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 9th day of June, 2010, 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 4th day of June 2010.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: [Signature]

Roy Flores

Distribution:
Buildings: City
County
Campuses: Community
Desert Vista
Downtown
East
Maintenance and Security
Northwest
West
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA
June 9, 2010

Regular Meeting

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

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Public Comment and Reports

The Pima Community College Board of Governors welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five minutes per individual. At the conclusion of public comment, the Board members may respond to the comments made by the public to the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal college processes are available to students and employees for communication.

3. Public Comment

4. Staff Representatives
   Barbara Byrnes
   Shari Dill

5. Student Representatives

6. Faculty Representatives
   Kimlisa Duchicela
   Rick Rosen

7. Report — Chairperson of the Board
   • Authorization of Executive Session on August 11, 2010

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

9. Report — Chancellor


Information Items

11. Separations from Employment

12. Student Aide Hires

13. BP-3117: General Education — First Reading

Action Items

14. Approval of Minutes
   Regular Meeting of May 12, 2010

15. Consent Agenda
   15.1 New Appointments
   15.2 Administrator Appointments
   15.3 Adjunct Faculty Appointments
   15.4 Temporary Appointments
   15.5 Employment Contract: Chancellor
   15.6 Unclassified Pay Rate for Temporary Employment
   15.7 Legal Services
   15.8 Public Safety Personnel Retirement System Local Board Membership
   15.9 Grant Proposal: Department of Homeland Security, United States Citizenship and Immigration Services, Citizenship and Integration Direct Services Grant Program
   15.10 Grant Proposal: Rocky Mountain Regional Solar Training Provider/Salt Lake Community College, Solar Instructor Training Network Grant
Action Items (Continued)

15.11 Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education Leveraging Educational Assistance Partnership Program and Special Leveraging Educational Assistance Partnership Program

15.12 Intergovernmental Agreement: Northern Arizona University School for Hotel Restaurant Management

15.13 Intergovernmental Agreement: Pima County Board of Supervisors

15.14 Intergovernmental Agreement: Pima County Sheriff's Department and Pima Community College Adult Education

15.15 Intergovernmental Agreement: U.S. Department of Health and Human Services and Arizona Department of Economic Security

15.16 Intergovernmental Agreement: Arizona Department of Economic Security, Division of Developmental Disabilities

15.17 Intergovernmental Agreement: Pima County Community Services Department, Workforce Development Education

15.18 Intergovernmental Agreement: City of South Tucson Fire Department

15.19 Intergovernmental Agreement: Golder Ranch Fire District

15.20 Intergovernmental Agreement: Arizona K-12 Schools Teacher-Intern Preparation Program

15.21 Intergovernmental Agreement for Funds Granted Under the American Recovery and Reinvestment Act of 2009

15.22 Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2010/2011

15.23 Contract: Marketing Services

15.24 Contracts: Information Technology Replacement – FY11

15.25 Contracts: Information Technology Maintenance, Licensing and Services – FY11

15.26 Contract: Financial Aid Expanded Call Center

15.27 Contract: Workers' Compensation Insurance
Action Items (Continued)

15.28 Contract: Group Purchase Participation Agreement for Property Insurance

15.29 Contract: General Liability and Automobile Liability and Physical Damage Insurance

15.30 Contract: ITCAP, Inc.

15.31 Lease: Northern Arizona University Second Five-Year Extension

15.32 Fiscal Year 2009-2010 Adopted Budget Reductions

Other Action Items


Adjournment

Regular Meeting
August 11, 2010, 7:00 p.m.
District Office
Community Board Room
4905C East Broadway
Tucson, AZ 85709-1010
### GENERAL MATTERS/REPORTS

**Meeting Date:** 6/9/10  
**Item Number:** 1-9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Matters/Reports</td>
<td>Chancellor's Office (206-4747)</td>
</tr>
<tr>
<td>1. Call to Order</td>
<td></td>
</tr>
<tr>
<td>2. Pledge of Allegiance</td>
<td></td>
</tr>
<tr>
<td>3. Public Comment</td>
<td></td>
</tr>
<tr>
<td>4. Staff Representatives</td>
<td></td>
</tr>
<tr>
<td>5. Student Representatives</td>
<td></td>
</tr>
<tr>
<td>6. Faculty Representatives</td>
<td></td>
</tr>
<tr>
<td>7. Report—Chairperson of the Board</td>
<td></td>
</tr>
<tr>
<td>• Authorization of Executive Session on August 12, 2010</td>
<td></td>
</tr>
<tr>
<td>8. Report—Secretary of the Board</td>
<td></td>
</tr>
<tr>
<td>9. Report—Chancellor</td>
<td></td>
</tr>
</tbody>
</table>

**Approval**

Chancellor: Dr. Roy Flores
## GENERAL MATTERS/REPORTS

**Date:** 6/9/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report — April 2010 Financial Statements</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

### Recommendation:

Attached are the financial statements showing preliminary 2009/10 fiscal year results through April 2010. Time will be provided to discuss college fiscal matters.

### Justification:

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 $17.8 million, which is lower than the April 2009 net assets increase of $23.8 million. The lower result is principally due to increased expenditures in the plant fund due to capital projects.

In terms of operational performance, General Fund revenues and expenditures are consistent with budget and our expectations. Personal services expenditures and commitments are 97.3 percent of the budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 77.8 percent of the budget, which is slightly 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 $204.9 million, which is an increase of $12.2 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.

### Approvals

- **Contact Person**
  - Dr. David Bea

- **Chancellor**
  - Dr. Roy Flores
# Statement of Net Assets

**30-Apr-10**  
*(Preliminary)*

## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Assets

#### Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$78,263,091</td>
<td>$13,109,916</td>
<td>$131,923</td>
<td>$91,241,084</td>
</tr>
<tr>
<td>Receivables</td>
<td>$3,329,722</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$9,363,257</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1,450,927</td>
<td>59,978</td>
<td>2,398</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>201,701</td>
<td></td>
<td>201,701</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>217,769</td>
<td></td>
<td>217,769</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Current Assets                           | 92,826,467    | 8,661,873                | 13,770,763            | 115,259,103     |

#### Noncurrent Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>1,694,647</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Noncurrent Assets                        | 1,694,647     |                          |                       |                 |

#### Total Assets                                   | $94,521,114   | $8,661,873                | $151,605,340          | $254,788,327    |

### Liabilities

#### Current Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$6,046,084</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>223,714</td>
<td>$92,069</td>
<td>245,667</td>
<td></td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>00</td>
<td></td>
<td>472,380</td>
<td></td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,261,805</td>
<td></td>
<td>225,000</td>
<td></td>
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</tbody>
</table>

#### Total Current Liabilities                      | $10,531,603   | $92,069                  | $943,474              |                 |

#### Noncurrent Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue</td>
<td>3,848,964</td>
<td>00</td>
<td>170,893</td>
<td></td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>2,995,697</td>
<td>00</td>
<td>31,290,000</td>
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</tr>
</tbody>
</table>

#### Total Noncurrent Liabilities                   | 6,844,661     | 00                       | 38,305,854            |                 |

#### Total Liabilities                             | $17,376,264   | $92,069                  | $32,403,940           | $49,872,273     |

### Net Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td>$77,144,850</td>
<td>$7,307,010</td>
<td>12,749,063</td>
<td>97,200,923</td>
</tr>
<tr>
<td>Loans</td>
<td>1,661,010</td>
<td>1,661,010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>12,643,466</td>
<td>12,643,466</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>1,262,794</td>
<td></td>
<td>1,262,794</td>
<td></td>
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</tbody>
</table>

#### Total Net Assets                               | $77,144,850   | $8,569,804               | $119,201,400          | $204,916,054    |

Prior Year Totals as of April 30, 2009

<table>
<thead>
<tr>
<th>Description</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total assets</td>
<td>$91,956,954</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total liabilities</td>
<td>$250,850,823</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preliminary Statement of Net Assets for the Fiscal Year ending April 30, 2010.
# PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

For Ten Months Ending April 30, 2010

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$47,705,007</td>
<td>$43,760,702</td>
</tr>
<tr>
<td>Contracts</td>
<td>$3,199,235</td>
<td>$3,360,209</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>0</td>
<td>661,588</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>0</td>
<td>$229,021</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>582,293</td>
<td>875,386</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$51,514,535</td>
<td>$48,886,906</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and General</td>
<td>46,034,904</td>
<td>45,261,299</td>
</tr>
<tr>
<td>Academic Support</td>
<td>19,788,801</td>
<td>21,142,935</td>
</tr>
<tr>
<td>Student Services</td>
<td>16,808,418</td>
<td>16,726,985</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>21,304,369</td>
<td>23,956,201</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>9,890,692</td>
<td>12,188,623</td>
</tr>
<tr>
<td>Depreciation</td>
<td>0</td>
<td>6,931,593</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,483,092</td>
<td>22,305,455</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>0</td>
<td>319,227</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$115,310,276</td>
<td>$148,832,618</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONOPERATING REVENUES (EXPENSES)</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$15,942,100</td>
<td>$17,413,618</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>67,303,078</td>
<td>77,146,418</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>21,561</td>
<td>22,906,352</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>0</td>
<td>1,849,036</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>318,237</td>
<td>907,350</td>
</tr>
<tr>
<td>Interest on Capital Asset (related debt)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>$83,585,476</td>
<td>$123,764,355</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income before Other Revenues, Expenses, Gains, or Losses</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>(7,558,960)</td>
<td>23,818,643</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$12,230,269</td>
<td>$23,844,256</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>64,914,581</td>
<td>168,915,089</td>
</tr>
<tr>
<td><strong>Net Assets - End of Period</strong></td>
<td>$77,144,850</td>
<td>$192,759,345</td>
</tr>
<tr>
<td>EXPENDITURES BY FUNCTION</td>
<td>FY 2009/10</td>
<td>FY 2008/09</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$ 55,706,904</td>
<td>$ 47,638,916</td>
</tr>
<tr>
<td>Academic Support</td>
<td>26,971,536</td>
<td>23,042,132</td>
</tr>
<tr>
<td>Student Services</td>
<td>20,918,909</td>
<td>18,331,119</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>26,596,439</td>
<td>24,308,988</td>
</tr>
<tr>
<td>Operation and Maintenance</td>
<td>12,216,567</td>
<td>10,551,117</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>2,006,000</td>
<td>1,798,005</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>7,559,000</td>
<td>6,390,532</td>
</tr>
<tr>
<td>Fund balance reserved for</td>
<td>3,726,645</td>
<td>0.0</td>
</tr>
<tr>
<td>contingency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures by Function</td>
<td>$ 155,702,000</td>
<td>$ 132,060,808</td>
</tr>
<tr>
<td></td>
<td>89.9%</td>
<td>84.6%</td>
</tr>
<tr>
<td></td>
<td>$ 15,779,456</td>
<td>$ 15,779,456</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>EXPENDITURES BY ACCOUNT</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$ 6,354,579</td>
<td>$ 6,801,711</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,324,000</td>
<td>21,844,792</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>37,586,462</td>
<td>36,104,959</td>
</tr>
<tr>
<td>Additional Compensation</td>
<td>982,635</td>
<td>1,007,443</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,713,839</td>
<td>5,317,594</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>16,648,264</td>
<td>15,191,231</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>107,955</td>
<td>152,596</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>20,086,477</td>
<td>15,718,970</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>$ 110,804,211</td>
<td>$ 102,139,296</td>
</tr>
<tr>
<td></td>
<td>97.3%</td>
<td>92.6%</td>
</tr>
<tr>
<td></td>
<td>$ 3,003,892</td>
<td>$ 3,003,892</td>
</tr>
</tbody>
</table>

| Services and Supplies   |            |            |
| Communications and Utilities | 5,917,898    | 4,301,025   |
| Travel                  | 2,714,897   | 1,274,612   |
| Contractual Services    | 11,146,317  | 9,343,239   |
| Supplies and Materials  | 6,030,546   | 3,659,878   |
| Student Financial Aid   | 2,006,000   | 1,798,005   |
| Current Fixed Charges   | 2,915,381   | 2,303,575   |
| Total Services and Supplies | 30,731,039 | 22,680,334 |
|                         | 77.8%      | 78.7%      |
|                         | $ 6,828,974 | $ 6,828,974 |

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<th>Total Expenditures by Account</th>
<th>FY 2009/10</th>
<th>FY 2008/09</th>
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<td>$ 155,702,000</td>
<td>$ 132,060,808</td>
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<tr>
<td></td>
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<td>84.6%</td>
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INFORMATION ITEM

Date: 6/9/10

Item Title: Separations from Employment

Item Number: 11

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

Recommendation:

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

Retirements

Adamson, Alice L.
Instructional Faculty-Mathematics
WC-Mathematics and Engineering
Effective: 5/20/10

Alice Adamson began employment with the College in 1992 as Instructional Faculty teaching Mathematics at West Campus. Throughout her years working for the College, she served as Adjunct Faculty.

Beitz, Robert P.
Instructional Faculty-Psychology
DC-Social Sciences
Effective: 5/20/10

Dr. Robert Beitz began employment with the College in 1979 as Instructional Faculty at Downtown Campus. He also served as Lead Faculty and Adjunct Faculty.

Blair, Hue D.
Program Assistant
CC-Adult Education
Effective: 5/14/10

Hue Blair began employment with the College in 2000 as Administrative Assistant at Community Campus. She also served as Fiscal Support Technician, Assistant Program Coordinator, and in 2006, she became a Program Assistant at Community Campus.

(Continued)
Inga Cristi began employment with the College as Instructor in 2000 when Adult Education transitioned to Pima Community College.

DeNoon, Daniel A.
Instructional Faculty-Veterinary Technology
EC-Health Tech & Admin Justice
Effective: 6/28/10

Dr. DeNoon began employment with the College as Instructional Faculty in 2001 at East Campus. He also served as Lead Faculty, Department Chair, Program Review Coordinator, and Adjunct Faculty.

Lim, Phyllis
Human Resources Specialist
DO-Employment Operations
Effective: 6/30/10

Phyllis Lim began employment with the College in 1975 as Clerk Specialist I at East Campus. In 1980, she was hired by Human Resources and served as Benefits Clerk and Human Resources Specialist.

Massanari, Kenneth J.
Instructor
CC-Adult Education
Effective: 6/18/10

Kenneth Massanari began employment with the College as Instructor in 2000 when Adult Education transitioned to Pima Community College.

McCollester, Peggy
IT Technician
WC-Administrative Services
Effective: 5/7/10

Peggy McCollester began employment with the College in 2001 as Information Technology Technician at West Campus in 2001. She worked at the District Office and later returned to West Campus.
Separations from Employment

Shubitz, Ann R.
Curriculum Coordinator
NW-Instruction/Academic Services
Effective: 5/7/10

Ann Shubitz began employment with the College in 2005 as Curriculum Coordinator at Northwest Campus. She served as Tutor and Adjunct Faculty at various campuses since 2002.

Tschirhart, Helen G.
Student Services Advanced Specialist
WC-Enrollment Services
Effective: 4/9/10

Helen Tschirhart was hired by the College in 2005 as Student Services Advanced Specialist. She worked in Student Services at various campuses and also served as Adjunct Faculty.

