NOTICE OF
REGULAR MEETING
OF
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF GOVERNORS

Pursuant to A.R.S. § 15-1443 and A.R.S. § 38-431.03 notice is hereby given to the general public that the Pima County Community College District Board of Governors will hold a REGULAR MEETING on the 10th day of August, 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 5th day of August 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 September 14, 2011
8. Report — Secretary of the Board
General Matters (Continued)

9. Report — Chancellor


Information Items

11. Separations from Employment

12. Student Aide Hires

13. Board Bylaw, Article VI. Meetings – Second Reading

Action Items

14. Approval of Minutes
   A. Special Meeting of July 13, 2011
   B. Regular Meeting of July 13, 2011

15. Consent Agenda
   15.1 New Appointments
   15.2 Administrator Appointments
   15.3 Adjunct Faculty Appointments
   15.4 Temporary Appointments
   15.5 Grant Continuation Application: United States Department of Health and Human Services, Temporary Assistance for Needy Families (TANF), Pathways to Healthcare Professions
   15.6 Grant Proposal: Arizona Revised Statute 5-601-02 12% Gaming Distribution Tohono O’odham Nation-Desert Vista Campus
   15.7 Grant Proposal: United States, Department of Justice, Bulletproof Vest Partnership
   15.8 Intergovernmental Agreement: Cooperative Purchase Agreement
   15.9 Contracts: Investment Management and Advisory Services
Other Action Items

16. Personnel Policy Statement for College Employees
   (Common Language) 2011-12

Adjournment

Regular Meeting
September 14, 2011, 7:00 p.m.
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1010
### GENERAL MATTERS/REPORTS

**Meeting Date:** 8/10/11  
**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>
</tbody>
</table>

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Staff Representatives
5. Student Representatives
6. Faculty Representatives
7. Report—Chairperson of the Board  
   • Authorization of Executive Session on September 14, 2011
8. Report—Secretary of the Board
9. Report—Chancellor

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**Approval**

Chancellor, Dr. Roy Flores
Report – June 2011 Financial Statements

Recommendation:

Attached are the financial statements showing preliminary 2010/11 fiscal year results through June 2011. Time will be provided to discuss College fiscal matters.

Justification:

Pima Community College is concluding the year as expected, with positive net assets reported through the end of June. 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 $8.9 million. This is lower than the net assets increase of $15.4 million for June 2010 primarily due to the timing of when the bond payment and year-end adjustments were made 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 97.9 percent of budget, which is slightly higher than the previous year. Services and supplies expenditures and commitments are approximately 76.3 percent of the budget, which is lower than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of June were $207.9 million, which is an increase of $5.4 million compared to the same time last year. Principally, this improvement is due to the decrease in total liabilities from the retirement of long term debt and an increase in federal grants received.

Approvals

Contact Person

Dr. David Bea

Chancellor

Dr. Roy Flores
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Statement of Net Assets

June 30, 2011

(Provisional)

<table>
<thead>
<tr>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$66,450,955</td>
</tr>
<tr>
<td>Receivables</td>
<td>$3,465,128</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>$3,961,460</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>$1,793,359</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>$3,465</td>
</tr>
<tr>
<td>Other</td>
<td>$110,815</td>
</tr>
<tr>
<td>Inventories</td>
<td>$405,943</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$1,570,943</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>$74,863,997</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td>$76,005,315</td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$1,570,943</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>$1,570,943</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>$1,141,318</td>
</tr>
<tr>
<td>Land</td>
<td>$15,291,311</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>$97,891,257</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>$2,171,520</td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>$1,938,438</td>
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<tr>
<td>Library Books (net of depreciation)</td>
<td>$1,570,943</td>
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<tr>
<td>Total Noncurrent Assets</td>
<td>$1,141,318</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$76,005,315</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$3,593,478</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>$266,433</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>$438,121</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>$4,379,027</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>$7,706,072</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>$477,448</td>
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<tr>
<td>Long-term Liabilities</td>
<td>$3,012,269</td>
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<tr>
<td>Total Noncurrent Liabilities</td>
<td>$3,489,717</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$11,195,789</td>
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<tr>
<td><strong>NET ASSETS</strong></td>
<td><strong>Total All Funds</strong></td>
</tr>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td>$99,042,525</td>
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<tr>
<td>Restricted for:</td>
<td></td>
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<tr>
<td>Loans</td>
<td>$1,797,252</td>
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<tr>
<td>Debt Service</td>
<td>$1,999,678</td>
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<tr>
<td>Grants and Contracts</td>
<td>$973,028</td>
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<tr>
<td>Unrestricted</td>
<td>$64,809,526</td>
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<tr>
<td><strong>Total Net Assets</strong></td>
<td>$64,809,526</td>
</tr>
</tbody>
</table>
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

For Twelve Months Ending June 30, 2011

<table>
<thead>
<tr>
<th>OPERATING REVENUES</th>
<th>CURRENT FUNDS</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td>1 Tuition and Fees</td>
<td>52,027,724</td>
<td>1,368,132</td>
</tr>
<tr>
<td>2 Contracts</td>
<td>2,479,114</td>
<td>2,479,114</td>
</tr>
<tr>
<td>3 Auxiliary Enterprises</td>
<td>5,759,807</td>
<td>5,759,807</td>
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<tr>
<td>4 Commission and Rents</td>
<td>30,000</td>
<td>244,846</td>
</tr>
<tr>
<td>5 Other Operating Revenues</td>
<td>765,479</td>
<td>276,949</td>
</tr>
<tr>
<td>6 Total Operating Revenues</td>
<td>55,362,317</td>
<td>2,225,666</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>CURRENT FUNDS</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
<td>Educational and General</td>
</tr>
<tr>
<td>7 Instruction</td>
<td>53,117,860</td>
<td>39,439,931</td>
</tr>
<tr>
<td>8 Academic Support</td>
<td>23,305,950</td>
<td>2,360,611</td>
</tr>
<tr>
<td>9 Student Services</td>
<td>20,837,053</td>
<td>3,415,568</td>
</tr>
<tr>
<td>10 Institutional Support</td>
<td>28,001,477 (380,831)</td>
<td>3,549,182</td>
</tr>
<tr>
<td>11 Operation and Maintenance of Plant</td>
<td>11,795,431</td>
<td>665,421</td>
</tr>
<tr>
<td>12 Depreciation</td>
<td>919,908</td>
<td>52,378,430</td>
</tr>
<tr>
<td>13 Student Financial Aid</td>
<td>919,908</td>
<td>2,479,114</td>
</tr>
<tr>
<td>14 Auxiliary Enterprises</td>
<td>568,861</td>
<td>568,861</td>
</tr>
<tr>
<td>15 Total Operating Expenses</td>
<td>137,975,679</td>
<td>2,225,666</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NONOPERATING REVENUES (EXPENSES)</th>
<th>CURRENT FUNDS</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 State Appropriations</td>
<td>15,942,100</td>
<td>15,942,100</td>
</tr>
<tr>
<td>18 Property Taxes</td>
<td>86,403,619</td>
<td>10,288,015</td>
</tr>
<tr>
<td>19 Federal Grants</td>
<td>54,536</td>
<td>60,205,237</td>
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<tr>
<td>20 State and Local Grants</td>
<td>1,353,779</td>
<td>1,353,779</td>
</tr>
<tr>
<td>21 State Shared Sales Taxes</td>
<td>1,881,017</td>
<td>1,881,017</td>
</tr>
<tr>
<td>22 Gifts</td>
<td>2,968</td>
<td>1,043,929</td>
</tr>
<tr>
<td>23 Investment Income</td>
<td>196,797</td>
<td>5,547</td>
</tr>
<tr>
<td>24 Interest on Capital Asset (related debt)</td>
<td>568,861</td>
<td>568,861</td>
</tr>
<tr>
<td>25 Total Nonoperating Expenses</td>
<td>102,600,020</td>
<td>64,489,509</td>
</tr>
<tr>
<td>26 Income before Other Revenues, Expenses, Gains, or Losses</td>
<td>19,926,658</td>
<td>2,477,184</td>
</tr>
<tr>
<td>27 Transfers</td>
<td>27,906,888 (2,985,316)</td>
<td>30,896,204</td>
</tr>
<tr>
<td>28 Capital Appropriations</td>
<td>166,783,516</td>
<td>166,783,516</td>
</tr>
<tr>
<td>29 Capital Gifts and Grants</td>
<td>25,613</td>
<td>25,613</td>
</tr>
<tr>
<td>30 Increase (Decrease) in Net Assets</td>
<td>(17,980,238)</td>
<td>1,287,868</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Net Assets - Beginning of Year</td>
</tr>
<tr>
<td>32 Net Assets - End of Period</td>
</tr>
</tbody>
</table>

FY 2010/11

<table>
<thead>
<tr>
<th>Prior Year Totals as of June 30, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,825,355</td>
</tr>
<tr>
<td>5,003,455</td>
</tr>
<tr>
<td>1,527,064</td>
</tr>
<tr>
<td>247,257,063</td>
</tr>
<tr>
<td>274,846</td>
</tr>
<tr>
<td>1,599,862</td>
</tr>
<tr>
<td>59,212,839</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>50,825,355</td>
</tr>
<tr>
<td>5,003,455</td>
</tr>
<tr>
<td>1,527,064</td>
</tr>
<tr>
<td>247,257,063</td>
</tr>
<tr>
<td>274,846</td>
</tr>
<tr>
<td>1,599,862</td>
</tr>
<tr>
<td>59,212,839</td>
</tr>
</tbody>
</table>
# Summary of Expenditures and Encumbrances - General Fund - Budget and Actual

