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

Pursuant to A.R.S. § 15-1443 and A.R.S. § 38-431.03 notice is hereby given to the general public that the Pima County Community College District Board of Governors will hold a REGULAR MEETING on the 9th day of November, 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 4th day of November 2011.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: Roy Flores

Distribution:

Buildings: City
            County

Campuses: Community
          Desert Vista
          Downtown
          East
          Maintenance and Security
          Northwest
          West
NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
November 9, 2011
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1005

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Public Comment and Reports

3. Public Comment – Call to Audience

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, individual Board members may respond to criticism made by those who addressed 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.

4. Reports by Staff Representatives

Staff Representatives Rose Bolz and Timothy Kelliher will provide highlights from the Staff Council meeting of November 4. Highlights will include: Reminder of change in process for transfer of Sick Leave to Annual Leave; reports from Liaison, Provost and ACES; report on Staff Council fundraiser; and announcement of elections for Staff Council.
5. Reports by Student Representatives
   Student Representatives Amber Bright and Mari Guillen will highlight recent activities at the Community, Desert Vista, Downtown, East, Northwest and West Campuses. Highlights will include: Pancake Breakfast on November 10; NASPA Western Regional Conference; 7th Annual Adult Learner Institute in Sacramento, California; and Native American Student Association Celebration.

6. Reports by Faculty Representatives
   Faculty Representatives Kimlisa Duchicela and Patty Figueroa will provide highlights from the Faculty Senate meeting of November 4. Highlights will include: presentation of results of CCSSE (Community College Survey of Student Engagement) Survey; reports from PCCEA, Adjunct Faculty Subcommittee, and an open forum question about selection of faculty for honors classes.

7. Governing Board Member Reports
   The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.

8. Chancellor’s Report
   If present, Chancellor Roy Flores may report on current events at or involving the College. The Chancellor may also provide information to the Governing Board on the following topics: Changes being considered and/or made to College processes and systems.

   Special Report by Provost — Update On Chancellor Flores’ Health

9. Governing Board Recognition and/or Awards
   The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements:
   - Keith McIntosh: 2011 EDUCAUSE Rising Star Award
   - David J. Raymond: Master Instructor specializing in Aeronautical Science by the National Center for Aerospace & Transportation Technologies (NCATT)
   - Antonio Arroryo: Special Recognition Award from HPAC
   - Mario Diaz de Sandy: Chef of the Year from the local chapter of the American Culinary Federation, the Chef’s Association of Southern Arizona (CASA)
   - Lonnie Burke: 2011 College Educator Award for Excellence in Teaching from the Southern Arizona Region of the American Chemical Society
   - Bryce Morthland: Silver National Paragon Award from the National Council for Marketing and Public Relations (NCMPR)
   - Ricardo Castro-Salazar: elected Advisor/Council Member for the Institute of Mexicans Abroad of the Ministry of Foreign Relations of Mexico
   - Trisha Silva: Who’s Who Among Students in American Community Colleges for 2010-2011
   - Mark Nelson: awarded the Arizona Music Education Association’s Excellence in Music Administration Award
General Matters (Continued)

- Shannon McBride-Olson: Certificate of Appreciation and Recognition from the City of Tucson, Mayor's Office
- Abel Moreno: 2011 40 Under 40 Man of the Year
- Richard Foster: partnerships with Pima Community College to provide a variety of professional certification and training opportunities such as Structured English Immersion and the Middle School Endorsement for Tucson Unified School District (TUSD) teachers

- Adelante Presentation
  Adelante is part of a national Performance-Based Scholarship (PBS) demonstration study and is comprised of the most robust and prescriptive service components in the national study.

   Preliminary 2011/12 fiscal year results through September 2011

Information Items

11. Separations from Employment
   Separations from Employment include the following: Heather A. Mullenberg, Patricia L. Murray, Theresa M. Roach, Carol Shinners, Katheryn L. Steele and Kimberly J. Townsend.

12. Student Aide Hires

13. Arizona Minimum Wage Increase to go into effect 1/1/2012

Action Items

14. Approval of Minutes
   Regular Meeting of October 19, 2011
Action Items (Continued)

15. Consent Agenda

15.1 New Appointments
Administration is requesting approval to hire the following individuals:
Michael A. Acosta, Police Sergeant; Antje Adams, Laboratory Technician, Science; Lorenzo Chavez, Program Coordinator, Talent Search; Carmelu Cortez, Fiscal Advanced Analyst; Andrew L. Ramirez, Information Technology Specialist; Jamie K. Wade, Fiscal Support Specialist; Guadalupe Waitherwerch, Program Assistant, Health Program Opportunity Grant; and Serenity Wehrenberg, Advanced Program Coordinator, Grants.

15.2 Adjunct Faculty Appointments
Administration is requesting approval to hire the following individuals as adjunct faculty members: Michael D. Fox, Sign Language (Academic Limited Exemption); Angelia M. Hill, Mathematics (Developmental); Ashley Jordan, Psychology (Academic); Kathleen L. Nowak, Medical Laboratory Technician (Occupational/Workforce); and Dr. Nicola C. Richmond, Physics (Academic), Geology (Academic).

15.3 Temporary Appointments
Administration is requesting approval to hire the following individuals as temporary appointments: Cynthia Cerpa, Tutor I; Lauren Clay, Sign Language Interpreter; Paul Coltrin, Laboratory Specialist; Liza Delacruz, Tutor II; Ken Droscher, Tutor II; Anthony French, Laboratory Technician; Pamela Gaska, Sign Language Interpreter; Karen Gray, Non-credit Instructor; Robert Huntington, Tutor II; Victoria Hunt, Laboratory Assistant; Christopher Johnson, Laboratory Assistant; Gail Johnson, Tutor II; Karen Leoffelman, Laboratory Technician; Brian Meaton, Tutor II; Victoria Monge, Laboratory Assistant; Kay Murrens, Substitute Instructor; Stephanie Nash, Laboratory Assistant; Stephen Paige, Non-credit Instructor; Susan Paige, Non-credit Instructor; Paola Ponce, Library Services Technician; Steven Robb, Laboratory Assistant; Lawrence Rodriguez, Non-credit Instructor; Colin Ryan, Laboratory Assistant; Crystal Sabol, Laboratory Technician; Jonathan Sexton, Laboratory Assistant; Julia Stahl, Laboratory Assistant; Elizabeth Starks, Laboratory Technician; Kenneth Sterns, Tutor II; and Marilyn Zepeda, Tutor I.

15.4 Grant Proposal: National Science Foundation, Science, Technology, Engineering and Mathematics Talent Expansion (STEP), Foundations in Math for Science (FIMS)
The proposal provides STEM students support services (tuition, tutoring, scholarships, travel, field trip/career exposure opportunities) and curriculum development. The grant amount for the first budget period is $359,722.00. If funded, the five year grant totals $1,970,031.00.
15.5 Grant Proposal: United States Department of Education, Hispanic-Serving Institutions, Science, Technology, Engineering, & Mathematics (HSI-STEM), Building Foundations for STEM Success
   This project (“Building Foundations for STEM Success”) focuses on increasing the number of students attaining degrees in STEM (chemistry, biology, physics, mathematics, engineering, technology); the grant amount for the first budget period year is $856,239. If funded, the five-year grant award totals $4,321,377.

15.6 Grant Proposal: National Science Foundation, Science, Technology, Engineering and Mathematics Talent Expansion (STEP), Multi-Discipline Integrated Learning Environment to Increase STEM Student Graduates (MILE2STEM)
   The proposal provides STEM students support services (tuition, tutoring, scholarships, travel, field trip/career exposure opportunities) and curriculum development. If funded, the grant will run for five years.

15.7 Intergovernmental Agreement and Partnership Program Addendum: Sonoita-Elgin Fire District
   College fire science training programs/college credit classes are provided to designated employees of the Sonoita-Elgin Fire District.

15.8 Intergovernmental Agreement and Partnership Program & Vehicular Training Addendum: Avra Valley Fire District
   College fire-science and vehicular training programs/college credit classes are provided to designated employees of the Avra Valley Fire District.

15.9 Lease: Public Safety and Emergency Services Institute, 4211 South Santa Rita Avenue, Tucson
   Lease renewal amendment between Pima County Community College District and the landlord, Ronald Brown for the use of approximately 9,500 square feet of space at 4211 South Santa Rita Avenue, Tucson for the period of two years. The initial maximum monthly rental rate is $13.24 per square foot or $10,481.67, plus rental tax and utility costs.

Other Action Items

16. Lease: Tucson Unified School District, Roberts Elementary School
   Lease agreement with Tucson Unified School District (TUSD) for the use of approximately 43,000 square feet at 4355 East Calle Aurora, the location of Roberts Elementary School. The initial lease term is through June 30, 2016, with the College having the option to exercise three five year extensions. The initial monthly rental rate will be $5,833.33 ($70,000 per year) plus fees and taxes. The College will make at least $300,000 in capital improvements at the facility.
Adjournment

Next Regular Meeting
December 14, 2011, 7:30 p.m.
Community Campus
A-109/112
401 N. Bonita Avenue
Tucson, AZ 85709-5000

* Option to recess into legal advice executive session — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.

* Additional Information — Additional information about the above agenda items can be found in the Governing Board packet that is available for review on the College’s website at www.pima.edu/board/packets.
Meeting Date: 11/9/11  
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 (206-4747)</td>
</tr>
<tr>
<td>1. Call to Order</td>
<td></td>
</tr>
<tr>
<td>2. Pledge of Allegiance</td>
<td></td>
</tr>
<tr>
<td>3. Public Comment</td>
<td></td>
</tr>
<tr>
<td>4. Staff Representatives</td>
<td></td>
</tr>
<tr>
<td>5. Student Representatives</td>
<td></td>
</tr>
<tr>
<td>6. Faculty Representatives</td>
<td></td>
</tr>
<tr>
<td>7. Report—Chairperson of the Board</td>
<td></td>
</tr>
<tr>
<td>• Authorization of Executive Session on December 14, 2011</td>
<td></td>
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<tr>
<td>8. Report—Secretary of the Board</td>
<td></td>
</tr>
<tr>
<td>9. Report—Chancellor</td>
<td></td>
</tr>
</tbody>
</table>

Approval

Chancellor

Dr. Roy Flores
Meeting Date: 11/9/11  Item Number: 10

Item Title                             Contact Person
Report – September 2011 Financial Statements  Dr. David Bea
                                         Executive Vice Chancellor for Finance and Administration
                                         (206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2011/12 fiscal year results through September 2011. Time will be provided to discuss College fiscal matters.

