NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
September 18, 2013
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ  85709-1010

AGENDA FOR MEETING*

General Matters

1.   Call to Order

2.   Pledge of Allegiance

Public Comment

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.

Reports

4.   Governing Board Member Reports
   •   The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
Reports (Continued)

5. Chancellor’s Report
   • Chancellor Lee Lambert 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, Legislative and Budget Updates.
     ▪ All College Day
     ▪ Veterans
     ▪ GradLink2 Press Conference
     ▪ US Secretary of Education Visit
     ▪ Enrollment
     ▪ Chancellor’s Goals

6. Reports by Staff Representatives
   • Staff Representatives Amy Parker and Robert Ramirez will provide highlights from the Staff Council meeting of September 5. Highlights will include: Provost’s Report; Chancellor’s Report, Liaison Report, Employee Reports (AFSCME and ACES and Campus District Reports).

7. Reports by Student Representatives
   • Student Representatives Samantha Newey and April May Ramey will highlight recent activities at the Community, Desert Vista, Downtown, East, Northwest and West Campuses.

8. Reports by Faculty Representatives
   • Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meetings of September 6. Highlights will include: Chancellor’s Report, Provost’s Report, PCCEA Report, and Faculty Senate President’s Report.

9. Provost Report
   • HLC Progress
   • Developmental Education Update

10. CTD Report
    • Presentation by Dr. Johnson Bia, President, Desert Vista Campus

    • Preliminary fiscal year 2013-2014 results through July 2013

Information Items

12. Separations from Employment
    • Information item listing retirements and separations from employment: Alan A. Grijalva, Niel P. Martinek and Terry Ramsey.
Information Items (Continued)

13. Student Aide Hires
   • Information item listing student aide appointments: Vicente Aguirre-Minjarez, Cesar Andrade, Jacqueline Angulo, Dennis Benedetto, Estevan Corral, Neyveth Duarte, Alejandra Gastelum, Brenda Grijalva, Karina Lebedeva, Leandra Lozano, Rhiana Manaloto, Oliver Martinez, Nicole Mercado, Sean Oroz, Norma Prichard, Nina Santa Cruz, Jessica Valenzuela and Krystine Villa.

   • Administration is providing information regarding a proposed contract for Safety and Security Assessment Consulting with Security Risk Management Consultants, LLC, from September 2013 to January 2014 with the total cost of this contract not expected to exceed $86,000.

Action Items

15. Approval of Minutes of the following meetings:
   A. Special Meeting of August 14, 2013
   B. Regular Meeting of August 14, 2013

16. Consent Agenda

16.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Marco Canez, Police Recruit; Elva De La Torre, Assistant Program Manager; Alex Evans, Trades Maintenance Technician; Starlynn Ferguson, Student Services Specialist; Michelle Noel Hensley, Advanced Program Coordinator; Carolyn Toth, Advanced Program Coordinator; Rene Valdez, Police Recruit and Lindsey Waltman, Instructor.

16.2 Adjunct Faculty Appointments
   • Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Sarah M. Chenoweth, Literature (Academic), Speech Communications (Academic), Writing (Academic); Travis Cornegay, Psychology (Academic), Educational Technology (Occupational/Workforce); Teresa M. Filipowicz, Journalism (Academic); Geneva L. FosterGluck, Theater (Academic Limited Exemption); Jennifer L. Hook, Early Childhood Education (Academic); Katherine J. Kincaid, Psychology (Academic); Yanhong (Sarah) Lou, Ph.D., Engineering (Academic); Jennifer M. Morales, Culinary Arts (Occupational/Workforce); Scott W. Malm, Biology (Academic);
Action Items (Continued)

David M. Purkiss, Psychology, Literature, Writing (Academic); Bridget A. Lee’Steffen, Nursing (Academic Limited Exemption); Joseph D. Thomas, Psychology (Academic); Amy K. Troung, Psychology (Academic); Megan S. Wade, Writing (Academic) and Ann Woodmansee, Writing (Developmental), English as a Second Language (Developmental)

16.3 Temporary Appointments
• Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: Chris Avery, Tutor I; Frances Bartholomeaux, Tutor I; Luis Chavira, Tutor II; Michael Gasker, Office Aide; Hendrix Derrick, Tutor I; Katie Johnson, Tutor II; Kimberly Lund, Instructor; James Merino, Instructor; Joseph Morgan, Instructor; Nick Norris, Tutor I; Samantha Ortiz, Support Technician; Jordan Randolph, Tutor II; Adriana Riggs, Tutor II, Tommy Romano, Assistant Men’s Basketball Coach; Mary Ross, Support Assistant; Bruce Thoms, Tutor I; Joe TOcco, Tutor I; Beverly Travers, Human Resources Specialist; Jana Van der Walt, Tutor II and Stephen Zaverton, Tutor I.

16.4 Grant Proposal: City of Tucson GED Now! Career Readiness
• Administration is requesting approval of the “GED Now! Career Readiness” grant proposal contract. The performance period will be July 1, 2013 through June 30, 2014. The total amount requested for year one is $60,000.00.

16.5 Grant Proposal Continuation: AZ Governor’s Office for Children, Youth, and Families AmeriCorps- Pima Adult and Family Literacy Corps
• Administration is requesting approval of the “Pima Community College Family Literacy Program (FLP)” grant proposal continuation. The grant performance period is from September 1, 2013 through August 30, 2014. The award amount is $132,360.00.

16.6 Grant Proposal: State of Arizona Department of Education Carl Perkins IV- Basic Grant
• Administration is requesting approval of the “Carl Perkins IV-Basic Grant” grant proposal. The grant performance period is from July 1, 2013 through September 30, 2014. The award amount is $347,352.00.
Action Items (Continued)

16.7 Sub-Grant Agreement: First Things First Innovative Professional Development, United Way of Tucson and Southern Arizona
- Administration is requesting approval of Pima Community College’s participation in the renewal of the First Things First Innovative Professional Development Sub-grant Agreement from United Way of Tucson and Southern Arizona. The performance period is July 1, 2012 to June 30, 2014. The total amount requested is $79,400.

16.8 Curriculum Recommendations: Program Inactivation – Multiple Center for Training and Development (CTD) Programs
- Administration is requesting approval to inactivate the following programs: Adv Customer Service Rep – CTD (CTDRECEPTION); Basic Customer Service Rep – CTD (CTDTELESERVE); Behavioral Health Tech – CTD (CTDBHHLTHTEC); Clinical Skills Update RN – CTD (CTDRNUPDATE); Data Entry Operator – CTD (CTDDATENOPR); File Clerk – CTD (CTDFILECLERK); Job Readiness Skills – CTD (CTDJOBSKILLS CTL); Job Readiness Skills – CTD (CTDJOBSKILLS CTW); LPN Clinical Refresher Course – CTD (CTDLPNREFRSH); Microsoft Word for Windows – CTD (CTDMSWORDWIN); Prac Nurse Proficiency Exam – CTD (CTDPNPROEVAL) and Unit Clerk – CTD (CTDUNITCLERK).

Other Action Items

- The Chancellor is requesting approval of the Chancellor’s Goals, Objectives and Timelines 2013-2014, which will provide clear direction for the Chancellor and the Chancellor’s Cabinet for the upcoming year.

18. Association of Community College Trustees (ACCT) Leadership Congress Voters
- Administration is requesting that the Board of Governors nominate two Board members to serve as the voting delegate(s) and the alternate(s) for the upcoming ACCT Annual Leadership Congress, October 1-5, 2013.
Adjournment

Regular Meeting
October 9, 2013, 7:00 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ  85709-1010

* **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 at the Campus Libraries and on the College’s website at [www.pima.edu/board/packets](http://www.pima.edu/board/packets).

* For ADA accommodation requests, please call 206-4539, Teletypewriter (TTY) 206-4530.

Members of the Governing Board may participate by telephone, video or internet conferencing.
GENERAL MATTERS

Meeting Date: 9/18/13

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

1. Call to Order
2. Pledge of Allegiance
3. Public Comment

Approval

Chancellor______________________________

Lee D. Lambert, J.D.
REPORTS

Meeting Date:  9/18/13

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

4. Governing Board Member Reports

5. Chancellor’s Report

6. Reports by Staff Representatives

7. Reports by Student Representatives

8. Reports by Faculty Representatives

9. Provost’s Report

10. CTD Report

Approval

Chancellor_____________________________________

Lee D. Lambert, J.D.
Contact Person: Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2013/14 fiscal year results through July 2013. Time will be provided to discuss College fiscal matters.

Justification:

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary fiscal year results indicate that Pima Community College is beginning the fiscal year largely as expected, with a positive net position reported through the end of July. The year-to-date increase in net position through month end is approximately $15 million, an increase from the previous year’s gain of $12 million. The increase is substantially due to the payment the College made to complete the lease / purchase of the Northwest Campus building A in July 2012. Had this $3.4 million payment not been made, the fiscal year 2012 year-to-date increase in net position would have been closer to $15 million.

Summary of Expenditures – General and Designated Funds:

In terms of operational performance, General and Designated Fund revenues and expenditures are in line with budget and our expectations. Personal Services expenditures are 2.9 percent of budget, which is equivalent to the previous year. In absolute terms, Personal Services expenditures were $3.4 million which is equal to the amount from the same period of fiscal year 2012.

Services and Supplies expenditures are approximately 8.1 percent of the budget, which is slightly higher than the previous year. In absolute terms, Services and Supplies expenditures were $2.6 million which is slightly higher than the amount from the same period of fiscal year 2012. This increase is primarily due to liability insurance premiums that were paid in August 2012 instead of July. Transfers are less than the previous year due to the $3.4 million transfer made in July 2012 from the General fund to complete the payment for the lease / purchase of the Northwest Campus building A that was not required this fiscal year.
Statement of Net Position:

As shown in The Statement of Net Position, the total net position at the end of July was $222 million, which is a decrease of about $4.8 million compared to the same time last year. This decrease is primarily due to the annual depreciation of completed buildings of about $5.0 million.

