NOTICE OF REGULAR GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

General Matters

1. Call to Order

2. Pledge of Allegiance

Public Comment

3. Public Comment – Call to Audience

   The Pima Community College Board of Governors welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five minutes per individual. At the conclusion of public comment, individual Board members may respond to criticism made by those who addressed the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that internal College processes are available to students and employees for communication.

Reports

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

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

6. Reports by Representative to the Board
   - The representatives to the Board will provide highlights of their group’s activities during the preceding month(s).
     - Administrator – Michael Tulino
     - Adjunct Faculty
     - Faculty – Kimlisa Salazar Duchicela
     - Staff – Don Harp
     - Student
     - Temporary Staff – Joe Langlois

7. Academic Reports
   - HLC Progress
   - Developmental Education Update

   - Preliminary fiscal year 2013-14 results through January 2014.

Information Items

9. Separations from Employment
   - Information item listing retirements and separations from employment: Kathleen T. Baggs, Noel Bissing, Julie De La Cruz, Grace A. Fama, Janet J. Farler, Eva G. Fritz, Susan L. McGlone, Quincy L. Moore, Sandy Niederriter, James J. Sanchez, Wendy M. Turner, Leann R. Williams, Roger Wilson

10. Student Aide Placements
Information Items (Continued)

Sounnakhone, Suzanna Stockey, Amber Tackett, Danielle Tanselle, Natali Valenzuela, Elisa Velasquez, Marquita Wallace, Autumn Warner, Leanna Watts

   - This information item includes new and revised course fees that cover instructional delivery costs such as: consumable supplies, field trip fees, and certifications.

12. Business Intelligence Needs and Requirements Assessment
   - Through a competitive sealed proposal process, PCC has awarded a contract to ASR Analytics, LLC to conduct a Business Intelligence Needs and Requirements Assessment.

13. BP-1101: Prime Policy – First Reading
   - Administration submits the first reading of Board Policy 1101: Prime Policy

14. BP-1103: Delegation of Authority to the Chancellor – First Reading
   - Administration submits the first reading of Board Policy 1103: Delegation of Authority to the Chancellor

15. First Reading for Deletions of Board Policies 1201, 1301 and 5501
   - Administration submits the first reading of the deletion of Board Policies 1201, 1301 and 5501

Action Items

16. Approval of Minutes of the following meetings:
   A. Study Session of January 27, 2014
   B. Special Meeting to conduct Executive Session on February 5, 2014
   C. Regular Meeting of February 5, 2014

17. Consent Agenda

17.1 New Appointments
   - Administration is requesting approval to hire the following individuals: Alexandra Armstrong, Instructional Faculty – WC; Joy Barr, Program Coordinator - Upward Bound – DC; Amy Drewek, Instructional Faculty – WC; John Gerard, Instructional Faculty – DC; Michael Hanson, Director of Library Technical Services – DO; Dustin Heisman, Fiscal Support Specialist, Cashier – WC; Aaron Holley, Laboratory Specialist – EC; Adam Kretschmer, Trades Maintenance Supervisor – DO; Michael Peel, Government Relations Advanced Analyst – DO; Daniel Poucher, Support Specialist, SOAR – DO; Marquez Price, Student Services
Action Items (continued)

Specialist, Financial Aid – DO; Darryl Wong, Instructional Faculty – DV; Inti Vasquez-Cordero, Student Services Specialist, Financial Aid – DO.

- Correction to the February Faculty Regular Appointments

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: Brandi E. Bethke, Anthropology; Archaeology; Humanities; Megan Coe, Writing; Christopher DeLapp, Respiratory Therapy; Laura L. Dunbar, Psychology; Vanessa A. Federico, Nursing; Kokou Gbele, Mathematics; Pedro (Pete) R. Grijalva, Electrical Utilities Technology; Julie A. Hecimovich, Speech; Pauline Mouw, Dental Hygiene; Eric H. Johnson, Computer Software Applications; Ann E. Keuper, Art; Writing; Robert Kuester, Veterinary Technology; Dennis W. Leto, Machine Tool Technology; Alvin D. Lewis, Ed.D., Social Services; Cameron M. McQuillen, Emergency Medical Technology; Lissa C.F. Ong, Astronomy; JD. Curtis Ottman, Fire Science; Karen M. Owen, Nursing; Kellen V. Renshaw, Computer Information Systems; Maria J. Ruivo Ramada Pereira, Astronomy; Jeffery A. Seaney, Nursing; John E. Stein, Building and Construction; Andrea E. Swanson, Veterinary Technology; Beata Wehr, Art.

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: Eric Arcos, Tutor II – Mathematics; Isabel Babasa, Office Aide – Student Services; Robert Childress, Instructor – Upward Bound; Patrick Conley, Non-Credit Instructor Continuing Education; Rogelio Delgadillo, Tutor II – Mathematics; Claudia Diaz-Combs, Non-Credit Instructor-Continuing Education; Tatiana Daulther, Tutor I – English as a Second Language; Kaitlyn Fillmore, Laboratory Assistant – Machine Tool Technology; Jennifer Gaw, Laboratory Specialist – Nursing; Shelle Hutton, Office Aide – Student Services; Zena Kahlel, Office Aide - Student Services; Daniel Linden III, Assistant Football Coach – Athletics; Crystal McCauley, Laboratory Assistant - Learning Center; Jordan Perez, Instructor – Student Development; Rodrigo Salcido, Tutor II – Mathematics; Ryan Scherling, Assistant Football Coach – Athletics; Sarah Sickerman, Non-Credit Instructor – Continuing Education; Kurt Weirich, Special Projects Manager – Internal Audit; Matthew Willard, Assistant Football Coach – Athletics; Jim Yencarelli, Assistant Football Coach – Athletics.
Action Items (continued)

17.4 Administrator Appointment
- Administration is requesting approval to hire the following individuals: Louis S. Albert, Ph.D., David Bea, Ph.D., Johnson Bia, Ph.D., Aubrey Conover, Ph.D., Nina Corson, Imelda Cuyugan, Dolores M. Durán-Cerda, Ph.D., Charlotte A. Fugett, Donna H. Gifford, Mary Kay Gilliland, Ph.D., John E. Gillis, Mary Beth Ginter, Ph.D., Diane Groover, Cheryl M. House, Patricia G. Houston, William J. Howard, Anne Rachelle Howell, Constantine J. Karamargin, Darla J. Lammers, Mary Ann Martinez Sanchez, Ph.D., Keith W. McIntosh, Lorraine Morales, Ph.D., Brigid K. Murphy, Ann Parker, Ph.D., Nicola C. Richmond, Ph.D., Ted A. Roush, Jeffrey Silvyn, Robert Simpson, Ph.D., Nancee J. Sorenson, Ed.D., Edgar F. Soto, Stan Steinman, Brian A. Stewart, Regina L. Suitt, Heather Tilson, Ph.D., Michael Tulino, Anne M. Vosberg, Ed.D., William R. Ward, Deborah Yoklic, Darla Zirbes, Ph.D..

17.5 Summer Work Schedule for 2013
- Administration is requesting approval for a flexible work scheduling provision for non-exempt, exempt staff, and administrative employees. This provision includes a four-day workweek schedule starting the week of June 2, 2014, and ending August 15, 2014.

17.6 Sabbatical Approval for Fall 2014 and Spring 2015
- Administration is requesting approval for full-pay sabbaticals for fall semester 2014 for Instructional Faculty Julia Gousseva, Rosalía Solórzano, David Stephen, and Cindy Yrun-Calenti and for Educational Support Faculty Karrie Mitchell and for spring semester 2015 for Instructional Faculty Robert Foth and Barbara Jo McLaughlin.

17.7 Public Safety Personnel Retirement System Local Board Membership
- Administration is requesting approval to appointment of Mark Ziska, Interim Vice Chancellor for Human Resources to the Public Safety Personnel Retirement System local board.

