NOTICE OF SPECIAL MEETING

6:00 p.m.
December 11, 2013
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ  85709-1010

AGENDA FOR MEETING*

General Matters

1. Call Meeting to Order

2. Pledge of Allegiance

3. Public Comment

Reports

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

5. Chancellor’s Report
   • Chancellor Lee Lambert may report on current events at or involving the College. The Chancellor may also provide information to the Governing Board on the following topics: Changes being considered and/or made to College processes and systems, Legislative and Budget Updates.

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

7. 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.

8. Reports by Faculty Representatives
   • There will be no report. Next report will be given on January 8, 2014.
General Matters (Continued)

9. Academic Reports
   • HLC Progress
   • Developmental Education Update
   • Student Concern
   • Adjunct Faculty Concerns on Disruptive Students
   • Benchmarking Trip Snap-On Benchmarking Tour

10. Finance and Administration Reports
    • Budget Update
    • Out-of-State Tuition
    • Affordable Care Act

Information Items

11. Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment
    • Administration submits information on the increase for the Arizona Minimum Wage: Effective January 1, 2014 the minimum wage within the state will be increased to $7.90 per hour. This increase only affects the Unclassified Pay Schedule since the regular employee pay schedule begins at $13.33 per hour.

Action Items

12. New Appointments
    • Administration is requesting approval to hire the following individuals: Amy Alvillar, Police Officer Recruit in Training, MS; Holly Ives, Information Technology Specialist, EC; Amanda Kaminski, Advanced Program Coordinator, Grants, DO; Edward Lovio, Community Service Officer, MS; Michelle Mire, Advanced Program Coordinator, DSR, DO; Donna Morand, Community Service Officer, MS; Christa Salica, Police Officer Recruit in Training, MS and Dominic Timpani, Police Officer Recruit in Training, MS.

13. 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: Susan Buxbaum, Workforce Trainer; Don Fiske, Instructor; Crystal Gazda, Instructor; Roberta (Susan) Kifer, Special Projects Manager; John Kuehnert, Workforce Trainer; Ashley Monceaux, Assistant Coach Softball Athletics; Miguel Sandoval, Instructor and Dean Saxton, Instructor.
Action Items (Continued)

14. Administrator Appointment
   • Administration is requesting approval to hire the following individual:
     Gwendolyn Joseph Ph.D. Interim Campus President-Downtown Campus.

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

   • Administration is requesting approval to increase the contract to Gordley Group for the purchase of Marketing and Advertising Services for the period January-June 2014. The total contract costs are not expected to exceed $200,000 for Fiscal Year 2013-2014.

Other Action Items

17. Amendment to Board Bylaws
   • In accordance with Board Bylaw, Article IX: Amendment to Bylaws, Section 1, the Board has requested to consider and vote on proposed amendments to the Bylaws.

Adjournment

Annual Meeting  Regular Meeting
January 8, 2014, 5:00 p.m.     January 8, 2014, 7:00 p.m.
District Office  District Office
Community Board Room  Community Board Room
4905 E. Broadway  4905 E. Broadway
Tucson, AZ 85709-1010  Tucson, AZ 85709-1010

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

* Additional Information — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College’s website at www.pima.edu/board/packets.

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

GENERAL MATTERS

Meeting Date: 12/11/13  
Item Number: 1-3

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

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

Approval

Chancellor__________________________  
Lee D. Lambert, J.D.
# Pima County Community College District

## Board of Governors

**4905C East Broadway/Tucson, Arizona 85709-1010**

## REPORTS

**Meeting Date:** 12/11/13  
**Item Number:** 4-10

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

4. Governing Board Member Reports  
5. Chancellor’s Report  
6. Reports by Staff Representatives  
7. Reports by Student Representatives  
8. Reports by Faculty Representatives  
9. Academic Reports  
10. Finance and Administration Reports

## Approval

Chancellor______________________________  

Lee D. Lambert, J.D.
INFORMATION ITEM

Meeting Date: 12/11/13

Item Number: 11

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

Contact Person: Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4586)

Recommendation:

