arts, Counseling

Awarding Institution: Chapman University
Most Recent Previous Job: School Counselor

Stewart, Samantha

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

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Principal Lifeguard

Sukkar, Bashar

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 07/25/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Substitute Teacher

Valencia, Gabriela

Title: Student Services Specialist

Rate of Pay: \$19.30 Start Date: 07/25/2017

Highest Degree Earned: Bachelor of Arts, Anthropology and Latin American Studies

Awarding Institution: University of Arizona Most Recent Previous Job: College Advisor

Velez, Emilio

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$16.04

Highest Degree Earned: No Post-Secondary Education

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

Wang, Xiajie

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 07/22/2017

Highest Degree Earned: No Post-Secondary Education

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

Wong, Jasmine

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$08/11/2017

Highest Degree Earned: Bachelor of Science, Physiology

Awarding Institution: University of Arizona Most Recent Previous Job: Medical Technologist

Wu, Chiung

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/09/2017

Highest Degree Earned: No Post-Secondary Education

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

Direct Appointment

Morris, Christina

Effective: 07/01/2017
From: Adjunct Faculty
To: Nursing Instructor

Templeton, Sabrina

Effective: 07/01/2017

From: Laboratory Technician To: Program Assistant

Vega, Arturo

Effective: 07/01/2017

From: Materials Management Specialist To: Materials Management Specialist

Retirements:

Holland, William A.

Laboratory Specialist WC - Engineering

Start Date: 05/30/2000 End Date: 08/01/2017

Munguia, Larry R.

Trades/Maintenance Specialist

DO – Plant Operations Start Date: 07/21/2003 End Date: 08/04/2017

Roybal, Mark R.

Trades Maintenance Specialist

DO - Plant Operations and Maintenance

Start Date: 12/02/1991 End Date: 09/15/2017

Zimmerman, Ross B.

IT Principal Analyst

DO – Network Services

Start Date: 12/04/2000 End Date: 11/03/2017

Separations:

Clarke, Jeremy

Instructor

DV – Center for Training and Development

End Date: 07/14/2017

Dennis, John R.

Research Advanced Analyst

CC – Program Institutional Support Administration

End Date: 09/05/2017

Eakin, Michael L.

Community Service Officer

DO – Public Safety Operation

End Date: 08/04/2017

Hammer, Caydan M.

Student Services Advanced Specialist

WC – Enrollment Services

End Date: 07/21/2017

Henning, Karen L.

Advanced Program Coordinator

DV – Center for Training and Development

End Date: 07/21/2017

Hernandez, John

Support Technician

WC - Access and Disability Resources

End Date: 08/18/2017

Larson, Robin R.

Program Manager

CC – Workforce and Business Development

End Date: 07/19/2017

McManaway, Michelle K.

Trades/Maintenance Technician

DO – Maintenance and Security Operations

End Date: 09/01/2017

Nevill, Thomas J.

Academic Dean

WC – Arts and Humanities

End Date: 08/07/2017

Shoun, Robert P.

Director

DO – Internal Audit End Date: 08/17/2017

Swartley, Jacob R.

Laboratory Specialist

WC – Sciences

End Date: 07/12/2017

Thompson, Jeremy L.

Student Services Advanced Specialist DC – Military and Veteran Services

End Date: 07/28/2017

Waechter, Anthony D.

IT Analyst

CC – Pima Online

End Date: 06/16/2017

Approval

Contact Person

D.C. Berryman

Chancellor

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 9/13/17 Item Number: 3.3

Item Title Contact Person

Adjunct Faculty Appointments

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

Information:

These individuals are certified adjunct faculty applicants that are 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 \$820.00 per load hour.

Name: Bentley, David L. Discipline(s): Biology (Academic)

Start Date: 8/24/17

Education: Bachelor of Science, Bacteriology & Public Health; Master of Science, Zoology.

All degrees from the University of Arizona, Tucson, Arizona

Experience: Over seven years of working as an application scientist in a private setting.

Name: Blair, Barbara "Bunny" L.

Discipline(s): Biology (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Psychology; Bachelor of Science, Nursing; Master of Science,

Soil, Water and Environmental Science. All degrees from the University of

Arizona, Tucson, Arizona

Experience: Over eight years of experience working as a registered nurse.

Name: Callies, Heather "Maggie"

Discipline(s): Reading (Academic)

Start Date: 9/6/17

Education: Bachelor of Science in Education, Elementary Education, University of

Wisconsin, Madison, Wisconsin; Master of Arts, Curriculum &

Instruction/Read/Writ K-8, University of Colorado, Denver, Colorado

Experience: Over five years of experience working as a reading specialist at the elementary

level. Over seven years of teaching elementary school graders.

Date: 9/13/17 Page 2

Name: Cheek, Daniel W.

Discipline(s): Art Photography (Academic); Art for Personal Development (Developmental)

Start Date: 8/23/17

Education: Bachelor of Fine Arts, Photography, Academy of Art University, San Francisco,

California; Master of Fine Art, Art, University of Arizona, Tucson, Arizona

Experience: Over five years of experience teaching photography courses at the college level.

Name: Chumakova, Olga Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Master of Arts, English as a Second Language, University of Arizona, Tucson,

Arizona

Experience: Over two years of experience teaching English as a Graduate Assistant and as an

Instructor. Over five years working as a foreign languages instructor.

Name: Cox, Ph.D., David F.

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

Start Date: 8/23/17

Education: Bachelor of Science, Electrical Engineering, University of California, Berkeley,

California; Master of Science, Electrical Engineering, Stanford University, Stanford, California; Master of Business Administration, University of Phoenix, Phoenix, Arizona; Doctor of Philosophy, Electrical Engineering, Utah State

University, Logan, Utah

Experience: Over fifteen years of teaching experience in economics, finance, and math courses

at the University of Arizona and at other higher education institutions.

Name: Coy, Ph.D., Mary Jane

Discipline(s): Psychology (Academic); Social Services (Academic); Student Success-Math

Success (Academic); Behavioral Health Services (Occupational/Workforce)

Start Date: 8/23/17

Education: Bachelor of Social Work, University of Arizona, Tucson, Arizona; Master of

Social Work, University of Arizona, Tucson, Arizona; Doctor of Philosophy,

Psychology, Capella University, Minneapolis, Minnesota

Experience: Over five years of experience working as a social worker/clinician.

Name: Curry, Benjamin A.

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

Start Date: 8/23/17

Education: Bachelor of Arts, Anthropology, University of California, Santa Cruz, California;

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

Experience: Over five years of experience working as a research assistant and a surveyor.

Name: Czyzowska-Wisniewski, Ph.D., Elzbieta H.

Discipline(s): Geography (Academic)

Start Date: 8/23/17

Education: Bachelor's degree in Physical Geography, Master's degree in Physical

Geography, and Ph.D. in Physical Geography, all officially evaluated through the

Date: 9/13/17 Page 3

Foundation for International Services, Inc.; Ph.D., Arid Lands Resource Sciences,

University of Arizona, Tucson, Arizona

Experience: Over 17 years of experience working as a research associate in geography,

hydrology, geomorphology, tree ring science, remote sensing, and other areas

within the earth sciences.

Name: Donovan, Simon J.
Discipline(s): Studio Art (Academic)

Start Date: 8/23/17

Education: Bachelor in Fine Arts, Studio Art, Rhode Island School of Design, Providence,

Rhode Island; Master of Fine Arts, New Media, Transart Institute - Danube

University, Austria

Experience: Over 15 years of creating commissioned public art; instructor of drawing and

painting taught through museums for over twelve years.

Name: Ellis, Delores M. Discipline(s): Nursing (Academic)

Start Date: 8/23/17

Education: Bachelor of Science Nursing, Nursing, Mount St. Joseph University, Cincinnati,

Ohio; Master of Science Nursing, Primary Health Care, Indiana University,

Bloomington, Indiana

Experience: Over twelve years of working experience as a registered nurse.

Name: Eschedor, Jennifer H.

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

Start Date: 8/23/17

Education: Bachelor of Fine Arts, Art/Crafts, Kent State University, Kent, Ohio;

Master of Arts, Art Education, University of Arizona, Tucson, Arizona

Experience: Over ten years of experience as an art instructor.

Name: Hayes, Nelva Nicole V.

Discipline(s): Psychology (Academic), Student Success (Academic), Behavioral Health

Services (Occupational/Workforce)

Start Date: 8/23/17

Education: Bachelor of Arts, English Language & Literature, Florida State University,

Tallahassee, Florida; Master of Science, Counseling Psychology, Tarleton State

University, Stephenville, Texas

Experience: Over six years of working experience in student development and higher

education. Currently, working for Pima Community College as a Student Life

Coordinator.

Name: Higuera, Gabriel
Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Spanish, Arizona State University, Tempe, Arizona; Master of

Arts, Liberal Studies, City University of New York, New York, New York

Experience: Over five years of teaching experience as a graduate assistant and senior teacher

for Exalt Youth, New York.

Date: 9/13/17 Page 4

Name: Hoblitt, Rachel

Discipline(s): Music, Music Studio Instruction (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Music, San Jose State University, San Jose, California; Master

of Music, Music, University of Arizona, Tucson, Arizona

Experience: Over three years of experience teaching music courses as a graduate teaching

assistant for the University of Arizona.

Name: Kemp-Rischard, Kyla A.

Discipline(s): Education Psychology (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts in Education, Elementary Education, University of Arizona,

Tucson, Arizona; Master of Arts, Educational Psychology, University of Arizona,

Tucson, Arizona

Experience: Over three years of experience teaching elementary students. Previously, worked

for the University of Arizona as a student outreach coordinator for the access and

resiliency center.

Name: Key, Cheryl L.

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

Start Date: 8/23/17

Education: Bachelor of Science, Mathematics, University of Alabama, Huntsville, Alabama;

Master of Education, Instruction Lead & Academic Curriculum, University of

Oklahoma, Norman, Oklahoma

Experience: Over fifteen years of experience teaching mathematics courses for various high

schools.

Name: Krawczyk, Carl-Michal

Discipline(s): History (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, History, University of Maryland University College, Adelphi,

Maryland; Master of Arts, History, University of Houston, Houston, Texas

Experience: Over 22 years of experience teaching history courses at the community college

level.

Name: Labowitz, Robert F.

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

(Occupational/Workforce)

Start Date: 8/23/17

Education: Bachelor of Science in Nursing, RN to BSN, Chamberlain College of Nursing,

Addison, Illinois

Experience: Over 15 years of experience as a registered nurse, chief nursing officer, and

director of nursing.

Date: 9/13/17 Page 5

Name: Lee, Beth A.

Discipline(s): Nursing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Health Administration and Policy, University of Maryland,

Baltimore, Maryland; Master of Science Nursing, Nursing, George Mason

University, Fairfax, Virginia

Experience: Over 14 years of experience as a registered nurse.

Name: Maldanado, Maritza. Discipline(s): Spanish (Academic)

Start Date: 8/24/17

Education: Bachelor of Arts, Spanish; Bachelor of Science in Business Administration;

Master of Arts, Spanish. All degrees from University of Arizona, Tucson, Arizona

Experience: Seven years of teaching Spanish to undergraduate students at a university.

Name: Marquis, Jonathan B.

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

Start Date: 8/23/17

Education: Bachelor of Fine Arts, Fine Arts, University of Montana, Missoula, Montana;

Master of Fine Arts, Art, University of Arizona, Tucson, Arizona

Experience: Over ten years of experience teaching art courses.

Name: Martinez, Jose A.

Discipline(s): Medical laboratory Technician (Occupational/Workforce)

Start Date: 8/23/17

Education: Associate of Applied Science, Medical Laboratory Technician, Pima Community

College, Tucson, Arizona; Associate of Science, Biological Sciences, Santa Fe Community College, Santa Fe, New Mexico; Bachelor of Science, Biology,

Northern New Mexico College, Espanola, New Mexico

Experience: Over three years of experience working as a clinical laboratory technician in a

hospital setting.

Name: McBrearty, Jeanean B.

Discipline(s): Political Science (Academic), Sociology (Academic), Writing (Academic)

Start Date: 10/18/17

Education: Bachelor of Arts, Sociology, Political Science, San Diego State University, San

Diego, California; Master of Arts, Sociology, San Diego State University, San Diego, California; Master of Arts, Political Science, San Diego State University,

San Diego, California

Experience: Over nine years of experience teaching political science and sociology courses at

the college level.

Name: Meeks, Ed.D., Denise M.

