Regular Meeting

7:00 p.m.
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1005

General Matters/Reports

1. Call to Order
2. Pledge of Allegiance

Public Comment and Reports

The Pima Community College Board of Governors welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public to 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.

3. Public Comment

4. Staff Representatives
   Julie Hecimovich
   Sherry Wright

5. Student Representatives
   Karolina Salmans
   Selemani Tuli

6. Faculty Representatives
   Diane Lussier
   Jack Mertes

7. Report — Chairperson of the Board
   • Authorization of Executive Session on October 9, 2007

8. Report — Secretary of the Board
General Matters (*Continued*)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Report — Pima County Representative to the Arizona Association for District Governing Boards (A.A.D.G.B.)</td>
</tr>
<tr>
<td>10.</td>
<td>Report — Chancellor</td>
</tr>
</tbody>
</table>

Information Items

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Separations from Employment</td>
</tr>
<tr>
<td>13.</td>
<td>Student Aide Hires</td>
</tr>
<tr>
<td>14.</td>
<td>BP-3118: Access to Learning — First Reading</td>
</tr>
</tbody>
</table>

Action Items

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 15. | Approval of Minutes  
Regular Meeting of August 8, 2007 |
| 16. | Consent Agenda |
| 16.1 | New Appointments |
| 16.2 | Adjunct Faculty Appointments |
| 16.3 | Temporary Appointments |
| 16.4 | Involuntary Separation from Employment |
| 16.5 | Grant Proposal/Subrecipient Award and Agreement: National Institutes of Health – Arizona Board of Regents on behalf of the University of Arizona – Understanding and Promoting Health Literacy |
| 16.6 | Grant Proposal/Subrecipient Award/Intergovernmental Agreement: United States Small Business Administration – Maricopa County Community College District, Small Business Development Center |
| 16.7 | Grant Proposal/Subrecipient Award and Agreement: Liberty Elementary School/Arizona Department of Education Science and Literacy Team Project |
16.8 Grant Proposal/Subrecipient Award and Agreement: Arizona Department of Economic Security/Easter Seals Blake Foundation Child Care College Credit Collaboration

16.9 Contract: Online Learning System

16.10 Contract: Exeter Group


Other Action Item

17. Nursing Salaries

Adjournment

Regular Meeting
October 9, 2007, 7:00 p.m.
District Office
Community Board Room
4905C East Broadway
Tucson, AZ 85709-1010
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: General Matters/Reports  

DATE: 09/12/07  
ITEM NO: 1-10

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Staff Representatives
5. Student Representatives
6. Faculty Representatives
7. Report—Chairperson of the Board  
   • Authorization of Executive Session on October 9, 2007
8. Report—Secretary of the Board
9. Report—Pima County Representative to the  
   Arizona Association of District Governing Boards (A.A.D.G.B.)
10. Report—Chancellor
TO: Board of Governors        DATE: 09/12/07
FROM: Chancellor
ITEM NO: 11
SUBJECT: Monthly Financial Statements through July 2007 (Preliminary)

Recommendation:

Attached are the preliminary financial statements showing 2007/08 fiscal year results through July 2007. Time will be provided to discuss college fiscal matters.

OPERATIONAL SUMMARY

Pima Community College has started the year as expected, with positive net assets reported through the end of July. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through month end is approximately $16.2 million. This is higher than the July 2006 net assets increase of $14.9 million.

In terms of operational performance, revenues and expenditures are consistent with budget and our expectations. Personnel services expenditures and commitments are about 62 percent of the budget, which is similar to last year. Services and supplies expenditures and commitments are approximately 32 percent of the budget, which is slightly higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of July are $170.6 million, which is an increase of $12.8 million compared to the same period last year. Principally, this increase is due to the decrease in total liabilities from the retirement of long-term debt.

Contact Person:

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

Dr. Roy Flores, Chancellor
**Statement of Net Assets**
For the One Month Ended July 31, 2007
(Preliminary)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>CURRENT FUNDS</th>
<th>FY 2007/08</th>
<th>FY 2006/07</th>
<th>Prior Year Totals as of July 31, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
<td>Plant and Other Funds</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Cash and Cash Equivalents</td>
<td>$52,476,895</td>
<td>$5,123,195</td>
<td>$14,152,775</td>
</tr>
<tr>
<td>2</td>
<td>Short-term Investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Receivables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Property Taxes</td>
<td>$2,123,391</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Accounts (net of allowances)</td>
<td>$10,882,263</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Government Grants and Contracts</td>
<td>1,183</td>
<td>1,178,453</td>
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<tr>
<td>7</td>
<td>Student Loans (net of allowances)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
<td>841,114</td>
<td>232,420</td>
<td>25,613</td>
</tr>
<tr>
<td>9</td>
<td>Inventories</td>
<td>50,039</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Prepaid Expenses</td>
<td>302,936</td>
<td>5,401</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Current Assets</strong></td>
<td><strong>66,677,821</strong></td>
<td><strong>6,539,469</strong></td>
<td><strong>14,649,588</strong></td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Restricted Cash and Cash Equivalents</td>
<td></td>
<td></td>
<td>1,248,403</td>
</tr>
<tr>
<td>12</td>
<td>Notes Receivable (net of allowances)</td>
<td></td>
<td></td>
<td>1,479,404</td>
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<tr>
<td>13</td>
<td>Other Long-term Investments</td>
<td>3,023,455</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Capital Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>Construction in Progress</td>
<td>119,670,162</td>
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<tr>
<td>18</td>
<td>Equipment (net of depreciation)</td>
<td></td>
<td></td>
<td>4,851,039</td>
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<td>19</td>
<td>Library Books (net of depreciation)</td>
<td>1,720,760</td>
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<td></td>
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<tr>
<td>20</td>
<td><strong>Total Noncurrent Assets</strong></td>
<td><strong>3,023,455</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Assets</strong></td>
<td><strong>$69,701,276</strong></td>
<td><strong>$6,539,469</strong></td>
<td><strong>$159,473,135</strong></td>
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<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Accrued Payroll and Benefits</td>
<td>$1,782,100</td>
<td></td>
<td></td>
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<tr>
<td>22</td>
<td>Accounts Payable and Accrued Liabilities</td>
<td>309,072</td>
<td>737</td>
<td>190</td>
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<tr>
<td>23</td>
<td>Deposits Held in Custody</td>
<td>399,313</td>
<td></td>
<td></td>
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<tr>
<td>24</td>
<td>Current Portion of Long-term Liabilities</td>
<td>3,288,498</td>
<td>210,000</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td><strong>Total Current Liabilities</strong></td>
<td><strong>5,379,661</strong></td>
<td><strong>737</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Deferred Revenue</td>
<td>15,122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Long-term Liabilities</td>
<td>3,334,393</td>
<td>55,750,000</td>
<td>59,084,393</td>
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<tr>
<td>28</td>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td><strong>3,349,515</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Total Liabilities</strong></td>
<td><strong>$8,729,176</strong></td>
<td><strong>737</strong></td>
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</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Invested in Capital Assets (net of related debt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Loans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>35</td>
<td>Grants and Contracts</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>36</td>
<td>Unrestricted</td>
<td>60,972,100</td>
<td>4,040,378</td>
<td>10,203,175</td>
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<tr>
<td></td>
<td><strong>Total Net Assets</strong></td>
<td><strong>$60,972,100</strong></td>
<td></td>
<td></td>
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</tbody>
</table>
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Statement of Revenues, Expenses and Changes in Net Assets

For the One Month Ended July 31, 2007

(Preliminary)

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>CURRENT FUNDS</th>
<th>FY 2007/08</th>
<th></th>
<th>FY 2006/07</th>
<th>Prior Year Totals as of July 31, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuition and Fees</td>
<td>General</td>
<td>$13,566,181</td>
<td></td>
<td>$13,947,312</td>
<td>$11,225,478</td>
</tr>
<tr>
<td>2. Federal Grants and Contracts</td>
<td>Auxiliary and Restricted</td>
<td>0</td>
<td></td>
<td>0</td>
<td>65,349</td>
</tr>
<tr>
<td>3. State and Local Grants and Contracts</td>
<td>Plant and Other Funds</td>
<td>530,231</td>
<td>162,682</td>
<td>692,913</td>
<td>914,049</td>
</tr>
<tr>
<td>4. Auxiliary Enterprises</td>
<td></td>
<td>4,600</td>
<td>24,688</td>
<td>24,688</td>
<td>10,270</td>
</tr>
<tr>
<td>5. Commission and Rents</td>
<td></td>
<td>31,227</td>
<td></td>
<td>31,227</td>
<td>4,620</td>
</tr>
<tr>
<td>6. Other Operating Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>349,668</td>
</tr>
<tr>
<td>7. Total Operating Revenues</td>
<td></td>
<td>$14,132,339</td>
<td>187,370</td>
<td>$14,700,740</td>
<td>12,599,434</td>
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</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>CURRENT FUNDS</th>
<th>FY 2007/08</th>
<th></th>
<th>FY 2006/07</th>
<th>Prior Year Totals as of July 31, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Instruction</td>
<td>General</td>
<td>$1,242,203</td>
<td>187,603</td>
<td>$1,426,936</td>
<td>1,362,325</td>
</tr>
<tr>
<td>9. Academic Support</td>
<td>Auxiliary and Restricted</td>
<td>1,546,643</td>
<td>145,626</td>
<td>$1,692,269</td>
<td>1,716,726</td>
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<tr>
<td>10. Student Services</td>
<td>Plant and Other Funds</td>
<td>800,612</td>
<td>89,438</td>
<td>$890,050</td>
<td>921,188</td>
</tr>
<tr>
<td>11. Institutional Support</td>
<td></td>
<td>1,866,769</td>
<td>4,421</td>
<td>1,871,190</td>
<td>1,921,785</td>
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<tr>
<td>12. Operation and Maintenance of Plant</td>
<td></td>
<td>367,157</td>
<td>748</td>
<td>(21,422)</td>
<td>346,483</td>
</tr>
<tr>
<td>13. Depreciation</td>
<td></td>
<td>750,000</td>
<td></td>
<td>750,000</td>
<td>750,000</td>
</tr>
<tr>
<td>15. Auxiliary Enterprises</td>
<td></td>
<td>11,339</td>
<td></td>
<td>11,339</td>
<td>5,467</td>
</tr>
<tr>
<td>16. Total Operating Expenses</td>
<td></td>
<td>$5,961,141</td>
<td>492,102</td>
<td>730,129</td>
<td>7,183,372</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONOPERATING REVENUES (EXPENSES)</th>
<th>CURRENT FUNDS</th>
<th>FY 2007/08</th>
<th></th>
<th>FY 2006/07</th>
<th>Prior Year Totals as of July 31, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Net Operating Loss</td>
<td>General</td>
<td>$8,171,098</td>
<td>(304,732)</td>
<td>(348,998)</td>
<td>$7,517,368</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th>CURRENT FUNDS</th>
<th>FY 2007/08</th>
<th></th>
<th>FY 2006/07</th>
<th>Prior Year Totals as of July 31, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>29. Net Assets - Beginning of Year</td>
<td>General</td>
<td>47,463,988</td>
<td>6,772,204</td>
<td>100,175,508</td>
<td>154,411,700</td>
</tr>
<tr>
<td>30. Net Assets - End of Period</td>
<td>General</td>
<td>$60,972,100</td>
<td>$6,538,732</td>
<td>$103,113,632</td>
<td>$170,624,464</td>
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</tbody>
</table>
Summary of Expenditures and Encumbrances - General Fund - Budget and Actual
For the One Month Ended July 31, 2007
(Preliminary)