Justification:

As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the increase in net assets through September, is approximately $0.1 million, which is lower than the previous year’s $7.7 million. Principally, this difference is due to an increase in salaries and fringe expense due to an additional pay period in September, and an increase in grant expenses versus grant revenues. These timing differences in personnel and grant expenses will resolve themselves in October.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 69.5 percent of budget, which is lower than the previous year. Services and supplies expenditures and commitments are approximately 51.6 percent of the budget, which is slightly higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of September were $216.4 million, which is an increase of $9.5 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.

Approvals

Contact Person  Dr. David Bea
Chancellor  Dr. Roy Flores
## Statement of Net Assets

**September 30, 2011**

*(Preliminary)*

### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
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<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>58,105,123</td>
<td>1,574,086</td>
<td>37,369,856</td>
<td>97,049,065</td>
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<td>Receivables</td>
<td></td>
<td></td>
<td>120,892</td>
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<tr>
<td>Short-term Investments</td>
<td>120,892</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>3,465,128</td>
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<td>655,206</td>
<td>4,120,334</td>
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<td>Accounts (net of allowances)</td>
<td>4,530,884</td>
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<td>2,521</td>
<td>4,533,405</td>
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<tr>
<td>Student Loans (net of allowances)</td>
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<td></td>
<td>4,922,579</td>
<td>4,922,579</td>
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<td>Other</td>
<td>1,541,289</td>
<td>325,972</td>
<td>12,547</td>
<td>1,879,808</td>
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<td>Inventories</td>
<td>241,856</td>
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<td>241,856</td>
<td>222,846</td>
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<td>Prepaid Expenses</td>
<td>112,395</td>
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<td>112,395</td>
<td>180,482</td>
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<td><strong>Total Current Assets</strong></td>
<td>68,117,567</td>
<td>5,768,206</td>
<td>42,962,709</td>
<td>116,848,482</td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td></td>
<td>(1,747,941)</td>
<td>(1,747,941)</td>
<td>(1,747,941)</td>
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<tr>
<td>Notes Receivable (net of allowances)</td>
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<td>1,138,822</td>
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<td>1,138,822</td>
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<td>Other Long-term Investments</td>
<td>902,392</td>
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<td>902,392</td>
<td>1,508,350</td>
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<td><strong>Total Noncurrent Assets</strong></td>
<td>902,392</td>
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<td>116,712,673</td>
<td>117,615,065</td>
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<td><strong>Total Assets</strong></td>
<td>69,019,959</td>
<td>5,768,206</td>
<td>159,675,382</td>
<td>234,463,547</td>
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### LIABILITIES

<table>
<thead>
<tr>
<th>Category</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>3,359,298</td>
<td></td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(1,954,843)</td>
<td>48,115</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>436,545</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,859,263</td>
<td>5,109,263</td>
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<td><strong>Total Current Liabilities</strong></td>
<td>6,263,718</td>
<td>48,115</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
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<td></td>
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<tr>
<td>Deferred Revenue</td>
<td>5,600</td>
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<tr>
<td>Long-term Liabilities</td>
<td>2,393,400</td>
<td>8,465,000</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>2,399,000</td>
<td>5,426</td>
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<td><strong>Total Liabilities</strong></td>
<td>8,662,718</td>
<td>53,541</td>
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### NET ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td>108,606,793</td>
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<tr>
<td>Restricted for:</td>
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<tr>
<td>Loans</td>
<td>1,807,426</td>
<td>1,807,426</td>
</tr>
<tr>
<td>Debt Service</td>
<td>2,575,405</td>
<td>2,575,405</td>
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<tr>
<td>Grants and Contracts</td>
<td>(1,828,951)</td>
<td>(1,828,951)</td>
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<tr>
<td>Unrestricted</td>
<td>60,357,241</td>
<td>7,543,616</td>
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<tr>
<td><strong>Total Net Assets</strong></td>
<td>60,357,241</td>
<td>5,714,665</td>
</tr>
</tbody>
</table>

*(Preliminary)*
## Statement of Revenues, Expenses and Changes in Net Assets
For Three Months Ending September 30, 2011

<table>
<thead>
<tr>
<th>CURRENT FUNDS</th>
<th>FY 2011/12</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Tuition and Fees</td>
<td>General 26,129,531</td>
<td>Auxiliary and Restricted 695,706</td>
</tr>
<tr>
<td>2 Contracts</td>
<td>General 703,627</td>
<td>Auxiliary and Restricted 703,627</td>
</tr>
<tr>
<td>3 Auxiliary Enterprises</td>
<td>General 13,262</td>
<td>Auxiliary and Restricted 599,667</td>
</tr>
<tr>
<td>4 Commission and Rents</td>
<td>General 13,262</td>
<td>Auxiliary and Restricted 62,210</td>
</tr>
<tr>
<td>5 Other Operating Revenues</td>
<td>General 142,687</td>
<td>Auxiliary and Restricted 58,024</td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>General 26,989,107</td>
<td>Auxiliary and Restricted 719,901</td>
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<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
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<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Instruction</td>
<td>General 10,598,610</td>
<td>Auxiliary and Restricted 733,227</td>
</tr>
<tr>
<td>9 Academic Support</td>
<td>General 5,575,255</td>
<td>Auxiliary and Restricted 784,200</td>
</tr>
<tr>
<td>10 Student Services</td>
<td>General 4,633,678</td>
<td>Auxiliary and Restricted 908,369</td>
</tr>
<tr>
<td>11 Institutional Support</td>
<td>General 7,614,610</td>
<td>Auxiliary and Restricted (159,599)</td>
</tr>
<tr>
<td>12 Operation and Maintenance of Plant</td>
<td>General 2,729,255</td>
<td>Auxiliary and Restricted 85,591</td>
</tr>
<tr>
<td>13 Depreciation</td>
<td>General</td>
<td>Auxiliary and Restricted 1,745,525</td>
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<tr>
<td>14 Student Financial Aid</td>
<td>General 471,865</td>
<td>Auxiliary and Restricted 25,436,713</td>
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<tr>
<td>15 Auxiliary Enterprises</td>
<td>General 120,940</td>
<td>Auxiliary and Restricted 120,940</td>
</tr>
<tr>
<td>Contingency</td>
<td>General 15,644</td>
<td>Auxiliary and Restricted 15,644</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>General 31,638,887</td>
<td>Auxiliary and Restricted 27,909,441</td>
</tr>
<tr>
<td><strong>Net Operating Gain (Loss)</strong></td>
<td>General (4,649,780)</td>
<td>Auxiliary and Restricted (27,189,540)</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>General 1,786,600</td>
<td>Auxiliary and Restricted 1,786,600</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>General 7,777,947</td>
<td>Auxiliary and Restricted 327,064</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>General 25,416,131</td>
<td>Auxiliary and Restricted 25,416,131</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>General 161</td>
<td>Auxiliary and Restricted 11,268</td>
</tr>
<tr>
<td>Shared Sales Taxes</td>
<td>General 245,408</td>
<td>Auxiliary and Restricted 245,408</td>
</tr>
<tr>
<td>Gifts</td>
<td>General 86</td>
<td>Auxiliary and Restricted 86</td>
</tr>
<tr>
<td>Investment Income</td>
<td>General 11,513</td>
<td>Auxiliary and Restricted 211</td>
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<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>General 9,576,221</td>
<td>Auxiliary and Restricted 25,673,018</td>
</tr>
<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>General 4,926,441</td>
<td>Auxiliary and Restricted (1,516,522)</td>
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<tr>
<td>Transfers</td>
<td>General (5,095,668)</td>
<td>Auxiliary and Restricted (2,982,000)</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>General (169,227)</td>
<td>Auxiliary and Restricted (4,498,532)</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>General 60,526,468</td>
<td>Auxiliary and Restricted 10,213,187</td>
</tr>
<tr>
<td>Net Assets - End of Period</td>
<td>General 60,357,241</td>
<td>Auxiliary and Restricted 5,714,665</td>
</tr>
</tbody>
</table>

Prior Year Totals as of September 30, 2010: $25,715,260

*Note: Figures may not add up due to rounding.*
# Summary of Expenditures and Encumbrances - General Fund - Budget and Actual

For Three Months Ending September 30, 2011

## EXPENDITURES BY FUNCTION

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<thead>
<tr>
<th>Educational and General</th>
<th>FY 2011/12</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITED</td>
</tr>
<tr>
<td>Instruction</td>
<td>60,329,047</td>
<td>33,707,206</td>
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<tr>
<td>Academic Support</td>
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<td>Student Services</td>
<td>20,132,959</td>
<td>15,058,238</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>35,684,380</td>
<td>21,201,119</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>12,278,018</td>
<td>8,237,308</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,196,000</td>
<td>471,865</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>5,095,000</td>
<td>5,095,668</td>
</tr>
<tr>
<td>Total balance reserved for contingency</td>
<td>5,104,689</td>
<td>15,643</td>
</tr>
<tr>
<td>Total Expenditures by Function</td>
<td>163,983,148</td>
<td>101,364,863</td>
</tr>
</tbody>
</table>

## EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Personal Services</th>
<th>FY 2011/12</th>
<th>FY 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITED</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>6,522,000</td>
<td>6,205,278</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,747,000</td>
<td>21,555,168</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,034,703</td>
<td>516,086</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>15,425,555</td>
<td>7,638,507</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>37,867,127</td>
<td>35,298,464</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,232,556</td>
<td>3,801,230</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>12,000</td>
<td>5,427,248</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>26,881,221</td>
<td>5,427,248</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>115,722,162</td>
<td>80,444,816</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>5,553,118</td>
<td>1,425,587</td>
</tr>
<tr>
<td>Travel</td>
<td>2,747,847</td>
<td>445,101</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>10,960,671</td>
<td>8,396,182</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,529,378</td>
<td>2,777,227</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,196,000</td>
<td>471,865</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,371,003</td>
<td>2,153,252</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>30,358,017</td>
<td>15,669,214</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>356,000</td>
<td>75,265</td>
</tr>
<tr>
<td>Transfers</td>
<td>5,095,000</td>
<td>5,095,668</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,212,000</td>
<td>64,257</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>11,239,969</td>
<td>12,643</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>163,983,148</td>
<td>101,364,863</td>
</tr>
</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

