Pima County Community College District
Board of Governors

REGULAR MEETING

June 8, 2011
7:00 p.m.

District Office
Community Board Room
4905 East Broadway
Tucson, Arizona 85709-1010
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 8th day of June, 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 3rd day of June 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 85709-1010

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

6. Faculty Representatives
   Kimlisa Duchicela
   Patty Figueroa

7. Report — Chairperson of the Board
   • Authorization of Executive Session on July 13, 2011

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

9. Report — Chancellor


Information Items

11. Separations from Employment

12. Student Aide Hires

Action Items

13. Approval of Minutes
   Regular Meeting of May 11, 2011

14. Consent Agenda

14.1 New Appointments

14.2 Administrator Appointments

14.3 Adjunct Faculty Appointments

14.4 Temporary Appointments

14.5 Employment Contract: Chancellor

14.6 Legal Services

14.7 Public Safety Personnel Retirement System Local Board Membership

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

14.9 Intergovernmental Agreement: Vail Unified School District

14.10 Intergovernmental Agreement: Pima County Sheriff’s Department

14.11 Intergovernmental Agreement: Pima County Community Services for
   Workforce Development Education (2011-2012)

14.12 Intergovernmental Agreement: Cochise County Community College
   District Undergraduate Flight Training Program
Board of Governors Agenda

Date: 6/8/11
Page 3

Action Items (Continued)

14.13 Non-Intergovernmental Agreement: EdLink, LLC and Pima Community College Workforce and Business Development

14.14 Non-Intergovernmental Agreement: National Center for Construction Education and Research and Pima Community College Workforce and Business Development

14.15 Contracts: Information Technology Replacement – Fiscal Year 2012

14.16 Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2012

14.17 Contract: Moving Services

14.18 Contract: Transportation Services

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

14.20 Contract: Group Purchase Participation Agreement for Property Insurance

14.21 Contract: Worker’s Compensation Insurance

14.22 Contract: Short Term Disability Insurance

14.23 Contract: Disabled Student Resources – Sign Language Interpreting Services


14.26 Curriculum Recommendations – Program Inactivation: Certified Phlebotomist — Center for Training and Development

14.27 Library Participation in Cooperative Buying Program with the Community College Library Consortium

14.28 Fiscal Year 2010-2011 Adopted Budget Reductions

14.29 Employee Retirement Adjustment
Other Action Items

15. College Plan 2011-2013


Adjournment

Regular Meeting
July 13, 2011, 7:00 p.m.
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1010
# GENERAL MATTERS/REPORTS

**Meeting Date:** 6/8/11  
**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</td>
</tr>
<tr>
<td></td>
<td>(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>
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</tr>
<tr>
<td>• Authorization of Executive Session</td>
<td></td>
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<tr>
<td>on July 13, 2011</td>
<td></td>
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<tr>
<td>8. Report—Secretary of the Board</td>
<td></td>
</tr>
<tr>
<td>9. Report—Chancellor</td>
<td></td>
</tr>
</tbody>
</table>

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**Approval**  
Chancellor [Signature]  
Dr. Roy Flores
REPORT - April 2011 Financial Statements

Recommendation:

Attached are the financial statements showing preliminary 2010/11 fiscal year results through April 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 April. 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 $18.6 million. This is higher than the April 2010 net assets increase of $17.7 million for the same period in fiscal year 2010.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 94.4 percent of budget, which is slightly lower than the previous year. Services and supplies expenditures and commitments are approximately 78.1 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 April are $217.7 million, which is an increase of $12.8 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

April 30, 2011

(Preliminary)

#### Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>63,207,714</td>
<td>7,296,167</td>
<td>33,952,485</td>
<td>104,456,366</td>
<td>91,241,084</td>
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<tr>
<td>Receivables</td>
<td>3,465,128</td>
<td>1,443,882</td>
<td>4,120,334</td>
<td>9,777,179</td>
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<tr>
<td>Property Taxes</td>
<td>12,672,871</td>
<td>252</td>
<td>12,675,392</td>
<td>9,365,778</td>
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</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>-</td>
<td>432,976</td>
<td>432,976</td>
<td>4,471</td>
<td></td>
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<tr>
<td>Government Grants and Contracts</td>
<td>1,163,306</td>
<td>3,816</td>
<td>949,779</td>
<td>1,513,303</td>
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<tr>
<td>Student Loans (net of allowances)</td>
<td>-</td>
<td></td>
<td></td>
<td>8,873,818</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td></td>
<td></td>
<td>8,471</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>222,846</td>
<td></td>
<td>222,846</td>
<td>201,701</td>
<td></td>
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<tr>
<td>Prepaid Expenses</td>
<td>129,430</td>
<td></td>
<td>129,430</td>
<td>217,769</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>80,861,295</td>
<td>8,522,706</td>
<td>35,047,004</td>
<td>124,431,005</td>
<td>115,259,103</td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>-</td>
<td>9,289,126</td>
<td>9,289,126</td>
<td>12,334,459</td>
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<td>Notes Receivable (net of allowances)</td>
<td>-</td>
<td>1,136,310</td>
<td>1,136,310</td>
<td>1,288,784</td>
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<tr>
<td>Other Long-term Investments</td>
<td>1,202,860</td>
<td></td>
<td>1,202,860</td>
<td>2,243,120</td>
<td></td>
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<tr>
<td>Capital Assets</td>
<td>-</td>
<td></td>
<td></td>
<td>15,291,311</td>
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<tr>
<td>Land</td>
<td>-</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>-</td>
<td>98,835,730</td>
<td>98,835,730</td>
<td>103,711,929</td>
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<tr>
<td>Construction in Progress</td>
<td>-</td>
<td></td>
<td></td>
<td>38,320</td>
<td></td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>-</td>
<td>2,475,668</td>
<td>2,475,668</td>
<td>2,663,890</td>
<td></td>
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<tr>
<td>Library Books (net of depreciation)</td>
<td>-</td>
<td>1,938,438</td>
<td>1,938,438</td>
<td>1,957,411</td>
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<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>1,202,860</td>
<td></td>
<td>128,966,583</td>
<td>139,529,224</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>82,064,155</td>
<td>8,522,706</td>
<td>164,013,587</td>
<td>254,600,448</td>
<td>254,788,327</td>
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</table>

#### Liabilities

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>6,130,426</td>
<td>-</td>
<td>-</td>
<td>6,130,426</td>
<td>6,046,084</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(618,420)</td>
<td>69,424</td>
<td>(124,788)</td>
<td>(673,788)</td>
<td>561,450</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>-</td>
<td>419,462</td>
<td>419,462</td>
<td>472,380</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,379,027</td>
<td>-</td>
<td>-</td>
<td>4,379,027</td>
<td>4,486,805</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>9,891,033</td>
<td>69,424</td>
<td>294,674</td>
<td>10,255,131</td>
<td>11,566,719</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>5,225,354</td>
<td>-</td>
<td>179,170</td>
<td>5,404,524</td>
<td>4,019,857</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,012,269</td>
<td>18,250,000</td>
<td>21,262,269</td>
<td>34,285,697</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>8,237,623</td>
<td>18,429,170</td>
<td>26,666,793</td>
<td>38,305,554</td>
<td></td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>18,128,656</td>
<td>69,424</td>
<td>18,723,844</td>
<td>36,921,924</td>
<td>49,872,273</td>
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</table>

#### Net Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td>-</td>
<td></td>
<td>-</td>
<td>100,291,145</td>
<td>92,147,861</td>
</tr>
<tr>
<td>Restricted for:</td>
<td>-</td>
<td></td>
<td>-</td>
<td>100,291,145</td>
<td>92,147,861</td>
</tr>
<tr>
<td>Loans</td>
<td>-</td>
<td></td>
<td>-</td>
<td>1,790,650</td>
<td>1,661,010</td>
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<tr>
<td>Debt Service</td>
<td>-</td>
<td></td>
<td>-</td>
<td>9,488,545</td>
<td>12,634,466</td>
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<tr>
<td>Other (Capital Projects)</td>
<td>-</td>
<td></td>
<td>-</td>
<td>899,248</td>
<td>1,262,794</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>-</td>
<td></td>
<td>-</td>
<td>899,248</td>
<td>1,262,794</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>63,935,499</td>
<td>7,554,034</td>
<td>33,719,403</td>
<td>105,208,936</td>
<td>97,200,923</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>63,935,499</td>
<td>8,433,282</td>
<td>145,289,743</td>
<td>217,469,724</td>
<td>204,916,054</td>
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</tbody>
</table>
## Statement of Revenues, Expenses and Changes in Net Assets