17.8 Intergovernmental Agreement: Pima Community College/ Green Valley Fire District
- Administration is requesting approval for a five-year agreement to establish educational courses and/or training programs whereby Pima Community College and the Green Valley Fire District will provide field education and experience to PCC students through vehicular rotations with qualified on-duty Emergency Medical Service personnel.
Action Items (continued)

17.9 BP-1401: Governance – Final Reading
   • Administration submits the final reading and Board approval of
   Board Policy 1401: Governance

17.10 Contract: Employee Dental Benefits for Fiscal Year 2014-2015
   • Administration is requesting approval to renew the agreement for
     pre-paid (Employers Dental Services) and preferred provider
     (United Concordia) dental insurance plans for employees for the
     2014-2015 fiscal year, the fourth renewal year of the College’s
     four-year option.

Other Action Items

18. Academic Year 2014-2015 Student Tuition and Service Fees
   • Administration is requesting approval of the tuition and service fees rates
     for the 2014-2015 Academic Year.

19. Board of Governors Meeting Times
   • Administration is requesting approval to start the regular Board meetings
     at 5:30 pm.

Adjournment

Regular Meeting
April 16, 2014, 7:00 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

* Option to recess into executive session to obtain legal advice — 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.

* The Governing Board reserves the right to take action on any agenda item.

* 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.
# GENERAL MATTERS

Meeting Date: 3/12/14  
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 (206-4747)</td>
</tr>
</tbody>
</table>

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

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## Approvals

Chancellor
Lee D. Lambert, J.D.
### Meeting Date: 3/12/14  
### Item Number: 4-7

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

4. Governing Board Member Reports  
5. Chancellor’s Report  
6. Reports by Representatives to the Board  
7. Academic Reports

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**Approvals**

Chancellor

Lee D. Lambert, J.D.
Recommendation:

Attached are the financial statements showing preliminary 2013-2014 results through January 2014. 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 January with a year-to-date increase in net position through month end of approximately $6.5 million. This is a decrease from the previous year’s increase of $14.2 million. Principally, this is due to increases in expenditures for the new NW Campus building and in salaries and fringe expenses due to three pay periods in January 2014 versus two pay periods in January 2013. The calendar related payroll period timing difference will be normalized in the March preliminary financial statements.

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 58.3 percent of budget, which is higher than the previous year. In absolute terms, year to date Personal Services expenditures were $69.9 million, which is higher than the same period of fiscal year 2013. This is due to the additional pay period in January described above. The third pay period for January cost about $4.7 million.

Services and Supplies expenditures are approximately 48.4 percent of the budget, which is slightly lower than the previous year. In absolute terms, Services and Supplies expenditures were $15.4 million, which is slightly lower than the amount from the same period of fiscal year 2013. Transfers are less than the previous year due to the 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.

(Continued)
Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of January was $222 million, which is a decrease of about $10 million compared to the same time last year. This represents the net decrease for the last 12 months and is primarily due to increases in expenditures for the new NW Campus building and the capitalization of these expenses which has not yet occurred for this fiscal year.

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**Approvals**

Contact Person [Signature]  
Dr. David Bea

Chancellor [Signature]  
Lee D. Lambert, J.D.
Statement of Net Position (formerly Statement of Net Assets)
January 31, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents</strong></td>
<td>$23,235,360</td>
<td>$7,416,145</td>
</tr>
<tr>
<td><strong>Receivables:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>34,657,582</td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>3,997,738</td>
<td>137,951</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>9,019,276</td>
<td>9,019,276</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>1,338,888</td>
<td>1,338,888</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>667,414</td>
<td>35,992</td>
</tr>
<tr>
<td>Inventories</td>
<td>480,964</td>
<td>480,964</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>848,133</td>
<td>2,250</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>72,906,467</td>
<td>9,872,702</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>2,458,005</td>
<td>2,458,005</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>472,375</td>
<td>472,375</td>
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<tr>
<td>Other Long-term Investments</td>
<td>10,709,005</td>
<td>20,000,000</td>
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<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>84,481,528</td>
<td>84,481,528</td>
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<tr>
<td>Construction in Progress</td>
<td>3,851,831</td>
<td>3,851,831</td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>4,273,640</td>
<td>4,273,640</td>
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<tr>
<td>Library Books (net of depreciation)</td>
<td>1,832,591</td>
<td>1,832,591</td>
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<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,709,005</td>
<td>132,661,281</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$83,615,472</td>
<td>$9,872,702</td>
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<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
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<tr>
<td>Accrued Payroll and Benefits</td>
<td>5,484,424</td>
<td>5,484,424</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>463,817</td>
<td>137,058</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>405,057</td>
<td>405,057</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,219,839</td>
<td>4,219,839</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,168,080</td>
<td>137,058</td>
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<tr>
<td>Noncurrent Liabilities</td>
<td></td>
<td></td>
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<tr>
<td>Unearned Revenue</td>
<td>5,250</td>
<td>5,250</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
<td>1,355,000</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,281,002</td>
<td>1,355,000</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$13,449,082</td>
<td>$137,058</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,440,426</td>
<td>1,440,426</td>
</tr>
<tr>
<td>Debt Service</td>
<td>2,574,883</td>
<td>2,574,883</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>1,112,717</td>
<td>1,112,717</td>
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<tr>
<td>Unrestricted</td>
<td>70,166,390</td>
<td>8,622,927</td>
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<tr>
<td><strong>Total Net Position</strong></td>
<td>$70,166,390</td>
<td>$9,735,644</td>
</tr>
</tbody>
</table>

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

$ (10,034,461)
Statement of Revenues, Expenses and Changes in Net Position
Year To Date For Seven Months Ending January 31, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$42,649,580</td>
<td>$1,650</td>
<td>$1,237,226</td>
<td>$43,888,456</td>
<td>$45,750,408</td>
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<tr>
<td>Contracts</td>
<td>1,692,831</td>
<td>1,692,831</td>
<td>1,237,226</td>
<td>43,888,456</td>
<td>1,332,685</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>563,846</td>
<td>563,846</td>
<td>1,237,226</td>
<td>43,888,456</td>
<td>661,853</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>20,000</td>
<td>157,233</td>
<td>1,237,226</td>
<td>43,888,456</td>
<td>201,749</td>
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<tr>
<td>Other Operating Revenues</td>
<td>332,086</td>
<td>257,712</td>
<td>1,237,226</td>
<td>43,888,456</td>
<td>385,611</td>
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<tr>
<td>Total Operating Revenues</td>
<td>44,694,497</td>
<td>980,441</td>
<td>2,529,496</td>
<td>48,204,434</td>
<td>48,332,306</td>
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</table>

<table>
<thead>
<tr>
<th>Nonoperating Revenues</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>5,352,450</td>
<td>5,352,450</td>
<td>55,784,188</td>
<td>61,136,638</td>
<td>55,15,125</td>
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<tr>
<td>Property Taxes</td>
<td>54,973,093</td>
<td>811,095</td>
<td>55,784,188</td>
<td>61,136,638</td>
<td>54,001,767</td>
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<td>Federal Grants</td>
<td>8,594</td>
<td>37,049,455</td>
<td>192</td>
<td>37,086,241</td>
<td>41,327,933</td>
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<tr>
<td>State and Local Grants</td>
<td>1,043,611</td>
<td>1,043,611</td>
<td>707,959</td>
<td>1,751,570</td>
<td>707,959</td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>1,089,527</td>
<td>1,089,527</td>
<td>1,019,172</td>
<td>1,019,172</td>
<td>1,019,172</td>
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<tr>
<td>Gifts</td>
<td>37,210</td>
<td>37,210</td>
<td>24,086</td>
<td>61,296</td>
<td>453,535</td>
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<td>Investment Income</td>
<td>516,268</td>
<td>1,386</td>
<td>725</td>
<td>518,379</td>
<td>453,535</td>
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<tr>
<td>Net Nonoperating Revenues</td>
<td>60,850,405</td>
<td>39,221,189</td>
<td>812,012</td>
<td>100,883,606</td>
<td>103,049,577</td>
</tr>
</tbody>
</table>

| Total Revenues        | $105,544,902               | $40,201,630                  | $3,341,508        | $149,088,040   | $151,381,883                           |