FY 11 $20.8 M
FY 12 $21.2 M

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

FY 11 $7.8 M
FY 12 $8.2 M

COMMITMENTS FOR STUDENT FINANCIAL AID

FY 11 $0.7 M
FY 12 $0.5 M
INFORMATION ITEM

Meeting Date: 11/9/11

Item Title: Separations from Employment

Item Number: 11

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

None

Separations from Employment

Mullenberg, Heather A.
Instructor
DV-Center for Training and Development
Effective: 10/12/11
Reason: Educational pursuits

Murray, Patricia L.
Student Services Specialist
DC-Instruction/Academic Services
Effective: 10/11/11
Reason: Other employment

Roach, Theresa M.
Public Safety Administrative Specialist
DO-Department of Public Safety Operations
Effective: 10/14/11
Reason: Other employment

Shinners, Carol
Fiscal Support Specialist
DO-Accounts Payable
Effective: 10/14/11
Reason: Unsuccessful probation

(Continued)
Steele, Katheryn L.
Assistant Program Manager
DV-Campus President
Effective: 9/30/11
Reason: Expiration of external funds

Townsend, Kimberly J.
Police Officer
DO-Department of Public Safety Operations
Effective: 10/4/11
Reason: Other employment

Approvals

Contact Person

Janet L. May

Chancellor

Dr. Roy Flores
The Chancellor submits the following list of appointments for student aides:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Role</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almaguer Danielle</td>
<td>Student Aide</td>
<td>McCauley Crystal</td>
</tr>
<tr>
<td>Arviso Marvin</td>
<td>Student Aide</td>
<td>McClokey Lauren</td>
</tr>
<tr>
<td>Bates Sandra</td>
<td>Student Aide</td>
<td>McGinnis Christine</td>
</tr>
<tr>
<td>Baysinger Ryan</td>
<td>Student Aide</td>
<td>McLeod Andrew</td>
</tr>
<tr>
<td>Bigelow-Lundin Claire</td>
<td>Student Aide</td>
<td>Medrano Jose</td>
</tr>
<tr>
<td>Bustamante Gabriela</td>
<td>Student Aide</td>
<td>Mercado Carlos</td>
</tr>
<tr>
<td>Carmo Myles</td>
<td>Student Aide</td>
<td>Metcalf Dale</td>
</tr>
<tr>
<td>Celaya Rebecca</td>
<td>Student Aide</td>
<td>Moore Jane</td>
</tr>
<tr>
<td>Chase Hannah</td>
<td>Student Aide</td>
<td>Munoz Karrie</td>
</tr>
<tr>
<td>Cisneros Myriam</td>
<td>Student Aide</td>
<td>Nyagichiro Mignon</td>
</tr>
<tr>
<td>Coale Dustin</td>
<td>Student Aide</td>
<td>Oddo Marcus</td>
</tr>
<tr>
<td>Daffra Christian</td>
<td>Student Aide</td>
<td>Olivares Brianna</td>
</tr>
<tr>
<td>Davila Zurisadai</td>
<td>Student Aide</td>
<td>Padilla Bobby</td>
</tr>
<tr>
<td>Doolittle Lynda</td>
<td>Student Aide</td>
<td>Parks Monte</td>
</tr>
<tr>
<td>Elias Max</td>
<td>Student Aide</td>
<td>Parra Marisol</td>
</tr>
<tr>
<td>Garcia Lupita</td>
<td>Student Aide</td>
<td>Pawlak Alexander</td>
</tr>
<tr>
<td>Gorton Mark</td>
<td>Student Aide</td>
<td>Pinto Edson</td>
</tr>
<tr>
<td>Gracia Iris</td>
<td>Student Aide</td>
<td>Porter Yezenthia</td>
</tr>
<tr>
<td>Howard-Rodrigues Rebecca</td>
<td>Student Aide</td>
<td>Ramirez Cynthia</td>
</tr>
<tr>
<td>Leiker Jason</td>
<td>Student Aide</td>
<td>Ramirez Dennisse</td>
</tr>
<tr>
<td>Logan Lauri</td>
<td>Student Aide</td>
<td>Ramirez Nicole</td>
</tr>
<tr>
<td>Lopez Andrea</td>
<td>Student Aide</td>
<td>Ridgley Kayla</td>
</tr>
<tr>
<td>Lyons Heidi</td>
<td>Student Aide</td>
<td>Rodriguez Edwin</td>
</tr>
<tr>
<td>Mada Sergio</td>
<td>Student Aide</td>
<td>Romero Mayra</td>
</tr>
<tr>
<td>Makepeace Velveth</td>
<td>Student Aide</td>
<td>Ruhlman Casey</td>
</tr>
<tr>
<td>Martinez Alyssa</td>
<td>Student Aide</td>
<td>Salcedo German</td>
</tr>
<tr>
<td>Martinez Andrew</td>
<td>Student Aide</td>
<td>Saldivar Eliza</td>
</tr>
<tr>
<td>Martinez Martha</td>
<td>Student Aide</td>
<td>Sandoval Marla</td>
</tr>
<tr>
<td>Martinez Rudy</td>
<td>Student Aide</td>
<td>Schultz Dillon</td>
</tr>
</tbody>
</table>
Separations from Employment

Sosa       Sosa       Soto       Suarez-Ruiz       Tareq       Toth       Uhler       Valencia       Washington       Whitney       Wilhelmson       Williams       Zubieta
           Bianca     Gabriel     Andrina     Maria       Safa       Ashley     Kimberly     Jose        Lartesia     Amber       Michael     Justin       Roberto
Approvals

Contact Person: Janet L. May

Chancellor: Dr. Roy Flores
Meeting Date: 11/9/11

Item Title: Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment

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

Recommendation:

The Chancellor submits the following information on the increase for the Arizona Minimum Wage:

Effective January 1, 2012 the minimum wage within the state will be increased to $7.65 per hour. As of this date, every employer covered under the Act will be required to pay each employee wages not less than this amount. In order to comply with the change, the Unclassified Pay Schedule that exists to compensate temporary employees for work that does not fall within the College’s classification system has been increased as noted below. This increase only affects the unclassified pay schedule since the regular employee pay schedule begins at $12.39 per hour.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>Courier Driver</td>
<td>$7.65</td>
</tr>
<tr>
<td>INSA</td>
<td>Instructional Aide</td>
<td>$7.65</td>
</tr>
<tr>
<td>CLER</td>
<td>Office Aide</td>
<td>$7.65 - $8.00</td>
</tr>
<tr>
<td>DSS</td>
<td>Auxiliary Aide</td>
<td>$7.65 - $8.00</td>
</tr>
<tr>
<td>TUTR1</td>
<td>Tutor I</td>
<td>$7.65 - $8.00</td>
</tr>
<tr>
<td>CLMD</td>
<td>Classroom Model</td>
<td>$7.65 - $10.00</td>
</tr>
<tr>
<td>RA</td>
<td>Residential Assistant</td>
<td>$7.65</td>
</tr>
<tr>
<td>EA1</td>
<td>Event Assistant I</td>
<td>$7.65</td>
</tr>
<tr>
<td>EA2</td>
<td>Event Assistant II</td>
<td>$7.65 - $10.00</td>
</tr>
<tr>
<td>PA1</td>
<td>Production Assistant I</td>
<td>$7.65 - $10.00</td>
</tr>
</tbody>
</table>

All other unclassified pay rates remain unchanged. Definitions of the various levels also remain unchanged and are contained within the Unclassified Pay Schedule for Temporary Employees.
Financial Consideration:

It is expected that current funding sources will be sufficient as allocated or accommodated through appropriate budget adjustments for the remainder of this fiscal year.

Approvals

Contact Person: Janet L. May
Chancellor: Dr. Roy Flores
# Action Item

**Meeting Date:** 11/9/11  
**Item Number:** 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting October 19, 2011</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of October 19, 2011 are submitted for approval.

---

**Approval**

Chancellor  
Dr. Roy Flores
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, October 19, 2011 at 7:00 p.m., in the Community Board Room, District Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

**BOARD MEMBERS**

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

John Gillis, Academic Dean  
Diane Groover, Assistant Vice Chancellor, Finance  
Jerry Haynes, Vice President of Student Development  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services  
Alex Kajstura, President, Northwest Campus  
C.J. Karamargin, Vice Chancellor for Public Information and Government Relations  
Darla Lammers, Vice President of Instruction  
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services  
Janet May, Vice Chancellor, Human Resources  
Marty Mayhew, Academic Dean  
Leticia Menchaca, Assistant Vice Chancellor, Student Services  
Suzanne Miles, Provost/Executive Vice Chancellor and President, Community Campus  
Lorraine Morales, Vice President of Student Development  
Brigid Murphy, Vice President of Instruction  
Ann Parker, Vice President of Student Development  
Nicola Richmond, Executive Director, Institutional Research  
Ted Roush, Vice President of Instruction  
Edgar Soto, Executive Director, Athletics  
Nancy Sorenson, Vice President of Student Development  
Stan Steinman, Academic Dean  
Michael Tulino, Acting Vice President of Student Development  
Anne Vosberg, Vice President of Student Development  
William Ward, Assistant Vice Chancellor, Facilities  
Deborah Yoklic, Assistant Vice Chancellor  
Darla Zirbes, Vice President of Student Development  

**BOARD REPRESENTATIVES**

Rose Bolz, Staff  
Timothy Kelliher, Staff  
Amber Bright, Student  
Mari Guillen, Student  
Kimlisa Duchicela, Faculty  
Patricia Figueroa, Faculty  

**RECORDING SECRETARY**

Gabriela De Echávarri  

**ADMINISTRATION**

Lou Albert, President West Campus  
Doreen Armstrong, Assistant Vice Chancellor, Employee Services  
Stella Bay, Executive Director, Department of Public Safety  
David Bea, Executive Vice Chancellor, Finance and Administration  
Johnson Bia, President, Desert Vista Campus  
John Carroll, Vice President of Instruction  
Luba Chliwniak, President, Downtown Campus  
Victoria Cook, Vice President of Instruction  
Imelda Cuyugan, Assistant Vice Chancellor, Government Relations  
Charlotte Fugett, President, East Campus  
Deborah Gaddy, Academic Dean  
Mary Beth Ginter, Academic Dean  
Donna Gifford, Vice President of Online Development  

GENERAL MATTERS

Call to Order

Marty Cortez called the meeting to order at 7:05 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Benito Illas addressed the Board regarding his concerns about ethics in administrative response.

