#### PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA OCTOBER 11, 2017

#### NOTICE OF REGULAR GOVERNING BOARD MEETING

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

#### **AGENDA FOR MEETING\***

- 1. General Matters
  - 1.1 Call to Order
  - 1.2 Pledge of Allegiance
  - 1.3 Roll Call
  - 1.4 Governing Board Recognition and/or Awards
    - Chancellor 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
  - Accreditation update Bruce Moses
     Presentation Criterion and Core Components PCC Student Reports

• Enrollment update-Karrie Mitchell Executive Summary for Enrollment Coaching Engagement with Blackboard, Inc.

#### 2.2 Reports by Representatives to the Board

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

- <u>Student Report</u> 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

[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

[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 <a href="https://www.pima.edu/meeting-notices/documents.html">https://www.pima.edu/meeting-notices/documents.html</a> or in some cases through a link included in the agenda.]

- 3.1 Financial Report August 2017 Financial Statements
- 3.2 Employment Information [Appointments, acting assignments, retirements and separations]
- 3.3 Adjunct Faculty Appointments
- 3.4 Board Policy Substantive Changes First Reading
  - [BP 1.25: Meet and Confer with Employee Representatives Revised]\*
  - [BP 5.01: Personnel Policy Statement for College Employees *Deletion*]\*
  - [BP 5.02: Faculty Personnel Policy Statement *Deletion*]
  - [BP 5.03: Classified Exempt Personnel Policy Statement *Deletion*]
  - [BP 5.04: Classified Non-Exempt Personnel Policy Statement *Deletion*]
  - [BP 5.05: Administrative Personnel Policy Statement *Deletion*]

#### 4. Action Items

#### 4.1 Consent Agenda

- (1) Approval of Minutes of the following meetings:
  - A. Study Session of September 5, 2017
  - B. Special Meeting to conduct Executive Session on September 13, 2017
  - C. Regular Meeting of September 13, 2017

- (2) Grant Proposal: U.S. Department of State for Bécalos Program
  [Grant to support the "SEP Bécalos Santander Universidades International Program" located at West Campus awarded by the U.S. Department of State.
  The grant performance period is from August 28, 2017 to January 31, 2018.
  The award amount is \$15,000.00 for two additional students.]

  Grant Award Notice Grant Abstract
- Grant Proposal: 2017/18 Highway Safety Plan for Impaired Drivers and Occupant Protection Program
  [Grant renewal for the "Highway Safety Plan for Impaired Drivers and Occupant Protection Program" awarded by the Governor's Office for Highway Safety (GOHS). The grant performance period is from October 1, 2017 through September 30, 2018. The award amount is \$20,000 for the one-year performance period.]

  Grant Award Notice Grant Abstract
- (4) Contract: En Pointe Technologies for Microsoft Software [To approve a contract with En Pointe Technologies for Microsoft software licensing. Total costs are not expected to exceed \$153,996.]

  En Pointe Technologies contract

#### 4.2 Other Action Items

- (1) Board Policy Final Reading [BP 2.01: Diversity and Inclusion *Revised*]
- (2) Contract: Bookstore, Food Service, and Vending Services, 2017-2021 [To approve the contract with Follett Higher Education Group (Follett) for bookstore, food service and vending services management. This is a four-year agreement from November 1, 2017 through June 30, 2021 and shall provide the College with commissions based on annual sales. For the first year of the agreement, Follett shall provide the College with a guaranteed annual income of \$700,000.]
  - Follett Higher Education Services agreement
- (3) Pima Community College Foundation Services Agreement Presentation Foundation Feasibility Study
- (4) Authorizing the Chancellor to develop an Intergovernmental Agreement with Santa Cruz County Provisional Community College District
- \*5. Request for Future Agenda Items

Adjournment

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

- \* Option to recess into legal advice executive session Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.
- \* The Governing Board reserves the right to take action on any agenda item.
- \* **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 <a href="www.pima.edu/board/packets">www.pima.edu/board/packets</a>.
- \* 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: 10/11/17 Item Number: 1

Item Title Contact Person

General Matters

Chancellor's Office (206-4747)

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Governing Board Recognition and/or Awards
  - Chancellor Emeritus recognition
- 1.5 Public Comment
- 1.6 Remarks by Governing Board Members

**Approval** 

Chancellor

Lee D. Lambert, J.D.

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

### **REPORTS**

Meeting	Date: 10/11/17	Item Number: 2			
	Item Title	Contact Person			
Reports		Chancellor's Office (206-4747)			
2.1	Administration Reports				
2.2	Reports by Representatives to the Board				
2.3	Chancellor's Report				
Approv	al				
Chan	cellor				

Lee D. Lambert, J.D.

### PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

#### INFORMATION ITEM

Meeting Date: 10/11/17 Item Number: 3.1

Item Title Contact Person

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

#### **Justification:**

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

The August preliminary results indicate the net of year-to-date revenues and expenditures is \$5.7 million compared to approximately \$7.4 million higher in the previous year. This difference is due primarily to slightly higher expenses compared to flat revenues.

Total revenues in General and Designated funds were approximately flat compared to the prior year. Specifically, tuition and fees revenue has increased by \$0.5 million, property tax revenue is lower by \$0.9 million, and other revenue has increased by \$0.3 million. The decline in property taxes is a function of timing and will be higher than prior year in coming months.

Services and supplies and other expenditures, excluding transfers, increased by \$1.5 million while expenditures for personal services have remained flat. The increase was primarily in Software & Licensing Agreements \$0.9 million, Other Professional Services \$0.1 million, and Other Scholarships \$0.3 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate the College concluded August with a year to date increase in net position of about \$1.1 million. One notable difference when comparing the current year to the prior year is due to the timing of the Fall Financial Aid Disbursements. This year, the first disbursement of Financial Aid for the Fall term occurred on the day before the Fall semester began; last fiscal year, the first disbursement occurred after the confirmation of attendance at the 10-day census. The Financial Aid Disbursement also affects the Student Financial Aid expenses as an expense is recorded when the funds are disbursed to the student's account. This explains the difference in Federal Grant revenue, which is approximately \$9.1 million compared to \$0.5 million in prior year, as well as the difference in Student Financial Aid expenditures, which are \$12.3 million as opposed to \$1.0 million in the prior year.

Date: 10/11/17

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

In terms of budget to actual performance, Personal Services expenditures are 11.4 percent of budget, which is a slightly higher percentage than the previous year. In absolute terms, year-to-date Personal Services expenditures were \$13.3 million, which is the same amount from the same period of fiscal year 2017.

Services and Supplies expenditures are approximately 15.7 percent of the budget, which is a higher percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$5.5 million which is higher than the \$4.0 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 August was \$70.4 million, which is an increase of about \$1.6 million compared to the same time last year. This represents a decrease of \$2.1 million in Total Assets/Deferred Outflow of Resources and a decrease of \$3.7 million in Total Liabilities/Deferred Inflow of Resources.

Contact Person

David Bea, Ph.D.

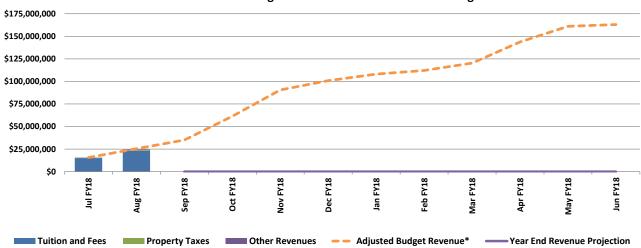
Chancellor\_

Lee D. Lambert, J.D.

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

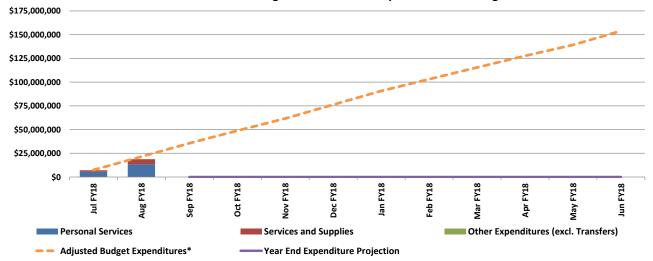
(Preliminary)		F'	Y 20	FY 2016/17				
		Adjusted	Υ	ear to Date		Year to Date		
	Aı	nnual Budget		Actuals	%		Actuals	%
Revenues								
Tuition and Fees	\$	47,176,000	\$	23,232,129	49.2 %	\$	22,738,122	48.2 %
Property Taxes		112,161,162		794,570	0.7 %		1,737,273	1.6 %
Other Revenue		3,666,838		531,672	14.5 %		214,198	7.2 %
Total Revenues	\$	163,004,000	\$	24,558,371	15.1 %	\$	24,689,593	15.7 %
Expenditures						Ī		
Personal Services		117,224,175		13,311,686	11.4 %		13,272,980	10.8 %
Services and Supplies		35,092,123		5,503,741	15.7 %		3,991,826	11.8 %
Other Expenditures (excl. Transfers)		1,600,702		58,314	3.6 %		74,652	4.4 %
Total Expenditures	\$	153,917,000	\$	18,873,741	12.3 %	\$	17,339,458	11.0 %
Net			\$	5,684,630		\$	7,350,135	

#### **General & Designated Funds YTD Revenues vs. Budget**



<sup>\*</sup>Adjusted Budget Revenue Excludes Fund Balance

#### General & Designated Funds YTD Expenditures vs. Budget



<sup>\*</sup> 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 Two Months Ending August 31, 2017

Contracts	(Preliminary)	,_,_	· <del>- ·</del>		FY 20:	17/	18				FY 2016/17
Funds   Funds   Funds   Male Funds   Aulgust 31, 2016		- (	General &	1	Auxiliary &	_					Prior Year
Departing Revenues		Designated		l	Restricted		Plant &	Total		Totals as of	
Tution and Fees			Funds		Funds	O	ther Funds		All Funds	4	ugust 31, 2016
Commission and Rents	Operating Revenues										
Contracts	Tuition and Fees	\$	23,232,129	\$	970	\$	556,124	\$	23,789,223	\$	23,304,759
Commission and Rents Other Operating Revenues         260 Hay 13,716 95,766 97,66 97,66 139,462 136,97,66 139,462 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 136,97,66 131,94,62 131,94,62 131,94,62 131,94,62 131,94,62 131,94,62 131,94,68 131,94,62 131,94,62 131,94,68 131,94,62 131,94,68 131,94,68 131,94,68 131,94,68 131,94,68 131,94,68 131,94,68 131,94,68 131,94,94	Contracts		228,826								214,211
Other Operating Revenues         43,716         95,746         139,462         136,26         23,504,937         23,838,8         23,838,8         23,838,8         23,838,8         23,838,8         23,838,8         24,378,097         23,838,8         23,838,8         23,838,8         23,838,8         23,737,3	Auxiliary Enterprises				36,814				36,814		44,223
Total Operating Revenues   23,504,931   317,042   556,124   24,378,097   23,836,88	Commission and Rents		260		183,512				183,772		136,702
Name	Other Operating Revenues		43,716		95,746				139,462		136,921
State Appropriations	Total Operating Revenues		23,504,931		317,042		556,124		24,378,097		23,836,816
State Appropriations	Nonoperating Revenues										
Property Taxes   794,570   115   794,685   1,737,375   Federal Grants   29,696   9,110,433   8,8328   8,8328   56,68   5,744,126   5,744,126   1,745,771   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,747,371   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747,771   1,745,741   1,741,747   1,741,747   1,741,741   1	·										
Federal Grants			794.570				115		794.685		1,737,382
State And Local Grants					9.110.433				•		515,131
State Shared Sales Taxes         181,719         181,719         181,719         165,5              Gifts             212,060             212,060              212,060             (5               Investment Income             229,174             6,230             235,640             (101,11)               Net Nonoperating Revenues             \$ 24,558,371             \$ 9,915,812             \$ 556,239             \$ 35,030,422             \$ 26,210,2               Operating Expenses             Educational and General             Instruction             3,914,407             338,850             66,996             4,320,253             4,290,93               Academic Support              3,682,993             466,045             91,034             4,240,072             3,685,885,88               Student Services             3,295,220             533,789             5,808             3,834,817             3,473,2               Institutional Support             5,710,307             (67,937)             105,756             5,748,126             5,179,0               Operation and Maintenance of Plant             1,613,245             6,465             351,315             1,971,025             1,971,025             1,971,025             1,971,025             1,971,025             1,292,682             952,3 </td <td></td> <td></td> <td>_5,550</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>56,605</td>			_5,550								56,605
Site											165,916
Net Nonoperating Revenues   229,174   6,230   235,404   (101,101,101,101,101,101,101,101,101,101									•		(500)
Net Nonoperating Revenues			229 17/								
Compariting Expenses   Educational and General   Instruction   3,914,407   338,850   66,996   4,320,253   4,290,9   Academic Support   3,682,993   466,045   91,034   4,240,072   3,685,8   3,834,817   3,473,2   Institutional Support   5,710,307   (67,937)   105,756   5,748,126   5,1790,0   5,7190,0   1,82,684   1,182,684   1,182,684   1,213,2   1,971,025   1,971,8   5,748,126   1,182,684   1,182,684   1,182,684   1,182,684   1,182,684   1,213,2   1,232,682   12,329,682   12,329,682   952,3   4,290,9   1,147,371   1,							115				2,373,422
Comparating Expenses   Educational and General   Instruction   3,914,407   338,850   66,996   4,320,253   4,290,9   Academic Support   3,682,993   466,045   91,034   4,240,072   3,685,8   3,834,817   3,473,2   Institutional Support   5,710,307   (67,937)   105,756   5,748,126   5,179,0   Coperation and Maintenance of Plant   1,613,245   6,465   351,315   1,971,025   1,971,8   Depreciation   489,654   11,840,028   12,329,682   952,3   Auxiliary Interprises   88,477   88,477   88,477   Contingency   167,915   167,915   167,915   Total Operating Expenses   \$ 18,873,741   \$ 13,205,717   \$ 1,803,593   \$ 33,883,051   \$ 20,852,1   Income Before Other Expenses   \$ 5,684,630   \$ (3,289,905)   \$ (1,247,354)   \$ 1,147,371   \$ 5,358,1   Corresponding Gifts and Grants   Increase (Decrease) in Net Position   \$ 5,636,505   \$ (3,289,905)   \$ (1,199,229)   \$ 1,147,371   \$ 5,358,1   Contingency   14,718,254   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,261,595   69,256,025   63,883,95   Contingency   14,718,254   14,261,595   69,256,025   63,883,55   Contingency   14,718,254   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,261,595   14,261,595   69,256,025   63,481,4   Contingency   14,718,254   14,283,49   14,3062,366   70,403,396   \$ 68,839,55   Contingency   14,428,349   14,428,349   14,4261,595   69,256,025   63,481,4   Contingency   14,428,349   14,428,349   14,4261,595   69,256,025   63,481,4   Contingency   14,428,349   14,428,349   14,4261,595   69,256,025   63,481,4   Contingency   14,428,349   14,428,349   14,4261,595   69,256,025   63	Total Revenues	¢	24 558 271	¢	9 915 912	¢	556 239	¢	35 030 422	Ġ	26 210 238
Student Services         3,295,220         533,789         5,808         3,834,817         3,473,2           Institutional Support         5,710,307         (67,937)         105,756         5,748,126         5,179,0           Operation and Maintenance of Plant         1,613,245         6,465         351,315         1,971,025         1,971,8           Depreciation         1,182,684         1,182,684         1,182,684         1,213,2         952,3           Auxiliary Enterprises         489,654         11,840,028         12,329,682         952,3           Auxiliary Enterprises         88,477         88,477         88,477         88,77           Contingency         167,915         167,915         167,915         20,852,1           Income Before Other Expenses         \$ 18,873,741         \$ 13,205,717         \$ 1,803,593         \$ 33,883,051         \$ 20,852,1           Transfers         (48,125)         48,125         48,125         \$ 5,358,1           Increase (Decrease) in Net Position         \$ 5,636,505         \$ (3,289,905)         \$ (1,199,229)         \$ 1,147,371         \$ 5,358,1           Net Position         Total Net Position - Beginning of Year         (59,723,824)         14,718,254         114,261,595         69,256,025         63,481,4	Educational and General Instruction				•		•				4,290,904 3 685 815
Institutional Support	• •				•		•				
Operation and Maintenance of Plant         1,613,245         6,465         351,315         1,971,025         1,971,8           Depreciation         1,182,684         1,182,684         1,182,684         1,213,2					•		•				
Depreciation											
Student Financial Aid         489,654         11,840,028         12,329,682         952,3           Auxiliary Enterprises         88,477         88,477         85,7           Contingency         167,915         167,915         167,915           Total Operating Expenses         \$ 18,873,741         \$ 13,205,717         \$ 1,803,593         \$ 33,883,051         \$ 20,852,1           Income Before Other Expenses         \$ 5,684,630         \$ (3,289,905)         \$ (1,247,354)         \$ 1,147,371         \$ 5,358,1           Transfers         (48,125)         48,125         48,125         48,125         Capital Appropriations         Capital Gifts and Grants         Capital Gifts and Grants         \$ 5,636,505         \$ (3,289,905)         \$ (1,199,229)         \$ 1,147,371         \$ 5,358,1           Net Position         Total Net Position - Beginning of Year         (59,723,824)         14,718,254         114,261,595         69,256,025         63,481,4           Total Net Position - End of Period         \$ (54,087,319)         \$ 11,428,349         \$ 113,062,366         \$ 70,403,396         \$ 68,839,5	•		1,013,243		0,403		•				
Auxiliary Enterprises Contingency 167,915  Total Operating Expenses \$ 18,873,741 \$ 13,205,717 \$ 1,803,593 \$ 33,883,051 \$ 20,852,1  Income Before Other Expenses \$ 5,684,630 \$ (3,289,905) \$ (1,247,354) \$ 1,147,371 \$ 5,358,1  Transfers Capital Appropriations Capital Gifts and Grants  Increase (Decrease) in Net Position Total Net Position - Beginning of Year Total Net Position - End of Period \$ (59,723,824) 14,718,254 114,261,595 69,256,025 63,481,4  \$ 5,723,824 \$ 11,428,349 \$ 113,062,366 \$ 70,403,396 \$ 68,839,5	•		489 654		11 840 028		1,102,004				
Contingency         167,915         167,915         167,915         20,852,1           Income Before Other Expenses         \$ 18,873,741         \$ 13,205,717         \$ 1,803,593         \$ 33,883,051         \$ 20,852,1           Income Before Other Expenses         \$ 5,684,630         \$ (3,289,905)         \$ (1,247,354)         \$ 1,147,371         \$ 5,358,1           Transfers         (48,125)         48,125         48,12			403,034								85,726
Total Operating Expenses \$ 18,873,741 \$ 13,205,717 \$ 1,803,593 \$ 33,883,051 \$ 20,852,1  Income Before Other Expenses \$ 5,684,630 \$ (3,289,905) \$ (1,247,354) \$ 1,147,371 \$ 5,358,12  Transfers Capital Appropriations Capital Gifts and Grants  Increase (Decrease) in Net Position \$ 5,636,505 \$ (3,289,905) \$ (1,199,229) \$ 1,147,371 \$ 5,358,12  Net Position Total Net Position - Beginning of Year (59,723,824) 14,718,254 114,261,595 69,256,025 63,481,4  Total Net Position - End of Period \$ (54,087,319) \$ 11,428,349 \$ 113,062,366 \$ 70,403,396 \$ 68,839,5	•		167 915		00,477						03,720
Transfers (48,125) 48,125  Capital Appropriations Capital Gifts and Grants  Increase (Decrease) in Net Position \$ 5,636,505 \$ (3,289,905) \$ (1,199,229) \$ 1,147,371 \$ 5,358,12  Net Position Total Net Position - Beginning of Year (59,723,824) 14,718,254 114,261,595 69,256,025 63,481,44  Total Net Position - End of Period \$ (54,087,319) \$ 11,428,349 \$ 113,062,366 \$ 70,403,396 \$ 68,839,5	<u> </u>	\$	,	\$	13,205,717	\$	1,803,593	\$		\$	20,852,113
Transfers (48,125) 48,125  Capital Appropriations Capital Gifts and Grants  Increase (Decrease) in Net Position \$ 5,636,505 \$ (3,289,905) \$ (1,199,229) \$ 1,147,371 \$ 5,358,12  Net Position Total Net Position - Beginning of Year (59,723,824) 14,718,254 114,261,595 69,256,025 63,481,44  Total Net Position - End of Period \$ (54,087,319) \$ 11,428,349 \$ 113,062,366 \$ 70,403,396 \$ 68,839,5	Income Refere Other Evnenses	Ċ	5 694 630	¢	(2 280 005)	¢	(1 247 254)	Ċ	1 1/17 271	¢	5 259 125
Capital Appropriations         Capital Gifts and Grants       \$ 5,636,505       \$ (3,289,905)       \$ (1,199,229)       \$ 1,147,371       \$ 5,358,13         Net Position       Total Net Position - Beginning of Year       (59,723,824)       14,718,254       114,261,595       69,256,025       63,481,47         Total Net Position - End of Period       \$ (54,087,319)       \$ 11,428,349       \$ 113,062,366       \$ 70,403,396       \$ 68,839,53	income before Other Expenses	<del></del>	3,004,030	۲	(3,283,303)	γ_	(1,247,334)	٠	1,147,371	<u>, , , , , , , , , , , , , , , , , , , </u>	3,336,123
Capital Gifts and Grants   Increase (Decrease) in Net Position   \$ 5,636,505 \$ (3,289,905) \$ (1,199,229) \$ 1,147,371   \$ 5,358,12			(48,125)				48,125				
Increase (Decrease) in Net Position \$ 5,636,505 \$ (3,289,905) \$ (1,199,229) \$ 1,147,371 \$ 5,358,12											
Net Position       Total Net Position - Beginning of Year       (59,723,824)       14,718,254       114,261,595       69,256,025       63,481,4         Total Net Position - End of Period       \$ (54,087,319)       \$ 11,428,349       \$ 113,062,366       \$ 70,403,396       \$ 68,839,5		4			(2.222.221)	_	(	_			
Total Net Position - Beginning of Year       (59,723,824)       14,718,254       114,261,595       69,256,025       63,481,4         Total Net Position - End of Period       \$ (54,087,319)       \$ 11,428,349       \$ 113,062,366       \$ 70,403,396       \$ 68,839,5	increase (Decrease) in Net Position	<u> </u>	5,636,505	\$	(3,289,905)	<u> </u>	(1,199,229)	<u> </u>	1,14/,3/1	\$	5,358,125
Total Net Position - End of Period \$ (54,087,319) \$ 11,428,349 \$ 113,062,366 \$ 70,403,396 \$ 68,839,5	Net Position										
	Total Net Position - Beginning of Year		(59,723,824)		14,718,254		114,261,595		69,256,025		63,481,434
	Total Net Position - End of Period	\$	(54,087,319)	\$	11,428,349	\$	113,062,366	\$	70,403,396	\$	68,839,559
Total Net Position - End of Period: Current Year vs. Prior Year \$ 1,563,837	Total Net Position - End of Period: C	`Urre	ent Year vs. Di	ior	Year			¢	1 563 837		



