## PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA NOVEMBER 8, 2017

#### NOTICE OF REGULAR GOVERNING BOARD MEETING

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

## **AGENDA FOR MEETING\***

ESTIMATED DURATION

- 1. General Matters
  - 1.1 Call to Order
  - 1.2 Pledge of Allegiance
  - 1.3 Roll Call
  - 1.4 Governing Board Recognition and/or Awards
    [The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements.]
  - 1.5 Public Comment Call to Audience

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

30 min.

- Accreditation update Bruce Moses
  - o Recent Higher Learning Commission Site Visit Criterion and Core Components

Date: 11/8/17 Page 2

Business Advisory Committees Update-Ian Roark
 <u>Presentation</u>

 PCC Advisory Committee Reform and Revitalization Framework (Draft)

- Spring Enrollment and Retention Efforts-Lisa Brosky/Karrie Mitchell <u>Presentation</u>
- Fiscal Year 2018-2019 Proposed Budget Development Calendar-Dave Bea Proposed Budget Development Calendar
- 2.2 Reports by Representatives to the Board

25 min.

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

- Student Report Nick Betts-Childress
- <u>Staff Report</u> Joi Stirrup
- Adjunct Faculty Report Sean Mendoza
- Faculty Report Brooke Anderson
- Administrator Report Nina Corson
- 2.3 Chancellor's Report

10 min.

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

- Tobacco-Free Proposal Update
- BP 1.25 Status Update
- 3. Information Items 10 min.

[Information items are materials provided to the Board for reference only. A Board Member might ask a clarifying question, but no substantive discussion or action will be taken on the item at the meeting. Information item materials are included with the Board packet available at <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 September 2017 Financial Statements
- 3.2 Employment Information [Appointments, acting assignments, retirements and separations]
- 3.3 Adjunct Faculty Appointments
- 3.4 Facilities Department memo regarding Loaned Executive Management Assistance Program (LEMAP) Report

#### 4. Action Items

## 4.1 Consent Agenda

5 min.

- (1) Approval of Minutes of the following meetings:
  - A. Study Session of October 2, 2017
  - B. Special Meeting to conduct Executive Session on October 11, 2017
  - C. Regular Meeting of October 11, 2017
- (2) Grant Proposal: East Campus Veterans Upward Bound Program, 2017-2022 [A grant for the Veterans Upward Bound (VUB) program at East Campus awarded by the U.S. Department of Education. Grant performance period is from September 1, 2017 through August 31, 2022 and the award amount is \$1,319,690.00 over a five-year performance period.]

  Grant Award Notification
- (3) Grant Proposal: GOHS STEP Enforcement Related Equipment, FY 2017
  [A grant for the "GOHS STEP Enforcement Related Equipment" awarded by the Governor's Office for Highway Safety (GOHS). Grant performance period: September 6, 2017 through September 30, 2017. The award amount was \$27,000 for the purchase of a single electric motorcycle in support of the Selective Traffic Enforcement Program (STEP).]

  Highway Safety Contract
- (4) Multiple Program Inactivations
- (5) Contract: Enterprise Network Systems for Aruba Switches, FY18
  [To approve a contract to replace a portion of the College's network switches.
  Total costs are not expected to exceed \$529,831 for Fiscal Year 2018.]

  Enterprise Network Systems Quote and Contract
- (6) Board Policy Changes Final Reading
  [BP 1.05: Delegation of Authority to the Chancellor]

#### 4.2 Other Action Items

(1) Olympus Janitorial Services for Higher Education
[To approve a contract for custodial services for the period of January 1, 2018 through December 31, 2022 with five (5) additional one (1) year renewal options. The custodial services contract costs are not expected to exceed \$1,878,030 including 7% contingency for specialized and emergency services for the first year.]

Olympus Building Services, Inc. Agreement

(2) Discussion and possible revision of Governing Board bylaws

10 min.

10 min.

Date: 11/8/17 Page 4

(3) Discussion and Nomination of Board members(s) to Association of Community 5 min. College Trustees Advisory Committees

5. Request for Future Agenda Items

5 min.

## Adjournment

Annual Meeting January 10, 2018, 5:30 p.m. District Office Community Board Room 4905 E. Broadway Tucson, AZ 85709-1010 Regular Meeting January 10, 2018, 5:45 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: 11/8/17 Item Number: 1

Item TitleContact PersonGeneral MattersChancellor's Office<br/>(206-4747)

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Governing Board Recognition and/or Awards
- 1.5 Public Comment
- 1.6 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: 11/8/17 Item Number: 2

Item Title Contact Person

Reports Chancellor's Office (206-4747)

- 2.1 Administration Reports
- 2.2 Reports by Representatives to the Board
- 2.3 Chancellor's Report

Approval

Chancellor

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

## INFORMATION ITEM

Meeting Date: 11/8/17 Item Number: 3.1

Item Title Contact Person

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

#### **Justification:**

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

The September preliminary results indicate that total year-to-date revenue is lower than the total year-to-date expenditures by about \$0.8 million compared to approximately \$4.2 million higher in the previous year.

The preliminary results indicate that the College concluded September with total revenues in General and Designated funds lower than the previous fiscal year by \$4.0 million. Specifically, tuition and fees revenue has decreased by \$0.3 million, property tax revenue has decreased by \$4.1 million, and other revenue has increased by \$0.4 million. Information about the decline in property tax collections is detailed in the next section of this report.

Compared with the same time period in fiscal year 2017, actual expenditures have increased by about \$1.0 million. When compared to the same time period of the previous fiscal year, personal services have increased by \$0.2 million, and services and supplies and other expenditures, excluding transfers, increased by \$0.8 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded September with a year to date decrease in net position of about \$4.3 million. This is a decrease compared to the previous year's increase of \$50 thousand, primarily due to a decrease in property tax collections.

During the first three quarters of tax year 2016, Pima County had a high rate of property tax collection, which was received by the College as revenue in Fiscal Year 2017. As a result, the receivables for tax year 2016 are lower, leading to a decrease in tax revenues due to the College for Fiscal Year 2018. The increase to the property tax levy and rates, which was approved by the Governing Board for Fiscal Year 2018, will be realized after the first installment of tax year 2018 is due to Pima County on October 1, 2017.

(Continued)

Date: 11/8/17 Page 2

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

In terms of budget to actual performance, General and Designated Fund expenditures are lower than budget at this time. Personal Services expenditures are 19.4 percent of budget, which is a higher percentage than the previous year. In absolute terms, year-to-date Personal Services expenditures were \$22.7 million, which is higher than the \$22.5 million amount from the same period of fiscal year 2017.

Services and Supplies expenditures are approximately 21.8 percent of the budget, which is a higher percentage than the previous year. In absolute terms, Services and Supplies expenditures were \$7.7 million, which is higher than the \$6.9 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 September was \$66.2 million, which is an increase of about \$0.1 million compared to the same time last year. This represents an increase of \$10.8 million in Total Assets/Deferred Outflow of Resources and an increase of \$10.7 million in Total Liabilities/Deferred Inflow of Resources.

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**Contact Person** 

David Bea, Ph.D.

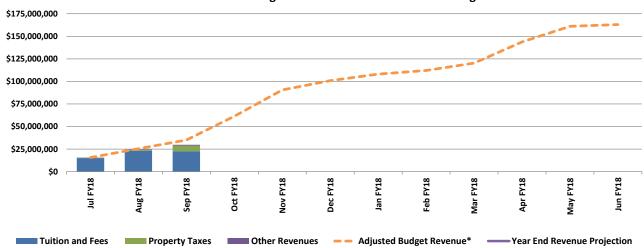
Chancellor

Lee D. Lambert, J.D.

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

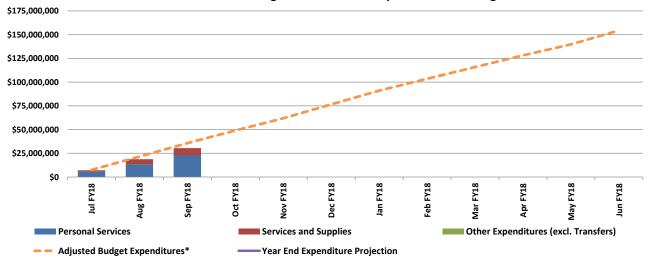
(Preliminary)		F'	Y 20	FY 2016/17				
		Adjusted	Υ	ear to Date		Y	ear to Date	
	Aı	Annual Budget		Actuals	%	Actuals		%
Revenues								
Tuition and Fees	\$	47,176,000	\$	22,589,245	47.9 %	\$	22,877,930	48.5 %
Property Taxes		112,161,162		6,190,329	5.5 %		10,277,885	9.6 %
Other Revenue		3,666,838		1,018,212	27.8 %		606,171	20.4 %
Total Revenues	\$	163,004,000	\$	29,797,786	18.3 %	\$	33,761,986	21.4 %
<u>Expenditures</u>						1		
Personal Services		117,372,932		22,724,659	19.4 %		22,514,767	18.3 %
Services and Supplies		35,495,522		7,735,675	21.8 %		6,921,682	19.8 %
Other Expenditures (excl. Transfers)		1,600,702		120,259	7.5 %		168,905	72.9 %
Total Expenditures	\$	154,469,156	\$	30,580,593	19.8 %	\$	29,605,354	18.7 %
Net			Ś	(782.807)		Ś	4.156.632	

#### **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.



Summary of Expenditures - General & Designated Funds - Actuals vs. Budget Year To Date For Three Months Ending September 30, 2017

(Preliminary)		FY 2016/17							
	Adjusted	Υ	ear to Date			Available	Υ	ear to Date	
	<b>Annual Budget</b>		Actuals	%		Budget		Actuals	%
<b>Expenditures by Function</b>									
Educational and General									
Instruction	\$ 55,067,496	\$	8,159,289	14.8 %	\$	46,908,207	\$	8,114,452	14.4 %
Academic Support	25,856,745		5,435,002	21.0 %		20,421,743		4,803,294	19.2 %
Student Services	27,600,701		5,229,275	18.9 %		22,371,426		5,290,434	18.3 %
Institutional Support	35,639,592		8,381,498	23.5 %		27,258,094		8,502,795	23.4 %
Operation and Maintenance of Plant	14,062,799		2,711,895	19.3 %		11,350,904		2,371,493	16.8 %
Student Financial Aid	1,243,000		495,719	39.9 %		747,281		522,886	38.1 %
Other Expenses									
Transfers	11,054,354		11,054,354	100.0 %				2,761,347	100.0 %
Fund balance reserved for contingency	3,306,313		167,915	5.1 %		3,138,398			
Total Expenditures by Function	\$ 173,831,000	\$	41,634,947	24.0 %	\$ :	132,196,053	\$	32,366,701	19.3 %
Funes diames by Assessed							· I		
Expenditures by Account Personal Services									
Administrative Personnel	\$ 6,354,000	ċ	1,374,681	21.6 %	ċ	4,979,319	\$	1,310,342	20.3 %
Faculty	22,407,000	Ş	3,387,013	15.1 %	Ş	19,019,987	Ş	3,456,328	15.2 %
Additional Compensation - Faculty	1,295,895		230,992	17.8 %		1,064,903		214,212	15.5 %
Additional compensation - Faculty  Adjunct Faculty	10,971,000		2,265,857	20.7 %		8,705,143		2,176,655	19.0 %
Classified Staff	44,189,679		9,255,087	20.7 %		34,934,592		9,296,695	19.8 %
Other Compensation	4,465,103		707,529	15.8 %		3,757,574		698,762	13.5 %
Student Employment / Workstudy	4,403,103		707,323	13.0 /0		3,737,374		038,702	13.5 /0
Fringe Benefits	27,690,255		5,503,500	19.9 %		22,186,755		5,361,773	18.5 %
Total Personal Services	117,372,932		22,724,659	19.4 %		94,648,273		22,514,767	18.3 %
Services and Supplies									
Communications and Utilities	5,956,408		1,117,950	18.8 %		4,838,458		775,186	12.5 %
Travel	3,114,726		258,774	8.3 %		2,855,952		219,771	7.7 %
Contractual Services	15,547,164		3,877,878	24.9 %		11,669,286		3,337,111	23.6 %
Supplies and Materials	7,110,159		783,738	11.0 %		6,326,421		818,359	10.8 %
Student Financial Aid	1,243,000		495,719	39.9 %		747,281		522,886	38.1 %
Current Fixed Charges	2,524,065		1,201,616	47.6 %		1,322,449		1,248,369	44.5 %
<b>Total Services and Supplies</b>	35,495,522		7,735,675	21.8 %		27,759,847		6,921,682	19.8 %
Capital Equipment	470,702		50,352	10.7 %		420,350		84,185	64.0 %
Transfers	11,054,354		11,054,354	100.0 %				2,761,347	100.0 %
Other Expenditures	1,130,000		69,907	6.2 %		1,060,093		84,720	84.7 %
Contingency and Reserves	8,307,490					8,307,490			
Total Expenditures by Account	\$ 173,831,000	\$	41,634,947	24.0 %	\$ :	132,196,053	\$	32,366,701	19.3 %

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Three Months Ending September 30, 2017

Preliminary)		FY 2016/17							
	General &	P	Auxiliary &						Prior Year
	Designated	1	Restricted		Plant &		Total	-	Totals as of
	Funds		Funds	O	ther Funds		All Funds	Septe	ember 30, 2016
Operating Revenues									
Tuition and Fees	\$ 22,589,245	\$	1,000	Ś	547,837	Ś	23,138,082	\$	23,438,829
Contracts	555,343		,		,	•	555,343		465,276
Auxiliary Enterprises	,		268,546				268,546		328,806
Commission and Rents	260		194,906				195,166		174,073
Other Operating Revenues	152,521		129,372		9,980		291,873		243,449
Total Operating Revenues	23,297,369		593,824		557,817		24,449,010		24,650,433
Nonoperating Revenues									
State Appropriations									
Property Taxes	6,190,329				159		6,190,488		10,277,943
Federal Grants	29,696		14,108,648		133		14,138,344		13,270,907
State and Local Grants	25,050		88,328				88,328		120,962
State Shared Sales Taxes			381,841				381,841		365,263
Gifts			212,275				212,275		(328,093
Investment Income	280,392		9,475				289,867		(40,200
Net Nonoperating Revenues	6,500,417		14,800,567		159		21,301,143		23,666,782
Total Revenues	\$ 29,797,786	\$	15,394,391	\$	557,976	\$	45,750,153	\$	48,317,215
Operating Expenses Educational and General Instruction Academic Support Student Services	8,159,289 5,435,002 5,229,275		664,228 726,291 848,332		(26,591) 117,933 5,808		8,796,926 6,279,226 6,083,415		8,895,106 5,607,842 5,988,229
Institutional Support	8,381,498		(76,362)		326,196		8,631,332		8,532,604
Operation and Maintenance of Plant	2,711,895		267,078		618,399		3,597,372		3,105,781
Depreciation					1,762,291		1,762,291		1,826,495
Student Financial Aid	495,719		14,111,142				14,606,861		14,177,077
Auxiliary Enterprises			160,248				160,248		130,100
Contingency	167,915						167,915		
Total Operating Expenses	\$ 30,580,593	\$	16,700,957	\$	2,804,036	\$	50,085,586	\$	48,263,234
Income Before Other Expenses	\$ (782,807)	\$	(1,306,566)	\$	(2,246,060)	\$	(4,335,433)	\$	53,981
								! <u>=====</u>	
Transfers	(11,054,354)		(2,321,500)		13,375,854				(227
Capital Appropriations Capital Gifts and Grants									
Increase (Decrease) in Net Position	\$ (11,837,161)	\$	(3,628,066)	\$	11,129,794	\$	(4,335,433)	\$	53,754
Net Position							_	1	
Total Net Position - Beginning of Year	(58,464,473)		14,854,850		114,193,635		70,584,012		66,057,460
Total Net Position - End of Period	\$ (70,301,634)	¢	11,226,784	¢	125,323,429	\$	66,248,579	\$	66,111,214
Total Net Fusition - Ellu of Fellou	7 (70,301,034)	Ą	11,220,704	Ą	123,323,423	۲	00,240,373	Ą	00,111,214

