NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
October 9, 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.

6. Reports by Staff Representatives
   • Staff Representatives Amy Parker and Robert Ramirez will provide highlights from the Staff Council meeting of October 4. Highlights will include: Provost’s Report, Chancellor’s Report, Liaison Report and 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 October 4. Highlights will include: Chancellor’s Report, Provost’s Report, PCCEA Report and Faculty Senate President’s Report.

9. Academic Reports
   • Adult Education
   • Machine Tool Technology
   • HLC Progress
   • Developmental Education Update

    • Preliminary fiscal year 2013-2014 results through August 2013

Information Items

11. Separations from Employment
    • Information item listing retirements and separations from employment: Aaron R. Aster, Janice L. Conway, Rebecca M. Gallivan, Patricia M. Grasis, Stephanie M. Savory, Carmen R. Turner.

12. Student Aide Placements
    • Information item listing student aide appointments: Gabriela Acuna, Anna Aguilar, Carlos Aguilar, Vicente Aguirre-Minjarez, Marcos Ameneiros, Cesar Andrade, Fernando Andrade, Jacqueline Angulo, Anissa Barajas, Dennis Benedetto, Whit Bennett, Jeremy Bilbrey, William Brooks, Melissa Burns, Luis Bustamante, Lorena Castillo, Clarissa Celaya, Juana
Information Items (Continued)


13. GED Exam Fee Increase to $150
   • Administration is providing information on the fee increase for GED exams as requested by Pearson VUE, vendor of the GED Exam.

14. BP-2304: Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property – First Reading
   • Administration submits the first reading of Board Policy 2304: Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property

Action Items

15. Approval of Minutes of the following meetings:
   A. Special Meeting of August 23, 2013
   B. Special Meeting of September 14, 2013
   C. Special Meeting of September 18, 2013
   D. Regular Meeting of September 18, 2013
Action Items (Continued)

16. Consent Agenda

16.1 New Appointments
- Administration is requesting approval to hire the following individuals: Courtney Armbruster, Support Technician; Kyle Ayer, Laboratory Specialist, Automotive; Michael Flores, Instructor, HVAC; Patrick Huddleston, Material Management Coordinator; Cristin Lucas, Laboratory Specialist, Archaeology; Adrian Smith, Student Services Advanced Specialist; Nolberto Soto, Trades/Maintenance Specialist, Structural Systems and Sandra Wiltshire, Human Resources Advanced Analyst.

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: Patricia O. Abou Srour, Anthropology; Jon K. Aguirre, Electrical Utilities Technology; DeeAnne M. Au, Fitness and Wellness; Brooke M. Beam, Ph.D., Chemistry; Willie J. Bonner, Art; Kenneth S. Cargill, Russian; William Cordeiro, Writing; Yesenia Coria, Reading; John (Jack) W. Draper, Building/Construction Technology; August D. Ench, Culinary Arts; Michael D. Esser, Building and Construction Education; Tara L. Finley, Nursing; Leslie A. Fisher, Business Management Systems; Margaret M. Fried, Nursing; LaDonna M. Gabrielson, Sign Language Interpreter; Anabel Galindo, History; Janice K. Green, Nursing; Wendy L. Gauthier, Culinary Arts; Alisha M. Gibson, History; Rose Anna Harris, Nursing; Jessica A. Hernandez, Nursing; Patricia M. Hillyard, Fitness and Wellness; Randall E. Hotchkiss, Finance, Real Estate; Markus E. Jwander, Business, Management, Mathematics; Angela Leighton, Psychology; John A., Marchello, Ph.D., Culinary; Ryan K. Mason, Writing, Literature ; Matthew K. Medeiros, Ph.D., Chemistry, Biology, Pharmacy Technology; Geraldine D. Meinke, Ph.D., Biology; Gregg Novak, Pharmacy Technology; Kenton L. Oliphant, Computer Aided Drafting; Edgard L. Ore-Giron, Spanish; Sarah G. Orzel, Fitness and Wellness; Rebecca A. Payne, Ph.D., Writing, Sandra D. Shattuck, Ph.D., Writing, Literature; Sherilyn Sherwood, Nursing); Scott M. Skinner, Journalism; Michael A. Teske, Humanities and Latin; Barbara W. Truex, D.M.V., Veterinary Science, Veterinary Technology; Mariah K. Young, Writing and Emma L. Williams, Biology.
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: Scott Bosworth, Laboratory Specialist; Janice Conway, Sign Language Interpreter; Donald Fox, Special Projects Professional; Christina Harbour, Sign Language Interpreter; Sarah Haught, Workforce Trainer; Christopher Kosters, Laboratory Technician; Joseph Langlois, Laboratory Specialist; Esther Leyva-McGee, Tutor II; Barbara Lundstrom, Auxiliary Aid; Beverly Murphy, Workforce Trainer; Kristi Perez, Tutor I; Abigail Rains, Laboratory Technician; Cathy Russell, Instructional Designer; Karin Sandberg, Laboratory Assistant; DeAnna Simmons, Laboratory Technician; Sarah Strehlow, Sign Language Interpreter; John Wesley, Laboratory Technician and Susan Wolf, Substitute Instructor.

16.4 Extension of Sub-recipient Agreement: Sunnyside Unified School District and Arizona Department of Education, Pima County Community College Adult Education Comprehensive Family Literacy Program
- Administration is requesting approval of a three-year extension to a sub-recipient agreement between Sunnyside Unified School District and the Pima Community College Adult Education Program to provide Comprehensive Family Literacy services for the period July 1, 2013 through June 30, 2016 in the annual amount of approximately $63,000.00.

16.5 Intergovernmental Agreement: Pima Community College/Pima County Regional Wastewater Reclamation Department (RWRD) Leadership for Supervision Training Program
- Administration is requesting approval of a five-year agreement for the establishment of an educational program whereby Pima Community College instructors will develop and teach components of Pima County Regional Wastewater Reclamation Department’s employee training and professional development programs, including “Leadership for Supervision Program” for RWRD supervisors and managers and similar programs. The agreement is estimated to be $2,700.00 per year.

16.6 Intergovernmental Agreement: Pima Community College/Arizona Governor’s Office of Highway Safety
- Administration is requesting approval of a five-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College will provide educational courses and/or training programs to Law Enforcement personnel. The agreement is estimated to be $2,133.00 per year.
Action Items (Continued)

16.7 Intergovernmental Agreement: Pima Community College/ Pima County Sheriff’s Department
- Administration is requesting approval of a five-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College and the Pima County Sheriff’s Department will leverage resources to provide credit courses mutually agreed upon in the Law Enforcement and Corrections Officer Programs. This is a reciprocal agreement with no exchange of financial consideration.

16.8 Agreement: Pearson VUE Authorized Center Agreement
- Administration is requesting approval of a one-year agreement for the setup and operation of a Pearson VUE Testing Center that would allow Community Campus to administer computerized GED testing. This agreement will automatically renew annually. This agreement is estimated to bring in $75,000.00 per year.

16.9 Contract: Amendment #2 to Operating Agreement for the Operation and Maintenance of the Community Performing Arts and Learning Center in Green Valley
- Administration is requesting approval of the Amendment #2 to the Operating Agreement with Pima County for the Operation and Maintenance of the Green Valley Community Performing Arts and Learning Center.

Other Action Items

17. Expedited Interim Administrator Appointments
- Administration is requesting approval to authorize the Chancellor to make expedited interim administrator appointments per ARS 15-1445; BP-1502 and BP-4102. This appointment authority by the Chancellor shall expire on June 30, 2014.

18. Contract Award: HLC Project Management Services
- Administration is requesting approval of a contract for consultant or consulting firms to provide project management assistance and support for the College’s Accreditation Self-Study project. This award is expected to exceed $100,000.

Adjournment

Regular Meeting
November 13, 2013, 7:00 p.m.
* 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.

* 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: 10/9/13

Item Number: 1-3

<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>
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</tbody>
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1. Call to Order

2. Pledge of Allegiance

3. Public Comment

Approval

Chancellor__________________________

Lee D. Lambert, J.D.
# REPORTS

**Meeting Date:** 10/9/13  
**Item Number:** 4-9

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Reports</td>
<td>Chancellor’s Office (206-4747)</td>
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<tr>
<td>4. Governing Board Member Reports</td>
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</tr>
<tr>
<td>5. Chancellor’s Report</td>
<td></td>
</tr>
<tr>
<td>6. Reports by Staff Representatives</td>
<td></td>
</tr>
<tr>
<td>7. Reports by Student Representatives</td>
<td></td>
</tr>
<tr>
<td>8. Reports by Faculty Representatives</td>
<td></td>
</tr>
<tr>
<td>9. Provost’s Report</td>
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</tr>
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## Approval

Chancellor_____________________________________

Lee D. Lambert, J.D.
Recommendation:

Attached are the financial statements showing preliminary 2013/14 fiscal year results through August 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 continuing the fiscal year with a positive net position reported through the end of August. The year-to-date increase in net position through month end is approximately $902 thousand, a decrease from the previous year’s gain of $1.7 million. This is partly due to a decrease in summer tuition revenue when compared to the same time last year as a result of the timing of tuition associated with summer sessions ‘B’ and part of ‘C’. Last year this proration occurred in August which increased tuition revenue for that month compared to this year. This fiscal year the proration will occur in September and will be reflected in the financial statements provided at next month’s Board meeting.

Summary of Expenditures – General and Designated Funds:

In terms of budget performance, General and Designated Fund revenues and expenditures are in line with budget and our expectations. Personal Services expenditures are 13 percent of budget, which is similar to the previous year. In absolute terms, Personal Services expenditures were $15.5 million, which is equal to the amount from the same period of fiscal year 2012.

Services and Supplies expenditures are approximately 15.3 percent of the budget, which is slightly lower than the previous year. In absolute terms, Services and Supplies expenditures were $4.8 million, which is slightly lower than the amount from the same period of fiscal year 2013. 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.

(Continued)
Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of August was $208 million, which is a decrease of about $7.2 million compared to the same time last year. This decrease is primarily due to the annual depreciation of investments in capital.