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

(Preliminary)			FY 2017/1	FY 2016/17				
	Adjusted	Υ	ear to Date		Available	Y	ear to Date	
	<b>Annual Budget</b>		Actuals	%	Budget		Actuals	%
<b>Expenditures by Function</b>								
Educational and General								
Instruction	\$ 55,066,696	\$	3,914,407	7.1 %	\$ 51,152,289	\$	3,840,700	6.8 %
Academic Support	25,843,737		3,682,993	14.3 %	22,160,744		3,186,680	12.8 %
Student Services	27,715,450		3,295,220	11.9 %	24,420,230		3,094,256	10.6 %
Institutional Support	35,533,847		5,710,307	16.1 %	29,823,540		5,141,074	14.2 %
Operation and Maintenance of Plant	14,025,874		1,613,245	11.5 %	12,412,629		1,872,252	13.2 %
Student Financial Aid	1,243,000		489,654	39.4 %	753,346		204,496	15.0 %
Other Expenses								
Transfers	10,680,000		48,125	0.5 %	10,631,875		2,761,347	100.0 %
Fund balance reserved for contingency	3,722,396		167,915	4.5 %	3,554,481			
Total Expenditures by Function	\$ 173,831,000	Ś	18,921,866	10.9 %	\$ 154,909,134	\$	20,100,805	12.0 %
Total Experience by Femores	+ == = = = = = = = = = = = = = = = = =	<u> </u>			<del>+,,-</del>	-		
<b>Expenditures by Account</b>								
Personal Services								
Administrative Personnel	\$ 6,354,000	\$	896,193	14.1 %	\$ 5,457,807	\$	829,541	13.0 %
Faculty	22,407,000		1,476,017	6.6 %	20,930,983		1,500,650	6.6 %
Additional Compensation - Faculty	1,292,000		95,377	7.4 %	1,196,623		122,232	9.4 %
Adjunct Faculty	10,971,000		1,095,209	10.0 %	9,875,791		1,119,888	9.8 %
Classified Staff	44,077,000		5,922,702	13.4 %	38,154,298		6,004,269	12.7 %
Other Compensation	4,459,500		400,865	9.0 %	4,058,635		394,610	8.2 %
Student Employment / Workstudy								
Fringe Benefits	27,663,675		3,425,323	12.4 %	24,238,352		3,301,790	11.4 %
Total Personal Services	117,224,175		13,311,686	11.4 %	103,912,489		13,272,980	10.8 %
Services and Supplies								
Communications and Utilities	5,955,055		673,200	11.3 %	5,281,855		827,678	13.3 %
Travel	3,086,850		162,187	5.3 %	2,924,663		107,413	3.8 %
Contractual Services	15,495,427		2,977,289	19.2 %	12,518,138		1,551,700	11.0 %
Supplies and Materials	6,801,141		439,631	6.5 %	6,361,510		440,666	6.8 %
Student Financial Aid	1,243,000		489,654	39.4 %	753,346		204,496	15.0 %
Current Fixed Charges	2,510,650		761,780	30.3 %	1,748,870		859,873	30.9 %
Total Services and Supplies	35,092,123		5,503,741	15.7 %	29,588,382	-	3,991,826	11.8 %
Capital Equipment	470,702		28,590	6.1 %	442,112		19,280	4.4 %
Transfers	10,680,000		48,125	0.5 %	10,631,875		2,761,347	100.0 %
Other Expenditures	1,130,000		29,724	2.6 %	1,100,276		55,372	4.0 %
Contingency and Reserves	9,234,000		25,124	2.0 /0	9,234,000		33,312	- <b>T.</b> O /0
Total Expenditures by Account	\$ 173,831,000	\$	18,921,866	10.9 %	\$ 154,909,134	\$	20,100,805	12.0 %
Total Expenditures by Account	7 17 3,031,000	7	10,521,000	10.5 /0	Ÿ 137,303,13 <b>7</b>	7	20,100,003	12.0 /0

**Total Net Position: Current Year vs. Prior Year** 

#### **Statement of Net Position**

August 31, 2017

August 31, 2017 (Preliminary)			FY 20	17/1	8		ĺ	FY 2016/17	
	General & Auxiliary &						T	Total All Funds	
	Designated		Restricted	F	Plant &	Total	P	rior Year as of	
	Funds		Funds	Oth	ner Funds	All Funds	Α	ugust 31, 2016	
<u>Assets</u>									
Current Assets	ć 10.402.404		4 050 725	<u>,</u>	12 207 010	ć 22.520.727	_	20 205 62	
Cash and Cash Equivalents	\$ 18,183,194	\$	1,958,725	\$	13,397,818		\$	30,396,627	
Short-term Investments Receivables:	25,333,818					25,333,818		25,188,060	
Property Taxes	3,514,158				5,989	3,520,147		4,507,37	
Accounts (net of allowances)	8,806,451				3,303	8,806,451		15,529,70	
Government Grants and Contracts	0,000,431		9,158,924			9,158,924		160.81	
Student Loans			-,,		600	600		6	
Other	472,608		399,039		1,518,820	2,390,467		14,16	
Inventories	100,183					100,183		127,09	
Prepaid Expenses	569,360				18,905	588,265		662,76	
Total Current Assets	56,979,772		11,516,688		14,942,132	83,438,592	-	76,586,66	
Noncurrent Assets									
Restricted Cash and Cash Equivalents					(259,898)	(259,898)		1,145,42	
Notes Receivable (net of allowances)								46	
Other Long-term Investments	31,463,620					31,463,620		31,203,04	
Investments in Capital:									
Land					15,291,311	15,291,311		15,291,31	
Buildings & Leasehold improvements (net of depreciation)					77 602 274	77 602 274		01 021 00	
(net of depreciation)  Construction in Progress					77,693,271	77,693,271		81,831,09	
Equipment (net of depreciation)					4,413,921	4,413,921		5,520,26	
Library Books (net of depreciation)					1,817,343	1,817,343		1,817,34	
Total Noncurrent Assets	31,463,620				98,955,948	130,419,568		136,808,94	
Total Assets	\$ 88,443,392		11,516,688		13,898,080	\$ 213,858,160	\$	213,395,60	
Deferred Outflows Related to Pensions  Total Deferred Outflows of Resources	13,787,355 \$ 13 787 355	\$	-	\$	-	13,787,355 \$ 13,787,355	\$	16,340,33 <b>16,340,33</b>	
Total Deletted Outriows of Resources	7 13,707,333	7		Υ		<b>J</b> 13,767,333		10,340,33	
<u>Liabilities</u>									
Current Liabilities									
Accrued Payroll and Benefits	2,732,927		00 220		200.764	2,732,927		3,028,29	
Accounts Payable and Accrued Liabilities	942,184		88,339		309,764	1,340,287		1,177,79	
Deposits Held in Custody Current Portion of Long-term Liabilities	4,568,573				525,950	525,950 4,568,573		466,68 4,494,53	
Total Current Liabilities	8,243,684		88,339		835,714	9,167,737		9,167,29	
Noncurrent Liabilities	0,243,004		00,000		000,714	3,10.,.3.		3,107,23	
Unearned Revenue	5,250					5,250		5,25	
Long-term Liabilities	3,441,777					3,441,777		3,552,92	
Net Pension Liability	133,407,309					133,407,309		126,727,90	
Total Noncurrent Liabilities	136,854,336					136,854,336		130,286,08	
Total Liabilities	\$ 145,098,020	\$	88,339	\$	835,714	\$ 146,022,073	\$	139,453,37	
			<u>,                                      </u>	•	,	·		, ,	
Deferred Inflows of Resources									
Deferred Inflows Related to Pensions	11,220,046					11,220,046		21,443,00	
Total Deferred Inflows of Resources	\$ 11,220,046	\$	-	\$	-	\$ 11,220,046	\$	21,443,00	
Net Position									
Net Investment in Capital Assets					99,215,846	99,215,846		104,460,01	
Restricted for:					•			. ,	
Loans					57,083	57,083		(48,38	
Debt Service					738,961	738,961		745,25	
Other (Capital Projects)									
Grants and Contracts			1,129,743			1,129,743		703,75	
Unrestricted	(54,087,319)		10,298,606		13,050,476	(30,738,237)		(37,021,07	
Total Net Position	\$ (54,087,319)	\$	11,428,349	\$ 11	13,062,366	\$ 70,403,396	\$	68,839,559	
14 4 4	+ (5.,507,515)	Ψ	,,	7	,	, , , , , , , , , , , , , , , , , , , ,	7	00,000,00	

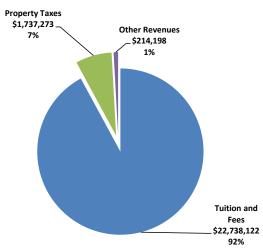
\$ 1,563,837



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

#### General & Designated Funds YTD Revenues - FY17 - Prior Year

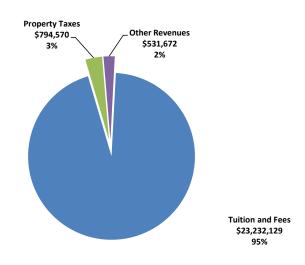
For the Two Months Ending August 31, 2016 Total of \$24,689,593



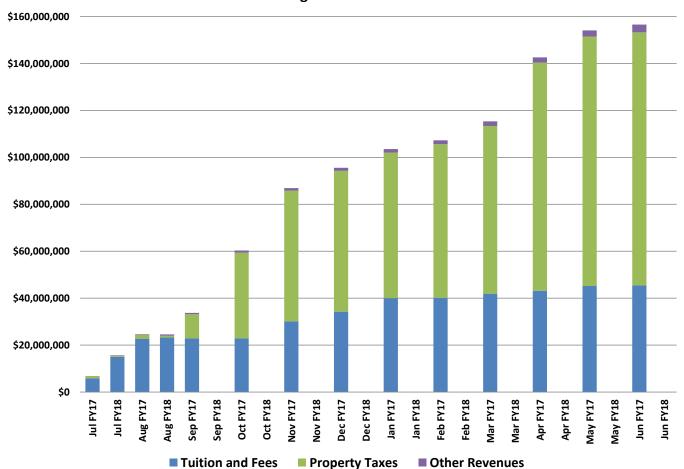
#### **General & Designated Funds YTD Revenues**

- FY18 - Current Year

For the Two Months Ending August 31, 2017 Total of \$24,558,371



#### **General & Designated Funds YTD Revenues**

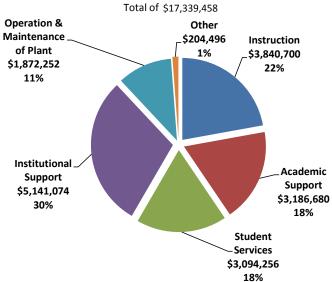




General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

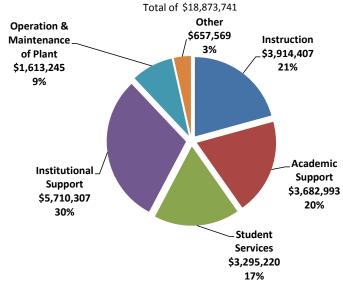
#### General & Designated Funds YTD Expenditures by Program - FY17 - Prior Year

For the Two Months Ending August 31, 2016

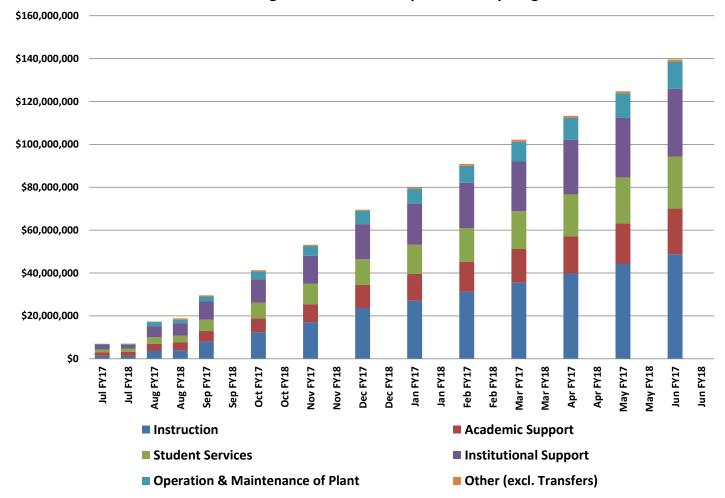


### General & Designated Funds YTD Expenditures by Program - FY18 - Current Year

For the Two Months Ending August 31, 2017



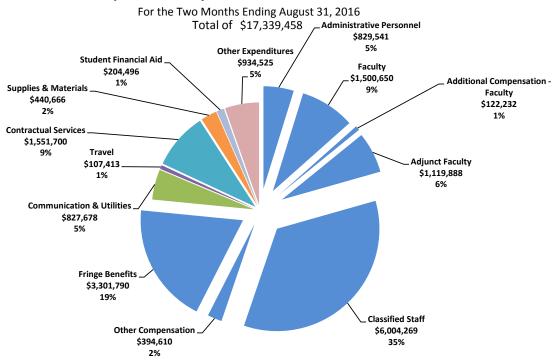
#### **General & Designated Funds YTD Expenditures by Program**



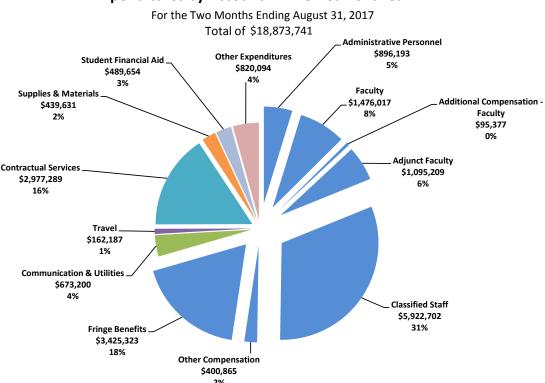


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

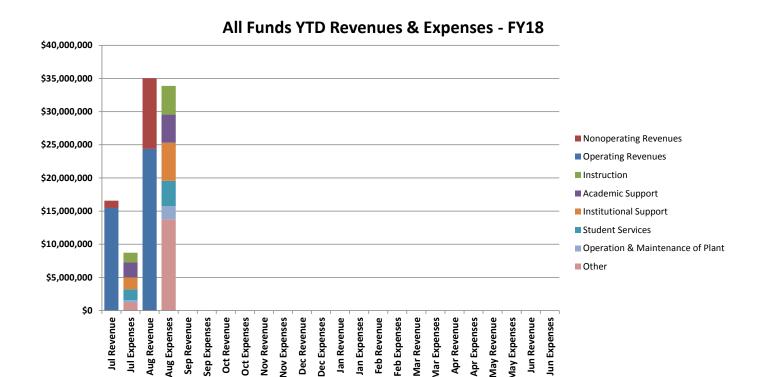
#### General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY17 - Prior Year



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



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

#### Liabilities

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



**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: 10/11/17 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:**

#### Kealey, Meredyth

Title: Reading Instructional Faculty, One-Year Provisional Appointment

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

Highest Degree Earned Doctorate of Philosophy, Special Education

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

#### **Staff:**

Ameneiros, Marcos Student Services Specialist

Rate of Pay: \$19.30 Start Date: 09/11/17

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

Most Recent Previous Job: Support Assistant

Frondle, Lorena Support Technician

Rate of pay: \$14.98 Start Date: 09/08/2017

Highest Degree Earned: No Post- Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Support Technician

(Continued)

Gilder, Herminia Support Technician

Rate of pay: \$14.98 Start Date: 09/08/2017

Highest Degree Earned: No Post- Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Support Technician

Ochoa, Griselda Support Technician

Rate of pay: \$14.98 Start Date: 09/08/2017

Highest Degree Earned: No Post- Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Support Technician

Reynoso, Francisco Instructional Web Designer

Rate of Pay: \$51,643 Start Date: 09/11/2017

Highest Degree Earned: Bachelor of Fine Arts, Visual Communications

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

Villegas, Carmen Support Technician

Rate of pay: \$14.98 Start Date: 09/08/2017

Highest Degree Earned: No Post- Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Support Technician