For Twelve Months Ending June 30, 2011

## EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Educational and General</th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
<td><strong>AVAILABLE BUDGET AMOUNT</strong></td>
</tr>
<tr>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>1 Instruction</td>
<td>60,682,449</td>
<td>53,115,731</td>
</tr>
<tr>
<td>2 Academic Support</td>
<td>25,907,218</td>
<td>23,303,934</td>
</tr>
<tr>
<td>3 Student Services</td>
<td>22,226,920</td>
<td>20,836,759</td>
</tr>
<tr>
<td>4 Institutional Support</td>
<td>31,158,724</td>
<td>27,999,711</td>
</tr>
<tr>
<td>5 Operation and Maintenance of Plant</td>
<td>12,476,525</td>
<td>11,794,790</td>
</tr>
<tr>
<td>6 Student Financial Aid</td>
<td>1,345,438</td>
<td>919,908</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Transfers</td>
<td>27,906,888</td>
<td>27,906,888</td>
</tr>
<tr>
<td>8 Fund balance reserved for contingency</td>
<td>5,899,838</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>187,604,000</td>
<td>165,877,721</td>
</tr>
</tbody>
</table>

## EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Personal Services</th>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
<td><strong>AVAILABLE BUDGET AMOUNT</strong></td>
</tr>
<tr>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>10 Administrative Personnel</td>
<td>6,612,000</td>
<td>6,546,931</td>
</tr>
<tr>
<td>11 Faculty</td>
<td>24,095,000</td>
<td>22,324,227</td>
</tr>
<tr>
<td>13 Additional Compensation - Faculty</td>
<td>1,150,376</td>
<td>947,730</td>
</tr>
<tr>
<td>15 Adjunct Faculty</td>
<td>17,535,587</td>
<td>17,535,587</td>
</tr>
<tr>
<td>12 Classified Staff</td>
<td>37,386,362</td>
<td>36,982,762</td>
</tr>
<tr>
<td>14 Other Compensation</td>
<td>5,247,438</td>
<td>5,247,438</td>
</tr>
<tr>
<td>16 Student Employment / Workstudy</td>
<td>37,959</td>
<td>27,335</td>
</tr>
<tr>
<td>17 Fringe Benefits</td>
<td>22,972,884</td>
<td>22,970,397</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>115,037,606</td>
<td>112,582,407</td>
</tr>
</tbody>
</table>

## Services and Supplies

<table>
<thead>
<tr>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
</tr>
<tr>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>19 Communications and Utilities</td>
<td>6,163,759</td>
</tr>
<tr>
<td>20 Travel</td>
<td>2,829,741</td>
</tr>
<tr>
<td>21 Contractual Services</td>
<td>10,509,488</td>
</tr>
<tr>
<td>22 Supplies and Materials</td>
<td>7,931,779</td>
</tr>
<tr>
<td>23 Student Financial Aid</td>
<td>1,345,438</td>
</tr>
<tr>
<td>24 Current Fixed Charges</td>
<td>3,070,239</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>31,850,444</td>
</tr>
</tbody>
</table>

## Other Expenditures

<table>
<thead>
<tr>
<th>FY 2010/11</th>
<th>FY 2009/10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADJUSTED BUDGET</strong></td>
<td><strong>TOTAL COMMITTED AMOUNT</strong></td>
</tr>
<tr>
<td><strong>%</strong></td>
<td><strong>%</strong></td>
</tr>
<tr>
<td>26 Capital Equipment</td>
<td>632,688</td>
</tr>
<tr>
<td>27 Transfers</td>
<td>27,906,888</td>
</tr>
<tr>
<td>28 Other Expenditures</td>
<td>1,156,580</td>
</tr>
<tr>
<td>29 Contingency and Reserves</td>
<td>11,019,794</td>
</tr>
</tbody>
</table>

**Total Expenditures by Account** 187,604,000 | 165,877,721 88.4 | 21,726,279 | $143,011,441 | 91.8
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

FY 10 $26.0 M
FY 11 $28.0 M

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

FY 10 $11.6 M
FY 11 $11.8 M

COMMITMENTS FOR STUDENT FINANCIAL AID

FY 10 $1.6 M
FY 11 $0.9 M
INFORMATION ITEM

Date: 8/10/11

Item Title: Separations from Employment

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

Recommendation:

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

Retirements

Jordan, Sharon
Educational Support Faculty-Counselor
EC-Enrollment Services
Effective: 6/30/11

Sharon Jordan began employment with the College in 1991 as an advisor. She also served as adjunct faculty and is retiring as a counselor at East Campus.

Lisalda, Alice
Support Specialist
WC-Instruction/Academic Services
Effective: 7/15/11

Alice Lisalda began employment with the College in 2000 as secretary I at West Campus in Math, Science and Technology. She is retiring as a support specialist for the vice president of instruction at West Campus.

Muir, Harry P.
Vice President of Instruction
EC-Instruction/Academic Services
Effective: 6/30/11

Dr. Harry Muir began employment with the College in 1994 as dean of instruction at Community Campus. He also served as dean at Downtown Campus and is retiring as vice president of instruction from East Campus.
Separations from Employment

Bennett, Rebecca
Instructional Faculty-Spanish
WC-Languages
Effective: 5/19/11
Reason: Personal

Blonigen, Beth T.
Student Services Specialist
CO-Financial Aid Operations
Effective: 7/15/11
Reason: Other employment

Camarillo, Jorge
Program Coordinator
DV-Center for Training & Development
Effective: 6/30/11
Reason: Reduction in workforce

Hoy, John
Fiscal Advanced Analyst
CO-Budget and Reporting Operations
Effective: 6/7/11
Reason: Failure to complete probation

Molyneux, Rachel N.
Public Safety Dispatcher
CO-DPS Operations
Effective: 7/30/11
Reason: Other employment

Redman, Lori B.
Program Assistant
DV-Center for Training & Development
Effective: 7/6/11
Reason: Personal

Rojas, Rosie
Program Coordinator
CO-K-12 Outreach
Effective: 6/30/11
Reason: Reduction in workforce

(Continued)
Ross, Candace M.
IT Principal Analyst
CO-Information Technology
Effective: 7/28/11
Reason: Other employment

Zick, William J.
Trades/Maintenance Specialist
CO-Maintenance and Security
Effective: 6/15/11
Reason: Personal

Approvals
Contact Person
Janet L. May

Chancellor
Dr. Roy Flores
INFORMATION ITEM

Meeting Date: 8/10/11

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

Recommendation:

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

Green Vanessa
Gutierrez Jose

Approvals

Contact Person  
Janet L. May

Chancellor  
Dr. Roy Flores
# INFORMATION ITEM

**Date:** 8/10/11  
**Item Number:** 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Bylaw, Article VI: Meetings – Second Reading</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Justification:**

In accordance with Board Bylaw, Article X: Amendment to Bylaws, Section 1, revisions to the existing Article VI: Meetings, change is being requested to reflect current practices.

**Approvals**

Chancellor  
Dr. Roy Flores
Section 1. The regular meetings (as specified in ARS 15-1443) shall be held on the second Wednesday of every month at such time and place as the Board determines, unless otherwise ordered by the Board.

Section 2. Special meetings may be held at the call of the Chief Executive Officer or upon a call issued in writing signed by a majority of the Board. The purpose of special meetings shall be to transact business or to study and discuss matters brought to the Board.

Section 3. The meeting held on the first Monday in January of each year (as specified in ARS 15-1443-B) shall be known as the annual meeting for the purpose of electing officers and such other business as may be necessary. In January of each year, the Board shall hold an annual meeting, as specified by ARS 15-1443(B), for the purpose of electing officers and conducting such other business as may be necessary. The annual meeting will be the first Governing Board meeting in January unless the Chancellor and Board President designate a different January meeting as the annual meeting.

Section 4. A majority of all publicly elected members of the Board shall constitute a quorum for the transaction of any business. A majority vote of the Board
members present shall be required for action to be taken. However, action may be
taken only at meetings called pursuant to sections 1, 2 and/or 3 of this article;
action may not be taken during meetings of any standing, special or advisory
committees or subcommittees of, or appointed by, the Governing Board.
Abstentions and blank ballots shall be disregarded in the determination of a
majority. When temporary absences of members in a meeting reduces the
membership below a quorum, a recess may be taken until a quorum is present.

Section 5. The order of business for regular and special meetings shall be
determined by the Chairman and Chief Executive Officer. The order of business
and supporting materials shall be distributed to members of the Board five days in
advance of the meeting.

Section 6. The Chief Executive Officer of the College, or his or her designee, shall
attend each regular and special meeting of the Board for the purpose of presenting
items of business and reports of interest to the Board.
**ACTION ITEM**

**Meeting Date:** 8/10/11  
**Item Number:** 14A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting July 14, 2011</td>
<td>Chancellor's Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of July 14, 2011 are submitted for approval.

