NOTICE OF MEETING

7:00 p.m.
November 13, 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

3. Governing Board Recognition and/or Awards
   • The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements as shown on the attached Exhibit A.

Public Comment

4. 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

5. Governing Board Member Reports
   • The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
     ○ Notice of Intent to Amend the Bylaws
Reports (Continued)

6. 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.

7. Reports by Staff Representatives
   • Staff Representatives Amy Parker and Benetta Jackson will provide
     highlights from the Staff Council meeting of October 4. Highlights will
     include: Chancellor’s Report, Provost’s Report, Liaison Report and
     Employee Reports (AFSCME and ACES and Campus District Reports).

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

9. 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.

10. Academic Reports
    • HLC Progress
    • Developmental Education Update
    • Plus50 Program
    • Sprint Program

    • Preliminary fiscal year 2013-2014 results through September 2013

Information Items

12. Separations from Employment
    • Information item listing retirements and separations from employment:
      John Carroll, Luba Chliwniak, Florence L. Doran, Emery M. Gant, Jerry
      Haynes, Diane M. Landsinger, Leonard E. Thurman, Ruth Santa Cruz,
      Sylvano Mandujano Jr., Barbara D. Soto, Carlos A. Valencia, Lisa M.
      Westerbeck and Daniel C. Wright.
13. **Student Aide Placements**

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

15. **BP-1403: Records Management, Retention and Disposition – First Reading**
   - Administration submits the first reading of Board BP-1403: Records Management, Retention and Disposition

**Action Items**

16. Approval of Minutes of the following meetings:
   - A. Study Session of September 24, 2013
   - B. Special Meeting to conduct Executive Session on October 9, 2013
   - C. Regular Meeting of October 9, 2013

17. Consent Agenda

17.1 New Appointments
   - Administration is requesting approval to hire the following individuals: Rachel Araiza, Human Resources Specialist, Jon Callahan, Student Services Coordinator; Maria Foster, Student Services Specialist; Daniel Friauf, Information Technology Advanced Analyst; Robert Fullerton, Materials Management Supervisor; Amber Goins, Fiscal Analyst; Carlos Gonzales, Jr.,
Action Items (Continued)

Student Services Advanced Specialist; Amanda Gordon, Public Safety Dispatcher; Matthew Jones, Trades Maintenance Specialist, HVAC; Tisha Lee, Student Services Specialist; Melanie Olson, Public Safety Dispatcher; Sam Thompson, Public Safety Dispatcher and Chris Williams, Information Technology Specialist

17.2 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: Shelly A. Abbott, Landscape Technician Program; Roxanne B. Flores, Dental Hygiene; Wendy A. Herrington, Nursing; Billy D. Kidd, Chemistry; Amelia G. Lyell, Respiratory Therapy; John (Will) W. McCullen, Computer Information Systems; Jonathan R. McMahan, Fire Science; Douglas R. Priore, Ph.D., Chemistry; Nancy E. Ross, Writing and Literature; Donna L. Tadd, Nursing, Behavioral Health Services; David S. Thorpe, Ph.D., Biology; Kathleen A. Van vlack, PhD, American Indian Studies, Anthropology and Charles H. Weidner, Ph.D., Chemistry

17.3 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 for eighteen months: Clark Alves, Tutor I; Phillip Anderelli, Emergency Medical Technology; Ethan Andree, Laboratory Assistant; Ana Angulo-Gaxiola, Laboratory Specialist; Joseph Arreguin, Tutor I; Cathy Baar, Tutor I; William Brooks, Office Aide; Kathleen Carleton, Substitute Instructor; Patrick Chesser, Instructor; John Tyler Cole, Laboratory Assistant; Gary Cole, Laboratory Technician; Megan Cole, Office Aide; Dale Cox, Instructor; Takako Curtin, Tutor II; Christopher Dawkins, Laboratory Assistant; Tracey DeCook, Laboratory Specialist; Jennifer DeJong, Laboratory Specialist; Debra Disharoon, Tutor I; Angel Flores, Office Aide; Martin Gutierrez, Laboratory Specialist; Derek Heemsbergen, Tutor I; Amanda Henry, Office Aide; Arthur Ho, Tutor I; David Huntoon, Substitute Instructor; Maria Lado, Tutor II; Michael Lavelle, Workforce Trainer; Patrick Lohr, Tutor I; Jeffrey Lownsby, Laboratory Assistant; Michael McHugh, Laboratory Assistant; Paul McKenna, Laboratory Assistant; James McKnight, Substitute Instructor; Richard Mendoza, Office Aide; Eileen Moyer Mertz, Workforce Trainer; Lani Murashige, Tutor I; Maxim Nemirovsky, Tutor II; Cameron Nicholas, Tutor I; Bethany O’Brien, Support Specialist; Joanne Ostergaard, Substitute Instructor; Weslin Pullen, Tutor I; Lydia Rowe, Student Services Adv Specialist; Reginaldo Sanchez,
Action Items (Continued)

Laboratory Assistant; Stephanie Savory, Public Safety Dispatcher; Kelly Sharpe, Office Aide; Merlin Spillers, Classroom Model; Pilita Stevens, Support Assistant; Constance Strickland, Program Coordinator; Deborah Travis, Tutor I; Walter Wesch, Office Aide and Zoe Williams, Tutor I.

17.4 Administrator Appointments

- Administration is requesting approval to hire the following individuals: Zelema Harris, Ph.D., Interim Executive Vice Chancellor for Institutional Effectiveness; Sheila Ortego McLaughlin, Ph.D., Interim Campus President-Community Campus; Kate Schmidt, Acting Dean for Online Development-Community Campus; Regina Suit, Dean for Adult Education-Community Campus and Mark D. Ziska, Interim Vice Chancellor for Human Resources-District Office.

17.5 Intergovernmental Agreements: Dual Enrollment – Public Schools

- Administration is requesting approval to provide high school students dual enrollment credit or college level courses that may be counted towards both high school and college graduation.

17.6 Intergovernmental Agreements: Dual Enrollment – Charter Schools

- Administration is requesting approval to provide high school students dual enrollment credit or college level courses that may be counted towards both high school and college graduation.

Other Action Items

18. Internal Audit Plan 2013/2014 Fiscal Year

- Administration is requesting approval of the Internal Auditor (Internal Audit) annual risk-based audit plan.

19. Board of Governors' Finance and Audit Committee

- Administration is requesting approval of the creation of a Board of Governor’s Finance and Audit Committee and the associated Committee Charter.

20. Board of Governors Priorities for the College

- The Board Chair recommends that the Board adopt the Board of Governors Priorities for the College. These priorities, which constitute a set of values about the intended impacts, outcomes and results of the College.
Adjournment

<table>
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<tr>
<th>Annual Meeting</th>
<th>Regular Meeting</th>
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<tr>
<td>January 8, 2014, 5:00 p.m.</td>
<td>January 8, 2014, 7:00 p.m.</td>
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<tr>
<td>4905 E. Broadway</td>
<td>4905 E. Broadway</td>
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<tr>
<td>Tucson, AZ 85709-1010</td>
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* 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.

* To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

Members of the Governing Board may participate by telephone, video or internet conferencing.
Exhibit A

