NOTICE OF
SPECIAL 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 SPECIAL MEETING on the 9th day of December, at 3:15 p.m. The meeting will be held in the Studio — C-102, Community Campus, 401 North Bonita Avenue, Tucson, Arizona 85709-6000. A Special Meeting Agenda is attached.

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

Dated this 4th day of December 2009.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: Roy Flores

Distribution:

Buildings: City
            County

Campuses: Community
          Desert Vista
          Downtown
          East
          Maintenance and Security
          Northwest
          West
Special Meeting

3:15 p.m.
Studio — C-102
Community Campus
401 N. Bonita Avenue
Tucson, AZ 85709

General Matters/Reports

1. Call to Order
2. Pledge of Allegiance
3. Report — October Financial Statements

Information Items

4. Separations from Employment

Action Items

5. Acceptance of Board Member Fimbres’ Resignation
6. Adoption of Resolution Honoring Board Member Fimbres
7. Approval of Minutes
   A. Special Meeting of November 18, 2009
   B. Regular Meeting of November 18, 2009
8. Temporary Appointments
10. Meet and Confer Forms and Related Memo

Adjournment
TO: Board of Governors
FROM: Chancellor
SUBJECT: General Matters

1. Call to Order
2. Pledge of Allegiance
TO: Board of Governors
FROM: Chancellor
DATE: 12/9/09
ITEM NO: 3
SUBJECT: Report — October Financial Statements

Recommendation:

Attached are the financial statements showing preliminary 2009/10 fiscal year results through October 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 October. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through month end is approximately $20.6 million. This is much higher than the October 2008 net assets increase of $14.5 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 77.2 percent of the budget, the same as this point last year. Services and supplies expenditures and commitments are approximately 52.7 percent of the budget, which is slightly higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of October are $207.8 million, which is an increase of $24.3 million compared to the same period last year. Principally, this increase is due to the decrease in total liabilities from the retirement of long term debt.

Contact Person:

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

Dr. Roy Flores, Chancellor
# Statement of Net Assets
## 31-Oct-09
### (Preliminary)

## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Assets

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$78,334,579</td>
<td>$3,230,107</td>
<td>$19,568,548</td>
<td>$101,133,234</td>
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<tr>
<td>Receivables</td>
<td>3,329,722</td>
<td>-</td>
<td>647,457</td>
<td>3,977,179</td>
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<tr>
<td>Accounts (net of allowances)</td>
<td>3,281,642</td>
<td>-</td>
<td>2,521</td>
<td>3,884,163</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>1,197,956</td>
<td>-</td>
<td>1,933,210</td>
<td>3,126,166</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>-</td>
<td>17,907</td>
<td>17,907</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>201,701</td>
<td>-</td>
<td>201,701</td>
<td>200,638</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>178,811</td>
<td>-</td>
<td>178,811</td>
<td>611,661</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>86,524,411</td>
<td>5,688,617</td>
<td>20,236,433</td>
<td>112,449,461</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent Assets</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>6,294,922</td>
<td>6,294,922</td>
<td>6,294,922</td>
<td>6,294,922</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>1,679,047</td>
<td>1,679,047</td>
<td>1,679,047</td>
<td>1,679,047</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>1,955,768</td>
<td>548,473</td>
<td>2,504,241</td>
<td>2,985,529</td>
</tr>
<tr>
<td>Land</td>
<td>106,126,286</td>
<td>106,126,286</td>
<td>106,126,286</td>
<td>111,598,634</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>325,611</td>
<td>325,611</td>
<td>325,611</td>
<td>255,736</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>4,130,905</td>
<td>4,130,905</td>
<td>4,130,905</td>
<td>3,756,411</td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>1,957,411</td>
<td>1,957,411</td>
<td>1,957,411</td>
<td>1,917,932</td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Noncurrent Assets</td>
<td>1,955,768</td>
<td>0</td>
<td>136,983,966</td>
<td>138,939,734</td>
</tr>
</tbody>
</table>