The term Net Assets has been changed to Net Position in the financial statements due to Governmental Accounting Standards Board (GASB) Statement No. 63 which changed the structure of a government balance sheet.

New Financial Statement Format

As mentioned last month, we have made changes to the monthly financial reports to improve readability and provide more meaningful charts. Additionally, we have included a glossary of financial terms to assist in the interpretation of the accounting terminology used in the accompanying reports. During the monthly financial statement presentation to the Board of Governors, we will introduce and explain these updated and improved reports and charts of financial information.

Approvals

Contact Person _____________________________
Dr. David Bea

Chancellor _________________________________
Lee D. Lambert, J.D.
## Statement of Net Position (formerly Statement of Net Assets)

**July 31, 2013**  
(Preliminary)

### FY 2012/13

<table>
<thead>
<tr>
<th>Assets</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Total All Funds Prior Year as of July 31, 2012</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td>$6,964,212</td>
<td>$10,437,379</td>
<td>$6,788,018</td>
<td>$24,189,609</td>
<td>$21,208,671</td>
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<tr>
<td>Cash and Cash Equivalents</td>
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<td></td>
<td></td>
<td>375,000</td>
<td></td>
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<tr>
<td>Receivables:</td>
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<tr>
<td>Short-term Investments</td>
<td>43,616,534</td>
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<td>43,616,534</td>
<td>49,937,611</td>
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<tr>
<td>Property Taxes</td>
<td>3,997,738</td>
<td>137,951</td>
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<td>4,135,689</td>
<td>4,278,921</td>
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<td>Accounts (net of allowances)</td>
<td>18,863,098</td>
<td>163,873</td>
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<td>19,026,971</td>
<td>20,409,207</td>
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<td>Government Grants and Contracts</td>
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<td>1,142,458</td>
<td>1,300,247</td>
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<td>Student Loans (net of allowances)</td>
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<td>269,234</td>
<td>92,676</td>
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<td>Other</td>
<td>584,434</td>
<td>70,316</td>
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<td>7,087</td>
<td>194,841</td>
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<td>Inventories</td>
<td>48,064</td>
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<td>149,841</td>
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<td>Prepaid Expenses</td>
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<td>343,463</td>
<td>195,483</td>
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<td><strong>Total Current Assets</strong></td>
<td>74,837,712</td>
<td>11,624,484</td>
<td>7,366,163</td>
<td>93,828,359</td>
<td>98,877,744</td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
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<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>2,711,185</td>
<td></td>
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<td>2,711,185</td>
<td>2,808,437</td>
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<td>Notes Receivable (net of allowances)</td>
<td>524,841</td>
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<td>524,841</td>
<td>1,070,858</td>
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<td>Other Long-term Investments</td>
<td>10,529,793</td>
<td></td>
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<td>30,529,793</td>
<td>29,609,061</td>
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<tr>
<td>Investments in Capital:</td>
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<td></td>
<td></td>
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<tr>
<td>Land</td>
<td>15,291,311</td>
<td></td>
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<td>15,291,311</td>
<td>15,291,311</td>
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<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>86,903,059</td>
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<td>86,903,059</td>
<td>92,276,193</td>
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<td>Construction in Progress</td>
<td>1,450,322</td>
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<td>1,450,322</td>
<td>171,778</td>
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<td>Equipment (net of depreciation)</td>
<td>1,288,183</td>
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<td>1,288,183</td>
<td>1,749,047</td>
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<td>Library Books (net of depreciation)</td>
<td>1,876,567</td>
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<td></td>
<td>1,876,567</td>
<td>1,930,512</td>
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<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,529,793</td>
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<td>140,575,261</td>
<td>144,907,197</td>
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<td><strong>Total Assets</strong></td>
<td>$85,367,505</td>
<td>$11,624,484</td>
<td>$137,411,631</td>
<td>$234,403,620</td>
<td>$243,784,941</td>
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<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Current Liabilities</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>1,498,554</td>
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<td>1,498,554</td>
<td>1,316,644</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(678,169)</td>
<td>15,323</td>
<td>(33,364)</td>
<td>(696,210)</td>
<td>(924,737)</td>
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<td>Deposits Held in Custody</td>
<td>416,587</td>
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<td>416,587</td>
<td>433,680</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
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<td>4,142,048</td>
<td>5,109,263</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>4,962,433</td>
<td>15,323</td>
<td>383,223</td>
<td>5,360,979</td>
<td>9,364,850</td>
</tr>
</tbody>
</table>

| Noncurrent Liabilities | | | | | |
| Unearned Revenue | 5,366 | 5,366 | 5,367 |
| Long-term Liabilities | 3,558,364 | | | 6,838,364 | 10,858,400 |
| **Total Noncurrent Liabilities** | 3,563,730 | | | 6,843,730 | 10,863,767 |
| **Total Liabilities** | $8,526,163 | $15,323 | $3,663,223 | $12,204,709 | $16,798,617 |

<table>
<thead>
<tr>
<th>Net Position</th>
<th>Net Investment in Capital Assets</th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>103,529,441</td>
<td>103,529,441</td>
<td>102,703,841</td>
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<tr>
<td>Restricted for:</td>
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<td></td>
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<tr>
<td>Loans</td>
<td>1,603,018</td>
<td>1,603,018</td>
<td>1,853,314</td>
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<td>Debt Service</td>
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<td>1,806,719</td>
<td>1,882,597</td>
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<tr>
<td>Other (Capital Projects)</td>
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<td>Grants and Contracts</td>
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<td>2,669,706</td>
<td>1,135,296</td>
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<td>Unrestricted</td>
<td>76,841,342</td>
<td>8,939,455</td>
<td>26,809,230</td>
<td>112,590,027</td>
<td>119,411,276</td>
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<tr>
<td><strong>Total Net Position</strong></td>
<td>$76,841,342</td>
<td>$11,609,161</td>
<td>$133,748,408</td>
<td>$222,198,911</td>
<td>$226,986,324</td>
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</table>

| Total Net Position: Current Year vs. Prior Year | | | | | |
|-----------------------------------------------|---------------------|-----|----------------|-----------------------------------------------|
| $4,787,413 | | | | |
Statement of Revenues, Expenses and Changes in Net Position
Year To Date For One Month Ending July 31, 2013
(Preliminary)

<table>
<thead>
<tr>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td>Operating Revenues</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$18,696,279</td>
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<tr>
<td>Contracts</td>
<td>26,078</td>
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<td>Auxiliary Enterprises</td>
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<td>Commission and Rents</td>
<td>5,000</td>
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<td>Other Operating Revenues</td>
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<td>Total Operating Revenues</td>
<td>18,731,773</td>
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<tr>
<td>Nonoperating Revenues</td>
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<tr>
<td>State Appropriations</td>
<td>1,784,150</td>
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<td>Property Taxes</td>
<td>290,025</td>
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<td>Federal Grants</td>
<td>212,808</td>
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<td>State and Local Grants</td>
<td>188,514</td>
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<td>State Shared Sales Taxes</td>
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<td>Gifts</td>
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<td>Investment Income</td>
<td>230,243</td>
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<tr>
<td>Net Nonoperating Revenues</td>
<td>2,304,418</td>
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<td>Total Revenues</td>
<td>$21,036,191</td>
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<td>Operating Expenses</td>
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<tr>
<td>Educational and General</td>
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<tr>
<td>Instruction</td>
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<td>Academic Support</td>
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<td>Student Services</td>
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<td>Institutional Support</td>
<td>2,382,103</td>
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<td>Operation and Maintenance of Plant</td>
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<td>Depreciation</td>
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<td>Student Financial Aid</td>
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<td>Auxiliary Enterprises</td>
<td>15,877</td>
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<td>Contingency</td>
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<td>Total Operating Expenses</td>
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<td>Income Before Other Expenses</td>
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<td>$15,046,365</td>
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<td>Increase (Decrease) in Net Position</td>
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<td></td>
<td>$15,046,365</td>
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<tr>
<td>Net Position</td>
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<tr>
<td>Total Net Position - Beginning of Year</td>
<td>$61,794,977</td>
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<tr>
<td>Total Net Position - End of Period</td>
<td>$76,841,342</td>
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<tr>
<td>Total Net Position - End of Period: Current Year vs. Prior Year</td>
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</tbody>
</table>
## Expenditures by Function

### Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$56,288,805</td>
<td>$55,362,899</td>
</tr>
<tr>
<td>Academic Support</td>
<td>24,870,398</td>
<td>23,815,768</td>
</tr>
<tr>
<td>Student Services</td>
<td>23,552,471</td>
<td>22,753,470</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>34,117,623</td>
<td>31,735,520</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,469,939</td>
<td>12,643,809</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>650,760</td>
<td>648,704</td>
</tr>
</tbody>
</table>

### Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>10,253,000</td>
<td>3,400,000</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>13,590,004</td>
<td>98,734</td>
</tr>
</tbody>
</table>

### Total Expenditures by Function

$$\text{Total Expenditures by Function} = 176,793,000 \text{ FY 2013/14} \quad 5,989,826 \text{ 3.4%} \quad 170,803,174 \text{ FY 2012/13} \quad 8,855,903 \text{ 5.0%}$$

## Expenditures by Account

### Personal Services

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$6,197,426</td>
<td>$5,935,847</td>
</tr>
<tr>
<td>Faculty</td>
<td>21,457,645</td>
<td>21,300,379</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,300,000</td>
<td>1,278,727</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,268,000</td>
<td>12,885,251</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>40,894,980</td>
<td>39,308,303</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,756,550</td>
<td>4,610,845</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>29,233,000</td>
<td>28,340,569</td>
</tr>
</tbody>
</table>

