NOTICE OF
REGULAR MEETING
OF
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF GOVERNORS

Pursuant to A.R.S. § 15-1443 and A.R.S. § 38-431.03 notice is hereby given to the general public that the Pima County Community College District Board of Governors will hold a REGULAR MEETING on the 12th day of November, 2008, at 7:00 p.m. The meeting will be held in the Community/Board Room, District Office, 4905 E. Broadway, Tucson, Arizona 85709-1010. A Regular Meeting Agenda is attached.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Further information may be obtained by calling 206-4971, Teletypewriter (TTY) 206-4817. Copies of the Board Packets are available in the Campus Libraries.

Dated this 6th day of November 2008.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: Roy Flores

Roy Flores

Distribution:

Buildings:
City
County

Campuses:
Community
Desert Vista
District Support Service Center
Downtown
East
Northwest
West
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
   Holly Tackett

5. Student Representatives
   Cynthia Berens
   RaeAnn Pilarski

6. Faculty Representatives
   Kimlisa Duchicela
   Rick Rosen

7. Report — Chairperson of the Board
   • Authorization of Executive Session on January 14, 2009
General Matters (Continued)

8. Report — Secretary of the Board
9. Report — Chancellor

Information Items

11. Separations from Employment
12. Student Aide Hires
14. Board Policy 3501: Admissions and Registration – First Reading

Action Items

15. Approval of Minutes
   Regular Meeting of October 8, 2008
16. Consent Agenda
   16.1 New Appointments
   16.2 Administrator Appointments
   16.3 Adjunct Faculty Appointments
   16.4 Temporary Appointments
   16.5 Intergovernmental Agreement: Pima County Community College District and Red Rock School District: Arizona K-12 schools Teacher Preparation Program (TPP): Intern Certification
   16.6 Intergovernmental Agreement: Forensic Science Support
   16.7 Voluntary 403(b) Plan
   16.8 Contract: Network Attached Storage Improvement
   16.9 Lease: East Campus Health Clinic
Action Items (Continued)

16.10 Contract: Carondelet Health Network
Associate of Applied Science Degree in Nursing Program

Other Action Items
17. West Campus Librarians Request for Investigations

Adjournment

Annual Meeting
January 14, 2009, 5:00 pm
District Office
Community Board Room
4905C East Broadway
Tucson, AZ 85709-1010

Regular Meeting
January 14, 2009, 7:00 pm
District Office
Community Board Room
4905C E. Broadway
Tucson, AZ 85709-1010
TO: Board of Governors
FROM: Chancellor
SUBJECT: General Matters/Reports

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 January 14, 2009
8. Report—Secretary of the Board
9. Report—Chancellor
TO: Board of Governors  DATE: 11/12/08
FROM: Chancellor  ITEM NO: 10
SUBJECT: Monthly Financial Statements through September 2008 (Preliminary)

Recommendation:

Attached are the preliminary financial statements showing 2008/09 fiscal year results through September 2008. 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 September. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through month end is approximately $4.8 million. This is slightly higher than the September 2007 net assets increase of $3.6 million and consistent with our expectations.

In terms of operational performance, General Fund revenues and expenditures are consistent with budget and our expectations. Personal services expenditures and commitments are 72.6 percent of the budget, which is only slightly higher than at the same point last year. Services and supplies expenditures and commitments are approximately 46.4 percent of the budget, which is also 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 September are $173.7 million, which is an increase of $14.3 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)

[Signature]
Dr. Roy Flores, Chancellor
# Statement of Net Assets

As of September 30, 2008

## (Preliminary)

### ASSETS

#### Current Assets
- Cash and Cash Equivalents
- Short-term Investments
- Receivables
- Property Taxes
- Accounts (net of allowances)
- Government Grants and Contracts
- Student Loans (net of allowances)
- Inventories
- Prepaid Expenses

#### Noncurrent Assets
- Restricted Cash and Cash Equivalents
- Notes Receivable (net of allowances)
- Long-term Investments
- Capital Assets
- Land
- Buildings & Leasehold improvements (net of depreciation)
- Construction in Progress
- Equipment (net of depreciation)
- Library Books (net of depreciation)

### LIABILITIES

#### Current Liabilities
- Accrued Payroll and Benefits
- Accounts Payable and Accrued Liabilities
- Deposits Held in Custody
- Current Portion of Long-term Liabilities

#### Noncurrent Liabilities
- Deferred Revenue
- Long-term Liabilities

### NET ASSETS

#### Invested in Capital Assets (net of related debt)
- Restricted for:
  - Loans
  - Debt Service
  - Other (Capital Projects)
  - Grants and Contracts
- Unrestricted

## FY 2008/09

<table>
<thead>
<tr>
<th>Current Funds</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$61,134,483</td>
<td>$811,660</td>
<td>$12,512,910</td>
<td>$74,459,053</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>$2,741,970</td>
<td>$532,700</td>
<td>$3,274,670</td>
<td>$2,906,711</td>
</tr>
<tr>
<td>Receivables</td>
<td>$2,736,230</td>
<td>$2,521</td>
<td>$2,738,751</td>
<td>$2,095,394</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$5,101,932</td>
<td>$17,750</td>
<td>$5,119,682</td>
<td>$1,041,041</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>$1,152,339</td>
<td>$142,667</td>
<td>$1,295,006</td>
<td>$1,207,513</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>$200,638</td>
<td>$200,638</td>
<td>$50,105</td>
<td></td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>$207,794</td>
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<td>$291,804</td>
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<td>Total Current Assets</td>
<td>$68,173,454</td>
<td>$6,056,259</td>
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</tbody>
</table>

#### Noncurrent Assets
- Restricted Cash and Cash Equivalents
- Notes Receivable (net of allowances)
- Long-term Investments
- Capital Assets
- Land
- Buildings & Leasehold improvements (net of depreciation)
- Construction in Progress
- Equipment (net of depreciation)
- Library Books (net of depreciation)

#### Total Noncurrent Assets | $2,479,032 | $139,332,599 | $141,811,631 | $148,424,684 |

#### Total Assets | $70,652,486 | $6,056,259 | $152,398,480 | $229,107,225 |

## FY 2007/08

<table>
<thead>
<tr>
<th>Current Funds</th>
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## Prior Year Totals as of September 30, 2007

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# Statement of Revenues, Expenses and Changes in Net Assets

**For the Three Months Ended September 30, 2008**

(Preliminary)

## Operating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$21,699,239</td>
<td>$191,456</td>
<td>$611,581</td>
<td>$21,902,006</td>
</tr>
</tbody>
</table>

## Operating Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$26,817,794</td>
<td>$10,568,546</td>
<td>$3,435,393</td>
<td>$40,821,733</td>
</tr>
</tbody>
</table>

## Net Operating Loss

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Operating Loss</strong></td>
<td>$(5,718,555)</td>
<td>$(10,377,000)</td>
<td>$(2,823,012)</td>
<td>$(18,919,427)</td>
</tr>
</tbody>
</table>

## Nonoperating Revenues (Expenses)

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Nonoperating Revenues</strong></td>
<td>$12,044,915</td>
<td>$10,270,204</td>
<td>$1,357,017</td>
<td>$23,672,136</td>
</tr>
</tbody>
</table>

## Income before Other Revenues, Expenses, Gains, or Losses

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>$6,326,360</td>
<td>$(106,856)</td>
<td>$(1,466,795)</td>
<td>$4,752,709</td>
</tr>
</tbody>
</table>

## Net Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Assets - Beginning of Year</strong></td>
<td>$54,328,093</td>
<td>$6,550,337</td>
<td>$108,031,451</td>
<td>$168,909,881</td>
</tr>
<tr>
<td><strong>Net Assets - End of Period</strong></td>
<td>$60,840,453</td>
<td>$6,094,881</td>
<td>$107,112,256</td>
<td>$173,662,030</td>
</tr>
</tbody>
</table>

## Notes

- **FY 2008/09**
- **FY 2007/08**

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### Prior Year Totals as of September 30, 2007