| Total Assets | 88,480,179 | 5,688,617 | 157,220,399 | 251,389,195 |

### Liabilities

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$2,849,440</td>
<td>-</td>
<td>-</td>
<td>$2,849,440</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>1,247,872</td>
<td>11,162</td>
<td>262,639</td>
<td>1,521,673</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>486,749</td>
<td>486,749</td>
<td>486,749</td>
<td>425,207</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,261,805</td>
<td>225,000</td>
<td>4,486,805</td>
<td>3,659,817</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>8,359,117</td>
<td>11,162</td>
<td>974,388</td>
<td>9,344,667</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent Liabilities</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue</td>
<td>5,400</td>
<td>-</td>
<td>5,400</td>
<td>6,800</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>2,995,697</td>
<td>31,290,000</td>
<td>34,285,697</td>
<td>47,934,411</td>
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<tr>
<td>Total Noncurrent Liabilities</td>
<td>3,001,097</td>
<td>0</td>
<td>31,290,000</td>
<td>47,940,211</td>
</tr>
</tbody>
</table>

| Total Liabilities | 11,360,214 | 11,162 | 32,264,388 | 43,635,764 |

### Net Assets

<table>
<thead>
<tr>
<th>Invested in Capital Assets (net of related debt)</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>1,723,383</td>
<td>1,723,383</td>
<td>1,723,383</td>
<td>1,723,383</td>
</tr>
<tr>
<td>Debt Service</td>
<td>7,561,633</td>
<td>7,561,633</td>
<td>7,561,633</td>
<td>6,851,061</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>-</td>
<td>(915,295)</td>
<td>(915,295)</td>
<td>927,971</td>
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<tr>
<td>Unrestricted</td>
<td>$77,119,965</td>
<td>6,592,750</td>
<td>19,354,471</td>
<td>103,067,186</td>
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<tr>
<td>Total Net Assets</td>
<td>$77,119,965</td>
<td>6,592,750</td>
<td>124,956,011</td>
<td>207,533,431</td>
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</table>

<table>
<thead>
<tr>
<th>FY 2008/09</th>
<th>88,420,023</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prior Year Totals as of October 31, 2008</th>
<th>$238,850,231</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FY 2009/10</th>
<th>$251,389,195</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FY 2008/09</th>
<th>143,750,638</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prior Year Totals as of October 31, 2008</th>
<th>$238,850,231</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FY 2009/10</th>
<th>143,750,638</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prior Year Totals as of October 31, 2008</th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FY 2009/10</th>
<th>143,750,638</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Prior Year Totals as of October 31, 2008</th>
<th>$238,850,231</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FY 2009/10</th>
<th>143,750,638</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prior Year Totals as of October 31, 2008</th>
<th>$238,850,231</th>
</tr>
</thead>
</table>
## Statement of Revenues, Expenses and Changes in Net Assets
For Four Months Ending October 31, 2009

### Operating Revenues

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td>$23,141,465</td>
<td>$662,846</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$24,667,085</td>
<td>$1,442,349</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational and General</td>
<td>$1,193,716</td>
<td>$145,911</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$710,196</td>
<td>$118,878</td>
</tr>
<tr>
<td>Student Services</td>
<td>$755,772</td>
<td>$33,099</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$25,218</td>
<td>$114,863</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$203,767</td>
<td>$2,046,781</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$0</td>
<td>$2,426,337</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$18,382,187</td>
<td>$0</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>$50,272</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$43,930,600</td>
<td>$21,270,692</td>
</tr>
<tr>
<td><strong>Non Operating Loss</strong></td>
<td>($19,263,515)</td>
<td>($19,828,343)</td>
</tr>
<tr>
<td><strong>Non Operating Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$7,971,050</td>
<td>$0</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$30,826,022</td>
<td>$5,133,775</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>$21,562</td>
<td>$18,217,805</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>$640,665</td>
<td>$640,665</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>$455,616</td>
<td>$455,616</td>
</tr>
<tr>
<td>Gifts</td>
<td>$500</td>
<td>$418,182</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$208,731</td>
<td>$10,344</td>
</tr>
<tr>
<td>Interest on Capital Asset (related debt)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Net Non Operating Revenues</strong></td>
<td>$39,027,865</td>
<td>$19,743,112</td>
</tr>
<tr>
<td>Income before Other Revenues, Expenses, Gains, or Losses</td>
<td>$19,764,350</td>
<td>($85,231)</td>
</tr>
<tr>
<td>Transfers</td>
<td>$(7,558,966)</td>
<td>$(2,636,234)</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$12,205,384</td>
<td>($2,723,465)</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>$66,914,581</td>
<td>$8,400,920</td>
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</tbody>
</table>
### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

