Pima County Community College District
Board of Governors

REGULAR MEETING

June 10, 2009
7:00 p.m.

Pima County Community College Office
Community/Board Room
4905 East Broadway
Tucson, Arizona 85709-1005
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 10th day of June, 2009, 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) 206-4530.
Copies of the Board Packets are available in the Campus Libraries.

Dated this 3rd day of June 2009.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

Roy Flores

By: ____________________________
    Roy Flores

Distribution:

Buildings: City
           County

Campuses: Community
           Desert Vista
           Downtown
           East
           Maintenance and Security
           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
   1

2. Pledge of Allegiance
   1

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
   1

4. Staff Representatives
   Barbara Byrnes
   Laura Rutkoski
   1

5. Student Representatives
   Cynthia Berens
   Andrés Gabaldon
   1

6. Faculty Representatives
   Kimlisa Duchicela
   Rick Rosen
   1

7. Report — Chairperson of the Board
   • Authorization of Executive Session on August 12, 2009
   1
General Matters (Continued)

8. Report — Secretary of the Board

9. Report — Chancellor
   • Athletics – Dr. Robert Riza

10. Report — April Financial Statements

Information Items

11. Separations from Employment
12. Student Aide Hires

Action Items

13. Approval of Minutes
   A. Special Meeting of May 13, 2009
   B. Regular Meeting of May 13, 2009

14. Consent Agenda
   14.1 New Appointments
   14.2 Adjunct Faculty Appointments
   14.3 Temporary Appointments
   14.4 Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education Leveraging Educational Assistance Partnership Program
   14.5 Grant Proposal: SEMILLAS, Excelencia in Education
   14.6 Grant Proposal: Title I Evenstart and Arizona Family Literacy, Arizona Department of Education
   14.7 Grant Proposal: Child Care Access Means Parents in School, United States Department of Education
   14.8 Contract: Workers’ Compensation Insurance
   14.9 Contract: Property Insurance
14.10 Contract: General Liability and Automobile Insurance
14.11 Contract: Custodial Services: ISS Facility Services
14.13 Contract: Information Technology Maintenance, Licensing and Services – FY10
14.15 Contract: Marketing Services
14.16 Contracts: Consolidated Schedule Pima County Community College District Adult Education (PCCAE)
14.17 Intergovernmental Agreement: Pima County Community Services Department
14.18 Intergovernmental Agreement: Cochise College District
14.19 Intergovernmental Agreement: Cochise County Community College District Undergraduate Flight Training Program
14.20 Fiscal Year 2008/2009 Adopted Budget Reductions

Other Action Items

16. Unclassified Rates of Pay

Adjournment

Regular Meeting
August 12, 2009, 7:00 p.m.
District Office
Community Board Room
4905C East Broadway
Tucson, AZ 85709-1010
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 1-9
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 August 12, 2009
8. Report—Secretary of the Board
9. Report—Chancellor
TO: Board of Governors
FROM: Chancellor
DATE: 6/10/09
ITEM NO: 10
SUBJECT: April Financial Statements

Recommendation:

Attached are the financial statements showing 2008/09 fiscal year results through April 2009. Time will be provided to discuss college fiscal matters.

OPERATIONAL SUMMARY

Pima Community College continues the year as expected, with positive net assets reported through the end of April. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through month end is approximately $23.8 million. This is higher than the April 2008 net assets increase of $18.7 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 92.6 percent of the budget, which is slightly higher than at the same point last year. Services and supplies expenditures and commitments are approximately 78.7 percent of the budget, which is lower than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of April are $192.8 million, which is an increase of $18.2 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

As of April 30, 2009

<table>
<thead>
<tr>
<th>Asset Description</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$70,927,670</td>
<td>$5,851,531</td>
</tr>
<tr>
<td>Receivables</td>
<td>$2,741,970</td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$7,426,742</td>
<td></td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$1,215,846</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>$200,638</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$333,774</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$82,846,640</td>
<td>$6,892,884</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>$2,179,605</td>
<td></td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>$15,291,311</td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>$108,651,033</td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>$255,736</td>
<td></td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>$2,773,599</td>
<td></td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>$1,917,932</td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>$2,179,605</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$85,026,245</td>
<td>$6,892,884</td>
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<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$3,062,662</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounts Payable and Accrued Liabilities</td>
<td>$75,439</td>
</tr>
<tr>
<td></td>
<td>Deposits Held in Custody</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Portion of Long-term Liabilities</td>
</tr>
<tr>
<td></td>
<td><strong>Total Current Liabilities</strong></td>
<td>$6,573,918</td>
</tr>
<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>$2,798,411</td>
<td></td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>$3,748,411</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>$6,546,822</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$13,120,740</td>
<td>$10,680</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restricted for:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loans</td>
<td>$1,702,793</td>
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<tr>
<td></td>
<td>Debt Service</td>
<td>$12,743,243</td>
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<tr>
<td></td>
<td>Grants and Contracts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unrestricted</td>
<td>$71,905,505</td>
</tr>
<tr>
<td></td>
<td><strong>Total Net Assets</strong></td>
<td>$71,905,505</td>
</tr>
</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Revenues, Expenses and Changes in Net Assets  
For the Ten Months Ending April 30, 2009

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td>1 Tuition and Fees</td>
<td>$42,574,697</td>
<td>$0</td>
</tr>
<tr>
<td>2 Contracts</td>
<td>3,081,096</td>
<td>279,113</td>
</tr>
<tr>
<td>3 Auxiliary Enterprises</td>
<td>0</td>
<td>661,588</td>
</tr>
<tr>
<td>4 Commission and Rents</td>
<td>24,050</td>
<td>204,971</td>
</tr>
<tr>
<td>5 Other Operating Revenues</td>
<td>681,603</td>
<td>182,867</td>
</tr>
<tr>
<td>6 Total Operating Revenues</td>
<td>46,361,446</td>
<td>1,328,539</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>41,550,438</td>
<td>3,205,387</td>
</tr>
<tr>
<td>Academic Support</td>
<td>19,049,284</td>
<td>1,826,293</td>
</tr>
<tr>
<td>Student Services</td>
<td>15,086,599</td>
<td>1,587,531</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>19,961,775</td>
<td>(76,489)</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>8,685,708</td>
<td>378,182</td>
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<tr>
<td>Depreciation</td>
<td>0</td>
<td>6,931,593</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,798,005</td>
<td>20,507,450</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>761</td>
<td>318,766</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>106,132,570</td>
<td>27,747,120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONOPERATING REVENUES (EXPENSES)</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$17,413,618</td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>65,460,992</td>
<td></td>
</tr>
<tr>
<td>Federal Grants</td>
<td>166,538</td>
<td>22,739,814</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>8,130</td>
<td>1,840,906</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>0</td>
<td>2,879,714</td>
</tr>
<tr>
<td>Gifts</td>
<td>0</td>
<td>661,857</td>
</tr>
<tr>
<td>Investment Income</td>
<td>684,582</td>
<td>41,954</td>
</tr>
<tr>
<td>Net Nonoperating Revenues</td>
<td>83,733,860</td>
<td>28,164,245</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>54,333,301</td>
<td>6,550,337</td>
</tr>
<tr>
<td>Net Assets - End of Period</td>
<td>$71,905,805</td>
<td>$6,882,204</td>
</tr>
</tbody>
</table>

Increase (Decrease) in Net Assets | $17,572,204 | $331,867 |
|                                  | $5,948,185 | $23,844,256 |

Income before Other Revenues, Expenses, Gains, or Losses | $23,962,736 | $1,745,664 |
|                                                      | ($1,889,757) | $23,818,643 |

Transfers | (6,390,532) | (1,413,797) |
| Capital Appropriations | 0 | 0 |
| Capital Gifts and Grants | 0 | 0 |

Increase (Decrease) in Net Assets | $17,572,204 | $331,867 |
|                                  | $5,948,185 | $23,844,256 |

Net Assets - Beginning of Year | 54,333,301 | 6,550,337 |
| Net Assets - End of Period     | $71,905,805 | $6,882,204 | $192,759,345 |

Increase (Decrease) in Net Assets | 54,333,301 | 6,550,337 |
|                                  | 108,031,451 | 168,915,089 |
|                                  | $174,563,689 | $174,563,689 |
## Summary of Expenditures and Encumbrances - General Fund - Budget and Actual
For the Ten Months Ending April 30, 2009

### EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational and General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$52,001,484</td>
<td>$47,638,915</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$27,539,693</td>
<td>$23,042,132</td>
</tr>
<tr>
<td>Student Services</td>
<td>$19,900,972</td>
<td>$18,331,119</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$30,162,689</td>
<td>$24,308,988</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$11,373,545</td>
<td>$10,551,117</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$2,127,036</td>
<td>$1,798,005</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$146,008,000</td>
<td>$126,060,808</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$6,390,532</td>
<td>$6,390,532</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>$6,592,049</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$152,115,731</td>
<td>$125,115,731</td>
</tr>
</tbody>
</table>

### EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2008/09</th>
<th>FY 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$7,021,000</td>
<td>$6,801,711</td>
</tr>
<tr>
<td>Faculty</td>
<td>$23,253,968</td>
<td>$21,844,792</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$37,883,337</td>
<td>$36,104,959</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>$1,042,096</td>
<td>$1,007,443</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$5,317,594</td>
<td>$5,317,594</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$15,191,231</td>
<td>$15,191,231</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>$196,130</td>
<td>$152,596</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$20,341,246</td>
<td>$15,718,970</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>$110,246,602</td>
<td>$102,139,296</td>
</tr>
</tbody>
</table>

| **Services and Supplies** | | |
| Communications and Utilities | $6,230,717 | $4,301,025 | 69.0 | $1,929,692 | 81.3 |
| Travel | $2,652,741 | $1,274,612 | 48.0 | $1,378,129 | 65.2 |
| Contractual Services | $9,832,439 | $9,343,239 | 95.0 | $489,200 | 94.7 |
| Supplies and Materials | $5,543,093 | $3,659,878 | 66.0 | $1,883,215 | 60.9 |
| Student Financial Aid | $2,132,965 | $1,798,005 | 84.3 | $334,960 | 100.0 |
| Current Fixed Charges | $2,424,208 | $2,303,575 | 95.0 | $120,633 | 95.4 |
| **Total Services and Supplies** | $28,816,163 | $22,680,334 | 78.7 | $6,135,829 | 82.2 |

| **Capital Equipment** | $607,000 | $388,333 | 64.0 | $218,667 | 59.3 |
| Transfers | $6,390,532 | $6,390,532 | 100.0 | 0 | 100.0 |
| Other Expenditures | $933,506 | $462,313 | 49.5 | $471,193 | 37.1 |
| Contingency and Reserves | $9,094,196 | 0 | 0.0 | $9,094,196 | 0.0 |
| **Total Expenditures by Account** | $156,088,000 | $132,060,808 | 84.6 | $24,027,192 | 85.7 |
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

COMMITMENTS FOR STUDENT FINANCIAL AID
TO: Board of Governors
FROM: Chancellor
DATE: 6/10/09
ITEM NO: 11

SUBJECT: Separations from Employment

Recommendation:

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

Retirements

No Retirements To Report

Separations from Employment

Pawloski, Robert
Instructional Faculty
DC-Mathematics
Effective: 12/19/08
Reason: Other Employment

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 12
SUBJECT: Student Aide Hires

Recommendation:

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

Ahmed Jamaal
Anson Jason
Belknap Khamis
Blackwelder Melanie
Castillo Raul
Corona Jose
Egurola Brisna
Espinoza Paola
Gutierrez Luis
Hernandez Vanessa
Holland Heather
Holland II William
Honea Michael
Lucio Jessica
McCain Veronica
Moghaddam Hannah
Mustain Esmeralda
Nguyen Minh
Nowicki Janie
Secakuku Joycelyn
Te'o Daniel
Wallin Jonathan
Wilhelmsen Christopher

Contact Person:

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

Dr. Roy Flores, Chancellor
TO:  Board of Governors  DATE:  6/10/09
FROM:  Chancellor  ITEM NO:  13A
SUBJECT:  Unapproved Minutes of the Special Meeting of May 13, 2009

Background:

The unapproved minutes of the Special Meeting of May 13, 2009 are submitted for approval.
A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, May 13, 2009 at 4:00 p.m. at the District Office, Room D-225, 4905 E. Broadway, Tucson, AZ 85709-1005.