- Ricardo Castro-Salazar: Received the “Paper of the Year 2012 Commendation” from the British Education Research Journal for his paper ‘Critical arts-based research in education: Performing undocumented historias’
- Margaree Little: Received the Rona Jaffe Foundation Writers Award - the only national literary awards program of its kind devoted exclusively to women
- Janice Gallagher: Received the Celebrate Literacy Award from the Tucson Area Reading Council (International Reading Association)
- Johnson Bia: Recognized with a National Presidential Citation Award by the League of United Latin American Citizens (LULAC) “forbettering the lives of youth through education.”
- Liz Rollins: Received the 2013 LULAC Community Service Award
- Sylvia Ortega: Received the 2013 LULAC Community Service Award
- Eric Welch: Awarded the designation of CPPB (Certified Professional Public Buyer) by the Universal Public Procurement Certification Council (UPPCC) for his professional experience, procurement related coursework, and superior examination performance
- Michael Stack: Most recent work, “Distances” was selected to exhibit for the Chiaroscuro Contemporary Art in Santa Fe, New Mexico and the Arizona Biennial the Tucson Museum of Art in Tucson, Arizona
- Laura Porfirio: Received the Arizona Association of Lifelong Learning's Award of Excellence in Honor of Gary P. Tang and completed 2 years of the Arizona Department of Education's Leadership Excellence Academy training program to become a Certified Manager in Program Improvement (CMPI).
- Bryce Northland: Received the National Council on Marketing and Public Relations (NCMPR) Gold Medallion for most "Original Photography"
- D. Doolen: Received the National Council on Marketing and Public Relations (NCMPR) Gold Medallion for best "Feature Writing"
- Ana Chavarin: Recipient of the Arizona Association for Lifelong Learning scholarship to attend the National VALUE Institute in Washington, DC and the National Coalition for Literacy's Spotlight on Achievement 2012-2013
- Yahya Kane: First male recipient of the Lawrence R. Toledo Scholarship Award for Men's Soccer
- Courtney Pitts: Named All-ACCAC Conference Honorable Mention for Volleyball
- Victoria Mariscal: Named to the ACCAC Division I All-Region Team for Softball
- Noelle Medina: Named to the All-ACCAC Conference Second Team for Softball
- Maria Alejandra Ortiz: Named to the NJCAA Division I National Tournament All-Tournament Team; Second Team NFCA All-Region (West); Second Team All-ACCAC Conference and ACCAC Division All-Region Team for Softball
- Cynthia Pelayo: Named to the Second Team NFCA All-American; First Team NFCA All-Region (West); First Team All-ACCAC Conference and ACCAC Division All-Region Team for Softball
- Gemma Contreras: Named to the Third Team, NFCA All-American; First Team NFCA All-Region (West); Second Team All-ACCAC Conference and to the ACCAC Division I All-Regional Team for Softball
- Gretchen Schantz: Named the 2013 Wilson/ITA (Intercollegiate Tennis Association) Region II Coach of the Year and the ITA Women's Tennis National Coach of the Year
- Julienne Cananea: Named to the First and Second All-ACCAC Conference for Women's Tennis
- Helen Altieri: Named to the First and Second All-ACCAC Conference for Women's Tennis
- Helena Meyer: Named to the First Team All-ACCAC Conference for Women's Tennis
- Vivian Pierson: Named to the First Team All-ACCAC Conference for Women's Tennis
- Amy Beeston: Named to the First Team All-ACCAC Conference; No. 4 Singles Region I Tournament Champion and was part of the No. 2 Doubles Region I Tournament Champion Team
- Brian Soto: Named to the Second Team All-ACCAC Conference for Men's Tennis
• Dylan Vo: Named to the Second Team All-ACCAC Conference for Men’s Tennis
• Denzel Jones: Named to the Second Team All-ACCAC Conference for Men's Football
• Robyn Tolin: Named All-ACCAC Conference Honorable Mention for Women's Soccer
• Erika Heredia: Named to the First Team All-ACCAC Conference for Women's Soccer
• Kathy Fisher: Named to the First Team ACCAC Conference for Women's Soccer; Second Team All-ACCAC Conference in the 400 meter hurdles; and Second Team All-ACCAC in the 4 x 100 meter relay
• Chase Brennan: Named to the First Team All-ACCAC Conference for Men's Soccer
• Declan Fulton: Named to the Second Team All-ACCAC Conference for Men's Soccer
• Fabian Romero: Named All-ACCAC Conference Honorable Mention for Men's Soccer
• Marlee Sherwood: Named to the First Team All-ACCAC Conference for the Triple Jump event
• Brianna Rodriguez: Named NJCAA All-American Honorable Mention Team for Track and Field
• Tyler Stamp: Named to the Third Team, All Region I for Men's Cross Country
• Nikki Regalado: Named to the First Team Cross Country All-Region Division I; First Team All-ACCAC Conference for the 1,500 meter race and NJCAA All-American Honorable Mention
• Lucas Ruiz: Named to the Second Team All-ACCAC Conference for the 1,500 meter race
• Jose Rojas: Named to the Second Team All-ACCAC Conference for the 3,000 meter steeplechase
• Diona Johnson: Named to the Second Team All-ACCAC Conference for the 4 x 100 meter relay
• Ruben Canastillo: Named to the Second Team All-ACCAC Conference for the 4 x 100 meter relay team
• Lance Ross: Named to the Second Team All-ACCAC Conference for the 4 x 100 meter relay team
• Khalil Hakim: Named to the Second Team All-ACCAC Conference for the 4 x 100 meter relay team
• Josie Trappell: Named to the First Team, All Region for Women's Golf
• Shelby Empens: Named to the Second Team, All Region for Women's Golf
• Abriana Romero: Named to the Second Team, All Region for Women's Golf
• Tyler Cooper: Named to the Second Team, All-ACCAC Conference for Men's Golf
• Joseph Courtney: Named to the First Team, All Conference in Men's Golf and also selected NJCAA Division I PING All District Team by the Golf Coaches Association of America
• Athletic Department: Pima Athletics placed 16 out of 389 Colleges in the NJCAA Scholarship Division Cup Standings by the National Alliance Two Year College Athletic Administrators (NATYCAA)
• Senator Linda Lopez: Supporter of Adult Education and lifelong learning and influenced the Arizona legislature to fund adult education
• Donny Theriault: Working with the College on adjunct certification issues, process concerns, the addition of teaching demonstrations for adjuncts and, most recently, providing support for embedding industry input into teaching demonstrations to strengthen the Machine Tool Program
• Paul Ohm: Steadfast support of the Family Literacy Program helping to serve more than 100 families over the past three years at Ocotillo, positively impacting more than 300 children
• Jennifer Caldwell: Working with the College as the coordinator of the Pima County Public Library's annual MangaMania! Event in partnership with Pima Community College
• Al Altuna: Contributing his expertise to Pima's Logistics and Supply Chain Management program and providing scholarships to students studying Logistics and Supply Chain Management or related fields
• Mark Ziska: Adult Education advocate
## GENERAL MATTERS

**Meeting Date:** 11/13/13  
**Item Number:** 1-4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>General Matters</td>
<td>Chancellor’s Office (206-4747)</td>
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1. Call to Order
2. Pledge of Allegiance
3. Governing Board Recognition and/or Awards
4. Public Comment

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**Approval**

Chancellor:  

Lee D. Lambert, J.D.
# REPORTS

**Meeting Date:**  11/13/13  
**Item Number:**  5-10

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<tr>
<td>5. Governing Board Member Reports</td>
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<td>6. Chancellor’s Report</td>
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<tr>
<td>7. Reports by Staff Representatives</td>
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<td>8. Reports by Student Representatives</td>
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<td>9. Reports by Faculty Representatives</td>
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<td>10. Academic Reports</td>
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## Approval

Chancellor:  

Lee D. Lambert, J.D.
REPORTS

Meeting Date: 11/13/13

<table>
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<th>Item Title</th>
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<tr>
<td>Financial Report – September 2013 Financial Statements</td>
<td>Dr. David Bea</td>
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<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
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Recommendation:

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

Justification:

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that Pima Community College concluded September with a year-to-date decrease in net position through month end of approximately $2.9 million. This is an improvement from the previous year’s decrease of $3.9 million partly due to a decrease in adjunct faculty part-time instructor costs, offsetting a decrease in tuition compared to the same time last year.

Summary of Expenditures – General and Designated Funds:

In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 21.5 percent of budget, which is similar to the previous year. In absolute terms, Personal Services expenditures were $25.7 million, which is equal to the amount from the same period of fiscal year 2012.

Services and Supplies expenditures are approximately 22.9 percent of the budget, which is slightly higher than the previous year. In absolute terms, Services and Supplies expenditures were $7.3 million, which is slightly higher than the amount from the same period of fiscal year 2012. This increase is primarily due to an increase in contractual services. Transfers are less than the previous year due to the transfer made last fiscal year in July of $3.4 million from the General fund to complete the payment for the lease / purchase of the Northwest Campus building A. This transfer was not required this fiscal year. In addition, the General Fund Institutional Support expenses are approximately $2 million higher than the same point in time last year as a result of our booking a provision for doubtful accounts earlier in the year-end close process. This is a result of an improved year-end accounting practice in which we are now using actual student account data from Banner to automatically process doubtful accounts. Previously this process utilized data that was estimated and occurred later in the year end closeout process.

(Continued)
Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of September was $208 million, which is a decrease of about $6 million compared to the same time last year. This decrease is primarily due to the increase in 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)

September 30, 2013

(Preliminary)

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<td>Plant &amp;</td>
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<td>Designated</td>
<td>Restricted &amp;</td>
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<td><strong>Assets</strong></td>
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<td><strong>Current Assets</strong></td>
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<td>and Contracts</td>
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</tr>
<tr>
<td>Accrued Payroll and</td>
<td>2,007,500</td>
<td></td>
<td>2,007,500</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>(18,069)</td>
<td>98,400</td>
<td>649,188</td>
<td>729,519</td>
</tr>
<tr>
<td>and Accrued Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Held in</td>
<td>411,754</td>
<td></td>
<td>411,754</td>
<td></td>
</tr>
<tr>
<td>Custody</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Total Current</td>
<td>$6,209,270</td>
<td>$98,400</td>
<td>$1,060,942</td>
<td>$7,368,612</td>
</tr>
<tr>
<td>Liabilities**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Noncurrent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liabilities**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>17,933</td>
<td></td>
<td>17,933</td>
<td></td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
<td>3,280,000</td>
<td>6,555,752</td>
<td></td>
</tr>
<tr>
<td>**Total Noncurrent</td>
<td>$3,293,685</td>
<td>$3,280,000</td>
<td>$6,573,685</td>
<td></td>
</tr>
<tr>
<td>Liabilities**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$9,502,955</td>
<td>$98,400</td>
<td>$4,340,942</td>
<td>$13,942,297</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment in</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>105,624,200</td>
<td>105,624,200</td>
<td></td>
<td>109,590,058</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,624,307</td>
<td>1,624,307</td>
<td></td>
<td>1,832,713</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,919,929</td>
<td>1,919,929</td>
<td></td>
<td>1,972,215</td>
</tr>
<tr>
<td>Other (Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>(570,438)</td>
<td>(570,438)</td>
<td></td>
<td>1,923,259</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>53,078,209</td>
<td>8,432,841</td>
<td>37,806,767</td>
<td>99,317,817</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$53,078,209</td>
<td>$7,862,403</td>
<td>$146,975,203</td>
<td>$207,915,815</td>
</tr>
</tbody>
</table>

**Total Net Position: Current Year vs. Prior Year**

$ (6,018,622)
## Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For Three Months Ending September 30, 2013**

*(Preliminary)*

### FY 2013/14

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td><strong>$ 23,977,540</strong></td>
<td><strong>$ 780</strong></td>
<td><strong>$ 24,666,604</strong></td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td><strong>726,763</strong></td>
<td></td>
<td><strong>726,763</strong></td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td><strong>351,653</strong></td>
<td></td>
<td><strong>351,653</strong></td>
</tr>
<tr>
<td><strong>Commission and Rents</strong></td>
<td><strong>10,000</strong></td>
<td><strong>147,297</strong></td>
<td><strong>157,297</strong></td>
</tr>
<tr>
<td><strong>Other Operating Revenues</strong></td>
<td><strong>128,062</strong></td>
<td><strong>62,474</strong></td>
<td><strong>264,298</strong></td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>24,842,365</strong></td>
<td><strong>562,204</strong></td>
<td><strong>26,166,615</strong></td>
</tr>
</tbody>
</table>

### FY 2012/13

<table>
<thead>
<tr>
<th>Prior Year Totals as of September 30, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Nonoperating Revenues

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Appropriations</strong></td>
<td><strong>1,784,150</strong></td>
<td></td>
<td><strong>1,784,150</strong></td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
<td><strong>8,880,578</strong></td>
<td><strong>119,867</strong></td>
<td><strong>9,000,445</strong></td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
<td><strong>8,594</strong></td>
<td><strong>15,945,991</strong></td>
<td><strong>15,954,777</strong></td>
</tr>
<tr>
<td><strong>State and Local Grants</strong></td>
<td><strong>279,514</strong></td>
<td></td>
<td><strong>279,514</strong></td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
<td><strong>316,281</strong></td>
<td></td>
<td><strong>316,281</strong></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
<td></td>
<td><strong>139,287</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td><strong>314,195</strong></td>
<td><strong>413</strong></td>
<td><strong>315,212</strong></td>
</tr>
<tr>
<td><strong>Total Nonoperating Revenues</strong></td>
<td><strong>10,987,517</strong></td>
<td><strong>16,542,199</strong></td>
<td><strong>27,650,379</strong></td>
</tr>
</tbody>
</table>