Separations from Employment

Hallenbeck, Sandra
Support Coordinator
DO-Information Technology
Effective: 5/15/10
Reason: Other employment

Johnson, Jeremiah W.
Advanced Program Coordinator
CC-Adult Education
Effective: 5/20/10
Reason: Relocation

Lam, Nghi
Educational Support Faculty-Librarian
NW-Instruction/Academic Services
Effective: 6/4/10
Reason: Relocation

Magisos, Ami J.
Advanced Program Coordinator
CC-Adult Education
Effective: 5/14/10
Reason: Other employment

(Continued)
Separations from Employment

Mount, Randall
Instructor-Construction Technology
CC-Workforce and Business Development
Effective: 4/22/10
Reason: Other employment

Ochotorena, Miguel
IT Specialist
CC-Computer Services
Effective: 5/28/10
Reason: Personal

Stanowski, Jennifer
Program Coordinator
CC-Civics and Citizenship Program, Adult Education
Effective: 5/6/10
Reason: Other employment

Approvals

Contact Person  Lynne Wakefield

Chancellor Dr. Roy Flores
Date: 6/9/10

Item Title               Contact Person
Student Aide Hires       Lynne Wakefield, Assistant
                         Vice Chancellor for Human
                         Resources (206-4624)

Recommendation:

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

Billson, Brendan
Binder, Larissa
Burgette, Kaitlyn
Colmenero, Ariel
Conn, Travis
Fielder, Justin
Gallegos, Hiriana
Lomawunu, Natelle
McNellie, Debra
Meda, Ramona
Phillips, Julie
Rodriguez, Carmen
Soto, Jose
Sylvester, Melissa
Valencia, Yadira

Approvals

Contact Person Lynne Wakefield
Chancellor Dr. Roy Flores
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Date: 6/9/10

Item Title: BP-3117: General Education – First Reading

Item Number: 13

Contact Person: Dr. Suzanne Miles,
Provost and Executive Vice Chancellor
(206-4999)

Recommendation:

This is the first reading of the revised Board Policy 3117 – General Education. The Chancellor recommends that the Board of Governors approve the policy.

Justification:

This policy has been revised to reflect updated administrative titles, remove the reference to the Arizona State Board of Community Colleges, and remove sections more appropriate to the associated Regulation and SPG.

The policy was initially updated within Curriculum Services Department, with assistance from the Assistant Vice Chancellor for Academic Services and Vice Provost. It was then presented to the Academic Standards Committee and to Chancellor’s Cabinet. Finally, it was reviewed by the College legal team. All recommendations have been incorporated into this draft.

College Plan Initiative:

This recommendation for policy revision relates to Initiative 7 of the Pima Community College 2008-2011 Plan, which states: Strengthen Administrative Operations. It also relates to Action 4.1.4, which states: Accelerate the curriculum process to be more responsive to new program development and changing market needs.

Financial Considerations:

There are no additional funds associated with this action.

Approvals

Contact Person: Dr. Suzanne Miles

Chancellor: Dr. Roy Flores
General education will be the core of learning in associate degree and certificate degree programs. It demonstrates the College’s vision of an educated person and a commitment to education as a lifelong process.

The “Rationale for General Education” rationale for general education is:

General education requires that all students gain an understanding and appreciation of themselves; their own history and culture; the history and culture of the human species; the principles and impact of mathematics, science and technology; and the principles of effective communication. Through an understanding and appreciation of these elements, the students should come to a realization of the interrelationships.
The process of general education is also designed to develop the following thinking skills: comparing; interpreting; observing; summarizing; classifying; suggesting and testing hypotheses; imagining and creating; criticizing and evaluating; designing projects and investigations; identifying assumptions; applying principles in new situations; gathering and organizing data; and coding for certain patterns of thinking, reasoning, problem solving, and decision making. These skills are aligned with the College Student Learning Outcomes: Learn, Communicate, Innovate, Participate, and Aspire.

For Pima Community College's transfer degrees, the associate of arts and the associate of science degrees, a student fulfills the general education requirement by completing the statewide Arizona General Education Curriculum (AGEC) composed of thirty-five (35) credits. For the College's direct employment degrees; the associate of applied science and workforce response degrees, the student is required to complete eighteen (18) general education credits. For the College's direct employment certificates requiring thirty (30) or more credits, the student is required to complete six (6) general education credits. For certificates under thirty (30) credits, the student is not required to complete general education credits.

The thirty-five (35) credits of the AGEC are completed in English Composition, Humanities and Fine Arts, Mathematics, Biological and Physical Sciences, Social and Behavioral Sciences, and Other Requirements. The eighteen credits (18) of direct employment degree general education are completed in Communication, Analysis and Critical Thinking, Global Perspective, and Computer Literacy.

In order to graduate, students must complete the degree requirements, which include the completion of general education requirements. In order to enroll in general education credits, the student must meet one of the three reading requirements listed below.

- Students must test higher than REA 091;
- Students must have successfully completed REA 091 or
- Students must be concurrently enrolled in REA 091 during their first semester.

A student who tests into REA 081 may concurrently enroll in REA 081 and one general education course.

Individual associate degrees and certificates may require a higher level of reading.
General education will be the core of learning in associate degree and certificate programs. It demonstrates the College’s vision of an educated person and a commitment to education as a lifelong process.

The rationale for general education is:

General education requires that all students gain an understanding and appreciation of themselves; their own history and culture; the history and culture of the human species; the principles and impact of mathematics, science and technology; and the principles of effective communication. Through an understanding and appreciation of these elements, the students should come to a realization of the interrelationships.

General education is also designed to develop the following thinking skills:
comparing; interpreting; observing; summarizing; classifying; suggesting and testing hypotheses; imagining and creating; criticizing and evaluating; designing projects and investigations; identifying assumptions; applying principles in new situations; gathering and organizing data; and coding for certain patterns of thinking, reasoning, problem solving, and decision making. These skills are aligned with the College Student Learning Outcomes: Learn, Communicate, Innovate, Participate, and Aspire.
Meeting Date: 6/9/10

Item Number: 14

Item Title | Contact Person
---|---
Unapproved Minutes of the Regular Meeting May 12, 2010 | Chancellor's Office (206-4747)

Background:
The unapproved minutes of the Regular Meeting of May 12, 2010 are submitted for approval.

Approval
Chancellor

Dr. Roy Flores
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, May 12, 2010 at 7:00 p.m., in the Community Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Sherryn Marshall, Chair
Marty Cortez, Secretary
Brenda Even, Member
David Longoria, Member
Scott Stewart, Member

BOARD REPRESENTATIVES

Shari Dill, Staff
Hector Araujo, Student
Brittany Beasley, Student
Kimlisa Duchicela, Faculty
Rick Rosen, Faculty

RECORDING SECRETARY

Courtney Lugo

ADMINISTRATION

Roy Flores, Chancellor
Lou Albert, President, West Campus
Christal Albrecht, President, Desert Vista Campus
Doreen Armstrong, Executive Director, Employee Consulting & Personnel Services
Stella Bay, Executive Director, Department of Public Safety
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Downtown Campus
Imelda Cuyugan, Assistant Vice Chancellor for Federal Initiatives
Donna Gifford, Vice President of Instruction
Mary Beth Ginter, Division Dean of Instruction
Dianne Groover, Assistant Vice Chancellor for Finance
Jerry Haynes, Vice President of Student Development
Rachelle Howell, Assistant Vice Chancellor for Marketing
Kirk Kelly, Vice Chancellor, Information Technology
Jana Kooi, President, Northwest Campus
Dee Lammers, Vice President 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
Brigid Murphy, Vice Provost and Assistant Vice Chancellor, Academic Services
Raul Ramirez, Vice Chancellor for Community Relations and Institutional Outreach
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
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
Stan Steinman, Senior Assistant to the Provost
Tom Tomasky, Acting Assistant Vice Chancellor
Anne Vosberg, Vice President of Student Development
Lynne Wakefield, Assistant Vice Chancellor for Human Resources
Daniel Wright, Division Dean of Instruction
Call to Order

Sherryn Marshall called the meeting to order at 7:10 p.m.

Pledge of Allegiance

Scott Stewart led the Pledge of Allegiance.

Public Comment

Ana Jimenez addressed the Board to briefly summarize the PCCEA’s Meet and Confer sessions. She expressed appreciation for the College administration, and the good dialogue that both groups had.

Michael Coiro, Executive Director of AFSCME Local 449, addressed the Board to express concern about the Meet and Confer process this year.

Staff Representatives

Shari Dill reported on the March 5 Staff Council Meeting. Highlights included the following: Dr. Flores noted that the coaching positions for the women’s and men’s basketball teams have been converted from part-time to full-time positions. Liaison Report: 2011 Step Progression plans for non-exempt employees are due June 1. ACES Report: Brian Basgen has been elected as the new ACES President and will start his term on July 1.

Student Representatives

Hector Araujo and Brittany Beasley reported on recent events from each campus. Highlights included: Community Campus: 32 students will graduate from the Fire Science Academy on May 19. Desert Vista Campus: The Native American Student Association and Student Life Coordinator volunteered at the Pascua Yaqui Family Read Aloud Night on April 20. Downtown Campus: Hosted a Student Life Open House on April 14. East Campus: Student Life hosted annual Cinco de Mayo Celebration on May 5. Northwest Campus: Student Life hosted annual Student Recognition Ceremony on May 7. West Campus: Hosted annual PROGRESS! Celebration on May 10.
Faculty Representatives

Rick Rosen shared information from the last Faculty Senate meeting. Following are highlights from that report: A presentation was given by Cynthia Dooling regarding the new Higher Education Opportunity Act requiring full disclosure of expected costs of course materials. Chancellor’s Report: The Foundation has received a bequest of approximately $800,000, expressly tied to scholarships for low-income and/or minority students. Diann Porter noted a change to the September 2010 Faculty Senate meeting from the 3rd to the 10th.

Report — Chairperson of the Board

Chairperson Marshall expressed her enjoyment of the Child Development Center graduations she was able to attend. Ms. Marshall also expressed her appreciation of the Multicultural Convocation held on May 7.

Motion No. 6950


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

Report — Secretary of the Board

There was no report.

Chancellor’s Report

The Chancellor expressed his appreciation for the 2009-2010 student representatives, Hector Araujo and Brittany Beasley, and he and the Board presented them with commemorative plaques.

Other highlights included: The Special Election on May 18 regarding Proposition 100 holds significance for the College
and Arizona as a whole. Legislative Update: A bill was passed and will result in a common course numbering system that will make things easier. Move on When Ready bill will create the new Grand Canyon Diploma, which will provide high school students who pass a rigorous board examination the opportunity to finish high school early and enroll in community college courses. Legislation was passed to add two additional members to the Maricopa Community Colleges Governing Board. The College has signed a new articulation agreement with the University of Arizona that establishes the Early Childhood Education Pathway Agreement.

Report — March 2010 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending March 31, 2010, and noted we are continuing as expected with an increase in net assets of approximately $12.5 million through the end of the month.

Information Items

Separations from Employment

Chairperson Marshall acknowledged the retirements of: Maria Andreotta, Gus Chavez, Vernone Erickson, Albert Herrera, Paul Malanga, Ernest Quiroga, Julia Santo and Lynne Wakefield and wished them well in their future endeavors.

Student Aide Hires

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 6951


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

Board Member Even requested that Items 14.4 Temporary Appointments and 14.7 Agreement: Rural Metro Corporation be pulled from the consent agenda and voted on separately. Agenda Item 14.13 Contract: ITCAP, Inc. was pulled by Administration.

Motion No. 6952


14.1 New Appointments
14.2 Administrative Appointments
14.3 Adjunct Faculty Appointments
14.5 2011-2012 Academic Calendar
14.6 Memorandum of Understanding: United States Air Force, Davis-Monthan Air Force Base Educational Program
14.8 Contract: ISS Facility Services
14.9 Contract: Waxie Sanitary Supplies
14.10 Contract: Short Term Disability Insurance
14.11 Contract: International Students Health Insurance
14.12 Contract: New Horizons

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

Temporary Appointments

Motion No. 6953

David Longoria - M, Marty Cortez - S, to approve the Temporary Appointments.

Vote: All Board members present voted "aye" by voice vote. Brenda Even — Abstained. Motion carried.
Agreement: Rural Metro Corporation

Motion to Approve
Agreement: Rural Metro Corporation
PASSES

Motion No. 6954


Vote: All Board members present voted "aye" by voice vote. Brenda Even — Abstained. Motion carried.

Fiscal Year 2010/2011 Proposed Budget

Dr. David Bea presented an overview of the proposed budget for fiscal years 2010/2011.

Motion No. 6955

Scott Stewart – M, Brenda Even – S, to approve the Fiscal Year 2010/2011 proposed budget for a public hearing on June 9, 2010, and, immediately following the public hearing, a special board meeting for the purpose of adopting the proposed budget; and approve the proposed budget for publication in the Arizona Daily Star on May 24 and June 1, 2010 according to statutory requirements.

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

Adjournment

The meeting adjourned at 8:35 p.m.

________________________________________
Secretary

________________________________________
Date
Meeting Date: 6/9/10

Item Number: 15

Consent Agenda

Chancellor’s Office
(206-4747)

Recommendation:

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

15.1 New Appointments
15.2 Administrator Appointments
15.3 Adjunct Faculty Appointments
15.4 Temporary Appointments
15.5 Employment Contract: Chancellor
15.6 Unclassified Pay Rate for Temporary Employment
15.7 Legal Services
15.8 Public Safety Personnel Retirement System Local Board Membership
15.9 Grant Proposal: Department of Homeland Security, United States Citizenship and Immigration Services, Citizenship and Integration Direct Services Grant Program
15.10 Grant Proposal: Rocky Mountain Regional Solar Training Provider/Salt Lake Community College, Solar Instructor Training Network Grant
15.11 Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education Leveraging Educational Assistance Partnership Program and Special Leveraging Educational Assistance Partnership Program
15.12 Intergovernmental Agreement: Northern Arizona University School for Hotel Restaurant Management
15.13 Intergovernmental Agreement: Pima County Board of Supervisors
15.14 Intergovernmental Agreement: Pima County Sheriff’s Department and Pima Community College Adult Education
15.15 Intergovernmental Agreement: U.S. Department of Health and Human Services and Arizona Department of Economic Security
15.16 Intergovernmental Agreement: Arizona Department of Economic Security, Division of Developmental Disabilities
15.17 Intergovernmental Agreement: Pima County Community Services Department, Workforce Development Education
15.18 Intergovernmental Agreement: City of South Tucson Fire Department
15.19 Intergovernmental Agreement: Golder Ranch Fire District
15.20 Intergovernmental Agreement: Arizona K-12 Schools Teacher-Intern Preparation Program

(Continued)
15.21 Intergovernmental Agreement for Funds Granted Under the American Recovery and Reinvestment Act of 2009
15.22 Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2010/2011
15.23 Contract: Marketing Services
15.24 Contracts: Information Technology Replacement – FY11
15.25 Contracts: Information Technology Maintenance, Licensing and Services – FY11
15.26 Contract: Financial Aid Expanded Call Center
15.27 Contract: Workers' Compensation Insurance
15.28 Contract: Group Purchase Participation Agreement for Property Insurance
15.29 Contract: General Liability and Automobile Liability and Physical Damage Insurance
15.30 Contract: ITCAP, Inc.
15.31 Lease: Northern Arizona University Second Five-Year Extension
15.32 Fiscal Year 2009-2010 Adopted Budget Reductions

Approval

Chancellor Dr. Roy Flores
Date: 6/9/10

Item Title: New Appointments

Recommendation:

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

Justification:

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

Doran, Edward Educationa l Support Faculty
Salary: $42,588 Downtown Campus – Counselor
Effective: 7/1/10 Selected to fill an open position
Education: Bachelor of Arts, Interdisciplinary Studies, University of Arizona; Master of Education, School Counseling, Northern Arizona University
Experience: Mr. Doran started at Pima Community College in 1999 as a Staff Instructor for the Center for Training and Development (CTD). Since 2006, he has been a Program Coordinator for CTD Food Services. He has also taught as adjunct faculty and interned as a school counselor for Tucson Unified School District.

Recruitment Overview:
An external recruitment was conducted. Forty-seven complete applications were screened by an advisory committee. Thirteen applicants were invited to interview. The finalists were interviewed by the Downtown Campus, Desert Vista Campus, and Northwest Campus Presidents.