BOARD MEMBERS

Marty Cortez
Brenda Even
Richard Fimbres
Sherryn Marshall
Scott Stewart

RECORDING SECRETARY

Christie Sexton

ADMINISTRATION

Roy Flores, Chancellor
Suzanne Miles, Provost and Executive Vice Chancellor
David Bea, Executive Vice Chancellor for Administration
Donna Gifford, Assistant Vice Chancellor
Board Chair Brenda Even called the meeting to order at 4:05 p.m.

Chancellor Flores discussed identifying data-driven research to help meet College Plan goals. Decision support data was reviewed and shared.

The meeting adjourned at 4:45 p.m.
TO: Board of Governors
FROM: Chancellor
SUBJECT: Unapproved Minutes of the Regular Meeting of May 13, 2009

Background:

The unapproved minutes of the Regular Meeting of May 13, 2009 are submitted for approval.
A Regular Meeting of the Pima County Community College District Board of Governors was held on
Wednesday, May 13, 2009 at 7:00 p.m., in the Community Board Room, District Office, 4905 E.
Broadway, Tucson, AZ 85709-1010.

**BOARD MEMBERS**

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

**BOARD REPRESENTATIVES**

Barbara Byrnes, Staff
Laura Rutkoski, Staff
Cynthia Berens, Student
Andres Gabaldon, Student
Rick Rosen, Faculty

**RECORDING SECRETARY**

Christie Sexton

**ADMINISTRATION**

Roy Flores, Chancellor
Lou Albert, President, West Campus
Christal Albrecht, President, Desert Vista Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Downtown Campus
Vicki Cook, Vice President of Instruction
Doreen Armstrong, Executive Director of Employee Consulting and Personnel Services

Betty Elasowich, Vice President of Student Development
Charlotte Fugett, President, East Campus
Donna Gifford, Assistant Vice Chancellor
John Gillis, Division Dean
Mary Beth Ginter, Division Dean
Rachelle Howell, Assistant Vice Chancellor, Marketing
Jana Kooi, President, Community Campus
Sylvia Lee, President, Northwest Campus
Arthur Leible, Assistant Vice Chancellor, Information Technology
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
Brigid Murphy, Vice Provost/Assistant Vice Chancellor Academic Services
Dave Padgett, Vice President of Instruction
Anna Reese, Executive Director, Financial Aid
Robert Riza, Assistant Vice Chancellor, Student Services
Ted Roush, Vice President of Instruction
Terry Sawma, Vice President of Instruction
Nancee Sorenson, Vice President of Student Learning Support Services
Juan Soto, Vice President of Student Development
Stan Steinman, Senior Assistant to the Provost
Ann Vosberg, Vice President of Student Development
Bill Ward, Assistant Vice Chancellor, Facilities
Lynne Wakefield, Assistant Vice Chancellor, Human Resources
GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:10 p.m.

Pledge of Allegiance

Sherryn Marshall led the Pledge of Allegiance.

Public Comment and Reports

There were no public comments

Dr. Even acknowledged the Boy Scouts of Troup No. 214 who were in attendance. In working on Eagle-required merit badges for citizenship in the community, the Scouts are required to attend a public meeting, and choose an issue to discuss that is presented at the Board meeting.

Chancellor’s Report

Dr. Flores recognized Coach Holthaus and the Women’s Basketball Team for an outstanding season. Certificates were awarded as each team member was introduced. Signed pictures and basketballs were given to the Members of the Board, Chancellor Flores, Provost and Executive Vice Chancellor Miles, and Dr. Riza, Assistant Vice Chancellor for Student Development. Group pictures were then taken.

Dr. Flores then introduced the guest speakers, Mary Ann Hendrickson, Program Coordinator, Catholic Schools Department, Roman Catholic Diocese of Tucson and Anita Mendoza, Assistant Superintendent, AmeriSchools (charter schools).

Ms. Hendrickson thanked the Board for the opportunity to share the Catholic school perspective. The District has a total of 27 schools and she proceeded to outline her various areas of responsibility. They are faith-based and values-based, with a focus on families, with 98% of the students graduating. After a brief summary, there was a question and answer period where she discussed how PCC and the Catholic schools could cooperate for the good of the community through shared goals and programs. She closed with a request for more acquisition to school data, possibly electronically, to help them keep informed.
Our second guest speaker, Ms. Mendoza, gave her background and stated she was totally committed to public education and charter schools, with the emphasis on helping students who are not doing well in traditional public schools. AmeriSchools' passion is to educate children. She thanked PCC for being a wonderful partner and they have benefited in many ways through dual-enrollment. Statewide, she would also like to see partnership in curriculum alignment and continued dialog between the charter schools and community colleges. Other issues discussed included: access to facilities, supporters of charter schools, challenges of next five years for educators, and college-readiness of high school students, especially immigrant students. A brief question and answer period followed.

Staff Representatives

Laura Rutkoski and Barbara Byrnes gave a report from the May 1, 2009 Staff Council meeting. Highlights were:

- AFSCME report included current budget status and no pay increases this year; Saturday work schedule within a holiday schedule; freezing Step Progress Plan until next year.
- The Provost Report was given, reporting on the response to “The Perfect Storm” video and updates from the State Legislature.
- The HR report was given covering Outstanding Faculty and Staff Awards and testing of the new Applicant Tracking System. An update on the new health benefit package was given by the Director, Employee Service Center. Details of the Cinco de Mayo fund raiser, Back to School drive and upcoming Jail and Bail Event July 14 benefiting the PCC Foundation Scholarship Fund were given.

Student Representatives

Andrés Gabaldon and Cynthia Berens gave a report of events from each campus. Following are highlights from each campus:

- **East** – Student Life Office and Student Government hosted the first Cinco de Mayo event which included several artists and music. The first Student, Staff and Faculty Ceremony was held honoring students and top fundraisers. The campus 10, 20, 30 Ceremony and Student Government Elections were held. This month is Pan-Asian Pacific Month with displays and vendors. **Desert Vista** – Community Day with representatives of local organizations and community members. A Mother’s Day celebration was held to honor students and their families. **Community Campus** – GED Graduation and Nursing Pinning were held. A Jobing.com
Job Fair was also held in May. In addition, other highlights included the Stand for Children event at Reid Park Zoo. **West Campus** – Campaigning and elections took place for Student Body President, Vice President, Ombudsperson and Treasurer. The campus hosted the Pima Leadership Institute district-wide celebration banquet recognizing 25 students. Numerous other events were also held. **Northwest Campus** – Art and Writing faculty and Student Life hosted an event focusing on art, music, and poetry. Club elections were completed for next year. In addition, other events included Student Forums with a presentation by Dr. Flores, fundraisers, and continued partnership with the Marana Community Food Bank to collect food during the year. **Downtown Campus** – Navy Challenge Day included DC campus students, business students from UA Eller College, and representatives from the US Navy. Earth Day/Month Awareness included donations toward a clean water project. High school students from Victor Soltero Eastside PPEP Tech High School visited the campus for orientation. Other events included the Chancellor’s presentation on the budget and financial outlook.

**Faculty Representatives**

Rick Rosen gave a report from the Faculty Senate Meeting of May 1, 2009. Highlights included: VPs of Instruction discussions were held regarding course modality; a report of hiring out-of-county faculty was given, with the adoption of a resolution to be presented to the Chancellor. PCCEA presented its final report of the academic year. The Provost’s report included (1) recognition of the retirement of Louis Taber, (2) completion of Meet and Confer, (3) Faculty Senate subcommittee’s recommendation to charge full tuition for “Audit” courses, and (4) concerns and issues raised in the Organizational Climate Study. The Chancellor’s Report was given, highlighting the new employee medical coverage, work completed on the out-of-county faculty report, agreeing to adopt the recommendation as written, current state of budgetary issues and impact on the College and financial constraints resulting from the state’s severe revenue deficit.

**Report — Chairperson of the Board**

Dr. Even stated that item number 15.7 Curriculum Recommendations – Program Inactivation: International Business Management – Certificate for Transfer under the
Motion to Authorize
Executive Session
PASSES

Consent Agenda would be pulled and will be brought back with a recommendation at a later date.

Motion No. 6866

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

Report — Secretary of the Board
Secretary Marshall recognized and congratulated the Boy Scouts.

Report — March Financial Statements
Dr. Bea gave the financial report for March and stated we are continuing much as planned. He proceeded to give an update on the state budgeting process.

Information Items

Separations from Employment

Student Aide Hires

Fiscal Year 2009/2010 Changes in Student Fees

These items were noted as information items. Dr. Bea highlighted areas of change in student fees.

Action Items

Motion to Approve Meeting Minutes
PASSES

Approval of Minutes

Motion No. 6867
Scott Stewart – M, Marty Cortez – S, to approve the minutes of the Special Meeting of March 27, 2009, the Regular Meeting of April 8, 2009, and the Special Meeting of April 22, 2009.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Motion to Approve Consent Agenda
PASSES

Consent Agenda

Motion No. 6868

Scott Stewart – M, Marty Cortez – S, to approve the Consent Agenda, minus item 15.7 Curriculum Recommendations – Program Inactivation: International Business Management – Certificate for Transfer, which was pulled, and with Addenda to Item 15.1a New Appointments and 15.3a Temporary Appointments.

15.1 New Appointments
15.2 Adjunct Faculty Appointments
15.3 Temporary Appointments
15.4 Summer Work Schedule 2009
15.5 Contract: Century Graphics Credit Schedule of Classes for Fiscal Year 2009/2010
15.6 Contract: International Student Health Insurance
15.8 Public Safety Personnel Retirement System Local Board Membership

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

Bookstore Management Contract

A discussion ensued regarding how Follett was selected for the bookstore management contract. Dr. David Bea proceeded to explain the RFP process working with Campus Bookstore Consulting Corp., resulting in two proposals. Follett was chosen based on the evaluation of the selected committee combined with the financial considerations. Dr. Bea will bring the Follett contract back to the Board of Governors for annual review.

Motion to Approve Bookstore Management Contract
PASSES

Motion No. 6869

Richard Fimbres – M, Scott Stewart – S, to approve the Bookstore Management Contract.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Fiscal Year 2009/2010 Proposed Budget

Dr. David Bea, Executive Vice Chancellor for Administration, presented an overview of the proposed budget for fiscal years 2009/2010.

Motion to Approve FY 2009/2010 Proposed Budget

PASSES

Motion No. 6870

Scott Stewart – M, Marty Cortez – S, to approve the Fiscal Year 2009/2010 Proposed Budget

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

Capital Budget Plan for Fiscal Years 2010 and 2011

An overview of the capital budget plan was given by Dr. Bea.

Motion to Approve Capital Budget Plan for FY10/11

PASSES

Motion No. 6871


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

ADJOURNMENT

The meeting adjourned at 9:40 p.m.

_________________________________________
Secretary

_________________________________________
Date
TO: Board of Governors  
FROM: Chancellor  
DATE: 6/10/09  
ITEM NO: 14  
SUBJECT: Consent Agenda

Recommendation:

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

14.1 New Appointments  
14.2 Adjunct Faculty Appointments  
14.3 Temporary Appointments  
14.4 Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education Leveraging Educational Assistance Partnership Program  
14.5 Grant Proposal: SEMILLAS, Excelencia in Education  
14.6 Grant Proposal: Title I Evenstart and Arizona Family Literacy, Arizona Department of Education  
14.7 Grant Proposal: Child Care Access Means Parents in School, United States Department of Education  
14.8 Contract: Workers’ Compensation Insurance  
14.9 Contract: Property Insurance  
14.10 Contract: General Liability and Automobile Insurance  
14.11 Contract: Custodial Services: ISS Facility Services  
14.15 Contract: Marketing Services  
14.16 Contracts: Consolidated Schedule Pima County Community College District Adult Education (PCCAE)  
14.17 Intergovernmental Agreement: Pima County Community College District and Pima County Community Services Department  
14.18 Intergovernmental Agreement: Pima County Community College District and Cochise College District  
14.19 Intergovernmental Agreement: Cochise County Community College District Undergraduate Flight Training Program  
14.20 Adopted Budget Reductions Fiscal Year 2008/2009

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.

Faculty:

**Bandaranayake, Hema**  
*Instructional Faculty*  
Salary: $57,330  
West Campus – Biology  
Effective: 8/20/09  
Selected to fill an open position  
Education: Bachelor of Science, Agriculture, University of Peradeniya; Doctor of Philosophy, Plant Biology, University of Maryland  
Experience: Dr. Bandaranayake has been an Assistant Professor for Xavier University for the last eight years. Previously he also taught at Radford University and Virginia Polytechnic Institute & State University.

Recruitment Overview:  
An external recruitment was conducted. Thirty-six complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus President.