<table>
<thead>
<tr>
<th>EXPENDITURES BY FUNCTION</th>
<th>FY 2007/08</th>
<th>FY 2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
</tr>
<tr>
<td></td>
<td>$ 146,055,000</td>
<td>$ 73,723,094</td>
</tr>
<tr>
<td></td>
<td>$ 68,554,907</td>
<td>$ 48.7%</td>
</tr>
<tr>
<td>Educational and General</td>
<td>$ 50,089,703</td>
<td>26,876,033</td>
</tr>
<tr>
<td>Instruction</td>
<td>$ 27,927,852</td>
<td>10,869,202</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$ 19,594,519</td>
<td>7,201,139</td>
</tr>
<tr>
<td>Student Services</td>
<td>$ 26,064,970</td>
<td>15,658,299</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$ 13,471,791</td>
<td>6,810,453</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$ 1,769,165</td>
<td>1,631,408</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$ 4,137,000</td>
<td>4,137,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$ 22,470,000</td>
<td>22,470,000</td>
</tr>
<tr>
<td>Transfers</td>
<td>$ 3,000,000</td>
<td>3,000,000</td>
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<tr>
<td>Fund balance reserved for contingency</td>
<td>$ 0</td>
<td>$ 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES BY ACCOUNT</th>
<th>FY 2007/08</th>
<th>FY 2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
</tr>
<tr>
<td></td>
<td>$ 146,055,000</td>
<td>$ 73,723,094</td>
</tr>
<tr>
<td></td>
<td>$ 68,554,907</td>
<td>$ 48.7%</td>
</tr>
<tr>
<td>Personal Services</td>
<td>$ 6,631,000</td>
<td>6,381,236</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$ 22,470,000</td>
<td>21,499,419</td>
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<tr>
<td>Faculty</td>
<td>$ 36,522,000</td>
<td>16,386,536</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$ 814,733</td>
<td>742,121</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>$ 4,763,675</td>
<td>2,693,661</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$ 13,322,000</td>
<td>1,876,190</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>$ 90,400</td>
<td>49,905</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$ 20,683,427</td>
<td>19,732,604</td>
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</table>

<table>
<thead>
<tr>
<th>Services and Supplies</th>
<th>FY 2007/08</th>
<th>FY 2006/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>$ 5,780,535</td>
<td>5,245,005</td>
</tr>
<tr>
<td>Travel</td>
<td>$ 24,088,289</td>
<td>407,787</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$ 9,393,965</td>
<td>4,154,805</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$ 6,639,065</td>
<td>5,347,697</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$ 1,769,000</td>
<td>1,631,243</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>$ 2,580,871</td>
<td>1,030,185</td>
</tr>
</tbody>
</table>

| Total Services and Supplies | $ 28,571,725 | 19,568,935 | 61.2% |

<table>
<thead>
<tr>
<th>Total Expenditures by Account</th>
<th>$ 146,055,000</th>
<th>$ 73,723,094</th>
<th>50.5%</th>
<th>$ 72,331,906</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 68,554,907</td>
<td>$ 48.7%</td>
<td></td>
<td></td>
</tr>
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Recommendation:

For your information, the Chancellor submits the following separations from employment:

**Retirements**

**Cotton, Lorenzo**
Director of Plant Operations and Maintenance
M&S - Plant Operations
Effective: 08/24/07

Lorenzo Cotton began his career with Pima Community College in 1982, initially as a basketball and baseball official. In 1983 he was hired as a Project Coordinator in Plant Operations and Maintenance. Lorenzo was the Project Manager during the construction of the Center for the Arts on the West Campus. He became Director of Plant Operations and Maintenance in 1995.

Throughout his career with Pima Community College, Lorenzo has been involved in the community serving on the Board of Directors for the Desert Museum, the Tucson Community Food Bank, KUAT Radio and Television, Tu Nidito, Goodwill of Southern Arizona and was a member of the Rotary Club of Tucson. He also served on the International Board of Directors for the Association of Physical Plant Administrators as a Chairman of the Information and Research Committee.

**Valdez, Frank R.**
Trades/Maintenance Advanced Specialist
M&S - Plant Operations
Effective: 07/31/07

Frank Valdez began his career with Pima Community College in 1987. During his 20 years of service with the college, he also held the position of Support Services Supervisor and Trades/Maintenance Supervisor.
Voluntary Separations from Employment

Bradley, Brooks
Instructional Faculty
WC-Respiratory Therapy
Effective: 05/15/07
Reason: Personal

Canole, Richard B.
Instructional Faculty
WC-Fitness and Sports Science
Effective: 05/15/07
Reason: Other Employment

Jacobo, Mark
Student Services Advanced Specialist
EC-Enrollment Services
Effective: 08/10/07
Reason: Other Employment

Keplar, Vila
Support Specialist
EC-Division Dean of Education
Effective: 08/06/07
Reason: Personal

Piotrowski, Edward A.
Community Service Officer
DPS-Operations
Effective: 08/08/07
Reason: Personal

Walsh, Jay
Graphic Designer
DO-Graphic and Design
Effective: 08/02/07
Reason: Other Employment

(Continued)
Yebrα, Christιne
Special Assistant
DO-College Events
Effective: 09/07/07
Reason: Education

Contact Person:

Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

[Signature]

Dr. Roy Flores, Chancellor
TO: Board of Governors                          DATE: 09/12/07
FROM: Chancellor                                ITEM NO: 13
SUBJECT: Student Aide Hires

Recommendation:

The Chancellor submits the following list of appointments for student aides.

Anders Amanda  Lainson Rachael
Anderssen Saliane Macaraeg Michele
Araiza Alma Machado Yuri
Arbelaez Juan McCammon Uma
Avellano Reuben Mercado Angelica
Ba Halima Montano Olivia
Baker Brandon Mora Freddy
Bazgan Ilincia Morales Irene
Burruel Luis Munoz Roman
Castro Christine Namdarian Darius
Chadwick Collin Owen Nancy
Curley Sherilyn Pautsch Timothy
Curley Valerie Perez Francisco
Curran Cassie Perez Kendra
Davila Ericka Petropoulou Eleni
Franco Danika Pham Thach
Gallego Richard Rodriguez Elby
Gallego-Soto Gema Roush Phillip
Garcia Maria Schulzkump Robin
Goettsche Matthew Smith James
Grimes Brenda Stagg Susan
Ha Dung Thomas Laurie
Harper Kevin Tupiken Ruelas Francine
Hernandez Luis Venegas Mena Adrian
Ibrahim Joanna Wingate Brittany
Ksionda Michael Young Michael

Contact Person:

Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

[Signature]
Dr. Roy Flores, Chancellor
TO:        Board of Governors                      DATE:  09/12/07
FROM:      Chancellor                              ITEM NO:  14
SUBJECT:   BP-3118: Access to Learning – First Reading

Recommendation:

This is the first reading of the newly-created Board Policy 3118 - Access to Learning. The Chancellor recommends that the Board approve the policy.

Background:


Implementation and responsibility of this policy resides in the Office of the Provost/Executive Vice Chancellor.

Financial Considerations:

There are no financial considerations associated with this proposal.

Contact Person:

Dr. Suzanne L. Miles, Provost/Executive Vice Chancellor (206-4999)

[Signature]
Dr. Roy Flores, Chancellor
Pima County Community College District Board Policy

Board Policy Title: Access to Learning

Board Policy Number: BP-3118
Adoption Date: xx/xx/xx
Revision Date(s):
Sponsoring Unit/Department: Chancellor & Provost/Executive Vice Chancellor
Motion No:
Legal Reference:
Cross Reference:

STATEMENT OF PURPOSE

Pima Community College is committed to providing access to learning without the limits of time, place or distance.

POLICY EFFECT

To that end, the College will ensure that courses, programs and services are offered days, evenings, weekends, through distance learning technologies and by delivery systems commensurate with the needs of the community.

AUTHORITY TO ESTABLISH PROCEDURES

The College administration is authorized to establish procedures to implement this policy.
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Unapproved Minutes of the Regular Meeting of August 8, 2007

Background:
The unapproved minutes of the Regular Meeting of August 8, 2007 are submitted for approval.
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 8, 2007 at 7:00 p.m., in the Community Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS
Richard Fimbres, Chair
Scott Stewart, Secretary
Marty Cortez, Member
Brenda Even, Member
Sherryn Marshall, Member

BOARD REPRESENTATIVES
Sherry Wright, Staff
Jack Mertes, Faculty

RECORDING SECRETARY
Linda Ashenbrener

ADMINISTRATION
Roy Flores, Chancellor
Lou Albert, President, West Campus
David Bea, Executive Vice Chancellor, Administration
Johnson Bia, President, Downtown Campus
Betty Elasowich, Division Dean, West Campus
Charlotte Fugett, President, East Campus
Donna Gifford, Sr. Assistant to the Chancellor
Mary Beth Ginter, Division Dean, West Campus
Greg Hart, Dean, Pima College Adult Education
David Irwin, Executive Director, Public Information
Jim Johnson, Dean of Instruction, Community Campus
Kirk Kelly, Vice Chancellor, Information Technology
Jana Kooi, President, Community Campus
Laurel Kracen, Acting Division Dean, Downtown Campus

Dee Lammers, Acting Division Dean, West Campus
Sylvia Lee, President, Northwest Campus
Mary Ann Martinez Sanchez, Dean of Instruction, East Campus
Leticia Menchaca, Dean of Student Development, Desert Vista Campus
Suzanne Miles, Provost and Executive Vice Chancellor for Academic Services
Harry Muir, Dean of Instruction, Downtown Campus
Brigid Murphy, Dean of Instruction, Northwest Campus
Dave Padgett, AVC, Academic Services
Raul Ramirez, Vice Chancellor, Human Resources
Anna Reese, Executive Director, Financial Aid
Robert Riza, Acting AVC, Student Services
Nancee Sorenson, Dean of Student Development, West Campus
Edgar Soto, Acting Executive Director of Athletics
Juan Soto, Acting Division Dean, East Campus
Stan Steinman, Sr. Assistant to the Provost
Anne Vosberg, Acting Dean of Student Development, Downtown Campus
Lynne Wakefield, AVC, Marketing
GENERAL MATTERS

Call to Order

Richard Fimbres called the meeting to order at 7:05 p.m.