Federico, Melania Educational Support Faculty
Salary: $44,717 Desert Vista Campus – Counselor
Effective: 7/1/10 Selected to fill an open position
Education: Bachelor of Science, Family Studies, University of Arizona; Master of Education, Counseling, Northern Arizona University
Experience: Ms. Federico started at Pima Community College (PCC) in 2000 as a Student Services Specialist. She is currently a Student Life Coordinator but is serving as an administrative appointment as a Counselor. She has also taught as adjunct faculty and has had several other acting assignments throughout her employment.
New Appointments

Recruitment Overview:
An external recruitment was conducted. Forty-seven complete applications were screened by an advisory committee. Thirteen applicants were invited to interview. The finalists were interviewed by the Desert Vista Campus, Downtown Campus, and Northwest Campus Presidents.

Parker, Michael, Ph.D.  Instructional Faculty
Salary: $51,108  Downtown Campus – Writing
Effective: 8/18/10  Selected to fill an open position
Education: Bachelor of Arts, English; Master of Arts, English, Northern Arizona University; Doctor of Philosophy, English, University of Arizona
Experience: Dr. Parker has taught as adjunct faculty at the University of Arizona for the last nine years.

Recruitment Overview:
An external recruitment was conducted. Ninety-seven complete applications were screened by an advisory committee. Twenty-one applicants were invited to interview. The finalists were interviewed by the Downtown Campus and West Campus Presidents.

Robinson, Andrea  Instructional Faculty
Salary: $42,588  Northwest Campus – Clinical Research Trial Coordinator
Effective: 08/18/10  One-year administrative appointment
Education: Coursework, University of Phoenix; Certified Clinical Research Coordinator, Academy of Clinical Research Professions
Experience: Ms. Robinson has seventeen years of experience in the Clinical Research Trial Coordinator field, with the last six years as a Research Supervisor and Lead Coordinator. This experience included providing training to clinical research study coordinators. Ms. Robinson has experience with both medical device and pharmaceutical research trials.

Recruitment Overview:
This is a renewal of an administrative appointment. An external recruitment was conducted for a full-time Clinical Trial Coordinator faculty. The candidate for the administrative appointment was interviewed by the Vice President of Instruction; Dean-Science, Mathematics and Professions; Curriculum Coordinator; Assistant Program Manager of Clinical Trial Coordinator and Direct Care Professions Programs; and Advisory Committee/Clinical Trial Coordinator.

Salzer, Maureen, Ph.D.  Instructional Faculty
Salary: $59,624  West Campus – Writing
Effective: 08/18/10  Selected to fill an open position
Education: Bachelor of Arts, English, State University of New York at Plattsburgh; Master of Arts, English, Northeastern University; Doctor of Philosophy, English, University of Arizona
Experience: Dr. Salzer has been an Associate Professor of English at the University of Wisconsin for the last ten years. Previously, she taught at Eastern New Mexico University and the University of North Dakota.
Recruitment Overview:
An external recruitment was conducted. Ninety-seven complete applications were screened by an advisory committee. Twenty-one applicants were invited to interview. The finalists were interviewed by the West Campus and Downtown Campus Presidents.

Ward, Alison, Ph.D.  
**Educational Support Faculty**

**Salary:** $53,237  
Northwest Campus – Counselor

**Effective:** 7/11/10  
Selected to fill an open position

**Education:** Bachelor of Arts, American Studies, Rutgers College; Master of Arts, Psychology, Duquesne University; Doctor of Philosophy, Clinical Psychology, Wright State University

**Experience:** Dr. Ward served as a pre-doctoral intern for the University of Pittsburgh Counseling Center for one year. She was also a psychology trainee at Greene Memorial Hospital Employee Assistance Program and Wright State University, Counseling and Wellness Services.

Recruitment Overview:
An external recruitment was conducted. Forty-seven complete applications were screened by an advisory committee. Thirteen applicants were invited to interview. The finalists were interviewed by the Northwest Campus, Desert Vista Campus, and Downtown Campus Presidents.

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**Approvals**

**Contact Person:** Lynne Wakefield

**Chancellor:** Dr. Roy Flores
Recommendation:

The Chancellor recommends that the Board approve these Administrator Appointments and requests that the Board authorize the Chancellor or designee to sign the employment contracts on behalf of the College District.

Justification:

When Administrative vacancies occur, the recruitment process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and the name of the recommended candidate is brought forward to the Board for approval.

Parker, Ann

Vice President for Student Development
(Administrator)

Desert Vista Campus

Salary: $5,512*
Effective: 6/14/10

*Salary prorated for balance of contract term

Education: Bachelor of Arts, English (cum laude), Davidson College, North Carolina; Master of Arts, Educational Psychology/College Student Personnel, University of Nebraska at Lincoln, Lincoln, Nebraska; Master of Arts, American Indian Studies, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Language, Reading and Culture/American Indian Studies, University of Arizona

Experience: Dr. Parker was a Program Director at Davidson College Union, from 1982-1984, advising student chairpersons on program planning, volunteer management, budgeting and marketing. She was the Assistant Director in the Campus Programs Office at the University of North Carolina, Charlotte from 1987 to 1988. She worked as the Leadership Development Specialist at the University of Arizona, Office of Student Activities from 1988 through 1990. She next became the Assistant Director for Leadership Development in the Department of Student Programs at the University of Arizona from 1995 to 2003. During this time, she was also performing as the Assistant Director of Student Life from 1998-1999, and Director of Enrollment and Student Services from 1999-2003. She was the Director of the Advising Resource Center and Coordinator for Undergraduate
Academic Advising at the University of Arizona from 2003 to 2004. She is the Director of Admissions, Advising and Student Services at the University of Arizona, College of Education from 2004 to the present.

Recruitment Overview:
The position was advertised nationally; seventy-nine completed applications were received and reviewed by the Chancellor. Twelve were presented to an advisory committee for review. Following the review, five candidates were invited to final interviews. The five candidates were interviewed by the advisory committee, participated in an open forum, and were interviewed by the Chancellor, Provost and Executive Vice Chancellor and the Assistant Vice Chancellor for Student Development.

Sawma, Joseph Terry, Ph.D.  
**Interim Special Assistant to the Vice Chancellor**

Salary: $97,000  
Effective: 7/1/10  
District Office  
Selected for one-year interim assignment

**Education:** Bachelor of Science, Biology, Master of Arts, Biology, State University College of New York at Buffalo, New York; Doctor of Education, Higher Education Administration, Baylor University, Waco, Texas

**Experience:** In 2008, Dr. Sawma was employed at Pima Community College as Dean of Adult Education. From 2004-2008, Dr. Sawma was the Vice President for Student Services, Continuing Education and Workforce at Kingwood College, North Harris Montgomery Community College in Kingwood, Texas. From 2001-2004, he was the Vice President for Continuing Education and Workforce at Kingwood College.

Prior experience includes the position of Associate Dean, Social and Health Sciences, Tomball College, North Harris Montgomery Community College in Tomball, Texas from 1998-2001. From 1996-1998, Dr. Sawma was the District Director for New Program Development with the North Harris Montgomery Community College District.

From 1995-1996, Dr. Sawma was the National Research Coordinator with the United States Department of Education, Advanced Technology Education at Texas State Technical College in Waco, Texas. From 1994-1995, he was the Dean of Applied Science and Technology with Palo Alto College in San Antonio, Texas. He was the Program Director, Biotechnology Kingwood College, North Harris Montgomery Community College from 1990-1994. Dr. Sawma was an Associate Professor and Program Director of Medical Technology at Jefferson Community College in Watertown, New York, from 1975-1989.

In 1992, Dr. Sawma received the Teacher Experience Award at Kingwood College and the NISOD Award for Teaching Experience. In 2006-2007, he was the President of the National Alliance of Community and Technical Colleges. He is a member of the American Association of Collegiate Registrars and Admission Officers and the National Council for Workforce Education and the American (Continued)
Association of Community Colleges. He has also been active in other professional and community organizations.

Approvals

Contact Person

Lynne Wakefield

Chancellor

Dr. Roy Flores
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.

Justification:

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.

Allen, Elizabeth A.
Discipline(s): Mathematics (Developmental), Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Elementary Education, Concordia University, River Forest, Illinois; Master in Teaching of Elementary Mathematics, University of Illinois-Chicago Campus, Chicago Illinois
Experience: Ms. Allen is a Middle School Math teacher for Tucson Unified School District in Tucson, Arizona. She also taught third grade for Chicago Public Schools in Chicago, Illinois.

Alleti, Ramesh, Ph.D.
Discipline(s): Chemistry (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Chemistry, Kakatiya University, India; Master of Science, Chemistry, University of Hyderabad, India; Doctor of Philosophy, Chemistry, Missouri University of Science and Technology, Rolla, Missouri

(Continued)
Experience: Dr. Alleti is currently working as a Research Scientist for the University of Arizona, Tucson, Arizona, since 2007. He was a Graduate Research Assistant for the University of Missouri-Rolla, Rolla, Missouri (now Missouri University of Science and Technology). Dr. Alleti also taught chemistry labs for undergraduate students at Missouri University of Science and Technology, Rolla, Missouri.

Bauer, Meredyth A.
Discipline(s): Reading (Developmental), Education, Special Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Human Development and Family Relations, University of Connecticut, Storrs, Connecticut; Master of Education, Special Education and Elementary Education-Continuing Professional, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Bauer is currently working as a K-3 Resource Teacher for Soleng Tom Elementary School, Tucson, Arizona. Previously, she taught corrective and remedial reading and clinical practice in reading as Adjunct Faculty for Northern Arizona University, Flagstaff, Arizona.

Boyd-Henson, Carla
Discipline(s): Reading (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science, Education, Northern Arizona University, Flagstaff, Arizona; Master of Education, Educational Technology, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Boyd-Henson is currently an entrepreneur. Her company, Educational Specialties, specializes in personal and professional development tele-classes, webinars, and presentations. She worked as a Reading Intervention Specialist at Mary A. Otondo Elementary, Yuma, Arizona, for more than two years.

Chun, Sojung
Discipline(s): Korean (Academic Limited Exemption)
Salary: $710 per load hour
Education: Master of Education, English as a Second Language, University of Manchester, United Kingdom (Transcript evaluated by Global Credential Evaluators, Incorporated)
Experience: Ms. Chun worked for the Wonderland Language Institute, Ansan, Korea, as a language teacher for more than two years. She also worked for Panmun Book Company, Seoul, Korea, as a manager, reviewing newly published books for import and design curriculum.

Colbert, Marsha E.
Discipline(s): Biology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Biology, University of Miami, Coral Gables, Florida; Master of Science in Education, Secondary Education Biology, University of Miami, Coral Gables, Florida; Master of Science, Biological Science, Florida Atlantic University, Boca Raton, Florida

(Continued)
Experience: Ms. Colbert worked for seven years as an Environmental Specialist for the Department of Environmental Protection, Biscayne Bay Aquatic Preserve in the State of Florida. She is currently working for the Biosphere 2 in Tucson, Arizona. She taught Plant Physiology for two years at Florida Atlantic University in Boca Raton, Florida.

Conley, Matthew J.
Discipline(s): Writing, (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Creative Writing, University of New Mexico, Albuquerque, New Mexico; Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Mr. Conley taught English composition courses for the University of Arizona, Tucson, Arizona, as a Graduate Teaching Assistant for two years. Prior to graduate school, he was Restaurant Manager for one year in Austin, Texas.

Evangelista, Edmund S.
Discipline(s): Pharmacy Technician (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Business Management, University of Arizona, Tucson, Arizona
Experience: Mr. Evangelista is currently working as a Pharmacy Trainer for CVS Pharmacy, Tucson, Arizona. He has more than 18 years of experience in the Pharmacy field. He oversees training to all Pharmacy Technicians, Interns, and Pharmacists in Southern Arizona and New Mexico. No previous teaching experience.

Gram, Cory J.
Discipline(s): Dance, Theater, (Academic)
Salary: $710 per load hour
Education: Bachelor of Fine Arts, Dance, and Master of Fine Arts, Theater, both from the University of Arizona, Tucson, Arizona
Experience: Mr. Gram has been a Professional Dancer for Ballet Tucson since 2008 and is a Fitness Instructor at the University of Arizona. Prior to that, he worked as the Assistant Director of School/Director of Ballet for Dancemakers, a dance company in Yuma, Arizona.

Hildebrandt, James A.
Discipline(s): Religion (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Seminary Studies, Kuyper College, Grand Rapids, Michigan; Master of Divinity, Calvin Theological Seminary, Grand Rapids, Michigan
Experience: Mr. Hildebrandt is currently working for Village Community Ministries in Tucson, Arizona, as the Lead Pastor. He has been a teaching pastor for nine years. His teaching experience has been centered on biblical themes, history, culture, and concepts.
Johnson, Dorothy D., M.D.
Discipline(s): Biology (Academic), Early Childhood Education (Occupational)
Salary: $710 per load hour
Education: Bachelor of Arts, Zoology/Chemistry, The Colorado College, Colorado Springs, Colorado; Doctor of Medicine, The University of Chicago, Chicago, Illinois
Experience: Dr. Johnson was a Developmental-Behavioral Pediatrician for 16 years in both San Diego, California, and Tucson, Arizona. She was an Assistant Clinical Professor for the Department of Pediatrics for the University of California, San Diego, California.

Knox, Corey J.
Discipline(s): Psychology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Communication Arts, University of Wisconsin, Madison, Wisconsin; Master of Science, Interdisciplinary Studies, University of Arizona, Tucson, Arizona
Experience: Ms. Knox is currently working as a Social Science Researcher for the University of Arizona, Tucson, Arizona. She has more than seven years of experience as a Researcher. Also, she is an Owner/Publicity Consultant for Employer Real World Research, founded in 1999. No previous teaching experience.

Lancaster, Curtis J.
Discipline(s): Logistics and Supply Chain Management (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, General Business, Arizona State University, Tempe, Arizona; Master of Health Administration, University of Southern California, Los Angeles, California
Experience: Mr. Lancaster is currently working for University Physicians Healthcare, Tucson, Arizona as the Director of Supply Chain Management. He has worked in supply chain management for more than five years. He has no previous teaching experience.

Lee, Sang C., Ph.D.
Discipline(s): Biology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Biomedicine, University of Brasilia, Brazil; Master of Science, and Doctor of Philosophy, both degrees are in Microbiology & Immunology from University of Rochester, Rochester, New York
Experience: Dr. Lee is currently working for the University of Arizona, in Tucson, Arizona, as a Research Assistant Scientist. He has more than 19 years experience in the biomedical field. No previous teaching experience.

Lenart, Melanie, Ph.D.
Discipline(s): Writing (Academic Limited Exemption)
Salary: $710 per load hour
Education: Bachelor of Arts, Public Relations, Northern Illinois University, DeKalb, Illinois; Master of Science, Forestry, University of Illinois at Urbana/Champaign, Urbana,
Illinois; Doctor of Philosophy, Renewable Natural Resources, University of Arizona, Tucson, Arizona

Experience: Dr. Lenart has been teaching Environmental Journalism courses for the University of Arizona, Tucson, Arizona. She is a published journalist with her focus being on climate change and environmental issues. She plans to teach a weekend writing course at the West Campus about environmental journalism.

Miller, Angela N.
Discipline(s): Writing, English as a Second Language (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, English, University of Tennessee, Knoxville, Tennessee
Experience: Ms. Miller taught first year English Composition courses for the University of Arizona for two years. Prior to that, she worked as a Writing and Photography Mentor and has articles published by the Arizona Daily Star in Tucson. She is currently a student working on a Master of Arts degree, English as a Second Language, at the University of Arizona.

Mutchler, Jolene R.
Discipline(s): Early Childhood Education (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Psychology, Brigham Young University, Provo, Utah; Master of Education, Child Development, Southern New Hampshire University, Manchester, New Hampshire
Experience: Ms. Mutchler is currently working for the Easter Seals Blake Foundation, Tucson, Arizona, as an Inclusion Specialist/Educator Independent Consultant. Previously, she was a Special Education Teacher at Riverside Elementary School, Phoenix, Arizona. Additionally, she was an Adjunct Instructor for two years at Paradise Valley Community College, Phoenix, Arizona.