Discipline(s): Astronomy (Academic), Geography (Academic), Geology (Academic),

Engineering (Academic), Mathematics (Academic), Computer Information

Systems (Occupational/Workforce)

Start Date: 8/25/17

Date: 9/13/17 Page 6

Education: Bachelor of Science, Astronomy/Physics, University of Arizona, Tucson,

Arizona; Master of Science, Systems Engineering, University of Arizona, Tucson,

Arizona; Master of Science, Geosciences Mississippi State University,

Mississippi; Master of Science, Space Studies, University of North Dakota, Grand

Forks, North Dakota

Experience: Over thirty years of experience teaching science courses and previously full-time

faculty for Pima Community College.

Name: Molina, Maria C.

Discipline(s): Social Services (Academic), Behavioral Health Services

(Occupational/Workforce)

Start Date: 8/23/17

Education: Bachelor of Social Work, Social Work, Arizona State University, Tempe,

Arizona; Master of Social Work, Arizona State University, Tempe, Arizona

Experience: Over two years of experience working in case management.

Name: Mollenkamp, Denise L. Discipline(s): Mathematics (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Secondary Education/Mathematics, Judson University, Elgin,

Illinois; Master of Science, Education: Integrating Teaching in the Classroom,

Walden University, Minneapolis, Minnesota.

Experience: Over seven years of experience teaching mathematics courses.

Name: Mosbrook, William M.

Discipline(s): Business (Academic); Management (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Political Science, Kenyon College, Gambier, Ohio; Master of

Business Administration, Loyola University of Chicago, Chicago, Illinois

Experience: Over 19 years of experience working as an independent publisher. Over 11 years

of work experience working as a sale manager.

Name: Mueller, Kimberly A. Discipline(s): Writing (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona;

Master of Education, Educational Leadership, Northern Arizona University,

Flagstaff, Arizona

Experience: Over fifteen years of experience teaching English course for high school and

previously for Pima Community College.

Name: Nesbitt, Ph.D., Kelly K.

Discipline(s): Biology (Academic)

Start Date: 8/23/17

Education: Bachelor of Science, Biology, The College of William & Mary, Williamsburg,

Virginia; Doctor of Philosophy, Vertebrate Zoology: Ecological Genetics:

Ecology, Cornell University, Ithaca, New York

Date: 9/13/17 Page 7

Experience: Over seven years of working as a teaching assistant, teaching, conducting

research, and mentoring undergraduate students. Currently working as a biology

research associate at the University of Arizona.

Name: Nordeman, Erinn M.

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

Start Date: 8/23/17

Education: Bachelor of Fine Arts, Art, Millersville University, Millersville, Pennsylvania;

Master of Fine Arts, Art, University of Arizona, Tucson, Arizona

Experience: Over three years of experience teaching art courses.

Name: Pratt, Andrea M. Discipline(s): Theater (Academic)

Start Date: 8/23/17

Education: Bachelor of Fine Arts, Theater Production; Master of Fine Arts, Theatre Arts,

both degrees from the University of Arizona, Tucson, Arizona

Experience: Over six years of experience in theater designs, lighting set-up, and facility

management in a wide range of settings, including schools, and private theaters

Name: Range Glenn, Kimberly A.

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

Start Date: 8/23/17

Education: Bachelor of Science, Psychology, Missouri State University, Springfield,

Missouri; Masters of Education, Curriculum and Instruction (Secondary

Education), Arizona State University, Tempe, Arizona

Experience: Over fifteen years of teaching middle school students in various cities in the state

of Arizona

Name: Roche Lynch, Nancy

Discipline(s): Health Information Technology, Medical Assistant (Occupational)

Start Date: 07/27/17

Education: Bachelor of Arts, Organizational Management, Eastern University, St. David,

Pennsylvania

Experience: Over twenty years of experience in health care as an auditor and coding specialist.

Name: San Jule, Ph.D., Susan J.

Discipline(s): Writing, Literature (Academic)

Start Date: 8/23/17

Education: Bachelor of Arts, English/Linguistics, University of Washington, Seattle,

Washington; Master of Arts, English, University of Arizona, Tucson, Arizona

Experience: Over twenty years of experience teaching English courses for higher education

institutions and previously taught for Pima Community College.

Name: Scott, Gary W.

Discipline(s): Machine Tool Technology (Occupational/Workforce)

Start Date: 08/23/17

Education: MS-E1 Machine Shop, Ranken Technical Institute, St. Louis, Missouri Experience: Over thirty years of experience working in machine tool technology.

(Continued)

Date: 9/13/17 Page 8

Name: Sharp, Ph.D., Kenneth H.

Discipline(s): Economics (Academic), Business (Academic), Management (Academic),

Mathematics (Developmental)

Start Date: 8/23/17

Education: Bachelor of Science, Nuclear Engineering, University of Arizona, Tucson,

Arizona; Master of Business Administration, Chapman University, Orange, California; Doctor of Philosophy, Higher Education, University of Arizona,

Tucson, Arizona

Experience: Over twenty four years teaching math, economics and business courses at the

Community College level.

Name: Simmons, Melody J.

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

(Academic), Mathematics (Developmental)

Start Date: 8/23/17

Education: Bachelor of Science, Math, Taylor University, Upland, Indiana; Master of

Science, Natural Sciences, Rensselaer, Troy, New York

Experience: Over fifteen years of teaching experience with students ranging from elementary

school to high school levels.

Name: Snyder, Sarah E.

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

Start Date: 9/06/17

Education: Bachelor of Arts, Literature, Writing & Film, Arizona State University, Tempe,

Arizona; Master of Arts, English, Rhetoric: Teaching of Writing, Northern

Arizona University, Flagstaff, Arizona

Experience: Over five years of experience teaching English courses for higher education

institutions.

Name: Spencer, Jennifer

Discipline(s): Student Success (Academic), Behavioral Health Services

(Occupational/Workforce)

Start Date: 8/23/17

Education: Bachelor of Science, Psychology, University of Arizona, Tucson, Arizona; Master

of Arts, Professional Counseling, Argosy University, Phoenix, Arizona

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

Name: Stoecklin, Mary L.

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

Start Date: 9/6/17

Education: Bachelor of Arts, English (Literature), Depauw University, Greencastle, Indiana;

Master of Arts, English (Literature), Iowa State University, Ames, Iowa

Experience: Over six years of teaching experience undergraduate students, including one year

experience tutoring Pima Community College students.

Date: 9/13/17 Page 9

Name: Turner, Eli W.

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

Start Date: 8/23/17

Education: Bachelor of Arts, English; Masters of Arts, English, both degrees from California

State University, Sacramento, California

Experience: Over three years teaching writing courses for undergraduate students at the

University of Arizona.

Name: Van Ham, Ph.D., Lane

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

Start Date: 8/23/17

Education: Bachelor of Arts, Anthropology, University of Missouri, Columbia, Missouri;

Master of Arts, Comparative Culture & Literary Studies, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Comparative Culture & Literary Studies,

University of Arizona, Tucson, Arizona

Experience: Over fifteen years of experience teaching English courses for higher education

institutions and previously taught for Pima Community College.

Name: Villalon, Kathy

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

Start Date: 9/6/17

Education: Bachelor of Arts, Comparative Cultures Sociology, Whittier College, Whittier,

California; Masters of Arts, Educational Policy Studies, University of Wisconsin,

Madison, Wisconsin

Experience: Over six years of experience teaching ranging from undergraduate, high school

and elementary students.

Approvals

Contact Person ___ Polous Duran-Cerda ___

Chancellor

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

INFORMATION ITEM

Meeting Date: 9/13/17	Item Number: 3.4				
Item Title	Contact Person				
Administrative Procedure Changes	Chancellor's Office (206-4650)				
Information:					
For your information, the Chancellor informs the Governin Administrative Procedures.	g Board of the following changes to				
AP 3.10.01: Admission and Registration — <i>New</i>					
Approvals					
Chancellor					



PimaCountyCommunityCollegeDistrict Standard Practice Guide Administrative Procedure

RG-3501/A and SPG-3501/AC have been incorporated into this AP

SPG AP Title: Admissions and Registration

<u>SPG AP</u> Number: <u>SPG-3501/AA AP 3.10.01</u>

Effective Adoption Date: 4/17/01

Schedule for Review & Update: Annually Every three years

Review Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12,

3/29/13, 4/17/13, 4/30/14<u>, 7/11/17</u>

Revision Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12, 3/29/13, 4/17/13, 4/30/14, 7/11/17

Sponsoring Unit/Department: Office of the Provost

Board Policy Title & No.: Admissions and Registration, BP-3501

3.10

Legal Reference: Arizona Revised Statute (A.R.S.) § 15-

1802; A.R.S. § 15-232; § 15-234; § <u>15-</u>

1805.01; § 15-1821.01; 8 CFR Part 214

Cross Reference: Transfer Students and Credit, BP-3111;

Equal Educational Opportunity, BP-3112

3.05; General Education Requirements,

BP-3117 and Limited Enrollment

(Selective Admissions), BP-3506 3.22

PURPOSE

To provide guidance for College employees on the Admissions and Registration standards for students. The Provost delegates to the Assistant Vice Chancellor (AVC) for Enrollment Management and Student Affairs responsibility for the implementation of this Administrative Procedure (AP).

Admission to Pima Community College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. The College follows Arizona Revised Statute (A.R.S.) A.R.S. § 15-1805.01 (Admissions, enrollments, community colleges); § 15-1821 (Special admission of students under age eighteen; enrollment information; reports); § 15-1821.01(Dual enrollment information).

SECTION 1: Admission to the College

- 1.1 Admission to the College does not guarantee admission to a specified program of study, nor registration in all courses offered by the College.
- 1.2 The College shall follow the criteria for "Selective/Special Admissions Programs" as defined by the program of study. The current, required criteria can be obtained from the Academic Department, are listed on the program webpage, and can be found in the College Catalog for the academic year the student had first registered in classes.

SECTION 2: Credit Course Registration

- 2.1 A student is officially registered when arrangements for payment of tuition and fees are made.
- 2.2 The College may limit the number of credit hours a student is permitted to register for based on Standards of Academic Progress.
- 2.3 The College shall follow the "Standards of Academic Progress" as defined by the Academic Standards Committee and listed in the College Catalog. See AP 3.30.01 Academic Standing Policy.
- 2.4 The College may establish course prerequisite and corequisite requirements that a student must meet prior to registration.

SECTION 3: Admission and Registration of Credit Students Under Age Eighteen

- 3.1 Students under the age of eighteen shall be admitted to the College and register for courses under guidelines set by ARS § 15-1821.
- 3.2 The College may limit the number of credit hours a student under the age of eighteen is permitted to register under guidelines set by ARS § 15-1821.
- 3.3 The College will make a determination for enrollment based on factors set forth in the *Underage Student Enrollment Application & Agreement*.

SECTION 4: Admission and Registration of Dual Enrollment Students

4.1 Dual Enrollment students shall be admitted to the College under guidelines set by ARS § 15-1821.01.

SECTION 5: Admission and Registration of International Students

- 5.1 International students shall be admitted to the College under guidelines set by 8 CFR Part 214: Nonimmigrant Classes.
- 5.2 Primary responsibility for admitting, registering and monitoring international students at the College falls under the Center for International Education and Global Engagement (CIEGE).

SECTION 6: Admission and Registration of Adult Basic Education

- 6.1 A student shall be admitted to the College under guidelines set by ARS § 15-232 if the student qualifies for adult basic education classes.
- 6.2 Primary responsibility for admitting, registering and monitoring adult education students at the College falls under the Adult Basic Education for College and Career (ABECC) department.

SECTION 7: Admission and Registration of Continuing Education Students

7.1 Students taking classes for personal interest, skill development, upgrading job knowledge, and who do not intend to pursue a degree or certificate at the College, such as students pursuing continuing education courses, are classified as Continuing Education and considered non-degree seeking.

- 7.2 A student is officially registered when arrangements for payment of tuition and fees are made.
- 7.3 Youth between the ages of 4 and 17 may be registered for continuing education courses by their parent or guardian.
- 7.4 Primary responsibility for admitting, registering and monitoring continuing education students at the College falls under the Continuing Education department.

PURPOSE

Admission to Pima Community College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. All individuals who complete the Application for Admission are admitted to the College and are issued a student identification number and assigned an admission classification based on their intent. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor to ensure compliance with this Standard Practice Guide and all federal and Arizona laws governing the classification of students for tuition and financial aid purposes.

I. Admission Classification for Credit Students

The College designates three classifications for credit admission in order to comply with federal regulations and state statutes, and to facilitate College reporting; the three classifications are Regular/Degree-Seeking, Non-Degree Seeking and International. Students in either classification are eligible to take any credit course for which they meet the prerequisite(s).