Zasa, Steve Trades Maintenance Specialist, Electrician

Rate of pay: \$19.30 Start Date: 10/02/2017

Highest Degree Earned: No Post- Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Journeyman Electrician

#### **Temporary:**

#### Ahmadi, Neda

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/05/2017

Highest Degree Earned: Bachelor of Social Science Awarding Institution: Payam Noor University

Most Recent Previous Job: Tutor

(Continued)

Arias, Reymundo

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/07/2017

Highest Degree Earned: Bachelor of Science, Chemistry
Awarding Institution: Western New Mexico University
Most Recent Previous Job: Merchandise Flow Team Member

Baggs, Annabelle

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/05/2017

Highest Degree Earned: Bachelor of Science, Environmental Science

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

Barron, Yessica

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/07/2017

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

Most Recent Previous Job: Ophthalmology Veterinary Technician

Bastidas, Javier

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/15/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Customer Service Representative

**Benitez-Triner**, Sky

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/11/2017

Highest Degree Earned: No Post-Secondary Education

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

Carbajal, Brian

Title: Instructor
Rate of Pay: \$20.00
Start Date: 08/18/2017

Highest Degree Earned: Bachelor of Science, Computer Science

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

Corbett, Danielle

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/07/2017

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

Awarding Institution: University of Arizona

Most Recent Previous Job: Chemist

Corbit, Mariah

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/07/2017

Highest Degree Earned: Bachelor of Science, Chemistry

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

Corbus, Mikayla

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/25/2017

Highest Degree Earned: No Post-Secondary Education

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

Ehrhart, Elizabeth

Title: Classroom Model

Rate of Pay: \$15.00 Start Date: \$09/12/2017

Highest Degree Earned: No Post-Secondary Education

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

Elias, Richard

Title: Head Coach
Rate of Pay: \$7,800 stipend
Start Date: 09/12/2017

(Continued)

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: General Manager

#### Feliciano, Paul Christopher

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/06/2017

Highest Degree Earned: No Post-Secondary Education

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

#### Henderson, Cindy

Title: Dispatcher Rate of Pay: \$18.21 Start Date: 09/06/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: 911 Dispatcher

#### Jackson, Gene

Title: Instructor
Rate of Pay: \$21.91
Start Date: 09/05/2017

Highest Degree Earned: Master of Arts, Technology Management

Awarding Institution: University of Phoenix Most Recent Previous Job: School Bus Driver

#### Jones, Nicholas

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/07/2017

Highest Degree Earned: Associate of Science

Awarding Institution: Southeast Community College

Most Recent Previous Job: Technical Consultant

#### Jordan, Amanda

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

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Sales Associate

(Continued)

Judge, Laurie

Title: Nursing Instructor

Rate of Pay: \$34.09 Start Date: \$08/29/2017

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

Most Recent Previous Job: Research Nurse

Karsten, Mikell

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/08/2017

Highest Degree Earned: Bachelor of Science, Psychology

Awarding Institution: Valdosta State University

Most Recent Previous Job: Resident Physician

Kelley, Sophia

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/06/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Customer Service Representative

Kram, Alisha

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/02/2017

Highest Degree Earned: Bachelor of Arts, Anthropology

Awarding Institution: University of Arizona

Most Recent Previous Job: Assembler

Ochoa, Andrea

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

Highest Degree Earned: No Post-Secondary Education

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

Owusu-Dommey, Ama

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/02/2017

Highest Degree Earned: Bachelor of Science, Ecology and Evolutionary Biology

Awarding Institution: University of Arizona

Most Recent Previous Job: Scribe

Purcell, Mary

Title: Workforce Trainer

Rate of Pay: \$15.00 Start Date: \$09/01/2017

Highest Degree Earned: Bachelor of Science, Nursing

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

Sodari, Gustavo

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/25/2017

Highest Degree Earned: No Post-Secondary Education

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

Thompson, Vaughan

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 08/17/2017

Highest Degree Earned: Bachelor of Arts, Mathematics Awarding Institution: San Diego State University

Most Recent Previous Job: Math Tutor

Tith, Christopher

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/01/2017

Highest Degree Earned: No Post-Secondary Education

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

Ustariz, Alexis

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/06/2017

Highest Degree Earned: Bachelor of Science, Biological Sciences

Awarding Institution: Arizona State University

Most Recent Previous Job: Apparel Associate

Vasquez, Karen

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/06/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Math Tutor

Whitmore, Chrisa

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$9/12/2017

Highest Degree Earned: Bachelor of Science, Public Health

Awarding Institution: University of Arizona

Most Recent Previous Job: Medical Administrative Assistant

Williams, Isaac

Title: Classroom Model

Rate of Pay: \$15.00 Start Date: \$9/06/2017

Highest Degree Earned: No Post-Secondary Education

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

Zaepfel, Jacob

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/07/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Tier 2 Support

#### **Direct Appointment**

#### Mulvihill, Kiinani

Effective: 08/20/2017 From: Adjunct Faculty

To: Clinical Nursing Instructor

#### **Separations:**

#### Martinez, Leah A.

Student Services Advanced Specialist DV - Center for Training and Development

End Date: 09/08/2017

#### Williams, Emma L.

Laboratory Specialist DV - Science Division End Date: 09/12/2017

#### **Approvals**

Contact Person

Daniel Berryman

Chancellor\_

Lee D. Lambert

## PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

#### INFORMATION ITEM

Meeting Date: 10/11/17 Item Number: 3.3

Item Title Contact Person

**Adjunct Faculty Appointments** 

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

#### **Recommendation:**

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: Aguilar, Erin C.

Discipline(s): Child Development Associate (Academic), Early Childhood Education

(Academic)

Start Date: 9/5/17

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

Early Childhood Education, both degrees awarded by Northern Arizona

University, Flagstaff, Arizona

Experience: Over seven years of experience training and coaching child care providers and

substitute teaching.

Name: Andersen, Lori J.

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

Start Date: 9/8/17

Education: Bachelor of Fine Arts, Studio Art, University of Denver, Denver, Colorado;

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

Experience: Over 25 years of experience working as an artist/sculptor and studio foundry

technician, including four years as Adjunct Faculty at Pima Community College.

Name: Ashley, Christine L. Discipline(s): Nursing (Academic)

Start Date: 8/28/17

Education: Bachelor of Nursing, Nursing; Master of Science, Nursing, both degrees awarded

by Grand Canyon University, Phoenix, Arizona

Experience: Over fifteen years of working as a registered nurse.

Date: 10/11/17

Page 2

Name: Bao, Gloria E.

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

Start Date: 9/7/17

Education: Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona Experience: Over twelve years of working as a registered nurse in a hospital setting.

Name: Bithell, Daniel R.

Discipline(s): Fitness and Wellness (Occupational/Workforce)

Start Date: 8/30/17

Education: Diploma, Poway High School, Poway, California

Experience: Over twenty two years of experience working as a volleyball coach.

**Name: Bivona, Thomas J.** Discipline(s): Psychology (Academic)

Start Date: 9/7/17

Education: Bachelor of Arts, Psychology, State University of New York, Stoney Brook, New

York; Master of Science, School Psychology, Saint John's University, Queens,

New York

Experience: Over four years of experience working as a counselor.

Name: Brown, Joseph E.

Discipline(s): Computer Aided Design/Drafting (Occupational/Workforce)

Start Date: 8/23/17

Education: Associate of Arts, General Studies, Florida Southwestern State College, Ft.

Myers, Florida

Experience: Over five years of experience working with computer aided software and

equipment.

Name: Buranday, Jerlita A.

Discipline(s): Biology (Academic)

Start Date: 9/06/17

Education: Bachelor of science, Biology, Ateneo de Davao University, Philippines

(Transcript Evaluated by World Education Services; Master of Education,

Curriculum & Instruction, Averett University, Danville, Virginia

Experience: Over five years of experience teaching for Cochise College and middle schools in

Name: Castro, Carmela K.

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

Start Date: 8/28/17

Education: Bachelor of Nursing, Nursing, University of Phoenix, Phoenix, Arizona

Experience: Over six years work experience as a registered nurse.

Name: Cochrane, John M.

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

Start Date: 09/12/17

Education: Aircraft Mechanic License, Airframe and Powerplant, United States of America,

Department of Transportation, Federal Aviation Administration

Experience: Over twenty years of work experience as an aviation technician.

(Continued)

Date: 10/11/17 Page 3

Name: Crabtree, Ph.D., Jamison T.

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

Start Date: 9/6/17

Education: Bachelor of Arts, English, Virginia Commonwealth University, Richmond,

Richmond, Virginia; Master of Fine Arts, Creative Writing, University of

Arizona, Tucson, Arizona; Doctor of Philosophy, English, University of Nevada,

Las Vegas, Nevada

Experience: Seven years of experience teaching writing courses in variety of settings,

including short course and undergraduate classes.

Name: Espino, Pedro L.

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

Start Date: 8/24/17

Education: Bachelor of Science, Physics, Fordham University, Brox, New York; All But

Dissertation (ABD), Physics, University of Arizona, Tucson, Arizona

Experience: Four years of teaching and tutoring experience as a teaching assistant to

undergraduate students in a university.

Name: Farrior, Marc

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

Start Date: 9/06/17

Education: Bachelor of Fine Arts, Film & Television, New York University, New York, New

York; Master of Fine Arts, Creative Writing; Master of Arts, English, both master's degrees awarded by City University of New York, New York

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

institutions and currently teaching for University of Arizona.

Name: Gomes, Cecil J.

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

Start Date: 8/24/17

Education: Bachelor of Science, Molecular and cellular Biology, All But Dissertation (ABD),

Cancer Biology. All degrees awarded by University of Arizona, Tucson, Arizona

Experience: Four years of experience teaching biology courses, as a graduate teaching

assistant, at a university.

Name: Hansen, Stephanie R.

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

Start Date: 8/23/17

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

Experience: Six years of work experience as a registered nurse in a hospital setting.

Name: Hopkins, Elizabeth H.

Discipline(s): Math Success (Academic), Writing (Academic), Reading (Developmental)

Start Date: 9/7/17

Education: Bachelor of Arts, Anthropology, University of Arizona, Tucson, Arizona; master

of Arts, English as a Second Language, Northern Arizona University, Flagstaff,

Arizona

Date: 10/11/17 Page 4

Experience: Over seven years of teaching college courses for Cochise College as an adjunct

faculty.

Name: Kaminski, Thomas A.

Discipline(s): Building Construction Technology, Electrical Utilities Technology

(Occupational/Workforce)

Start Date: 08/23/17

Education: Associate of Applied Science, Occupational Traces, South Seattle College,

Seattle, Washington

Experience: Over ten years of experience working as a power dispatcher.

Name: Lalli, David B.

Discipline(s): Culinary Arts (Occupational/Workforce)

Start Date: 9/2/17

Education: Diploma, Brecksville Senior High School, Brecksville, Ohio

Experience: Over 40 years of work experience as an executive chef and a food industry sales

and marketing associate.

Name: Lilley, Kenneth O.

Discipline(s): Logistics (Occupational/Workforce), Business (Academic), Management

(Academic)

Start Date: 8/23/17

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

Arizona; Master of Business Administration, Business, University of Phoenix,

Phoenix

Experience: Over fifteen years of work experience in the area of logistics.

Name: Loiacono, Carla C

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

Start Date: 8/23/17

Education: Associate of Arts, Dental Hygiene, Monroe Community College, Rochester, New

York; Bachelor of Science, Health Science, State University of New York, Brockport, New York; Master of Science, Dental Hygiene, Old Dominion

University, Norfolk, Virginia

Experience: Over nine years of experience teaching dental hygiene courses.

Name: Lopez Hugues, Santiago

Discipline(s): Computer Information Systems, Computer Software Applications

(Occupational/Workforce), Mathematics (Developmental)

Start Date: 09/07/17

Education: Bachelor of Applied Science, Information Emphasis, University of Arizona,

Tucson, Arizona

Experience: Over ten years of experience teaching at a high school and Cochise College.

Name: Olsen, Ph.D., Julia K.

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

Start Date: 8/23/17

Date: 10/11/17 Page 5

Education: Bachelor of Education, Elementary Education; Doctor of Philosophy, Teacher and

Teacher Education, both degrees awarded by University of Arizona, Tucson,

Arizona

Experience: Over eight years of work in teacher development at the university level.

Name: Price, Sarah J.

Discipline(s): Philosophy, (Academic), Writing (Developmental)

Start Date: 9/06/17

Education: Bachelor of Arts, English; Master of Arts, Philosophy, both degrees awarded by

University of Arizona, Tucson, Arizona

Experience: Over three years of experience teaching at high school and as a graduate assistant

for the University of Arizona.

Name: Pryzdia, Ph.D., Michael R.

Discipline(s): History (Academic)

Start Date: 9/06/17

Education: Bachelor of Arts, Philosophy, Lewis University, Romeoville, Illinois; Master of

Arts, American Studies; Doctor of Philosophy, American Cultural

Studies/English, both masters and doctorate degrees awarded by Bowling Green

State University, Bowing Green, Ohio

Experience: Over twenty years of experience teaching at Arizona State University and other

higher education institutions.

Name: Quijada, Laisa Y.

Discipline(s): Dental Hygiene (Occupational/Workforce), Health Care

(Occupational/Workforce), Health Education (Occupational/Workforce)

Start Date: 8/23/17

Education: Arizona General Education Certification, Liberal Arts, Pima Community College,

Tucson, Arizona; Bachelor of Science, Dental Hygiene, Northern Arizona University, Flagstaff, Arizona; Masters of Public Health, Grand Canyon

University, Phoenix, Arizona

Experience: Over seven years of work experience as a dental hygienist.

Name: Ramos, Mark Anthony V.

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

Start Date: 09/01/17

Education: Bachelor's degree in nursing, Manila Central University, the Philippines

(evaluated by Foundation for International Services, Inc.)

Experience: Seventeen years of progressive experience in nursing ranging from registered

nurse with patient care duties and managing an emergency unit.

Name: Robbins, Elliott J.

Discipline(s): Studio Art (Academic), Art & Culture (Academic), Art of Personal Development

(Developmental)

Start Date: 08/24/17

Education: Bachelor of Fine Arts, Studio Arts, University of Oklahoma, Norman, Oklahoma,

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

Date: 10/11/17 Page 6

Three years teaching art courses, as a graduate teaching assistant, at the Experience:

undergraduate level.

Name: Romero, Adrian L.

Discipline(s): Psychology (Academic), Behavioral Health Services (Occupational/Workforce)

Start Date: 9/06/17

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

Master of Arts, Psychology, University of Phoenix, Phoenix, Arizona

Experience: Over five years of experience teaching psychology courses at Cochise College.

Name: Toia, Dennis J.

Discipline(s): Fitness and Wellness (Occupational/Workforce)

Start Date: 06/05/17

Education: Bachelor of Science, Elementary Education, Sterling College, Sterling, Kansas Experience:

More than ten years of baseball coaching experience, including one year at Pima

Community College.

Name: Trujillo, PhD., Jesse S. Discipline(s): Biology (Academic)

Start Date: 10/24/17

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

Arizona; Doctor of Philosophy, Cancer Biology, University of Arizona, Tucson,

Arizona

Experience: One year experience conducting cancer research as a graduate student. Over one

year experience working as a program manager at Pima Community College.

Name: Urman, Sharon

Discipline(s): Writing (Developmental)

Start Date: 9/07/17

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

Bilingual/Multicultural Education, both degrees awarded by Northern Arizona

University, Flagstaff, Arizona

Over twenty years of experience teaching English courses for Cochise Experience:

Community College and Nogales Unified School District.

Name: Warren, Peter L.

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

Start Date: 8/23/17

Education: Bachelor of Arts, Mathematics, University of Richmond, Virginia; Masters of

Science, Entomology; Master of Public Administration/Public Affairs, both

master's degrees awarded by Virginia Tech, Blacksburg, Virginia

Experience: Seventeen years of work experience as an extension agent developing and

teaching educational programs.

Name: Wright, Demetra S.

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

Start Date: 8/23/17

Date: 10/11/17 Page 7

Education: Bachelor of Arts, Elementary Education; Masters of Arts, Bilingual Education/

English as a Second Language, both master's degrees awarded by Ottawa

University, Phoenix, Arizona

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

Language to high school and college students.

## **Approvals**

Contact Person \_\_\_ Polous Durán-Cerda \_\_\_

Chancellor\_\_\_\_\_

Lee D. Lambert, J.D.

## PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

#### INFORMATION ITEM

Meeting Date: 10/11/17	Item Number: 3.4		
Item Title	<b>Contact Person</b>		
Board Policy Substantive Changes — First Reading	Office of the Chancellor (206-4747)		

#### **Information:**

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

BP 1.25:	Meet and Confer with Employee Representatives — <i>Revised</i>
BP 5.01:	Personnel Policy Statement for College Employees — Deletion
BP 5.02:	Faculty Personnel Policy Statement — Deletion
BP 5.03:	Classified Exempt Personnel Policy Statement — Deletion
BP 5.04:	Classified Non-Exempt Personnel Policy Statement — Deletion
BP 5.05:	Administrative Personnel Policy Statement — Deletion

#### Justification:

During the HLC accreditation review process, College personnel policies and procedures were identified as areas needing review and improvement. In the fall of 2015, the Chancellor convened the Personnel Governance Task Force (PGTF) to create a framework for a process to gather input on issues related to policies and administrative procedures that is inclusive of all employees, while being flexible, responsive and efficient. PGTF included representatives of the recognized employee groups as well as employees not affiliated with those groups. PGTF proposed a new framework in spring 2017 which was shared with all employees who had an opportunity to provide feedback via a survey. The Board reviewed the proposed framework and survey results at a study session on April 10, 2017. For context, the preliminary draft Administrative Procedure containing the new framework that was shared with employees and the Board accompanies these materials. Implementing this framework requires an appropriate Board Policy and Administrative Procedure to replace the current Meet & Confer with Employee Representative Groups Board Policy 1.25. While PGTF performed its work, the Board made some revisions to BP 1.25 and indicated that it intended to focus more attention on strategic issues and delegate additional matters to the Chancellor, including personnel governance. The proposed consolidation and revision of BPs would support implementation of the new framework and better align with Board priorities and the College's governance model.

Approvals		
Chancellor		
	Lee D. Lambert, J.D.	



# PimaCountyCommunityCollegeDistrict Board Policy

Replace current BP 1.25, 5.01, 5.02, 5.03, 5.04 and 5.05 with revised 1.25

Board Policy Title: Personnel Governance and

**Policies for College Employees Meet and Confer with Employee** 

Representatives

Board Policy Number: BP 1.25 Adoption Date: 2/17/82

Schedule for Review & Update:

Review Date(s):

Revision Date(s):

Sponsoring Unit/Department:

Annually Every three years

12/5/14, 10/11/16, 10/11/17

9/13/00, 10/11/16, 10/11/17

Chancellor/Human Resources

*Motion Number:* 2842, 6066

Legal Reference: Cross Reference:

The Board delegates to the Chancellor responsibility to develop, implement, and maintain Administrative Procedures and personnel policies governing employment with Pima Community College. While exercising this responsibility, the Chancellor shall maintain management rights which include, and are not limited to:

- <u>direct the work of employees;</u>
- hire, evaluate, promote, and reassign personnel;
- <u>discipline or discharge for cause;</u>
- relieve employees from their duties due to financial circumstances or other legitimate business reasons; and
- determine staffing levels, methods of operation, and assignments.

No Administrative Procedure or personnel policy may limit or supersede the Board's authority.

The Board recognizes and values employee input into the decision-making processes of the College. Accordingly, the meet and confer process for development and revision of personnel Administrative Procedures and policies (i.e. the employee handbook) shall seek input and feedback in a systematic manner that is inclusive of all employees and employee groups. The Chancellor shall report to the Board on the meet and confer process on a regular basis.