Parkinson, Scott L.
Discipline(s): Logistics and Supply Chain Management (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Hotel and Restaurant Administration, Cornell University, Ithaca, New York; Master of Business Administration, University of New Mexico, Albuquerque, New Mexico
Experience: Mr. Parkinson is currently the President of Arizona Railroad Group (ARG) Trans, Incorporated, Benson, Arizona. This company offers diversified transportation services. He worked for the United States Navy for 25 years as a Naval Officer. He has no previous teaching experience.

Rogers, Jamey D.
Discipline(s): Writing (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, Business Economics, Pitzer College, Claremont, California; Master of Arts, Teaching English as a Second Language, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Rogers lectured in English and Composition courses for the University of Miami, Miami, Florida. He has eight years teaching experience.
Ross, Larry S.
Discipline(s): Logistics and Supply Chain Management (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Business Administration, University of Phoenix, Tucson, Arizona
Experience: Mr. Ross started working in logistics in 1974 at the Hughes Aircraft Company located in Tucson, Arizona. He became a Production Supervisor in 1984 and continued to work in this capacity through the transition of this company to Raytheon. He retired from Raytheon in 2008 with 34 years of experience in logistics. He has no previous teaching experience.

Scott, Kenneth R.
Discipline(s): Accounting (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Business and Accounting, and, Master of Science, Accountancy, University of Phoenix, Tucson, Arizona
Experience: Mr. Scott is currently working for Amado & Associates, Tucson, Arizona as an Accountant. He has been a practicing Accountant since 2004. He has no previous teaching experience.

Shoots, Delbert G.
Discipline(s): Computer Aided Drafting (Occupational/Workforce)
Salary: $710 per load hour
Education: High School Diploma, Winter Haven High School, Winter Haven, Florida; Layout Editor Design Certificate, Cadence, San Jose, California
Experience: Mr. Shoots is currently working for Texas Instruments, in Tucson, Arizona, as a Computer Aided Drafting (CAD) Manager. He has more than 30 years experience in drafting, micro electronics, and in quality control. He has no previous teaching experience.

Stewart, Carl E.
Discipline(s): Computer Information Systems and Computer Software Applications (Occupational); Business (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Information Technology, University of Phoenix, Phoenix, Arizona; Master of Business Administration, University of Phoenix, Phoenix, Arizona
Experience: Mr. Stewart is currently working for the State of Arizona as an Information Technology Specialist. He maintains the network for the Tucson Call Center that handles employment claims. He has no previous teaching experience.

Thweatt, William D.
Discipline(s): Chemistry (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Chemistry, Bethel University, St. Paul, Minnesota; All But Dissertation, Chemistry, North Dakota State University, Fargo, North Dakota

(Continued)
Experience: Mr. Thweatt worked for U.S. Dugway Proving Ground, Dugway, Utah as a Contracted Project Scientist for one year. Previously, he was a Research Scientist for Phillip Morris, Richmond, Virginia for more than five years. Additionally, he has five years of post doctoral experience at Rice University, Houston, Texas and North Dakota State University. He has no previous teaching experience.

Valencia, Robert  
Discipline(s): History (Academic Limited Exemption)  
Salary: $710 per load hour  
Education: Bachelor of Arts, Education, University of Arizona, Tucson, Arizona  
Experience: Mr. Valencia is currently the Vice-Chairman for the Pascua Yaqui Tribe, Arizona. He has ten years experience with the Pascua Yaqui Tribe. Previously, he worked for Pima Community College as the Director of the Upward Bound for two months. He has no previous teaching experience.

Worthington, Evan M.  
Discipline(s): Reading (Developmental)  
Salary: $710 per load hour  
Education: Bachelor of Science, Education, University of Wisconsin, Madison, Wisconsin  
Experience: Mr. Worthington is currently working for Peter Howell Elementary, Tucson, Arizona, as a 4th Grade teacher. He has more than seven years teaching experience. Previously, he taught 4th and 5th graders at Cedar Lane Elementary School, Marysville, California. He is working on a Master of Arts, Language, Reading & Culture, at the University of Arizona.

Approvals

Contact Person  
Lynne Wakefield

Chancellor  
Dr. Roy Flores
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.

Justification:

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.

<table>
<thead>
<tr>
<th>Adun, Dafe</th>
<th>Office Aide</th>
<th>DC</th>
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<tbody>
<tr>
<td>Hourly Rate:</td>
<td>$ 7.25</td>
<td></td>
</tr>
<tr>
<td>Education:</td>
<td>Coursework, Pima Community College</td>
<td></td>
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<tr>
<td>Experience:</td>
<td>Mr. Adun has served as a Federal Work Study Student Aide in the Financial Aid Office at Pima Community College, performing general office duties and assisting students who apply for and complete their financial aid requirements. Based on education and experience, he is recommended as Office Aide in the Student Services Center.</td>
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<table>
<thead>
<tr>
<th>Conn, Travis</th>
<th>Office Aide</th>
<th>DC</th>
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<tbody>
<tr>
<td>Hourly Rate:</td>
<td>$ 7.25</td>
<td></td>
</tr>
<tr>
<td>Education:</td>
<td>Coursework, Pima Community College</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>Mr. Conn has previous work experience as Student Aide in Counseling at the Downtown Campus. Based on education and experience in customer service, he is recommended as Office Aide in the Student Services Center.</td>
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</tr>
</tbody>
</table>
Temporary Appointments

Cota, Karla  
**Instructional Aide**  
WC

Hourly Rate: $ 7.25  
Education: Coursework, Pima Community College  
Experience: In 2009, Ms. Cota worked as a Federal Work Study Student Aide in the Biology laboratory at West Campus. Based on her education and experience, she is recommended as an instructional aide.

Blanco, Rogelio  
**Instructional Aide**  
WC

Hourly Rate: $ 7.25  
Education: Coursework, Pima Community College  
Experience: Mr. Blanco was a Student Aide in the Biology laboratory at West Campus in 2009 and is currently working on a Bachelor of Science degree in Mechanical Engineering. Based on his education and experience, Mr. Blanco is recommended as an instructional aide.

Druart, Ellen  
**Office Aide**  
WC

Hourly Rate: $ 7.25  
Education: Coursework, School of Visual Arts, New York City; Coursework, Pima Community College; Coursework, Minneapolis College of Art and Design; Coursework, The Art Center College of Design in Pasadena  
Experience: Ms. Druart is a freelance artist who had her own studio where she taught classes. She has been the director of two art galleries and has retail work experience at art supply stores. She owned an organic produce delivery service for five years and has experience in ordering, handling public relations, customer service, and delivering. She tutors and substitute teaches at City High. She is recommended to work in the Pima Writers’ Workshop.

Easton, Robert  
**Workforce Trainer**  
CC

Hourly Rate: $ 23.00  
Education: Bachelor of Arts, Psychology, Prescott College  
Experience: Mr. Easton is a Police Training Administrator with the Oro Valley Police Department. He has more than 30 years experience in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Easton is recommended to work as an instructor teaching for the Law Enforcement Academy.

Espinoza, Paola  
**Instructional Aide**  
WC

Hourly Rate: $ 7.25  
Education: Coursework, Pima Community College  
Experience: Ms. Espinoza worked as a Federal Work Study Student Aide in the West Campus Chemistry since March 2009. Based on her education and experience, she is recommended as an instructional aide.

Gill, Johnathan  
**Instructional Aide**  
WC

Hourly Rate: $ 7.25  
Education: Coursework, Pima Community College  
Experience: Since Fall 2009, Mr. Gill was a Federal Work Study Student Aide supporting Solar (PV) Installation classes and the Biology laboratory at West Campus. He is (Continued)
currently working toward his Associates in Applied Science degree. Based on education and experience, he is recommended as an instructional aide.

**Gonzalez, Jose**
**Instructional Aide**
**WC**

- **Hourly Rate:** $7.25
- **Education:** Coursework, Pima Community College
- **Experience:** Mr. Gonzalez has been a Federal Work Study Student Aide in the Chemistry laboratory since 2009. Based on his education and experience, he is recommended as an instructional aide.

**Gurr, Ann**
**Lab Assistant**
**DC**

- **Hourly Rate:** $12.71
- **Education:** Coursework, Pima Community College
- **Experience:** Ms. Gurr worked for six years as a veterinary technician and surgery assistant at Casas Adobe Pet Clinic and has two years of experience in customer service. She has taken two classes at the Biology Learning Center and has some work experience in the job for which she is applying. Based on her education and experience, she is recommended as a laboratory assistant. Ms. Gurr has a Veterinary Assistant Certificate from Pima Medical Institute.

**Hardesty, Edward**
**Workforce Trainer**
**CC**

- **Hourly Rate:** $23.00
- **Education:** Associate of Applied Science, Administration of Justice, Pima Community College; Bachelor of Science, Criminal Justice Administration, Columbia Southern University
- **Experience:** Mr. Hardesty is a self-employed private investigator. He has approximately 20 years experience in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Hardesty is recommended to work as an instructor teaching for the Law Enforcement Academy.

**Holland, Heather**
**Instructional Aide**
**WC**

- **Hourly Rate:** $7.25
- **Education:** Coursework, Pima Community College
- **Experience:** Ms. Holland worked in the Science laboratory for four semesters. She also worked in food service at Eegee’s. Based on her education and experience, she is recommended as an instructional aide.

**Holland, William**
**Instructional Aide**
**WC**

- **Hourly Rate:** $7.25
- **Education:** High School Diploma
- **Experience:** For five years, Mr. Holland worked at Pima Community College as college work study, supporting Information Technology for the STEM Division and Engineering. He also worked for Merles Automotive for three years. He is recommended as an instructional aide based on his experience.
Howard, John  
**Instructional Aide**  
WC  
Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Mr. Howard was a Federal Work Study Student Aide in the Technology laboratory at West Campus (Electronics and Optics) for three years. He is majoring in Liberal Arts and General Studies. Based on education and experience, he is recommended as a instructional aide.

Lauber, Andrew  
**Workforce Trainer**  
CC  
Hourly Rate: $15.00  
Education: Fire Science Academy, Pima Community College  
Experience: Mr. Lauber is currently a Firefighter for the Rincon Valley Fire Department. He is certified as a Firefighter and Emergency Medical Technician - Basic. Mr. Lauber is recommended to work as a teaching assistant for the Fire Science program.

Lemieux, Holly  
**Support Technician**  
CC  
Hourly Rate: $13.36  
Education: Bachelor of Liberal Arts, Excelsior College  
Experience: Ms. Lemieux has held a number of administrative positions in private industry and the healthcare field. She has substantial experience in customer service and highly developed computer skills. She is recommended as Support Technician to provide administrative support for the Davis-Monthan Education Center Advanced Program Manager and adjunct faculty.

Martinez, Leila  
**Office Aide**  
DC  
Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Ms. Martinez worked as Recreational Aide for the City of Douglas and was a Student Aide in the Financial Aid Office at Pima Community College. Based on education, experience and strong customer service skills, she is recommended for this position in the Student Services Center.

Mendoza, Rosalba  
**Office Aide**  
DC  
Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Ms. Mendoza worked as Student Aide in the Financial Aid Office performing general office duties and assisting students who apply for and complete requirements to receive federal aid. Based on education, experience and strong customer service skills, she is recommended for this position in the Student Services Center.

Mokhtar, Aasma  
**Office Aide**  
DC  
Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Aasma Mokhtar has prior customer service and performed general office duties as a Federal Work Study Student Aide at the Downtown Campus. Based on (Continued)
education and experience, she is recommended for this position in the Student Services Center.

**Montano, Damaris**  
Office Aide  
DC

Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Ms. Montano has prior customer service and Student Aide experience working in the Downtown Campus Assessment and Testing Center. Based on her education and experience in customer service, she is recommended as an office aide in the Student Services Center.

**Moreno, Francisco**  
Instructional Aide  
WC

Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Mr. Moreno worked for one semester as a Student Aide in the Chemistry laboratory in the Federal Work Study Program. He is working on an Associate in Applied Science degree and based on education and experience, is recommended as an instructional aide.

**Ndobegang, Anjangatia**  
Instructional Aide  
WC

Hourly Rate: $7.25  
Education: Coursework, Pima Community College  
Experience: Ms. Ndobegang was a Federal Work Study Student Aide in the Chemistry laboratory for one year. Based on her education and experience, she is recommended as an instructional aide.

**Nierenberg, James**  
Workforce Trainer  
CC

Hourly Rate: $23.00  
Education: Bachelor of Science, Public Administration, University of Arizona  
Experience: Mr. Nierenberg is a Reserve Deputy Sheriff with the Pinal County Sheriff’s Office, as well as a retired Police Officer with the City of Tucson Police Department. He has more than 30 years experience in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Nierenberg will work as an instructor for the Law Enforcement Academy.

**Ordaz, Jr., Ramiro**  
Facilitator/Trainer  
CC

Hourly Rate: $60.00  
Education: High School Diploma, Union High School  
Experience: Mr. Ordaz retired from the United States Border Patrol in 2009 with 24 years of full-time work experience in the U.S. Border Patrol in Casa Grande and Nogales stations and the Tucson Sector office. His Tucson Sector office experience included acting as Branch Chief for the office’s training division and as Mexican Liaison Unit Coordinator. Mr. Ordaz is recommended to work as an instructor teaching LN 701 Pre-Academy: Introduction to Border Security Careers. Mr. Ordaz has a Certificate of Training from the Federal Law Enforcement Training Center and a Certificate of Graduation from Mexican Liaison Instructional Seminar.

(Continued)
Pena, Angel  
**Program Assistant**  
**EC**  
**Hourly Rate:** $17.22  
**Education:** Coursework, Eastern Arizona College  
**Experience:** Ms. Pena has five years of office administration experience. She worked as Business Office Clerk for the Clifton (AZ) Public Schools and Senior Administrative Clerk for Freeport McMoran. She is currently employed as an Administrative Assistant for the Greenlee County (AZ) Sheriff’s Department. Based on her administrative and general work experience, she was selected for this position which involves student contact, outreach and related tasks for the Northeast, Southeast and UofA South Tech Park Centers.

Raulerson, Willie  
**Program Assistant**  
**CC**  
**Hourly Rate:** $17.22  
**Education:** Associate Degree, Management, Pima Community College; Bachelor of Arts, Social Psychology, Park University  
**Experience:** Mr. Raulerson is a former full-time employee with Pima Community College and has worked as Student Services Technician for the Community Campus Prison Program. He is recommended as Program Assistant, working as the test administrator for a testing program at the Davis-Monthan Education Center.

Roach, Michael  
**Workforce Trainer**  
**CC**  
**Hourly Rate:** $23.00  
**Education:** Associate of Applied Science, General Studies, Pima Community College; Bachelor of Science, Criminal Justice and History, Excelsior College  
**Experience:** Mr. Roach is a Reserve Police Officer with the Florence Police Department. He has more than 20 years experience in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Roach is recommended as Workforce Trainer, working as a trainer for the Law Enforcement Academy.

St. John, Justin  
**Workforce Trainer**  
**CC**  
**Hourly Rate:** $20.00  
**Education:** Coursework, Sign Language Interpretation, Pima Community College  
**Experience:** Mr. St. John has worked as a Peer Facilitator for the Arizona Youth Partnership, raising youth awareness with regard to making positive life choices. He will be traveling to St. Paul, Minnesota to attend the American Sign Language Immersion Workshop for aspiring interpreters. He is recommended as a Workforce Trainer for the Pima for Kids summer camp program. He will be sharing his expertise and providing assistance in American Sign Language training for children in the Tucson community.

Schuldenfrei, Stephen  
**Workforce Trainer**  
**CC**  
**Hourly Rate:** $23.00  
**Education:** Bachelor of Science, Marketing, American University; Master of Business Administration, American University  
**Experience:** Mr. Schuldenfrei is currently the Secretary of the City of Tucson Citizen Corps Council. He has experience in the international business community and in
Community Emergency Response Team training. Mr. Schuldenfrei is recommended as a trainer for the Safety Technologies program.

