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 13th day of April, 2011, 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 8th day of April 2011.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: ____________________________
Roy Flores

Distribution:

Buildings: City
County

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

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

General Matters/Reports

1. Call to Order
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
   Rose Bolz
   Timothy Kelliher

5. Student Representatives
   Mary Carroll
   Khutso Choshi

6. Faculty Representatives
   Kimlisa Duchicela
   Patty Figueroa

7. Report — Chairperson of the Board
   • Authorization of Executive Session on May 11, 2011

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

9. Report — Chancellor
   - Board Recognition Awards
   - Employee Group Presentations (ACES and AFSCME)


Information Items

11. Separations from Employment
    12. Student Aide Hires
    13. Cooperative Educational Agreement with Habitat for Humanity – Tucson

Action Items

14. Approval of Minutes
    A. Special Meeting of March 9, 2011
    B. Regular Meeting of March 9, 2011

15. Consent Agenda

15.1 New Appointments

15.2 Administrative Appointments

15.3 Adjunct Faculty Appointments

15.4 Temporary Appointments

15.5 Grant Continuation: AmeriCorps State Continuation Application, Governor’s Office for Children, Youth and Families, AmeriCorps*State Program-Pima Adult and Family Literacy Corps

15.6 Memorandum of Understanding: United States Air Force, Davis Monthan Air Force Base Educational Program

15.7 Disabled Student Resources – Sign Language Interpreting Services

15.8 Desert Vista Campus Title V Learning Center and Study Area Improvement Project

15.9 Contract: Architectural Services – Northwest Campus Building Expansion
Action Items (Continued)

15.10 Curriculum Recommendations – New Center for Training and Development Program Phlebotomy – Certificate for Direct Employment

15.11 Curriculum Recommendations – Program Inactivation:
   English Immersion — Certificate for Direct Employment

15.12 Curriculum Recommendations – Program Inactivation:
   Histotechnician — Associate of Applied Science Degree for Direct Employment

15.13 Curriculum Recommendations – Program Inactivation:
   Histotechnician — Post-Degree Certificate for Direct Employment

15.14 Curriculum Recommendations – Program Inactivation:
   Manufacturing Technology – Associate of Science Degree for Transfer

Other Action Items

16. Differential Tuition

Adjournment

Regular Meeting
May 11, 2011, 7:00 p.m.
District Office
Community Board Room
4905 East Broadway
Tucson, AZ 85709-1010
# GENERAL MATTERS/REPORTS

**Meeting Date:** 4/13/11

<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>
</tbody>
</table>

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Staff Representatives
5. Student Representatives
6. Faculty Representatives
7. Report—Chairperson of the Board  
   - Authorization of Executive Session on May 13, 2011
8. Report—Secretary of the Board
9. Report—Chancellor

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**Approval**

Chancellor: [Signature]

Dr. Roy Flores
DATE: 4/13/11

ITEM TITLE: Report - February 2011 Financial Statements

CONTACT PERSON: Dr. David Bea

Executive Vice Chancellor for Finance and Administration
(206-4519)

RECOMMENDATION:

Attached are the financial statements showing preliminary 2010/11 fiscal year results through February 2011. 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 February. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through month end, year-to-date, is approximately $22.1 million. This is higher than the February 2010 net assets increase of $8.6 million, and is principally related to the timing of financial aid draw downs through the same period in fiscal year 2010.

In terms of operational performance, General Fund revenues and expenditures are in line with the budget and our expectations. Personal services expenditures and commitments are 89.1 percent of the budget, which is slightly lower than the previous year. Services and supplies expenditures and commitments are approximately 71.5 percent of the budget, which is marginally higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of February are $221.2 million, which is an increase of $25.4 million compared to the same time last year. Principally, this increase is due to the decrease in total liabilities from the retirement of long term debt and an increase of federal grants received.
### Statement of Net Assets

#### 28-Feb-11

(Preliminary)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Cash and Cash Equivalents</td>
<td>68,170,514</td>
<td>(4,052,755)</td>
</tr>
<tr>
<td></td>
<td>Receivables</td>
<td>3,465,128</td>
</tr>
<tr>
<td>2 Property Taxes</td>
<td>8,349,970</td>
<td>(13,710)</td>
</tr>
<tr>
<td>3 Accounts (net of allowances)</td>
<td>10,155,104</td>
<td></td>
</tr>
<tr>
<td>4 Government Grants and Contracts</td>
<td>3,343,336</td>
<td></td>
</tr>
<tr>
<td>5 Student Loans (net of allowances)</td>
<td>1,211,487</td>
<td>(174,254)</td>
</tr>
<tr>
<td>6 Other</td>
<td>222,846</td>
<td>222,846</td>
</tr>
<tr>
<td>7 Inventories</td>
<td>145,584</td>
<td>145,584</td>
</tr>
<tr>
<td>8 Prepaid Expenses</td>
<td>1,274,327</td>
<td>128,833,013</td>
</tr>
<tr>
<td>9 Total Current Assets</td>
<td>81,565,529</td>
<td>5,914,385</td>
</tr>
<tr>
<td>Noncurrent Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Restricted Cash and Cash Equivalents</td>
<td>7,998,822</td>
<td>7,998,822</td>
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<tr>
<td>11 Notes Receivable (net of allowances)</td>
<td>1,118,211</td>
<td>1,118,211</td>
</tr>
<tr>
<td>12 Other Long-term Investments</td>
<td>1,274,327</td>
<td>1,274,327</td>
</tr>
<tr>
<td>13 Capital Assets</td>
<td>15,291,311</td>
<td>15,291,311</td>
</tr>
<tr>
<td>15 Construction in Progress</td>
<td>2,781,932</td>
<td>2,781,932</td>
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<tr>
<td>16 Equipment (net of depreciation)</td>
<td>1,938,438</td>
<td>1,938,438</td>
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<tr>
<td>17 Library Books (net of depreciation)</td>
<td>1,274,327</td>
<td>1,274,327</td>
</tr>
<tr>
<td>18 Total Noncurrent Assets</td>
<td>128,833,013</td>
<td>130,107,340</td>
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<tr>
<td>19 Total Assets</td>
<td>82,839,856</td>
<td>167,074,568</td>
</tr>
<tr>
<td>LIABILITIES</td>
<td>FY 2010/11</td>
<td>FY 2009/10</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Accrued Payroll and Benefits</td>
<td>3,045,480</td>
<td>3,045,480</td>
</tr>
<tr>
<td>21 Accounts Payable and Accrued Liabilities</td>
<td>838,884</td>
<td>51,846</td>
</tr>
<tr>
<td>22 Deposits Held in Custody</td>
<td>2,326,346</td>
<td>2,326,346</td>
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<tr>
<td>23 Current Portion of Long-term Liabilities</td>
<td>4,619,027</td>
<td>4,619,027</td>
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<tr>
<td>24 Total Current Liabilities</td>
<td>5,257,012</td>
<td>10,882,248</td>
</tr>
<tr>
<td>Noncurrent Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Deferred Revenue</td>
<td>2,525,215</td>
<td>2,525,215</td>
</tr>
<tr>
<td>26 Long-term Liabilities</td>
<td>18,250,000</td>
<td>21,262,269</td>
</tr>
<tr>
<td>27 Total Noncurrent Liabilities</td>
<td>23,778,484</td>
<td>34,291,597</td>
</tr>
<tr>
<td>28 Total Liabilities</td>
<td>34,800,875</td>
<td>51,845</td>
</tr>
<tr>
<td>NET ASSETS</td>
<td>FY 2010/11</td>
<td>FY 2009/10</td>
</tr>
<tr>
<td>29 Invested in Capital Assets (net of related debt)</td>
<td>101,225,980</td>
<td>101,225,980</td>
</tr>
<tr>
<td>30 Loans</td>
<td>1,691,773</td>
<td>1,691,773</td>
</tr>
<tr>
<td>31 Debt Service</td>
<td>8,156,618</td>
<td>8,156,618</td>
</tr>
<tr>
<td>32 Other (Capital Projects)</td>
<td>326,500</td>
<td>326,500</td>
</tr>
<tr>
<td>33 Grants and Contracts</td>
<td>61,038,981</td>
<td>6,189,040</td>
</tr>
<tr>
<td>34 Unrestricted</td>
<td>221,159,077</td>
<td>195,787,822</td>
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<tr>
<td>35 Total Net Assets</td>
<td>69,038,981</td>
<td>5,862,540</td>
</tr>
</tbody>
</table>
# PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

For Eight Months Ending February, 2011

## Operating Revenues

<table>
<thead>
<tr>
<th></th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>11,956,575</td>
<td>11,956,574</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,742,168</td>
<td>2,620,548</td>
</tr>
<tr>
<td>Contracts</td>
<td>869,922</td>
<td>844,446</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>198,943</td>
<td>202,620</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>573,851</td>
<td>1,155,011</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>51,634,675</strong></td>
<td><strong>49,331,531</strong></td>
</tr>
</tbody>
</table>

## Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>11,956,574</td>
<td>145,072,765</td>
</tr>
<tr>
<td>Instruction</td>
<td>34,069,047</td>
<td>36,707,948</td>
</tr>
<tr>
<td>Academic Support</td>
<td>14,576,511</td>
<td>16,774,229</td>
</tr>
<tr>
<td>Student Services</td>
<td>13,124,953</td>
<td>14,127,039</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>18,044,716</td>
<td>19,329,363</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>7,798,263</td>
<td>10,974,237</td>
</tr>
<tr>
<td>Depreciation</td>
<td>4,782,957</td>
<td>4,959,867</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,331,877</td>
<td>49,234,676</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>427,479</td>
<td>169,712</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>58,707,948</strong></td>
<td><strong>57,955,377</strong></td>
</tr>
</tbody>
</table>

## Nonoperating Revenues (Expenses)

<table>
<thead>
<tr>
<th></th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>11,956,575</td>
<td>104,344,679</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>11,956,575</td>
<td>11,956,574</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>51,918,401</td>
<td>57,955,377</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>5,536</td>
<td>31,609,352</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>367,505</td>
<td>823,706</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>1,144,781</td>
<td>1,210,451</td>
</tr>
<tr>
<td>Gifts</td>
<td>24,679</td>
<td>420,630</td>
</tr>
<tr>
<td>Investment Income</td>
<td>148,217</td>
<td>359,589</td>
</tr>
<tr>
<td>Interest on Capital Asset (related debt)</td>
<td>5,514</td>
<td>27,482</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td><strong>124,480,467</strong></td>
<td><strong>104,344,679</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>24,127,875</td>
<td>8,603,445</td>
</tr>
<tr>
<td>Transfers</td>
<td>27,878,650</td>
<td>-</td>
</tr>
<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td><strong>23,165,525</strong></td>
<td><strong>8,603,445</strong></td>
</tr>
</tbody>
</table>

## Increase (Decrease) in Net Assets

<table>
<thead>
<tr>
<th></th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>72,078,756</td>
<td>187,158,766</td>
</tr>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>72,078,756</td>
<td>187,158,766</td>
</tr>
<tr>
<td>Net Assets - End of Period</td>
<td>69,038,981</td>
<td>195,787,822</td>
</tr>
</tbody>
</table>

## Notes

- The data includes revenues, expenses, and changes in net assets for eight months ending February, 2011.
- The comparison with the prior year totals as of February 28, 2010 is provided.
- The table includes detailed revenues, expenses, and gains or losses categorized under operating and nonoperating activities.
## Summary of Expenditures and Encumbrances - General Fund - Budget and Actual
For Eight Months Ending February, 2011

<table>
<thead>
<tr>
<th>EXPENDITURES BY FUNCTION</th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>BUDGET</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Instruction</td>
<td>59,827,047</td>
<td>47,226,547</td>
</tr>
<tr>
<td>2 Academic Support</td>
<td>25,712,124</td>
<td>21,257,253</td>
</tr>
<tr>
<td>3 Student Services</td>
<td>22,164,509</td>
<td>19,623,525</td>
</tr>
<tr>
<td>4 Institutional Support</td>
<td>32,335,741</td>
<td>25,524,226</td>
</tr>
<tr>
<td>5 Operation and Maintenance of Plant</td>
<td>12,593,571</td>
<td>10,843,185</td>
</tr>
<tr>
<td>6 Student Financial Aid</td>
<td>1,345,438</td>
<td>1,331,877</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Transfers</td>
<td>27,879,000</td>
<td>27,878,650</td>
</tr>
<tr>
<td>8 Fund balance reserved for contingency</td>
<td>5,946,570</td>
<td>5,946,570</td>
</tr>
<tr>
<td>9 Total Expenditures by Function</td>
<td>187,604,000</td>
<td>153,685,263</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES BY ACCOUNT</th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>BUDGET</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Administrative Personnel</td>
<td>6,612,000</td>
<td>6,184,988</td>
</tr>
<tr>
<td>11 Faculty</td>
<td>24,095,000</td>
<td>21,785,435</td>
</tr>
<tr>
<td>12 Additional Compensation - Faculty</td>
<td>1,154,072</td>
<td>800,532</td>
</tr>
<tr>
<td>13 Adjunct Faculty</td>
<td>16,021,484</td>
<td>15,931,508</td>
</tr>
<tr>
<td>14 Other Compensation</td>
<td>4,963,275</td>
<td>4,963,275</td>
</tr>
<tr>
<td>15 Student Employment / Workstudy</td>
<td>36,956</td>
<td>28,293</td>
</tr>
<tr>
<td>16 Fringe Benefits</td>
<td>24,736,188</td>
<td>15,584,654</td>
</tr>
<tr>
<td>17 Total Personal Services</td>
<td>115,269,217</td>
<td>102,663,929</td>
</tr>
</tbody>
</table>

| Services and Supplies                             |            |            |                  |               |
| 18 Communications and Utilities                   | 6,174,635  | 3,705,145  | 60.0             | 2,469,490     | 3,739,685     | 61.0 |
| Travel                                            | 2,845,278  | 1,042,437  | 36.6             | 1,802,841     | 1,016,470     | 37.5 |
| Contractual Services                              | 10,226,212 | 8,925,327  | 96.7             | 332,685       | 8,328,965     | 93.6 |
| Supplies and Materials                            | 7,849,043  | 4,384,657  | 55.9             | 3,464,386     | 4,152,227     | 70.8 |
| Student Financial Aid                             | 1,345,438  | 1,331,877  | 99.0             | 13,561        | 1,303,717     | 65.0 |
| Current Fixed Charges                             | 3,069,429  | 2,185,426  | 71.2             | 884,003       | 2,105,346     | 71.4 |
| 25 Total Services and Supplies                    | 31,510,835 | 22,543,069 | 71.5             | 8,966,966     | 20,646,410    | 69.7 |

| Capital Equipment                                 | 633,588    | 290,789    | 45.9             | 342,799       | 291,184       | 54.3 |
| Transfers                                         | 27,879,000 | 27,878,650 | 100.0            | 350           | 7,558,966     | 100.0 |
| Other Expenditures                                | 1,175,987  | 308,826    | 26.3             | 867,161       | 347,848       | 30.3 |
| Contingency and Reserves                          | 11,136,173 | -          | -                | 11,136,173    |               |      |
| 30 Total Expenditures by Account                  | 187,604,000| 153,685,263| 81.9             | 33,918,737    | 130,277,81    | 83.7 |
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTRUCTION

COMMITMENTS FOR ACADEMIC SUPPORT

COMMITMENTS FOR STUDENT SERVICES

[Graphs showing time series data for commitments over FY 10 and FY 11, indicating trends for instruction, academic support, and student services.]
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

COMMITMENTS FOR STUDENT FINANCIAL AID
INFORMATION ITEM

Date: 4/13/11

Item Title
Separations from Employment

Contact Person
Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation:

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

Retirements

Brown, Evelyn M.
Student Services Advanced Specialist
CC-Davis-Monthan Air Force Base
Effective: 4/11/11

Evelyn Brown began employment with the College in 1994 as administrative aide at Davis-Monthan Air Force Base. She also served as Acting Educational Program Coordinator. She is retiring from her position as student services advanced specialist.

Morgan, Gary C.
Trades/Maintenance Specialist
CO-Plant Operations
Effective: 4/15/11

Gary Morgan began employment with the College in 2001 as an electrician and later served as acting facilities and operations advanced manager. He is retiring from his position as trades/maintenance specialist.

Schwalbach, Toni J.
Fiscal Support Specialist
EC-Administrative Services
Effective: 3/31/11

Toni Schwalbach began employment with the College in 2004 as fiscal support assistant at East Campus. She also served as fiscal support technician and is retiring from her position as fiscal support specialist.

(Continued)
Cheryl Witty began employment with the College in 1981 as a senior registration technician and also served as secretary II. She is retiring from her position as student services specialist at Community Campus.

**Separations from Employment**

**Witty, Cheryl L.**  
Student Services Specialist  
CC-Enrollment Services  
Effective: 4/1/11

Cheryl Witty began employment with the College in 1981 as a senior registration technician and also served as secretary II. She is retiring from her position as student services specialist at Community Campus.