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

Effective January 1, 2014, the Arizona minimum wage will increase to $7.90 per hour. In order to comply with state law, the Unclassified Pay Schedule used to set pay rates for temporary employees requires the changes noted below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Current Rate Per Hour</th>
<th>Proposed Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>Courier Driver</td>
<td>$7.80</td>
<td>$7.90</td>
</tr>
<tr>
<td>INSA</td>
<td>Instructional Aide</td>
<td>$7.80</td>
<td>$7.90</td>
</tr>
<tr>
<td>CLER</td>
<td>Office Aide</td>
<td>$7.80 - $8.00</td>
<td>$7.90 - $8.00</td>
</tr>
<tr>
<td>DSS</td>
<td>Auxiliary Aide</td>
<td>$7.80 - $8.00</td>
<td>$7.90 - $8.00</td>
</tr>
<tr>
<td>TUTR 1</td>
<td>Tutor I</td>
<td>$7.80 - $8.00</td>
<td>$7.90 - $8.00</td>
</tr>
<tr>
<td>RA</td>
<td>Residential Assistant</td>
<td>$7.80</td>
<td>$7.90</td>
</tr>
<tr>
<td>EA2</td>
<td>Event Assistant I</td>
<td>$7.80 - $10.00</td>
<td>$7.90 - $10.00</td>
</tr>
<tr>
<td>PA1</td>
<td>Production Assistant I</td>
<td>$7.80 - $10.00</td>
<td>$7.90 - $10.00</td>
</tr>
</tbody>
</table>

Financial Consideration:

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

Approvals

Contact Person _____________________________
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:** 12/11/13  
**Item Number:** 12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Appointments</td>
<td>Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4586)</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:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvillar, Amy</td>
<td>Police Officer Recruit in Training</td>
<td>$20.34</td>
</tr>
<tr>
<td>Effective: 1/2/14*</td>
<td>MS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Contingent upon successful completion of background investigation and medical, psychological and polygraph examinations.</td>
<td></td>
</tr>
<tr>
<td>Ives, Holly</td>
<td>Information Technology Specialist</td>
<td>$19.84</td>
</tr>
<tr>
<td>Effective: 12/16/13</td>
<td>EC</td>
<td></td>
</tr>
<tr>
<td>Kaminski, Amanda</td>
<td>Advanced Program Coordinator, Grants</td>
<td>$49,736</td>
</tr>
<tr>
<td>Effective: 1/6/14</td>
<td>DO</td>
<td></td>
</tr>
<tr>
<td>Lovio, Edward</td>
<td>Community Service Officer</td>
<td>$13.33</td>
</tr>
<tr>
<td>Effective: 1/6/14*</td>
<td>MS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Contingent upon successful completion of background investigation and medical examination.</td>
<td></td>
</tr>
<tr>
<td>Mire, Michelle</td>
<td>Advanced Program Coordinator, DSR</td>
<td>$49,736</td>
</tr>
<tr>
<td>Effective: 1/6/14</td>
<td>DO</td>
<td></td>
</tr>
<tr>
<td>Morand, Donna</td>
<td>Community Service Officer</td>
<td>$13.33</td>
</tr>
<tr>
<td>Effective: 1/6/14*</td>
<td>MS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Contingent upon successful completion of background investigation and medical examination.</td>
<td></td>
</tr>
<tr>
<td>Salica, Christa</td>
<td>Police Officer Recruit in Training</td>
<td>$22.37</td>
</tr>
<tr>
<td>Effective: 1/6/14*</td>
<td>MS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Contingent upon successful completion of background investigation and medical, psychological and polygraph examinations.</td>
<td></td>
</tr>
</tbody>
</table>

(Continued)
Timpani, Dominic  Police Officer Recruit in Training  $20.34
Effective:  1/2/14*  MS
*Contingent upon successful completion of background investigation and medical, psychological and polygraph examinations.