Pledge of Allegiance

Brenda Even led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Michael Lopez, Program Coordinator, Upward Bound Program, requested the Board review the “whistleblower” policy and urged strengthening the policy to ensure the College is accountable to the community.

The Board will review and give a report at a later date.

Staff Representatives

Sherry Wright from Staff Council reported an award was presented to Charlotte Fugett for her service and dedication as the liaison to Staff Council for the past nine years. Dr. Raul Ramirez will be the new liaison. The Provost’s report included information on Financial Aid and compliance issues. Staff Council was contacted by KUAT-TV requesting volunteers for the upcoming fundraising campaign. If interested, staff can contact KUAT directly. It was reported that the Professional Development calendar is now accessible on-line and the printed document will be delivered before August 17. AFSCME reported to Staff Council that 50% of non-exempt staff participated in the Step Progression program during the last fiscal year.

Student Representatives

There was no report.

Faculty Representatives

There was no report.
Motion to Authorize Executive Session
PASSES

Report — Chairperson of the Board

Motion No. 6762


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

Chairperson Fimbres announced that a PCC student, Angela Knoche, was one of two hikers killed over the weekend by flooding in Sabino Canyon. A moment of silence was taken in memory of Angela.

Report — Secretary of the Board

There was no report.

Report — Pima County Representative to the Arizona Association for District Governing Boards (AADGB)

Scott Stewart reported that restructuring was the main focus of the ACCA meeting. Trustees will focus more on trustee development throughout the State and will be less involved in every day issues, but will continue to be involved in joint legislative strategy and agenda. Mr. Stewart announced that Brenda Even is the new representative and will give future reports.

Chancellor’s Report

Chancellor Flores gave an update on the Joint Technological Education District (JTED). Voters passed a referendum allowing the creation of JTED which has a focus on occupational programs. The Chancellor recognized Dr. Harry Muir and Dr. Johnson Bia for their involvement with JTED.

The focus of the Governor’s P-20 Council is quality education and advocates a more rigorous curriculum. The Council hired NCHEMPS to provide an analysis report on access and education opportunities and is expected to be completed within the next month.
Dr. Lou Albert and Marty Mayhew presented information on the critical situation of the nursing faculty shortage. Guests included Linda Werbylo, Vice President for Human Resources, Carondolet Health Network, and Pam Randolph, RN, MSN, Education Consultant, Arizona State Board of Nursing. The shortage is a nationwide problem. The Arizona State Board has given the College 12 months from May 2007 to address the deficiency. The PCC nursing program has nearly doubled over the last three years. Contracts with Carondolet and Tucson Medical Center admit 120 students per year. Constraints include clinical placement availability, laboratory and classroom space, and faculty shortages which are growing. Recruitment efforts for faculty have been unsuccessful over the past four years, despite additional advertising and year-round recruitment. Recommendations include offering stipends to nursing faculty or deploying a competitive, market impact approach to determine salary placement for new hires. A special session of Meet and Confer was suggested to address the recommendations.

Chancellor Flores invited PCCEA to give the Board input of a possible solution. Scott Collins, PCCEA President, said PCCEA recognizes the seriousness of the situation and endorses a special session of Meet and Confer to discuss the recruitment process. Dates of the special sessions will be announced at a later date.

Chancellor Flores recognized employees taking on new roles within the College. Edgar Soto is the new Executive Director of Athletics, Dr. Robert Riza is now the Acting Assistant Vice Chancellor for Student Services, and Juan Soto is working at East Campus as Acting Dean of Student Development.


Executive Vice Chancellor Bea reviewed the monthly financial statements through July 2007. The preliminary year-end results appear as expected with an increase in net assets of approximately $6.6 million, consistent with projections. Final year-end results will be presented in more detail to the Board after the annual financial report is completed.
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<th>Information Items</th>
<th>Voluntary Separations from Employment</th>
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<td>Student Aide Hires</td>
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<td>These items were noted as information items.</td>
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<th>Action Items</th>
<th>Approval of Minutes</th>
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<td>Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.</td>
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| Motion No. 6764 | Marty Cortez – M, Scott Stewart – S, to approve the minutes of the Public Hearing of June 18, 2007. |
| Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried. |

| Motion No. 6765 | Brenda Even – M, Sherryn Marshall – S, to approve the minutes of the Special Meeting of June 18, 2007. |
| Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried. |

<table>
<thead>
<tr>
<th>Consent Agenda</th>
<th>Motion No. 6766</th>
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<tr>
<td>Scott Stewart – M, Marty Cortez – S, to approve the Consent Agenda, with Addenda to Items 15.1 New Appointments; 15.3 Adjunct Faculty Appointments; 15.4 Temporary Appointments and 15.16 Fall 2007 and Summer 2008 Professional Growth Leave Approval.</td>
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<th>Item</th>
<th>Description</th>
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<td>15.1</td>
<td>New Appointments</td>
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<tr>
<td>15.2</td>
<td>Administrator Appointments</td>
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Nursing Salaries

Motion No. 6767

Sherryn Marshall – M, Brenda Even – S, to authorize the administration to meet with the representatives of the Pima Community College Educational Association to discuss changes to nursing salaries, and instruct the administration to
present a recommendation to the Board at the September 12, 2007 Board of Governors regular meeting.

Adjournment

The meeting adjourned at 8:00 p.m.

________________________________________
Secretary

________________________________________
Date
Recommendation:

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

16.1 New Appointments
16.2 Adjunct Faculty Appointments
16.3 Temporary Appointments
16.4 Involuntary Separation from Employment
16.5 Grant Proposal/Subrecipient Award and Agreement: National Institutes of Health – Arizona Board of Regents on behalf of the University of Arizona – Understanding and Promoting Health Literacy
16.6 Grant Proposal/Subrecipient Award/Intergovernmental Agreement: United States Small Business Administration – Maricopa County Community College District, Small Business Development Center
16.7 Grant Proposal/Subrecipient Award and Agreement: Liberty Elementary School/Arizona Department of Education Science and Literacy Team Project
16.8 Grant Proposal/Subrecipient Award and Agreement: Arizona Department of Economic Security/Easter Seals Blake Foundation Child Care College Credit Collaboration
16.9 Contract: Online Learning System
16.10 Contract: Exeter Group
TO: Board of Governors  DATE: 09/12/07
FROM: Chancellor  ITEM NO: 16.1
SUBJECT: New Appointments

Recommendation:

The Chancellor recommends that the Board of Governors approve these new appointments.

Background:

When vacancies occur, the placement process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and names of recommended candidates are brought forward to the Board of Governors for approval.

Faculty

Geiger, Sharon  Educational Support Faculty
Salary: $21,999  DC- Librarian
Effective: 01/07/08  One-semester administrative appointment
Education: Bachelor of Arts, History and Secondary Education, Bradley University; Master of Library Science, Queens College; Master of Science, Management, National-Louis University
Experience: Ms. Geiger is currently a librarian substitute and test evaluator. Previously she was a Library Coordinator for the Humane Society of the United States for six years and served as a reference librarian for several colleges and universities.

Recruitment Overview:
An external recruitment was conducted. Sixteen complete applications were received. Applications were screened by an advisory committee. The finalists were interviewed by the Campus President.

Cowell, Scott  Instructional Faculty
Salary: $48,600  NW – Chemistry
Effective: 8/22/07  One-year administrative appointment
Education: Bachelor of Science, University of Alabama; Doctorate, Chemistry, Louisiana State University
Experience: Dr. Cowell has been employed by the University of Arizona, Department of Chemistry as a Research Associate (1997-2007) and by Pima Community College as an Adjunct Faculty member at the Northwest Campus in Chemistry (2005-2007).

Recruitment Overview:
An external recruitment was conducted. Eight complete applications were received. Applications were screened by an advisory committee. Two of the

(Continued)
candidates were offered the position and declined. Subsequently, Dr. Cowell indicated that he was able to free his schedule to teach fulltime for PCC; he has been an adjunct for two years. The selected individual was interviewed by the Campus President.

Staff

Garcia, Priscila  Trades/Maintenance Specialist - HVAC
Salary: $15.29  Maintenance & Security
Effective: 09/17/07  Selected to fill a vacant position
Education: Associate of Science in Building & Construction Technology, HVAC/Refrigeration, Pima Community College.
Experience: Ms. Garcia has four months experience as an HVAC technician and four years customer service experience.
Recruitment Overview:
An external recruitment was conducted. Two complete applications were received. Applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Executive Vice Chancellor for Administration.

Iriye, Jennifer  Laboratory Specialist – Biology
Hourly Rate: $17.23 WC
Effective: 9/17/07  Selected to fill a vacant position
Education: Bachelor of Science, Veterinary Science, Master of Science, Pathobiology, University of Arizona
Experience: Ms. Iriye has been working as a Laboratory Specialist with Pima Community College for the last 8 months. She has also taught Biology for Pima Community College as an adjunct. She has over 5 years experience working in biology labs.
Recruitment Overview:
An external recruitment was conducted. Seven complete applications were received. Applications were reviewed by an advisory committee. The finalists were interviewed by the Campus President.

Rillos, Henry  Director of Fiscal Services
Salary: $81,117 DO
Effective: 10/01/07  Selected to fill a vacant position
Education: Bachelor of Science, Public Administration, University of Arizona; Master of Arts, Organizational Management, University of Phoenix
Experience: Mr. Rillos has been working as the Deputy Director of Judicial Security with the Maricopa County Judicial Branch since 2005. Previously, he performed consulting services to lead administrative reorganization and worked to develop and implement financial operations for several organizations.
Recruitment Overview:
An external recruitment was conducted. Eleven complete applications were received. Applications were reviewed by an advisory committee. The finalists were interviewed by the Executive Vice Chancellor for Administration.

(Continued)
Stevens, Anita “Dawn” Laboratory Specialist – Dental Hygiene
Hourly Rate: $17.23 WC
Effective: 9/17/07 Selected to fill a vacant position
Education: Coursework in Health Related Fields, Computers, Animal Sciences, and Business from Pima Community College and Central Arizona College
Experience: Ms. Stevens has over 13 years experience in administrative and office work. She has over 10 years experience in the Dental field.

Recruitment Overview:
An external recruitment was conducted. Five complete applications were received. Applications were reviewed by an advisory committee. The finalists were interviewed by the Campus President.