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$20,168,864</td>
<td>$8,212,899</td>
<td>$2,107,832</td>
<td>$28,593,095</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$20,074,601</td>
<td>$8,360,636</td>
<td>$2,919,222</td>
<td>$31,354,567</td>
</tr>
<tr>
<td><strong>Net Operating Loss</strong></td>
<td>$(9,142,129)</td>
<td>$(662,147)</td>
<td>$(1,812,390)</td>
<td>$(10,816,666)</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>$20,584,868</td>
<td>$156,158</td>
<td>$2,093,073</td>
<td>$22,834,099</td>
</tr>
<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>$4,752,709</td>
<td>$(295,952)</td>
<td>$(1,392,408)</td>
<td>$3,916,353</td>
</tr>
<tr>
<td><strong>Net Assets - Beginning of Year</strong></td>
<td>$159,328,692</td>
<td>$173,662,030</td>
<td>$107,112,256</td>
<td>$339,102,978</td>
</tr>
<tr>
<td><strong>Net Assets - End of Period</strong></td>
<td>$173,662,030</td>
<td>$6,550,337</td>
<td>$108,031,451</td>
<td>$348,249,818</td>
</tr>
</tbody>
</table>
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Summary of Expenditures and Encumbrances - General Fund - Budget and Actual

For the Three Months Ended September 30, 2008

(Preliminary)

#### EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
<td><strong>AVAILABLE BUDGET</strong></td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$51,741,215</td>
<td>$32,610,556</td>
</tr>
<tr>
<td>Academic Support</td>
<td>27,298,977</td>
<td>19,222,441</td>
</tr>
<tr>
<td>Student Services</td>
<td>19,457,686</td>
<td>14,875,089</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>31,105,732</td>
<td>19,051,934</td>
</tr>
<tr>
<td>Operation and Maintenance of Plan:</td>
<td>11,298,058</td>
<td>6,582,756</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>2,118,315</td>
<td>797,528</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>6,266,000</td>
<td>114,000</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>6,822,017</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td><strong>$156,088,000</strong></td>
<td><strong>$93,254,304</strong></td>
</tr>
</tbody>
</table>

#### EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2008/09</th>
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</tr>
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<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
<td><strong>AVAILABLE BUDGET</strong></td>
</tr>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$7,021,000</td>
<td>$6,774,207</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,244,000</td>
<td>21,790,357</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>37,877,700</td>
<td>34,965,807</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,064,035</td>
<td>457,195</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,951,976</td>
<td>4,352,487</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,490,000</td>
<td>7,044,912</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>135,698</td>
<td>92,654</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>21,623,241</td>
<td>3,911,849</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>$109,407,650</td>
<td>$79,389,467</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>6,191,116</td>
<td>1,297,127</td>
</tr>
<tr>
<td>Travel</td>
<td>2,666,969</td>
<td>485,336</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>9,584,390</td>
<td>7,197,919</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,027,069</td>
<td>2,004,408</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>2,118,000</td>
<td>797,528</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,607,960</td>
<td>1,753,447</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>$29,195,504</td>
<td>$13,535,786</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>607,000</td>
<td>130,833</td>
</tr>
<tr>
<td>Transfers</td>
<td>6,266,000</td>
<td>114,000</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,058,200</td>
<td>84,217</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>9,553,646</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td><strong>$156,088,000</strong></td>
<td><strong>$93,254,304</strong></td>
</tr>
</tbody>
</table>
TO: Board of Governors

FROM: Chancellor

SUBJECT: Separations from Employment

DATE: 11/12/08
ITEM NO: 11

Recommendation:

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

Retirements

Ayuso, Maria
Support Technician
CC-Adult Education
Effective: 01/02/09

Maria Ayuso began her career with Pima County Adult Education in 1990 before the program merged with Pima Community College in 2000. She served the college as an Administrative Aide II before her retirement as a Support Technician.

Separations from Employment

Augburn, Roy
Materials Handler Technician
DC-Administration Service
Effective: 10/03/08
Reason: Relocation

Damschen, Scott
Facilities and Operations Manager
DO-Plant Operations
Effective: 10/27/08
Reason: Relocation

(Continued)
Nunez, Analisa M.
Support Technician
CC-Teacher Education
Effective: 11/04/08
Reason: Other Employment

Contact Person:
Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)

[Signature]
Dr. Roy Flores, Chancellor
TO: Board of Governors

FROM: Chancellor

DATE: 11/12/08

ITEM NO: 12

SUBJECT: Student Aide Hires

Recommendation:

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

Azagra Joanna          Marana Gabriel
Bartley Vinson         McCain Veronica
Beasley Brittany       Mindt Garrett
Beck Whitney           Niebla Alejandra
Cadette Stephen        Ortega Cory
Cobos Christina        Petz Amy
Crumley Yvonne         Posada Alexia
Espinoza Edgar         Reyes Maria
Ferguson Peter         Rodriguez Anna
Filip Matthew          Romero Alberto
Findley Trent          Sanchez Manuel
Gracia Iris            Saylor Oscar
Gutierrez Luis         Schlotterer Patrick
Henderson Sean         Secakuku Joycelyn
Hernandez Vanessa      Smith Michael
Iturralde Natalie      Stillman Kurt
Jimenez Verenice       Torres Claudia
Krug Sonnhild          Torres Diana
Ksionda Michael        Torres Maria
Lira Antonio           Vizcarra Alexis
Lomawunu Natelle       Walker Karen
Magnon Melanie         Walker Michael
Manjarrez Marco

Contact Person:

Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)
TO: Board of Governors  
FROM: Chancellor  
DATE: 11/12/08  
ITEM NO: 13  
SUBJECT: Board Policy 3201: Occupational Program External Advisory Committees - Second Reading

Recommendation:

This is the second reading of Board Policy 3201 – Occupational Program External Advisory Committees. The Chancellor recommends that the Board approve the policy.

Background:

Occupational certificate or degree programs, including non-credit programs offered by the College, will have an external Program Advisory Committee to provide input on industry trends; employment needs; program relevancy, currency, and effectiveness; experiential learning opportunities; and Student Learning Outcomes.

Implementation and responsibility of this policy resides in the Office of the Provost.

Financial Considerations:

There are no financial considerations associated with this proposal.

Contact Person:

Dr. Roy Flores, Chancellor (206-4747)

Dr. Roy Flores, Chancellor
Occupational certificate or degree programs, including non-credit programs offered by the College, will have an external Program Advisory Committee to provide input to the Presidents and the Chancellor’s Cabinet on industry trends; employment needs; program relevancy, currency, and effectiveness; experiential learning opportunities; and Student Learning Outcomes.
TO: Board of Governors
FROM: Chancellor
DATE: 11/12/08
ITEM NO: 14
SUBJECT: Board Policy 3501: Admissions and Registration — First Reading

Recommendation:

This is the first reading of the revised Board Policy 3501-Admissions and Registration. The Chancellor recommends that the Board of Governors approve the policy.

Background:

This policy has been revised to meet the admissions and registration categories pursuant to the Arizona Revised Statutes provided that the College criteria, guidelines and procedures have been met.

This recommendation relates to Initiative 3 of the Pima Community College 2008-2011 3-year plan, which states: Redesign Student Services and Initiative 7 of the Plan, which states: Strengthen Administrative Operations.

Financial Considerations:

There are no additional funds associated with this action.

Contact Person:

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

Dr. Roy Flores, Chancellor
**Board Policy Title:** Admissions and Registration (Interim)

**Board Policy Number:** BP-3501  
**Adoption Date:** 12/12/90  
**Revision Date(s):** 11/17/99, 4/17/01, 10/20/08  
**Schedule for Review and Update:** Annually  
**Unit Responsible for Review and Update:** Provost/Executive Vice Chancellor for Academic and Student Services  
**Sponsoring Unit/Department:** VC Enrollment Services and External Relations  
**Motion Number:** 6144  
**Legal Reference:** Arizona Administrative Code, R7-1-301, R7-1-709, Arizona Revised Statute (ARS) 15-1801 through 15-1821.01  
**Cross Reference:** Transfer Students and Credit, BP-3111; Equal Educational Opportunity, BP-3112; and Limited Enrollment (Selective Admissions), BP-3506; General Education, BP-3117; and Concurrent Dual Enrollment Guidelines

The Pima County Community College District is open to students if they fall within one of the following categories pursuant to ARS 15-1805.01 and 15-1821, provided that the established College criteria, guidelines and procedures have been met.