Approvals

Contact Person ____________________________
Mark D. Ziska

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

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

Item Title |
--- |
Temporary Appointments

Contact Person |
--- |
Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4586)

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>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Buxbaum</td>
<td>Workforce Trainer</td>
<td>PSESI</td>
</tr>
<tr>
<td>Don Fiske</td>
<td>Instructor</td>
<td>Nursing</td>
</tr>
<tr>
<td>Crystal Gazda</td>
<td>Instructor</td>
<td>Nursing</td>
</tr>
<tr>
<td>Roberta (Susan) Kifer</td>
<td>Special Projects Manager</td>
<td>PSESI</td>
</tr>
<tr>
<td>John Kuehnert</td>
<td>Workforce Trainer</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Ashley Monceaux</td>
<td>Assistant Coach Softball</td>
<td>Athletics</td>
</tr>
<tr>
<td>Miguel Sandoval</td>
<td>Instructor</td>
<td>Truck Driver Training Program</td>
</tr>
<tr>
<td>Dean Saxton</td>
<td>Instructor</td>
<td>Building Construction Trades</td>
</tr>
</tbody>
</table>

Approvals

Contact Person ___________________________
Mark D. Ziska

Chancellor ______________________________
Lee D. Lambert, J.D.
**Administration Appointment**

**Contact Person:**
Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4586)

**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.

**Joseph, Ph.D., Gwendolyn**  
**Interim Downtown Campus President**

<table>
<thead>
<tr>
<th>Salary</th>
<th>$172,258</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective</td>
<td>12/16/13</td>
</tr>
</tbody>
</table>

**Education:** Bachelor of Science, Government, Lamar University, Beaumont, Texas; Master of Science, Occupational Education, Training and Development, University of Houston, Houston, Texas; Doctor of Philosophy, Educational Administration, Community College Leadership Program, University of Texas, Austin, Texas

**Experience:**
Dr. Joseph has five years experience as vice president of the Kentucky Community and Technical College System in Versailles, Kentucky and one year experience as the interim chief executive officer and dean for Great Falls College of Technology, Montana State University in Great Falls, Montana. She also has eight years experience as dean for San Jacinto College; five years experience as senior researcher for Decision Information Resources, Inc; and ten years experience as a coordinator, market outreach officer, veterans affairs officer and program supervisor at Houston Community College, all located in Houston, Texas.

**Recruitment Overview:**
An external recruitment was conducted. Six candidates were reviewed by an advisory group. Two candidates were invited to interview and participate in forums. The finalist was recommended by Lee Lambert, Chancellor.
Approvals

Contact Person ________________________________
Mark D. Ziska

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

The Chancellor submits Board Policy 2304: Smoking, E-Cigarette, and Tobacco Product Use Limitations on College Property for the final reading and Board Approval.

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:
Which of these three options do you support?

<table>
<thead>
<tr>
<th>Option</th>
<th>Students</th>
<th>Faculty</th>
<th>Non-Exempt Staff</th>
<th>Exempt Staff</th>
<th>Administrators</th>
<th>Others</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No change to the current SPG/policy regarding smoking on College property.</td>
<td>838</td>
<td>65</td>
<td>57</td>
<td>35</td>
<td>5</td>
<td>18</td>
<td>1018</td>
</tr>
<tr>
<td></td>
<td>23.4%</td>
<td>16.8%</td>
<td>17.3%</td>
<td>14.8%</td>
<td>11.4%</td>
<td>18.4%</td>
<td>21.8%</td>
</tr>
<tr>
<td>b. Create designated smoking areas on College property away from buildings.</td>
<td>1715</td>
<td>158</td>
<td>175</td>
<td>107</td>
<td>18</td>
<td>49</td>
<td>2222</td>
</tr>
<tr>
<td></td>
<td>47.9%</td>
<td>40.9%</td>
<td>53.0%</td>
<td>45.1%</td>
<td>40.9%</td>
<td>50.0%</td>
<td>47.5%</td>
</tr>
<tr>
<td>c. Prohibit smoking and use of tobacco products anywhere on all College property.</td>
<td>1031</td>
<td>163</td>
<td>98</td>
<td>95</td>
<td>21</td>
<td>31</td>
<td>1439</td>
</tr>
<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, 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
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.
Meeting Date: 12/11/13

Item Number: 16

Item Title: Contract: Marketing and Advertising Services, Fiscal Year 2013-14

Contact Person: C.J. Karamargin, Vice Chancellor for Public Information and Federal Government Relations (206-4850)

Recommendation:

The Chancellor recommends that the Board of Governors approve an increase in the contract to Gordley Group for the purchase of Marketing and Advertising Services for the period January-June 2014. The total contract costs are not expected to exceed $200,000 for Fiscal Year 2013-2014.

Justification:

In June, the Board of Governors awarded a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2013-2014. The term of the contract is for one year beginning July 1, 2013, with an option to renew for four additional one-year terms if mutually agreed upon by the College and the firm. The contract was not expected to exceed $100,000 for the year.