Contact Person:
Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

Dr. Roy Florez, Chancellor
TO: Board of Governors
FROM: Chancellor
DATE: 09/12/07
ITEM NO: 16.2
SUBJECT: Adjunct Faculty Appointments

Recommendation:

The Chancellor recommends these individuals as certified adjunct applicants. The Chancellor also recommends that these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as noted below as temporary non-credit instructors.

Background:

On a monthly basis, when new adjunct applicants have completed the application and certification process, their names will be brought forward to the Board for approval prior to beginning employment. Their names are then added to the list of approved adjunct faculty for current and future adjunct assignments subject to continued satisfactory job performance and the needs of the College.

The list contains individual background information and shows the initial discipline(s) for which certified and initial campus. Adjuncts may also teach in other disciplines if additional certifications are awarded or as temporary non-credit instructors in areas for which they are qualified.

Abrahamyan, Tigran
Discipline(s): Mathematics, Community Campus
Education: Bachelor of Science, Physics, Yerevan State University, Yerevan, Armenia; Master of Science, Physics, Florida International University; Doctorate of Physics, Florida International University
Experience: Mr. Abrahamyan has 2 years teaching experience with Florida Int. University where he taught Physics. In addition, he was a research assistant in theoretical nuclear physics for 3 years. Most recently he taught Physics and Mathematics at Florida International University to students in the Upward Bound Program.

Allen, Ronald D.
Discipline(s): English as a Second Language, German, Desert Vista Campus
Education: Bachelor of Arts, German, Western Michigan University; Master of Arts, German, Wayne State University
Experience: Teacher, University of Arizona; Teacher, Hickory Public Schools; Teacher, Tecnológico de Monterrey, Hermosillo, Sonora, Mexico; Substitute Teacher, South Lake Public Schools.

(Continued)
Barton, C. Blake
Discipline(s): Mathematics (Developmental), Downtown Campus
Education: Bachelor of Science, Physical Education, Master of Science, Interdisciplinary Studies, Texas Tech University
Experience: No previous teaching experience; meets developmental certification requirements.

Bazzell, Geraldine F.
Discipline(s): Nursing, West Campus
Education: Bachelor of Science in Nursing, Nursing, Master of Science, Nursing Leadership, Grand Canyon University, Phoenix
Experience: Seventeen years of clinical nursing experience in Tucson area hospitals and in other Arizona locations.

Berryhill, John
Discipline(s): Building and Construction Technology-Sheet Metal (Occupational), Downtown Campus
Education: No formal post-secondary education, 17 years occupational experience
Experience: No previous teaching experience; meets occupational exemption certification requirements.

Buscemi, Carlo
Discipline(s): Hotel and Restaurant Management, Northwest Campus
Education: Diploma, IPSSAR di Titone of Castelvetrano, Italy
Experience: Eight years of experience as general manager of Ramada Inns and five years of experience teaching hotel and catering classes at IPSSAR di Titone of Castelvetrano, Italy.

Carrasco, Stephanie A.
Discipline(s): Writing (Developmental), Desert Vista Campus
Education: Associate of Arts, Liberal Arts, Arizona Western College; Bachelor of Arts, English, New Mexico State University
Experience: Currently Merchandiser, Coca-Cola Company; Instructor, Arizona Western College; Supervisor, United Parcel Services.

Carrillo, Roman
Discipline(s): Automotive Technology (Occupational), Downtown Campus
Education: Associate of Applied Science, Automotive Technology, Pima Community College
Experience: No previous teaching experience; meets occupational certification requirements.

Carroll, Jeanne
Discipline(s): Fitness and Recreation (Pilates) (Occupational), Northwest Campus
Education: Bachelor of Science, Human Services, Plattsburgh State University, New York
Experience: Almost five years of experience teaching Pilates at the Northwest YMCA.

*Regular Employee (Continued)
Ching, Audry B.
Discipline(s): Student Success, Desert Vista Campus
Education: Bachelor of Arts, Social & Behavioral Sciences, Master of Arts, Higher Education, University of Arizona
Experience: Currently Director of Community Prevention Education & Outreach, Southern Arizona Center Against Sexual Assault; Program Associate, Community Foundation for Southern Arizona; Phone Canvass Team Member, Arizona League of Conservation Voters; Team Leader, Australian Catholic University.

Coffey, Margaret
Discipline(s): Math (Developmental), Northwest Campus
Education: Bachelor of Science, Chemistry, U.S. Air Force Academy; Master of Business Administration, Auburn University
Experience: Currently self-employed doing work in pharmaceutical-level testing & control. Previously, she was a tutor in Germany for three years.

Cohn, George W.
Discipline(s): Computer Information Systems (Occupational), West Campus
Education: Certificate, Systems Administration and Networking, Pima Community College
Experience: Over thirty years experience installing, maintaining, and programming telecommunication network equipment.

Conner, Michael P
Discipline(s): Military Science-Air Force (Occupational), Community Campus
Education: Bachelor of Science, Computer Science, University of Arizona
Experience: Mr. Conner has 15 years experience as a United States Air Force officer.

Cornell, Alison E.
Discipline(s): Mathematics (Developmental), Desert Vista Campus
Education: Bachelor of Science, Education, Missouri State University
Experience: Currently Math Teacher, Sunnyside Unified School District; Math Tutor, Ozarks Technical Community College; Lifeguard, Salem Golf and Country Club.

Cusumano, Kathleen
Discipline(s): Writing, East Campus
Education: Bachelor of Arts, Political Science, University of Missouri; Master of Art, Language, Reading and Culture, University of Arizona
Experience: Over 5 years experience as an elementary teacher; meets Academic Limited Exception Certification requirements.

Dinkel, Mark
Discipline(s): Accounting, Desert Vista Campus
Education: Bachelor of Science, University of Maryland; Master of Business Administration, University of Arizona
Experience: Currently President/CPA, MD Tax Insurance & Financial Services, PC; CPA, Robert Decker & Associates, PC; CPA, Grossetta & Associates, PC; Adjunct Faculty, Pima Community College.

*Regular Employee (Continued)
Adjunct Faculty Appointments

Ellis, Wendy M.
Discipline(s): Dance, West Campus
Education: Bachelor of Art, Art, University of California, Irvine; Master of Fine Arts, Theatre Arts, University of Arizona
Experience: Eight years experience as ballet instructor at private academy, three years experience as dance instructor at University of Arizona School of Dance.

Fisher, Joel L
Discipline(s): Engineering, Mathematics, Community campus
Education: Bachelor of Science, Chemical Engineering, The Cooper Union, New York, NY; Master of Science, Environmental Engineering, Vanderbilt University, Doctorate of Civil & Urban Engineering, University of Pennsylvania
Experience: Dr. Fisher has over 26 years experience in Environmental Engineering and over 2 years teaching experience with Cooper Union.

Garneau, Marjorie A.
Discipline(s): Business (Occupational), Community Campus
Education: Bachelor of Science, Organizational Management, Colorado Christian University; Master in Business Administration, Mesa State College, Grand Junction, Colorado
Experience: Ms. Garneau's experience includes serving as an adjunct faculty member at Mesa State College teaching business and as a high school teacher in Grand Junction teaching business and computer applications.

Guerrero, Brian I.
Discipline(s): Student Success, Desert Vista Campus
Education: Bachelor of Arts, Social & Behavioral Science, Master of Arts, Higher Education, University of Arizona
Experience: Senior Assistant Director, New York University; Assistant Director/Career Counselor, New York University; Leadership/ Hall Coordinator, Pace University.

Halawani, Khalil
Discipline(s): Mathematics (Developmental), West Campus
Education: Bachelor of Science, Political Science, Portland State University
Experience: Nine years experience as substitute teacher in Marana School District

Hendon, Coral
Discipline(s): Hotel and Restaurant Management (Occupational), Northwest Campus
Education: Bachelor of Science, Psychology, Arizona State University
Experience: More than three years of experience in restaurant management, currently general manager of Einstein Brothers Bagels in Tucson.

May, Steven J.
Discipline(s): Surgical Technology (Occupational), Community Campus
Education: Bachelor of Science, Biological Science, Ohio State University; Associates of Applied Science, Surgical Technology, Amarillo College

*Regular Employee (Continued)
Experience: Mr. May has more than eight years of experience as a certified surgical technologist in four states. He is currently a certified surgical technologist at the university medical center in Tucson. In June 2007 he made a presentation at the Arizona surgical technologist conference regarding hip revision procedures.

McDonah, Tedd R.
Discipline(s): Art, West Campus
Education: Bachelor of Science, Art, University of Wisconsin; Master of Fine Arts, Art, Arizona State University
Experience: Five years experience as instructor teaching metal-smithing and jewelry making at an art museum, two universities and the City of Phoenix

McGahee, Ben
Discipline(s): Math (Developmental), Northwest Campus
Education: Bachelor of Science, Mathematics, University of Arizona.
Experience: Math tutor in the Northwest Learning Center since January 2005.

McHale, Bruce
Discipline(s): Psychology, East Campus
Education: Bachelor of Art, Philosophy, Pennsylvania State University; Master of Education, Counseling and Guidance; Ph.D., Educational Psychology, University of Arizona
Experience: Over 2 years teaching experience as an adjunct instructor.

Mebi, Charles
Discipline(s): Chemistry, Northwest Campus
Education: Bachelor of Science, Chemistry, Master of Science, Chemistry, University of Buea in Cameroon; Ph.D., Chemistry, the University of Nevada.
Experience: Six years of experience as a research assistant, currently at the University of Arizona, and one-and-a-half years of experience as an assistant lecturer and one year of experience as a chemistry instructor, both at the University of Buea.

Morris-Smith, Jacquelyn D.
Discipline(s): Nursing (Occupational), West Campus
Education: Bachelor of Science in Nursing, Nursing, Grand Canyon University, Phoenix
Experience: Seven years of clinical nursing experience in Tucson area hospitals; thirty-three combined years of nursing experience across the United States.

Morganfield, Megha
Discipline(s): Writing, English as a Second Language (Developmental), Northwest Campus
Education: Bachelor of Arts, Anthropology/Linguistics, University of Tennessee Master of Science, Health Education, Southern Illinois University
Experience: Four years of experience teaching writing, most recently on Salt River Pima-Maricopa Indian Reservation. Five years of experience teaching ESL, most recently at Kansai Guidai University in Osaka, Japan.

*Regular Employee (Continued)
Morse, Sansa
Discipline(s): Math (Developmental), Northwest Campus
Education: Bachelor of Science, Math, University of Nevada; Master of Education, Counseling and Guidance, University of Arizona.
Experience: Six years teaching math for Pueblo High School; 13 years as counselor at Pueblo; and most recently 5 years as assistant principal for curriculum and instruction at Santa Rita High School.

Muigai, Sam
Discipline(s): Business, Mathematics, Desert Vista Campus
Education: Bachelor of Science, Business Administration, Bachelor of Science, Psychology, University of Arizona; Master of Business Administration, University of Phoenix
Experience: Currently Fraud Analyst, GTI Group; Assistant Manager, Walgreens; Behavioral Health Technician, Tucson Medical Center.