---

**Approval**

Chancellor  
Dr. Roy Flores
A Special Meeting/Work Session of the Pima County Community College District Board of Governors was held on Thursday, July 14, 2011 at 11:00 a.m., in the Board Conference Room, District Central 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

RECORDING SECRETARY

Gabriela De Echávarri

ADMINISTRATION

Roy Flores, Chancellor
David Bea, Executive Vice Chancellor, Finance and Administration
Janet May, Vice Chancellor, Human Resources
Deborah Yoklic, Assistant Vice Chancellor

Board Chair Marty Cortez called the meeting to order at 11:00 a.m.

Noel Bissing, Acting Internal Auditor, provided an update on several audits performed or being carried out.

Norman Rebenstorf, PCC Foundation, Board of Directors Chair, and Cheryl House, PCC Foundation Executive Director, provided an update regarding the Foundation’s resource development, funds, donor stewardship, events, and 2011-2012 goals.

Simone Gers, East Campus Writing faculty, Michele Anderson, Desert Vista Math faculty, Dr. John Carroll, Community Campus Vice President, and Dr. Heather Tilson, Senior Assistant to the Provost, gave a presentation regarding the new admissions policy. They also provided data on math, writing, and reading test scores and placement.
Dr. Nicola Richmond, Executive Director for Planning and Institutional Research gave a presentation on the populations the College serves and educational opportunities provided by PCC. Dr. Richmond, along with Dr. Flores, also provided information regarding the Voluntary Frame of Accountability (VFA). This is the first national accountability system for community colleges developed by community colleges.

Chancellor Flores provided information on Cost-benefit Program Analysis. Carol Hutchinson, Advanced Program Manager for Program Services, gave a presentation on Program Review Process and Deborah Yoklic, Assistant Vice Chancellor, gave a presentation on Cost Benefit Program Analysis.

Chancellor Flores gave a brief update on Near Terms Cuts and Re-arrangements. He also discussed the 2-year term considerations for administrators’ contracts.

Adjournment

The meeting adjourned at 5:25 p.m.

Secretary

Date
### ACTION ITEM

**Meeting Date:** 8/10/11  
**Item Number:** 14B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Unapproved Minutes of the Regular Meeting July 14, 2011 | Chancellor's Office  
(206-4747) |

**Recommendation:**

The unapproved minutes of the Regular Meeting of July 14, 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 Thursday, July 14, 2011 at 6:00 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**

Timothy Kelliher, Staff

**RECORDING SECRETARY**

Gabriela De Echávarri

**ADMINISTRATION**

Roy Flores, Chancellor  
Lou Albert, President, West Campus  
Stella Bay, Executive Director, Department of Public Safety  
David Bea, Executive Vice Chancellor, Finance and Administration  
Johnson Bia, President, Desert Vista Campus  
John Carroll, Vice President of Instruction  
Luba Chliwaniak, President, Downtown Campus  
Victoria 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  
Jerry Haynes, Vice President of Student Development  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services  
Alex Kajstura, President, Northwest Campus  
Darla Lammers, Vice President of Instruction  
Janet May, Vice Chancellor, Human Resources  
Leticia Menchaca, Assistant Vice Chancellor, Student Services  
Lorraine Morales, Vice President of Student Development  
Brigid Murphy, Vice President of Instruction  
Anna Reese, Executive Director, Financial Aid  
Nicola Richmond, Executive Director, Institutional Research  
Ted Roush, Vice President of Instruction  
Nancy Russell, Academic Dean  
Nancy Sorenson, Vice President of Student Development  
Stan Steinman, Academic Dean  
Heather Tilson, Senior Assistant to the Provost  
Anne Vosberg, Vice President of Student Development  
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 6:05 p.m.

Pledge of Allegiance

Sherryn Marshall led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

There were no requests to address the Board.

Staff Representatives

Tim Kelliher reported on the July 7 Staff Council Meeting. Highlights included the following: Staff Council members have decided to participate in this year's AVIVA School Supply Drive. Provost's Report: Dr. Tilson met with the group on behalf of Dr. Suzanne Miles. Dr. Tilson noted that the staff of Disabled Student Resources will report to her office. Dr. Tilson suggested everyone should read SPG3501/AA to familiarize themselves with the changes for admission to PCC. Chancellor's Report: On behalf of Dr. Flores, Deborah Yoklic reported that all College standing committees vacancies have been filled. She also reported that the final version of the 2011-2013 College Plan will be distributed at all College day, August 19, 2011. Liaison Report: On behalf of Vice Chancellor May, Doreen Armstrong provided an update on Human Resources recruitment statistics. AFSCME Report: Elections were conducted with the following results: Virginia Ortega, Chair; Rose Bolz, Vice Chair; Bruno Loya, Chief Steward, and Anna Richards, Recorder. Ann Myers is now a Union Trustee. AFSCME and AFLAC are working on a comprehensive insurance program to cover AFCSME members. ACES Report: There was no ACES report. Council Report: Wendy Dosch said that an emergency election needs to occur for East Campus since there is no representation at the moment. Subcommittee Updates: Jorge Caballero reported on marketing projects and fundraisers. The next Staff Council meeting will be held on August 4, 2011.

Student Representatives
Motion to Authorize Executive Session

PASSES

There was no report.

Faculty Representatives

There was no report.

Report — Chairperson of the Board

Motion No. 7020

Scott Stewart – M, Brenda Even – S, to authorize an Executive Session of the Board of Governors on August 10, 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

Dr. Flores introduced and welcomed the new Downtown Campus president, Dr. Luba Chliwniack and the new Northwest Campus president, Dr. Alex Kajstura.

Community Campus Vice President of Instruction, Dr. John Carroll, and the Director of Admissions and Registrar, Michael Tulino, presented the College’s Veterans Services Plan. They thanked members of the College for their assistance as well as the Board members and the Chancellor for their support towards this project.

East Campus President, Charlotte Fugett and Executive Director for Institutional Research, Nicola Richmond, reported on the results and effects of the 2008-2011 College Plan. Board Member Scott Stewart noted how impressive the presentation results are. Chairperson Cortez and Board Member Brenda Even thanked everyone involved.

The Chancellor also reported on the improvements needed in the education process.
Report — May 2011 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending May 2011. He noted the increase in net assets through month end, year-to-day, is approximately $31.6 million.

Information Items

Separations from Employment

Student Aide Hires

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 7021


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

Consent Agenda

Motion No. 7022

Brenda Even – M, David Longoria – S, to approve the Consent Agenda.

15.1 New Appointments
15.2 Adjunct Faculty Appointments
15.3 Temporary Appointments
15.4 2012-2013 Academic Calendar
15.5 Grant Proposal: U.S. Department of Education, Educational Opportunity Centers (EOC) Program, Transition Program
15.6 Grant Proposal: United States Department of Education Arizona Department of Education, Carl D. Perkins IV - Basic Grant
15.7 Intergovernmental Agreement: Central Arizona College
15.8 Contract: Learning Management System
15.9 Contract: JobCorps GED Testing Pima Community College Adult Education, GED Testing

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

Motion to Approve Board Resolution Supporting the Long-Term Strategic Vision and Plan of Arizona's Community College

Motion No. 7023

Scott Stewart – M, Brenda Even – S, to approve the resolution of support for the Long-Term Strategic Vision and Plan of Arizona's Community Colleges.

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

Adjournment

The meeting adjourned at 7:20 p.m.

__________________________
Secretary

__________________________
Date
**ACTION ITEM**

**Meeting Date:** 8/10/11  
**Item Number:** 15

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

**Recommendation:**

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

- 15.1 New Appointments
- 15.2 Administrator Appointments
- 15.3 Adjunct Faculty Appointments
- 15.4 Temporary Appointments
- 15.5 Grant Continuation Application: United States Department of Health and Human Services, Temporary Assistance for Needy Families (TANF), Pathways to Healthcare Professions
- 15.6 Grant Proposal: Arizona Revised Statute 5-601-02 12% Gaming Distribution Tohono O’odham Nation-Desert Vista Campus
- 15.7 Grant Proposal: United States, Department of Justice, Bulletproof Vest Partnership
- 15.8 Intergovernmental Agreement: Cooperative Purchase Agreement
- 15.9 Contracts: Investment Management and Advisory Services

---

**Approval**

Chancellor  
Dr. Roy Flores
Date: 8/10/11

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:
Leon, Rosemary L. | Instructional Faculty
---|---
Salary: $42,588 | West Campus – Dental Assisting Education
Effective: 8/17/11 | One-year administrative appointment
Education: Associate of Arts, Dental Assisting/Law Enforcement, Pima Community College; Bachelor of Arts, Interdisciplinary Studies and Public Management, Northern Arizona University
Experience: Ms. Leon has over eleven years experience working in three different local dental offices. She has over nine years experience as an adjunct dental assistant faculty with Pima Community College. She holds certifications as a Certified Dental Assistant, Arizona Dental Board X-Ray Certification, Arizona Coronal Polish Certification, and CPR.
Recruitment Overview: Ms. Leon was selected as the Administrative Appointment from a pool of adjunct candidates and was recommended by Dr. Louis Albert, Campus President.
Staff:

Camarillo, Jorge  
**Student Services Specialist**
- **Hourly Rate:** $17.22  
- **Desert Vista Campus**
- **Effective:** 8/15/11  
- **Selected to fill a vacant position**
- **Education:** Bachelor of Arts, Business Management, University of Maryland
- **Experience:** Mr. Camarillo has over seven years experience working with students in healthcare careers and grants related programs. Previous employers include Central Arizona College in Coolidge, Arizona, Pueblo Magnet High School, Tucson and Raymond W. Bliss Army Health Center in Fort Huachuca, Arizona.