The Pima County Community College District Governing Board (the Board) appreciates the benefits of employee input into the decision-making processes of the College. Therefore, the Board permits individual employees and employee groups to participate in a formally structured meet and confer process to inform decisions regarding compensation, benefits, and terms and conditions of employment.

The Board recognizes employee representative groups to provide input for the development of personnel policies directly and substantially related to wages, salaries and working conditions. Such recognition does not preclude input from others and other employees shall have opportunities for input.

In order to facilitate employee participation, the Board adopts this meet and confer policy with employee representative groups.

## I. Employee Input

The primary means for employee input shall be through open, scheduled meet and confer sessions between employee and management teams. At meet and confer sessions, opportunities for other eligible employees to provide input shall be included. In addition, College-wide information sessions and surveys will be conducted. At any time during the meet and confer process, employees may provide written comments to their Employee Team or the Management Team. An employee may only comment on policies or issues that pertain to his/her employee classification.

#### **II.** Definition and Delineation

The issues included in the meet and confer process are Board-determined and comprise those personnel policies specific to the responsibilities or

contractual obligations and benefits for regular, full-time employees' within a classification, as well as wages, salaries and working conditions.

The meet and confer process does not include personnel policies relating to assignments outside the job descriptions and full-time duties for the classification or which the Board has determined should be applied consistently to more than one employee classification.

Issues outside those covered by the meet and confer definition and delineation may be presented in writing by the Employee Team to the Management Team. The Management Team will forward these written issues to the Board for determination of appropriate action.

While meet and confer does not include personnel policies or fringe benefits common to all employee classifications, the Board will authorize regular discussions with employee representative groups and other employees on these matters.

Any conflict or disagreement about the issues within the meet and confer process will be solely resolved by the Board.

#### III. Meet and Confer Teams

Meet and confer shall occur between the Management Team and a team comprised of the representative group for the employee classification (Employee Team). Meet and confer teams shall have no more than six members. Employee Teams may include one non-College employee who is also a member of the representative group.

The Board designates the Chancellor as its chief liaison for the meet and confer process. For each employee classification, the Chancellor will appoint a team of administrators and managers to receive input and develop recommendations (Management Teams). The Management Teams will facilitate the meet and confer process and report through the Chancellor to the Board.

## IV. Employee Classifications Eligible to Elect Employee Representative Groups

Categories of employees eligible to elect an employee representative group to provide advice and counsel to the Board through the meet and confer process are:

- 1) Full-time regular classified employees non-exempt;
- 2) Full-time regular classified employees exempt;
- 3) Full-time regular instructional and educational support faculty.

## V. Election of Employee Representative Groups

An employee classification is represented in the meet and confer process by an elected employee representative group. That group will continue to represent the employee classification unless a new employee representative group is elected.

An employee representative group(s) may request an election to represent an employee classification by September 1. The request must contain the signatures of at least 25% of employees within the employee classification as verified by the Department of Human Resources. The Department of Human Resources will forward the verified request(s) to the Board.

Should the Board determine such an election shall be held, it will be no later than October 1. The election will be administered by a party mutually agreed to by the organizations which appear on the ballot. Should the organizations be unable to agree upon a party to administer the election by September 15, the Board, or its designee, shall appoint such a party.

A majority of the votes cast will determine which organization will become the employee representative group. That organization shall become the employee group representative on January 1. In the event of a tie vote, no change to the existing employee representative group will occur.

Results of the election shall be reported to the Board at the next regular meeting following the conclusion of voting.

## VI. Authority of Meet and Confer Teams

The Management Team, in consultation with the Chancellor, shall have full authority to meet and confer and sign memoranda of understanding on items agreed to during the meet and confer process. Such memoranda are subject to review by College legal counsel and are not considered College policy until reviewed and approved by the Board. For those proposals and issues

on which there is disagreement, either Team may present a brief written statement setting forth its position on the proposal or issue, which will be forwarded to the Board in the manner prescribed in Section II, Paragraph 3.

## VII. Legal

All memoranda of understanding shall be submitted to legal counsel for review. Legal counsel shall review such memoranda separately and, at the conclusion of meet and confer and prior to submission to the Board, shall review the policy statement as a whole.

The purpose of such a review shall be to assure that all provisions are legal and within the authority of the Board. Additionally, counsel shall advise whenever provisions or language may pose potential legal problems.

#### VIII. Guidelines

#### IX. Timeline

The meet and confer process shall be limited to the time period January through April, but can be extended upon the mutual agreement of the Teams.

## X. Third Party Facilitation

role of spectators.

The Board is in agreement with the concept of third party advice to resolve serious conflicts arising from the meet and confer process.

If at the conclusion of meet and confer either Team concludes that continuing meet and confer is unlikely to produce agreement on an issue(s),

that Team may request facilitation by a neutral third party. If, in its discretion, the Board determines that doing so will more effectively assist it to facilitate the meet and confer process, the Board may elect to engage a neutral third party to facilitate discussion/consultation. However, the Board recognizes the responsibility to make decisions and reserves the right to accept or reject the facilitated discussion.

## **XI.** Unit Individuality

The Board recognizes meet and confer as a process whereby each employee representative group or individual employees can bring forth for discussion issues of importance, recognizing that priorities may differ. Meet and confer agreements related to similar issues may differ among employee representative groups.



## PimaCountyCommunityCollegeDistrict Board Policy

## Being replaced with revised BP 1.25

Board Policy Title:	<b>Personnel Policy Statement for</b>
	College Employees
Board Policy Number:	BP 5.01
Adoption Date:	<del>6/14/95</del>
Schedule for Review & Update:	<del>Annually</del>
Review Date(s):	11/7/14, 8/29/16
Revision Date(s):	Subject to annual revision
Sponsoring Unit/Department:	Human Resources
Motion Number:	<del>5361</del>
Legal Reference:	
Cross Reference:	

The Personnel Policy Statement for College Employees is published annually and is posted on the College's website. The latest edition of the policy statement is available in Human Resources.



# PimaCountyCommunityCollegeDistrict Board Policy

## Being replaced with revised BP 1.25

Board Policy Title:	Faculty Personnel Policy Statement		
D IDI: N I	DD 5 02		
Board Policy Number:	BP 5.02		
Adoption Date:	<del>2/17/82</del>		
Schedule for Review & Update:	<del>Annually</del>		
Review Date(s):	11/7/14, 8/29/16		
Revision Date(s):	Subject to annual revision		
Sponsoring Unit/Department:	Human Resources		
Motion Number:	<del>2842</del>		
Legal Reference:			
Cross Reference:			

The Faculty Personnel Policy Statement is published annually and is posted on the College's website. The latest edition of the policy statement is available in Human Resources.



## PimaCountyCommunityCollegeDistrict Board Policy

## Being replaced with revised BP 1.25

Board Policy Title:	Classified Exempt Personnel Policy Statement
Board Policy Number:	BP 5.03
Adoption Date:	<del>2/17/82</del>
Schedule for Review & Update:	<del>- Annually</del>
Review Date(s):	<del>11/7/14, 8/29/16</del>
Revision Date(s):	Subject to annual revision
Sponsoring Unit/Department:	Human Resources
Motion Number:	<del></del>
Legal Reference:	<u> </u>
Cross Reference:	<u></u>

The Classified Exempt Personnel Policy Statement is published annually and is posted on the College's website. The latest edition of the policy statement is available in Human Resources.



# PimaCountyCommunityCollegeDistrict Board Policy

## Being replaced with revised BP 1.25

Board Policy Title:	<b>Classified Non-Exempt Personnel</b>
	<b>Policy Statement</b>
Board Policy Number:	BP 5.04
Adoption Date:	<del>2/17/82</del>
Schedule for Review & Update:	<del>- Annually</del>
Review Date(s):	<del>11/7/14, 8/29/16</del>
Revision Date(s):	Subject to annual revision
Sponsoring Unit/Department:	Human Resources
Motion Number:	<del>- 2842</del>
Legal Reference:	<u> </u>
Cross Reference:	<u> </u>

The Classified Non-Exempt Personnel Policy Statement is published annually and is posted on the College's website. The latest edition of the policy statement is available in Human Resources.



# PimaCountyCommunityCollegeDistrict Board Policy

## Being replaced with revised BP 1.25

Board Policy Title:	Administrative Personnel Policy
•	Statement
Board Policy Number:	BP 5.05
Adoption Date:	<del>2/17/82</del>
Schedule for Review & Update:	<del>Annually</del>
Review Date(s):	11/7/14, 8/29/16
Revision Date(s):	Subject to annual revision
Sponsoring Unit/Department:	Human Resources
Motion Number:	
Legal Reference:	<u></u>
Cross Reference:	

The Administrative Personnel Policy Statement is published annually and is distributed to all administrators. The latest edition of the policy statement is available in Human Resources.

#### DRAFT AP

#### **Purpose:**

This procedure establishes the framework for employee input regarding employee-related college policies and procedures.

#### **Section 1: DEFINITIONS**

1.1 All Employee Representative Council (AERC): a group of representatives from all employee classifications. The AERC will meet monthly and will be composed of faculty, adjunct faculty, exempt staff, non-exempt staff, temporary employee representation, and administrators selected from the groups listed below

ACES (2)

Adjunct Faculty (2)

Administration (2)

AFSCME (2)

Non PCCEA Faculty selected by Faculty Senate (2)

Non ACES Staff selected by Staff Council (2)

Non AFSCME Staff selected by Staff Council (2)

PCCEA (2)

Temp Staff full time advocates (2)

Each group will decide its own process for selecting members serving on the group for a staggered term of two years.

**1.2 Employee Representative Groups (ERG):** The Board recognized representative groups for the three employee classifications (exempt, non-exempt, faculty).

#### **Section 2: PROCESS**

#### 2.1 COLLECTING INPUT

The College encourages all employees to submit their suggestions and concerns regarding policy and terms and conditions of employment to the AERC. The College will provide multiple pathways for employees to submit these suggestions and concerns and develop measures to ensure that, when desired and if possible, anonymity is preserved.

- 1. The College will establish and maintain a secure online platform for employees to submit their suggestions and concerns to the AERC that both permits anonymity for the employee and establishes an infrastructure to ensure all submissions are archived and organized to support the AERC's needs for properly reviewing and classifying all suggestions and concerns.
- 2. The AERC will annually conduct Fall and Spring forums, and a minimum of one employee survey a year.
- 3. The AERC will seek to ensure robust input collection methods are implemented regularly. Additional input processes may include campus visits and other data gathering mechanisms as determined by the AERC.

#### 2.2 CATEGORIZING INPUT

During their meetings, the AERC will review the issues brought forward in the 2.1 Collecting Input process and determine the appropriate pathway.

#### 2.2.1 POLICY CHANGES

Issues that require a change to or new Board Policy/Administrative Procedure/Employee Personnel Policy Statements. Employment-related issues of broad significance best addressed through modification of existing or creation of new Board Policy, Administrative Procedures, Employee Classification and/or Common Policy Statements, or Annual Compensation Process will be directed to the 2.3 Meet and Confer process.

#### 2.2.2 NON-POLICY CHANGES

**Issues that do not require a change to policy**. Employment issues of more limited applicability better addressed on an individual basis or through the processes available from an appropriate responsible unit or department, including potential policy violations, will be directed to that office (i.e., Office of Dispute Resolution, Human Resources, Office of the General Counsel, Equal Employment Opportunity Office, a Dean, etc.).

### **DRAFT AP**

#### 2.3 MEET AND CONFER

On an annual basis, no later than April, a compensation-based Meet and Confer for each representative group will convene, based on the budget.

Items that are categorized in Step 2 as requiring change to or new Board Policy/Administrative Procedure/Employee Personnel Policy Statements are sent to the representative group presidents and VC of HR, or designee, for convening of an item-specific Meet and Confer. Employee representative group presidents will determine if their employee group would be impacted by this item. If so, the leadership of the representative group will identify the employee representatives.

#### 2.3.1 RESOLUTION TEAM

Resolution Teams will conduct appropriate research, gather feedback from constituencies, and recommend policy or procedure changes.

#### 2.3.2 RESOLUTION TEAM COMPOSITION

**Employee Representatives**. ERG leadership (President or designee) will assemble a team of up to six (6) members who are diverse in representatives' campus location, classification, gender, and ethnicity. As much as possible, representatives should have expertise in the item(s) discussed and represent diversity in perspective. The chief spokesperson will be determined by vote of the team.

**Management Representatives**. The VC of HR or designee will assemble a team of up to six (6) members who are diverse in representatives' campus location, classification, gender, and ethnicity. As much as possible, team members should have expertise in the item(s) discussed and represent diversity in perspective. The chief spokesperson will be determined by vote of the team.

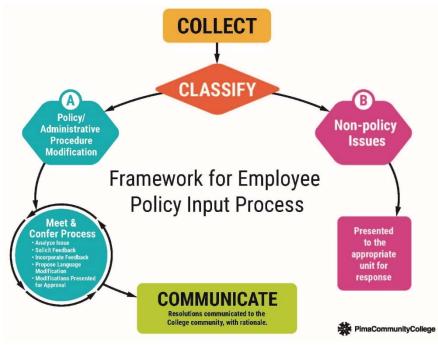
**Additional Participants:** The resolution team may invite additional subject matter experts or additional affected parties as needed.

#### 2.3.3 RESOLUTION TEAM GUIDELINES

AERC shall set a recommended timeline for the work of each Resolution Team. The goal of the Resolution Team process is to reach consensus. If consensus is not reached, multiple proposals may be submitted for review to the AERC. Options for the AERC would include: 1. moving the recommendation(s) forward to the appropriate decision-maker or 2. Referring it back to the resolution team for revision.

#### 2.4 COMMUNICATION

The AERC will assure that the pathway recommended for each topic, issue, or concern is communicated and that all resolutions are communicated with rationales to the parties involved and to the College community, where appropriate. Timely communication will occur via numerous mechanisms.



## **PimaCountyCommunityCollegeDistrict**

## **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

## **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.1

Item Title Contact Person

Consent Agenda

Chancellor's Office (206-4747)

#### **Recommendation:**

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

- 4.1 (1) Approval of Minutes of the following meetings:
  - A. Study Session of September 5, 2017
  - B. Special Meeting to conduct Executive Session on September 13, 2017
  - C. Regular Meeting of September 13, 2017
  - (2) Grant Proposal: U.S. Department of State for Bécalos Program
  - (3) Grant Proposal: 2017/18 Highway Safety Plan for Impaired Drivers and Occupant Protection Program
  - (4) Contract: En Pointe Technologies for Microsoft Software

**Approval** 

Chancellor

Lee D. Lambert, J.D.

## PimaCountyCommunityCollegeDistrict

## Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

## **ACTION ITEM**

Item Number: 4.1(1)A

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

## **Recommendation:**

**Meeting Date: 10/11/17** 

The unapproved Minutes of the Study Session of September 5, 2017 are submitted for approval.

**Approval** 

Chancellor\_

Lee D. Lambert, J.D.

#### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, September 5, 2017 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

#### **Persons in Attendance**

#### **Board Members:**

Mark Hanna, Chair Demion Clinco, Secretary/Vice Chair Luis Gonzales Meredith Hay 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 4:00 pm.

#### 2. Audit Review

An Executive Summary of the Audit Results can be found on the website.

Kurt Weirich, Acting Director for Internal Audit reported on his background and experience.

Mr. Weirich noted that he uses these audit reviews as a tool for improvement and feedback only, not as a "gotcha" moment and have found them to be good resources for the College. He likes to keep good communication with the areas to talk about the findings.

Mr. Weirich discussed the steps he follows for each audit review, the steps are as follows:

- 1. Risk assessment
- 2. Develop audit plan
- 3. Draft audit reports (management action plans)
- 4. Final report
- 5. Memo-accompanies report by Chancellor
- 6. Follow-ups (improvements since audit)

He noted that he will be discussing two audit reports in Executive Session, immediately following this study session.

**Automotive Audit** 

The aviation audit was originally requested by the Provost Office and focuses on the business processes. Mr. Weirich discussed the findings of the audits and noted his overall conclusion and recommendations.

There following three findings were discussed:

- 1. Automotive building physical security access controls
- 2. Complete and current automotive program inventory listings are not available
- 3. Student job placement rates and trending analysis not available

The audit review notes a timeframe to correct these issues as December 2017.

Greg Wilson, Academic Dean for Business, Occupational, and Professional Programs was available for questions from the Governing Board.

Mr. Wilson reported on what improvements have already been made including limited cross access to and from lab classes. Signage has been put on doors to direct students to enter into the lab they are taking classes in and not crossing between labs. The Department of Facilities is now involved to figure out the best strategy to move forward.

In regards to the inventory listing concern, Mr. Wilson reported that an inventory mechanism is in place for items that are greater than \$5,000 but not for smaller types of inventory items with a lower dollar amount. These items are associated with teaching and learning. Bill Ward, Vice Chancellor for Facilities noted that his department utilizes the FAMIS system for documenting equipment for the College and thinks this might be helpful for the automotive department. He also mentioned a system created by Grainger to help with inventory control. Mr. Wilson reported that the automotive department uses shadowboxes for tools and has cabled down certain equipment to help with keeping tools from getting lost.

In regards to the tracking of students that have completed the program, Mr. Wilson explained that the automotive department has a complete list of students but it is not a comprehensive division-wide tracking system. A working group has been created to develop an electronic tracking system to help with this.

Board Chair Hanna asked that Bill Ward take a look at the capital budget and work with the automotive department to get the building access issues fixed.

#### Intercollegiate Athletics Follow-Up Audit

The athletic audit was requested by Morgan Phillips, West and Desert Vista Campus President and Edgar Soto, Dean of Athletics, Fitness and Wellness.

The following areas are of concern and need improvement:

- 1. Donation process
- 2. NJCAA compliance
- 3. Cash handling controls
- 4. Archived student athlete records

Governing Board Study Session Minutes – February 27, 2017 Page 3

Dr. Morgan Phillips, Desert Vista and West Campus President was available to answer Board questions.

Dr. Phillips noted that the donation process is now being handled through the Pima Community College Foundation or the business office on the campus using regular business office processes.

Dr. Phillips reported that the department is making sure everyone is aware of compliance updates for NJCAA. The new people in the department are given a NJCAA quiz and there is continued professional development available. The department developed a publication called "What's Changed Since Last Year" to keep everyone up to date on changes. Dr. Phillips also noted that an online database has been developed to handle student issues. Coaches can access the database to get the status of an athlete's eligibility, transcript review, applied credits, and game day eligibility.

A new cash handling process is happening through the business office now using regular business office processes.

Student records are now handled through the registrar's office at District Office.

Dr. Phillips noted that he is working with the Edgar Soto, Dean of Athletics, Fitness and Wellness to move the student athlete records and disposition them according to the state retention schedule.

Chancellor Lambert reported that he is having conversations with the Academic Dean on a regular basis to get these issues resolved quickly. He noted that the athletic department has created a video to reinforce the message for everyone that there needs to be an important cultural shift in the way we handle things.

Board Chair Hanna asked that this condition remain on the list of auditor's reviews as a follow-up.

#### Clery Act Compliance

The following conditions have been identified:

- 1. CSAs have not completed the CSA training
- 2. Only 40% of the designated CSAs have responded to the 2016 CSA Crime Survey initiated by the Clery Compliance Officer

Michelle Nieuwenhuis, Police Commander and Steven Hogan, Clery Compliance Officer were available to answer Board questions.