Musgrave, Jennifer
Discipline(s): Respiratory Therapy (Occupational with Limited Exemption), West Campus
Education: Associate of Applied Science, Respiratory Therapy, Pima Medical Institute-Tucson
Experience: Three years experience as respiratory therapist at local medical centers and hospital.

Nicol, Anson M.
Discipline(s): Physics (Limited Exemption), West Campus
Education: Bachelor of Science, Mathematics, University of Arizona
Experience: Five years experience as teaching assistant in physics laboratory, staff technician at the Steward Observatory, and undergraduate researcher at Optical Sciences Center; currently a degree candidate for Master of Science in Physics at the University of Arizona.

Nieland, Sue E.
Discipline(s): Art, Desert Vista Campus
Education: Bachelor of Arts, Mass Communications, Briar Cliff University; Master of Arts, Art History, University of St. Thomas
Experience: Currently Adjunct (Online) Instructor, Western Iowa Tech Community College; Antique & Fine Art Appraiser/Consultant/Independent Curator, Self-employed; Adjunct Instructor, Southeastern Community College.

Porter, Jonathan D.
Discipline(s): Dental Hygiene Education, West Campus
Education: Bachelor of Science, Biology, Linfield College, McMinnville, Oregon; Doctor of Dental Surgery, University of the Pacific School of Dentistry, San Francisco
Experience: One year experience as dental resident at El Rio Dental SW/Lutheran Medical Center.

Racy, Sumayya K.
Discipline(s): English as a Second Language, Reading, Desert Vista Campus
Education: Bachelor of Arts, Humanities, Master of Arts, Linguistics, University of Arizona
*Regular Employee (Continued)
Experience: Currently Research Assistant at the University of Arizona.

Selmeczi, Aniko  
Discipline(s): Histotechnician Training Program (Occupational), West Campus  
Education: Associate of Applied Science, Histotechnician Training Program, Pima Community College  
Experience: Three years experience in Histotechnology Laboratory settings, including University of Arizona Medical Center and Research Labs

Speder, Pamela  
Discipline(s): Business (Occupational), Community Campus  
Education: Bachelor of Arts, Psychology, University of Michigan; Master of Arts, Organizational Management, University of Phoenix;  
Experience: No previous teaching experience; meets occupational certification requirements.

Swindle, Robert*  
Discipline(s): Automotive Technology, Downtown Campus  
Education: Automotive Service Excellence (ASE) Certified  
Experience: No previous teaching experience; meets occupational certification requirements.

Tiano, Sandra  
Discipline(s): FSS (Yoga), Northwest Campus  
Education: Bachelor of Arts, Psychology, University of Arizona; Master of Arts, Social Work, Arizona State University.  
Experience: Almost 10 years of experience in teaching yoga, presently the owner of Desert Lotus Yoga in Tucson.

Walby, Tracy A.  
Discipline(s): Massage Therapy (Occupational), Northwest Campus  
Education: New Mexico School of Natural Therapeutics  
Experience: Five years of experience as massage instructor at Apollo College and five years experience as a massage therapist.

Wenneborg, Gregory A.  
Discipline(s): Fitness and Sports Science, West Campus  
Education: Bachelor of Business Administration, Finance, University of Texas at San Antonio; Master of Education, Educational Leadership, Northern Arizona University  
Experience: Twelve years experience as math teacher and coach in Flowing Wells School District; has served for two years as head coach for the Cross Country and Track and Field teams at Pima Community College.

Wilson, Sandra F.  
Discipline(s): Clinical Trial Coordinator (Occupational), Northwest Campus  
Education: Coursework, Apollo College and Pima Community College  
Experience: Director of Clinical Research for Harmony Clinic Research LLC; five years of experience as a clinical trial coordinator for Pusch Ridge Family Medicine.

*Regular Employee (Continued)
Zelenak, Vikky L.
Discipline(s): Nursing (Occupational with Limited Exemption), West Campus
Education: Associate of Applied Science, Nursing, Pima Community College; Bachelor of Science, Nursing, Grand Canyon University, Phoenix
Experience: Six years nursing experience at St. Joseph’s Hospital

Contact:
Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

Dr. Roy Flores, Chancellor

*Regular Employee
TO: Board of Governors  DATE: 09/12/07
FROM: Chancellor  ITEM NO: 16.3
SUBJECT: Temporary Appointments

Recommendation:

The Chancellor recommends these individuals be employed as temporary employees. Once authorized by the Board of Governors, these individuals may be used as a pool of employees for current and future temporary assignments.

Background:

Temporary employees, by practice and policy, are defined as employees who are assigned to work full-time, part-time or on an intermittent as-needed basis for a specific period of time. With Board approval, these names will be added to the approved list of individuals to provide a pool of temporary employees for current and future temporary assignments subject to continued satisfactory job performance and the needs of the College.

On a monthly basis, when new temporary employees, including new non-credit instructors, are hired, their names will be brought forward to the Board for approval prior to beginning employment with all other new appointments. The following summaries contain individual background information and show the initial campus and temporary position for which the individual is recommended. Temporary employees may also be employed in other positions in the future as the needs of the College change.

Aguilar, Mark  Asst. Baseball Coach  WC
Education: Coursework with Pima Community College
Experience: Mr. Aguilar has worked 4 1/2 yrs with Milwaukee Brewers and Oakland A’s. (1987-1990). He has also coached at Pima 1 1/2 yrs as Assistant Baseball Coach. He is currently with Fleet Contract with AZ DPS and is a Board Member with the Southern AZ Baseball Association – 2002-Present.

Altamirano, Griselda  Child Care Substitute  WC
Experience: Ms. Altamirano has been an Assistant Center Director since 10/93 at Child Parent Centers. She has background in supervising staff, facilitating parent meetings, leading classroom curriculum.

Atchison, Carolin  Library Technician  NW
Education: Bachelor of Arts, French, Moravian College, Kentucky, and Master, Broadcast Journalism, University of Southern California.

(Continued)
Temporary Appointments

Date: 09/12/07

Experience: Ms. Atchison is current a volunteer at PCC NW library and has used various libraries for research and writing purposes.

Bartlett, Erin

Tutor III


Experience: Ms. Bartlett volunteers as a support assistant in the EMT Department at Pima Community College. She has 3 years experience as an Accounts Payable Processor with Tucson Electric Power and 4 years experience as a Day Program Employee with the Sage Blake Foundation.

Bletzer, Keith

Substitute Instructor – PCCAE

Education: Master of Science, Public Health, University of Arizona; Ph.D., Major, Anthropology, Michigan State University.

Experience: Mr. Bletzer has extensive experience in Anthropology, Sociology, General Study Subjects, and English for high school and middle school levels.

Botham, Bryanna

Aztec Press Student Staff

Education: Currently attending Pima Community College

Experience: Ms. Botham has worked on the Aztec Press in the spring 2007 semester as a staff writer. She has been a public relations intern for the American Association of University Women; staff reporter for The Cottey Spectrum in Nevada, Missouri; and teen columnist for The Tucson Citizen. She was awarded a Fine Arts Division Scholarship for promising artistic talent in photography at Cottey College.

Carrasco, Stephanie Ann

Noncredit Instructor

Education: Bachelor of Arts, English, New Mexico State University; Master of Education, Northern Arizona University

Experience: Ms. Carrasco taught for two years as an adjunct faculty member in English at Arizona Western College. While at Arizona Western College she also worked as a coordinator of Student Services.

Casey, Nancy

Lab Tutor

Education: Graduate from the Arizona State School for the Deaf and the Blind; attended Pima Community College 20 years ago.

Experience: From 2001 – 2003, Nancy worked for the West Campus as a lab tutor (one year) and then as the lab supervisor (1 ½ years). She received glowing evaluations from students stating that Nancy was very helpful, friendly and easy to approach with questions. As the Lab Supervisor, Nancy’s paperwork was always in on time. She provided training to new tutors. She worked easily and effectively with faculty. Currently she is employed at Tucson International Airport as a cashier for OTG Management Co. Nancy is an active member of the Deaf community and a life long resident of Tucson.

(Continued)
Covington, Valerie M.  
**Special Projects Professional**  
CC  
**Education:** Bachelor of Arts, Healthcare Services, Almeada University  
**Experience:** Ms. Covington has been teaching surgical technology since 1993. She has clinical experience as a surgical technician for Health South in Snellville, GA (1997-1999) and at the Veterans Administration Hospital in Washington, DC (1981-1985). Most recently she has been self-employed as a surgical technology instructor (2004-present).

De La Cruz, Anna  
**Support Assistant**  
CC  
**Education:** EMT-Basic Certificate, Pima Community College; Bachelor of Arts, Neuroscience, McAlaster College, St Paul, MN  
**Experience:** Ms. De La Cruz volunteers as a support assistant in the EMT Department at Pima Community College.

Dever, Bethany  
**Clerk I**  
NW  
**Education:** Coursework, Anthropology, Pima Community College  
**Experience:** Ms. Dever has four years experience as shift manager for Carl’s Jr.

Echeverria, Sylvia Clarissa  
**Office Aide II**  
DV  
**Education:** Recent High School graduate; enrolled at Pima Community College  
**Experience:** Ms. Echeverria has experience in cashiering, customer service, sales and answering phones.

Felix, Felicia  
**Child Care Assistant**  
WC  
**Education:** Pima Community College – finished a certificate program in May 2000 for job skill preparation; May 2005 – received a certificate from Pima Medical Institute for pharmacy technician  
**Experience:** Ms. Felix worked in a child care center in Tucson as a teacher from March 2003 to present. She worked with various age groups and has led classroom curriculum and filled in for director in her absence.

Fimbres, Yesenia  
**Peer Tutor**  
DV  
**Education:** Currently enrolled at Pima Community College  
**Experience:** Ms. Fimbres has no related work experience

Fisher, Mary  
**Noncredit Instructor**  
CC  
**Education:** Bachelor of Arts, Business Management, Whitworth College  
**Experience:** Ms. Fisher owned and operated a full-service catering service for 6 years in Washington State. She was previously employed as a Catering Manager for 8 years in southern California. Currently, Ms. Fisher is the President of Pat Fisher Fashion.

Frank, Stephanie Lynn  
**Aztec Press Student Staff**  
WC  
**Education:** Coursework in journalism courses at PCC and plans to major in journalism at the University of Arizona.  
**Experience:** Ms. Frank has been editor of the Survivors of Suicide Newsletter since 2003 and has been a contributing writer to “In Your Ear” magazine. She served on the Aztec Press staff during the past academic year as a reporter.  
(Continued)
Gamble, Debra
Lab Specialist
EC
Education: PhD, Biology, Texas A&M; postdoctoral fellowship at the University of Arizona.
Experience: Dr. Gamble has served the College since 1996 as an Adjunct instructor in Biology. In 2006 she received a Golden Apple award for Outstanding Adjunct Faculty Instructor at the East Campus. She also was Program Coordinator for the Arizona Biology Network, at the West campus.