For Ten Months Ending April 30, 2011

<table>
<thead>
<tr>
<th>CURRENT FUNDS</th>
<th>GENERAL</th>
<th>AUXILIARY AND RESTRICTED</th>
<th>PLANT AND OTHER FUNDS</th>
<th>TOTAL ALL FUNDS</th>
<th>PRIOR YEAR TOTALS AS OF APRIL 30, 2010</th>
</tr>
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<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>50,799,782</td>
<td>-</td>
<td>1,368,131</td>
<td>52,167,913</td>
<td>49,001,469</td>
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<tr>
<td>Contracts</td>
<td>2,195,498</td>
<td>-</td>
<td>-</td>
<td>2,195,498</td>
<td>3,199,235</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>-</td>
<td>1,407,297</td>
<td>-</td>
<td>1,407,297</td>
<td>1,406,036</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>27,500</td>
<td>217,075</td>
<td>-</td>
<td>244,575</td>
<td>232,044</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>664,443</td>
<td>328,742</td>
<td>260,146</td>
<td>1,253,331</td>
<td>1,376,726</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>53,687,223</td>
<td>1,953,114</td>
<td>1,628,277</td>
<td>57,268,614</td>
<td>55,215,510</td>
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<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Instruction</td>
<td>46,421,971</td>
<td>2,617,453</td>
<td>-</td>
<td>49,039,424</td>
<td>49,804,998</td>
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<td>Academic Support</td>
<td>19,019,293</td>
<td>1,805,183</td>
<td>261,816</td>
<td>21,086,292</td>
<td>21,976,903</td>
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<td>Student Services</td>
<td>17,230,971</td>
<td>2,449,208</td>
<td>41,719</td>
<td>19,721,908</td>
<td>19,148,889</td>
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<td>Institutional Support</td>
<td>23,117,288</td>
<td>(135,539)</td>
<td>3,112,676</td>
<td>26,094,425</td>
<td>24,323,455</td>
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<td>Operation and Maintenance of Plant</td>
<td>9,811,400</td>
<td>534,852</td>
<td>4,025,642</td>
<td>14,371,894</td>
<td>17,517,013</td>
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<td>Depreciation</td>
<td>-</td>
<td>5,952,782</td>
<td>5,952,782</td>
<td>-</td>
<td>6,151,935</td>
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<tr>
<td>Student Financial Aid</td>
<td>920,794</td>
<td>48,705,142</td>
<td>-</td>
<td>49,625,936</td>
<td>38,917,299</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>480</td>
<td>480,817</td>
<td>-</td>
<td>481,297</td>
<td>258,685</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>116,522,197</td>
<td>56,457,116</td>
<td>14,047,534</td>
<td>187,026,847</td>
<td>178,099,177</td>
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<tr>
<td><strong>Net Operating Gain (Loss)</strong></td>
<td>(62,834,974)</td>
<td>(54,504,002)</td>
<td>(12,419,257)</td>
<td>(129,758,233)</td>
<td>(122,883,667)</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>State Appropriations</td>
<td>15,942,100</td>
<td>-</td>
<td>-</td>
<td>15,942,100</td>
<td>15,942,100</td>
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<tr>
<td>Property Taxes</td>
<td>65,720,905</td>
<td>-</td>
<td>7,903,680</td>
<td>73,624,585</td>
<td>78,551,122</td>
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<tr>
<td>Federal Grants</td>
<td>54,536</td>
<td>55,772,199</td>
<td>-</td>
<td>55,826,735</td>
<td>42,379,536</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>-</td>
<td>1,229,579</td>
<td>-</td>
<td>1,229,579</td>
<td>848,205</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>-</td>
<td>1,496,365</td>
<td>-</td>
<td>1,496,365</td>
<td>1,550,077</td>
</tr>
<tr>
<td>Gifts</td>
<td>1,053</td>
<td>26,651</td>
<td>24,788</td>
<td>52,492</td>
<td>949,477</td>
</tr>
<tr>
<td>Investment Income</td>
<td>168,478</td>
<td>3,781</td>
<td>30,007</td>
<td>202,266</td>
<td>394,827</td>
</tr>
<tr>
<td>Interest on Capital Asset (related debt)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>81,887,072</td>
<td>58,528,575</td>
<td>7,988,475</td>
<td>148,374,122</td>
<td>140,615,544</td>
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<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>19,052,098</td>
<td>4,024,573</td>
<td>14,460,782</td>
<td>33,537,453</td>
<td>17,731,677</td>
</tr>
<tr>
<td>Transfers</td>
<td>(27,906,355)</td>
<td>(2,989,850)</td>
<td>30,869,205</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>25,613</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>(8,854,257)</td>
<td>1,034,723</td>
<td>26,435,423</td>
<td>18,615,889</td>
<td>17,757,290</td>
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</tbody>
</table>

**NET ASSETS**

Net Assets - Beginning of Year 72,780,756 7,418,559 118,854,320 199,062,635 187,158,764

Net Assets - End of Period 63,935,499 8,453,282 145,289,743 217,678,524 204,916,054
### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

**For Ten Months Ending April 30, 2011**

#### EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2009/10</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>TOTAL COMMITTED</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>Educational and General</td>
<td>51,061,144</td>
<td>91.7</td>
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<tr>
<td>Instruction</td>
<td>23,320,706</td>
<td>86.5</td>
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<tr>
<td>Academic Support</td>
<td>19,835,236</td>
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<tr>
<td>Student Services</td>
<td>24,907,846</td>
<td>93.7</td>
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<tr>
<td>Institutional Support</td>
<td>11,755,554</td>
<td>96.2</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>7,558,966</td>
<td>100.0</td>
</tr>
<tr>
<td>Transfers</td>
<td></td>
<td></td>
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<tr>
<td>Fund balance reserved for contingency</td>
<td>5,935,226</td>
<td>0.0</td>
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<tr>
<td>Total Expenditures by Function</td>
<td>139,922,544</td>
<td>89.9</td>
</tr>
</tbody>
</table>

#### EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2009/10</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>TOTAL COMMITTED</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>Personal Services</td>
<td>6,354,579</td>
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</tr>
<tr>
<td>Administrative Personnel</td>
<td>22,709,548</td>
<td>97.4</td>
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<tr>
<td>Faculty</td>
<td>961,043</td>
<td>97.8</td>
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<tr>
<td>Additional Compensation - Faculty</td>
<td>16,648,264</td>
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<tr>
<td>Adjunct Faculty</td>
<td>36,787,372</td>
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<tr>
<td>Classified Staff</td>
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<tr>
<td>Other Compensation</td>
<td>107,955</td>
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<tr>
<td>Student Employment / Workstudy</td>
<td>18,517,719</td>
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<tr>
<td>Fringe Benefits</td>
<td>107,800,319</td>
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<tr>
<td>Total Personal Services</td>
<td>139,922,544</td>
<td>89.9</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>4,653,072</td>
<td>78.6</td>
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<tr>
<td>Communications and Utilities</td>
<td>1,356,815</td>
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<td>Travel</td>
<td>9,173,216</td>
<td>82.3</td>
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<td>Contractual Services</td>
<td>4,995,272</td>
<td>82.7</td>
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<tr>
<td>Supplies and Materials</td>
<td>1,483,092</td>
<td>73.9</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>2,250,598</td>
<td>77.2</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>25,476,610</td>
<td>77.8</td>
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<tr>
<td>Capital Equipment</td>
<td>367,146</td>
<td>65.5</td>
</tr>
<tr>
<td>Transfers</td>
<td>7,558,966</td>
<td>100.0</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>294,048</td>
<td>26.0</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>139,922,544</td>
<td>89.9</td>
</tr>
</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMUNITIES FOR INSTITUTIONAL SUPPORT

- **FY 10 $24.9M**
- **FY 11 $27.2M**

COMMUNITIES FOR OPERATION & MAINTENANCE OF PLANT

- **FY 10 $11.8M**
- **FY 11 $11.8M**

COMMUNITIES FOR STUDENT FINANCIAL AID

- **FY 10 $1.5M**
- **FY 11 $0.9M**
**INFORMATION ITEM**

**Date:** 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separations from Employment</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

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

**Retirements**

**Bracamonte, Teresa L.**
Advanced Program Manager  
NE-Northeast Education Center  
Effective: 5/6/11

Teresa Bracamonte began employment in 1984 as a Secretary II to the Associate Dean for Instruction at Downtown Campus, a position she held through various administrators and reclassifications until April 2000. She held a number of Student Services positions at East Campus and Northwest Campus until November 2008 when she became the Advanced Program Manager for the Northeast and Southeast Learning Centers.

**Fay, Steven J.**  
Police Officer  
MS-Department of Public Safety  
Effective: 10/8/11

Steven Fay began employment in 1987 as Police Officer Trainee with Campus Police. He also served as Police Officer I and Acting Sergeant. He is retiring as Police Officer from the College’s Department of Public Safety.

**Flores, Alice E.**  
IT Specialist  
DO-Information Technology  
Effective: 6/30/11

Alice Flores began employment in 1975 as a Data Processor in the Computer Center. She also served as Data Production Controller and Client Services Specialist in the Information Technology Department. She is retiring as IT Specialist in Client Services.

(Continued)
Howell, Cheryl L.
Support Specialist
WC-Arts, Humanities & Communication
Effective: 6/29/11

Cheryl Howell began employment with the College in 2003 as a Support Technician at West Campus. She became a Support Specialist in 2009.

Kracen, Laurel
Educational Support Counselor
EC-Enrollment Services
Effective: 6/2/11

Laurel Kracen began employment with the College in 1998 as Educational Support Counselor. She went on to assignments as Campus Director of Enrollment Services at Community Campus and East Campus, and as Interim Division Dean of Student Services at the Downtown Campus before returning to the East Campus as a Counselor. Laurel is retiring as Educational Support Counselor.

Muniz, Arlene C.
Student Services Advanced Specialist
WC-Enrollment Services
Effective: 5/2/11

Arlene Muniz began employment with the College in 1981 as a Registration Technician in Admissions and Records at West Campus. She also served as Information Center Specialist, Administrative Aide, and Job Placement Assistant. Arlene is retiring as Student Services Advanced Specialist in Enrollment Services at West Campus.

Oller, Patricia S.
Support Coordinator
CC-President’s Office
Effective: 6/29/11

Pat Oller began employment with the College in 1994 as Administrative Assistant to the Provost at Community Campus. She served as Administrative Assistant to the Campus President and is retiring as Support Coordinator in the Campus President’s Office.

Rivera, Virginia
IT Technician
DO-Information Technology
Effective: 6/30/11

Virginia Rivera began employment with the College in 1977 as a Keypunch Operator in the Data Processing Center. She also served as Acting Data Production Controller and is retiring as IT Systems Technician in Technical Services at the District Office.

(Continued)
Truitt, Pamela B.
Instructional Faculty – Dental Assisting
WC-Dental Studies
Effective: 5/19/11

Pam Truitt began employment with the College in 1989 as Instructional Faculty teaching Dental Assisting. She also served as Adjunct Faculty and Department Chair for Dental Studies. She is retiring from her position as Instructional Faculty at West Campus.

Welch, George R.
Instructional Faculty – Visual Arts
WC-Visual Arts
Effective: 5/19/11

George Welch began employment with the College in 1971 as Instructional Faculty teaching Art. He remained in this position at West Campus until his retirement.

Separations from Employment

Lin, Ying
Instructional Faculty – Math
DC-Mathematics
Effective: 5/19/11

Sawma, Joseph T.
Administrator – Grants
CO-Department of Grants
Effective: 6/11/11
Reason: Relocation

Thomas, Lynta
Instructional Faculty – Chemistry
CC-Instruction/Academic Services
Effective: 5/19/11
Reason: Relocation

Approvals

Contact Person
Chancellor
Dr. Roy Flores
INFORMATION ITEM

Meeting Date: 6/8/11

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.