### Total Personal Services

$$\text{Total Personal Services} = 117,107,601 \text{ FY 2013/14} \quad 3,447,680 \text{ 2.9%} \quad 113,659,921 \text{ FY 2012/13} \quad 3,347,115 \text{ 2.9%}$$

### Services and Supplies

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>5,775,960</td>
<td>5,331,831</td>
</tr>
<tr>
<td>Travel</td>
<td>2,341,024</td>
<td>2,225,127</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,839,997</td>
<td>11,655,794</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,820,937</td>
<td>7,609,388</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>650,760</td>
<td>648,704</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,171,993</td>
<td>1,564,767</td>
</tr>
</tbody>
</table>

### Total Services and Supplies

$$\text{Total Services and Supplies} = 31,600,671 \text{ FY 2013/14} \quad 2,565,066 \text{ 8.1%} \quad 29,035,605 \text{ FY 2012/13} \quad 2,099,062 \text{ 6.5%}$$

### Other Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Equipment</td>
<td>435,439</td>
<td>429,674</td>
</tr>
<tr>
<td>Transfers</td>
<td>10,253,000</td>
<td>10,253,000</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,235,000</td>
<td>1,263,685</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>16,161,289</td>
<td>16,161,289</td>
</tr>
</tbody>
</table>

### Total Expenditures by Account

$$\text{Total Expenditures by Account} = 176,793,000 \text{ FY 2013/14} \quad 5,989,826 \text{ 3.4%} \quad 170,803,174 \text{ FY 2012/13} \quad 8,855,903 \text{ 5.0%}$$
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

General & Designated Funds YTD
Revenues - FY13 - Prior Year
For the One Month Ending July 31, 2012

- Tuition and Fees: $18,696,279 (89%)
- State Appropriations: $1,784,150 (9%)
- Property Taxes: $290,025 (1%)
- Other Revenues: $265,737 (1%)

General & Designated Funds YTD
Revenues - FY14 - Current Year
For the One Month Ending July 31, 2013

- Tuition and Fees: $20,000,000 (89%)
- State Appropriations: $1,784,150 (9%)
- Property Taxes: $108,412 (1%)
- Other Revenues: $265,737 (1%)

General & Designated Funds YTD Revenues

<table>
<thead>
<tr>
<th>Month</th>
<th>Jul FY13</th>
<th>Aug FY13</th>
<th>Sep FY13</th>
<th>Oct FY13</th>
<th>Nov FY13</th>
<th>Dec FY13</th>
<th>Jan FY13</th>
<th>Feb FY13</th>
<th>Mar FY13</th>
<th>Apr FY13</th>
<th>May FY13</th>
<th>Jun FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$18,696,279</td>
<td>$19,583,900</td>
<td>$18,759,704</td>
<td>$19,402,887</td>
<td>$19,898,206</td>
<td>$20,094,173</td>
<td>$20,150,000</td>
<td>$19,920,000</td>
<td>$20,150,000</td>
<td>$20,350,000</td>
<td>$20,390,000</td>
<td>$19,790,000</td>
</tr>
</tbody>
</table>
General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year
For the One Month Ending July 31, 2012

General & Designated Funds YTD Expenditures by Program - FY14 - Current Year
For the One Month Ending July 31, 2013

General & Designated Funds YTD Expenditures by Program
## Glossary for Financial Reports

### Statement of Net Position

<table>
<thead>
<tr>
<th>Assets</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td>Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.</td>
</tr>
<tr>
<td><strong>Cash &amp; Cash Equivalents</strong></td>
<td>Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.</td>
</tr>
<tr>
<td><strong>Receivables</strong></td>
<td>A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.</td>
</tr>
<tr>
<td><strong>Short-term Investments</strong></td>
<td>Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College’s additional short-term investments. The duration of the investments is less than one year.</td>
</tr>
<tr>
<td><strong>Property taxes</strong></td>
<td>The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.</td>
</tr>
<tr>
<td><strong>Accounts</strong></td>
<td>Student account receivables. Student receivables arise from transactions related to tuition and fees. It’s normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student’s parents, or a third party (e.g., the student’s employer).</td>
</tr>
<tr>
<td><strong>(net of allowances)</strong></td>
<td>The collectibility of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.</td>
</tr>
<tr>
<td><strong>Government Grants &amp; Contracts</strong></td>
<td>Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College’s government grants. The grants are applied to students’ accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.</td>
</tr>
<tr>
<td><strong>Student Loans</strong></td>
<td>Various federal loan programs are available to students who meet eligibility requirements. Part of the loan receivable is for National Direct Student Loans (NDSL)/ Perkins where the College is responsible for collecting the balance due. The remaining loans are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by the College. These loans are also applied to the student’s account and the College is reimbursed after the fact.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.</td>
</tr>
<tr>
<td><strong>Inventories</strong></td>
<td>Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.</td>
</tr>
<tr>
<td><strong>Prepaid Expenses</strong></td>
<td>Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.</td>
</tr>
</tbody>
</table>
# Glossary for Financial Reports

<table>
<thead>
<tr>
<th><strong>Noncurrent Assets</strong></th>
<th>Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted Cash &amp; Cash Equivalents</strong></td>
<td>If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College’s restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.</td>
</tr>
<tr>
<td><strong>Notes Receivable</strong></td>
<td>The College’s notes receivable is the long-term principal portion of the National Direct Student Loan / Perkins loans.</td>
</tr>
<tr>
<td><strong>Other Long-term Investments</strong></td>
<td>Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College’s other long-term investments. The maturities are generally from one to three years.</td>
</tr>
<tr>
<td><strong>Investments in Capital</strong></td>
<td>Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.</td>
</tr>
<tr>
<td><strong>Land</strong></td>
<td>This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.</td>
</tr>
<tr>
<td><strong>Buildings &amp; Leasehold improvements</strong></td>
<td>This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset’s useful life.</td>
</tr>
<tr>
<td><strong>Construction in Progress</strong></td>
<td>This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College’s capitalization threshold is $5,000.</td>
</tr>
<tr>
<td><strong>Library Books</strong></td>
<td>The College considers library books to be a group asset and capitalizes each year’s additions and adjusts for deletions to the holdings.</td>
</tr>
<tr>
<td><strong>(net of depreciation)</strong></td>
<td>Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.</td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th><strong>Current Liabilities</strong></th>
<th>Current liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accrued Payroll &amp; Benefits</strong></td>
<td>Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College’s payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.</td>
</tr>
<tr>
<td><strong>Accounts Payable &amp; Accrued Liabilities</strong></td>
<td>When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.</td>
</tr>
</tbody>
</table>
Glossary for Financial Reports

Deposits Held in Custody

These are funds held by the institution for others. The institution handles these accounts as agency funds. The College’s deposits held in custody include the Federal Direct Loans and Federal Family Educational Loans, third party scholarships and student club funds. The College is a pass-through agency holding the funds temporarily.

Current Portion of Long-term Liabilities

This category includes the portion of long-term liabilities that are expected to be paid within the current operating cycle. The College’s current portion of long-term liabilities includes a portion of the compensated absences. A liability is accrued for compensated absences that have been earned based on services already rendered and that are not contingent on a specific event outside the control of the employer or employee. This includes the dollar value of employee vacation and sick leave.

Noncurrent Liabilities

Noncurrent liabilities are the portion of obligations (amounts owed) not due to be paid within the current operating cycle.

Unearned Revenue

Unearned revenue results when payments have been received for services or goods not yet delivered. The College’s main source of unearned revenue is generated by prepayments of tuition and fees by students, third parties, or financial aid.

Long-term Liabilities

Public institutions often issue long-term debt to finance construction or acquisition of academic, student service, or auxiliary enterprise facilities. Long term liability accounts are the portions of debts with due dates greater than twelve months.

Net Position

Net position is the calculation of assets, plus deferred outflows of resources, minus liabilities, minus deferred inflows of resources. The College does not currently have deferred outflows or inflows of resources. This title and definition of Net Position was changed with Governmental Accounting Standards Board (GASB) Statement No. 63, previously it was titled Net Assets.

Net Investment in Capital Assets

The net invested in capital assets includes the institution’s carrying value of capital assets (cost minus accumulated depreciation) net of any debt outstanding that was used to finance the construction or purchase of such assets.

Restricted Assets

Restricted net assets is the portion of net position subject to externally-imposed constraints placed on their use by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments. The College has restricted net assets for loans, debt service, grants, and contracts.

Unrestricted Assets

Unrestricted net assets consist of net assets that do not meet the definition of restricted or invested in capital assets, net of related debt.

Statement of Revenues, Expenses and Changes in Net Position

Operating Revenues

Revenues resulting from the normal operations of a business.

Tuition & Fees

All tuition and fees assessed for educational purposes.

Contracts

All amounts earned on contracts or agreements from other governmental or nongovernmental organizations. The College has instructional contracts with numerous outside entities.

Auxiliary Enterprises

An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee for the use of goods and services. Examples of auxiliary enterprises include bookstores and food services. Revenue associated with these auxiliary enterprises includes commissions.