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Approvals

Contact Person ____________________________

Dr. David Bea

Chancellor ________________________________

Lee D. Lambert, J.D.
### Statement of Net Position (formerly Statement of Net Assets)
August 31, 2013
(Preliminary)

#### General & Auxiliary & Plant & Total All Funds

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$7,350,703</td>
<td>$(2,283,043)</td>
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<tr>
<td>Receivables:</td>
<td></td>
<td></td>
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<tr>
<td>Short-term Investments</td>
<td>35,025,629</td>
<td>35,025,629</td>
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<tr>
<td>Property Taxes</td>
<td>3,997,738</td>
<td>137,951</td>
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<tr>
<td>Accounts (net of allowances)</td>
<td>10,671,337</td>
<td>2,521</td>
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<tr>
<td>Government Grants and Contracts</td>
<td>8,904,021</td>
<td>1,421,682</td>
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<tr>
<td>Student Loans (net of allowances)</td>
<td>598,834</td>
<td>40,303</td>
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<tr>
<td>Other</td>
<td>480,964</td>
<td>480,964</td>
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<tr>
<td>Total Current Assets</td>
<td>58,913,925</td>
<td>6,674,012</td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>1,566,303</td>
<td>1,566,303</td>
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<tr>
<td>Notes Receivable (net of allowances)</td>
<td>502,201</td>
<td>502,201</td>
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<td>Other Long-term Investments</td>
<td>9,094,830</td>
<td>20,000,000</td>
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<td>Investments in Capital:</td>
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<tr>
<td>Land</td>
<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>86,468,672</td>
<td>86,468,672</td>
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<td>Construction in Progress</td>
<td>1,450,322</td>
<td>1,450,322</td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>1,192,817</td>
<td>1,192,817</td>
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<td>Library Books (net of depreciation)</td>
<td>1,876,567</td>
<td>1,876,567</td>
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<td>Total Noncurrent Assets</td>
<td>9,094,830</td>
<td>128,348,193</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$68,008,755</td>
<td>$6,674,012</td>
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#### Liabilities

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
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<tr>
<td>Accrued Payroll and Benefits</td>
<td>3,426,912</td>
<td>3,426,912</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>885,060</td>
<td>25,588</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>397,439</td>
<td>397,439</td>
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<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
<td>4,142,048</td>
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<td>Total Current Liabilities</td>
<td>8,454,020</td>
<td>25,588</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
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<tr>
<td>Unearned Revenue</td>
<td>17,899</td>
<td>17,899</td>
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<td>Long-term Liabilities</td>
<td>3,558,364</td>
<td>3,280,000</td>
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<td>Total Noncurrent Liabilities</td>
<td>3,576,263</td>
<td>3,280,000</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$12,030,283</td>
<td>$25,588</td>
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#### Net Position

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<tr>
<th>Net Position</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>$102,999,688</td>
<td>$102,999,688</td>
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<tr>
<td>Restricted for:</td>
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<tr>
<td>Loans</td>
<td>1,423,348</td>
<td>1,423,348</td>
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<td>Debt Service</td>
<td>1,823,313</td>
<td>1,823,313</td>
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<tr>
<td>Other (Capital Projects)</td>
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<tr>
<td>Grants and Contracts</td>
<td>$1,521,717</td>
<td>$1,521,717</td>
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<tr>
<td>Unrestricted</td>
<td>55,978,472</td>
<td>8,170,141</td>
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<td><strong>Total Net Position</strong></td>
<td>$55,978,472</td>
<td>$6,648,424</td>
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Total Net Position: Current Year vs. Prior Year | $ (7,230,984) |
## Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For Two Months Ending August 31, 2013**

*(Preliminary)*

<table>
<thead>
<tr>
<th></th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General &amp; Designated Funds</strong></td>
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<tr>
<td>Tuition and Fees</td>
<td>$21,904,041</td>
<td>$22,545,100</td>
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<td>Contracts</td>
<td>438,392</td>
<td>278,162</td>
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<td><strong>Total Operating Revenues</strong></td>
<td>$22,407,063</td>
<td>$25,518,137</td>
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<td><strong>Auxiliary &amp; Restricted Funds</strong></td>
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<td><strong>Total Revenues</strong></td>
<td>$25,604,362</td>
<td>$43,697,329</td>
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<td><strong>Plant &amp; Other Funds</strong></td>
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<td><strong>Operating Revenues</strong></td>
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<tr>
<td>Tuition and Fees</td>
<td>360</td>
<td>640,699</td>
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<td>Contracts</td>
<td>11,642</td>
<td>19,142</td>
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<td><strong>Total Operating Revenues</strong></td>
<td>57,130</td>
<td>117,802</td>
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<td><strong>Nonoperating Revenues</strong></td>
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<tr>
<td>State Appropriations</td>
<td>1,784,150</td>
<td>1,838,375</td>
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<td>Property Taxes</td>
<td>1,095,411</td>
<td>1,123,152</td>
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<td>Federal Grants</td>
<td>8,594</td>
<td>8,865,852</td>
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<td>State and Local Grants</td>
<td>272,263</td>
<td>3,183</td>
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<td>State Shared Sales Taxes</td>
<td>171,833</td>
<td>142,991</td>
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<td>Gifts</td>
<td>309,144</td>
<td>(4,571)</td>
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<td><strong>Net Nonoperating Revenues</strong></td>
<td>3,197,299</td>
<td>12,522,879</td>
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<td><strong>Operating Expenses</strong></td>
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<tr>
<td>Instruction</td>
<td>5,277,573</td>
<td>5,762,466</td>
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<td>Academic Support</td>
<td>3,600,006</td>
<td>3,990,800</td>
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<td>Student Services</td>
<td>3,292,730</td>
<td>3,823,389</td>
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<td>Institutional Support</td>
<td>6,217,750</td>
<td>6,745,927</td>
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<td>Operation and Maintenance of Plant</td>
<td>1,808,879</td>
<td>2,548,242</td>
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<td>Depreciation</td>
<td>1,174,278</td>
<td>1,140,629</td>
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<td>Student Financial Aid</td>
<td>203,934</td>
<td>16,787,649</td>
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<td>Auxiliary Enterprises</td>
<td>101,659</td>
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<td><strong>Total Operating Expenses</strong></td>
<td>$20,401,872</td>
<td>$41,959,410</td>
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<td><strong>Income Before Other Expenses</strong></td>
<td>$5,202,490</td>
<td>$902,425</td>
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<td><strong>Net Position</strong></td>
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<td><strong>Total Net Position - Beginning of Year</strong></td>
<td>61,029,059</td>
<td>207,207,434</td>
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<td><strong>Total Net Position - End of Period</strong></td>
<td>$55,978,472</td>
<td>$208,109,859</td>
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<td><strong>Total Net Position - End of Period: Current Year vs. Prior Year</strong></td>
<td>$ (7,230,984)</td>
<td>$ (15,340,843)</td>
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### Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

Year To Date For Two Months Ending August 31, 2013
(Preliminary)

<table>
<thead>
<tr>
<th>Expenditures by Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tr>
<td></td>
<td>Adjusted Annual Budget</td>
<td>Year to Date Actuals</td>
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<tr>
<td>Educational and General</td>
<td>$ 58,114,547</td>
<td>$ 5,277,573</td>
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<td>Instruction</td>
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<td>3,600,006</td>
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<td>Academic Support</td>
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<td>Student Financial Aid</td>
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<td>Other Expenses</td>
<td>5,775,460</td>
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<td>Transfers</td>
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<td>Classified Staff</td>
<td>41,200,011</td>
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<td>Student Financial Aid</td>
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</tr>
<tr>
<td>Additional Compensation</td>
<td>5,242,811</td>
<td>630,242</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>12,957,835</td>
<td>718,674</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>7,777,169</td>
<td>618,780</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>650,760</td>
<td>203,934</td>
</tr>
<tr>
<td>Total Expenditures by Function</td>
<td>$ 176,793,001</td>
<td>$ 30,654,949</td>
</tr>
</tbody>
</table>

### Expenditures by Account

<table>
<thead>
<tr>
<th>Personal Services</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>6,302,814</td>
<td>1,013,754</td>
</tr>
<tr>
<td>Faculty</td>
<td>22,724,005</td>
<td>2,466,316</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,360,686</td>
<td>98,994</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,268,000</td>
<td>1,031,616</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>41,200,011</td>
<td>6,317,393</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>119,356,971</td>
<td>15,471,277</td>
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<table>
<thead>
<tr>
<th>Services and Supplies</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>5,775,460</td>
<td>626,986</td>
</tr>
<tr>
<td>Travel</td>
<td>2,362,517</td>
<td>234,524</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,957,835</td>
<td>2,303,136</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,777,169</td>
<td>618,780</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>650,760</td>
<td>203,934</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>31,765,036</td>
<td>4,848,424</td>
</tr>
</tbody>
</table>

| Capital Equipment     | 435,439 | 57,853 | 13.3 % | 377,586 | 49,990 | 15.0 % |
| Transfers             | 10,253,000 | 10,253,077 | 100.0 % | (77) | 12,286,342 | 100.2 % |
| Total Expenditures by Account | $ 176,793,001 | $ 30,654,949 | 17.3 % | $ 146,138,052 | $ 33,056,728 | 18.6 % |
General & Designated Funds YTD
Revenues - FY13 - Prior Year
For the Two Months Ending August 31,

General & Designated Funds YTD
Revenues - FY14 - Current Year
For the Two Months Ending August 31, 2013

General & Designated Funds YTD Revenues

Tuition and Fees
State Appropriations
Property Taxes
Other Revenues

$21,904,041 86%
$1,784,150 9%
$1,095,411 4%
$820,760 3%

$24,451,444 88%
$1,838,375 7%
$1,118,237 4%
$350,956 1%

$21,904,041 86%
$1,784,150 9%
$1,095,411 4%
$820,760 3%

$0 $20,000,000 $40,000,000 $60,000,000 $80,000,000 $100,000,000 $120,000,000 $140,000,000 $160,000,000


Tuition and Fees  State Appropriations  Property Taxes  Other Revenues
General & Designated Fund Expenditures Year to Date
Comparison with Prior Year

For the Two Months Ending August 31, 2012

- Instruction: $5,879,411 (18%)
- Academic Support: $3,602,796 (11%)
- Student Services: $3,162,079 (9%)
- Institutional Support: $5,898,196 (18%)
- Operation & Maintenance of Plant: $1,670,153 (5%)
- Other: $12,844,094 (39%)

For the Two Months Ending August 31, 2013

- Instruction: $10,457,011 (34%)
- Academic Support: $3,600,006 (12%)
- Student Services: $3,292,730 (11%)
- Institutional Support: $6,217,750 (20%)
- Operation & Maintenance of Plant: $1,809,879 (6%)
- Other: $10,457,011 (34%)

General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year

General & Designated Funds YTD Expenditures by Program - FY14 - Current Year

General & Designated Funds YTD Expenditures by Program
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY13 - Prior Year
For the Two Months Ending August 31, 2012

Administrative Personnel $968,432 3%
Faculty $2,499,917 8%
Additional Compensation - Faculty $97,811 0%
Adjunct Faculty $1,733,555 5%
Classified Staff $5,994,825 18%
Communication & Utilities $728,728 2%
Travel $230,257 1%
Contractual Services $1,867,786 6%
Supplies & Materials $686,622 2%
Student Financial Aid $557,752 2%
Other Compensation $630,242 2%
Fringe Benefits $3,912,962 13%

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Current Year
For the Two Months Ending August 31, 2013

Administrative Personnel $1,013,754 3%
Faculty $2,466,316 8%
Additional Compensation - Faculty $98,994 0%
Adjunct Faculty $1,031,616 3%
Classified Staff $6,317,393 21%
Communication & Utilities $728,728 2%
Travel $234,524 1%
Contractual Services $2,303,136 8%
Supplies & Materials $613,870 2%
Student Financial Aid $203,934 1%
Other Compensation $630,242 2%
Fringe Benefits $3,912,962 13%
### 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

**Noncurrent Assets**
Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.

**Restricted Cash & Cash Equivalents**
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.

**Notes Receivable**
The College’s notes receivable is the long-term principal portion of the National Direct Student Loan / Perkins loans.

**Other Long-term Investments**
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.

**Investments in Capital**
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.

**Land**
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.

**Buildings & Leasehold Improvements**
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.

**Construction in Progress**
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.

**Equipment**
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.

**Library Books**
The College considers library books to be a group asset and capitalizes each year’s additions and adjusts for deletions to the holdings.