Recruitment Overview:
An external recruitment was conducted. Sixty-four applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Campus President.

Crocker, Jessica Rae  
**Laboratory Specialist- Ceramics/ Sculpture/ Metalwork**
- **Hourly Rate:** $17.22  
- **West Campus**
- **Effective:** 8/15/11  
- **Selected to fill a vacant position**
- **Education:** Coursework, University of Arizona; Associate of Arts, Yavapai College, Prescott, Arizona
- **Experience:** Ms. Crocker has five years experience as a ceramics laboratory technician for Yavapai Community College in Prescott Arizona. She was the shift manager for three years for Brooklyn Pizza Company in Tucson, Arizona. She was also the cashier shift leader for two years for New Frontiers Marketplace in Prescott, Arizona.

Recruitment Overview:
An external recruitment was conducted. Eight applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Dr. Lou Albert, Campus President.

Estrada, Miguel R.  
**Superintendent of Operations**
- **Salary:** $68,010  
- **Maintenance & Security**
- **Effective:** 8/29/11  
- **Selected to fill a vacant position**
- **Education:** Coursework, Sul Ross State University
- **Experience:** Mr. Estrada has over 29 years experience working for the National Park Service in various different facilities positions. His experiences include three years as a maintenance mechanic; four years as an exhibit specialist; four years as a facility manager; two years as a facility manager and chief of cultural resources; and his most current position has been as a property and preservation manager for the last three years.

Recruitment Overview:
An external recruitment was conducted. Twenty-nine applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor of Finance.

(Continued)
**Fellows, Mary**  
**Fiscal Advanced Analyst**  
Salary: $52,736  
Effective: 8/15/11  
Selected to fill a vacant position  
Education: Bachelor of Science, Nursing, University of Arizona; Master of Business Administration, University of Arizona  
Experience: Ms. Fellows has more than ten years experience working for Pima County, Tucson, Arizona; Her experience there include three years as a principal finance accountant, four years as principal finance accountant supervisor and most recently, chief financial officer for the last three years. She also worked four years for the Vail School District as director of accounting and personnel.  
Recruitment Overview:  
An external recruitment was conducted. Eighteen applications were received and reviewed. Four candidates were invited to interview. The finalist was interviewed by Dr. David Bea, Executive Vice Chancellor of Finance.

**Kestler, Kelli**  
**Student Services Specialist**  
Hourly Rate: $17.22  
Effective: 8/15/11  
Selected to fill a vacant position  
Education: Bachelor of Arts, Psychology, University of Arizona  
Experience: Ms. Kestler has over five years experience working at the University of Arizona as an academic advisor and an office assistant in the Department of Psychology.  
Recruitment Overview:  
An external recruitment was conducted. Sixty-four applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Campus President.

**Ries Kessler, Julie A.**  
**Support Specialist, Curriculum**  
Hourly Rate: $16.25  
Effective: 8/15/11  
Selected to fill a vacant position  
Education: Associate of Science, Human Resources; Bachelor of Science, Counseling Psychology; Bachelor of Science, Human Services, College of Great Falls, Great Falls, Montana  
Experience: Ms. Ries Kessler has over seven years of experience as an accounts receivable services manager with SAIC (Science Application International Corporation). She also has over four years of office support experience with Community Partnership of Southern Arizona and Seattle Cancer Care Alliance  
Recruitment Overview:  
An external recruitment was conducted. Forty-seven applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. Suzanne Miles, Provost and Executive Vice Chancellor for Academic Services and Campus President.

**Smith, Michael K**  
**Program Assistant- Facilities Planning**  
Hourly Rate: $17.22  
Effective: 8/15/11  
Selected to fill a vacant position  

(Continued)
New Appointments

Date: 8/10/11
Page 4

Experience: Mr. Smith has been a program assistant in Facilities Planning for Pima Community College for the last three years, and prior to that he was a customer service specialist for Office Depot in Tucson, Arizona. Mr. Smith was a corporate trainer for First Magnus Financial Corporation for six years in Tucson, Arizona. For over fifteen years, he has worked for several companies as a customer service representative.

Recruitment Overview:
An external recruitment was conducted. Twenty applications were received and reviewed. Two candidates were invited to interview. The finalist was interviewed by Dr. David Bea, Executive Vice Chancellor of Finance.

Approvals

Contact Person
Janet L. May

Chancellor
Dr. Roy Flores
Revised 8-9-11

PimaCountyCommunityCollegeDistrict
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 8/10/11

Item Number: 15.2

Item Title
Administrator Appointments

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

Recommendation:

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

Justification:

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

Karamargin, C. J.
Vice Chancellor for Government Relations and Public Information

Salary: $148,188
Effective: 8/29/11
Education: Associate of Arts, Liberal Arts, Mitchell College, New London, Connecticut; Bachelor of Arts, Journalism and History, University of Connecticut, Storrs, Connecticut


Recruitment Overview:

An external recruitment was conducted: Forty-seven complete applications were received and sent to committee for screening. Four candidates were invited in for interviews and public forums. Dr. Roy Flores, Chancellor, conducted interviews and recommends this candidate for selection.

(Continued)
Tulino, Michael  
**Acting Vice President of Student Development**

**Salary:** $110,236  
**Effective:** 8/15/11 and remains effective until recruitment of position is successfully completed

**Education:**  
Master of Business Administration, Technology Management, University of Phoenix  
Bachelor of Science, Geology, Northern Arizona University

**Experience:**  
Mr. Tulino has been with Pima Community College since 2003. He has been the Director of Admissions and Registrar since 2007 and was the Assistant Registrar, Systems and Enrollment Services from 2003 until 2007. Mr. Tulino was at the University of Phoenix previously, where he served as Student Services Coordinator and Supervisor from 2000 to 2002 and Admissions Manager from 2002 to 2003.

**Recruitment Overview:**  
Seven complete applications were received. Dr. Louis Albert, West Campus President conducted interviews and recommends this candidate for selection.

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**Approvals**

Contact Person  
Janet L. May

Chancellor  
Dr. Roy Flores
Date: 08/10/11  Item Number: 15.3

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

Recommendation:

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

Justification:

On a monthly basis, when new adjunct applicants have completed the application and certification process, their names will be brought forward to the Board for approval prior to beginning employment. Their names are then added to the list of approved adjunct faculty for current and future adjunct assignments subject to continued satisfactory job performance and the needs of the College.

The list contains individual background information and shows the initial academic discipline(s) in which adjunct faculty members are certified. 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.

Andreasen, Lynette N.
Discipline(s): Art (Academic)
Salary: $710 per load hour
Education: Bachelor of Fine Arts, Art-Metals, Arizona State University, Tempe, Arizona; Master of Fine Arts, Art-Metals, Arizona State University, Tempe, Arizona
Experience: Ms. Andreasen has taught metal and jewelry courses at art centers and universities in the Phoenix, Arizona area for the last four years.

Barca, Lisa A.
Discipline(s): Italian (Academic), Humanities (Academic), Literature (Academic)
Salary: $710 per load hour
Education: Bachelor of Liberal Arts, Humanities, Harvard University, Cambridge, Massachusetts; Master of Arts, Romance Languages and Literature, University of Chicago, Chicago, Illinois; 18 graduate units in Italian and humanities

(Continued)
Experience: Ms. Barca is currently working on completing a doctor of philosophy degree from the University of Chicago, Chicago, Illinois in Romance Languages. She expects to graduate June 2011. She has more than nine years of experience teaching literature and Italian.

Camarillo, Jorge
Discipline(s): Medical Assistant (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Management Studies, University of Maryland University College, Adelphi, Maryland
Experience: Mr. Camarillo retired from the Air Force with 23 years of medical support experience. He has no formal teaching experience.

Crump, Adrienne M.
Discipline(s): Writing (Academic), Women’s Studies (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, English, George Mason University, Fairfax, Virginia; Master of Arts, Women’s Studies, University of Arizona, Tucson, Arizona
Experience: Ms. Crump is a graduate associate in teaching at the University of Arizona, in Tucson, where she has taught writing and composition courses for the past four years.

Elzey, Crystal L.
Discipline(s): Phlebotomy (Occupational/Workforce)
Salary: $710 per load hour
Education: Associate of Applied Science, Pre-Nursing, Whatcom Community College, Bellingham, Washington
Experience: Ms. Elzey worked as a lab assistant for University Physicians Hospital, Tucson, Arizona for one year. She also worked more than six years as a medical assistant/lab technician at Davis Family Physicians, Layton, Utah. Ms. Elzey has no formal teaching experience.

Earles, Denise L.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $710 per load hour
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona
Experience: Ms. Earles has been working as an American Heart Training Center coordinator and as a registered nurse for Carondelet St. Joseph’s Hospital, Tucson Arizona. She teaches Basic Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support courses.
Adjunct Faculty Appointments

Fox, Deborah D.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $710 per load hour
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona
Experience: Ms. Fox has worked as a registered nurse at Carondelet St. Mary’s Hospital, Tucson, Arizona for eight years. She has no formal teaching experience.