Commission & Rents

Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th>Glossary for Financial Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
</tr>
</tbody>
</table>
| **Academic Support**         | Includes expenses incurred to provide support services for the institution’s primary programs of instruction, research, and public service. It includes the following activities:  
  - The retention, preservation, and display of educational materials, such as libraries, museums, and galleries  
  - Media, such as audio-visual services, and technology, such as computing support  
  - Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions  
  - Separately budgeted support for course and curriculum development |
<p>| <strong>Student Services</strong>         | Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students’ emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise). |
| <strong>Institutional Support</strong>    | Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation &amp; Maintenance of Plant</td>
<td>Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution’s physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; emergency preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>Includes both depreciation of the institution’s plant, property, and equipment, and amortization of assets acquired by capital lease.</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Includes expenses for scholarships - from restricted or unrestricted funds - in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source.</td>
</tr>
<tr>
<td>Contingency</td>
<td>Commitments and contingencies that could materially affect the financial condition of the entity as reflected in its financial statements.</td>
</tr>
<tr>
<td>Transfers</td>
<td>Funds moved from one fund type to another, for example general fund support for capital projects.</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>The capital appropriations category includes all appropriations from legislative acts of the federal, state, or local governments or by a local taxing authority specifically for capital expenditures. The state has suspended capital appropriations to community colleges for the last several years.</td>
</tr>
<tr>
<td>Capital Gifts &amp; Grants</td>
<td>Restricted gifts or grants for capital purposes, for example a donation to construct an arts center.</td>
</tr>
</tbody>
</table>

*Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.*
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 9/18/13

Item Number: 12

Item Title
Separations from Employment

Contact Person
Jeffrey Silvyn,
General Counsel
(206-4740)

Information:

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

Retirements

Martinek, Niel P.
Trades/Maintenance Specialist
DO – Plant Operations
Effective: 9/3/13

Mr. Martinek began employment Stationary Engineer in 1987. He is retiring as Trades/Maintenance Specialist at the Downtown Campus.

Ramsey, Terry
Instructional Faculty
WC – Computer Information Systems
Effective: 8/27/13

Mr. Ramsey began employment as Instructional Faculty in 2002. He is retiring as Instructional Faculty at the West Campus.

Separations from Employment

Grijalva, Alan A.
Trades/Maintenance Specialist
DO – Mechanical Operations
Effective: 8/23/13

Approvals

Contact Person ____________________________ Jeffrey Silvyn

Chancellor ________________________________ Lee D. Lambert, J.D.
**INFORMATION ITEM**

**Meeting Date:** 9/18/13  
**Item Number:** 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide Hires</td>
<td>Jeffrey Silvyn, General Counsel (206-4740)</td>
</tr>
</tbody>
</table>

**Information:**

Aguirre-Minjarez   Vicente  
Andrade            Cesar    
Angulo             Jacqueline 
Benedetto          Dennis   
Corral             Estevan  
Duarte             Neyveth  
Gastelum           Alejandra 
Grijalva           Brenda  
Lebedeva           Karina   
Lozano             Leandra  
Manaloto           Rhiana   
Martinez           Oliver   
Mercado            Nicole   
Oroz               Sean     
Prichard           Norma    
Santa Cruz         Nina     
Valenzuela         Jessica  
Villa              Krystine  

---

**Approvals**

Contact Person __________ Jeffrey Silvyn __________

Jeffrey Silvyn

Chancellor ____________________________

Lee D. Lambert, J.D.
Meeting Date: 9/18/13  

Item Title: Contract: Safety and Security Assessment Consulting  

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

Recommendation:

The Chancellor submits the following information regarding a proposed contract for a Safety and Security Assessment with Security Risk Management Consultants, LLC. The period of the contract is expected to be September 2013 to January 2014 with the total cost of this contract not expected to exceed $86,000.

Justification:

The College issued a Request for Proposal (RFP) for ‘Security Assessment’ for qualified firms to assess the current security policies, procedures and staffing, and make recommendations for operational improvements. The successful firm will perform a comprehensive review of the College’s police and security operations to identify deficiencies and provide specific recommendations for improvements based on the College’s desire to maintain a community policing framework/structure, industry standards and best practices. The specific areas to be assessed include:

1. Department organizational structure, management, staffing size, positional responsibilities, scheduling, and deployment;
2. Existing policies and procedures related to security;
3. Physical locations and current on-site safety and security;

A four-person evaluation committee has reviewed and evaluated the twelve submitted proposals against a set of specific criteria. These criteria included: firm experience and qualifications; staff expertise / implementation and operational teams; demonstrated expertise as a strategic partner with clients; project methodology and structure; implementation and/or delivery schedule; financial proposal; and relevant references. Three finalist firms were invited to present additional information to the evaluation committee on their plans to assess the areas listed above. Security Risk Management Consultants, LLC was recommended for the contract with the College.

Financial Considerations:

The total cost of this contract is not expected to exceed $86,000 and will be accommodated within the fiscal year 2013-2014 budget.
Approvals

Contact Person __________________________
Dr. David Bea

Chancellor______________________________
Lee D. Lambert, J.D.
Unapproved Minutes of the Special Meeting of August 14, 2013

Recommendation:

The unapproved minutes of the Special Meeting of August 14, 2013 are submitted for approval.

Approval

Chancellor_____________________________________

Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, August 14, 2013 at 3:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Recording Secretary
Gabriela De Echávarri

General Counsel
Jeffrey Silvyn

Administration/Staff
Lee Lambert

Call to Order
Brenda Even called the meeting to order at 3:40 pm.

Motion to conduct Executive Sessions
PASSES

Motion No. 7223
Sylvia Lee – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. §38-431.03(A)(3) (legal advice) and A.R.S. § 38-431.03(A)(4) (consultation and legal advice)

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 3:41 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:56 p.m.

Adjournment

The meeting adjourned at 6:58 p.m.

__________________________________________
Secretary

__________________________________________
Date
## ACTION ITEM

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of August 14, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

### Recommendation:

The unapproved minutes of the Regular Meeting of August 14, 2013 are submitted for approval.

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### Approval

Chancellor  

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Lee D. Lambert, J.D.
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 14, 2013 at 7:00 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**BOARD MEMBERS**

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

**BOARD REPRESENTATIVES**

Amy Parker, Staff
Robert Ramirez, Staff

**RECORDING SECRETARY**

Gabriela De Echávarri

**GENERAL COUNSEL**

John Richardson

**ADMINISTRATION**

Lee Lambert, Chancellor
Lou Albert, President, West Campus
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Aubrey Conover, Vice President of Student Development
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Mary Beth Ginter, Academic Dean
Donna Gifford, Vice President of Instruction
Diane Groover, Assistant Vice Chancellor for Student Development
Jerry Haynes, Vice President of Student Development
Cheryl House, Executive Director, PCC Foundation
William Howard, Assistant Vice Chancellor, Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Marty Mayhew, Academic Dean
Keith McIntosh, Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Development
Jerome Migler, Provost/Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Anna Reese, Executive Director, Financial Aid
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director, Athletics
Stan Steinman, Academic Dean
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Darla Zirbes, President, Northwest Campus (Acting)
GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:04 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Rita Flattley addressed the Board regarding the Meet and Confer process

Staff Representatives

Staff Representatives Robert Ramirez and Amy Parker reported on the Staff Council meeting of July 11. Highlights included the following: Provost and Executive Vice Chancellor’s Report: Dr. Dolores Durán-Cerda, Sr. Assistant to the Provost, on behalf of Dr. Migler, Provost, informed the HLC monitoring reported had been submitted and the response can take four to six weeks. Liaison Report: Irma Federico, Director of Human Resources Services and Strategies, reported on Professional Development courses and All College Day interactive seminars. Campus/District Reports: The Aviation program graduation will be held August 9 and Adult Education is preparing a new GED test which will be coming out in January 2014; the Diversity Standing Committee is planning an even in mid-November in conjunction with International Week. AFSCME Report: Sruria Weirich reported that Local 449 members will have a special meeting for nominations for Division Chair, Vice-chair, Chief Steward, and Recording Secretary on Saturday, August 17. ACES Report: Julie Hecimovich informed that Meet and Confer is working through some final issues and should conclude soon. Council Report: Wendy Turner reported an online survey was conducted July 15-17.

Student Representatives

There was no report.
Faculty Representatives

There was no report.

Governing Board Member Reports

Chairperson’s Report: Chairperson Even reaffirmed the Board’s commitment on the Open Admissions policy and the HLC and self-study report. She announced the monitoring report had been accepted by the HLC. Dr. Even noted Developmental Education will be reviewed. She also informed the Board and the Chancellor were working on the Chancellor’s goals. Chairperson Even said Board development is underway.

Sylvia Lee noted that is very important to back students with academic support so they can achieve their goals.

Marty Cortez stated the Board is committed to find a way for students to be successful.

Secretary to the Board Report — There was no report.

Chancellor’s Report

Chancellor Lambert thanked everyone for the warm welcome he has received from the College employees and the Tucson Community. He noted he is ready to move the College into the future. The Chancellor noted there will be a climate survey in the near future. He also informed a Chancellor’s Cabinet development sessions were held.

Report — June 2013 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending April 2013. Dr. Bea noted the total net assets at the end of April were $209 million, which is a decrease of about $8 million compared to the same time last year.

Report — Provost Report

Dr. Jerome Migler, Provost, gave an update on the HLC Self-study and on the Developmental Education Redesign.
**Information Items**

Separations from Employment

Student Aide Hires

Direct Appointment

These items were noted as information items.

**Action Items**

Approval of Minutes

**Motion to Approve Meeting Minutes**

**Motion No. 7224**

David Longoria – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting of May 9, 2013; Special Meeting of May 10, 2013; Special Meeting of May 15, 2013; Special Meeting of May 17, 2013; Special Meeting of May 22, 2013; Special Meeting of May 29, 2013; Special Meeting of June 11, 2013; Special Meeting of June 12, 2013; Public Hearing of June 12, 2013; Special Meeting of June 12, 2013 (6:45 pm); Regular Meeting of June 12, 2013; Special Meeting of June 14, 2013; Special Meeting of June 19, 2013; Special Meeting of June 25, 2013 (4:00 pm); Special Meeting of June 25, 2013 (4:30 pm); Special Meeting of July 12, 2013 and the Special Meeting of July 26, 2013

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

**Consent Agenda**

**Motion No. 7225**

David Longoria – M, Marty Cortez – S, to approve the Consent Agenda as presented.