**Tatman, Donovan**  
*Workforce Trainer*  
CC  

**Hourly Rate:** $23.00  
**Education:** Coursework, Pima Community College  
**Experience:** Mr. Tatman is a retired Police Sergeant with the Tucson Police Department. He has more than 20 years in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Tatman is recommended as a trainer for the Law Enforcement Academy.

**Taylor, Ralph**  
*Workforce Trainer*  
CC  

**Hourly Rate:** $23.00  
**Education:** Bachelor of Science, Public Administration, University of Arizona  
**Experience:** Mr. Taylor is a retired Police Detective with the Tucson Police Department. He has more than 30 years in the police field and is an Arizona Peace Officer Standards and Training Board certified General Instructor. Mr. Taylor is recommended as a trainer for the Law Enforcement Academy.

**Trimble-Smith, Denise**  
*Workforce Trainer*  
CC  

**Hourly Rate:** $20.00  
**Education:** Bachelor of Arts, History, Arizona State University; Master of Arts, Special Education, Northern Arizona University  
**Experience:** Ms. Trimble-Smith currently teaches special education and sign language for Tucson High School. She also teaches sign language as adjunct faculty for Pima Community College and has six years experience in the classroom. Ms. Trimble-Smith is recommended as a Workforce Trainer for the Pima for Kids summer camp program. She will be sharing her expertise and providing assistance in American Sign Language training for children in the Tucson community. Ms. Trimble-Smith has a Certificate, American Sign Language from El Camino College.

**Tschirhart, Helen**  
*Program Specialist*  
EC  

**Hourly Rate:** $23.24  
**Education:** Bachelor of Arts, Psychology and Sociology, St. Leo University; Master of Arts, Counseling, Chapman University  
**Experience:** Ms. Tschirhart served in the United States Air Force for 19 years and most recently worked for Pima Community College as a Student Services Advanced Specialist and Retention Specialist. She recently retired after seven years of service. Ms. Tschirhart brings experience to this position; her work with developmental education students, student services skills, and knowledge of learning styles and teaching strategies that promote student success. Based on her education and experience, she is recommended to serve as a liaison in Disabled Student Resources to develop collaborative solutions within American Disabilities Act compliance requirements.
Valdes-Chavarria, Carlos  Instructional Aide  WC
Hourly Rate: $7.25
Education: Coursework, Pima Community College
Experience: Mr. Valdes-Chavarria has worked for one year in the digital lab as a Federal Work Study student aide, assisting students with printing jobs and helping to troubleshoot equipment problems. He has taken classes in Graphic Design, Applied Computer Graphics, DeskTop Graphics, Adobe Illustrator, Digital Photography I, Adobe Photoshop, and Adobe-AfterEffects. Based on his education and experience, Mr. Valdez-Chavarria is recommended as an instructional aide.

Velez, Anna Christina  Workforce Trainer  CC
Hourly Rate: $20.00
Education: Bachelor of Science, Speech and Hearing Science, University of Arizona; Master of Science, Speech Language Pathology and Psychology, University Of Arizona
Experience: Ms. Velez began her career in 1995 as a Speech Language Pathologist in Phoenix working for Southwest Human Development where she worked with Head Start (Preschool) classrooms and AZEIP (Arizona Early Intervention Program) clients. During the past ten years, she has been working as an independent Speech Language Pathologist contractor for Tucson Unified School District and most recently, Southgate Academy Charter School. She works with students grades K-12. Ms. Velez is recommended as Workforce Trainer for the Pima for Kids Summer Camp Program.

Verdugo, Alma Raquel  Support Technician  DV
Hourly Rate: $13.70
Education: Bachelor of Arts, Creative Writing, University of Arizona
Experience: Ms. Verdugo worked for two years as a Student Aide at Desert Vista Campus in Student Development. She is currently working as a gallery assistant at the University of Arizona. Ms. Verdugo is recommended for this grant-funded position based on her experience and education.

Wakefield, Lynne  Project Professional - Legal Resources  DO
Hourly Rate: $46.63
Education: Bachelor of Science, Communications, University of Arizona
Experience: Ms. Wakefield has worked for thirty-four years for Pima Community College. She has ten years of experience as Assistant to the Chancellor for Legal Resources, four years as the Assistant Vice Chancellor for marketing, and three years of experience as the Assistant Vice Chancellor for Human Resources.

Wilk, Paula N.  Trainer/Facilitator  CC
Hourly Rate: $50.00
Education: Bachelor of Science, Mathematics, Arizona State University; Master of Arts, Urban Planning, University of Illinois at Champaign-Urbana; Juris Doctorate, University of Oregon School of Law

(Continued)
Temporary Appointments

Experience: Ms. Wilk has legal experience as Deputy County Attorney in Cochise and Pima Counties (1983-2004). Since 2004, she has been involved with various non-profit agencies, including serving as the president of the Tucson Food Conspiracy Cooperative and teaching Pima College Adult Education Citizenship Preparation courses. Ms. Wilk is recommended to instruct contract training classes with the Workforce and Business Development department.

Xiao, Xiong

Tutor I

DC

Hourly Rate: $7.25

Education: Coursework, Pima Community College; Coursework, University of Arizona

Experience: Mr. Xiao is majoring in Management Information Systems with a minor in mathematics. He was a math and physics tutor in Xiwei International School and an assistant for the Centre of English as a Second Language. Based on his background and experience, Mr. Xiao has been selected for the tutor position in Math, Physics and Chinese.

Approvals

Contact Person

Lynne Wakefield

Chancellor

Dr. Roy Flores
**PimaCountyCommunityCollegeDistrict**
**Board of Governors**
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Date:** 6/9/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Contract: Chancellor</td>
<td>Chair of the Board of Governors</td>
</tr>
</tbody>
</table>

**Item Number:** 15.5

**Recommendation:**

The Chair recommends that the Board reaffirm the employment contract of Roy Flores, Chancellor.
Recommendation:

The Chancellor recommends that the Board of Governors approve the changes to the Unclassified Pay Rate for Temporary Employment, as presented.

Justification:

A request was submitted in the 2009 Meet and Confer with PCCEA to add additional types of pay to Appendix K of the Faculty Personnel Policy Statement to address certain types of work in the music department. Upon review of the request, it was determined that that the type of temporary work requested is more appropriate to the Unclassified Pay Rates for Temporary Employment.

To determine if the current pay rate was appropriate, Human Resources conducted a survey contacting universities and community colleges within the state to find similar work and rates of pay. The findings showed that the rate of pay for accompanist work varied from one school to another and was performed by staff dedicated to a regular position, as well as accompanist work being performed by temporary employees.

The current rate of pay offered is not competitive in the local market. The single rate of pay approach is not effective. As a result, the department has experienced difficulty in hiring qualified people. Human Resources is recommending a pay range be established to provide a competitive rate in the local market and meet the needs of the department.

Accompanist $18.00 - $25.00

Community Campus hires temporary Emergency Medical Technician (EMT) Instructors to teach courses in the Public Safety and Emergency Services Institute. Currently, they are being paid from the Unclassified Rates of Pay for Temporary Employment salary schedule as Cardio Pulmonary Resuscitation (CPR) Instructors. The work of CPR Instructors does not capture the type of work performed by EMT Instructors nor does the pay.

To have the ability to teach the types of courses required by the program and be competitive in the local market, the campus is asking to establish a new job category. Human Resources agrees with the request, based on the need to employ qualified people and be competitive in the local market.

(Continued)
Emergency Medical Technician $10.00 - $30.00

Community Campus is requesting a new category of work be established in the Unclassified Rates of Pay for Temporary Employment to address temporary work in television production and online course development. Currently, the College does not have a category that addresses this type of work.

Human Resources reviewed the pay schedule and recommend a two-tier pay range based on the type and level of work required for performing these jobs. The pay range recommended reflects the current rates of pay in the local market.

Production Assistant I $ 7.25 - $10.00
Production Assistant II $11.00 - $15.00

Financial Considerations:

It is expected that current funding sources will be sufficient as allocated or accommodated through budget adjustments.

Approvals

Contact Person Lynne Wakefield
Chancellor Dr. Roy Flores
Legal Services  
Dr. Roy Flores, Chancellor  
(206-4747)

The Chancellor recommends that the Board approve the firms of DeConcini, McDonald, Yetwin & Lacy; Waterfall, Economidas, Caldwell, Hanshaw and Villamana; and Fennemore Craig to provide legal representation to the College through June 30, 2011.
**ACTION ITEM**

| Date: 6/9/10 | Item Number: 15.8 |

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Personnel Retirement System Local Board Membership</td>
<td>Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board approve the appointment of Doreen Armstrong, to the Public Safety Personnel Retirement System local board as set forth below.

**Justification:**

In 1991, the Board of Governors approved participation by the District and its eligible full-time police officer personnel in the statewide Public Safety Personnel Retirement System (PSPRS). Under the provisions of Arizona Revised Statutes Title 38, Chapter 5, the administration of the system as it applied to the District is vested in a local board that functions in accordance with the provisions of state law. The local board consists of five members: the Chair of the Pima County Community College District (PCCCD) Board of Governors, or designee; two members elected by the College members of the Public Safety Personnel Retirement System; and two citizens appointed by the Chair of the PCCCD Board of Governors. The PSPRS governing rules require that one of the citizen appointments be the head of the personnel department of PCCCD. The terms of these appointments are staggered to assure continuity and overlap of membership.

Lynne Wakefield will be retiring from PCCCD effective June 30, 2010, and it is recommended that Doreen Armstrong serve as the PCCCD personnel department representative effective July 1, 2010.

**College Plan Initiative:**

None.

**Financial Considerations:**

None.

**Approvals**

Contact Person: Dr. David Bea

Chancellor: Dr. Roy Flores
Date: 6/9/10  

**Item Title**  
Grant Proposal: Department of Homeland Security, United States Citizenship and Immigration Services, Citizenship and Integration Direct Services Grant Program  

**Contact Person**  
Dr. Sylvia Lee, President, Community Campus (206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the U.S. Citizenship and Integration Direct Services Grant Program grant proposal from the United States Department of Homeland Security, and, if funded acceptance of the grant award from the United States Department of Homeland Security. The term of the grant will be from September 1, 2010 through September 1, 2011.

**Justification:**

The Department of Homeland Security Office has provided funding for organizations to promote the rights and responsibilities of citizenship through citizenship education and naturalization application preparation programs for lawful permanent residents.

Through Department of Homeland Security, the Pima Community College Adult Education (PCCAE) Citizenship Education Program will expand the current Citizenship Education Program English language skills through integrated English classes that will focus on listening, speaking, reading and writing. The proposed Integrated Citizenship Project will allow more students who are Legal Permanent Residents to receive civics-infused English classes which will lead into specific instruction in Citizenship Education.

The PCCAE Integrated Citizenship Project grant proposal will offer English language skill classes to Legal Permanent Residents of Pima County that will increase their retention and success within the Citizenship classes which will enhance their ability to succeed through the Citizenship/Naturalization process. The Integrated Citizenship Project will offer a path to Citizenship that combines an enhanced language curriculum and Citizenship education for a minimum of 200 students.

**College Plan Initiative:**

The Pima Community College Integrated Citizenship Project grant proposal supports the 2008-2011 year plan by addressing Initiative 1, 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 2, Strategy 2.1 Leverage Community Resources.
Financial Considerations:

The total grant amount being requested is $100,000. The table below illustrates the expense items to be supported by the grant: (No college match is required).

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adv. Program Coor. (C42) (14% FTE)</td>
<td>7,857</td>
<td>7,857</td>
</tr>
<tr>
<td>Instructor (1.0 FTE)</td>
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<td>50,055</td>
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<tr>
<td><strong>Salaries Subtotal</strong></td>
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<td><strong>57,912</strong></td>
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<tr>
<td>Total Fringe @34%</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Supplies, Material</td>
<td>1,436</td>
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<tr>
<td>Other Expenses</td>
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<td>100</td>
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<tr>
<td><strong>Subtotal</strong></td>
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</tr>
<tr>
<td>Total Direct Cost</td>
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<tr>
<td>Indirect Costs @ 40%</td>
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<td>28,571</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td><strong>$100,000</strong></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.

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Approvals

Contact Person: 

Dr. Sylvia Lee

Chancellor: 

Dr. Roy Flores
**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

## ACTION ITEM

**Date:** 6/9/10  
**Item Number:** 15.10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Grant Proposal: Rocky Mountain Regional Solar Training Provider/Salt Lake Community College, Solar Instructor Training Network Grant | Dr. Johnson Bia, President,  
Downtown Campus  
(206-7100) |

### Recommendation:

The Chancellor recommends that the Board of Governors approve the Solar Instructor Training Network grant proposal entitled, ‘Solar Heating and Cooling Training Center’ and, if funded, acceptance of the grant award from Rocky Mountain Regional Solar Training Provider/Salt Lake Community College. The term of the grant will be from July 1, 2010 through June 30, 2012.

### Justification:

The College proposes to develop a Solar Heating and Cooling Training Center to expand the capacity for educational institutions and industry training providers to help drive (accelerate) and meet the solar market demand in Southern Arizona.

The College will send two faculty and one laboratory specialist to a training provided by Rocky Mountain Regional Solar Training Provider (RMRTT) in July of 2010 to receive training in solar energy technology. PCC instructors will utilize knowledge and best practices learned to provide training in Solar Heating and Cooling (SHC) and implement a train-the-trainer program. Additionally, funds are requested in the amount of $12,000 from the RMSTP to be used to purchase start-up equipment in support of a Solar Heating and Cooling training program.

### College Plan Initiative:

This program supports the 2008-2011 College Plan: Initiative 4, Create Foundations for Creativity and Innovation, Strategies: 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; 4.1.6 Increase linkages with K-12 institutions; and Initiative 6, Master Technology, Strategies: 6.2.3 Increase access to academic and business technologies, without limitations to Campus or learning location, and 6.2.5 Provide access to innovative teaching resources that allow faculty to experiment with new technology, support mentoring and technology demonstrations, and promote the exploration and research of new pedagogies.

### Financial Considerations:

Funds are requested in the amount of $12,000 from the RMSTP to be used to purchase start-up equipment in support of a Solar Heating and Cooling training program. This start-up equipment will include hardware, materials, solar converter units for roof mounting and supplies and
equipment for solar hot water installation. PCC understands and is willing to cover the additional travel and lodging costs for our faculty to attend the on-site hands-on training.

The College will be required to pay travel expenses that exceed the $500 per staff that is not covered by Salt Lake Community College to attend professional development training in the summer of 2010.

Approvals

Contact Person  Dr. Johnson Bia  5/25/10

Chancellor  Dr. Roy Flores
ACTION ITEM

Date: 6/9/10

Item Title
Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education
Leveraging Educational Assistance Partnership Program and Special Leveraging Educational Assistance Partnership Program

Contact Person
Dr. Suzanne Miles,
Provost and Executive Vice Chancellor
(206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Leveraging Educational Assistance Partnership and Special Leveraging Educational Assistance Partnership program grant awards from the Arizona Commission for Postsecondary Education in Support of the Title IV Federal Student Financial Aid for the period July 1, 2010 through June 30, 2011.

Justification:

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 academic 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 2009-2010 academic year, 181 students received LEAP Program funds.

College Plan Initiative:

This program supports the 2008-2011 College Plan Initiative 1, Strategy 1.3, which states: Develop and enhance effective educational and business partnerships to increase learning opportunities for students

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 $208,817.00. The authorization is for 2010-2011.

(Continued)
As a condition of the grant, the COLLEGE is required to provide estimated funds in the amount of $145,415.00, which represents the proportionate share of institutional participating funds for the LEAP Program. This contribution includes an 88% award contribution ($128,108.00), which is reimbursed to the College as grants are awarded to students, and a 12% administration contribution ($17,307.00) 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 the grant program is an estimated $336,925.00. 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.
**ACTION ITEM**

**Date:** 6/9/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intergovernmental Agreement: Northern Arizona University School for Hotel Restaurant Management</td>
<td>Jana Kooi, President, Northwest Campus (206-2111)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between Northern Arizona University and Pima County Community College District for the Hotel Restaurant Management Program from July 1, 2010 to June 30, 2013.