Garneau, Marjorie A.
Special Projects Professional
CC
Education: Bachelor of Science, Organizational Management, Colorado Christian University; Master in Business Administration, Mesa State College, Grand Junction, CO.
Experience: Ms. Garneau was an adjunct faculty member at Mesa State College in Colorado (1999) and a high school teacher in Grand Junction (1999-2005). She also has experience as a business manager for an educational governing agency (1993-1999) and a general manager of a water, sewer and parks/recreation district (1984-1993).

Glenn, Luisa
Office Aide, Level II
EC
Education: Tucson Business College, Certificate of Computer Applications Specialist, awarded August 2007
Experience: Ms. Glenn participated in an Internship program with Pima Community College, East Campus, in the Dean of Instruction's office from May 2007 - July 2007. She also has sales and front desk office experience.

Hale, Zoe C.
Noncredit Instructor
CC
Education: Bachelor of Fine Arts, Stephens College; UCLA; extension courses in Fashion Design & Illustration and Architecture Design & Drafting
Experience: Ms. Hale is currently an art instructor at Whitmore Elementary School in TUSD. She is also a portrait artist and has worked as a costumer for General Hospital, ABC Television.

Hennes, Kim
Lab Specialist, Fitness Center
WC
Education: Bachelor of Fine Arts, Dance, University of Arizona; certified Pilates instructor and certified personal trainer
Experience: Ms. Hennes is currently serving as Pima Community College adjunct faculty in Dance and Fitness & Sport Science, teaching Pilates and Exercise Fitness for one year.

Jones, Samantha J
Support Assistant
EC
Education: Recent graduated from Sabino High School; currently a student at PCC, working on an Associate Degree, Criminal Justice.
Experience: Ms. Jones has 2 years of clerical work experience, including a file clerk at Realty Executives of Southern Arizona, and an administrative assistant at EmbroidMe.

Longacre, Sheila
Support Technician
DO
(Continued)
Education: Coursework, office administration, Microsoft Office
Experience: 24 years administrative office support. Employment includes Membership Services Support Coordinator for Sahuaro Girl Scout Council, Inc., Administrative/Marketing Assistant for Arizona Travel Center, and Secretary for Alfred University in New York.

Mauldin, Martha E.  
Fiscal Support Technician  
DV  
Education: Associate Degree in Liberal Arts, Pima County Community College.
Experience: Ms. Mauldin has three years experience as a bank teller at Pyramid Credit Union and three years cashiering experience.

Monroe, Harriet  
Noncredit Instructor  
CC  
Education: Associate, Occupational Studies, New England Culinary Institute; Bachelor of Fine Art, Goucher College; Master of Business Arts, University of Massachusetts
Experience: Ms. Monroe has been chef and owner of The Personal Chef, in Green Valley for the last seven years. Her prior experience includes work as a cook in Massachusetts and Tucson restaurants.

Moore, Matthew  
Support Assistant  
CC  
Education: EMT-Basic Certificate, Pima Community College
Experience: Mr. Moore volunteers as a support assistant in the EMT Department at Pima Community College.

Morales, Alexes  
Peer Tutor  
DV  
Education: Currently enrolled at Pima Community College
Experience: No related work experience

Napier, Victor M.  
Special Projects Professional  
CC  
Education: Bachelor of Science, Political Science, University of Oregon; Master in Business Administration, George Fox University.
Experience: Mr. Napier has been an adjunct faculty member at the College since 2005 teaching Public Administration, Political Science, Business and Management. He has also taught for A Place to Call Home (2004-2005) and the Business Computer Training Institute in Salem, OR (2001-2004). He also has experience as CEO of SkyTech Airsports in Keizer, OR (1992-2004).

Nguyen, Tan  
Lab Tutor  
NW/WC  
Education: Bachelor of Arts, California State University
Experience: Mr. Nguyen has worked as an American Sign Language tutor at Gallaudet for 1 year. He also worked as a reading tutor and story teller at Kendall Elementary School (this is the elementary school for the Deaf on the campus of Gallaudet University). Tan is currently employed at the Arizona State School for the Deaf and Blind as a football coach.

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patterson, Jennifer</td>
<td>Lab Specialist, Fitness Center WC</td>
<td>Coursework, Fitness &amp; Sport Science, Pima Community College; certified personal trainer</td>
<td>Ms. Patterson has over three years of personal training and instruction experience; currently serving as Pima Community College adjunct faculty in Fitness &amp; Sport Science, teaching Kickboxing and Aerobics for the past five years.</td>
</tr>
<tr>
<td>Parnell, David</td>
<td>Clerk I NW</td>
<td>Coursework, Psychology, Pima Community College</td>
<td>Mr. Parnell has previous experience working with computers (Microsoft office, Internet) and conducting mock elections at high schools.</td>
</tr>
<tr>
<td>Perkins, Benjamin</td>
<td>Clerk I NW</td>
<td>Coursework, Media Arts Animation, Pima Community College</td>
<td>Mr. Perkins has experience working with computers (building computers from scratch,) trouble-shooting, creation of websites, work experience with much different software products.</td>
</tr>
<tr>
<td>Phillips, Michelle</td>
<td>Noncredit Instructor CC</td>
<td>Bachelor of Science, Hotel and Restaurant Management, Master of Education, Educational Leadership, Northern Arizona University</td>
<td>Ms. Phillips currently serves as the Executive Director of the Greater Green Valley Community Foundation. She has been adjunct faculty with the Public Safety Institute at Pima Community College since 1999.</td>
</tr>
<tr>
<td>Reeves, Bella L.</td>
<td>Fiscal Support Technician DV</td>
<td>Associate Degree, General Studies, Pima County Community College</td>
<td>Ms. Reeves has worked for the Amphitheater School District for the past seven years, as an educational assistant to the Principal. She also has experience working as a library assistant and a sales associate.</td>
</tr>
<tr>
<td>Silverberg, Sheila</td>
<td>Noncredit Instructor CC</td>
<td>Certificate, Paralegal Studies, Massachusetts Bay Community College; Bachelor of Arts, Social Science, City University of New York, Master of Arts, Education, City University of New York</td>
<td>Ms. Silverberg has been an adult education instructor in Framingham, MA schools and adjunct faculty at Massachusetts Bay Community College and Becker College. Most recently, Ms. Silverberg has been an instructor in social studies topics at OASIS, a Tucson based program aimed at enriching the lives of mature adults.</td>
</tr>
<tr>
<td>Simmons, Marvin Kirk</td>
<td>Special Project Professional CC</td>
<td>Bachelor Degree, Management and Marketing, University of Phoenix</td>
<td>Mr. Simmons has 30 years of continuous experience in the law enforcement arena including first line supervisor, detective supervisor, training supervisor, and program supervisor for Gang Resistance.</td>
</tr>
</tbody>
</table>

(Continued)
Education and Training (GREAT). He is AZPOST certified instructor in basic, continuing education and supervisory training.

**Sotomayor, Maria N.**

**Special Projects Professional**  
**CC**

**Education:** Bachelor of Science, Nursing, Universidad de Sonora, Mexico

**Experience:** Ms. Sotomayor has been a continuity of care coordinator at El Rio Health Center since 2002. She was a family therapist with Pima Prevention Partnership from 1997 until 2002. From 1994 until 1996 she was an early intervention specialist with CODAC Behavioral Health Services.

**Speder, Pamela**

**Special Projects Professional**  
**CC**

**Education:** Bachelor of Arts, Psychology, University of Michigan; Master of Arts, Organizational Management, University of Phoenix

**Experience:** Ms. Speder is currently manager of global talent and organizational development for Cytec Industries. She also has eight years experience as a human resources manager at Cytec and CDI Professional Service Corporation. She is a certified Professional in Human Resources.

**Starr, Penelope**

**Noncredit Instructor**  
**CC**

**Education:** Bachelor of Science, Human Studies/Women’s Studies, Metropolitan State College

**Experience:** Ms. Starr is founder and creative director of Odyssey Storytelling. She is also the Senior Program Coordinator for Wingspan. Ms. Starr also volunteers as a docent at the Tucson Museum of Art and was a docent at the Phoenix Art Museum for nine years.

**Stewart, Shani**

**Head Cheerleading Coach**  
**DO**

**Education:** Bachelor of Science, University of Arizona; Master of Education, Educational Leadership, Northern Arizona University

**Experience:** Ms. Stewart’s previous employer was Tucson Urban League. She has over 5 years experience teaching Pop Warner cheerleaders – ages 4 – 18; she was a cheerleader for the University of Arizona; participated in local cheer organizations as co-captain.

**Sternberg, Jay**

**Aztec Press Student Staff**  
**WC**

**Education:** Coursework, Journalism, Pima Community College.

**Experience:** Mr. Sternberg worked on the Aztec Press this past academic year as a reporter. He has been a salesman at Thoroughbred Nissan and managed customer service accounts at American Valet. He left his position as drive supervisor at Mile High Valet to attend PCC.

**Tafoya, Priscilla**

**Fiscal Support Technician**  
**DC**

**Education:** Para Professional Certification, Student Intervention Training

**Experience:** Ms. Tafoya has worked as a General Manager for 30 years with ABCO Markets. She also worked with the Sunnyside School District as a Teacher Aide for 7 years.
Tossell, Renee F.  
**Special Projects Professional**  
CC  
Education: Bachelor of Science, Medical Radiography, Master of Arts, Vocational Education, Northern Arizona University; Ph.D., Higher Education, University of Arizona  
Experience: Dr. Tossell has been a regular faculty member at the College in the Radiologic Technology Program since 1991. She also has clinical experience as a Staff Medical Radiographer specializing in mammography (1980-1989) and previous teaching experience at Northern Arizona University (1984-1985).

Watt, Bess  
**Aztec Press Student Staff**  
WC  
Education: Coursework, Digital Arts, Pima Community College.  
Experience: Ms. Watt held a work-study position in the Department of Linguistics while studying journalism at the University of Arizona. She has also worked as secretary to the founder of Community Renewal.

Yebra, Christine  
**Special Assistant**  
DO  
Education: Associate in General Studies, Pima Community College; Bachelor of Arts, Management, University of Phoenix; currently completing pre-nursing requirements at Pima Community College  
Experience: Ms. Yebra has worked for PCC since 1988, most recently as the Special Assistant to the Vice Chancellor of Human Resources and Special Events. While Ms. Yebra has resigned her regular position with PCC in order to further her education, she wishes to continue her relationship with PCC as a temporary employee.