Staff Representatives

Rose Bolz reported on the October 7 Staff Council meeting. Highlights included the following: Provost Report: Dr. Miles thanked staff council for participating in Days of Caring and ceremony for the Gabe Zimmerman presentation. She also gave a brief description of two grants received. Chancellor's Report: Dr. Flores reported on the Pathways to Pima program; it will be implemented in the spring for summer enrollment. He also informed about his upcoming surgery. Tim Kelliher reported on the following: Liaison Report: Vice Chancellor May reported on the September recruitment statistics and the Cyclical Review process. ACES Report: Michael Coiro, Executive Director, reported that the Executive Board met twice and decided to use funds normally utilized for 2 4-year scholarships to offer members/families 15 GED assistance scholarship. AFSCME Report: Wendy Dosch reported that the first general membership meeting of the year was held on September 15th. She also noted that the General Membership Meet and Confer kick-off meeting will be held Tuesday, November 1, 2011 at the Manning House. Council Report: Three truckloads have been delivered for the AVIVA School Drive. A room resolution is in progress to name a room after Gabe Zimmerman in the House of Representatives. The next Staff Council meeting will be held on Friday, November 4, 2011.

Student Representatives

Amber Bright and Mari Guillen reported on recent events from each campus. Highlights include: Community Campus: Six adult education students attended the 23rd annual YWCA
Women’s Leadership Conference. Desert Vista Campus: Student Government members will volunteer and pack boxes for the Food Plus Program for seniors 60 and old and children whose incomes qualify them for a monthly food supply. Downtown Campus: On Monday, October 24 Student Government and Student Life will sponsor “Conversations Café at Pima Community College”. Attendees will practice civility in communication and discussion of pertinent and meaningful issues, both locally and globally. East Campus: Student Life hosted a retreat on September 30, 2011 for Part I of Pima Leadership Institute Bronze Level Certificate Program. Northwest Campus: The Campus will be partnering with the NW-YMCA to host a safe Halloween event for children October 29th. West Campus: Is hosting a Health & Safety Fair. Community health agencies will be providing testing and information.

Faculty Representatives

Patty Figueroa and Kimlisa Duchicela shared information from the October 7 Faculty Senate Meeting. Following are highlights from that report: Dr. Miles gave a presentation on “Pathways”. The Senate saw a presentation on Adult Basic Education given by Dean Deborah Gaddy. Vice Chancellor May gave a brief explanation of the Department of Labor’s job classification and the regulations for exempt and non-exempt employees. Vice President of Online Development Donna Gifford informed the Senate that an online Advisory Committee was formed which will meet once a month. In the PCCEA Report Rita Flattley stated that the annual faculty survey will be ready in November and thanked everyone for their participation.

Report — Chairperson of the Board

Board Chair Cortez thanked personnel for participating in the “Day of Caring”.

Motion to Authorize Executive Session

PASSES

Motion No. 7032

Scott Stewart – M, Brenda Even – S, to authorize an Executive Session of the Board of Governors on November 9, 2011.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Report — Secretary of the Board

Secretary Stewart stated he gave a presentation to a group of Pima County Political leaders.

Chancellor’s Report

Provost Miles thanked the students who are involved in Leadership Conferences. She gave an update on the Chancellor’s recuperation. Dr. Miles thanked those who participated in the “Day of Caring”. She recognized ACES for the barbecue efforts for relatives of deployed personnel. Amy Davis will be giving the Speaker Series. The 6th Annual Math Competition will be held at the Downtown Campus on October 28. She also talked about the U.S. House subcommittee for Eligibility of Pell Grants.

Report — August 2011 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending August 2011. He noted the increase in net assets through month end, year-to-day, is approximately $6.7 million.

Information Items

Separations from Employment

Student Aide Hires

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 7033

Scott Stewart – M, Brenda Even – S, to approve the Minutes of the Regular Meeting of September 21, 2011.

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

Consent Agenda

Chairperson Cortez asked that Items 14.6 Intergovernmental Agreement: Northwest Fire District and 14.7 Intergovernmental Agreement: Drexel Heights Fire District Partnership Program Addendum #1 Revision, be pulled and voted on separately.

Motion No. 7034

Scott Stewart – M, David Longoria – S, to approve the Consent Agenda.

14.1 New Appointments
14.2 Administrative Appointment
14.3 Adjunct Faculty Appointments
14.4 Temporary Appointments
14.5 Authorization for Legal Services
14.8 Intergovernmental Agreement: Pinal County Community College District for Permission to Offer Courses in Pinal County
14.9 Intergovernmental Agreement: Central Arizona Valley Institute of Technology for Dual or Concurrent Enrollment, Contract Training for Specified Occupational Courses

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

Intergovernmental Agreement: Northwest Fire District

Motion No. 7035

David Longoria – M, Scott Stewart – S, to approve the Revised Amendment No.1 with the Northwest Fire District dated July 1, 2011.
Motion to Approve
Intergovernmental Agreement:
Drexel Heights Fire District
PASSES

Motion to Approve
Changes to the Personnel
Policy Statement
PASSES

Intergovernmental Agreement: Drexel Heights Fire District
Partnership Program Addendum #1 Revision

Motion No. 7036
David Longoria – M, Scott Stewart – S, to approve the
Revised Amendment No.1 with the Drexel Heights Fire
District dated July 1, 2011.

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

Personnel Policy Statement for College Employees,
2011/2012 Fiscal Year

Motion No. 7037
Brenda Even – M, David Longoria – S, to approve changes to
the Personnel Policy Statements for College Employees.

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

Adjournment

The meeting adjourned at 7:50 p.m.

______________________________
Secretary

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

**ACTION ITEM**

**Meeting Date:** 11/9/11

**Item Number:** 15

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

**Recommendation:**

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

- **15.1** New Appointments
- **15.2** Adjunct Faculty Appointments
- **15.3** Temporary Appointments
- **15.4** Grant Proposal: National Science Foundation, Science, Technology, Engineering and Mathematics Talent Expansion (STEP), Foundations in Math for Science (FIMS)
- **15.5** Grant Proposal: United States Department of Education, Hispanic-Serving Institutions, Science, Technology, Engineering, & Mathematics (HSI-STEM), Building Foundations for STEM Success
- **15.6** Grant Proposal: National Science Foundation, Science, Technology, Engineering and Mathematics Talent Expansion (STEP), Multi-Discipline Integrated Learning Environment to Increase STEM Student Graduates (MILE2STEM)
- **15.7** Intergovernmental Agreement and Partnership Program Addendum: Sonoita-Elgin Fire District
- **15.8** Intergovernmental Agreement and Partnership Program & Vehicular Training Addendum: Avra Valley Fire District
- **15.9** Lease: Public Safety and Emergency Services Institute, 4211 South Santa Rita Avenue, Tucson

---

**Approval**

Chancellor: Dr. Roy Flores
ACTION ITEM

Date: 11/9/11  Item Number: 15.1

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.

Staff:

Acosta, Michael A.    Police Sergeant
Hourly Rate: $26.30    Public Safety
Effective: 11/14/11*    Selected to fill an open position
Education: Bachelor of Science, Public Administration, University of Arizona
Experience: Mr. Acosta has one year experience as a background investigator for Consolidated Analysis Centers, Incorporated in Arlington, Virginia. He has two years experience as a special agent and four years experience as a special agent supervisor with the Office of the Arizona Attorney General. He also has eight years experience as an officer and thirteen years experience as a detective with the Tucson Police Department in Tucson, Arizona. He has certification as an Arizona Law Enforcement Officer from the Arizona Law Enforcement Training Academy and as a police trainer, firearms instructor and general instructor from Arizona Peace Officer Standards and Training Board (AZPOST).

Recruitment Overview:

An external recruitment was conducted. Thirteen applications were received and reviewed. Eleven candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

*Contingent upon successful completion of a polygraph, medical, physical and psychological examinations.

(Continued)
Adams, Antje  Laboratory Technician, Science
Hourly Rate: $14.31  West Campus
Effective: 11/14/11  Selected to fill an open position
Education: Coursework, University of Arizona
Experience: Ms. Adams has seven years experience as a temporary science laboratory technician and specialist and one year experience as a Biology and Chemistry tutor for Desert Vista Campus. She also has three years experience as an administrative assistant for the Music and Dance Academy of Tucson and one year experience as a dog training instructor for Petco Stores in Tucson, Arizona.

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

Chavez, Lorenzo  Program Coordinator, Talent Search
Salary: $41,642  Desert Vista
Effective: 11/14/11  Selected to fill an open position
Education: Bachelor of Science, Business Administration and Master of Education, Educational Leadership, University of Arizona
Experience: Mr. Chavez has two years experience as an early outreach counselor for the University of Arizona. He also has seven years experience as a senior recreation worker for the City of Tucson and one year experience as a credit manager for Wells Fargo Financial in Tucson, Arizona.