It is recommended that the College conduct its first market survey since at least 2007 to assess public perceptions, attitudes and preferences regarding the College. This statistically valid and projectable survey will be conducted by telephone in both English and Spanish as needed to a randomly selected sample resulting in a statistical reliability of plus or minus 5 percent. The results will be representative of Pima County’s adult population and help guide current and future strategic decision-making regarding allocation of funding in order to maximize the effectiveness of marketing communications and advertising purchases.

Additional research will also be conducted to provide the College with specific information on peer institutions’ and competitors’ use of marketing and advertising as a basis for comparison.

This recommendation supports Governing Board Priority 2: The College regularly develops and implements an evidence-based strategic plan. This recommendation also supports Goal 5 of the Chancellor’s 2013-14 Goals, Objectives and Timelines: Improve the operational effectiveness of the College guided by data-informed and evidence-based decisions.

It is recommended that the College develop advertising that reflects recent new improvements in College operations and services, and that the College increases its purchase of advertising to effectively inform the public about the improvements as well as College programs available in
Spring 2014. The College currently has budgeted $35,000 to purchase advertising for the Spring enrollment period.

This recommendation supports Governing Board Priority 3: The College develops and offers programs to meet present and future workforce, business and community needs, locally, nationally and internationally.

**Financial Considerations:**

Research: $30,000  
Purchase of additional advertising: $45,000  
Creative services: $25,000

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**Approvals**

Contact Person  
C.J. Karamargin

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

### ACTION ITEM

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment to Board Bylaws</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Justification:**

In accordance with Board Bylaw, Article IX: Amendment to Bylaws, Section 1, the Board has requested to consider and vote on proposed amendments to the Bylaws.

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### Approvals

Chancellor:  

Lee D. Lambert, J.D.
Bylaw Article Title: **Object Authority**

Bylaw Article Number: I
Adoption Date: 11/15/78
Revision Date(s): 11/5/13; 11/7/13; 11/15/13; 11/22/13
Motion Number: 1513
Legal Reference: ARS 15-1444 and 15-1445

Section 1. **The Board of Governors is As** the legally constituted and final authority for the operation of the Pima County Community College District. **The Board of Governors shall perform the following functions:**

1. Determine the mission of the College and, based upon the mission, formulate College **goals priorities**;

2. Periodically **Determine criteria for the evaluation of evaluating** the success of the College in attaining Board-approved **goals priorities**; **and evidence-based results** for each priority will be measured and reported annually.

3. Adopt **bylaws for the Board and Board Policies to guide govern** the College.

4. Select a model of governance that will meet the needs of the Pima Community College and the community it serves.

5. Establish limitations for and delegation of authority to the Chancellor of the College. **The Chancellor shall serve as the Chief Executive Officer of the College.**

6. **Oversee and annually evaluate the Chancellor.**
Section 2. In its role as a liaison between the College and the public, the Board of Governors shall perform the following functions:

1. Interpret the College mission, goals, and programs to the general public; and

2. Define and support the interests and needs of the College to all levels of government.

Section 3. The rules contained in the latest edition of Robert’s Rules of Order, Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

Section 2. In its role as a liaison between the College and the public, the Board of Governors shall perform the following functions:

(A) Interpret the College mission, goals, and programs to the general public; and

(B) Define and support the interests and needs of the College to all levels of government.
Section 1. The five voting members shall be required to accept the oath of office.*

Section 2. The term of office for an elected Board member is six years.

Section 2—All reference to members of the Board in these bylaws pertain only to the five publicly elected voting members unless otherwise specified.