**Florko, Christopher B.**  
Fiscal Advanced Analyst  
CO-Business Operations  
Effective: 3/25/11  
Reason: Other employment

**Kelly, Kirk R.**  
Vice Chancellor for Information Technology  
CO-Info Technology VC Operations  
Effective: 5/6/11  
Reason: Other employment

**Leible, Arthur P.**  
Assistant Vice Chancellor for Information Technology  
CO-Info Technology AVC Operations  
Effective: 3/18/11  
Reason: Other employment

**Popova, Mary M.**  
Instructional Faculty  
DV-Writing  
Effective: 2/22/11  
Reason: Personal

**Sanchez, Susannah D.**  
Instructional Designer  
CC-Center for Learning Technology  
Effective: 2/23/11  
Reason: Other employment

---

**Approvals**

Contact Person  
Janet L. May

Chancellor  
Dr. Roy Flores
INFORMATION ITEM

Meeting Date: 4/13/11
Item Number: 12

Item Title
Student Aide Hires

Contact Person
Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation

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

Dow
Luz
Lopez
Anna
Montano
Denita
Montano
Rolando
Velarde
Wickramasooriya
Hasini

Approvals

Contact Person
Janet L. May

Chancellor
Dr. Roy Flores
**INFORMATION ITEM**

**Meeting Date:** 4/13/11  
**Item Number:** 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Educational Agreement with Habitat for Humanity – Tucson</td>
<td>Dr. Suzanne Miles, Provost/Executive Vice Chancellor for the College and President of the Downtown Campus (206-7100)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Cooperative Educational Agreement with Habitat for Humanity – Tucson for the purpose of implementing an experiential educational agreement for advanced students in the Building and Construction Technology program. The term of the agreement will be from July 1, 2011 through June 30, 2012 with yearly renewable extensions.

**Justification:**

Pima County Community College Downtown Campus (COLLEGE) and Habitat for Humanity – Tucson (AGENCY) agree to provide a partnership for the implementation of a quality educational experience for the COLLEGE’s advanced Building and Construction Technology students through the AGENCY’s design and construction of AGENCY-owned homes.

Under the terms of the agreement Pima County Community College District shall be responsible for providing supervision, curriculum, associated hand/power tools and instructional evaluation of the academic requirements for the students engaged in the cooperative endeavor. The AGENCY shall be responsible for providing, at no charge to the COLLEGE, the workplace and construction materials for a high-level, quality hands-on homebuilding experience for up to twelve students in four hour blocks two times per week.

**Financial Considerations:**

There are no financial costs associated with this agreement.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Dr. Suzanne Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. Roy Flores</td>
</tr>
</tbody>
</table>
ACTIONS ITEM

Meeting Date: 4/13/11

Item Title: Unapproved Minutes of the Special Meeting March 9, 2011

Contact Person: Chancellor's Office (206-4747)

Recommendation:

The unapproved minutes of the Special Meeting of March 9, 2011 are submitted for approval.

Approval

Chancellor  
Dr. Roy Flores
A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 9, 2011 at 3:00 p.m. in the Community/Board Room, at the District Office, 4905 E. Broadway, Tucson, AZ 85709-1005.

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

RECORDING SECRETARY
Courtney Lugo-Von Eps

COLLEGE PLANNING COMMITTEE
Roy Flores, Chancellor
Lou Albert, President, West Campus
Brian Basgen, IT System Architect
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Nina Corson, Academic Dean
Kimlisa Duchicela, Instructional Faculty
Carl Englander, Executive Assistant
Steven Felker, Research Project Manager
John Gillis, Academic Dean
Mary Beth Ginter, Academic Dean
Julie Hecimovich, Electronic Graphic Designer
Kirk Kelly, Vice Chancellor for Information Technology
Jana Kooi, President, Northwest Campus
Jody Kosanke, Instructional Faculty
Dee Lammers, Vice President of Instruction
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Suzanne Miles, President, Downtown Campus
Harry Muir, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Nicola Richmond, Executive Director, Planning and Institutional Research
Ted Roush, Vice President of Instruction
Nancy Russell, Vice President of Instruction
Paul Schwalbach, Marketing & Public Relations Coordinator
Stan Steinman, Academic Dean
Bill Ward, Assistant Vice Chancellor for Facilities
Paul Welsh, Instructional Faculty
Daniel Wright, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Alma Yubeta, Marketing and PR Manager

ADMINISTRATION
Doreen Armstrong, Assistant Vice Chancellor, Employee Services
Charlotte Fugett, President, East Campus
Sylvia Lee, President, Community Campus
Janet May, Vice Chancellor for Human Resources
Raul Ramirez, Vice Chancellor for Community Relations and Institutional Outreach
Board Chair Marty Cortez called the meeting to order at 3:05 p.m.

Dr. Flores presented an introduction to the 2011-2013 College Plan, which he noted is still in draft form.

2011-2013 College Plan: Purpose
1. Improve Student Success
2. Improve Instruction
3. Improve Services
4. Improve Operations

2011-2013 College Plan
- 5 Initiatives
- 30 Strategies
- 180 Action Items

Participants Involved
1. Planning Committee Members, including faculty, staff and administrators from across the District
2. Three expert panelists
3. Other participants with expertise relative to the initiatives

Resources used include:
2. Organizational Climate Survey
3. College data on student success and developmental education
4. Review of national issues
5. Site visits on developmental education to other colleges
6. Review of innovative practices at other institutions
7. Expert panel on local and regional planning

Mission, Vision, Values and Goals
- Revisions to the Goals
  Goal 1: To improve access to all College programs and services higher education.
  Goal 6: To create partnerships with business and industry, the local schools, government, and other constituencies sectors that enhance the community.
- Goal 6 was moved to follow Goal 4, which also addresses partnerships

Arizona Community Colleges: Long-term Strategic Vision

Deborah Yoklic presented an overview of Initiative 1

Initiative 1 – Strengthen Developmental Education
- Overall Responsibility: Chancellor
- Supports College Goals: 1, 2, 6
Strategies:
1.1 Design multiple developmental education curricula and pedagogies that are scalable
1.2 Expand and improve services for Developmental Education students and make these changes scalable
1.3 Establish a professional development program for Developmental Education faculty and staff
1.4 Identify external resources that accelerate student success
1.5 Implement process of ongoing evaluation and improvement of Developmental Education

Suzanne Miles presented an overview of Initiative 2
*Initiative 2 – Improve the Overall Success of Student Learning*
- Overall Responsibility: Provost and Executive Vice Chancellor for Academic and Student Services
- Supports College Goals: 1, 2, 3, 6, 7

Strategies:
2.1 Assess program effectiveness
2.2 Ensure consistency in instructional support processes college-wide
2.3 Effectively engage students in the learning process
2.4 Enhance teaching for regular and adjunct faculty
2.5 Increase student retention
2.6 Demonstrate a complete and functioning system for assessing student learning outcomes

Suzanne Miles presented an overview of Initiative 3
*Initiative 3 – Enhance Course Delivery*
- Overall Responsibility: To be determined
- Supports College Goals: 1, 2

Strategies:
3.1 Optimize delivery modalities
3.2 Investigate and pilot a variety of delivery modalities
3.3 Match students to appropriate delivery modalities
3.4 Strengthen class scheduling

Julie Hecimovich, Lou Albert, and Jana Kooi presented an overview of Initiative 4
*Initiative 4 – Expand Educational and Workforce Opportunities*
- Overall Responsibility: Provost and Executive Vice Chancellor for Academic and Student Services
- Supports College Goals: 1, 2, 3, 4, 5

Strategies:
4.1 Improve our workforce through career readiness
4.2 Strengthen community partnerships for student career readiness
4.3 Effective communication and marketing with the community
4.4 Provide global education opportunities for students
4.5 Design new partnerships
4.6 Strengthen connections between the College and community
Kirk Kelly presented an overview of Initiative 5

**Initiative 5 – Enhance Operations**

- Overall Responsibility: To be determined
- Supports College Goals: 1, 2

**Strategies:**

5.1 Improve communication
5.2 Improve finance and payroll processes
5.3 Improve Human Resources
5.4 Improve grant processes
5.5 Enhance disabled student resources
5.6 Improve decision making (mastering data)
5.7 Improve Financial Aid
5.8 Improve the quality of libraries and library services
5.9 Enhance operations to increase effectiveness and reduce costs

Dr. Flores thanked Nicola Richmond, Steven Felker, and the staff of Planning and Institutional Research, in addition to those who serve on the College Planning Committee, for their hard work on the 2011-2013 College Plan.

**Board Member concerns and comments:**

- Methods that other colleges and universities are using to improve developmental education
- Clarification on different developmental education models and assessment tools
- Costs of new approaches to developmental education
- Possible partnerships with local agencies working in these areas
- Defining student retention
- Student success rates in online courses
- Partnerships with local businesses in internships and workforce training
- More systematic approach to establishing connections with new businesses
- Utilization of technology in notification delivery
- Processes for deletion of employee records
- Improvement of Disabled Student Resources through student feedback and increased visibility at local high schools
- Lack of feedback from the state on reports submitted by the College
- Clarification with students on difference between registration date and payment deadline
- Cross-training of staff regarding enhanced operations, increased effectiveness, and cost reductions
- Involvement of the Board in the planning process

The meeting adjourned at 5:00 p.m.
**ACTIONS ITEM**

**Meeting Date:** 4/13/11  
**Item Number:** 14B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting March 9, 2011</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of March 9, 2011 are submitted for approval.