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

Cortez, Carmelu  Fiscal Advanced Analyst
Salary: $52,736  District Office
Effective: 11/14/11  Selected to fill an open position
Education: Bachelor of Science, Accounting, University of Arizona
Experience: Ms. Cortez has four years experience as a senior staff accountant for Regier, Carr, and Monroe, LLP (Certified Public Accountants) in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Fifteen applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

Harp, Beth  Fiscal Support Specialist
Hourly Rate: $17.22  District Office
Effective: 11/14/11  Selected to fill an open position
Education: Associate of Arts, Accounting, University of Phoenix
Experience: Ms. Harp has six years experience in accounts payable and accounts receivable for Tucson Chrysler Jeep. She also has ten years experience as a photo laboratory technician for Kits Camera in Tucson, Arizona.
Recruitment Overview:
An external recruitment was conducted. Eighty-two applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by David Bea, Executive Vice Chancellor for Finance and Administration.

**Ramirez, Andrew L.**
Information Technology Specialist

- **Hourly Rate:** $18.43
- **Effective:** 11/14/11
- **Education:** Associate of Science, Engineering, Pima Community College
- **Experience:** Mr. Ramirez has three years experience as an information technology technician working through a temporary agency for several businesses in Tucson including four months for Pima Community College. He also has two years experience as a health claims adjustor for Coventry Health Care, Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Sixty-four applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Cynthia Dooling, Acting Vice Chancellor for Information Technology.

**Wade, Jamie K.**
Fiscal Support Specialist

- **Hourly Rate:** $17.22
- **Effective:** 11/14/11
- **Education:** Associate of Science, Accounting, Pima Community College
- **Experience:** Ms. Wade has one year experience as a temporary fiscal support technician for Pima Community College. She also has two years experience as a bookkeeper for Northwest Alano Club in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Eighty-two applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by David Bea, Executive Vice Chancellor for Finance and Administration.

**Waitherwerch, Guadalupe**
Program Assistant

- **Hourly Rate:** $17.22
- **Effective:** 11/14/11
- **Education:** Bachelor of Arts, Anthropology, Master of Public Health, University of Arizona
- **Experience:** Ms. Waitherwerch has three years experience as a program manager and one year experience as the director of senior impact strategies for The United Way of Tucson and Southern Arizona. She also has three years experience as a student recruitment and retention specialist for the Office of Minority Affairs at the University of Arizona and three years experience as a Spanish/English interpreter for Banner Good Samaritan Hospital, both located in Phoenix, Arizona.

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

(Continued)
Wehrenberg, Serenity  Advanced Program Coordinator, Grants
Salary: $47,187  District Office
Effective: 11/14/11  Selected to fill an open position
Education: Bachelor of Science, Biology, Northeastern Illinois University, Chicago, Illinois
Experience: Ms. Wehrenberg has two years experience as a planning and compliance specialist for Operation Threshold, Waterloo, Iowa. She also has two years experience as a records management and student success and preparedness assistant for Madison Area Technical College and one year experience as a harvest facilitator for the Community Action Coalition, both in Madison, Wisconsin.

Recruitment Overview:
An external recruitment was conducted. Twenty-seven applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Dr. Suzanne Miles, Provost and Executive Vice Chancellor and Campus President.

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: 11/9/11  
Item Number: 15.2  

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

Recommendation:  

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

Justification:  

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

The list contains individual background information and shows the initial academic discipline(s)  
in which adjunct faculty members are certified. Adjuncts may also teach in other disciplines if  
alternative certifications are awarded, or as temporary non-credit instructors in areas for which  
they are qualified.  

Fox, Michael D.  
Discipline(s): Sign Language (Academic Limited Exemption)  
Salary: $710 per load hour  
Education: Associate of Arts, Education, Associate of Science, Education, North Idaho  
College, Coeur D’Alene, Idaho; Bachelor of Science, Special Education and  
Rehabilitation, University of Arizona, Tucson, Arizona  
Experience: Mr. Fox has been teaching and training interpreters in American Sign Language  
for the Arizona State School for the Deaf and Blind in Tucson, Arizona for more  
than four years. He also worked as an American Sign Language teacher for the  
University of Arizona.  

Hill, Angelia M.  
Discipline(s): Mathematics (Developmental)  
Salary: $710 per load hour  
Education: Bachelor of Science, Chemical Engineering, Tulane University, New Orleans,  
Louisiana; Master of Business Administration, Tennessee State University,  
Nashville, Tennessee  

(Continued)
Experience: Ms. Hill was an adjunct mathematics instructor for the Tohono O’odham Community College in Sells, Arizona during the summer of 2011. She also works for the United States Air Force at Davis-Monthan Air Force Base as an engineering contractor.

**Jordan, Ashley**
Discipline(s): Psychology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Psychology, Texas State University, San Marcos, Texas; Master of Arts, Psychology, Florida Atlantic University, Boca Raton, Florida
Experience: Ms. Jordan currently works as a lecturer of psychology at the University of Arizona. Her previous work experience includes teaching research methods courses for Florida Atlantic University, Boca Raton, Florida.

**Nowak, Kathleen L.**
Discipline(s): Medical Laboratory Technician (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor of Science, Medical Technology, Arizona State University, Tempe, Arizona
Experience: Ms. Nowak worked as a medical technologist for more than 13 years. She has attended continuing education courses in the field of medical technology. Ms. Nowak is an instructor at Carrington College in Tucson where she teaches transfusion medicine and laboratory modules. In addition, she volunteers for two organizations, East Side Neighbors and American Society for Clinical Pathology.

**Richmond, Nicola C., Ph.D.**
Discipline(s): Physics (Academic), Geology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Geophysical Sciences, Southampton University, Southampton, United Kingdom; Doctor of Philosophy, Geophysical Sciences, University of London, London, United Kingdom
Experience: Dr. Richmond was a post doctoral researcher for two years at the University of San Diego studying electromagnetic induction and at the University of Arizona from 2006-2008 researching the magnetism of the Earth’s Moon and Mars. She has no formal teaching experience.

**Approvals**

Contact Person: Janet L. May

Chancellor: Dr. Roy Flores
Meeting Date: 11/9/11

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.

Cerpa, Cynthia Tutor I DV
Effect: 11/10/11 Biology
Duration: 2011-2012 Academic year
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.
Hourly Rate: $7.35
Education: Coursework, Pima Community College
Experience: Ms. Cerpa is currently part of the Student Support Services program at Desert Vista Campus and assists peer students with coursework. She has volunteered with the TRiO Academic Bowl for Upward Bound and Talent Search.
Clay, Lauren  
**Sign Language Interpreter**  
**District Wide**

**Effective:** 11/10/11  
**Disabled Student Resources**

**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

**Hourly Rate:** $22.00

**Education:** Associate of Applied Arts, Interpreter Training, Pima Community College; Bachelor of Arts, Elementary Education, University of Arizona

**Experience:** Ms. Clay has three years experience as a sign language interpreter in educational and community environments in Tucson, Arizona. She is licensed by the ACDHH and holds an EIPA 3.4 certification.

Coltrin, Paul  
**Laboratory Specialist**  
**DV**

**Effective:** 11/10/11  
**Aviation Technology Center**

**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

**Hourly Rate:** $17.22

**Education:** Bachelor of Science, Business Information Systems, University of Phoenix

**Experience:** Mr. Coltrin has two years experience as an airframe and power plant mechanic with various aviation companies in Tucson, Arizona. He currently holds an FAA Airframe and Powerplant license and an FCC General Radiotelephone Operator license.

Delacruz, Liza  
**Tutor II**  
**DV**

**Effective:** 11/10/11  
**Talent Search, Sunnyside High School, Mathematics**

**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

**Hourly Rate:** $9.00

**Education:** Coursework, Pima Community College

**Experience:** Ms. Delacruz has experience as a student and peer mentor while attending Sunnyside High School and participated in the TRIO and Upward Bound programs at Pima Community College. She was interviewed and recommended as a tutor for the Talent Search program by Brian Miller, Advanced Program Manager.

Droscher, Ken  
**Tutor II**  
**DV**

**Effective:** 11/10/11  
**Talent Search, Desert View High School, Mathematics**

**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

**Hourly Rate:** $9.00

**Education:** Bachelor of Science, Health and Physical Education, South Oregon University, Ashland, Oregon; Master of Science, Physical Education, Anatomy and Physiology, University of Oregon, Eugene, Oregon

**Experience:** Mr. Droscher has twenty-three years experience in various athletic positions at several universities and colleges in Arizona, California, Florida and Oregon. He  

(Continued)
was interviewed and recommended as a tutor for the Talent Search program by Brian Miller, Advanced Program Manager.

**French, Anthony**

**Laboratory Technician**

**District-wide**

Effective: 11/10/11

Duration: 2011-2012 Academic year

Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

Hourly Rate: $14.31

Education: Coursework, Pima Community College

Experience: Mr. French has five years experience as a special project professional providing advertising and business management for the Aztec Press, the newspaper for Pima Community College. He has demonstrated extensive experience with Adobe and other web software used in publishing.

**Gaska, Pamela**

**Sign Language Interpreter**

**District-wide**

Effective: 11/10/11

Duration: 2011-2012 Academic year

Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

Hourly Rate: $36.00

Education: High School Diploma, Westminster High School, Westminster, Colorado

Experience: Ms. Gaska has fourteen years of sign language interpreter experience in educational and community environments in Tucson, Arizona. She is licensed by ACDHH and is certified NID IV.

**Gray, Karen**

**Non-credit Instructor**

**CC**

Effective: 11/10/11

Duration: 2011-2012 Academic year

Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

Hourly Rate: $20.02

Education: Bachelor of Science, Geology, George Mason University, Fairfax, Virginia; Mater of Science, Geology, George Washington University, Washington, D.C.

Experience: Ms. Gray has twenty years experience as a geologist for the United States Geological Survey and five years experience as adjunct faculty in southwest geology for Central Arizona College, Coolidge, Arizona.

**Huntington, Robert**

**Tutor II**

**DV**

Effective: 11/10/11

Duration: 2011-2012 Academic year

Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.

Hourly Rate: $9.00

Education: Bachelor of Science, Chemistry, Southern Illinois University, Carbondale, Illinois

Experience: Mr. Huntington has twenty years experience as an engineer for multiple corporations in Arizona. He has five years experience as a self-employed private tutor in Chemistry, Physics and Mathematics for students in Tucson, Arizona.
Temporary Appointments

Hunt, Victoria  
Laboratory Assistant  
EC  
Emergency Medical Technology

Effective: employee submitted for pool only, effective date to be determined  
Duration: 2011-2012 Academic year  
Hourly Rate: $12.39  
Education: Coursework, Pima Community College  
Experience: Ms. Hunt is a volunteer tutor for the Emergency Medical Technician 100 class at Pima Community College and holds Emergency Medical Technician-Basic, State and National and Cardio Pulmonary Resuscitation for Health Care Providers certifications. She was interviewed and referred by Mike Kacsur, Emergency Medical Technology Faculty.