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

#### Statement of Net Position September 30, 2017

September 30, 2017 (Preliminary)			FY 20	17/1	8			l e	Y 2016/17
(	General &	-	Auxiliary &						otal All Funds
	Designated		Restricted	F	Plant &		Total	Pı	ior Year as of
	Funds		Funds	Oth	her Funds		All Funds	Sept	ember 30, 2016
<u>Assets</u>									
Current Assets									
Cash and Cash Equivalents	\$ 3,560,702	\$	10,274,773	\$	20,593,499	\$	34,428,974	\$	31,489,003
Short-term Investments	25,361,559						25,361,559		25,214,419
Receivables: Property Taxes	2 514 150				5,989		2 520 147		4 507 270
Accounts (net of allowances)	3,514,158 5,522,274				5,969		3,520,147 5,522,274		4,507,379 6,021,887
Government Grants and Contracts	3,322,274		718,636				718,636		2,983,607
Student Loans			710,030		597		597		61
Other	661,561		234,164		435,901		1,331,626		2,708,603
Inventories	100,183						100,183		127,091
Prepaid Expenses	556,714				18,905		575,619		692,172
Total Current Assets	39,277,151		11,227,573		21,054,891		71,559,615		73,744,222
Noncurrent Assets									
Restricted Cash and Cash Equivalents					6,098,964		6,098,964		(1,155,766
Notes Receivable (net of allowances)									
Other Long-term Investments	31,526,368						31,526,368		31,114,375
Investments in Capital:									
Land					15,291,311		15,291,311		15,291,311
Buildings & Leasehold improvements					77.040.474		77.040.474		04.040.044
(net of depreciation)					77,310,171		77,310,171		81,948,044
Construction in Progress Equipment (net of depreciation)					47,392 4,230,195		47,392 4,230,195		5,471,207
Library Books (net of depreciation)					1,818,967		1,818,967		1,817,343
Total Noncurrent Assets	31,526,368				104,797,000		136,323,368		134,486,514
Total Assets	\$ 70,803,519	^	11,227,573	Ć 42	25,851,891	^	207,882,983	\$	208,230,736
Deferred Outflows Related to Pensions  Total Deferred Outflows of Resources	25,132,919 <b>\$ 25.132.919</b>	\$		\$	-	Ś	25,132,919 <b>25,132,919</b>	\$	13,937,258 13,937,258
Total Beleffed Gathows of Resources	<del>-                                    </del>	<u> </u>		<u> </u>		<u> </u>	23,132,313		13,337,230
<u>Liabilities</u>									
Current Liabilities									
Accrued Payroll and Benefits	3,270,722		700		27.520		3,270,722		1,800,138
Accounts Payable and Accrued Liabilities	245,370		789		37,529 490,933		283,688		1,031,201 427,735
Deposits Held in Custody Current Portion of Long-term Liabilities	4,741,875				490,933		490,933 4,741,875		4,568,573
Total Current Liabilities	8,257,967		789		528,462		8,787,218	-	7,827,647
Noncurrent Liabilities	0,237,307		703		320,402		0,707,210		7,027,047
Unearned Revenue	5,250						5,250		5,250
Long-term Liabilities	3,179,356						3,179,356		3,441,777
Net Pension Liability	137,501,128						137,501,128		133,407,309
Total Noncurrent Liabilities	140,685,734						140,685,734		136,854,336
Total Liabilities	\$ 148,943,701	\$	789	\$	528,462	\$	149,472,952	\$	144,681,983
					<u> </u>		· · ·		
<u>Deferred Inflows of Resources</u>									
Deferred Inflows Related to Pensions	17,294,371						17,294,371		11,374,797
Total Deferred Inflows of Resources	\$ 17,294,371	\$	-	\$	-	\$	17,294,371	\$	11,374,797
Net Position									
Net Investment in Capital Assets					98,698,035		98,698,035		104,527,905
Restricted for: Loans					E7 002		E7 002		60.073
Debt Service					57,083 6,049,921		57,083 6,049,921		69,073 745,200
Other (Capital Projects)					0,043,341		0,043,341		743,200
Grants and Contracts			1,445,545				1,445,545		(368,649
Unrestricted	(70,301,634)		9,781,239		20,518,390		(40,002,005)		(38,862,315
Total Net Position	\$ (70,301,634)	¢	11,226,784	\$ 12	25,323,429	\$	66,248,579	\$	66,111,214
Total rect Osition	<del>\$ (,0,001,004)</del>	7	11,110,704	Y 12	2,020,423	7	30,240,373	<u> </u>	00,111,214

\$ 137,365

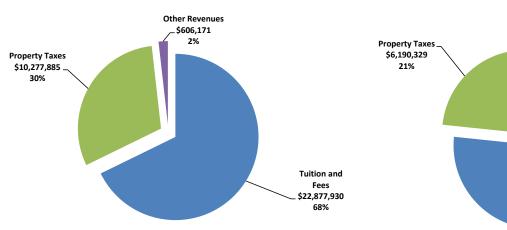
General & Designated Fund Revenue Year to Date Comparison with Prior Year

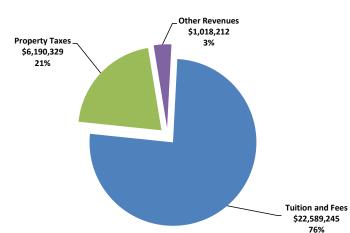
## General & Designated Funds YTD Revenues - FY17 - Prior Year

For the Three Months Ending September 30, 2016 Total of \$33,761,986

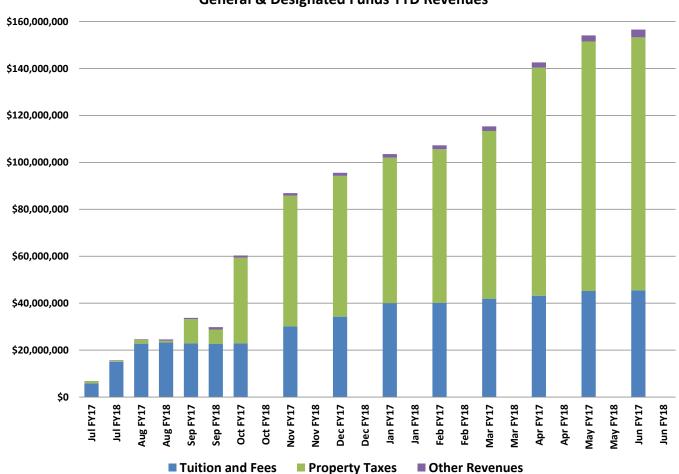
# General & Designated Funds YTD Revenues - FY18 - Current Year

For the Three Months Ending September 30, 2017 Total of \$29,797,786





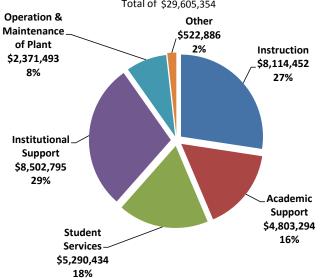
## **General & Designated Funds YTD Revenues**



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

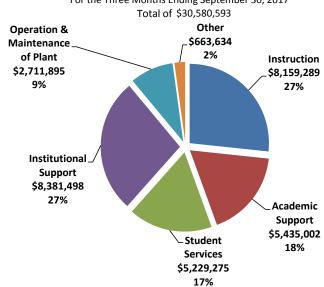
## **General & Designated Funds YTD Expenditures** by Program - FY17 - Prior Year

For the Three Months Ending September 30, 2016 Total of \$29,605,354

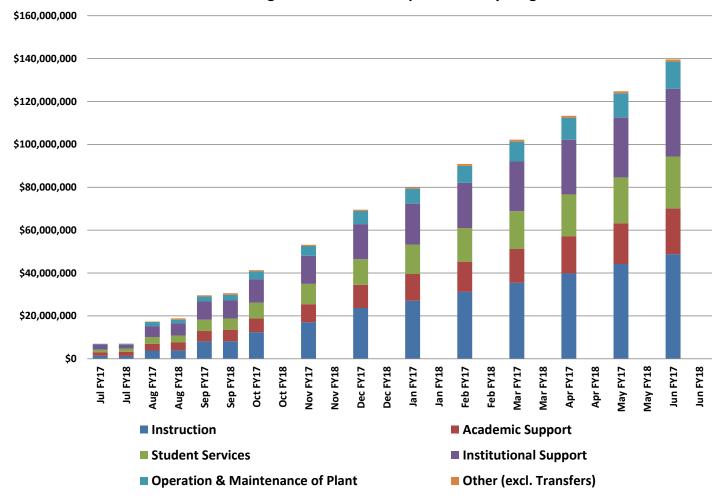


### **General & Designated Funds YTD Expenditures** by Program - FY18 - Current Year

For the Three Months Ending September 30, 2017



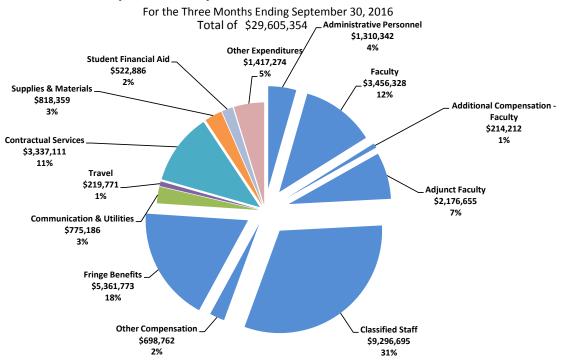
#### **General & Designated Funds YTD Expenditures by Program**



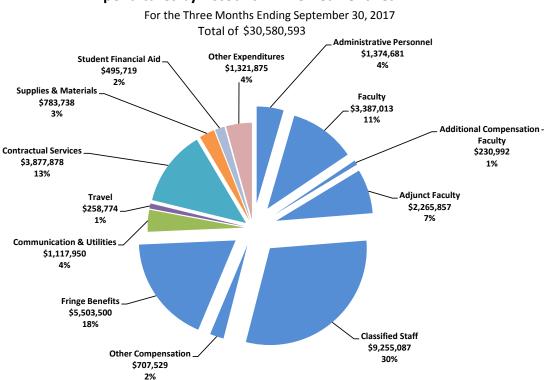


General & Designated Fund Expenditures Year to Date (excluding Transfers) Comparison with Prior Year

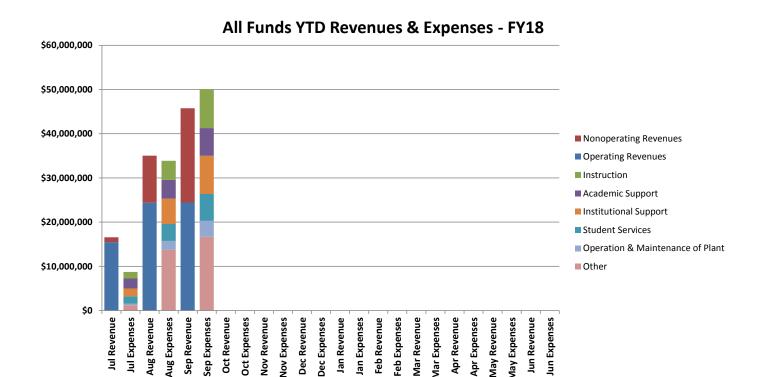
# General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY17 - Prior Year



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

### Liabilities

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



**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

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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: 11/8/17 Item Number: 3.2

Item Title Contact Person

Employment Information Dan Berryman

Vice Chancellor for Human Resources (206-4586)

#### **Information:**

For your information and in accordance with BP 2.02 and Administrative Procedure 5.01.01, the Chancellor submits the following employment information:

## **Staff:**

Griwzow, Brittany Support Specialist, HSI Stem

Rate of Pay: \$18.21 Start Date: 10/16/2017

Highest Degree Earned: Bachelor of Fine Arts, Visual Communication

Awarding Institution: University of Arizona Most Recent Previous Job: Laboratory Technician

Vega, Luis Student Readiness Specialist (Staff Instructor)

Rate of Pay: \$49,078 Start Date: 10/02/2017

Highest Degree Earned: Masters of Education

Awarding Institution: Northern Arizona University

Most Recent Previous Job: Academic Advisor

#### **Temporary:**

## Acosta, Danika

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 10/11/2017

Highest Degree Earned: No Post-Secondary Education

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

Al Obid, Wahaj

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/25/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Warehouse Associate

**Ardle, Travis** 

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/12/2017

Highest Degree Earned: Master of Science, Educational Leadership

Awarding Institution: Northern Arizona University
Most Recent Previous Job: Administrative Assistant

Bristow, Ryan

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/28/2017

Highest Degree Earned: Associate of Science, Mechanical Engineering

Awarding Institution: Pima Community College Most Recent Previous Job: Fulfillment Associate

Castaneda, Arnulfo

Title: Assistant Coach
Rate of Pay: \$750.00 Stipend
Start Date: 09/20/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Gatekeeper

Castro, Luis

Title: Office Aide
Rate of Pay: \$10.00
Start Date: 09/23/2017

Highest Degree Earned: No Post-Secondary Education

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

Choudhary, Hardik

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 10/02/2017

Highest Degree Earned: No Post-Secondary Education

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

Climes, Alison

 Title:
 Tutor 0

 Rate of Pay:
 \$10.00

 Start Date:
 09/28/2017

Highest Degree Earned: Bachelor of Arts, International Studies

Awarding Institution: University of Michigan Most Recent Previous Job: School Coordinator

Deighan, Caitlin

Title: Notetaker (Instructional Aide)

Rate of Pay: \$10.00 Start Date: \$10/11/2017

Highest Degree Earned: Bachelor of Social, Anthropology
Awarding Institution: Virginia Commonwealth University

Most Recent Previous Job: Cashier

Dillingham, Maud

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/18/2017

Highest Degree Earned: Bachelor of Fine Arts, Theatre Arts

Awarding Institution: Rutgers University
Most Recent Previous Job: Office Assistant

Fishman, Marveen

Title: Access Assistant II

Rate of Pay: \$12.00 Start Date: \$10/05/2017

Highest Degree Earned: Bachelor of Science, Elementary Education

Awarding Institution: Ohio State University
Most Recent Previous Job: Administrative Assistant

Flores, Sahachel

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 10/02/2017

Highest Degree Earned: Associate of Science
Awarding Institution: Pima Community College
Most Recent Previous Job: Physics Laboratory Assistant

Franco, Nichole

Title: IT Help Desk Assistant

Rate of Pay: \$10.00 Start Date: \$10/05/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Study Technician

**Gunnberg**, Tiffany

Title: Support Technician

Rate of Pay: \$14.98 Start Date: \$10/16/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Federal Work Study, Student Services

Ingram, Joe

 Title:
 Tutor 0

 Rate of Pay:
 \$10.00

 Start Date:
 09/20/2017

Highest Degree Earned: No Post-Secondary Education

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

Kaur, Jasmine

Title: Instructional Aide-Notetaker

Rate of Pay: \$10.00 Start Date: \$10/11/2017

Highest Degree Earned: No Post-Secondary Education

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

Lofgren, Victoria

Title: Workforce Trainer

Rate of Pay: \$20.00 Start Date: \$10/21/2017

Highest Degree Earned: No Post-Secondary Education

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

Maaske, Sarah

Title: Classroom Model

Rate of Pay: \$15.00 Start Date: \$10/01/2017

Highest Degree Earned: Master of Science, Social Work

Awarding Institution: Arizona State University

Most Recent Previous Job: Program Staff

Moreno, Alexandria

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/29/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Receptionist

Morones, Mario

Title: Laboratory Technician

Rate of Pay: \$16.04 Start Date: \$10/23/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Supply Administration

Ochoa Escarrega, Luis Pablo

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/29/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Administrative Coordinator