A. Classification as Regular/Degree-Seeking

Students who are degree- or certificate-seeking and who fall within one of the following categories pursuant to ARS 15-1805.01 and 15-1821 are classified as Regular/Degree-Seeking:

- 1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency;
- 2. Has a high school certificate of equivalency;
- 3. Is a transfer student in good standing from another college or university;
- 4. Is a homeschooled student at least 18 years of age;
- 5. Demonstrates evidence of potential success at Pima Community College as outlined in the College's placement evaluation process (SPG-3509/AA);
- 6. Is under the age of 18 and who achieves one of the following:
 - a. A composite score of 93 or more on the Preliminary Scholastic Aptitude
 Test:
 - b. A composite score of 930 or more on the Scholastic Aptitude Test:
 - c. A composite score of twenty-two or more on the American College Test:
 - d. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test:
 - e. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course:
 - f. Is a graduate of a private or public high school or has a high school certificate of equivalency:
 - g. Is a homeschooled student.

B. Classification as Non-Degree Seeking

Students who intend to take credit classes for personal interest, skill development, upgrading job skills, or for transfer toward a degree at another institution, and who do not intend to pursue a degree or certificate at Pima Community College are classified as Non-Degree Seeking.

C. Classification as International

- 1. International students intending to pursue full-time study must submit the following documents to the International Student Services Office to satisfy admission requirements. Necessary forms are available online.
 - a. A completed International Student Application Form.
 - b. A copy of the student's most recent TOEFL score report with a minimum score of 500 paper-based test, a minimum score of 173 computer-based test, or a minimum score of 61 internet-based. This requirement may be waived by the International Student Services Office based on the following exemptions with required supporting documentation:
 - i. Official transcripts indicating completion of WRT 101 & WRT 102 (or their equivalents) at a regionally accredited institution and earning at least a grade of C or its equivalent for the courses.
 - ii. Official high school transcripts indicating completion of all four years at a U.S. high school.
 - iii. Applying from an English-speaking country as determined by the U.S. Department of State.

Post-secondary transcripts must be officially translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).

- c. Students who score below 500 paper-based, 173 computer-based, 61 internet-based TOEFL may be admitted, but must take the ESL assessment exam for placement into ESL courses.
- d. Official secondary school (American high school equivalent) records and transcripts, properly translated into English.
- e. A completed Affidavit of Support, along with a bank statement or bank certification, verifying availability of funds in the amount required by the International Student Services Office.
- f. A \$25.00 non-refundable out-of-country application fee in the form of an international postal money order or U.S. issued certified check made out to Pima Community College.
- g. The student must be covered by health insurance. This requirement is met by enrolling in the student health insurance plan provided by PCC. Students who are under the sponsorship of their government or an agency that is responsible for their educational expenses, including

medical coverage may waive the student health insurance plan provided by PCC.

- 2. F-1 International students applying from another school within the United States must include the following documents in addition to those listed above:
 - 1. An official transcript from the school currently being attended. If post-secondary transcripts are sent, they must be properly translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).
 - 2. A copy of the I-94 card from the student's passport.
 - 3. A copy of the visa page from the student's passport.
 - 4. A copy of the student's current I-20 form
- 3. International students must submit the following to satisfy admissions requirements (student who is applying for part-time admission and is in the United States on an active non-immigrant visa status that is not F-1):
 - 1. A completed International Student Application Form, processed at the International Student Services Office.
 - 2. A \$25.00 non-refundable, out-of-country application fee in the form of an international postal money order or certified check made out to Pima Community College.
 - 3. A copy of current I-94 card, visa page and passport.

International student applicants under the age of 18 should be informed of the College's recommendation that they have a "guardian" in the United States to represent them in emergency situations since the College is not permitted to act in the place of the parent or guardian.

II. Admission Classification for Non-Credit Students

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Students who are certificate seeking in the College's clock-hour training programs, and who meet the criteria listed in Section I.A. are classified as Regular/Degree-Seeking.

B. Adult Education Students

Students pursuing adult education are classified as Adult Education.

- C. Non-Credit Continuing Education Students
- Students pursuing continuing education courses are classified as Continuing Education.
- D. Non-Credit Community Education
- Students pursuing non-credit, community education courses are classified as Non-Credit.



PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title: Admissions and Registration

AP Number:AP 3.10.01Adoption Date:4/17/01

Schedule for Review & Update: Every three years

Review Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12,

3/29/13, 4/17/13, 4/30/14, 7/11/17 9/18/08, 5/27/09, 4/15/11, 2/13/12,

Revision Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12 3/29/13, 4/17/13, 4/30/14, 7/11/17

Sponsoring Unit/Department: Office of the Provost

Policy Title & No.: Admissions and Registration, BP 3.10
Legal Reference: Arizona Revised Statute (A.R.S.) § 15-

232; § 15-234; § 15-1805.01; § 15-

1821.01; 8 CFR Part 214

Cross Reference: Equal Educational Opportunity, BP 3.05;

Limited Enrollment (Selective

Admissions), BP 3.22

PURPOSE

To provide guidance for College employees on the Admissions and Registration standards for students. The Provost delegates to the Assistant Vice Chancellor (AVC) for Enrollment Management and Student Affairs responsibility for the implementation of this Administrative Procedure (AP).

Admission to Pima Community College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. The College follows Arizona Revised Statute (A.R.S.) A.R.S. § 15-1805.01 (Admissions, enrollments, community colleges); § 15-1821

(Special admission of students under age eighteen; enrollment information; reports); § 15-1821.01(Dual enrollment information).

SECTION 1: Admission to the College

- 1.1 Admission to the College does not guarantee admission to a specified program of study, nor registration in all courses offered by the College.
- 1.2 The College shall follow the criteria for "Selective/Special Admissions Programs" as defined by the program of study. The current, required criteria can be obtained from the Academic Department, are listed on the program webpage, and can be found in the College Catalog for the academic year the student had first registered in classes.

SECTION 2: Credit Course Registration

- 2.1 A student is officially registered when arrangements for payment of tuition and fees are made.
- 2.2 The College may limit the number of credit hours a student is permitted to register for based on Standards of Academic Progress.
- 2.3 The College shall follow the "Standards of Academic Progress" as defined by the Academic Standards Committee and listed in the College Catalog. See AP 3.30.01 Academic Standing Policy.
- 2.4 The College may establish course prerequisite and corequisite requirements that a student must meet prior to registration.

SECTION 3: Admission and Registration of Credit Students Under Age Eighteen

- 3.1 Students under the age of eighteen shall be admitted to the College and register for courses under guidelines set by A.R.S. § 15-1821.
- 3.2 The College may limit the number of credit hours a student under the age of eighteen is permitted to register under guidelines set by A.R.S. § 15-1821.
- 3.3 The College will make a determination for enrollment based on factors set forth in the *Underage Student Enrollment Application & Agreement*.

2

SECTION 4: Admission and Registration of Dual Enrollment Students

4.1 Dual Enrollment students shall be admitted to the College under guidelines set by A.R.S. § 15-1821.01.

SECTION 5: Admission and Registration of International Students

- 5.1 International students shall be admitted to the College under guidelines set by 8 CFR Part 214: Nonimmigrant Classes.
- 5.2 Primary responsibility for admitting, registering and monitoring international students at the College falls under the Center for International Education and Global Engagement (CIEGE).

SECTION 6: Admission and Registration of Adult Basic Education

- 6.1 A student shall be admitted to the College under guidelines set by A.R.S. § 15-232 if the student qualifies for adult basic education classes.
- 6.2 Primary responsibility for admitting, registering and monitoring adult education students at the College falls under the Adult Basic Education for College and Career (ABECC) department.

SECTION 7: Admission and Registration of Continuing Education Students

- 7.1 Students taking classes for personal interest, skill development, upgrading job knowledge, and who do not intend to pursue a degree or certificate at the College, such as students pursuing continuing education courses, are classified as Continuing Education and considered non-degree seeking.
- 7.2 A student is officially registered when arrangements for payment of tuition and fees are made.
- 7.3 Youth between the ages of 4 and 17 may be registered for continuing education courses by their parent or guardian.
- 7.4 Primary responsibility for admitting, registering and monitoring continuing education students at the College falls under the Continuing Education department.

3

PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 9/13/17 Item Number: 3.5

Item Title Contact Person

Administrative Procedure Transition Update

Chancellor's Office (206-4747)

Information:

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

RG-3501/A Admissions and Registration

SPG-3501/AC Registration Process for Credit Courses

Approvals

Chancellor____



PimaCountyCommunityCollegeDistrict Regulation

Recommended for deletion – combined with AP 3.10.01 – Admissions and Registration

Regulation Title:	Admissions and Registration				
Regulation Number:	RG-3501/A				
Effective Date:	-6/15/99				
Approval Date:	-6/15/99				
Review Date(s):	4/17/01, 5/27/09				
Revision Date(s):	4/17/01, 5/27/09				
Schedule for Review and Update:	-Annually				
Unit Responsible for Review and Update:	Provost/Executive Vice Chancellor for				
	Academic and Student Services				
Sponsoring Unit/Department:	Provost/Executive Vice Chancellor for				
	Academic and Student Services				
Board Policy Title & No.:	Admissions and Registration, BP-3501				
Legal Reference:	Arizona Revised Statute (ARS) 15-				
	1801 through 15-1821.01				
Cross Reference:	Transfer Students and Credit, BP-3111;				
·	Equal Educational Opportunity, BP-				
	3112; Limited Enrollment (Selective				
	Admissions), BP-3506; General				
	Education, BP-3117; and Dual				
	Enrollment Guidelines				

Pima County Community College District will admit all students who may benefit from its diverse learning opportunities. It is understood, however, that a number of considerations, including student preparedness, fiscal restraints, facilities limitations, certain curriculum demands, and the requirements of external agencies, make some control of admissions necessary. This regulation provides guidelines that will be applied uniformly to determine the eligibility of applicants to the College in accordance with Board Policy, and ensures that admission and

registration requirements comply with federal and state laws and local ordinances and are appropriately identified for all students. The regulation also includes guidelines for student residency, international students, and registration of underage students.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor for Academic and Student Services to ensure access to all eligible applicants, to establish and enforce uniform criteria for determining the eligibility of applicants, to ensure that prospective students are sufficiently informed of admission requirements, and to develop standard practice guides in support of this regulation. The implementation of this regulation and related SPGs will be the responsibility of the Office of the Registrar and where noted will be a shared responsibility with the Campus President or Vice President of Student Development.

I. Eligibility for Admission

Pima Community College will admit students if they fall within one of the categories pursuant to ARS 15-1805.01 and ARS 15-1821 provided that the established College criteria, guidelines and procedures have been met.

II. Student Residency Requirements

In determining a student's eligibility for in-state tuition, Pima Community College must follow ARS 15-1801 through 15-1808 related to the classification of students for tuition purposes. The College has determined that "parent" is expanded to include "legal guardian" when referring to student status.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor for Academic and Student Services to ensure compliance with Arizona laws governing the classification of students for tuition purposes. Determination of student eligibility for in-state tuition is the responsibility of the Office of the Registrar.

Each student application must have the one-year duration domicile requirement determined by the appropriate Admissions and Registration Office prior to the time of registration and payment of fees for any semester or session.

III. International Student Admissions

International students are welcome at Pima Community College. Their presence adds to the multi-cultural diversity that characterizes the College.

However, all international students are required to comply with appropriate immigration standards and regulations and to meet College requirements for international student admission. Any international student also enrolled at another postsecondary institution must pay the full out-of-state/out-of-country tuition.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor for Academic and Student Services to ensure compliance with all applicable immigration standards and regulations, to establish and enforce College regulations for international student admission, and to develop standard practice guides in support of this regulation.

International students seeking admission to Pima Community College, in addition to complying with immigration standards and regulations, must meet College admission requirements as outlined in Section IV of the Standard Practice Guide 3501 (International Student Admissions Process).

IV. Admission of Underage Students

The primary purpose of Pima County Community College District is to provide educational opportunities for adults in Pima County. In doing so, the College complies with all appropriate state and local ordinances. The College also recognizes that some individuals below the age of 16 may benefit from some college coursework; therefore, guidelines and procedures must be in place to assure appropriate and equitable access for these potential students.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor for Academic and Student Services to enforce compliance with this regulation and, as necessary, to develop and enforce compliance with standard practice guides in support of this regulation.