**Approval**

Chancellor  
Dr. Roy Flores
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 9, 2011 at 7:00 p.m., in the Community Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

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

Jerry Haynes, Vice President of Student Development
Patricia Houston, Academic Dean
Rachelle Howell, Assistant Vice Chancellor for Marketing
Kirk Kelly, Vice Chancellor for Information Technology
Jana Kooi, President, Northwest Campus
Dee Lammers, Vice President of Instruction
Sylvia Lee, President, Community Campus
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor for Human Resources
Marty Mayhew, Academic Dean
Suzanne Miles, President, Downtown Campus
Harry Muir, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student Development
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, Academic Dean
Anne Vosberg, Vice President of Student Development
Bill Ward, Assistant Vice Chancellor for Facilities
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Student Development

BOARD REPRESENTATIVES
Rose Bolz, Staff
Timothy Kelliher, Staff
Kimlisa Duchicela, Faculty
Patricia Figueroa, Faculty
Mary Carroll, Student
Khutso Choshi, Student

RECORDING SECRETARY
Courtney Lugo-Von Eps

ADMINISTRATION
Roy Flores, Chancellor
Lou Albert, President, West Campus
Doreen Armstrong, Assistant Vice Chancellor, Employee Services
Stella Bay, Executive Director, Department of Public Safety
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Vicki Cook, Vice President of Instruction
Imelda Cuyugan, Assistant Vice Chancellor for Federal Initiatives
Charlotte Fugett, President, East Campus
Mary Beth Ginter, Academic Dean
Diane Groover, Assistant Vice Chancellor, Finance

Nancee Sorenson, Vice President of Student Development
GENERAL MATTERS

Call to Order

Marty Cortez called the meeting to order at 7:10 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Scott Collins, Mathematics Faculty and President of PCCEA, addressed the Board regarding concerns about pending state legislation, State Bill 1467, and gave a report on recent feedback on this matter from full-time faculty.

Staff Representatives

Rose Bolz and Timothy Kelliher reported on the March 4 Staff Council Meeting. Highlights included the following:

Provost's Report: Dr. Mary Ann Martinez Sanchez gave the Provost’s report, and stated that the Community College Survey of Student Engagement (CCSSE) had been completed and should give a holistic view of student engagement at the College. Liaison Report: Janet May provided an update on Human Resources recruitment statistics; positions affected by restructuring and general funded positions currently on hold were also discussed. AFSCME: Shawn Graham reported that the Meet and Confer teams are still working well together. Campus Updates: Northwest Campus hosted the Arts & Cultural Festival the previous weekend; Downtown Campus will soon have a small gym for employees and the Center for Veterans, which will also expand to other campuses in the near future. Subcommittee Updates: Jorge Caballero discussed possible marketing projects and fundraisers. The next Staff Council meeting will be held on April 1st.

Student Representatives

Mary Carroll and Khutso Choshi reported on recent events from each campus. Highlights included: Community Campus: El Rio student leaders are collaborating with the city neighborhood center to provide an information table at the El Rio Health Fair this month. Desert Vista Campus: The CORE Club will host guest speakers for International
Day for the Elimination of Racial Discrimination on March 21 from 11:00 am-2:00 pm in the cafeteria. Downtown Campus: Student Life is celebrating National Women’s History Month with displays, educational information, video presentations, and a self-defense presentation. East Campus: Student Government will be hosting their last blood drive of the semester, in partnership with the American Red Cross, on March 30 and 31 at the East Campus in the Community Room from 10:00 am-3:00 pm. Northwest Campus: There will be a Women’s History Brown bag discussion on March 23 from 12:00-1:00 pm in A207, with guest speaker Vicki Cook. West Campus: The Southern Arizona LULAC Youth Leadership Conference will be at the West Campus on March 14 and 15 from 8:00 am-12:30 pm.

Faculty Representatives

Kimlisa Duchicela shared information from the March 4 Faculty Senate meeting. Following are highlights from that report: A short update was given on the continuing search for a new Learning Management System to replace Blackboard Vista. Rita Flattley gave a brief presentation on course repeat fees. The Senate passed a statement opposing proposed SB 1467. PCCEA Report: Scott Collins gave a PCCEA report and update. Provost’s Report: Dr. Martinez Sanchez gave the Provost’s Report and discussed the CCSSE. Chancellor’s Report: Dr. Flores discussed the budget and the recent restructuring of certain areas of the College. Dr. Flores also discussed the final phase of the College Plan process, as well as his recent statement to the press opposing proposed SB 1467. President’s Report: There was a brief discussion on standing committees and faculty obligations and recommendations.

Report — Chairperson of the Board

Chairperson Cortez recognized Sherryn Marshall for several recent awards she had received from local and national organizations.

Chairperson Cortez read a statement on behalf of the Board regarding the budget and recent legislation, and expressed the Board’s appreciation for the people of Pima County for their continued support of Pima Community College.
Chairperson Cortez recognized the College Planning Committee and those who had worked on the College Plan, and expressed the Board’s appreciation for their continued efforts.

Motion No. 6999

Scott Stewart – M, Brenda Even – S, to authorize an Executive Session of the Board of Governors on April 13, 2011.

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

Chancellor Flores discussed the budget, stating that the College is at a crossroads, as State funding will only make up about 3% of the College’s total revenue. Chancellor Flores noted that a solid planning process is underway to ensure that the College’s priorities are clearly set, and that we will continue to provide quality services and education. It was noted that solutions to the College’s budget gap include adjustments to entrance requirements, which will result in lower student enrollment.

Chancellor Flores discussed the recent ruling by the Arizona State Attorney General regarding the College’s agreement with Santa Cruz County, and the effect that this ruling may have on the budget.

Deborah Yoklic, Assistant Vice Chancellor, gave a brief presentation on the new Move on When Ready legislation, HB 2731, which was approved in May 2010. Amanda Burke, from the Center for the Future of Arizona, will give a presentation on this program on March 25 at 1:00 pm at the District Office Community/Board Room C-105.
Report — January 2011 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending January 31, 2011. He noted we are continuing as expected, with an increase in net assets of approximately $28.8 million through the end of the month.

Information Items

Separations from Employment

Student Aide Hires

Fiscal Year 2011/12 Changes in Student Fees

These items were noted as information items with the revised 11.0 Separations from Employment.

Action Items

Approval of Minutes

Motion No. 7000

Scott Stewart – M, Brenda Even – S, to approve the Minutes of the Regular Meeting of February 9, 2011.

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

Consent Agenda

Motion No. 7001

Brenda Even – M, David Longoria – S, to approve the Consent Agenda with addenda to 15.1 New Appointments, and the revised 15.2 Administrative Appointment.

15.1 New Appointments
15.2 Administrative Appointment
15.3 Administrator Contracts 2011/2012
15.4 Adjunct Faculty Appointments
15.5 Temporary Appointments
15.6 Summer Work Schedule 2011
15.7 Grant Proposal: United States Department of Education, Educational Talent Search (Desert Vista Campus)
Motion to Approve
Contract: Employee Medical Benefits
PASSES

15.8 Grant Proposal: United States Department of Education, Educational Talent Search (West Campus)
15.9 Grant Proposal/Sub-recipient Agreement: National Science Foundation/University of Washington, Collaborative Research: Agave Floral Traits and Pollinator Community Effects
15.10 Contract: College-wide Adobe License Program

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

Contract: Employee Medical Benefits

Dr. Bea gave the background information on this item.

Motion No. 7002

Scott Stewart – M, Brenda Even – S, to approve the Contract: Employee Medical Benefits.

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

Contract: Pharmacy Benefit Management

Dr. Bea gave the background information on this item.

Motion No. 7003


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

2011-2012 Tuition

Dr. Bea gave the background information on this item.

Board members expressed their perspectives on the circumstances necessitating this change in tuition for 2011-2012.
Motion to Approve 2011-2012 Tuition
PASSES

Motion No. 7004
Scott Stewart - M, Brenda Even - S, to approve the 2011-2012 Tuition.

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

Adjournment
The meeting adjourned at 8:30 p.m.