Quinlan, Mary

Title: Instructor
Rate of Pay: \$21.91
Start Date: 09/29/2017

Highest Degree Earned: Master of Arts, Language, Reading & Culture

Awarding Institution: University of Arizona Most Recent Previous Job: Development Teacher

Rivas Cardenas, Maria Alejandra

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/20/2017

Highest Degree Earned: No Post-Secondary Education

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

Shimoda, Brandon

Title: Instructor
Rate of Pay: \$21.91
Start Date: 09/16/2017

Highest Degree Earned: Master of Fine Arts, Creative Writing

Awarding Institution: University of Montana

Most Recent Previous Job: Instructor

Sprenger, Nicole

Title: Workforce Trainer

Rate of Pay: \$23.70 Start Date: \$09/30/2017

Highest Degree Earned: Associate of Arts, Emergency Medical Technology

Awarding Institution: Pima Community College

Most Recent Previous Job: Fire Inspector

Stansfield, Robert

Title: Instructor
Rate of Pay: \$21.91
Start Date: 09/28/2017

Highest Degree Earned: Bachelor of Science, Chemistry

Awarding Institution: Bristol University
Most Recent Previous Job: Chief Financial Officer

Valenzuela, Jazmin Ortiz

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/21/2017

Highest Degree Earned: No Post-Secondary Education

Awarding Institution: N/A

Most Recent Previous Job: Team Member

Ytuarte, Denae

Title: Tutor 0
Rate of Pay: \$10.00
Start Date: 09/18/2017

Highest Degree Earned: Associates of Arts

Awarding Institution: Pima Community College

Most Recent Previous Job: Coach

## **Direct Appointment**

Harris, Amber

Effective: 10/03/2017

From: Public Safety Dispatcher (Temporary, Part-Time)
To: Public Safety Dispatcher (Regular, Full-Time)

Nelson, Brian

Effective: 09/25/2017

From: Advanced Program Manager, Center for Learning Technology

To: Advanced Program Manager, PCC- Santa Cruz County

Salica, Christa

Effective: 10/11/2017 From: Police Officer

To: Police Officer (Rehire)

#### **Acting Assignments:**

Gutierrez, Ricardo

Effective: 09/23/2017
From: Police Office
To: Police Corporal

## Normoyle, Jessica

Effective: 10/18/2017

From: Advanced Program Coordinator

To: Program Manager

#### Valenzuela, Rosaisela

Effective: 10/20/2017

From: Human Resources Analyst

To: Human Resources Advanced Analyst

## **Retirements:**

## Benyak, David

Information Technology Specialist

DO - Campus Staff Start Date: 09/20/2004 End Date: 01/02/2018

## Gittings, David R.

Police Sergeant

DO - Public Safety Operations

Start Date: 09/06/1990 End Date: 10/31/2017

#### Perry Schwartz, Eileen P.

**Instructional Faculty** 

WC - Arts and Humanities Start Date: 08/25/1980 End Date: 01/10/2018

#### Turrentine, Penelope A.

Assistant Program Manager WC - Academic Services Start Date: 11/18/2002 End Date: 01/03/2018

## **Separations:**

### Bessette, Bruce D.

Instructional Faculty
DV - Applied Technology
End Date: 09/29/2017

#### McWhorter, Jeffrey D.

Student Services Specialist WC - Pathways to College End Date: 10/06/2017

## Palacio, Andrea M.

Student Services Advanced Specialist DV - Center for Training and Development

End Date: 09/29/2017

# Rojas, Rosa C.

Program Coordinator DO - Enrollment Management

End Date: 09/20/2017

# Timpani, Dominic S.

Police Officer

DO - Public Safety Operations

End Date: 10/06/2017

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Contact Person

Daniel Berryman

Chancellor\_

Lee D. Lambert

# PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

## INFORMATION ITEM

Meeting Date: 11/8/17 Item Number: 3.3

Item Title Contact Person

**Adjunct Faculty Appointments** 

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

#### **Recommendation:**

These individuals as 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: Altherr, Kristie

Discipline(s): Health Care, Medical Assistant (Occupational/Workforce)

Start Date: 10/11/17

Education: Bachelor of Science, Management, University of Phoenix, Phoenix, AZ

Experience: Over twenty years of experience in healthcare operations.

Name: Colaianni, Vincent

Discipline(s): Humanities (Academic), Philosophy, (Academic)

Start Date: 10/18/17

Education: Bachelor of Arts, Philosophy, Economics and Law; Master of Arts, Philosophy,

both degrees awarded by University of Arizona, Tucson, Arizona

Experience: Over three years of experience as a tutor and learning specialist for the University

of Arizona.

Name: Ekpo, Ph.D., Okobi Discipline(s): Biology (Academic)

Start Date: 8/23/17

Education: Bachelor of Science, Anatomy, University of Calabar, Calabar, Nigeria; Master of

Science, Anatomy, University of Ibadan, Ibadan, Nigeria; Doctor of Philosophy,

Anatomy, University of Pretoria, Pretoria, South Africa

Experience: Over fourteen years teaching anatomy classes at the university level.

Date: 11/8/17 Page 2

Name: Ganter, Brian R.

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

Start Date: 1/16/18

Education: Bachelor of Fine Arts, Art Photography, Arizona State University, Tempe,

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

Experience: Over five years of experience teaching art courses.

**Name: Gypton, Jeremy D.** Discipline(s): Education (Academic)

Start Date: 1/16/18

Education: Bachelor of Education, Social Studies, University of Arizona, Tucson, Arizona;

Master of Arts, Military Studies, American Public University System, Charles Town, West Virginia; Master of Education, Education Administration, Grand

Canyon University, Phoenix, Arizona

Experience: Seventeen years of experience teaching both high school and college courses.

Name: Hemdani, Safinaz O.

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

Start Date: 1/16/2018

Education: Master of Science, Agricultural Economics, University of Arizona, Tucson,

Arizona; Graduate coursework, education, University of Phoenix, Phoenix,

Arizona

Experience: Over twelve years teaching middle school students with Amphitheater School

Districts.

Name: Lienhart, James, L.

Discipline(s): Digital Arts (Occupational)

Start Date: 9/26/17

Education: Bachelor of Fine Arts, Illustration, Kansas City Art Institute and School of

Design, Kansas City, Missouri

Experience: Over ten years teaching design courses at the college level.

Name: Phillips, Kristel D.

Discipline(s): Fitness and Sport Science (Academic), Fitness and Wellness

(Occupational/Workforce)

Start Date: 1/26/18

Education: Bachelor of Arts, Social Science Education, University of Central Florida,

Orlando, Florida; Master of Science, Physical Education, University of North

Carolina, Greensboro, North Carolina

Experience: Over twenty years teaching physical education classes at the university level.

Name: Rivas, Bianca G.

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

Reading (Academic)

Start Date: 1/16/18

Education: Bachelor of Arts, Latin American Studies, University of Arizona; Masters of

Education, Elementary Education-Continuing Professional, Northern Arizona

University, Flagstaff, Arizona

Date: 11/8/17 Page 3

Experience: Over twenty years of experience teaching English as a Second Language students

at the elementary school level.

Name: Vural, Ph.D., Seniye

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

Start Date: 8/30/17

Education: Bachelor's Degree, Ankara University, Ankara, Turkey; Master of Arts,

Teaching English as a Second Language, Bilkent University, Ankara, Turkey; Doctor of Philosophy, English Language Teaching, Middle East Technical

University, Ankara, Turkey

Experience: Over fourteen years teaching English language and literature classes at the

university level.

Name: Weil, Abraham B.

Discipline(s): Gender and Women's Studies (Academic)

Start Date: 10/18/17

Education: Bachelor of Arts in Women's Studies, University of Redlands, California; Master

of Arts, Women's and Gender Studies, Rutgers The State University of New

Jersey, New Brunswick, New Jersey

Experience: Over seven years of experience as a research and program assistant, and as a

Gender and Women's Studies instructor, at the university level.

## **Approvals**

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

Chancellor\_\_\_\_\_

Lee D. Lambert, J.D.

# **PimaCountyCommunityCollegeDistrict Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

# **INFORMATION ITEM**

Item Number: 3.4

(206-2610)

Meeting Date: 11/8/17 Item Title **Contact Person** Memo regarding Loaned Executive Management Assistance William R. Ward II Program (LEMAP) Report Vice Chancellor, Facilities

**Information:** 

Facilities and College Police have prepared a report to address issues raised in the Loaned Executive Management Assistance Program (LEMAP) Report and by the Governing Board at its August 21, 2017 Study Session discussing the review.

# **Approvals**

**Contact Persor** 

William R. Ward II

Chancellor

Lee Lambert, J.D.

#### Maintenance and Security Complex



Facilities & College Police 6680 S. Country Club Road Tucson, Arizona 85709-1800 Telephone: 206-2610 Fax: 206-2736 www.pima.edu

#### LEMAP REVIEW REPORT UPDATE

#### **Background**

Pima Community College Police Department (PCCPD) is constantly striving to deliver the highest level of security and crime prevention for the college community. Starting in 2013, Vice Chancellor for Facilities and College Police, William R. Ward II and the Facilities and College Police team partnered with agencies listed below to conduct four assessments/reviews to strengthen the departments:

- Security Assessment Report and Recommendations
  - o December 2013 Security Risk Management Consultants
- Threat Assessment Process Review and Recommendations
  - o January 2014 Security Risk Management Consultants
- Clery Act Review
  - o April 2015 D. Stafford and Associates
- LEMAP Review
  - o March 2017 IACLEA Loaned Executive Management Assistance Program

In March 2017, the PCCPD worked with the International Association of Campus Law Enforcement Administrators (IACLEA) to complete a Loaned Executive Management Assistance Program (LEMAP) review. The LEMAP Review provides assistance in improving the administration, management or operations of a police/public safety/security agency and helps aid in implementing improved practices and techniques to prepare the PCCPD for future IACLEA accreditation.

The LEMAP review of the PCCPD was conducted at the request of Chief Christopher Albers and Vice Chancellor for Facilities and College Police William R. Ward II. Under the auspices of the IACLEA LEMAP, the review was conducted during the period of March 26, 2017 through March 29, 2017.

#### **Summary**

Following the publishing of the LEMAP Review report, the recommendations and findings contained in the report were discussed with the Governing Board at a study session held on August 21, 2017. This report is submitted to provide additional clarification, address the questions raised during that study session, provide the College administration with detailed information and data, and foster discussions between the Vice Chancellor for Facilities and College Police and the Chancellor to develop recommendations for the Governing Board. The information is organized into eight topical areas to include: 1) Organizational Structure, 2) Campus-Based Community Policing Model, 3) Inter-Governmental Agreements, 4) Policy & Procedure 5) Locations & Facilities 6) Emergency Operations & Planning 7) Mission Statement, and 8) Operating Hours. In each section, the recommendations from the LEMAP report are listed first.

# 1. Pima Community College Police Department Structure

## **LEMAP Report 2.0 Organization and Management**

2.5- Critically assess the job tasks currently being performed by the police chief and the commander(s) and, based on this assessment, reassign duties to best complement the police chief's need to be accessible and engaged in the community and the commander(s)' need to manage the day to day operational functions of the department.

PCCPD Command Staff is currently comprised of the following five positions:

- Chief
- Commander
- Detective (Police Officer)
- Administrative Sergeant (under review for reclassification)
- Dispatch / Communications Supervisor

Patrol and CSO positions consist of:

- 4 Sergeants
- 5 Corporals
- 20 Police Officers
- 14 Community Service Officers (11 full-time / 3 part-time)

There were 16 additional CSO positions (6 full-time and 10 part-time) that were recently cut from the college police department resulting in \$377,384.20 in SALSAV budget reduction.

## How are we staffed compared to other institutions?

There is a wide disparity in staffing levels among all types of colleges & universities across the United States. Compared to the University of Arizona, our staffing levels are low; compared to Maricopa Community College, our staffing levels are high. Maricopa, however, has a very large non-sworn security force as well. Making such comparisons has limited value.

The proper measure of our staffing levels should be reflected by the level of service we expect on our campuses and a <u>minimum standard for officer safety (1 Supervisor, 2 Police Officers)</u>. PCCPD *does not* currently maintain staffing levels consistent with the ability to meet this standard on all campuses or locations.

#### PCCPD ratio to student enrollment

According to the 2011 IACLEA publication *Establishing Appropriate Staffing Levels for Campus Public Safety Departments*, staffing formulae are used by <u>less than 2 percent</u> of Campus Public Safety Departments (CPSD) to determine their staffing levels. The simplest measure is based purely on a ratio of Police Officers to student population.

Ratios range from 1:1,000 (1 officer per 1,000 students) to 1.375:2,000 (1.375 officers per 1,000 students). The actual ratio of officers to students in most universities is between 1.8 and 3 officers per 1,000 students. (IACLEA, 2011)

LEMAP Review Report Update November 6, 2017 Page 3

PCCPD's current staffing levels indicate a ratio of 1.4 Police Officers per 1,000 (latest total headcount of 22,000, *Institutional Research & Planning, 09/2017*); the 2011-2012 Department of Justice Report of Campus Law Enforcement indicates a ratio of 2.3/1,000 as the national average among four-year universities, private & public. Staffing levels at four-year universities often reflects the need to provide security and safety for residential housing and related operational hours. Yet, four-year universities are also typically located on a single campus and thus staffing coverage is less complex than it is for a multi-campus or multi-college institutional structure.

Table 1 shows the budget estimate comparisons for PCCPD utilizing the Police Officer to student enrollment ratios listed above.

Table 1

Ratio	No. of Police Officers	Salary per Police Officer	Fringe per Police Officer	Cost per Police Officer	Total					
1.0:1,000	22	\$48,464	\$30,532	\$78,996	\$1,737,919					
1.375 : 1,000	30				\$2,369,890					
1.4:1,000	31*				\$2,448,886					
1.8 : 1,000	40				\$3,159,853					
2.3:1,000	51				\$4,028,812					
3:1,000	66				\$5,213,757					
	indicates the c	indicates the current PCCPD staffing level for Police Officers								
	national avera	ge among four-y	vear universities							

<sup>\*</sup> PCCPD Grade PS1 Police Officer salary used for all calculations for ease of comparison. Number of Police Officers (31) includes Sergeants, Corporals, the Detective and Administrative Sergeant, but does not include the Chief, Commander and Dispatch/Communications Supervisor or CSOs.

Per IACLEA (2011), other formulae are often used in the industry to establish a predetermined minimum staffing level – i.e., the number of posts that need to be filled on a daily basis with adjustments to allow for vacation, sickness, etc. Additionally, some institutions use more complex formulae incorporating factors such as acreage, calls for service, and officer safety issues.

# 2. Campus Based - Community Policing Model

#### **LEMAP Report 2.0 Organization and Management**

2.1 - Transition to a campus-based policing model under central leadership with patrol and community service functions integrated within each campus and police support services maintained at the central headquarters.

#### **LEMAP Report 10.0 Operations and Enforcement**

10.2 Review the existing organizational structure and work toward having a sergeant position and a corporal position assigned to each of the six main campuses.

#### **Staffing Options**

Staffing options are listed below to describe reclassification recommendations and various deployment scenarios related to PCCPD coverage for the current PCC instructional and student service hours at all sites. All of the four deployment strategies shown under Staffing Option 1, include no changes to the current number of positions, however, some deployment scenarios have additional costs associated with overtime. Staffing Options 2 and 3 propose adding additional positions. All of the options demonstrate how the current staffing could be deployed utilizing different deployment strategies and adjusting the number of officers available per squad.

#### Reclassifications

College Police is currently working with Human Resources to consider the following command staff reclassifications. This leadership structure will apply to all of the recommended staffing options listed below.

#### Commander

Reclassify Commander as administrative support to the Chief and re-title as Deputy Chief.

- Functional oversight of Command Administration.
- Direct supervisor of the Lieutenant and Communications Manager.

#### Lieutenant

Reclassify Administrative Sergeant to Lieutenant, assuming responsibility over the Patrol Division.