Steven Hogan, Clery Compliance Officer is should be receiving a list of CSAs by the end of the month. Once the complete list is received, an invitation will go out for CSA training and the department expects 100% compliance. Chancellor Lambert will be meeting with individuals who do not complete the training.

Board member Hay suggested holding employee paychecks until their training is complete. It was suggested to make this training mandatory and tie it to employee contracts. Jeff Silvyn, General Counsel noted that the College has a corrective action and discipline process to handle this.

The Board expects the department to put in place mandatory training for the areas of compliance that are required and the Board will support that action.

The emergency contact list was discussed and noted that the department has an emergency contact list but it wasn't listed in the emergency procedures. This has been corrected.

In regards to the CSA Crime Survey reporting, the Clery Compliance Officer will continue to implement a plan to ensure that all CSAs respond to the CSA survey in 2017.

#### Center for International Education and Global Engagement Follow-Up Audit

Mr. Weirich noted that 9 of the 11 conditions have already been addressed. The following condition is still a concern:

1. Signature authority needing legal guidance

Dr. Ricardo Castro-Salazar, Vice President of International Development and Lisa Nutt, Associate Director was available for questions from the Board.

The Board is concerned that agreements are being signed without legal review. Board member Hay has suggested that all agreements be reviewed by legal counsel before signing.

Mr. Silvyn noted that legal counsel has set up a pre-approved format for agreements and the Center for International Education is now informed of the process.

Board member Hay noted the importance of a relationship between the administration and legal counsel in these types of situations.

Mr. Silvyn also noted that finance is working to put a better process in place to allow delegation of signature authority.

#### Aviation Controls Follow-Up Audit

The following conditions were noted as a concern:

- 2. Cash handling controls
- 3. Building physical access security concerns

Greg Wilson, Dean of Applied Technology and Jason Bowersock, Academic Director were available for questions from the Board.

Governing Board Study Session Minutes – February 27, 2017 Page 5

Mr. Weirich noted that Mr. Wilson and Mr. Bowersock are new to their positions and were not here for the original audit.

Mr. Weirich noted that he meets with the department regularly and is on-site coordinating individuals.

Mr. Wilson noted that the cash handling issue will be corrected by Friday. The test fees Designated Mechanics Examiners (DME) charge to the students has been resolved and a process of documenting the cash exchange from student to DME is being documented.

Mr. Bowersock noted that an agreement is in the works, he is working with Seth Shippee, Deputy Legal Counsel a terms of the contract.

A solution to the physical access and security issues are still in progress. The department is dealing with budgetary issues but this issue is expected to be resolved by the end of the year.

Mr. Weirich noted that two reports will be discussed in Executive Session.

Demion Clinco motioned to go into Executive Session to discuss two audit reviews, Sylvia Lee seconded at 5:36 p.m.

Secretary			
Date			 

## **PimaCountyCommunityCollegeDistrict**

## **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

## **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.1(1)B

Item TitleContact PersonUnapproved Minutes of the Special Meeting to go intoChancellor's OfficeExecutive Session on September 13, 2017(206-4747)

#### **Recommendation:**

The unapproved Minutes of the Special Meeting to go into Executive Session on September 13, 2017 are submitted for approval.

**Approval** 

Chancellor\_

Lee D. Lambert, J.D.

# PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES September 5, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, September 5, 2017 at 5:30 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 Luis Gonzales Meredith Hay Sylvia Lee

#### **General Counsel**

Jeffrey Silvyn

#### **Recording Secretary**

Andrea Gauna

#### Administration/Staff

Lee Lambert

#### Call to Order

Mark Hanna called the meeting to order at 5:36 p.m.

#### Motion for Executive Session

#### Motion No. 201709-01

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

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

#### Recess into Executive Sessions

Board of Governors Minutes Special Meeting – September 5, 2017 Page 2

The Board recessed into the above referenced Executive Sessions at 5:37 p.m.

## Resumption of Open Session

The Board resumed Open Session at 6:29 p.m.

## Adjournment

The meeting adjourned at 6:30 p.m.		
Secretary		
Date		

## PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

## **ACTION ITEM**

Item Number: 4.1(1)C

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of September	Chancellor's Office
13, 2017	(206-4747)

## **Recommendation:**

**Meeting Date: 10/11/17** 

The unapproved Minutes of the Regular Meeting of September 13, 2017 are submitted for approval.

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

#### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, September 13, 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

#### **Absent:**

Luis Gonzales

#### REPRESENTATIVES TO THE BOARD

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

#### **RECORDING SECRETARY**

Andrea Gauna

## **GENERAL COUNSEL**

Jeffrey Silvyn

## <u>ADMINISTRATIO</u>N

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, External Relations

Gregory Busch, Vice President of Instruction and Transfer Pathways

Alison Colter-Mack, Assistant Vice Chancellor, Human Resources

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, Academic and Student Services

Julian Easter, Assistant Vice Chancellor for Academic Affairs

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

Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management & 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

Michael Parker.

Morgan Phillips, Campus President, Desert Vista and West Campus

Terry Quest, Assistant Vice Chancellor for Finance

Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning

Ian Roark, Vice President of Workforce Development

Irene Robles-Lopez, Vice President of Student Development

Ted Roush, Campus Vice President Bill Ward, Vice Chancellor for Facilities

#### **GENERAL MATTERS**

#### Call to Order

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

### Pledge of Allegiance

Meredith Hay led the Pledge of Allegiance

Governing Board Recognition and/or Awards – Faculty Emeritus Recognition

#### Public Comment – Call to Audience

Mark J. Grushka, acknowledge 40 years of PCC Motorcycle Rider Education

Ana Mendoza, Elizabeth Kurilko and Nicolas Hernandez, student support for DACA

#### Remarks by Governing Board Members

Board Chair Hanna spoke on his support of DACA, his interaction with students on the first day of Fall semester, two public safety graduations, the official welcome of the Provost, and The Victoria Foundation event in Phoenix.

Board Chair Hanna acknowledged the passing of Paul Weisenburger.

Board member Lee reported that she will be attending ACCT's National Conference in Las Vegas and has been asked to present on several different topics.

#### REPORTS

#### **Administration Report**

#### **Accreditation Update**

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement provided an overview of where we are at in the efforts of accreditation.

Mr. Moses noted that he has a final agenda for the peer review site location visits in October.

The Accreditation Steering Group will have a planning retreat on December 8<sup>th</sup>.

Mr. Moses will have more information at the next Board meeting on the Colleges areas of strength. Mr. Moses noted one of those areas is Developmental Education, it was reported that they have some new information and evidence to share.

At the January Board meeting Mr. Moses will present a packet of initial arguments and supporting documents that we are meeting the criterions.

A peer reviewer from HLC, Dr. Irene Covala, will be visiting three sites on October 23 & 24, 2017. She will be visiting with faculty, students, and PCC leadership at Davis-Monthan and Public Safety on October 23<sup>rd</sup>. On October 24<sup>th</sup>, she will visit District Office with Chancellor Lambert, Dave Bea and then visit the Casino Del Sol site.

#### **Enrollment Update**

Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs provided an update on enrollment. Enrollment is up 1.29%. Headcount and FTSE are down but this is a similar trend with other colleges across the state.

Dr. Mitchell provided headcount data by ethnicity showing that we are in alignment with the county census.

Dr. Mitchell discussed some of the new initiatives for the intake enrollment funnel process. A welcoming video has been created and there are conversations with students about career confidence. This initiative supports guided pathways.

An audit was conducted of 53 certificate programs and it was discovered that 22 of the programs do not require a placement test. One of the initiatives being worked on is programming this into the application system so the placement test requirement does not pop up for these programs.

For students who have decided on a program, a new program orientation has been developed to talk about pathways for these students. For those students who are undecided, an exploratory orientation run by counselors gives them an opportunity to explore career options. Pima Connection is another initiative being worked on.

The last initiative is the development of the Decision Tree, students answer questions to funnel them into the correct application. This process will be in place this semester.

Board member Hay asked when we will see changes to the number of persistence. Dr. Mitchell reported that the Decision Tree will be up and running within 60 days, Pima Connection by the end of October, the admissions application this semester and by next fall you should see an increase in enrollment and persistence as well. With guided pathways we should see improvement in enrollment in the next couple of years.

Board member Hanna wants to be sure that Dr. Mitchell is checking in with the outreach group to find out what's working and what's not working.

Dr. Mitchell noted that one on one advising is in process.

Reports by Representatives to the Board

Student – Nick Betts-Childress

Board of Governors Minutes Regular Meeting – September 13, 2017 Page 4

Student Representative Nick Betts-Childress highlighted student sponsored activities at each of the campuses.

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

#### Adjunct – Sean Mendoza

Adjunct Representative Sean Mendoza reported that the adjunct faculty would like to create an infrastructure for adjuncts to communicate with one another. Google Communities is being used to get more adjuncts connected.

Adjuncts did no present a recommendation/concern to the Board.

#### Faculty – Brooke Anderson

Faculty Representative Brook Anderson presented the faculty report which included information about a proposal for a teaching and learning center approved by the Executive Leadership Team, a sub-committee working with Gregg Bush, West Campus Vice President on guided pathways, and a the Faculty Evaluation Group working on a process for professional development initiatives. Ms. Anderson also noted that Faculty Senate is working on this year's All Faculty Day.

Faculty recommended that the workloads, clerical support and compensation of the new faculty leadership be examined. It was noted that there are some inequities in the workloads.

Staff – Joi Stirrup

There was no report.

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

#### Administrator – Nina Corson

Administrator Representative Nina Corson reported on their support of the Guided Pathways project, Fast Pass events, Brian Stewart, Dean of Education and Student Affairs was selected to be a member of the board for Tucson Values Teachers, and Micheal Amick, Vice President for Distance Education was elected to join All College Council. She also reported on Pima Connection (Starfish).

Administrators encourage the Board to support our DACA students.

#### Chancellor's Report

Highlights of Chancellor's report included:

- Chancellor Lambert introduced the new Dean of Communications at Downtown Campus, Kenneth Chavez and the Director of Dual Enrollment, Tom Clooney.
- Guided Pathways and block scheduling is making progress and we should reach our goal of implementation by Fall 2018.
- AGM Containers had discussions with Chancellor Lambert on tuition reimbursement programs.
- PCC was awarded the Gold Seal of Good Health Keeping from the Wellness Council of Arizona.
- There will be a Center of Excellence Summit on October 6<sup>th</sup>.
- Pima Community College and Maricopa will submit their budget focusing on the STEM Program.

- Dr. Dave Bea, Executive Vice Chancellor for Finance and Administration will report on the bond process at the next Board meeting.
- There will be a recommendation to the Board next month for the Santa Cruz County Provisional District.
- Chancellor Lambert provided statistics on middle skilled jobs.

#### **INFORMATION ITEMS**

#### <u>Financial Report – July 2017 Financial Statements</u>

This item was noted as an information item.

#### **Employment Information**

This item was noted as an information item.

#### **Adjunct Faculty Appointments**

This item was noted as an information item.

#### Administrative Procedure Changes

AP 3.10.01: Admission and Registration — New was noted as an information item.

### Administrative Procedure Transition Update

RG-3501/A: Admissions and Registration — *Deletion* and SPG-3501/AC: Registration Process for Credit Courses — *Deletion* were noted as information items.

#### Board Policy Substantive Changes – First Reading

BP 2.01: Diversity — *Revised* was noted as an information item.

#### Unclassified Pay Rates for Temporary Employment-Interpreters

This item was noted as an information item.

#### **ACTION ITEMS**

#### Consent Agenda

Board Member Lee requested that 4.1(12) – Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year be pulled from the Consent Agenda and discussed separately.

#### Motion No. 201709-02

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

- 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

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

Board Chair Hanna noted that the College is looking at the best use for this property and exploring different options for the building.

#### **OTHER ACTION ITEMS**

Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year

Board member Lee noted that she supports the recommendation but needs a better understanding of the compensation system.

Dr. Morgan Phillips reported on how the College arrived at the new system of compensation. The structure is more flexible for the divisions and the budget has been aligned. Compensation has been tied to enrollment. Dr. Phillips noted that this change is not static.

Faculty Senate is embracing the leadership structure but there are concerns in Senate that different campuses are getting different levels of support for leadership. Faculty Senate will continue to review this.

#### Motion No. 201709-03

Demion Clinco – M, Meredith Hay – S, to approve the Personnel Policy Statement for Faculty, 2017/2018 Fiscal Year

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

Governing Board 2017-18 Priorities and Action Items

Board of Governors Minutes Regular Meeting – September 13, 2017 Page 7

#### Motion No. 201709-04

Demion Clinco – M, Meredith Hay – S, to approve the 2017-18 Governing Board Priorities and Action Items.

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

**Motion CARRIED** 

Chancellor's 2016-17 Evaluation

Motion No. 201709-05

Sylvia Lee – M, Demion Clinco – S, to approve the 2016-17 Chancellor's Evaluation.

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

**Motion CARRIED** 

Property Acquisition: 127 W. Drachman

Motion No. 201709-06

Meredith Hay – M, Demion Clinco – S, to approve the acquisition of real estate property located at 127 W. Drachman.

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

**Motion CARRIED** 

Property Acquisition: 333 W. Mabel Street

Motion No. 201709-07

Meredith Hay – M, Demion Clinco – S, to approve the acquisition of real estate property located at 333 W. Mabel Street.

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

**Motion CARRIED** 

#### **ADJOURNMENT**

#### Adjournment

The meeting adjourned at 7:07 p.m.

Secretary

Regular	Meeting	<ul> <li>Septemb</li> </ul>	per 13, 20	17		
Page 8						
	Date					

**Board of Governors Minutes** 

## PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

## **ACTION ITEM**

**Meeting Date: 10/11/17 Item Number: 4.1(2)** 

**Item Title** Contact Person

Grant Proposal: U.S. Department of State for Bécalos

Program

Dr. Morgan Phillips President West Campus (206-5001)

#### **Recommendation:**

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the U.S. Department of State grant for \$15,000 to support the "SEP – Bécalos – Santander Universidades International Program" located at West Campus. The grant performance period is from August 28, 2017 to January 31, 2018.

#### **Justification:**

At the September meeting, the Board approved College's fourth year of participation in the Fundación Televisa (a large Mexican foundation) *SEP-Bécalos-Santander Universidades* International Program to provide Mexican students with the opportunity to attend the College. The program is part of the U.S. 100,000 Strong for the Americas Global Initiative and its Mexican counterpart *Proyecta 100,000*, as well as the U.S.-Mexico Binational Forum on Higher Education, Innovation, and Research. For the Fall 2017 group of students, the College expected the largest program enrollment to date, with 75 international students taking courses at PCC West, Downtown, and Northwest Campuses. Students participate in two possible course groups depending on their language abilities. The first includes three STEM/Academic courses and one ESL class; the second option includes two STEM/Academic courses and two ESL classes.

To supplement the Bécalos program, which has been funded almost exclusively by Mexican entities, the U.S. Department of State has allocated a \$15,000 grant to the College to sponsor two of the students. Because the funding involves a grant agreement with a federal agency, the grant is being submitted to the Board for approval.

#### **Strategic Plan:**

This program supports Strategic Direction 2: Enrich the community through engagement. Specifically, Item 2.1: Establish a college-wide culture of engagement through the implementation of the systems and processes needed to meet the requirements of the <u>Carnegie Classification of Community Engagement</u>. This classification defines *community engagement* as the "collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity".

#### **Financial Considerations:**

The total grant award is \$15,000.00 for two students. The budget is detailed in the table below:

Expense	Cost/Student	Total
Local Transportation – bus passes	\$170.00	\$340.00
Tuition	\$3,556.00	\$7,112.00
Health insurance	\$474.00	\$948.00
On-campus housing (\$550/month x 4)	\$2,200.00	\$4,400.00
Meals	\$1,100.00	\$2,200.00
Total:	\$7,500.00	\$15,000.00

#### **Institutional Commitment:**

The additional students in the program are funded by other sources of revenue.

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

In-Kind and Direct Contributions	<b>Estimated Annual Cost</b>
Personnel	
• Vice President of International Development (10 hours per month x 4 mo)	\$2,297.60
<ul> <li>Associate Director of Global Engagement (20 hours per month x 4 mo)</li> </ul>	\$3,083.20
<ul> <li>Program Coordinator International Development (20 hours per month x 4 mo)</li> </ul>	\$1,888.00
<ul> <li>Campus business office (2 hours per month x 4 mo)</li> </ul>	\$431.20
• District Grants office (2 hours per month x 4 mo)	\$277.50
Total:	\$7,922.00

Acceptance of the grant does not change the College budget for the program; rather it would substitute Dept. of State funds for a portion of the program funds that had been allocated by the Mexican entities supporting the program.

Approvals	
Contact Person _	Morgan Phillips
	Morgan Phillips
Chancellor	Constant of the second of the
	Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.1(3)

Item Title Contact Person

Grant Proposal: 2017/18 Highway Safety Plan for Impaired Drivers and Occupant Protection Program

William R. Ward II
Vice Chancellor, Facilities

(206-2610)

#### **Recommendation:**

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the renewed grant for the "Highway Safety Plan for Impaired Drivers and Occupant Protection Program" awarded by the Governor's Office for Highway Safety (GOHS). The grant performance period is from October 1, 2017 through September 30, 2018. The award amount is \$20,000 for the one-year performance period.

#### **Justification:**

Funding for the "Highway Safety Plan for Impaired Drivers and Occupant Protection Program" provides the PCC police force the ability to work overtime for specific, designated community events including the Holiday DUI Task Force. In total, the funds will help cover the overtime costs for two DUI saturation patrols per quarter. The patrols will be completed in collaboration with the Southern Arizona DUI Task Force during holidays. In addition to holiday collaborative patrols, PCCPD will implement additional patrols to enforce traffic laws related to impaired driving.

This initiative falls under 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.

#### **Financial Considerations:**

PCC was awarded \$20,000 for fiscal year 2017-18. The table below illustrates the grant budget.

Category	Year One	Total
Personnel Services		
DUI Task Force (Overtime pay for Officers to support three DUI	\$14,286	\$14,286
Deployments)		
Fringe – 40%*	\$5,714	\$5,714
*PCC's fringe rate for Public Safety personnel is 63%, but the		
maximum rate allowed by the GOHS is 40%		
Total Cost	\$20,000	\$20,000

Grant Proposal: 2017-2018 Highway Safety Plan for Impaired

Date: 10/11/17 **Drivers and Occupant Protection Program** Page 2

### **Institutional Commitment:**

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

In-Kind and Direct Contributions	<b>Estimated Annual Cost</b>
Personnel 23% fringe not covered by grant  • 2 hours quarterly for Police Commander + fringe @ 63%  • 2 hours quarterly for Support Staff + fringe @ 39%  • 2 hours quarterly for the Fiscal Supervisor + fringe @ 31%  • 2 hours quarterly for Grants office staff + fringe @ 31%	\$3,286.18 \$502.51 \$229.74 \$329.01 \$266.71
Total	\$4,614.15

Approvals	
Contact Person	WOUNDE
	William R. Ward II
Chancellor	- Contract of the contract of
	Lee Lambert, J.D.

# PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.1(4)

Item Title Contact Person

Contract: En Pointe Technologies for Microsoft Software

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

#### **Recommendation:**

The Chancellor recommends the Governing Board approve the contract with En Pointe Technologies for Microsoft software licensing. Total costs are not expected to exceed \$153,996.

#### 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. Approval of this request will ensure systems hardware and software are kept current. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

The College utilizes Microsoft products to support productivity, programming, and operational needs on a variety of devices. En Pointe Technologies is a vendor of software licenses for Microsoft products, including Windows Education, Office365, SQL, Visio Pro, and Virtual Desktop.