Johnson, Christopher  
Laboratory Assistant  
EC  
Emergency Medical Technology

Effective: employee submitted for pool only, effective date to be determined  
Duration: 2011-2012 Academic year  
Hourly Rate: $12.39  
Education: Coursework, Pima Community College  
Experience: Mr. Johnson is a volunteer tutor for the Emergency Medication Technician 89 class at Pima Community College. He has Emergency Medical Technician-Basic, State and National and Cardio Pulmonary Resuscitation certifications.

Johnson, Gail  
Tutor II  
District-wide

Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Hourly Rate: $9.00  
Education: Bachelor of Science, Education, University of Arizona  
Experience: Ms. Johnson has eleven years experience as an English teacher for Marana Unified School District in Marana, Arizona. She will be tutoring English for hearing challenged students and has been interviewed by Cindy Gershman, Program Specialist for Disabled Student Resources.

Leoffelman, Karen  
Laboratory Technician  
District-wide

Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Hourly Rate: $14.31  
Education: Bachelor of Science, Agronomy; Master of Science, Plant Breeding, University of Missouri, Columbia, Missouri  
Experience: Ms. Leoffelman has twenty-one years experience as a web/graphic designer, online course designer, and presentation designer for the University of Idaho in Moscow, Idaho.

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
</table>
| Meaton, Brian   | Tutor II                          | Talent Search, Pueblo High School, Mathematics                             | Mr. Meaton has seven years experience as an engineer with various firms in Florida. He has two years experience as an adjunct professor and tutor for Guam Community College, Mangilao, Guam.  
Duration: 2011-2012 Academic year  
Additionaly, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
Hourly Rate: $9.00 |
| Monge, Victoria | Laboratory Assistant              | Emergency Medical Technology                                               | Ms. Monge is a volunteer tutor for the Emergency Medication Technician 100 class at Pima Community College. She has Emergency Medical Technician-Basic, State and National and Cardiopulmonary Resuscitation for Health Care Providers certifications.                                                                                                      |  
Effective: employee submitted for pool only, effective date to be determined  
Duration: 2011-2012 Academic year  
Hourly Rate: $12.39 |
| Murrens, Kay     | Substitute Instructor             | Pima College Adult Education-English Language, Basic Education and GED Preparation for Adults | Ms. Murrens has two years experience as a substitute teacher for Libertyville Elementary School in Libertyville, Illinois. She holds certifications in tutoring Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL).                                                                                          |  
Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Hourly Rate: $20.02  
Additionaly, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months. |
| Nash, Stephanie  | Laboratory Assistant              | Emergency Medical Technology                                               | Ms. Nash has two years experience as a phlebotomist for the American Red Cross in Tucson, Arizona. She holds certifications as an Emergency Medical Technician-Basic, State and National and Cardiopulmonary Resuscitation for Health Care Providers. She has been recommended by Patricia Lohse, Emergency Medical Technology Faculty.                     |  
Effective: employee is being submitted for pool only, effective date to be determine  
Duration: 2011-2012 Academic year  
Hourly Rate: $12.39 |

(Continued)
Paige, Stephen  
**Non-credit Instructor**  
Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
Hourly Rate: $20.02  
Education: Coursework, Evergreen State College, Olympia, Washington  
Experience: Mr. Paige has eleven years experience as a tour manager, guide, and trainer for various outdoor companies in Freeport, Maine; Boulder, Colorado; Duluth, Georgia; and Tucson, Arizona.

Paige, Susan  
**Non-credit Instructor**  
Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
Hourly Rate: $20.02  
Education: Coursework, Evergreen State College, Olympia Washington  
Experience: Ms. Paige has eleven years experience as a tour manager, guide, and trainer for various outdoor companies in Freeport, Maine; Boulder, Colorado; Duluth, Georgia; and Tucson, Arizona.

Ponce, Paola  
**Library Services Technician**  
Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
Hourly Rate: $14.31  
Education: Coursework, Pima Community College  
Experience: Ms. Ponce has one year experience as a Federal Work Study student aide for the library at Downtown Campus.

Robb, Steven  
**Laboratory Assistant**  
Effective: 11/10/11  
Duration: 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
Hourly Rate: $12.39  
Education: High School Diploma, Marana High School  
Experience: Mr. Robb has four years experience as an ammunition specialist for the United States Army. He has been interviewed and recommended by Mark Backes, Machine Tool Technology faculty.
Temporary Appointments

Date: 11/9/11

Rodriguez, Lawrence  Non-credit Instructor  CC
Effective: 11/10/11  Continuing Education
Duration: 2011-2012 Academic year
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.
Hourly Rate: $20.02
Education: Bachelor of Science, Microbiology/Medical Terminology, Northern Arizona University
Experience: Mr. Rodriguez has over thirty years experience in a blood bank laboratory for various hospitals in Arizona and for United Blood Services. He has one year experience as a Medical Laboratory Technology Adjunct Faculty.

Ryan, Colin  Laboratory Assistant  EC
Emergency Medical Technology
Effective: employee submitted for pool only, effective date to be determined
Duration: 2011-2012 Academic year
Hourly Rate: $12.39
Education: Coursework, Pima Community College
Experience: Mr. Ryan has two years experience as a firefighter for Golder Ranch Fire Department in Tucson, Arizona. He holds certifications as Emergency Medical Technician-Paramedic for the State of Arizona and Cardio Pulmonary Resuscitation. He has been recommended by Wright Randolph, Emergency Medical Technology Program Director.

Sabol, Crystal  Laboratory Technician  District-wide
Effective: 11/10/11  Disabled Student Resources
Duration: 2011-2012 Academic year
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.
Hourly Rate: $14.31
Education: Associate of Applied Science, Fine Arts and Fitness, Henry Ford Community College, Dearborn, Michigan
Experience: Ms. Sabol has four years experience as an instructional technician in the computer laboratory with Henry Ford Community College in Dearborn, Michigan.

Sexton, Jonathan  Laboratory Assistant  EC
Emergency Medical Technology
Effective: employee submitted for pool only, effective date to be determined
Duration: 2011-2012 Academic year
Hourly Rate: $12.39
Education: Coursework, Pima Community College
Experience: Mr. Sexton is a volunteer tutor for the Emergency Medical Technician 100 class at Pima Community College. He has Emergency Medical Technician-Basic, State and National and Cardio Pulmonary Resuscitation for Health Care Providers and was interviewed and referred by Wright Randolph, Emergency Medical Technology Program Director.

(Continued)
Stahl, Julia  
**Laboratory Assistant**  
EC  
Emergency Medical Technology  
**Effective:** employee submitted for pool only, effective date to be determined  
**Duration:** 2011-2012 Academic year  
**Hourly Rate:** $12.39  
**Education:** Coursework, Pima Community College  
**Experience:** Ms. Stahl has two years experience as a patient care technician for University Medical Center in Tucson, Arizona. She holds certifications in Emergency Medical Technician-Basic, National and Cardio Pulmonary Resuscitation. She has been recommended by Wright Randolph, Emergency Medical Technology Program Director.

Starks, Elizabeth  
**Laboratory Technician**  
NW  
**Effective:** 11/10/11  
**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
**Hourly Rate:** $14.31  
**Education:** Bachelor of Science, Molecular Biosciences and Biotechnology, Arizona State University  
**Experience:** Ms. Starks has three year experience as a Laboratory Technician in a research laboratory setting. She has three years experience as a tutor for Molecular Biosciences and Biology at Arizona State University in Tempe, Arizona.

Sterns, Kenneth  
**Tutor II**  
EC  
**Effective:** 11/10/11  
**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
**Hourly Rate:** $9.00  
**Education:** Coursework, University of Arizona  
**Experience:** Mr. Sterns has over one hundred and fifty semester hours completed in molecular and cellular biology. He has been interviewed and recommended by Diane Deskin, Project SOAR Program Manager.

Zepeda, Marilyn  
**Tutor I**  
DV  
**Effective:** 11/10/11  
**Duration:** 2011-2012 Academic year  
Additionally, at the end of the current assignment, employee will be placed in the pool of temporary employees to be available for eighteen months.  
**Hourly Rate:** $7.35  
**Education:** Coursework, Pima Community College  
**Experience:** Ms. Zepeda is currently part of the Student Support Services program at Desert Vista Campus and assists peer students with coursework. She has volunteered with the TRiO Academic Bowl for Upward Bound and Talent Search.

(Continued)
Temporary Appointments

Approvers

Contact Person

[Signature]
Janet L. May

Chancellor

[Signature]
Dr. Roy Flores

Date: 11/9/11
ACTION ITEM

Meeting Date: 11/9/11  Item Number: 15.4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: National Science Foundation, Science, Technology, Engineering, and Mathematics Talent Expansion (STEP), Foundations in Math for Science (FIMS)</td>
<td>Dr. Luba Chliwniak  President, Downtown Campus (206-7100)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the National Science Foundation (NSF) “Foundations In Math for Science” (FIMS) grant proposal; and if funded, acceptance of the grant award from the NSF’s Science, Technology, Engineering and Mathematics Talent Expansion Program (STEP). The proposal provides STEM students support services (tuition, tutoring, scholarships, travel, field trip/career exposure opportunities) and curriculum development. The grant amount for the first budget period is $359,722.00. If funded, the five year grant will run from October 1, 2012 through September 30, 2017, totals $1,970,031.00.

Justification:

The PCC-FIMS proposes to serve a cohort of 120 students throughout the 5-year period of the grant and to achieve the following objectives and outcomes:

Objective 1: By bolstering the reading, writing and mathematics skills of FIMS students, provide clear pathways for students to enter STEM disciplines.
   Outcome: 50% of program participants will complete proscribed remedial classes and earn an associate degree or transfer to a university.