- Functional oversight of all matters pertaining to Patrol.
- Direct supervisor of Sergeants, Investigator, and Administrative Corporal; oversight of training, equipment, investigations, property and evidence.
- Divest oversight of Records to Communications Manager.

#### **Dispatch / Communications Supervisor**

Reclassify position to Manager.

- Assume oversight of Records Division.
- Direct supervisor of two Dispatch Leads and all Dispatchers.

#### Staffing Option 1

Maintain the current number of Command Staff, Police Officers and CSOs. The deployment strategies are shown on the following pages along with the advantages and drawbacks that need to be considered for each strategy. The current total of 29 Police Officers, of which nine are supervisory personnel, will be deployed to locations with the largest amount of square footage and acreage, such as; West Campus, Downtown Campus, East Campus, Northwest Campus, and Desert Vista Campus. These officers can be assigned to report to specific locations or function in the current model of patrolling a rotating campus assignment on a periodic basis.

Additional locations, to include Community Campus, District Office, Maintenance and Security and various learning centers etc., will be covered with Community Service Officers (CSO) and Police Officers ready to respond as needed.

## Deployment Strategy 1

Advantages	Drawbacks
Full schedule coverage.	Does not meet minimum safety
	requirements.
Dedicated Police Officer assigned to	DO, M&S, CC, Learning Centers covered only
campuses with largest square footage and	by CSOs with Police Officers available to
acreage.	respond.
Squad schedule overlap for training.	Does not take into account for any absence.
Cost Neutral deployment. No increases in	
PCCPD salary budget.	

## 4 days/10 hours per day/will cover 2 shifts, 7 days a week

Four Squad Option (29 Officers)	Police Officer deployment:

Squad One:7 Officers2 Police Officers at Downtown CampusSquad Two:7 Officers1 Police Officer at Desert Vista Campus

Squad Three: 7 Officers 1 Police Officer at East Campus

Squad Four: 8 Officers 1 Police Officer at Northwest Campus

2 Police Officers at West Campus

 $\ensuremath{\mathsf{CSO}}$  coverage for CC, DO, M&S and Learning Centers

Table 2

4/10					
		Sgt.	Cpl.	Ofc.	CSO
Sunday	0600-1600		Squad 1		
	1400-0000		Squad 2		
Monday	0600-1600		Squad 1		
	1400-0000		Squad 2		
Tuesday	0600-1600		Squad 1		Danlassadaa
	1400-0000	Squad 2			Deployed as
Wednesday	0600-1600	Squad 1 / Squad 3			needed with Police
	1400-0000	Squad 2 / Squad 4			Officers ready
Thursday	0600-1600		Squad 3		
	1400-0000	Squad 4			to respond
Friday	0600-1600	Squad 3			
	1400-0000	Squad 4			
Saturday	0600-1600	Squad 3			
	1400-0000		Squad 4		

## Deployment Strategy 2

Advantages	Drawbacks
Maximum Police Officer coverage Monday -	No weekend coverage without OT.
Friday with 2 squads per shift.	Additional OT cost of approximately
	\$580,623
Dedicated Police Officer assigned to	DO, M&S, CC, Learning Centers covered only
campuses with largest square footage and	by CSOs with Police Officers available to
acreage.	respond.
	2 hours less coverage per day.
	No squad schedule overlap to allow for
	training.

### 5 days/8 hours per day/will cover 2 shifts, 5 days a week

Four Squad Option (29 Officers)	Police Officer deployment:

Squad One:7 Officers2 Police Officers at Downtown CampusSquad Two:7 Officers1 Police Officer at Desert Vista Campus

Squad Three: 7 Officers 1 Police Officer at East Campus

Squad Four: 8 Officers 1 Police Officer at Northwest Campus

2 Police Officers at West Campus

CSO coverage for CC, DO, M&S and Learning Centers

Table 3

Table 5					
5/8					
		Sgt.	Cpl.	Ofc.	CSO
Sunday	0700-1400	M	andatory Overtin	ne	
	1400-0000		No Coverage		
Monday	0700-1500	0)	Squad 1 / Squad 2	2	
	1500-0000	Ç	Squad 3 / Squad	4	
Tuesday	0700-1500	9	Squad 1 / Squad 2	2	Deals adas
	1500-0000	Squad 3 / Squad 4			Deployed as
Wednesday	0700-1500	Squad 1 / Squad 2			needed with Police
	1500-0000	Squad 3 / Squad 4			Officers ready
Thursday	0700-1500	Squad 1 / Squad 2			to respond
	1500-0000	Squad 3 / Squad 4			to respond
Friday	0700-1500	Squad 1 / Squad 2			
	1500-0000	Squad 3 / Squad 4			
Saturday	0700-1400	Mandatory Overtime			
	1400-0000		No Coverage		

## Deployment Strategy 3

Advantages	Drawbacks
Maximum Police Officer coverage	No officers on campus during the daily
Tuesday - Thursday with 2 squads per shift	afternoon shift change (2:30-3:30 pm).
Full minimum Police Officer coverage	DO, M&S, CC, Learning Centers covered only
Friday - Monday	by CSOs with Police Officers available to
	respond.
Dedicated Police Officer assigned to	No coverage between:
campuses with largest square footage and	6-7am and 11pm-12am
acreage.	
Cost Neutral deployment. No increases in	No squad schedule overlap to allow for
PCCPD salary budget.	training.

## 5 days/8 hours per day/will cover weekends without OT

<b>Four Squad Option</b>	(29 Officers)	Police Officer deployment:

Squad One:7 Officers2 Police Officers at Downtown CampusSquad Two:7 Officers1 Police Officer at Desert Vista Campus

Squad Three: 7 Officers 1 Police Officer at East Campus

Squad Four: 8 Officers 1 Police Officer at Northwest Campus

2 Police Officers at West Campus

CSO coverage for CC, DO, M&S and Learning Centers

#### Table 4

5/8					
		Sgt.	Cpl.	Ofc.	CSO
Sunday	0700-1500		Squad 1		
	1500-2300		Squad 3		
Monday	0700-1500		Squad 1		
	1500-2300		Squad 3		
Tuesday	0700-1500	9	Squad 1 / Squad 2	2	Danlarradaa
	1500-2300	Squad 3 / Squad 4			Deployed as needed with
Wednesday	0700-1500	Squad 1 / Squad 2			Police
	1500-2300	Squad 3 / Squad 4			Officers ready
Thursday	0700-1500		Squad 1 / Squad 2		
	1500-2300	Squad 3 / Squad 4			to respond
Friday	0700-1500	Squad 2			
	1500-2300	Squad 4			
Saturday	0700-1500	Squad 2			
	1500-2300		Squad 4		

## Deployment Strategy 4

Advantages	Drawbacks
Maximum Police Officer coverage	Saturday and Sunday, day shift coverage
Monday - Friday	ONLY.
Dedicated Police Officer assigned to	DO, M&S, CC, Learning Centers covered only
campuses with largest square footage and	by CSOs with Police Officers available to
acreage.	respond.
	No weekend swing coverage. Additional
	costs \$56.97/hr for OT per officer.
	No squad schedule overlap for training.
	Additional costs \$56.97 OT/hr per officer
	for training.

## Combined 5 days/8 hours per day (squads 1-4) and 4 days/10 hours per day (squad 5)

(29 Officers)	Police Officer deployment:
6 Officers	2 Police Officers at Downtown Campus
6 Officers	1 Police Officer at Desert Vista Campus
6 Officers	1 Police Officer at East Campus
6 Officers	1 Police Officer at Northwest Campus
5 Officers	2 Police Officers at West Campus
	CSO coverage for CC, DO, M&S and Learning Centers
	6 Officers 6 Officers 6 Officers 6 Officers

#### Table 5

5/8 and 4/10					
		Sgt.	Cpl.	Ofc.	CSO
Sunday	0600-1600		Squad 5		
	1400-0000		No Coverage		
Monday	0600-1500	Squad	d 1 / Squad 2 / Sc	quad 5	
	1500-0000	9	Squad 3 / Squad	4	
Tuesday	0600-1500	Squad	1 / Squad 2 / Sc	quad 5	Danlassadaa
	1500-0000	Squad 3 / Squad 4			Deployed as needed with
Wednesday	0600-1500	Squad 1 / Squad 2			Police
	1500-0000	Squad 3 / Squad 4			Officers ready
Thursday	0600-1500	Squad 1 / Squad 2			to respond
	1500-0000	Squad 3 / Squad 4			to respond
Friday	0600-1500	Squad 1 / Squad 2			
	1400-0000	Squad 3 / Squad 4			
Saturday	0600-1600		Squad 5		
	1400-0000		No Coverage		

## Staffing Option 2

Staffing Option 2 maintains the current 4/10 schedule, squad based model. Police Officers and requisite supervisory personnel are assigned to locations with the largest amount of square footage and acreage, such as; West Campus, Downtown Campus, East Campus, Northwest Campus, and Desert Vista Campus. This recommendation requires increasing the number of Corporals to eight and Police Officers to twenty-four, which would require the creation and hiring of three new Corporals and four new Police Officers.

## 4 days/10 hours per day/will cover 2 shifts 7 days a week

Four Squad Option (36 Officers)		Police Officer deployment:
Squad One:	9 Officers	2 Police Officers at Downtown Campus
Squad Two:	9 Officers	1 Police Officer at Desert Vista Campus
Squad Three:	9 Officers	2 Police Officers at East Campus
Squad Four: 9 Officers		2 Police Officers at Northwest Campus
•		2 Police Officers at West Campus
		CSO coverage for CC, DO, M&S and Learning Centers

Table 6 shows the breakdown and number of positions and the availability of additional corporals and police officers assigned to a squad per shift available on each campus for the five largest campuses.

Table 6

4/10						
		Sgt.	Cpl.	Ofc.	CSO	
Sunday	0600-1600		Squad 1			
	1400-0000		Squad 2			
Monday	0600-1600		Squad 1			
	1400-0000		Squad 2			
Tuesday	0600-1600		Squad 1			
	1400-0000		Squad 2		Deployed as needed with	
Wednesday	0600-1600	9	Squad 1 / Squad 3			
	1400-0000	Squad 2 / Squad 4			Police Officers ready	
Thursday	0600-1600		to respond			
	1400-0000		Squad 4		to respond	
Friday	0600-1600		Squad 3			
	1400-0000		Squad 4			
Saturday	0600-1600		Squad 3			
	1400-0000		Squad 4			

Additional locations, to include Community Campus, District Office, Maintenance and Security and various learning centers etc., will be covered with Community Service Officers (CSO) and Police Officers ready to respond as needed.

#### Addition of Supervisory level positions

Starting salary for a Corporal is \$53,310 without benefits; an entry level PS1 Police Officer is \$48,464 without benefits. Fringe rates for College Police are considerable due to retirement contributions and a significantly higher workers comp rate. Presuming that some of these new supervisory positions would be filled by current Police Officers, those vacated positions would need to be filled.

An addition of three Corporals would be an increase of \$159,930 plus fringe; an addition of four Police Officers would be an increase of \$193,856 plus fringe. A combined salary increase with fringe totals \$576,671.

### Staffing Option 3

Staffing Option 3 dedicates Police Officers and requisite supervisory personnel to locations with the largest amount of square footage and acreage, such as; West Campus, Downtown Campus, East Campus, Northwest Campus, and Desert Vista Campus. This recommendation requires the addition of six Sergeants (if Admin. Sgt. position is reclassified to LT., otherwise 5 new positions) and five Corporals. This deployment model would meet the minimum safety standard industry recommendation of one supervisor and two Police Officers per shift (two shifts) per location.

Additional locations, to include Community Campus, District Office, Maintenance and Security and various learning centers etc., will be covered with Community Service Officers (CSO) and Police Officers ready to respond as needed.

Presuming that some of these new positions would be filled by current Police Officers, those vacated positions would need to be filled. The minimum number of new positions needed to satisfactorily achieve this patrol model is eleven.

## 4 days/10 hours per day/will cover 2 shifts 7 days a week/5 day/8 hours per day (Sgts)

Four Squad Option (31 Officers)*		Police Officer deployment:
Squad One:	8 Officers	2-4 Police Officers at Downtown Campus
Squad Two:	8 Officers	2-4 Police Officers at Desert Vista Campus
Squad Three:	8 Officers	2-4 Police Officers at East Campus
Squad Four: 7 Officers		2-4 Police Officers at Northwest Campus
•		2-4 Police Officers at West Campus
		CSO coverage for CC, DO, M&S and Learning Centers

<sup>\*</sup> New sergeants (x6) are not deployed as a squad and are not included in the total number of officers

Table 7 shows the dedication of one Sergeant per shift to each of the five main campuses on a weekday 5/8 schedule. Squads consist of Corporals and Officers.

Table 7

4/10 and 5/8	8					
		Sgt.		Cpl	Ofc.	CSO
Sunday			0600-1600	1	Squad 1	
			1400-0000	1	Squad 2	
Monday	0700-1500	1	0600-1600	1	Squad 1	
	1500-2300	1	1400-0000	1	Squad 2	
Tuesday	0700-1500	1	0600-1600	1	Squad 1	Domlovedos
	1500-2300	1	1400-0000	1	Squad 2	Deployed as needed with Police
Wednesday	0700-1500	1	0600-1600		Squad 1 / Squad 3	Officers ready to
	1500-2300	1	1400-0000		Squad 2 / Squad 4	,
Thursday	0700-1500	1	0600-1600		Squad 3	respond
	1500-2300	1	1400-0000		Squad 4	
Friday	0700-1500	1	0600-1600		Squad 3	
	1500-2300	1	1400-0000		Squad 4	
Saturday			0600-1600	1	Squad 3	
			1400-0000	1	Squad 4	

#### Addition of Supervisory level positions

Starting salary for a Corporal is \$53,310 without benefits; a Sergeant is \$61,298 without benefits. Fringe rates for College Police is considerable due to retirement contributions and a significantly higher workers comp rate.

An addition of six Sergeants would be an increase of \$367,788 plus fringe; an addition of five Corporals would be an increase of \$266,550 plus fringe. A combined salary increase with fringe totals **\$1,033,971**.

## 3. Inter-Governmental Agreements

#### **LEMAP Report 1.0 Status and Authority**

- 1.2 Update the Intergovernmental Agreement on mutual aid with the City of Tucson.
- 1.3 Develop, with the Pima County Sheriff's Department, an Intergovernmental Agreement on mutual aid.
- 1.4 Develop, with the Tucson Police Department, and for campuses outside of the city, with the Pima County Sheriff's Department, a Memorandum of Understanding regarding law enforcement operations and responsibility for and cooperation with investigations of criminal incidents, especially sexual assaults and other serious felonies, occurring on the campuses including cooperation and coordination in Clery notification requirements.
- 1.5 Develop and cultivate communications and relationships with the chiefs and senior command of the Tucson Police Department and Pima County Sheriff's Department in order to ensure that proper plans are in place for multi-agency response to campus critical incidents.

#### **Action Items:**

• Engage with local first responders (TPD, TFD, PCSO, PECOC) and create/update all related IGA's and MOU's.

#### 4. Policy and Procedure

#### **LEMAP 4.0 Report Policies and Procedures**

- 4.1 Identify and train an accreditation manager. Consider sending this individual and the chief to training at the next IACLEA Annual Conference, scheduled in Milwaukee, Wisconsin, June 23-26, 2017.
- 4.2 Actively pursue obtaining IACLEA Accreditation using the process as a template for implementing change in the department. The effort will require an intensive review of all policies and procedures to verify they are consistent with agency requirements and comply with the best practice standards.
- 4.3 Create an Accreditation Committee to review policies and procedures in accordance with accreditation requirements and to assist in writing policy. Ensure that policies accurately reflect departmental operations.
- 4.4 Actively train all members of the department in the content, intention, impact, scope, and dimension of each policy and test to determine knowledge and understanding. Document that such training has occurred. Roll call training works well for review and discussion of most policies.
- 4.5 Develop or subscribe to a program that tracks and records department members' receipt, acceptance, and understanding of policies when they are issued.
- 4.6 Develop a procedure to review policies annually and add a reviewed signature block to the directive that indicates when it was reviewed last by the chief.
- 4.7 Continue to develop and revise policies and procedures as methods and practices change to ensure they reflect current best practices in policing.
- 4.11 Identify which policies (e.g., high liability issues) should be forwarded to campus counsel or other administration for review.