**(net of depreciation)**
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.

**Liabilities**

**Current Liabilities**
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.

**Accrued Payroll & Benefits**
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.

**Accounts Payable & Accrued Liabilities**
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.
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>
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<tr>
<td><strong>State Shared Sales Taxes</strong></td>
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<tr>
<td><strong>Gifts</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
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<tr>
<td><strong>Operating Expenses</strong></td>
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<tr>
<td><strong>Instruction</strong></td>
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<tr>
<td><strong>Academic Support</strong></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
</tr>
</tbody>
</table>
Glossary for Financial Reports

Operation & Maintenance of Plant
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.

Depreciation
Includes both depreciation of the institution’s plant, property, and equipment, and amortization of assets acquired by capital lease.

Student Financial Aid
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.

Contingency
Commitments and contingencies that could materially affect the financial condition of the entity as reflected in its financial statements.

Transfers
Funds moved from one fund type to another, for example general fund support for capital projects.

Capital Appropriations
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.

Capital Gifts & Grants
Restricted gifts or grants for capital purposes, for example a donation to construct an arts center.

Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.
Information:

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

**Retirements**

**Grasis, Patricia M.**  
Student Services Coordinator  
NW – Enrollment Services  
Effective: 9/6/13

Ms. Grasis began regular employment as a support coordinator at the West Campus. She has also served in the capacities of Student Services Specialist and Student Services Advanced Specialist as the Northwest Campus. She is retiring as a Student Services Coordinator.

**Turner, Carmen R.**  
Human Resources Specialist  
DO – Recruitment and Selection Operation  
Effective: 9/3/13

Ms. Turner began regular employment as a Human Resources Assistant in 1998. She also served as in the capacity as an Accounting Technician in Payroll during 1998 – 2000. She is retiring as a Human Resources Specialist at the District Office.

**Separations from Employment**

**Aster, Aaron R.**  
Student Services Advanced Specialist  
DC – Enrollment Services  
Effective: 9/13/13

**Conway, Janice L.**  
Advanced Program Coordinator  
DO – Disabled Student Resources  
Effective: 9/6/13
Gallivan, Rebecca M.
Director
DO – Library Services Operations
Effective:  9/3/13

Savory, Stephanie M.
Public Safety Dispatcher
DO – DPS Operations
Effective:  8/30/13

Approvals

Contact Person  
Jeffrey Silvyn
Jeffrey Silvyn

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
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<tr>
<td>Acuna</td>
<td>Gabriela</td>
<td>Diulgher</td>
<td>Tatiana</td>
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<td>Aguilar</td>
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<td>Dylan</td>
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<td>Engelhart</td>
<td>Alexandria</td>
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<td>Marisa</td>
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<td>Gavino Torre</td>
<td>Edgar</td>
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<td>William</td>
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<td>Sabrina</td>
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<tr>
<td>Burns</td>
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<td>Gottschall</td>
<td>Morgan</td>
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<td>Bustamante</td>
<td>Luis</td>
<td>Gray</td>
<td>Spencer</td>
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<td>Castillo</td>
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<td>Grijalva</td>
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<td>Clarissa</td>
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<td>Claudia</td>
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<td>Chavez</td>
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<td>Michael</td>
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<td>Brianna</td>
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<td>Daniel</td>
<td>Hernandez</td>
<td>Flori</td>
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<td>Coronado Lara</td>
<td>Casandra</td>
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<td>Jasmine</td>
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<td>Jashimoto</td>
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<td>Maritza</td>
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<td>Danielsson</td>
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<td>Richard</td>
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<td>Danke</td>
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<td>Lookingbill</td>
<td>Derek</td>
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<td>Student Aide Placements</td>
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<tr>
<td></td>
<td>Page 2</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Lozano</th>
<th>Leandra</th>
<th>Rorabaugh</th>
<th>Michele</th>
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<tbody>
<tr>
<td>Lusher</td>
<td>Matthew</td>
<td>Sanchez</td>
<td>Andrea</td>
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<td>Mamood</td>
<td>Daban</td>
<td>Sanchez</td>
<td>Erika</td>
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<td>Jesus</td>
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<td>Wenham</td>
<td>Thomas</td>
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<td>Gilberto</td>
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**Approvals**

Contact Person  **Jeffrey Silvyn**

Jeffrey Silvyn

Chancellor  

Lee D. Lambert, J.D.
GED Exam Fee Increase to $150

Information:

For your information, Administration submits the following update on GED Exam fee increase for examinees.

Justification:

Beginning January 1, 2014, Pearson VUE, vendor of the GED Exam, will increase the price for examinees to take all parts of the GED Exam to $120. In addition, the Arizona Department of Education charges $30 for each person registering to take the GED Exam, thus making the total cost of the Exam $150. By increasing the price of the GED Exam from the current $100, to the recommended $150, the College avoids paying additional funds to Pearson VUE or to the Department of Education to cover individual exam costs.

College Plan Initiative:

Not applicable

Financial Considerations:

Current GED Exam cost: $100
Pearson VUE Initiated Increase to $150, effective January 1, 2014.

Approvals

Contact Person __________
Dr. Jerome Migler, Provost and Executive Vice Chancellor
(206-4999)

Chancellor____________________________________
Lee D. Lambert, J.D.
INFORMATION ITEM

Meeting Date: 10/9/13
Item Number: 14

Item Title
BP-2304: Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property – First Reading

Contact Person
Jeffrey Silvyn
General Counsel
(206-4678)

Recommendation:

For your information the Chancellor submits the first reading of Board Policy 2304: Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property.

Justification:

SPG-2303/AA - Smoking on District Property, serves as the current smoking policy for the College and prohibits smoking in all buildings owned or leased by the District. Smoking is prohibited within 25 feet of fresh air intake grills, near entrances and exits, and in seating areas of assembly occupancies such as bleachers provided for various District functions (baseball or softball fields, etc.). This policy was based on but exceeds the minimum requirements of Arizona Revised Statutes §36-601.01 and the Smoke-Free Arizona Act.

Concerns about enforcement of smoking regulations and dissatisfaction with policy compliance were discussed at a Faculty Senate meeting in September 2012. At the October 2012 Faculty Senate and Staff Council meetings, and at a meeting of Student Leaders, the Executive Vice Chancellor for Finance and Administration discussed the Smoke-Free Arizona Act and the current College smoking policy. Subsequently, a smoking survey on smoking behaviors and attitudes was distributed to students, faculty, and staff. There were approximately 4,700 respondents to this survey; 76.6% of respondents were students, 8.2% faculty, 7.1% non-exempt staff, 5.1% exempt staff, 0.9% administrators, and 2.1% other. Survey results included:

- 81% indicated they do not smoke
- 78% are concerned about the effects of second-hand smoke on their health and the health of others
- 78% supported either the creation of designated smoking areas or prohibiting the use of tobacco products on College property
- 70% agreed that smokeless tobacco should be banned from inside all buildings

In the survey the College asked how individuals felt about the College’s current smoking policy:

(Continued)
Which of these three options do you support?

<table>
<thead>
<tr>
<th>Option</th>
<th>Students</th>
<th>Faculty</th>
<th>Non-Exempt Staff</th>
<th>Exempt Staff</th>
<th>Administrators</th>
<th>Others</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No change to the current SPG/policy regarding smoking on College property.</td>
<td>838</td>
<td>65</td>
<td>57</td>
<td>35</td>
<td>5</td>
<td>18</td>
<td>1018</td>
</tr>
<tr>
<td></td>
<td>23.4%</td>
<td>16.8%</td>
<td>17.3%</td>
<td>14.8%</td>
<td>11.4%</td>
<td>18.4%</td>
<td>21.8%</td>
</tr>
<tr>
<td>b. Create designated smoking areas on College property away from buildings.</td>
<td>1715</td>
<td>158</td>
<td>175</td>
<td>107</td>
<td>18</td>
<td>49</td>
<td>2222</td>
</tr>
<tr>
<td></td>
<td>47.9%</td>
<td>40.9%</td>
<td>53.0%</td>
<td>45.1%</td>
<td>40.9%</td>
<td>50.0%</td>
<td>47.5%</td>
</tr>
<tr>
<td>c. Prohibit smoking and use of tobacco products anywhere on all College property.</td>
<td>1031</td>
<td>163</td>
<td>98</td>
<td>95</td>
<td>21</td>
<td>31</td>
<td>1439</td>
</tr>
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<td></td>
<td>28.8%</td>
<td>42.2%</td>
<td>29.7%</td>
<td>40.1%</td>
<td>47.7%</td>
<td>31.6%</td>
<td>30.8%</td>
</tr>
<tr>
<td>Totals</td>
<td>3584</td>
<td>386</td>
<td>330</td>
<td>237</td>
<td>44</td>
<td>98</td>
<td>4679</td>
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<td></td>
<td>76.6%</td>
<td>8.2%</td>
<td>7.1%</td>
<td>5.1%</td>
<td>0.9%</td>
<td>2.1%</td>
<td>100%</td>
</tr>
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</table>

In terms of other local institutions, Tucson Unified School District, inclusive of all its buildings and property, is tobacco free, and Arizona State University, Maricopa County Community College District, and Pima County all have implemented tobacco-free / smoke-free policies in the past eighteen months. In addition, according to [www.no-smoke.org](http://www.no-smoke.org), there are currently about 1200 ‘smoke free’ campuses and of these almost 800 have 100% tobacco-free policies.

In July 2013, the College received a letter from the US Department of Health & Human Services (HHS) regarding the Tobacco Free College Campus Initiative (TFCCI), a public/private partnership launched to promote the adoption of tobacco-free policies at institutions of higher education. HHS offered the resources of TFCCI and urged the College to consider adopting a tobacco-free college campus. In November 2010, the HHS produced “Ending the Tobacco Epidemic” and in this document stated that one of its strategic actions “plans to require funded programs (e.g., grants, contracts, cooperative agreements) to have or provide a plan for implementing tobacco-free campus policies” which could impact the College in the future.

In light of the results of the smoking survey, the College is recommending that the smoking policy be changed from an SPG to a Board Policy and that the language be updated to limit smoking, use of tobacco products, and e-cigarettes to specific designated areas only.

The Board may also wish to consider a complete ban on smoking, use of tobacco products, and e-cigarettes on College property.

Financial Considerations:

The total cost to provide signage and other materials explaining the new policy is not expected to exceed $25,000 and will be accommodated within the fiscal year 2013-2014 budget.

Approvals

Contact Person  Jeffrey Silvyn  
Jeffrey Silvyn

Chancellor  Lee D. Lambert, J.D.
To comply with the Smoke Free Arizona Act and to promote public health on College property, the College shall limit smoking, e-cigarette, and tobacco product use on its property to designated outside areas only, in conformity with the requirements of A.R.S. §36-601.01 and related County Code provisions and City ordinances.
ACTION ITEM

Meeting Date: 10/9/13

Item Title: Unapproved Minutes of the Special Meeting of August 23, 2013
Contact Person: Chancellor’s Office (206-4747)

Recommendation:

The unapproved minutes of the Special Meeting of August 23, 2013 are submitted for approval.

Approval

Chancellor_____________________________________

Lee D. Lambert, J.D.
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, August 23, 2013 at 7:45 a.m., in the CG-06 Conference Room, West Campus, 2202 W. Anklam Road, Tucson, AZ 85709.

BOARD MEMBERS

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee (absent)
Scott Stewart (by telephone)

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor

GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:50 a.m.

Action Items

New Appointments

Motion to Approve Motion No. 7226

New Appointments

PASSES


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

Motion No. 7227

Scott Stewart – M, Marty Cortez – S, to approve Temporary Appointments.