Procurement of this contract occurred through the Mesa Public Schools (MPS) Proposal (contract award for proposal #13-55MP), of which En Pointe Technologies is an authorized vendor of Microsoft products. PCC may utilize this contract through the Strategic Alliance for Volume Expenditures (SAVE), as stated in the proposal document. The terms of the purchase agreement conform to requirements of the State of Arizona; a copy of these terms and conditions is attached to the agenda for this meeting. With Governing Board approval, the College will issue a purchase order conforming to the requisition and incorporating the terms and conditions of the cooperative agreement.

#### **Financial Considerations:**

This agreement is funded by the Fiscal Year 2017-2018 Information Technology General (Operating) Budget. Total costs for Microsoft licenses are not expected to exceed \$153,996:

Contract: En Pointe Technologies for Microsoft Software

Date: 10/11/17 Page 2

	Cost	Tax	Total
Quote #30175196	\$15,494.00	\$1,332.48	\$16,826.48
Quote #30175195	\$126,890.91	\$10,278.19	\$137,169.10
Total	\$142,384.91	\$11,610.67	\$153,995.58

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Contact Person \_

David Bea, Ph.D.

Chancellor\_

Lee D. Lambert, J.D.

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

# **ACTION ITEM**

Meeting Date: 10/11/17	<b>Item Number: 4.2</b> (1)
Item Title	Contact Person
Board Policy — Final Reading	Office of the Chancellor (206-4747)
Recommendation:	
The Chancellor recommends that the Governing Board approve the	ne following Board Policy:
Revised: BP 2.01 Diversity and Inclusion	
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.

# COMMENTS RECEIVED TO PROPOSED NEW OR REVISED POLICIES

BP 2.01 — Diversity				
Comment	Response			
The 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 its student body and workforce reflect the diversity of the Pima County Community and in which all backgrounds will feel welcomed and engaged by the College. In support of this commitment, the Governing Board delegates authority to the Chancellor to implement procedures to develop a community of College students and employees representative of Pima County.				
See attached comments from POAC				
I support the proposed modified wording to this policy. There is significant descriptive data that illustrates that our workforce does not reflect the sociodemographic composition of the community we serve such as the ethnic/racial composition of our faculty, especially full-time, vs. the ethnic/racial composition of Pima County. As an institution of social justice, this must be a top priority for our college. I appreciate very much that the proposed wording reflects this priority.				
Pima Community College aspires to a future in which its student body and workforce, including faculty, staff, and administrators, reflect and cultivate the pluralistic philosophy of the Pima County community in which people of all backgrounds are welcomed and engaged by the College. I was not really seeing in the draft wording of retaining those who are diverse, nor the diverse populations be a foundational cornerstone in the conversation about college missions/goals. This was about the closest I could come to it. I can keep working with the wording and send along later.				
	Comment  The 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 its student body and workforce reflect the diversity of the Pima County Community and in which all backgrounds will feel welcomed and engaged by the College. In support of this commitment, the Governing Board delegates authority to the Chancellor to implement procedures to develop a community of College students and employees representative of Pima County.  See attached comments from POAC  I support the proposed modified wording to this policy. There is significant descriptive data that illustrates that our workforce does not reflect the sociodemographic composition of the community we serve such as the ethnic/racial composition of our faculty, especially full-time, vs. the ethnic/racial composition of Pima County. As an institution of social justice, this must be a top priority for our college. I appreciate very much that the proposed wording reflects this priority.  Pima Community College aspires to a future in which its student body and workforce, including faculty, staff, and administrators, reflect and cultivate the pluralistic philosophy of the Pima County community in which people of all backgrounds are welcomed and engaged by the College. I was not really seeing in the draft wording of retaining those who are diverse, nor the diverse populations be a foundational cornerstone in the conversation about college missions/goals. This was about the closest I could come to it. I can keep working			

From: Phil Lopes <lopesphil@gmail.com>

Date: Fri. Sep 1, 2017 at 9:42 AM

Subject: Comment on BP 2.01 Diversity and Inclusion from Pima Open Admissions Coalition

To: Lee Lambert <chancellor@pima.edu>

The Pima Open Admissions Coalition was asked for feedback on the Board Policy on Diversity by both Luis and Sylvia. We appreciate the Board reaching out to community members and groups like ours for input.

Luis asked for specific feedback on the first sentence. He recalled the March board meeting in which one of us, Bram Goldman, who recently passed away, spoke to the Board on the need for having the courage to create language that called for a faculty, staff and administration that reflected the diversity of Pima County. Bram's words led to POAC meeting with the board's Chair, Mark Hanna, Chancellor Lee Lambert and General Counsel, Jeff Silvyn regarding the final language in the PCC Diversity, Equity and Inclusion Plan 2017-2020. At the meeting, Mark said that he thought it important to update the Board Policy on Diversity to be congruent with the Plan.

We suggested to Luis that the first sentence of the Board Policy read as follows:

Pima Community College is committed to maintaining a student body and workforce, including faculty, staff and administration, that reflect the diversity of the Pima County Community and in which people of all backgrounds feel welcome and engaged by the College.

Sylvia asked for input on the entire draft policy and for help and guidance in looking at how other community college boards have created their policies on diversity, equity and inclusion. This turned out to be an interesting task and challenge, and our response is as follows:

We commend the Board for reaching out for input and for proactively engaging in a process to update their Diversity Policy. Knowing that whatever language you decide upon, your words will most likely be the College's policy on diversity for the next three or more years. We therefore urge you to take the necessary time to come up with the language that all five of you like and authentically support. You are a diverse board and you have a great opportunity to model diversity, equity and inclusion in your creation of this board policy. Your role in further actualizing diversity, equity and inclusion at PCC is vital. Your participation can be significant as the following demonstrates:

The Board's Role in Fostering Diversity and Equity

https://www.acct.org/files/Events/2015%20Congress/The%20Board%27s%20Role%20in%20Fostering%20Diversity%20and%20Equity.pdf

At the boarding meeting that you vote on this board policy, we suggest that you announce Pima Community College Board of Governor's Award in Recognition of Leadership and Advocacy in Advancing Diversity, Equity and Inclusion, to be awarded annually to one outstanding faculty, staff, administrator or board member for their efforts. See South Puget Sound Community College "Trustee Barbara Clarkson honored with 2017 ACT Equity Award:

https://spscc.edu/news/trustee-barbara-clarkson-honored-2017-act-equity-award

SUNY had the most comprehensive board policy on diversity, equity and inclusion that we found:

https://www.suny.edu/sunypp/documents.cfm?doc id=804

Policy

The Goal

"SUNY aspires to be the most inclusive State university system in the country. We will achieve this goal by: striving to ensure that the student population we serve and the administrative staff and faculty we

employ are representative of the diversity of our state; recognizing the value of international experiences and interactions; and eliminating achievement gaps for minority and low income students. We will develop strategic diversity and inclusion action plans for system administration and at each campus that tangibly demonstrate SUNY's commitment to the principles of inclusion excellence, wherein an institution only achieves excellence when it is inclusive. SUNY will identify diversity, equity and inclusion as essential aspects of system and campus planning and as indispensable characteristics of academic excellence and the ongoing experience of every member of the SUNY community."

Tidewater Community College is another example that may be useful to you:

#### tcc.edu/about-tcc/college-leadership/office-of-the-president/diversity-inclusion/

Their policy, also, calls for a faculty that reflects "our diverse society." We wanted you to see this link because it comes from TCC's Diversity Officer who works collaboratively with the HR department on a "checklist" to help ensure the possibility of diverse hiring.

The above examples are offered as examples to learn from rather than to copy. Again, we would like for you, the Board, to take ownership of this policy, after all, it is a Board Policy. We urge you to consider how the words you choose might be taken by women, people of color and other protected people. We urge you to consider how seemingly well intended words are sometimes used to exclude, rather than include, protected people. Although we do not necessarily agree with some of the provocative words, we think "The five things no one will tell you about why college don't hire more faculty of color," by Marybeth Gasman, we think it is insightful and useful. And it suggests that you might want to think about words like "quality" in the proposed wording.

Several of us in the Pima Open Admissions Coalition were present when PCC opened for its first semester in 1970. As a very young man who grew up in Scottsdale, Arizona, graduated fro high school in a class of over 500 students with not a single black person - African Americans were "red lined" from mortgages in Scottsdale at the time - graduated from the U of A with very few minority classmates, I was blown away with the incredible diversity within Pima's faculty, staff and administration that I experienced then. At a memorial service for Ken Harper, who was the president at that time, I listened to one of our members, Phil Lopes, talk about how Ken Harper had asked him to help recruit Native American faculty members. The full time faculty numbered about 98 then, and 8 of them were Native American. Another one of us, Herman Warrior, has counted over 18 African American faculty who were there in 1970.

I am sharing the above with you for a reason. By now, most people in academia appreciate the the value of a diverse faculty. The research is pretty clear, not only do minority students do better when they experience a diverse faculty, all students do better when they experience a diverse faculty.

A bigger part of the diversity challenge today has to do with the excuses for why college faculty do not reflect the students they serve. Excuses allow us to throw up our hands and to not take actions that could be taken. A commonly heard excuse is the "pipeline problem." Data will be offered to explain why people of color do not apply and are not hired. But the same data can be looked at and interpreted differently by people who are different. For example, The Journal of Blacks in Higher Education had an article entitled, "The Snake-Like Progress of Blacks Into Faculty Ranks of Higher Education:

#### www.jbhe.com/news views/54 black-faculty-progress.html

Today, there are maybe 6 or 9 - it depends on which chart - African American faculty at PCC, and about the same number for Native American faculty members. Today, better than 78% of the faculty are white at PCC. We can, and we must do better, for the good of our community and all of our students.

If the pipeline today is thin on potential faculty of color, how would one have described the pipeline in 1970?

Where there is a will, there is a way. We can address the fact that search/interview committees tend to hire people like themselves by creating more diverse committees. We can become more mindful of our biases and learn to set them aside when looking at applications and interviewing candidates. There are a host of things that PCC can do now, right now, to better ensure the chances of hiring a faculty, staff and administration that reflects Pima County.

We wish you good luck as you work to update PCC's Diversity, Equity and Inclusion Policy. For many of us, you will not only be helping to move PCC foward into a more inclusive future, you will, also, be reconnecting Pima Community College to its cornerstone of diversity and inclusion of all people.

We hope that some of the above helps. We thank you for reaching out to us for input. We thought that you deserved a response. As you know, it was suggested that rather than responding to you, we put our response on the Web. We have no earthly idea how to put all of this on the College's website. Please feel free to share our response to you with others.

All the best,

Dave Gallagher on behalf of the Pima Open Admissions Coalition

# PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.2(2)

Item Title Contact Person

Contract: Bookstore, Food Service, and Vending Services, 2017-2021

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

#### **Recommendation:**

The Chancellor recommends the Governing Board approve the contract with Follett Higher Education Group (Follett) for bookstore, food service and vending services management. The four-year agreement, from November 1, 2017 through June 30, 2021, shall provide the College with commissions based on annual sales. For the first year of the agreement, Follett shall provide the College with a guaranteed annual income of \$700,000.

#### **Justification:**

Auxiliary enterprises provide a variety of goods and services to the College in support of students, faculty, staff, and the community. An auxiliary entity charges a fee for the use of goods and services, and the revenue generated in turn provides a commission to the College for hosting the entity. The College reviews auxiliary enterprises on an annual basis, ensuring alignment with customer and institutional needs.

In Fall 2016, PCC issued a Request for Proposals (RFP) seeking a consultant with expertise in the current dynamics of college student bookstore and foodservice operations. The successful proposer, The Berkshire Group, guided the College through the RFP process to select the vendor(s) for bookstore, food service, and vending operations. In Spring 2017, proposers submitted bids in one of three categories:

- Bookstore
- Food Service and Vending Operations
- Bookstore, Food Service, and Vending Operations

Follett, which has provided bookstore management for the College since 1990 and is currently contracted with the College following a competitive procurement process in 2009, was the successful proposer. Once approved by the Board, the new agreement between PCC and Follett will be executed.

# **Financial Considerations:**

Follett will provide the College with a guaranteed annual income of \$700,000 for Fiscal Year 2018, which will be paid to PCC out of the total revenues collected for bookstore and vending operations management. If total revenues are higher than anticipated, the College will receive a larger commission. The table below provides additional information about the commissions paid to the school:

(Continued)

Contract: Bookstore, Food Service, and Vending Services, 2017-2021

Date: 10/11/17 Page 2

	Total Sales	Commission (Percentage of
		Total Revenues)
Bookstore	< \$8.0 million	11.0%
	> \$8.0 million	12.0%
Vending	All Sales	14%
Food Services	All Sales	0%

In addition to commission payments, Follett shall spend \$675,000 to improve bookstore facilities.

**Approvals** 

Contact Person \_\_\_

David Bea, Ph.D.

Chancellor\_

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Item TitleContact PersonPossible Approval of Services Agreement with PimaChancellor's OfficeCommunity College Foundation(206-4747)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors authorize the Chancellor or designee to execute the Services Agreement with the Pima Community College Foundation.

#### **Justification:**

The Pima Community College Foundation (PCC Foundation) is an Arizona non-profit corporation with a mission to support the educational programs of the College. Over the last forty (40) years, the PCC Foundation has focused primarily on raising private support for scholarship funds to the College and its students. The Foundation has not been in a position to initiate any sustained major gift development or fundraising.

The College has and continues to face increasing operating fund challenges as a result of a decline in student enrollment and the suspension of virtually all state financial support. At the same time, the College has a need to make substantial investments in its programs and facilities to meet the current and future needs of students and the community. For instance, implementation of the educational and facilities master plans will require millions of dollars of investment over a number of years. Private philanthropy offers a real opportunity for the College to access needed financial resources and to leverage its own investments.

The College and PCC Foundation have discussed the potential range of opportunities available and how they can expand and better coordinate development activities. The College has determined that its future financial well-being must include two significant new initiatives: (1) a dedicated and permanent development internal component, including gift receipt and fundraising; and (2) a better defined and coordinated partnership with the PCC Foundation. The College currently does not have adequate staffing or well-established procedures to support development activities.

Both of these initiatives will be advanced by the proposed Services Agreement. Over the anticipated 5 year initial term of the agreement the College will provide funding to the PCC Foundation in return for PCC Foundation assistance with development of the College's fundraising policies and procedures. College funding for the PCC Foundation will also be used to expand the development capacity and activities of the Foundation, including major gifts, legacy gifts, capital funds, and program support funding, all for the benefit of the College.

Date: 10/11/17 Page 2

**Approvals** 

Chancellor\_\_\_\_\_

Lee D. Lambert, J.D.

#### DRAFT 10/5/2017

#### SERVICES AGREEMENT

This Services Agreement ("Agreement") is made as of the \_\_ day of \_\_\_\_ 2017 by and between the following parties:

Pima County Community College District ("College") and

**Pima Community College Foundation, Inc.**, an Arizona nonprofit corporation ("Foundation"), with reference to the recitals of facts and intentions and for the purpose of confirming the covenants hereinafter set forth. College and Foundation are sometimes referred to herein as a Party ("Party) or collectively as the Parties ("Parties").

#### RECITALS

- A. Foundation is organized and operated exclusively for educational, scientific, literary and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code"), and whose primary mission and purpose is to assist and support College in carrying out College's educational, operational and other purposes.
- B. Foundation has pursued its mission and purpose over the last forty (40) years primarily through raising private support to make gifts of scholarship funds to College and its students on an annual basis.
- C. Foundation has operated primarily with volunteers and following receipt of gifts has provided scholarship funds to College and its students and worked with College's employees in identifying scholarship qualifications and allocating its awards. Foundation has historically limited its activities primarily to scholarship development and has not been in a position to initiate any sustained major gift development or fundraising.
- D. College has and continues to face increasing operating challenges as a result of a decline in student enrollment and the suspension of virtually all state and governmental operating support and is undertaking a significant restructuring of its operations and re-examining its sources of revenue.

- E. College has determined that private philanthropy offers a real opportunity for College to have access to significant funds that are available to support educational purposes in the greater Tucson area, including support for academic programs, capital improvements and other operating needs.
- F. College and Foundation have discussed the potential range of opportunities available with Foundation and its existing status as a private, tax-exempt organization with the ability to raise funds, receive grants and obtain gifts through charitable contributions.
- G. Foundation with its primary mission and purpose to support College is already established in the greater Tucson community and College has asked Foundation to leverage its position and expand its public outreach to raise increased private support for College and its students and faculty.
- H. Foundation has developed experience in gift development and scholarship fundraising and the related compliance and filing requirements of the Internal Revenue Service ("Service") and the common law requirements applicable to the stewardship of charitable gifts and their management and expenditure.
- I. Foundation has experience in the receipt of gifts and the administration and management of money, securities and other forms of real and personal property, including their ownership and safekeeping and holding, management, improvement, investment, administration, transfer and disposal thereof for the benefit of College.
- J. College currently does not have a fully staffed central gift development and fundraising office with employees familiar with gift receipt practices and fundraising activities, compliance with the Code and the Service's requirements and processes for the receipt, management, investment and expenditure of charitable funds.
- K. College has determined that its future financial well-being must include two significant new programs: (1) a dedicated and permanent development component in its internal operations, including gift receipt and fundraising; and (2) an evolving relationship with a fundraising entity qualified to accept charitable donations, which are dedicated to support College, its students and faculty.
- L. College desires to engage Foundation as an independent contractor to provide consultation, recommendations, coordination and assistance to College in its development of a permanent fundraising and gift development office within College and training and support in the operation,

accounting, management and marketing activities of and by College; Foundation has agreed to provide such services, not as an employee or agent of College, but as an independent Foundation, all as more specifically set forth herein.

- M. College has also asked Foundation to simultaneously expand its own fundraising and gift development for the benefit of College and to substantially increase its traditional fundraising programs beyond scholarships and establish and develop major gift programs, corporate and foundation relationships, planned giving programs, annual giving programs and generally to more broadly utilize its established place in the Tucson charitable community for the benefit of College.
- N. Foundation has agreed to expand its fundraising efforts as requested by College and to provide services to College in the areas of fundraising, gift receipt and asset management. Foundation will necessarily add employees, confirm agreements with a variety of vendors and independent contractors and enter into agreements with professionals with expertise in fundraising, gift development, the management of restricted gifts and endowments, maintaining compliance with Service and Code requirements for charitable fundraising, use of funds and management of tax-exempt assets.
- O. Foundation's commitments to hire additional employees and to acquire new software, hardware and related materials to take advantage of the best information and performance data available on a national basis to enhance its fundraising and operational activities will require it to incur new expenses including, but not limited to, leasing additional office space to house sufficient staff and related equipment to manage its increased activities and to provide suitable, attractive offices in which to meet with and interact with donors and potential donors. Foundation will also begin to expend funds to join regional and national organizations that provide training, information, research and networking support for fundraising activities and compliance with regulated activities.
- P. While both College and Foundation can accept tax-deductible gifts for the benefit of College, the Parties agree that a long-range, multi-year collaborative fundraising program focused on College will enhance Foundation's mission and purpose to acquire gifts for the benefit of College (whether gifted to College or Foundation) that will exceed those that are being obtained under the current programs and College acknowledges that gifts to Foundation are primarily for the benefit of College.

- Q. College's development of its own gift and fundraising abilities will permit it to develop a permanent and sustainable operating structure that will facilitate its important role in the overall fundraising efforts for the benefit of College and will allow College to accept direct gifts as part of a coordinated program.
- R. College and Foundation desire to enter into this Agreement to identify the goals and responsibilities of each Party in connection with expanded and focused fundraising efforts by both Foundation and College.