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>30,920,878</td>
<td>2,045,305</td>
<td>586,596</td>
<td>33,552,779</td>
<td>32,190,045</td>
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<tr>
<td>Academic Support</td>
<td>12,703,220</td>
<td>1,764,479</td>
<td>191,489</td>
<td>14,659,188</td>
<td>13,755,323</td>
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<tr>
<td>Student Services</td>
<td>12,960,900</td>
<td>2,127,621</td>
<td>307,111</td>
<td>15,395,632</td>
<td>13,044,994</td>
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<td>Institutional Support</td>
<td>21,056,980</td>
<td>(241,193)</td>
<td>3,184,994</td>
<td>24,000,781</td>
<td>22,919,435</td>
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<tr>
<td>Operation and Maintenance of Plant</td>
<td>7,176,313</td>
<td>22,838</td>
<td>8,348,460</td>
<td>15,547,791</td>
<td>10,927,848</td>
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<td>Depreciation</td>
<td>4,324,486</td>
<td>4,324,486</td>
<td>4,091,442</td>
<td>4,091,442</td>
<td>4,091,442</td>
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<tr>
<td>Student Financial Aid</td>
<td>879,347</td>
<td>33,714,168</td>
<td>34,593,515</td>
<td>39,812,358</td>
<td>39,812,358</td>
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<td>Auxiliary Enterprises</td>
<td>514,799</td>
<td>514,799</td>
<td>404,801</td>
<td>404,801</td>
<td>404,801</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$85,697,638</td>
<td>$39,948,017</td>
<td>$16,943,316</td>
<td>$142,588,971</td>
<td>$137,146,156</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income Before Other Expenses</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>(10,253,077)</td>
<td>(2,821,861)</td>
<td>13,074,938</td>
<td>13,074,938</td>
<td>13,074,938</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase (Decrease) in Net Position</td>
<td>$ 9,594,187</td>
<td>$(2,568,248)</td>
<td>$(526,870)</td>
<td>$6,499,069</td>
<td>$14,235,727</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Position - Beginning of Year</td>
<td>60,572,203</td>
<td>12,303,892</td>
<td>142,374,598</td>
<td>215,250,693</td>
<td>217,548,496</td>
</tr>
<tr>
<td>Total Net Position - End of Period</td>
<td>$70,166,390</td>
<td>$9,735,644</td>
<td>$141,847,728</td>
<td>$221,749,762</td>
<td>$231,784,223</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Net Position - End of Period: Current Year vs. Prior Year</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year vs. Prior Year</td>
<td>($10,343,461)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary of Expenditures - General & Designated Funds - Actuals vs. Budget
Year To Date For Seven Months Ending January 31, 2014
(Preliinary)

<table>
<thead>
<tr>
<th>Expenditures by Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted</td>
<td>Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>Actuals</td>
</tr>
<tr>
<td>Educational and General</td>
<td>$ 58,128,379</td>
<td>$ 30,920,878</td>
</tr>
<tr>
<td>Instruction</td>
<td>24,876,024</td>
<td>12,703,220</td>
</tr>
<tr>
<td>Academic Support</td>
<td>23,940,795</td>
<td>12,960,900</td>
</tr>
<tr>
<td>Student Services</td>
<td>36,051,893</td>
<td>21,056,980</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>13,440,268</td>
<td>7,176,313</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>650,760</td>
<td>879,347</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>10,253,000</td>
<td>10,253,077</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>9,451,881</td>
<td>9,451,881</td>
</tr>
</tbody>
</table>

Total Expenditures by Function $176,793,000 $95,950,715 54.3% $80,842,285 $92,125,691 50.6%

<table>
<thead>
<tr>
<th>Expenditures by Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted</td>
<td>Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>Actuals</td>
</tr>
<tr>
<td>Personal Services</td>
<td>$ 6,793,135</td>
<td>$ 3,893,282</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>22,626,031</td>
<td>14,598,898</td>
</tr>
<tr>
<td>Faculty</td>
<td>1,371,902</td>
<td>524,034</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>12,555,901</td>
<td>7,324,330</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>41,821,076</td>
<td>24,178,602</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,344,693</td>
<td>2,547,233</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>29,280,781</td>
<td>16,805,708</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>119,793,519</td>
<td>69,872,087</td>
</tr>
</tbody>
</table>

Services and Supplies

|                                      | FY 2013/14 | FY 2012/13 |
|                                      | Adjusted   | Year to Date | %     | Available | Year to Date | %     |
|                                      | Annual      | Actuals     |       | Budget    | Actuals     |       |
| Communications and Utilities         | 5,695,050   | 2,931,896   | 51.5% | 2,763,154 | 3,035,749  | 53.6% |
| Travel                               | 2,414,069   | 922,929     | 38.2% | 1,491,140 | 864,630    | 30.9% |
| Contractual Services                 | 13,300,700  | 6,801,359   | 51.1% | 6,499,341 | 6,493,373 | 53.4% |
| Supplies and Materials               | 7,293,340   | 2,244,552   | 30.8% | 5,048,788 | 2,527,662 | 34.8% |
| Student Financial Aid                | 650,760     | 879,347     | 135.1%| (228,587) | 1,021,643 | 92.4% |
| Current Fixed Charges                | 2,349,552   | 1,571,705   | 66.9% | 777,847  | 1,674,270 | 55.6% |
| Total Services and Supplies          | 31,703,471  | 15,351,788  | 48.4% | 16,351,683 | 15,617,327 | 48.8% |

|                                      | FY 2013/14 | FY 2012/13 |
|                                      | Adjusted   | Year to Date | %     | Available | Year to Date | %     |
|                                      | Annual      | Actuals     |       | Budget    | Actuals     |       |
| Capital Equipment                    | 434,049     | 243,856     | 56.2% | 190,193  | 245,033    | 57.8% |
| Transfers                            | 10,253,000  | 10,253,077  | 100.0%| (77)      | 12,286,342 | 100.0% |
| Other Expenditures                   | 1,236,500   | 229,907     | 18.6% | 1,006,593 | 298,664    | -132.0%|
| Contingency and Reserves             | 13,372,461  | 13,372,461  | 100.0%|           | 132,167    | 1.0%   |

Total Expenditures by Account $176,793,000 $95,950,715 54.3% $80,842,285 $92,125,691 50.6%
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

General & Designated Funds YTD Revenues - FY13 - Prior Year
For the Seven Months Ending January 31, 2013

- Tuition and Fees $44,655,258 (43%)
- State Appropriations $5,515,125 (5%)
- Property Taxes $52,802,972 (50%)
- Other Revenues $2,040,996 (2%)

General & Designated Funds YTD Revenues - FY14 - Current Year
For the Seven Months Ending January 31, 2014

- Tuition and Fees $42,649,580 (40%)
- State Appropriations $5,352,450 (5%)
- Property Taxes $54,973,093 (52%)
- Other Revenues $2,569,779 (3%)

General & Designated Funds YTD Revenues

- Tuition and Fees
- State Appropriations
- Property Taxes
- Other Revenues

Pima County Community College District

General & Designated Funds YTD Expenditures Year to Date
Comparison with Prior Year

General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year
For the Seven Months Ending January 31, 2013

- Instruction: $29,253,336 (32%)
- Academic Support: $11,833,271 (13%)
- Student Services: $11,154,830 (12%)
- Institutional Support: $19,298,694 (21%)
- Operation & Maintenance of Plant: $7,277,575 (8%)
- Other: $13,307,985 (14%)