**Justification:**

Northern Arizona University (NAU) and Pima County Community College District (PCC) have had a partnership enabling students to complete the Bachelor of Science in Hotel and Restaurant Management (HRM) degree from NAU at PCC's Northwest Campus since 2003. NAU and PCC collaborate in the degree requirements, class scheduling and curriculum development.

Each academic year, an appointed NAU faculty member serves as the PCC department chair and faculty member for the HRM program. The NAU faculty member teaches courses at both institutions and is responsible for coordinating the program and serving as the liaison. In addition to teaching classes, the NAU HRM faculty member performs the follow duties: assists in class scheduling; recommends selection of adjunct faculty; serves as the PCC HRM department chair; meets with professionals in the field; recruits students; promotes the program and attends campus, college and advisory committee meetings.

**College Plan Initiative:**

This recommendation relates to Initiative 4, Strategy 4.1 of the Pima Community College 2008-2011 Plan, which states: Expand College access and outreach.

**Financial Considerations:**

The COLLEGE will pay for 50% percent of the NAU faculty member's salary and provides office space and equipment. NAU pays a PCC standard rate for rental of classroom facilities at the Northwest Campus.

(Continued)
Approvals

Contact Person    
Jana Kooi

Chancellor        
Dr. Roy Flores
Pima County Community College District  
Board of Governors  
4905 E. Broadway, Tucson, Arizona 85709-1010  

ACTIONS ITEM  

Date: 6/9/10  
Item Number: 15.13  

Item Title: Intergovernmental Agreement: Pima County Board of Supervisors  
Contact Person: Dr. Sylvia Lee, President, Community Campus (206-6577)  

Recommendation:  
The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the Pima County Board of Supervisors on behalf of the Pima County Superintendent of Schools and Pima County Community College District to provide adult education programs and services for the period of July 1, 2010 through June 30, 2011.  

Justification:  
Through a collaborative agreement with the Pima County Board of Supervisors, in place since 2000, Pima County Community College District has provided adult education programs and services in Pima County. Since 1969, Adult Education has provided services in Pima County, and now serves approximately 7,000 residents annually.  
Pima Community College Adult Education (PCCAE) provides adult education program and services to the citizens of Pima County as well as increased access and transition to the College’s credit programs. This agreement between the County and College has provided adult education that serves to further education and training, thereby increasing the skills of the Pima County workforce and improving and enhancing the economic welfare of Pima County residents.  

Through the annual Intergovernmental Agreement, the County agrees to provide financial and facility support to the College for the sole purpose of the delivery of adult education programs and services. The PCCAE facilities that are supported by the County are: El Pueblo Liberty Adult Learning Center, El Rio Adult Learning Center, and Edward Lindsey Adult Learning Center.  
The College has reviewed the Intergovernmental Agreement and associated activities, evaluated the risks associated with the proposed activities, and determined they do not present an undue liability.  

College Plan Initiative:  
This contract agreement supports the following College Plan, 2008-2011: Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students; Initiative 2, Strategy 2.1 Leverage Community Resources; Initiative 4, Strategy 4.1 Expand College access and outreach, Strategy 4.3 Expand and develop community connections; Initiative 5, Strategy 5.4 Develop external partnerships.  

(Continued)
Financial Considerations:

The fiscal appropriation of this annual IGA is provided by Pima County in the amount of $250,000. In addition, Pima County provides support in the form of an annual in-kind donation of three PCCAE sites (El Rio, El Pueblo, and the Lindsey Adult Learning Centers).

Approvals

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
Date: 6/9/10

Item Title: Intergovernmental Agreement: Pima County Sheriff's Department and Pima Community College Adult Education

Contact Person: Dr. Sylvia Lee, President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between Pima Community College and Pima County Sheriff's Department to provide Adult Education services for the period of July 1, 2010 through June 30, 2011. This IGA is the first one-year extension of four possible stipulated in the original contract.

Justification:

Pima Community College Adult Education (PCCAE) has been providing adult education training and services to the Pima County Sheriff’s Department since 1990. Under this agreement, PCC provides adult basic education classes, GED preparation classes, computer literacy, and employability skills classes to inmates at the county jail.

At this jail site, PCCAE instructs approximately 450 students and administers the GED exam to approximately 60 students annually. A computer assisted, learning program is offered to adult male and female inmates without a high school diploma. This service provides students with the opportunity to acquire a GED.

College Plan Initiative:

These grant and contract activities support the College Plan, 2008-2011: Initiative 1 Strategy 1.3 Develop and enhance effective educational and business partnerships increase learning opportunities for students, and, Initiative 4 Strategy 4.3 Expand and develop community connections.

The College has evaluated the risks associated with the proposed activities and has determined that they do not present any undue liability.

Financial Considerations:

The Pima County Sheriff’s Department will reimburse the College at the following negotiated rates. These rates are inclusive of all costs relevant to instruction, supplies and equipment, staff and administrative oversight.

Adult Basic Education and GED Preparation Instruction: $129,440 (Continued)
GED Examiner and tests (60 tests per year): $9,660

Total Cost: $139,100

The rates will be renegotiated annually.

Approvals

Contact Person  Dr. Sylvia Lee

Chancellor  Dr. Roy Flores
**ACTION ITEM**

**Item Title:** Intergovernmental Agreement: U.S. Department of Health and Human Services and Arizona Department of Economic Security

**Contact Person:** Dr. Sylvia Lee, President, Community Campus, (206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the Arizona Department of Economic Security, Refugee Resettlement Program and Pima Community College to provide English-as-a-Second-Language services through Adult Education. If funded, this agreement will extend from July 1, 2010 through June 30, 2011 with an option to extend for four additional years.

**Justification:**

The Pima Community College Adult Education (PCCAE) has been providing instructional programs to the Arizona Department of Economic Security, for the Refugee Education Program (REP) since 1987.

This Agreement with the Arizona Department of Economic Security and PCCAE will permit the continuation of REP by providing English-as-a-Second-Language classes. PCCAE provides services to approximately 400-500 adult students annually through REP.

The College will evaluate the risks associated with the proposed activities to determine they do not present any undue liability.

**College Plan Initiative:**

These grant and contract activities support the College Plan, 2008-2011: Initiative 1 Strategy 1.3 Develop and enhance effective educational and business partnerships increase learning opportunities for students, and Initiative 4 Strategy 4.3 Expand and develop community connections.

**Financial Considerations:**

The contract agreement listed below operates 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. The fiscal estimated revenues of this annual contract renewal are provided to the Arizona Department of Economic Security by the U.S. Department of Health and Human Services in the amount of $171,996. There is no commitment of College funds to this program outside the fee for service agreement.

(Continued)
Estimated Revenues:

Arizona Department of Economic Security - Refugee Resettlement Program  $171,996

Approvals

Contact Person  Dr. Sylvia Lee

Chancellor  Dr. Roy Flores
**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Date:** 6/9/10  
**Item Number:** 15.16

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Intergovernmental Agreement: Arizona Department of Economic Security, Division of Developmental Disabilities</td>
<td>Dr. Sylvia Lee, President, Community Campus (206-6577)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the Arizona Department of Economic Security Division of Developmental Disabilities to provide educational services to adults with developmental disabilities, and, if funded accept the agreement for the period of July 1, 2010 through June 30, 2011.

**Justification:**

Pima Community College Adult Education (PCCAE) has been providing educational programs to the Arizona Department of Economic Security Adults with Developmental Disabilities, also known as “Project RAISE” since 1980.

This Agreement with the Arizona Department of Economic Security Division of Developmental Disabilities and PCCAE will permit the continuation of the Project RAISE program by providing basic skills classes and other activities. PCCAE provides services to approximately 90 adults with developmental disabilities annually.

The College will evaluate the risks associated with the proposed activities to determine they do not present any undue liability.

**College Plan Initiative:**

These grant and contract activities support the College Plan, 2008-2011: Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships increase learning opportunities for students. Initiative 4, Strategy 4.3 Expand and develop community connections.

**Financial Considerations:**

The contract agreement listed below operates 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. The fiscal estimated revenues of this annual contract renewal are provided by the Department of Developmental Disabilities in the amount of $200,000. There is no commitment of College funds to this program outside the fee for service agreement.

(Continued)
Intergovernmental Agreement: Arizona Department of Economic Security, Division of Developmental Disabilities

Date: 6/9/10
Page 2

Approvals

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
Date: 6/9/10

Item Title

Intergovernmental Agreement: Pima County Community Services Department, Workforce Development Education

Contact Person

Dr. Sylvia Lee, President, Community Campus (206-6577)

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, 2010 through June 30, 2011.

Justification:

Pima Community College's Community Campus has negotiated the renewal of the Intergovernmental Agreement with the Pima County Community Services Department to continue workforce development and educational programs for participants determined eligible by the County. The IGA, which will support education, training and related services from July 1, 2010 through June 30, 2011, contains eight Work Statements as described below:

1. Work Statement No.1 refer clients to enroll in credit and non-credit programs at Pima Community College, including but not limited to all occupational degree and certificate programs, 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 to participate in Pima Community College Adult Education's Workplace Literacy programs, the goal of which is improvement of literacy and employability skills.

3. Work Statement No.3 establishes that Pima Community College Adult Education will provide GED testing services at a County-requested site(s).

4. Work Statement No.4, the College will hire or retain staff stationed at the County One-Stop Centers. Pima County shall fund .5 FTE for each of the following College staff: Program Coordinator and Student Services Specialist. Pima County shall provide space, furniture, computers, phones and supplies for College staff stationed at the One Stops.

5. 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)
7. Work Statement No.7, the College will participate in the Innovation Frontier Arizona regional initiative with Pima County and other partners to develop curriculum and programs through the U.S. Department of Labor Community Based Job Training (CBJT) Grant and additional funding sources as relevant.

8. Work Statement No.8, the College may develop and/or deliver customized short term training programs in areas such as renewable resources and other areas that will benefit One Stop participants.

The College will evaluate the risks associated with the proposed activities to determine they do not present and undue liability.

**College Plan Initiative:**

This program supports the 2008-2011 College Plan Initiative 1, Strategy 1.3, which states: Develop and enhance effective educational and business partnerships to increase learning opportunities for student and Initiative 4 Strategy 4.1 Expand College access and outreach and 4.3 Expand and develop community connections Create Foundations for Creativity and Innovation.

**Financial Considerations:**

The maximum total value of this contract is $1,013,295. 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 in credit and/or non-credit classes at the College.

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 $9,990. Pima County will pay the College $30 per hour of monitored GED testing administered by Pima Community College Adult Education.

The funding 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 $100,000.
Intergovernmental Agreement: Pima County Community Services Department, Workforce Development Education

Date: 6/9/10
Page 3

Approvals

Contact Person
Sylvia N. Lee
Dr. Sylvia Lee

Chancellor
Roy Flores
Dr. Roy Flores
Intergovernmental Agreement: City of South Tucson Fire Department

Dr. Sylvia Lee, President, Community Campus
(206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve an Intergovernmental Agreement (IGA) with the City of South Tucson on behalf of the City of South Tucson Fire Department to allow leveraging resources to provide credit courses by mutual agreement. Addendum 1 includes fire science and/or support courses for the credential program in this area as well as professional development. Other addenda may follow as needed. This agreement is effective from July 1, 2010 through June 30, 2015.

Justification:

Pima Community College has been providing educational programs operated by the Community Campus Public Safety and Emergency Services Institute (PSESI) with partner agencies. The College seeks to begin a new Intergovernmental Agreement with the City of South Tucson on behalf of the City of South Tucson Fire Department. This IGA umbrella format has provided increased flexibility and responsiveness so the College may develop and deliver educational classes to the City of South Tucson Fire Department.

This IGA will allow leveraging of resources to provide credit courses mutually agreed upon by the College and the agency. Classes will be offered either in an academy format, which will consist of a series of courses designed to enable a cohort of students to obtain necessary certifications or credentials, or on an individual basis as requested by the agency.

The College has evaluated the risks associated with the proposed activities and has determined they do not present an undue liability. The base umbrella Intergovernmental Agreement has been reviewed by Community Campus and District Office personnel and has been approved as to form by College legal counsel.

The Agreement includes Partnership Addendum 1 delineating each party’s responsibilities in the partnership arrangement where the College and the agency contribute resources of substantially equivalent value to the programs.
**College Plan Initiative:**

Entering into this Agreement supports the College Plan 2008-2011 Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students.

**Financial Considerations:**

**Addendum 1**

The College will invoice the agency for tuition and fees, and the agency will invoice the College for its cost of instruction up to but not to exceed the total tuition and fee amount.

As new programs are developed and incorporated into the Agreement through addenda, financial considerations specific to these programs will be specified in the addenda.

---

**Approvals**

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Date: 6/9/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Intergovernmental Agreement: Golder Ranch Fire District</td>
<td>Dr. Sylvia Lee, President, Community Campus</td>
</tr>
<tr>
<td></td>
<td>(206-6577)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve an Intergovernmental Agreement (IGA) with the Golder Ranch Fire District to allow leveraging resources to provide credit courses by mutual agreement. Addendum 1 includes fire science and/or support courses for the credential program in this area as well as professional development. Other addenda may follow as needed. This agreement is effective from July 1, 2010 through June 30, 2015.

Justification:

Pima Community College has been providing educational programs operated by the Community Campus Public Safety and Emergency Services Institute (PSESI) with partner agencies. The College seeks to renew the Intergovernmental Agreement with the Golder Ranch Fire District. The previously approved Agreement consisted of a general base contract with addenda to participate in partnership programs. This IGA umbrella format has provided increased flexibility and responsiveness so the College may develop and deliver educational classes to the Golder Ranch Fire District.

This Agreement renewal will continue to allow leveraging resources to provide credit courses mutually agreed upon by the College and the agency. Classes will be offered either in an academy format, which will consist of a series of courses designed to enable a cohort of students to obtain necessary certifications or credentials, or on an individual basis as requested by the agency.

The College has evaluated the risks associated with the proposed activities and has determined they do not present an undue liability. The base umbrella Agreement has been reviewed by Community Campus and District Office personnel and has been approved as to form by College legal counsel.

The Agreement includes Partnership Addendum 1 delineating each party's responsibilities in the partnership arrangement where the College and the agency contribute resources of substantially equivalent value to the programs.
College Plan Initiative:

Entering into this Agreement supports the College Plan 2008-2011 Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students.

Financial Considerations:

Addendum 1

The College will invoice the agency for tuition and fees, and the agency will invoice the College for its cost of instruction up to but not to exceed the total tuition and fee amount.

As new programs are developed and incorporated into the Agreement through addenda, financial considerations specific to these programs will be specified in the addenda.

Approvals

Contact Person  
Dr. Sylvia Lee

Chancellor  
Dr. Roy Flores
Date: 6/9/10 Item Number: 15.20

Item Title | Contact Person
---|---
Intergovernmental Agreement: Arizona K-12 Schools Teacher-Intern Preparation Program | Dr. Sylvia Lee, President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve Intergovernmental Agreements with the Santa Cruz Unified School District and the Sierra Vista School District. The term of the agreements will be from July 1, 2010 through June, 2015.

Justification:

In August 2006, the Board originally approved Agreements with 24 high-need school districts requesting the College’s Teacher Preparation Program for their teachers. School districts are working to meet the need for highly-qualified teachers as required by the federal mandates embedded in the K-12 No Child Left Behind Act (NCLB) legislation. Arizona classroom instructors must be considered highly qualified teachers. The Arizona Department of Education (ADE) has severely limited emergency teaching certifications. Thus, school districts must contract with a state-approved teacher preparation program. Pima Community College is a state-approved program.

Districts are seeking to replace current emergency certifications with intern certification through the Teacher Preparation Program. It is anticipated the demand for this program will continue to increase.