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

Adjournment

The meeting adjourned at 7:55 a.m.

__________________________________________
Secretary

__________________________________________
Date
**Action Item**

**Meeting Date:** 10/9/13 

**Item Number:** 15B

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<td>Unapproved Minutes of the Special Meeting of September 14, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

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

---

**Approval**

Chancellor ________________________________

Lee D. Lambert, J.D.
A Special Meeting/Retreat of the Pima County Community College District Board of Governors was held on Saturday, September 14, 2013 at 8:00 a.m., in the Board Conference Room, C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709.

BOARD MEMBERS

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

RECORDING SECRETARY

Gabriela De Echávarri  
Angela Wesson

ADMINISTRATION

Lee Lambert, Chancellor

GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 8:20 a.m.

This meeting was a training and Board operations-related Governing Board retreat. The training and discussions related to this retreat were facilitated by a representative of the Association of Community College Trustees (ACCT) and designated Pima Community College Administrators.

Presidential Evaluation Process, Board Self-Assessment Process and Effective Public & Community Engagement

Dr. James Horton, facilitator from ACCT, presented on the different systems for Presidential and Board Self-Evaluation processes. Dr. Horton noted the evaluations can be tailored to the College’s needs. He observed a good practice is to have President/CEO schedule reports throughout to manage better the flow of activities. He also mentioned that a final written report about outcomes and measures should be produced by the CEO at the end of the year. He suggested doing the CEO evaluation after the fiscal year has ended.
Dr. Horton explained the Board evaluation can be done by the community and the CEO or by the Community, the CEO and the Cabinet. He recommended participation in ethics training and also suggested reports for tracking Board of Governors’ and Chancellor’s complaints. He noted annual assessments are an important tool to show actual change on important issues that forms a foundation for dialogue between the board and CEO. He briefly explained roles and responsibilities of members of a governing board.

On community engagement, Dr. Horton noted it’s important the Board have an effective public and community engagement. For internal channels of communication he suggested have Meet & Greet sessions videotaped for upload on the web and monthly You Tube updates. As far as external engagement he suggested the Board should do community outreach and invite people to Board meetings. He observed that is important for Board members to work with legislators and donors on a regular basis.

Shared Governance and Mission/Core Indicators/Mission Fulfillment

Provost Dr. Jerry Migler and Executive Director for Planning and Development Dr. Heather Tilson provided the basis of developing a mission statement and presented various examples. He noted it’s important the mission statement proves that the college understands what it means and that it’s delivering its mission to the community. In the process of revising or creating a mission statement the college community and the public should be involved.

Regarding Shared Governance, Dr. Migler explained the definition of Shared Governance and noted it is a collaborative decision process. He described the roles and participation of faculty, staff and students.

Review Public Notice Process, Grievance Policy/Process (Board role/appeal), and Review Sexual Harassment Policy/Process

General Counsel Jeffrey Silvyn reviewed sections of the Open Meeting Law. Included in this overview was the 24 hour advanced posting of notices; the seven categories that can be discussed in executive session. Mr. Silvyn reminded members of the Board of the confidentiality of executive sessions and that it is an obligation and is barred from sharing information and sharing such information is sanctionable.

Board Appeals & Grievances – the student and employee complaint process should be a similar streamlined process with common forms that includes a feedback form.

Sexual Harassment Policy/Process — Mr. Silvyn provided a definition for “sexual harassment” and instructed the Board that if a sexual harassment complaint is brought to their attention about an administrator, report it to the Chancellor. If the Chancellor is accused of misconduct, report it to General Counsel. The Board bylaws will need to be revised to include steps on how to handle misconduct by a Chancellor.
Review Procurement Process

Executive Vice Chancellor David Bea briefly reviewed the three Board policies that relate to Purchasing and Contracts: BP-1301: Signature Authority for Leases; BP-1302: Contract and BP-2403: Budget Control. Dr. Bea also reviewed the various types of contracts and agreements; purchasing goals and objectives; purchasing manual. Internal Auditor Lori Cox briefed the Board on the areas of risk associated with the procurement process.

Adjournment

The meeting adjourned at 4:40 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTIONS ITEM**

**Meeting Date:** 10/9/13

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<td>Unapproved Minutes of the Special Meeting of September 18, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

The unapproved minutes of the Special Meeting of September 18, 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, September 18, 2013 at 5:00 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 5:03

Motion to conduct Executive Sessions
PASSES

Motion No. 7229

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 5:04 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:55 p.m.

Adjournment

The meeting adjourned at 6:56 p.m.

__________________________________________
Secretary

__________________________________________
Date
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| Unapproved Minutes of the Regular Meeting of September 18, 2013 | Chancellor’s Office  
(206-4747) |

**Recommendation:**

The unapproved minutes of the Regular Meeting of September 18, 2013 are submitted for approval.

---

**Approval**

Chancellor______________________________________

Lee D. Lambert, J.D.
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, September 18, 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
Samantha Newey, Student
April May Ramey
Kimlisa Salazar Duchicela, Faculty
Patricia Figueroa, Faculty

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

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
Luba Chliwniak, President, Downtown Campus
Imelda Cuyugan, Assistant Vice Chancellor, State Government Relations
Diane Groover, Assistant Vice Chancellor for Student Development
Jerry Haynes, Vice President of Student Development
Patricia Houston, Academic Dean
William Howard, Assistant Vice Chancellor, Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Jansen Lammers, Vice President of Instruction
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Keith McIntosh, Vice Chancellor, Information Technology
Jerome Migler, Provost/Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student Development
Anna Reese, Executive Director, Financial Aid
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
Call to Order

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

Pledge of Allegiance

Marty Cortez led the Pledge of Allegiance.

Public Comment

Teresa Perez, Mari Guillen and Marty Calanche addressed the Board regarding Adult Education and the benefits they have obtained from it.

Betty Stauffer and Dawn Gardner from Literacy Connects expressed to the Board their support for their partnership with Pima College Adult Education and with Chancellor Lambert.

Duff Galda, ESL faculty, announced the changes in faculty leadership. Duffy Galda, Chief Spoke person and Rita Flattley, PCCEA President. She also provided the names of the Meet and Confer team members, Nan Schmidt, Chris Weng, Bardo Padilla and Kimlisa Duchicela. She encourage the Board to continue with the wonderful trend of Shared Governance and ask the Board ensures faculty has oversight of curriculum. She also requested that 2 Board members be part of the Meet and Confer process.

Governing Board Member Reports

Chairperson’s Report: — Brenda Even reminded everyone that regular Board meetings are being streamed. She also mentioned the Board’s commitment to open access and informed that Development Education is being revised. She also noted that financial reports have a new format. Dr. Even Commended all staff and faculty and wished everyone well.

Secretary to the Board Report — There was no report.

Marty Cortez commended staff and faculty who work in Adult Education for their efforts to assist students. She also congratulated not only GED students but all those students who are enrolled in different programs at Pima College students.

Sylvia Lee asked Adult Education staff to stand up so they could be recognized. She thanked them for their work and
also thanked the students who spoke before the Board and shared their stories.

Dr. Even commended Chancellor Lambert for the incredible job he has done in the short time he has been at the College. She noted the Board provided a number of objectives to the Chancellor and asked him to review the areas of evaluation at all levels, structure, data, enrollment management and make sure there are enough resources where needed.

Chancellor’s Report

Chancellor Lambert noted that in the time he has been here he has experienced the overwhelming support members of the Tucson community have shown for the College because they know the importance and significance of the work the College employees do and want to assist Pima in any way they can to make sure Pima continues to play a big part of the future of the community. He thanked the College employees for the work they do. Chancellor Lambert acknowledged the students who addressed the Board and thanked them for their courage to share their stories. He noted they inspire him and that he does what he does because of them. Chancellor Lambert mentioned the underline message for All College Day was “Together for Change” and noted that the day went very well and would like to continue with that momentum as we move forward with the hard work that lies ahead for everyone. He informed everyone he asked Provost Jerry Migler to review the Veterans Program and come with a proposal so the College can serve them better. He also informed that because of the high dropout rate in the community he has been approached by TUSD and SUSD to be part of an initiative called GradLink2 to engage in retrieving students who have dropped out. He mentioned the visit of Assistant Education Secretary Brenda Dan-Messier and thanked Regina Suitt and staff for their efforts to coordinate the visits. He mentioned Assistant Secretary Dan-Messier spoke very highly of Pima and for what the College has done in support of Adult Education. He informed enrollment at the College has not been positive over the past years and said the College has to become more sophisticated about it and devote more efforts to improve it. Assistant Vice Chancellors Deborah to pull together a team to start working on it.

He noted the beginning of Hispanic Heritage Month and thanked those Hispanic employees who serve the institution
and the community. He also mentioned that the Tucson Hispanic chamber has been recognized he top Hispanic Chamber in the United States. He informed there will be regular communication through You Tube to maintain the College community informed.

The Chancellor discussed his goals and objectives and mentioned the focuses of his goals are to go back to basics. He noted that it is important the Board refocuses the College as a district on what are its commitments to be a community college, look at federal requirements and have clear policies. He acknowledged the great work that has been done to improve college culture. He noted he would like for employees to commit to important principles on how to treat each other. He made clear he will not tolerate sexual harassment by any employee and asked that everyone should attend sexual harassment training. He also asked the Board to participate in this training program as well. He wants to set a tone of accountability and responsibility. He noted he will take a closer look into temporary employees and adjunct faculty employment. He observed he will work on restoring professionalism and confidence which the Board is already working on it with Board development sessions. He mentioned has asked his Cabinet they bring themselves to a higher level of leadership expectation. He also noted the College and the Board have to increase their involvement with the community. He informed that decisions need to be made based on evidence and data. He also informed he will not bring courses to be approved by the Board if they do not meet federal aid assistance. Improve and strengthen the areas of safety and security and human resources. He noted that Budget systems need to be more transparent.

Chairperson Even requested to pull Item 17 - Chancellor’s Goals, Objectives and Timelines 2013-14 and be accepted.

Motion to Move Item 17
Chancellor’s Goals, Objectives and Timelines 2013-14
PASSES

Motion No 7230
Sylvia Lee – M, Scott Stewart – S, to move Item 17 – Chancellor’s Goals, Objectives and Timelines 2013-14 and accept as presented.

Secretary to the Board David Longoria commended the Chancellor for his approach and for presenting his goals and objectives. He observed they are ambitious but doable. He also mentioned he endorses the back to basics approach.
Board Member Lee stated she is impressed with the goals brought forward and that she fully supports the Chancellor.

Brenda Even noted she is in support of all the Chancellor’s goals and his ideas and how they will be implemented.

Staff Representatives

Staff Representatives Robert Ramirez and Amy Parker reported on the Staff Council meeting of September 5. 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 that Marketing & Public Information has developed an emergency alert system using text messaging. Everyone is welcome to sign up for this system. She also informed that SPG-3501/AA is being revised to reflect the open admissions policy. *Liaison Report:* Irma Federico, Director of Human Resources Services and Strategies, reported the College is reviewing the performance evaluation process. She also informed the search for an Interim Vice Chancellor for Human Resources is underway. *AFSCME Report:* Rose Bolz informed officers elections will be held October 7. *ACES Report:* Jason Brown noted the skating event was held and enjoyed by everyone. He also announced the November meeting will be for discussion of Meet and Confer priorities. *Council Report:* Wendy Turner reported the group is working on Council By-Laws and that the draft should be ready soon. *Campus/District Reports:* Community Campus-Adult Education is preparing for a new GED test which will be coming out in January 2014 and align with common core standards. The Diversity Standing Committee is planning an event in mid-November in conjunction with International Week.