Frank, Wanda F.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $710 per load hour
Education: Bachelor of Science, Nursing, Hunter College, New York, New York; Master of Education, Nursing Education, Columbia University, New York, New York
Experience: Ms. Frank is currently working as a nurse therapist for Southern Arizona Veteran’s Administration Hospital System, Tucson, Arizona. Previously, she was a nursing adjunct at West Campus and Desert Vista campus for Pima Community College. She has over twenty years’ experience in the nursing field.

Gomez, Richard L., DDS.
Discipline(s): Dental Hygiene (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Zoology, University of Arizona, Tucson, Arizona; Doctor of Dentistry, University of California, San Francisco, California
Experience: Dr. Gomez has been a private licensed dentist in the state of Arizona for 35 years. He has no formal teaching experience.

Hamlet, Judy E.
Discipline(s): Medical Assistant (Occupational/Workforce)
Salary: $710 per load hour
Education: Medical Assistant Certificate, Tucson College of Business, Tucson, Arizona; Bachelor of Science, Management, University of Phoenix, Phoenix, Arizona.
Experience: Ms. Hamlet works as a medical staff trainer at Arizona Community Physicians, Tucson. She develops, trains, and implements a medical assistant new hire orientation and training program. She also monitors and evaluates competency and monitors Occupational Safety and Health Act (OSHA).

Johnson, Danielle M.
Discipline(s): Mathematics (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts, Mathematics, University of Arizona, Tucson, Arizona
Experience: Ms. Johnson has been a high school math teacher at Desert View High School, Tucson, Arizona for one year. She worked as a math and writing tutor at East Campus, Pima Community College for two years.
**Juell, Michael D.**

**Discipline(s):** Hospitality and Restaurant Management (Academic Limited Exemption)

**Salary:** $710 per load hour

**Education:** Certificate in Career Studies - Leadership, Rappahannock Community College, Glenns, Virginia; Grand Rapids Catholic Central High School, Grand Rapids, Michigan

**Experience:** Since 1990, Mr. Juell has been a food and beverage director and manager for resort hotels in California, Guam, Virginia, New Mexico and Arizona. He has no formal teaching experience.

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**Maldonado, Colleen E.**

**Discipline(s):** Business and Management (Academic)

**Salary:** $710 per load hour

**Education:** Bachelor of Arts, Communication, University of Colorado, Colorado Springs, Colorado; Master of Business Administration, International Business, Regis University, Denver, Colorado

**Experience:** Ms. Maldonado worked as an investment advisor for Mass Mutual, Las Vegas, Nevada for three years as a broker. She has no formal teaching experience.

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**Matias, David M.**

**Discipline(s):** Culinary Arts (Occupational)

**Salary:** $710 per load hour

**Education:** Associate in Occupational Studies, Culinary Arts, Hyde Park, New York

**Experience:** Mr. Matias is currently working for Teresa’s Mosaic Café as the Executive Chef. Additionally, he has over nine years’ experience in the culinary field. No previous teaching experience.

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**Malyszko, Kenneth E.**

**Discipline(s):** Computer Aided Drafting (Occupational)

**Salary:** $710 per load hour

**Education:** Associate of Applied Science, Computer Aided Drafting, Pima Community College, Tucson, Arizona

**Experience:** Mr. Malyszko has been teaching at Pima Community College for more than eight years. He has been a drafting instructor for more than 30 years.

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**Meyer, Jennifer L.**

**Discipline(s):** History (Academic)

**Salary:** $710 per load hour

**Education:** Bachelor of Science, Secondary Education, University of Portland, Portland, Oregon; Master of Arts, History, Central Washington University, Ellensburg, Washington

**Experience:** Ms. Myers worked as a Social Studies teacher for Renton High School, Renton, Washington. She has over 12 years’ experience teaching. She has taught US History, American Studies, World History, Dance, and remedial courses.

(Continued)
Adjunct Faculty Appointments

Michaels, Marisa B., Ed. D.
Discipline(s): Speech Communication (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Communication, University of San Francisco, San Francisco, California; Master of Arts, Speech Communication, San Francisco, San Francisco, California; Doctor of Education, Organization and Leadership, University of San Francisco, San Francisco, California
Experience: Dr. Michaels has been working as an instructor of communication for more than nine years. She currently works as a head consultant for the Tangerine Group, Petaluma, California.

Munoz, Joaquin A.
Discipline(s): Anthropology (Academic), English as a Second Language (Developmental), and Reading (Development)
Salary: $710 per load hour
Education: Bachelor of Arts, Political Science, University of Arizona, Tucson, Arizona; Master of Arts, Language, Reading, and Culture, University of Arizona, Tucson, Arizona
Experience: Mr. Munoz is currently working for the University of Arizona as a coordinator for undergraduate tutoring program. He has more than three years teaching experience. Previously, he worked for Hohokam Middle School, Tucson, Arizona and for Julia de Burgos Bilingual Elementary School, Philadelphia, Pennsylvania.

Pratt, Siri E., PhD.
Discipline(s): History (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, History and Philosophy, Westmont College, Santa Barbara, California; Master of Arts, History, University of California, Santa Barbara, California; Doctor of Philosophy, History, University of California, Santa Barbara, California
Experience: Dr. Pratt has been teaching history courses for more than seven years. She also worked as a publications editor for Freeman Spogli Institute for International Studies at Stanford University, Stanford, California.

Saavedra, Linda D.
Discipline(s): Medical Laboratory Technician (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Medical Technology, University of Arizona, Tucson, Arizona; Master of Health Administration, University of Phoenix, Phoenix, Arizona
Experience: Ms. Saavedra was a full-time faculty and program director for Medical laboratory Technician program at West Campus, Pima Community College, Tucson, Arizona for four years. Additionally, she taught medical laboratory and biology courses. Prior to working at PCC, she worked as a laboratory manager at the University Physicians Hospital, and Pima County-Kino Community Hospital both in Tucson.

(Continued)
Sanders, Steven L.
Discipline(s): Psychology (Academic), Student Success (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Sociology, Portland State University, Portland, Oregon; Master of Arts, Psychology and Mental Health Counseling, Antioch University, Seattle, Washington
Experience: Mr. Sanders has worked as an addiction and correctional counselor for more than 19 years. He briefly taught as an adjunct instructor for Everest College, Portland Oregon.

Schafer, Eldon L., PhD.
Discipline(s): Accounting (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Business Administration, University of Nebraska, Lincoln, Nebraska; Master of Arts, Business Organization and Management, University of Nebraska, Lincoln, Nebraska; Doctor of Philosophy, Business Organization and Management, Economics, University of Nebraska, Lincoln, Nebraska; 18 graduate units in accounting
Experience: Dr. Schafer taught as an associate professor of accounting at the University of Arizona, Tucson, Arizona for more than 13 years. He also taught as a professor of accounting at Pacific Lutheran University, Tacoma, Washington for more than 17 years.

Schatz, Paul R.
Discipline(s): Business (Academic), Management (Academic), Phlebotomy (Occupational), Medical Assistant (Occupational)
Salary: $710 per load hour
Education: Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona; Master of Business Administration, University of Arizona, Tucson, Arizona
Experience: Mr. Schatz is currently a substitute teacher for various Catholic Junior and Senior High Schools in Tucson, Arizona. Previously, he was an emergency room and intensive care nurse for thirteen years at both Northwest Hospital and St. Mary’s Hospital in Tucson, Arizona.

Thomas, Lynta, PhD.
Discipline(s): Chemistry (Academic)
Salary: $710 per load hour
Education: Bachelor’s Degree, Secondary Education, Mahatma Gandhi University, Cochin, India; Master Degree, Chemistry, Sacred Heart College, Cochin, India; Doctor of Philosophy, Chemistry, Cochin University of Science and Technology, Cochin, India
Experience: Dr. Thomas has been serving as a full time faculty member for Pima Community College since 2007. She has more than 11 years of experience teaching chemistry at the college level.
Valandry, Laura Jo.
Discipline(s): Arts (Academic)
Salary: $710 per load hour
Education: Bachelor of Fine Arts, Art, University of South Dakota, Vermillion, South Dakota; Master of Fine Arts, Art, University of Arizona, Tucson, Arizona
Experience: Ms. Valandry has worked as the Fine Arts (Visual) department chair at Salpointe Catholic High School since 2009. In addition to administrative duties, she teaches art courses and advanced placement courses.

Weller-Anderson, Cheryl K.
Discipline(s): Humanities, Literature, and Writing (Academic))
Salary: $710 per load hour
Education: Bachelor of Arts, English, The College of Wooster, Wooster, Ohio; Master of Arts, English, Duquesne University, Pittsburgh, Pennsylvania
Experience: Ms. Weller-Anderson worked for 11 years as a full time upper school English and journalism teacher at St. Gregory College Preparatory School. She was a part time lecturer at Community College of Allegheny College in Pennsylvania for one year.

Approvals

Contact Person
Janet L. May

Chancellor
Dr. Roy Flores
Date: 8/10/11

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

Recommendation:

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

Justification:

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

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

Bacani, James
Hourly Rate: $7.35
Education: Coursework, Pima Community College
Experience: Mr. Bacani was interviewed and recommended as a tutor by James Knight, Writing Faculty.