### Total Revenues

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$ 35,829,882</strong></td>
<td><strong>$ 17,104,403</strong></td>
<td><strong>$ 882,709</strong></td>
<td><strong>$ 53,816,994</strong></td>
</tr>
<tr>
<td><strong>Prior Year Totals as of September 30, 2012</strong></td>
<td><strong>$ 56,502,635</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td><strong>9,918,833</strong></td>
<td><strong>843,517</strong></td>
<td><strong>10,807,542</strong></td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td><strong>5,277,397</strong></td>
<td><strong>578,994</strong></td>
<td><strong>5,910,080</strong></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td><strong>5,247,126</strong></td>
<td><strong>937,943</strong></td>
<td><strong>6,185,069</strong></td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td><strong>9,349,527</strong></td>
<td><strong>1,034,119</strong></td>
<td><strong>10,383,646</strong></td>
</tr>
<tr>
<td><strong>Operation and Maintenance of Plant</strong></td>
<td><strong>2,716,342</strong></td>
<td><strong>1,802,830</strong></td>
<td><strong>4,519,172</strong></td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td></td>
<td></td>
<td><strong>1,802,830</strong></td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td><strong>576,210</strong></td>
<td><strong>16,149,517</strong></td>
<td><strong>16,725,727</strong></td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td></td>
<td></td>
<td><strong>242,083</strong></td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
<td></td>
<td><strong>19,155,256</strong></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$ 33,085,435</strong></td>
<td><strong>$ 18,714,709</strong></td>
<td><strong>$ 56,754,315</strong></td>
</tr>
</tbody>
</table>

### Income Before Other Expenses

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfers</strong></td>
<td><strong>$ 2,744,447</strong></td>
<td><strong>$ (1,610,306)</strong></td>
<td><strong>$ (2,937,321)</strong></td>
</tr>
<tr>
<td><strong>Capital Appropriations</strong></td>
<td></td>
<td></td>
<td><strong>13,074,938</strong></td>
</tr>
<tr>
<td><strong>Capital Gifts and Grants</strong></td>
<td></td>
<td></td>
<td><strong>242,083</strong></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td><strong>$ (7,508,630)</strong></td>
<td><strong>$ (4,432,167)</strong></td>
<td><strong>$ (2,937,321)</strong></td>
</tr>
</tbody>
</table>

### Net Position

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Position - Beginning Of Year</strong></td>
<td><strong>60,586,839</strong></td>
<td><strong>12,294,570</strong></td>
<td><strong>217,818,967</strong></td>
</tr>
<tr>
<td><strong>Total Net Position - End Of Period</strong></td>
<td><strong>$ 53,078,209</strong></td>
<td><strong>$ 7,862,403</strong></td>
<td><strong>$ 213,934,437</strong></td>
</tr>
<tr>
<td><strong>Total Net Position - End Of Period: Current Year vs. Prior Year</strong></td>
<td><strong>$ (6,018,622)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pima County Community College District**
### Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For Three Months Ending September 30, 2013**

*(Preliminary)*

#### Expenditures by Function

**Educational and General**

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td>$58,225,104</td>
<td>$10,710,328</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>$24,629,398</td>
<td>$5,254,848</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>$23,921,143</td>
<td>$4,864,214</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>$34,484,300</td>
<td>$6,653,777</td>
</tr>
<tr>
<td><strong>Operation and Maintenance of Plant</strong></td>
<td>$13,404,055</td>
<td>$2,753,759</td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td>$650,760</td>
<td>$615,570</td>
</tr>
</tbody>
</table>

**Other Expenses**

| Transfers                     | $10,253,000| $12,86,342 |
| Fund balance reserved for contingency | $11,225,240| $100.2 %   |

**Total Expenditures by Function**

<table>
<thead>
<tr>
<th>FY 2013/14</th>
<th>$176,793,000</th>
<th>$43,338,512</th>
<th>24.5 %</th>
<th>$133,454,488</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2012/13</td>
<td>$43,138,388</td>
<td>26.9%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Expenditures by Account

**Personal Services**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Personnel</strong></td>
<td>$6,296,569</td>
<td>$1,452,728</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>$22,708,184</td>
<td>$4,740,784</td>
</tr>
<tr>
<td><strong>Additional Compensation - Faculty</strong></td>
<td>$1,369,947</td>
<td>$147,514</td>
</tr>
<tr>
<td><strong>Adjunct Faculty</strong></td>
<td>$13,270,205</td>
<td>$3,129,344</td>
</tr>
<tr>
<td><strong>Classified Staff</strong></td>
<td>$41,161,004</td>
<td>$8,993,936</td>
</tr>
<tr>
<td><strong>Other Compensation</strong></td>
<td>$5,234,146</td>
<td>$945,857</td>
</tr>
<tr>
<td><strong>Student Employment / Workstudy</strong></td>
<td>$29,258,842</td>
<td>$6,292,048</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>$22,682,058</td>
<td>$21.9%</td>
</tr>
</tbody>
</table>

**Total Personal Services**

<table>
<thead>
<tr>
<th>$119,298,897</th>
<th>$25,655,152</th>
<th>21.5 %</th>
<th>$93,643,745</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,702,210</td>
<td>21.7%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services and Supplies**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications and Utilities</strong></td>
<td>$5,774,959</td>
<td>$1,254,017</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$2,365,809</td>
<td>$328,428</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td>$12,950,714</td>
<td>$2,661,342</td>
</tr>
<tr>
<td><strong>Supplies and Materials</strong></td>
<td>$7,655,964</td>
<td>$1,077,430</td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td>$650,760</td>
<td>$615,570</td>
</tr>
<tr>
<td><strong>Current Fixed Charges</strong></td>
<td>$2,363,830</td>
<td>$1,256,129</td>
</tr>
</tbody>
</table>

**Total Services and Supplies**

<table>
<thead>
<tr>
<th>$31,762,036</th>
<th>$7,261,116</th>
<th>22.9%</th>
<th>$24,500,920</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,192,917</td>
<td>22.3%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capital Equipment**

| $435,439 | 19.3% | $351,288 |

**Transfers**

| $10,253,000 | $12,86,342 |

**Other Expenditures**

| $1,235,000 | 6.9% | $1,149,984 |

**Contingency and Reserves**

| $13,808,628 | $13,808,628 |

**Total Expenditures by Account**

<table>
<thead>
<tr>
<th>FY 2013/14</th>
<th>$176,793,000</th>
<th>$43,338,512</th>
<th>24.5%</th>
<th>$133,454,488</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2012/13</td>
<td>$43,138,388</td>
<td>26.9%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Preliminary figures may be subject to adjustment.*
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

General & Designated Funds YTD Revenues - FY13 - Prior Year
For the Three Months Ending September 30, 2012

General & Designated Funds YTD Revenues - FY14 - Current Year
For the Three Months Ending September 30, 2013

General & Designated Funds YTD Revenues

Tuition and Fees $24,812,164 73%
State Appropriations $1,838,375 5%
Property Taxes $6,329,167 19%
Other Revenues $864,386 3%

Tuition and Fees $23,977,540 67%
State Appropriations $1,784,150 9%
Property Taxes $8,880,578 25%
Other Revenues $1,187,614 3%

For the Three Months Ending September 30, 2012

Tuition and Fees $20,000,000
State Appropriations $40,000,000
Property Taxes $60,000,000
Other Revenues $80,000,000


Tuition and Fees State Appropriations Property Taxes Other Revenues
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY14

- Nonoperating Revenues
- Operating Revenues
- Instruction
- Academic Support
- Institutional Support
- Student Services
- Operation & Maintenance of Plant
- Other
Statement of Net Position

Assets

Current Assets
Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.

Cash & Cash Equivalents
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.

Receivables
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.

Short-term Investments
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.

Property taxes
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.

Accounts
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).

(net of allowances)
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.

Government Grants & Contracts
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.

Student Loans
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.

Other
Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.

Inventories
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.

Prepaid Expenses
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.
# 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.
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><strong>Glossary for Financial Reports</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
</tr>
</tbody>
</table>
| **Academic Support** | Includes expenses incurred to provide support services for the institution’s primary programs of instruction, research, and public service. It includes the following activities:  
  - The retention, preservation, and display of educational materials, such as libraries, museums, and galleries  
  - Media, such as audio-visual services, and technology, such as computing support  
  - Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions  
  - Separately budgeted support for course and curriculum development |
| **Student Services** | Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students’ emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise). |
| **Institutional Support** | Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising. |
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 ITEM

Meeting Date: 11/13/13
Item Number: 12

Item Title: Separations from Employment
Contact Person: Mark D. Ziska,
Vice Chancellor for Human Resources, Interim
(206-4740)

Information:

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

Retirements

Carroll, John P.
Campus Director of Administrative Services
NW – Administrative Services
Initial Hire Date: 8/28/95
Last Day of Work: 11/8/13

Doran, Florence L.
Instructor
DV – Center for Training and Development
Initial Hire Date: 3/23/94
Last Day of Work: 10/4/13

Santa Cruz, Ruth
Student Services Specialist
DO – Admissions
Initial Hire Date: 8/16/91
Last Day of Work: 11/1/13

Soto, Barbara D.
Fiscal Support Specialist
EC – Business Services
Initial Hire Date: 12/15/75
Last Day of Work: 1/3/14

Separations from Employment

Chliwniak, Luba
Campus President
DC – President’s Office
Effective: 10/4/13

(Continued)
Gant, Emery M.
Materials Management Supervisor
DO – Maintenance & Security Operations
Effective: 10/16/13

Haynes, Jerry
Vice President for Student Development
DC – Student Services
Effective: 10/11/13

Landsinger, Diane M.
Assistant Program Manager
DC – Student Support Services
Effective: 10/4/13

Thurman, Leonard E.
Program Manager
DC – Instructional/Academic Services
Effective: 9/30/13

Mandujano, Jr., Sylvano
Community Service Officer
DO – Department of Public Safety Operations
Effective: 11/14/13

Valencia, Carlos A.
Public Safety Dispatch Supervisor
DO – DPS Operations
Effective: 10/2/13

Westerbeck, Lisa M.
Advanced Program Coordinator
DO – Grants Development
Effective: 9/19/13

Wright, Daniel C.
Academic Dean
CC – Center for Learning Technologies
Effective: 10/4/13