Student Representatives

Student Representatives April May Ramey and Samantha Newey reported on recent events from each campus. Highlights included: *Community Campus:* Started the program Stories that Transform, in conjunction with Literacy Connects, in mid-August. *Desert Vista Campus* started C4 Signing Rally, a national campaign focused on student success. *Downtown Campus* will be hosting the Hispanic Heritage Month September 15-October 15. *East Campus:* is also hosting the C4 Signing Day partnered with Phi Theta Kappa. *Northwest Campus* will be hosting the
Health and Wellness Fair September 19. West Campus will hold the District-Wide Student Leader Symposium on September 27.

Faculty Representatives

There was no report.

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the April 5 meeting. Highlights included the following: Faculty Senate President’s Report: Joe Labuda announced that officer elections will be occurring later in the fall. PCCEA Update: Rita Flattley reminded the Senate step progression plans are due later this month. She reported Campus Enrichment Funds are available. She also encouraged Faculty to join PCCEA. Chancellor’s Report: AVC Deborah Yoklic on behalf of Chancellor Lambert reported the Chancellor’s goal is to get the College off probation. She also mentioned the College has student retention, financial aid and veterans’ issues to deal with. Provost’s Report: AVC Leticia Menchaca and Sr. Assistant to the Provost Dolores Durán-Cerda presented the revised SPG 3501/AA.

Provost Report

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

CTD Report
Desert Vista Campus President, Dr. Johnson Bia, provided a report regarding the 50th Anniversary activities of the Center for Training and Development.


Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending July 2013. Dr. Bea noted 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. 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.
Information Items

Separations from Employment

Student Aide Hires

Contract: Safety and Security Assessment Consulting

These items were noted as information items.

Action Items

Approval of Minutes

Motion to Approve Meeting Minutes

PASSES

Motion No. 7231

Mary Cortez – M, David Longoria – S, to approve the minutes of the following meetings: Special Meeting of August 14, 2013 and the Regular Meeting of August 14, 2013

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

Consent Agenda

Chairperson Even requested that Item 16.5 Gran Proposal Continuation: AZ Governor’s Office for Children, Youth, and Families AmeriCorps-Pima Adult and Family Literacy Corps be pulled and voted separately. Board member Lee requested that Item 16.1 New Appointments be pulled and voted separately.

Motion to Approve Consent Agenda

PASSES

Motion No. 7232

Scott Stewart – M, David Longoria – S, to approve the Consent Agenda as presented, (except for items 16.1 and 16.5).

16.2 Adjunct Faculty Appointments
16.3 Temporary Appointments
16.4 Grant Proposal: City of Tucson “GED Now! Career Readiness”
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
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

New Appointments

**Motion to Approve New Appointments**

**Motion No. 7233**


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

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

**Motion to Approve Grant Proposal Continuation:**

**Motion No. 7234**

David Longoria – M, Scott Stewart – S, to 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.

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

Association of Community College Trustees (ACCT) Leadership Congress Voters

**Motion to Nominate ACCT Leadership Congress Voters**

**Motion No. 7235**

Sylvia Lee – M, Marty Cortez – S, to nominate Brenda Even and David Longoria to serve as the voting delegate(s) and the alternate(s) for the upcoming ACCT Annual Leadership Congress, October 1-5, 2013.

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

The meeting adjourned at 9:50 p.m.

___________________________________________
Secretary

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

## ACTION ITEM

**Meeting Date:** 10/9/13  
**Item Number:** 16

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

**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

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**Approval**

Chancellor ____________________________  

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

**ACTION ITEM**

**Meeting Date:** 10/9/13  
**Item Number:** 16.1

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

**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:**

**Armbruster, Courtney**  
**Support Technician**  
**Hourly Rate:** $14.38  
**Effective:** 10/14/13  
**Selected to fill an open position**  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Armbruster has two years experience as a public safety transcription technician with the Pima County Sheriff’s Department and one year experience as an office assistant for Sun City Veterinary Clinic, both located in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Fifty-nine applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

**Ayer, Kyle**  
**Laboratory Specialist, Automotive**  
**Hourly Rate:** $18.53  
**Effective:** 10/14/13  
**Selected to fill an open position**  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Mr. Ayer has over five years experience as an automotive technician for Tuttle-Click Automotive Group in Tucson, Arizona.

**Recruitment Overview:**

(Continued)
An external recruitment was conducted. Six applications were received and reviewed. Three candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

**Flores, Michael**  
**Instructor, HVAC**  
Salary: $43,892  
Effective: 10/14/13  
Education: Coursework, El Paso Community College, El Paso, Texas; Texas A&M University, Corpus Christi, Texas  
Experience: Mr. Flores has ten years experience as a facilities maintenance instructor for Fred Acosta Job Corps, Home Builders Institute in Washington, D.C. He also has twelve years experience as a utility specialist and mechanic for David L. Carrasco Job Corps and the Housing Authority of El Paso, both located in El Paso, Texas.

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

**Huddleston, Patrick**  
**Material Management Coordinator**  
Salary: $49,736  
Effective: 10/14/13  
Education: Associate of Arts, Logistics Management, Business, Community College of the Air Force, Maxwell Air Force Base, Alabama  
Experience: Mr. Huddleston has one year experience as an inventory control specialist for Desert Diamond Casino in Tucson, Arizona and one year experience as a receiving manager for Sears in Sumter, South Carolina. He also has twenty-five years experience as a logistics supply manager for the United States Air Force at various Air Force bases in Europe and the United States.

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

**Lucas, Cristin**  
**Laboratory Specialist, Archaeology**  
Hourly Rate: $18.53  
Effective: 10/14/13  
Education: Bachelor of Arts, Anthropology, Arizona State University, Tempe, Arizona; Master of Arts, Anthropology, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Lucas has seven years experience as an archaeologist for several universities, archaeological consultants and museums in Arizona, New Mexico, Colorado, Peru and Bolivia.

**Recruitment Overview:**  
An external recruitment was conducted. Sixty-three applications were received and reviewed. Eleven candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.
Smith, Adrian  
Student Services Advanced Specialist  
Hourly Rate: $21.37  
Effective: 10/14/13  
Education: Bachelor of Arts, English, University of Arizona, Tucson, Arizona  
Experience: Ms. Smith has three years experience as a student services and admissions representative for Southwest University of Visual Arts in Tucson, Arizona.

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

Soto, Nolberto  
Trades/Maintenance Specialist, Structural Systems  
Hourly Rate: $18.53  
Effective: 10/14/13  
Education: High School Diploma, Sunnyside High School, Tucson, Arizona  
Experience: Mr. Soto has nineteen months experience in electrical and plumbing sales for Home Depot in Tucson, Arizona. He also has eight months experience as a temporary trades maintenance technician with Pima Community College.

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

Wiltshire, Sandra (Michelle)  
Human Resources Advanced Analyst  
Salary: $55,585  
Effective: 10/14/13  
Education: Bachelor of Science, Business Administration, University of Arizona, Tucson, Arizona  
Experience: Ms. Wiltshire has fourteen years experience as a human resources representative, human resources partner, senior human resources partner and staff relations specialist for The University of Arizona Health Network (formerly University Physician’s Hospital) in Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Thirty-one applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Alison Colter-Mack, Director of Employee Relations and Policies.

Approvals

Contact Person  
Jeffrey Silvyn

Chancellor  
Lee D. Lambert, J.D.
Adjunct Faculty Appointments

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: Abou Srour, Patricia O.
Discipline(s): Anthropology (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Anthropology, University of California, Davis, California; Master of Arts, International Educational Development, Teachers College Columbia University, New York, New York
Experience: Ms. Abou Srour taught for three years as an adjunct for Pima Community College, in Tucson, Arizona and also for three years as an instructor for the City University of New York, in Brooklyn, New York. Ms. Abou Srour is being submitted for approval after a thirteen year separation from last employment as adjunct faculty with the college.

Name: Aguirre, Jon K.
Discipline(s): Electrical Utilities Technology (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Business Administration and Management, University of Phoenix, Phoenix, Arizona

(Continued)
Experience: Mr. Aguirre has worked as a craft and technical skills coordinator for Tucson Electric Power, in Tucson, Arizona for twenty-four years. He has no formal adult teaching experience.

Name: Au, DeeAnne M.
Discipline(s): Fitness and Wellness (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Fine Arts, Studio Arts, University of Arizona, Tucson, Arizona
Experience: Ms. Au has taught yoga for the last five years at Better Bodies Personal Fitness & Nutrition and at other fitness and yoga clubs for the past year in Tucson, Arizona.

Name: Beam, Ph.D., Brooke M.
Discipline(s): Chemistry (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Biology & Chemistry, Furman University, Greenville, South Carolina; Doctor of Philosophy, Chemistry, University of Arizona, Tucson, Arizona
Experience: For the past five years Dr. Beam has been an assistant staff scientist at the Keck Image Center in the Department of Chemistry at the University of Arizona. Prior to that, she was a research assistant at the University of Arizona for four years. Dr. Beam taught general chemistry lab sections to undergraduate students at the University of Arizona for one year. She was a National Science Foundation Fellow teaching kindergarten to grade six at Khalsa Montessori School, Tucson, Arizona, for one semester.

Name: Bonner, Willie J.
Discipline(s): Art (Academic Limited Exemption)
Salary: $735 per load hour
Education: Degrees from The Cleveland Institute of Fine Art, Cleveland, Ohio and University of Arizona, Tucson, Arizona
Experience: Mr. Bonner has been an art instructor for the past nine years at The Learning Curve in Tucson, Arizona and the Pratt Fine Art Center in Seattle, Washington.

Name: Cargill, Kenneth S.
Discipline(s): Russian (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, English and Russian, University of Arizona, Tucson, Arizona; Master of Arts, Russian, University of Arizona, Tucson, Arizona
Experience: Mr. Cargill has been teaching Russian courses at undergraduate level at the University of Arizona for five years, both as a graduate teaching assistant and as an instructor/lecturer.

Name: Cordeiro, William
Discipline(s): Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Philosophy, Franklin and Marshall College, Lancaster, Pennsylvania; Master of Science in Education, Teaching Students with Disabilities, Brooklyn College, Brooklyn, New York; Master of Fine Arts,
Creative Writing, Cornell University, Ithaca, New York; Master of Arts, English Language and Literature, Cornell University, Ithaca, New York

Experience: Mr. Cordeiro has been working as a writing instructor for Cornell University in Ithaca, New York for more than five years. He has more than seven years of adult teaching experience.

Name: Coria, Yesenia
Discipline(s): Reading (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Communication Studies, University of Texas, El Paso, Texas; Master of Education, Reading Education, University of Texas, El Paso, Texas
Experience: Ms. Coria was working as a writing instructor for El Paso Community College in El Paso, Texas for two years. She has four years of formal teaching experience.

Name: Draper, John (Jack) W.
Discipline(s): Building/Construction Technology (Occupational/Workforce Development)
Salary: $735 per load hour
Education: Bachelor of Arts, Special Education, Arizona State University, Tempe, Arizona
Experience: Mr. Draper has been a lead teacher in construction technologies and program lead drafting with Tucson Unified District for fifteen years.