Bierny, Philippe
Hourly Rate: $7.35
Education: Bachelor of Arts, International Relations and East Asian Studies, Brown University, Providence, Rhode Island
Experience: Mr. Bierny was interviewed and recommended as a tutor by Edward Smith, Mathematics Instructional Faculty.
Coleman, Kelsey  
**Tutor I**  
DV  
Hourly Rate: $7.50  
Biology, Chemistry, Mathematics  
Education: Coursework, Northern Arizona University  
Experience: Ms. Coleman was interviewed and recommended as a tutor in multiple subjects by Carla Boyd, Advanced Program Coordinator for the Center for Training and Development Learning Center.

Cook, Ema ly  
**Tutor I**  
WC  
Hourly Rate: $7.35  
Writing  
Education: Coursework, Pima Community College  
Experience: Ms. Cook was interviewed and recommended as a tutor by Josh Cochran, Writing Instructional Faculty.

Delegge, Christine  
**Van Driver**  
DO  
Hourly Rate: $8.30  
Maintenance and Security  
Education: Associate of Arts, Pima Community College  
Experience: Ms. Delegge has one year experience as a CDL driver with Werner Enterprises Specialized Carrier in Omaha, Nebraska. She has two years experience with vehicle logs, receipts, and other paperwork with Downs Transport, Temperance, Michigan.

Dolnick, Bria  
**Substitute Instructor**  
CC  
Pima College Adult Education- English Language, Basic Education and GED Preparation for Adults  
Education: Bachelor of Science, Political Science, Beloit College, Beloit, Wisconsin  
Experience: Ms. Dolnick has one year of experience as a teaching assistant and teaching artist at Columbia College Center for Community Arts Partnerships and Little Village High School, both in Chicago, Illinois, and Catalina Magnet High School in Tucson.

Gagnon, David  
**Van Driver**  
DO  
Hourly Rate: $8.30  
Maintenance and Security  
Education: Coursework, Western Illinois University, Macomb, Illinois  
Experience: Mr. Gagnon has seven years of experience as a courier driver for Airborne Express in Phoenix and three months experience as a shuttle bus driver for University Villa in Tucson.

Leon Gastelum, Erick  
**Tutor I**  
DV  
Hourly Rate: $7.50  
Mathematics  
Education: Coursework, University of Arizona  
Experience: Mr. Gastelum was interviewed and recommended as a tutor by Luis Leon, Mathematics Instructional Faculty.
Temporary Appointments

Date: 8/10/11
Page 3

Golden, Samuel  Tutor I  WC
Hourly Rate: $7.35  German
Education: Bachelor of Arts, Music Composition and German, Arizona State University
Experience: Mr. Golden was interviewed and recommended as a tutor by Diane Miller, Advanced Program Manager, Academic Services.

Green, Kenneth  Truck Driving Instructor  CC
Hourly Rate: $15.60
Education: Associate of Arts, Glendale Community College, Glendale, Arizona
Experience: Mr. Green has twenty years experience as a truck driver for Roadway/Yellow Freight and four years experience as a tractor trailer instructor at Glendale Community College.

Hartshorne, Doug  Art Model  WC
Hourly Rate: $10.00
Education: Bachelor of Science, Business, University of Arizona
Experience: Mr. Hartshorne has over four years experience as an art model for the University of Arizona and Pima Community College.

Higginbotham, Curtis  Tutor I  EC
Hourly Rate: $7.35  Sign Language
Education: High School Diploma, Mississippi School for the Deaf, Jackson, Mississippi
Experience: Mr. Higginbotham was interviewed and recommended as a tutor by Leslie Hargrove, Learning Center Coordinator.

Holland, Clifton  Tutor I  WC
Hourly Rate: $7.35  Writing
Education: Bachelor of Arts, Liberal Arts, Quincy University, Quincy, Illinois
Experience: Mr. Holland has one year of experience as a writing tutor for Pima Community College.

Leroy, Curtiss  Instructor  CC
Hourly Rate: $20.02  Business and Management
Education: Bachelor of Science and Master of Science, Business, California State University, Fresno, California
Experience: Mr. Leroy has fourteen years experience as an independent contractor for Brandt Money Processing in Burlingame, California. He has over two years experience as the owner/operator of Certified Energy Audit in Tucson.

Krone, Timothy, DVM  Special Projects Manager  EC
Hourly Rate: $30.00  Attending Veterinarian, Veterinarian Program
Education: Doctor of Veterinary Medicine, Michigan State University, East Lansing, Michigan
Experience: Dr. Krone is currently self-employed as a relief veterinarian in general practice for small animal clinics throughout Tucson. He has over four years experience as an emergency veterinarian for Southern Arizona Veterinary Specialty,

(Continued)
Temporary Appointments

Emergency Center in Tucson, and Delmarva Animal Emergency Center in Dover, Delaware. He also has been a private practice veterinarian for three years at Governor's Avenue Animal Hospital in Dover, Delaware.

Melton, Keenan  
**Tutor I**  
EC  
Hourly Rate: $7.35  
Writing  
Education: Coursework, Pima Community College  
Experience: Mr. Melton was interviewed and recommended as a tutor by Jessica Wilson, Writing Faculty.

Mendez, Amanda  
**Office Aide**  
WC  
Hourly Rate: $7.35  
STEM  
Education: Coursework, Pima Community College  
Experience: Ms. Mendez has five months experience as a Federal Work Study student worker for the STEM division on West Campus.

Mendoza, Leah  
**Student Services Technician**  
DV  
Hourly Rate: $14.31  
Student Services  
Education: Coursework, Pima Community College  
Experience: Ms. Mendoza has eighteen months experience as a Federal Work Study student worker in the Student Services Department at Desert Vista Campus.

Mendivil, Cesar  
**Student Services Technician**  
DV  
Hourly Rate: $14.31  
Student Services  
Education: Coursework, Pima Community College  
Experience: Mr. Mendivil has two years of experience as a Federal Work Study student worker in the Student Services Department at Desert Vista Campus.

Palomino, Seph  
**Instructional Aide**  
WC  
Hourly Rate: $7.35  
Chemistry Laboratory  
Education: Coursework, Pima Community College  
Experience: Mr. Palomino has one year experience as a Federal Work Study student aide in the Chemistry Laboratory on the West Campus. He also has eleven months experience as a research technician in pharmacology at the University of Arizona.

Roush, Austin  
**Laboratory Assistant**  
EC  
Hourly Rate: $12.39  
Emergency Medical Technician program  
Education: Coursework, Pima Community College  
Experience: Mr. Roush is a volunteer tutor 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.

(Continued)
### Routen, Megan
**Art Model**

- **Hourly Rate:** $10.00
- **Education:** Coursework, Pima Community College
- **Experience:** Ms. Routen was interviewed and recommended as an art model by Trina Felty, Visual Arts Instructional Faculty.

### Six, Andrew
**Tutor I**

- **Hourly Rate:** $7.35
- **Education:** Coursework, Pima Community College
- **Experience:** Mr. Six was interviewed and recommended as a tutor by Dr. Lonnie Burke, Life and Physical Sciences Instructional Faculty.

### Strazza, Lori
**Support Specialist**

- **Hourly Rate:** $16.25
- **Education:** High School Diploma, Greenwich High School, Greenwich, Connecticut
- **Experience:** Ms. Strazza has twenty-eight years experience as an executive secretary, administrative assistant, executive assistant, and office manager for a variety of private businesses in Connecticut. She has eight years experience as an administrative assistant at Yale University in New Haven, Connecticut.

### Valenzuela, Jessica
**Student Services Technician**

- **Hourly Rate:** $14.31
- **Education:** Coursework, Pima Community College
- **Experience:** Ms. Valenzuela has fifteen months experience as a Federal Work Study student worker in the Student Services Department at Desert Vista Campus.

### Vasquez, Leonela
**Office Aide**

- **Hourly Rate:** $7.35
- **Education:** Coursework, Pima Community College
- **Experience:** Ms. Vasquez has nine months experience as a Federal Work Study student worker in the Student Services Department at Desert Vista Campus.

### Wehr, Alexis
**Tutor I**

- **Hourly Rate:** $7.35
- **Education:** Associate of Science, Biology, Cochise College, Sierra Vista, Arizona
- **Experience:** Ms. Wehr has one year experience as a mathematics tutor at Cochise College. She was interviewed and recommended as a tutor by Edward Smith, Mathematics Instructional Faculty.

### Williams, Loren
**Tutor I**

- **Hourly Rate:** $7.35
- **Education:** Coursework, University of Arizona
- **Experience:** Ms. Williams was interviewed and recommended as a tutor by Edward Smith, Mathematics Instructional Faculty.
### Wilson, Christopher  
**Workforce Trainer**  
Fire Academy  
**CC**  

- **Hourly Rate:** $15.00  
- **Education:** Coursework, Pima Community College  
- **Experience:** Mr. Wilson has attended the Fire Science Academy at Pima Community College, Public Safety and Emergency Services Institute. He has Emergency Medical Technician-Basic, National Certification.

### Yarter, Carl  
**Tutor I**  
Mathematics  
**DV**  

- **Hourly Rate:** $7.50  
- **Education:** Associate of Science, Pima Community College  
- **Experience:** Mr. Yarter was interviewed and recommended as a tutor by Luis Leon, Mathematics Instructional Faculty.