15.1 New Appointments
15.2 Adjunct Faculty Appointments
15.3 Temporary Appointments
15.4 Administrator Acting Assignments
15.5 Addendum: Tucson Medical Center – Associate of Applied Science Degree in Nursing Program
15.6 Intergovernmental Agreement: State of Arizona Department of Public Safety, Arizona Counter Terrorism Information Center
15.7 Intergovernmental Agreement: The Arizona Board of Regents on behalf of the University of Arizona for Joint Faculty Appointment Program

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

Adjournment

The meeting adjourned at 8:29 p.m.

___________________________________________
Secretary

___________________________________________
Date
Recommendation:

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

16.1 New Appointments
16.2 Adjunct Faculty Appointments
16.3 Temporary Appointments
16.4 Grant Proposal: City of Tucson “GED Now! Career Readiness”
16.5 Grant Proposal Continuation: AZ Governor’s Office for Children, Youth, and Families AmeriCorps- Pima Adult and Family Literacy Corps
16.6 Grant Proposal: State of Arizona Department of Education Carl Perkins IV-Basic Grant
16.7 Sub-Grant Agreement: First Things First Innovative Professional Development, United Way of Tucson and Southern Arizona
16.8 Curriculum Recommendations: Program Inactivation – Multiple Center for Training and Development (CTD) Programs

Approval

Chancellor

Lee D. Lambert, J.D.
Pima County Community College District
Board of Governors
4905 C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 9/18/13  
Item Number: 16.1

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>New Appointments</td>
<td>Jeffrey Silvyn, General Counsel</td>
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<td>(206-4740)</td>
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Recommendation:

The Chancellor recommends that the Board of Governors approve the following 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. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Staff:

**Brewer, Caleb**  
Police Recruit, Officer in Training  
Hourly Rate: $20.34  
Public Safety  
Effective: 10/1/13*  
Selected to fill an open position  
Education: Associate of Arts, Intelligence Studies, Cochise College, Sierra Vista, Arizona  
Experience: Mr. Brewer has four years experience as a special-forces communications sergeant with the United States Army National Guard in Camp Williams, Utah. He also has three years experience as an all-source intelligence analyst in the United States Army Reserves in Phoenix, Arizona and Baghdad, Iraq.

Recruitment Overview:  
An external recruitment was conducted. Seventy-six applications were received and reviewed. Twenty-three 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 medical, physical, and psychological examinations.

**Canez, Marco**  
Police Recruit, Officer in Training  
Hourly Rate: $20.34  
Public Safety  
Effective: 10/1/13*  
Selected to fill an open position  
Education: Associate of Arts, Liberal Arts, Pima Community College, Tucson, Arizona; Bachelor of Arts, Communication, Spanish Literature, Master of Arts, Teaching and Teacher Education, University of Arizona, Tucson, Arizona
Experience: Mr. Canez has twenty years experience as a personal care assistant for the Ramona Luna Adult Foster Care, two years experience as a truancy prevention specialist and in school suspension teacher for Sunnyside Unified School District, and six months experience as an officer for the Arizona Department of Corrections, all located in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Seventy-six applications were received and reviewed. Twenty-three 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 medical, physical, and psychological examinations.

De La Torre, Elva  
**Assistant Program Manager, Adult Education**

*Salary:* $55,585  
*Effective:* 9/23/13  
*Community Campus*

*Education:* Bachelor of Arts, Communication, California State University, Fullerton, California

*Experience:* Ms. De La Torre has three years experience as a training specialist for the Community Partnership of Southern Arizona in Tucson, Arizona. She also has two years experience as the director of training for the Peace Corps in Surname and Belize, one year experience as an emergency public health trainer for Oxfam Great Britain in Mexico, and four years experience as a community development trainer for the Peace Corps in various countries.

Recruitment Overview:
An external recruitment was conducted. Fifty-five applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President and Community Campus President (temporary).

Evans, Alex  
**Trades Maintenance Technician, Grounds**

*Hourly Rate:* $13.33  
*Effective:* 9/23/13  
*West Campus*

*Education:* High School Diploma, Canyon del Oro High School, Tucson, Arizona

*Experience:* Mr. Evans has three years experience as a landscape technician and groundskeeper for Vail School District in Vail, Arizona and Landscapes by Rick in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Fifteen applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Bill Ward, Vice Chancellor for Facilities.

Ferguson, Starlynn  
**Student Services Specialist**

*Hourly Rate:* $18.53  
*Effective:* 9/23/13  
*District Office*

*Education:* Bachelor of Science, Criminal Justice, Master of Science, Student Personnel Administration, The State University of New York, Buffalo, New York
Experience: Ms. Ferguson has one year experience as an assistant director and lead transfer articulation analyst and two years experience as a transfer articulation analyst for the University of Buffalo in Buffalo, New York.

Recruitment Overview:
An external recruitment was conducted. One hundred and twenty-five applications were received and reviewed. Eleven candidates were invited to interview. The finalists were interviewed by Leticia Menchaca, Assistant Vice Chancellor for Student Development.

Hensley, Michelle Noel  Advanced Program Coordinator, Continuing Education
Salary: $49,736  Community Campus
Effective: 9/23/13  Selected to fill an open position
Education: Bachelor of Arts, Communication, Antioch College, Yellow Springs, Ohio
Experience: Ms. Hensley has one year as a temporary assistant program coordinator in Continuing Education and three years experience as a temporary instructor for Pima for Kids at Pima Community College in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Forty applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President and Community Campus President (temporary).

Toth, Carolyn  Advanced Program Coordinator, Continuing Education
Salary: $49,736  Community Campus
Effective: 9/23/13  Selected to fill an open position
Education: Bachelor of Arts, Anthropology, University of Colorado, Denver, Colorado
Experience: Ms. Toth has three years experience as a temporary program assistant and program coordinator for Continuing Education at Pima Community College in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Thirty-eight applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President and Community Campus President (temporary).

Valdez, Rene  Police Recruit, Officer in Training
Hourly Rate: $20.34  Public Safety
Effective: 10/1/13*  Selected to fill an open position
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Valdez has eight months experience as a part-time community service officer for Pima Community College in Tucson, Arizona, one year experience as a detention support specialist for the Coconino County Sheriff’s Office, and one year experience as a campus security officer for Coconino Community College, both located in Coconino County, Arizona.

Recruitment Overview:
An external recruitment was conducted. Seventy-six applications were received and reviewed. Twenty-three candidates were invited to interview. The finalists (Continued)
were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.
*Contingent upon successful completion of medical, physical, and psychological examinations.

Waltman, Lindsey  
Instructor, Nursing
Salary: $68,296  
Desert Vista Campus
Effective: 9/23/13  
Selected to fill an open position
Education: Bachelor of Science, Nursing, Master of Science, Family Nurse Practitioner, Grand Canyon University, Tucson, Arizona
Experience: Ms. Waltman has six years experience as a registered nurse in Alaska and Arizona.
Recruitment Overview:
An external recruitment was conducted. Six applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President and Community Campus President (temporary).

Approvals

Contact Person Jeffrey Silvyn
Jeffrey Silvyn

Chancellor Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends these individuals as certified adjunct applicants. The Chancellor also recommends 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 the needs of the College and passing a criminal background check.

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

Name: Chenoweth, Sarah M.
Discipline(s): Literature (Academic), Speech Communications (Academic), Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Master of Arts, English, Master of Arts, Communication, Pittsburg State University, Pittsburg, Kansas
Experience: Ms. Chenoweth has been a graduate associate for the last two years at the University of Arizona, Tucson, Arizona. Ms. Chenoweth has no formal adult teaching experience.

Name: Cornegay, Travis M.
Discipline(s): Psychology (Academic), Educational Technology (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Psychology, Master of Science, Educational Technology, University of Arizona, Tucson, Arizona
Experience: Mr. Cornegay taught educational psychology courses for undergraduate students as both an instructor and as a graduate teaching assistant for three years at the University of Arizona, Tucson, Arizona.
Name: Filipowicz, Teresa M.
Discipline(s): Journalism (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Journalism, Master of Arts, Communication Studies, California State University, Sacramento, California
Experience: Ms. Filipowicz was a supervising producer for newscasts on a television station in Tucson, Arizona for four years. She taught a video production and writing course at the University of Arizona, in Tucson, Arizona and public speaking courses at the California State University, in Sacramento, California over a period of four years.

Name: FosterGluck, Geneva L.
Discipline(s): Theatre (Academic Limited Exemption)
Salary: $735 per load hour
Education: Bachelor of Fine Arts, Studio Art, University of Arizona, Tucson, Arizona; Master of Arts, Scenography, University of the Arts, Central St. Martin’s College of Arts and Design, London, United Kingdom
Experience: Ms. Foster Gluck has over thirteen years of teaching experience in arts and performances both in the United States and overseas.

Name: Hook, Jennifer L.
Discipline(s): Early Childhood Education (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Education, Secondary Education, Concordia University, Seward, Nebraska; Master of Education, Early Childhood, Concordia University, St Paul, Minnesota
Experience: Ms. Hook has been an early childhood specialist and coordinator for Cottonwood Enrichment Center and Fountain of Life Lutheran Church and School, both located in Tucson, Arizona over the last five years. She has no formal adult teaching experience.

Name: Kincaid, Katherine J.
Discipline(s): Psychology (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Psychology, Indiana University, Bloomington, Indiana; Master of Counseling, Counseling, Arizona State University, Tempe, Arizona
Experience: Ms. Kincaid has worked as a mental health intern for a total of three years at Phoenix Job Corps and Chicanos por la Causa in Phoenix, Arizona. She was a graduate teaching assistant for five years while attending Arizona State University.