Name: Ench, August D.
Discipline(s): Culinary Arts (Occupational/Workforce)
Salary: $735 per load hour
Education: Associate of Occupational Studies, Culinary Arts, the Culinary Institute of America, Hyde Park, New York
Experience: Mr. Ench works as a kitchen manager at Dakota Café & Catering, Tucson, Arizona. Prior to that, he worked as a sous chef for Fox Restaurant Concepts, Bluefin Seafood Bistro, and Janos, all in Tucson, Arizona. He has a total of five years experience in culinary arts. Mr. Ench has no formal adult teaching experience.

Name: Esser, Michael D.
Discipline(s): Building and Construction (Occupational/Workforce), Education (Academic)
Salary: $735 per load hour
Education: Bachelor of Architecture, University of Oklahoma, Norman, Oklahoma; Master of Education, University of Phoenix, Phoenix, Arizona
Experience: Mr. Esser has worked for 10 years at Tucson Unified School District, in Tucson, Arizona, teaching career and technical education to high school students. He is the owner of a construction business that builds custom sheds and homes. He has no formal adult teaching experience.
Name:  Finley, Tara L.
Discipline(s):  Nursing (Academic Limited Exemption)
Salary:  $735 per load hour
Education:  Associate of Applied Science, Nursing; Certificate of Practical Nursing, both obtained from Scottsdale Community College, Scottsdale, Arizona; Bachelor of Science, Nursing, University of Phoenix,
Experience:  Ms. Finley has been a per diem nurse at the Northwest Hospital, Tucson, Arizona for three years. Prior to that, she worked as an emergency room staff nurse in clinical care for Scottsdale Healthcare, Scottsdale, Arizona. During her eight years with Scottsdale Healthcare, she also served as an emergency room clinical educator where she trained nurses.

Name:  Fisher, Leslie A.
Discipline(s):  Business Management Systems (Occupational/Workforce)
Salary:  $735 per load hour
Education:  Bachelor of Science, Home Economics, Arizona State University, Tempe, Arizona
Experience:  Ms. Fisher has worked for Pima Community College, in Tucson, Arizona for the last five years, in the roles of a student services coordinator for business training and development, program coordinator for workforce investment, and fiscal advanced analyst for grants and contracts. She taught as an adjunct for Pima Community College for one year. Ms. Fisher is being submitted for approval after a six year separation from last employment as adjunct faculty with the college.

Name:  Fried, Margaret M.
Discipline(s):  Nursing (Academic)
Salary:  $735 per load hour
Education:  Bachelor of Science, Nursing, College of Saint Teresa, Winona, Minnesota; Master of Arts, Nursing, University of Washington, Seattle, Washington
Experience:  Ms. Fried retired as a nursing full time faculty at Pima Community College after teaching for more than fifteen years. She is now returning to teach as adjunct faculty.

Name:  Gabrielson, LaDonna M.
Discipline(s):  Sign Language (Academic), Education (Academic), Special Education (Academic), Interpreter Training (Occupational/Workforce)
Salary:  $735 per load hour
Education:  Bachelor of Science, Communication Sciences, University of Texas, Austin, Texas; Master of Arts, Special Education/Rehabilitation, University of Arizona, Tucson, Arizona
Experience:  Ms. Gabrielson worked as a video relay services and sign language interpreter for more than thirteen years for various locations including Pima Community College and the University of Arizona, both located in Tucson, Arizona. She has no formal adult teaching experience.

(Continued)
Name: Galindo, Anabel  
Discipline(s): History (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, Political Science, University of California, Riverside; Master of Arts, Latin American Studies, University of Arizona, Tucson, Arizona  
Experience: Ms. Galindo has worked for the Language Development Department at Pascua Yaqui Tribe for five years. She translates Spanish, researches on historical information, and is responsible for clerical work. At the University of Arizona, she translates Yaqui folktales into English and recorded it in English. Ms. Galindo has three years teaching experience from K-12 grade-levels.

Name: Green, Janice K.  
Discipline(s): Nursing (Academic Limited Exemption)  
Salary: $735 per load hour  
Education: Bachelor of Science, Nursing, University of Phoenix, Phoenix, Arizona  
Experience: Ms. Green has been working as a traveling nurse for more than fourteen years. She has three years of adult teaching experience.

Name: Gauthier, Wendy L.  
Discipline(s): Culinary Arts (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Associate of Occupational Studies, Culinary Arts, the Culinary Institute of America, Hyde Park, New York  
Experience: Ms. Gauthier is Chef and owner for twelve years of Chef Chic, a personal chef and catering company in Tucson, Arizona. She was a lead instructor for ten years at the Culinary Business Academy in Albuquerque, New Mexico and Denver, Colorado.

Name: Gibson, Alisha M.  
Discipline(s): History (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, History, University of Arizona, Tucson, Arizona; Master of Arts, History, San Francisco State University, San Francisco, California  
Experience: Ms. Gibson has been working as a volunteer executive director at Skrappy’s in Tucson, Arizona for more than one year. She has four years of adult teaching experience.

Name: Harris, Rose Anna  
Discipline(s): Nursing (Academic Limited Exemption)  
Salary: $735 per load hour  
Education: Bachelor of Science, Nursing, University of Phoenix, Phoenix, Arizona  
Experience: Ms. Harris has been working as a registered nurse at the University Medical Center in Tucson, Arizona for more than ten years. She does not have formal teaching experience.
Name: Hernandez, Jessica A.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $735 per load hour
Education: Associate of Applied Science, Nursing, Central Arizona College, Coolidge, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona
Experience: Ms. Hernandez has worked for five years as a registered nurse at the University Medical Center in Tucson, Arizona. She taught as an adjunct faculty member at Central Arizona College for one semester.

Name: Hillyard, Patricia M.
Discipline(s): Fitness and Wellness (Occupational/Workforce)
Salary: $735 per load hour
Education: High school diploma, Affton High School, St. Louis, Missouri
Experience: Ms. Hillyard has been a professional yoga instructor for the last thirty eight years, most recently teaching at various fitness clubs in Tucson, Arizona.

Name: Hotchkiss, Randall E.
Discipline(s): Finance (Occupational/Workforce), Real Estate (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Business Administration, University of Arizona, Tucson, Arizona
Experience: Mr. Hotchkiss has been the owner of a residential and commercial mortgage company, in Tucson, Arizona for the last thirteen years. He has no formal adult teaching experience.

Name: Jwander, Markus E.
Discipline(s): Business, Management (Academic); Mathematics (Developmental)
Salary: $735 per load hour
Education: Bachelor of Science, Business Administration, University of Arizona, Tucson, Arizona; Master of Business Administration, University of Arizona, Tucson, Arizona
Experience: Mr. Jwander substitutes teaching mathematic courses for K-12 graders at Express Education Professional, Tucson, Arizona. He also is a mathematics substitute teacher for a private high school in Tucson, Arizona. He has about one year teaching experience at K-12 grade level. He has customer service experience working for local businesses in Tucson, Arizona.

Name: Leighton, Angela
Discipline(s): Psychology (Academic Limited Exemption)
Salary: $735 per load hour
Education: Bachelor of Science, Psychology, Arizona State University, Tempe, Arizona
Experience: Ms. Leighton is currently pursuing a doctorate degree in forensic science at the University of Western Australia. She has three years of teaching experience.
Name: Marchello, Ph.D., John A.
Discipline(s): Culinary (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Animal Industry, Montana State University, Bozeman, Montana; Master of Science, Animal Industry, Montana State University, Bozeman, Montana; Doctor of Philosophy, Animal Sciences, Colorado State University, Fort Collins, Colorado
Experience: Dr. Marchello has been a professor in the School of Animal and Comparative Biomedical Sciences at the University of Arizona for forty eight years.

Name: Mason, Ryan K.
Discipline(s): Writing (Academic), Literature (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, English/Creative Writing, San Francisco State University, San Francisco, California; Master of Arts, English/Creative Writing, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Mason worked for more than one year as a fiction editor for an online publishing company in Flagstaff, Arizona. He also was a graduate teaching assistant in English for two semesters at Northern Arizona University, in Flagstaff, Arizona.

Name: Medeiros, Ph.D., Matthew K.
Discipline(s): Chemistry (Academic), Biology (Academic), Pharmacy Technology (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Biochemistry, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Pharmacology, University of Arizona, Tucson, Arizona
Experience: Dr. Medeiros has worked as a research assistant in pharmacology for six years at the University of Arizona, in Tucson, Arizona. He taught chemistry for five years as an adjunct for Pima Community College in Tucson, Arizona. Dr. Medeiros is being submitted for approval after a six year separation from last employment as adjunct faculty with the college.

Name: Meinke, Ph.D., Geraldine D.
Discipline(s): Biology (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Madonna College, Livonia, Michigan; Doctor of Philosophy, Microbiology, Wayne State University, Detroit, Michigan
Experience: Dr. Meinke has been teaching as a full-time faculty member for more than seven years at Pima Community College in Tucson Arizona and has now retired. She is returning to teach as adjunct faculty.

Name: Novak, Gregg
Discipline(s): Pharmacy Technology (Occupational Limited Exemption)
Salary: $735 per load hour
Education: AAS Pharmacy Technology, Community College of the Air Force, Maxwell Air Force Base, Gunter Annex, Alabama
Experience: Mr. Novak has been working as a pharmacy technician for the United States Air Force for more than twenty years. He does not have formal teaching experience.

Name: Oliphant, Kenton L.
Discipline(s): Computer Aided Drafting (Occupational/Workforce)
Education: Associate of General Studies, Pima Community College, Tucson, Arizona
Experience: Mr. Oliphant has been working as a pool designer at Pioneer Pool in Tucson, Arizona for more than twenty-three years. He does not have formal adult teaching experience.

Name: Ore-Giron, Edgard L.
Discipline(s): Spanish (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Spanish, University of Arizona, Tucson, Arizona; Master of Arts, Spanish, University of Arizona, Tucson, Arizona
Experience: Mr. Ore-Giron has taught Spanish courses for undergraduate students at the University of Arizona for nine years.

Name: Orzel, Sarah G.
Discipline(s): Fitness and Wellness (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Nutritional Sciences, University of Arizona, Tucson, Arizona
Experience: Ms. Orzel has been a water safety instructor for City of Tucson, Parks and Recreation, Tucson, Arizona for five years. She also worked as a personal trainer/group fitness instructor for two years. Ms. Orzel taught yoga, spinning, and Aqua Yoga for one year at the University of Arizona.

Name: Payne, Ph.D., Rebecca A.,
Discipline(s): Writing (Academic limited Exemption)
Salary: $735 per load hour
Education: Bachelor of Applied Arts, Journalism, Central Michigan University, Mount Pleasant, Michigan; Master of Arts, Journalism, University of Missouri, Columbia, Missouri; Doctor of Philosophy, Mass Communication, University of South Carolina, Columbia, South Carolina
Experience: Dr. Payne was an assistant professor for seven years, in the Department of Journalism, at the University of Arizona, in Tucson, Arizona.