1. a graduate of an accredited high school;  
2. a recipient of a G.E.D. certificate of high school equivalency;
3. a transfer student from an accredited college;
4. a non-high school graduate who is 18 years of age or older who can benefit from instruction;
5. a non-high school graduate between the ages of 16 and 18 who has officially withdrawn from high school who can benefit from instruction;
6. a student currently attending high school age 16 and over seeking dual enrollment at PCC, accompanied by written approval from the student's principal and parents or legal guardian;
7. a student currently enrolled in high school seeking concurrent enrollment with PCC, who assesses for placement at the appropriate level as per College Concurrent Enrollment Guidelines, and has written approval from the student's parents or legal guardians;
8. a student under the age of 16 without a diploma or GED seeking dual enrollment at PCC, who has achieved a specified score(s) on the College assessment instrument, SAT or ACT as per approved College policy may enroll in up to eight (8) credit hours in accordance with R7.1-301 and with parental/legal-guardian approval and the successful completion of the special underage admissions process;
9. An international student enrolled for 12 credit hours or more who has completed an academic program equivalent to an American secondary school and has the appropriate score on the Test of English as a Foreign Language (TOEFL) or whose native language is English;
10. An international student enrolled for fewer than 12 credit hours. Part time international students must demonstrate English proficiency if they plan to enroll in courses other than English as a Second Language or courses offered bilingually.

For all programs, preference in admissions shall be given to Pima and Santa Cruz county residents.

No person shall be denied admission and registration to the College on the basis of sex, race, creed, color, national origin, age, or handicap. Although Pima Community College is open to students who fall within the above categories pursuant to ARS 15-1805.01 and 15-1821, the scope of program accessibility or course accessibility may be limited due to certain curriculum requirements, fiscal constraints, facility limitations, external agency requirements or student preparedness. All such degree and certificate programs and their respective requirements shall be so identified in the college catalog.
"Concurrent" enrollment at PCC has the same meaning as "dual" enrollment as used in the State of Arizona. Concurrent enrollment is a partnership between PCC and high schools in which students are enrolled in a College course or courses as part of the high school day. The courses count both as college credit and toward high school graduation. All students must be enrolled for college credit. The course is closed to high school students who wish to take the course for high school credit only. There is no cost to the student. The College pays tuition and instructional costs are paid by the high school.
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Unapproved Minutes of the Regular Meeting of October 8, 2008

Background:

The unapproved minutes of the Regular Meeting of October 8, 2008 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, October 8, 2008 at 7:00 p.m., in the Community Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Scott Stewart, Chair
Marty Cortez, Member
Richard Fimbres, Member
Sherryn Marshall, Member

Absent:
Brenda Even, Secretary

BOARD REPRESENTATIVES

Julie Hecimovich, Staff
Cynthia Berens, Student
Kimlisa Duchicela, Faculty
Rick Rosen, Faculty

RECORDING SECRETARY

Linda Ashenbrener

ADMINISTRATION

Roy Flores, Chancellor
Lou Albert, President, West Campus
Christal Albrecht, President, Desert Vista Campus
Doreen Armstrong, Executive Director,
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Downtown Campus
Victoria Cook, Vice President of Instruction
Imelda Cuyugan, Executive Director, Grants
Betty Elasowich, Vice President of Student Development
Charlotte Fugett, President, East Campus
Donna Gifford, Assistant Vice Chancellor
Mary Beth Ginter, Acting Vice President of Instruction
Diane Groover, Assistant Vice Chancellor, Finance
Jerry Haynes, Vice President of Student Development
Cheryl House, Executive Director, PCC Foundation
Kirk Kelly, Vice Chancellor, Information Technology
Jana Kooi, President, Community Campus
Dee Lammers, Division Dean
Sylvia Lee, President, Northwest Campus
Mary Ann Martinez-Sanchez, Vice President of Instruction
Leticia Menchaca, Vice President of Student Development
Suzanne Miles, Provost/Executive Vice Chancellor for Academic Services
Lorraine Morales, Vice President of Student Development
Harry Muir, Vice President of Instruction
David Padgett, Vice President of Instruction
Anne Reese, Executive Director, Financial Aid
Robert Riza, Assistant Vice Chancellor for Student Services
Terry Sawma, Vice President of Instruction/Adult Education
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director, Athletics
Juan Soto, Vice President of Student Development
Stan Steinman, Senior Assistant to the Provost
Anne Vosberg, Vice President of Student Development
Lynne Wakefield, Assistant Vice Chancellor, Human Resources
Call to Order

Scott Stewart called the meeting to order at 7:14 p.m.

Pledge of Allegiance

Richard Fimbres led the Pledge of Allegiance.

Public Comment

A student commented on problems she encountered with the issuance of a Pell Grant.

Staff Representatives

Julie Hecimovich reported on the October 3 meeting. The Provost's report was given by Dr. Suzanne Miles informing them that the State budget deficit is now between $800 million and $1 billion for this year. The percent the College receives from the State is down to 9 or 10%.

The Institutional Climate Employee Survey is out and the College is encouraging 100% participation. Michael Tulino, Registrar, discussed changes to the audit registration and the policy, regulation and standard practice guide for the admissions and registration process.

Additional reports included information on the applicant tracking system and numerous events at campuses scheduled during the fall. A final report from AVIVA Children's Services indicated a donation from PCC included $4,172 in cash, gift cards, backpacks and school supplies.

Student Representatives

Cynthia Berens read reports for all campuses. Activities included an Earth Day Fair at Northwest Campus scheduled October 15 and a Hispanic Heritage Month Cuadro Artes Art Display at West Campus.

Faculty Representatives

Information shared with faculty during the October 3 meeting included a third and final reading of two Board policies, an overview of the process to secure an audit grade, and
information on the Federal Work Study Process. The Director of Employment/Legal Affairs addressed faculty concerns relative to a standard practice guide on mandatory reporting. During the Provost's report, discussion centered on the current budgetary problems and the reaccreditation process. The Provost also reported on the status of the recent institutional climate survey and faculty credentials and qualifications. The next meeting is scheduled November 7.

Report — Chairperson of the Board

The Board will vote this evening on the renewal of the Chancellor’s contract. The College Plan, and its results, are the primary instrument used to evaluate performance.

The Board is reviewing a draft of the Board of Governors’ Code of Conduct and administration was asked to come up with a similar document. When finalized, it will be posted College-wide.

Dr. Flores will be a member of a community college council created by the Governor’s Office. Two trustees from the State will be chosen to participate.

AADGB continues to exist and the organization will meet twice per year to discuss best practices. The Board presented a plaque on behalf of the ACCA President’s Council to Chancellor Flores for his leadership during 2007-08.

Motion No. 6831


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

Report — Secretary of the Board

There was no report.
Chancellor's Report

Linda Lohse, director of eleven private foundations, and Tomas Leon, Vice President of The Community Foundation for Southern Arizona, each presented an overview of the purpose and goals of the foundations they oversee. Ms. Lohse and Mr. Leon pointed out that literacy is top priority and encouraged the College to form partnerships with non-profit agencies to address the critical situation and to help raise awareness.

Chancellor Flores commented on the current economic situation. A letter was sent to the director of ASRS requesting data to evaluate the effect the situation will have on retirements. There may be concerns for the College over the longer term but the College will take appropriate measures, and we must all work together to make smart decisions and position ourselves for the future.

The Reauthorization of the Higher Education Act, passed and signed by the President, outlines reporting requirements.

Mariko Silver, Chief Advisor to the Governor, visited PCC and toured the West Campus health programs. Chancellor Flores recently attended a roundtable on immigration in Washington, DC hosted by the American Council on Education.

Dr. Miles commented on the changes to the Academic Calendar 2009-2010.

Monthly Financial Statements through August 2008

It was noted that net assets were consistent with expectations and services and supplies expenditures and commitments are essentially the same as in the previous year.

Information Items

Separations from Employment

Student Aide Hires

Board Policy 3201: Occupational Program External Advisory Committees –First Reading

These items were noted as information items.
Action Items

Motions to Approve Meeting Minutes
PASSES

Approval of Minutes

Motion No. 6832


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

Motion No. 6833


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

Consent Agenda

Chairman Stewart requested that item 15.5 Employment Contract: Chancellor be pulled from the Consent Agenda and voted on separately.

Chairman Stewart read the following statement regarding Adjunct Faculty: “The Board is gratified to know that the names of adjuncts submitted for our approval meet nationally recognized academic standards. We commend the administration for continuing to ensure that this is the case.”

Executive Vice Chancellor Bea mentioned that AIG is listed on 15.9 as one of the contracts for 403(b) plan services to be voted on in the Consent Agenda. In actuality, services will be through Valic of which the parent company is AIG. The assets are held separately and Valic has excellent ratings.

Motion No. 6834

Richard Fimbres - M, Marty Cortez - S, to approve the Consent Agenda, with Addenda to Items 15.1 New Appointments; 15.2 Administrator Appointments; 15.3 Adjunct Faculty Appointments; and 15.4 Temporary Appointments.