#### **Action Items:**

- Planning for IACLEA Accreditation has begun by instituting a Policy & Procedure Review
  Board that will begin reviewing current documented policies and procedures in December,
  2017. Upon completion of the first review and revision of the Administrative and
  Operational Procedures Manual, future reviews will occur on a bi-annual basis.
- Identify an Accreditation Manager within the PCCPD to manage the accreditation process.
- Personal rifles that are owned by Police Officers and deployed in the field have been replaced with College Police Department issued rifles. The Operational Procedures Manual has been updated to reflect current practice and policy related to personal weapons.

#### 5. Locations and Facilities

### **LEMAP Report 17.0 Space and Facilities**

17.1 In long-term planning, work toward relocating campus substations to the heart of campus closer to student activities and that would be inviting for students to walk into.

#### **Action Items:**

• As part of the College Facilities Master Plan, College Police campus sub-stations should be relocated at all five campuses to make them more accessible and visible to the public.

#### **Technology Improvements**

In addition to dedicated safety and security staff, the College is also utilizing modern technology, equipment and devices to enhance security and safety on PCC campuses. Crime Prevention Through Environmental Design (CPTED) is a multi-disciplinary approach to deterring criminal behavior utilizing strategies that rely upon the ability to influence offender decisions that precede criminal acts. The following table shows the various safety and security measures that the College has implemented, is currently expanding or is recommending for implementation.

Table 8

Security and Safety Technology Improvements					
Description	Technology	Annual Cost			
Text Messaging	Rapid delivery of emergency messages to	\$38,000			
	subscriber cell phones.	Covered by			
		Operating Budget			
Remarks:					
Currently in place and	functioning at PCC.				
Description	Technology	Capital Project Cost			
Mass Notification	Public Announcement system to deliver	\$350,000			
	emergency messages and notifications to	FY18 Capital Budget			
	entire campus live.				
Remarks:					
Proposed upgrades to	be in place by 2018.				
Description	Technology	Capital Project Cost			
Blue Light	Emergency Communication system direct to	\$200,000			
<b>Emergency Phones</b>	College Police dispatch.	FY18 Capital Budget			
Remarks:					
_	allation of new emergency phone devices. Estim	ated completion by			
end of 2018.					
<b>D</b>	m 1 1				
Description	Technology	Capital Project Cost			
Door Locks	Classroom doors upgraded to ensure that	Capital Project			
	classrooms can be secured from the inside.	Complete			
Remarks:					
Security improvement project completed in 2015.					
Description	Technology	Annual Cost			
	Panic ButtonWireless alarm deviceNo annual cost				
Remarks:					
College Police dispatched to respond to safety or security threat when alarm device is					
triggered. PCCPD is currently in the process of completing an audit for all sites.					

Description	Technology	Annual Cost
Fireworks	Software and hardware platform that allows	No annual cost or
	the interface of compatible fire alarm	ongoing
	control systems to one or several	maintenance fees.
	workstations. This permits monitoring and Pay for upgra	
	control multiple areas or buildings from a	licenses as needed.
	single point of the system access.	

#### Remarks:

There is a current equipment upgrade project planned to meet current needs and keep up with new technology.

Description	Technology	Capital Project Cost
<b>Access Control</b>	Access Cards, Keys, Control Boxes and	Phase 2 College-wide
System	Electronic Locks	implementation
		estimated at \$2.3m

#### Remarks:

Installed for the purpose of permitting authorized personnel into or out of controlled areas. Currently in process of assessments and developing plans to help determine final cost and subsequent implementation for all locations.

Description	Technology	Capital Project Cost
Video Surveillance	Video Surveillance Cameras, Monitoring and	Included in the cost
	Storage hardware and equipment. System	of the Access Control
	allows operators to monitor and store	System listed above.
	captured video for a limited number of days	
	for review. Storage size/history dependent	
	on camera resolution settings.	

#### Remarks:

Video Surveillance systems have been installed at the M&S and DC locations. Plans are currently being finalized for the Aviation Technology Center. Assessments are in process to develop college wide implementation plans and determine final cost.

Description	Technology	Capital Project Cost
<b>Employee ID</b>	Card with employee photo, barcodes for	Cost covered by the
Badges	additional programmed functions and	Access Control
	internal microchip.	System.

#### Remarks:

VC for Facilities and College Police has proposed implementing a policy requiring employees to carry a mandatory ID badge while performing their duties at the College. At PCC this badge is also currently utilized for Access Control.

Description	Technology	Annual Cost
<b>Controlled Parking</b>	Parking Decal/Permit	\$5,000 - \$15,000

#### Remarks:

VC for Facilities and College Police has proposed implementing a policy requiring employees and students to obtain a parking decal/permit. Controlled Parking offers plenty of advantages. The number of cars permitted can be held equal to the number of spots in the lot, system allows for quick identification of vehicle ownership, decals are safe and unobtrusive, a potential source of revenue for the College which is often put back into the

cost of parking lot maintenance and lot security. Parking permits at the UofA range from \$152 (motorcycle) up to over a \$1,000 per space. (<u>UofA parking rates</u>). The most important positive facet of parking permits is added security. Parking permits not only ensure that only allocated individuals park in college parking lots, but should a car be kept in the lot overnight or longer than expected, the car owner can be contacted to ensure they are not in jeopardy.

In addition to the technology listed in Table 8 above, the VC for Facilities and College Police and the Chief recommend future review of the following items:

- Increased involvement by campus staff and faculty in the Campus Action Teams (CAT).
- Mandatory safety training(s) for all staff.
- Expand the authority of College Police related to vehicle ticketing and towing.
- Secure loading dock and receiving areas on campus.
- Streamline the Human Resources recruitment process related to College Police staff and CSOs.
- Development of Clery Compliance Committee.

## 6. Emergency Operations and Planning

#### **LEMAP Report 19.0 Emergency Operations Planning and Special Events**

19.1 Conduct continual training and tabletop exercises for campus leadership, as well as specialized units and teams, including Campus Action Teams.

19.2 Provide training related to roles and responsibilities of senior leadership in a crisis.

19.3 Plan periodic training and/or exercises with outside agencies that would respond in a critical incident.

19.4 Provide for an annual review of the emergency plan.

19.5 Conduct a comprehensive review of emergency communications plans.

19.6 Develop an emergency notification checklist with clear guidelines for sending out communications and for upward notifications.

19.7 Develop a process for issuing emergency notifications and add to policy. Create pre-scripted messages and identity who has the authority to disseminate them. Identify alternate authorities designated to issue emergency notifications in the absence of the principals.

19.8 Provide authority for the PCCPD Communications Center to send out emergency messaging and ensure that all dispatchers receive ongoing training in properly discharging this responsibility.
19.9 Create the position of Emergency Planner/Manager.

19.10 Designate an Emergency Operation Center on each campus.

#### **Action Items:**

- Continue to develop emergency plans with the goal of establishing tabletop and practical exercises at each campus on an annual basis.
- Improve communication with Executive Administration. Develop and implement executive training on roles & responsibilities in an emergency (ICS402).

- Create and hire a dedicated college-wide Emergency Manager. Depending on the finalized duties for this position, the manager could be classified as a Program Manager/Advanced Program Manager reporting to the Director of Environmental Health and Safety.
  - O The Emergency Manager would be responsible for Disaster and Emergency Planning for Preparedness, Response and Recovery, developing plans for disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., floods, earthquakes) or man made (e.g., fires, hazardous material spills, etc.) disasters, coordinate disaster response or crisis management activities such as evacuations, shelters in place, and implementing special needs plans and programs.

### 7. Mission Statement

### **LEMAP Report 3.0 Goals and Objectives**

3.1 Involve department members in the development of a contemporary mission statement, strategic plan, and departmental goals and objectives to purposely complement the college's mission, vision, and values.

#### **Action Item:**

• Steps to refine the Mission Statement are already under way. The next steps will be to share the draft with the College Police Focus Group and further develop an updated statement that will address the future departmental goals and objectives.

## 8. Operating Hours

Facilities and College Police are routinely tasked with providing access and security outside of business hours (approx. 6:30am-11:00pm Monday-Friday, 7:00am-4:00pm weekends) and often without prior notification. Establishing a district wide college operational hour standard for academic and institutional business purposes would allow for both Facilities and College Police to develop a deployment schedule which is more aligned with the true operating hours of the College.

An Operational Hour Standard will:

- Provide the PCCPD with clear guidelines and goals for providing security and safety to our community, students, and college employees.
- Allow PCCPD to reduce their deployment coverage and reduce costs
- Reduce Facilities operational costs

Please see Table 9 below for hours that represent the times when the facilities are opened and locked at the various locations. Table 10 (next page) provides additional clarification, expected notification timelines, restrictions and definitions.

Table 9

Campus							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
WEST	7:00 A.M 4:00 P.M.	CLOSED	6:30 A.M 11:00 P. M.	7:00 A.M 7:00 P.M.			
DOWNTOWN	7:00 A.M 4:00 P.M.	CLOSED	6:30 A.M 11:00 P. M.	7:00 A.M 7:00 P.M.			
NORTHWEST	7:00 A.M 4:00 P.M.	CLOSED	6:30 A.M 11:00 P. M.	7:00 A.M 7:00 P.M.			
DESERT VISTA	7:00 A.M 4:00 P.M.	CLOSED	6:30 A.M 11:00 P. M.	7:00 A.M 7:00 P.M.			
EAST	7:00 A.M 4:00 P.M.	7:00 A.M 4:00 P.M.	6:30 A.M 11:00 P. M.	7:00 A.M 7:00 P.M.			
COMMUNITY	7:00 A.M5:00 P.M.*	CLOSED	6:30 A.M 10:30 P. M.	7:00 A.M 7:00 P.M.			
29TH STREET	SEE PSESI SCHEDULE	SEE PSESI SCHEDULE	6:30 A.M 9:00 P.M.	6:30 A.M 9:00 P.M.	6:30 A.M 9:00 P.M.	6:30 A.M. = 9:00 P.M.	6:30 A.M. • 9:00 P.M.
D.O.	CLOSED	CLOSED	8:00 A.M 5:30 P.M.	8:00 A.M 5:30 P.M.			
EL PUEBLO/EL RIO	El pueblo only 9:00 a.m. - 12:00 p.m.	CLOSED	8:00 A.M. = 9:00 P.M.	8:00 A.M. = 9:00P.M.	8:00 A.M. = 9:00P.M.	8:00 A.M. = 9:00P.M.	8:00 A.M 5:00 P.M.
M&S	CLOSED	CLOSED	8:00 A.M. = 5:00 P.M.	8:00 A.M 5:00 P.M.	8:00 A.M. = 5:00 P.M.	8:00 A.M. = 5:00 P.M.	8:00 A.M 5:00 P.M.
AVIATION	7:00 A,M 7:00 P,M.	CLOSED (testing as needed)	7:00 A.M 7:00 P.M.	7:00 A.M 7:00 P.M.	7:00 A.M 7:00 P.M.	7:00 A,M, - 7:00 P,M,	7:00 A.M 7:00 P.M.

#### Table 10

Friday - Sunday hours are subject to scheduled curriculum and special events with proper notice to college police dispatch and Facilities Help Desk.

Requests for access, setups, custodial, heating/cooling and other Facilities support services outside of business hours will require notice to college police dispatch and Facilities Help Desk along with a FAMIS service request. Scheduled curriculum and events outside of standard operational hours require at least two week notice prior to event. Failure to provide advanced notice may result in delays and/or non-completion of request. Accessibility must be taken into consideration when scheduling curriculum and events outside of standard operational hours and should be included in the reservation request. Although College Police and Facilities will make every effort to complete requests, Emergencies and other operational priorities may override requests.

Employee access outside of business hours is restricted to the Program Manager level on up withour prior supervisor authorization. Campuses will be closed outside of the listed hours for each location. Persons on campus without authorization will be asked to leave and return during operational hours. This includes the public using the Wi/Fi in open access areas of campuses. I.T. is able to turn off this service to those external areas outside of operational hours.

Until further notice the shared facilities adjacent to the West campus FSS will abide by the agreed upon hours of operation identified in the MOU/IGA with the city of Tucson.

A CLOSED designation indicates that the core campus is secured and there are no regularly scheduled activities at that location.

#### Conclusion

PCCPD trains regularly for situations such as Active Shooter and other serious incidents. PCCPD has taken steps to improve our ability to respond by procuring equipment that allows us to meet most any threat posed and by increasing the number of hours each officer is trained annually. We are improving our ability to respond by expanding training to include practical campus exercises by including the campus community in the participation and observation of exercises. PCCPD is currently engaged in discussions with the Pima County Sheriff's Office and the Tucson Police Department to conduct practical Active Shooter exercises on PCC campuses.

Furthermore, PCCPD is currently engaged in efforts to expand education and awareness by developing programs for student and staff orientation and by making information resources available on our website. The number of Police Officers or CSOs seen on campus at a given time is dependent on many factors, the primary being the resources we have available. In addition, call volume, campus activity, administrative duties and other factors can affect the visibility of staff. PCCPD is deploying staff to campuses in the most efficient way possible to ensure campus safety. PCC must balance safety & security with the fact that we are an open institution whose goal is to make education available to all who seek it. PCCPD strives to utilize all of the tools available, including technology, to help ensure safety & security, while remaining open & welcoming to the community.

Citation: (IACLEA, 2011)

Bibliography Entry: IACLEA. (2011). Establishing Appropriate Staffing Levels for Campus Public

Safety Departments.

## **PimaCountyCommunityCollegeDistrict**

#### **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 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 October 2, 2017
  - B. Special Meeting to conduct Executive Session on October 11, 2017
  - C. Regular Meeting of October 11, 2017
  - (2) Grant Proposal: East Campus Veterans Upward Bound Program, 2017-2022
  - (3) Grant Proposal: GOHS STEP Enforcement Related Equipment, FY 2017
  - (4) Multiple Program Inactivations
  - (5) Contract: Enterprise Network Systems for Aruba Switches, FY18
  - (6) Board Policy Changes Final Reading

**Approval** 

Chancellor\_

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(1)A		
Item Title	Contact Person		
Unapproved Minutes of the Study Session of October 2, 2017	Chancellor's Office (206-4747)		
Recommendation:			
The unapproved Minutes of the Study Session of October 2, 20	17 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, October 2, 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 Luis Gonzales Sylvia Lee

#### **Absent:**

Demion Clinco, Secretary/Vice Chair Meredith Hay

#### **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. PCC Foundation

Executive Director Rachel Schaming informed the Board on the current status and proposed expansion of fundraising and development activities; options for restructuring the development roles and responsibilities of the College and PCC Foundation.

Chancellor Lambert noted that Pima Community College has been working with the PCC Foundation to look at a model that will allow Pima to strengthen the Foundation's role at diversifying revenue sources and focus on more than just scholarships.

Ms. Schaming provided the Board with some work history and how she came to become the Executive Director of the Foundation. Edmund Marquez, PCC Foundation Board Elect and Tommy Roof, past Board Chair of the Foundation, joined in the discussion.

Ms. Shaming noted that the private sector in Tucson is willing to help PCC due to the lack of public funding. Due to the capital campaigns going on with the University of Arizona and the big hospitals, she noted that this is a good time for PCC to reach out to the private sector.

The Foundation created a service agreement with PCC, which it had not had in the past 40 years. Ms. Shaming noted that the Foundation will continue to provide scholarships but will also focus on creating a full fundraising department.