* See ARS 15-1441 for length of term of office.
There shall be five non-voting representatives to the Board of Governors: two one faculty representatives, two one institutional support personnel representatives, and two one student representatives. A faculty representative from the regular full-time faculty shall be elected from the membership of the faculty-elected governing body (Faculty Senate); an institutional support representative from the regular full-time staff shall be elected from the membership of the staff-elected governing body (Staff Council); a student representative shall be elected from the membership of the campus student-elected governance bodies on an annual rotating basis of two one campuses per year. In addition, one administrator and one adjunct faculty member will be elected by their groups. These non-voting representatives serve in an advisory role to the Board of Governors. The Faculty Senate representatives, and the Staff Council institutional support personnel representatives, the Administrator and the Adjunct Faculty representative shall serve staggered two-year terms. Student representatives shall serve one-year terms. Their reports at the regular meetings of the Board of Governors will contain brief highlights of their group’s activities during the preceding month and any positive recognition. They may also comment on action items on the current agenda, include group concern(s) and offer suggestion(s) for consideration by the Board.
Pima County Community College District
Board Bylaws

Bylaw Article Title: Officers

Bylaw Article Number: IV
Adoption Date: 11/15/78
Revision Date(s): 11/5/13; 11/7/13; 11/15/13; 11/22/13
Motion Number: 1516, 1518
Legal Reference: ARS 15-1443-C

Section 1. The officers of the Board shall be the Chairman of the Board and Secretary of the Board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board.

Section 2. The officers shall be selected from and elected by or rotated through the members of the Board of Governors. At the annual meeting (Article VI, Section 3), the Board shall nominate and elect these officers for a term of one year.

Section 2. The Board shall nominate and elect officers for a term of one year at the annual meeting (Article VI, Section 3). Board members shall rotate through these offices based on their original swearing-in date. Exceptions can be made to this section by majority vote.

Section 3. In the absence of the Secretary of the Board, the Board Chairman shall be empowered to appoint the member present who has the greatest length of service on the Board to fulfill the obligations of the Office of the Secretary. In the absence of both the Chairman and Secretary of the Board, the Board member present with the greatest length of service shall be empowered by the Board to perform the duties of the Board Chairman.
Section 3. Vacancies for the unexpired term of an officer occurring in an office shall be filled by the Board at any regular or special meeting. for the unexpired term of such officer.
Section 1. The Chairman of the Board shall perform the following duties:

1. In consultation with the Board and the Chancellor, plan the work of the Board and set Board priorities;

2. Preside at all meetings of the Board when possible;

3. Act on behalf of the Board when required by law or by direction of the Board by signing contracts and other official documents in the name of the Board;

4. Sign communications from the Board, except where the Board decides otherwise;

5. Represent or designate a representative from the Board upon occasions as prescribed by law or state regulations or when assigned to do so by the Board; Serve as or designate a Board member to represent the Board on occasions prescribed by law, state regulations or when assigned to do so by the Board;

6. Perform such other special duties as shall be prescribed by law or as vested in the Board Chairman by the Board;
7. In the absence of the Secretary of the Board, the Board Chair shall be empowered to appoint the member present with the longest service on the Board to fulfill the obligations of the Office of the Secretary.

8. After consultation with the Board, appoint members to standing advisory committees which are created by the Board.

9. Act as the official spokesperson for the Board.

Section 2. The Secretary of the Board shall perform the following duties:

1. Sign the minutes and records of meetings of the Board and such other documents as directed by the Board;

   (B) Sign communications from the Board, except where the Board shall otherwise order;

2. In the absence of the Board Chairman preside at Board meetings and, by action of the Board empowering the Secretary, assume responsibilities vested in the Board Chairman;

3. Perform such other special duties as shall be prescribed by law, determined by or lawful regulations or delegated to the Secretary by the Board.

Section 3. In the absence of both the Chair and Secretary of the Board, the Board member present with the longest service shall be empowered by the Board to perform the duties of the Board Chair.
Section 1. The regular meetings (as specified in ARS 15-1443) shall be held on the second Wednesday of every month at such time and place as the Board determines, unless otherwise ordered by the Board.

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

Section 3. In January of each year, the Board shall hold an annual meeting, as specified by ARS 15-1443(B), for the purpose of electing officers and conducting such other business as may be necessary. The annual meeting will be the first Governing Board meeting in January, unless the Chancellor and Board President Chair designate a different January meeting as the annual meeting. The Board may also select representatives to various organizations and discuss the parameters of that appointment.

Section 4. A majority of all members of the Board shall constitute a quorum for the transaction of any business. A majority vote of the Board members present
shall be required for any action to be taken. However, action may be taken only at meetings called pursuant to sections 1, 2 and/or 3 of this article; Board members may participate by phone, online or by any other electronic means; no action shall may not be taken during meetings of any standing, special or at meetings of advisory committees or subcommittees of, or appointed by, the Governing Board. Abstentions and blank ballots shall be disregarded in the determination of a majority. When temporary absences of members in a meeting reduces the membership below a quorum, a recess may be taken until a quorum is present.