Objective 2: Through the involvement of faculty, staff and peers, provide FIMS participants academic and support assistance to increase their academic success and persistence rate.
   Outcome: 70% of program participants that receive such services will persist and maintain a GPA of 3.0, while working toward associate degrees or university pre-requisites for STEM programs.

Objective 3: Introduce FIMS participants to undergraduate research in the community college setting by embedding such research and their associate degree plans.
   Outcome: 70% of program participants will be placed in research environments upon completion of their first 30 credit hours.

College Plan Initiative:

This grant proposal supports several of the 2011-2013 College Plan Initiatives:

Initiative 1: Strengthen Developmental Education

(Continued)
- Strategy 1.1: Design multiple developmental education curricula and pedagogies that are scalable
  - 1.1.7 Offer pilot courses and begin the evaluation process.
- Strategy 1.3: Establish a professional development program for developmental education faculty and staff
  - 1.3.3 Implement a developmental education professional development program.

Initiative 2: Improve the Overall Success of Student Learning
- Strategy 2.4: Enhance skills for faculty and tutors
  - 2.4.1 Provide faculty-led mandatory teaching strategy workshops for full time and adjunct faculty.

Initiative 3: Enhance Course Delivery
- Strategy 3.1: Optimize instructional delivery methods
  - 3.1.3 Develop a Learning Objects Repository, a library of learning modules that can be used by faculty to teach topics that cross multiple disciplines.
  - 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 being requested is $1,970,031 for a five-year period. The table below illustrates the expense items to be supported by this grant:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Costs and Requested Support, 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>- Program Manager</td>
<td>$323,268</td>
</tr>
<tr>
<td>- Support Technician</td>
<td>$150,487</td>
</tr>
<tr>
<td>- Instructional Support</td>
<td>$95,105</td>
</tr>
<tr>
<td>- Contextualized Training</td>
<td>$32,801</td>
</tr>
<tr>
<td>- Research Project Manager</td>
<td>$12,929</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>$614,590</strong></td>
</tr>
<tr>
<td>Fringe @ 37% for staff, 18.5% for Temporary Employees and 32% for Faculty (i.e. FICA, Worker's compensation, Federal Unemployment, Insurance, Retirement)</td>
<td><strong>$221,003</strong></td>
</tr>
<tr>
<td><strong>Total Fringe</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td></td>
</tr>
<tr>
<td>- 80 students over the course of four years will receive scholarships to cover tuition and registration fees</td>
<td>$397,102</td>
</tr>
<tr>
<td><strong>Total Tuition</strong></td>
<td><strong>$397,102</strong></td>
</tr>
<tr>
<td>Textbook Stipends</td>
<td>$103,953</td>
</tr>
<tr>
<td><strong>Total Textbook Stipends</strong></td>
<td><strong>$103,953</strong></td>
</tr>
<tr>
<td>Participant Support</td>
<td></td>
</tr>
<tr>
<td>- Six-day summer experience for each</td>
<td>$160,924</td>
</tr>
</tbody>
</table>

(Continued)
|---|

| **cohort. Includes per diem, lodging, transportation, and registration.** |
| **Total Participant Support** | **$160,924** |
| **Travel** |
| • Attend annual conference (airfare, hotel, meals, ground transportation, airport parking) 2-3 grant-funded staff per year, Local Travel |
| **Total Travel** | **$48,143** |
| **Supplies** |
| • Instructional kits/office supplies | **$12,187** |
| • Educational assessment software | **$8,000** |
| • Office equipment | **$11,000** |
| • Compendium of Student Research Publication | **$8,500** |
| **Total Supplies** | **$39,687** |
| **Contractual** |
| • External Evaluator | **$10,900** |
| **Total Contractual** | **$10,900** |
| **Indirect Costs** |
| • 40% of personnel, fringe, travel and supplies | **$373,729** |
| **Total Indirect Costs** | **$373,729** |
| **Project Total** | **$1,970,031** |

No matching funds 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 **Luba Chliwniak** 10/21/11

Dr. Luba Chliwniak

Chancellor **Dr. Roy Flores**

Dr. Roy Flores
### ACTION ITEM

**Meeting Date:** 11/9/11

<table>
<thead>
<tr>
<th>Item Title</th>
</tr>
</thead>
</table>

| Item Number: | 15.5 |

<table>
<thead>
<tr>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lou Albert</td>
</tr>
<tr>
<td>President, West Campus (206-6752)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the West Campus United States Department of Education, Hispanic Serving Institution STEM (Science, Technology Engineering, and Mathematics) Grant. This project ("Building Foundations for STEM Success") focuses on increasing the number of students attaining degrees in STEM (chemistry, biology, physics, mathematics, engineering, technology); improving instructional strategies, instructional assistance, and professional development for STEM courses; strengthening advisement, career planning and transfer assistance; and improving STEM infrastructure/technology. The grant amount for the first budget period (October 1, 2011 through September 30, 2012) is $856,239. If funded, the five-year grant award, from October 1, 2011 through September 30, 2015, totals $4,321,377.

**Justification:**

The Committee on Equal Opportunities in Science and Engineering in its report to Congress stated, "U.S. jobs are growing fastest in areas that require knowledge and skills stemming from a strong grasp of science, mathematics, engineering, and technology. The number of workers capable of adequately filling these jobs is not keeping pace. A critical shortage of workers in these fields threatens U.S. competitiveness in the global marketplace." The Pima Community College West Campus U.S. Department of Education STEM Grant project will address this need by increasing student enrollment in science, mathematics and engineering; increasing the number of students who complete transfer degrees in the sciences, mathematics and engineering; and preparing students for careers in STEM-related industries.

Pima County Community West Campus will strengthen its STEM curriculum by integrating new and effective teaching strategies, tutoring and technologies into the curriculum. The grant project will adopt STEM advising, career planning and transfer programs and articulate key Engineering programs with the University of Arizona. The grant program will also regenerate its STEM facilities and instructional support through remodeling projects that will create modern classrooms to support collaborative, inquiry-based learning.

(Continued)
College Plan Initiative:

The HSI STEM grant supports the 2011-2013 College Plan Initiative 2 “Improve the Overall Success of Student Learning,” Strategy 2.4, which states: Effectively engage students in the learning process and Strategy 2.5, which states: Increase student success.

Financial Considerations:

The total grant amount is $856,239 annually for a five-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Project Director @ 1 FTE</td>
<td>$55,000</td>
</tr>
<tr>
<td>Curriculum Specialist @ 1 FTE</td>
<td>46,000</td>
</tr>
<tr>
<td>Advising Specialist @ 1 FTE</td>
<td>46,000</td>
</tr>
<tr>
<td>Math Center Coordinator</td>
<td>44,000</td>
</tr>
<tr>
<td>Lab Supervisor</td>
<td>43,000</td>
</tr>
<tr>
<td>Lab Assistant</td>
<td>12,000</td>
</tr>
<tr>
<td>Project Assistant (50%)</td>
<td>12,000</td>
</tr>
<tr>
<td>Paraprofessional Tutors (5)</td>
<td>27,000</td>
</tr>
<tr>
<td>Faculty Designers (6 @ 20% time)</td>
<td>60,000</td>
</tr>
<tr>
<td>Faculty (8) for Summer Institute</td>
<td>8,000</td>
</tr>
<tr>
<td>Faculty (3) for Articulation Activities</td>
<td>3,000</td>
</tr>
<tr>
<td>Faculty (2) for Summer Bridge Program</td>
<td>4,000</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>$360,000</td>
</tr>
<tr>
<td>Fringe</td>
<td>$119,485</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>HSI/STEM Conference</td>
<td></td>
</tr>
<tr>
<td>NCAT Redesign for Science &amp; Engineering</td>
<td></td>
</tr>
<tr>
<td>Total Travel</td>
<td>$6,390</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Computers, printers, software, and office and technology supplies</td>
<td></td>
</tr>
<tr>
<td>Total Supplies</td>
<td>$202,364</td>
</tr>
<tr>
<td>Contractual</td>
<td>8,000</td>
</tr>
<tr>
<td>Construction</td>
<td>160,000</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>856,239</td>
</tr>
</tbody>
</table>

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

Approvals

Contact Person  Lou Albert  10/21/11
Dr. Lou Albert

Chancellor  Dr. Roy Flores

Dr. Roy Flores
ACTION ITEM

Meeting Date: 11/9/11

Item Title: Grant Proposal: National Science Foundation, Science, Technology, Engineering, and Mathematics Talent Expansion (STEP), Multi-Discipline Integrated Learning Environment to Increase STEM Student Graduates (MILE2STEM)

Recommendation:

The Chancellor recommends that the Board of Governors approve the National Science Foundation (NSF) “Multi-Discipline Integrated Learning Environment to Increase STEM Student Graduates” (MILE2STEM) grant proposal; and if funded, acceptance of the grant award from the NSF’s Science, Technology, Engineering and Mathematics Talent Expansion Program (STEP). The proposal provides STEM students support services (tuition, tutoring, scholarships, travel, field trip/career exposure opportunities) and curriculum development. If funded, the five year grant will run from October 1, 2012 through September 30, 2017.

Justification:

Northwest Campus has submitted a grant proposal that will align with the opening of the new science building in the fall of 2013. MILE2STEM’s purpose is to increase and retain the number of PCC student graduates in STEM studies and to help pave a pathway, especially for underrepresented minorities including women, to potential STEM degrees and careers. This grant will: 1) expose 80 Northwest Campus service area high school junior and senior students, as well as PCC students, to science disciplines and mathematics; 2) provide scholarships for tuition and textbook stipends; 3) purchase 8 laptops to be given to 2 of the students in each of the four cohorts; 4) hire tutors with science and mathematics expertise; 5) provide field trips that expose students to STEM related curriculum and STEM related career opportunities while instilling an awareness of potential STEM careers located in regional industries and businesses; 6) allow the Program Manager and other individuals to attend national conferences annually; 7) develop course curriculum in nanotechnology, renewable energy technology and sustainability which will expose students to experimental design, research management, specific instrumentation, and lab skills related to each discipline; 8) encourage top students from the program to apply to work in the interdisciplinary lab as paid part-time lab assistants. This proposal will increase the number of STEM students at Northwest Campus while providing financial compensation, academic support and increased opportunities.