Adun Dafenone
Bojorquez Alexis
Cubillas Adrian
Green Vanessa
Hernandez Micolina
Hodges Amber
Keigley Patrick
Lopez-Serrano Ramon
Mendoza Rosalba
Ponce Paola
Sabaa Reem
Soto Andrina
Valencia Yadira

Approvals

Contact Person: Janet L. May

Chancellor: Dr. Roý Flores
ACTION ITEM

Meeting Date: 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting May 11, 2011</td>
<td>Chancellor's Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Regular Meeting of May 11, 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, May 11 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

BOARD REPRESENTATIVES

Rose Bolz, Staff
Kimlisa Duchicela, Faculty
Patty Figueroa, Faculty
Mary Carroll, Student
Khutso Choshi, Student

RECORDING SECRETARY

Gabriela De Echávarri

ADMINISTRATION

Roy Flores, Chancellor
Lou Albert, President, West Campus
Doreen Armstrong, Assistant Vice Chancellor for 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
Nina Corson, Academic Dean
Imelda Cuyugan, Assistant Vice Chancellor, Government Relations
Cindy Dooling, Acting Vice Chancellor, Information Technology
Charlotte Fugett, President, East Campus
Donna Gifford, Vice President of Instruction
Mary Beth Ginter, Academic Dean
Diane Groover, Assistant Vice Chancellor, Finance
Jerry Haynes, Vice President of Student Development
Patricia Houston, Academic Dean
William Howard, Assistant Vice Chancellor, Business Services
Rhachelle Howell, Assistant Vice Chancellor, Marketing
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, Human Resources
Marty Mayhew, Academic Dean
Keith McIntosh, Assistant Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Services
Suzanne Miles, Provost/Executive Vice Chancellor and President, Downtown Campus
Lorraine Morales, Vice President of Student Development
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
Robert Simpson, Academic Dean
Nancy Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
Heather Tilson, Senior Assistant to the Provost
Tom Tomasky, Academic Dean
Anne Vosberg, Vice President of Student Development
William Ward, Assistant Vice Chancellor, Facilities
Daniel Wright, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Student Development
GENERAL MATTERS

Call to Order

Marty Cortez called the meeting to order at 7:15 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Michael Coiro and some members of AFSCME expressed their gratitude to Arlene Muñiz who is retiring from the College.

Staff Representatives

Rose Bolz reported on the May 9 Staff Council Meeting. Highlights included the following: Provost’s Report: Provost Miles noted that there will be workshops in early Fall for some minor changes to the Student Code of Conduct. Chancellor’s Report: Deborah Yoklic reported on the impact Arizona State Retirement changes will have on PCC employees. Liaison Report: Vice Chancellor May provided an update on Human Resources recruitment statistics. AFSCME Report: Meet and confer process is complete and AFSCME will be making its presentation at the upcoming BOG meeting. ACES Report: Andrew Plucker gave the ACES report noting that the process is complete, proposals were signed and they will be doing their presentation at the BOG meeting. Subcommittee Updates: Jorge Caballero reported on marketing projects and fundraisers. The next Staff Council meeting will be held on June 2nd 2011.

Student Representatives

Mary Carroll and Khutso Choshi reported on recent events from each campus. Highlights included: Community Campus: Student Leaders co-planned and co-facilitated Orientation Assemblies for new students at El Rio Learning Center. Desert Vista Campus: New Student Government officers were elected. Downtown Campus: An End of the Year Recognition Dinner for SGA and Club Leaders will take place May 18. East Campus: “Enduring Eyes: Remembering the Holocaust to Protect the Future” photograph exhibition
will be held through May 13. *Northwest Campus*: An “End of Year Blowout Celebration” was held on May 5.  
*West Campus*: A group of students along with Student Life Coordinator Rosemary Nigrelli will be attending the Race and Ethnicity National Conference May 31-June 4.

**Faculty Representatives**

Kimlisa Duchicela and Patty Figueroa shared information from the May 6 Faculty Senate meeting. Following are highlights from that report: A motion was passed to approve the 2012-2013 Academic Calendar. A Learning Management System proposal recommendation was sent forward to Dr. Flores and is waiting BOG approval. In the PCCEA report Ana Jimenez stated that Meet & Confer has concluded.  
*Provost’s Report*: Dr. Miles reported that the Academic Standards Committee decided to hold off and revisit the Reading requirement in 2013 after the implementation of the new admissions requirements. *President’s Report*: Diann Porter reported on the veto of SB1467. She also acknowledged senators with 10-20-30 years of service and retiring faculty.

**Report — Chairperson of the Board**

Chairperson Cortez thanked administration, staff and faculty for their hard work during this year and for dealing with the events of the past year.

**Motion No. 7009**

Brenda Even – M, David Longoria – S, to authorize an Executive Session of the Board of Governors on June 8, 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

Project Raise students received the 2011 Award of Excellence. Employee groups AFSCME, ACES and Faculty Senate gave their presentations. Chancellor Flores presented the Student Representatives awards. He reported that the State cut PCC by 55%. Chairperson Cortez thanked staff members for adapting as quickly as possible to legislative changes. She also thanked the employee groups for working collaboratively with administration.


Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending March 31, 2011. He noted the increase in net assets through month end, year-to-day, is approximately $17.5 million.

Information Items

Separations from Employment
Chairperson Cortez acknowledges the retirements of Roberta Susan Kifer, Jana Kooi, Sylvia Lee, Robert I Modica, and Nile Patton, and wished them well in their new future endeavors.

Student Aide Hires

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 7010
Scott Stewart – M, Brenda Even – S, to approve the Minutes of the Regular Meeting of April 13, 2011.

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

Consent Agenda

Motion No. 7011


14.1 New Appointments
14.2 Administrative Appointments
14.3 Adjunct Faculty Appointments
14.4 Temporary Appointments
14.5 United States Department of Agriculture Hispanic Serving Institutions Education Grants Program, Pima Agriscience Career Track (PACT) – Desert Vista and Northwest Campuses
14.6 Grant Proposal: United States Department of Agriculture, Culinary HEalthy LIving eXPansion (HELIX) – Desert Vista Campus
14.7 Grant Proposal/Intergovernmental Agreement: Governor’s Office of Highway Safety, Impaired Drivers and Occupant Protection Program
14.8 Intergovernmental Agreement: Pinal County Animal Care and Control for an Animal Adoption Program for Veterinary Technology
14.9 Intergovernmental Agreement: Pima County Sheriff’s Department and Pima Community College Adult Education
14.10 Addendum: Carondelet Health Network – Associate of Applied Science Degree in Nursing Program
14.11 Addendum: Tucson Medical Center – Associate of Applied Science Degree in Nursing Program
14.12 Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2011/2012
14.13 Contract: ISS Facility Services
14.14 Contract: International Student Health Insurance
14.15 Learning Management System Replacement
14.16 Legal Action Regarding Out-of-County Reimbursement Payments from Santa Cruz County

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Fiscal Year 2012 Proposed Budget

Dr. David Bea, Executive Vice Chancellor for Finance and Administration provided background information on this item.

Motion No. 7012

David Longoria – M, Brenda Even – S, to approve the Fiscal Year 2012 proposed budget for a public hearing on June 8, 2011, 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 23 and May 31, 2011 according to statutory requirements.

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

Capital Budget Plan for Fiscal Years 2012 and 2013

Dr. David Bea provided background information on this item. Board Member Marshall expressed her concern about not receiving detailed information on the budget reduction.

Board Member Longoria applauded staff and administration for their hard work.

Motion No. 7013

Brenda Even – M, David Longoria – S, to approve the list of capital projects for fiscal years 2012 and 2013. In total, the budget includes $9.9 million for projects in fiscal year 2012 and $7.5 million in fiscal year 2013.

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

Adjournment

The meeting adjourned at 9:40 p.m.

__________________________
Secretary

__________________________
Date
Pima County Community College District
Board of Governors
4905 East Broadway, Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/8/11
Item Number: 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<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.

14.1 New Appointments
14.2 Administrator Appointments
14.3 Adjunct Faculty Appointments
14.4 Temporary Appointments
14.5 Employment Contract: Chancellor
14.6 Legal Services
14.7 Public Safety Personnel Retirement System Local Board Membership
14.8 Grant Award: Arizona Commission for Postsecondary Education, United States
14.9 Intergovernmental Agreement: Vail Unified School District
14.10 Intergovernmental Agreement: Pima County Sheriff’s Department
14.11 Intergovernmental Agreement: Pima County Community Services for Workforce Development Education (2011-2012)
14.12 Intergovernmental Agreement: Cochise County Community College District Undergraduate Flight Training Program
14.13 Non-Intergovernmental Agreement: EdLink, LLC and Pima Community College Workforce and Business Development
14.14 Non-Intergovernmental Agreement: National Center for Construction Education and Research and Pima Community College Workforce and Business Development
14.15 Contracts: Information Technology Replacement – Fiscal Year 2012
14.16 Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2012
14.17 Contract: Moving Services
14.18 Contract: Transportation Services
14.19 Contract: General Liability and Automobile Liability and Physical Damage Insurance
14.20 Contract: Group Purchase Participation Agreement for Property Insurance
14.21 Contract: Worker’s Compensation Insurance
14.22 Contract: Short Term Disability Insurance

(Continued)
14.23 Contract: Disabled Student Resources – Sign Language Interpreting Services
14.26 Curriculum Recommendations – Program Inactivation: Certified Phlebotomist — Center for Training and Development
14.27 Library Participation in Cooperative Buying Program with the Community College Library Consortium
14.28 Fiscal Year 2010-2011 Adopted Budget Reductions
14.29 Employee Retirement Adjustment

Approval
Chancellor Dr. Roy Flores
Date: 6/8/11

**ACTION ITEM**

**Item Title** | **Contact Person**
--- | ---
New Appointments | Janet L. May, Vice Chancellor for Human Resources (206-4624)

**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:**

**Goncalves-Shaner, Aurora**

**Instructional Faculty**

Salary: $45,996  
Effective: 8/17/11  
One-year administrative appointment

Education: Bachelor of Arts, Dance, Brigham Young University; Master of Fine Arts, Dance, University of Arizona

Experience: Ms. Goncalves-Shaner has five years of experience as a dance instructor at the University of Arizona and Brigham Young University. Additionally, she has over three years of professional dance experience with Ballet Teatro Castro Alves, the Tucson Symphony Orchestra, and the Arizona Opera Company.

Recruitment Overview:

This is a one-year administrative appointment under the College’s Joint Faculty Appointment Program with the University of Arizona pilot agreement for shared Dance Faculty, implemented in 2009 and renewable for up to three years. This is year three of the agreement.