Governing Board Study Session Minutes – October 2, 2017 Page 2

The PCC Foundation has been spending time over the past year updating their bylaws, articles of incorporation, and policies. The Foundation also had a feasibility study conducted last fall to get them ready for their next chapter. Ms. Shaming noted that this is time to modernize Pima, especially now with the need for middle level, highly skilled workers.

The Foundation would like to be able to provide programs they were not able to provide before because of staffing limitations. Some of those programs include major gift programs, corporate and college relations programs, matching gift programs and planned giving programs. The Foundation would also like to focus on grants and internal gifting.

Ms. Shaming reported that because the Foundation is not subject to procurement restrictions, the Foundation can use funds to build or improve buildings, invest in programs, equipment, research, real estate, and endowed chairs. Ms. Shaming also noted that Pima is restricted, based on the amount of compensation they can pay for various positions, but the Foundation is able to help supplement those.

Ms. Shaming noted that the first 1-2 years will be about infrastructure, adequate software, and adequate staffing before you see a large return on the investment. By the third year, things will be in place and the Foundation can start work on a plan for a capital campaign. There are also plans for a Chancellor's Gift Club.

Ms. Shaming noted that the Foundation aims to modernize PCC to fill community job needs.

Ms. Shaming briefly discussed the three financial options the Foundation is requesting for their new initiatives. The options are \$400,000, \$600,000, and \$800,000 tiers with community events, campus developments, and college meeting amounts increasing at each level. Ms. Shaming noted that for the first couple of years the Foundation will be using contract employees to keep costs down.

The Foundation has provided \$4,093,585 in scholarships since 2013 and will continue to provide and enhance this program

Ms. Shaming reported that the four verticals the Foundation would like to focus on are Applied Technology, Public Safety, Health Care, and Aviation. She noted that these are key areas for the College identified in the Educational Master Plan.

Board member Gonzales asked for a copy of the feasibility report and Ms. Shaming agreed to mail it to the full Board.

Dave Bea, Executive Vice Chancellor for Finance and Administration reported that the College has been providing the Foundation with a number of employees and paid support through the College's budget as in-kind contributions. The Foundation receives \$30,000 a month which comes out to about \$400,000 under the current, temporary agreement.

Board member Gonzales noted his concern that the Foundation is not ready for a comprehensive campaign and is in favor of the first option of \$400,000 and noted the importance of economic development, especially at West Campus. Edmund Marquez,

Governing Board Study Session Minutes – October 2, 2017 Page 3

Foundation Chair noted that public and private partnerships are the thing of the future and will assist in developing these relationships between the College and business community.

Mr. Silvyn noted that this service agreement is meant to clarify the relationships and move forward.

The Foundation Board noted that they are recommending option two, at \$600,000, in order to start adding development managers. They also noted that they would like to have one of PCC's Board members sit on the College/Foundation Relationship Committee and have another Board member sit on the Foundation Board. The two organizations need to be close.

The Foundations portfolio total is \$8 million with a goal of \$20 million.

#### 3. Board Meeting Procedures

Susan Segal with Gust Rosenfeld Law Firm provided a review of the Board's bylaws and Robert's Rules of Order on meeting procedures. The Board members discussed the procedural rules for governing board meetings.

Ms. Segal noted that she previously reviewed and revised the Board bylaws but did not focus on Robert's Rules of Order and how they interfaced.

The 11<sup>th</sup> Edition of Robert's Rules focuses on smaller Boards which she feels really doesn't relate to PCC's Board but neither does the regular Robert's Rules. She would like some rules that fall somewhere between the two. Ms. Segal noted that all rules are not necessary.

Ms. Segal reported that what she is trying to accomplish is orderly consideration of all issues and ensure all members have a reasonable opportunity to have a voice.

The following recommendations were made and discussed:

- 1. Modify the bylaws so that it makes it clear that all motions require a second.
- 2. Make substitute and amended motions clear.
- 3. Make it clear that the Chairperson can make and second motions, discuss and vote.
- 4. Board members should have a motion and second on the floor before a discussion.
- 5. Board Chair should recognize speaker by name.
- 6. Make a rule to say that when a member has spoken once, on a question, the member will not be recognized again for the same question until the other Board members, who want to speak, have spoken.
- 7. Tabling a motion will require a motion, a second, and vote by majority.
- 8. Close or limit the debate. Either one requires a motion and a second and vote by a majority. If it passes, the pending motion will be voted on immediately.
- 9. Motion to reconsider at the next regular meeting.
- 10. Motion to adjourn or recess at any time during the meeting with a second.
- 11. Add an item to the agenda called Future Agenda Items. Future agenda items cannot be discussed at the meeting. It is the responsibility of the Chair to schedule these items.

Governing Board	
Study Session Minutes - October 2, 201	17
Page 4	

The Board members present agreed to the recommended changes to the Board bylaws. Ms. Segal noted that she would have a draft of the bylaws to the Board 10 days before the November meeting.

Board Chair Hanna asked to reschedule today's Executive Session	n.
Secretary	

Date

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

## **ACTION ITEM**

Meeting Date: 11/8/17	item Number: 4.1(1)B
Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on October 11, 2017	Chancellor's Office (206-4747)
Recommendation:	
The unapproved Minutes of the Special Meeting to go into Exec 2017 are submitted for approval.	eutive Session on October 11,
Approval	
Chancellor	
Lee D. Lambert, J.D.	

## PIMA COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEETING MINUTES October 11, 2017

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, October 11, 2017 at 3:30 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 3:31 p.m.

#### Motion for Executive Session

#### Motion No. 201710-01

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

Governing Board Minutes Special Meeting – October 11, 2017 Page 2

The Board recessed into the above referenced Executive Sessions at 3:32 p.m.

## Resumption of Open Session

The Board resumed Open Session at 4:29 p.m.

## Adjournment

The meeting adjourned at 4:30 p.m.		
Secretary		
Date		

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

## **ACTION ITEM**

Meeting Date: 11/8/17	Item Number: 4.1(1)		
Item Title	Contact Person		
Unapproved Minutes of the Regular Meeting of October 11, 2017	Chancellor's Office (206-4747)		
Recommendation:			
The unapproved Minutes of the Regular Meeting of October 11, 2	2017 are submitted for approval		
Approval			
Chancellor			
Lee D. Lambert, J.D.			

#### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, October 11, 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 Luis Gonzales Meredith Hay Sylvia Lee

#### 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

#### **ADMINISTRATION**

Lee Lambert, Chancellor

Michael Amick, Vice President of Distance Education

David Bea, Executive Vice Chancellor, Finance and Administration

Dan Berryman, Vice Chancellor, Human Resource

Yira Brimage, Vice President of Student Affairs and Engagement

Lisa Brosky, Vice Chancellor, 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

Sylvia Lee led the Pledge of Allegiance

#### Roll Call

All Board members were present.

Governing Board Recognition and/or Awards — Chancellor Emeritus recognition

The Governing Board recognized former President, S. James Manilla with Chancellor Emeritus status for his outstanding accomplishments and contributions to the College.

Georgia Brousseau was invited to say a few kind words about S. James Manilla. The Board members and Chancellor Lambert presented an award to the Chancellor Emeritus recipient.

#### Public Comment - Call to Audience

Javier Herrera, Micali Paul Sherman and Ann Yellott-Summary and highlights of the 6<sup>th</sup> Annual Youth and Peace Conference.

Georgia Brouseau-East Campus classes and programs

Linda Cortier-Comment regarding first reading of BP 1.25

Kyle Herrington-Block scheduling

Sandra Faulk-Comment regarding first reading of BP 1.25 representing ACES

Daisy Rodriguez-Pitel-Study abroad opportunities at PCC

Matej Boguszak-Comment regarding first reading of BP 1.25 representing PCCEA

Steve Mendoza-Comment regarding first reading of BP 1.25 representing AFSCME

Joe Thomas-Comment regarding first reading of BP 1.25 representing Arizona Education Association

#### Remarks by Governing Board Members

Board Chair Hanna reported on some of the events he attended over the past month, those events included a tour of Dental Studies, the Victoria Foundation event, ACCT Leadership

Board of Governors Minutes Regular Meeting – October 11, 2017 Page 3

Congress, and the Center of Excellence Forum. Board Chair Hanna congratulated Dr. Francisca Hernandez for receiving the Victoria Foundation Award, Chancellor Lambert for receiving the CEO of the Year Award from ACCT, and Sandscript and AZTEC Press for the recent awards.

Board member Clinco congratulated Chancellor Lambert for receiving the CEO of the Year Award and the College for their hard work.

Board member Lee thanked all of the employee groups for coming out to speak. She noted that Chancellor Lambert has their best interest at heart and we need to come together to work on a solution.

Board member Gonzales reported on the recent campus tours he took at Northwest, Downtown and East Campuses. He had the opportunity to talk with students and returned back to Northwest to attend Hispanic Week. He also attended the Diversity Officer's Forum. He noted that the College must take ownership of the policies we create and the Chancellor must come back with more information on collaborating with employee groups.

#### REPORTS

#### **Administration Report**

#### **Accreditation Update**

Bruce Moses, Assistant Vice Chancellor for Accreditation and Quality Improvement reported that the Higher Learning Commission (HLC) will do a multi-location visit October 23-24, 2017. Dr. Irene Kovala, HLC Peer Reviewer will visit the PCC sites at Davis-Monthan Air Force Base, Casino Del Sol Resort, and Tucson Public Safety Academy.

There will be an HLC Correspondence Education visit in December, Ms. Ann Miller Wood, Chair and Ms. Kathlene Thurman, Team member will be visiting. The correspondence program offers a Customer Service Certificate.

Mr. Moses provided an update to Criterion 1-5 and noted that he will bring Wendy Weeks to the next Regular Board meeting to report on Criterion 5.

Mr. Moses also reported that he received communication from HLC that Pima's Student Report webpage was identified to be used as a best practices model for other colleges.

#### **Enrollment Update**

Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs reported on the enrollment coaching engagement with Blackboard, Inc. that happened over the summer. She noted that the campaign had a series of 49,733 engagement activities (emails/phone calls) went out to 7,800 students and it resulted in approximately 1,315 enrollments; 426 incremental enrollments (who would have not enrolled without coaching).

Dr. Mitchell provided an executive summary describing the details of the engagement and results of a survey conducted during the campaign. One of the major takeaways of this survey was that cost/affordability and reputation **are not** one of the reasons students don't

come to Pima but it did reveal that we may not be providing the right programs for our market.

Dr. Mitchell also noted some areas of interest for 2018 Pima candidates include health/medicine, STEM, business, and computers/IT.

Board Chair Hanna asked for the status of the admissions application issue. Dr. Mitchell noted that testing is just finishing up for the returning and transfer application and will be coming online soon.

#### Reports by Representatives to the Board

#### Student – Nick Betts-Childress

Student Representative Nick Betts-Childress highlighted student sponsored activities for each of the campuses. Some of these activities include the 2017 Hope Fest at the Tucson Convention Center, Suicide Prevention Awareness, Domestic Violence Awareness Event, Emerging Leaders Student Summit, Clothesline Project, and the Harry Potter Halloween celebration. Mr. Betts- Childress also noted that the Senators voted to create a committee to review/revise their proposed bylaws for this year.

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

#### Staff – Joi Stirrup

Staff Representative Joi Stirrup reported on the Staff Council elections for chair and officers. She also noted that members are being assigned to the following committees: Bylaws, Outreach, and Elections.

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

#### Adjunct – Sean Mendoza

Adjunct Representative Nick Betts-Childress reported that adjunct faculty will be recognized at the 10, 20, 30 years of service event at the Pima Air and Space Museum in December.

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

#### Faculty – Brooke Anderson

Faculty Representative Brooke Anderson reported on the subcommittee recruitment for Guided Pathways, "Working with Employees, Evaluation, Development, and Q&A" training, Faculty Senate letter of support of DACA students, CDAC structure recommendations, and a meeting to discuss faculty concerns of new faculty leaderships position's workload, uneven clerical support, and compensation. Ms. Anderson also recognized faculty on recent accomplishments.

Faculty Senate shared their concerns with BP 5.01 and the course audit that was conducted and how it may affect the faculty compensation.

#### Administrator – Nina Corson

Michael Amick reported on behalf of Administrator Representative Nina Corson. Their report was similar to the one in September. Mr. Amick added that the Administrators would like to thank faculty and staff for working so well with the students, especially students who feel they may not succeed.

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

#### Chancellor's Report

Highlights of Chancellor's report included:

- Thanked Board member Clinco for speaking at the Flinn Foundation.
- Applied Technology Center of Excellence Summit
- Arizona Chamber of Commerce/Arizona Advanced Technologies Corridor
- Advocate of the Year Award
- Board authorized support of DACA
- LEMAP-Chancellor will have a solid draft available to the College by the end of the month.
- Ricardo Castro-Salazar being recognized by the Mexican Embassy
- Summer program
- Block Scheduling
- CDACs acceptance of Faculty Senate recommendation
- Chancellor's ACCT Award-Chancellor Lambert thanked all faculty, staff, employees, community and students because they were a great part of this award.

Chancellor Lambert addressed the BP 5.01 issue by saying that these changes to the policy will not change Meet & Confer and it is not going away. He also noted that all employees will have input and he will keep the channels of communication going.

Board member Gonzales requested that the Chancellor provide the Board with a rationale as to why parts of BP 5.01 are being deleted. He would like to know how these decisions came about to give the Board members a better understanding.

#### INFORMATION ITEMS

#### Financial Report – July 2017 Financial Statements

This item was noted as an information item.

#### **Employment Information**

This item was noted as an information item.

#### **Adjunct Faculty Appointments**

This item was noted as an information item.

#### 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

Board of Governors Minutes Regular Meeting – October 11, 2017 Page 6

These items were noted as information items.

#### **ACTION ITEMS**

#### Consent Agenda

#### Motion No. 201710-02

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

- 4.1 (1) Approval of Minutes of the following meetings:
  - A. Study Session of 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

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

#### OTHER ACTION ITEMS

Board Policy — Final Reading – BP 2.01: Diversity and Inclusion — Revised

#### Motion No. 201710-03

Meredith Hay – M, Demion Clinco – S, to approve the revised BP 2.01: Diversity and Inclusion.

Board member Gonzales moved to make an amendment to strike the word "aspires" and insert the word "commits".

Board member Hay did not agree to the change and did not accept the amendment.

Board Chair Hanna seconded Mr. Gonzales' amendment to change "aspires" to "commits".

Board member Hanna asked Jeff Silvyn, Legal Counsel if there are any legal ramifications related to using either the word "aspires" or "commits". Mr. Silvyn noted that there should be no risks or liabilities to the College for the language change.

Board member Clinco requested a roll call vote.

Mark Hanna, Sylvia Lee, and Luis Gonzales voted "aye" by voice vote. Demion Clinco and Meredith voted "nay" by voice vote to change the word "aspires" to "commits" in BP 2.01. **Motion CARRIED** 

Board members voted by roll call to approve BP 2.01 as amended.

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

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

Board member Clinco noted that there he received a complaint about the quality of food served by Follett. He would like make the administration aware of the situation and would like it monitored to make sure the vendor is in compliance with the current contract and the contract they are going to approve.

Chancellor Lambert noted that he will make sure this situation is looked into.

Dr. Dave Bea, Executive Vice Chancellor of Finance and Administration provided a brief history of the process for selecting this vendor.

#### Motion No. 201710-04

Meredith Hay – M, Demion Clinco – S, to 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.

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

#### **Motion CARRIED**

#### Pima Community College Foundation Services Agreement

#### Motion No. 201710-05

Demion Clinco – M, Sylvia Lee – S, to authorize the Chancellor or designee to execute the Services Agreement with the Pima Community College Foundation as written and the dollar amount is not to exceed \$600,000.

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

**Motion CARRIED** 

Board of Governors Minutes Regular Meeting – October 11, 2017 Page 8

> <u>Authorizing the Chancellor to develop an Intergovernmental Agreement with Santa Cruz</u> <u>County Provisional Community College District</u>

Chancellor Lambert noted that he would like an agreement to come back to the Board for approval in December.