Name: Luo, Yanhong (Sarah), Ph.D.
Discipline(s): Engineering (Academic)
Salary: $735 per load hour
Education: Doctor of Philosophy, Mechanical Engineering, University of Illinois, Chicago, Illinois

(Continued)
Experience: Dr. Luo has worked as a senior engineer over fifteen years for several firms in Arizona and Illinois. She was a teaching assistant for engineering courses at the University of Illinois, in Chicago, Illinois.

Name: Morales, Jennifer M.
Discipline(s): Culinary Arts (Occupational/Workforce)
Salary: $735 per load hour
Education: Associate of Occupational Studies, Le Cordon Bleu, College of Culinary Arts, Scottsdale, Arizona
Experience: Ms. Morales has been working as a sous chef at the Loews Ventana Canyon Resort in Tucson, Arizona. Ms. Morales has no formal adult teaching experience.

Name: Malm, Scott W.
Discipline(s): Biology (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Molecular and Cellular Biology, University of Illinois, Urbana-Champaign, Illinois; Master of Science, Molecular Biology, Microbiology & Biochemistry, Southern Illinois University, Carbondale, Illinois
Experience: Mr. Malm has been a research technician for two years at the University of Arizona. He also worked as a research technician for two years at Southern Illinois University College of Medicine. Mr. Malm has no formal adult teaching experience.

Name: Purkiss, David M.
Discipline(s): Psychology, Literature, Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Psychology, Master of Arts, Psychology, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Purkiss is a research project manager at Pima Community College, Tucson, Arizona. He was a lecturer of English for undergraduate students at the University of Texas, Arlington for six years. In addition, Mr. Purkiss taught English and sociology courses as an adjunct faculty at Coconino Community College, Flagstaff, Arizona for five years.

Name: Lee’ Steffen, Bridget A.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $735 per load hour
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona
Experience: Ms. Lee’ Steffen has worked as a registered nurse for a total of four years at both Carondelet Neurological Institute and Northwest Medical Center, both located in Tucson, Arizona. She has no formal adult teaching experience.
Name: Thomas, Ph.D., Joseph D.
Discipline(s): Psychology (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Liberal Studies, Philosophy, Psychology, Bachelor of Science, Biological Sciences, Master of Arts, Linguistics, Florida International University, Miami, Florida; Master of Arts, Doctor of Philosophy, Psychology, University of Arizona, Tucson, Arizona
Experience: Dr. Thomas has been working for the last year as a postdoctoral research associate and for seven years prior to that as a graduate teaching and research assistant at the University of Arizona in Tucson, Arizona.

Name: Truong, Amy, K.
Discipline(s): Psychology (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Psychology, University of Texas, Arlington, Texas; Master of Arts, Psychology, University of Arizona, Tucson, Arizona
Experience: Ms. Truong has experience as a tutor in Mathematics, Psychology and Statistics at the University of Arizona, Tucson, Arizona. Ms. Truong has no formal adult teaching experience.

Name: Wade, Megan S.
Discipline(s): Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Art, Creative Writing, University of Tennessee, Knoxville, Tennessee; Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Ms. Wade experience as a graduate teaching assistant at the University of Arizona in Tucson, Arizona.

Name: Woodmansee, Ann
Discipline(s): Writing (Developmental), English as a Second Language (Developmental)
Salary: $735 per load hour
Education: Bachelor of Art, French, University of California, Berkeley, California; Master of Arts, English, English as a Second Language, San Francisco State University, San Francisco, California
Experience: Ms. Woodmansee has been working as an English instructor at Seattle Central Institute of English in Seattle, Washington for more than 22 years.

Approvals

Contact Person ___________ Jeffrey Silvyn
Jeffrey Silvyn

Chancellor ________________________________
Lee D. Lambert, J.D.
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. When applicable, assignments are contingent upon candidates passing a criminal background check after offer has been made, accepted and before the first day of employment or addition to a pool.

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.

**Avery, Chris**

**Tutor I**

**DC**

**Effective:** 9/19/13

**Economics, Statistics**

**Duration:** 2013-2014 Fiscal year

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

**Hourly Rate:** $7.80

**Education:** Coursework, University of Arizona, Tucson, Arizona

**Experience:** Mr. Avery is a current University of Arizona student and has been interviewed and recommended by Geselle Coe, Learning Center Coordinator and Dr. Katherine Broneck, Business Instructional Faculty.
Bartholomeaux, Frances  Tutor I    WC
Effective:  9/19/13  Mathematics
Duration:  2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate:  $7.80
Education:  Bachelor of Science, Master of Science, Nursing, University of Arizona, Tucson,
Arizona
Experience:  Ms. Bartholomeaux has twenty-two years experience as an adjunct instructor in
nursing for Grand Canyon University and the University of Arizona, both located
in Tucson, Arizona.  She also has thirty years experience as a nurse for various
hospitals in Tucson, Arizona.

Chavira, Luis   Tutor II    DV
Effective:  9/19/13  Upward Bound
Duration:  2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate:  $8.00
Education:  Coursework, Pima Community College
Experience:  Mr. Chavira is a current Pima Community College student and has two years
experience as a volunteer peer tutor and  Upward Bound tutor.  He has been
interviewed and recommended by Daniel Pacheco, Program Manager for Upward
Bound.

Gasker, Michael   Office Aide    WC
Effective:  9/19/13  Digital Arts
Duration:  2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate:  $7.80
Education:  Associate of Arts, Advertising Art, Southwest University of Visual Arts, Tucson,
Arizona
Experience:  Mr. Gasker has ten years experience as a graphic designer and artist for Legacy
Label and Graphic Impact in Tucson, Arizona.

Hendrix, Derrick   Tutor I    WC
Effective:  9/19/13  Mathematics
Duration:  2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate:  $7.80
Education:  Associate of Science, Engineering, Pima Community College, Tucson, Arizona
Experience:  Mr. Hendrix is a current University of Arizona student in Mechanical
Engineering.  He has one year experience as a private mathematics tutor and has
been interviewed and recommended by Kai Lindstedt, Laboratory Specialist for
Mathematics.
Temporary Appointments

Johnson, Katie    Tutor II    DC
Effective:       9/19/13    Upward Bound
Duration:        2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:     $9.50
Education:       Coursework, University of Arizona, Tucson, Arizona
Experience:      Ms. Johnson is a current student at the University of Arizona in Mathematics and Education and has been interviewed and recommended by Dr. Lynette Olsen, Program Manager for Upward Bound.

Lund, Kimberley  Instructor    WC
Effective:       8/24/13    Upward Bound
Duration:        2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:     $21.10
Education:       Bachelor of Fine Arts, Studio Art, Master of Art, Art Education, Doctor of Philosophy, Higher Education, University of Arizona, Tucson, Arizona
Experience:      Ms. Lund has five years experience as an adjunct art faculty for Pima Community College in Tucson, Arizona. Ms. Lund will serve as a temporary instructor for the Upward Bound program for one semester.

Merino, James    Instructor    DV
Effective:       9/19/13    Upward Bound
Duration:        2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:     $21.10
Education:       Bachelor of Arts, Psychology, University of Arizona, Tucson, Arizona; Master of Arts, Organizational Management, University of Phoenix, Tucson, Arizona
Experience:      Mr. Merino has five years experience as a reading and mathematics interventionist for Odyssey Education Inc. and eight years experience as a government teacher and coordinator for Jobs for Arizona’s Graduates for the Sunnyside Unified School District, both located in Tucson, Arizona.

Morgan, Joseph   Instructor    DC
Effective:       9/19/13    Upward Bound
Duration:        2013-2014 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:     $21.10
Education:       Bachelor of Arts, Master of Arts, History, University of Arizona, Tucson, Arizona
Experience:      Mr. Morgan was interviewed and recommend as a history instructor by Dr. Lynette Olsen, Program Manager for Upward Bound.

(Continued)
Morris, Nick  
**Tutor I**  
*WC*

- **Effective:** 9/19/13  
- **Duration:** 2013-2014 Fiscal year  
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
- **Hourly Rate:** $7.80  
- **Education:** Coursework, University of Arizona, Tucson, Arizona  
- **Experience:** Mr. Morris is a current student at the University of Arizona in Astronomy and Physics and has been interviewed and recommended by Kai Lindstedt, Laboratory Specialist for Mathematics.

Ortiz, Samantha  
**Support Technician**  
*DO*

- **Effective:** 9/19/13  
- **Duration:** 2013-2014 Fiscal year  
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
- **Hourly Rate:** $14.38  
- **Education:** High School Diploma, Tucson High Magnet School, Tucson, Arizona  
- **Experience:** Ms. Ortiz has two years experience as a finance staff assistant and receptionist for Tucson Unified School District and Encore Senior Village. She also has two years experience as a customer service representative for APAC Customer Services and Convergys, all located in Tucson, Arizona.

Randolph, Jordan  
**Tutor II**  
*DC*

- **Effective:** 9/19/13  
- **Duration:** 2013-2014 Fiscal year  
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
- **Hourly Rate:** $9.50  
- **Education:** Coursework, University of Arizona, Tucson, Arizona  
- **Experience:** Mr. Randolph is a current student at the University of Arizona in Mathematics and Spanish and has been interviewed and recommended by Dr. Lynette Olsen, Program Manager for Upward Bound.