(Continued)
New Appointments

Staff:

Hoffman, Michelle  
Program Assistant  
Salary: $17.22  
Effective: 6/13/11  
Education: Coursework, Immaculata College, Frazier, Pennsylvania  
Experience: Ms. Hoffman has three months experience as a temporary program assistant with the HITECH Grant program at Downtown Campus. She has four years experience as a teacher’s assistant at Glendale Union High School in Phoenix, Arizona; three years experience as a senior office assistant to the Sahuarita Town Clerk; one year experience as a senior office assistant to the Sahuarita Police Department; and one year experience as a temporary financial aid technician at Pima Community College.

Recruitment Overview:  
An external recruitment was conducted. Thirty-seven applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Brigid Murphy, Vice President, Instruction, Downtown Campus.

Rorabaugh, Michele  
Support Specialist  
Salary: $16.25  
Effective: 6/13/11  
Education: Coursework, Pima Community College  
Experience: Ms. Rorabaugh has three years experience as a support specialist in Community Education at Community Campus, two years experience as an executive secretary for the School of Health Sciences at Western New Mexico University in Silver City, New Mexico, one year experience as an office assistant for the Department of Child and Family Studies at the University of South Florida in Tampa, Florida, and thirteen years experience as a data analyst and access administrator at Edinboro University in Edinboro, Pennsylvania.

Recruitment Overview:  
An external recruitment was conducted. Fifty-four applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, President, East Campus.

Approvals

Contact Person  
Janet L. May

Chancellor  
Dr. Roy Flores
ACTION ITEM

Date: 6/8/11

Item Title: Administrator Appointments
Contact Person: Janet May, Vice Chancellor for Human Resources (206-4624)

Recommendation:

The Chancellor recommends that the Board approve this Administrator appointment and requests that the Board authorize the Chancellor or designee to sign the employment contract on behalf of the College District.

Justification:

When 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.

Sanchez, James
Psychologist
Salary: $95,201
District Office – Human Resources
Effective: 7/18/11*
Education: Bachelor of Arts, Clinical Psychology, Purdue University Calumet, Hammond, Indiana; Master of Arts Counseling Psychology, University of Notre Dame, Notre Dame, Indiana; Doctor of Counseling Psychology, University of Notre Dame, Notre Dame, Indiana
Experience: Dr. Sanchez has been a Psychologist for Davis-Monthan Air Force Base Mental Health Clinic (subcontractor RLM Services) in Tucson, Arizona since 2006. His previous professional experience includes Director of Child, Adolescent and Family Services for La Frontera Center, Incorporated, Tucson, Arizona from 1999 to 2006; Director of Services for General Mental Health Adults for La Frontera Center, Incorporated, Tucson, Arizona from 1998 to 1999; Clinical Supervisor – Benson Outpatient Clinic for South Eastern Arizona Behavioral Health Services, Benson, Arizona from 1997 to 1998; Psychology Resident for Veterans Administration Medical Center, Tucson, Arizona from 1996 to 1997; Psychometrician for Madison Center and Hospital in South Bend Indiana from 1994 to 1996; Counselor for Linden Vale Hospital in Mishawaka, Indiana from 1993 to 1994; Psychometrician for Associated Psychological Services in Elkhart, Indiana from 1993 to 1994; Psychology Extern in Neuropsychology for Michiana Rehabilitation Institute of Memorial Hospital in South Bend, Indiana from 1991 to 1992; and Therapist for Madison Center South in South Bend, Indiana from 1988 to 1990.

(Continued)
Recruitment Overview:
Twenty-one complete applications were received; fifteen were sent to committee for screening; five candidates were invited in for interviews. Dr. Roy Flores, Chancellor, and Janet May, Vice Chancellor for Human Resources, conducted interviews and recommends this candidate for selection.

*On or after 7/18/11

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**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Janet May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. Roy Flores</td>
</tr>
</tbody>
</table>
**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. 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.

<table>
<thead>
<tr>
<th><strong>Gabor, Cara L.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline(s):</td>
<td>Special Education (Academic)</td>
</tr>
<tr>
<td>Salary:</td>
<td>$710 per load hour</td>
</tr>
<tr>
<td>Education:</td>
<td>Bachelor of Science, Psychology and Sociology, University of Wisconsin, Madison, Wisconsin; Master of Arts, Special Education, University of Arizona, Tucson, Arizona</td>
</tr>
<tr>
<td>Experience:</td>
<td>Ms. Gabor has been working as a cross-categorical resource teacher for Tucson Unified School District for five years. She teaches core academic subject areas to learning disabled students grades three to five.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Greenapple, Elaine R.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline(s):</td>
<td>English as a Second Language (Developmental)</td>
</tr>
<tr>
<td>Salary:</td>
<td>$710 per load hour</td>
</tr>
<tr>
<td>Education:</td>
<td>Bachelor of Arts, Liberal Studies, San Francisco State University, San Francisco, California; Master of Arts, Teaching English as a Second Language, University of San Francisco, San Francisco, California</td>
</tr>
</tbody>
</table>

(Continued)
Experience: Ms. Greenapple has been a Gifted Education teacher for Sunnyside School District, in Tucson, for the past five years. Prior to this position, she was an English as a Second Language teacher and Reading Specialist for twenty years working for Sunnyside School District in Tucson, Arizona.

Josker, Kevin R.
Discipline(s): Logistics and Supply Chain Management (Occupational)
Salary: $710 per load hour
Education: Bachelor of Science, Civil Engineering, University of Arizona, Tucson, Arizona; Master of Business Administration, University of Redlands, Redlands, California
Experience: Mr. Josker previously worked as a project manager for Vanir Construction Management, Mesa, Arizona. He has more than five years experience in commercial construction, transportation, and logistics. No previous teaching experience.

Kacira, Ozlem, Ph.D.
Discipline(s): Economics (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Agricultural Economics, Cukurova Universitesi, Adana, Turkey; Master of Science, Agricultural Economics, Harran Universitesi, Sanliurfa, Turkey; Doctor of Philosophy, Agricultural Economics, Cukurova Universitesi, Adana, Turkey
Experience: Dr. Kacira has worked as a research assistant for more than seven years in the agricultural economics area. She worked as a lecturer of economics for two years at Harran University in Turkey.

O'Brien, Kathleen C.
Discipline(s): Anthropology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Sociology and Anthropology, Carleton College, Northfield, Minnesota; Master of Arts, Latin American Studies, University of Arizona, Tucson, Arizona; 28 graduate units in Anthropology
Experience: Ms. O'Brien is currently working on a doctorate in anthropology at the University of Illinois at Urbana-Champaign, Urbana, Illinois. She works as an instructor for Pima Community College in Adult Education.

Ramirez, Rosana
Discipline(s): Pharmacy Technology (Occupational/Workforce)
Salary: $710 per load hour
Education: Desert View High School, Tucson, Arizona; Pharmacy Technician Certification Board; Technician License, Arizona Board of Pharmacy
Experience: Ms. Ramirez has been working as a pharmacy technician at Wal-Mart Pharmacy, Oro Valley, Arizona since 2003. She was a volunteer teaching assistant at Santa Cruz Catholic School in Tucson, where she assisted students with reading skills and other elementary-school assignments.
Randall, Ryan M.
Discipline(s): Engineering, Mathematics (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Aerospace Engineering, University of Arizona, Tucson, Arizona; Master of Science, Aerospace Engineering, University of Arizona, Tucson, Arizona; 18 graduate units in Mathematics
Experience: Mr. Randall worked as a graduate assistant teaching an aeronautic course at the University of Arizona for two semesters. He also worked as a summer research intern for an Air Force research laboratory in Florida.

Wilson, Tawanna S.
Discipline(s): Mathematics (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science, Mathematics, Eastern Michigan University, Ypsilanti, Michigan; Master of Education, Principalship, Saginaw Valley State University, University Center, Michigan
Experience: Ms. Wilson taught mathematics in both the primary and secondary levels for more than seven years in Michigan. She was involved in creating curriculum objectives connected to mathematics.

Approvals

Contact Person
Janet L. May

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.

Abbott, Brian

Substitute Instructor  
Pima College Adult Education-English Language, 
Basic Education and GED Preparation for Adults

Hourly Rate: $20.02
Education: Bachelor of Arts, Political Science and History, University of Arizona; Master of Education, Educational Leadership, Northern Arizona University
Experience: Mr. Abbott has over three years experience as a special education teacher in Tucson. He has twenty-three years experience in telecommunications management with private and public sector.

Araiza, Michael

Tutor II  
Emergency Medical Technology

Hourly Rate: $9.50
Education: Coursework, Pima Community College
Experience: Mr. Araiza is currently a volunteer for the Helmet Peak Fire Department in Sahuarita. He has Emergency Medical Technician – Basic Program and Firefighter I and II certification and Cardio-Pulmonary Resuscitation and First

(Continued)
Aid training. He has been a volunteer tutor II for the Pima Community College EMT 100 course and is recommended as a tutor II by Patricia Lohse, EMT faculty.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartz, Aaron</td>
<td>Workforce Trainer CC</td>
<td>$15.00</td>
<td>Coursework, Pima Community College</td>
<td>Mr. Bartz is currently a firefighter and emergency medical technician with the Helmet Peak Volunteer Fire Department in Sahuarita. He has an Emergency Medical Technician certificate from Pima Community College and has graduated from the Fire Academy at the Public Safety and Emergency Services Institute.</td>
</tr>
<tr>
<td>Bohnet, Dale</td>
<td>Truck Driving Instructor CC</td>
<td>$15.60</td>
<td>GED, State of Arizona</td>
<td>Mr. Bohnet has twenty-two years as a truck driver for Flyte Sanitation, BFI, Gardner Construction Material, Borderland Construction and The City of Tucson Environmental Services. He has a class A Commercial Driver's License with tanker, double/triple and HAZMAT endorsements and is a certified forklift driver.</td>
</tr>
<tr>
<td>Buchanan, Ronald</td>
<td>Truck Driving Instructor CC</td>
<td>$15.60</td>
<td>High School diploma, Arroyo High School, El Monte, California</td>
<td>Mr. Buchanan has five years experience as a truck driver for Swift Transportation and Saguaro Environmental in Tucson and KBR-Halliburton in Houston, Texas. He has five years experience as a truck driving instructor for HDS Incorporated in Tucson. He has a Commercial Drivers License and Professional Driving School Instructor and Professional Driving School/ Coach, Transit, School Instructor certificates.</td>
</tr>
<tr>
<td>Butler, Angela</td>
<td>Office Aide DO</td>
<td>$8.00</td>
<td>Coursework, Pima Community College</td>
<td>Ms. Butler has been a Federal Work Study student aide for the Foundation Office during the regular school year for three years.</td>
</tr>
<tr>
<td>Cecena, Esmeralda</td>
<td>Student Services Technician DV</td>
<td>$14.31</td>
<td>Coursework, Pima Community College</td>
<td>Ms. Cecena has seven months experience as a Federal Work Study student aide at Desert Vista Campus.</td>
</tr>
</tbody>
</table>