Summary of Expenditures and Encumbrances - General Fund - Budget and Actual
For Four Months Ending October 31, 2009

#### EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Budget</td>
<td>Total Committed Amount</td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$52,606,923</td>
<td>$35,198,450</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$26,945,502</td>
<td>$19,912,112</td>
</tr>
<tr>
<td>Student Services</td>
<td>$20,553,203</td>
<td>$16,092,515</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$29,638,205</td>
<td>$19,792,262</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$12,566,522</td>
<td>$8,319,966</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$2,006,000</td>
<td>$691,959</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$7,559,000</td>
<td>$7,558,966</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>$3,726,645</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td><strong>$155,702,000</strong></td>
<td><strong>$107,566,230</strong></td>
</tr>
</tbody>
</table>

#### EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Budget</td>
<td>Total Committed Amount</td>
</tr>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$6,348,416</td>
<td>$6,348,416</td>
</tr>
<tr>
<td>Faculty</td>
<td>$23,368,913</td>
<td>$20,462,843</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$37,586,000</td>
<td>$35,959,057</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>$1,061,959</td>
<td>$744,684</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$4,554,363</td>
<td>$4,554,363</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$13,360,452</td>
<td>$9,456,275</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>$116,471</td>
<td>$63,274</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$22,973,210</td>
<td>$8,676,882</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td><strong>$109,369,784</strong></td>
<td><strong>$84,456,794</strong></td>
</tr>
<tr>
<td>Services and Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>$6,134,694</td>
<td>$2,004,442</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,713,424</td>
<td>$606,184</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$9,976,421</td>
<td>$7,460,588</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$5,887,199</td>
<td>$2,983,851</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$2,006,000</td>
<td>$691,959</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>$2,981,780</td>
<td>$1,919,338</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td><strong>$29,699,518</strong></td>
<td><strong>$15,666,362</strong></td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>$546,000</td>
<td>$131,328</td>
</tr>
<tr>
<td>Transfers</td>
<td>$7,559,000</td>
<td>$7,558,966</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$1,173,198</td>
<td>$(247,220)</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>$7,354,500</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td><strong>$155,702,000</strong></td>
<td><strong>$107,566,230</strong></td>
</tr>
</tbody>
</table>
TO:         Board of Governors
FROM:      Chancellor
DATE:      12/9/09
ITEM NO:   4

SUBJECT: Separations from Employment

Recommendation:

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

Retirements

Smith, Foster D.
Trades Maintenance Specialist
DO-Plant Operations
Effective: 11/30/09

Foster Smith was hired by the College in 2005 as a Trades/Maintenance Specialist at West Campus where he served until his retirement.

Separations from Employment

Druml, David J.
Instructional Faculty
WC-Computer Science
Effective: 11/20/09
Reason: Deceased

Harrison, Edward
Printer Operator
DO-Printer and Design Services
Effective: 11/24/09
Reason: End of Protective Service

Leimsieder, Murray E.
Advanced Program Coordinator
DC-Campus-wide Expense
Effective: 11/6/09
Reason: Lack of Grant Funding

(Continued)
Separations from Employment

Wills, Matthew
Materials Handler Technician
WC-Administrative Services
Effective: 11/05/09
Reason: Other employment

Contact Person:

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

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

SUBJECT: Acceptance of Board Member Fimbres’ Resignation

Recommendation:

The Chancellor recommends that the Board of Governors accepts the resignation of Board Member Richard Fimbres.

Background:

Mr. Fimbres has served as a Governing Board Member since his appointment in December 1997.

Financial Considerations:

There are no financial considerations.

Contact Person:

Dr. Roy Flores, Chancellor
TO: Board of Governors
FROM: Chancellor
DATE: 12/9/09
ITEM NO: 6

SUBJECT: Resolution:
Honoring Board Member Richard Fimbres

Recommendation:

The Chancellor recommends that the Board of Governors endorse the attached resolution in recognition of Mr. Richard Fimbres’ long service to the College as a Governing Board Member.

Background:

Mr. Fimbres has served as a Governing Board Member since his appointment in December 1997.

Financial Considerations:

There are no financial considerations.