General & Designated Funds YTD Expenditures by Program - FY14 - Current Year
For the Seven Months Ending January 31, 2014

- Instruction: $30,920,878 (32%)
- Academic Support: $21,056,980 (22%)
- Student Services: $12,960,900 (14%)
- Institutional Support: $12,703,220 (13%)
- Operation & Maintenance of Plant: $7,176,313 (7%)
- Other: $11,307,985 (12%)

General & Designated Funds YTD Expenditures by Program

- Instruction
- Academic Support
- Student Services
- Institutional Support
- Operation & Maintenance of Plant
- Other
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY13 - Prior Year
For the Seven Months Ending January 31, 2013

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Current Year
For the Seven Months Ending January 31, 2014
<table>
<thead>
<tr>
<th>Month</th>
<th>Nonoperating Revenues</th>
<th>Operating Revenues</th>
<th>Instruction</th>
<th>Academic Support</th>
<th>Institutional Support</th>
<th>Student Services</th>
<th>Operation &amp; Maintenance of Plant</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$2,000,000</td>
<td>$20,000,000</td>
<td>$10,000,000</td>
<td>$5,000,000</td>
<td>$3,000,000</td>
<td>$2,000,000</td>
<td>$1,000,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Aug</td>
<td>$3,000,000</td>
<td>$30,000,000</td>
<td>$15,000,000</td>
<td>$7,500,000</td>
<td>$4,500,000</td>
<td>$3,000,000</td>
<td>$1,500,000</td>
<td>$750,000</td>
</tr>
<tr>
<td>Sep</td>
<td>$4,000,000</td>
<td>$40,000,000</td>
<td>$20,000,000</td>
<td>$10,000,000</td>
<td>$5,000,000</td>
<td>$4,000,000</td>
<td>$2,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Oct</td>
<td>$5,000,000</td>
<td>$50,000,000</td>
<td>$25,000,000</td>
<td>$12,500,000</td>
<td>$6,250,000</td>
<td>$5,000,000</td>
<td>$2,500,000</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Nov</td>
<td>$6,000,000</td>
<td>$60,000,000</td>
<td>$30,000,000</td>
<td>$15,000,000</td>
<td>$7,500,000</td>
<td>$6,000,000</td>
<td>$3,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Dec</td>
<td>$7,000,000</td>
<td>$70,000,000</td>
<td>$35,000,000</td>
<td>$17,500,000</td>
<td>$8,750,000</td>
<td>$7,000,000</td>
<td>$3,500,000</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>Jan</td>
<td>$8,000,000</td>
<td>$80,000,000</td>
<td>$40,000,000</td>
<td>$20,000,000</td>
<td>$10,000,000</td>
<td>$8,000,000</td>
<td>$4,000,000</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Feb</td>
<td>$9,000,000</td>
<td>$90,000,000</td>
<td>$45,000,000</td>
<td>$22,500,000</td>
<td>$11,250,000</td>
<td>$9,000,000</td>
<td>$4,500,000</td>
<td>$3,500,000</td>
</tr>
<tr>
<td>Mar</td>
<td>$10,000,000</td>
<td>$100,000,000</td>
<td>$50,000,000</td>
<td>$25,000,000</td>
<td>$12,500,000</td>
<td>$10,000,000</td>
<td>$5,000,000</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Apr</td>
<td>$11,000,000</td>
<td>$110,000,000</td>
<td>$55,000,000</td>
<td>$27,500,000</td>
<td>$13,750,000</td>
<td>$11,000,000</td>
<td>$5,500,000</td>
<td>$4,500,000</td>
</tr>
<tr>
<td>May</td>
<td>$12,000,000</td>
<td>$120,000,000</td>
<td>$60,000,000</td>
<td>$30,000,000</td>
<td>$15,000,000</td>
<td>$12,000,000</td>
<td>$6,000,000</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Jun</td>
<td>$13,000,000</td>
<td>$130,000,000</td>
<td>$65,000,000</td>
<td>$32,500,000</td>
<td>$16,250,000</td>
<td>$13,000,000</td>
<td>$6,500,000</td>
<td>$5,500,000</td>
</tr>
</tbody>
</table>

All Funds YTD Revenues & Expenses - FY14
## State 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**

<table>
<thead>
<tr>
<th><strong>Noncurrent Assets</strong></th>
<th>Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted Cash &amp; Cash Equivalents</strong></td>
<td>If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College’s restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.</td>
</tr>
<tr>
<td><strong>Notes Receivable</strong></td>
<td>The College’s notes receivable is the long-term principal portion of the National Direct Student Loan / Perkins loans.</td>
</tr>
<tr>
<td><strong>Other Long-term Investments</strong></td>
<td>Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College’s other long-term investments. The maturities are generally from one to three years.</td>
</tr>
<tr>
<td><strong>Investments in Capital</strong></td>
<td>Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.</td>
</tr>
<tr>
<td><strong>Land</strong></td>
<td>This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.</td>
</tr>
<tr>
<td><strong>Buildings &amp; Leasehold Improvements</strong></td>
<td>This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset’s useful life.</td>
</tr>
<tr>
<td><strong>Construction in Progress</strong></td>
<td>This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College’s capitalization threshold is $5,000.</td>
</tr>
<tr>
<td><strong>Library Books</strong></td>
<td>The College considers library books to be a group asset and capitalizes each year’s additions and adjusts for deletions to the holdings.</td>
</tr>
<tr>
<td><strong>(net of depreciation)</strong></td>
<td>Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td>Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College’s payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.</td>
</tr>
<tr>
<td><strong>Accounts Payable &amp; Accrued Liabilities</strong></td>
<td>When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.</td>
</tr>
</tbody>
</table>
Glossary for Financial Reports

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

Operating Revenues  Revenues resulting from the normal operations of a business.

Tuition & Fees  All tuition and fees assessed for educational purposes.

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

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

Commission & Rents  Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
### Other Operating Revenues
Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.

### Nonoperating Revenues
Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.

### State Appropriations
Funds appropriated to the College through the State budget process.

### Property Taxes
Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.

### Federal Grants
Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.

### State & Local Grants
Includes all amounts earned on grants from state, local government and nongovernmental organizations.

### State Shared Sales Taxes
Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.

### Gifts
Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.

### Investment Income
Includes dividends, interest, or royalties and gains or losses on investments.

### Operating Expenses
Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.

### Instruction
Includes expenses for all activities that are part of an institution’s instruction program. For example, faculty salaries are included in the Instructional expenses.

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

Retirements

Bissing, Noel  
Fiscal Principal Analyst  
DO – Budget and Reporting Operations  
Initial Hire Date: 7/16/09  
Last Day of Work: 3/4/14

Fritz, Eva G.  
Curriculum Coordinator  
EC – Instruction/Academic Services  
Initial Hire Date: 11/9/99  
Last Day of Work: 2/7/14

McGlone, Susan L.  
Human Resources Advanced Analyst  
DO – Employee Consulting and Personnel Operations  
Initial Hire Date: 5/18/88  
Last Day of Work: 2/14/14

Niederriter, Sandy  
Instructional Faculty  
NW – Business and Professions  
Initial Hire Date: 7/1/93  
Last Day of Work: 5/22/14

Wilson, Roger  
Laboratory Technician  
DC – Building and Construction Technologies  
Initial Hire Date: 8/31/95  
Last Day of Work: 3/4/14
**Separations from Employment**

**Baggs, Kathleen T.**
Support Specialist
DO – Admissions Operations
Effective: 1/31/14

**De La Cruz, Julie**
Fiscal Support Specialist
WC – Administrative Services
Effective: 2/24/14

**Fama, Grace A.**
Program Coordinator
WC – Student Development
Effective: 2/7/14

**Farler, Janet J.**
Instructional Faculty
DC – Business
Effective: 2/14/14

**Moore, Quincy L.**
Vice President, Interim
DC – Enrollment Services
Effective: 2/18/14

**Sanchez, James J.**
Executive Director - Psychologist
DO – Vice Chancellor Operations
Effective: 2/14/14

**Turner, Wendy M.**
Program Assistant
DO – Grants Development
Effective: 2/25/14

**Williams, Leann R.**
Program Coordinator
DV – Center for Training and Development
Effective: 1/31/14
Separations From Employment