#### Motion No. 201710-06

Meredith Hay – M, Demion Clinco – S, to 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.

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

#### Future Agenda Items

Board member Gonzales asked for clarification on how this item works and how a Board member can get an item on future agendas.

Mr. Silvyn noted that this item gives the Board members an opportunity, in a public setting, to make a request for an agenda item. It is the responsibility of the Board Chair to put these items on future agendas.

Board member Gonzales would like to consider putting an item on the agenda to discuss the budget process.

Board member Lee suggested report on and Active Shooter/Emergency Evacuation Plan.

Board Chair Hanna would like a revision of the Governing Board Reporting Calendar.

#### **ADJOURNMENT**

A d: .....

Adjournment
The meeting adjourned at 8:45 p.m.
Secretary
······································
Date

## PimaCountyCommunityCollegeDistrict Governing Board

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.1(2)

Item Title

**Contact Person** 

Grant Proposal: East Campus Veterans Upward Bound

Program, 2017-2022

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

#### **Recommendation:**

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to accept and implement the grant for the Veterans Upward Bound (VUB) program at East Campus and awarded by the U.S. Department of Education. The grant performance period is from September 1, 2017 through August 31, 2022, and the College received the notice of award on September 28, 2017. The award amount is \$1,319,690.00 over a five-year performance period.

#### **Justification:**

The PCC-East Veterans Upward Bound program proposes to serve 125 veterans who meet low-income guidelines and are potential first generation college students from the target service area of southern Tucson and other impoverished areas. In this service area, only 14% of veterans complete a bachelor's degree and earn significantly less than the Arizona or national average (as much as \$9,000 per year less). The poverty rate of the service area is almost double compared to the rest of Arizona and U.S. veterans.

The program will provide all required services as shown in the table below. Program activities focus on developing the academic skills of veterans so they enter postsecondary education college-ready (meaning they do not have to expend veteran's benefits on non-credit-bearing developmental courses). The program will depend on a personalized, case management approach that will meet each veteran at his or her level of ability and then support that veteran through to college readiness.

### **Planned Veterans Upward Bound Services**

- Academic tutoring
- Assistance with course selection, whether upon return to high school or for college
- Financial literacy education
- Preparation and fee waivers for standardized tests and college entrance exams
- Guidance on secondary school re-entry and on college entry
- Information and assistance with applying for admission to college, including fee waivers
- Information and hands-on assistance with

- Academic instruction in courses veterans who hold a high school credential may still need to assess as college ready, including short-term remedial courses
- Participant college success and life skills workshops on financial aid, study skills, choosing a college, etc.
- Assistance with securing support services from other locally available veterans-serving organizations, such

(Continued)

	applying for financial aid		as the Veterans Administration, state,
•	Intensive basic skills development in		and non-governmental organizations
	academic subjects needed to complete a	•	Special services, including math and
	high school credential		science, preparation to ease the
			transition into college entry

This initiative falls under Strategic Direction 1: Improve student success. 1.1. Establish guided pathways for all programs that provide clear academic pathways with aligned support services and on ramps to improve student access and success, and 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:**

The total grant amount received is \$1,319,690 for a 60-month period. The table below illustrates the grant budget:

						<b>Total Project</b>
Category	Year 1	Year 2	Year 3	Year 4	Year 5	Costs
Personnel:						
Program Manager	\$63,726	\$65,001	\$66,301	\$67,627	\$68,980	\$331,635
Program Coordinator						
(2) .8 FTE	\$76,610	\$78,142	\$79,704	\$81,298	\$82,924	\$398,678
Tutors	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$40,000
Instructors (Academic Year and Summer)	\$7,366	\$7,366	\$7,366	\$7,366	\$7,366	\$36,832
Fringe Benefits (31%, 39%, 19.5%)	\$46,500	\$47,370	\$48,258	\$49,163	\$50,086	\$241,377
Travel: National Conferences, State Training, Local Travel Mileage and Student						
Travel	\$17,151	\$17,150	\$15,040	\$15,040	\$14,440	\$78,821
Supplies: Assessment/Testing Materials, Instructional Supplies,						
Office Supplies	\$13,754	\$11,557	\$10,183	\$7,092	\$4,707	\$47,293
Other: Computer						
Software, Printing and Assessment/Application						
Fees	\$8,965	\$7,486	\$7,220	\$6,486	\$5,569	\$35,726
Direct Total:	\$242,072	\$242,072	\$242,072	\$242,072	\$242,072	\$1,210,362

Date: 11/8/17

Indirect Cost (8%)	\$19,366	19,366	19,366	19,366	19,366	\$96,830
Food	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
Total	\$263,938	\$263,938	\$263,938	\$263,938	\$263,938	\$1,319,690

#### **Institutional Commitment:**

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

In-Kind and Direct Contributions	<b>Estimated Annual Cost</b>
Supplies	
Furniture, phones, storage cabinet, computers, laptops, printers	\$34,615
Personnel	
<ul> <li>PCC Veteran Advisors (6 advisors x 4 hours per week)</li> </ul>	
Business Office Supervisor (6 hours per month)	
• Grants Office Staff (15 hours per month)	
Minimal monthly contributions from the Director of	
Enrollment Services and Staff, Human Resources,	
Student Support Services, Marketing and Public	
Relations, Information Technology, Institutional	
Research, Planning, & Effectiveness, and Maintenance &	
Security	\$39,751
TOTAL	\$74,366

Approvals	
Contact Person _	To Mans
	Dr. Lorraine Morales
Chancellor	Contract of the second
	Lee D. Lambert, J.D.

Date: 11/8/17

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/2017 Item Number: 4.1(3)

Item Title Contact Person

Grant Proposal: GOHS STEP Enforcement Related

Vice Chancellor for Facilities

(206-2610)

Bill Ward

#### **Recommendation:**

Equipment, FY 2017

The Chancellor recommends the Governing Board authorize the Chancellor or designee to accept and implement the grant for the "GOHS STEP Enforcement Related Equipment" awarded by the Governor's Office for Highway Safety (GOHS). The College received notice of the award on September 6, 2017 for the grant performance period, which was from September 6, 2017 through September 30, 2017. The award amount was \$27,000 for the purchase of a single electric motorcycle in support of the Selective Traffic Enforcement Program (STEP).

#### **Justification:**

Funding for the "GOHS STEP Enforcement Related Equipment" provides the PCC police force the ability to better patrol and enforce traffic laws on and near College properties. With their current vehicles, Officers are limited in their ability to travel in congested or public areas due to limited access via sidewalks, narrow pathways, and alleys. Additionally, traffic near Pima Community College properties is affected by several long-term road improvement projects such as Ina Rd, Stone Ave, and Interstate 19.

PCC initially requested funding for Fiscal Year 2018. However, on September 6, 2017 GOHS notified the College of an award for Fiscal Year 2017, provided PCC could purchase, receive, and pay for the equipment by September 30, 2017. The purchase of an Electric police motorcycle addresses all of these concerns by allowing officers to patrol areas previously inaccessible catch up to violators in a safer manner than a traditional patrol car. In total, the funds will help cover the cost of a single electric motorcycle.

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 \$27,000 for Fiscal Year 2017. The table below illustrates the grant budget:

Category	Year	Total
Capital Equipment		
One Fully-Equipped Police Motorcycle	\$27,000	\$27,000
Total	\$27,000	\$27,000

# Page 2

Date: 11/8/17

## **Institutional Commitment:**

In-Kind and Direct Contributions are often calculated in a grant's budget to demonstrate the institutional commitment of the organization. This provides the funder with assurance that the awardee will support the success of the grant by integrating the program into the larger structure of the institution through support from existing facilities, services, and personnel. Pima Community College – 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</b>
Personnel	
• Two hours quarterly for Police commander + fringe @ 63%	\$502.51
• Two hours quarterly for Support Staff + fringe @ 39%	
• Two hours quarterly for Fiscal Supervisor + fringe @ 31%	\$229.74
• Two hours quarterly for Grants office staff + fringe @ 31%	\$329.01
	\$266.71
Helmet	\$1,403.12
Annual Maintenance and Operational Costs	\$300.00
Insurance	\$620.00
Tax, Title, License	\$50.00
College police logo	\$1,200.00
Charging station	\$3,500.00
Total	\$8,401.09

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**Contact Person** 

William R. Ward, II

Chancellor

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.1(4)

Item Title Contact Person

**Multiple Program Inactivations** 

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

#### **Recommendation:**

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

#### BUS AOABFT Retailing and Fashion Consumer Sciences - Associate Degree

This degree program has had fewer than 100 students enrolled. In the past 5 years, the program has had a total number of 8 graduates. Based on low enrollment patterns and low graduation rates over the past 5 years, the Dean of Business recommends that the program be inactivated and a teach out occur. In addition, per the Business Advisory Committee Minutes on February 29, 2016, Felicia Fronting (UA) reported that 60% of PCC students entering the UA Retail and Fashion Consumer Sciences College have completed an Associate of Business transfer degree, which basically meets requirements for the first two years, the so this degree is not necessary to transfer to UA.

#### BUS | CRTBFR | Retail Management - Certificate for Direct Employment

Per IRPE data as of April 2017, this certificate program has fewer than ten students currently enrolled. In the past 5 years, the program has had a total number of 4 graduates. Based on low enrollment patterns and low graduation rates dating back to 2012, the Dean of Business recommends that the program be inactivated and a teach out occur. Additionally, it was recommended at the February 6, 2017 BUS advisory committee meeting that this program should be considered for inactivation.

#### BUS | CRTIBM | International Business Management Certificate

Per IRPE data as of April 12 2017, this certificate program has fewer than ten students enrolled. In the past 5 years, this program has had 1 graduate. Based on low enrollment patterns and low graduation rates over the past 5 years, the Dean of Business recommends that the program be inactivated and a teach out occur.

#### CAD | CRTICD | Integrated Circuit Layout Design - Certificate for Direct Employment

Enrollments and graduates have declined steadily over the past few years due to changing industry requirements from an associate's degree to a bachelor's degree. The Applied Technology Division recommends inactivation of the Integrated Circuit Layout Design certificate based on a Five Year Program Review and an analysis of enrollments and graduates of zero to three per year.

SSE	AASYOUTHSERV	Social Services Youth Services Specialty - Associate of Applied Science
		Degree

In the past 5 years, this program has had only 8 graduates. Based on low enrollment patterns in key courses and low graduation rates over the past 5 years, the Social Services Faculty recommend that the program be inactivated and a teach out occur.

Date: 11/8/17 Page 2

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SSE	CRTDOMESVIOL	Social Services Domestic Violence Intervention - Certificate for Direct

In the past 4 years, this certificate program has seen only 1 or 2 graduates per academic year. Based on low enrollment patterns in key courses and low graduation rates over the past 5 years, the Social Services Faculty recommend that the program be inactivated and a teach out occur.

#### **Justification:**

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

#### **College Plan Initiative:**

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

**Employment** 

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

#### **Financial Considerations:**

There are no financial considerations associated with this curriculum change

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Contact Person \_\_\_\_ Polous Duran-Cerda

Dolores Durán-Cerda, Ph.D.

Chancellor

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.1(5)

Item Title Contact Person

Contract: Enterprise Network Systems for Aruba Switches,

FY18

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

#### **Recommendation:**

The Chancellor recommends the Governing Board approve the contract with Enterprise Network Solutions to replace a portion of network switches. Total costs are not expected to exceed \$529,831 for Fiscal Year 2018.

#### **Justification:**

The Information Technology (IT) Department arranges for maintenance, licensing, and service fees on the computer hardware, systems software, network systems and application software that support College-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. 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 began replacing Layer 2 network switches in Fiscal Year 2017, and this project will constitute the next 25-30% of the planned replacement cycle. PCC will make three purchases of Aruba switcher hardware, and IT will complete this phase of the replacement plan during Fiscal Year 2018.

Procurement of this contract occurred through a cooperative agreement with the State of Arizona (contract #ADSPO16-137344), of which Enterprise Networks Solutions is an authorized vendor of Aruba switching hardware. The terms of the purchase agreement conform to State Purchasing Cooperative requirements and specific terms and conditions between the vendor and the Arizona Department of Administration's State Procurement Office; 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:**

Funds for this project were allocated during the capital planning process, and the Governing Board approved the 2017-2018 Capital Project Plan at its April 12, 2017 meeting. The budget for the new equipment is outlined in the table below:

Contract: Enterprise Network Systems for Aruba Switches, FY 18

	Cost of Equipment	Sales Tax*	Total
Purchase 1	\$203,808.50	\$16,406.58	\$220,215.08
Purchase 2	\$137,226.00	\$11,046.69	\$148,272.69
Purchase 3	\$149,322.50	\$12,020.46	\$161,342.96
Total	\$490,357.00	\$39,473.73	\$529,830.73

<sup>\*</sup>Total purchase based on current sales tax rate of 8.05%.

Date: 11/8/17

**Approvals** 

Contact Person \_

David Bea, Ph.D.

Chancellor\_

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.1 (6)

Item Title Contact Person

Board Policy Changes – Final Reading

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

#### **Recommendation:**

The Chancellor recommends that the Governing Board approve the following Board Policy:

BP 1.05 Delegation of Authority to the Chancellor

#### **Justification:**

Recommended changes to BP 1.05 result from the comprehensive review and revision of Board Policies, as well as feedback from the Finance and Audit Committee in October 2016 and input from the Governing Board at their February 2017 meeting.

The revised Board Policy incorporates the following:

- The Chancellor's signature authority for all agreements on behalf of the College will increase from the current limit of \$100,000 to the federal Simplified Acquisition Threshold (currently \$150,000). This change aligns the College with Federal Acquisition Regulations while also reflecting increases in inflation. The Chancellor's signature authority was last adjusted in 2004.
- The use of the all-encompassing term "agreement" to capture all types of transactions binding the College with external parties. This language change eliminates the need to list each type of transaction individually and reduces confusion resulting from a literal reading of the current delegation, which may omit specific transactions by name.
- Based on the requirements of the Higher Learning Commission, and as confirmed by the College's General Counsel, dual enrollment agreements will require approval of the Board. In addition, agreements exceeding the Simplified Acquisition Threshold will require Governing Board approval. All other powers of the Board, including the ability to approve and execute all Intergovernmental Agreements and agreements related to the purchase/sale of real property, remain unchanged.

#### **Financial Considerations:**

None.

Date: 11/8/17 Page 2

# **Approvals**

Contact Person

David Bea, Ph.D.

Chancellor\_



# PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Delegation of Authority to the

Chancellor

Board Policy Number: BP 1.05 Adoption Date: 4/16/14

Schedule for Review & Update: Every three years

*Review Date(s):* 5/4/16

Revision Date(s): 4/11/14, 5/4/16, 3/3/17, 10/26/17
Sponsoring Unit/Department: Governing Board of Governors/

Chancellor

Motion Number: 201404-03

Legal Reference: A.R.S. §§ 15-1444, through 15-1445, 11-

952;

FAR 1.000, et.al

Cross Reference:

The Chancellor serves as the Chief Administrator of Pima Community College, reporting directly to the <u>Governing</u> Board of <u>Governors</u>. On an annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor's performance, including the progress in achieving the goals.

#### **SECTION 1. The Chancellor's Role:**

The <u>Governing</u> Board of <u>Governors</u> defines the role of the Chancellor as follows:

- A. Serves as primary link between the Board and the College's day-to-day operations.
- B. Provides to the Board information to the Board that is timely, accurate, and clear about key issues that impact the College.