**Goncalves-Shaner, Aurora**  
*Instructional Faculty*  
Salary: $40,950  
West Campus - Dance  
Effective: August 20, 2009  
One-year administrative appointment, renewable for up to three years  
Education: Master of Fine Arts, Dance, University of Arizona; Bachelor of Arts, Dance, Brigham Young University  
Experience: Ms. Goncalves-Shaner has five years of experience as a Dance instructor at the University of Arizona and Brigham Young University. Additionally, she has over three years of professional dance experience with Ballet Teatro Castro Alves, the Tucson Symphony Orchestra, and the Arizona Opera Company.

Recruitment Overview:  
Under the College’s Joint Faculty Appointment Program with the University of Arizona pilot agreement for shared Dance Faculty, an external recruitment was conducted. Six applications were received and screened by an advisory
committee. Four candidates were interviewed by an advisory committee. Two finalists were interviewed by the West Campus President and Vice President of Instruction. Ms. Goncalves-Shaner was selected for the Administrative Appointment by the Chancellor.

Graham, Andrea  
**Instructional Faculty**  
Salary: $40,950  
Effective: 8/20/09  
Education: Bachelor of Arts, Liberal Arts; Master of Arts, English; Master or Teaching English as a Second Language, Arizona State University  
Experience: Ms. Graham has served as adjunct faculty and been a one-year administrative appointment for Pima Community College for the last five years. Previously she was a Writing Instructor for both the University of Arizona and Arizona State University.

Recruitment Overview:  
Candidate was selected from the pool of candidates in this year’s external faculty recruitment cycle.

Ley, Sandra  
**Educational Support Faculty**  
Salary: $58,905  
Effective: 07/01/09  
Education: Bachelor of Arts, Art History, University of San Diego; Master of Library Science, San Jose State University  
Experience: Ms. Ley has served as a Reference and Instruction Librarian at Arizona State University for the last two years. Previously she was a reference assistant at the University of San Diego.

Recruitment Overview:  
An external recruitment was conducted. Thirty-two complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus Presidents.

McCloy, Molly  
**Instructional Faculty**  
Salary: $44,226  
Effective: 8/20/09  
Education: Bachelor of Arts, Liberal Arts, Evergreen State College; Master of Arts, English, Northern Arizona University; Master of Fine Arts, Writing, The New School  
Experience: Ms. McCloy has served as adjunct faculty for La Guardia Community College, York College, Rio Salado College and various other institutions of higher education for the last ten years.

Recruitment Overview:  
An external recruitment was conducted. Fifty-nine complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus Presidents.

(Continued)
Mellor, Jessie  
**Instructional Faculty**  
Salary: $44,226  
Effective: 8/20/09  
West Campus – Psychology  
Selected to fill an open position  
Education: Bachelor of Arts, Psychology; Master of Arts, Educational Psychology, University of Arizona  
Experience: Ms. Mellor has been a teaching assistant for the University of Arizona for the last three years. Previously she was a graduate research assistant and academic advisor.  
Recruitment Overview:  
An external recruitment was conducted. Fifty-three complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus President.

Morales, Rosa  
**Instructional Faculty**  
Salary: $50,778  
Effective: 8/20/09  
West Campus – Social Services  
Selected to fill an open position  
Education: Bachelor in Social Work, University of Texas, El Paso; Master of Social Welfare, University of California, Los Angeles  
Experience: Ms. Morales has been an Administrative Appointment at Pima Community College for the past year. Previously she was a therapist for Jewish Family and Children’s Services. She has also been involved in a number of social programs in California and Texas.  
Recruitment Overview:  
An external recruitment was conducted. Fifteen complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus President.

Popova, Mary  
**Instructional Faculty**  
Salary: $46,274  
Effective: 8/20/09  
Desert Vista-Writing  
Selected to fill an open position  
Education: Bachelor of Arts, English and History; Master of Arts, English as a Second Language, University of Arizona  
Experience: Ms. Popova has been an ESOL instructor for the Adult Education program of Pima Community College for the past year. She has also served as a writing program advisor and English composition instructor for the University of Arizona.  
Recruitment Overview:  
An external recruitment was conducted. Fifty-nine complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus Presidents.

Savage, Craig  
**Instructional Faculty**  
Salary: $49,135  
Effective: 8/20/09  
Northwest Campus-Math  
One-year administrative appointment

(Continued)
Education: Bachelor of Science, Applied Mathematics; Bachelor of Science, Mechanical Engineering, Northwestern University; Master of Science, Applied Mathematics; Master of Business Administration, Business and Public Administration, University of Arizona; Doctor of Philosophy, Electrical Engineering, University of Melbourne

Experience: Dr. Savage has over three years of teaching experiences at post-secondary institutions; having been an adjunct at Pima Community College, Prescott College and the University of Arizona. In addition, he has tutored students in both mathematics and physics. For nine years, Dr. Savage worked at Raytheon Missile Systems applying mathematical, engineering and computer skills.

Recruitment Overview:
Candidate was selected from the pool of candidates in this year’s external faculty recruitment cycle.

Schuler, Nancy  
Educational Support Faculty
Salary: $40,950
Effective: 07/01/09
Education: Bachelor of Science, Natural Resources, Bachelor of Science, Geography, University of Maryland; Master of Library Science, University of Washington
Experience: Ms. Schuler has served as an Administrative Appointment for Pima Community College for a semester. Previously she worked for the Center for Information & Society for the University of Washington.

Recruitment Overview:
An external recruitment was conducted. Thirty-two complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus Presidents.

Sweeney, Rosanne  
Educational Support Faculty
Salary: $40,950
Effective: 07/01/09
Education: Bachelor of Fine Arts, Theatre Arts; Master of Arts, Information Resources & Library Sciences
Experience: Ms. Sweeney has served as a Circulation Clerk for a Pima County Public Library for the past year. Previously she was a real estate agent and worked for Pima County Transportation/Flood Control.

Recruitment Overview:
An external recruitment was conducted. Thirty-two complete applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Campus Presidents.

Vinton, Juan  
Instructional Faculty
Salary: $40,950
Effective: 8/20/09
Education: Bachelor of Science, Applied Mathematics, University of Texas, San Antonio; Master of Science, Pure Mathematics, University of Utah

(Continued)
Experience: Mr. Vinton is currently an administrative appointment at Pima Community College. He also possesses three years of tutoring experience at University of Utah and University of Texas; in addition, he worked as a proctor and a grader for the mathematics department at the University of Utah.

Recruitment Overview:
Candidate was selected from the pool of candidates in this year’s external faculty recruitment cycle.

Staff:

**Hammer, Cathy**  
**Student Services Technician**

- **Salary:** $14.68  
- **Community Campus**  
- **Effective:** 6/29/09  
- **Selected to fill an open position**  
- **Education:** Bachelor of Science, Education, University of Wisconsin, Master of Arts, Personnel Administration, Central Missouri State University  
- **Experience:** Ms. Hammer has three years experience as an Academic Advisor at Maple Woods Community College. She also worked as a Student Records Assistant for Penn Valley Community College, and as a Service Learning Advocate/Coach for AmeriCorps/Volunteer Center.

**Overview:** An external recruitment was conducted. One hundred and three complete applications were received. Applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Vice Provost.

**Mutz, Kyle**  
**Program Specialist- DSR**

- **Salary:** $45,372  
- **Desert Vista Campus**  
- **Effective:** 6/15/09  
- **Selected to fill an open position**  
- **Education:** Bachelor of Science, Special Education and Rehabilitation, Master of Arts, Rehabilitation Counseling, University of Arizona.  
- **Experience:** Mr. Mutz has one year of experience as a Vocational Rehabilitation Counselor. He has worked on projects that focused on assistive technology for disabled students, universal design, individualized education plans and participated in community activities for disabled youth.

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

**Siqueiros, Mark**  
**Police Officer**

- **Hourly Rate:** $18.90  
- **Department of Public Safety**  
- **Effective:** TBD*  
- **Selected to fill a vacant position**  
- **Education:** Associate of Science, Administration of Justice, Pima Community College; Bachelor of Arts, Justice Systems Policy and Planning, Northern Arizona University  
- **Experience:** Mr. Siqueiros has three years of experience as an engineering specialist, over two years experience as a scanner operator and five years experience as a program coordinator for the YMCA.

(Continued)
Recruitment Overview:

An external recruitment was conducted. Twenty-eight complete applications were received. Applications were screened and interviewed by an advisory committee. The finalists were interviewed by the Executive Vice Chancellor for Administration.

*Offer contingent on successful completion of background investigation, polygraph, medical and physical examinations.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 14.2
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 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.

Alvarado, Elizabeth C.  DO
Discipline(s): Writing (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Creative Writing, University of Arizona, Tucson, Arizona; Master of Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Ms. Alvarado is currently working for the University of Arizona as a Writing Lecturer. Her teaching experience includes being a writing lecturer and a graduate teaching assistant for over twelve years. She also taught Writing courses for Pima Community College as an adjunct faculty for more than five years.

Armstrong, Alexandra E.  DO
Discipline(s): Biology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Biology, Northern Arizona University, Flagstaff, Arizona; Doctor of Philosophy-In Progress, Microbiology, University of Arizona, Tucson, Arizona
Experience: Ms. Armstrong is currently a Graduate Assistant at the University of Arizona where she teaches two microbiology courses and conducts research. Her previous work experience includes working for five years as a Manager/Buyer for Torke, an Art Gallery, in Sedona, Arizona.

(Continued)
Barajas, Alexjandrina
Discipline(s): Spanish (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Spanish, University of Arizona, Tucson, Arizona; Master of Arts, Spanish, Middlebury College, Middlebury, Vermont
Experience: Ms. Barajas has been a Graduate Teaching Assistant for the University of Arizona since 2005. Her previous work experience includes teaching Spanish 205 and language researching.

Begay, Cynthia Carsten, Ph.D.
Discipline(s): Administration of Justice (Academic), Religion (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Religion Studies; Master of Arts, Religion Studies; Doctor of Philosophy, Justice Studies, all three degrees were awarded from Arizona State University, Tempe, Arizona
Experience: Dr. Begay is currently teaching Religious Studies courses on-line at Arizona State University. She also taught Native American Studies at Mesa Community College.

Bertelsen, Curt
Discipline(s): Career and Technical Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Agriculture Education, University of Arizona, Tucson, Arizona; Master of Arts, Agriculture Education, University of Arizona, Tucson, Arizona
Experience: Mr. Bertelsen is currently working for Pima County JTED as the Coordinator of Staff Development. He has more than twenty years of teaching experience.

Bigwood, Patricia H.
Discipline(s): Sociology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Police Science/Administration, Northern Arizona University, Flagstaff, Arizona; Master of Arts, Applied Sociology, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Bigwood has worked for more than ten years as an adjunct for many institutions teaching Sociology. She is also a member of the Amnesty International.

Cowan, Erin E.
Discipline(s): Nursing (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Nursing, Northern Arizona University, Flagstaff, Arizona; Master of Science, Nursing, Arizona State University, Tempe, Arizona
Experience: Ms. Cowan has more than 15 years of nursing experience. She is currently a Pediatric Nurse Practitioner at the Tucson Pediatric Hospitalists and a Clinical Instructor in Pediatrics for Bachelor of Science in Nursing students for Northern Arizona University, Tucson.
Drown, Julie A.  DO
Discipline(s): Health Information Technology (Occupational)
Salary: $710 per load hour
Education: Bachelor of Arts, Journalism, Cal Poly State University, San Luis Obispo, California; Certificate, Medical Billing and Coding, Pima Community College, Tucson, Arizona
Experience: Ms. Drown is currently working for Northwest Allied Physicians as a Physician Practice Specialist. She has more than five years of experience in the healthcare industry which includes: physician practice, hospital emergency room, orthopedic clinic, and diabetes association. She has no previous teaching experience.

Fosse, Alex A.  DO
Discipline(s): Chemistry (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Chemistry, Brigham Young University, Provo, Utah; Graduate work, University of California, San Diego, California; Doctor of Philosophy, in progress, Chemistry, University of Arizona, Tucson, Arizona
Experience: Mr. Fosse is currently a Teaching Assistant teaching chemistry courses at the University of Arizona. Previously, he was a teaching assistant teaching chemistry courses for the University of California at San Diego.