(Continued)
Approvals

Contact Person ____________________________
Mark D. Ziska

Chancellor: ____________________________
Lee D. Lambert, J.D.
**INFORMATION ITEM**

**Meeting Date:** 11/13/13

**Item Number:** 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide Placements</td>
<td>Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4740)</td>
</tr>
</tbody>
</table>

**Information:**

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

<table>
<thead>
<tr>
<th>Apostol, Fahren</th>
<th>Johnson, William</th>
<th>Ochoa, Andrew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apostol, Farianne</td>
<td>Jones, Mary</td>
<td>Ramirez, Arline</td>
</tr>
<tr>
<td>Armenta, Cristian</td>
<td>KC, Anjali</td>
<td>Ramirez, Mireya</td>
</tr>
<tr>
<td>Burton, Kevin</td>
<td>Lathan, Christopher</td>
<td>Reynaga, Vanessa</td>
</tr>
<tr>
<td>Cabezola, Esdras</td>
<td>Lee, David</td>
<td>Riegert, James</td>
</tr>
<tr>
<td>Carter, Fred</td>
<td>Lopez, Katrina</td>
<td>Ritchie, L</td>
</tr>
<tr>
<td>Chacon, Ashley</td>
<td>Mada, Sergio</td>
<td>Rodriguez, Edwin</td>
</tr>
<tr>
<td>Chamorro, Juan</td>
<td>Martinez, Alan</td>
<td>Sais Felix, Valerie</td>
</tr>
<tr>
<td>Charles, Jessica</td>
<td>Martinez, Ingrid</td>
<td>Seawaters, Tiffany</td>
</tr>
<tr>
<td>Coraggio, Cameron</td>
<td>Martinez, Jesus</td>
<td>Session, Stokeley</td>
</tr>
<tr>
<td>Danielson, Stanley</td>
<td>McCauley, Crystal</td>
<td>Sharpe, Kelly</td>
</tr>
<tr>
<td>Dillon, Ryan</td>
<td>Melgoza, Alexia</td>
<td>Smith, Carolyn</td>
</tr>
<tr>
<td>Dzodzomenyo, Clara</td>
<td>Mercado, Jessica</td>
<td>Soto, Veronica</td>
</tr>
<tr>
<td>Gomez, Edgar</td>
<td>Meyer, Celeste</td>
<td>Sounnakhone, Patricia</td>
</tr>
<tr>
<td>Gonzalez, Fernanda</td>
<td>Monge, Angel</td>
<td>Stockey, Suzanna</td>
</tr>
<tr>
<td>Gray, Koryn</td>
<td>Montano, Kayla</td>
<td>Swire, Aaron</td>
</tr>
<tr>
<td>Groethe, Jacquelyn</td>
<td>Morales, Luis</td>
<td>Taylor, Simone</td>
</tr>
<tr>
<td>Guerrero, Karen</td>
<td>Moreno, Francisco</td>
<td>Thompson, Morgan</td>
</tr>
<tr>
<td>Guido, Justin</td>
<td>Navarro, Lillian</td>
<td>Wallace, Marquita</td>
</tr>
<tr>
<td>Hernandez, Jaime</td>
<td>Nealy, Cedric</td>
<td>Woods, Cassandra</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person: _______ ____________

Mark D. Ziska

Chancellor: _______ ____________

Lee D. Lambert, J.D.
BP-2304: Smoking, E-Cigarette, and Tobacco Product Use Limitations on College Property – Second Reading

Jeffrey Silvyn
General Counsel
(206-4678)

Recommendation:

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

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>Options</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>
<tr>
<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>
</tr>
<tr>
<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>
</tbody>
</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

**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.
INFORMATION ITEM

Meeting Date: 11/13/13

Item Number: 15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP-1403: Records Management, Retention and Disposition – First Reading</td>
<td>Deborah Yoklic</td>
</tr>
<tr>
<td></td>
<td>Assistant Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

For your information, the Chancellor submits the first reading of BP-1403, Records Management, Retention and Disposition.

Justification:

The College is required by ARS §41-151.14 to have a Records Management, Retention and Disposition program. This Board Policy will give the Chancellor the authority to establish and maintain a program to bring Pima Community College into compliance with this law.

Financial Considerations:

The institution of a Records Management, Retention and Disposition program will require the creation of a Records Manager position to develop, implement and maintain a records management program based on records management policies and procedures set by the State of Arizona.

Approvals

Contact Person  Deborah Yoklic
Deborah Yoklic

Chancellor:       Lee D. Lambert, J.D.
The Board of Governors delegates to the Chief Executive Officer the authority to establish and maintain an active, continuing program for the economical and efficient management, retention and disposition of the public records of the College, in accordance with the requirements and schedules established by the State of Arizona and the United States government. The Chief Executive Officer may delegate this responsibility to another appropriate office.
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 11/13/13 Item Number: 16A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Study Session of September 24, 2013</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Study Session of September 24, 2013 are submitted for approval.

Approval

Chancellor: ____________________________

Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Tuesday, September 24, 2013 at 5:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

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

**General Counsel**
Jeffrey Silvyn

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Lee Lambert

**Call to Order**
Brenda Even called the meeting to order at 5:02 pm. Chairperson Even noted there will be no action taken at this meeting.

1. Review and Discussion of Board Bylaws and possible recommendation to amend.

Board members discussed the areas where the Board should be looking into.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 2 Legal Powers and Duties #1 Maintain the community college for a period of not less than eight months in each year, and if the funds of the district are sufficient, maintain the College for a longer period. Jeffrey Silvyn, General Counsel, assisted in reviewing the text and noted this bylaw should be consistent with the Arizona Revised Statutes and be in compliance with state and local taxpayers. The Board will be selecting four to five indicators to demonstrate they can
maintain the College for the period of eight months. The Board talked about the College’s cash balance and discussed the developing of financial resources to maintain such balance. The College is in good financial standing but it is important to pay attention to ways to increase the College revenue. An example could be doing bench marking for models to implement at the College. Other ways could be having quarterly meetings with the Finance Department and improve financial reports and graphics. The College has to have indicators that it’s fiscally sound as a whole. Chancellor Lambert noted it is good to have multiple measures of evidence.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 2 Legal Powers and Duties #3. Visit the community college and examine carefully its management conditions and needs. The Board discussed the possibility of bringing a firm outside the College for an independent review of the College’s. Once the review is completed, a cycle could be set to review practices such as Meet and Confer process, management and education to make sure PCC delivers what its mission states. The Board should also define parameters for Program Review. The Board has to abide by the law and have a mechanism to ensure compliance.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 2 Legal Powers and Duties #7. Remove any officer or employee when in its judgment the interests of education in the state so require. This Board Bylaw should clearly define “quality of education” and guarantee employees are doing their job in delivering quality education.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 3 Ethical Responsibilities #1. Recognize its only duty to represent the entire community. Individual Board members should recognize the unique aspects of their geographic constituency when considering the needs of the entire District. The term student should be define more clearly to reflect all community members.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 3 Ethical Responsibilities #3 Assure the opportunity for high quality education for every student, within the fiscal limitations of the District. The Board conversed about the different approaches they should take in interacting with the community to know if the College is providing high quality education. One good example is the Automotive Program. It was discussed the Board should engage with community members of certain sectors to have discussion and obtain feedback. One idea was to have quarterly sessions to keep up with the industry. Also, having Board presentations on Program Review to show best practices could be useful. College employees should be aware of best practices.

The Board reviewed Board Bylaw Code of Ethics Article XI Section 3 Ethical Responsibilities #7 Recognize the unique contributions of representatives to the Board in the Board’s deliberation of agenda items. This is a good opportunity for the Board to have communication with employee groups by not only reporting to the Board but by also bringing specific issues or concerns. Options discussed were to include employee groups’ top priorities, students to share issues or concerns, include administrators as well as adjunct faculty representation. These groups can rotate at Board meetings to present.
The Board reviewed Board Bylaw Code of Ethics Article XI Section 3 Ethical Responsibilities #8 Delegate authority to the Chief Executive Office as the Board executive and confine Board action to policy determination, planning, overall approval and evaluation, and maintaining the fiscal stability of the District. The Board will work on drafting the following elements: fiscal, benchmarking data on current programs revision and faculty oversight of curriculum practices.

Adjournment

The meeting adjourned at 7:05 p.m.

__________________________________________
Secretary

__________________________________________
Date
### ACTION ITEM

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on October 9, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting to go into Executive Session on October 9, 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 to go into Executive Session on Wednesday, October 9, 2013 at 4:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

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

**Recording Secretary**
Gabriela De Echávarri

**General Counsel**
Jeffrey Silvyn

**Administration/Staff**
Lee Lambert

**Call to Order**
Brenda Even called the meeting to order at 4:30

**Motion to conduct Executive Sessions**
Motion No. 7236

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 4:31 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
### ACTION ITEM

**Meeting Date:** 11/13/13

**Item Number:** 16C

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of October 9, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of October 9, 2013 are submitted for approval.

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**Approval**

Chancellor: [Signature]

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

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, October 9, 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

Benetta Jackson, Staff
Amy Parker, Staff
Colin Lynch, Student
April May Ramey, Student
Patricia Figueroa, Faculty
Kimlisa Salazar Duchicela, Faculty

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Manny Amado Executive Director Public Safety (Acting)
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
David Bea, Executive Vice Chancellor, Finance and Administration
Nina Corson, Academic Dean
Charlotte Fugett, President, East Campus
Donna Gifford, Vice President of Instruction
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
Leticia Menchaca, Assistant Vice Chancellor of Student Development
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
Nicola Richmond, Academic Dean
Ted Roush, Vice President of Instruction
Robert Simpson, Vice President of Instruction (Acting)
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
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
Darla Zirbes, President, Northwest Campus (Acting)
GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:05 p.m.

Pledge of Allegiance

Scott Stewart led the Pledge of Allegiance.

Public Comment

Public Comment

Rita Flattley, Psychology faculty member, thanked the Board for being able to sit in the Board’s Study Session. She mentioned she was impressed with the Board’s work on shared governance ideas, approving programs and moving the College forward to the next level. She thanked everyone who is working hard on HLC issues ably led by Provost Migler. She also mentioned faculty have deep faith in Dr. Migler’s leadership and support him. She informed Meet and Confer teams should be announced by November 15. PCCEA will be led by Duffy Galda, Bardo Padilla, Nan Schmidt, Kris Swank, Makyla Hays and Kimlisa Duchicela.