15.1 New Appointments
15.2 Administrator Appointments
15.3 Adjunct Faculty Appointments
15.4 Temporary Appointments
15.6 Public Safety Personnel Retirement System Local Board Membership
15.7 Board Policy 1402: Conflict of Interest – Final Reading
15.8 Contract: Computer Single Sign-On System and Consulting
15.9 Contracts: 403(b) Plan Services
15.10 2009-2010 Academic Calendar
15.11 Interim Board Policy 3202: Course Materials

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

Employment Contract: Chancellor

Motion No. 6835


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

Adjournment

The meeting adjourned at 9:05 p.m.

______________________________
Secretary

______________________________
Date
TO: Board of Governors  
FROM: Chancellor 
ITEM NO: 16  
DATE: 11/12/08

SUBJECT: Consent Agenda

Recommendation:

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

16.1 New Appointments
16.2 Administrator Appointments
16.3 Adjunct Faculty Appointments
16.4 Temporary Appointments
16.5 Intergovernmental Agreement: Pima County Community College District and Red Rock School District: Arizona K-12 schools Teacher Preparation Program (TPP): Intern Certification
16.6 Intergovernmental Agreement: Forensic Science Support
16.7 Voluntary 403(b) Plan
16.8 Contract: Network Attached Storage Improvement
16.9 Lease: East Campus Health Clinic

Dr. Roy Flores, Chancellor
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.

Staff

Salazar, Layla S.  
Program Coordinator – Talent Search
Salary: $40,040  
Desert Vista Campus  
Effective: 11/17/08  
Selected to fill a vacant position  
Education: Bachelor of Science, Family Studies, University of Arizona  
Experience: Ms. Salazar has over eight years of experience working with children; education as a social worker, counselor, and most recently as an advisor with a local middle school.  
Recruitment Overview:  
An external recruitment was conducted. Thirty-four complete applications were received. Applications were screened and interviewed by an advisory committee. The finalists were interviewed by the IT Director and the Vice Chancellor for Information Technology.

Sampson, James A.  
IT Advanced Analyst – Development Services
Salary: $58,807  
District Office  
Effective: 11/17/08  
Selected to fill a vacant position  
Education: Bachelor of Arts, Business Administration (CIS); Northern Arizona University  
Experience: Mr. Sampson has fourteen years of Information Technology experience as a programmer, analyst, application developer, and most recently, a Business Intelligence Engineer.  
Recruitment Overview:  
An external recruitment was conducted. Nine complete applications were received. Applications were screened and interviewed by an advisory committee. The finalists were interviewed by the IT Director and the Vice Chancellor for Information Technology.
Contact Person:

Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)

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

DATE: 11/12/08
ITEM NO: 16.2

Recommendation:

This is a placeholder in the event administrative searches come to closure and the Chancellor has recommendations for Board approval of new Administrator appointments for the 2008-2009 fiscal year. If approved, the Board authorizes the Chancellor or designee to sign the employment contracts on behalf of the College District.

Background:

When Administrator vacancies occur, the recruitment 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 for approval.

Contact Person:

Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)

Dr. Roy Flores, Chancellor
TO: Board of Governors  
FROM: Chancellor  
ITEM NO: 16.3  
DATE: 11/12/08  
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 academic discipline(s) in which adjunct faculty members are certified and the initial campus where they will teach. 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.

Aburto Guzman, Claudia P.  
Discipline(s): Spanish (Academic)  
Salary: $710 per load hour  
Education: Bachelor of Arts, Spanish, Florida State University, Tallahassee, Florida; Master of Arts, Spanish, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Spanish, University of Arizona, Tucson, Arizona  
Experience: Dr. Aburto Guzman has worked for Bates College as an assistant professor and as a Spanish instructor for more than six years. Additionally, she worked for five years at the University of Arizona as a graduate teaching assistant for the Spanish and Portuguese Department.

Allen, Stephen C.  
Discipline(s): Math (Developmental)  
Salary: $710 per load hour  
Education: Bachelor of Science, Physics, University of Arizona, Tucson, Arizona  
Experience: Mr. Allen has owned a gem and mineral business for more than twenty-nine years. His teaching experience includes volunteer work for more than two years. He was a math tutor at Fort Lowell Elementary School and a classroom math assistant for Pima Community College Adult Education.
Alter, Lee S.
Discipline(s): Environmental Technology (Academic)
Salary: $710 per load hour
Education: Master of Science, Environmental Science and Engineering, University of North Carolina, Chapel Hill, North Carolina; Bachelor of Science, Environmental Engineering, University of Florida, Gainesville, Florida
Experience: Mr. Alter is currently working for the Arizona Department of Environmental Quality as an executive consultant. He worked for the Western Governors’ Association as an environmental policy analyst. He has more than 14 years of experience in air quality management, technical analysis, and stakeholder processes to develop public policies and address air quality issues. He has no previous teaching experience.

Applegate, Brett E.
Discipline(s): Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, English/Creative Writing, University of Arizona, Tucson, Arizona
Experience: Mr. Applegate is currently working for the University of Arizona English Department as a graduate teaching assistant. He has more than two years of experience teaching English courses and tutoring at the University of Arizona.

Bailey, Nanette
Discipline(s): Sociology (Academic)
Salary Rate: $710/per load hour
Education: Bachelor of Interdisciplinary Studies, Biology, Arizona State University, Tempe, Arizona; Master of Arts, Sociology, Arizona State University, Tempe, Arizona
Experience: Since October of 2007, Ms. Bailey has been employed as an online sociology instructor for Rio Salado Community College.

Beelen, Robin R.
Discipline(s): Reading (Developmental), Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, English, Western Michigan University, Kalamazoo, Michigan; graduate course work, University of Arizona, Tucson and University of Phoenix, Tucson, Arizona
Experience: Ms. Beelen has nineteen years of experience as a reading specialist in public schools in Tucson, Colorado and Washington. She has six years of experience as a reading consultant at a community school in Michigan. Ms. Beelen is currently retired from the Tucson Unified School District.

(Continued)
Beltran, Anissa A.
Discipline(s): Education and Early Childhood Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona; Master of Arts, Early Childhood Education, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Beltran has five years of teaching experience with the Tucson Unified School District.

Black, David
Discipline(s): Accounting, Finance (Occupational)
Salary Rate: $710 per load hour
Education: Bachelor of Science, Business, Finance, and Accounting, University of Arizona, Tucson, Arizona; Master of Science, Personnel Finance, Kansas State University, Manhattan, Kansas
Experience: Since 1993, Mr. Black is a licensed enrolled Accounting Agent for the United States Department of Treasury. He has been a self-employed tax and general accountant for fifteen years.

Boone, Robert T.
Discipline(s): Music, Music—Private Instruction
Salary: $710 per load hour
Education: Bachelor of Music, Jazz & Contemporary Media Music and Theory and Composition; Master of Music, Performance, University of Arizona, Tucson
Experience: Mr. Boone has twenty-eight years of experience as a private music instructor and performer in Tucson. He has two years of experience as a visiting lecturer of music at the University of Arizona.

Davis, Sara D.
Discipline(s): History
Salary: $710 per load hour
Education: Bachelor of Arts, History; Master of Arts, History, University of Washington, Seattle, Washington
Experience: Ms. Davis has ten years of experience as a history instructor at community colleges in Shoreline, Washington and Lynwood, Washington. She has taught both traditional classroom and online courses.

DeWan, Dale F.
Discipline(s): Biology, Dental Hygiene
Salary: $710 per load hour
Education: Bachelor of Arts, Biology, Alliant International University, San Diego, California; Master of Science, Zoology, Oregon State University, Corvallis, Oregon; Doctor of Medical Dentistry, University of Oregon Health Sciences Center School of Dentistry, Portland, Oregon
Experience: Dr. DeWan has twenty years of experience as a self-employed dentist in Oregon. He has five years of experience as a staff dentist at clinics in Oregon and Washington. He also has six years of experience as a graduate teaching assistant at Oregon State University and University of Oregon. He is currently retired.

(Continued)
Dima, Nicholas

Discipline(s): Geography (Academic)
Salary Rate: $710 per load hour
Education: Bachelor of Arts, Geography, University of Bucharest, Romania; Master of Philosophy, Columbia University, New York, New York; Doctor of Philosophy, Geography, Columbia University, New York, New York
Experience: Dr. Dima was a Geography Professor for St. Mary's University, Ethiopia, in 2002.

Draegeth, Trevor S.

Discipline(s): History (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, History, University of Arizona, Tucson, Arizona; Master of Arts, History, University of Arizona, Tucson, Arizona
Experience: Mr. Draegeth meets the Academic standards for teaching History.