Frondorf, Anne F.  DO
Discipline(s): Biology (Academic), Environmental Technology (Academic), Science for Teachers (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Biology, Pomona College, Claremont, California; Master of Landscape and Architect; Doctor of Philosophy, Watershed Management, both degrees were awarded from The University of Arizona, Tucson, Arizona
Experience: Dr. Frondorf is recently retired from US Geology Survey as a Program Manager and Chief Scientist after working there for 12 years. Prior to that, she was a Biologist for the National Park Service. She also taught biology courses for two years at George Washington University.

Gantz, Melissa M.  DO
Discipline(s): Psychology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Psychology, Coe College, Cedar Rapids, Iowa; Master of Arts, Psychology, George Mason University, Fairfax, Virginia
Experience: Ms. Gantz has been self-employed for the past six years working as a copyeditor and resume writer. Her previous work experience included working as an Instructor for Goodwill Industries where she taught employability skills to adult learners.

Head, Jeff L.  DO
Discipline(s): Chemistry (Academic)
Education: Bachelor of Science, Chemistry, Colorado State University, Fort Collins, Colorado; Doctor of Philosophy (in progress), Chemistry, University of Arizona, Tucson, Arizona

(Continued)
Experience: Mr. Head is currently working for the University of Arizona as a Research Assistant for the Chemistry Department. He has more than three years of experience teaching Chemistry courses at the University of Arizona. Mr. Head was also a research intern for the Natural Renewable Energy Lab.

Hindman, John H.  
Discipline(s): Management (Academic), Accounting (Occupational/Workforce)  
Salary: $710 per load hour  
Education: Bachelor of Arts, Biblical Literature, Northwest University, Kirkland, Washington; Master of Business Administration, Management, University of Phoenix, Phoenix, Arizona  
Experience: Mr. Hindman is a Senior Accountant at Alcoa in Tucson, Arizona. He has taught accounting courses as an Adjunct Faculty member at Parkland College and Pima Community College.

Holler, Seth C.  
Discipline(s): Writing (Academic)  
Salary: $710 per load hour  
Education: Bachelor of Arts, English, Crichton College, Memphis, Tennessee; Master of Arts, English, University of Kentucky, Lexington, Kentucky  
Experience: Mr. Holler is a Graduate Assistant teaching English composition courses at the University of Arizona. Previously, he was a teaching assistant at the University of Kentucky teaching English Composition.

Miranda, Jamie-Ann J.  
Discipline(s): Psychology (Academic), Student Success (Academic)  
Education: Bachelor of Arts, Psychology, San Diego State University, San Diego, California; Master of Science, Applied Educational Psychology-School Psychology, Northeastern University, Boston, Massachusetts; Certificate of Advanced Graduate Study, School Psychology, Northeastern University, Boston, Massachusetts  
Experience: Ms. Miranda is currently a School Psychologist with the Tucson Unified School District. She has been a School Psychologist for more than seven years. Ms. Miranda’s previous work experience includes working as a Graduate Assistant at Northeastern University, an Associate Teacher for the Head Start Neighborhood House Association and an Assistant Teacher at the San Diego State University Faculty/Staff Children’s Center.

Neier-Gordon, Tami  
Discipline(s): Reading (Academic)  
Salary: $710 per load hour  
Education: Bachelor of Arts, Social Studies; Master of Arts, Language, Reading, Culture. Both degrees were awarded from the University of Arizona, Tucson, Arizona  
Experience: Ms. Neier-Gordon has been working for Amphitheater Public Schools in Tucson since 1998 in different capacities. She is currently working as a high school librarian. Her teaching experience was with middle school students where she taught reading and research skills.
Payne, Gary T.

Discipline(s): Computer Information Systems (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Arts, Psychology and Sociology, Emory and Henry College, Emory, Virginia; Master of Business Administration and E-Business, University of Phoenix, Tucson, Arizona
Experience: Mr. Payne has been an Information Technology teacher for Sunnyside School District since 2005. He has also taught Information Technology at the University of Phoenix and the ITT Technical Institute for more than seven years.

Toure, Zalia M.

Discipline(s): French (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Modern Literature, Ecole Normale Superieure, Bamako, Mali; Master of Arts, French, Arizona State University, Tempe, Arizona
Experience: Ms. Toure has more than ten years of experience teaching French to students in the United States and in Mali. Ms. Toure is currently pursuing a doctorate degree in French.

Vanderslice, Roberta T.

Discipline(s): Journalism (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Radio-Television; Master of Arts, Journalism. Both degrees were awarded from the University of Arizona, Tucson, Arizona
Experience: Ms. Vanderslice is the sole proprietor of Vanderslice Media where she trains clients to communicate more effectively on radio, television and print. She also works for an internet media company where she writes and performs podcasts and supplementary materials.

Webb, Skylar R.

Discipline(s): Automotive Technology (Occupational/Workforce Limited Exemption)
Salary: $710 per load hour
Education: Occupational Associates, Automotive Autotronics, Arizona Automotive Institute, Glendale, Arizona
Experience: Mr. Webb has experience with heavy equipment, light/heavy truck and passenger vehicles. He also has experience in fleet maintenance, supervision and procurement of replacement parts. Mr. Webb has no formal teaching experience.

Wilson, Christian J.

Discipline(s): Dental Hygiene (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Ecology & Evolutionary Biology, University of Arizona, Tucson, Arizona; Master of Science, Pharmaceutical Science, University of Florida, Gainesville, Florida
Experience: Mr. Wilson has been a Senior Criminalist for the Tucson Police Department since 1994. He tests DNA and alcohol toxicology. Mr. Wilson has no formal teaching experience.

(Continued)
Ziegweid, Katrina
Discipline(s): Biology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Biology, University of Washington, Seattle, Washington; Master of Science, Entomology, University of Arizona, Tucson, Arizona
Experience: Ms. Ziegweid has been a Lab Technician in Entomology, Virology and Oral Biology labs at various universities. She was a Teaching Assistant for Biology for Majors at the University of Arizona.

Contact Person:

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

[Signature]
Dr. Roy Flores, Chancellor
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.

Babb, Jason
Office Aide
NW
Hourly Rate: $8.00
Education: General Educational Development Degree, Central Arizona Community College
Experience: Mr. Babb has experience working in the travel industry through seasonal employment. He has worked in Alaska with Princess Cruise Lines, Delaware North Park and Resorts in Yosemite, California; and for Aramark Sports and Entertainment in Washington D.C. His job duties consisted primarily of customer service and providing information while working at the front reception desk.

Bernhardt, Christopher
Tutor/Support Assistant
EC
Hourly Rate: $12.71
Education: Coursework, EMT-Basic, Pima Community College
Experience: Mr. Bernhardt was a volunteer evaluator for Pima Community College EMT department during the spring of 2009.
Candeur, Kelly  
Office Aide  
NW  
Hourly Rate: $8.00  
Education: High School Diploma, Ironwood Ridge High School  
Experience: Ms. Candeur worked in retail for six months with the Holister Company. In addition, she has been a private tutor in mathematics and French for seven years.

Choshi, Khutso  
Office Aide  
NW  
Hourly Rate: $8.00  
Education: High School Diploma, Ironwood Ridge High School  
Experience: Mr. Choshi is currently employed as a manager at a local fast food restaurant.

Cruz, Paterno  
Tutor / Support Assistant  
EC  
Hourly Rate: $12.71  
Education: Coursework, EMT-Basic, Pima Community College  
Experience: Mr. Cruz is a certified EMT-Basic (state and national). His certifications include: Firefighter I & II; Pima Community College. Mr. Cruz has also served as a volunteer Teaching Assistant for the EMT department.

Hupp, Sarah  
Office Aide  
NW  
Hourly Rate: $8.00  
Education: Coursework, Business Management and Marketing, Pima Community College  
Experience: Ms. Hupp has experience as a shift manager at local coffee shop.

Mandujano, Sylvano  
Community Service Officer  
M&S  
Hourly Rate: $10.00  
Education: Associate of Arts, General Studies, Pima Community College  
Experience: Mr. Mandujano has 30 years of experience with Pima Community College as a sergeant and police officer.

Moreno, Uriel  
Tutor  
WC  
Hourly Rate: $7.25  
Education: Coursework, General Studies, Pima Community College  
Experience: Mr. Moreno has no previous work experience.

Rodriguez, Shawna  
Staff Instructor  
NW  
Hourly Rate: $20.53  
Education: Bachelor of Education, English, University of Arizona Master of Education, Adult Education, University of Phoenix; Master of Education, Administration, Northern Arizona University  
Experience: Ms. Rodriguez, has more than seven years of experience teaching English to high school students (grades 9-12) at the Tucson Unified School District. She has facilitated faculty in-service workshops regarding English curriculum and effective instructional strategies. As a recreational leader, Ms. Rodriguez has also supervised adolescents for the Parks and Recreation G.R.E.A.T. program.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharkey, Keeper</td>
<td>Lab Specialist</td>
<td>$17.66</td>
<td>Associate of Science, Health Science, Dixie State College of Utah; Coursework, Chemistry and Mathematics, University of Arizona</td>
<td>Ms. Sharkey has one year of experience with Venture Solutions Group, LLC., as the Lead Safety Officer and Equipment Technician, where she implemented safety regulations for a DNA sequencing laboratory, calibrated and sterilized instruments, managed chemical inventory and storage. She worked for two years as a Chemistry Stock and Preparations Laboratory Technician, where she was the assistant to professors, preparing for general and organic chemistry instructional laboratory courses, maintained and organized class and stock rooms, calibrated instruments, and received formal training on MSDS standards.</td>
</tr>
<tr>
<td>Suarez, Zulema</td>
<td>Student Services Specialist</td>
<td>$17.66</td>
<td>Bachelor of Arts, Communication, University of Arizona; Master of Education, Counseling, Northern Arizona University</td>
<td>Ms. Suarez has worked as an In-School Counselor/Social Worker II for the Pascua Yaqui Tribe of Arizona. In the fall, she will continue to serve as a School Guidance Counselor for the Tucson Unified School District. She holds certifications as a Guidance Counselor in Pre-K-12, and as a substitute teacher.</td>
</tr>
<tr>
<td>Templin, Joseph W.</td>
<td>Tutor/Support Assistant</td>
<td>$12.71</td>
<td>Coursework, EMT-Basic, Pima Community College</td>
<td>Mr. Templin’s certifications include EMT-Basic (state and national), Firefighter I &amp; II, Wild Land, Hazmat Responder, National Incident Management System, and Rope Rescue I; Pima Community College.</td>
</tr>
<tr>
<td>Tobias, Jennifer</td>
<td>Tutor</td>
<td>$7.25</td>
<td>Coursework, Nursing, Pima Community College</td>
<td>Ms. Tobias worked for nine years as an assistant doing bookkeeping, reservations, and assisting guests at the Chuparosa Inn. She worked as a Cashier at Hallmark for eighteen months.</td>
</tr>
<tr>
<td>Watson, Nathan</td>
<td>Tutor / Support Assistant</td>
<td>$12.71</td>
<td>Coursework, EMT-Basic, Pima Community College</td>
<td>Mr. Watson is a State Certified EMT-Basic with three years of experience working for Southwest Ambulance.</td>
</tr>
</tbody>
</table>
Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 14.4
SUBJECT: Grant Award:
Arizona Commission for Postsecondary Education,
United States Department of Education
Leveraging Educational Assistance Partnership Program

Recommendation:

The Chancellor recommends that the Board of Governors accept the Leveraging Educational Assistance Partnership and Special Leveraging Educational Assistance Partnership program grant awards from the Arizona Commission for Postsecondary Education in support of Title IV Federal Student Financial Aid for the period July 1, 2009 through June 30, 2010.

Background:

The Leveraging Educational Assistance Partnership (LEAP) program, partially funded by the United States Department of Education, establishes a federal and state funding partnership to provide financial assistance in the form of grants to Arizona resident students who are in need of financial assistance. Other eligibility requirements for students to receive funds are:

(1) Be enrolled or accepted for enrollment on at least a half-time basis in an eligible program;
(2) Maintain satisfactory progress in a course of study as defined by the institution; and
(3) Not be in default or owe repayment of a federal grant or loan.

Leveraging Educational Assistance Partnership (LEAP) Program funds are a secondary source of financial aid for students, with the primary source being awarded from other federal financial aid programs. During the 2008-2009 academic year, 144 students received LEAP Program funds.

The awards support the College’s planning Initiative 1, Provide Evidence of Student Learning and Teaching Effectiveness, Strategy 1.3, Develop and enhance effective educational and business partnerships to increase learning opportunities for students. (College Plan 2008-2011).

The College has evaluated the risks associated with the grant activities and determined they do not present an undue liability. College staff have reviewed the award and associated activities.