Reports

Governing Board Member Reports

Chairperson’s Report: Brenda Even spoke about how the college can be more specific about “Together for Change” and how the College is moving forward for students. She informed about the different sessions the Board is holding in regards to Board development, including their attendance to the ACCT Annual Leadership Congress in early October. She also mentioned the Board is looking into ways how the College can be of better service to our students. Chairperson Even noted the following areas will be looked at: HLC process, College structure, systems efficiency, community needs, enrollment management and retention, workforce development, mission’s revision, policy and governance structure and Chancellor and Board evaluations.

Secretary to the Board Report: There was no report.

Chairperson Even asked Board members if they had any comments.

Scott Stewart informed about the sessions he attended while at the ACCT Annual Leadership. He mentioned the focus was on completion.
Sylvia Lee mentioned the Keynote speaker was Bill Gates and commented on the extensive involvement he and his wife Melinda have with community colleges. She also talked about MOOCs (Massive Open Online College Courses). She also noted at the conference it was reiterated Boards make decisions as a body not as individual members. She spoke about her comments made in the spring and how they might have affected other Board members; she noted she wants to make sure they know she is committed to moving the College forward and working with them.

Marty Cortez commented she attended pre-conference sessions and that she was impressed with the quality of the conference and the number of people who attended. She noted Board members did not attend the same sessions; therefore, they will have different perspectives and share information among themselves. She said she was particularly impressed with the many different modes of meeting student needs.

David Longoria mentioned the biggest takeaway from attending the congress is the overall changing face of community colleges nationwide; the common element is that community colleges have to change. He commented those who are innovative and willing to take the risks and willing to be at the forefront of this change will be the leaders of the future. He noted he is excited about opportunities Pima has along the cutting edge.

Chancellor Lambert spoke about the remarks made at the conference by Jamie Merisotis, President and CEO of Lumina Foundation. Mr. Merisotis, 5 key points were need for change in new ways and new approaches: 1-, all about talent, 2- re-design systems with the focus on quality centered on students. 3-High quality, low cost accelerated programs. He provided the example of Ivy Tech which has created an AA degree that can be done in 12 months. That is a great example of a high quality, low cost program. 4- Emphasis on data and embracing student success. 5-Ultimately responsibility is to our students and that we should never lose sight of it. The Chancellor noted that states which have been more effective in receiving revenue enhancements from legislators have a key message to develop the talent, and that his colleagues from other Arizona community colleges are working on that. He also informed that Walter Bumphus, President of AACC (American Association of Community Colleges), is planning to visit PCC in December. Chancellor Lambert is the Chair of the Executive Committee for Program and Initiatives,
which oversees the workforce development programs for the entire AACC members.

Chancellor’s Report

Chancellor Lambert informed he attended the Art Exhibit at the West Campus and said that PCC faculty are showing their work in the community, around the country and around the world and PCC should be very be proud of that. He mentioned that cabinet members will be on point to drive his goals and objectives. Once members are identified he will inform the Board. He informed Congress and the President have passed into a Law the Affordable Care Act and students have been informed about their rights and responsibilities. He created a video with the City Mayor and HHS Regional Director, Herb Shultz, to ensure students and employees know about their options for the Affordable Care Act. They also held a press conference at the East Campus to announce publicly what students’ rights, responsibilities and options are under the Affordable Care Act. He noted he visited the West Campus Tutoring Center during Tutors’ Appreciation Week. He also visited with students from a Journalism class and the Aztec Press, and commended them for their efforts and recognitions they have received. He informed everyone they are revising Veterans Services to better meet the needs of our veterans. He visited Vail School District with C J Karamargin and was very impressed with the few resources they have and how well they are at working on student success.

He informed about the luncheon he had with superintendents. He noted two areas of concern are assessments and dual enrollment for students. The College will be looking at ways to better meet the local schools’ needs. He stated superintendents are asking PCC to consider some other options to assess students. He also informed the College will be working on improving its relationship with school district superintendents and that College needs to find a way to meet their needs.

He noted there are many positive things at PCC but there is a lot room for improvement; the College should not lose sight of this and find a balance. He mentioned he has been here for three months, which have been challenging but rewarding and that he proud to be the College’s Chancellor.
Staff Representatives

Staff Representatives Amy Parker and Benetta Jackson reported on the Staff Council meeting of October 3. Highlights included the following: 

Provost and Executive Vice Chancellor’s Report: Dr. Jerry Migler, Provost, gave an update on the status of the HLC. He informed updates are posted regularly on the web page. 

Liaison Report: Irma Federico, Director of Human Resources Services and Strategies, reported on recruitment statistics. 

AFSCME Report: Rose Bolz reported the election results as follows: Valerie Vidal-King, Chair, Walter Silvas, Vice Chair, Stewart and Assistant Stewart were also selected. She informed officer elections will be held October 7. 

ACES Report: Julie Hecimovich informed about upcoming fundraiser activities. She also announced Bylaws revisions have been submitted to members for review and vote. 

Council Report: Wendy Turner and Jorge Caballero reported that Bylaws revisions were approved and will be posted on the web site. They also informed the response for AVIVA donations was very good. Benetta Jackson volunteered and was confirmed as the new Board of Governors Representative. 

Campus/District Reports: No reports.

Student Representatives

Student Representatives April May Ramey and Colin Lynch reported on recent events from each campus. Highlights included: 

Community Campus: On September 11, six Adult Education Student Leadership Council members and former Adult Education Students met with Assistant Secretary of Vocational and Adult Education Brenda Dann-Messier at El Pueblo Liberty Adult Learning Center. 

Desert Vista Campus: Students are partnering with ACES and will assist at the Barbeque event to be held October 30 to collect donations that will go toward sponsoring holiday food baskets for military families. 

Downtown Campus will be hosting the 2013 Fall Transfer Fair on October 23. 

East Campus will be holding the Hispanic Heritage Month Conclusion Celebration on October 17. 

Northwest Campus will be partnering with YMCA to host a safe Halloween for children on October 26. 

West Campus will be celebrating “Coming Out Week” on October 10-17.
Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the October 4 meeting. Highlights included the following: **Faculty Senate President’s Report:** Joe Labuda reminded everyone for the months of November and December Faculty Senate will meet at the Northwest Campus. Senate Vice President Jeannie Arbogast reminded everyone that is election month and Downtown and East Campuses will elect faculty senators. **PCCEA Update:** Rita Flattley informed that there are still recall efforts for the Board of Governors. **Chancellor’s Report:** Chancellor Lambert reported he has visited most campuses, has met with administrators and set the levels of leadership expectations. Discussion followed and the Chancellor answered questions. **Provost’s Report:** Provost Migler informed he will be visiting all campuses to give more details about the HLC. He thanked everyone for the support of the Speaker Series and stated that it helps reinforce the community. **Other Business:** AVC Deborah Yoklic presented the revised SPG 1501/AA and stated that the policy would be posted for 21 days. Paul Schwalbach, Marketing and Public Relations Manager informed that Social Media has been up for two months.

Academic Reports

Adult Education Report

Laurie Kierstead-Joseph, Anne Petti, Karen Smith and Regina Suitt, Advanced Program Managers, gave an update on Adult Education.

Machine Tool Report

Dr. Nicola Richmond, Academic Dean, Don Theriault, President at Industrial Tool, Die and Engineering and Jim Mize, Business Services Manager at Pima County One Stop Career Centers, presented on PCC and Machine Tool Industry collaboration.

HLC and Developmental Education Report

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

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

GED Exam Fee Increase to $150

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

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 7237

Scott Stewart – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting of August 23, 2013, Special Meeting of September 14, Special Meeting and the Regular Meeting of September 18, 2013.

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

Consent Agenda

Chairperson Even requested that Item 16.6 Intergovernmental Agreement: Pima Community College/Arizona Governor’s Office of Highway Safety and Item 16.7 Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department be pulled and voted separately. Board Member Cortez requested that Item 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 be pulled and voted separately.

**Motion to Approve Consent Agenda**  
**PASSES**

**Motion No. 7238**

Scott Stewart – M, David Longoria – S, to approve the Consent Agenda as presented (except for items 16.4, 16.6 and 16.7).

16.1 New Appointments  
16.2 Adjunct Faculty Appointments  
16.3 Temporary Appointments  
16.5 Intergovernmental Agreement: Pima Community College/Pima County Regional Wastewater Reclamation Department (RWRD)  
16.8 Agreement: Pearson VUE Authorized Center Agreement  
16.9 Contract: Amendment #2 to Operating Agreement for the Operation and Maintenance of the Community Performing Arts and Learning Center in Green Valley

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

Extension of Sub-recipient Agreement: Sunnyside Unified School District and Arizona Department of Education, Pima County Community College Adult Education Comprehensive Family Literacy Program

**Motion to Approve Extension of Sub-recipient Agreement Sunnyside Unified School District and Arizona Department of Education**  
**PASSES**

**Motion No. 7239**

David Longoria – M, Marty Cortez – S, to 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.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Motion to Approve Motion No. 7240
Intergovernmental Agreements: Pima Community College/Arizona Governor’s Office of Highway Safety
Marty Cortez – M, David Longoria – S, to approve the Intergovernmental Agreement: Pima Community College/Arizona Office of Highway Safety and the Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department
Vote: All Board members present other than Board Chair Even voted “aye” by voice vote. Brenda Even – abstained. Motion carried.

Expedited Interim Administrator Appointments
Motion No. 7241
David Longoria – M, Scott Stewart – S, to authorize the Chancellor to sign employment contracts for interim administrative personnel on behalf of the college district subject to ratification at the soonest possible board meeting and that this shall expire on June 30, 2014.
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Contract Award: HLC Project Management Services
Motion No. 7242
David Longoria – M, Scott Stewart – S, to approve a contract for consultant firms to provide project management assistance for the College’s Accreditation Self-Study project.
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Adjournment

The meeting adjourned at 9:25 p.m.

___________________________________________
Secretary

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

ACTION ITEM

Meeting Date: 11/13/13
Item Number: 17

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

Recommendation:

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

17.1 New Appointments
17.2 Adjunct Faculty Appointments
17.3 Temporary Appointments
17.4 Administrator Appointments
17.5 Intergovernmental Agreements: Dual Enrollment – Public Schools
17.6 Intergovernmental Agreements: Dual Enrollment – Charter Schools

Approval

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

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 11/13/13  
**Item Number:** 17.1

<table>
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<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>New Appointments</td>
<td>Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4740)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the following new appointments.