The implementation of this regulation and related SPGs will be the responsibility of the Campus President or Vice President of Student Development. The Office of the Registrar is responsible for providing the official interpretation of the policy and procedural language as well as monitoring and evaluating the implementation of this regulation and related standard practice guides.

No student under the age of 18 will be denied admission to the College because of age, lack of high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials, or lack of dual enrollment in a public or private school, provided the student has achieved at least a specified score on a college entrance examination. Homeschooled students are exempt from this requirement. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The Campus Vice President of Student Development is responsible for the consistent and uniform implementation of this regulation and related SPGs. The Vice President of Student Development or designee is responsible for meeting with the underage students and parents or legal guardians to explain College wide policies, code of conduct, and procedures of special admission of underage students.



PimaCountyCommunityCollegeDistrict Standard Practice Guide

Recommended for deletion – combined with AP 3.10.01 – Admissions and Registration

SPG Title:	Registration Process for Credit				
	Courses				
SPG Number:	SPG-3501/AC				
Effective Date:	-6/25/14				
Approval Date:	4/20/14				
Review Date(s):	-4/ 30/14 -4/ 30/14				
Revision Date(s):					
Schedule for Review & Update: Unit Responsible for Review & Update:	Annually Office of the Provost				
Sponsoring Unit/Department:	Office of the Provost				
Regulation Title & No.:	Admissions and Registration, RG-				
Regulation Time & Ivo	3501/A				
Board Policy Title & No.:	Admissions and Registration, BP-3501				
Legal Reference:	Arizona Revised Statute (A.R.S.) § 15-				
Section 2, and a section	1821.01				
Cross Reference:	Advising and Orientation, SPG-				
•	3114/AA; Educational Contract Training				
	and Services, RG-3116/A; Admissions				
	and Registration, BP-3501; Admissions				
	and Registration, RG-3501/A; Limited				
	Enrollment, BP-3506; Limited				
	Enrollment (Selective Admissions),				
	SPG-3506/AA; Student Success, BP-				
	3509; Placement Evaluation Process for				
	Reading, Writing, Mathematics and				
	English as a Second Language Course				
	Selection, SPG-3509/AA				

No person shall be denied registration at the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression.

I. Registration

- A. General Registration Information
 - 1. A student is not officially registered until all tuition and fees are paid.
 - 2. To promote student success and retention, a limit will be placed on the number of credits in which a student can register each semester. Students can register for a maximum of 18 credit hours for the fall and spring semesters and a maximum of 12 credit hours in the summer semester. Registration beyond these limits requires approval from a Vice President of Student Development or designee. Students are strongly encouraged to meet with an advisor or counselor to discuss the appropriate maximum number of credits for their individual circumstances. Credits or coursework taken concurrently outside of Pima Community College will be taken into consideration.

B. Registration of Students Under Age 16

Primary responsibility for the education of underage students lies with the secondary school system, the equivalent private school system, or a homeschool program until the student reaches the age of 16. The College may supplement the primary educational program provided to the student under age 16 by the secondary school system or alternate provider, charter or home school in accordance with ARS 15-1805.01. When the College agrees to provide supplemental education for students under the age of 16, the student and his/her parents will provide signatures granting the parent's(s') or legal guardian's(s') permission for the student to register, as well as a written educational plan stating the educational outcomes the parent(s)/legal guardian(s) intends the student to meet.

Prior to the student registering each semester:

1. The Vice President of Student Development or designee at the campus of the student's intended registration must meet with the student and the parent(s) or legal guardian(s) for a registration intake interview. The interview includes an evaluation of student

- preparedness, the completion and submission of all required forms and records and a general review of relevant College policies and procedures
- 2. The parent(s) or legal guardian(s) will be asked to sign the Under Age Student Form. The student also must sign the agreement and comply with its terms.
- 3. The parent(s) or legal guardian(s) are responsible for providing the following:
 - The applicant's birth certificate or government issued ID, or public school ID.
 - A written statement that describes the means of transportation provided for the student to attend PCC by the parent(s)/legal guardian(s).
 - A copy of the student's scores on the Scholastic Aptitude Test
 (SAT), the American College Test (ACT), the Preliminary
 Scholastic Aptitude Test (PSAT), or the relevant portions of the
 Arizona Instrument to Measure Standards Test (AIMS), or the
 Pima Community College placement measure as per the
 College's placement evaluation process policy.
- 4. The completed forms and documentation will be reviewed by a Vice President of Student Development or designee. The Vice President of Student Development will make the determination for initial registration of underage students into courses, and may deny registration if deemed appropriate.
- 5. The records of material required for registration will be kept by the Vice President of Student Development who approved the applicant's initial registration.

Continued enrollment of those underage students granted permission to register by the Vice President of Student Development or designee is dependent on an evaluation conducted with the student and parent(s) or legal guardian(s) on satisfactory academic progress, appropriate course selection, and compliance with the Pima Community College Student Code of Conduct for each semester of registration until the student reaches 16 years of age.

C. International Student Registration

1. All International Students must meet with an advisor from the International Student Office (ISO) each semester before registering for classes. A registration hold will be placed on a student's account. A student must be cleared by the ISO advisor transaction before adding, dropping, or withdrawing from any course.

2. F-1 Visa students

- a. Must register for at least 12 credits during each fall and spring semester. If the student arrives in the summer with an I-20, the student must register for six credits in the summer semester.
- b. Must complete at least 12 credits each semester
- c. Must also maintain a grade point average of 2.00 and at least a 67% completion rate.

3. J-1 Visa students

- a. Are non-degree seeking
- b. Must be registered each semester and pursuing a full course of study

II. Residency Requirements

A person whose domicile is in this state is entitled to classification as an in-state student if the person meets requirements pursuant to ARS 15-1802.

RG-3501/A requires students to demonstrate evidence of domicile prior to initial registration and payment of tuition and fees. It is the responsibility of the student to register under the correct domicile determination. If a student believes that his/her domicile has been incorrectly determined, the student may correct this by submitting appropriate documentation to the College by the first day of his/her class . An affidavit verifying residency must be submitted online during the application process, or signed by the student and filed with a Student Services staff member. Students who believe they should be considered in state residents must submit evidence of domicile at any Student Services Center.

1. Evidence of Domicile

- ARS 15-1802 and 1802.01 provide the following guidelines regarding documents that students may present to determine a student's domicile. Multiple documents may be needed to demonstrate domicile.
 - a. Arizona driver license
 - b. Arizona income tax return
 - c. Arizona voter registration

- d. Arizona Motor Vehicle registration
- e. High School diploma documenting the place of graduation
- f. Source of financial support
- g. Ownership of real property
- h. Notarized statement of landlord or employer
- i. Bank accounts
- j. Other materials of whatever kind or source relevant to domicile or residency status. The College has determined this includes the following:
 - i. Dependency as indicated on federal income tax return
 - ii. Federal employment authorization document
- 2. Alien or Refugee In-state Student Classification Considerations
 - a. An Alien or Refugee is entitled to classification as an in-state student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile, pursuant to ARS 15-1803.
 - b. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an instate student pursuant to ARS 15-1802 or entitled to classification as a county resident pursuant to ARS 15-1802. 1.
 - c. Undocumented students eligible for an I-766 employment authorization under the Deferred Action for Childhood Arrivals (DACA) program, and who can demonstrate that they meet the Arizona residency requirements above, will be considered for in-state student classification.

III. Verification of Lawful Presence Procedures

Pima Community College, in order to comply with Proposition 300 and the subsequent changes to ARS 1-502, ARS 15-1803 and 15-1825, requires that all students registering for credit classes, who have not previously had their lawful presence in the United States verified by the College, complete the Tuition Assessment Form/Verification of Lawful Presence Form.

A. Students will have 10 days from the date of admissions to complete and submit the form

- B. Students seeking to qualify for in-state tuition or publicly funded financial aid will have 10 days from the date of admissions to provide acceptable documentation.
- C. A hold, which will prevent the viewing of grades and/or receipt of transcripts, will be placed on the records of those students who do not submit the completed form, and any needed documentation.
- D. Acceptable documentation must be submitted at any Student Services Center for review and must be an original document or a copy certified by the issuing agency. Unofficial photocopies are not acceptable. The document must be in English. The following are a list of acceptable documents:
 - 1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
 - 2. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
 - 3. A United States certificate of birth abroad.
 - 4. A United States passport.
 - 5. A foreign passport with a United States visa.
 - 6. An I-94 form with a photograph.
 - 7. A United States citizenship and immigration services employment authorization document or refugee travel document.
 - 8. A United States certificate of naturalization.
 - 9. A United States certificate of citizenship.
 - 10. A tribal certificate of American Indian/Alaska Native blood.
 - 11. A tribal or Bureau of Indian Affairs affidavit of birth.
 - 12. A current I-766 Employment Authorization Document demonstrating approved DACA status.

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

INFORMATION ITEM

Meeting Date: 9/13/17	Item Number: 3.6
Item Title	Contact Person
Board Policy Substantive Changes — First Reading	Chancellor's Office (206-4650)
Recommendation:	
For your information, the Chancellor submits the first reading of t changes to Board Policies.	he following substantive
BP 2.01 Diversity	
Justification:	
Recommended changes result from the comprehensive review and	I revision of Board Policies.
Financial Considerations:	
None.	
Approvals	
ChancellorLee D. Lambert, J.D.	_



PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Diversity and Inclusion

Board Policy Number: BP 2.01 Adoption Date: 3/13/91

Schedule for Review & Update: Every three years Review Date(s): 10/28/14, 2/4/15

Revision Date(s): 10/21/03, 6/20/14, 10/28/14, 7/19/17

Sponsoring Unit/Department: Chancellor's Office

Motion Number: 4874

Legal Reference:

Cross Reference: Equal Employment Opportunity, ADA,

Non-Discrimination and Anti-Harassment (including Sexual

Harassment), BP 5.10; Student Success,

BP 3.30

Pima Community College <u>aspires to a future in which its student body and</u> workforce, including faculty, staff, and administrators, reflect the diversity of the <u>Pima County community and in which people of all backgrounds feel welcome and engaged by the College. The College</u> 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

INFORMATION ITEM

Meeting Date: 9/13/17 Item Number: 3.7

Item Title Contact Person

Unclassified Pay Rates for Temporary Employment – Interpreters

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

Information:

The Chancellor submits the following information regarding updates to the Unclassified Pay Rates for Temporary Employment to revise the pay structure of Interpreter positions in Access and Disability Resources (ADR).

Pay for Interpreters is currently based on six levels of certification. The structure is proposed by ADR to pay on licensure. The new structure aligns with current minimum qualifications and standards for Sign Language Interpreters as defined in A.R.S. 36 -1946 – *Interpreters for the deaf and the hard of hearing; certification; licensure.* In addition, the new structure and corresponding pay rates ensure competitiveness based on a recent market study.

Interpreter – Access and Disability Resources			
Grade	Title Rate Per Hour		Description
	Interpreter C	\$20.00	Provisional C License
	Interpreter B	\$22.00	Provisional B License
	Interpreter General	\$42.00	General License

Financial Consideration:

Currently, there are approximately 30 Interpreters in the temporary employment pool. Based on the annualized hours and earnings for the 2016/2017 Fiscal Year, the estimated cost is \$80,313, which is a 23.4 percent increase.

Date: 9-13-17

Page 2

Approval

Contact Person _

D.C. Berryman

Chancellor _

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 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. Special Meeting to conduct Executive Session on August 16, 2017
 - B. Regular Meeting of August 16, 2017
 - C. Study Session of August 21, 2017
 - (2) Intergovernmental Agreement (IGA): Picture Rocks Fire Department
 - (3) Agreement: Pima Community College and SEP-Santander-Bécalos International Program
 - (4) Operating Agreement: Green Valley Learning Center
 - (5) Contract: U.S. Department of Justice Federal Bureau of Prisons Administration Division
 - (6) Contract: eLumen Assessment Management System
 - (7) Contract: ConvergeOne-Extreme Hardware Maintenance, Licensing, and Services, 2017-2018
 - (8) Contract: ConvergeOne for Upgrade of Avaya Telephone System-Phase 2
 - (9) Contract: OPTIV-McAfee Maintenance, Licensing, and Services, 2017-2018
 - (10) Contract: HP Computers for Division of Nursing Lease Agreement
 - (11) Dual Enrollment: Compass High School
 - (12) Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year

Approval	
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Chancellor_

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(1) A

Item TitleContact PersonUnapproved Minutes of the Special Meeting to go intoChancellor's OfficeExecutive Session on August 16, 2017(206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on August 16, 2017 are submitted for approval.