Secretary

Date
**ACTION ITEM**

**Meeting Date:** 4/13/11  
**Item Number:** 15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Consent Agenda</td>
<td>Chancellor's Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

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

- 15.1 New Appointments
- 15.2 Administrative Appointments
- 15.3 Adjunct Faculty Appointments
- 15.4 Temporary Appointments
- 15.5 Grant Continuation: AmeriCorps State Continuation Application, Governor's Office for Children, Youth and Families, AmeriCorps*State Program-Pima Adult and Family Literacy Corps
- 15.6 Memorandum of Understanding: United States Air Force, Davis Monthan Air Force Base Educational Program
- 15.7 Disabled Student Resources – Sign Language Interpreting Services
- 15.8 Desert Vista Campus Title V Learning Center and Study Area Improvement Project
- 15.9 Contract: Architectural Services-Northwest Campus Building Expansion
- 15.10 Curriculum Recommendations – New Center for Training and Development Program Phlebotomy – Certificate for Direct Employment
- 15.12 Curriculum Recommendations – Program Inactivation: Histotechnician — Associate of Applied Science Degree for Direct Employment
- 15.14 Curriculum Recommendations – Program Inactivation: Manufacturing Technology – Associate of Science Degree for Transfer

**Approval**

Chancellor  
Dr. Roy Flores
ACTION ITEM

Date: 4/13/11

Item Title
New Appointments

Contact Person
Janet L. May, Vice Chancellor for Human Resources (206-4624)

This report is a placeholder for new appointments in the event offers for employment are made and accepted prior to the April Board meeting.
Date: 4/13/11

Item Title: Administrator Appointments

Contact Person: Janet L May, Vice Chancellor for Human Resources (206-4624)

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.

Background:

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.

Dooling, Cynthia J.  Vice Chancellor for Information Technology (Acting)
Salary: $148,888  District Office – Information Technology
Effective: 4/14/11 until recruitment of position is successfully completed

Education: Bachelor of Science, Computer Programming/Leadership, Charter Oak State College, New Britain, Connecticut

Experience: Ms. Dooling has 28 years in the field of information technology. She served as Adjunct Faculty, Pima Community College, 1996-1997; Computer Technician, 1982-1993; Computer Systems Support Technician, 1993-1997; Campus Information Technology Supervisor/Computer Services Coordinator, 1997-2002; Manager, Information Technology Client Services, 2002-2007; and Director of Information Technology Client Services from 2007 until the present.

Recruitment Overview:

An internal opportunity for acting was posted. Three applications were received. Candidates were interviewed by the Chancellor.
McIntosh, Keith W.  
Assistant Vice Chancellor for Information Technology (Acting)  
Salary: $110,236  
District Office - Information Technology  
Effective: 4/14/11 until recruitment of position is successfully completed  

Education:  
Associate of Applied Science, Information Systems Technology, Community College of the Air Force, Montgomery, Alabama; Bachelor of Science, Management Information Systems, Bellevue University, Bellevue, Nebraska; Master of Business Administration, Information Technology Management, Trident University International, Cypress, California  

Experience:  
Keith McIntosh has 28 years of experience in the field of information technology and served in the following capacities: United States Air Force, 1983-1999; Superintendent, Network Management Branch, United States Forces Korea, 1999-2001; Manager, Data Management and Strike Support, United States Strategic Command, Offutt Air Force Base, Omaha, Nebraska, 2001-2006; Superintendent, Information Systems Flight, 355th Communications Squadron, Davis-Monthan Air Force Base, 2006-2007; First Sergeant and Superintendent, 506th Expeditionary Communications Squadron, Kirkuk, Iraq, 2007; and, Superintendent, 355th Squadron, 355th Communications Squadron, Davis-Monthan Air Force Base, 2007-2008. Mr. McIntosh has served as Director of Technical Services at Pima Community College since 2008.

Recruitment Overview:  
An internal opportunity for acting was posted. Three applications were received. Candidates were interviewed by the Chancellor.

Approvals

Contact Person

Janet L. May

Chancellor

Dr. Roy Flores
**Item Title**: Adjunct Faculty Appointments

**Contact Person**: Janet L. May, Vice Chancellor for Human Resources (206-4624)

**Recommendation:**

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

**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.

**Cooper, Beverly K.**

Discipline(s): Mathematics (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science, Mathematics, University of Arizona, Tucson, Arizona
Experience: Ms. Cooper was a mathematics specialist at Mesquite Elementary School in Vail, Arizona where she directed and taught mathematics for three years. She also taught mathematics classes for one year at Sunnyside High School. She is currently pursuing a master’s degree in mathematics from the University of Arizona.

**Oathout, Cheryl K.**

Discipline(s): Government (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Home Economics, University of Arizona, Tucson, Arizona
Experience: Ms. Oathout is currently working as a criminal intelligence analyst for Arizona Department of Public Safety in Tucson, Arizona. She has more than 30 years of...
training and experience in the field of law enforcement intelligence. She is an accredited instructor for the Foundations of Intelligence Analysis Training.

Powell, Kevin J.
Discipline(s): Mathematics (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Mathematics; Master of Science, Mathematics, Brigham Young University, Provo, Utah
Experience: Mr. Powell is currently working for the University of Arizona as a teacher’s assistant for the Mathematics Department. Prior to working at the University of Arizona, he spent three years teaching mathematics at Brigham Young University.

Smedley Jr., Alan E.
Discipline(s): Computer Aided Drafting (Occupational/Workforce)
Salary: $710 per load hour
Education: Associate of Applied Science, Computer Aided Drafting, ITT Technical Institute, Tucson, Arizona
Experience: Mr. Smedley is currently working as a senior computer aided drafting designer for PH Mechanical Engineering in Tucson. He has more than six years experience in the computer aided drafting field. He is extremely proficient in Revit and AutoCAD. Mr. Smedley has no formal teaching experience.

Streer-Seidler, Kathryn S.
Discipline(s): Early Childhood Education (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Child Development and Family Relations, University of Arizona, Tucson, Arizona; Master of Social Work, Arizona State University, Tempe, Arizona
Experience: Ms. Streer-Seidler has been working at Easter Seals Blake Foundation since 1993 in different employment capacities. She current holds the title of Early Childhood Family Therapist where she assesses infants’ and toddlers’ mental capacities. She has worked as a trainer for the Easter Seals training both entry and advanced levels of community mental health intervention to prevention providers.

Wiles, Karen G., Ph.D.
Discipline(s): Biology (Academic), Chemistry (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science, Chemistry, Salisbury University, Salisbury, Maryland; Doctor of Philosophy, Pathology, Vanderbilt University, Nashville, Tennessee; earned 24 graduate units in Biological Sciences from Vanderbilt University
Experience: Dr. Wiles trained and mentored research assistants, graduate and undergraduate students in a laboratory setting for five years at Vanderbilt University. She also served as a chemistry tutor in an informal setting as well as facilitated chemistry and biology study sessions.

(Continued)
Adjunct Faculty Appointments

Date: 4/13/11
Page 3

Approvals

Contact Person
Janet L. May

Chancellor
Dr. Roy Flores
ACTION ITEM

Date: 4/13/11

Item Title: Temporary Appointments

Contact Person: Janet L. May, Vice Chancellor for Human Resources (206-4624)

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.

Crockford, James Tutor I Chemistry EC
Hourly Rate: $7.35 Education: Coursework, Pima Community College
Experience: Mr. Crockford has completed Chemistry 130 and 151, is currently enrolled in Chemistry 152 and carries a 4.0 GPA. He was interviewed and recommended by Lonnie Burke, chemistry faculty, East Campus.

Delaossa, Adam Workforce Trainer Workforce Trainer DC
Hourly Rate: $30.00 Education: Bachelor of Science, Marketing and Business, University of Arizona
Experience: Mr. Delaossa is currently the Chief Information Officer for the Marana Health Center, where the Electronic Medical Records project was completed on time and under budget. He has fifteen years experience as operations manager for medium to large multi-specialty medical practices and community health centers.