Duke Jr., John R.

Discipline(s): Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Mr. Duke has three years of experience in retail sales, working while earning his degree. He has one year of experience as a customer account executive at a local call center.

Eldridge, Isaac P.

Discipline(s): Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, Journalism, Ohio State University, Columbus, Ohio
Experience: Mr. Eldridge is currently working for the University of Arizona English Department as a graduate teaching assistant.

Evans, Wayne

Discipline(s): Mathematics (Academic)
Salary Rate: $710 per load hour
Education: Bachelor of Science, Business, Finance, and Accounting, University of Arizona, Tucson, Arizona; Master of Science, Mathematics, Kansas State University, Manhattan, Kansas
Experience: Mr. Evans is self-employed in computer security. Since 1991, he has been training IBM customers on DS/400 computer security.

Fees, Marty F.

Discipline(s): History (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Writing, Columbia College, Chicago, Illinois
Experience: Ms. Fees has nine years of teaching experience. She was employed with the Joseph City Unified School District, United States Peace Corps-Jordan, and the Buckeye Union High School District. Currently, Ms. Fees is employed with Ray Unified School District in Kearney, Arizona, as a Mathematics instructor.

(Continued)
Fox, Barbara W.
Discipline(s): History (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, History, University of Massachusetts Boston, Boston, Massachusetts; Master of Arts, History, George Washington University, Washington, District of Colombia
Experience: Ms. Fox is currently working as a substitute teacher for Substitute Teachers Unlimited, teaching various courses. She was a graduate assistant at George Washington University, teaching History.

Garmus, Daniel L.
Discipline(s): Digital Arts
Salary: $710 per load hour
Education: Bachelor of Science, Commercial Art, Ashland University, Ashland, Ohio; Master of Science, Multimedia Technology, Duquesne University, Pittsburgh, Pennsylvania
Experience: Mr. Garmus has five years of experience as a corporate designer for United States Steel Corporation and two years of experience as a senior graphic designer at Boeing Integrated Defense Systems in California. He has five years of experience as an adjunct instructor at The Art Institute of Pittsburgh. He is also currently employed as an adjunct instructor at The Art Institute of Tucson, teaching graphic and advertising design, and as a visual designer for Intuit.

Gindlesparger, Emily
Discipline(s): Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, Writing, Columbia College, Chicago, Illinois
Experience: Ms. Gindlesparger meets the minimum standards required to teach Developmental Writing.

Goodman, Maxine R.
Discipline(s): Journalism (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Journalism, University of Arizona, Tucson, Arizona; Master of Science, Mass Communications, San Jose State University, San Jose, California
Experience: Ms. Goodman was a publisher at El Observador, a bilingual, weekly publication. She taught fifth grade for more than two years at Lake Havasu Elementary School.

Grenier, Kathryn
Discipline(s): Clinical Trial Coordinator (Occupational)
Salary Rate: $710/per load hour
Education: Bachelor of Science, Medical Technology, University of Utah, Salt Lake City, Utah; Master of Public Administration, Health Services Administration, University of San Francisco, San Francisco, California
Experience: Ms. Grenier is the Vice President of Clinical Operations at AmpliMed, a pharmaceutical company developing new cancer drug therapies since 2004.
She was an Associate Director of Clinical Research at the Arizona Cancer Center from 2002-2004.

Hertenstein, Kathleen F.  
Discipline(s): Writing, Literature (Academic)  
Salary: $710 per load hour  
Education: Bachelor of Science, English Education, Southeast Missouri State University, Cape Girardeau, Missouri; Master of Arts, English, Southeast Missouri State University, Cape Girardeau, Missouri  
Experience: Ms. Hertenstein is currently working as an English as a Second Language teacher for the University of Arizona. She was an English teacher for more than 14 years with the Tucson Unified School District.

Hough, Lorrie A.  
Discipline(s): Student Success  
Salary: $710 per load hour  
Education: Bachelor of Arts, Interdisciplinary Studies, University of Arizona, Tucson; Master of Education, Counseling—Human Relations, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Hough has four years of experience with her current employer, The University of Arizona, office of Student Financial Aid, where she serves as a program coordinator.

Huppe, Paul  
Discipline(s): Education (Academic)  
Salary Rate: $710/per load hour  
Education: Bachelor of Science, Molecular & Cellular Biology, University of Arizona, Tucson, Arizona; Master of Education, Teacher and Teaching Education, University of Arizona, Tucson, Arizona  
Experience: Since 2004, Mr. Huppe has been employed as a high school anatomy and physiology teacher.

Jackson, Elisa B.  
Discipline(s): Education and Special Education (Academic)  
Salary: $710 per load hour  
Education: Bachelor of Arts in Education, Elementary Education, University of Arizona, Tucson, Arizona; Master of Education, Special Education, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Jackson has six years of experience in teaching. She was employed with The Beginning School as a pre-school teacher and with Flowing Wells School as a substitute teacher. Currently, Ms. Jackson is employed with Flowing Wells School as a second grade teacher.

Jacobson, Jackie  
Discipline(s): Mathematics (Developmental)  
Salary Rate: $710/per load hour  
Education: Bachelor of Science, Psychology, Northern Arizona University, Flagstaff, Arizona  
(Continued)

**Keruze, Amanda**

Discipline(s): Psychology (Academic)  
Salary Rate: $710/per load hour  
Education: Bachelor of Arts, Psychology, Latvia University, Riga, Latvia; Master of Arts, Psychology, Latvia University, Riga, Latvia  
Experience: Ms. Keruze is a self-employed Psychologist and Psychotherapist since 2000. She provides both individual and group psychotherapy.

**Koerber, Audra L.**

Discipline(s): English as a Second Language (Academic), Writing (Developmental)  
Salary: $710 per load hour  
Education: Bachelor of Arts, English, California State University, Fullerton, California; Master of Arts, Language, Reading and Culture, University of Arizona, Tucson, Arizona  
Experience: Ms. Koerber is currently working as a legal assistant for Mesch, Clark, & Rothschild, P.C. She was a Reading and English teacher for more than three years for the Tucson Unified School District and for Catalina Foothills School District.

**Kortyna, Deborah**

Discipline(s): Therapeutic Massage (Occupational)  
Salary Rate: $710/per load hour  
Education: Master of Business Administration, Widener College, Chester, Pennsylvania  
Experience: Ms. Kortyna is a National and State Licensed Massage Therapist. She has been employed since 2002 as a Massage Therapist at The Hilton El Conquistador.

**Koza, Shannon**

Discipline(s): Education (Academic)  
Salary Rate: $710/per load hour  
Education: Bachelor of Science, Medical Technology, Western Michigan University, Kalamazoo, Michigan; Master of Education, Teacher and Teaching Education, University of Arizona, Tucson, Arizona  
Experience: Ms. Koza was a high school biology and chemistry teacher from 2002 to 2006.

**Larrabee, Ann F.**

Discipline(s): Art for Personal Development (Developmental)  
Salary: $710 per load hour  
Education: Bachelor of Arts, Art, University of Puget Sound, Tacoma, Washington  
Experience: Ms. Larrabee was a teacher for the Tucson Unified School District for more than 30 years. She taught special education students for 15 years and performed diagnostic testing for 17 years.
Lim Jr., Victor K.
Discipline(s): Digital Arts
Salary: $710 per load hour
Education: Bachelor degree: foreign transcript not evaluated; Master of Public Administration, Harvard University John F. Kennedy School of Government, Cambridge, Massachusetts
Experience: Mr. Lim has four years of experience as the Audiovisual Support Manager for the National Archives and Records Administration in Washington, D.C. He is currently a self-employed producer working on the Veteran’s Oral History project for the Library of Congress.

Lines, Jacob Ricks
Discipline(s): Political Science
Salary: $710 per load hour
Education: Bachelor of Arts, History; Juris Doctor, Law, University of Arizona, Tucson, Arizona
Experience: Mr. Lines has one year of experience as an attorney with a private law firm in Phoenix, and three years of experience as a deputy county attorney in the Pima County Attorney’s Office.

Liu, Sheng
Discipline(s): Physics (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Physics, Tsinghua University, Beijing, China; Master of Science, Physics, Tsinghua University, Beijing, China; Master of Science, Optics, University of Arizona, Tucson, Arizona
Experience: Mr. Liu has two years of teaching experience. He taught Introductory Physics for Tsinghua University. In addition, he was a laboratory instructor in Physics for the University of Arizona. Currently, Mr. Liu is a Research Specialist for the College of Optical Sciences with the University of Arizona.