Financial Considerations:

The College will receive notification from the Arizona Commission for Postsecondary Education of an initial funding authorization for Leveraging Educational Assistance Partnership program federal and state funds in the estimated amount of $136,715. The authorization is for the 2009-10 award year.

(Continued)
As a condition of the grant, the College is required to provide estimated funds in the amount of $96,693, which represents the proportionate share of institutional participating funds for the LEAP Program. This contribution includes an 88% award contribution ($85,228), which is reimbursed to the College as grants are awarded to students, and a 12% administration contribution ($11,416) to help defray the cost of the state’s administration of the program. The total amount available to award to students from the federal, state and institutional funds for both grant programs is an estimated $221,943. The participating institutional funds are budgeted for expenditure in the General (Operating) Budget. Final figures will be reported after receipt from the State of Arizona.

Contact Person:

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

[Signature]

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends the Board of Governors approve the SEMILLAS grant proposal from Excelenia in Education and if funded, acceptance of the grant award from Excelenia in Education for the period of July 1, 2009 through September 30, 2010.

Background:

The Pima Community College-Desert Vista Campus (PCC-DVC) proposes to implement a one-year SEMILLAS grant to serve existing Hispanic students by offering a structured academic support and intervention program. The proposed project will integrate existing resources and services to further support the academic success of Hispanic students. Specifically, the project will focus on a number of key initiatives at PCC-DVC, including: 1) promoting opportunities for career exploration and enrichment workshops; 2) offering student activities and cultural events to build student relationships and connections with DVC staff and faculty; 3) providing peer tutoring and mentoring to support the academic success of Hispanic students; 4) focusing on the development of college success skills and providing academic support programs, such as intensive tutoring, development of a Personal Education Plan (PEP), advising and counseling, and assessment and tracking of student success; and 5) affording opportunities to gain information regarding financial aid and financing a College education.

The primary intent of the project is to provide individualized and/or group targeted assistance for Hispanic students, so that students persist at PCC-DVC through graduation and/or transfer to a 4-year university.

The SEMILLAS grant proposal relates to Pima Community College’s 2008-2011 year plan by addressing Initiative 2: Improve Student Success in Developmental Education, Strategy 2.1: Leverage community resources, and Strategy 2.2: Develop effective strategies to help developmental students successfully complete coursework.

Financial Considerations:

The total grant amount being requested is $50,000 and the table below illustrates the expense items to be supported by this grant.

(Continued)
Expense Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Grant</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One graduate intern – (19 hours per week x $17.66 x 32 weeks)</td>
<td>$10,738</td>
<td></td>
</tr>
<tr>
<td>Fringe benefits (calculated at 18% of personnel costs)</td>
<td>1,933</td>
<td></td>
</tr>
<tr>
<td>Grant oversight and program coordination by four existing staff members at five hours per week x 32 weeks</td>
<td></td>
<td>20,156</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCC will supply one computer, printer, telephone, desk, chair, copier and 400 square feet of office space</td>
<td></td>
<td>9,418</td>
</tr>
<tr>
<td><strong>Materials and Supplies</strong></td>
<td>6,979</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student travel, student activities, food, program orientation and student tuition</td>
<td>30,350</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td>$50,000</td>
<td>$29,574</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 had determined they do not represent an undue liability. An Intergovernmental Agreement will be reviewed by College staff and will be approved as to form by College legal counsel.

**Contact Person:**

Dr. Christal Albrecht, President, Desert Vista Campus (206-5001)
TO: Board of Governors  DATE: 6/10/09

FROM: Chancellor  ITEM NO: 14.6

SUBJECT: Grant Proposal: Title I Even Start and Arizona Family Literacy Arizona Department of Education

Recommendation:

The Chancellor recommends that the Board of Governors approve the grant proposal for the first program year of a three-year cycle of the Title I Even Start and Arizona Family Literacy Program, and, if funded, acceptance of the award from the State of Arizona effective from July 1, 2009 for the period of June 30, 2010.

Background:

Pima Community College Adult Education (PCCAE) Family Literacy Program has been providing high intensity, comprehensive and integrated family services in Pima County since 1991. The Family Literacy Program approach is “Teach the parent, reach the child, change the future.” The Family Literacy Program has been a local, statewide, and national role model of a stellar, award-winning program, fostering family economic and educational success, independence, and pride.

The Family Literacy Program began as a three-site program through a Toyota Motor Corporation grant from the National Center for Family Literacy (NCFL) and has grown to nine current sites with multiple funding sources. Over the past 17 years, the Family Literacy Program successes include maintaining high levels of student retention, demonstrating high levels of students’ educational gains and outcomes, staff leadership in family literacy professional development, and securing alternate, viable funding to support the goals of the program.

Through this grant application, the Family Literacy Program would fund five family literacy sites with varying child and adult population. All five sites serve families with preschool-age children and families with elementary school children, and each site also serves parents studying English for Speakers of Other Languages (ESOL) and those studying Adult Basic Education (ABE) or for the General Education Development (GED) certificate.

The Title I Even Start and Arizona Family Literacy grant proposal relates to Pima Community College’s 2008-2011 year plan by addressing Initiative 1: Provide Evidence of Student Learning and Teaching Effectiveness, Strategy 1.5: Develop and enhance learning and educational resources to support student learning and effective teaching; Initiative 2: Improve Student Success in Developmental Education, Strategy 2.1: Leverage Community Resources; and Initiative 4: Create Foundations for Creativity and Innovations, Strategy 4.1: Expand College access and outreach, Strategy 4.3: Expand and develop community connections.

(Continued)
Financial Considerations:

The total grant amount being requested is $599,332. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>FY2010 Narrative Description of Projects Costs</th>
<th>Grant</th>
<th>In-kind match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries - Instructional</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 FLP Program Manager ($63,342 @ 56%)</td>
<td>$35,471.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 FLP Advanced Program Coordinator ($50,085 @ 56%)</td>
<td>$28,047.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Family Literacy Instructors ($42,068 x 4 instructors)</td>
<td>$168,272.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Family Literacy Instructor</td>
<td>$44,198.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online GED Instructor ($21,543.60 @ .5 FTE)</td>
<td>$12,064.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute Instructor ($4,106 @ .2 FTE)</td>
<td>$4,106.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Student Services Technicians ($12,918.40 x 4 @ .5 FTE)</td>
<td>$51,673.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Program Assistant (AmeriCorps Coordinator) ($32,276 @ 37%)</td>
<td>$11,942.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Student Services Technician ($31,610 @ 56%)</td>
<td>$17,701.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Support Assistant ($24,784.50 @ 56%)</td>
<td>$13,879.32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 AmeriCorps Members (7/1/09-9/30/09)</td>
<td>$2,137.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 AmeriCorps Members (10/1/09-6/30/10)</td>
<td>$6,412.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunnyside School Parent Involvement Assistant</td>
<td></td>
<td>$9,776.76</td>
<td></td>
</tr>
<tr>
<td>Head Start Early Childhood Educators</td>
<td></td>
<td>$133,190.00</td>
<td></td>
</tr>
<tr>
<td>Head Start Children’s Specialist</td>
<td></td>
<td>$63,379.00</td>
<td></td>
</tr>
<tr>
<td>PCCAE Educational Technology Coordinators</td>
<td></td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>SALARIES SUBTOTAL</strong></td>
<td><strong>$395,906.18</strong></td>
<td><strong>$211,345.76</strong></td>
<td><strong>$607,251.94</strong></td>
</tr>
</tbody>
</table>

| **Employee Benefits**                        |           |               |           |
| Full-time exempt staff @ .33 ERE ($305,632.84 x .33) | $100,858.83|               |           |
| Temporary @ .18 ERE ($81,723.34 x .18)         | $14,710.20|               |           |
| AmeriCorps members (FICA @ .0765, Work Comp $1500, Health Care 4 members x $175 x 12 months = $8,400 approx .134 ERE) | $1,145.71 |               | $64,394.58 |
| Benefits for in-kind match employees          |           |               |           |
| **BENEFITS SUBTOTAL**                         | **$116,714.74** | **$64,394.58** | **$181,109.32** |

| **Travel**                                    |           |               |           |
| Professional Dev. National Conference for 5 instructors ($1300) | $6,500.00 |               |           |
| Professional Dev. National Conference for 3 staff ($1300 @ 56%) | $2,184.00 |               |           |
| Travel mileage (Coordinators) for 3 trips    | $255.00   |               |           |
| Travel hotel (6 nights x 2 Coordinators @ $70.50) | $846.00 |               |           |
| Blanket mileage for Instructors (5 @ $500)   | $2,500.00 |               |           |
| Blanket mileage for Staff (4 @ $500)        | $1,120.00 |               |           |
| Professional Development (Employee Travel Funds) | $1,800.00 |               |           |
| **TRAVEL SUBTOTAL**                           | **$13,405.00** | **$1,800.00** | **$15,205.00** |

| **Tuition**                                   |           |               |           |
| National and state conference registrations (5 staff @ $700) | $3,500.00 |               |           |
| National and state conference registrations (3 staff @ $700) | $1,176.00 |               |           |
| National and state conference registrations (10 students @ $250) | $2,500.00 |               |           |
| Tuition for Professional Dev. (Conference Tuition Fees) | $750.00 |               |           |
| **TUITION SUBTOTAL**                          | **$7,176.00** | **$750.00** | **$7,926.00** |

(Continued)
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.

**Contact Person:**

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

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends the Board of Governors approve the Child Care Access Means Parents in School grant proposal from the United States Department of Education and, if funded, acceptance of the grant award from the United States Department of Education for the period of October 1, 2009 through September 30, 2013.

Background:

The Child Care Access Means Parents in School (CCAMPIS) grant funds will be used to provide access to campus-based child care services for approximately 25-30 low-income students per semester. The CCAMPUS grant funds will make it possible for low-income students to access the College’s child care services and aims to retain them in college until completion. Campus-based child care will allow these parents to be close to their children during class time and to participate more readily in their children’s education. The CCAMPIS program will significantly impact the students’ abilities to overcome barriers, access resources and complete their college education.

The CCAMPIS grant proposal relates to Pima Community College’s 2008-2011 year plan by addressing Initiative 1: Provide Evidence of Student Learning and Teaching Effectiveness, Strategy 1.3: Develop and enhance effective evidence of educational and business partnerships to increase learning opportunities for students.

Financial Considerations:

The total grant amount being requested is $577,280 for the entire four-year project. Each year’s award would amount to $144,320. The table below illustrates the expense items to be supported by this grant on a year-to-year basis.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Stipends</td>
<td>140,000</td>
</tr>
<tr>
<td>25-30 students @ ranging from $600-$1800</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Annual CCAMPIS conference and Learning and the Brain annual conference</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>1,250</td>
</tr>
<tr>
<td>Shuttle/rental car</td>
<td>100</td>
</tr>
<tr>
<td>Lodging</td>
<td>1,250</td>
</tr>
</tbody>
</table>

(Continued)
Grant Proposal:
Child Care Access Means Parents in School
United States Department of Education

Per Diem | 500
---|---
TOTAL (estimated $2,000 per conference) | 4,000
Indirect Costs @ 8% | 320
TOTAL COST | 144,320

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.

**Contact Person:**

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

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
DATE: 6/10/09
ITEM NO: 14.8

SUBJECT: Contract:
Workers’ Compensation Insurance

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of a workers’ compensation insurance contract from Zurich American Insurance Company for the policy year July 1, 2009 through June 30, 2010.

Background:

The College purchases workers compensation insurance for all employees as part of its risk management program. Workers’ compensation insurance provides coverage for employees injured while performing work for the College. State statutes prescribe employer responsibility for and benefits provided by workers’ compensation insurance.

Financial Considerations:

The College’s renewal of our workers’ compensation insurance policy with Zurich American Insurance Company (a subsidiary of Zurich Financial Services Group) will be at a projected total cost of $308,404, reflecting no change in premiums from the prior year.

The estimated premiums for the insurance policy have been incorporated into the FY10 College budget.

Contact Person:

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

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of a property insurance contract for the policy year July 1, 2009 through June 30, 2010.

Background:

The College annually purchases a variety of insurance contracts as part of its risk management program to protect the financial assets of the College. The purchasing process includes an analysis of the College's exposures, identification of potential insurers, the application for and negotiation of coverage and premium terms, and the financial analysis of various coverage and retention scenarios.

College policies dictate the frequency and manner, including a formal request for proposals at least every five years with carrier negotiation in intervening years, in which insurance policies are purchased. In order to ensure an effective insurance program, the College routinely exceeds the minimum requirements by approached alternative carriers annually and continuously reviewing its risk management program.