(Continued)
in Tucson. He holds Arizona and national certification as a Certified Project Management Professional.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doyle, Dana</strong></td>
<td><strong>Accompanist</strong></td>
<td>Coursework, Pima Community College</td>
<td>Ms. Doyle played bass and converted the string parts to a synthesizer for the musical in 2010. She has more than one year experience with the Finale music software notation program.</td>
</tr>
<tr>
<td><strong>Eldridge, Eva</strong></td>
<td><strong>Office Aide</strong></td>
<td>Bachelor of Arts, Communications, University of Arizona</td>
<td>Ms. Eldridge has thirty-four years experience as a design engineer for Qwest Communications. She has supervisory and organizational experience in her current volunteer work for The March of Dimes and Community Kids.</td>
</tr>
<tr>
<td><strong>Figueroa, Richard</strong></td>
<td><strong>Workforce Trainer</strong></td>
<td>High School Diploma, Cholla High School, Tucson, Arizona</td>
<td>Mr. Figueroa has twenty years experience as a fire engineer for the Tucson Fire Department.</td>
</tr>
<tr>
<td><strong>Fox, David</strong></td>
<td><strong>Workforce Trainer</strong></td>
<td>Coursework, Pima Community College</td>
<td>Mr. Fox has three years experience as a firefighter and emergency medical technician for the Drexel Heights Fire District in Tucson, Arizona.</td>
</tr>
<tr>
<td><strong>Gerstner, Michaela</strong></td>
<td><strong>Lab Assistant</strong></td>
<td>Coursework, Pima Community College</td>
<td>Ms. Gerstner has fourteen years experience in graphic design and digital layout and has held editorial positions for professional and academic publications.</td>
</tr>
<tr>
<td><strong>Gonzales, Valerie</strong></td>
<td><strong>Human Resources Analyst</strong></td>
<td>Coursework, Pima Community College</td>
<td>Ms. Gonzales has fifteen years experience as a human resources information specialist and payroll specialist for Tucson Newspapers and Fluoresce Lighting and Signs. She has six months experience as a human resources analyst for Pima Community College through Randstad Staffing Agency.</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navarrette, Ashley</td>
<td>Event Assistant II</td>
<td>WC</td>
<td>Coursework, Pima Community College</td>
<td>Ms. Navarrette has four years experience as a cashier for Piggly’s BBQ and Grill. She has four years experience as a volunteer for the Center for the Arts at West Campus as hostess and usher.</td>
</tr>
<tr>
<td>Rickard, Sean</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>Coursework, Pima Community College</td>
<td>Mr. Rickard has ten months experience as a firefighter for the Green Valley Fire District. He is a graduate of the Fire Academy at the Public Safety and Emergency Services Institute at Pima Community College and holds an EMT-B certificate and a Firefighter I and II certificate for the state of Arizona.</td>
</tr>
<tr>
<td>Ritter, Christina</td>
<td>Workforce Trainer</td>
<td>DC</td>
<td>Coursework, DRA Computer Training</td>
<td>Ms. Ritter is currently the Director of Health Information Technology for the Marana Health Center. She has one year experience as an information technology manager and one year experience as an information technology specialist for the Marana Health Center; and eleven years experience as a senior business support technician for Pepsi-Cola, Inc. in Tucson.</td>
</tr>
<tr>
<td>Ruiz, Zach</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>Coursework, Pima Community College</td>
<td>Mr. Ruiz has ten months experience as a firefighter for the Green Valley Fire District. He is a graduate of the Fire Academy at the Public Safety and Emergency Services Institute at Pima Community College and holds an EMT-B certificate and a Firefighter I and II certificate for the state of Arizona.</td>
</tr>
<tr>
<td>Saldivar, Richard</td>
<td>Substitute Instructor</td>
<td>CC</td>
<td>Basic Education and GED Preparation for Adults</td>
<td>Mr. Saldivar has fifteen years experience as an employee benefits consultant, manager and broker for several companies in Tucson, Arizona. He has seventeen years experience in education and tutoring in religious education, reading, writing, mathematics and English as a Second Language.</td>
</tr>
</tbody>
</table>

(Continued)
### Strothman, Eric
**Office Aide**  
**Hourly Rate:** $7.35  
**Pima Writer’s Workshop**  
**Education:** Bachelor of Arts, Visual Communication, The School of Art Institute, Chicago, Illinois  
**Experience:** Mr. Strothman has three years experience in clerical, shipping and receiving for the Evolution Nature Company in New York, New York and for Paxton Gate in San Francisco, California.

### Thompson, Jody
**Office Aide**  
**Hourly Rate:** $7.35  
**Pima Writer’s Workshop**  
**Education:** Coursework, Columbus State Community College, Columbus, Ohio and Pima Community College  
**Experience:** Ms. Thompson has eight months experience in sales for the Pottery Barn in Tucson. She has completed four writing courses at Pima and five creative writing courses at Columbus State Community College towards her goal of a Master of Fine Arts.

### Yslas, Martin
**Workforce Trainer**  
**Hourly Rate:** $15.00  
**Public Safety and Emergency Services Institute**  
**Education:** Coursework, Pima Community College  
**Experience:** Mr. Yslas has ten months experience as a firefighter for the Green Valley Fire District. He is a graduate of the Fire Academy at the Public Safety and Emergency Services Institute at Pima Community College.

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### Approvals

- **Contact Person:** Janet L. May
- **Chancellor:** Dr. Roy Flores
ACTION ITEM

Date: 4/13/11

Item Title
Grant Continuation: Governor’s Office for Children, Youth and Families, AmeriCorps*State Program – Pima Adult and Family Literacy Corps

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the Continuation Grant Application to the Governor’s Office for Children, Youth and Families on behalf of the Corporation for National and Community Service (CNCS) and the Pima Community College Adult and Family Literacy Corps for AmeriCorps (PAFLC). This continuation grant will provide assistance to the Pima Community College Adult Education Family Literacy program. This application is for the third and final year in a 3-year grant cycle. The term of the agreement will be from October 1, 2011 through September 30, 2012.

Justification:

AmeriCorps is a national service network that provides opportunities for participants, called “members,” to serve communities and build the capacity of organizations to meet local needs. The Corporation for National and Community Service (CNCS) provides opportunities for Americans of all ages and backgrounds to serve their communities and country through National Service programs.

Through the Governor’s Commission on Service and Volunteerism, Pima Community College Adult Education (PCCAE) receives funds for AmeriCorps. PCCAE uses these funds for three purposes: living allowance (stipend) and related benefit costs for AmeriCorps members who serve in the Family Literacy Corps and Adult Education program; partial salary for staff who support this program; supplies and fees associated with grant requirements for AmeriCorps members.

Americorps Family Literacy Program members help parents develop the skills and confidence they need to support and encourage education for their children. The PCCAE staff and Americorps members help families develop skills to meet education and economic goals, by providing one-on-one and small group goal-setting and tutoring to adult learners in family literacy classrooms and adult learning centers.

College Plan Initiative:

The Continuation Grant Application to the Governor’s Office for Children, Youth and Families supports the College Plan 2008-2011:

(Continued)
Initiative 1, Strategy 1.2 Create effective learning environments to ensure student success, 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, Initiative 2, Strategy 2.1 Leverage Community Resources.

Financial Considerations:

The total grant amount being requested from the Corporation for National and Community Service (CNCS) is $212,642. The items below illustrate the income amounts to be supported by the program:

<table>
<thead>
<tr>
<th>AmeriCorps 2011-2012</th>
<th>Grant</th>
<th>College Cash Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Asst</td>
<td>$13,564</td>
<td>$28,078</td>
<td>$41,642</td>
</tr>
<tr>
<td>Adv. Program Manager</td>
<td>$0</td>
<td>$10,202</td>
<td>$10,202</td>
</tr>
<tr>
<td>Adv. Program Coordinator</td>
<td>$0</td>
<td>$5,537</td>
<td>$5,537</td>
</tr>
<tr>
<td>Student Services Tech</td>
<td>$0</td>
<td>$3,582</td>
<td>$3,582</td>
</tr>
<tr>
<td>Instructors</td>
<td>$0</td>
<td>$26,549</td>
<td>$26,549</td>
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<tr>
<td>Fringe</td>
<td>$5,019</td>
<td>$27,360</td>
<td>$32,379</td>
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<tr>
<td><strong>Total</strong></td>
<td>$18,583</td>
<td>$101,308</td>
<td>$119,891</td>
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<tr>
<td><strong>Staff Travel</strong></td>
<td>$2,366</td>
<td>$0</td>
<td>$2,366</td>
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<tr>
<td><strong>Member Travel</strong></td>
<td>$2,991</td>
<td>$0</td>
<td>$2,991</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$1,352</td>
<td>$8,478</td>
<td>$9,830</td>
</tr>
<tr>
<td><strong>Staff Training</strong></td>
<td>$0</td>
<td>$1,264</td>
<td>$1,264</td>
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<tr>
<td><strong>Member Training</strong></td>
<td>$775</td>
<td>$3,785</td>
<td>$4,560</td>
</tr>
<tr>
<td>Evaluation</td>
<td>$0</td>
<td>$2,000</td>
<td>$2,000</td>
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<tr>
<td><strong>Other Program Operating Costs</strong></td>
<td>$1,865</td>
<td>$0</td>
<td>$1,865</td>
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<tr>
<td><strong>Member Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td>$154,275</td>
<td>$27,225</td>
<td>$181,500</td>
</tr>
<tr>
<td>Support Costs</td>
<td>$19,809</td>
<td>$3,496</td>
<td>$23,305</td>
</tr>
<tr>
<td><strong>Admin/Indirect Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNCS Fixed Amount @ 10%</td>
<td>$10,626</td>
<td>$34,957</td>
<td>$45,583</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$212,642</td>
<td>$182,513</td>
<td>$395,155</td>
</tr>
<tr>
<td>Funding Percentages</td>
<td>54%</td>
<td>46%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The College has reviewed the application, evaluated the risks associated with the proposed activities and determined they do not present an undue liability.
Approvals

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
Meeting Date: 4/13/11

Item Title: Memorandum of Understanding: United States Air Force, Davis Monthan Air Force Base Educational Program

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

Recommendation:

The Chancellor recommends the Board of Governors approve the renewal of a Memorandum of Understanding (MOU) with the United States Air Force, Davis Monthan Air Force Base, to provide educational programming and services supporting student completion of Associate of Liberal Arts (AGEC-A), Associate of Business (AGEC-B), Associate of Science (AGEC-S) and Associate of General Studies degrees, effective April 1, 2011 through April 1, 2012.