Approval

Chancellor_

PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES August 16, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, August 16, 2017 at 4:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

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

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert

Call to Order

Mark Hanna called the meeting to order at 3:59 p.m.

Motion for Executive Session

Motion No. 201708-01

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

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

Recess into Executive Sessions

Board of Governors Minutes	
Special Meeting – August 16, 20	17
Page 2	

The Board recessed into the above referenced Executive Sessions at 4:00 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:21 p.m.

Adjournment

The meeting adjourned at 5:22 p.m.
Secretary
Date

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17	Item Number: 4.1(1) B
Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of August 16, 2017	Chancellor's Office (206-4747)
Recommendation:	
The unapproved Minutes of the Regular Meeting of August 16, 20	017 are submitted for approval.

Lee D. Lambert, J.D.

Approval

Chancellor_

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 16, 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

Nina Corson, Dean of Mathematics and Student Affairs

Suzanne Desjardin, Dean of Social Sciences and Student Affairs

David Doré, Campus President, Downtown and Northwest Campus

Esperanza Duarte, Special Assistant to the Chancellor, Acting

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

Julian Easter, Assistant Vice Chancellor for Curriculum and Academic Services

Emily Halverson-Otts, Dean of Sciences

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

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

Lorraine Morales, President, Community and East Campus

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

Bruce Moses, Assistant Vice Chancellor 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

Sofia Ramos, Interim Diversity and Inclusion Officer

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 5:35 p.m.

Pledge of Allegiance

Meredith Hay led the Pledge of Allegiance

Public Comment – Call to Audience

Jeanette Cary - American Heart Association presenting wellness award

Yira Brimage – introduction of 2017-18 Student Senate

Mike Ritz – Tucson Festival of Books award to PCC Honor's Program

Nathan, Alex, Andrea Lightfoot Bisson, Emily Waldron and Denis Cournoyer addressed the Board regarding a Tobacco Free College Campus

Guillermo Huerta, Perla Rojas, and Jesus Lucero – DACA

Fulbright Scholars-Okobi E. Ekpo, Ph.D. and Seniye Vural, Ph.D. were introduced

Remarks by Governing Board Members

Board Chair Hanna reported about diversity and inclusion and his support of the DACA students. He congratulated the Chancellor on two prestigious awards he received, the Greater Oro Valley Community Leader Award and the Association of Community College Regional Chief Executive Officer Award.

Board member Clinco noted that he reaffirmed his commitment to the college to continue to work at creating an environment that is tolerant, inclusive, and free from hate.

Board member Lee quoted Elie Weisel, a Nobel Peace Prize winner in 1986 who documented the Nazi war crimes and encouraged people to speak out about hate.

Board member Hay welcomed back the students, faculty and staff from summer break and wished them a successful year.

Luis Gonzales congratulated the students who had the courage to show up today to speak about DACA.

REPORTS

Administration Report

Accreditation Update

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported about upcoming visit from the Higher Learning Commission. A peer reviewer will be coming to Pima on October 23rd and 24th and will be visiting Casino Del Sol, Tucson Public Safety and the Davis-Monthan location. There will be another visit before November 1st for the prison correspondence program taking place at the Federal and State Prison Complexes.

He also noted that there will be a comprehensive evaluation visit possibly December 3, 2018.

Mr. Moses discussed the College's responsibility to remain in compliance with the Department of Education and will be submitting a federal compliance packet through the Higher Learning Commission. It will cover credit hour and program lengths and our federal financial Title IV eligibility requirements. He noted that the College is in good shape when it comes to federal compliance, prior learning assessment and student complacent systems that were implemented earlier this year.

Enrollment Update

Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs provided an infographic representing recruitment, retention, persistence and completion and the current fall enrollment numbers.

Dr. Mitchell noted that there is a total student headcount of 18,973, the College is down about 1.22% but the positive is that fewer students are taking more classes.

Dr. Mitchell focused on some initiatives her team is working on to increase enrollment and help students with the enrollment funnel. Some online systems and processes include case management, automated emails, phone calls, and scripts for staff members to follow. Dr. Mitchell's team is also ramping up assigned advising.

Chancellor Lambert noted that reorganizing the dean areas helps to identify enrollment patterns by areas. You can further identify these problem areas by ethnicity. The College has discovered that enrollment is down with Native American and Caucasian students, but we are up in enrollment with other races. With the new structure, we are now able to target and pinpoint areas that need improvement.

Dr. Mitchell reported that we are getting closer to guided pathways with plans to implement by Fall 2018. In order to meet that deadline, we must work hard to get our systems and processes in place. She noted that this is where colleges are heading and feels this will increase enrollment.

Chancellor Lambert added that we need to be more competitive with other online schools. We need to track where the online schools are getting their students and we also need to find

Board of Governors Minutes Regular Meeting – August 16, 2017 Page 4

out if we are losing students to these schools. For our transfer students, we must align our classes to Arizona State University, University of Arizona, etc.

Chancellor Lambert reported that a lot was learned with the Fast Pass intake process and the group will reconvene to make some changes. It was discovered that we are not doing multiple measures and we must tighten up this area

Reports by Representatives to the Board

Administrator – Nina Corson There was no report.

Staff – Lisa Nutt

Staff council elections were held last month in July. The new representatives and officers are posted on the website.

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

Chancellor's Report

Highlights of Chancellor's report included:

- Summer program enrollment numbers and the survey to students regarding this program.
- An update on the safety forums, active shooter training, and much needed facility upgrades including cameras being installed at campuses and employee training.
- Review of the 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

Chancellor Lambert also noted that, in regards to the investigative report for the Senior Academic Advisor, a formal investigation was not requested, so an informal review was conducted. He reported that there were some inconsistencies in the review given to the individual requesting the information. The inconsistencies were related to the reporting of data to the federal government, not about the terms of the actual process of the hiring experience. The review was cleaned up and given to the individual for feedback. The individual offered some suggestions on how the College might improve and tighten up the Human Resources process.

Chancellor Lambert noted that HR is tightening up on how we administer things but nothing unlawful was done. He also noted that the College had over 5,000 applicants this past year. The complaint level is very small in comparison but there is always room for improvement.

INFORMATION ITEMS

Financial Report – June 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.

Office of Dispute Resolution Year-End Report

<u>Administrative Procedure Changes</u>

AP 3.25.05: Program and Service Review — *Revised* and AP 3.31.01: Student Complaints — *New* were noted as information items.

ACTION ITEMS

Consent Agenda

Board Member Gonzales requested that item 4.1 (2) – New Position: Compliance Officer be pulled from the Consent Agenda and discussed separately.

Motion No. 201708-02

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 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) Grant Award: Community Campus Adult Basic Education for College & Career, 2017-2020
 - (3) Grant Award: Desert Vista Campus Upward Bound Program, 2017-2022
 - (4) Grant Award: Downtown Campus Upward Bound Program, 2017-2022
 - (5) Grant Award: East Campus Upward Bound Program, 2017-2022
 - (6) Grant Award: Northwest Campus Upward Bound Program, 2017-2022

- (7) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona, 2017-2018
- (8) Intergovernmental Agreement (IGA): City of Nogales-Fire and Medical
- (9) Contract: CenturyLink Carrier Service Agreement, 2017-2022
- (10) Contract: Computer Numerical Control (CNC) Machines Lab Equipment for Advanced Manufacturing Programs
- (11) Contract Amendment/Intergovernmental Agreement: Adobe Software Purchase, 2017-2020
- (12) Contract: Blackboard, Inc. IT Help Desk Services, 2017-2018
- (13) Contract: Sahara Apartments for SEP-Santander-Bécalos International Program
- (14) Dual Enrollment: Lourdes Catholic High School
- (15) Agreement: Zhuhai City Polytechnic College (ZHCPT)
- (16) Contract: Ellucian, 2017-2020
- (17) Contract: ISS Facility Services

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

OTHER ACTION ITEMS

New Position: Compliance Officer

Board member Gonzales asked to have this item pulled from Consent Agenda to get a better understanding of the position. Jeff Silvyn, General Counsel helped to explain the organizational chart and the position's responsibilities.

Motion No. 201708-03

Demion Clinco – M, Meredith Hay – S, to approve the position of Compliance Officer.

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

Motion CARRIED

Governing Board 2016-17 Self-Assessment

Motion No. 201708-04

Demion Clinco – M, Sylvia Lee – S, to approve 2016-2017 Board Self-Assessment Summary.

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

Motion CARRIED

Chancellor's Goals, Objectives and Timelines 2017-2018

Motion No. 201708-05

Meredith Hay – M, Demion Clinco – S, to approve the 2017-2018 Chancellor's Goals, Objectives and Timelines.

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

Employment Contract: Chancellor

Motion No. 201708-06

Sylvia Lee – M, Demion Clinco – S, to approve the employment contract of the Chancellor, Lee Lambert.

Board member Gonzales requested a roll call vote.

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

Motion CARRIED

Discussion and Direction for Possible Revision of BP 2.01 Diversity

This item was for discussion only.

Jeff Silvyn will run BP 2.01 Diversity through the governance groups and public comment period. Mr. Silvyn will provide an update to the Board members.

Board member Lee likes the "aspires" language added to the policy.

Board member Gonzales thinks the policy is too vague and prefers another word be used instead of "aspire". He suggested the following: Pima County Community College District is an equal opportunity educational institution and employer. Pima Community College is committed to developing a learning and work environment in which a student body and workforce will reflect the diversity of the Pima County community and in which all background will feel welcomed and engaged by the college. In support of this commitment, the Board of Governors delegates authority to the Chancellor to implement procedures to develop a community of college students and employees representative of Pima County.

Board member Lee noted that she has a problem with using the word "will"

Board member Clinco suggested that the Chancellor and staff work on existing language and language drafted by Board member Gonzales to come up with final policy language.

Selection of Board Member Mileage Reimbursement Option

Motion No. 201708-08

Sylvia Lee - M, Demion Clinco - S, to approve option #2 for Board Member mileage reimbursement.

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

Item Title	Contact Person

Unapproved Minutes of the Study Session of August 21, 2017

Chancellor's Office (206-4747)

Item Number: 4.1(1) C

Recommendation:

Meeting Date: 9/13/17

The unapproved Minutes of the Study Session of August 21, 2017 are submitted for approval.

Approval

Chancellor_

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, August 21, 2017 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

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

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

Mark Hanna called the meeting to order at 4:05 pm.

2. **LEMAP Review**

Chris Albers, Chief of Police discussed the findings and recommendations published in the general review of the Pima Community College Police Department (PCCPD) conducted at the request of College Police Chief. Under the auspices of the International Association of Campus Law Enforcement Administrators (IACLEA) Loaned Executive Management Assistance Program (LEMAP), this review was conducted during the period of March 26, 2017.

Bill Ward, Vice Chancellor for Facilities provided an overview of what lead to the assessment of the police department. In 2013, a consultant was hired to do a security and threat assessment. The Board approved \$3.1 million of funding for security enhancements. Some of the projects included fencing in some areas and classroom lock changes.

A Clery compliance audit was conducted in 2015. The report is being finalized and will be out at the beginning of October. As part of Clery, a compliance officer will be hired.

Mr. Ward noted that PCC's police department lost their accreditation a few years ago and their goal now is to become reaccredited.

Chief Albers noted that he was brought to PCC to assess and reorganize the police department. He had experience working with IACLEA and using LEMAP as an assessing tool and decided to do a full review of the department in March 2017. The reviewers consisted of 3-4 police chiefs from like type institutions.

There was a draft of the review in June 2017 and Chief Albers created an executive summary that appeared online in August 2017, it was open for public comment.

Chief Albers reported that the police department is moving towards a community policing based model, instead of the more municipal model currently being used. Officers will be based at the campuses in order to develop relationships with the communities in those areas.

The department currently has 55 positions of which 33 are sworn officers and 29 officers are on patrol at any given time. The size of PCC's force is thin compared to like-sized colleges and two positions are not filled at this time. He also noted that with a college our size, we should have 2.4 officers to each campus, we are below that number at this time.

Chief Albers noted that there were some issues with the responsibilities of the Community Service Officers (CSO), which has now been addressed. The CSO's understand their jobs are to observe and report.

LEMAP uncovered that there was a lack of leadership within the police department, lack of accountability, and inefficiency. Chief Albers is certain that going to a community oriented policy model will correct these issues but he did note that resources are a problem.

Chief Albers noted that our operational jurisdiction officers have police authority throughout our campuses and around the entire Tucson area but the department tries to keep their focus on the campuses.