Property insurance provides coverage for damage to College-owned buildings and contents caused by perils such as fire and theft. Property values are based upon an independent property appraisal completed in 2005 and updated annually. The current College-wide total insurable property value is $259,952,000.

Financial Considerations:

The Midwestern Higher Education Compact Master Property Program, the property insurance program in which the College participates, is comprised of 48 member educational institutions insuring nearly $64 billion in property values. The Program administrators are negotiating the final premiums, coverage and insurers, the details of which are unavailable at the time of this report. The initial indication of a 10% rate increase coupled with property value increases results in an anticipated total cost not to exceed $126,000, an increase of $14,000 over current premium.

The estimated premium for the insurance policy and $50,000 for policy year 2008/09 property deductibles have been incorporated into the FY10 College budget.
Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 14.10

SUBJECT: Contract:
General Liability and Automobile Insurance

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of a general liability and automobile insurance contract from the Arizona School Risk Retention Trust for the policy year July 1, 2009 through June 30, 2010.

Background:

The College annually purchases a variety of insurance contracts as part of its risk management program to protect the financial assets of the College. The purchasing process includes an analysis of the College’s exposures, identification of potential insurers, the application for and negotiation of coverage and premium terms, and the financial analysis of various coverage and retention scenarios.

College policies dictate the frequency and manner in which insurance policies are purchased, including a formal request for proposals at least every five years with carrier negotiation in intervening years. In order to ensure an effective insurance program, the College routinely exceeds the minimum requirements by approaching alternative carriers annually and continuously reviewing its risk management program.

General liability insurance provides coverage for claims arising from College activities including employment practices, school board activities, professional activities, and benefit administration. Automobile insurance provides coverage for liability and physical damage claims arising from the use of and damage to College-owned and leased vehicles.

Financial Considerations:

The College has negotiated a renewal general liability and automobile insurance policy with the Arizona School Risk Retention Trust at a projected total premium of $429,168, a comparatively flat year-to-year change. Premiums for Administrative Practices Liability and Automobile Physical Damage increased due to rate increases and a concomitant increased vehicle count. Offsetting these increases were rate decreases in General Liability and Automobile Liability and reduced exposure for Crime coverage resulting from reduced employee count.

The estimated premiums for the insurance policy and an additional $50,000 for liability deductibles have been incorporated into the FY10 College budget.

(Continued)
Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 14.11
SUBJECT: Contract:
  Custodial Services: ISS Facility Services

Recommendation:

The Chancellor recommends that the Board of Governors approve renewal of a service contract with ISS Facility Services to provide custodial services for July 1, 2009 through June 30, 2010.

Background:

Pima Community College currently provides district-wide custodial services through a contract with ISS Facility Services. Services include day porters for the district office and each campus in addition to routine and seasonal cleaning at ten locations. Specialized and emergency cleaning is provided as needed. The College awarded this contract in 2007 following a formal Request for Proposals. This recommended renewal would be the second of four optional renewal years.

Financial Considerations:

The recommended contract will total $1,352,000, including a 5 percent contingency to cover any increase in square footage or additional services required for emergencies. This represents a 3.0 percent increase over estimated costs for the current year.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 6/10/09
FROM: Chancellor  ITEM NO: 14.12
SUBJECT:  Contract:
Custodial Supplies: Waxie Sanitary Supply

Recommendation:

The Chancellor recommends that the Board of Governors approve renewal of a purchase order contract with Waxie Sanitary Supply to provide custodial supplies for July 1, 2009 through June 30, 2010.

Background:

Pima Community College purchases and distributes custodial supplies, including paper products, cleaning solutions, and non-capital equipment through the State of Arizona contract with Waxie Sanitary Supply and using this vendor allows the College to benefit from the negotiating power of the State.

Financial Considerations:

Costs are incurred when the supplies are purchased. The purchase order for FY 2009/2010 will total $115,000. This represents a 3.0 percent increase over estimated costs for the current year.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
ITEM NO: 14.13
SUBJECT: Contracts:
Information Technology Maintenance, Licensing and Services - FY10

Recommendation:
The Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2010/2011 Fiscal Year.

Background:
The Information Technology Office arranges for maintenance, licensing and fees on the computer hardware, systems software, network systems, and applications software that support college-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. Approval of this request will ensure systems hardware and software is kept current. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

Financial Considerations:
These maintenance agreements are funded from the FY 2009-10 General (Operating) Budget approved by the Board of Governors on May 13, 2009, item 17.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Corporation</td>
<td>Oracle Relational Database &amp; Tools</td>
<td>$480,000</td>
</tr>
<tr>
<td>Sun Microsystems</td>
<td>SUN (HW, Peripherals, Systems SW)</td>
<td>$400,000</td>
</tr>
<tr>
<td>SunGard SCT</td>
<td>Banner and Luminis (MyPima portal)</td>
<td>$370,000</td>
</tr>
<tr>
<td>FAMIS Software, Inc.</td>
<td>Hosting Fees-Facilities</td>
<td>$312,000</td>
</tr>
<tr>
<td>PerceptIS</td>
<td>24 x 7 Helpdesk Support</td>
<td>$250,000</td>
</tr>
<tr>
<td>Qwest</td>
<td>Cisco Switches &amp; Routers</td>
<td>$220,000</td>
</tr>
<tr>
<td>Blackboard Inc.</td>
<td>Blackboard Vista Course Management</td>
<td>$190,000</td>
</tr>
<tr>
<td>SkillSoft</td>
<td>Contract (3yr) hosting- Human Resources</td>
<td>$150,000</td>
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<tr>
<td>Touchnet</td>
<td>Hosting Fees-Finance</td>
<td>$138,000</td>
</tr>
<tr>
<td>Zones</td>
<td>Site License for Microsoft Software</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

Contact Person:
Kirk Kelly, Vice Chancellor for Information Technology (206-4809)

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve the project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.

Background:

This project continues the allocation of desktop computers for administrative use by faculty, staff and administrators. It also includes technology for instructional labs and classrooms, network and data center equipment and software licenses. All equipment is replaced on a planned replacement cycle. Many of the cycles have been extended due to budget cuts. Desktop computers are now replaced every five years instead of every four.

Financial Considerations:

The request will be filled through competitive bids, the RFP process or State contract pricing. The Board of Governors approved the capital expenditure during the May, 2009 board meeting, item number 18. This project is included in the Capital Budget Plan for Fiscal Year 2010 and 2011 (# 48, 75, 76, 77, 78, 129, and 165).

Hardware from the following Vendors: $3,263,000
- Abba Technologies
- Apple Computers
- CDW-G
- Sehi Computer Products
- NVision Networking
- Qwest
- Sun Microsystems
- Dynamic Systems

Oracle: Software and Licensing: $308,880

Contact Person:

Kirk Kelly, Vice Chancellor for Information Technology (206-4809)
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Contract: Marketing Services  
DATE: 6/10/09  
ITEM NO: 14.15

Recommendation:

The Chancellor recommends that the Board of Governors renew the contract with the Gordley Design Group, Inc. to provide marketing and advertising services for the College for one year beginning July 1, 2009. The original term of the agreement was for one year beginning July 1, 2008 with an option to renew for two additional one-year terms if mutually agreed upon by the College and the firm. This is the first one-year renewal period.

Background:

Since the Fall of 2000, the College has focused its advertising and promotion efforts in a year-round effort. With more short-term classes and alternative modes of delivery, there has been a need to focus less on the traditional semester model. In Fall 2007, the College issued a Request for Proposal (RFP) to qualified firms to provide advertising and/or public relations services. The scope of services to include:

1. Developing and projecting a unified College image.
2. Increase awareness of campuses as neighborhood centers.
3. Increase community awareness of, and enrollment in, the College and its specific instructional programs, “course packages” and services.
4. Support recruitment, retention and student success.

Professional services include the customary services provided as part of advertising, promotion and public relations. Examples of the type of work include, but are not limited to: campaign planning, design and development, multi-media planning, design and production, media buying and analysis of advertising effectiveness.

A total of 61 firms were solicited and 13 firms responded to the RFP with written proposals. Five firms were selected to make formal presentations to the selection committee.

From these five firms, Gordley Design Group, Inc was selected as the firm best able to meet the advertising and marketing needs of the College. Gordley Design Group, Inc. was founded in Tucson in 1991 and offers full-service marketing, advertising and public and media relations services under the leadership of Jan Gordley, President with an experienced staff of 16 full-time professionals. The Gordley Design Group is one of Tucson’s leading image development and marketing agency with a number of award-winning advertising campaigns.

This recommendation relates to Initiative 1 of the Pima Community College 2008-2011 3-year plan, which states: Provide Evidence of Student learning and Teaching Effectiveness; Initiative
4, strategy 4.1, Expand College access and outreach; and strategy 4.3, Expand and develop community connections.

**Financial Considerations:**
The total amount required is $309,000. Of this amount, $132,000 is for creative services, account management and planning, and public relations services; $177,000 is for paid media expenses.

**Contact Person:**

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

[Signature]

Dr. Roy Flores, Chancellor
Recommendation:

The Chancellor recommends that the Board of Governors approve contract proposals with the Pima County Sheriff’s Office, the Arizona Department of Economic Security, and the U.S. Department of Health and Human Services, to provide Adult Education services, and, if funded, accept the contracts on the attached list for the period of July 1, 2009 through June 30, 2010. Contracts not on this list will be brought to the Board later for approval, as needed.

Background:

The Pima Community College Adult Education (PCCAE) mission is to provide the highest quality instruction to adults who lack basic skills, English language skills, work skills, and those who lack a high school diploma. PCCAE moved to the College in 2000. Funding is received from a variety of public and private sources.

The Pima County Jail Inmate Fund contract provides GED preparation and Adult Basic Education classes. The Arizona Department of Economic Security Adults with Developmental Disabilities contract, also known as “Project RAISE” offers basic skills classes and activities. The U.S. Department of Health and Human Services - Arizona Department of Economic Security – English for Refugees contract, also known as the Refugee Education Program (“REP”) provides English for Speakers of Other Languages (ESOL) classes.

These contract activities support the following components of the 2008-2011 College Plan:

- Initiative 1 Provide Evidence of Student Learning and Teaching Effectiveness.
  - Strategy 1.3 Develop and enhance effective educational and business partnerships
    increase learning opportunities for students.
    - Action 1.3.1 Increase business and industry customization and innovation
      through contracts.
    - Action 1.3.3 Increase partnerships college-wide.

- Initiative 4 Create Foundations for Creativity and Innovation.
  - Strategy 4.3 Expand and develop community connections.
    - Action 4.3.1 Expand and enliven outreach activities to established service
      are to inadequately-served remote locations.

(Continued)
The College will evaluate the risks associated with the proposed activities to determine they do not present any undue liability. College staff will review the proposals and contracts and associated activities.

Financial Considerations:

The contract agreements listed below operate on a fee-for-service basis. A fee will be paid to the College for every “unit of service” provided under the terms of the contract. There is no commitment of College funds to these programs outside the fee-for-service agreement.

<table>
<thead>
<tr>
<th>Estimated Revenues:</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pima County Jail Inmate Fund</td>
<td>Not to Exceed</td>
</tr>
<tr>
<td>Arizona Department of Economic Security - Adults with Developmental Disabilities</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

**Total Contract Revenue**  
$546,996

<table>
<thead>
<tr>
<th>Estimated Expenses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Direct Instructional Costs (includes labor, supplies, curriculum development, etc.) and Administrative Overhead Costs</td>
<td>$546,996</td>
</tr>
</tbody>
</table>

**Total Estimated Expenses**  
$546,996

**Revenue Less Expenses**  
$ 0

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE:  6/10/09
FROM: Chancellor  ITEM NO:  14.17
SUBJECT: Intergovernmental Agreement: Pima County Community Services Department

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement (IGA) with Pima County to continue Workforce Development and Educational Programs from July 1, 2009 through June 30, 2010.

Background:

This Intergovernmental Agreement with the Pima County Community Services Department continues the development and delivery of workforce educational programs for participants determined eligible by the County. The IGA, which will support education, training and related services from July 1, 2009 through June 30, 2010, contains eight Work Statements structured as follows:

1. Under Work Statement No.1, referred individuals with vouchers issued by Pima County may enroll in credit and non-credit programs at Pima Community College, including those offered by the Center for Training and Development, the Truck Driver Training Program, Career Academies and Workforce and Business Development Programs.

2. Work Statement No.2 provides eligible participants with vouchers the opportunity to participate in Pima Community College Adult Education Workplace Literacy programs, to improve literacy and employability skills.