#### **COVENANTS**

In consideration of the foregoing Recitals, which are incorporated herein by this reference thereto, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, College and Foundation hereby agree as follows:

#### 1. Engagement of Services.

- college hereby engages Foundation, and Foundation hereby accepts and undertakes such engagement to continue Foundation's scholarship fundraising activity, including the receipt of gifts for such purpose and the administration thereof including the investment of funds provided therefore and to initiate a significant structural expansion of Foundation's development programs as more specifically provided herein and in connection therewith to provide consulting support to College in developing and expanding its gift receipts programs and general fundraising efforts and to coordinate the activities of both Foundation and College in developing private support for College and its programs including, but not limited to, the services set out in Exhibit A, attached hereto and made a part hereof ("Services").
- (b) Foundation shall consult with and make recommendations to College to establish and operate a development function within College to support an increase in College's solicitation of gifts and the required management and administration of receipted gifts. Foundation shall provide the necessary consultation and recommendations for management, marketing, coordination, accounting, development and administration of the operations, programs and personnel for College in connection with the creation of a multi-year development plan through its Services for the benefit of College and its operations and shall direct the implementation of the components thereof accepted by College as requested by College from time to time.
- (c) Foundation shall also expand its staffing, equipment and other resources necessary to support a significant increase in Foundation's development of gifts and fundraising. Foundation is undertaking a

review of its existing governance and policies and making adjustments to facilitate an expansion of its fundraising capabilities and procedures and has engaged professional fundraising advice on the Tucson charitable community and is reviewing recommendations on changes in structure and programs to begin expanded fundraising activities.

- (d) The Parties agree to collaborate on the implementation of the Services and to phase in changes in development activity and the expansion of staffs and support to maximize the respective returns on investment and, accordingly, the Parties anticipate entering into mutually agreed upon adjustments to Exhibits A and B from time to time. College shall timely provide the services identified on Exhibit A as a College responsibility to insure a workable collaboration necessary to permit Foundation to deliver the Services within the agreed upon Fee.
- (e) The Services shall include specific items described on Exhibit A and such other services as the Parties may mutually agree upon from time to time. The Parties shall regularly review the Services and may enter into changes, modifications and additions to the Services as mutually agreed upon. The Parties acknowledge that each Party is solely responsible for its own programs and that the recommendations of either Party to the other may be accepted or rejected by the other in such Party's sole discretion. Foundation shall render, perform and fulfill its obligations hereunder to prepare recommendations and provide consultation and direct the implementation of any of its recommendations accepted by College by and through its own employees and representatives. Upon request of College, Foundation may, as provided herein, assist in the implementation of those of its recommendations that have been accepted by College including any modifications made by College in its acceptance. College shall provide adequate staffing and equipment to support the operation of its programs as provided herein and Foundation shall provide adequate staffing and access to expertise to support the expansion of its programs.
- (f) It is the intention of the Parties hereto that Foundation shall be acting as an independent contractor only, and no other relation, including agency, shall be created or deemed to be created hereby. Foundation shall supply its own offices, equipment, employees and related materials and shall determine the manner, means and method of providing the Services set out in this Agreement. Nothing contained herein shall be construed to make the Parties hereto partners or joint venturers, or to render either Party hereto liable for any of the debts, liabilities, or obligations of the other Party, or to create any agency relationship by or between them. No Party hereto may contract for or incur debts on behalf of the other.
- (g) Foundation shall not keep or maintain any books or records for or on behalf of College which College may be required to keep and maintain as a public entity and all books and records kept and maintained by Foundation for its use shall remain its proprietary information of Foundation.

#### 2. Selected Duties and Acknowledgments.

- (a) The Services shall be rendered and performed by Foundation on a twelve-month per fiscal year basis. Foundation shall devote sufficient time, effort and personnel to the business activities, affairs and enterprises necessary to fulfill its duties and obligations in connection with the level of Services agreed to from time to time.
- (b) College shall provide sufficient staffing, equipment and related materials to carry out its development activities on a full-time, twelve-month per fiscal year basis. College may request Foundation's consultation and recommendations on specific operations from time to time and, to the extent it accepts such recommendations, College will insure that it has adequate staff, equipment and related materials to implement the recommendations. Foundation shall not supply staff, equipment or related materials to operate or staff College's programs and operations although, as requested by College, Foundation may direct College employees in implementing and operating recommended programs as provided herein from time to time.
- (c) Foundation and College shall individually and separately prepare their respective development plans, and the Parties shall confer on an annual basis to review and adjust their respective fundraising plans and gift development programs for the following fiscal year to avoid conflicts and to maximize the anticipated return of development activities for the benefit of the College ("Annual Coordinated Development Plan"). The Annual Coordinated Development Plan shall reflect future activities and build upon past efforts consistent with a multi-year strategy. The Annual Coordinated Development Plan shall include related budgets prepared by Foundation hereunder and shall be reviewed by the Chancellor of College and the President of Foundation periodically, not less often than quarterly, to determine each Party's respective priorities and common goals. The Parties shall use good faith efforts to complete the Annual Coordinated Development Plan at least sixty (60) days prior to the end of each fiscal year during the term of this Agreement and any extensions thereof. The Annual Coordinated Development Plan shall reflect each Party's intent to further its separate mission through such efforts of each Party through this annual development plan. The Annual Coordinated Development Plan shall not limit the authority of either Party to undertake its own, independent development activities.
- (d) College and Foundation recognize that each of them is also guided by its own independent long-range strategic plans and the Parties shall share and utilize such information to develop the Annual Coordinated Development Plan to fit within their respective broader strategic plans.
- (e) Before any gift of real property, intangible personal property or in-kind gifts received by Foundation may be transferred or distributed to College, review and written approval of College must be obtained and provided to Foundation in writing. College shall provide Foundation from time to time with a list of real

property, intangible personal property and in-kind gift conditions, which College will not accept. Foundation may refuse to accept certain types of gifts if, in its discretion, it determines that it does not have the ability to provide for their safekeeping and administration and in all situations where the gift may include the assumption or possible assumption of future liability.

- (f) College acknowledges that although none of the employees of Foundation are, or will be, employees of College in connection with the performance of Foundation's obligations hereunder, the employees of Foundation may be asked by College from time to time to direct or otherwise assist in the implementation of its recommendations as directed by College and, in connection therewith, Foundation may be directing employees of College. Accordingly, College shall, at its expense and at a level determined by the Chancellor of College, provide for College employees, telephone systems and services, utilities, on campus office facilities, adequate personnel, office supplies and such other services and items, which are necessary or required from time to time to implement those recommendations accepted by College and to meet the objectives of the Annual Coordinated Development Plan.
- (g) Funds and in-kind gifts are being raised primarily to support College and College agrees to assess and prioritize on a continuing basis its needs and develop with Foundation categories of gifts, both liquid and in-kind, that Foundation may use in its solicitation and fundraising efforts. The Parties recognize that most charitable gifts contain restrictions imposed by the donors on their use and timing of use and College will update its needs assessments on a regular basis and provide same to Foundation to enable Foundation to solicit funds to serve College's needs including timing.
- (h) College acknowledges that Foundation requires information about College and its students and faculty to permit it to provide consultation and develop the recommendations set out in this Agreement and College agrees to make relevant information promptly available on a continuing basis to Foundation and shall designate appropriate officers within the College together with their contact information whom Foundation may contact from time to time. College shall provide to Foundation only such student and faculty information necessary to further each Party's objectives based on this Agreement through secure means through an internal software sharing program. In receiving of such information, Foundation shall comply with all applicable privacy rules and regulations, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"). In particular, Foundation shall not disclose to any third party personally identifiable student information received from College without the written consent of the student. College acknowledges that it is important for Foundation to communicate with its donors as part of its donor stewardship programs and College shall promptly provide information of its use of gift funds received from Foundation including, but not limited to, awarded scholarships and recipients, program gifts including the status of such programs and similar information that may be used to solicit

additional gift funds for such purposes. In addition to compliance with applicable laws, the Parties agree that any information exchanged shall comply with the provisions of Section 10 of this Agreement.

(i) College acknowledges that the Pima College story is best told through its Chancellor and that a continuous presence at community engagement activities, donor appreciation occasions and important fundraising events will contribute significantly to the success of the overall development programs for both College and Foundation. College agrees that it will make the Chancellor and other senior level officers of College available to participate in College, Foundation and joint events.

#### 3. Competitive Business Activities.

- (a) College and Foundation acknowledge that each Party may legally accept tax-deductible gifts and that they compete, directly and indirectly, and shall continue from and after the date hereof to compete, for donations and gifts from the public in connection with the pursuit of their respective goals and purposes as established by their respective governing documents including articles of incorporation, by-laws, statutes, referendum and state policy. Nothing contained herein shall in any way or manner preclude or prohibit such competition between College and Foundation. However, the Parties hereto agree that notwithstanding such competition, neither Foundation nor College shall attempt to redirect gifts, donations or funds received by or intended for the other, whether in connection with the performance of their obligations hereunder or outside of the terms and provisions of this Agreement. Accordingly, the employees of College and Foundation shall not interfere or conflict with, or attempt to change, affect or alter, any decision of any prospective donor as to whether the intended gift or donation is to be received by either College or Foundation. The Parties hereto acknowledge that each donor has the right to decide whether to make his or her gift or donation to either College or Foundation, and neither Party hereto, nor its respective employees, shall interfere with, influence or assist in such decision, except that prospective donors may be informed of their option to make gifts directly to either College or Foundation.
- (b) Any gift or donation intended for one Party hereto which is initially received by the other shall be transferred to the intended recipient as soon as practicable thereafter. Any gift or donation made to Foundation, whether received by College or Foundation, shall be handled in accordance with the policies and procedures established by Foundation from time to time. Similarly, any gift or donation made to College, whether received by Foundation or College, shall be handled in accordance with and subject to applicable state statutes and College policies. However, neither College nor Foundation shall act as the custodian, trustee or bailor with respect to any gift or donation not intended to be received or enjoyed by such Party, unless the intent, direction or instructions relating to such gift or donation provide otherwise.

## 4. Compensation.

- (a) Foundation agrees to provide the Services set out in Exhibit A of this Agreement and College agrees to pay the Fee for the Services set out on Exhibit B. Such Fee shall be paid in twelve (12) equal installments during each year of this Agreement or prorated for any partial year, subject to adjustment as provided in Exhibit B. Foundation's primary mission and purpose is to support College and the Fee is based on Foundation's increased operating budget and capital needs necessary to expand its development and fundraising activity and to provide College with its consultation and recommendations in connection with College's development of its gift and fundraising programs as requested by College. To offset part of Foundation's operating expenses the Parties recognize that Foundation has and continues to utilize a traditional basis for underwriting a portion of its annual operating budget by assessing reasonable fees on its managed endowments and restricted funds and by retaining short-term interest income on deposited current-use funds and payout accounts. The Parties have agreed that this method of compensation is traditional and reasonable and enables Foundation to offer the Services provided herein at the agreed upon Fee.
- College that the Fee does not contain "profits" to develop reserves and that it cannot expand the Services beyond those proposed in this Agreement at the agreed upon Fee. College and Foundation have discussed the categories of variable costs that will be incurred by Foundation including staffing, third party consultants and professionals required to initiate and provide the Services set out in this Agreement. College and Foundation agree that while the Fee is adequate to permit the Foundation to initiate the programs and provide the Services described in this Agreement, the scope of such activities may fluctuate from time to time due to increased activity or unanticipated events, in which case College and Foundation shall review the cost increases and issues being addressed and shall agree to an adjustment in the Fee or to a reduction in one or more categories of the Services to offset such expenses, or some combination thereof. If no agreement is reached, Foundation may reduce the category of Services that resulted in the additional expenses.

#### 5. Transfer of Activities.

College may, from time to time, request Foundation to assume certain development functions that have previously been performed partly or fully by College employees (the "Transferred Services"), if any, which will be described more particularly by an amendment to Exhibits A and B. The Transferred Services are beyond the scope of the resources committed by Foundation for the Services and the Parties agree that each year during which College requests Foundation to perform any Transferred Services, College shall pay Foundation an amount agreed upon by the Parties as documented in the amendment to Exhibits A and B. Foundation shall not accept any Transferred Services that constitute a public duty of College including activities that require the maintenance of public records.

All Transferred Services shall be limited to services that are typically provided by independent contractors and College's rights to review Foundation's books and records shall be limited to those provided by contract.

#### 6. Fundraising Campaign Services.

(a) In addition to the Services, the Parties at the recommendation of and in coordination with the Foundation may undertake one or more major multi-year fundraising campaigns, which will include goals and purposes, which are not included in Foundation's operating budgets for the Services described herein and the Parties acknowledge that any such campaigns will require the additional expenditure of funds and commitment of personnel and other resources beyond those necessary to deliver the Services. In order to meet the requirements of new campaigns, College and Foundation may agree on a periodic basis on additional services to be provided by Foundation to or for the benefit of College, exclusively in connection with a new campaign (the "Campaign Services"), and for the additional compensation to be paid by the College to Foundation to defray the cost to the Foundation of providing Campaign Services ("Campaign Services Fee"). It is also anticipated that there may be one or more specific short term campaign projects and each such project shall be agreed up by the Parties with associated budgets and fees set out separately in an amendment to Exhibits A and B. Each Campaign shall be based on its own budget and increases or decreases in the Campaign Services Fee and shall be individually adjusted from time to time as provided in Section 4(c) of this Agreement. The Campaign Services shall be subject in all respects to the provisions of this Agreement unless expressly set forth otherwise in such memorandum.

(b) Foundation shall provide quarterly reports on Campaign Services, or at such other intervals agreed upon by the Parties. All funds and other resources raised through a Campaign, and whether received by College or by Foundation, shall be for the primary benefit of the College, unless College consents otherwise in writing.

#### 7. Term.

The Term of this Agreement ("Term") shall commence on October \_\_\_\_\_\_, 2017 and expire on June 30, 2022 unless sooner terminated as provided herein. The Term may be extended on a two year-to-two year basis for a period not to exceed a total of six (6) additional years based upon the written determination of the Chancellor of College and the consent of Foundation, provided however, that thirty (30) days prior to the then expiration date of the Term or such extended Term, the Parties agree in writing to the Fees and any Campaign Fees to be paid by College to Foundation during such extended Term, subject to adjustment as provided in this Agreement. College, after appropriate investigation, consideration and review, has determined that it is in its best interests to develop long-range, multi-year fundraising programs that anticipate current as well as future requirements and to establish repetitive donor participation. Based upon industry standards an initial five (5) year overall development program

appears reasonable and prudent to serve not only the best interests of College, but also to maximize the efforts of College and Foundation, reduce the overall operating costs thereof, and permit the Parties to plan for their respective performance over such period. References to a "year" in this Agreement shall mean a fiscal year beginning on July 1 and ending on June 30 unless otherwise provided.

#### 8. Termination.

Either Party hereto may, upon not less than ninety (90) days prior written notice to the other, terminate this Agreement effective as of the first day of a calendar month following such notice period. Notwithstanding the foregoing, either Party hereto may terminate this Agreement in the event the other party hereto defaults in the performance of its obligations hereunder and fails to cure the default within thirty (30) business days after receipt of written notice specifying said default. In the event College elects to terminate this Agreement for any reason other than a default by Foundation, College agrees to pay to Foundation together with such notice of termination the unamortized value of equipment and materials acquired by Foundation as part of the implementation of the Services. No payment obligation of College hereunder shall be incurred and no expenditure for payment by College hereunder shall be made out of funds subject to appropriation or funds of the State of Arizona except pursuant to a valid appropriation and allotment in accordance with the State of Arizona Constitution and laws of the State of Arizona including, without limitation, Arizona Revised Statutes, Section 35-154. If and to the extent an appropriation and allotment is necessary to enable College to make any payment hereunder, and a valid appropriation or allotment for the payment is not made, College may terminate this Agreement effective as of the end of the last period for which payment has been made or provided for from funds lawfully available without penalty or expense to College. College represents to Foundation that upon the effective date of this Agreement, the funds necessary to make its payments hereunder exist pursuant to a valid appropriation and College shall timely seek such appropriation for each year of the Term or Extended Term and shall notify Foundation immediately upon learning that such appropriation is not available.

## 9. Reports.

Foundation shall report to College on a quarterly basis on its delivery of the Services and Campaign Services hereunder including its various gift receipts and fundraising progress and results. It is the intention and understanding of the Parties that nothing in this Agreement shall be construed to make Foundation either a public or quasi-public entity, department or agency of the State of Arizona or College, or to subject Foundation to rules, regulations, laws or policies or procedures which are imposed upon or are applicable to public agencies, entities or departments, or to provide any right to the public (except the College as provided for herein) which the public may have with respect to any state or public entity, department or agency.

#### 10. Confidentiality and Non-Disclosure.

College and Foundation acknowledge that the on-going working and support arrangements between them may, from time to time, bring the Parties into possession of, or grant them access to, materials belonging to the other, which are proprietary in nature, including materials which are restricted by law from dissemination to third parties ("Confidential Information"). Whether possession or access to such materials is inadvertent or as part of the working relationship, the Parties agree as follows:

- "Confidential Information" shall mean and include all information, whether written or transferred orally, visually, electronically or by any other means, concerning either Party's business and affairs, which is of a non-public, confidential or proprietary nature, and includes without limitation all financial information, information about its employees, information about students, health records of any type, and all analyses, compilations, studies or other documents prepared by either Party or any of its Related Parties which contain or otherwise reflect any such information. The Parties shall make best efforts to clearly and conspicuously mark and identify Confidential Information as confidential; in the case of Confidential Information transmitted orally, such transmission of Confidential Information shall be followed by written confirmation of its confidential nature within ten (10) business days of such transmission. The Parties acknowledge that College is a public entity and subject to Arizona Public Records requests and any information not clearly and conspicuously marked and identified as confidential, may be subject to disclosure upon a valid public records request.
- "Related Parties" shall mean and include all officers, directors, employees, members, managers, subsidiaries, affiliates, agents, lawyers, accountants, professional advisors, and other persons or entities acting in concert with or on behalf of a Party.
- The term "Confidential Information" does not include Information that (i) is or becomes generally available to the public other than as a direct or indirect result of disclosure by the other Party or by any of its Related Parties; or (ii) was known to the other Party prior to the disclosure to it by the other; or (iii) is provided to the other Party or to any of its Related Parties by a third party (provided that the receiving party could not reasonably know that its receipt of such Information was in breach of any agreement to the contrary); or (iv) is developed independently by either Party without use or reliance on protected information of the other.

- The Parties shall limit any access to the other's Confidential Information to that required solely for the purposes of furthering the programs being provided by either Party and each acknowledges that any such access is by permission of the other. Each Party agrees that copies of any Confidential Information shall not be provided to any third parties, either electronically or otherwise, without the written consent of the other and all such information shall be returned to the other Party or destroyed following its use.
- Foundation's Confidential Information is prepared for its use and such materials do not
  constitute records kept by College in the course of its business and do not constitute public
  records within the meaning of ARS 39-101, et seq.
- College and Foundation each agree that it shall comply with all applicable laws and regulations relating to the use of any Confidential Information of the other through access to their materials whether inadvertent or pursuant to consent as part of on-going programs.
- Neither Party shall be prohibited from disclosing any Confidential Information pursuant to a subpoena or court order in criminal, civil or administrative proceedings, or otherwise as required by law. The Parties will notify each other within ten (10) business days, or as soon as reasonably possible, of any instance in which the disclosure or copies of Confidential Information is requested so that the Party whose Confidential Information is requested may seek a protective order or injunction from such Confidential Information being disclosed.