Lynn, Michelle A.
Discipline(s): Psychology, Student Success
Salary: $710 per load hour
Education: Associate of Arts, Social Science, Mt. Hood Community College, Gresham, Oregon; Bachelor of General Studies, Psychology, Chaminade University, Honolulu, Hawaii; Master of Arts, Counseling Psychology, National University, La Jolla, California
Experience: Ms. Lynn has one year of experience as a family advocacy specialist at the Department of Defense Naval Air Weapons Station in California. She has four years of experience as an instructor, student services counselor and director of academic affairs at the Arizona Institute of Business and Technology in Phoenix. She also has five years of experience with Maricopa County Community College District at Glendale College, where she was an adjunct instructor, counselor, and coordinator for enrollment and academic advisement. Ms. Lynn was employed for one year at PPEP, Inc., Behavioral Health as a therapist and clinical director.

(Continued)
McCormick, Curtis
Discipline(s): Business, Management (Academic)
Salary Rate: $710/per load hour
Education: Bachelor of Science, Business, University of Phoenix, Tucson, Arizona; Master of Management, University of Phoenix, Tucson, Arizona
Experience: Since September of 2006, Mr. McCormick has been employed as the Operations Manager for ResCare/Job Corporation with the Department of Labor.

Monti, Christopher L.
Discipline(s): Engineering (Academic), Math (Developmental)
Salary: $710 per load hour
Education: Master of Science, Mechanical Engineering, University of Arizona, Tucson, Arizona; Bachelor of Science, Manufacturing Engineering, Boston University, Boston, Massachusetts
Experience: Mr. Monti is currently working for Raytheon as a mechanical engineer since July, 2003. His experience at Raytheon includes working in the opto-mechanical engineering department as a project engineer. He has no previous teaching experience.

Moreland, Margaret
Discipline(s): Education (Academic)
Salary Rate: $710/per load hour
Education: Bachelor of Arts, Education, University of Arizona, Tucson, Arizona; Master of Education, Secondary Education, University of Arizona, Tucson, Arizona
Experience: Ms. Moreland retired in October of 2007. Prior to her retirement, she worked for 20 years as an Executive Business Manager at Merck.

Noble, Tony B.
Discipline(s): Writing and Management (Academic)
Salary: $710 per load hour
Education: Certificate, Professional Writing, Northern Arizona University, Flagstaff, Arizona; Bachelor of Arts, Economics and History, Willamette University, Salem, Oregon; Master of Science, Management, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Noble has three years of teaching experience with Mohave Community College as Adjunct Faculty in the disciplines of Business, Economics, English and Construction Trades.

Parker, Ronald T.
Discipline(s): Accounting (Academic)
Education: Bachelor of Arts, Accounting, Chadron State College, Chadron, Nebraska; Master of Accounting, Accounting, University of Arizona, Tucson, Arizona
Experience: Mr. Parker is currently working for Clifton Gunderson LLP, CPA’s as a partner. He has more than 25 years of experience in account auditing for multiple businesses. Additionally, he taught for Pima Community College as a full-time Accounting instructor and as an adjunct instructor.
Raju, Alice
Discipline(s): Mathematics (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science Telecommunications, Telecommunications Engineering, University of Texas at Dallas, Richardson, Texas; Master of Science Electrical Engineering, Electrical Engineering, University of Texas at Dallas, Richardson, Texas
Experience: Ms. Raju meets the Developmental Standards in Mathematics.

Sbarounis, Georgette D.
Discipline(s): Social Services
Salary: $710 per load hour
Experience: Ms. Sbarounis has seven years of experience as a counselor and intake specialist at the Pinal Hispanic Council in Eloy. She has six years of experience as a school social worker for the Arizona’s Children Association in Tucson. Ms. Sbarounis has one year of experience with her current employer, Amphitheater School District as a school social worker.

Schmitz, Brian K.
Discipline(s): Chemistry
Salary: $710 per load hour
Education: Bachelor of Science, Chemistry, University of Massachusetts, Amhurst; Doctor of Philosophy, Chemistry, University of Rhode Island, Kingston, Rhode Island
Experience: Dr. Schmitz has ten years of experience as a research chemist in the private sector in Massachusetts, Rhode Island and in Tucson. His research has included developing fire resistant synthetic stucco building materials, batteries for electric vehicles, environmental analysis of soils and waters, diesel fuel, and pharmaceutical chemistry. Dr. Schmitz is currently employed by Argylla Technologies in Tucson.

Stillman, Susan B.
Discipline(s): Psychology, Student Success, and Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Urban Studies, State University of New York, Old Westbury, New York; Master of Education, Counseling, Antioch New England Graduate School, Putney, Vermont
Experience: Ms. Stillman is currently working as an adjunct instructor for Northcentral University in Prescott, Arizona, teaching Education courses. She was an adjunct instructor for Southern Connecticut State University, teaching counseling and supervision courses.

(Continued)
Adjunct Faculty Appointments

Date: 11/12/08
Page 11

Tolbert, Melissa D.
Discipline(s): Writing (Academic)
Education: Bachelor of Arts, English and American Language and Literature, University of Tennessee, Chattanooga, Tennessee; Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Ms. Tolbert is currently working for the Pima County Health Department as a project coordinator. She was a graduate English instructor for the University of Arizona and a substitute teacher for Scenic Land School in Chattanooga, Tennessee.

Verdugo, René M.
Discipline(s): Art
Salary: $710 per load hour
Education: Bachelor of Fine Arts, Studio Art, University of Arizona, Tucson; Master of Fine Arts, Art, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Verdugo has twelve years of experience as a self-employed artist and photographer. He has four years of experience as the registrar at the Tucson Museum of Art. He also has four years of experience as adjunct faculty in photography at Pima Community College in the 1970s.

Vogel, Lisa R.
Discipline(s): Writing (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Recreation Education, Lehman College, Bronx, New York; Master of Arts, English, California State University, Northridge, California
Experience: Ms. Vogel has more than seventeen years of teaching experience. She was employed with California State University as a teaching assistant, University of Nevada as an English instructor, and the College of Southern Nevada as an English instructor.

Williams, Janet
Discipline(s): Spanish (Academic), Dual Enrollment Limited Exemption
Salary Rate: $710/per load hour
Education: Bachelor of Arts, Spanish, University of Arizona, Tucson, Arizona; Master of Arts (in progress), Spanish, University of Arizona, Tucson, Arizona
Experience: Ms. Williams has been a Spanish teacher for eight years at Immaculate Heart High School in Tucson, and Basis High School in Tucson.

Zenger, Robin
Discipline(s): History (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, History, Indiana University at Bloomington, Bloomington, Indiana; Master of Arts, Journalism, Syracuse University, Syracuse, New York; Master of Arts, History, University of Arizona, Tucson, Arizona

(Continued)
Experience: Ms. Zenger has seven years of teaching experience. She was employed with Pima Community College as Adjunct Faculty in Writing and History; Catalina High School as a World Studies and Humanities teacher and Edison Elementary School in Santa Monica, California as a bilingual resource teacher.

Zwartjes, Arianne A.  DV
Discipline(s): Writing
Salary: $710 per load hour
Education: Master of Fine Art, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Currently Adjunct Faculty, University of Arizona; Field Instructor, National Outdoor Leadership School; Research Consultant, Northwest Women's Law Center; Instructor, University of Arizona

Contact Person:
Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 11/12/08
FROM: Chancellor  ITEM NO: 16.4
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.

Belknap, Juma  Tutor  WC
Hourly Rate: $6.90
Education: Coursework, General Studies, Pima Community College
Experience: Mr. Belknap has no previous employment.

Boswell, Andrew T.  Instructor  CC
Hourly Rate: $15.00
Education: Bachelor of Arts, Education, Northeastern Illinois University
Experience: Mr. Boswell has taught, managed and directed corporate training programs in various companies for seventeen years.

Cobean, Ryder  Instructor  CC
Hourly Rate: $15.00
Education: Bachelor of Arts, Political Science/Russian & Slavic Studies, University of Arizona
Experience: Mr. Cobean has taught English as a Foreign Language for two years to students 10-to 15 years of age. He has also taught computer basics to adults as part of a Peace Corps program abroad. He also has one year of experience working at the

(Continued)
University of Arizona with international students and refugees, conducting orientation and assisting in adjustment to American life.

**Coppola, Alysha**  
**Lab Specialist/Chemistry**  
WC  
Hourly Rate: $17.66  
Education: Bachelor of Science, Chemistry, University of Arizona  
Experience: Ms. Coppola has experience in teaching and research assistance. She is also a National Science Foundation Summer Fellow at Woods Hole, Massachusetts.