Contact Person:

Dr. Roy Flores, Chancellor

Dr. Roy Flores, Chancellor
Commending Pima County Community College District Governing Board Member

Richard G. Fimbres

Whereas, we take great pride and pleasure in paying tribute to the outstanding achievements and contributions to education of Richard G. Fimbres during his able service to the community as a member of the Pima County Community College District Governing Board for District 2; and

Whereas, during Mr. Fimbres' distinguished tenure, the College has become one of the largest, most vibrant community colleges in the United States; and

Whereas, under Mr. Fimbres' noteworthy stewardship, the College has achieved numerous successes, including but not limited to: reaccreditation from the Higher Learning Commission of the North Central Association of Colleges and Schools, the opening of Northwest Campus, formation of a joint-admissions program with the University of Arizona, successful completion of College Plans for 2004-2006 and 2006-2008, establishment of transfer partnerships with 11 colleges and universities from across the United States, acquisition of more than $8 million in Title V grants, the opening of a new Avionics facility, and, most recently, the redesign of Student Services; and

Whereas, it is well-known that Mr. Fimbres brings a unique combination of energy and competence to any task; now, therefore,

Be it resolved by his fellow Pima County Community College District Governing Board members, and by the Chancellor of the Pima County Community College District, that it has been an honor to have worked with Mr. Fimbres to fulfill the College's mission to develop the community through learning; and

Be it further resolved that it is a privilege to commend Mr. Richard G. Fimbres for his remarkable career in higher education, and by copy of this resolution we convey our high esteem and our best wishes in all of his future endeavors.

Dr. Brenda B. Even, Chair, Pima Community College Board of Governors
Sherryn Marshall, Secretary, Pima Community College Board of Governors
Marty Cortez, Pima Community College Board of Governors
Scott Stewart, Pima Community College Board of Governors
Dr. Roy Flores, Chancellor, Pima Community College
TO: Board of Governors
FROM: Chancellor
SUBJECT: Unapproved Minutes of the Special Meeting November 18, 2009

Background:

The unapproved minutes of the Special Meeting of November 18, 2009 are submitted for approval.
A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, November 18, 2009 at 3:30 p.m. at the District Office, Room D-225, 4905 E. Broadway, Tucson, AZ 85709-1005.

BOARD MEMBERS

Marty Cortez
Dr. Brenda Even
Richard Fimbres
Sherryn Marshall
Scott Stewart

RECORDING SECRETARY

Christie Sexton

ADMINISTRATION

Dr. Roy Flores, Chancellor
Dr. Suzanne Miles, Provost and Executive Vice Chancellor
Dr. David Bea, Executive Vice Chancellor for Administration
Donna Gifford, Assistant Vice Chancellor

The Chancellor will report on the planning process progress in May or June 2010.

The time and place of the Board of Governors Holiday party were discussed and invitations will be sent on November 19.

East Campus Health Clinic opened on November 16 and the official opening ceremony will be held December 2.

Potential collaboration with the YMCA and possible internships were discussed.

Congratulations were given to Richard Fimbres on his successful congressional run.
The Chancellor reported on the direction of the College budget strategy. He feels we are on track with everything we set out to do. The state budget situation was discussed and the impact it would have on the College if there were a 15% reduction in funding as the Governor has proposed.

Internal workforce reassignments were discussed. Changes at the Northeast Center and Green Valley Center were discussed. The bottom line is that the Chancellor is trying to save jobs. Chancellor will keep the Board apprised.

The Chancellor’s upcoming travel plans to Washington, DC were discussed.

Draft Board Meeting Master Calendar for 2010 was reviewed. It will be brought to January Board meeting for approval.

The meeting adjourned at 5:45 p.m.
TO: Board of Governors
FROM: Chancellor
SUBJECT: Unapproved Minutes of the Regular Meeting November 18, 2009

Background:

The unapproved minutes of the Regular Meeting of November 18, 2009 are submitted for approval.
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, November 18, 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
Hector Araujo, Student
Brittany Beasley, Student
Kimlisa Duchicela, Faculty
Rick Rosen, Faculty

RECORDING SECRETARY
Christie Sexton

ADMINISTRATION
Roy Flores, Chancellor
Lou Albert, President, West Campus
Christal Albrecht, President, Desert Vista Campus
Doreen Armstrong, Executive Director of Employee Consulting and Personnel Services
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Downtown Campus
Vicky Cook, Vice President of Instruction
Imelda Cuyugan, Assistant Vice Chancellor for Federal Initiatives
Betty Elasowich, Vice President of Student Development
Charlotte Fugett, President, East Campus
Donna Gifford, Assistant Vice Chancellor
Mary Beth Ginter, Division Dean Instruction