(Continued)
Cook, Catherine  
**Nursing Instructor**  
**DV**  
Hourly Rate: $31.15  
Education: Bachelor of Science, Nursing, University of Arizona; Master of Pastoral Studies, Loyola Institute for Ministry, Loyola University of New Orleans, Louisiana; Master of Science, Nursing, Women's Health Nurse Practitioner, University of Cincinnati, Ohio  
Experience: Ms. Cook has two years experience as a nurse in the Neuro/Surgery unit at Carondelet Saint Mary’s Hospital and two years as a nurse in the Family/Maternity unit at Tucson General Hospital. She also has over eight years experience as a staff nurse in the Labor and Delivery units of Kaiser Permanente Hospital in Vallejo, California; Carondelet Saint Joseph’s Hospital in Tucson; Gerald Champion Regional Medical Center in Alamogordo, New Mexico; South Texas Regional Medical Center in Jourdanton, Texas and Landstuhl Regional Medical Center in Landstuhl, Germany. She has over one year experience as a nurse consultant for Danny’s Pharmacy and Home Health Service in Tucson and one year as the Director of Religious Education at Our Lady of Mercy Parish at Landstuhl Regional Medical Center in Landstuhl, Germany. She holds an Arizona State Board of Nursing license, number RN057211, effective through April 1, 2014.

Crohurst, Micody  
**Laboratory Assistant**  
**EC**  
Hourly Rate: $12.39  
Education: Associate of Arts, Liberal Arts, Pima Community College  
Experience: Mr. Crohurst is a volunteer tutor II for the Emergency Medical Technician 100 course and was recommended by Wright Randolph, Emergency Medical Technician faculty. He has Emergency Medical Technician Basic, State and National, and Cardio Pulmonary Resuscitation certification.

Donovan, Christine  
**Substitute Instructor**  
**CC**  
Hourly Rate: $20.02  
Education: Bachelor of Arts, Sociology, Ithaca College, Ithaca, New York; Master of Arts, Teaching, Social Sciences, Antioch College, Yellow Springs, Ohio  
Experience: Ms. Donovan has twenty-three years experience teaching K-12 in Tucson. She has over one year experience teaching at the Literacy Volunteers in Tucson. She is qualified to teach basic math, reading, writing, and English as a Second Language.

Farrar, Katherine  
**Student Services Specialist**  
**DO**  
Hourly Rate: $17.22  
Education: Coursework, Pima Community College  
Experience: Ms. Farrar has eight years experience as a student services specialist evaluating transcripts at Pima Community College. Prior to full-time employment, she worked for the College in a temporary capacity in student services.

(Continued)
Temporary Appointments

**Gallegas, Hiriana**
- **Instructional Aide**
- **WC**
- Hourly Rate: $7.35
- Education: Coursework, Pima Community College
- Experience: Ms. Gallegas has over one year experience as a Federal Work Study student aide in the Chemistry Laboratory.

**Gonzalez, Alexis**
- **Tutor II**
- **EC**
- Hourly Rate: $9.50
- Education: Coursework, University of Arizona, Pima Community College
- Experience: Mr. Gonzalez is a volunteer tutor II for the Emergency Medical Technician 100 class. He has Emergency Medical Technician-Basic, National and Cardio Pulmonary Resuscitation certification and was recommended by Patricia Lohse, Emergency Medical Technology faculty.

**Hodges, Amber**
- **Office Aide**
- **DC**
- Hourly Rate: $7.35
- Education: Coursework, Pima Community College
- Experience: Ms. Hodges has one year experience as a Federal Work Study student aide in assessment and testing services and general office duties.

**Keigley, Patrick**
- **Office Aide**
- **DC**
- Hourly Rate: $7.35
- Education: Coursework, Pima Community College
- Experience: Mr. Keigley has one year experience as a Federal Work Study student aide in assessment and testing services.

**Kourouniotis, Fatios**
- **Tutor II**
- **NW**
- Hourly Rate: $9.50
- Education: Bachelor of Science and Master of Science, Electrical Engineering, University of Colorado, Denver, Colorado
- Experience: Ms. Kourouniotis has three years experience as an adjunct faculty instructor in mathematics at the Northwest and East Campuses.

**Marguliz, Ana**
- **Substitute Instructor**
- **CC**
- Hourly Rate: $20.02
- Education: Bachelor of Arts, Elementary Education, University of Arizona
- Experience: Ms. Marguliz has two years experience as an elementary school teacher at Congress Elementary School and two years experience as a substitute elementary school teacher for the Sunnyside School District.

**McGinnis, Christina**
- **Office Aide**
- **DC**
- Hourly Rate: $7.35
- Education: Coursework, Pima Community College
- Experience: Ms. McGinnis has one year experience as a Federal Work Study student aide in student services.
Temporary Appointments

Miller, Julia  Substitute Instructor  CC
Pima College Adult Education-English Language,
Basic Education and GED Preparation for Adults
Hourly Rate: $20.02
Education: Bachelor of Arts, History, University of Colorado, Colorado Springs, Colorado;
Bachelor of Fine Arts, Photography, University of Arizona
Experience: Ms. Miller has two years experience as an art instructor with KidzArt, one year experience as a special education teacher’s assistant with Colorado Springs School District, and one year experience as an adult tutor for English Language Acquisition for Literacy Volunteers of Tucson.

O’Donnell, Eric  Tutor II  EC
Hourly Rate: $9.50
Education: Coursework, Pima Community College
Experience: Mr. O'Donnell is a volunteer tutor II for the Emergency Medical Technician 089 course. He has Emergency Medical Technician-Basic, National, and Cardio Pulmonary Resuscitation certification.

Pielemeier, Joshua  Accompanist  WC
Hourly Rate: $18.00
Education: Coursework, University of Arizona
Experience: Mr. Pielemeier is an independent contractor providing accompanist services for several schools in Tucson and currently serves as the liturgical accompanist at Saint Francis de Sales Catholic Church.

Ponce, Paola  Office Aide  DC
Hourly Rate: $7.35
Education: Coursework, Pima Community College
Experience: Ms. Ponce has one year experience as a Federal Work Study student aide in the Library at the Downtown Campus.

Poucher, Daniel  Tutor I  EC
Hourly Rate: $7.35
Education: Coursework, Pima Community College
Experience: Mr. Poucher is currently a private tutor. He has been interviewed and recommended by Leslie Hargrove, Learning Center Coordinator, due to his coursework and grades in mathematics and chemistry courses at Pima Community College

Ross, Mary  Instructional Aide  WC
Hourly Rate: $7.35
Education: Coursework, Pima Community College
Experience: Ms. Ross has eight months of experience as a Federal Work Study student aide at the front desk of the Learning Center on West Campus.
Temporary Appointments

Staggs, Kyla  Workforce Trainer  CC
Fire Academy
Hourly Rate: $15.00  Public Safety and Emergency Services Institute
Education: Coursework, Pima Community College
Experience: Ms. Staggs is currently a volunteer with the Helmet Peak Fire Department. She is a graduate of the Fire Sciences Academy at the Public Safety and Emergency Services Institute at Pima Community College. She is certified in HAZMAT, Rope Rescue, and Wild Land Fire Fighting.

Taylor, Sydni  Substitute Instructor  CC
Pima College Adult Education – English Language,
Hourly Rate: $20.02  Basic Education and GED Preparation for Adults
Education: Bachelor of Arts, Elementary Education, University of Arizona; Master of Science, Educational Leadership, Northern Arizona University
Experience: Ms. Taylor has fifteen years experience as an elementary school instructor. She has eight years experience as a curriculum writer and professional development workshop facilitator for Tucson Unified School District.

Approvals

Contact Person  Janet L. May

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

ACTION ITEM

Meeting Date: 6/8/11  
Item Number: 14.5

<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>

Recommendation:

The Chair recommends that the Board reaffirm the employment contract of Roy Flores, Chancellor.
Meeting Date: 6/8/11

Item Title

Legal Services

Contact Person

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

Recommendation:

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, 2012.

Approval

Contact Person: Dr. David Bea

Chancellor: Dr. Roy Flores
Recommendation:

The Chancellor recommends that the Board approve the appointment of Bill Howard, Assistant Vice Chancellor for Business Services, 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 the 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.

In lieu of the Chair of the PCCCD Board of Governors, Bill Howard, Assistant Vice Chancellor for Business Services, has agreed to be appointed as the designee to a 2-year term. This appointment takes the place of Diane Groover’s position on the PSPRS local board, as Ms. Groover’s term expires June 30, 2011. This appointment requires confirmation by the Board of Governors.

College Plan Initiative:

None.

Financial Considerations:

None.
Approvals

Contact Person: Dr. David Bea

Chancellor: Dr. Roy Flores
ACTION ITEM

Date: 6/8/11  Item Number: 14.8

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award: Arizona Commission for Postsecondary Education, United States Department of Education, Leveraging Educational Assistance Partnership Program and Special Leveraging Educational Assistance Partnership Program</td>
<td>Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Leveraging Educational Assistance Partnership grant award from the Arizona Commission for Postsecondary Education in Support of the Title IV Federal Student Financial Aid for the period July 1, 2011 through June 30, 2012.

Justification:
The Leveraging Educational Assistance Partnership (LEAP) program, which has been partially funded by the United States Department of Education, had established 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 20010-2011 academic year, 284 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 (Continued)
program federal and state funds in the estimated amount of $159,865.00. The authorization is for 2011-2012.

As a condition of the grant, the COLLEGE is required to provide estimated funds in the amount of $96,806.00, which represents the proportionate share of institutional participating funds for the LEAP Program. This contribution includes a 95% award contribution ($91,966.00), which is reimbursed to the College as grants are awarded to students, and a 5% administration contribution ($4,840.00) 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 $256,671.00. 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.