Justification:

Pima Community College Community Campus has provided instructional programs and education services at the Davis Monthan Air Force Base since 1981. Approximately 3500 students are served annually at this education center. The education center’s primary purpose is to serve military personnel and their families, but any U.S. or naturalized citizen enrolled at Pima Community College may attend classes at Davis Monthan, once a security check as occurred.

Educational services offered at Davis Monthan include: admission, registration, assessment, orientation, advising, financial aid and military tuition assistance, CLEP and DANTES testing. Instructional classes are offered to permit students to complete the following degrees: Associate of Liberal Arts (AGEC-A), Associate of Business (AGEC-B) Associate of Science (AGEC-S) and Associate of General Studies. Class size is a minimum of 15 students and a maximum of 42 students, unless otherwise agreed to by both parties.

This MOU also permits the College to offer credit courses, training programs, CLEP and DANTES, assessments and other services as requested by Davis Monthan in specific disciplines. Most recently, contracted classes have included training in EMT – Paramedicine, Child Care Professional Training, Microsoft Office Suite, and Employee Readiness Training.

Originally, this MOU was scheduled for implementation in July of 2010. The implementation was delayed due to the U.S. Department of Defense ongoing changes to the documents used for agreements with schools, colleges and universities.

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

(Continued)
College Plan Initiative:

This program supports the 2008-2011 College Plan Initiative 1, Strategy 1.3 Develop and enhance effective educational and business partnerships to increase learning opportunities for students; Initiative 4, Strategy 4.1 Expand College access and outreach and Strategy 4.2 Expand and develop community connections; and, Initiative 5, Strategy 5.4 Develop external partnerships.

Financial Considerations:

Davis Monthan Air Force Base provides all facilities, including classrooms, library, two computer labs, a science laboratory, and office space for College staff. The College general operating fund supports the educational programs and services. Currently there are three full time and three part time staff members, along with approximately 50 faculty and adjuncts teaching at this location. Students (through self pay, financial aid, or military financial assistance) pay standard tuition and fees to Pima Community College. Contracted course prices are negotiated to recover all expenses.

Approvals

Contact Person _____________________________
Dr. Sylvia Lee

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

ACTIONS ITEM

Meeting Date: 4/13/11

Item Title: Disabled Student Resources - Sign Language Interpreting Services

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the agreement with Arizona Interpreting Services Inc. for the provision of sign language interpreting services to Pima Community College for July 1, 2010 through June 30, 2011 for an amount not to exceed $160,000.

Justification:

Pima County Community has an obligation to provide reasonable accommodations to students that have a disability including sign language interpreters for the deaf. The College employs sign language interpreters to provide these accommodations; however, the growing number of students requiring these services creates a need that our employees are unable to meet. Since 2006, Arizona Interpreting Services, Inc. has been employed to provide sign language interpreters to accommodate the students that the College cannot with its own employees. For spring 2011, the College has provided approximately 8,506 interpreter hours. Of these hours, 1,480 (17.4%) were provided by Arizona Interpreting Services, Inc. at a cost of $81,400.

College Plan Initiative:

This program supports the 2008-2011 College Plan Initiative 1, Strategy 1.2, which states: Create effective learning environments to ensure student success.

Financial Considerations:

The cost of these services will not exceed $160,000 for fiscal year 2011.

Approvals

Contact Person: Dr. Suzanne Miles

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

ACTION ITEM

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert Vista Campus Title V Learning Center and Study Area Improvement Project</td>
<td>Dr. Johnson Bia, President Desert Vista Campus (206-5001)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve this improvement project of the Desert Vista Campus Learning Center and study areas for an amount not to exceed $272,000 to be funded through the use of Title V funding.

Justification:

Desert Vista Campus has identified an improvement project that will expand student access, as well as enhance and improve the capacity of the campus to deliver academic support services to students within grant programs, as well as the general campus student population. The Campus Learning Center provides students with the necessary tools, skills and strategies that will allow them to excel in their academic endeavors. The Desert Vista Campus Title V grant will fund through this project significant enhancements to the quality and capacity of the academic support services being provided through the Learning Center and dedicated study areas. This project will include a reconfiguration of the Learning Center space and the expansion of dedicated study areas in order to accommodate an anticipated growth of at least eight (8%) percent each term in students that can be served. Additionally, the improvement of the facilities, as well as the acquisition of new equipment will support all students of the Desert Vista community, providing students with access to English as a Second Language (ESL) software, ESL/Reading classes, computer lab access, improved study rooms and tutoring areas, and an overall enhanced environment for learning and academic success.

College Plan Initiative:

2.3.3 Deliver Learning Center option for developmental mathematics, reading, writing and ESL courses.

Financial Considerations:

Desert Vista Campus Title V funding has received prior approval from the Department of Education to utilize funding in the amount of $272,000 for the accomplishment and success of this project within this grant budget period.

(Continued)
### Desert Vista Campus Title V Learning Center and Study Area Improvement Project

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensing Agreements (Software)</td>
<td></td>
</tr>
<tr>
<td>• English as a Second Language (ESL) Software – Focus on Grammar</td>
<td>$30,000</td>
</tr>
<tr>
<td>Equipment – General Instruction Equipment</td>
<td>$3,210</td>
</tr>
<tr>
<td>Infrastructure Improvements</td>
<td></td>
</tr>
<tr>
<td>• Network and Electrical Access Installation and Relocation</td>
<td>$2,400</td>
</tr>
<tr>
<td>Learning Center and Dedicated Study Rooms Equipment and Fixtures</td>
<td></td>
</tr>
<tr>
<td>• Learning Center</td>
<td></td>
</tr>
<tr>
<td>• Forty-two (42) computer workstations and seating</td>
<td></td>
</tr>
<tr>
<td>• Seating and work surfaces for fifty (50) students</td>
<td></td>
</tr>
<tr>
<td>• Four (4) workstations and seating for Learning Center staff</td>
<td></td>
</tr>
<tr>
<td>• Seating and work surfaces for twenty-four (24) students in two (2) group study rooms</td>
<td></td>
</tr>
<tr>
<td>• Installation of a sound masking system for Learning Center study areas</td>
<td></td>
</tr>
<tr>
<td>• Dedicated Study Rooms</td>
<td></td>
</tr>
<tr>
<td>• Development and installation of four (4) group study rooms within the campus Library</td>
<td></td>
</tr>
<tr>
<td>• Seating and work surfaces for thirty-two (32) students in the four (4) group study rooms</td>
<td></td>
</tr>
<tr>
<td>• Installation of a sound masking system for the Library</td>
<td></td>
</tr>
<tr>
<td>M&amp;S Craft and Trade Services Chargeback</td>
<td>$36,390</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$272,000</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person: Dr. Johnson Bia  
Date: 3/17/11

Chancellor: Dr. Roy Flores
Recommendation:

The Chancellor recommends the Board of Governors approve the selection of Burns Wald-Hopkins Shambach Architects, Inc. (BWS Architects) as the firm to provide architectural services for the Northwest Campus Building Expansion project.

Justification:

The College uses architects to provide drawings, plans, specifications, estimates and construction observation for College construction projects that require architecture; engineering; geology; landscape architecture; civil engineering and hydrology; telecommunications system design; interior design; and furnishings. An architect selection process was conducted to choose a full service firm due to the size and scope of the Northwest Campus Building Expansion project. Arizona Revised Statutes direct the selection process for architects to be based on qualifications. By statute; fees, price, man-hours, or any other cost information cannot be considered until after the highest qualified firm is determined. In accordance with Arizona Revised Statutes and College policies, the College issued a Request for Qualifications (RFQ) for Architectural Services-Northwest Campus.

The College received proposals from twenty-one (21) architectural firms. A committee comprised of representatives from various College locations and departments, including an architect and a licensed contractor, screened the proposals using a structured evaluation form and open discussion. The committee subsequently selected five (5) firms for interviews. Upon completion of the oral interviews, BWS Architects was recommended based on: the full service capabilities of the firm; experience; strength of architectural and engineering teams; design methodology; project history; quality control procedures; firm size; project and schedule management; and references.