3. Work Statement No.3 establishes that Pima Community College Adult Education will provide General Equivalency Diploma testing services at a County-determined site.

4. Under Work Statement No.4, the College will hire or retain staff to be stationed at the County One-Stop Centers. Pima County shall fund half (0.5 FTE) of each of the following College staff positions: Program Coordinator and Student Services Specialist. Pima County shall provide space, furniture, computers, phones and supplies for College staff stationed at the One Stop Centers.

5. Under Work Statement No.5, Pima County and Pima Community College Adult Education will cooperate to establish adult basic education courses at Pima County One Stop locations.

6. Work Statement No.6 requests the College’s collaboration with Pima County to find additional funding sources for workplace education; Pima Community College already researches such funding opportunities as a normal course of business.

(Continued)
6. Work Statement No. 6 requests the College's collaboration with Pima County to find additional funding sources for workplace education; Pima Community College already researches such funding opportunities as a normal course of business.

7. Under Work Statement No. 7, the College will cooperate with Pima County and other regional partners to develop curriculum and programs through the U.S. Department of Labor Workforce Innovation in Regional Development (WIRED) Grant and Community Based Job Training (CBJT) Grant. Additionally, the College will be reimbursed for expenses incurred for other special projects that may be requested by Pima County during the year.

8. Under Work Statement No. 8 Program Development American Recovery and Reinvestment Act (ARRA) funding will be used to develop curriculum for short term training certificates.

Entering into this contract addresses the following components of the 2008-2011 College Plan:

- Initiative 1 Provide Evidence of Student Learning and Teaching Effectiveness.
  - Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students.
    - Action 1.3.1 Increase business and industry customization and innovation through contracts.
    - Action 1.3.3 Increase partnerships college-wide.

- Initiative 4 Create Foundations for Creativity and Innovation.
  - Strategy 4.1 Expand College access and outreach.
    - Action 4.1.3 Establish scheduling choices and opportunities that allow students variable start and end dates to extend or contract course length according to individual needs.
  - Strategy 4.3 Expand and develop community connections.
    - Action 4.3.1 Expand and enliven outreach activities to established service areas and to inadequately-served remote locations.

Financial Considerations:

The maximum total value of this contract is $959,605. Funding for the individual work statements is described below:

The funding ceiling for Work Statement No. 1 is $550,000. Reimbursement to the College is unit based and depends directly on the number of vouchers authorized by the County. Pima County pays the pre-determined, published tuition and fees for eligible participants to enroll the credit and/or non-credit classes at the College.

(Continued)
The funding ceiling for Work Statement No. 2 is $82,500. The College will receive $75 per hour for Workplace Literacy classes conducted by Pima Community College Adult Education.

The funding ceiling for Work Statement No. 3 is $6,300. Pima County will pay the College $30 per hour of monitored General Equivalency Diploma testing administered by Pima Community College Adult Education.

The fund ceiling for Work Statement No. 4 is $60,000. Pima County will pay reimbursement to the College for staff at the One Stop.

Under this Intergovernmental Agreement, Pima County does not provide any funds for Work Statements Nos. 5 and 6.

The funding ceiling for Work Statement No. 7 is $210,805. The College will receive reimbursement for expenses incurred for curriculum development, on-line course development and other programmatic-related costs.

The funding ceiling for Work Statement No. 8 is $50,000.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
SUBJECT: Intergovernmental Agreement: Cochise College District

DATE: 6/10/09
ITEM NO: 14.18

Recommendation:

The Chancellor recommends that the Board of Governors approve an Intergovernmental Agreement with Cochise College District for Job Training Instruction for the period beginning July 1, 2009 through June 30, 2010.

Background:

Pima County was awarded a Department of Labor Community Based Job Training Grant in 2008. Pima County is contracting with Pima Community College to deliver the Class A Vehicle (Truck Driver) Certificate for Direct Employment (8 credit hours) in Douglas, Arizona. Pima Community College will deliver this training because Cochise College does not offer a truck driver training program.

This IGA will permit Pima Community College to use classroom and range space at Cochise College – Douglas Campus to deliver the requested training. Under this IGA, there is no cost to Pima Community College to use this space.

Entering into this Intergovernmental Agreement supports the following components of the 2008-2011 College Plan:

- Initiative 1 provide Evidence of Student Learning and Teaching Effectiveness
  - Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students.
    - Action: 1.3.3 Increase partnerships college-wide.
- Initiative 4 Create Foundations for Creativity and Innovation
  - Strategy 4.1 Expand College access and outreach
    - Action: 4.1.1 Identify and connect community partners in a concerted effort to initiate a solid statewide P-20 program that stimulates higher educational expectations across all economic and social spectra.
  - Strategy 4.3 Expand and develop community connections
    - Action: 4.3.1 Expand and enliven outreach activities to established service areas and to inadequately-served remote locations.

(Continued)
Financial Considerations

The College has evaluated the risks associated with the proposal activities and has determined they do not represent an undue liability. An Intergovernmental Agreement will be reviewed by College staff and will be approved by College legal counsel.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Intergovernmental Agreement: Cochise County Community College District Undergraduate Flight Training Program  
DATE: 6/10/09  
ITEM NO: 14.19

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between Cochise County Community College District and Pima County Community College District for the purpose of establishing a program to prepare students for professional flight crew positions in either general aviation or commercial airline operations. The term of the agreement will be from July 1, 2009 through June 30, 2010.

Background:

Cochise County Community College District and Pima County Community College District agree to implement an undergraduate flight training program. The program is to develop new pilots with knowledge, flight skills and attributes that will prepare them for professional flight crew positions.

Under the terms of the agreement Cochise Community College District shall be responsible for conducting all flight instruction and perform its services at Tucson International Airport. Pima County Community College District will conduct all classroom academics, according to FAA regulations or authorize Cochise to provide the ground school training necessary for student progress in the program. All Pima instructors must meet FAA and Cochise requirements and be approved for hire by Pima and Cochise.

To be eligible for flight instruction under this Program, a student:
- Must be enrolled in Cochise for flight training and
- Must be enrolled in Pima for ground training courses and
- Must pass and maintain the appropriate medical certificate prior to solo flight as stipulated by the FAA.

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
TO: Board of Governors  
FROM: Chancellor  
SUBJECT: Fiscal Year 2008/2009 Adopted Budget Reductions  
DATE: 6/10/09  
ITEM NO: 14.20

Recommendation:

The Chancellor recommends that the Board of Governors approve post year-end expenditure budget reductions to actual expenditures for the fiscal year ended June 30, 2009.

Background:

On June 11, 2008, the Board of Governors adopted the fiscal year 2008/2009 budget of $218.9 million, which included $190.2 million for general, designated, auxiliary and restricted fund current operations and $28.7 million for capital projects and repayment of long-term debt.

The adopted budget included operating reserves for potential enrollment growth, reserves for possible grants and contracts and estimated capital project expenditures. To the extent that the reserves are not fully needed and other budgeted amounts are not completely expended, excess budget capacity will remain at fiscal year-end.

The official expenditure limitation report requires a comparison of budgeted expenditures to the established limitation amount published by the Economic Estimates Commission according to the provisions in section 21 of Article IX of the Arizona Constitution. In order to eliminate unused budget capacity and reduce budgeted expenditures that are subject to the limitation for the fiscal year ending June 30, 2009, it is necessary to make budget equal actual audited expenditures. This process of budget reductions will provide the College with increased expenditure capacity in the future.

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors

FROM: Chancellor

DATE: 6/10/09

ITEM NO: 15

SUBJECT: Personnel Policy Statements, 2009/2010 Fiscal Year

Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statements for the following employee groups:
- Classified Non-Exempt
- Classified Exempt
- Administrative
- Faculty
- College Employees

Background:

As part of the meet and confer process, Memorandums of Understanding have been provided to the members of the Board of Governors. The attachments summarize the proposed changes for each employee group and the policy statement applicable to all College employees. The effective date of these changes will be July 1, 2009.

Financial Considerations:

Step plans completed by employees and approved in fiscal year 2009/2010 are held in abeyance until such time funding is approved.

Contact Person: Dr. Roy Flores, Chancellor (206-4747)

Dr. Roy Flores, Chancellor

(Continued)
Classified Non-Exempt Personnel Policy Statement
Proposed Changes for 2009/2010

Miscellaneous

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

Section II. Conditions of Work
• Meal Periods
  o Minor wording to clarify meal period is unpaid time away from job assignments.
• Probation Period
  o Add provision to extend probation when an employee is on a leave of absence which exceeds 30 days by an amount equal to the leave of absence.

Section V. Leaves and Holidays
• Holiday and Recesses
  o Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.
  o Clarify an employee on an approved unpaid leave or unexcused absence of any portion the day prior to or after the holiday or recess is not eligible for the holiday pay.
• Annual Leave
  o Add statement when an employee requests annual leave, it is the responsibility of the employee’s supervisor to adjust department coverage.
• Sick Leave
  o Remove provision requiring an employee to obtain supervisory approval when sick leave is exhausted to use annual leave for a sick leave absence. Added language that supervisory approval is required if the employee is on a corrective or disciplinary action pertaining to abuse of sick leave.
  o Remove the requirement to have at least 25 days of sick leave accumulate in order to request the transfer of sick leave to annual leave.

Section VI. Professional Development
• Non-Exempt Professional Development Enrichment Fund Criteria
  o Clarified employees may request funds on a yearly basis.

Appendix E. Non-Exempt Staff Step Progression Plan and Criteria
• New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.
Classified Exempt Personnel Policy Statement
Proposed Changes for 2009/2010

Miscellaneous

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

Section IV. Compensation
• Cyclical Review
  o Add statement that incumbent employees in positions reviewed in a fiscal year shall be notified of the review status prior to the end of the fiscal year in which the study is conducted.

Section V. Leaves and Holidays
• Holiday and Recesses
  o Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.
  o Clarify an employee on an approved unpaid leave or unexcused absence of any portion the day prior to or after the holiday or recess is not eligible for the holiday pay.

Section VI. Professional Development, Educational Enrichment and Paid Educational Leave
• Career Development
  o Add statement that mandated travel for training required by the College shall be expensed from department budgets and not through this program. Also that a department decision to approve professional development funding for an employee should not assume approval of the request through this program.

Appendix E. Exempt Staff Step Progression Plan and Criteria
• New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.
Faculty Personnel Policy Statement
Proposed Changes for 2009/2010

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made including in title change from Dean to Vice President or supervising administrator.

Article II. Conditions of Work

- General Responsibilities
  - During the course of a semester a faculty member may reschedule official office hours in consultation with supervisor. Rescheduled hours will be posted.
- Workload, Workload Calculations and Accountability
  - Clarify definitions for course types (CPM).
  - As pilot for 2009/10, one day of accountability from the week before fall classes start will be moved to the day after finals end in the spring.
- Grants/Awards
  - Add language that any reference to grants includes externally funded grants and awards as the result of a competitive process. Add definitions, roles and processes for grant activities.

Article III. Faculty Employment

- Recruitment for Faculty Positions
  - Add language to be consistent with the Faculty Hiring SPG.
- Faculty Administrative Appointments
  - Add reference to administrative appointments in the Personnel Policy Statement for College Employees.

Article V. Compensation

- Substitute Pay
  - Clarify definitions for course types (CPM).
- Grant Agreements
  - Clarify compensation for grant activities for various roles.

Article VI. Leaves

- Unpaid Leave
  - Add language for consistency with the Personnel Policy Statement for College Employees. Clarify a one-year unpaid leave disqualifies a Faculty member from step advancement and a one semester may disqualify, with reference to Appendix N for process.

Article VII. Faculty Professional Development Program

- Faculty Professional Development Program

(Continued)
- Define the Faculty Professional Development and Sabbatical Working Group as a standing committee. A faculty member serves as chair.

- **Sabbatical Program**
  - Clarify the default method of payment for a faculty member on a half pay sabbatical will be equal installments over the contract period and a process to request alternate pay.

Unit Guideline – Calculations for Loading Independent Study Courses
- Clarify definitions for course types (CPM).

Unit Guideline – Supplemental Agreements (non-teaching)
- Clarify various grant activities with a reference to Article II.F.

Appendix A. Faculty Salary Schedule and Compensation Plan
- Salary Placement for Administrators Assigned to Faculty Status
  - Add reference to the Administrator Personnel Policy Statement.

Appendix D. Instructional Department Chair Structure
- Language referencing the Department Chair Task Force convened in the spring of 2007.