Approvals

Contact Person  
Dr. Suzanne Miles

Chancellor  
Dr. Roy Flores
Intergovernmental Agreement: Vail Unified School District

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement (IGA) between Pima County Community College District and the Vail Unified School District. This Intergovernmental Agreement allows the College and School District to share data for research purposes of issues relating to the academic progress of VUSD students attending Pima Community College.

Justification:

Pima Community College continues to undertake activities to improve the success of students in developmental education. However, the College's current ability to fully understand the factors that influence student success is limited because PCC does not have any student-level data from the high schools. This IGA provides a mechanism to share student-level data between Vail Unified School District (VUSD) and PCC for the purpose of carrying out research into issues related to the academic progress of VUSD students at PCC. If the research carried out under this IGA is successful, this could be used as a model for agreements with other high school Districts.

College Plan Initiative:

This Intergovernmental Agreement supports the draft College Plan 2011-2013:

Initiative 2 “Improve Student Success in Developmental Education”, specifically Action Item 2.1.2 “Evaluate existing partnerships to determine which practices to strengthen, add or eliminate” and Action Item 2.3.5 “Evaluate approaches and incorporate research-based best practices college-wide”

Financial Considerations:

There are no additional requests for funding associated with this action.

Approvals

Chancellor

Dr. Roy Flores
ACTION ITEM

Date: 6/8/11

Item Title

Intergovernmental Agreement:
Pima County Sheriff's Department

Contact Person

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement with the Pima County Sheriff's Department from July 1, 2011 through June 30, 2013. This IGA permits four additional one-year extensions through June 30, 2017.

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 Agreement with the Pima County Sheriff's Department (PCSD). The original agreement approved in 2005 consisted of a general base contract with addenda to participate in partnership programs and added new classes when needed. This umbrella format has provided increased flexibility and responsiveness so the College may develop and deliver educational classes to the agencies.

This Intergovernmental Agreement renewal will continue to allow leveraging resources to provide credit courses mutually agreed upon by the College and PCSD in corrections and law enforcement. 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 PCSD.

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

College Plan Initiative:

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

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

(Continued)
Financial Considerations:

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

In addition to the aforementioned, the COLLEGE will invoice PCSD annually for administrative costs incurred under the Partnership Addenda that fall under this Intergovernmental Agreement. Administrative fees will be assessed $420 for the registration of the first class/cohort group and $150 for each additional class/cohort registration session. These fees will be reviewed and updated, if necessary, on an annual basis.

As new programs are developed and incorporated into the Intergovernmental 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
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, 2011 through June 30, 2012.

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, 2011 through June 30, 2012, contains eight Work Statements as described below:

1. Under 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 Pima College’s Adult Education Workplace Education Program may develop and/or deliver customized adult basic education classes with a workforce focus that will benefit One Stop participants at negotiated locations.

3. Work Statement No.3 establishes that Pima Community College Adult Education will provide G.E.D. testing services at County-requested sites.

4. Under 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 Advanced. Pima County shall provide space, furniture, computers, phones and supplies for College staff stationed at the One Stops.

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

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

7. Under Work Statement No. 7, the College will participate in regional initiatives with Pima County as in Frontier Arizona and other future grants and with other partners to develop curriculum and serve workforce needs in the region as relevant.

8. Under Work Statement No. 8, the college may develop and/or deliver customized short term training programs that will benefit One Stop participants.

**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 the 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 General Education Diploma testing administered by Pima Community College Adult Education.

The funding ceiling for Work Statement No. 4 is $61,500. Pima County will pay reimbursement to the College for two 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.

(Continued)
Approvals

Contact Person: Dr. Sylvia Lee

Chancellor: Dr. Roy Flores

Date: 6/8/11
Date: 6/8/11  
Item Title: Intergovernmental Agreement: Cochise County Community College District Undergraduate Flight Training Program  
Contact Person: Dr. Johnson Bia, President, Desert Vista Campus (206-5001)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between Cochise County Community College District and Pima County Community College District for the general aviation or commercial airline operations flight training program. The term of the agreement will be from July 1, 2011 through June 30, 2013.

Justification:

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

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

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

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 and Initiative 4, Strategy 4.1 of which states: Expand College access and outreach.

(Continued)
Financial Considerations:

There are no additional funds associated with this action.

Approvals

Contact Person   Dr. Johnson Bia   5/26/11

Chancellor   Dr. Roy Flores
Recommendation:

The Chancellor recommends that the Board of Governors approve the Non-Intergovernmental Agreement with EdLink, LLC to provide workforce and general education courses to employees of national corporations, and, if accepted, the agreement would be for the period of July 1, 2011 through June 30, 2014.

Justification:

Pima Community College’s Workforce and Business development division is entering into a new agreement with EdLink, LLC. EdLink is the nation’s largest provider of tuition assistance management services and is a subsidiary of the Council for Adult and Experiential Learning (CAEL) and ACT, Inc. EdLink works with national corporations to manage their employee training programs and provides educational opportunities to these employees.

The College partnership with EdLink will allow for the expansion of national programs by providing course, certificate and degree completion opportunities to students across the country as indicated by this agreement. The specific educational offerings under this Agreement will be negotiated annually.

College Plan Initiative:

These contract activities support the College Plan, 2008-2011: Initiative 1, Strategy 1.3 Increase business and industry customization and innovation through contracts.

The College has evaluated the risks associated with the proposed activities and has determined there is no undue liability.

Financial Considerations:

The contract agreement 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. There is no commitment of College funds to this program outside the fee for service agreement and the estimated amount to coordinate the program.

(Continued)
Estimated Revenues:
EdLink, LLC partnership

Estimated Expenses:
Workforce and Business Development coordination and related costs

Not to Exceed $80,000

$5,000

Approvals

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
ACTION ITEM

Meeting Date: 6/8/11
Item Number: 14.14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Non-Intergovernmental Agreement: National Center for Construction Education</td>
<td>Dr. Sylvia Lee, President, Community Campus (206-6577)</td>
</tr>
<tr>
<td>and Research and Pima Community Workforce and Business Development</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Non-Intergovernmental Agreement with the National Center for Construction Education and Research (NCCER) to provide workforce courses to students and accept the agreement for the period of September 1, 2011 through June 30, 2014.

Justification:

Pima Community College’s Workforce and Business Development division has been working with the National Center for Construction Education and Research (NCCER) since 2000. NCCER is a non-profit educational foundation that develops industry-driven standardized training. The College partners with NCCER to provide college credit opportunities in the construction trades. The previous annual agreement was approved in 2005.

The Agreement with NCCER and PCC will permit the continuation and expansion of a national construction training program. The number of students served is expected to be approximately 200 to 400 annually.

The College is expanding its national programs by providing course, certificate, and degree completion opportunities to students across the country as indicated by this Agreement.

College Plan Initiative:

These contract activities support the College Plan, 2008-2011: Initiative 1, Strategy 1.3 Increase business and industry customization and innovation through contracts.

The College has evaluated the risks associated with the proposed activities and has determined there is no undue liability.

Financial Considerations:

The contract agreement 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. There is no commitment of College funds to this program outside the fee for service agreement and the estimated amount to coordinate the program.

(Continued)
Non-Intergovernmental Agreement: National Center for Construction Education and Research and Pima Community College Workforce and Business Development

**Estimated Revenues:**
NCCER partnership

Not to Exceed $50,000

**Estimated Expenses:**
Workforce and Business Development coordination and related costs

$5,000

---

**Approvals**

Contact Person

Dr. Sylvia Lee

Chancellor

Dr. Roy Flores
Recommended:

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.

Justification:

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

Additional capital projects include Data Partitioning Software to allow for more efficient access to the College’s Stored Data, and Data Loss Prevention Technology to enable IT to monitor all data leaving the college for information that would compromise the security of PCC information systems through the detection of personally identifiable information of students and/or employees.

College Plan Initiative:

This program supports the 2008-2011 College Plan Initiative 6.0, Strategy 6.2.1, which states: Enhance continuity between Campus academic needs and Information Technology operations.

Or

Plan Initiative 6.0, Strategy 6.2.3 which states: Increase access to academic and business technologies, without limitations to Campus or Learning locations.

(Continued)
Financial Considerations:

The request will be filled through competitive bids, the RFP process or State contract pricing. The Board of Governors approved the capital expenditure during the May 11, 2011 Board meeting, item number #16. This project is included in the Capital Budget Plan for Fiscal Year 2011 and 2012.

Hardware and Software from the following Vendors: $2,629,000.00

Abba Technologies
Accuvant
Apple Computers
Applied Computer Solutions
AV Innovations
BarkleyREI
CCS Presentation Systems
CDW-Government
Custom Storage
Dell
Desire to Learn (D2L)
Dynamic Systems

Hannon Hill
Hewlett Packard
Hitachi
Insight Technology Solutions
Mystics
NVision Networking
Oracle America
Qwest
Sehi Computer Products
Touchnet
Troxell Communications, Inc.
World Wide Technology

Approvals

Contact Person: Cindy Dooling  5/19/11
Cindy Dooling

Chancellor: Dr. Roy Flores
ACTION ITEM

Date: 6/8/11

Item Title

Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2012

Item Number: 14.16

Contact Person

Cindy Dooling
Acting Vice Chancellor for Information Technology
(206-4809)

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.

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.

College Plan Initiative:

This program supports the 2008-2011 College Plan Initiative 6.0, Strategy 6.2.1, which states: Enhance continuity between Campus academic needs and Information Technology operations.

Or

Plan Initiative 6.0, Strategy 6.2.3 which states: Increase access to academic and business technologies, without limitations to Campus or Learning locations.

Or

Plan Initiative 6.0, Strategy 6.2.4 which states: Identify Information Technology innovation and solutions for classrooms and business practices.