Diane Groover, Assistant Vice Chancellor for Finance
Jerry Haynes, Vice President of Student Development
Kirk Kelly, Vice Chancellor, Information Technology
Jana Kooi, President, Northwest Campus
Dee Lammers, Division Dean of Instruction
Sylvia Lee, President, Community Campus
Mary Ann Martinez Sanchez, Vice President of Instruction
Leticia Menchaca, Vice President of Student Development
Suzanne Miles, Provost/Executive Vice Chancellor for Academic Services
Lorraine Morales, Assistant Vice Chancellor, Student Services
Harry Muir, Vice President of Instruction
Brigid Murphy, Vice Provost and Assistant Vice Chancellor, Academic Services
Anna Reese, Executive Director, Financial Aid
Nicola Richmond, Executive Director, Institutional Research
Ted Roush, Vice President of Instruction
Nancy Russell, Vice President of Instruction/Workforce and Business Development
Terry Sawma, Vice President of Instruction/Adult Education
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director, Athletics
Juan Soto, Vice President of Student Development
Stan Steinman, Senior Assistant to the Provost
Bill Ward, Assistant Vice Chancellor, Facilities
Call to Order

Brenda Even called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Sherryn Marshall led the Pledge of Allegiance.

Recognition Awards

Chairman Even indicated that part of the agenda would be taken out of order to recognize and present awards to students, employees and community leaders. Executive Vice Chancellor David Bea and Provost Suzanne Miles presented the awards to the honorees.

Public Comment and Reports

Public Comment

There were no requests to address the Board.

Staff Representatives

Barbara Byrnes and Laura Rutkoski reported on the Staff Council meeting of November 6, 2009. Highlights from the Provost’s report included: (1) The Vice President for Student Development position is being reduced from six to five positions. Dr. Anne Vosberg will be covering both Community and Northwest campuses in that capacity. (2) Staff was thanked for redesign of Student Services. Human Resources recruitment update report was given by Doreen Armstrong. The AFSCME report was given, highlighting preparation for the non-exempt Meet & Confer has begun. ACES report highlighted Professional Development requests are being reviewed; over $6,600 was raised for Davis Monthan families at the fundraising barbeques. Preparations have begun for Meet and Confer. Staff Council committee reports and general business included: formation of the Institutional Climate Survey Committee; announcements of new Staff Council members will be in December.

Student Representatives

Hector Araujo and Brittany Beasley reported on campus activities: Northwest: A pancake breakfast was held
November 19 to honor veterans and active military personnel. Student Life will be acknowledging Native American Heritage month with a festival on November 19. Downtown: Pima Leadership Institute Retreat was held October 9-10 and October 23-24. A Clothing Drive by Le Fashion Force Club will be held Nov. 17-19, which helps foster youth. Desert Vista: The Student Life Office and the CORE anti-discrimination project met weekly, culminating in a trip to the Museum of Tolerance in early November. Student clubs partnered with students and faculty from Spanish & History courses offering an educational presentation on Dia de los Muertos, examining the cultural significance of the celebration throughout history and the Southwest Region. East: Student Life hosted the kick-off for Native American History Month. A Blood Drive will be held December 1-2, in conjunction with the Grand Opening of the East Campus Health Clinic.

Faculty Representatives

Rick Rosen and Kimlisa Duchicela reported on the Faculty Senate Meeting of November 6, 2009. Highlights included: Unanimous approval of the 2010/2011 Academic Calendar; second reading of BP-2503 by Donna Gifford; an update on the accreditation process was given by Bill Scurrah. Dr. Beal also provided answers to questions regarding acronyms and other notations on paystubs. A presentation on Student Computer Workshops was given, which included a pilot program that will be initiated for students to become more computer literate. The PCCEA report was given by Scott Collins, which included: Fall survey for all faculty is currently online and the results will be used to assist in Meet & Confer. Newly elected officers are: President, Scott Collins, Vice President – Ana Jimenez, Secretary – Nan Schmidt, Treasurer – Julia Fiello. A review of the current process for hiring new faculty is ongoing. Common policy review will be reported in Spring 2010.