Appendix E. Director of Library Structure
- Language from the Department Chair Task Force to clarify the term, the job description and professional development. Changed the language which linked the compensation rate for Library Directors located in departments with less than 4 FTE to the lead faculty stipend to a flat rate.

Appendix F. Coordinator of Advising and Counseling Structure
- Language from the Department Chair Task Force to clarify the term, selection process, the job description, supervision received and professional development. Changed the language which linked the compensation rate for Coordinators located in departments with less than 4 FTE to the lead faculty stipend to a flat rate.

Appendix K. Other Instructional Rates – Activity Related
- Add Winter Intersession Coordinator to reflect actual practice.

Appendix N. Step Progression Plan
- Change name of plan to Professional Progression Plan (PPP)
- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

Appendix O. Task Force to Review Policy on Scheduling
- Add language to establish a task force to review Faculty Personnel Policy Statement pertaining to language on scheduling.
Administrative Personnel Policy Statement
Proposed Changes for 2009/2010

Miscellaneous

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

Section V. Leaves and Holidays
- Holiday and Recesses
  o Update the holiday and recess calendar for the 2009/10 fiscal year based upon the Academic Calendar.

Appendix A. Salary Determination for Administrators Assigned to Faculty Status
- Placement for Salary Placement
  o Add step adjustments earned as an administrator are credited in the computation for placement on the faculty salary schedule.

Appendix B. Administrators Professional Development Review
- Overview: Annual Performance Evaluation
  o Add language to clarify the annual review process and form used by Presidents, Executive Vice Chancellors and Vice Chancellors.

Appendix E. Administrator Step Progression Plan and Criteria
- New provision stating step plans completed and approved in fiscal year 2009/2010 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. An employee may not accumulate more than one step to be held in abeyance.

Personnel Policy Statement for College Employees
Proposed Changes for 2009/2010

Miscellaneous

All policy statements will be re-lettered or re-numbered as necessary to incorporate approved changes. Minor wording, editorial, titling, calendar/fiscal year re-numbering, formatting changes and those items associated with legal compliance will be made.

Section I. General Information
- Personnel Records
  o Add language stating official faculty personnel records are maintained in the Office of the Provost.
• Use of Information Technology Resources
  o Update language referencing acceptable use of Information Technology resources and add reference to Appendix G.

Section III. Benefits
• Health and Dental Insurance
  o Remove language referring medical subsidy. Add language stating a portion of dependent coverage is covered by the College and employees under another qualified group medical plan who waived medical and pharmaceutical coverage may elect the College to contribute to a flexible spending account on their behalf.
• 403(b) and 457 Voluntary Retirement Savings
  o Change language from tax deferred annuities to 403(b) and 457 voluntary retirement plans. Clarify employee eligibility to participate in supplemental retirement plans.

Section IV. Leaves
• Emergency Treatment Leave
  o Add supervisors are responsible for submitting an accident incident report to the Employee Service Center.
• Leaves of Absence
  o Clarify life insurance is a part of an employee’s insurance coverage.

Appendix C. Continuation of Health Insurance
• Add language for compliance with federal legislation.

Appendix E. Tax Deferred Annuities
• Change to reflect current terminology of 403(b) and 457.

Appendix G: Acceptable Use of Information Technology Resources.
• New appendix clarifying use of PCC Systems and responsibilities of College users.
TO: Board of Governors
FROM: Chancellor
DATE: 6/10/09
ITEM NO: 16

SUBJECT: Unclassified Rates of Pay

Recommendation:

The Chancellor recommends that the Board of Governors approve the attached lists of unclassified rates of pay.

Background:

Historically, each year Human Resources asks the Campus Directors for Administrative Services to submit recommendations for suggestions for relevant changes to the unclassified salary schedule. This is to address changes in programs or discovered needs at the campuses. Along with these recommendations, they must provide the rationale for the requested change, examples of duties and responsibilities and area of assignment. A recommendation for change could be to delete, add and/or revise a title, category, or rate of pay. The recommendations are reviewed by the Human Resources Advanced Analyst, the Executive Director and the AVC for Human Resources. The recommendations are next taken forward by the AVC to the Chancellor for consideration.

Financial Considerations:

None.

Contact Person:

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

Dr. Roy Flores, Chancellor
Unclassified Pay Rates for Temporary Employment

Effective July 1, 2009

Other Schedules:
Administrator | Exempt & Non-exempt | Faculty | Nursing Faculty & Staff | Unclassified

The Unclassified Pay Schedule is appropriate for temporary work that does not fall within the College's classification system. Unclassified temporary work should meet the following criteria:

- Work is expected to last for a short period of time; or
- Periodic employment which peaks or occurs at certain times of the year; or
- Intermittent work as needed with irregular or varying hours.

Temporary work similar in nature to other College positions will be in accordance with the Classified Salary schedule for the appropriate salary range. Placement will be at step 1 unless a salary exception is approved by the Assistant Vice Chancellor for Human Resources or designee.

Placement within the Unclassified pay salary range is based on job requirements such as degree of knowledge, skills and level of responsibility required, complexity of tasks, level of decision-making and degree of independence necessary for success.

2009-2010
General Support
Work is routine in nature and comprised of specific tasks and duties of a routine nature. Skill in routine tasks with basic knowledge of processes applicable to assignment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>VD</td>
<td>Van Driver</td>
<td>$8.30</td>
</tr>
<tr>
<td>CD</td>
<td>Courier Driver</td>
<td>$7.25</td>
</tr>
<tr>
<td>CSO</td>
<td>Community Service Officer</td>
<td>$8.00 - $10.00</td>
</tr>
<tr>
<td>MS</td>
<td>Maintenance Support</td>
<td>$8.00 - 9.50</td>
</tr>
</tbody>
</table>
2009-2010
Clerical/Office Support
Work is composed of routine office support and clerical tasks.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLER1</td>
<td>Student Aide</td>
<td>$7.25</td>
</tr>
<tr>
<td>CLER2</td>
<td>Office Aide</td>
<td>$7.25-$8.00</td>
</tr>
</tbody>
</table>

Work is considered entry-level support with skills in routine office support tasks. Work is standardized with some knowledge of basic office processes and procedures. Placement in the range is contingent on the type of experience and the level of assignment.

2009-2010
Auxiliary Support Services
Work is composed of disability support services and accommodations - in-class assistance, specialized note taking, reader/writer services, alternative format production, specialized test proctoring, mobility assistance and duties of a similar nature.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSS1</td>
<td>Student Aide</td>
<td>$7.25</td>
</tr>
<tr>
<td>DSS2</td>
<td>Auxiliary Aide</td>
<td>$7.25 - $8.00</td>
</tr>
</tbody>
</table>

Work is considered entry-level auxiliary service work for persons with disabilities. Tasks are standardized and require basic training in sensitivity, communication, and procedures for serving the disabled as well as basic training in technology systems for document conversion and alternative media production. Placement in the range is contingent on the type of experience and the level of assignment.
2009-2010
Tutors

Provide one-on-one or small group instructional tutoring and assistance.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUTR 1</td>
<td>Tutor I</td>
<td>$7.25 - $7.50</td>
</tr>
<tr>
<td>TUTR 2</td>
<td>Tutor II</td>
<td>$7.60 - $9.50</td>
</tr>
</tbody>
</table>

Tutor I provides instructional tutoring and assistance. Placement in the range is contingent on the type of experience and the level of assignment such as basic math concepts vs. advanced concepts. Candidates should provide evidence of competence in courses to be tutored. Tutor II level of tutor work is work at a higher level for such programs as the GEAR Up Program which helps students master skills for the AIMS test, for students who are part of the Biology Science Network in conjunction with a university, training DSR students in the use of technologies with specialized tutorial pedagogies and methodologies and Emergency Medical Technicians basic skills assistants ensuring students are using proper techniques.

2008-2009
Interpreter - Disabled Student Resources

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>INNC1</td>
<td>Non-Certified (1-2 years experience)</td>
<td>$20.00</td>
</tr>
<tr>
<td>INNC2</td>
<td>Non-Certified (3-4 years experience)</td>
<td>$22.00</td>
</tr>
<tr>
<td>INND3</td>
<td>NAD III</td>
<td>$32.00</td>
</tr>
<tr>
<td>INND4</td>
<td>CI or CT, NAD IV, RID, NIC Certified</td>
<td>$36.00</td>
</tr>
<tr>
<td>INND6</td>
<td>CSC, CI/CT, NAD, V/NIC-Advanced</td>
<td>$40.00</td>
</tr>
<tr>
<td>INND7</td>
<td>NIC-Master</td>
<td>$44.00</td>
</tr>
</tbody>
</table>
## 2009-2010
### Miscellaneous

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accompanist</td>
<td>$12.00</td>
</tr>
<tr>
<td>CLMD</td>
<td>Classroom Model</td>
<td>$7.25 - $10.00</td>
</tr>
<tr>
<td>AOT</td>
<td>Assistant Outreach Trainer</td>
<td>$10.00</td>
</tr>
<tr>
<td>EMT</td>
<td>CPR Instructor</td>
<td>$10.00 - $25.00</td>
</tr>
<tr>
<td>PMI</td>
<td>Private Music Instructor</td>
<td>$31.00</td>
</tr>
<tr>
<td>RA</td>
<td>Residential Assistant</td>
<td>$7.25</td>
</tr>
<tr>
<td>RS</td>
<td>Residential Supervisor</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

## 2009-2010
### Center for the Arts

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA1</td>
<td>Event Assistant I</td>
<td>$7.25</td>
</tr>
<tr>
<td>EA2</td>
<td>Event Assistant II</td>
<td>$8.00 - $10.00*</td>
</tr>
</tbody>
</table>

*Rate is based on event needs, skill level and responsibility level event complexity, time span, details, and degree of safety responsibility.*

Event Assistant I includes sound/light board operator, stage manager responsible for less complex productions, house manager, and/or production designer. Event Assistant II includes work involving routine technical coordinating for production, crew chief, heavy spot operator, manager responsible for complex productions and/or head usher. May act as a supervisor.
2009-2010

Project Professional
Temporary project staff hired either on a contingent contract project arrangement, or for contracted projects, special projects or which grant necessitates the establishment of temporary functions that incorporate a mix of several levels of skills.

Examples of such job assignments that are not covered by the College's compensation plan may include work activities in the Paramedic Program and Real-Time transcribers.

Requests shall be made in writing from the Campus/site detailing the project, services to be provided, and the basis for determining pay for the rate/total the salary placement prior to the start of the assignment. All requests require approval by the Assistant Vice Chancellor for Human Resources or designee before the start date.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPPRO1</td>
<td>Special Project Professional</td>
<td>$14.75 - $25.00</td>
</tr>
<tr>
<td>SPMGR</td>
<td>Special Project Manager</td>
<td>$26.00 - $50.00</td>
</tr>
</tbody>
</table>

Special Project Professional includes positions requiring a highly experienced expert in a distinct field with considerable depth of knowledge in theory and practice. Placement in the Special Project Manager range is based on the degree of specialization in the profession, the breadth and depth of required proficiency, and level and extent of project accountability. Position should be responsible for development of major contracted special projects. Placement in the range is based on the degree of specialization in the field, breadth and depth of required proficiency, and the level and extent of accountability for the integration and coordination of a special contracted project. The Assistant Vice Chancellor for Human Resources or designee will review all requests prior to approval.
2009-2010 Rates for Athletic Coaches

<table>
<thead>
<tr>
<th>Rates for Athletic Coaches</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach All Sports</td>
<td></td>
</tr>
<tr>
<td>- Filled by exempt employee</td>
<td>$5000 per season</td>
</tr>
<tr>
<td>- Filled by external</td>
<td>$2000 per month</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>$15.00 per hour</td>
</tr>
</tbody>
</table>

2009-2010
Professional Development Trainers / Facilitators
Provides short-term limited contracted training assignments to meet specific goals/needs of the department.

<table>
<thead>
<tr>
<th>Professional Development Trainers / Facilitators</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Title</td>
</tr>
<tr>
<td>PDTF</td>
<td>Trainers/Facilitators</td>
</tr>
</tbody>
</table>

2009-2010
Faculty Supplemental Assignments
Provides short-term limited contracted training assignments to meet specific goals/needs of the department.

<table>
<thead>
<tr>
<th>Faculty Supplemental Assignments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Title</td>
</tr>
<tr>
<td>FACSA</td>
<td>Supplemental Assignment Regular Faculty</td>
</tr>
<tr>
<td>ADJSA</td>
<td>Supplemental Assignment Adjunct Faculty</td>
</tr>
</tbody>
</table>