- C. Leads the development and execution of short and long\_term plans of the College.
- D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.
- E. Oversees day-to-day operations of the College.
- F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

#### **SECTION 2. Powers and Duties of the Chancellor:**

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.
- B. The Chancellor shall ensure that the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The Chancellor is authorized, to the extent permitted by law, to enter all agreements to conduct the following on behalf of the College, as follows except for those which require approval of the Board as set forth in the list below:
  - 1. Agreements with total value exceeding the Simplified Acquisition

    Threshold amount, as defined in the Federal Acquisition Regulations
    and in effect at the time of execution;
  - <u>2. Intergovernmental agreements;</u>
  - 3. <u>Dual enrollment agreements; and</u>
  - <u>4.</u> All agreements for the purchase, sale, or permanent encumbrance of real property.

The Chancellor may delegate this authority, in which case the Chancellor shall maintain and publish a list of all College positions, employees, and limitations so delegated.

- 1. Execute contracts on behalf of the College up to \$100,000 related to goods or services or to the lease of real property; execute other forms of agreement related to real property, except purchase, sale or permanent encumbrances. The authority to execute contracts does not include, intergovernmental agreements or contracts with architects and bank depositories;
- 2. Dispose of equipment, personal property, and supplies which become surplus to the requirements of the District and which either (a) do not exceed a total item value of \$100,000 original cost, or (b) result from a Board-approved capital project, using a process that promotes the best return of value for the College; and
- 3. Apply for external funds provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.
- D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.
- E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.
- F. The Chancellor shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

#### **SECTION 3. The Chancellor's Limitations:**

As the Chief Administrator of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances involving College

personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

## **SECTION 4. Monitoring the Chancellor's Performance:**

The Board shall conduct a formal evaluation of the Chancellor on an annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

- 1. Input from the Chancellor; and
- 2. Input from the College employees, students, and members of the public.



# PimaCountyCommunityCollegeDistrict Board Policy

Board Policy Title: Delegation of Authority to the

Chancellor

Board Policy Number: BP 1.05 Adoption Date: 4/16/14

Schedule for Review & Update: Every three years

*Review Date(s):* 5/4/16

Revision Date(s): 4/11/14, 5/4/16, 3/3/17, 10/26/17 Sponsoring Unit/Department: Governing Board/Chancellor

Motion Number: 201404-03

*Legal Reference:* A.R.S. §§ 15-1444, 15-1445, 11-952;

FAR 1.000, et.al

Cross Reference:

The Chancellor serves as the Chief Administrator of Pima Community College, reporting directly to the Governing Board. On an annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor's performance, including the progress in achieving the goals.

#### **SECTION 1. The Chancellor's Role:**

The Governing Board defines the role of the Chancellor as follows:

- A. Serves as primary link between the Board and the College's day-to-day operations.
- B. Provides to the Board information that is timely, accurate, and clear about key issues that impact the College.
- C. Leads the development and execution of short and long-term plans of the

College.

- D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.
- E. Oversees day-to-day operations of the College.
- F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

#### **SECTION 2. Powers and Duties of the Chancellor:**

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.
- B. The Chancellor shall ensure the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The Chancellor is authorized, to the extent permitted by law, to enter all agreements on behalf of the College, except for those which require approval of the Board as set forth in the list below:
  - 1. Agreements with total value exceeding the Simplified Acquisition Threshold amount, as defined in the Federal Acquisition Regulations and in effect at the time of execution;
  - <u>2.</u> Intergovernmental agreements;
  - <u>3.</u> Dual enrollment agreements; and
  - 4. All agreements for the purchase, sale, or permanent encumbrance of real property.

The Chancellor may delegate this authority, in which case the Chancellor shall maintain and publish a list of all College positions, employees, and limitations so delegated.

- D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.
- E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of the College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.
- F. The Chancellor shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

#### **SECTION 3. The Chancellor's Limitations:**

As the Chief Administrator of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances involving College personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

## **SECTION 4. Monitoring the Chancellor's Performance:**

The Board shall conduct a formal evaluation of the Chancellor on an annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

- 1. Input from the Chancellor; and
- 2. Input from College employees, students, and members of the public.

# PimaCountyCommunityCollegeDistrict

#### **Governing Board**

4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.2(1)

Item Title Contact Person

Contract: Olympus Janitorial Services for Higher Education Willia

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

#### **Recommendation:**

The Chancellor recommends that the Governing Board authorize the Chancellor or designee to approve a contract with Olympus Janitorial Services for Higher Education to provide custodial services for the period of January 1, 2018 through December 31, 2022 with five (5) additional one (1) year renewal options. The custodial services contract costs are not expected to exceed \$1,878,030 including 7% contingency for specialized and emergency services for the first year.

#### **Vendor Selection & Justification:**

The College has selected Olympus Janitorial Services for Higher Education following a competitive selection process. Olympus Janitorial Services for Higher Education will provide custodial services for all College campuses, District Office, 29<sup>th</sup> Street Coalition Center, Maintenance & Security, and Aviation Technology Center. The services provided will include day porters as well as routine and seasonal cleaning throughout the District. Specialized and emergency cleaning is provided as needed.

A selection committee consisting of five employees representing Facilities Operations, Environmental Health and Safety, and Fiscal and Management Operations was established and tasked with evaluating proposals. A total of nine vendors responded to the RFP and as part of the process these vendors toured the College facilities that were covered by the contract. Vendors then submitted sealed proposals and pricing bids. Submitted proposals were evaluated based on the following: staffing, references, service and cost. Olympus Janitorial Services for Higher Education was recommended for the contract award following the evaluation.

Olympus Janitorial Services for Higher Education has developed a customized 5-week transition process. Upon contract award, the transition team will conduct job fairs to attract current and new employees to ensure continuity and consistency.

#### **Financial Considerations:**

The contract costs will be funded from General Fund operational budget approved and allocated to Facilities for this purpose. For FY18, the total budget is not expected to exceed \$939,015 including 7% contingency for specialized and emergency services, as needed.

Contract: Olympus Janitorial Services for Higher Education

Date: 11/8/17 Page 2

# **Strategic Plan:**

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

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Contact Person\_

William R. Ward II

Chancellor \_\_\_\_\_ Lee Lambert, J.D.

4905C East Broadway/Tucson, Arizona 85709-1010

# **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.2 (3)

Item Title Contact Person

Amendment to Board Bylaws

Chancellor's Office (206-4747)

#### **Justification:**

In accordance with Board Bylaw, Article IX: Amendment to Bylaws, Section 1, the Board has requested to consider and vote on proposed amendments to the Bylaws.

**Approval** 

Chancellor



Bylaw Article Title: Meetings

Bylaw Article Number: VI

*Adoption Date:* 11/15/78; 12/11/13; 2/5/14

Revision Date(s): 11/21/79; 2/18/81; 5/18/83; 4/19/89; 2/8/95;

9/21/11; 12/9/13; 1/14/14; 10/19/16; 11/2/17

Motion Number: 1520; 1522; 1944; 2418; 3296; 4405; 5300;

201610-05

Legal Reference: A.R.S. § 15-1443(B); A.R.S. § 38-431 through 38-

431.03

<u>Section 1</u>. A "meeting" is a gathering, in person or through technical devices, of a quorum of the Board members at which they discuss, propose, or take legal action, including any deliberations by a quorum with respect to such action. "Legal action" means a collective decision, commitment or promise made by the Board pursuant to the law, these bylaws, or specified scope of appointment. Board members may participate telephonically.

<u>Section 2</u>. The regular meetings (as specified in A.R.S. § 15-1443) shall be held on the second Wednesday of every month at such time and place as the Board determines, unless otherwise ordered by the Board.

<u>Section 3</u>. Special meetings may be held at the request of the Chancellor, the Board Chair or upon request in writing by two Board members. The purpose of special meetings shall be to transact business or to study and discuss issues brought to the Board. A Study Session is a special meeting.

<u>Section 4</u>. In January of each year, the Board shall hold an annual meeting, as specified by A.R.S. § 15-1443(B), for the purpose of electing officers and conducting such other business as may be necessary. The annual meeting will be

the first Governing Board meeting in January, unless the Chancellor and Board Chair designate a different January meeting as the annual meeting. The Board may also select representatives to various organizations and discuss the parameters of that appointment.

<u>Section 5</u>. A majority of all members of the Board, including those present telephonically, shall constitute a quorum for purposes of a meeting. A majority vote of the Board members present, including those present telephonically, shall be required for any legal action to be taken.

Section 6. The agenda and order of business for regular and special meetings shall be determined by the Chair and the Chancellor. Each meeting shall commence with a call to order, pledge of allegiance, and a roll call of members present. An agenda may include a "consent agenda" of items that will not require discussion prior to action. Upon request of any board member at the meeting, an item may be removed from the consent agenda in order to allow discussion. An agenda will also include items for future board meetings, but if a board member proposes an item for future discussion, there shall be no debate on the substance of the proposed item until a future meeting when discussion or action on the proposed item is listed on the agenda.

<u>Section 7</u>. If the agenda includes an open call to the public ("Public Comment"), the following procedures shall apply during that part of the meeting:

- Any individual desiring to address the Board shall complete a form (Request to Address Board) and give this form to the designated College staff person prior to the start of the Public Comment.
- The Board Chair shall be responsible for recognizing speakers, maintaining proper order, and adhering to any time limit set.
- If considered necessary, the Board Chair shall set a time limit on the length of the Public Comment period. In order to ensure that each individual has an opportunity to address the Board, the Chair may also set a time limit for individual speakers.
- Upon conclusion of the Public Comment section of the meeting, individual members of the Board may respond to any criticism made by an individual who has addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda.

• Board members may not discuss or take legal action on matters raised during the Public Comment section of the meeting unless the matters are properly noticed for discussion and legal action.

Section 8. Any Board member can request agenda items by forwarding them to the Board Chair and the Chancellor. <u>Alternatively, at a Board meeting, a Board member may request that an item be placed on a future agenda, as set forth in Section 6 above or in response to comments made in the Public Comment portion of the meeting, as set forth in Section 7 above.</u>

<u>Section 9</u>. For each agenda action item other than routine status reports by Board representatives, Board members, or the Chancellor, there shall be a corresponding action item description that includes background, a recommendation, legal and financial impacts or the recommended action, a justification for action, and other pertinent information. In the case of a contract or agreement to be acted upon by the Board, the proposed language of the contract or agreement shall also be included. Staff, as designated by the Chancellor, shall prepare and submit the action item description and accompanying materials.

Section 910. The agenda, agenda items, and supporting materials shall be distributed to members of the Board and posted online no later than five calendar days in advance of the meeting. Additional and supplemental supporting materials shall be provided to the Board members and posted online at least 24 hours prior to the meeting unless the Board Chair, in the Chair's discretion, approves submission less than 24 hours prior to the meeting or in the case of an actual emergency. All supporting or backup materials for an agenda item, including proposed language of contracts or agreements to be acted upon by the Board, shall be available in the District office and/or linked on the posted agenda by hyperlink. Supporting or backup materials include, but are not limited to, the following: power points, contracts or agreements to be acted upon, and relevant reports if they are referred to in the presentation to the Board. No supporting or backup materials may be presented to or considered by the Board at a meeting if this section is not complied with. The Chair, in the Chair's discretion, may postpone consideration of an agenda item if the provisions of this section are not complied with.

Section 1011. Board members and the Chancellor may present a brief summary of current events if a summary is listed on the agenda. In such event, specific matters to be summarized are not required to be separately listed on the agenda. The Board may not propose, discuss, deliberate, or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for discussion, deliberation or legal action to be taken by the Board.

<u>Section 1112</u>. The Chancellor, or his or her designee, shall attend each regular and special meeting of the Board for the purpose of presenting business items, making recommendations, and reporting on items pertaining to the College

Section 1213. Minutes or a recording of the public portion of a meeting shall be available for public inspection three working days after a meeting. Minutes of regular Board meetings will be approved at the next regular Board meeting. Minutes of special meetings shall come to the Board for approval as soon as possible, and not later than sixty (60) calendar days. With the exception of executive session minutes, minutes shall be posted to the College website following approval.

Section 14. The following procedural rules of order apply to motions made by Board members and shall govern the conduct of meetings of the Board:

- All motions require a second before the Board proceeds to a discussion or a vote.
- The Board Chair may make or second any motion and may discuss or vote on any motion.
- Motions may be amended without a vote if the Board member who made the
  original motion and the Board member who seconded the motion agree to
  the amendment. Absent agreement, there must be a vote on substitute
  motion and a second. If the substitute motion passes, it overrides the
  previous motion.
- All discussion on an agenda item by Board members shall occur after there is a motion and a second.
- The Chair shall endeavor to recognize Board members by name in the course of the meeting in order to ensure orderly discussion and action and assist members of the public who access the Board meeting remotely to identify which Board member is speaking.
- <u>Unless otherwise permitted by the Chair in the Chair's discretion, when a member has spoken once on a question, the member shall not be recognized again on the same question until after other Board members who wish to speak have spoken.</u>

- A motion to table a matter requires a motion, a second, and a vote by a majority of the Board members in favor of tabling the matter. A motion may be taken from the table at any time.
- A motion to close or limit debate or call the question (also known as call the previous question) requires a second and an affirmative vote of the members present.
- A motion for reconsideration of a previous action taken by the Board must occur no later than by the end of the next regularly scheduled meeting of the Board and may only be made by a Board member who voted in favor of the previous action. A motion for reconsideration may be seconded by any Board member. No question may be reconsidered one than once.
- At any time during a meeting, a Board member may make a motion to adjourn, which shall require a second and an affirmative vote of the majority of the Board members present. Such a motion can be made even if the Board has not considered all items on the agenda for that meeting. In such event, any matters that have not been considered, shall be placed on the agenda for the next regularly scheduled meeting of the Board.

To the extent any of these rules of order may conflict with *Robert's Rules of Order*, *Newly Revised*, these rules shall apply. The rules contained in this section are procedural in nature and, with the exception of the requirement of a second to a motion, may be waived without affecting the validity of the action taken.



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4905C East Broadway/Tucson, Arizona 85709-1010

#### **ACTION ITEM**

Meeting Date: 11/8/17 Item Number: 4.2 (3)

Item Title	Contact Person
Discussion and Nomination of Board member(s) to	Lee D. Lambert,
Association of Community College Trustees Advisory	Chancellor
Committees	(206-4747)

#### **Recommendation:**

The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 communities, technical, and junior colleges in the United States and beyond. Member organizations such as Pima College may nominate Board members to serve on ACCT committees. ACCT is currently soliciting committee membership applications. The Chancellor recommends the Governing Board nominate members interested in serving on an ACCT committee.

#### **ACCT Board Committees:**

- Diversity The Diversity Committee ensures leadership for the involvement of historically
  underrepresented diverse populations within the governance activities of ACCT. It promotes
  respect for and acceptance of diverse individuals and promotes awareness and educational
  opportunity for underrepresented populations. It advises the ACCT Board by strengthening
  the links with the minority membership, identifying issues that require member input, and
  recommending strategies to gather input.
- **Finance and Audit** The Finance and Audit Committee is responsible for monitoring executive compliance with fiscally related Policies and Bylaws, reviewing the annual budget, the financial audit, establishing procedures for the periodic audit of Association programs and services, and reporting to the Board of Directors.
- Governance and Bylaws The Governance and Bylaws Committee is responsible to review resolutions related to the governance of the Association, amendments to the Bylaws, and the Board Policies. In fulfilling this charge, the Committee helps ensure that the Board of Directors is fulfilling its role to represent the member boards in determining and demanding appropriate organizational performance through its written governing policies.
- Member Communications and Education Committee The Member Communications and Education Committee is responsible for evaluating and making recommendations to strengthen the Board's links with the membership; identifying issues that require member input; and recommending strategies to gather input. Additionally, they evaluate and make recommendations to strengthen current ACCT education programs, and recommend additional programs that promote effective board governance through advocacy and education.

Discussion and Nomination of Board member(s) to Association of Community College Trustees Advisory Committees

• **Public Policy and Advocacy** - The Public Policy and Advocacy Committee is charged with reviewing public policy issues and recommending positions to the Board of Directors and, where appropriate, to the ACCT Executive Committee.

Date: 11/8/17

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Chancellor\_