Name: Shattuck, Ph.D., Sandra D.,
Discipline(s): Writing (Academic), Literature (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, German, University of Redlands, Redlands, California; Doctor of Philosophy, Comparative Literature, University of Texas, Austin, Texas
Experience: Dr. Shattuck has been an instructor of English and/or literature at universities in Alabama, Maryland, Arizona and Mississippi over a period of fifteen years. She was also the Writing Center Director and Writing Project Director for the University of Huntsville and Alabama A&M University, both located in Alabama.
Name: Sherwood, Sherilyn  
Discipline(s): Nursing (Academic limited Exemption)  
Salary: $735 per load hour  
Education: Associates of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona  
Experience: Ms. Sherwood has worked at Tucson Medical Center, in Tucson, Arizona, as a patient care technician for three years and then a registered nurse for three years. She has no formal adult teaching experience.

Name: Skinner, M. Scot  
Discipline(s): Journalism (Academic limited Exemption)  
Salary: $735 per load hour  
Education: Coursework, the University of Arizona, Tucson, Arizona  
Experience: Mr. Skinner is an award-winning reporter and editor. He worked as a reporter and an editor for the Arizona Daily Star, Tucson, Arizona, for twenty-seven years. Mr. Skinner has no formal adult teaching experience.

Name: Teske, Michael A.  
Discipline(s): Humanities, and Latin (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, Latin and Linguistics, University of Arizona, Tucson, Arizona; Master of Arts, Classics, University of North Carolina, Chapel Hill, North Carolina  
Experience: Mr. Teske has taught undergraduate classic courses as an instructor at the University of Arizona since 2001. He also taught Classic and Greek courses as an adjunct faculty at East Carolina University. Mr. Teske taught Greek and Classics courses at Pima Community College in Tucson, Arizona, for one year. Mr. Teske is being submitted for approval after a nineteen year separation from last employment as adjunct faculty with the college.

Name: Truex, D.M.V., Barbara W.  
Discipline(s): Veterinary Science (Academic), Veterinary Technology (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Bachelor of Education, Early Childhood Education, University of Arizona, Tucson, Arizona; Master of Arts, Teaching/Teacher Education, University of Arizona, Tucson, Arizona; Doctor of Veterinary Medicine, Oregon State University, Corvallis, Oregon; Doctor of Veterinary Medicine, Washington State University, Pullman, Washington  
Experience: Dr. Truex has been a veterinarian for nine years and currently operates her own practice in Tucson, Arizona. She has no formal adult teaching experience.
Name: Young, Mariah K.
Discipline(s): Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, English, California State University East Bay, Hayward, California; Master of Fine Arts, Creative Writing, University of California, Riverside, California
Experience: Ms. Young was an adjunct in the English department for the last two years at Los Angeles Southwest Campus, in Inglewood, California and Mount Saint Mary’s College in Los Angeles, California.

Name: Williams, Emma L.
Discipline(s): Biology (Academic Limited Exemption)
Salary: $735 per load hour
Education: Degrees from Oxford Brookes University, United Kingdom
Experience: Ms. Williams was a research and teaching assistant for four years at the University of Hawaii, Honolulu, Hawaii. She taught Biology as adjunct faculty at Pima Community College in Tucson, Arizona for one year. Ms. Williams is being submitted for approval after a seven year separation from last employment as adjunct faculty with the college.

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.

Bosworth, Scott

Laboratory Specialist

EC

Effective: 10/10/13
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: $18.53
Education: Associate of Applied Science, Veterinary Technician, Associate of Science, Science, Pima Community College.
Experience: Mr. Bosworth has two years experience as a certified veterinary technician for Monument East Veterinary Hospital in Tucson, Arizona. He is certified as a veterinary technician by the Arizona State Veterinary Medical Examining Board.
Conway, Janice   Sign Language Interpreter   District Wide
Effective: 10/10/13
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: $22.00
Education: Bachelor of Arts, Geography, Master of Arts, Special Education, University of Colorado, Boulder, Colorado; Master of Arts, Special Education, University of Northern Colorado, Greeley, Colorado
Experience: Ms. Conway has one year experience as an advanced program coordinator for Pima Community College. She also has seven years experience as a special education teacher for Boulder Valley School District in Boulder, Colorado.

Fox, Donald    Special Projects Professional   WC
Effective: 10/10/13    Lighting Designer
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.
Stipend: $1000.00
Education: Bachelor of Arts, Theatre Administration, St. Edward’s University, Austin, Texas
Experience: Mr. Fox has seven years lighting design experience for a variety of productions in Washington, Arizona, Texas and California. He also has seven years experience as a technical director for Cameo Theater in San Antonio, Texas and the Performing Arts Center of Wenatchee in Wenatchee, Washington

Harbour, Christina   Sign Language Interpreter   District Wide
Effective: 10/10/13
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: $36.00
Education: Associate of General Studies, General Studies, Associate of Applied Arts, Interpreter Training, Pima Community College
Experience: Ms. Harbour has four years experience as a video relay interpreter for Z Video Relay Service and Saguaro Interpreting Service in Tucson, Arizona. She also has four years experience as a substitute interpreter for Tucson Unified School District in Tucson, Arizona. She holds a National Interpreter Certification from the Registry of Interpreters for the Deaf.

Haught, Sarah   Workforce Trainer   CC
Effective: 10/10/13    Public Safety and Emergency Services Institute
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: $22.00
Education: Bachelor of Arts, Humanities, Thomas Edison State College, Trenton, New Jersey
Experience: Ms. Haught has five years experience as a police officer for City of Tucson in Tucson, Arizona. She is certified as a Peace Officer, Physical Fitness Instructor

(Continued)
and General Instructor by the Arizona Peace Officer Standards and Training Board.

**Kosters, Christopher**  
**Laboratory Technician**  
**EC**  
**Effective:** 10/10/13  
**Chemistry**  
**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:** $15.40  
**Education:** Bachelors of Science, Chemistry and Molecular and Cellular Biology, University of Arizona, Tucson, Arizona  
**Experience:** Mr. Kosters was interviewed and recommended by Nina Corson, Academic Dean and Robert Carey, Laboratory Supervisor, East Campus.

**Langlois, Joseph**  
**Laboratory Specialist**  
**DV**  
**Effective:** 10/10/13  
**Biology**  
**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:** Associate of Science, Chemistry and Biology, Pima Community College  
**Experience:** Mr. Langlois has three years experience as an analyst for ALS Environmental Labs in Tucson, Arizona. He also has two years experience as a temporary tutor for Pima Community College. He is being submitted for approval after a three year separation.

**Leyva-McGee, Esther**  
**Tutor II**  
**DV**  
**Effective:** 10/10/13  
**Center for Childhood Studies**  
**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:** Associate of General Studies, General Studies, Associate of Applied Science, Early Childhood Studies, Pima Community College; Associate of Applied Science, Child Development, Central Arizona College, Coolidge, Arizona  
**Experience:** Ms. Leyva-McGee has twenty five years experience as a children’s services specialist for Child Parent Centers in Tucson, Arizona.

**Lundstrom, Barbara**  
**Auxiliary Aid**  
**District Wide**  
**Effective:** 10/10/13  
**Disabled Student Resources**  
**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:** Associate of Liberal Studies, Chaffee Community College, Rancho Cucamonga, California; Bachelor of Science, Ornamental Horticulture, California State Polytechnic University, Pomona, California;
Experience: Ms. Lundstrom was interviewed and recommended by Carol Barnes, Program Specialist, Disabled Student Resources.

Murphy, Beverly  Workforce Trainer  CC  
Effective: 10/10/13  Public Safety and Emergency Services Institute  
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: $22.00  
Education: Associate of Applied Science, Law Enforcement, Pima Community College  
Experience: Ms. Murphy has nine years experience as a police officer for Sahuarita Police Department in Sahuarita, Arizona. She is certified as a General Instructor by the Arizona Peace Officer Standards and Training Board.

Perez, Kristi  Tutor I  NW  
Effective: 10/10/13  Computer Software Application  
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, Pima Community College  
Experience: Ms. Perez is a current Pima Community College student and has been interviewed and recommended by Edward Gallagher, Program Manager, Learning Center.

Rains, Abigail  Laboratory Technician  DC  
Effective: 10/10/13  Welding Technology  
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: $15.40  
Education: Coursework, Pima Community College  
Experience: Ms. Rains has been interviewed and recommended by Kenneth Bice, Machine Tool and Welding Technology Instructional Faculty, Downtown Campus.

Russell, Cathy  Instructional Designer  CC  
Effective: 10/10/13  
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: $26.72  
Education: Bachelors of Science, Interdisciplinary Studies, Teaching, Learning and Culture, Masters of Education, Educational Technology, Texas A&M University, College Station, Texas  
Experience: Ms. Russell has five years experience as an adjunct faculty and one year experience as a technical trainer for Lone Star College in Cypress, Texas. She also has two years experience as an instructional design specialist for Blinn College in College Station, Texas.
Sandberg, Karin  Laboratory Assistant  NW
Effective: 10/10/13  Therapeutic Massage Program
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: Bachelor of Arts, Music, San Francisco State University, San Francisco, California; Master of Arts, Music History, University of British Columbia, Vancouver, British Columbia, Canada
Experience: Ms. Sandberg has three years experience as a massage therapist for Sonoran Spa and A Fine Balance Therapeutic Massage and Bodywork in Tucson, Arizona. She is certified in therapeutic massage and bodywork from the National Certification Board for Therapeutic Massage and Bodywork.

Simmons, DeAnna  Laboratory Technician  EC
Effective: 10/10/13  Biology
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: $15.40
Education: Associate of Arts, Liberal Arts, Pima Community College
Experience: Ms. Simmons has five years experience as a kennel technician for Palisades Veterinary Hospital in Fountain Hills, Arizona. She also has two years experience as a federal work study student aide for Pima Community College.

Strehlow, Sarah  Sign Language Interpreter  District Wide
Effective: 10/10/13
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: $20.00
Education: Associate of Applied Science, American Sign Language Interpreting, Saint Paul College, Saint Paul, Minnesota; Bachelor of Art, Psychology, University of Minnesota-Twin Cities, Minneapolis, Minnesota.
Experience: Ms. Strehlow has four years experience as a sign language interpreter for Federal Way Public School in Federal Way, Washington. She holds a National Interpreter Certification from the Registry of Interpreters for the Deaf.

Wesley, John  Laboratory Technician  EC
Effective: 10/10/13  Chemistry
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: $15.40
Education: Coursework, Scottsdale Community College, Scottsdale, Arizona
Experience: Mr. Wesley has three years experience as a laboratory manager for Flexible Research in Tucson, Arizona. He also has two years experience as a project manager for Pirahna Fuels in Glendale, Arizona.
Wolf, Susan    Substitute Instructor   CC
Effective:  10/10/13    Adult Education
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, History and Social Studies, Ithaca College, Ithaca, New York
Experience:  Ms. Wolf has seventeen years experience as a high school teacher for Waldwick Board of Education in Waldwick, New Jersey.

Approvals

Contact Person    Jeffrey Silvyn
Jeffrey Silvyn

Chancellor    Lee D. Lambert, J.D.
Meeting Date: 10/9/13  
Item Number: 16.4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension of Sub-recipient Agreement: Sunnyside Unified School District</td>
<td>Dr. Johnson Bia, Acting President,</td>
</tr>
<tr>
<td>and Pima County Community College Adult Education Comprehensive Family</td>
<td>Community Campus</td>
</tr>
<tr>
<td>Literacy Program</td>
<td>(206-6577)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve a three-year extension of a sub-recipient agreement between Sunnyside Unified School District and the Pima Community College Adult Education Program to provide Comprehensive Family Literacy services for the period July 1, 2013 through June 30, 2016 in the annual amount of approximately $63,000.00.