BWS Architects is located in Tucson, Arizona and has been an established firm for over 19 years. BWS Architects has worked closely with Pima Community College on a number of projects including: Downtown Campus-Title V Renovations (2010); District-wide Student Services Renovations (2009); and the Desert Vista Campus Sports and Fitness Facility-Silver LEED certification (2005). Other notable projects include Cochise County Community College-Benson Center; Northern Arizona University-Extended Campuses Center; and Northern Arizona University-Applied Research and Development Facility. In 2004 BWS Architects were awarded

(Continued)
the Southern Arizona Chapter Honor Award and the Western Mountain Region Merit Award for their work with Pima Community College’s Performing Arts & Learning Center.

College Plan Initiative:

Initiative 5 – Improve the Use of Physical Assets
Annual Capital Budget

Financial Considerations:

The costs associated with this action were included in a capital project as part of the annual capital budget plan, which was approved April 2010.

Approvals

Contact Person: Dr. David Bea

Chancellor: Dr. Roy Flores
Date: 4/13/11  
Item Title: Curriculum Recommendations – New Center for Training and Development Program Phlebotomy — Certificate for Direct Employment

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following new Center for Training and Development Program Phlebotomy Certificate for Direct Employment

Justification:

This proposed Desert Vista Campus occupational education credit certificate, offered through the Center for Training and Development, is designed to enhance medical assistant proficiency and meet a need at local laboratory facilities. The Phlebotomy Certificate for Direct Employment will be offered in conjunction with the Medical Assistant program; students will have the option of completing one or both programs. The Health Professions Opportunity grant and the Title V grant have supported phlebotomy as a needed training area.

The growing and aging population in the Tucson region ensures that health care is an expanding job market. Job market analysis indicates that phlebotomy (medical and clinical lab) professions are an ‘in demand occupation’, with projected growth from 2008 – 2018 expected to be higher than average (16% nationwide and 18% in Arizona). Employment projections in Pima County from EMSI (Economic Modeling Specialists, Inc.) data (2010-2015) indicate an 11% growth rate and a 15% growth rate statewide.

Graduates of the certificate will be eligible to sit for one of the national phlebotomy certifications after a period of employment. These certifications are not required, but do provide increases in pay. Subject matter consultants indicate that of the two current local programs, offered by private for-profit institutions at costs of $3,000 and $3,700, only one meets the requirements for students to take a national exam. The Pima Community College program will increase the number of local employees who meet certification eligibility requirements, which will improve the profession locally.

College Plan Initiative:

This proposed 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 program will initially employ adjuncts and eventually a full-time instructor, following the CTD model. Students will pay tuition and fees in accordance with standard credit program requirements. CTD student services will provide general advising and support, as they do for medical assistant students.

The Health Professions Opportunity grant and the Title V grant have identified phlebotomy as a needed training area and have provided funding towards the program and will provide funding for students interested in the program. Start-up costs for equipment, initial supplies, and curriculum development have been provided by the Title V grant. The Health Professions Opportunity grant will provide scholarships for students who qualify.

Approvals

Contact Person

Dr. Suzanne Miles

Chancellor

Dr. Roy Flores
ACTION ITEM

Date: 4/13/11

Item Title
Curriculum Recommendations – Program Inactivation:
English Immersion — Certificate for Direct Employment

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

Recommendation:
Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following program inactivation: English Immersion — Certificate for Direct Employment.

Justification:
The English Immersion Certificate was designed to help students improve their English language skills through an English immersion experience. East Campus recommends inactivating this Program because of zero enrollments in the core course requirement and zero graduates in the certificate.

College Plan Initiative:
This action supports the 2008-2011 Pima Community College Plan, specifically Initiative 4, 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 requests for funding associated with this action.

Approvals

Contact Person

[Signature]
Dr. Suzanne Miles

Chancellor

[Signature]
Dr. Roy Flores
Date: 4/13/11  Item Number: 15.12

Item Title
Curriculum Recommendations — Program Inactivation: Histotechnician — Associate of Applied Science Degree for Direct Employment

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following program inactivation: Histotechnician — Associate of Applied Science Degree for Direct Employment.

Justification:

The Histotechnician Associate of Applied Science Degree for Direct Employment was designed to train program participants to learn techniques and theory of Histotechnology for immediate employment and licensure and gain co-op experience in both research and development and a clinical laboratory. West Campus recommends inactivating this program because the program is very expensive to maintain and the local job market for student graduates is very small and uncertain.

College Plan Initiative:

This action supports the 2008-2011 Pima Community College Plan, specifically Initiative 4, 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 requests for funding associated with this action.

Approvals

Contact Person
Dr. Suzanne Miles

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

ACTION ITEM

Date: 4/13/11  Item Number: 15.13

Item Title  Contact Person
Curriculum Recommendations – Program Inactivation: Histotechnician — Post-Degree Certificate for Direct Employment  Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following program inactivation: Histotechnician Post-Degree Certificate for Direct Employment.

Justification:

The Histotechnician Post-Degree Certificate for Direct Employment was designed to train program participants to learn techniques and theory of Histotechnology for immediate employment and licensure. West Campus recommends inactivating this program because the program is very expensive to maintain and the local job market for student graduates is very small and uncertain.

College Plan Initiative:

This action supports the 2008-2011 Pima Community College Plan, specifically Initiative 4, 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 requests for funding associated with this action.

Approvals

Contact Person  Dr. Suzanne Miles
Chancellor  Dr. Roy Flores
ACTION ITEM

Date: 4/13/11

Item Title

Curriculum Recommendations – Program Inactivation:
Manufacturing Technology — Associate of Science Degree for Transfer

Contact Person

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following program inactivation: Manufacturing Technology — Associate of Science Degree for Transfer.

Justification:

The Manufacturing Technology Associate of Science Degree for Transfer was designed to prepare students to transfer to a University program in an Engineering field with an emphasis on manufacturing. Downtown Campus recommends inactivating this program because it has had zero graduates since the program was reactivated in Spring 2003. Students may still transfer into engineering programs with Pima’s Engineering AGS degree and into Bachelor of Applied Science degrees with the Machine Tool Technology Associate of Applied Science Degree for Direct Employment to Bachelor's of Applied Science Degrees.

College Plan Initiative:

This action supports the 2008-2011 Pima Community College Plan, specifically Initiative 4, 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 requests for funding associated with this action.

Approvals

Contact Person

Dr. Suzanne Miles

Chancellor

Dr. Roy Flores
Recommendation:

The Chancellor recommends that the Board of Governors approve differential tuition as follows: Disciplines for which direct expenses per Full-time Student Equivalent (FTSE) have been four or more times the median for two consecutive years will be subject to a 40 percent differential; disciplines for which direct expenses per FTSE have been at least twice, but less than four times the median for two consecutive years will be subject to a 30 percent differential. The differential tuition rates will become effective for Spring 2012.

Justification:

Historically, differential tuition has been applied at Pima Community College to students who are not Arizona residents. It is common in higher education to charge more for programs that are more expensive; at least 60 percent of public research universities use differential tuition for certain courses, majors or programs (Nelson, Glen; “Differential tuition by Undergraduate Major: Its Use, Amount, and Impact at Public Research Universities”; digitalcommons.unl.edu/cehsedaddiss/5 (2008)).

In order to identify disciplines for a tuition differential, the College reviewed four years of discipline-based direct cost data. Direct costs include any expenses that are charged directly to the discipline. The median was used as the basis of comparison as it minimizes the impact of very large or very small values and a two consecutive year window was chosen to increase the stability of the comparisons.

In FY 2010, the College median direct cost per FTSE was $2,041. Twenty disciplines had direct cost per FTSE at least twice the College median for two or more consecutive years. These disciplines represent 15% of the total number of disciplines offered in FY 2010.

Differential tuition rates of 30% and 40% will mean that students taking courses in those disciplines will be contributing a larger share toward the greater cost of those disciplines. For FY 2011, in-state tuition is set at $58.50 per credit hour; the 30% differential rate constitutes an additional $17.50, while the 40% differential rate constitutes an increase of $23.50 per credit hour. As such, the 30% differential tuition will be $76.00 per unit and the 40% differential tuition will be $82.00 per unit. Out-of-state tuition will be subject to the same differential tuition rates for affected disciplines.
Differential tuition will be applied only to courses with the affected prefixes and not to entire programs. Thus, the total cost of the program will be based on a combination of differential and non-differential rates. For example, the 30% differential tuition rate translates to a 19 percent increase in the cost to the student for MAC and VET programs, and the 40% differential rate translates to a 17 percent increase for the NRS program.

**College Plan Initiative:**

Initiative 7 – Strengthen Administrative Operations
   Strategy 7.3 – Improve internal operations

**Financial Considerations:**

Differential tuition will be effective Spring 2012 and is expected to generate approximately $200,000 for FY 2012 General Fund.

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**Approvals**

Chancellor [Signature]
Dr. Roy Flores