Approvals

Contact Person  
Mark D. Ziska

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

Meeting Date: 3/12/14

Item Number: 10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide Placements</td>
<td>Mark Ziska, Vice Chancellor for Human Resources, Interim (206-4586)</td>
</tr>
</tbody>
</table>

Information:

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

<table>
<thead>
<tr>
<th>Aguirre-Minjarez</th>
<th>Vicente</th>
<th>Javed</th>
<th>Saadia</th>
<th>Reyna</th>
<th>Perla</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apostol</td>
<td>Farianne</td>
<td>Lozano</td>
<td>Leandra</td>
<td>Robertson</td>
<td>Cassandra</td>
</tr>
<tr>
<td>Burke</td>
<td>Elizabeth</td>
<td>Martinez</td>
<td>Angelica</td>
<td>Robles</td>
<td>Devin</td>
</tr>
<tr>
<td>Burns</td>
<td>Melissa</td>
<td>Martinez</td>
<td>Ingrid</td>
<td>Rodriguez</td>
<td>Gilberto</td>
</tr>
<tr>
<td>Corral</td>
<td>Estevan</td>
<td>Melgoza</td>
<td>Alexia</td>
<td>Rogers</td>
<td>Daniel</td>
</tr>
<tr>
<td>Cota</td>
<td>Jorge</td>
<td>Mendoza</td>
<td>Areli</td>
<td>Romero</td>
<td>Clarissa</td>
</tr>
<tr>
<td>Danielson</td>
<td>Emmanuel</td>
<td>Mercado</td>
<td>Nicole</td>
<td>Santa Cruz</td>
<td>Nina</td>
</tr>
<tr>
<td>Del Rio</td>
<td>Isabel</td>
<td>Meyer</td>
<td>Celeste</td>
<td>Seawaters</td>
<td>Tiffany</td>
</tr>
<tr>
<td>Delarm</td>
<td>John</td>
<td>Montoya</td>
<td>Francisco</td>
<td>Sounnakhone</td>
<td>Patricia</td>
</tr>
<tr>
<td>Flores</td>
<td>Angel</td>
<td>Morales</td>
<td>Luis</td>
<td>Stockey</td>
<td>Suzanna</td>
</tr>
<tr>
<td>Hassan</td>
<td>Mubarak</td>
<td>Nealy</td>
<td>Cierra</td>
<td>Tanselle</td>
<td>Danielle</td>
</tr>
<tr>
<td>Hernandez</td>
<td>Jasmine</td>
<td>Nelson</td>
<td>Kimberly</td>
<td>Valenzuela</td>
<td>Natali</td>
</tr>
<tr>
<td>Herrera</td>
<td>Ashlie</td>
<td>Ortiz</td>
<td>Abrianna</td>
<td>Velasquez</td>
<td>Elisa</td>
</tr>
<tr>
<td>Huerta</td>
<td>Brandon</td>
<td>Palomino</td>
<td>Guadalupe</td>
<td>Wallace</td>
<td>Marquita</td>
</tr>
<tr>
<td>Hutton</td>
<td>Shelle</td>
<td>Peru</td>
<td>Adrianna</td>
<td>Warner</td>
<td>Autumn</td>
</tr>
<tr>
<td>Jade</td>
<td>Sara</td>
<td>Reyna</td>
<td>Jesse</td>
<td>Watts</td>
<td>Leanna</td>
</tr>
</tbody>
</table>

Approvals

Contact Person_____________________________________
Mark D. Ziska

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

Meeting Date: 3/12/14  
Item Number: 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2014-2015 Changes in Cost Recovery Course Fees</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

Information:

The attached charges are cost recovery fees that support instructional delivery costs associated with specific courses, tests, or services. The “New Course Fees” pages reflect the addition of new courses that have associated services or consumable supplies costs or courses that have added cost recovery elements to the course delivery. The “Course Fee Changes” pages indicate increases and reductions to currently existing fees. The attached list has been reviewed by the Chancellor’s Cabinet, which has approved these changes in student charges for fiscal year 2015.

Approvals

Contact Person  
Dr. David Bea

Chancellor  
Lee D. Lambert, J.D.
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DAE 165LC</td>
<td>Dental Asst Procdrs Clinical I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$55.00</td>
<td>Flat</td>
<td>1.00</td>
<td>DAE 165LC replaces DAE 165LB; increase fees from $50 to $55; Guideline #4 - Consumable Supplies.</td>
</tr>
<tr>
<td>2. DHE 132LB</td>
<td>Dental Materials Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE132LB replaces DHE204LB which has a fee of $10 for supply and anesthetic agent costs. Request $5 increase.</td>
</tr>
<tr>
<td>3. DHE 150LC</td>
<td>Dental Hygiene II Clinical</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE150LC replaces DHE190LC which has a $20 fee for supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>4. DHE 208LC</td>
<td>Pain Anxiety Control DHE Clini</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Fee added for rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>5. DHE 213LC</td>
<td>Advanced Periodontal Svcs Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Fee added for rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>6. DHE 250LC</td>
<td>Dental Hygienelli Clinical</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE250LC replaces DHE290LC which has a fee of $20 for supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>7. DHE 255LC</td>
<td>Dental Hygiene III Clinical</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE255LC replaces DHE291LC which has a fee of $20 for supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>8. EDC 262</td>
<td>Practicum 1: Elementary</td>
<td>Community Campus</td>
<td>Non-district Facilities, Equipment, or Service Use Fees</td>
<td>$334.00</td>
<td>Flat</td>
<td>1.00</td>
<td>New Course. Mentor teacher (K-12 professional) hosts a PCC Student for 32 hours in his or her classroom. Responsibilities of a mentor teacher include role modeling, mentoring and evaluating ($150 per student). PCC Instructor of Record Adjunct Faculty receives a zero dollar contract and is paid via ePAR ($184 per student).</td>
</tr>
<tr>
<td>9. EDC 264</td>
<td>Practicum 1: Secondary</td>
<td>Community Campus</td>
<td>Non-district Facilities, Equipment, or Service Use Fees</td>
<td>$334.00</td>
<td>Flat</td>
<td>1.00</td>
<td>New Course. Mentor teacher (K-12 professional) hosts a PCC Student for 32 hours in his or her classroom. Responsibilities of a mentor teacher include role modeling, mentoring and evaluating ($150 per student). PCC Instructor of Record Adjunct Faculty receives a zero dollar contract and is paid via ePAR ($184 per student).</td>
</tr>
<tr>
<td>10. ESE 260</td>
<td>Practicum 1: Cross-Categorical</td>
<td>Community Campus</td>
<td>Non-district Facilities, Equipment, or Service Use Fees</td>
<td>$334.00</td>
<td>Flat</td>
<td>1.00</td>
<td>New Course. Mentor teacher (K-12 professional) hosts a PCC Student for 32 hours in his or her classroom. Responsibilities of a mentor teacher include role modeling, mentoring and evaluating ($150 per student). PCC Instructor of Record Adjunct Faculty receives a zero dollar contract and is paid via ePAR ($184 per student).</td>
</tr>
<tr>
<td>11. FDC 110</td>
<td>Clothing Construction I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk, cost effective and students will have material needed to complete projects.</td>
</tr>
<tr>
<td>12. FDC 213</td>
<td>Tailoring: Pants and Shirts</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk, cost effective and students will have materials need to complete projects.</td>
</tr>
</tbody>
</table>
**New Course Fees - 2014/2015**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>FDC 214 Bridal and Formal Wear</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk; cost effective and students will have material needed to complete projects.</td>
</tr>
<tr>
<td>14.</td>
<td>FDC 241 Draping I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk, cost effective and fabric is available for student projects.</td>
</tr>
<tr>
<td>15.</td>
<td>FDC 242 Draping II</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk; cost effective and fabric is available for student projects. Cross Listed with FDC 241.</td>
</tr>
<tr>
<td>16.</td>
<td>FDC 245 Digital Fashion Design</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>New Course Fee of $10.00; fabric to be purchased in bulk, cost effective and students will have material needed to complete projects.</td>
</tr>
<tr>
<td>17.</td>
<td>HRM 104 Hotel Food &amp; Bev Mgmt</td>
<td>Northwest Campus</td>
<td>Consumable Supplies</td>
<td>$16.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To purchase consumable supplies that would enhance learning for (a) make or buy decisions, (b) cost/taste test evaluations, (c) focus groups and (d) product identification.</td>
</tr>
<tr>
<td>18.</td>
<td>THE 113 Stagecraft Crew</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>1.00</td>
<td>New course fee of $10.00; in order to be compliant with new safety regulations the fee would be utilized for safety protection equipment (goggles and ear plugs).</td>
</tr>
</tbody>
</table>