Section 5. Any Board member can request agenda items by forwarding them to the Board Chair and the Chancellor.

Section 6. The order of business for regular and special meetings shall be determined by the Chairman and Chief Executive Officer the Chancellor. The order of business and supporting materials shall be distributed to members of the Board five days in advance of the meeting, but in no case less than 24 hours prior to the meeting.

Section 7. The Chief Executive Officer Chancellor of the College, or his or her designee, shall attend each regular and special meeting of the Board for the purpose of presenting business items of business and reports of interest to the Board.
Section 1. There may be such standing and ad hoc committees as the Board of Governors may from time to time establish advisory committees for the study of particular issues, functions or areas for the discharge of particular duties. They shall serve in an advisory capacity to the Board.

Section 2. Except as provided in this article, the College Chief Executive Officer shall serve in an advisory capacity on standing committees. The chairman of any standing committee, with the consent of the Board Chairman and College Chief Executive Officer, may appoint an employee of the College to assist the committee in carrying out its duties. Depending on the nature of the advisory committee, membership will include one or two Board members and may include employee representatives, students and community members. The committees will be led by co-chairs; one of the two co-chairs will be a Board member. The Chancellor may also appoint a key employee to assist a committee in completing its duties.

Section 3. There shall be such standing committees as specified in this article and such additional standing committees as may be created by the Board. Members of standing advisory committees, and such additional standing committees as created by the Board, shall be appointed by the Board Chairman annually, at or following the annual meeting of the Board. If a Board member is on a committee, the Board
member’s length of service on these committees shall be determined by the Board.

Section 4. Except as provided in this article, all standing advisory committees shall meet at least two times annually, more if necessary. They shall report to the Board no later than the May Board meeting, at a time desired by the Committee or one requested by the Board, at the last regular meeting of the calendar year and/or either at a time desired by the committee or requested by the Board.

Section 5. The Board of Governors may at any time discontinue any of its standing advisory committees by majority vote, for such time as may be determined. The responsibilities of any committee so discontinued shall be performed by the Board.
Section 1.—In its role as a governing body, the Board shall not discriminate against any person on the basis of race, color, national origin, religion, sex, gender, sexual orientation, disability, age, or on the basis of membership as set forth in USERRA—military service, or any other basis which is proscribed by federal and Arizona state law.
Bylaw Article Title: Amendment of Bylaws

Bylaw Article Number: X IX
Adoption Date: 11/15/78
Revision Date(s): 2/8/95; 11/5/13; 11/7/13; 11/22/13
Motion Number: 1527; 5300
Legal Reference: ARS 15-1445

Section 1. These bylaws may be altered, repealed, amended, or added to by a two-thirds vote of the Board at any regular meeting or special meeting called for that purpose with the following stipulations. A Notice of intention to move for such an amendment or change shall have been filed with the Chairman of the Board and read at a previous regular meeting, and provided each member of the Board shall have been furnished with a copy of the proposed amendment(s) or change to be acted upon at least 10 days prior to the meeting at which the Bylaws will be amended.

Section 2. The Board will periodically review the Bylaws at least every three years and may and, if it deems it necessary, amend these Bylaws at any time. The frequency of review is within the sole discretion of the Board.
Section 1. General

Elected or appointed members of the Governing Board of the Pima County Community College District are representatives of the citizens of the county. Board members’ obligations, as a group, are both legal and ethical.

The Governing Board of the Pima County Community College District commits itself to the very highest legal and ethical conduct, as well as to carry out its requirements under the applicable education code provisions of the state of Arizona and such other local, state, and federal laws as should apply.

Section 2. Legal Powers and Duties

1. Carry out all requirements prescribed by the Arizona Education Code provisions and other local, state and federal laws, as they apply.

4. 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.
2. Operate within the guidelines set forth by the College’s accrediting agencies.

2. Enforce the courses of study and the use of textbooks prescribed and adopted by the State Board.

3. Visit the community college and examine carefully its management conditions and needs.

4. Exclude from the College all books, publications or papers of a sectarian, partisan, or denominational character intended for use as textbooks.