Dr. Miles presented the Provost’s report, which included: (1) thanks to all involved in the student services redesign, (2) explained budgetary needs for personnel changes and decrease in number of VPs for Student Development, (3) upcoming Distinguished Lecture Series in February 2010, (4) Faculty Senate lunch February 19.

Dr. Flores presented the Chancellor’s report, which included: (1) highlighted the ever-present budget challenge, (2) explained the likely scenario of additional deep cuts from
the state as the Legislature continues to wrestle the expected $3 billion plus budget deficit for the next fiscal year. (3) Dr. John Merren, Dean of Business and Liberal Arts will be retiring June 2010.

Diann Porter gave the President's report, noting that Senate elections are ongoing at DC, EC and DV. Comments centered around All Faculty Day, January 13.

Report — Chairperson of the Board

Dr. Even reported on the following: (1) Congratulated all involved on the redesign of the Student Services area. (2) The East Campus Health Clinic opened November 16; grand opening ceremonies to be December 2. (3) Board of Governors Holiday Party will be held at Community Campus on December 9th from 4-6 pm. She is looking forward to seeing everyone to wish them a Happy Holiday.

Motion No. 6913


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

Report — Secretary of the Board

Secretary Marshall (1) stated she was excited about the new Student Service Centers, completed by many campus employees, without contracting the work out to others. (2) Enjoys going to PCC football games at TEP and would love to see all games there next year.

Chancellor's Report

(1) Governor Brewer appointed Dr. Even to the newly-formed Arizona Community College Council (ACCC). (2) Two stellar Presidents, Michael Crow, Arizona State University and Dr. Eduardo Padrone, Miami-Dade, were named by Time Magazine as among the top ten education leaders in the country. (3) The College strategy of minimizing layoffs and furloughs is still on track, but things will become more and more difficult. Vacancies will not be filled and the plan is to make adjustments in the current workforce. (4) Green Valley Center will be converting non-credit hours to
only credit courses. (5) Things are not going to get easier. Enrollment is at double-digits. Unemployment has put people’s livelihoods at risk and the College needs to be able to accommodate them. The College needs to be more flexible but, regrettably, we are pushing limits. (6) Pima is doing as well or better than other community colleges in the state. (7) There is a correction to Dr. Merren’s retirement. The date has changed from June 2010 to December 2009. We will be appointing a temporary replacement for the Division Dean of Instruction at Downtown Campus as quickly as possible. We will then ask people to apply, conduct a national search, and have it completed by June or July of next year.

Monthly Financial Statements through September 2009

Dr. Bea gave a financial overview through September and stated we are in line with our expectations.

Information Items

Separations from Employment

Student Aide Hires

BP-2503: Use of Facilities – Second Reading

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 6914


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

Consent Agenda

Motion to Approve Motion No. 6915
Consent Agenda
PASSES

Richard Fimbres – M, Scott Stewart – S, to approve the Consent Agenda, with Addenda to Item 15.2 New Appointments.

15.1 New Appointments
15.2 Adjunct Faculty Appointments
15.3 Temporary Appointments
15.4 2010-2011 Academic Calendar
15.5 Contract: Network Attached Storage Solution
15.6 Contract: Flexible Student Registration System
15.7 Curriculum Recommendations – New Occupational Programs: Logistics and Supply Chain Management - Basic Certificate
15.8 Curriculum Recommendations – New Occupational Programs: Logistics and Supply Chain Management - Advanced Certificate
15.9 Curriculum Recommendations – New Occupational Programs: Logistics and Supply Chain Management AAS

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

Adjournment

The meeting adjourned at 8:05 p.m.

____________________________
Secretary

____________________________
Date
TO: Board of Governors
FROM: Chancellor
DATE: 12/9/09
ITEM NO: 8
SUBJECT: Temporary Appointments

Recommendation:

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

Background:

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

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

Farias, Ana Yazmin
Tutor I
DV
Hourly rate: $ 7.25
Education: Coursework, Engineering Management, University of Arizona
Experience: Ms. Farias worked as a math tutor at the University of Arizona for one year. She supervised federal diagnostic tests for math placement, identified skills and weak areas in test results, guided study sessions, and tutored math. She has also worked in customer service for eighteen months. Based on her experience, Ms. Farias is recommended as a Tutor I.