**Justification:**

The positions identified below are necessary for the College to deliver its programs and services. The individuals recommended for hire were selected following a competitive process unless noted otherwise.

**Staff:**

- **Rachel Araiza**  
  Human Resources Specialist  
  $18.53  
  Effective: 11/18/13

- **Diana Branch**  
  Nursing Instructor  
  $68,296  
  Effective: 11/18/13

- **Jon Callahan**  
  Student Services Coordinator  
  $55,585  
  Effective: 11/18/13

- **Maria Foster**  
  Student Services Specialist  
  $18.53  
  Effective: 11/18/13

- **Daniel Friauf**  
  IT Advanced Analyst  
  $55,585  
  Effective: 11/18/13

- **Robert Fullerton**  
  Materials Management Supervisor  
  $21.37  
  Effective: 11/18/13

- **Amber Goins**  
  Fiscal Analyst  
  $49,736  
  Effective: 11/18/13

- **Carlos Gonzales, Jr.,**  
  Student Services Advanced Specialist  
  $21.37  
  Effective: 11/18/13

(Continued)
Amanda Gordon  Public Safety Dispatcher   $17.49  
Effective:  11/18/13* *Contingent on successful completion of the polygraph examination.

Matthew Jones  Trades Maintenance Specialist, HVAC  $16.44  
Effective:  11/18/13

Tisha Lee  Student Services Specialist  $18.53  
Effective:  11/18/13

Melanie Olson  Public Safety Dispatcher   $17.49  
Effective:  11/18/13* *Contingent on successful completion of the polygraph examination.

Sam Thompson  Public Safety Dispatcher   $17.49  
Effective:  11/18/13* *Contingent on successful completion of the polygraph examination.

Chris Williams  Information Technology Specialist  $19.84  
Effective:  11/18/13

Approvals

Contact Person  
Mark D. Ziska

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: 11/13/13

Item Number: 17.2

Item Title
Adjunct Faculty Appointments

Contact Person
Mark D. Ziska
Vice Chancellor for Human Resources, Interim
(206-4740)

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:

The positions identified below are necessary for the College to deliver its programs and services. The individuals recommended for hire were selected following a competitive process unless noted otherwise.

Shelly A. Abbott  Discipline(s) Landscape Technician Program
Roxanne B. Flores  Discipline(s) Dental Hygiene
Wendy A. Herrington  Discipline(s) Nursing
Billy D. Kidd  Discipline(s) Chemistry
Amelia G. Lyell,  Discipline(s) Respiratory Therapy
John (Will) W. McCullen  Discipline(s) Computer Information Systems
Jonathan R. McMahan  Discipline(s) Fire Science
Douglas R. Priore, Ph.D.  Discipline(s) Chemistry
Nancy E. Ross  Discipline(s) Writing, Literature
Donna L. Tadd  Discipline(s) Nursing, Behavioral Health Services, Health Continuing Education, Health Education, Nursing Assistant
David S. Thorpe, Ph.D.  Discipline(s) Biology
Kathleen A. Van Vlack, PhD.  Discipline(s) American Indian Studies, Anthropology
Charles H. Weidner, Ph.D.  Discipline(s) Chemistry

Approvals

Contact Person
Mark D. Ziska

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 remain in a pool of employees for current and future temporary assignments for the next eighteen months.

Justification:

The College maintains a pool of qualified individuals available to provide services on short notice as the needs of the College change during the course of the fiscal year due to fluctuations in enrollment, program offerings and staffing levels.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Program/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark Alves</td>
<td>Tutor I</td>
<td>Writing</td>
</tr>
<tr>
<td>Phillip Anderelli</td>
<td>Laboratory Assistant</td>
<td>Emergency Medical Technology</td>
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<tr>
<td>Ethan Andree</td>
<td>Laboratory Assistant</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>Ana Angulo-Gaxiola</td>
<td>Laboratory Specialist</td>
<td>Science</td>
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<td>Joseph Arreguin</td>
<td>Tutor I</td>
<td>Science</td>
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<tr>
<td>Cathy Baar</td>
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<td>Writing</td>
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<td>William Brooks</td>
<td>Office Aide</td>
<td>Student Services</td>
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<tr>
<td>Kathleen Carleton</td>
<td>Substitute Instructor</td>
<td>Adult Education</td>
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<tr>
<td>Patrick Chesser</td>
<td>Instructor</td>
<td>Truck Driving Training Program</td>
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<td>John Tyler Cole</td>
<td>Laboratory Assistant</td>
<td>Emergency Medical Technology</td>
</tr>
<tr>
<td>Gary Cole</td>
<td>Laboratory Technician</td>
<td>Aviation</td>
</tr>
<tr>
<td>Megan Cole</td>
<td>Office Aide</td>
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<tr>
<td>Dale Cox</td>
<td>Instructor</td>
<td>Building Construction Trades</td>
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<tr>
<td>Takako Curtin</td>
<td>Tutor II</td>
<td>Japanese</td>
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<td>Christopher Dawkins</td>
<td>Laboratory Assistant</td>
<td>Emergency Medical Technology</td>
</tr>
<tr>
<td>Tracey DeCook</td>
<td>Laboratory Specialist</td>
<td>Science</td>
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<tr>
<td>Jennifer DeJongh</td>
<td>Laboratory Specialist</td>
<td>Archaeology</td>
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<tr>
<td>Debra Disharoon</td>
<td>Tutor I</td>
<td>Writing</td>
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<tr>
<td>Angel Flores</td>
<td>Office Aide</td>
<td>Student Services</td>
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<td>Martin Gutierrez</td>
<td>Laboratory Specialist</td>
<td>Digital Photography</td>
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<tr>
<td>Derek Heemsbergen</td>
<td>Tutor I</td>
<td>Writing</td>
</tr>
<tr>
<td>Amanda Henry</td>
<td>Office Aide</td>
<td>Student Services</td>
</tr>
</tbody>
</table>
Temporary Appointments

Date: 11/13/13
Page 2

Arthur Ho       Tutor I    Mathematics
David Huntoon   Substitute Instructor    Adult Education
Maria Lado      Tutor II    Sign Language
Michael Lavelle Workforce Trainer    Continuing Education
Patrick Lohr    Tutor I    Chemistry and Mathematics
Jeffrey Lownsbury Laboratory Assistant    Math Emporium
Michael McHugh   Laboratory Assistant    Emergency Medical Technology
Paul McKenna    Laboratory Assistant    Machine Tool Technology
James McKnight  Substitute Instructor    Adult Education
Richard Mendoza Office Aide
Eileen Moyer Mertz Workforce Trainer    Continuing Education
Lani Murashige  Tutor I    Sign Language
Maxim Nemirovsky Tutor II    Sign Language
Cameron Nicholas Tutor I    Mathematics and Physics
Bethany O’Brien Support Specialist
Joanne Ostergaard Substitute Instructor    Adult Education
Weslin Pullen    Tutor I    Mathematics and Physics
Lydia Rowe       Student Services Adv. Spec.    Center for Training & Development
Reginaldo Sanchez Laboratory Assistant    Emergency Medical Technology
Stephanie Savory Public Safety Dispatcher    Department of Public Safety
Kelly Sharpe    Office Aide    Student Services
Merlin Spillers  Classroom Model    Art
Pilita Stevens   Support Assistant    State Government Relations
Constance Strickland Program Coordinator
Deborah Travis  Tutor I    Computer Science and Science
Walter Wesch    Office Aide    Biology and Mathematics
Zoe Williams    Tutor I

Approvals

Contact Person

Mark D. Ziska

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: 11/13/13

Item Number: 17.4

Item Title | Contact Person
--- | ---
Administrator Appointments | Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4740)

Recommendation:

The Chancellor recommends that the Board approve the Administrator appointments and requests that the Board authorizes the Chancellor or designee to sign the employment contracts on behalf of the College District. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

**Harris, Ph.D., Zelema**  
**Interim Executive Vice Chancellor for Institutional Effectiveness**

Salary: $193,946  
Effective: 11/4/13  
District Office  
Education: Bachelor of Science, Prairie View A&M University, Prairie View, Texas; Master of Science, Doctor of Education, University of Kansas, Lawrence, Kansas  
Experience: Dr. Harris served as Interim Chancellor for Pima Community College in Tucson, Arizona from April to June of 2013 and for St. Louis Community College in St. Louis, Missouri from August to November of 2007. She also has four years experience as Chancellor for St. Louis Community College in St. Louis, Missouri and twenty-six years experience as College President for Parkland College in Champaign, Illinois and Metropolitan Community Colleges and Pioneer Community College, both located in Kansas City, Missouri. Dr. Harris has been President Emeritus for Parkland College in Champaign, Illinois since June of 2006.

**Ortego McLaughlin, Ph.D., Sheila**  
**Interim Campus President**

Salary: $173,000  
Effective: 10/28/13  
Community Campus  
Education: Bachelor of Arts, English, Master of Arts (Equivalency), Doctor of Philosophy, American Studies, University of New Mexico, Albuquerque, New Mexico  
Experience: Dr. Ortego McLaughlin has twenty-nine years experience at Santa Fe Community College, beginning as an adjunct faculty member and including secretary, director, division head, interim dean of instruction, acting dean of administrative services, assistant to the president, and executive vice president and interim vice president of academic and student affairs. She spent six years as president and is now president emeritus.

(Continued)
Recruitment Overview:
The Association of Community College Trustees (ACCT) was contracted to conduct a search for candidates for the Interim Community Campus President. Six candidates were invited to interview. The finalists participated in forums at Community Campus and were interviewed by Lee Lambert, Chancellor.

Schmidt, Kate  
**Acting Dean for Online Development**  
Salary: $99,273  
Effective: 11/18/13  
Education: Bachelor of Science, Art Education, University of Vermont, Burlington, Vermont; Master of Public Administration, University of Arizona, Tucson, Arizona  
Experience: Ms. Schmidt has two years experience as advanced program manager for online education and three years experience as advanced program manager for instruction at Community Campus and one year experience as program manager for the Center for Early Childhood Studies and one year experience as the manager of program and resource development at Desert Vista Campus, all for Pima Community College in Tucson, Arizona. She also has eight years experience as program director for school age programming for Child and Family Resources, Inc. and two years experience as special projects coordinator for Luz Social Services, Inc., both located in Tucson, Arizona.