We seek to extend an Intergovernmental Agreement with each of these school districts to support this program:

Santa Cruz Unified School District
Sierra Vista School District

College Plan Initiative:

This contract agreement supports the following College Plan, 2008-2011: Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students, Strategy 1.5 Develop and enhance learning and educational resources to support student learning and effective teaching.
The College has engaged in programs with local school districts for several years and recognizes no new or unusual exposures associated with the proposed activities. The Agreement has been reviewed by College staff.

**Financial Considerations:**

There are no additional funds associated with this action.

---

**Approvals**

Contact Person: Dr. Sylvia Lee  
Chancellor: Dr. Roy Flores
Date: 6/9/10

Item Title: Intergovernmental Agreement for Funds Granted Under the American Recovery and Reinvestment Act of 2009
Contact Person: Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the College and the Governor's Office of Economic Recovery, enabling the College to apply for fiscal year 2010 State Fiscal Stabilization funds.

Justification:

The Governor’s Office of Economic Recovery was established by Governor Brewer to oversee and discharge funds granted under the American Recovery and Reinvestment Act of 2009 (ARRA). The College is a qualified public institution of higher education and is eligible to receive ARRA State Fiscal Stabilization Funds. The College will receive funds on a cost reimbursement basis upon receipt, review, and approval of payment request forms that illustrate the College’s expenditures by line item.

College Plan Initiative:

College Plan 2008-2011 Initiatives 1-7 are all supported by this action item.

Financial Considerations:

As a public institution of higher education, the College has applied for and is eligible to receive up to $1,860,278 for fiscal year 2010, via the State Fiscal Stabilization Fund of the American Recovery and Reinvestment Act (ARRA).
Date: 6/9/10

Item Title | Contact Person
---|---
Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2010/2011 | Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors award a contract to Western Web & Graphics Inc. for printing services and delivery of the Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2010/2011.

Justification:

The Purchasing Department, on behalf of the Marketing Department, conducted a bid process to obtain the best possible pricing for printing and delivery of all three editions of the 2011 Combined Credit/Non-Credit Schedules of Classes. The bid process was completed in May 2010. Four bids were received.

Western Web & Graphics Inc. submitted the low bid. The recommendation to award the contract for printing of the Combined Credit/Non-Credit Schedules of Classes is based on pricing and on a review of the printer's effectiveness. The College evaluated the printer's performance using the following criteria: 1) ability to meet deadlines; 2) the quality of the finished product, including trimming and legibility of print; and 3) ability to meet distribution requirements.

This is the first time that the Credit Schedule of Classes and the Non-Credit Schedule of Classes will be combined into one publication. By combining the two, the College will achieve increased market reach for non-credit offerings. For the last few semesters, Continuing Education at Community Campus has printed between 6,500 and 7,500 Non-Credit Schedules of Classes each semester. The number of Combined Credit/Non-Credit Schedules of Classes proposed under this contract will not exceed 65,000 each semester, providing a significantly higher presence in the community for non-credit offerings. This is 10,000 more than has been traditionally printed each semester of the Credit Schedules of Classes. This additional amount is for allocation of extra copies to Community Campus for their promotional needs, since they will no longer have a separate Non-Credit Schedule of Classes. Continuing Education may or may not request the full additional 10,000, based on what they anticipate their marketing needs to be each semester.

The Combined Schedules will be distributed as part of the regular process followed in the past for distributing the Credit Schedules of Classes (allocated to each of the campuses and, in a
separate effort, via a distribution service that places the Schedules in displays in prominent locations throughout the community). The Schedules will not be mailed.

College Plan Initiative:

This recommendation supports Initiative 4: Create Foundations for Creativity and Innovation, Strategy 4.1 – Expand College access and outreach of the 2008-2011 College Plan.

Financial Considerations:

The total amount required will not exceed $100,457. Of this amount $91,324 is for printing, delivery, and applicable taxes; $9,133 is for contingency funding for printing and delivery (use limited to an amount that is justified by cost increases in materials and services only). This is approximately 23% more than the combined actual amount spent on the last comparable series of Credit Schedules of Classes and Non-Credit Schedules of Classes. The additional expense is the result of: incorporating three-color printing into the publication, so that the non-credit section of the Schedules may be printed in a different color than the credit section, making the two sections distinctive; a higher page count; and a sturdier binding method to accommodate the higher page count. The total dollar amount required may be less, depending on the actual number of additional copies of the Combined Schedules requested by Continuing Education each semester.

Approvals

Contact Person
Dr. Suzanne Miles

Chancellor
Dr. Roy Flores
Date: 6/9/10  
Item Title: Contract: Marketing Services  
Contact Person: Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)  

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, 2010. 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 second one-year renewal period.

Justification:

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.

(Continued)
College Plan Initiative:

This recommendation supports 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, which is the same amount contracted for with Gordley Design Group, Inc. last fiscal year. Of this amount, $115,000 is for creative services, account management and planning, and public relations services; $194,000 is for paid media expenses.

Approvals

Contact Person

Dr. Suzanne Miles

Chancellor

Dr. Roy Flores
**ACTION ITEM**

**Date:** 6/9/10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contracts: Information Technology Replacement – FY11</td>
<td>Kirk Kelly, Vice Chancellor for Information Technology (206-4809)</td>
</tr>
</tbody>
</table>

**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. Capital expenditures will be: $2,081,000 from the following vendors:

- Abba Technologies
- Apple Computers
- CDW-G
- Sehi Computer Products
- NVision Networking
- Quest
- Oracle America
- Dynamic Systems
- Dell
- Aegis
- Applied Computer Solutions
- Accuvant
- AV Innovations
- CCS Presentation Systems
- Hewlett Packard
- Troxell Communications, Inc.
- World Wide Technology
- 3RP Co.
- NetApp
- Hitachi
- Mystics

**Justification:**

These purchases continue the allocation of desktop computers for administrative use by faculty, staff, and administrators. Included is 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.

Additional capital projects include Data Partitioning Software to allow for more efficient access to the College’s Stored Data, Telephone Replacement at Education Centers incorporating them into the VoIP system that was installed at the Campuses over the last several years and continuation of the installation of the Emergency Broadcast Paging System at the Campuses.

**College Plan Initiative:**

These purchases support 2008-2011 College Plan Initiative 6.0.
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 April 14th, 2010 board meeting, item number 23. This project is included in the Capital Budget Plan for Fiscal Year 2010 and 2011 (# 5, 6, 7, 9, 10, 32, 36 & 55).

Approvals

Contact Person

Chancellor

Dr. Roy Flores
Pima County Community College District
Board of Governors
4905 East Broadway/Tucson, Arizona 85706-1010

ACTION ITEM

Date: 6/9/10 Item Number: 15.25

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Contracts: Information Technology Maintenance, Licensing and Services - FY11</td>
<td>Kirk Kelly, Vice Chancellor for Information Technology (206-4809)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2011/2012 Fiscal Year.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle America and it’s Partners (Mystics, Dell)</td>
<td>Oracle Relational Database &amp; Tools</td>
<td>$520,000</td>
</tr>
<tr>
<td>Oracle America and it’s Partners (Dell, CDW-G, Dynamic Systems)</td>
<td>SUN (HW, Peripherals, Systems SW)</td>
<td>$325,000</td>
</tr>
<tr>
<td>SunGard SCT</td>
<td>Banner and Luminis (MyPima portal)</td>
<td>$435,000</td>
</tr>
<tr>
<td>FAMIS Software, Inc.</td>
<td>Hosting Fees-Facilities</td>
<td>$250,000</td>
</tr>
<tr>
<td>PerceptIS</td>
<td>24 x 7 Helpdesk Support</td>
<td>$250,000</td>
</tr>
<tr>
<td>Qwest</td>
<td>Juniper and Cisco Switches &amp; Routers</td>
<td>$225,000</td>
</tr>
<tr>
<td>Blackboard Inc.</td>
<td>Blackboard Vista Course Management</td>
<td>$190,000</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Hosting Fees-Finance</td>
<td>$165,000</td>
</tr>
<tr>
<td>Zones</td>
<td>Site License for Microsoft Software</td>
<td>$150,000</td>
</tr>
<tr>
<td>Diskover</td>
<td>Adobe contractual license program</td>
<td>$110,000</td>
</tr>
<tr>
<td>Altura</td>
<td>VoIP system maintenance</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

Justification:

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. Maintenance contracts increased in cost by 1% from last fiscal year.

(Continued)
College Plan Initiative:

These contracts support 2008-2011 College Plan Initiative 6.0, Strategy 6.2.1, 6.2.3 and 6.2.4.

Financial Considerations:

These maintenance agreements are funded from the FY 2010-11 General (Operating) Budget approved by the Board of Governors on June 9, 2010.

Approvals

Contact Person

Chancellor

Dr. Roy Flores
Date: 6/9/10  

Item Title:
Contract: Financial Aid Expanded Call Center

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

Recommendation:
The Chancellor recommends that the Board of Governors approve the Addendum to the Master Services Agreement between Pima Community College and Perceptis, LLC for the purpose of providing 17/7/365 Financial Aid help desk support for faculty, students and staff via telephone, e-mail, Web and Chat. The term of this agreement will be from July 1, 2010 to June 30, 2011.

Justification:
Financial Aid applications have doubled in the past three years while staffing has remained constant. This increased load makes it difficult for Financial Aid staff to provide adequate support to applicants, especially those calling in for help. Phone queue wait times at the start of the 2010 semester were often 30 to 90 minutes. Estimated yearly phone volume is over 50,000 calls and it is not cost effective for the College to increase staff to handle this load. This contract for Financial Aid phone support will cover over 50,000 calls and provide phone coverage from 7:00am till 12:00am, seven days per week. It also allows for increased support to handle peak call volume during the months of August, September, and January.

College Plan Initiative:
This contract supports the 2008-2011 College Plan Strategy 6.3.3, Strategy 6.2.3, and 7.3.1,

Financial Considerations:
This contract is an addendum to the existing IT Helpdesk phone support contract. The agreement will cost $250,000 and will be funded from the FY2010-11 General (Operating) Budget approved by the Board of Governors on June 9, 2010.

Approvals

Contact Person
Kirk Kelly

Chancellor
Dr. Roy Flores
ACTION ITEM

Date: 6/9/10 Item Number: 15.27

Item Title
Contract: Workers’ Compensation Insurance

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

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, 2010 through June 30, 2011.

Justification:

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.

College Plan Initiative:

College Plan Initiative 7: Strengthen Administrative Operations; Strategy 7.2: Systematically assess and address College risk and liability

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 $314,400, reflecting a 2% increase in premiums from the prior year due to the increase in hours worked from 37.5 per week to 40 hours per week for College employees.

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

Approvals

Contact Person
Dr. David Bea

Chancellor
Dr. Roy Flores
Recommendation:

The Chancellor recommends the Board of Governors approve a participation agreement with The Midwest Higher Education Compact for the period July 1, 2010 through June 30, 2011. The estimated annual premium is expected not to exceed $122,200.

Justification:

Pima Community College annually purchases property insurance to protect the College from financial losses arising from damage to College-owned buildings and personal property. 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.

The College has purchased property insurance through participation in The Midwest Higher Education Compact (“The Compact”) since 2007. The Compact is a group purchasing consortium comprised of 51 participating institutions of higher education spread across 13 states insuring over $62 billion in property values. Participating institutions, by pooling property values, receive insurance coverage and rates not available to individual participants. In addition, The Compact contracts with an administrator (Marsh, Inc.) that provides program oversight and ongoing management with allocated loss control consulting. Participation in The Compact includes provisions for the accrual of equity in The Compact with the availability of a dividend paid to participating members based on group and individual loss histories.

As part of the annual review of insurance coverage, the College solicited proposals from alternative carriers, resulting in one additional proposal. While the second proposal included slightly lower premiums, the coverages included were inferior. Additionally, The Compact provides the potential for a dividend disbursement based on experience.

The Compact administrator has indicated final premium allocations will be delivered to participating institutions on June 8. The College expects to provide the final premium allocation upon receipt and no later than at the time of the Board Meeting and is requesting participation authority subject to a final premium allocation not to exceed $122,200.
College Plan Initiative:

Initiative 7 - Strengthen Administrative Operations
Strategy 7.2 - Systematically assess and address College risk and liability

Financial Considerations:

The estimated annual premium is expected not to exceed $122,200, a 5% increase over current premium.

The estimated premiums for the insurance policy and an additional $50,000 for property loss deductibles have been incorporated into the FY11 College budget.

Approvals

Contact Person

Dr. David Bea

Chancellor

Dr. Roy Flores
ACTION ITEM

Date: 6/9/10

Item Title: Contract: General Liability and Automobile Liability and Physical Damage Insurance

Contact Person: Dr. David Beagley
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Chancellor recommends the Board of Governors approve a general liability and automobile liability and physical damage insurance contract with The Arizona School Risk Retention Trust, Inc. for the period July 1, 2010 through June 30, 2011. The proposed annual premium is $485,836.

Justification:

Pima Community College annually purchases general liability and automobile liability and physical damage insurance to protect the College from financial losses for damages due to negligence arising from wrongful acts and automobile operations, respectively. 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.

The College has purchased general liability and auto insurance through The Arizona School Risk Retention Trust, Inc. ("The Trust") since 2002. The College solicited proposals from alternative carriers, receiving interest from one carrier in addition to the incumbent. The other interested carrier, however, did not provide coverage in two areas that presented significant coverage gaps. The Trust continues to provide to the College the most cost-effective alternative for entities like the College that maintain a fully-insured insurance program.

College Plan Initiative:

Initiative 7: Strengthen Administrative Operations
Strategy 7.2: Systematically assess and address College risk and liability

Financial Considerations:

The proposed annual premium is $485,836, a 13 percent increase over current premium. The proposed premium increase is related to the increase in student enrollment.

The estimated premiums for the insurance policy and an additional $50,000 for liability deductibles have been incorporated into the FY11 College budget.

(Continued)
Approvals

Contact Person

Dr. David Bea

Chancellor

Dr. Roy Flores
Date: 6/9/10

Item Title: Contract: ITCAP, Inc.

Contact Person: Dr. Sylvia Lee, President, Community Campus
(206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with ITCAP, Inc., to provide joint industry standard workforce training, for the period June 9, 2010 through June 30, 2013. The new contract includes tuition assessments based on College-approved tuition rates.

Justification:

ITCAP, Inc. provides industry standard, vendor-authorized, workforce training programs. Students earn Pima Community College workforce credit through successful completion of a competency-based, challenge exam that requires demonstrated skills-based learning. Entering into this agreement allows the College to offer an opportunity for students to further their education through credit by examination.

Pima Community College and ITCAP have been contractual partners since 1997. ITCAP contracts with national clients to provide industry standard training programs such as A+. The courses are taught by trainers hired by ITCAP. Upon successful completion of a course, a student may earn Pima Community College workforce credit through the credit-by-examination model. The student must successfully pass the College approved challenge exam, scored by a PCC certified instructor. In 2008-2009, there were 3,784 enrollments with 8,701 credit hours earned under this agreement.

The College uses approved industry standards to develop the course curriculum. All curricula must be authorized through the College’s workforce curriculum review process prior to being offered for credit through this agreement.

College Plan Initiative:

Entering into this Agreement supports the College Plan 2008-2011 Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students, and Initiative 4, Strategy 4.1 Expand College access and outreach.
Financial Considerations:

Each student who successfully completes the challenge examination and earns workforce credit will be assessed a per-credit charge based on approved tuition rates. Out-of-State students will pay $92 per credit for Fiscal Year 2011. The contract will generate approximately $600,000 for the fiscal year.

The contract pricing structure will be renegotiated annually to reflect changes in tuition rates, and the contract will include a 90-day termination clause.

Approvals

Contact Person: Dr. Sylvia Lee
Chancellor: Dr. Roy Flores
**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Date:** 6/9/10  
**Item Number:** 15.31

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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| Lease: Northern Arizona University Second Five-Year Extension | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

**Recommendation:**  
The Chancellor recommends that the Board of Governors approve a second five-year extension to the original lease agreement between Pima County Community College District and Northern Arizona University for the use of space at Community Campus for the period of August 16, 2010 to August 15, 2015.