Fulton, Charles R.
Tutor II
EC
Hourly Rate: $ 9.00
Education: Associate in Business Administration, The Wharton School, University of Pennsylvania
Experience: Mr. Fulton was employed by Pima Community College as a tutor and as Adjunct Faculty. He worked as a senior executive for Aer Lingus, National, and Flying Tigers and was a substitute teacher from 2007 until 2009 for the Yuma Elementary School District. Based on his experience and educations, he is recommended for the Tutor II position.

(Continued)
Temporary Appointments

Gubanich, Allison  Non-Credit Instructor  EC
Hourly Rate: $9.00
Education: Bachelor of Arts, Creative Writing, University of Arizona
Coursework, Sign Language Interpreter, Pima Community College
Experience: Ms. Gubanich currently works as a Support Service Provider with the Community Outreach Program for the Deaf where she assists deaf-blind consumers with communication. Based on her knowledge of American Sign Language, Ms. Gubanich is recommended as an instructor of Sign Language.

Lopez, Sergio  Trainer/Facilitator  CC
Hourly Rate: $60.00
Education: Bachelor of Arts, Information Management, California State University-San Bernadino; Master of Business Administration, University of Phoenix
Experience: Mr. Lopez is currently the distribution center manager for the Chamberlain Group and has 14 years experience in warehousing operations and transportation of goods. Mr. Lopez is recommended to instruct contract logistics and supply chain management classes with Workforce and Business Development.

Lucio, Jessica Marie  Support Assistant  WC
Hourly Rate: $12.71
Education: Coursework, Sign Language Interpreter
Experience: Ms. Lucio was previously employed by the College as a student aide in Disabled Student Resources at Desert Vista. Based on her experience and education, she is recommended as a Support Assistant in Disabled Student Resources at West Campus.

Rodriguez, David  Tutor  DV
Hourly Rate: $7.25
Education: Coursework, Mathematics, Pima Community College
Experience: Mr. Rodriguez served four years in the United States Marine Corps and worked in the area of Communication Electronics while serving. He was selected as a math tutor based on his demonstrated knowledge and understanding of math concepts, and has shown an ability to effectively explain these concepts to his peers in the learning center.

Trexler, Pete  Special Projects  WC
Hourly Rate: $25.00
Education: Bachelor of Arts, Commercial Photography, Brooks Institute; Master of Arts, Photography, Humboldt State University; Master of Fine Arts, Photography, University of Arizona
Experience: Mr. Trexler is currently employed as an adjunct instructor in art and digital art and has served since 1996. In addition, he completed a special curriculum project in 2005, writing the ART/DAR 128 and 232 Digital Photography course outlines. He has worked, and continues to work, as a corporate and an independent commercial photographer since 1972 on projects in Washington, DC, Los Angeles, California and in Tucson. Mr. Trexler is recommended for this position based on his background to develop a commercial photography certificate.

(Continued)
Temporarily Appointments

Youmans, Adele  
Instructor  
CC

Hourly Rate: $22.67

Education:  
Bachelor of Arts, English/Sociology, University of Maryland  
Master of Arts, TESOL (Teaching English to Speakers of Other Languages),  
University of Arizona

Experience:  
Ms. Youmans has more than 20 years of experience in teaching English to  
speakers of other languages at Pima Community College Adult  
Education/Eastside Learning Center. Based on her educational background and  
experience, Ms. Youmans is recommended as an Instructor for PCCAE Refugee  
Education Project (REP).

Contact Person:

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

Dr. Roy Flores, Chancellor
TO: Board of Governors  DATE: 12/9/09
FROM: Chancellor  ITEM NO: 9

SUBJECT: Board Policy 2503: Use of Facilities – Final Reading

Recommendation:

This is the final reading of the revised Board Policy 2503: Use of Facilities. The Chancellor recommends that the Board of Governors approve the policy.

Background:

As part of the College Plan Initiative 7, the College is developing a calendar to ensure that policies and procedures are regularly reviewed and updated. The following revised Policy has been updated to reflect regulatory changes and has been edited for clarity. The revised Board Policy has been taken to the Chancellor’s Cabinet and the Faculty Senate.

Financial Considerations

There are no additional funds associated with this action.