Chief Albers said the department needs to better their relationships with other agencies and understands that mutual intergovernmental agency agreements are something they need to work on. The PCC police department does not have an intergovernmental agreement with the city or county but he did note that the agencies work well together.

Chief Albers reported that the Police Commander is tasked with far more responsibilities than she's able to accomplish. The positions will need to be reassessed and roles and responsibilities will need to be redefined. The department is currently developing goals and objectives, some of them include an annual summary of activities and updating policies. A policy and procedure review board will be developed.

Chief Albers reported that the department's policies are outdated and discovered that a lot of them were not being followed. He noted that this is not unusual in his experience but he is concerned and will make sure the department is adhering to the policies. He also noted that in order to become accredited, policies must be updated.

Documentation of department training was discussed and Chief Albers noted his plans to maintain accurate records of training. He has hired an administrative supervisor to handle the records.

Governing Board Study Session Minutes – August 21, 2017 Page 3

A sexual assault investigation policy has been created because the department's policies were inadequate as it relates to compliance and developing internal tracking systems of complaints.

Chief Albers noted that the department currently has a policy on officers carrying personal weapons. The department has procured enough rifles to outfit all officers who are authorized to carry rifles, so that will no longer occur. The policy will be addressed once the rifles are put into the system and issued to the officers.

Chief Albers also discussed the policy that allows officers to carry their own personal weapons as backup. He noted that the department is adhering to the Arizona Post policies and procedures and added that Arizona policy allows this. He also noted that this is standard in police departments in the state of Arizona and across the country.

Chief Albers reported that the department participates in DUI task force, there are currently four officers trained. He reported that if they view someone breaking the law, they will enforce the law. The officers perform traffic stops as part of the training. Chief Albers also noted that the officers are aware that students and campuses are their priority.

The LEMAP was shared with all police employees. There have been discussions with the employees and they were surveyed on the model change to get feedback.

3. Local Student Recruitment

Joi Stirrup, Advanced Program Manager for Enrollment Management and Lisa Brosky, Vice Chancellor for External Relations reported on the immediate and positive impact recruiting has made on rebuilding both school and community relationships, and how it can develop further.

In 2011, the previous Chancellor disbanded the outreach and recruitment team and enrollment began to decline. It was evident that the team was needed in both the community and schools. In 2014, the student outreach and recruitment unit was reinstated and their goal was to rebuild a positive community relationship.

In August 2016, the unit was restructured to admissions and recruitment. Key Performance Indicators (KPI) were defined, a strong mission statement was developed and they aligned with External Relations.

The unit is a team of six with most members having over 10 years of service. The team includes Joi Stirrup, John Farrell, Shawn Graham, Rose Rojas, Victor Salazar, and Ryan Sermon. They understand their obligation to be there for the students and support the student experience. The most important part of their job is to serve as motivators and make every effort to be in all schools in their service areas. They attend events and partner with community agencies to increase access.

Governing Board Study Session Minutes – August 21, 2017 Page 4

Ms. Stirrup noted that the team engages with the high schools and develops relationships with their employees. They develop and maintain relationships with the counselors, coordinate campus visits, and attend open houses and PTA meetings.

Ms. Stirrup also highlighted some of the college-wide initiatives the team has led or was a part of. Parent University, PCC4Me and Open Houses, Multi-Campus Tour Day, PCC UA Transfer Days, UA Bridge Night, FastPass, #AprilMayTriplePlay, and Connect U are some of those events.

Ms. Stirrup noted that the pccthinksmart.com digital marketing link is a very useful tool to help students get quick access to PCC's enrollment application. She noted that we are at the highest number of applications in the past four years. She noted that the team is turning inquiries into applicants.

Chancellor Lambert noted that PCC needs to use multiple measures and has tasked the Provost to work with Faculty Senate on this.

Ms. Stirrup noted that the number of students we get from high schools is 36%, an increase over the state average at 33%. She noted that students want to attend Pima.

The team is increasing access through community partners like LULAC, Mayor Rothschild's Community Schools initiative, M.A.G.I.C. Weekend for Active Duty and Military Reserve, Focus on the Future, AZSCA Fall Tours, "Pima Presence" and NAU foster grandparent program.

Pathways, Centers of Excellence, multiple measures, block scheduling, prior learning assessment, and leveraging Marketo and Salesforce sync or Client Relationship Management (CRM) are some of the opportunities ahead that the team will be focusing on.

Board Chair Hanna asked the team what the Governing Board can do to help out. Ms. Stirrup would like the Board members to attend as many events as they can. Board member Clinco offered to facilitate community engagement activities to help out the team.

Secretary			
Date	 		

The meeting adjourned at 6:17 p.m.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(2)

Item Title Contact Person

Intergovernmental Agreement Picture Rocks Fire Department

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

Recommendation:

The Chancellor recommends that the Governing Board approve the acceptance of a one (1) 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, Picture Rocks Fire Department and Pima County Community College District. This includes Paramedic Training and Vehicular Rotations.

Justification:

Picture Rocks Fire Department requests that Pima County Community College District Public Safety and Emergency Services Institute partner with Picture Rocks Fire Department to provide Paramedic training to their employees. As part of this Intergovernmental Agreement, Picture Rocks Fire Department 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.

Date: 9/13/17 Page 2

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___

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(3)

Item Title Contact Person

Agreement: Pima Community College and SEP-Santander-Bécalos International Program

Dr. Morgan Phillips Campus President West Campus (206-6752)

Recommendation:

The Chancellor recommends that the Governing Board approve the partnership between the SEP-Bécalos-Santander Universidades International Program (the Bécalos Program) and Pima Community College (PCC). Under the agreement, PCC will host 75 visiting international students from Mexico during the Fall 2017 semester, funded by the Mexican institutions and participating sponsors.

Justification:

The College is entering its fourth year of participating in the Bécalos Program. The Bécalos Program provides the PCC community, faculty, staff, administrators, and students an opportunity to engage in cross-cultural and global awareness activities with the Mexican students participating in this program. The Conversation Partners Program, the Global PEERS mentoring program, and the diverse away of co-curricular activities offered allows for domestic and international student engagement. Ultimately, this enriches the college experience for both PCC and the Bécalos Program college student participants.

Last year, PCC hosted 70 students. This year 75 students are participating. The Bécalos Program has been offered at several U.S. colleges and universities. Due to financial constraints, the Bécalos Program sponsors have had to reduce the number of participating U.S. institutions. Nevertheless, based on the quality of the experience provided, PCC remains a participating institution with a slight increase in the number of visiting students.

Financial Consideration:

The cost per student is \$7,500. A total of 75 students will participate in the Fall 2017. The College will receive \$562,500 by the SEP-Bécalos-Santander Universidades International Program to cover the costs of housing, tuiton, health insurance, books, bus passes, and co-curricular and cultural activities. A full description is included in the proposal. The budget is designed to cover PCC costs.

Strategic Plan:

This action item supports the 2017-2021 Strategic Plan.

Agreement: Pima Community College and SEP-Santander-Bécalos International Program

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.

Date: 9/13/17

Page 2

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Contact Person ____

Dr. Morgan Phillips

Morgan Phillips

Chancellor_

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(4)

Item Title Contact Person

Inter-governmental Operating Agreement: Green Valley

Learning Center

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

Recommendation:

The Chancellor recommends the Governing Board authorize the Chancellor or designee to sign a new Operating Agreement with Pima County for the day-to-day management, operations and maintenance of the Green Valley facility.

Justification:

The County and the College share common concerns for the education, health and leisure pursuits of the residents of Pima County and entered into an Intergovernmental Agreement (IGA) and Ground Lease in 2002 for the design and construction of a community performing arts and learning center in Green Valley. The IGA and Ground Lease will remain in effect as written.

The County and the College also entered into an Operating Agreement in 2004. Since then, both parties manage and operate portions of the Facilities, with the County operating the performing arts center and the College operating the learning center. Approval of the new Operating Agreement will shift the responsibility and the cost of the day-to-day management, operations and maintenance of the facilities for the entire complex with the County being primarily responsible. The terms of the new Operating Agreement will be from the date of execution through June 30, 2027.

The Green Valley learning center includes, but is not limited to administrative offices, classrooms, a meeting room, and activity rooms owned by the College. The performing arts center includes, but is not limited to a rehearsal hall, store room, and office space owned by the County. In addition to the facilities, the site includes parking lots, driveway areas, landscaping, and related improvements. Historically, the College has not been able to keep the facility fully utilized on a consistent basis. More recently, the College was able to enter a multi-year lease with the Osher Lifelong Learning Institute affiliated with the University of Arizona (OLLI-UA) which is offering programs at the facility.

The terms of the existing Facility License Agreement between the College and OLLI-UA will continue to be honored under the terms of the new Operating Agreement. The existing OLLI-UA agreement is valid thru 2020 and the agreement has a five year renewal period provision that would extend the agreement thru 2025.

Date: 9/13/17

Page 2

Financial Considerations:

Current estimated annual operating costs:

Utilities	\$50,000
Maintenance	\$151,000
Internet and telephone	\$20,000
Custodial	\$21,000
Total	\$242,000

The new Operating Agreement will reduce the overall operating costs for the College as it shifts the cost of utilities, custodial, maintenance, internet, and telephone services to the County. The yearly savings for the College on those items will be approximately \$242,000.00. Additional savings will be realized by reducing the number of staff hours and travel spent managing and maintaining the site.

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Contact Person

William R. Ward I

Chancellor _

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(5)

Item Title Contact Person

Contract: U.S. Department of Justice Federal Bureau of Prisons Administration Division

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

Recommendation:

The Chancellor recommends that the Governing Board approve a five-year Fee for Service Agreement between Pima County Community College District and the U.S. Department of Justice Federal Bureau of Prisons Administration Division for a cooperative effort that will provide educational training to inmates' onsite at the prison complex.

Justification:

U.S. Department of Justice Federal Bureau of Prisons Administration Division requests that Pima Community College's Workforce and Continuing Education (WCE) Prison Department work in partnership to provide courses that include vocational training to inmates.

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.

Financial Considerations:

Pima County Community College District will submit invoices to the U.S. Department of Justice Federal Bureau of Prisons Administration Division as services are requested. These invoices will be based on current tuition rates as well as miscellaneous fees.

Contract: U.S. Department of Justice Federal Bureau of Prisons Administration Division

Date: 9/13/17 Page 2

Approvals

Contact Person _____

Dr. Lorraine Morales

Chancellor_

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(6)

Item Title Contact Person

Contract: eLumen Assessment Management System

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

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to execute on behalf of the College a contract to purchase an assessment management system (AMS). The projected first year cost is \$60,000 encompassing software licensing, implementation, and training. Subsequent annual cost is \$50,000 or \$2/IPEDS Headcount, whichever is less, for up to 10 years. An additional \$180 per hour consulting fee is charged for extra consulting during the 10 year period if needed.

Justification:

Pima Community College's request for proposal process was completed in July. Purchasing and the College's General Counsel are reviewing the contract. The software system provides the College with the tools required to collect, aggregate, monitor, and analyze student learning outcome data on a college wide level in a more meaningful way. The product focuses on comprehensive assessment at all levels of learning with a faculty and community college centered philosophy. The system's ability to interface with our current student information technologies (Banner and D2L) will provide faculty and administration to generate meaningful assessment data, and data informed decisions regarding student learning outcomes. The AMS is a vital tool to consolidate assessment information across the college. By utilizing an AMS and mapping outcomes from student activities to course/program/general education outcomes, faculty will have assessment data available in a real time fashion and can review data to make improvements to curriculum. Dashboards and reports are interactive and can be tailored to enduser needs. eLumen was designed with community colleges in mind and has the experience and knowledge to implement a system that meet the specific needs of the college.

Strategic Plan:

Strategic Direction 1 Improve student success
Direct relation to strategic goals 1.3 and 1.9

Strategic Direction 3 Cultivate institutional excellence through continuous improvement Direct relation to strategic goals 3.1, 3.3, and 3.5

Contract: eLumen Assessment Management System

Date: 9/13/17 Page 2

Financial Considerations:

The College's approval of an AMS provided by eLumen will be at a projected first year cost of \$60,000. The estimated costs for an AMS have been incorporated into the fiscal year 2018 College budget in the assessment management system requests.

Approvals

Contact Person Dolores Duran-Cerda

Dolores Durán-Cerda, Ph.D.