**Course Fee Changes - 2014/2015**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Current Fee</th>
<th>Proposed Fee Change</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ART 215 Painting I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Course fee increase of $10.00 from $10.00 to $20.00; Addl. fee to cover the consumable expenses the students incur during the course of the semester.</td>
</tr>
<tr>
<td>2.</td>
<td>ART 217 Painting II</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Course fee increase of $10.00 from $10.00 to $20.00; addl. fee to cover the consumable expenses the students incur during the course of the semester.</td>
</tr>
<tr>
<td>3.</td>
<td>ART 288 Portfolio Preparation</td>
<td>West Campus</td>
<td>Instructional Materials and Certifications</td>
<td>$35.00</td>
<td>$15.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Cross listed Course_FDC 288 was increased from $35.00 to $50.00 in 2012.</td>
</tr>
<tr>
<td>4.</td>
<td>ATT 101 Avionics Familiarization</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>5.</td>
<td>ATT 102 Aircraft Electrical Systems</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
</tbody>
</table>
### Course Fee Changes - 2014/2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Current Fee</th>
<th>Proposed Fee Change</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT 103</td>
<td>Avionics Installation Basics</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 104</td>
<td>Op Sys I, Comm and Navigation</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 200</td>
<td>Com Navigation Installation</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$90.00</td>
<td>$110.00</td>
<td>Credit</td>
<td>5.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 201</td>
<td>Op Sys II, GPS Nav Auto Pilot</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$90.00</td>
<td>$110.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 202</td>
<td>GPS Nav Auto Pilot Install</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$90.00</td>
<td>$110.00</td>
<td>Credit</td>
<td>5.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 203</td>
<td>Avionics Test Equipment</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 204</td>
<td>Glass Cockpit Installer</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$90.00</td>
<td>$110.00</td>
<td>Credit</td>
<td>5.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 205</td>
<td>Op Sys III Infrared Wx Radar</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 206</td>
<td>Infrared and Wx Radar Install</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$90.00</td>
<td>$110.00</td>
<td>Credit</td>
<td>5.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>ATT 207</td>
<td>Op Sys IV Special Nav Equip</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$46.00</td>
<td>$66.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Submitted By</td>
<td>Fee Category</td>
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<td>Proposed Fee Change</td>
<td>Proposed New Fee</td>
<td>Fee Type</td>
<td>Credit Hours</td>
<td>Notes</td>
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</tr>
<tr>
<td>16.</td>
<td>AVM 101 Structural Repair I</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>17.</td>
<td>AVM 102 Structural Repair II</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>18.</td>
<td>AVM 105 Aircraft Sheetmetal Repair</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>19.</td>
<td>AVM 110 Aircraft Blueprint Reading</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>20.</td>
<td>AVM 114 Regulatory Requirements</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>21.</td>
<td>AVM 123 Airframe Familiarization</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>22.</td>
<td>AVM 130 Aircraft Comp Mat/Repair</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>23.</td>
<td>AVM 150 Structural Repair III</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>24.</td>
<td>AVM 151 Structural Repair IV</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>25.</td>
<td>AVM 160 Aircraft Materials/Metallurgy</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
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<td>Course Title</td>
<td>Submitted By</td>
<td>Fee Category</td>
<td>Current Fee</td>
<td>Proposed Fee Change</td>
<td>Proposed New Fee</td>
<td>Fee Type</td>
<td>Credit Hours</td>
<td>Notes</td>
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</tr>
<tr>
<td>26.</td>
<td>AVM 165 Aircraft Hardware/Fasteners</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>27.</td>
<td>AVM 170 Aircraft Powrplant Familiarizat</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>28.</td>
<td>AVM 202 Aviation Safety</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>29.</td>
<td>AVM 203 Structural Repair V</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>30.</td>
<td>AVM 204 Structural Repair VI</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>31.</td>
<td>AVM 205 Motion Dynamics</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>32.</td>
<td>AVM 206 Materials and Processes</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>33.</td>
<td>AVM 207 Weight and Balance</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>34.</td>
<td>AVM 208 Basic Electricity</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>35.</td>
<td>AVM 209 Intermediate Electricity</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
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<td>Course Title</td>
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<td>Proposed New Fee</td>
<td>Fee Type</td>
<td>Credit Hours</td>
<td>Notes</td>
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</tr>
<tr>
<td>36. AVM 210</td>
<td>Adv Comp Aircraft Repair I</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>37. AVM 210LB</td>
<td>Adv Comp Aircraft Repair I Lab</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>$2.00</td>
<td>$17.00</td>
<td>Credit</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>38. AVM 211</td>
<td>Alternate Structure</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>39. AVM 218</td>
<td>Airframe Rigg &amp; Land Gear Syst</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>40. AVM 219</td>
<td>Airframe Inspections</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>41. AVM 222</td>
<td>Adv Electrical System Airframe</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>42. AVM 223</td>
<td>Hydraulic and Pneumatic Power</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>43. AVM 224</td>
<td>Atmospheric Controls</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>44. AVM 225</td>
<td>Fire, Ice, Rain &amp; Fuel Systems</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>45. AVM 226</td>
<td>Engine Electrical</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
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<td>Current Fee</td>
<td>Proposed Fee Change</td>
<td>Proposed New Fee</td>
<td>Fee Type</td>
<td>Credit Hours</td>
<td>Notes</td>
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<td>46. AVM 227</td>
<td>Engine Air Flow Systems</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>47. AVM 228</td>
<td>Aircraft Propellers</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>48. AVM 229</td>
<td>Engine Support Systems</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>49. AVM 231</td>
<td>Engine Prncpls/Monitrng/Inspec</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$5.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>50. AVM 232</td>
<td>Reciprocating Engine Overhaul</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>51. AVM 233</td>
<td>Turbine Engines</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>52. AVM 234</td>
<td>Engine Fuel Metering/Operation</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$75.00</td>
<td>$5.00</td>
<td>$80.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>53. AVM 250</td>
<td>Structural Repair VII</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$60.00</td>
<td>$8.00</td>
<td>$68.00</td>
<td>Credit</td>
<td>4.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>54. AVM 260</td>
<td>Adv Comp Aircraft Repair II</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>$2.00</td>
<td>$17.00</td>
<td>Credit</td>
<td>1.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>55. AVM 260LB</td>
<td>Adv Comp Aircraft Repair II Lab</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$6.00</td>
<td>$51.00</td>
<td>Credit</td>
<td>3.00</td>
<td>Additional fees (yielding between $5 and $8 per course depending on whether credit or flat fee) are designed to defray the costs of establishing aviation uniforms for the entire aviation student body.</td>
</tr>
<tr>
<td>56. DAE 165LB</td>
<td>Pre Clinical Procedures Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>-$50.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>1.00</td>
<td>DAE 165LB replaced by DAE 165LC</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Submitted By</td>
<td>Fee Category</td>
<td>Current Fee</td>
<td>Proposed Fee Change</td>
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<td>Fee Type</td>
<td>Credit Hours</td>
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</tr>
<tr>
<td>DHE 101LC</td>
<td>Clinical Dental Hygiene I Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$5.00</td>
<td>$25.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Increase Fee $5.00 from $20.00 to $25.00; increase attributed to rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>DHE 104LB</td>
<td>Dental/Oral Morphology Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>$5.00</td>
<td>$15.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Increase from $10.00 to $15.00; increase attributed to rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>DHE 112</td>
<td>Preventive Dentistry</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>$5.00</td>
<td>$20.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Fee increase of $5.00 from $15.00 to $20.00; attributed to rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>DHE 160LC</td>
<td>Clinical Skills Enhancement I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$5.00</td>
<td>$25.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Fee increase of $5.00 from $20.00 to $25.00; attributed to rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>DHE 190LC</td>
<td>Clinical Dental Hygiene I</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$20.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE 190LC changed to DHE 150LC</td>
</tr>
<tr>
<td>DHE 191LC</td>
<td>Clinical Dental Hygiene II</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>-$25.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Course discontinued / per Program Director, Karen Tam_10-25-13</td>
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<tr>
<td>DHE 196</td>
<td>Ind Study Dental Hygiene</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$10.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Course discontinued; per Program Director, Karen Tam_10-25-13</td>
</tr>
<tr>
<td>DHE 204LB</td>
<td>Dental Materials Lab</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$10.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>replaced by DHE 132LB</td>
</tr>
<tr>
<td>DHE 209LB</td>
<td>Computers &amp; Practice Mgmt</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$5.00</td>
<td>-$5.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
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<tr>
<td>DHE 260LC</td>
<td>Clinical Skills Enhancement II</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
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<td>$5.00</td>
<td>$25.00</td>
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<td>0.00</td>
<td>Fee increase of $5.00 from $20.00 to $25.00; attributed to rising supply and anesthetic agent costs.</td>
</tr>
<tr>
<td>DHE 290LC</td>
<td>Clinical Dental Hygiene III</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$20.00</td>
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<td>DHE 290LC replaced DHE 250LC / Joy Gall_9-26-13</td>
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<tr>
<td>DHE 291LC</td>
<td>Clinical Dental Hygiene IV</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$20.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>DHE 291LC replaced by DHE 255LC / Joy Gall_9-26-13</td>
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<tr>
<td>DHE 296</td>
<td>Adv Ind. Studies in Dental Hyg</td>
<td>West Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$10.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>0.00</td>
<td>Course discontinued; per Program Director, Karen Tam_10-25-13</td>
</tr>
<tr>
<td>ECE 112</td>
<td>Music and Art for Children</td>
<td>Desert Vista Campus</td>
<td>N/A</td>
<td>$15.00</td>
<td>-$15.00</td>
<td>$0.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Remove $5 course fee from ECE112. This fee was used to purchase supplies. When ECE112 became one of the CORE courses as part of our Accreditation, the curriculum was modified to additional theory with the application expected to be done outside of class.</td>
</tr>
<tr>
<td>NRS 104</td>
<td>Nursing Process I</td>
<td>West Campus</td>
<td>Testing Fee</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Increase in standardized testing costs; proctors for standardized testing.</td>
</tr>
<tr>
<td>NRS 105</td>
<td>Nrs Process II/ADN</td>
<td>West Campus</td>
<td>Testing Fee</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Increase in standardized testing costs; proctors for standardized testing.</td>
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<tr>
<td>NRS 188</td>
<td>Transition to ADN</td>
<td>West Campus</td>
<td>Testing Fee</td>
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<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
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<td>NRS 201</td>
<td>Nrs Process III</td>
<td>West Campus</td>
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<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Increase in standardized testing costs; proctors for standardized testing.</td>
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</tbody>
</table>