Contact Person:

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

Dr. Roy Flores, Chancellor
Use of Facilities

BP-2503
10/22/80
12/9/09
Annually
Executive Vice Chancellor for Finance and Administration
AVC Administrative Services & Facilities Executive Vice Chancellor for Finance and Administration
2300
State Board Regulation R5-1-54 A.R.S. § 15-1408(E): Guidelines Use of Community College District Resources to Influence the Outcome of Elections
Arizona Attorney General’s Office 2006

Cross Reference:

The Board of Governors affirms that College facilities may be used for educational, cultural, and recreational other community activities. The Board of Governors authorizes the Chief Executive Officer to regulate the use of College facilities by faculty, staff, students, governmental agencies, and community groups provided the activities are lawful and consistent with the rules and regulations of the State Board of Directors for Community Colleges in Arizona, provided the activities conducted therein are lawful and consistent with applicable policies, guidelines, laws, rules, and regulations.
Use of Facilities

BP-2503
10/22/80
12/9/09
Annually
Executive Vice Chancellor for Finance and Administration
Executive Vice Chancellor for Finance and Administration
2300
A.R.S. § 15-1408(E); Guidelines Use of Community College District Resources to Influence the Outcome of Elections Arizona Attorney General’s Office 2006

The Board of Governors affirms College facilities may be used for educational, cultural, and other community activities. The Board of Governors authorizes the Chief Executive Officer to regulate the use of College facilities, provided the activities conducted therein are consistent with applicable policies, guidelines, laws, rules, and regulations.
TO: Board of Governors  
FROM: Chancellor  
DATE: 12/9/09  
ITEM NO: 10  
SUBJECT: Meet and Confer Forms and Related Memo  

Recommendation: 

The Board of Governors recommends approval of the attached forms related to the meet and confer process and cover memo. 

Background: 

In accordance with Board Policy 4001, to assist the College in making its decisions regarding compensation, benefits and terms and conditions of employment, each year the Board permits individual employees and employee representative groups to participate in a formally structured meet and confer process. 

Contact Person: 

[Signature]
Dr. Roy Flores, Chancellor
DATE:

TO:       Employee Group Representatives for ACES, AFSCME and PCCEA
          Board Management Representatives

FROM:     Dr. Brenda B. Even, Board Chair

SUBJECT:  Meet and Confer – FY2011-2012

The Board of Governors has given the Meet and Confer process considerable thought,
and is mindful that it is important to have an explicit and concise mechanism to give the
Board’s management representatives and representatives of the employee groups a clear
framework and timelines. Accordingly, that framework is attached.

We all recognize that the nation and the College are facing many challenges during these
difficult times, but the Board is looking forward to another successful year.

BE:cs

Attachment
TIMELINES FOR 2010-2011
MEET AND CONFER PROCESS

Meet and Confer Process begins.
Initial Meeting of Employee Team
and Board Management Team to review
Meet and Confer Process, guidelines,
and establish meeting timelines:

Draft proposal exchange:

Completion of submission of
Proposals by Employee Team and
Board Management Team:

Board Presentation

Meet and Confer meetings will occur
on selected Fridays or other agreed-upon dates.

Meeting Dates:
(other mutually agreed upon
meetings may be scheduled)

Board Presentation:

Meet and Confer Process concludes:

Date __ __ _

Copy provided to:

Employee Team

Board Management Team

* If needed
MEET AND CONFER PROPOSAL NO: 

Meet and Confer Process -- 2010-2011

This Proposal is Submitted by (check one) Employee Team □
Board Management Team □

Meet and Confer Proposal No: (Assign a number for each proposal submitted)
   Employee Team Proposal No. E
   Board Management Team Proposal No. B

Proposal is to modify the XXX Personnel Policy Statement
   (state the specific Article and Section, Appendix or describe if “other”)

Proposal: (Describe proposal in detail. The description may, but is not required to, include the specific language required to modify the Personnel Policy Statement)

Rationale for Proposal:

Economic Impact of Proposal:

Priority of Proposal:

Authorized Signature: ___________________________ Date ___________
FINAL AGREEMENT CONCERNING
MEET AND CONFER PROPOSAL NO: __________

Meet and Confer Process -- 2010-2011

Set forth (or attach) the final agreement

______________________________  ________________________
Signature of Representative of Employee Team  Date

______________________________  ________________________
Signature of Representative of Board Management Team  Date

Submitted for Legal Review

Date

Governing Board meeting held on:

Date

Position taken by Board: ________________