Chancellor_

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(7)

Item Title Contact Person

Contract: ConvergeOne – Extreme Hardware Maintenance, Licensing, and Services, 2017-2018

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

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to execute on behalf of the College a contract with ConvergeOne to provide equipment, licenses, and maintenance services for Extreme hardware for the period July 1, 2017 through June 30, 2018. Total costs for the one-year agreement are not expected to exceed \$149,470.

Justification:

The Information Technology Department arranges for maintenance, licensing, and service fees on the computer hardware, systems software, network systems, and application software that support college-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

Switches provide connectivity for data to pass between workstations, servers, phones, and services out to the Internet. The College began replacing switching hardware in Fiscal Year 2013, utilizing switches from Extreme. Annual maintenance for the switches is provided through a contract with ConvergeOne.

Procurement of this contract occurred through a cooperative agreement with the U.S. General Services Agreement's (GSA) IT Schedule 70, of which ConvergeOne is an authorized vendor (contract #GS-35F-0156V). The terms of the purchase agreement conform to GSA requirements and specific terms and conditions between the vendor and GSA. , a copy of which is linked to this agenda item. With Board approval, the College will issue a purchase order conforming to the requisition and incorporating the GSA terms and conditions, a copy of which is linked to this agenda item.

Financial Considerations:

This maintenance agreement is funded from the Fiscal Year 2017-2018 General (Operating) Budget. Total costs for Extreme hardware maintenance for network infrastructure are not expected to exceed \$149,470.

Contract: ConvergeOne for Extreme Hardware Maintenance, 2017-2018

Date: 9/13/17 Page 2

Approvals

Contact Person

David Bea, Ph.D.

Chancellor_

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(8)

Item Title Contact Person

Contract: ConvergeOne for Upgrade of Avaya Telephone

System – Phase 2

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

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to execute on behalf of the College a contract with ConvergeOne for the second phase of the upgrade to the Avaya Telephone System. Total costs are not expected to exceed \$177,130.

Justification:

In 2009, the College completed the final phase of a voice communication migration and upgrade plan, transferring services to Voice over Internet Protocol (VoIP) utilizing Avaya Telephone System equipment. Since the Avaya system is now over ten years old and utilizes obsolete equipment that is no longer supported, the College has developed a multi-phase plan to upgrade the system to increase redundancy, decrease unplanned outages, and improve technical support. Phase 1 began in Spring 2017, and adding VoIP infrastructure at Maintenance & Security. Phase 2 consists of implementing additional infrastructure at West Campus to provide redundancy, ensuring that services are not interrupted in the case of an outage. The College's current support vendor for Avaya is ConvergeOne.

Procurement of this contract occurred through a cooperative agreement with the U.S. General Services Agreement's (GSA) IT Schedule 70, of which ConvergeOne is an authorized vendor (contract #GS-35F-0156V). With Board approval, the College will issue a purchase order conforming to the vendor quote and incorporating the terms and conditions of the vendor contract with GSA, copies of which are linked to the this agenda item.

Financial Consideration:

At the April, 2017 meeting, the Governing Board approved a \$778,000 Capital Budget Request to replace aging network equipment. Total costs for the agreement with ConvergeOne for Avaya Phase 2 are not expected to exceed \$177,130.

Approvals	
Contact Person	WJ B
	David Bea, Ph.D.
Chancellor	- Georgian Control of the Control of
	Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(9)

Item Title Contact Person

Contract: OPTIV – McAfee Maintenance, Licensing, and

Services, 2017-2018

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

Recommendation:

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to execute on behalf of the College a contract with OPTIV to provide maintenance services for McAfee IT security software for the period July 2, 2017 through July 1, 2018. Total costs for the one-year agreement are not expected to exceed \$108,424.

Justification:

The Information Technology (IT) Department arranges for maintenance, licensing, and service fees on the computer hardware, systems software, network systems, and application software that support college-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

McAfee provides Security Information and Event Management (SIEM), correlating events from system logs and providing alerts and dashboards for system/security issues to the College's Information Technology Department. The data is aggregated into information that IT can analyze and review, enabling the identification of nonstandard activity patterns and revealing potential threats to the network. The SIEM also creates compliance reports. Annual maintenance for McAfee software is provided through a contract with OPTIV.

Procurement of this contract occurred through a cooperative agreement with the U.S. General Services Agreement's (GSA) IT Schedule 70, of which OPTIV is an authorized vendor (contract #GS-35F-0511T). The terms of the purchase agreement conform to GSA requirements and specific terms and conditions between the vendor and GSA, a copy of which is linked to this agenda item. With Board approval, the College will issue a purchase order based on the quote and incorporating the GSA terms and conditions.

Financial Considerations:

This maintenance agreement is funded from the Fiscal Year 2017-2018 General (Operating) Budget. Total costs for McAfee software maintenance for SIEM are not expected to exceed \$108,424.

Contract: OPTIV for McAfee Software Maintenance, 2017-2018

Date: 9/13/17

Page 2

Approvals

Contact Person _

David Bea, Ph.D.

Chancellor_

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 **Item Number: 4.1(10)**

Item Title **Contact Person** Contract: HP Computers for Division of Nursing Lease Dr. Morgan Phillips Campus President West Campus

Recommendation:

Agreement

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to execute on behalf of the College a contract with Hewlett-Packard to purchase computers for the College's Division of Nursing. Total costs are not expected to exceed \$239,920.

Justification:

The College's Division of Nursing is moving towards modern test administration through the replacement of old technology with new computers. This project will purchase 280 computers for use with the Associate Degree of Nursing (ADN) program at West Campus, and the Licensed Practical Nurse (LPN) and Certified Nursing Assistant (CNA) programs at Desert Vista Campus.

Increased access to computers will assist the Division of Nursing in moving towards ExamSoft technology to blueprint and map their exams to the curriculum, which will require the use of a web-based testing system such as Desire2Learn (D2L). The upgraded technology will also assist the Division in meeting the following objectives:

- Faculty will transition to 100% D2L testing by Spring 2018.
- Students will receive all examinations and remediation through web-based technology by Spring 2018.
- The Division of Nursing will have sufficient resources available to provide services in a web-based system.

Procurement of this contract occurred through the State of Arizona's cooperative purchasing agreements, of which Hewlett-Packard is an authorized vendor (Contract #ADSPO16-098209). Under state law and College policy, the College participates in the state's cooperative purchasing program, which sets the terms for the purchase agreement.

Financial Consideration:

The Division of Nursing requested funding for this project through the Fiscal Year 2017-2018 capital process, which was approved by the Governing Board at the March 2017 meeting. Funds from the Information Technology Proposition 301 budget, also approved at the March 2017 Board meeting, will supplement this project.

(206-6752)

Contract: HP Computers for Division of Nursing

Date: 9/13/17 Page 2

Total costs to purchase computers for the ADN, LPN, and CNA programs are not expected to exceed \$239,920. The table below demonstrates the budget:

	Quantity	Cost per Unit	Subtotal	Sales Tax (8.6%)	Total
HP EliteBook 840 G4					
Notebook PC	280	\$789.00	\$220,920.00	\$18,999.12	\$239,919.12

Strategic Plan:

This action supports the entire 2017-2021 Strategic Plan.

Appro	vals
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Dr. Morgan Phillips

Chancellor__

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Item Title Contact Person

Dual Enrollment: Compass High School Dolor

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

Recommendation:

The Chancellor recommends that the Governing Board approve the dual enrollment agreement between Pima County Community College District and Compass High School, a charter school. The term for this dual enrollment agreement is for August 1, 2017 through June 30, 2018.

Justification:

Dual enrollment allows juniors and seniors in high schools to earn college credit while completing secondary school requirements towards graduation. Course offerings may include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Presently, the College expects to offer one dual enrollment course during the Spring 2018 semester.

This material agreement terms are mandated by state law, A.R.S. § 15-1821.01(1), and the College and Compass are authorized to enter into this agreement pursuant to A.R.S. § 15-183, § 15-1444(B)(4), and § 15-1821.01. Per state law, school districts, colleges, and universities confer on an annual basis to develop a form of agreement for use throughout the state. Per the terms of this agreement, it is not effective until approved by the governing boards of the participating institutions.

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 agreement are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school at the end of each term that calculates a value of the instructional services provided to students enrolled in dual enrollment courses under the agreement.

Dual Enrollment: Compass High School

Date: 9/13/17
Page 2

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

Approvals

Contact Person Dolous Durán-Cerda

Dolores Durán-Cerda, Ph.D.

Chancellor_____

PimaCountyCommunityCollegeDistrict

Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.1(12)

Item Title Contact Person

Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year

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

Recommendation:

The Chancellor recommends that the Governing Board approve the attached changes to the Personnel Policy Statement for Faculty.

Background:

In the 2017 meet and confer process, Proposals concerning Meet and Confer for the Classified Exempt and Classified Non-Exempt staff employee groups were all signed by both parties and presented at the June 14, 2017 Board Meeting. The Chancellor's Meet and Confer Management Team worked with the Faculty employee group through the standard Meet and Confer cycle (February through May of 2017) and signed four Proposals that were submitted to the Board for approval at the June 14, 2017 Board Meeting. Both parties agreed to continue to work on five additional proposals over the summer. Four of the five were signed by both parties, but the fifth (M3: Academic, Library and Counseling Leadership Structure), has only been signed by the Management Team. The following provides additional background information regarding that Proposal:

The Administration made the decision to implement a new structure for Academic, Library, and Counseling Leadership prior to the beginning of the 2017-2018 Academic Year. This decision was based on the work of two Department Chair Task Force groups, the first from 2013 and the second from 2015, both comprised mostly of faculty members. The October 2015 report with recommendations was based on benchmarking of Aspen Colleges, as well as community colleges across the nation and within Arizona. The proposed changes address the issues identified by the two task force groups and align the College structure more closely with peer institutions.

To provide the necessary guidelines for the operation of that new structure, a Handbook for Faculty, Library, and Counseling Leadership was developed with administration and faculty collaboration and posted online in the Spring of 2017. There was extensive collaboration and multiple edits agreed to on the fifth Proposal (M3: Academic, Library and Counseling Leadership Structure) that deals with integrating appropriate portions of the Handbook into the Faculty Personnel Policy Statement (FPPS). The Management Team signed the MOU and the PCCEA Team declined to sign.

It has been agreed that in September of 2017, a Department Leadership Working Group consisting of faculty, staff and administration will be convened to continue to review the

handbook and provide recommendations for additional changes as needed. In the meantime, the changes identified in M3 are those the administration believes are necessary to align the FPPS with the new leadership structure sufficiently for implementation and to avoid significant conflicts between the Handbook and FPPS.

The attachments summarize the proposed changes in the Proposals.

Financial Considerations:

There are no additional financial considerations.

Approvals	
Contact Person	D.C. Berryman
Chancellor	A Section 1
	Lee D. Lambert, J.D.

Personnel Policy Statement for Faculty Proposed Changes for 2017/2018

All policy statements will be re-lettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Article II. Conditions of Work

G. Faculty Service and Leadership

- **a.** Added "Discipline" to title and deleted all language, made reference to see Article for additional information
- **b.** Deleted SPG and added AP

F. Created new Title: Academic, Library, and Counseling Leadership Structure

a. Deleted all language and add new language

Article VI. Leaves

a. Sick Leave Definitions and Reasons, all new language added to comply with State law

Article IX. Complaints Concerning Faculty

a. Added acronym for Personnel Policy Statement for College Employees (PPSCE) and new first paragraph added

C. Complaint Resolution

- a. Add new language "and kept confidential" and changed Appendix reference
- **b.** Deleted and modified language

Appendix A. Faculty Salary Schedule and Compensation Plan

- a. Updated FY 2017-2018 Salary Tables
- **b.** Modified guidelines language for salary adjustments

Appendix D: Instructional Department Chair Structure

a. Deleted Appendix and all related forms

Appendix E: Director of Library Services

a. Deleted Appendix

Appendix F: Coordinator of Advising and Counseling Structure

a. Deleted Appendix

Appendix G: Lead Faculty

a. Deleted Appendix and related forms

Appendix L: Sabbatical Proposal and Report Cover Form

a. Added "appropriate Vice" President and deleted Sabbatical Report Cover Form

Appendix N: Step Progression

a. Language deleted and modified, appendix letter modified to J and deleted all related forms.

PCCEA Statement on Decision to Not Sign MOU-M3

Dear Board members,

As you consider the remaining changes to the Faculty Personnel Policy Statement (FPPS) for 2017/18, I would like to draw your attention to two MoUs in particular.