Justification:

Pima Community College’s Adult Education Program received funding from Sunnyside Unified School District (SUSD) for the Comprehensive Family Literacy Program which provides high-quality, learner-directed services that support families in their on-going efforts toward educational and economic improvement, using their proven model, “Teach the Parent, Reach the Child, Change the Future.” The Program provides curriculum and instructional design as well as administrative support for the Program. This funding and resources from SUSD provides the means for PCC’s Comprehensive Family Literacy Program to provide Adult Education and Parent Education curriculum and instruction, integration of components, professional learning and administration. Through this funding, the Comprehensive Family Literacy Program serves families at the Ocotillo Learning Center, SUSD’s only pre-school.

College Plan Initiative:

This program supports the 2011-2013 College Plan Initiative 2: Improve the Overall Success of Student Learning, Strategy 2.4, Effectively engage students in the learning process and Strategy 2.5, Increase student success. Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, "Improve our workforce through career readiness," item 4.1.2, "Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.” It also supports Strategy 4.2, “Strengthen community partnerships for student career readiness” and Strategy 4.5, “Design new partnerships.”

Financial Considerations:

(Continued)
The total grant amount is $63,000.00/year for a three-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>SUSD</th>
<th>PCC In-Kind</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>$44,648.72</td>
<td>$21,415.35</td>
<td>$66,064.07</td>
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<td>Fringe Benefits</td>
<td>$16,966.49</td>
<td>$8,137.83</td>
<td>$25,104.32</td>
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<td>Two AmeriCorps members</td>
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<td>$26,472.00</td>
<td>$26,472.00</td>
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<td>Instructional Supplies</td>
<td>$1,384.79</td>
<td>$1,500.00</td>
<td>$2,884.79</td>
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<tr>
<td>Children’s Books for Home Libraries</td>
<td></td>
<td>$2000.00</td>
<td>$2000.00</td>
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<tr>
<td>Technology/ Tech support</td>
<td></td>
<td>$7,690.00</td>
<td>$7,690.00</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td><strong>$63,000.00</strong></td>
<td><strong>$67,215.18</strong></td>
<td><strong>$130,215.18</strong></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 had determined they do not represent an undue liability.

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**Approvals**

Contact Person ____________________________

Dr. Johnson Bia

Chancellor ____________________________

Lee D. Lambert, J.D.
**ACTION ITEM**

**Meeting Date:** 10/9/13  
**Item Number:** 16.5

**Item Title**  
Intergovernmental Agreement: Pima Community College/Pima County Regional Wastewater Reclamation Department (RWRD) Leadership for Supervision Training Program  

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

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a five-year agreement for the establishment of an educational program whereby Pima Community College instructors will develop and teach components of Pima County Regional Wastewater Reclamation Department’s employee training and professional development programs, including “Leadership for Supervision Program” for RWRD supervisors and managers and similar programs. The agreement is estimated to be $2,700.00 per year.

**Justification:**

Pima County Regional Wastewater Reclamation Department, requests that PCC’s Workforce and Business Development Division work with them to provide curricula and instructional classes for supervisors and managers in the area of leadership.

**College Plan Initiative:**

This agreement supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, ”Improve our workforce through career readiness,” item 4.1.2, ”Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.”  

**Financial Considerations:**

The agreement is for $2,700.00. If approved, this will allow the College to partner with Pima County Regional Wastewater Reclamation Department to help meet their training and professional development needs. The College will invoice Pima County for all expenses incurred for the requested training.

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

(Continued)
Approvals

Contact Person ____________________________
Dr. Johnson Bia

Chancellor ________________________________
Lee D. Lambert, J.D.
Meeting Date: 10/9/13  
Item Number: 16.6

Item Title: Intergovernmental Agreement: Pima Community College/Arizona Governor’s Office of Highway Safety  
Contact Person: Dr. Johnson Bia, Acting President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve a five-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College will provide educational courses and/or training programs to Law Enforcement personnel. The agreement is estimated to be $2,133.00 per year.

Justification:

The Arizona Governor’s Office of Highway Safety requests that PCC’s Public Safety and Emergency Services Institute work with them to provide educational programs for the benefit of the Arizona Governor’s Office of Highway Safety employees.

College Plan Initiative:

This agreement supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, "Improve our workforce through career readiness," item 4.1.2, "Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.” It also supports Strategy 4.2, “Strengthen community partnerships for student career readiness” and Strategy 4.5, “Design new partnerships.”

Financial Considerations:

The agreement is for $2,133.00. If approved, this will allow the College to partner with the Arizona Governor’s Office of Highway Safety to help meet their training and professional development needs. The College will invoice the Arizona Governor’s Office of Highway Safety for all expenses incurred for the requested training.

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

Contact Person ________________________________

Dr. Johnson Bia

Chancellor _______________________________________

Lee D. Lambert, J.D.
Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a five-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College and the Pima County Sheriff’s Department will leverage resources to provide credit courses mutually agreed upon in the Law Enforcement and Corrections Officer Programs. This is a reciprocal agreement with no exchange of financial consideration.

Justification:

Pima County Sheriff’s Department, requests that PCC’s Public Safety and Emergency Services Institute work with them to implement and administer a Law Enforcement and Corrections Officer Program for their employees.

College Plan Initiative:

This agreement supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, ”Improve our workforce through career readiness,” item 4.1.2, ”Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.” It also supports Strategy 4.2, “Strengthen community partnerships for student career readiness” and Strategy 4.5, “Design new partnerships.”

Financial Considerations:

Under this reciprocal agreement, there will be no exchange of funds. If approved, this will allow the College to partner with Pima County Sheriff’s Department to help meet their training and professional development needs.

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

(Continued)
Approvals

Contact Person  ____________________________
Dr. Johnson Bia

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

The Chancellor recommends that the Board of Governors approve a one-year agreement for the setup and operation of a Pearson VUE Testing Center that would allow Community Campus to administer computerized GED testing. This agreement will automatically renew annually. This agreement is estimated to bring in $75,000.00 per year.

Justification:

Community Campus Adult Education requests that they be authorized to work with Pearson, Inc., to provide computerized GED testing to students at the Community Campus. The establishment of this testing center would allow us to offer a secure and uniform testing environment, high quality service, and dependability to GED students.

College Plan Initiative:

This agreement supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.1, "Improve our workforce through career readiness,” item 4.1.2, "Develop, expand and implement options designed to prepare students with career-focused skills,” and item 4.1.5, “Meet with business and industry to better understand future job needs.” It also supports Strategy 4.2, “Strengthen community partnerships for student career readiness” and Strategy 4.5, “Design new partnerships.”

Financial Considerations:

The agreement is for $75,000.00. If approved, this will allow the College to establish a Pearson VUE testing center at Community Campus that would allow students to take their GED test on a computer, instead of via the current paper format. Pearson VUE will pay PCC on a monthly basis for all GED tests processed through their database.

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

Contact Person ________________________________
Dr. Johnson Bia

Chancellor_____________________________________
Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 10/9/13  
Item Number: 16.9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Amendment #2 to Operating Agreement for the Operation and Maintenance of the Community Performing Arts and Learning Center in Green Valley | William R. Ward II  
Vice Chancellor for Facilities  
(206-2610) |

Recommendation:

The Chancellor recommends that the Board of Governors approve Amendment #2 to the Operating Agreement with Pima County for the Operation and Maintenance of the Green Valley Community Performing Arts and Learning Center.

Justification:

The County and College entered into an Operating Agreement effective September 15, 2003 which addressed the day-to-day operations and maintenance of the Learning Center, owned by the College, and the Arts Center, owned by the County. The agreement required the County to reimburse the College $5.50 per square foot per year for routine maintenance, custodial and utility costs for their space and included an escalation clause. The County and the College agreed to share in the cost of major repair, maintenance or replacement of any of the shared systems, such as the heating, ventilation, air conditioning systems, electrical panels, parking lots and roadways etc.

Prior to the expiration of the Operating Agreement the College and the County agreed to renew the agreement and began the process to renegotiate the terms and conditions of the agreement. Amendment #2 provides for each party to be responsible for the day to day scheduling and conducting of activities and programs within their respective areas of the facilities. Instead of the County paying a price per square foot for maintenance of the facility each party will be responsible for the maintenance and custodial cleaning of their areas. Additionally, the College and County agree to the following:

- The College will pay for the utilities and bill the County for 30% of the utilities.
- The County and College will each be responsible for major repairs of their respective areas.
- Any repairs to the common area will be made by the College and shared equally by both parties.
- Use of the rehearsal hall by the College will be scheduled through the County or their designee.
- Any use of the rehearsal hall by the College or their lessee beyond 20 hours per week will billed to the user at the County’s rental rate in effect at the time. The current rental rate is $15.00 per hour.
Financial Considerations:

Pima County will reimburse the College for 30% of the utility costs. Any repairs or maintenance of the common areas will be shared equally by both parties.

Approvals

Contact Person ________________________________

William R. Ward II

Chancellor ________________________________

Lee D. Lambert, J.D.
Meeting Date: 10/9/13  Item Number: 17

Item Title: Expedited Interim Administrator Appointments  Contact Person: Lee D. Lambert, Chancellor (206-4747)

Recommendation:

The Chancellor recommends that the Board of Governors authorize the Chancellor to make expedited interim administrator appointments per ARS 15-1445; BP-1502 and BP-4102. Furthermore, the Chancellor recommends that the Board authorize the Chancellor, or designee, to sign the employment contracts for administrator personnel on behalf of the College District.

Justification:

Adequate staffing is essential for ensuring that the College successfully completes the Higher Learning Commission self-study process and to address a variety of pressing student concerns. There are currently a number of open administrator positions at Pima Community College that impair the ability of the College to meet these needs within the current fiscal year. Accordingly, the Chancellor requests authority to make interim administrator appointments effective prior to Board approval with the conditions that the appointments will be reported to the Board at the soonest possible Board meeting for ratification and the regular position will be filled using the process currently in effect. This appointment authority by the Chancellor shall expire on June 30, 2014.

Approvals

Chancellor

Lee D. Lambert, J.D
Meeting Date: 10/9/13  
Item Number: 18

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Award: HLC Project Management Services</td>
<td>Dr. Jerome Migler, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract for consultant or consulting firms to provide project management assistance and support for the College’s Accreditation Self-Study project. This award is expected to exceed $100,000.

Justification:

The project consists of a comprehensive self-study that will demonstrate that the College is in compliance with the Higher Learning Commission’s (HLC) Criteria for Accreditation and that it has remedied the concerns that led the HLC to impose a probation sanction. Following the already established high-level outcomes, work plan and schedule, the awarded consultant/firm will provide project management assistance and support services to the College’s self-study leadership team, work committees and ancillary teams by:

- Providing a reporting tool with a web interface for tracking project objectives, activities and progress. The web interface will assist the committees, teams and project leadership with monitoring results and keeping the project on schedule. The web tool must provide an easy-to-use interface that provides appropriate information to internal and external audiences.
- Collecting or assisting with articulating measurable objectives and timelines for each of the committees and ancillary teams so that these objectives and timelines can be reflected in the web interface to ensure timely completion of all elements of the project.

Financial Considerations:

Costs associated with this action are expected to have positive outcomes with the Higher Learning Commission.

Approvals

Contact Person:  
Dr. Jerry Migler  

Chancellor:  
Lee D. Lambert, J.D.