Recruitment Overview:  
An acting internal recruitment was conducted. Ten candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Community Campus President (acting) and Desert Vista Campus President.

Suitt, Regina  
**Dean for Adult Education**  
Salary: $99,273  
Effective: 11/18/13  
Education: Bachelor of Arts, English, Iowa State University, Ames, Iowa; Master of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Suitt has three years experience as advanced program manager for Adult Education; eight years experience as advanced program manager for Community Programs; one year experience as advanced program coordinator of Community Classes; and three years experience as assistant program coordinator of Community Classes, all for Pima Community College in Tucson, Arizona. She also has eight years experience as lead instructor at the Pima County Adult Detention Center and three years as a high school English teacher at Tohono O’Odham High School in Sells, Arizona.

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

(Continued)
Ziska, Mark D.  
Interim Vice Chancellor for Human Resources  
Salary: $180,625  
Effective: 10/23/13  
Education: Bachelor of Science, Psychology, Western Michigan University, Kalamazoo, Michigan; Master of Arts (ABT), Industrial Psychology, California State University, Long Beach, California  
Experience: Mr. Ziska has six years experience as president and chief executive officer for Chief People Office, LLC in Tucson, Arizona. He also has twenty-five years experience as the senior director of human resources for Raytheon and five years experience as the director of classified personnel for the Fullerton School District in Fullerton, California. Mr. Ziska has been a member of the Arizona State Personnel Board for four years.  
Recruitment Overview:  
Pauly Group, Inc. was contracted to conduct a search. Seven candidates were received and reviewed. The finalists participated in forums at the District Office and were interviewed by Lee Lambert, Chancellor.  

Approvals  
Contact Person:  
Mark D. Ziska  
Chancellor:  
Lee D. Lambert, J.D.
Intergovernmental Agreements: Dual Enrollment – Public School Districts

Dr. Jerry Migler, Provost and Executive Vice Chancellor
(206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Agreements between Pima County Community College District and the following public school districts:

Amphitheater Public School District #10,
Catalina Foothills Unified School District #16,
Flowing Wells Unified School District #8,
Marana Unified School District #6,
Sahuarita Unified School District #30,
Tanque Verde Unified School District #13,
Tucson Unified School District #1,
Vail Unified School District #20

The term for this Dual Enrollment Agreement is for July 1, 2013 through June 30, 2018. The tuition rates and scope of work specific to this umbrella Agreement will be reviewed and revised on an annual basis during the Agreement term.

Justification:

This Agreement and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

The Dual Enrollment Agreement allows juniors and seniors at the district high schools to earn college credit while completing secondary school requirements towards graduation, during the school day. Course offerings include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Under the terms of the Agreement, the school districts will work with the College to meet State requirements for inclusion as college enrollments.

College Plan Initiative:

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.6.9 which states: Serve as a catalyst and resource for educational innovation through strategic partnerships.

(Continued)
Financial Considerations:

Fiscal considerations for these Agreements are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the IGAs.

The College will issue an invoice for payment due on such occasions when a school district requests services from the College that are not reciprocal such as facility rental or adjunct faculty.

Approvals

Contact Person: Jerry Migler
Dr. Jerry Migler

Chancellor: Lee D. Lambert, J.D.
Meeting Date: 11/13/13

Item Title: Intergovernmental Agreements: Dual Enrollment – Charter Schools

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the Agreements between Pima County Community College District and the following charter schools:

Luz-Guerrero Early College High School,
Pima Partnership High School,
Presidio High School,
San Miguel High School,
Tucson International Academy

The term for this Dual Enrollment Agreement is for July 1, 2013 through June 30, 2018. The tuition rates and scope of work specific to this umbrella Agreement will be reviewed and revised on an annual basis during the Agreement term.

Justification:

This Agreement and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

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College Plan Initiative:

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.6.9 which states: Serve as a catalyst and resource for educational innovation through strategic partnerships.
Financial Considerations:

Fiscal considerations for these Agreements are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the IGAs.

The College will issue an invoice for payment due on such occasions when a school district requests services from the College that are not reciprocal such as facility rental or adjunct faculty.

Approvals

Contact Person: Jerry Migler  
Dr. Jerry Migler

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

Meeting Date: 11/13/13  
Item Number: 18

<table>
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<tr>
<th>Item Title</th>
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</tr>
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| Internal Audit Plan 2013/2014 Fiscal Year | Lori Cox, Director, Internal Audit (206-4561)

Recommendation:

The Chancellor recommends the Board of Governors approve the attached Internal Audit Plan for the 2013/2014 fiscal year.

Justification:

The Fiscal Year 2013/2014 outlines the priorities of the Internal Audit Department consistent with the College’s goals and risks. The Internal Audit Plan is designed to provide the most timely and comprehensive scope of audit coverage possible to the College utilizing the resources available to Internal Audit.

Financial Considerations:

None.

Approvals

Contact Person: Lori Cox

Chancellor: Lee D. Lambert, J.D.
Office of the Internal Auditor  
Engagement Plan – Fiscal Year 2013/2014

As required by regulation 2402/A, the Office of the Internal Auditor (Internal Audit) will develop an annual risk-based audit plan that is reviewed and approved by the Chancellor and Board of Governors.

### INTERNAL AUDIT ENGAGEMENTS

<table>
<thead>
<tr>
<th>ENGAGEMENT TYPE</th>
<th>DESCRIPTION</th>
<th>TIMING</th>
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<tbody>
<tr>
<td>OPERATIONAL AUDITS</td>
<td>Contract Audit – Internal Control, Process, and Payment Review</td>
<td>Fall 2013</td>
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<td></td>
<td>Procurement - Process and Internal Control Review</td>
<td>Spring 2014</td>
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<td></td>
<td>Grants – Process and Internal Control Review</td>
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</tr>
<tr>
<td>SPECIAL REVIEWS</td>
<td>Auditor General – FY13 Internal Control and Compliance – Follow-up Audit</td>
<td>Spring 2014</td>
</tr>
<tr>
<td></td>
<td>Auditor General – FY13 A-133 Follow-up Audit</td>
<td>Summer 2014</td>
</tr>
</tbody>
</table>

### OTHER SERVICES, DUTIES, AND SPECIAL PROJECTS

- HLC Self Study – Compliance and Grievance Oversight Team Participation (On-Going)
- On-going monitoring of the College Hotline
- Management and/or Board Requested Special Reviews, Audits, or Projects (Target Timing)
  - Aviation Center Controls (Spring 2014)
  - Compliance Coordination (Spring 2014)
  - Human Resources Controls and Recommendations Follow-up (Fall 2013)
  - Information Technology Controls (Spring/Summer 2014)
  - Software Licensing (Fall 2013)
- Investigations (as needed)

The objective of the plan is to provide the most timely and comprehensive scope of audit coverage to the College as possible, utilizing the resources available to Internal Audit. Since it is impractical to provide audit coverage to the entire College on an annual basis, a review of the audit universe is completed and audit work is prioritized based on the greatest relative risk. As part of the analysis, Internal Audit also determines the best type of service to effectively and efficiently address each set of risks and circumstances.

Further explanation and additional detail of the process used in developing the Audit Plan is included in page 2 of this document.

(Continued)
RISK ASSESSMENT
Internal audit standards require that the Chief Audit Executive establish a risk-based plan to determine the priorities of the internal audit activity consistent with the organization’s goals.

Internal audit developed the risk based plan for fiscal year 2013/2014 with the primary consideration that there is no greater risk to the College than the current probation sanction and the related outcomes. As such, addressing the critical risks created by the probation sanction is at the core of the 2013/2014 plan. While other documentation (noted below) was reviewed to assess relevant risks, factors, and issues at the College, these risks, factors, and issues were considered only to the extent that they related and contributed to addressing the risk associated with the probation sanction. In addition, time was allotted for issues that may arise during the year that require audit focus; however, these issues will be addressed only to the degree that time required does not significantly impact addressing completion of the main components of the audit plan.

Other documentation reviewed and considered in building the 2013/2014 audit plan included:
- 2012/2013 Standing Committee Reports
- Accreditation Criteria
- Chancellor Goals
- External Audit Reports
- Hotline Complaints
- Regulatory Reports

AUDIT WORK DEFINED
The majority of work performed by Internal Audit will fall into one of the following categories:

Assurance Services
Special reviews and audits focused on one or a combination of the following:
  a. Assessing the state of the control environment and making recommendations for improvement.
  b. Determining adherence to applicable laws and regulations, College policies and procedures, or contractual agreements.
  c. Examining if the College’s resources are being used effectively and efficiently.

Advisory Services
Additional engagements that include but are not limited to activities that:
  a. Promote effective and efficient operations through special studies and advisory participation on business process issues.
  b. Promote the systems of internal controls through facilitating workshops with College personnel on the concepts of internal controls and consultation on their implementation.

NOTE: Special reviews are similar to operational or compliance audits, but with a limited, targeted scope and size.
**Recommendation:**

Administration is recommending approval of the creation of a Board of Governors Finance and Audit Committee and the associated Committee Charter.

**Justification:**

As part of the College’s continued improvements in financial accountability and transparency, the College is proposing a Board of Governors Finance and Audit Committee (Committee) along with the respective Committee Charter.

In the proposed Committee Charter (see attached), the Committee is structured to provide additional oversight and monitoring responsibilities of the College’s financial, audit, and investment related performance, policies, and procedures. The Committee should allow for better sharing of financial information with the Board of Governors and other constituencies including the public.

The Committee is proposed to have seven members including two PCCCD Governing Board Members and five community representatives. The community representatives will be professionally knowledgeable about finance, accounting, auditing, and/or investments and will be recommended by the chairperson of the Committee and appointed by the PCCCD Board of Governors.

Board Bylaw Article VII addresses Board committees and the process for the Board to create committees. The Finance and Audit Committee and Committee Charter (see attached) is proposed to be created as a standing committee in compliance with Bylaw Article VII.