**Cornett, Justin**  
**Evaluator/Tutor**  
EC  
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College; Associates of Arts, Liberal Arts, Eastern Arizona College; Bachelor of Science, Business Management, Charter Oak State College  
Experience: Mr. Cornett has an Arizona State and National EMT Certification, as well as an American Red Cross CPR Certification. He also has Certification in Ropes and Technical Rescue I, and has been a Haz-Mat Specialist with UPS for four years.

**Creel, Melvin C.**  
**Assistant Men’s/Women’s Track Coach**  
WC  
Hourly Rate: $10.00  
Education: Doctor of Education, Physical Education/Educational Administration; Master of Education, Curriculum and Instruction, University of Nevada; Bachelor of Science, Physical Education, University of Nevada  
Experience: Mr. Creel is currently the District Adaptive Physical Education Teacher for grades K-12 at the Sunnyside Unified School District, where he has held this position for five years. He was the Head Track & Cross Country Coach for Men and Women at Eastern New Mexico University for over five years. Throughout his career, Mr. Creel has coached track, cross country, wrestling, strength/conditioning, and football in both public and higher education.

**Davis, Robert**  
**Lab Specialist**  
CC  
Hourly Rate: $17.66  
Education: Bachelor of Science, Analytical Chemistry, Columbia University  
Experience: Mr. Davis was an analytical chemistry research lab instructor for general chemistry, and an analytical chemistry lab research facility technician.

**Dotton, Zura**  
**Instructor**  
CC  
Hourly Rate: $15.00  
Education: Master of Arts, English as a Second language, University of Arizona; Bachelor of Arts, Teaching English and German, Almaty Pedagogical Institute of Foreign Languages, Almaty, Kazakhstan  
Experience: Ms. Dotton has twenty-one years of experience teaching English to adults at college and university levels, as well as in adult education sites.

**Farnsworth, Ashley**  
**Evaluator/Tutor**  
EC  
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College

(Continued)
Experience: Ms. Farnsworth is a certified EMT. She has state and national certification as well as CPR certification. She has also been working at the Southern Arizona Regional Communications Center for the past three months as an emergency dispatcher.

Harries, Frances                        Tutor                      WC
Hourly Rate: $6.90
Education: Doctorate, Hearing Science, University of Arizona; Coursework, General Studies, Pima Community College
Experience: Dr. Harries has extensive experience working with hearing issues, as an Audiologist, Adjunct Lecturer, Assistant Department Head and Senior Lecturer with the University of Arizona.

Hopfer, Sarah                            Evaluator/Tutor            EC
Hourly Rate: up to $12.71
Education: Coursework, EMT Basic, Pima Community College
Experience: Mrs. Hopfer has Arizona State and National EMT Certification, as well as CPR Certification. Mrs. Hopfer also has three years of experience as an EMT-B with Southwest Ambulance.

Hough, Kyle                                Tutor II                    EC
Hourly Rate: $6.90
Education: Coursework, General Studies, Pima Community College
Experience: Mr. Hough has experience as an office worker at Jade Concrete. He is currently an assistant cross country coach at Sahuarro High School.

Lara, Patricia                            Instructor                   CC
Hourly Rate: $15.00
Education: Master of Education, Educational Leadership, Northern Arizona University; Bachelor of Science, Business Management, University of Phoenix; Associate of Arts, Legal Assistant, Pima Community College
Experience: Ms. Lara has five years of experience as program director at the University of Arizona, where she planned and executed adult training and educational experiences.

Lytle, Sterling                           Evaluator/Tutor            EC
Hourly Rate: up to $12.71
Education: Coursework, EMT Basic, Pima Community College
Experience: Mr. Lytle Has Arizona State and National EMT certifications, as well as American Red Cross CPR Certification. He also has three years of experience with Five Star Termite and Pest Control. He is currently in the Pima Community College Fire Academy.

Mahan, Andrew                             IT Technician                NW
Hourly Rate: $16.67
Education: Coursework, Computer Information Systems, Pima Community College
Experience: Mr. Mahan has been working with Information Technology for over twenty-two years. He has experience with a wide variety of computer systems, including both

(Continued)
legacy and modern. His experience also includes strong operating system and application system skills.

Marquez, Carlos  
Evaluator/Tutor  
EC
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College  
Experience: Mr. Marquez has Arizona State and National EMT Certification, as well as CPR Certification. Mr. Marquez has two years of experience as a supervisor at Costco Wholesale.

Marquez, Jennifer  
Evaluator/Tutor  
EC
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College; Bachelor of Science, Animal Science, University of Arizona  
Experience: Mrs. Marquez has Arizona State and National EMT Certification, as well as CPR Certification. She has two years of experience as a supervising sales associate with Arizona Feeds.

McHugh, Zachary  
Evaluator/Tutor  
EC
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College  
Experience: Mr. McHugh has Arizona State and National EMT Certification, as well as CPR Certification. He also has two years of teaching experience at Thomas J. Pappas Elementary School, Special Education Department.

Moan, Michael J.  
Instructor  
CC
Hourly Rate: $15.00  
Education: Bachelor of Arts, English and Philosophy, Boston College  
Experience: Mr. Moan has one year of experience as a teaching assistant at the University of Arizona in the Public Administration department. He has three years of experience at Apollo College, teaching liberal arts, tutoring students and preparing them for the GED exam. He also has two years of experience tutoring students with learning disabilities at the University of Arizona.

Paris, Brandon  
Evaluator/Tutor  
EC
Hourly Rate: up to $12.71  
Education: Coursework, EMT Basic, Pima Community College  
Experience: Mr. Paris has Arizona State and National EMT certification, as well as CPR Certification. He also has one year of experience in customer service.

Pearl, Richard W.  
Tutor-Reading  
DV
Hourly Rate: $9.50  
Education: Master of Art, Reading, University of St. Thomas; Bachelor of Arts, English, University of St. Thomas  
Experience: Mr. Pearl has taught Reading for twenty years at the University of St. Thomas, Augsburg College and the University of Wisconsin. He has also worked for five months as a Reading Specialist with elementary students of the Sahuarita School District.

(Continued)
Temporary Appointments

Quiroz, Laurie  Tutor WC
Hourly Rate: $6.90
Education: Coursework, General Studies, Pima Community College
Experience: Ms. Quiroz has experience as a nanny and a medical assistant.

Sanzenbacher, Robert  Tutor II EC
Hourly Rate: $6.90
Education: Coursework, Liberal Arts, Pima Community College; Coursework, Pharmacy, University of Arizona, University of Toledo, Purdue University North Central, and Seattle Central Community College
Experience: Mr. Sanzenbacher has experience as a supervisor, sales manager, and other positions at Borders Music Café.

Schilleman, Kenneth  Tutor II EC
Hourly Rate: $6.90
Education: Coursework, General Studies, Pima Community College
Experience: Mr. Schilleman has experience as a skilled laborer (Energy Technologies), stockroom supervisor at Barnes & Noble, and concrete artisan at Concrete Age Artworks.

Stapleton, Diana E.  Art Model II WC
Hourly Rate: $10.00
Education: Bachelor of Arts, Fine Arts, University of Arizona
Experience: Ms. Stapleton was self-employed from 2004 through mid-2008, as owner of the Rainbow Planet Coffee House.

Thompson, Donald D.  Noncredit Instructor CC
Hourly Rate: up to $20.00
Education: Bachelor of Science, Chemistry, California State University
Experience: Mr. Thompson has spent the last seventeen years in sales and management where his responsibilities involved sales, service, training and customer support and software customization for specialized chemical analysis machinery. As a digital photographer, he will teach computer and digital photography classes in Green Valley.

Valdez, Frank  Welder M & S
Hourly Rate: $28.09
Education: Certificates - Welding and Mechanics, ABC Technical School
Experience: Mr. Valdez is a retired Pima Community College employee who is returning to help with a safety project. He was the College's Support Services Supervisor. Mr. Valdez is a certified welder fabricator.

Windham, John  Office Aide WC
Hourly Rate: $8.00
Education: Coursework, Business, Pima Community College
Experience: Mr. Windham served as Vice President of Public Relations of Phi Theta Kappa, maintaining the chapter website and calendar. He also worked in a customer service environment for Domino’s Pizza.