#### 11. College Name and Marks.

Foundation shall operate under its own name, seal and logotype; and College hereby recognizes Foundation's right to use its corporate name without license. Foundation is hereby granted a general, non-exclusive, royalty-free, license to use the name "Pima Community College" in all fund-raising activities conducted for the benefit of College. Excluding its corporate name, Foundation shall not use College seal or other identifying marks, trademarks, logotypes and other proprietary marks in the promotion of Foundation's business and activities, unless it first obtains a separate license agreement from College granting such rights, except that Foundation may use such materials in carrying out its duties under this Agreement. Foundation may not delegate the authority to use College's name or other marks to any person or entity without College's prior written approval. Gifts obtained by Foundation through the use of College's name or other marks shall be expended primarily for the use or benefit of College, or as agreed between the Parties, subject to any restrictions imposed by the donors. As long as this Agreement is in effect, Foundation shall not undertake fund-raising or other activities for the benefit of any

educational institution or organization other than College or affiliates of College, without the written consent of

College, unless the College receives at least 50% of the benefit of such fund-raising or other activity. Foundation

shall be barred from using College's marks licensed to Foundation if College's relationship with Foundation, as set

forth in this Agreement, is terminated.

12. **Conflict of Interest.** 

This Agreement is subject to the provisions of A.R.S. §38-511, and College may terminate this Agreement

if any person significantly involved in initiating, negotiating, drafting, securing or obtaining this Agreement for or

on behalf of the College becomes an employee in any capacity of any other Party hereto or consultant to any other

Party hereto with reference to the subject matter of this Agreement while this Agreement or an extension of the

Term hereof is in effect.

13. Nondiscrimination.

College and Foundation agree to be bound by applicable state and federal rules governing equal

employment opportunities and nondiscrimination.

14. Arbitration.

The Parties agree that any dispute arising under this Agreement involving the sum of \$30,000 or less in

money damages only shall be resolved by arbitration pursuant to the Arizona Uniform Rules of Procedure for

Arbitration. The decision of the arbitrator(s) shall be final.

15. Notices.

All notices and other communications desired or required to be given hereunder shall be in writing and

shall be sent by either personal delivery or registered or certified mail, return receipt requested, postage prepaid,

addressed as follows:

If to the Foundation:

Pima Community College Foundation, Inc.

4905 East Broadway Boulevard, Suite 252

Tucson, Arizona 85709

Attn: President

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If to the College:

Pima County Community College District

4905 East Broadway Boulevard, Suite C-1005

Tucson, Arizona 85709

Attention: Chancellor

or to such other person or at such other address as either Party hereto may designate by written notice to the other.

Notices delivered personally shall be deemed given when received. Notices delivered by mail shall be deemed

given on the second business day after being deposited in the United States mail as indicated by the postmark

thereon.

16. Miscellaneous.

> (a) This Agreement contains all of the agreements and understandings between the Parties

hereto with respect to the subject matter hereof, and no representations, covenants, agreements or commitments have

been made to, or relied upon by either of the Parties hereto, which are not specifically set forth herein.

(b) This Agreement may not be amended, modified, supplemented or altered except by an

instrument in writing executed by both of the Parties hereto.

(c) The captions of articles and paragraphs hereof are for reference and convenience only

and shall not be deemed to limit, construe or affect the meaning of such articles or paragraphs.

(d) This Agreement shall be construed, interpreted and enforced in accordance with the laws

of the State of Arizona, both statutory and decisional.

(e) If any provision of this Agreement or the application thereof to any Party hereto or under

any circumstance shall in any way be held invalid or unenforceable, the remaining provisions of this Agreement, and

the application of such provision to the other Party hereto or under circumstances other that those as to which it is

held invalid or unenforceable, shall not be effected thereby, and each provision of this Agreement shall be valid and

enforceable to the fullest extent permitted by applicable laws.

(f) This Agreement shall be binding upon and inure to the benefit of the Parties hereto and

their respective successors and permitted assigns.

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(g) This Agreement, and the rights and benefits of the Parties hereto hereunder, may not be assigned in whole or in part without the prior consent of the other Party hereto, which may be

withheld in their sole and absolute discretion.

(h) Each Party shall indemnify, defend, and hold harmless the other Party from and

against any and all claims, demands, judgments, liabilities, costs, and expense resulting from a Party's

negligence and/or willful misconduct pursuant to its participation in this Agreement.

(i) Each Party shall maintain all appropriate levels of insurance pursuant to their activities

and responsibilities stated in this Agreement. Each Party shall, on request of the other Party, provide a

certificate of insurance naming the other Party as an additional insured, with limits of no less than \$1

million per occurrence and \$3 million in the aggregate. Should Foundation hold any events on any

property owned, leased, and/or maintained by College, Foundation shall enter into an agreement with

College for the use of such space and shall procure all appropriate types and levels of insurance pertaining

to any such event as provided in such agreement. Both College and Foundation and shall name the other as

an additional insured on all applicable policies for any such event.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first

set forth above.

**Pima County Community College District** 

Ву:
Its:
Pima Community College Foundation, Inc.,
an Arizona nonprofit corporation
Ву:
Ite:

#### **EXHIBIT A**

#### SERVICES AGREEMENT

- 1. The Parties have agreed to pursue private philanthropic giving with the common goal of supporting the operation of College, its students and faculty.
- 2. The Parties recognize that the goal of obtaining increased private support for College will be achieved whether gifts are made to Foundation or given directly to College and the Parties acknowledge that a high degree of collaboration and strategic planning will be essential to establishing a collective fundraising program and efficient management of assets process.
- 3. Foundation has agreed to pursue two related programs with overlapping components, both of which are designed with the common goal of raising private support for College, both directly and indirectly. First, pursuant to this Services Agreement, Foundation and College will each pursue increased fundraising and gift development efforts for their respective development programs. Second, Foundation will collaborate and consult with College and provide recommendations, assistance, support and training on a wide variety of activities related to College's increased and focused development efforts, including the organization and operation of an internal development office and its fundraising programs and campaigns as provided herein.

#### DEVELOPMENT PROGRAMS

- 1. Foundation shall review, establish or recommend, as the case may be, fundraising and gift development opportunities for Foundation and College including but not limited to:
  - a. Major Gift Programs
  - b. Corporate and College Relations
  - c. Planned Giving
  - d. Annual Giving programs
  - e. Special Events
  - f. Matching Gift Programs
  - g. Internal Gifting Programs
  - h. Alumni Relations Programs
  - i. Grant Requests
  - j. Donor Stewardship Programs
- 2. Foundation shall review and recommend staffing requirements necessary to support the development programs being implemented at any given time, including industry qualifications for personnel and program organization and implement same for Foundation and provide recommendations to College from time to time.
- 3. Foundation shall develop and share industry information on all development programs and current "best practices" and provide recommendations to College on operations and modifications necessary or desirable from time to time.
- 4. Foundation shall make recommendations to the College Chancellor or designee for the management, marketing, coordination, accounting, development and administration of the operations of programs and personnel of the College in connection with the creation and operation of a gift receipts and fundraising development office.
- 5. Foundation shall institute at the Foundation and recommend to College procedures for acknowledging and collecting gifts and related compliance requirements and assistance in the documentation of gifts and compliance with applicable laws.

- 6. Foundation shall expand Foundation's donor database and provide recommendations and assist College in building its database to be used for donor follow up, solicitations and other donor communications.
- 7. Foundation shall develop protocols on gift restrictions to provide for proper classification, uniformity, clarity of purpose and ease of use to the extent possible and work collaboratively with College to identify restricted gift categories and identification of College needs and develop documentation for use in the gift receipt process.
- 8. Foundation shall develop and implement for Foundation, and provide recommendations to College, procedures to receive, store and provide safekeeping for in-kind gifts including documentation and procedures on value, filings with the Internal Revenue Service, deeds of gift, development of donor representations on condition and ownership, including appropriate donor indemnities, insurance, safekeeping issues, including facilities, and identify potential future expenses associated with gifts including liens on real property, capital calls associated with interests in limited liability companies and partnerships and similar future liabilities that may be associated with an in-kind or intangible personal property gift.
- 9. Foundation shall develop with College a list of in-kind gifts that the College will not accept and that the Foundation will not accept without a documented mutually acceptable agreement.
- 10. Foundation shall work to increase community outreach and invite public participation in Foundation and College events and share College needs for specific programs, endowment goals and capital requirements that have the potential to resonate with the private sector and attract their involvement.

#### COLLEGE FUNDRAISING ACTIVITIES

Foundation shall provide College with consultation and shall make recommendations from time to time to assist College's development of its internal programs for gift development and fundraising and its gift receipts, managements of assets and fundraising activities including:

- 1. Collaborate with College on short and long term fundraising goals and assist in the development of schedules consistent with the Annual Development Plan and submit for review long term, multi-year specific objectives, strategies and fundraising plans and programs.
- 2. Assist College in implementing the development goals and recommendations that are accepted by the College, from time to time, and provide consulting services in connection with such recommendations and assistance in implementation as requested.
- 3. Assist the College in community engagement and help raise the community's interest in the College's mission by participation in community programs and assisting College in establishing programs designed to attract the general public and business leaders in Greater Tucson.
- 4. Develop and submit proposals, promotional brochures and written materials in support of specific fundraising activities, including materials for use on websites and social media.
- 5. Recommend methods to coordinate and direct all fundraising programs and activities undertaken by the College in concert with the Annual Development Plan.
- 6. Direct and participate as requested in studies relating to long and short term planning, acquisitions and related projects.
  - 7. Recommend priorities among and between various fundraising projects and campaigns.
  - 8. Identify specific needs among College's campuses and departments for private funds and

identify prospects for College campaigns.

- 9. Recommend and coordinate the activities of individual campuses, departments and centers for excellence potential capital campaigns.
- 10. Develop and implement collaborative training programs including in-house discussions, training by outside professionals, workshops and hands on training within the Foundation and College.

#### FOUNDATION FUNDRAISING PROGRAMS

Foundation shall begin to expand its gift receipts and fundraising programs immediately upon execution of this Agreement and shall begin to phase in new development programs and to increase staff and other resources generally necessary to leverage its position as a tax-exempt organization to attract tax-deductible gifts for the benefit of College including:

- 1. Expand Foundation's fundraising programs to include:
  - a. Major Gift Programs
  - b. Corporate and College Relations
  - c. Planned Giving
  - d. Annual giving programs
  - e. Special Events
  - f. Matching Gift Programs
  - g. Internal Gifting Programs
  - h. Alumni Relations Programs
  - i. Grant Requests
- 2. Develop staffing and materials necessary to establish and operate Foundation's gift development and fundraising programs through direct hires and the use of independent contractors to reach staffing and material levels outlined in the Services Agreement.
- 3. Coordinate gift development and fundraising programs with College to maximize impact and returns.
- 4. Increase community awareness of College and its programs through public engagement including special events, publications and the use of the Internet and social media.
- 5. Create continuing education programs on current "best practices" in educational fundraising being used on a national basis.
- 6. Enter into lease agreements for office space sufficient to house additional staff and equipment to carry out the services contemplated by the Services Agreement and at a location suitable to facilitate meetings with potential donors.
- 7. Update computer systems and software programs to utilize state of the art standards to track and document the development programs, including the management of assets.
- 8. Continue and expand the use of programs designed to utilize volunteers in special events and other development programs.

#### FUNDS MANAGEMENT FUNCTIONS

1. To the extent that the Foundation receives its own gifts during the term, the Foundation shall:

- (a) Receive charitable contributions primarily for the benefit of the College, its faculty and students including various annual funds, building and other campaigns.
- (b) Hold, manage, invest and develop contributions of money, securities, patents, copyrights and other forms of personal property, including immediately vesting gifts as well as deferred gifts that are contributed in the form of retained life estates, trusts and unitrusts, some of which may be given subject to restrictions.
- (c) Hold, manage and develop immediately vesting or deferred gifts of real property including residential, multi-residence, commercial, agricultural/ranching, subsurface rights and leasehold interests for an indefinite period of time.
- (d) Develop corporate policies to select and guide prudent investments and select and retain qualified account managers.
- (e) Develop corporate policies on the creation of endowment and restricted accounts and payouts consistent with applicable law.
- (f) Develop corporate policies on reasonable fees payable for administrative support for the management of Foundation funds.
- 2. With respect to funds received by College, Foundation shall;
  - (a) Consult and provide recommendations with respect to College's management and adoption of appropriate policies regarding gift development and fundraising consistent with applicable law.
  - (b) College has requested Foundation to provide its recommendations on the general management and administration of gift funds as provided below and to develop systems and procedures in connection with such management and administration including the substantiation of gifts and categorization by donor restrictions on purpose, use and timing.

#### **General Administration and Accounting Advice**

- 1. Foundation shall generate and provide reports to College administration on the operations of College's fundraising and gift receipts programs where College has requested Foundation support and advice, such reports to be based on information provided by College from time to time.
- 2. Foundation shall recommend recruitment and management strategies for staff and officers of College working with College's fundraising and gift programs to assist with programs, activities and department operations; provided, however, any recommendations by Foundation for personnel hiring or employment by College shall be limited solely to an analysis of a person's ability to perform the intended work or service and shall not include any background review or inquiry or determination of other requirements or conditions of College employment, all of which shall be the sole obligation and responsibility of College.
- 3. Foundation shall advise College with respect to financial accounting, financial stability, liquidity and financial growth with respect to specific gift revenue accounts and the investment and use thereof.
  - 4. Foundation shall recommend gift accounting practices.

- 5. Foundation shall coordinate the investment policies and practices of managers of College's office working with fundraising and gift receipts when requested by College.
- 6. Foundation shall assist College in the preparation of operating budgets with respect to the Annual Development Plan as requested by College.
- 7. Foundation shall provide appropriate College personnel with information, analysis and evaluation of the business and accounting systems and operations of College's fundraising programs recommended by Foundation and implemented by College, including analysis and evaluation of the effectiveness of the College's activities.
- 8. Foundation shall recommend and develop long range plans to meet College's development research needs and objectives, including:
  - (a) Identifying appropriate research activities of College, and
  - (b) Recommending upgrades of all materials used in research, including national computer database networks and information retrieval services.
- 9. Foundation shall assist with relationships between College and financial institutions and the general investment community when requested by College.

#### SCHOLARSHIP PROGRAMS

College and Foundation desire to promote the availability of scholarship funds currently being administered by the College and Foundation and to insure consistently and uniformity within the scholarship process including establishing the available scholarships and to organize a uniform selection and application process compliant with applicable laws and regulations.

- 1. The Parties agree that College possesses the necessary student and College records necessary to provide programmatic responsibility for the various scholarships and grants available to its students. The Parties have also agreed that administration of both College scholarships and scholarship gifts from the Foundation will be handled most efficiently and in a manner compliant with applicable laws and regulations by College and is the best way to achieve uniform and timely selections and awards.
- 2. Foundation shall continue its scholarship fundraising and management of funds for such purposes and shall provide College, from time to time, with information on the number, identity and amount of scholarship funds which Foundation is prepared to gift to College. Such information shall include the restrictions and qualifications for the use of particular funds as required by the original donor's gift. Foundation and College shall collaborate on the timing of the scholarship process and the gift of funds by Foundation.
- 3. Foundation has experience in the selection of scholarship applicants and the award of scholarships and College has requested Foundation's recommendations on the management of scholarship funds held and administered by College and with the selection and award of scholarships from College funds and those gifted by Foundation to insure consistency in scholarship management and compliance with applicable laws. College will provide information on student applications and qualifications that will enable Foundation to make recommendations to College as requested from time to time on the selection, award and programmatic responsibility with respect to the scholarship programs. Foundation's services shall include: (1) work with donors on gift restrictions and the proper classification to provide for proper classification, uniformity, clarity of purpose and ease of use to the extent possible; (2) develop programs to identify scholarship selections for various funds and awards and disbursements in compliance with requirements of the gift instruments and the Code and the Service's regulations and; (3) coordinate all scholarship information with College to insure its continuing compliance with programmatic responsibility and arrange for the transfer of scholarship funds to College.

#### Miscellaneous

- 1. Foundation shall acquire software and computer equipment at the request of College on terms reasonably acceptable to Foundation. Enter into indemnification and hold harmless agreements at the request of College, on terms reasonably acceptable to Foundation, and then sub-contract or sublicense to College the software or computer equipment without the indemnification/hold harmless provisions. Acquire software and computer equipment necessary for Foundation's operation of its fundraising and gift development programs.
- 2. Foundation shall attend charitable and business events in the Greater Tucson area from time to time at the request of College and celebrate College successes from time to time through events, newspaper advertisements, networking meetings and similar forums where the Pima College story can be shared with others.

#### **EXHIBIT B**

#### SERVICES AGREEMENT

#### **Annual Fees**

In exchange for the Services provided by the Foundation, College shall initially compensate Foundation in an amount not to exceed \$\_\_\_\_\_ per fiscal year, prorated for any partial fiscal year of Services. College shall make payments in equal monthly installments due on the tenth (10<sup>th</sup>) day of each calendar month following the month in which such services were provided.

The Parties anticipate that during the first two years of the Agreement, the Foundation will be investing in equipment, software, and staffing to expand its scope and scale of operations. These investments by the Foundation will enable additional Services for the benefit of College. Prior to the start of each new fiscal year, the Parties shall review the Foundation's accomplishments and anticipated activities to adjust the annual fee amount.

The Parties acknowledge that the level and composition of Services provided each month may vary and that the activities anticipated during each year may change. Within 30 days of the end of each fiscal quarter, Foundation shall provide College with a written report summarizing the Services provided during that fiscal quarter, including Services, Transferred Services, and Campaign Services and Fees, and also gift receipts, fundraising progress, and results. Should the level and composition of Services provided by the Foundation during a fiscal quarter vary significantly from the anticipated level or composition reflected in the projected annual operating budget and project budget, the College and Foundation shall make reasonable adjustments to the monthly payments and/or Services so that by the end of the fiscal year the compensation paid by College to Foundation to the greatest extent practicable does not result in over or under payment for the value of Services provided by Foundation. Following the Foundation's report for the last quarter of each fiscal year, the College and Foundation shall conduct a reconciliation and make any necessary adjustments to payments and/or services for the remainder of the new fiscal year to address any over or under payment from the prior fiscal year.

# **PimaCountyCommunityCollegeDistrict**

## **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Meeting Date: 10/11/17 Item Number: 4.2 (4)

Item Title Contact Person

Authorizing the Chancellor to develop an Intergovernmental Agreement with Santa Cruz County Provisional Community College District (SCCPCCD) Chancellor's Office (206-4747)

#### **Recommendation:**

The Chancellor requests that the Governing Board authorize the Chancellor to conduct negotiations with Santa Cruz County Provisional Community College District (SCCPCCD) for a possible multi-year educational services intergovernmental agreement (IGA), with the understanding that should the Chancellor determine to recommend such an agreement, the proposed IGA shall be subject to review and approval by the Board.

## **Background:**

Pima College and SCCPCCD entered an educational services agreement in August 2017 to make Pima College credit courses available at the SCCPCCD Center in Nogales, Arizona to Santa Cruz County residents through June 30, 2018. Based on subsequent discussions, the Chancellor believes there is a viable possibility of developing a longer-term agreement. Among the subjects requiring further discussion that would be covered in detail in any agreement include:

- Accreditation parameters for SCCPCCD activities and approvals needed for PCC
- Staffing
- Financial considerations
- Financial aid and Dept. of Education approval
- Decision-making responsibilities and roles
- Enrollment

With Board authorization, the Chancellor will commence detailed discussions with SCCPCCD representatives to explore this opportunity and, if possible, arrive at a proposed agreement to present to the Board for approval.

Approvals	
Chancellor	Jan
	Lee D. Lambert, J.D.