Riggs, Adriana  
**Tutor II**  
*WC*

- **Effective:** 9/19/13  
- **Duration:** 2013-2014 Fiscal year  
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
- **Hourly Rate:** $8.72  
- **Education:** Bachelor of Science, Applied Mathematics, University of Arizona, Tucson, Arizona  
- **Experience:** Ms. Riggs has one year experience as a mathematics teaching assistant for the Tucson Unified School District in Tucson, Arizona. She has been interviewed and recommended by Kai Lindstedt, Laboratory Specialist for Mathematics.
Romano, Tommy  
**Assistant Men’s Basketball Coach**  
**WC**  
**Effective:** 9/19/13  
**Duration:** 2013-2014 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $10.00  
**Education:** Bachelor of Science, Sociology, University of Oregon, Eugene, Oregon  
**Experience:** Mr. Romano has one year experience as an assistant basketball coach for Waldorf High School in San Francisco, California.

Ross, Mary  
**Support Assistant**  
**WC**  
**Effective:** 9/19/13  
**Duration:** 2013-2014 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $13.33  
**Education:** Associate of Applied Science, System and Network Administration, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Ross has two years experience as a Federal Work Study student aide in the Learning Center.

Thoms, Bruce  
**Tutor II**  
**WC**  
**Effective:** 9/19/13  
**Duration:** 2013-2014 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $9.18  
**Education:** Bachelor of Science, Mechanical Engineering, University of Colorado, Boulder, Colorado  
**Experience:** Mr. Thoms has six years experience as a volunteer mathematics tutor for Pima Community College in Tucson, Arizona. He has been interviewed and recommended by Kai Lindstedt, Laboratory Specialist for Mathematics.

Tocco, Joe  
**Tutor I**  
**WC**  
**Effective:** 9/19/13  
**Duration:** 2013-2014 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $7.80  
**Education:** Associate of Science, Business Administration, North Idaho College, Coeur D’Alene, Idaho  
**Experience:** Mr. Tocco has one year experience as a peer tutor for North Idaho College in Coeur D’Alene, Idaho. He has been interviewed and recommended by Kai Lindstedt, Laboratory Specialist for Mathematics.
Travers, Beverly  Human Resources Specialist  DO
Effective:  9/19/13  Employee Relations
Duration:  2013-2014 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:  $18.53
Education:  Bachelor of Science, Physical Education and Biology, Master of Education, Curriculum and Supervision, University of Wisconsin, Madison, Wisconsin
Experience:  Ms. Travers has ten years experience as a manager and director in human resources for Brown University in Providence, Rhode Island. She is currently working as a temporary agency employee in human resources at Pima Community College.

Van der Walt, Jana  Tutor II  DC
Effective:  9/19/13  Upward Bound
Duration:  2013-2014 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:  $9.50
Education:  Coursework, University of Arizona, Tucson, Arizona
Experience:  Ms. Van der Walt is a current student at the University of Arizona in Mathematics and Communication. She has been interviewed and recommended by Dr. Lynette Olsen, Program Manager for Upward Bound.

Zaverton, Stephen  Tutor I  DV
Effective:  9/19/13  Chemistry, Mathematics
Duration:  2013-2014 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:  $7.80
Education:  Coursework, University of Arizona, Tucson, Arizona
Experience:  Mr. Zaverton is a current University of Arizona student in Chemistry and was interviewed and recommended by Gustavo Miranda, Laboratory Specialist for Mathematics and Carla Boyd, Learning Center Coordinator.

Approvals

Contact Person  Jeffrey Silvyn
Jeffrey Silvyn

Chancellor  Lee D. Lambert, J.D.
Meeting Date: 9/18/13

**Item Number**: 16.4

**Item Title**: Grant Proposal: City of Tucson GED Now! Career Readiness

**Contact Person**: Dr. Johnson Bia,
Acting President,
Community Campus
(206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Community Campus “GED Now! Career Readiness” grant proposal contract extension and if funded, acceptance of the contract extension agreement from the City of Tucson. The contract extension agreement continues to annually serve 80 youth and adults in Tucson who do not have a high-school diploma. The performance period will be July 1, 2013 through June 30, 2014. The total amount requested for year one is $60,000.00.

**Justification:**

Pima Community College Adult Education’s GED Now! Career Readiness program annually serves at least 80 youth and adults in Tucson who do not have a high-school diploma. The program takes these individuals through 10-week class sessions that teach them the basic skills they need to pass the GED Exam, as well as focusing on skills that will help them transition to college or a career after passing the GED Exam. The goal of the program is to create an intensive environment to study basic skills, move students quickly through the GED Tests, and prepare students for the world of work or their future in higher education.

The intent of the program is to serve some of the hardest to reach in the Tucson area such as teen parents, underemployed adults, adults with limited literacy and adults without a GED or high school diploma. The majority of participants reside within the Tucson city limits. Age of participants ranges from 16-85, with the majority of participants falling within the 23-59 age range. Ethnicity among participants varies as well, with representation from 8 different categories, but the majority of participants in the 2012-2013 program year (71%) were of Hispanic origin. 61% of participants in 2012-2013 were female, while 39% were male. The large majority of participants reported extremely low income levels.

Pima Community College Adult Education offers GED Now for Career Readiness classes at three main learning centers in different, primarily low-income areas throughout Tucson, including the El Pueblo Learning Center on the south side at Irvington Rd. and S. 6th Ave., the El Rio Learning Center on the west side at Speedway and Riverview, and the 29th St. Coalition Center on the southeast side at 29th St. and Columbus.
College Plan Initiative:

This program supports the 2011-13 College Plan:
- Initiative 1: Strengthen Development Education
  - Strategy 1.4.2: Provide a smooth transition between PCC Adult Education and credit courses.

Financial Considerations:

The total grant amount being requested is $60,000.00 for a one-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff, and employee related expenses</td>
<td>$49,076</td>
<td>$49,076</td>
</tr>
<tr>
<td><strong>Total Personnel and Fringe</strong></td>
<td>$49,076</td>
<td>$49,076</td>
</tr>
<tr>
<td><strong>Supplies and Materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional supplies</td>
<td>$3,098</td>
<td>$3,098</td>
</tr>
<tr>
<td><strong>Total Supplies and Materials</strong></td>
<td>$3,098</td>
<td>$3,098</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$52,174</td>
<td>$52,174</td>
</tr>
<tr>
<td><strong>Total Indirect Costs</strong></td>
<td>$7,826</td>
<td>$7,826</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

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

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

Approvals

Contact Person ______ Johnson Bia
Dr. Johnson Bia

Chancellor __________________________
Lee D. Lambert, J.D.
Meeting Date: 9/18/13  
Item Number: 16.5

**Item Title**  
Grant Proposal Continuation: AZ Governor’s Office for Children, Youth, and Families AmeriCorps- Pima Adult and Family Literacy Corps

**Contact Person**  
Dr. Johnson Bia, Acting President, Community Campus (206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Community Campus “Pima Community College Family Literacy Program (FLP)” grant proposal continuation; and if funded, acceptance of the grant award from AZ Governor’s Office for Children, Youth, and Families. The grant continuation proposes to engage in two main initiatives: Leadership development and literacy advancement, targeting Pima Community College Adult Education (PCCAE) students. Both initiatives will be layered so that AmeriCorps members will be simultaneously developing their own skills in these two areas and then supporting other PCCAE adult students to do the same. The grant performance period is from September 1, 2013 through August 30, 2014. The award amount is $132,360.00.

**Justification:**

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

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

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

**College Plan Initiative:**

This program supports the 2011-13 College Plan:

(Continued)
• Initiative 4: Expand Educational and Workforce Opportunities
  ○ Strategy 4.2: Strengthen community partnerships for student career readiness

Financial Considerations:

The total grant amount being requested is $132,360 for a one-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th></th>
<th>Year 1-Grant Funds</th>
<th>Year 1-College Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$10,973</td>
<td>$59,115</td>
<td>$70,088</td>
</tr>
<tr>
<td>Fringe</td>
<td>$4,170</td>
<td>$22,463</td>
<td>$26,633</td>
</tr>
<tr>
<td>Total Personnel and Fringe</td>
<td>$15,143</td>
<td>$81,579</td>
<td>$96,721</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,124</td>
<td>$5,622</td>
<td>$7,746</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$904</td>
<td>$1,936</td>
<td>$2840</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member training</td>
<td>$200</td>
<td>$320</td>
<td>$520</td>
</tr>
<tr>
<td>Evaluation</td>
<td>$2000</td>
<td>$0</td>
<td>$2000</td>
</tr>
<tr>
<td>Other member background checks</td>
<td>$200</td>
<td>$879</td>
<td>$1079</td>
</tr>
<tr>
<td>Total Other Expenses</td>
<td>$2,400</td>
<td>$1,199</td>
<td>$3,599</td>
</tr>
<tr>
<td>Member costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Allowances</td>
<td>$92,565</td>
<td>$16,335</td>
<td>$108,900</td>
</tr>
<tr>
<td>Support Costs</td>
<td>$12,609</td>
<td>$2,226</td>
<td>$14,835</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$105,174</td>
<td>$110,560</td>
<td>$215,734</td>
</tr>
<tr>
<td>Total Indirect costs</td>
<td>$6,614</td>
<td>$23,464</td>
<td>$30,078</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$132,360</td>
<td>$132,360</td>
<td>$264,720</td>
</tr>
</tbody>
</table>

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

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

Approvals

Contact Person ________________ Johnson Bia
                          Dr. Johnson Bia, President

Chancellor ___________________________  Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 9/18/13  Item Number: 16.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: State of Arizona Department of Education</td>
<td>Dr. Jerome Migler, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
<tr>
<td>Carl Perkins IV- Basic Grant</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the District Office “Carl Perkins IV- Basic Grant” grant proposal; and if funded, acceptance of the grant award from the State of Arizona Department of Education. The grant proposes District-wide support to improve occupational programs at the college with permissible activities such as support of occupational professional development for faculty and staff, updating equipment, professional support for faculty to increase student success, and linking secondary and postsecondary through the development and administrations of occupational programs of study which are intended to develop career training opportunities to secondary students. The grant performance period is from July 1, 2013 through September 30, 2014. The award amount is $347,352.00.