**Financial Considerations:**

The total cost to create and support the committee are not expected to be significant and will be accommodated within the fiscal year 2013-2014 budget.
Approvals

Contact Person

Dr. David Bea

Chancellor:

Lee D. Lambert, J.D.
Board of Governor’s Finance and Audit Committee Charter

Purpose

The purpose of the Finance and Audit Committee (the Committee) is to assist the Pima County Community College District (PCCCD) Governing Board’s oversight and monitoring responsibilities of financial, audit, and investment related performance, policies, and procedures, including:

- The reliability, integrity, and transparency of financial information reporting and disclosure;
- The ongoing monitoring of processes to ensure the adequacy of the system of internal controls and their functioning;
- The independence and performance of internal and external auditors;
- Compliance with applicable laws, regulations, and College policies; including the results of investigations into alleged ethics violations and violations of laws, regulations, and College policies;
- The College’s financial condition, annual budget performance; and capital investment;
- The investment function and its policies and performance;
- Identification and control of key risks and related policies, processes, and ongoing monitoring efforts.

Composition

The Committee will consist of seven members, independent of the staff of the College and free of any relationships that would interfere with their abilities to exercise independent judgment as Committee members. The chief financial officer of the College will serve on the committee ex officio and will be responsible for providing staff support to the Committee.

The composition of Committee members shall be as follows:

- PCCCD Governing Board Members (2)
- Community Representatives (5)
- Chief financial officer (ex officio)

The two PCCCD Governing Board Members shall be appointed by a vote by the Board of Governors.

The community representatives shall be professionally knowledgeable about finance, accounting, auditing, and/or investments and will be recommended by the chairs of the Committee and appointed by the PCCCD Board of Governors.

All members of the Committee shall be familiar with the basics of PCCCD finance and accounting practices, understand PCCCD’s business, and generally understand internal control and risk management frameworks. To obtain this familiarity and understanding, Committee members will be provided training conducted by PCCCD.
The Committee shall be chaired by one of the community representatives and a College Governing Board member who serves on the Committee will be the co-chair. Length of service will be expected to be at least one year and will be a maximum of three years. Due to the nature of some of the information that Committee members will work with, Committee members will be required to sign a confidentiality statement.

Meetings

The Committee will meet no fewer than four times per year and more often as needed. All Committee members are expected to attend each meeting, in person or via tele- or video-conference. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and approved at a subsequent Committee meeting.

The Committee may hold executive sessions when deemed necessary (e.g. to discuss matters with external auditors, internal auditors, and/or general counsel). Executive sessions allow for the discussion of any matters believed better discussed without members of management present. Such matters might include complaints, ethics violations, fraud, or legal and regulatory inquiries.

State of Arizona open meeting statutes A.R.S. §§ 38-431 to 431.09 will be applicable.

Responsibilities

The Committee is intended to supplement the responsibilities of the College’s chief financial officer, the director for internal audit, the chancellor, and other College employees who are responsible for, among other things: determining that the College’s financial statements are complete, accurate and prepared in accordance with generally accepted accounting principles; planning or conducting audits; developing budgets; and managing the financial operations of the College. These employees are also responsible for the preparation, presentation, and integrity of the College’s financial statements and for the appropriateness of the accounting principles and reporting policies used by the College. Independent external auditors are responsible for auditing the College’s financial statements and other aspects of the College’s business.

In performing its oversight responsibilities, the responsibilities of the Finance and Audit Committee are to:
I. Financial Reporting

1. Review with College staff, the external auditors, and the director of internal audit, financial statements, reports, and other financial information related to College business.

2. Review with College staff, the external auditor, and the director of internal audit, recent or proposed professional and regulatory pronouncements, including, when applicable, those having a material impact on the financial statements.

3. Annually, review with College staff, the external auditors, and the director of internal audit, the external auditor’s proposed audit scope, and approach for the upcoming annual audits, including coordination of efforts with internal audit.

4. Annually, review with College staff, the external auditor, and the director of internal audit, the annual audited financial statements, and related footnotes including:
   - Review any management letter or schedule of unadjusted differences.
   - Review any restrictions on the scope of the external auditor’s activities, on the external auditor’s access to requested information, and any significant disagreements with College staff.
   - Review major issues regarding accounting principles and financial statement presentations, including any significant changes in the selection or application of accounting principles.
   - Review the degree of aggressiveness or conservatism in applying the selected accounting principles.
   - Review the quality, clarity, and transparency of financial information and disclosures.
   - Review all major financial risk exposures as identified within the annual financial statements.

5. Annually, review with finance personnel, College staff, the external auditor, and the director of internal audit, the external auditor’s report on Internal Control over Financial Reporting and Compliance, and the results of tests of compliance with certain provisions of laws, regulations, contracts, and grants.

II. Investments

1. Review investment policies including investment goals, asset allocation, distribution policies, and performance benchmarks, adjusting as market changes dictate.

2. Review investment costs, including cost of internal management, fees to outside managers, custodial, reporting, and brokerage fees.

3. Review performance of investments compared to relevant benchmarks or indices.

4. Provide recommendations for improvements.

III. Risk, Internal Control, and Governance

1. At least annually, review with College staff, the director of internal audit, and other involved parties, any complaints, and the related procedures for submission of complaints, regarding questionable accounting, internal controls, auditing matters, code of ethics violations, fraud, and violation of laws, regulations, and College policies and procedures that have been received. Assess the current status and the resolution if one has been reached. Trends should be noted and discussed.

2. At least annually, review any related party transactions and conflict of interest disclosures.
3. At least annually, review with College staff, the external auditor, the director of internal audit, and other involved parties, all major risks and exposures, including physical and information technology security, and the steps taken to monitor and control such risk and exposures.

IV. Internal Audit Function

1. Review with College staff and the director of internal audit completed internal audits and audits in progress.
2. Review with College staff and director of internal audit the status of any outstanding internal audit recommendations and action plans, including any follow-up activity that was performed.
3. Review and concur in the appointment, replacement, reassignment, evaluation, or dismissal of the director of internal audit.
4. Annually, with College staff and the director of internal audit, review and approve internal audit’s risk-based annual audit plan.
5. Annually, review with College staff and the director of internal audit the adequacy of the internal audit charter, objectives, budget, and staffing, including the adequacy of its organizational reporting structure to ensure it supports an independent internal audit function.
6. Annually, review with College staff and the director of internal audit the compliance of internal audit with the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing.

V. Audit Committee Management, Reporting, and Other Responsibilities

1. Provide an open avenue of communication between the Finance and Audit Committee, and external auditors, the director of internal audit, finance personnel, College staff, and the Governing Board.
2. Review with College staff and the Governing Board any substantive issues that arise with respect to the quality or integrity of the financial statements and information, risk management processes, systems of internal control, governance processes, compliance with legal or regulatory requirements, and the performance and independence of external auditors, or internal auditors.
3. Review related findings and recommendations of the external and internal auditors together with management responses.
4. Conduct or instruct College staff to conduct an investigation of any matter brought to its attention within the scope of its responsibilities. The Committee is empowered to retain independent counsel, accountants, or others to assist in an investigation.
5. Periodically, review and update this Charter.
6. Annually, provide a report to the Governing Board describing the Committee’s composition, meeting minutes, responsibilities and how they were discharged.
Recommendation:

The Board Chair recommends that the Board adopt the Board of Governors Priorities for the College. These priorities, which constitute a set of values about the intended impacts, outcomes and results of the College, are as follows:

1. Pima Community College is an open access educational institution that provides multiple pathways to maximize student success.
2. The College regularly develops and implements an evidence-based strategic plan.
3. The College develops and offers programs to meet present and future workforce, business and community needs, locally, nationally and internationally.
4. The College is accountable for maintaining high performance standards in meeting its legal, fiscal, community and employee responsibilities.

The Board Chair additionally recommends that the Board adopt the following statement of Strategic Intent:

Pima Community College aspires to be a national leader in providing accessibility, diverse retention options, and successful goal attainment for its students.

Pima Community College aspires to become the premier academic and workforce education model for like-sized peer institutions, statements, nationally and internationally.

To achieve these aspirations, Pima Community College will exhibit leadership in student, employee, and community inclusion; public and private partnerships; operational performance; and continual research, evaluation and innovation.

Approvals

Chancellor: Lee D. Lambert, J.D.
BOG PRIORITIES

1. PCC is an open access educational institution that provides many pathways to maximize student success.
   Pathways:
   a. Transfer
   b. Developmental
   c. Adult Basic Education
   d. Workforce
   e. Different course modalities
   f. Variety of Scheduling options
   Measurement:
   a. Course completion rates
   b. Persistence, retention, completion data
   c. “Graduate Exit Survey”
   d. Surveys of support services
   e. Pass rates on licensure and certification exams
   f. Employment data, including employer surveys
   g. Transfer data
   h. Appropriate policies (e.g., to measure open access)

2. The College regularly develops and implements an evidence-based strategic plan.
   Measurement:
   a. Integrate budgeting with planning
   b. Ongoing educational research and implementation of best practices
   c. Appropriate internal and external input that values creativity and innovation
   d. Incorporation of HLC requirements
   e. Inclusive and ongoing analyses
   f. Evidence of planning effectiveness
   g. Focus on data-driven decision making
   h. Ability to adapt planning to current needs
   i. Collaboration and alignment with K-16
   j. Emphasis on diversity
   k. Partnerships with business and industry

3. The College develops and offers programs to meet present and future workforce, business and community needs locally, nationally and internationally.
   Measurement:
   a. Inclusion of relevant research and local surveys
b. Development of collaborative partnerships that enhance college offerings

c. Appropriate input from internal and external constituencies

d. Fulfillment of workforce needs with programs that provide knowledgeable and skilled workers who are employment ready

e. Pursuit of grant opportunities which strengthen programs

f. Increase in number of Pima Community College graduates

4. PCC is accountable for maintaining high performance standards in meeting its legal, fiscal, community and employee responsibilities. Measurement:

a. Multi-faceted approach to lifelong learning

b. Adherence to all state, federal and accreditation standards, regulations and laws

c. Maintenance of a workable, organizational systemic structure

d. Regular programmatic and policy review

e. Annual evaluation of the Board, the Chancellor and all College employees

f. Maintenance of safe environment and updated facilities

g. Involvement of internal constituencies in decision making in a timely manner through appropriate methods

h. Involvement of collaborative partners

i. Effective and transparent communication to all constituencies

j. Maintenance of sound cost-effective financial management systems

k. Rebuilding a civil and inclusive College culture

STRATEGIC INTENT

PCC aspires to be a national leader in providing accessibility, diverse retention options, and successful goal attainment for its students.

PCC aspires to become the premier academic and workforce education model for like-sized peer institutions, statewide, nationally and internationally.

To achieve these aspirations, PCC will exhibit leadership in student, employee, and community inclusion; public and private partnerships; operational performance; and continual research, evaluation and innovation.