(Continued)
Financial Considerations:

These maintenance agreements are funded from the FY 2011-12 General (Operating) Budget approved by the Board of Governors on June 8, 2012.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruent</td>
<td>Hosting Fees-Facilities</td>
<td>$265,000</td>
</tr>
<tr>
<td>Altura</td>
<td>VoIP system maintenance</td>
<td>$150,000</td>
</tr>
<tr>
<td>Blackboard Inc.</td>
<td>Blackboard Vista Course Management</td>
<td>$190,000</td>
</tr>
<tr>
<td>Custom Storage</td>
<td>NetApp Software and Hardware</td>
<td>$110,000</td>
</tr>
<tr>
<td>Oracle America (Mystics, Dell)</td>
<td>Oracle Relational Database &amp; Tools</td>
<td>$575,000</td>
</tr>
<tr>
<td>Oracle America (Dell, CDW-G, Dynamic Systems)</td>
<td>SUN (HW, Peripherals, Systems SW)</td>
<td>$200,000</td>
</tr>
<tr>
<td>PerceptIS</td>
<td>24 x 7 IT Helpdesk, Financial Aid and Student Services Support</td>
<td>$750,000</td>
</tr>
<tr>
<td>Qwest</td>
<td>Juniper and Cisco Switches &amp; Routers And Internet Service</td>
<td>$235,000</td>
</tr>
<tr>
<td>SungardHE</td>
<td>Banner and Luminis (MyPima portal)</td>
<td>$435,000</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Hosting Fees-Finance</td>
<td>$170,000</td>
</tr>
<tr>
<td>Zones</td>
<td>Site License for Microsoft Software</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

Approvals

Contact Person **Cindy Dooling** 5/19/11
Cindy Dooling

Chancellor **Dr. Roy Flores**
Meeting Date: 6/8/11

Item Title: Contract: Moving Services

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 renewal of a contract with Berger Transfer & Storage to provide as needed moving and storage services for the period July 1, 2011 through June 30, 2012.

Justification:

The College awarded a moving services contract to Berger Transfer & Storage in fiscal year 2011 with an option to renew for four additional one-year terms. This renewal would be the first renewal of this contract. The services provided by Berger Transfer & Storage include moving and storage services of College property for routine projects as well as those related to capital project construction and renovation.

College Plan Initiative:

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

Financial Considerations:

The moving and storage services contract cost is expected to not exceed $150,000.

Approvals

Contact Person
Dr. David Bea

Chancellor
Dr. Roy Flores
Meeting Date: 6/8/11
Item Number: 14.18

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contract: Transportation Services</td>
<td>Dr. David Bea</td>
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<tr>
<td></td>
<td>Executive Vice Chancellor for</td>
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<td></td>
<td>Finance and Administration</td>
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<td>(206-4519)</td>
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Recommendation:

The Chancellor recommends that the Board of Governors approve the renewal of a contract with Mountain View Tours, Inc. to provide transportation services for the period July 1, 2011 through June 30, 2012.

Justification:

The College awarded a transportation services contract to Mountain View Tours, Inc. in 2011 with an option to renew for four additional one-year terms. This renewal would be the first renewal of this contract. The services provided by Mountain View Tours, Inc. include transportation services required for College business, athletic events, and grants activities.

Financial Considerations:

The transportation services contract cost is expected to not exceed $125,000.

Approvals

Contact Person

Dr. David Bea

Chancellor

Dr. Roy Flores
ACTION ITEM

Meeting Date: 6/8/11

Item Number: 14.19

Item Title

Contract: General Liability and Automobile Liability and Physical Damage Insurance

Contact Person

Dr. David Bea
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, 2011 through June 30, 2012. The proposed annual premium is $435,871.

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 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 $435,871, a 10 percent decrease compared to the current premium. An underwriting change from prospective to retrospective enrollment rating is the primary cause for the reduction.

The estimated premiums for the insurance policy and an additional $50,000 for liability deductibles have been incorporated into the fiscal year 2012 College budget.

(Continued)
Approvals

Contact Person
Dr. David Bea

Chancellor
Dr. Roy Flores
The Chancellor recommends the Board of Governors approves a participation agreement with The Midwest Higher Education Compact for the period July 1, 2011 through June 30, 2012.

Justification:

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

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 $115,757 plus allocated taxes, a 4 percent decrease compared to the current premium.

The estimated premiums for the insurance policy and an additional $50,000 for property loss deductibles have been incorporated into the fiscal year 2012 College budget.
Approvals

Contact Person  
Dr. David Bea

Chancellor  
Dr. Roy Flores
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, 2011 through June 30, 2012.

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:

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) is projected to cost $318,400, reflecting no change in premiums from the current year.

The estimated premiums for the insurance policy have been incorporated into the fiscal year 2012 College budget.
ACTION ITEM

Meeting Date: 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contract: Short Term Disability Insurance</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for</td>
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<td></td>
<td>Finance and Administration</td>
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<td>(206-4519)</td>
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</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the renewal of the short term disability insurance contract with Assurant Employee Benefits for the period July 1, 2011 through June 30, 2012.

Justification:

Pima Community College currently provides an employer paid short-term disability plan for benefit-eligible employees. The weekly benefit amount is equal to 66 2/3 percent of basic weekly earnings, to a maximum benefit of $1,154 per week with a four-month benefit period. Benefits are payable on the 61st day of accident, sickness or pregnancy. Assurant has been the insurance provider since 1998.

College Plan Initiative:

Initiative 7 – Strengthen administrative operations

Strategy 7.3 – Improve internal operations

Financial Considerations:

The College’s premium cost is estimated to be approximately $94,000, which has not increased from fiscal year 2011. The projected premium is based on current covered payroll. The contract is renewable annually at the College’s option for three additional contract years. Such renewals will be subject to successful negotiations of any modifications in contract terms or price.

Approvals

Contact Person Dr. David Bea

Chancellor Dr. Roy Flores
Meeting Date: 6/8/11

Item Title
Contract: 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, 2011 through June 30, 2012 for an amount not to exceed $185,000.

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.

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 $185,000 for fiscal year 2012.

Approvals

Contact Person
Dr. Suzanne Miles

Chancellor
Dr. Roy Flores
Meeting Date: 6/8/11  

Item Title  
Contract: Disabled Student Resources – Communication Access Real-time Translation — FY 2010-2011  

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

Recommandation:

The Chancellor recommends that the Board of Governors approve the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2010 through June 30, 2011 for an amount not to exceed $135,000.

Justification:

Pima County Community has an obligation to provide reasonable accommodations to students that have a disability including CART. CART services assist the hearing-impaired by translating spoken words into text, giving them personal and immediate access to the communications they need in the classroom. Kimberly Ann August has been providing CART and transcription services to the College for over 15 years.

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 $135,000 for fiscal year 2011.

Approvals

Contact Person  
Dr. Suzanne Miles  

Chancellor  
Dr. Roy Flores
ACTION ITEM

Meeting Date: 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contract: Disabled Student Resources – Communication</td>
<td>Dr. Suzanne Miles, Provost and Executive Vice Chancellor</td>
</tr>
<tr>
<td>Access Real-time Translation — FY 2011-2012</td>
<td>(206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2011 through June 30, 2012 for an amount not to exceed $135,000.

Justification:

Pima County Community has an obligation to provide reasonable accommodations to students that have a disability including CART. CART services assist the hearing-impaired by translating spoken words into text, giving them personal and immediate access to the communications they need in the classroom. Kimberly Ann August has been providing CART and transcription services to the College for over 15 years.

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 $135,000 for fiscal year 2012.

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: 6/8/11
Item Number: 14.26

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Curriculum Recommendations – Program Inactivation: Certified Phlebotomist — Center for Training and Development</td>
<td>Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the following Program Inactivation: Certified Phlebotomist - Center for Training and Development

Justification:

This is a request to inactivate the Certified Phlebotomist – Center for Training and Development program. This program no longer meets the criteria for national certification standards of practice. The 100 clock-hour course in this program was last offered in 2006-2007 with no student enrollments in over 10 years. The administrative request is in accordance with SPG-3105/AB, Inactivation of a Program of Study. In addition, a new credit program, Phlebotomy Certificate for Direct Employment, is being offered in conjunction with the Medical Assistant program.

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:

None

Approvals

Contact Person

Dr. Suzanne Miles

Chancellor

Dr. Roy Flores
ACTION ITEM

Meeting Date: 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Library Participation in Cooperative Buying Program with the Community College Library Consortium</td>
<td>Dr. Suzanne Miles, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve continued Library participation in the Community College Library Consortium and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in the amount not to exceed $180,000 for 2011-2012.

Justification:

In April 2010 the Board of Governors approved the Pima Community College Library’s continued membership in the Community College Library Consortium (CCLC) and authorized the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed $180,000 for 2010-2011.

The Consortium acts as a library “buying club” for the Community College League of California, an organization that represents all 72 districts and 106 community colleges in the state of California. There are also several Arizona community colleges that purchase electronic resources and services through CCLC. Due to the size of the consortium, the prices available through CCLC are better than what we can secure elsewhere.

Students and faculty have benefited from a broader array of electronic resources in all subject areas and new information and discovery tools as a result of our participation with the CCLC. In addition, Library Technical Services staff can streamline purchasing operations by virtue of the reduction in the number of invoices that need to be processed.

College Plan Initiative:

The continued participation in this consortium supports several initiatives in the 2008-2011 College Plan:

- Initiative 1, Provide Evidence of Student Learning and Teaching Effectiveness
  - Strategy 1.5: Develop and enhance learning and educational resources to support student learning and effective teaching.
- Initiative 4, Create Foundations for Creativity and Innovation
  - Strategy 4.3: Expand the develop community connections
- Initiative 6, Master Technology

(Continued)
Library Participation in Cooperative Buying Program with Community College Library Consortium

- Strategy 6.2: Improve the use of technology
- Initiative 7, Strengthen Administrative Operations
  - Strategy 7.3: Improve internal operations

- NCA accreditation criterion
  - Core Component 3d: Pima Community College’s learning resources support student learning and effective teaching.

Financial Considerations:

This year’s purchases will include transferring 4 databases subscriptions that are currently being purchased through another membership organization. Moving the purchase of these databases to Community College Library Consortium will allow the College to discontinue our membership with the other organization saving more than $4,500 in membership fees and database subscription costs.

The PCC Library would like to continue our relationship with the Community College Library Consortium in order to take advantage of the very competitive prices offered to members. The college has evaluated risks and determined there will be no unusual liability or risk to Pima Community College students, employees, or property as a result of continued participation with the CCLC in an amount not to exceed $180,000 for 2011-2012.

Approvals

Contact Person

Dr. Suzanne Miles

Chancellor

Dr. Roy Flores
Fiscal Year 2010-2011 Adopted Budget Reductions

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, 2011.

Justification:

On June 9, 2010, the Board of Governors adopted the fiscal year 2010-2011 budget of $277.5 million, which included $258.7 million for general, designated, auxiliary, and restricted fund current operations and $18.8 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, 2011, 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.

Financial Considerations:

None.
Employee Retirement Adjustment

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a three percent employee retirement adjustment for fiscal year 2012.