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**Approvals**

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

Date: 8/10/11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Continuation Application: United States Department of Health and Human Services, Temporary Assistance for Needy Families (TANF), Pathways to Healthcare Professions</td>
<td>Dr. Johnson Bia, President, Desert Vista Campus (206-5001)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Continuation Application for the Temporary Assistance for Needy Families (TANF), Pathways to Healthcare Professions Grant, and if funded, acceptance of the grant award from the United States Department of Health and Human Services to improve the access, completion and placement for TANF students into health related fields. The term of this Continuation Application for grant funding will be from October 1, 2011 to September 30, 2012.

Justification:

The Desert Vista Campus Pathways to Healthcare Professions grant is designed to provide increased educational/training opportunities and support services to TANF recipients and other low-income residents of Pima County in order to prepare them for careers in high-demand healthcare fields. The grant includes activities for all six campuses, and a required partnership for recruitment and support services with the Pima County One Stop Center (PCOS).

The Pathways to Healthcare Professions grant addresses the difficulties encountered by TANF recipients as well as the industry needs through:

1. Improving access through contextualized adult education, computer facilitated developmental courses, and tutoring assistance.
2. Improving retention through support services offered through PCOS and PCC in areas such as transportation, child care, community resource connections, career advising, and financial aid assistance.
3. Improving availability of courses through the updating of relevant curriculum, conversion or enhancement of courses into hybrid and online options, and increasing sections in weekend and evening timeframes.
4. Improving the pathway through the health career options by the creation of a seamless, clearly articulated career ladder/career lattice among its 15 healthcare programs. The programs have been identified as Level 1, 2, or 3, and PCC will work with Subject Matter Experts (SME) to carefully consider how Level 1 programs contribute to Level 2 programs and how to prepare and encourage students to continue their education on up the career ladder.
5. Improving completion and placement through the creation of an integrated clinical/externship database and a job placement tracking system.

(Continued)
College Plan Initiative:

The Pathways to Healthcare Professions grant proposal supports the 2011-2013 College Plan by addressing: 1. Strengthen Developmental Education; Strategy 1.4, Identify external resources that accelerate student success; 1.4.2, Provide a smooth transition between PCC Adult Education and credit courses; 3. Enhance Course Delivery; Strategy 3.2, Investigate and pilot a variety of instructional delivery methods; 3.2.6, Develop additional instructional support for particular populations to include active military, veterans, dislocated workers, mid-career professionals, and high school students.

Financial Considerations:

The total amount within this Continuation Application for the upcoming grant budget period that is being requested is $2,846,250. The table below illustrates the expense items to be supported by the grant in Year II:

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director (.25 FTE) allocated to TANF Program - Base salary $86,050</td>
<td>$21,518.00</td>
</tr>
<tr>
<td>Program Manager (1.0 FTE) – Project Day-to-Day Operations</td>
<td>$80,576.00</td>
</tr>
<tr>
<td>2 FTE Administrative Support Specialists (1.0 for Management Team; 1.0 for Adult and Developmental Education) Base Salary of $33,800 x 2</td>
<td>$67,600.00</td>
</tr>
<tr>
<td>3 FTE Advanced Student Support Specialists (2 at Desert Vista campus; 1 at Pima County One-Stop); Base Salary of $37,856 x 3</td>
<td>$113,568.00</td>
</tr>
<tr>
<td>5 FTE Student Service Specialists (1.0 FTE at five PCC campuses); Base Salary of $35,818 x 5</td>
<td>$179,090.00</td>
</tr>
<tr>
<td>Program Coordinators (1 FTE) – 1.0 Managing Externships, Base Salary of $41,642</td>
<td>$41,462.00</td>
</tr>
<tr>
<td>Program Assistant (1.0 FTE) – Career Placement</td>
<td>$35,818.00</td>
</tr>
<tr>
<td>Support (Data) Technician (1.0 FTE) – Collects, stores, and analyzes data</td>
<td>$27,789.00</td>
</tr>
<tr>
<td>Instructors - 2 FTE Adult Ed, 5 FTE Dev. Ed. Per campus</td>
<td>$166,568.00</td>
</tr>
<tr>
<td>Instructors – Healthcare Cohort (all include fringe @ 30%)</td>
<td>$59,893.00</td>
</tr>
<tr>
<td>Cross-Walk Faculty ($30/hr x @200 hrs) – Cross-walk healthcare programs</td>
<td>$6,180.00</td>
</tr>
<tr>
<td>Course Development Faculty ($30/hr x @164 Ins) – Develop new courses</td>
<td>$4,944.00</td>
</tr>
<tr>
<td>Tutors for healthcare courses (approximately 48 weeks x 24 hours @ $9.50/hour x 6 campuses)</td>
<td>$79,424.00</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>$884,430.00</strong></td>
</tr>
<tr>
<td>Fringe – based on estimated percentages</td>
<td><strong>$326,266.00</strong></td>
</tr>
<tr>
<td>36.89% - State Retirement 9%, Medicare 1.45%, Health 15%, Unemployment 10%, and Misc. 1.44% (Worker’s comp., disability, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td><strong>$9,126.00</strong></td>
</tr>
<tr>
<td><strong>Out of state Travel:</strong> 3 Project Staff to 2 Grantee Workshops in DC: Air ($450) + Hotel (3 nights x $289/night = $867) + Meals ($71 x 4 days = $284) + Ground</td>
<td></td>
</tr>
</tbody>
</table>

(Continued)
The college has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

**Approvals**

Contact Person  
**Dr. Johnson Bia**  
7/26/11  
Dr. Johnson Bia

Chancellor  
Dr. Roy Flores
ACTION ITEM

Date: 8/10/11

Item Title:
Grant Proposal: Arizona Revised Statute 5-601-02
12% Gaming Distribution, Tohono O’odham Nation – Desert Vista Campus

Recommendation:
The Chancellor recommends that the Board of Governors approve the 12% Gaming Distribution grant proposal, and, if funded, acceptance of the grant award from the Tohono O’odham Nation. The proposal is a joint project between Archie Hendricks Sr. Skilled Nursing Facility (AHSNF) and the Pima Community College Center for Training and Development (CTD) Nursing Professions Program with the goal of creating and seeking approval for a local, independent, AHSNF-operated Certified Nursing Assistant (CNA) Training Program. The grant will run from November 11, 2011 through November 10, 2012.

Justification:
Pima Community College-Desert Vista Campus and the Center for Training and Development (CTD) have submitted a proposal to provide the following services to Tohono O’odham health care providers at their long-term care facility and/or health care center on the Tohono O’odham Nation: 1) conduct classes and provide instructor-led Certified Nursing Assistant training by PCC-CTD with State Board of Nursing approval; and 2) provide training and professional development assistance to help the AHSNF establish their own Certified Nursing Assistant program with approval from the Arizona State Board of Nursing.

In addition, the focus will be on directing and providing instructor-led training, providing program development assistance, and to contextualize the training program to include tribal cultural requirements. Specifically, the intent is to offer training in the Certified Nursing Assistant (CNA) program, to build internal capacity among staff, and to have trained staff instruct other staff members regarding the CNA program.

College Plan Initiative:
This program supports the 2011-2013 College Plan Initiative 4, Expand Educational and Workforce Opportunities; Strategy 4.5, Design new partnerships; 4.5.4, Investigate new training partnerships with business, industry, and government; Strategy 4.6, Strengthen connections between the College and community; 4.6.5, Establish alliances with the community to strategically build and support common goals and outcomes. 4.6.8, Help establish and support community goals and outcomes through partnerships and associations consistent with the College’s goals and mission.

(Continued)
Financial Considerations:

The total grant amount being requested is $105,237.07 for a one-year period.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Costs &amp; Requested Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>• Instructor</td>
<td>$64,796.00</td>
</tr>
<tr>
<td>• Program Coordination</td>
<td>$11,289.45</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$76,085.45</td>
</tr>
<tr>
<td>Fringe @ 37% - FICA; Worker’s Compensation, Federal Unemployment, Insurance (Health, Dental, Vision, LTD/STD, Life/AD&amp;D), Retirement</td>
<td>$28,151.62</td>
</tr>
<tr>
<td><strong>Total Fringe</strong></td>
<td></td>
</tr>
<tr>
<td>General Office Supplies (e.g. pencils/pens, folders, etc.)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total General Office Supplies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Request from Revenue Sharing</strong></td>
<td>$105,237.07</td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

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

Approvals

Contact Person  **Dr. Johnson Bia**  7/26/11
Dr. Johnson Bia

Chancellor  **Roy Flores**
Dr. Roy Flores
ACTION ITEM

Date: 8/10/11

Item Title

<table>
<thead>
<tr>
<th>Grant Proposal: United States, Department of Justice, Bulletproof Vest Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Stella Bay, Executive Director</td>
</tr>
<tr>
<td>Department of Public Safety</td>
</tr>
<tr>
<td>(206-2622)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Bulletproof Vest Partnership grant proposal and, if funded, acceptance of the grant award with the U.S. Department of Justice for the period of September 1, 2011 through August 31, 2013.

Justification:

The Bulletproof Vest Partnership (BVP), created by the Bulletproof Vest Partnership Grant Act of 1998, is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. Pima Community College provides this vital equipment to the College’s police officers to help protect them from potential life-threatening injuries while on the job protecting College personnel and property.