5. Appoint and employ a chief executive officer, administrators, faculty, and such other officers and employees it deems necessary.

6. Determine the salaries of persons appointed and employed.

7. Remove any officer or employee when in its judgment the interests of education in the state so require.

8. Award degrees, certificates and diplomas upon the completion of such courses and curriculum as it deems appropriate.

9. Appoint, if deemed necessary by the District Board, security officers who shall have the authority and power of peace officers for the protection of persons and property under the administration of the District Board.

10. Receive, hold, make and take leases of and sell personal property for the benefit of the community college district under its jurisdiction.

11. Obtain insurance against loss, to the extent it is determined necessary on community college buildings of the District, whether financed in whole or in part by state monies. The local District shall have an insurable interest in the buildings.

12. The District Board may administer trusts declared or created for the district, and receive by gift, devise or bequest, and hold in trust or otherwise, property wheresoever located and when not otherwise provided dispose of such property for the benefit of the district, provided, with respect to real property, that the State Board has consented to the disposition thereof.

Section 3. Ethical Responsibilities
The Governing Board shall:

1. Recognize its only duty is 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.

2. Accept the concept that each Board member is only one member of an five member educational team.

3. Recognize that the strength and effectiveness of the Board is as a Board, not as a group of individuals.

4. Assure the opportunity for high quality education for every student, within the fiscal limitations of the District.

5. Take official actions only in public sessions.


7. Recognize the unique contributions of representatives to the Board in the Board’s deliberation of agenda items.

8. Delegate authority to the Chief Executive Officer Chancellor as the Board’s executive and confine Board action to policy determination, priority setting, planning, overall approval and evaluation of College performance, and maintaining maintenance of the fiscal stability of the District.

9. Employ competent, trained personnel. as recommended to the Board.

10. Insure an atmosphere in which controversial issues can be presented fairly and civilly and in which the dignity of each individual is maintained.

11. Respect the elected office of the Board member and in no way misuse the power inherent in the office.

12. Recognize the responsibility to adhere to these ethical responsibilities.
Section 4. Conflict of Interest

Any board member who has, or whose relative has, a substantial interest in any decision, contract, sale, purchase or service to Pima Community College shall make known that interest in the official records of Pima Community College and shall refrain from voting upon or otherwise participating in any manner in such decision, contract, sale or purchase, as more particularly set forth in A.R.S. § 38-501 et. seq.

Section 5. Procedural Responsibilities

In keeping with the Governing Board’s bylaws and policies, the Board asserts its responsibilities and:

1. Requests all employees, by group representative of employees, to avail themselves of all administrative remedies and complaint resolutions procedures before requesting Governing Board involvement.

2. The Governing Board provides an opportunity for public comment at its regular meetings—for the general public, through the "Citizens Interim Public Comment" section of the meeting; for employees, through representatives’ reports. Unless the comment and information contained in these reports relates to agenda items, Board action is limited to directing staff to study and/or to schedule the matter for future consideration.

3. Recognizes the first amendment, freedom of speech principle, as fundamental to the operation of the District and that no employee representative of the District shall be subjected to economic or professional sanction for expressing his/her opinion in open meetings of the Board.

4. Channels for communications will be followed whereby requests for materials from District employees for any Board action will be transmitted to the Governing Board through the Chief Executive Officer and that Governing Board members will request information and action through the Chief Executive Officer.

4. Asks that requests for information about Board actions be submitted through the Chancellor’s Office.

5. The Governing Board Acknowledges the concern importance of faculty and employee and student of the District in certain matters relating to possible misinterpretation of understanding Governing Board members’ roles and
functions. In so acknowledging such concerns, To promote such understanding, the Governing Board affirms the following:

a) That It is has been and shall continue to be the policy of the Governing Board that the administration, and faculty, and staff and students of this District have the opportunity to participate, where as appropriate, in the decision-making processes of the District.

b). The Chairman of the Governing Board and the Chief Executive Officer of the College acknowledges its responsibility to meet Arizona legal requirements regarding open meetings for public bodies, the legal restraints which require reasonable and practical notice to be given prior to any Board meeting where action will be taken.