Justification:

The Arizona State Retirement System (ASRS) determines contribution rates that eligible employees and employers must pay each fiscal year in order to participate in the ASRS. Mandatory contribution rates for both employees and employers have increased annually many of the last ten fiscal years, with employers and employees each contributing fifty percent. As part of the State’s fiscal year 2012 budget, a legislative bill was signed into law that changes the split to 53 percent paid by the employee and 47 percent paid by the employer. Employee contributions have increased from 9.40 percent in fiscal year 2010 to 11.39 percent in fiscal year 2012.

On May 11, 2011, the Board of Governors approved a fiscal year 2012 budget recommendation that provides for a 3 percent pay supplement to retirement eligible employees. This pay supplement will cover the employee retirement contribution rate increases from fiscal years 2011 and 2012, as well as the associated taxes.

Financial Considerations:

The cost to the College to cover the increase in retirement contributions is expected to be $2.1 million and has been included in the fiscal year 2012 proposed budget.

Approvers

Dr. David Bea
Dr. Roy Flores
ACTION ITEM

Meeting Date: 6/8/11
Item Number: 15

Item Title: College Plan 2011-2013
Contact Person: Chancellor's Office
(206-4747)

Recommendation:

The Chancellor recommends that the Board of Governors approve the College Plan 2011-2013.

Justification:

During 2008-2011, the College Planning Committee designed a two-year plan for 2011-2013 to give specific direction to Pima Community College as we respond to our community and advance into the future. The plan concentrates efforts into five initiatives.

The initiatives are:
1. Strengthen developmental education
2. Improve the overall success of student learning
3. Enhance course delivery
4. Expand educational and workforce opportunities
5. Enhance operations

These initiatives contain the strategies and specific actions the College will use to respond to the needs of various constituencies. Each strategy and action has a specified completion date, and all initiatives will be completed by June, 2013. Students, employers, and government all have evolving needs, and Pima Community College is committed to meeting those.

Financial Considerations:

The College Plan is funded through general operating budgets, existing grant funds, and capital outlay requests approved by the Board of Governors.

Approval

Chancellor

Dr. Roy Flores
Date: 6/8/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Personnel Policy Statements, 2011/2012 Fiscal Year</td>
<td>Janet May, Vice Chancellor for Human Resources (206-4624)</td>
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</tbody>
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**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

**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 2011 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.

Changes have been made to the Administrative Personnel Policy Changes for consistency.

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, 2011.

**Financial Considerations:**

Step plans completed by employees and approved in fiscal year 2010/2011 are held in abeyance until such time funding is approved.
Approvals

Contact Person ____________________________
Janet May

Chancellor ____________________________
Dr. Roy Flores
Classified Non-Exempt Personnel Policy Statement
Proposed Changes for 2011/2012

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

Section II. Conditions of Work
E. Work Schedules/Shifts/Locations
  o Add language to clarify an employee may request an adjustment in a work schedule for one work week due to occasional extraordinary personal needs, which can include half-hour meal breaks, where an on-going schedule change requires Executive Administrator approval.

Section III. Employment
C. Transfers and Reassignments
  o Add language to explain the process when the temporarily deployment of employees is needed to meet the needs of the College.

Section IV. Compensation
G. Work in a Higher Classification
  o Add the Executive Administrator is responsible for obtaining prior approval from the Chief Human Resources Officer or his/her designee for a temporary work assignment in a higher job classification.
  o Clarify an out-of-classification assignment beyond the initial 75-work days may be extended upon approval of the Chief Human Resources Officer or his/her designee.
  o Remove provision which required a lapse of two years since last review of the position by Human Resources.

Section V. Leaves and Holidays
A. Holidays and Recesses
  o Update holiday and recesses schedule.
  o Add provision for Department of Public Safety commission and dispatch employees assigned to a ten-consecutive hour (40 work week) schedule have the option to bank entitled time off when unable to take time off for a holiday or recess.

D. 4. Transfer of Sick Leave to Annual Leave
  o Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

Appendix E – Non-Exempt Staff Step Progression Plan and Criteria
  o Update to reflect step plans earned in FY11-12 will be held in abeyance.
Classified Exempt Personnel Policy Statement  
Proposed Changes for 2011/2012

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

Section II. Conditions of Work
A.2. Position Change Probation Period
   b. Benefits Eligibility: Add language to clarify during a position change probation period, employee retains all College-provided benefits for full-time regular employees.

Section IV. Compensation
B. Salary Administration
   Change to reflect 7.5% increase in pay for an acting assignment.

Section V. Leaves and Holidays
A. Holidays and Recesses
   Update holiday and recesses schedule.
D. 4. Transfer of Sick Leave to Annual Leave
   Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

VI. Professional Development, Educational Enrichment and Paid Educational Leave Programs
A. Purpose and Funding
   Delete language pertaining to the process for monitoring of funds and the amount of funding available.
B. Application and Awarding Funding
   Add language pertaining to the process for monitoring of funds and the amount of funding available.

Appendix E – Exempt Staff Step Progression Plan and Criteria
   Update to reflect step plans earned in FY11-12 will be held in abeyance.

(Continued)
Administrator Personnel Policy Statement
Proposed Changes for 2011/2012

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

Section IV. Leaves and Holidays
A. Holidays and Recesses
   o Update holiday and recesses schedule.
D. Transfer of Sick Leave to Annual Leave
   o Change the transfer of sick leave to annual leave provision from an employee’s anniversary date to once a year during the month of June. Add a transition provision to permit employees with an anniversary date within the period of July 1 through December 24, 2011 to request transfer in December.

Appendix A: Salary Determination for Administrators Reassigned to Faculty Status
B. Placement on the Faculty Salary Schedule
   o Delete outdated provision 2. and 3. pertaining to length of service step increase.

Appendix F – Administrator Step Advancement Plan and Criteria
   o Update to reflect step plans earned in FY11-12 will be held in abeyance.

(Continued)
Faculty Personnel Policy Statement
Proposed Changes for 2011/2012

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

Article II. Conditions of Work
A. General Responsibilities
   - Add language to faculty members' duties to include creating and implementing assignments (including the assessment of Student Learning Outcomes) and analyzing and utilizing the results.
   - Clarify faculty members may be required to serve on one College-wide or campus committee, task force or ad hoc work group. Clarify serving as a Discipline Standards Faculty, or similar assignments recognized by the College, fulfills this requirement.

B. Workload, Workload Calculations and Accountability
   - Add timeframe to when a faculty member can request distribution of duties over more than one campus or over one department or discipline/program/service area within a campus. Include a provision for the supervising administrator to approve exceptions to the deadlines.
   - 4. Faculty Workload – clarify academic year contracts do not include classes taught in the summer session or winter intersession unless the faculty member is under a flex contract.
   - 5. Instructional Faculty Workload Calculations, k. – Delete language reference to compensation when a course is developed but is not offered or is cancelled or transferred.
   - 6. Instructional Faculty Accountability, a. – clarify a day spent in a required College, campus and/or division meeting during the five accountable days prior to regular semester count as one day of advising. Delete language referencing pilot program.

Article IV. Professional Status
B. Faculty Success Program
   - Add language to include participation in the Student Learning Outcomes process as a major area of focus in the Faculty Success Program.
   - Add as a component of the Annual Collegial Conference a review of participation in the Student Learning Outcomes process.

Article V. Compensation
B. Salary Determination for Regular Full-Time Faculty
   - Add provision for a new hire faculty member to receive a copy of Human Resources written review of initial salary placement and for the faculty member to notify Human Resources of any discrepancy and provide documentation supporting his/her claim. Add provision for appeal of salary placement to the Chief Human Resources Officer.

(Continued)
Article VIII. Transfers

A. Voluntary Transfers
   - 6. Add provision when there are no campus discipline faculty, the CDAC will be invited to identify additional faculty members to contribute discipline expertise.

Appendix A. Faculty Salary Schedule and Compensation Plan

I. Initial Salary Placement for Faculty with an Initial, Full-time Regular Contract
   - C. Additional Vertical Credit at Time of Hire, 2. Clarify teaching experience is teaching a complete course in a related subject area at an accredited institution regardless of the duration of the course.

IV. Salary Placement for Administrators Assigned to Faculty Status
   - New language to clarify an administrator returning to faculty status shall be credited with the number of steps attained during tenure as an administrator. However, adjustments to the step structure of either the faculty or administrator salary schedules will be taken into account as long as the employee is not disadvantaged.

Appendix B. Unit Guidelines

Flex Year Contracts for Instructional Faculty
   - Eligibility – add provision for an exception to the flex deadline due to an unforeseen circumstance in order to serve the needs of the program or operation of the subject/service area.
   - Eligibility – add provision for a newly employed faculty member to request an exception for a flex schedule the first year of employment.

Appendix D. Instructional Department Chair Structure
   - 4.c. Compensation for Instructional Department Chairs, Complexity/Additional Responsibilities: Modify language to clarify what constitutes a different type of lab facility.

Appendix G. Lead Faculty

2. Compensation
   - Revise note to state within a discipline, these points may be credited to or distributed between a Department Chair or Lead Faculty, but may not be credited to both.
   - Modify language to clarify what constitutes a different type of lab facility.
   - Clarify 12 points from the Lead Faculty Compensation Worksheet is the maximum for additional stipend compensation.

Appendix H: Faculty Duties and Responsibilities
   - Add language to clarify faculty may have involvement in academic and student disciplinary matters as referenced in the Student Code of Conduct.
   - Add to General Duties a statement that faculty participate in classroom, discipline and program assessment activities, including the Student Learning Outcome process.
   - Add a definition of Student Learning Outcomes (SLO).
   - Add Student Learning Outcome Duty requirement for faculty to participate in the determination of specific outcomes for courses and programs within their discipline, as well as the assessment and analysis of those outcomes.

(Continued)
Appendix K: Other Instructional Stipends – Activity Related

- Incorporate into policy the current practice for compensation of SLO facilitator.

Appendix N: Step Plan

- Add to Step Advancement criteria that at least one of the three activities must demonstrate substantive participation in the Student Learning Outcomes process of the discipline or program.
- New 5. Commitment to Assessment of Student Learning Outcomes.
- Add language to define Student Learning Outcome activities.
- Incorporate 5. into matrix example.
- Add examples of activities that would satisfy participation in Student Learning Outcome process for step advancement.
- Update to reflect step plans earned in FY11-12 will be held in abeyance.