Zinyemba, Edina  
**Substitute Instructor - PCCAE**  
CC  
Education: Bachelor of Arts, Administration Planning and Policy Studies, University of Zimbabwe, Africa  
Experience: Ms. Zinyemba has experience working with a diverse population as a case manager for Catholic Social Services. She is currently volunteering in Project RAISE at Pima Community College Adult Education.

Contact Person:

Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

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Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 09/12/07
FROM: Chancellor  ITEM NO: 16.4
SUBJECT: Involuntary Separation from Employment

Recommendation:

The Chancellor submits the following separation from employment:

**Involuntary Separation from Employment**

**Alberts, Andrea**
Support Specialist
Community Campus
Effective: 09/13/07
Reason: Violations of Code of Conduct and Standards of Behavior for Employees

Contact Person:

Dr. Raul Ramirez, Vice Chancellor for Human Resources (206-4562)

[Signature]
Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve the "Understanding and Promoting Health Literacy" proposal to the National Institutes of Health and, if funded, acceptance of the subrecipient award and establishment of an Intergovernmental agreement with the University of Arizona for the periods of October 1, 2007 through September 30, 2011.

Background:

Pima Community College Adult Education would be a subrecipient under the University of Arizona Family and Community Medicine Department's proposal to the National Institutes of Health.

The University proposes to replicate a study conducted in rural Montana on a larger scale and in an urban environment to test the hypothesis that supplementing traditional depression treatment with literacy education improves outcomes in individuals who present with depression and limited health literacy. The researchers will randomly assign screened, eligible participants to either a control group, which will receive only medical treatment for depression, or an experimental group, which will receive literacy education in addition to traditional depression treatment, and assess whether including literacy intervention provides a statistically significant improvement in outcomes for depressed participants.

Under this proposal, Pima Community College plans to accept 60 adults into the Pima Community Adult Education (PCAE) program at El Pueblo Learning Center. These adults will be referred to Pima Community College from El Pueblo Health Center after receiving a diagnosis of depression and being identified as having limited health literacy skills. Study participants will participate in our PCAE program for up to one year during which time they will receive health literacy education. El Pueblo Learning Center is contiguous to the University-staffed El Pueblo Health Center, which will be the primary research site.

The "Understanding and Promoting Health Literacy" proposal relates to the following initiatives of the Pima Community College 2006-2008 year plan: Initiative 2: Improve Access to Learning: Strategy 2.1: Expand and enhance collaboration with non-profit and community-based groups, and Strategy 2.4: Continue to enhance relations with other educational providers.

For the protection of study participants, Pima College will adhere to the policies and procedures of the College's Institutional Research Office and University of Arizona institutional research board (IRB). College staff has reviewed the proposal and associated activities.
Financial Considerations:

The total grant amount requested is $324,595 for 2007-2011 from the University of Arizona to fund the Understanding and Promoting Health Literacy Program. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Project Director</td>
<td>$7,682</td>
<td>$8,066</td>
<td>$8,469</td>
<td>$10,587</td>
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<tr>
<td>Staff Program Manager</td>
<td>$1,625</td>
<td>$2,528</td>
<td>$1,991</td>
<td>$1,991</td>
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<tr>
<td>Support Staff</td>
<td>$4,816</td>
<td>$5,057</td>
<td>$6,637</td>
<td>$2,655</td>
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<tr>
<td>Instructor 1</td>
<td>$4,098</td>
<td>$6,454</td>
<td>$11,295</td>
<td>$2,259</td>
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<tr>
<td>Instructor 2</td>
<td>$4,098</td>
<td>$6,454</td>
<td>$11,295</td>
<td>$2,259</td>
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<tr>
<td>Instructor 3</td>
<td>$3,808</td>
<td>$5,997</td>
<td>$7,996</td>
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<tr>
<td>Instructor 4</td>
<td>$4,577</td>
<td>$7,280</td>
<td>$9,706</td>
<td>$2,427</td>
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<tr>
<td>Staff and Instructor Fringe Benefits (29%)</td>
<td>$6,675</td>
<td>$9,794</td>
<td>$14,188</td>
<td>$3,941</td>
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<td>Faculty Fringe Benefits (21.5%)</td>
<td>$1,652</td>
<td>$1,734</td>
<td>$1,821</td>
<td>$2,276</td>
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<tr>
<td>Books &amp; Instructional Supplies</td>
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<td></td>
<td></td>
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<tr>
<td>Books ($5,000)</td>
<td>$5,000</td>
<td>$3,500</td>
<td>$1,000</td>
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<tr>
<td>Instructional Materials ($7,000)</td>
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<td>$5,500</td>
<td>$1,000</td>
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<tr>
<td>Photocopy ($2,000)</td>
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<tr>
<td>Travel</td>
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<td>Investigator’s Meeting in Washington, DC</td>
<td>$1,192</td>
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<tr>
<td>Local Travel</td>
<td>$100</td>
<td>$100</td>
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<tr>
<td>Total Direct Costs</td>
<td>$54,322</td>
<td>$66,156</td>
<td>$77,190</td>
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<td>Indirect Costs @40%</td>
<td>$21,729</td>
<td>$26,462</td>
<td>$30,876</td>
<td>$13,674</td>
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<tr>
<td>TOTAL</td>
<td>$76,051</td>
<td>$92,618</td>
<td>$108,066</td>
<td>$47,860</td>
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</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

The College has evaluated the risks associated with the proposed activities and had determined they do not represent an undue liability. Intergovernmental Agreements will be reviewed by College staff and will be approved as to form by College legal counsel.
Grant Proposal/Subrecipient Award and Agreement: National Institutes of Health – Arizona Board of Regents on behalf of the University of Arizona
Understanding and Promoting Health Literacy

Contact Person:

Jana Kooi, President, Community Campus (206-6577)

Dr. Roy Flores, Chancellor

Date: 09/12/07
Page 3

(Continued)
TO: Board of Governors  
FROM: Chancellor  
DATE: 09/12/07  
ITEM NO: 16.6  

SUBJECT: Grant Proposal/Subrecipient Award/Intergovernmental Agreement: United States Small Business Administration – Maricopa County Community College District, Small Business Development Center

Recommendation:

The Chancellor recommends that the Board of Governors approve the “Small Business Development Center” proposal to the United States Small Business Administration, and, if funded, acceptance of the award and establishment of Intergovernmental Agreement between Maricopa County Community College District and Pima County Community College for the period of January 1, 2008 through December 31, 2008.

Background:

Pima Community College (PCC) would be a subrecipient under an Intergovernmental Agreement with Maricopa County Community College District’s (MCCCD) proposal to the United States Small Business Administration. Pima Community College, through its Small Business Development Center, is submitting an application for its twentieth year of funding to participate in the Network.

The Arizona Small Business Development Center Network, which was founded in 1988 with three Centers, now operates statewide and delivers services through eleven Centers. Maricopa County Community College District serves as the lead grantee for the award from the United States Small Business Administration that funds these Centers. Through these Centers, small businesses and prospective entrepreneurs have access to business consulting, training, referrals and resources (such as print and electronic reference material).

The Small Business Development Center’s goals for 2008 include (1) creating or retaining 262 jobs, (2) infusing $7,499,909 of capital into the local community by assisting clients in obtaining debt and equity financing (3) increasing sales revenue by $11,250,000 of client businesses (4) assisting in the development of 35 new businesses, and (5) counseling 75 long-term clients defined as five (5) or more contact hours.

The Small Business Development Center Agreement relates to the following initiatives of the Pima Community College 2006-2008 2 year plan: Initiative 1: Improve Institutional Outcomes: Strategy 1.2: Strengthen the relevancy, currency and effectiveness of workforce and business development programs.

Financial Considerations:

The total grant being requested is $165,559 for 2007-2008 from the United States Small Business Administration to fund the SBDC program. As a condition of the grant, institutional (Continued)
matching funds are required in the amount of $150,041. The table below illustrates the expense items to be supported by grant and match funds:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Small Business Administration Grant</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>$0</td>
<td>$66,292</td>
</tr>
<tr>
<td>Consultants/Business Advisor</td>
<td>$65,399</td>
<td>$53,906</td>
</tr>
<tr>
<td>Support Staff</td>
<td>$48,776</td>
<td>$0</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$31,754</td>
<td>$29,843</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State (meetings and workshops)</td>
<td>$3,700</td>
<td>$0</td>
</tr>
<tr>
<td>Directors Meeting</td>
<td>$625</td>
<td>$0</td>
</tr>
<tr>
<td>All Hands Meeting</td>
<td>$1,875</td>
<td>$0</td>
</tr>
<tr>
<td>ASBDC National Conference (4 attendees)</td>
<td>$7,800</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,600</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Postage</td>
<td>$300</td>
<td>$0</td>
</tr>
<tr>
<td>Printing</td>
<td>$500</td>
<td>$0</td>
</tr>
<tr>
<td>Publications/Periodicals</td>
<td>$500</td>
<td>$0</td>
</tr>
<tr>
<td>Subscriptions/Dues</td>
<td>$1,100</td>
<td>$0</td>
</tr>
<tr>
<td>Telephones</td>
<td>$630</td>
<td>$0</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$165,559</td>
<td>$150,041</td>
</tr>
</tbody>
</table>

The College has evaluated the risks associated with the proposed activities and had determined they do not represent an undue liability. Intergovernmental Agreements will be reviewed by College staff and will be approved as to form by College legal counsel.

Contact Person:

Jana Kooi, President, Community Campus (206-6577)

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve the “Science and Literacy Team Project” proposal to the Arizona Department of Education, Mathematics and Science Partnership (MSP) and, if funded, acceptance of the subrecipient award and establishment of a subrecipient agreement with Liberty Elementary School (Sunnyside School District) for the period of August 1, 2007 through August 30, 2008.

Background:

Pima Community College (PCC) would be a subrecipient under Liberty Elementary School’s agreement to the Arizona Department of Education.

In January of 2002, the No Child Left Behind Act of 2001 (NCLB) became law. The Improving Teacher Quality Grant Programs (Title II) are a major component of the NCLB legislation. NCLB programs encourage scientifically-based professional development as a means for improving student academic performance.

Title II, Part B of NCLB authorizes a MSP competitive grant program. The intent of this program is to increase academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers. Core partners in these grants must include mathematics, science, and/or engineering departments from institutions of higher education (IHE), including community colleges. Partnership of higher education, high-need Local Education Agency (LEAs), and other stakeholders will draw upon the strong disciplinary expertise of the mathematicians, scientists, and engineering faculty from higher education institutions to develop professional development activities that will increase student achievement by providing teachers with strong mathematics and/or science content knowledge. The Arizona Department of Education (ADE) is responsible for the administration of the MSP Program.