Page 8 of 9
## Course Fee Changes - 2014/2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Current Fee</th>
<th>Proposed Fee Change</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>75. NRS 202</td>
<td>Nrs Process IV</td>
<td>West Campus</td>
<td>Testing Fee</td>
<td>$250.00</td>
<td>$150.00</td>
<td>$400.00</td>
<td>Flat</td>
<td>1.00</td>
<td>Increase in standardized testing costs; increase in review course costs; proctors for standardized testing.</td>
</tr>
</tbody>
</table>
Information:

Through a competitive sealed proposal process, PCC has awarded a contract to ASR Analytics, LLC to conduct a Business Intelligence Needs and Requirements Assessment. The assessment will focus on tools, data structure, and data governance. The purpose of conducting this assessment is to develop a robust and user-friendly business intelligence solution that meets prioritized reporting needs and utilizes effective data governance by employing new technology.

Specifically, the assessment will include:

- an assessment of the maturity level of the College’s current business intelligence and reporting capacity
- recommendations for selecting and developing business intelligence tools, gaining competencies
- and improving organizational infrastructure and processes to enable the College to successfully meet its current and future business needs and requirements

ASR Analytics will be conducting the Assessment January through April 2014. The assessment will be conducted district-wide.

Justification:

To improve decision making (mastering data), which consists of reviewing and upgrading reporting tools, developing standards and training for report writers, creating ongoing employee training for data reports, developing reporting for campus employees and improving communication about data-driven decision making, evaluating and enhancing definition and description of report elements, and implementing evidence- and outcome-based decision making.

Financial Considerations:

This is the first phase of an approved capital equipment item.
Approvals

Contact Person  

Zelema Harris  

Zelema Harris, Ed.D.

Chancellor  

Lee D. Lambert, J.D.
INFORMATION ITEM

Meeting Date: 3/12/14  Item Number: 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| BP-1101: Prime Policy – First Reading | Deborah Yoklic  
Assistant Vice Chancellor  
(206-4747) |

Recommendation:

For your information, the Chancellor submits the first reading of the revision of BP-1101, Prime Policy.

Justification:

The revision of Prime Policy (aka “the policy on Policies”) streamlines the sections Formulation and Review, and Evaluation, and eliminates the section Exceptions to the Review Process, so that BP 1101 will be more consistent with the definition in SPG 1101/AA that “A Board Policy … establishes one or more general institutional goals and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional goals.”

Financial Considerations:

None.

Approvals

Contact Person  Deborah Yoklic  
Deborah Yoklic

Chancellor  Lee D. Lambert, J.D.
Pima County Community College District
Board Policy

Board Policy Title: Prime Policy

Board Policy Number: BP-1101
Adoption Date: 2/17/82, 1/8/14
Revision Date(s): 3/9/94, 6/9/99, 4/29/09, 12/16/13, 2/27/14
Schedule for Review & Update: Annually—Every three years
Unit Responsible for Review & Update: Board of Governors/Chancellor
Sponsoring Unit/Department: Board of Governors/Chancellor
Motion Number: 5928
Legal Reference: ARS 15-1445(1)
Cross Reference:

1101.01 PURPOSE
This Prime Policy applies to the development and creation of non-personnel policies and administrative procedures for Pima County Community College District.

1101.02 DEFINITION
A Pima County Community College District Board of Governors policy is a statement officially adopted by the Board of Governors at a public meeting that establishes one or more general institutional goals priorities and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional goals priorities.

1101.03 AUTHORITY
Policies of the Pima County Community College District are adopted by the Board of Governors under authority granted by the legislature of the State of Arizona.

1101.04 RESPONSIBILITY
The Pima County Community College District Board of Governors is the governing entity of the Pima County Community College District. In this role, the Board of Governors retains authority to enact, rescind or modify all policies governing the District.