After working closely with the Management team and agreeing on key language, PCCEA signed MoU J1 on department reorganization but with serious reservations about the process used to conduct it and ongoing concerns about moving key policies regarding working conditions and compensation outside of the FPPS. It was deeply disappointing that the Administration did not share all of its related interests at the start of Meet and Confer as agreed on and delayed discussions on this wide-ranging topic until April. As a result, there was insufficient time and data available to address key compensation questions for the new leadership roles before a selection process was initiated. While many faculty understand the need for change and support large parts of the reorganization in concept, they hold the College to a much higher standard when it comes to the execution of such major reforms. PCCEA expects to be closely involved in the continuing implementation of the faculty leadership structure.

Regretfully, PCCEA cannot sign MoU M3 on supervision, although we have worked diligently with the Management team to agree on as many changes as possible. Broadly, this MoU allows for non-administrators, such as faculty department heads, to supervise full-time faculty. On two surveys, faculty opinion was split, with well-reasoned arguments both for and against such a peer supervision model, yet a clear majority did not support it without further qualification. Furthermore, PCCEA is alarmed at the shifting of administrative responsibilities onto faculty without sufficient compensation and realignment of administrator duties. Until now, Deans or VPs have always had full supervision responsibilities, and these are explicitly listed as a major part of their job classification (https://www.pima.edu/administrative-services/human-resources/classification-compensation/classes/district-admin.html). The compensation proposed for faculty supervisors is inadequate given the duties being assigned, which will lead to smaller, lower-quality applicant pools, and administrators are not being held accountable for any new duties in College documents. I strongly recommend that the Board pay close attention to the roles and responsibilities of all employees to help ensure a culture of greater accountability at the College.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Matej Boguszak
PCCEA Vice President
Meet and Confer Chief Spokesperson
Mathematics Faculty
Pima Community College
http://dtc.pima.edu/~mboguszak

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.2(1)

Item Title Contact Person

Governing Board 2017-18 Priorities and Action Items

Chancellor's Office (520) 206-4747

Governing Board Fall 17 - Fall 18 Strategic Priorities & Goals

At the July 2017 Pima Community College Governing Board retreat, the following strategic priorities were identified. These strategic priorities will be evaluated as part of the annual Board Self Evaluation.

1. Focus on Enrollment Management

Highly focused attention on short and long term enrollment management with expectations of measurable results and outcomes to ensure institutional stability.

2. Alignment and Timing of Budget Process

Oversee the development of an inclusive process and timeline that aligns major budgetary decisions to provide the Governing Board multiple options.

3. Enhance the Image of District and Advocate for the College

Oversee and monitor branding and marketing initiatives while continuing to advocate for the college at the local, state and national level and within the private sector.

4. Review Select Policies

Continue to review and update policies including: ethics, agenda, diversity and code of conduct.

5. Ensure Meeting Effectiveness

Develop procedures to enhance and tools to measure the effectiveness of board meetings.

6. Develop Evidence of Board Role regarding Accreditation

Continue to measure and document the Board's role in the accreditation process.

7. Continue Board Professional Development

Encourage and support professional development of each board member including attendance at national, state and local conferences.

8. Monitor Institutional Effectiveness

Continue to monitor and measure effectiveness of the College at all levels.

Approvals

Contact Person

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.2(2)

Item Title Contact Person

Chancellor's 2016-17 Evaluation

Chancellor's Office (520) 206-4747

Chancellor Evaluation 2016-2017

Evaluation Process Background: The Pima Community College Governing Board has evaluated Chancellor Lee Lambert's performance for the school year 2016-2017. The evaluation provided an opportunity to discuss and clarify the expectations of all board members and the Chancellor. The Board met with the Chancellor in executive session during our summer Board retreat to review the accomplishments of his goals and his performance in key functional areas. The Board utilized their own observations, interactions with the Chancellor, the results of a 360 evaluation prepared by the Center for Creative Leadership, and an Association of Community College Trustees (ACCT) evaluation. This summary reflects the results of the ACCT instrument that was based primarily on 6 goals and 2 key functional areas. There were 51 items plus 1 open ended question. The instrument was scored on a scale of Does Not Meet Expectations (1) to Significantly Exceeds Expectations (5). It should be noted that 2 out of the 5 Governing Board members began their terms in January of 2017, half way through this evaluation period, somewhat limiting their knowledge of the Chancellors accomplishments.

Summary – The emergence of the College from HLC sanctions is certainly the most significant event of the period covered in this evaluation and the Board recognizes that the leadership of the Chancellor was a major factor in that accomplishment. The Board continues to value Lee's vision and perseverance in guiding our College through a time of great change and transition to once again being regarded as a "premier" community college. We have noted the Chancellor's strengths in effective leadership, ethics, planning, collaboration, and commitment to diversity. We have also suggested continued work in the areas of communication and implementation/monitoring of initiatives, compliance, and college wide continuous improvement.

Goal 1. Engage the College community in efforts to "Reaffirm HLC accreditation and fully commit to the HLC guiding values." This was the 2nd highest rated category with the Board rating Chancellor Lambert's performance between meeting and exceeding expectations. The highest score in this category was for the Chancellor's preparation of the college, its employees, students and the Board for the HLC Focus Visit in September of last year that led to the final removal of sanctions. The establishment and support of a model for prioritizing institution-wide continuous improvement efforts needs to be a focus for Chancellor in the coming year and beyond.

Goal 2. Maintain a focus and strengthen efforts on recruitment, retention and goal attainment for perspective and current students. The Board rated Chancellor Lambert met expectations in terms of focusing on the action items contained in this goal. The Strategic Enrollment Management Plan and the new advising model have been implemented but need to be monitored and supported for effectiveness. The Board remains concerned about enrollment and retention as well as effective progress in community outreach and marketing efforts.

Goal 3. Prepare the College, its employees, students and community for organizational change. The Board rated the Chancellor between meeting and exceeding on the components of this goal. Despite some resistance, the Chancellor has been effective in the implementation of a college wide administrative reorganization with additional reforms still in the works. A strong strategic plan for 2017-2020 was presented to and adopted by the Board. College leadership succession plans have been strengthened but additional work is needed. The Educational and Master Plans have been approved by the Board but priorities and a clear plan of action need to be developed and shared with the Board, staff, and the community. Well developed budget scenarios adjusted to changing revenue estimates were presented to the public and the Board for approval but timing issues need to be resolved in order to facilitate decisions on critical items (tuition, property taxes, etc.) Areas of needed continuous improvement include professional development, student services initiatives, roll out and implementation of Guided Pathways, and review of compensation programs.

Goal 4. Strengthen the College's financial position by searching and establishing partnerships to attract more resources at the local, state, national, and international levels in support of its vision, mission and strategic directions. The Board rated the Chancellor between meeting and exceeding expectations on this goal. Lee excels in terms of reaching out to business and industry at all levels to identify employment training needs, both current and future. Exceptional foundational groundwork has been put in place to continue our relationships with workforce development partners. The task now is to build and improve our infrastructure to support this training and to leverage our partnerships to produce financial and other types of support for these efforts. Work is ongoing with the restructuring of the PCC Foundation to create a more efficient and productive organization. The Chancellor must continue to guide these initiatives effectively to produce the desired results.

Goal 5. Continue to strengthen, enhance, and increase diversity, inclusion and global education. The Board rated Chancellor Lambert met the expectations of this this goal. An Ethnic, Gender, and Border Studies program has been established at our college with the Chancellor's support. Much hard work and collaboration went into producing an outstanding Diversity, Inclusion, and Equity plan, despite some delays, that was approved by the Board. A search committee has selected an interim Diversity Officer. The Chancellor must ensure implementation of the plan and that monitoring is ongoing to produce the desired results.

Goal 6. Establish and build a culture of compliance by strengthening and expanding governance structures and processes consistent with a commitment to academic quality. The Board rated the Chancellor met expectations on this goal but it was the area of lowest scores. Communications issues have been strengthened and collaboration between the Board and the Chancellor has improved. A revised policy on ethics was presented to and approved by the Board. A reorganization of responsibilities of the internal audit department and the creation of a compliance officer position has been put in place but the position is not filled. While planning is in place for creating a college wide culture of compliance awareness, it has not happened. The

Chancellor has the ultimate responsibility for legal and accreditation compliance in all areas of our operation and he must continue to pursue the timely implementation of this initiative.

Key Functional Areas

Leadership – This was the highest rated area in the evaluation and rated the Chancellor between meeting and exceeding expectations. The Board believes the Chancellor maintains and exhibits high standards for ethics, honesty and integrity in all matters concerning the college.

Board Relations - The Board rated the Chancellor met expectations on this goal and this area is significantly improved from last year's evaluation. While some concerns were expressed about criticism acceptance, Board meeting preparedness, and individual Board member issue responses, overall communication and the information provided the Board are much stronger.

Approval	S
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Contact Person

Lee D. Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.2(3)

Item Title Contact Person

Property Acquisition: 127 W. Drachman

William R. Ward II

Vice Chancellor, Facilities

(206-2610)

Recommendation:

The Chancellor recommends the Governing Board approve the acquisition of real estate property located at 127 W. Drachman.

Justification:

In 2015, the College began working with consultants and collecting data to complete an Educational and Facilities Master Plan. A Center of Excellence (CoE) in Applied Technology at the Downtown Campus is listed as part of the Educational Master Plan report and was approved as a priority by the Executive Leadership Team. This Center of Excellence would include construction of a new building for Automotive Technology and a possible relocation of the Culinary, Hospitality and Management programs to Downtown Campus.

The property acquisition would enable the College to expand the campus footprint by an additional one point two (1.2) acres allowing the campus to fulfill the recommendations of the Educational and Facilities Master plan and provide the College with additional space for program expansion or relocation opportunities.

The College has a fully executed Letter of Intent with the owner of the property which lists the accepted purchase price and rights of the buyer and seller of the property. The College is prepared, with Governing Board approval of this Action Item, to move forward with the Purchase Agreement, initiate the various property assessments, and completion of due diligence by both parties.

Following acceptable results from all the property assessments and inspections, the College will receive the property vacant and free from all moveable fixtures, furniture and equipment. The estimated timeline will allow the College to take possession of the property in January, 2018.

Financial Considerations:

The property will be subject to environmental and construction assessments, geographic surveys and due diligence inspections. The purchase price along with fees for those assessments, attorney fees and closing costs are estimated to reach \$1,028,500.00. In addition to the acquisition,

Property Acquisition: 127 W. Drachman Date: 09/13/2017

Page 2

preparation of the property for development will include site improvements costs of approximately \$50,000.00. Total estimated cost for the property is \$1,078,500.00, not to exceed \$1,100,000.00.

Approvals

Contact Person

William R. Ward I

Chancellor _

Lee Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/13/17 Item Number: 4.2(4)

Item Title Contact Person

Property Acquisition: 333 W. Mabel St. William R. Ward II

Vice Chancellor, Facilities

(206-2610)

Recommendation:

The Chancellor recommends the Governing Board approve the acquisition of real estate property located at 333 W. Mabel Street.

Justification:

In 2015, the College began working with consultants and collecting data to complete an Educational and Facilities Master Plan. A Center of Excellence (CoE) in Applied Technology at the Downtown Campus is listed as part of the Educational Master Plan report and was approved as a priority by the Executive Leadership Team. This Center of Excellence would include construction of a new building for Automotive Technology and a possible relocation of the Culinary, Hospitality and Management programs to Downtown Campus.

The property acquisition would enable the College to expand the campus footprint by nearly two (2) acres allowing the campus to fulfill the recommendations of the Educational and Facilities Master plan and provide the College with additional space for program expansion or relocation opportunities.

The College has a fully executed Letter of Intent with the owner of the property which lists the accepted purchase price and rights of the buyer and seller of the property. The College is prepared, with Governing Board approval of this Action Item, to move forward with the Purchase Agreement, initiate the various property assessments, and completion of due diligence by both parties.

Following acceptable results from all the property assessments and inspections, the College will receive the property vacant and free from all moveable fixtures, furniture and equipment. The estimated timeline will allow the College to take possession of the property in January, 2018.

Financial Considerations:

The property will be subject to environmental and construction assessments, geographic surveys and due diligence inspections. The purchase price along with fees for those assessments, attorney fees and closing costs are estimated to reach \$1,278,500.00. In addition to the acquisition, preparation of the property for development will include demolition and site improvements costs

Property Acquisition: 333 W. Mabel St.

Date: 9/13/17 Page 2

of approximately \$500,000.00. Total estimated cost for the property is \$1,778,500.00, not to exceed \$2,000,000.00.

Approvals

Contact Person

William R. Ward II

Chancellor

Lee Lambert, J.D.