(Continued)
Temporary Appointments

Contact Person:

Lynne Wakefield, Assistant Vice Chancellor for Human Resources (206-4624)

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 10/13/08
FROM: Chancellor  ITEM NO: 16.5
SUBJECT: Intergovernmental Agreement:
Pima County Community College District and Red Rock School District:
Arizona K-12 schools Teacher Preparation Program (TPP): Intern Certification

Recommendation:

The Chancellor recommends that the Board of Governors approve an Intergovernmental Agreement with the Red Rock School District effective from October 1, 2008, for the period of June 30, 2013.

Background:
Following federal mandates embedded in the No Child Left Behind Act (NCLB), all K-12 Arizona classroom instructors must be considered highly qualified teachers (HQT) by 20052006 (with a grace period through 2006-2007). The Arizona Department Education (ADE) has a plan to severely limit, and ultimately eliminate, emergency teaching certifications. Thus, school districts must contract with a state-approved teacher preparation program. Pima Community College is a state-approved program.

In April and August, 2006, and March, 2007, the Board approved Intergovernmental Agreements with 26 high-need school districts requesting the College’s Teacher Preparation Program for their teachers. It is anticipated that throughout the year, more school districts will be contacting the College to participate in the Teacher Preparation Program.

The Red Rock School District has requested the Teacher Preparation Program be made available to their staff. We seek to enter into an Intergovernmental Agreement with the Red Rock School District.

Entering into this Intergovernmental Agreement supports the 2008-2011 College Plan. Partnering with this public agency maintains and further develops longstanding College collaborative relationships by increasing the completion rate of degrees and certificates and strengthens transfer articulation and baccalaureate opportunities for students (College Plan 2006-2008, Planning Initiative 1, Strategy 9); and by developing and enhancing effective educational and business partnerships to increase learning opportunities for students, College Plan 2008-2011, Planning Initiative 1, Strategy 1.3.

The College has engaged in programs with local school districts for several years and recognized no new or unusual exposures associated with this particular revision. The Agreement has been reviewed by College staff and approved by College legal counsel.

(Continued)
Financial Considerations:

This umbrella Agreement will afford the College flexibility in designing financial arrangements specific to each program described in the separate addendum. As new programs are developed and incorporated into the Intergovernmental Agreement through subsequent addenda, financial considerations specific to these programs will be specified.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
DATE: 11/12/08
ITEM NO: 16.6

SUBJECT: Intergovernmental Agreement:
Forensic Science Support

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the College and the Arizona Department of Public Safety for forensic science support for the period of July 1, 2008 through June 30, 2009.

Background:

The College has used the Arizona State Department of Public Safety lab when forensic science support is necessary to conduct investigations. Prior to this year, the Arizona State Department of Public Safety provided these services without charge. However, the State reduced funding support and the Arizona Department of Public Safety has allocated costs to the various participating entities based on past usage. The Attorney General has prepared an IGA outlining the terms and conditions of the program and all participants in the services will execute the same agreement. Any extensions to the agreement will be handled on a year to year basis with new costs being determined.

The College attorney has reviewed and approved this agreement.

Financial Considerations:

The College will be charged a flat fee of $1,482.25 for the period of July 1, 2008 through June 30, 2009.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Voluntary 403(b) Plan  

DATE: 11/12/08  
ITEM NO: 16.7

Recommendation:

The Chancellor recommends the Board of Governors adopt the Pima County Community College District Voluntary 403(b) Plan.

Background:

The Board of Governors at the October 8, 2008 meeting approved contracts with TIAA-CREF, AIG Retirement and Fidelity Investments to provide 403(b) plan services. Staff, upon approval and direction from the Board, began drafting the required Plan document, the provisions of which are summarized herein and presented for approval and adoption. Plan provisions include:

- **Plan name:** Pima County Community College District Voluntary 403(b) Plan
- **Effective:** January 1, 2009.
- **Plan administrator:** Executive Vice Chancellor for Administration.
- **Eligible employees:** All employees receiving compensation for employment services except: 1) employees who are students and whose services are incident to and for the purpose of pursuing a course of study while regularly attending classes at Pima Community College; and 2) employees who receive a qualifying hardship withdrawal, with such exclusion commencing within a reasonable time following receipt of notice of a qualifying hardship withdrawal and ending six months thereafter.
- **Contributions:** Permitted for TIAA-CREF, AIG Retirement and Fidelity Investments, designated as “Authorized Providers”.
- **Investment options:** As defined in the proposals submitted by the Authorized Providers, subject to amendment following a recommendation by an independent review.
- **Special election for distributions:** Permit non-spousal beneficiary rollovers to an individual retirement arrangement (“IRA”).
- **Mandatory distribution:** Upon termination of employment for Participants with Plan assets less than $5,000.
- **Hardship withdrawals:** Permitted pursuant to Section 401(k) safe harbor guidelines when deemed to be immediate and heavy financial needs of the employee made on account of the following:

(Continued)
(i) expenses already incurred or necessary for anticipated medical care, described in Code Section 213(d), for the Participant, his spouse, his children or his dependents;
(ii) purchase (excluding mortgage payments) of a principal residence for the Participant;
(iii) payment of tuition and related educational fees, including room and board expenses, for the next 12 months of post-secondary education for the Participant, his spouse, his children or his dependents;
(iv) the payment of amounts necessary to prevent the eviction of the Participant from his principal residence or the foreclosure on the mortgage of his principal residence;
(v) payments for burial or funeral expenses for the participant’s deceased parent, spouse, children or dependents; or
(vi) such other circumstances as may be specified in Treas. Reg. Section 1.401(k)-1(d)(3)(iv) or subsequent promulgations.

Loans: Permitted up to one-half of account balance or up to $50,000, whichever is less, subject to aggregation across all accounts under the Plan.

Asset transfers: Transfers to Authorized Providers from providers not authorized under the Plan to receive new contributions are permitted.

Upon approval, staff will finalize, submit to legal counsel for compliance review and execute the Plan document.

Financial Considerations:

The College will not assume any costs not otherwise accepted in providing a 403(b) plan.

Contact Person:

Dr. David Bea, Executive Vice Chancellor for Administration (206-4519)
TO: Board of Governors  
DATE: 11/12/08

FROM: Chancellor  
ITEM NO: 16.8

SUBJECT: Contract: Network Attached Storage improvement

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of Network Attached Storage hardware.

Background:

This project will upgrade our current hardware and software for our Network Attached Storage (NAS). NAS implementation will expand storage to support MS Exchange 2007 and central file storage for faculty, students, and staff. Additionally, implementation will enable remote access to user home file shares. Three Dimensional Resource (3RP) won the bid to provide hardware and software for our NAS project, which is Datacenter Systems Replacement/Expansion, providing greater network storage.

This project was approved at the May 14, 2008 Board of Governors meeting in the Capital Outlay Plan for fiscal year 2008-2009, Item No. 18, Line 23.

Financial Considerations:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3RP</td>
<td>Snap Manager for Exchange and storage</td>
<td>$97,385</td>
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<tr>
<td>3RP</td>
<td>Storage disks</td>
<td>$53,345</td>
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<tr>
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<td>Project Total</td>
<td>$150,730</td>
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</table>

Contact Person:

Kirk Kelly, Vice Chancellor for Information Technology (206-4809)
TO: Board of Governors
FROM: Chancellor
SUBJECT: Lease: East Campus Health Clinic

DATE: 11/12/08
ITEM NO: 16.9

Recommendation:

The Chancellor recommends that the Board of Governors approve a lease to Marana Health Center for the purpose of operating a community health clinic at the East Campus.

Background:

The College issued an RFP to solicit proposals from interested health clinic providers for a potential clinic at the East Campus. A committee reviewed the single proposal to ensure that the prospective vendor would meet the College’s needs and expectations.

Marana Health Center has been providing health care services to the Pima County community since 1957. It is a Federally Qualified Community Health Center and provides a broad scope of primary and preventative health services at twelve major satellite clinics and at a number of school-based clinics, including Pima Community College’s West Campus. Marana Health Center will enhance services to students and the community by providing:

- a. a staff of six full time equivalent personnel, including a family practice physician and a certified physician assistant;
- b. Monday through Friday hours of operation;
- c. access to a WIC specialist/counselor;
- d. access to nutritional counseling;
- e. the ability to accept all insurance plans in the area, including the five managed care plans under Arizona Health Care Cost Containment System (AHCCCS); and
- f. a sliding fee scale for uninsured patients.

Financial Considerations:

The liability and costs of operating the clinic, including equipment and supplies, will be assumed by the medical provider. The College will be responsible for providing and maintaining space for the clinic. Funds for the project were included in the 2008-09 capital budget.

Contact Person:

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

Dr. Roy Flores, Chancellor