c). The Board acknowledges that its authority is legally vested only as when the Board acts as a whole, and that, as individuals, the members of this Board have not authority to mandate action on the part of the District. This policy shall, however, in no way restrict individual Board members from full and complete access to all of the campuses of the District and to a complete range of inquiry to the Chief Executive Officer Chancellor. The Chancellor who will obtain information from the District College employees and students for the Board members so that they the Board may be more fully informed and may properly exercise their its responsibilities. as voting members of this Board. In turn, the Board members will appreciate the fiscal and physical constraints on the institution in obtaining information.

d). That All employees of the District be are advised that the hiring, assigning, transferring, terminating or disciplining of personnel of the District employees will be handled according to established personnel policies through the office of personnel Human Resources.

e). That the Governing Board recognizes the first amendment, freedom of speech principle, as fundamental to the operation of the District and that no employee representative of the District shall be subjected to economic or professional sanction for expressing his/her opinion in open meetings of the Board.

5. That members of the Governing Board recognize their responsibility to adhere to the code of ethics.
Section 1. The Board of Governors shall hold an orientation session for new members of the Board of Governors within sixty (60) days of their election or appointment to the Board.

Section 2. Orientation sessions shall include the following:

1. General overview of the College, its programs, services and operations
2. Role and function of the Board of Governors
3. Principles of Board decision making
4. Board/Chief Executive Officer Chancellor relations
5. Ethical issues standards
6. Response to Complaints handling
7. Board appointments

(1) Listen.
(2) Ask questions sufficient to verify the nature of the complaint.

(3) Avoid pursuing questions on an item which could potentially be a matter that would ultimately come before the Board of Governors for a decision.

(4) Urge the complainant to use existing college procedures for resolving problems.

(5) Let person know complaint will be referred to the Chief Executive Officer.

(6) Contact Chief Executive Officer and explain nature of complaint.

(7) Chief Executive Officer will verify response is made to person making complaint.

(8) Chief Executive Officer will verify Board member is notified of resolution of complaint.
Section 1. General

To promote the timely and appropriate response to complaints regarding the College and to maintain the appropriate distinction between the roles of the Governing Board and College administration, the Governing Board members shall follow specific processes for responding to different types of complaints, as set forth below.

Section 2. Definition of a Complaint

For purposes of the complaint reporting processes described in this Article of the Bylaws, a “complaint” shall mean an allegation that there has been a violation of applicable federal law, state law, accreditation requirement, ethical standard, or published College policy or standard.

Section 3. Process for Handling Specific Types of Complaints

1. Complaint of a general nature

   a. Avoid pursuing questions into the details of a complaint subject matter that could ultimately come before the Board of Governors for a decision regarding the application of a College policy to a specific individual (e.g., an employee grievance of an adverse personnel action.)
b. Urge the complainant to use existing College procedures for resolving concerns.
c. Refer the complaint to the Chancellor, and may refer the complainant to the Office of the Chancellor.
d. The Chancellor shall confirm to the Governing Board that the complaint has been addressed.

2. Complaint about the Chancellor
   a. Notify the Board Chair and College legal counsel, who shall notify all Board members.
   b. Determine in consultation with College legal counsel whether the allegations, if accurate, would constitute a violation of applicable law, College policy, the terms of the Chancellor’s contract, or any other applicable standards of conduct or performance.
   c. If the alleged conduct would qualify as such a violation, determine in consultation with College legal counsel the most appropriate means for conducting unbiased fact finding, which might include outside legal counsel and/or outside professional services.
   d. Take appropriate corrective action as warranted by the results of fact-finding.
   e. Provide notice of resolution to the complainant.

3. Complaint about a Board Member
   a. Notify the Board Chair, Chancellor and/or College legal counsel, who shall notify all Board members.
   b. The Board member who is the subject of the complaint shall not participate in Board discussions or decisions about how to address the complaint, except as required to provide due process for the Board member.
   c. Determine in consultation with the Chancellor and College legal counsel whether the allegations, if accurate, would constitute a violation of applicable law, College policy, or any other applicable standards of conduct or performance.
   d. If the alleged conduct would qualify as such a violation, determine in consultation with the Chancellor and College legal counsel the most appropriate means for conducting unbiased fact finding, which might include outside legal counsel and/or outside professional services.
   e. Take appropriate corrective action as warranted by the results of fact-finding.
   f. Provide notice of resolution to the complainant.