In addition, MILE2STEM has received letters of support from local businesses and partners including: Raytheon Missile Systems, OSIRIS-Rex, Planetary Science Institute, Arizona Geological Survey (AZGS), Tucson Electric Power (TEP), Renewable Algal Energy, Arizona-Sonora Desert Museum, Saguaro National Park and World Care. The support letters indicate the following opportunities within the community for these students: internships, use and exposure

(Continued)
Grant Proposal: National Science Foundation, Science, Technology, Engineering, and Mathematics Talent Expansion (STEP), Multi-Discipline Integrated Learning Environment to Increase STEM Student Graduates (MILE2STEM)

Date: 11/9/11
Page 2

Proposed activities include:

- To a variety of science equipment in real lab settings not available at the College, exposure to a variety of science careers, and creating meaningful relationships with local scientists and business leaders in the community. This proposal will strengthen the College’s partnerships within the community.

**College Plan Initiatives:**
This grant proposal supports several of the 2011-2013 College Plan Initiatives:

- Initiative 2, Improve the Overall Success of Student Learning
  - 2.3, Effectively engage students in the learning process
  - 2.5, Increase student success
- Initiative 4, Expand Educational and Workforce Opportunities
  - 4.1.3, Integrate career awareness skills and standards into the curriculum when appropriate and possible
  - 4.1.6, Modify programs and courses as required to meet changing career trends
  - 4.5.4, Investigate new training partnerships and business, industry and government

**Financial Considerations:**
The total amount being requested is $1,266,345 for a five-year period. The table below illustrates the expense items to be supported by this grant:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Total Costs and Requested Support, 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>• Program Manager</td>
<td>$ 313,529</td>
</tr>
<tr>
<td>• Course Development Faculty (SMEs)</td>
<td>$ 5,400</td>
</tr>
<tr>
<td>• Tutors</td>
<td>$ 35,753</td>
</tr>
<tr>
<td>• Lab Assistants</td>
<td>$ 63,283</td>
</tr>
<tr>
<td>• Research Project Manager</td>
<td>$ 12,548</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$ 430,513</td>
</tr>
<tr>
<td>Fringe @ 37% for staff, 18.5% for Temporary Employees and 32% for Faculty (i.e. FICA, Worker’s compensation, Federal Unemployment, Insurance, Retirement)</td>
<td>$ 140,698</td>
</tr>
<tr>
<td><strong>Total Fringe</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td></td>
</tr>
<tr>
<td>• 80 students over the course of four years will receive scholarships to cover tuition and registration fees</td>
<td>$ 240,800</td>
</tr>
<tr>
<td><strong>Total Tuition</strong></td>
<td>$ 240,800</td>
</tr>
<tr>
<td><strong>Textbook Stipends</strong></td>
<td></td>
</tr>
<tr>
<td>• $650/year per student</td>
<td>$ 130,000</td>
</tr>
<tr>
<td><strong>Total Textbook Stipends</strong></td>
<td>$ 130,000</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Travel</th>
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</thead>
<tbody>
<tr>
<td>• Attend annual conference (airfare, hotel, meals, ground transportation, airport parking) 2-3 grant-funded staff per year</td>
</tr>
<tr>
<td>• Local Travel</td>
</tr>
<tr>
<td><strong>Total Travel</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Laptops for students (2 per cohort, total of 8)</td>
</tr>
<tr>
<td>• Marketing/Printing/Mailing costs</td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Contractual</th>
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<tbody>
<tr>
<td>• External Evaluator</td>
</tr>
<tr>
<td><strong>Total Contractual</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirect Costs</th>
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</thead>
<tbody>
<tr>
<td>• 40% of personnel, fringe, travel and supplies</td>
</tr>
<tr>
<td><strong>Total Indirect Costs</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$1,266,345</strong></td>
</tr>
</tbody>
</table>

No matching funds 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

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Alex Kajstura</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10/21/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chancellor</th>
<th>Dr. Roy Flores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>
Recommmtion:

The Chancellor recommends that the Board of Governors approve the renewal of the umbrella Intergovernmental Agreement (IGA) between Pima County Community College District and the Sonoita-Elgin Fire District. The term of the agreement will be from November 1, 2011 through October 31, 2013.

Justification:

Pima Community College has been providing educational programs operated by the Community Campus Public Safety and Emergency Services Institute (PSESI) with partner agencies. The College seeks to renew the Agreement with the Sonoita-Elgin Fire District. This umbrella format has provided increased flexibility and responsiveness so the College may develop and deliver educational classes to the agencies.

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

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

College Plan Initiative:

Entering into this Agreement supports the following elements of College Plan 2011-2013:
* Initiative #4 Expand Educational and Workforce Opportunities
  * Strategy 4.1 Improve our workforce through career readiness
  ** Action 4.1.2 Develop, expand and implement options designed to prepare students with career-focused skills.
Financial Considerations:

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

In addition to the aforementioned, the COLLEGE will invoice Sonoita-Elgin Fire District prior to June 30th for administrative costs incurred under the Partnership Addenda that fall under this Intergovernmental Agreement. Administrative fees will be assessed $420 for the registration of the first class/cohort group and $150 for each additional class/cohort registration session. These fees will be reviewed and updated, if necessary, on an annual basis.

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

Approvals

Contact Person  
Dr. Suzanne Miles

Chancellor  
Dr. Roy Flores
Meeting Date: 11/9/11

Item Title: Intergovernmental Agreement and Partnership Program & Vehicular Training Addendum: Avra Valley Fire District

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the renewal of the umbrella Intergovernmental Agreement (IGA) between Pima County Community College District and the Avra Valley Fire District. The term of the agreement will be from November 1, 2011 through October 31, 2013.

Justification:

Pima Community College has been providing educational programs operated by the Community Campus Public Safety and Emergency Services Institute (PSESI) with partner agencies. The College seeks to renew the Agreement with the Avra Valley Fire District. The original agreement approved in 2005 consisted of a general base contract with addenda to participate in partnership programs and added new classes when needed. This umbrella format has provided increased flexibility and responsiveness so the College may develop and deliver educational classes to the agencies.

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

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

College Plan Initiative:

Entering into this Agreement supports the following elements of College Plan 2011-2013:
* Initiative #4 Expand Educational and Workforce Opportunities
  * Strategy 4.1 Improve our workforce through career readiness
    ** Action 4.1.2 Develop, expand and implement options designed to prepare students with career-focused skills.

(Continued)
Financial Considerations:

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

In addition to the aforementioned, the COLLEGE will invoice Avra Valley Fire District prior to June 30th for administrative costs incurred under the Partnership Addenda that fall under this Intergovernmental Agreement. Administrative fees will be assessed $420 for the registration of the first class/cohort group and $150 for each additional class/cohort registration session. These fees will be reviewed and updated, if necessary, on an annual basis.

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

Approvals

Contact Person  
Dr. Suzanne Miles

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

### ACTION ITEM

**Meeting Date:** 11/9/11  
**Item Number:** 15.9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Lease: Public Safety and Emergency Services Institute, 4211 South Santa Rita Avenue, Tucson | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration (206-4519) |

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a lease renewal amendment between Pima County Community College District and the landlord, Ronald Brown for the use of approximately 9,500 square feet of space at 4211 South Santa Rita Avenue, Tucson for the period November 1, 2011 to October 31, 2013. The initial maximum monthly rental rate is $13.24 per square foot or $10,481.67, plus rental tax and utility costs.

**Justification:**

Public Safety and Emergency Services Institute has utilized the facility at 4211 South Santa Rita Avenue since July 2006. The location includes approximately 9,500 square feet of classroom and administrative space and the College’s Public Safety and Emergency Services Institute uses the space for training and administration.

**College Plan Initiative:**

Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

**Financial Considerations:**

The maximum monthly rental rate for the first year is $13.24 per square foot or $10,481.67, plus rental tax and utility costs, and for the second year is $13.64 per square foot or $10,798.33, plus rental tax and utility costs. The lease amendment includes a provision that provides the College the option to terminate the lease with ninety (90) days written notice to the landlord.

**Approvals**

Contact Person  
Dr. David Bea

Chancellor  
Dr. Roy Flores
Date: 11/9/11

Item Number: 16

**Item Title**

Lease: Tucson Unified School District, Roberts Elementary School

**Contact Person**

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

**Recommendation:**

The Chancellor recommends the Board of Governors approve a lease agreement with Tucson Unified School District (TUSD) for the use of approximately 43,000 square feet at 4355 East Calle Aurora, the location of Roberts Elementary School. The initial monthly rental rate will be $5,833.33 ($70,000 per year) plus fees and taxes. As part of the agreement, the College will make a minimum $300,000 capital investment for parking and other improvements required at the facility.

**Justification:**

The College plans to utilize the facility for classrooms and office space for the Adult Education program and the Public Safety and Emergency Services Institute. The first term of the lease agreement will end June 30, 2016. The College will have the option to renew the lease for three additional five-year terms. As indicated above, the lease charges include a credit to the College for $300,000 in necessary capital improvements amortized over the first two terms of the lease. The lease also provides that any capital improvement costs above $300,000 will be credited to the rental amount based on a ten-year amortization schedule. At the beginning of the third term, the rent will be $130,000 per year and will increase annually based on the lesser of the increase in the Consumer Price Index or two percent.

The lease allows the College the option to terminate with one year written notice to TUSD. It also provides the College with a first right of offer, which is the option to purchase the property at fair market value, as determined by an appraiser, should TUSD decide to sell the property.

**College Plan Initiative:**

Initiative 5 – Enhance Operations

Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

**Financial Considerations:**

The initial monthly rental rate is $5,833.33 ($70,000 per year) plus fees and taxes. This rent includes a discount based on a minimum capital improvement expenditure of $300,000. Any cost in excess of $300,000 will be credited to the monthly rent amount based on a ten-year amortization.

(Continued)
Once the College moves into Roberts Elementary School, the College expects it will no longer require two other facilities leases with a combined cost of approximately $240,000 per year.

Approvals

Contact Person
Dr. David Bea

Chancellor
Dr. Roy Flores