Justification:

District-wide support to improve occupational programs at the college with permissible activities such as support of occupational professional development for faculty and staff, updating equipment, professional support for faculty to increase student success, and linking secondary and postsecondary through the development and administrators of occupational programs of study which are intended to develop career training opportunities to secondary students. The grant has a total of 11 objectives for each participating program (Aviation Technology (AVM), Building and Construction Technology (BCT), Welding and Fabrication (WLD), and Career and Student Services) and co-chair programs of study consortium.

College Plan Initiative:

This agreement supports the 2011-13 College Plan:
Initiative #2: Improve the Overall Success of Student Learning

Financial Considerations:

The total grant amount being requested is $347,352.00 for a one-year period. The table below illustrates the expense items to be supported by the grant.
Year 1 | Total  
---|---
**Personnel** |  
Salaries-Non-Instructional | $139,401 | $139,401  
*Fringe* | $26,411 | $26,411  
Total Personnel and Fringe | $165,812 | $165,812  
**Supplies and Materials** |  
| $6,935 | $6,935  
**Purchased Services/Consultant** |  
| $21,500 | $21,500  
**Other Expenses** |  
Printing & Reproduction | $700 | $700.00  
*Capital Outlay* (Capital and Non-Capital line items) | $61,643 | $61,643  
**Total Direct Costs** | $272,103.99 | $272,103.99  
**Total Indirect Costs @5 %** | $13,605.20 | $13,605.20  
**TOTAL COST** | $347,352.19 | $347,352.19  

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

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**Approvals**

**Contact Person**  
**Dr. Jerome Migler**  
Dr. Jerome Migler

**Chancellor**  
Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors approve Pima Community College’s participation in the renewal of the First Things First Innovative Professional Development Sub-grant Agreement from United Way of Tucson and Southern Arizona. The performance period is July 1, 2012 to June 30, 2014. The total amount requested is $79,400.

Justification:

The sub-grant agreement from United Way of Tucson and Southern Arizona will provide continuity of services to PCC Early Childhood Education students and will build upon the work of the past sub-grants. Since 2009, the sub-grant has facilitated completion of Early Childhood associate degrees at Pima Community College (PCC) and smooth transitions to Early Childhood Bachelor's degree programs, with a special focus on using Department supports at PCC and the University of Arizona College of Education.

Benefits to the College:

- Increased opportunities for Pima College students to transfer to a bachelor’s degree program in Early Childhood.
- Partnerships with state and local entities to build and maintain a system of high quality Early Childhood Education in Pima County, tied to college credit.

College Plan Initiative:

This agreement supports the 2011-13 College Plan:
Initiative #4 Expand Educational and Workforce Opportunities
- Strategy 4.1, Action 4.1.2. Action 4.1.5
- Strategy 4.5, Action 4.5.3
- Strategy 4.6, Action 4.6.1 Action 4.6.5, Action 4.6.9

Financial Considerations:

The total grant amount being requested is $79,400. The table below illustrates the expense items to be supported by the grant.

(Continued)
**DIRECT PROGRAM EXPENSES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1 – United Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Classified</td>
<td></td>
</tr>
<tr>
<td>• Advanced Program Coordinator (.80)</td>
<td>43,124.80</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td></td>
</tr>
<tr>
<td>• Adjunct Faculty (1 credit leadership course)</td>
<td>2,940.00</td>
</tr>
<tr>
<td>• Adjunct instructor (3 credit MAT089 ECE cohort)</td>
<td></td>
</tr>
<tr>
<td>Other Compensation (tutors &amp; lab technicians)</td>
<td>2,280.00</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>16,663.58</td>
</tr>
<tr>
<td>Travel</td>
<td>6,200.00</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>74.00</td>
</tr>
<tr>
<td>Scholarships</td>
<td>900.00</td>
</tr>
<tr>
<td>Subtotal Direct Costs</td>
<td>72,182.00</td>
</tr>
<tr>
<td>Indirect Costs (10%)</td>
<td>7,218.00</td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>79,400.00</strong></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.

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**Approvals**

Contact Person __________ Dr. Johnson Bia __________

Dr. Johnson Bia

Chancellor __________

Lee D. Lambert, J.D.
Meeting Date: 9/18/13  Item Number: 16.8

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Recommendations: Program Inactivation – Multiple Center for Training and Development (CTD) Programs</td>
<td>Dr. Jerome Migler, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

**Recommendation:**

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of the following programs:

- Adv Customer Service Rep – CTD (CTDRECEPTION)
- Basic Customer Service Rep – CTD (CTDTELESERVE)
- Behavioral Health Tech – CTD (CTDBHHLTHTEC)
- Clinical Skills Update RN – CTD (CTDRNUPDATE)
- Data Entry Operator – CTD (CTDDATENOPR)
- File Clerk – CTD (CTDFILECLERK)
- Job Readiness Skills – CTD (CTDJOBSKILLS CTL)
- Job Readiness Skills – CTD (CTDJOBSKILLS CTW)
- LPN Clinical Refresher Course – CTD (CTDLPNREFRSH)
- Microsoft Word for Windows – CTD (CTDMSWORDWIN)
- Prac Nurse Proficiency Exam – CTD (CTDPNPROEVAL)
- Unit Clerk – CTD (CTDUNITCLERK)

**Justification:**

The Desert Vista Campus requests inactivation of the above programs for a variety of reasons as listed below.

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Customer Service Rep – CTD (CTDTELESERVE)</td>
<td>Program first offered in 1997. Has not been offered for some time. Skills no longer relevant – Have been replaced by updated skills integrated into more current programs.</td>
</tr>
<tr>
<td>Behavioral Health Tech – CTD (CTDBHHLTHTEC)</td>
<td>Program first offered in 2003. Has not been offered for some time. Program has been replaced by current credit program that began in Jan. 2013.</td>
</tr>
<tr>
<td>Clinical Skills Update RN – CTD (CTDRNUPDATE)</td>
<td>Program first offered in 2001. Program is outdated; cannot refer to refresher as “clinical”. Program has been replaced by RN Refresher Program</td>
</tr>
<tr>
<td>Program Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Data Entry Operator – CTD (CTDDATENOPR)</td>
<td>Program first offered in 1997. Skills are no longer relevant – Have been replaced by updated skills integrated into more current programs.</td>
</tr>
<tr>
<td>File Clerk – CTD (CTDFILECLERK)</td>
<td>Program first offered in 1997. Has not been offered since 2003. Skills are no longer relevant – Have been replaced by updated skills integrated into more current programs.</td>
</tr>
<tr>
<td>Job Readiness Skills – CTD (CTDJOBSKILLS CTL)</td>
<td>Program was developed for a specific Arizona state job training program in 1997. Program no longer offered.</td>
</tr>
<tr>
<td>Job Readiness Skills – CTD (CTDJOBSKILLS CTW)</td>
<td>Program was developed for a specific Arizona state job training program in 1997. Program no longer offered.</td>
</tr>
<tr>
<td>LPN Clinical Refresher Course – CTD (CTDLPNREFRSH)</td>
<td>Program first offered in 2004. Program is outdated; cannot refer to refresher as “clinical”. Program has been replaced by RN Refresher Program (CTDRNREFRESH).</td>
</tr>
<tr>
<td>Microsoft Word for Windows – CTD (CTDMSWORDWIN)</td>
<td>Program first offered in 1995. Program was requested by Jones Intercable. Has not been offered since 2003. Skills are outdated – Have been replaced by objectives in subsequent programs.</td>
</tr>
<tr>
<td>Prac Nurse Proficiency Exam – CTD (CTDPNPROEVAL)</td>
<td>Pima Community College no longer offers the LPN proficiency exam.</td>
</tr>
<tr>
<td>Unit Clerk – CTD (CTDUNITCLERK)</td>
<td>Program first offered in 1998. Skills are no longer relevant – Have been replaced by updated skills integrated into more current programs.</td>
</tr>
</tbody>
</table>

**College Plan Initiative:**

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.1.6 which states: Modify programs and courses as required to meet changing career trends.

**Financial Considerations:**

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

**Approvals**

Contact Person  
**Jerome Migler**  
Dr. Jerry Migler

Chancellor  
Lee D. Lambert, J.D.
**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Chancellor’s Goals, Objectives and Timelines 2013-2014, as outlined in the attached document. The goals, which will provide clear direction for the Chancellor and the Chancellor’s Cabinet for the upcoming year, are as follows:

Goal 1: Successfully complete and submit all reports needed for reaccreditation under the Higher Learning Commission (HLC).

Goal 2: Improve and strengthen the level of constructive employee engagement College-wide.

Goal 3: Restore professionalism and confidence in the leadership and governance of the College.

Goal 4: Increase the level of community engagement by the Board of Governors’, the Chancellor and the administrative leadership team within Tucson and Pima County, the state of Arizona and nationally.

Goal 5: Improve the operational effectiveness of the College guided by data informed and evidence based decision(s).

**Approvals**

Chancellor

Lee D. Lambert, J.D.
Meeting Date: 9/18/13  
Item Number: 18  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Community College Trustees (ACCT)</td>
<td>Lee D. Lambert, Chancellor (206-4747)</td>
</tr>
<tr>
<td>Leadership Congress Voters</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors nominate two Board members to serve as the voting delegate(s) and the alternate(s) for the upcoming ACCT Annual Leadership Congress, October 1-5, 2013.

**Approvals**

Chancellor ____________________________  
Lee D. Lambert, J.D.