College Plan Initiative:

The Bulletproof Vests Partnership relates to Pima Community College’s 2011-2013 College Plan, Initiative 5, Enhance Operations, Strategy 5.1 Improve Communication, Initiative, 5.1.4 Develop and implement a student notification plan.

Financial Considerations:

Pima Community College Department of Public Safety projects requiring 5 bulletproof vests over the next two years for both new hires and replacement vests for current officers whose vests are beyond the five year replacement cycle. The BVP program requires that agencies purchase bulletproof vests that meet National Institute of Justice penetration standards as listed on their website and will reimburse agencies 50% of their incurred costs per vest after the vests have been received and paid for by the agency.

The total grant amount being requested is $4,075.00. The table below illustrates the expense items to be supported by the grant:

(Continued)
Expense Items:

Bulletproof vests @ $815 each for 5 officers $ 4,075.00
Tax, Shipping & Handling $ 407.34
**Total Estimated Expenditures** $ 4,482.34
50% Matching Funds (BVP) $ 2,241.17

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

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**Approvals**

Contact Person **Stella Bay** 7/26/11
Stella Bay

Chancellor [Signature]

Dr. Roy Flores
ACTION ITEM

Meeting Date: 8/10/11

Item Title: Intergovernmental Agreement: Cooperative Purchasing Agreement

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

Recommendation:

The Chancellor recommends that the Board of Governors approve an Intergovernmental Agreement with the Arizona Department of Administration, State Procurement Office that will permit the College to utilize the Arizona State Purchasing Cooperative Agreement.

Justification:

Cooperative Purchasing Agreements permit entities, including Pima Community College, to utilize improved terms, conditions, and/or pricing of materials and services based upon the combined requirements of the parties to the cooperative agreement. Arizona Revised Statutes §41-2632 authorizes any public procurement unit to participate in a cooperative purchasing agreement with one or more public procurement units in the State of Arizona for the purchase of materials and services.

The Arizona Department of Administration State Procurement Office has prepared the Arizona State Purchasing Cooperative Agreement that will authorize the College to purchase materials and services and utilize any cooperative agreements from State contractors at the prices and terms expressed in these contracts for a period of five (5) fiscal years.

Financial Considerations:

There are no direct costs to the College for this authorization.

Approvals

Contact Person: Dr. David Bea

Chancellor: Dr. Roy Flores
Meeting Date: 8/10/11  

Item Title: Contract: Investment Management and Advisory 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 a contract for investment management and advisory services from RBC Global Asset Management (U.S.) Inc. (RBC) at an annual cost not to exceed 7 basis points (0.07%) on the assets under management. First year costs are estimated to be approximately $70,000 and will be funded by investment returns.

Justification:

A request for proposals (RFP) was issued in February to identify and secure a qualified investment advisor to aid in the ongoing management of College investments. The firm will assist with: producing an investment policy; developing cash flow analytical and forecasting processes; recommending investment portfolios; and will participate in regular investment meetings.

The College received 19 responses and a committee consisting of College finance and business professionals reviewed the proposals. Responses were reviewed based upon numerous criteria including: the ability to provide investment advisory support; having relevant experience working with public entities in Arizona; understanding the College’s need to develop an independent investment program; and having the necessary expertise and staff to support that effort. Four finalists made on-site presentations which were held in late June. Ms. Sherry Hall from the Foundation’s Investment Committee joined the presentations and assisted in the final evaluation. Based upon the review of proposals, on-site presentations, and estimated costs, the College recommends RBC Global Asset Management (U.S.) Inc.

RBC, based in Minneapolis, is owned by Royal Bank of Canada, which is publicly owned and traded on the New York and Toronto Stock Exchanges. Together with a subsidiary entity, Public Fund Services (PFS), RBC specializes in serving governmental clients and is familiar with the investment needs and limitations of public clients in Arizona, as they currently serve many of the colleges, universities, and school districts around the state.

College Plan Initiatives:

College Plan 2011-13, Initiative 5: Enhance Operations

(Continued)
Financial Considerations:

RBC Global Asset Management has proposed a fee structure of: 7 basis points (0.07%) annually on the first $150 million invested; 6 basis points (0.06%) annually on the next $150 million; and 5 basis points (0.05%) on any invested assets above $300 million. The costs of custody services with U.S. Bank, if selected as the funds custodian, are included in these fees. This pricing structure is firm for the initial five-year term of the agreement and annual costs are currently estimated at $70,000 per year. Investment returns will offset the proposed fees.

Approvals

Contact Person
Dr. David Bea

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

ACTION ITEM

Date: 8/10/11  
Item Number: 16.0

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statements for College Employees

Justification:

Changes to the Personnel Policy Statement are warranted for compliance to Senate Bill 1365. Additionally, as a result of internal audit findings the definition of a close relative is expanded and the types of transactions examples replaced with broader functional areas of responsibility.

The attachment summarizes the proposed changes to the policy statement applicable to all College employees. The effective date of these changes will be August 11, 2011.

Financial Considerations:

None.

Approvals

Contact Person  
Janet May

Chancellor  
Dr. Roy Flores

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

Section I: General Information
G. Conflict of Interest
   o 1. Pecuniary or Proprietary Interest - Add language to expand the definition of others considered as close relatives of the employee who can impact an employee's personal pecuniary or proprietary interest.
   o 2. Nepotism –
     Include ‘transaction’ to the types of decisions that a conflict of interest can occur as admissions, registration, records management, student grades, financial aid, student accounts, employment, payroll, operational finance, purchasing and any other College actions

     Clarify no employee may initiate or participate in any transaction or decision involving the employee, a relative of the employee, or an individual with a close personal relationship with the employee.

     Replace the types of transactions examples with broader functional areas of responsibility examples where a transaction or decision involving a relative or an individual with a close personal relationship can result in a conflict of interest.

Section VII. Employee Representative
B. Dues Deduction –
   Authorization - Add language to clarify fulltime regular faculty employees wishing to participate in the College's recognized employee representative group must provide written or electronic authorization annually to the Employee Service Center for payroll deductions for employee group membership dues.

   Cancellation – Add language to clarify a faculty member wishing to cancel his/her dues deduction authorization may do so at any time by notifying the Employee Service Center (Payroll Office).
Addendum
New Appointments
Item 15.1
BOG 8/10/11

Faculty:

Barnes, Trina  Instructional Faculty
Salary: $55,733  West Campus - Nursing
Effective: 8/17/11  One-year administrative appointment
Education: Bachelor of Science, Nursing, University of Arizona
Experience: Ms. Barnes has worked as an adjunct faculty and an administrative appointment for the West Campus Nursing Department since 2001. Additionally, she has five years nursing experience with Kino Hospital, University Medical Hospital, Tucson Medical Center, St Joseph’s Hospital, and El Dorado Hospital.

Recruitment Overview:
This is a one-year administrative appointment. Dr. Louis Albert, Campus President, recommended the candidate for the administrative appointment.

Zelenak, Vikky  Instructional Faculty
Salary: $55,733  West Campus - Nursing
Effective: 8/17/11  One-year administrative appointment
Education: Associate of Applied Science, Nursing, Pima Community College; Bachelor of Science, Nursing, Grand Canyon University
Experience: Ms. Zelenak has worked as an adjunct faculty for the West Campus nursing Department since spring 2008. Additionally, she has eleven years nursing experience with St. Joseph’s Hospital, Kino Hospital, and the Pima Health Department.

Recruitment Overview:
This is a one-year administrative appointment. Dr. Louis Albert, Campus President, recommended the candidate for the administrative appointment.

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:** 8/10/11  
**Item Number:** 15.2

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

**Recommendation:**

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

**Justification:**

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

**Karamargin, C. J.**  
**Vice Chancellor for Government Relations and Public Information**

<table>
<thead>
<tr>
<th>Salary:</th>
<th>$148,188</th>
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<tbody>
<tr>
<td>Effective:</td>
<td>8/29/11</td>
</tr>
<tr>
<td>Education:</td>
<td>Associate of Arts, Liberal Arts, Mitchell College, New London, Connecticut; Bachelor of Arts, Journalism and History, University of Connecticut, Storrs, Connecticut</td>
</tr>
</tbody>
</table>

**Recruitment Overview:**

An external recruitment was conducted: Forty-seven complete applications were received and sent to committee for screening. Four candidates were invited in for interviews and public forums. Dr. Roy Flores, Chancellor, conducted interviews and recommends this candidate for selection.

(Continued)
Tulino, Michael  Acting Vice President of Student Development
Salary: $110,236  West Campus
Effective: 8/15/11 and remains effective until recruitment of position is successfully completed
Education: Master of Business Administration, Technology Management, University of Phoenix
Bachelor of Science, Geology, Northern Arizona University
Experience: Mr. Tulino has been with Pima Community College since 2003. He has been the Director of Admissions and Registrar since 2007 and was the Assistant Registrar, Systems and Enrollment Services from 2003 until 2007. Mr. Tulino was at the University of Phoenix previously, where he served as Student Services Coordinator and Supervisor from 2000 to 2002 and Admissions Manager from 2002 to 2003.

Recruitment Overview:
Seven complete applications were received. Dr. Louis Albert, West Campus President conducted interviews and recommends this candidate for selection.

Approvals

Contact Person
Janet L. May

Chancellor
Dr. Roy Flores