**Justification:**  
In July, 1999, the Pima County Community College District Board of Governors approved a long term lease agreement with Northern Arizona State University for their use of approximately 5,536 square feet of space at Community Campus. Working with the College's architects, Northern Arizona University funded the cost of architectural services to design their space in such a way that would complement our planned design for Community Campus. Their space design was included in the design development presentation to the Board on June 9, 1999. In order to fund the build-out of their space, Northern Arizona University agreed to a long term lease of an initial five-year term with three additional five-year extensions, for a total of twenty years. The first five-year extension ends August 15, 2010.

**College Plan Initiative:**  
Lease renewal supports the 2008-2011 College Plan, Initiative 1 including action 1.1.6, Strengthen university partnerships to include occupational/workforce and transfer and action 1.2.2, Develop strategic joint program admissions opportunities for students.

**Financial Considerations:**  
The annual rent established by the agreement and paid by Northern Arizona University covers all operating and maintenance cost for the space. There is an additional charge per month to cover the common area maintenance. The annual rent is increased three percent per year or an amount equal to the Federal Consumer Price Index, whichever is larger. In addition to the monthly payments, the original construction of $719,000 is amortized over the twenty years and is paid monthly by Northern Arizona University. Northern Arizona University has $428,360 remaining due on their improvements. Beginning September 1, 2010, the total monthly payments will increase from an annual rate of $94,760.95 to $96,050.26, an increase of $1,289.31.

(Continued)
Approvals

Contact Person

Dr. David Bea

Chancellor

Dr. Roy Flores
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, 2010.

Justification:

On June 10, 2009, the Board of Governors adopted the fiscal year 2009-2010 budget of $226.0 million, which included $198.2 million for general, designated, auxiliary, and restricted fund current operations and $27.8 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 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, 2010, 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.

College Plan Initiative:

College Plan 2008-2011 Initiatives 1-7 are all supported by this action item.

Financial Considerations:

None.
Fiscal Year 2009-2010 Adopted Budget Reductions

Date: 6/9/10
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Approvals

Contact Person
Dr. David Bea

Chancellor
Dr. Roy Flores
Date: 6/9/10

Item Title: Personnel Policy Statements, 2010/2011 Fiscal Year

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

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

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment. While meet and confer does not include personnel policies or fringe benefits common to all employee classifications, the Board has authorized a discussion with employee representative groups and other employees on these matters.

In the 2009/2010 meet and confer process, Proposals and Final Agreements Concerning Meet and Confer Proposals have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process language changes are to be brought forward to the Board for approval.

Additionally in 2009, requests were submitted asking for employee volunteers to review the 2009/2010 Personnel Policy Statement for College Employees and to submit suggestions for changes.

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, 2010.
Financial Considerations:

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

Approvals

Contact Person

Lynne Wakefield

Chancellor

Dr. Roy Flores

(Continued)
Classified Non-Exempt Personnel Policy Statement  
Proposed Changes for 2010/2011

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

D. Work Schedules/Shifts/Locations (moved to E.)
- Add language to clarify that an employee may request an adjustment in a work schedule and that the approval and review process is by an Executive Administrator.

F. Meal Periods (moved to C.)
- Clarify that an employee shall normally receive a 60-minute meal period around the middle of the day.
- Include a provision in which an employee may ask in advance for a departure from his/her designated lunch period. Clarify that in all cases, the employee must receive a minimum of a one-half hour unpaid break.

Section III. Employment

D. Layoffs
- Add language to inform AFSCME with as much advance notice as feasible of pending layoff actions prior to actual layoff notifications.
- Clarify recall provisions when laid off from a general funded position.
- Add language to clarify employee status if recalled to work from a layoff.

Section IV.

C. Professional Development Enrichment Fund
- Change the maximum expenditure per employee per fiscal year up to a maximum of $2000; add minor language to clarify reimbursement for pre-approved professional development expenses.

Section V. Leaves and Holidays

A. Holidays and Recesses
- Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarify that Winter Recess begins on December 24, 2010.

D.3. Requesting and Using Sick Leave
- Clarify the notification process when, due to an illness, an employee is unable to notify his/her supervisor.

(Continued)
Classified Exempt Personnel Policy Statement
Proposed Changes for 2010/2011

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 III. Employment

J. (New) Work as Adjunct Faculty
   ○ Add new language to define the conditions of an Exempt employee when employed by the College as adjunct faculty.

Section III. Employment

D.3. Layoffs (General Fund Employees)
   ○ Add language to provide an employee and President of ACES with as much advance notice as feasible of a pending layoff action.

F. Recall
   ○ Add language to clarify employee status if recalled to work from a layoff.

Section V. Leaves and Holidays

A. Holidays and Recesses
   ○ Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarify that Winter Recess begins on December 24, 2010.

D. Sick Leave
   ○ Clarify that an employee’s accrued annual leave will be converted to sick leave when the employee is unable to work due to illness or injury and has exhausted available sick leave.

(Continued)
Classified Administrator Personnel Policy Statement
Proposed Changes for 2010/2011

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 V. Leaves and Holidays
A. Holidays and Recesses
   - Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarified Winter Recess begins on December 24, 2010.

Appendix C: Job Titles
   - For the Administrator Classification, change the working job title from Division Dean to Academic Dean.

(Continued)
Faculty Personnel Policy Statement  
Proposed Changes for 2010/2011

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 a title change from Division Dean to Dean or Supervising Administrator.

Article II. Conditions of Work
A. General Responsibilities
   o New language to clarify that serving as Discipline Standards Faculty also fulfills the minimum service requirement.
   o Include winter intersession to state that faculty may complete all or a portion of their assignment during the summer or winter intersession.

B. Workload, Workload Calculations and Accountability
   o 1. Add new language to teaching assignments to clarify how a new faculty member’s schedule is established, when a scheduling conflicts occurs, or a schedule modification is required. Add new language that faculty are responsible for ensuring educational services during the day, evenings and weekend hours, and that they will work with the Supervising Administrator to accommodate brief breaks as needed.
   o 7. Add language that Educational Support Faculty will collaborate with the Supervising Administrator to determine work schedules and coverage priorities. To accommodate extenuating circumstances, both parties will collaborate with as much advanced notice as possible to modify flex schedule; schedules will not be modified unless agreed to by both parties unless circumstances do not permit; Requests to teach will be approved unless the schedule would negatively affect service operations.

F. Grants/Awards
   o Change Section title to read: Grants/Awards/Externally Funded Contracts/Agreements; included language for externally funded contracts and agreements.

Article V. Compensation
B. Salary Determinations for Regular Full-Time Faculty
   o New language to clarify a faculty member required by the College to perform director duties beyond his/her contract shall be paid those additional days based on the faculty member’s average daily rate.

(Continued)
E. Grants/Agreements
   o Add to Section title to read: Grants/Awards/Externally Funded Contracts/Agreements; included language for externally funded contracts and agreements.

Article VI. Leaves
   Included bereavement leave and jury duty in the language; add reference to the Personnel Policy Statement for College Employees; add new sentence reminding faculty to submit time records with an accurate accounting of all paid and/or unpaid leave taken.
A. Sick Leave
   o 1. Accrual; delete sentence stating when approved for a reduced contract, sick leave is prorated.
   o 2. Sick Leave Definition and Reasons: include birth or care of a new born child under the FMLA.
   o 3. Guidelines; new sentence clarifying that for a faculty member who fails to appear for any reason other than sick leave, the sick leave credited for that year will be proportionally reduced to the amount of the contract term when the faculty member returns.
   o 4. Reporting Sick Leave; sentence moved to Guidelines.

D. Holidays and Recesses
   o Update the holiday and recess calendar for the 2010/11 fiscal year based upon the Academic Calendar; clarified for fiscal contract faculty, Winter Recess begins on December 24, 2010.

Article VII. Faculty Professional Development Program
A. 3. Faculty Professional Development Program – General
   o Clarify campus representation for 2010/11; include language to clarify what occurs when a representative must vacate a position temporarily or is unable to complete his/her term.
B. Sabbatical Program
   o Add new language to establish a process for the 9 faculty members who were recommended for approval of sabbaticals to the Chancellor, but due to economic constraints the sabbatical were suspended for 2010/11.
   o B1-4. Clarify the default payment when a faculty member is approved for a half-pay sabbatical; change eligibility to apply for another sabbatical during the faculty member’s sixth consecutive year of service to the College; add new language that proposals that do not demonstrate equivalency to the contractual load may be eliminated from further consideration; add process when a sabbatical has been approved to be delayed to the next year.

Article XII. Faculty Representative Group (PCCEA) Rights
B. Communications
   o Add new language added permitting the PCCEA campus representative, with prior approval of the Campus President, to briefly present faculty-related information during Campus Faculty or Division meetings.

Unit Guidelines: Show winter intersession as a separate session.
Appendix D: Instructional Department Chair Structure

6. Compensation for Work Outside of Instructional Days of Accountability
   o Change the clock hours for Department Chair days of accountability from 75 to 80 (10 days).

10. Election Process
   o Clarify eligibility to nominate or self-nominate Department Chairs; add process when a vacancy occurs during the Winter Intersession.

Appendix E: Director of Library Structure
   o Add language for a selection process to fill a vacant Director position.

Appendix O: Delete
Personnel Policy Statement for College Employees
Proposed Changes for 2010/2011

Miscellaneous

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

Section I General Information
B. EEO/AA:
   o Keep a brief part of Board Policy 1501; delete superfluous language, stated that College administration is authorized to establish regulations and procedures.
C. Harassment (including Sexual Harassment):
   o Keep a brief part of Board Policy 1503, delete remainder of policy language, stated that College administration is authorized to establish regulations and procedures.
D. ADA Compliance:
   o Eliminate reference to and wording of archaic Board Resolution; referred to current 1501A, state that College administration is authorized to establish regulations to effect this compliance.
F. Drug-Free Workplace Policy:
   o Remove other outdated language; referred to Board Policy 4006; state that College administration is authorized to establish regulations and procedures to affect this policy.
G. Conflict of Interest – Pecuniary or Proprietary Interest:
   o Revise title to read “Conflict of Interest”; created a definition for conflict of interest; placed (1) pecuniary/proprietary interest, (2) nepotism, (3) consensual relationships, and (4) outside/secondary employment as subsets of “conflict of interest”—each with its own explanation and requirement to disclose. New wording only clarifies current language. Under Pecuniary or Proprietary Interest, added employees must “avoid situations in which a conflict of interest may arise” to the requirements to disclose. The conflict of interest form to have a link from the policy. Emphasize that consensual relationships can impact decisions which are financial or career oriented. Add a statement that a failure to disclose a conflict of interest may result in corrective or disciplinary action.
K. Definitions:
   o Remove all definitions from the body of the policy statement; create a glossary; definitions team reviewed terms for currency and accuracy.
O. Participation in College Activities:
   o Change title to “Service to the College” based on content of the section.

(Continued)
Section II Employment
A.2. Employment Status and Compensation:
   o Clarify the content under Initial Hire probation and Position Change probation; moved to Section V. Disciplinary Procedure. Add language to clarify years of service.

A.3. Temporary Employees:
   o Clarify the salary placement process for Faculty Administrative Appointments.

B. Competitive Employment for Regular Positions:
   o Clarify that recruitment areas are defined as local, national or target geographical areas to ensure availability of qualified applicants; eliminate the section of definitions and moved them to the glossary, as appropriate.

C. Voluntary Transfer Program:
   o Eliminate the section of definitions and moved them to the glossary, as appropriate.

F. College Closure or Delayed Opening:
   o Add a new section and clarified emergency closing and authorization of pay, as appropriate.

Section III Benefits
I. Educational Benefits/Tuition Waiver:
   o Clarify that the authority to waive tuition derives from ARS 15-1445 and that the waiver applies to classes audited. Clarify that the adjunct faculty tuition waiver applies only to the same semester in which the adjunct faculty member teaches.

Section IV Leaves:
B. Personal Days:
   o Clarify that personal leave may be used in half-day increments.

C. Bereavement Leave:
   o Clarify that bereavement leave is 40 hours maximum, does not have to be used consecutively, and may be used in half day increments within the first seven work days following the death.

E. Jury Duty or Subpoena:
   o Clarify that all employees may use Jury Duty Leave for normally scheduled work time that is missed as a result of their service in this capacity.

I. Leave Under the Family and Medical Leave Act:
   o Eliminate much language as this is federal law with which we must comply; if the law changes, our policy must also change. Recommend keeping sufficient language to serve employees as a guide, but also recommend creating a web address with information available through Human Resources. Add employees may submit a grievance or complaint concerning the administration and application of the FMLA, along with a statement that employees must provide sufficient information for the College to determine if the leave qualifies for FMLA protection.

J. Leaves of Absence:
   o Insert cross references and rearrange sections to assist readers. Separate professional growth leave from personal leave but maintain the same language.

K. Voluntary Leave Donation Program:

(Continued)
o Add reference that there are some special provisions for faculty who do not accrue annual leave and cross-reference to the Faculty Personnel Policy Statement; add other minor changes for clarification purposes.

Section V. Code of Conduct:

B. Code of Conduct and Standards of Behavior for Employees:
  o Insert employees are “required” rather than “expected” to comply with laws and College policies. Move sentence that “employees will avoid any actions that create the appearance of violating the law or College policy” to the section under Investigations. Add supervisors will inform employees of what violation has occurred. Add bullying to the list of prohibited conduct. Include cross-references to policy on Conflicts of Interest for added emphasis where appropriate.

E. Investigations:
  o Add language that investigations can include the appearance of violations. Add that matters concerning to a Chancellor shall be referred to the Employee Relations Office. The Employee Relations Office will forward the matter to the Board's attorney, who will inform the Board of Governors. Add that an employee required to attend an investigatory meeting shall be informed of the nature and the intent of the meeting and choose to have a non-attorney employee representative if so desired.

F. Guidelines for Corrective Action and Disciplinary Procedures:
  o Reformat steps for corrective and disciplinary action to assist the reader with provisions used within the policy. Include a sentence that employees and their representatives will be allowed reasonable reassigned time from their regular duties to meet with College management.

G. Corrective Action Procedure:
  o Slight reformatting to assist the reader with the same language used. Clarify that a written directive will not be placed in an official personnel record unless subsequent corrective action is taken. Provide a cap on the timeline for corrective action to be taken (90 calendar days), which may be extended upon mutual agreement. Clarify that the first corrective action is maintained in the supervisor’s file and that the second corrective action plan becomes a part of the employee’s personnel record. Provide appropriate timelines for scheduling meetings and add a provision that employees will be advised of the purpose of these meetings. Establish a process whereby an employee who successfully completes a corrective action plan may have evidence of the plan removed from the supervisor’s/official personnel record. If not successfully completed, the plan may be used in subsequent actions.

H. Disciplinary Procedure:
  o Reformat and reorder content to assist the reader with the same language as contained in the current handbook. Remove language which is redundant. Emphasize that the Department of Human Resources and the area Administrator will be consulted by the supervisor prior to disciplinary action being taken against an employee. Clarify the procedure if more than one meeting is needed to deal with the employee matter. Add a disciplinary probation period for feedback and observation following disciplinary action. Provided an overall purpose for when a

(Continued)
“Suspension” may be appropriate, how the suspension notice will be delivered and that the employee is allowed to provide a written response for the record.

Add a new section: Suspension with Pay, of no more than one day, as a decision-making event regarding an employee’s employment status with the College.

Section VI  Grievance Procedure

C. Definition and Scope:
   o Clarify that a grievance may be filed if a representative of the College has misapplied one or more sections of a personnel policy statement, including the Code of Conduct.

D. Time Limits:
   o Some reformatting to assist the reader and give more clarity...same language used as is contained in the current policy statement.

F. Request for Informal Resolution: Step One:
   o Change the time limit from 5 to 7 work days.

Appendix H  New
   o Add Wage and Hour materials regarding FMLA.

Glossary  New
   o Provide definitions of terms used throughout the Personnel Policy Statement.