Faculty members in math and science from PCC – DV will serve as mentors to faculty at Liberty Elementary School to support their implementation of Full Option Science System (FOSS) science activities. PCC faculty will create training materials that address both background content and pedagogy that utilize strategies to assess both teaching and student progress and facilitate live and on-line discussions during program implementation and during the pre- and post-implementation sessions. Program facilitators will identify mentors to work with Liberty Elementary School, coordinate scheduling and technical support, and recommend strategies for effective mentoring.

(Continued)
The Science and Literacy Team Project relates to the following initiatives of the Pima Community College 2006-2008 2-year plan: Initiative 2: Improve Access to Learning; Strategy 2.4: Continue to enhance relations with other educational providers.

**Financial Considerations:**

The total grant amount being requested is $40,762 for 2007-2008 from the Arizona Department of Education to fund the Science and Literacy Team Project. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Personnel and Fringe Benefits</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Faculty Program Managers ($1,557 per person)</td>
<td>$9,344</td>
</tr>
<tr>
<td>8 Faculty Mentors ($3,150 per person)</td>
<td>$25,200</td>
</tr>
<tr>
<td>Fringe Benefits (18%)</td>
<td>$6,218</td>
</tr>
<tr>
<td>Match</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$40,762</td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability. Subrecipient agreement will be reviewed by College staff and will be approved as to form by College legal counsel.

**Contact Person:**

Dr. Mary Vanis, Acting Campus President, Desert Vista Campus (206-5001)

[Signature]

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve the “Child Care College Credit Collaboration” proposal to the Arizona Department of Economic Security, and, if funded, acceptance of two subrecipient awards and establishment of subrecipient agreements with the Easter Seals Blake Foundation and Child and Family Resources, Inc., for the periods of October 1, 2007 through September 30, 2008.

Background:

Pima Community College (PCC) would be a subrecipient to Easter Seals Blake Foundation’s proposal and also a subrecipient to Child and Family Resources, Inc. PCC will collaborate with Easter Seals Blake Foundation and Child & Family Resources, Inc. to provide child care college classes.

The “Child Care College Credit Collaboration” goal is to increase accessibility to college level coursework to child care providers in the Pima County. The project will connect for the first-time, non-credit community based training workshops for local child care providers with credit-bearing PCC Child Development Associate (CDA) coursework. Through this funding, these courses will be offered at no cost to participants. The responsibilities of each organization are as follows:

**Blake Foundation – Lead Agency and Applicant**

- Provide fiscal oversight and evaluation services for the project;
- Use state funding to pay for a one credit class (tuition and associated fees) for 20 students;
- Host CDA 121 course at Pima Community College location – Spring 2008;
- Provide marketing materials to assist with recruiting students;
- Assist Pima Community College in identifying a qualified instructor.

**Child & Family Resources, Inc – Subcontractor**

- Use state funding to pay for a one credit class (tuition and associated fees) for 20 Students;
- Host CDA 271 course at Pima Community College location – Spring 2008;
- Provide marketing materials to assist with recruiting students;
- Assist Pima Community College in identifying a qualified instructor.

(Continued)
Pima Community College - Subcontractor

- Recruit, enroll, register and advise students;
- Serve as resource and referral for participants to college resources, and advising the students throughout the academic year;
- Screen and hire instructor, ensuring that instructor meets PCC requirements and registers with Statewide Child Care Early Education Development System (S*CCEEDS) state career registry system.

Two specific existing CDA courses will be offered using PCC’s community based delivery method. Both one-credit courses - CDA 121 “Techniques for Observing Children” and CDA 271 “Professionalism in Childcare” will be offered in the evening and weekends at Child and Family Resources and taught by a Pima instructor. Both courses are part of the “core” that is required in all five of the CDA certificates of completion. Recruitment activities will occur in fall 2007 to enroll students in spring semester 2008.

The Child Care College Credit Collaboration relates to the following initiatives of the Pima Community College 2006-2008 2-year plan: Initiative 2: Improve Access to Learning; Strategy 2.1: Expand and enhance collaboration with non-profit and community-based groups; and Strategy 2.6: Identify and remove educational barriers.

Financial Considerations:

The total grant amount requested is $5200.00 for 2007-2008 from the Department of Economic Security to fund the Child Care College Credit Collaboration. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Budget Line-Items</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Costs</td>
<td></td>
</tr>
<tr>
<td>Per credit tuition</td>
<td>$47.00</td>
</tr>
<tr>
<td>Student Services Fee (per credit)</td>
<td>$ 2.50</td>
</tr>
<tr>
<td>Technology Fee (per credit)</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>CDA Course Fee (per course)</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Registration Fee (per semester)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Total Per Student for One Credit Hour</td>
<td>$66.50</td>
</tr>
<tr>
<td>Book Stipend (per course)</td>
<td>$33.50</td>
</tr>
<tr>
<td><strong>Total Cost per Student @ 40 students</strong></td>
<td><strong>$4000.00</strong></td>
</tr>
</tbody>
</table>

Instructor Costs

- $30 per student per credit x 20 students x 2 courses = **$1,200**

Total

- **$5,366.50**

No matching funds or institutionalization of the program are required as a condition of the grant.
The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability. Subrecipient agreements will be reviewed by College staff and will be approved as to form by College legal counsel.

Contact Person:

Dr. Mary Vanis, Acting Campus President, Desert Vista Campus (206-5001)

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 09/12/07
FROM: Chancellor  ITEM NO: 16.9
SUBJECT: Contract:
Online Learning System

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of Blackboard Vista Enterprise license, training, and consulting services.

Background:

The College currently offers online courses using the Blackboard Campus Edition software, formerly WebCT. The growth of online enrollment and number of courses has exceeded the capabilities of the current system and an upgrade is required. An upgrade to Blackboard Vista Enterprise will provide many enhancements to increase efficiencies for development and delivery of online courses. The Vista product also has new tools that will make course navigation more clear for students and will make additional learning resources much easier to access. The Vista system is also designed to handle the projected growth in our online learning offerings for many years to come.

The license is a three-year agreement with annual review and updates. The license also includes Blackboard product support. The training and consulting services are a one time expense incurred during the upgrade process.

Financial Considerations:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td>Annual License</td>
<td>$130,000</td>
</tr>
<tr>
<td>Blackboard</td>
<td>Consulting Services</td>
<td>$125,000</td>
</tr>
<tr>
<td>Blackboard</td>
<td>Training</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

The license cost is calculated based on student FTE numbers and is budgeted in the annual IT maintenance budget. The consulting and training amounts are "not to exceed" amounts and were included in the Capital Budget Plan for Fiscal Year 2008 (#57 & 58) approved in the March 2007 Board of governors meeting.

Contact Person:

Kirk Kelly, Vice Chancellor for Information Technology (ext.4809)
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Contract: Exeter Group  

DATE: 9/12/07  
ITEM NO: 16.10

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with Exeter Group, Inc. for review of student services processes, and authorize the Chancellor or his designee to execute the appropriate agreements.

Background:

As part of the 2006-08 College Plan initiative to improve processes and operations, the College identified a number of student services processes to be systematically reviewed by a consulting firm. The processes to be reviewed include: admissions; registration; student payments; records; grade processing; degree audits; and advising and counseling. The project will involve analysis of current business processes, interviews with students and other stakeholders, reviews of best practices, and development of business transformation plans. To evaluate potential vendors, a College workgroup, consisting of representatives from various student services areas, recommended Exeter from among six responses.

Exeter specializes in the evaluation of higher education business processes and implementations of enterprise-wide systems, including SungardHE Banner. Exeter has had numerous successful experiences working with colleges and universities of different sizes and structures to identify and implement improved business processes and systems, including Miami-Dade Community College, the City University of New York (CUNY)) system, and Fordham University.

Financial Considerations:

Exeter’s proposal provides the staffing and support necessary to conduct the project for a fixed price-per-month of $65,000 plus out-of-pocket expenses for travel, lodging, etc. It is anticipated that the project will take six to six and a half months to fully review current processes and to provide process recommendations and business transformation plans. The total costs are not anticipated to exceed $500K, and were included in the 2007-08 budget.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  
FROM: Chancellor

SUBJECT: Request for Quotation / Contract:  
Federal Bureau of Prisons  
Basic and Advanced Business Certificate Training Programs for  
Federal Correction Center - Tucson, Arizona

Recommendation:

The Chancellor recommends that the Board of Governors approve the proposal for the Basic and Advanced Business Certificate Training Programs for the Federal Correction Center (FCC) in Tucson, and, if awarded, accept the contract from the U.S. Federal Bureau of Prisons for the period of November 1, 2007 - September 30, 2008, with the option to extend four additional years.

Background:

Successful reintegration of inmates into society is tied to education and training while incarcerated. Since 1978, Pima Community College has provided contractual customized training and comprehensive student services at Arizona State Prison Complex-Tucson, Federal Correctional Institution-Tucson and Catalina Mountain Juvenile Facility.

In response to the Request for Quotation, Pima Community College proposes to offer a Basic Business - Certificate for Direct Employment. This 18-credit certificate gives students the tools for successful future employability and raises student awareness of the importance of business concepts and applicability in the workplace. Each class will have a maximum enrollment of 30 students.

The Basic Business Certificate will consist of the following courses:

- BUS 100 – Introduction to Business
- BUS 151 – Business Math
- WRT 101/154 – Writing 1/Career Communications
- MGT 110 – Human Relations in Business and Industry
- ACC 100 – Practical Accounting Procedures
- Elective – One course selected from the following: ACC, BUS, MGT, MKT, or RLS

If funding becomes available in years two through five of the contract, Pima Community College will develop the requested 18-credit Advanced Business Certificate.

Entering into this contract addresses the College Plan 2006-2008 Initiative 1, Improve Institutional Outcomes, Strategy 1, Action 9: Increase the completion rate of degrees and certificates and strengthen transfer articulation and baccalaureate opportunities for students. Other related initiatives include Initiative 2, Improve Access to Learning, Strategy 2.2: Continue
to expand and enhance collaboration with the business and corporate communities, and Strategy 2.6: Identify and remove educational barriers.

This Agreement has been reviewed and approved by Community Campus and District Office personnel and will be approved as to form by College legal counsel.

**Financial Considerations:**

A session is defined as one (1) hour in length.

The Basic Business Certificate consists of 288 sessions. In year one, the cost for this training is $18,576.

If funding is available, the anticipated training session costs are as follows for years two through five:

- Year Two: 576 sessions @ $38,592
- Year Three: 576 sessions @ $40,032
- Year Four: 576 sessions @ $41,760
- Year Five: 576 sessions @ $43,488

The total value of the contract, if all options are awarded, is $182,448.

**Contact Person:**

Jana Kooi, President, Community Campus (206-6577)

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
SUBJECT: Nursing Salaries

The administration is currently in discussion with faculty representatives regarding nursing salaries and will present a recommendation to the Board of Governors at the September 12 meeting.