1101.05 INITIATION
The policy formulation process may be initiated either by the Board of Governors or by the various college constituencies, i.e., administration, faculty, staff and/or students.

1101.06 FORMULATION AND REVIEW
Proposed policies subject to this prime policy shall follow the review process outlined below prior to enactment:

A. A proposed policy shall be forwarded to the Chief Executive Officer Chancellor for review and consultation with appropriate standing committees, or administrative heads, staff, Chancellor’s Cabinet and legal counsel.

B. The proposed policy then will be referred to legal counsel for comment.

C. The resulting proposed policy shall be discussed with the staff of the Chief Executive Officer.

D. The Chief Executive Officer Chancellor or a designee shall meet with the initiator(s) to consider all comments from legal counsel and modify the proposed policy, if necessary. At this time, the proposal may be withdrawn.

E. The proposed policy with comments or modification from legal counsel and the staff of the Chief Executive Officer, shall be returned to the initiator(s) of the policy for review.

F. The initiator(s) then may withdraw the proposed policy or forward it to the Chief Executive Officer to be presented to the major advisory group of the Chief Executive Officer.

G. Members of the CEO’s major advisory group shall discuss the proposed policy with their respective constituencies and it will also be presented to the various councils for input.
H. At a subsequent meeting of the CEO’s major advisory group, the proposed policy will be presented for purposes of discussion and modification, if necessary, based upon the response from the respective constituencies and councils.

I. If necessary, the proposed policy shall be forwarded to legal counsel for a final review.

C. The Chief Executive Officer may Chancellor will then present the proposed policy to the Board of Governors at a public meeting. At this time the Board of Governors and/or Chief Executive Officer the Chancellor may propose further modification to the proposed policy. The Board may also solicit public comment on the proposed modifications.

D. The proposed policy will then be posted on the Pima Community College website for 21 calendar days for comment.

J. E. The Board of Governors may shall act upon the proposed policy at the next regular public meeting, and make such modifications as it deems necessary.

K. Exceptions may be made to this review process when such review is deemed inappropriate or unnecessary by the Board of Governors.

F. The Board of Governors may make exceptions to this review and approval process.

L. G. The Chancellor and the administration are is authorized to prepare and implement regulations and administrative procedures necessary to effect all approved policies. Once these administrative procedures have been finalized, they will be presented to the Board and posted to the public website.

1101.07 EVALUATION
College policies subject to this prime policy shall be evaluated periodically by the Chief Executive Officer. The policy manual, in which all college policies are incorporated, shall be updated periodically to reflect any revisions by the Chancellor or designee at least every three years.

1101.08 EXCEPTIONS TO THE REVIEW PROCESS
The Board of Governors recognizes that there may be matters brought to or initiated by the Board of Governors that should not be subject to the review process. This would include but not be limited to the following:
A. Items that are to be acted upon by the Board of Governors in accordance with local, state and federal laws, rules or regulations;
B. Board of Governors operating policies, bylaws, and/or standing rules;
C. Emergency situations that require immediate Board of Governors’ action, and
D. Non-substantive changes to existing policies.
INFORMATION ITEM

Meeting Date: 3/12/14  Item Number: 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP-1103: Delegation of Authority to the Chancellor – 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 the BP-1103: Delegation of Authority to the Chancellor.

**Justification:**

The role and responsibilities of the Chancellor need to be specified, both for the effective governance of the College and for the successful annual evaluation of the Chancellor.

**Financial Considerations:**

None.

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**Approvals**

Contact Person ____________________________ **Deborah Yoklic**

Deborah Yoklic

Chancellor ________________________________

Lee D. Lambert, J.D.
The Chancellor serves as the Chief Executive Officer of Pima Community College, reporting directly to the Board of Governors. On annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor’s performance, including the progress in achieving the goals.

Section 1. The Chancellor’s Role:

The Board of Governors defines the role of the Chancellor as follows:

A. Serves as primary link between the Board and the College’s day-to-day operations.

B. Provides information to the Board that is timely, accurate and clear about key issues that impact the College.
C. Leads the development and execution of short and long term plans of the College.

D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.

E. Oversees day-to-day operations of the College.

F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

Section 2. Powers and Duties of the Chancellor:

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.

B. The Chancellor shall ensure that the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.

C. The Chancellor is authorized, to the extent permitted by law, to conduct the following on behalf of the College:

1. Execute all contracts up to $100,000, exclusive of employment contracts, intergovernmental agreements, contracts with architects and bank depositaries, and agreements for purchase and sale of real property;

2. Review and sign as lessor all leases of District-owned real property and as lessee all leases of non-owned property, not to exceed an annual rent of $100,000; and

3. Dispose of equipment, personal property, and supplies which become surplus to the requirements of the District and which either (a) do not exceed a total item value of $100,000 original cost, or (b) result from a Board-approved capital project.
4. Apply for external funds provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.

D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.

E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.

Section 3. The Chancellor’s Limitations:

As the Chief Executive Office of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

Section 4. Monitoring the Chancellor’s Performance:

The Board will conduct a formal evaluation of the Chancellor on annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

1. Input from the Chancellor; and
2. Input from the College employees, students, and members of the public.
INFORMATION ITEM

Meeting Date: 3/12/14  Item Number: 15

Item Title: First Reading for Deletions of Board Policies 1201, 1301 and 5501

Contact Person: Deborah Yoklic
Assistant Vice Chancellor
(206-4747)

Recommendation:

For your information, the Chancellor submits the first reading of the deletion of Board Policies 1201, 1301 and 5501

Justification:

**BP-1201:** Regulations and Standard Practice Guides, is covered by BP-1101 and BP-1103.

**BP-1301:** Signature Authority for Leases, is covered by BP-1103, sections 2.C.2 and 2.D.

**BP-5501:** Application for Grants, is covered by BP-1103, section 2.C.4.

Financial Considerations:

None.

Approvals

Contact Person: **Deborah Yoklic**
Deborah Yoklic

Chancellor: Lee D. Lambert, J.D.
When regulations and standard practice guides are needed to implement board policy, the Chief Executive Officer is authorized to approve such regulations and standard practice guides. The Chief Executive Officer also is authorized to delegate authority to the appropriate Executive Officer to approve standard practice guides for the District Office and the campuses, respectively.

The Board of Governors shall be informed of all college regulations and an official repository of policies, regulations and all college standard practice guides shall be maintained by the College.
The Board of Governors delegates to the Chancellor or designee the authority to review and sign, on behalf of the District, as lessor all leases of District-owned property and as lessee all leases on non-owned property. Authorization shall not exceed an annual rent of $100,000.

The Chancellor or his/her designee shall develop all necessary procedures to ensure the financial and operational integrity of District leases.
Pima County Community College District
Board Policy


Board Policy Title: Application for Grants

Board Policy Number: BP-5501
Adoption Date: 6/18/80
Revision Date(s): 11/23/09, 1/13/12
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Provost/Executive Vice-Chancellor for Academic and Student Services
Sponsoring Unit/Department: Provost/Executive Vice-Chancellor for Academic and Student Services
Motion Number: 2161
Legal Reference: 
Cross Reference:

The Board of Governors authorizes the Chief Executive Officer to apply for external funds provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.
**ACTION ITEM**

<table>
<thead>
<tr>
<th>Meeting Date: 3/12/14</th>
<th>Item Number: 16A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Title</strong></td>
<td><strong>Contact Person</strong></td>
</tr>
<tr>
<td>Unapproved Minutes of the Study Session of January 27, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Study Session of January 27, 2014 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 Monday, January 27, 2014 at 3:30 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:**
David Longoria, Chair  
Marty Cortez  
Brenda Even  
Sylvia Lee, Secretary  
Scott Stewart

**General Counsel**
Jeffrey Silvyn

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Lee Lambert  
Deborah Yoklic

1. **Call to Order**
   Board Chair David Longoria called the meeting to order at 3:40 pm.

2. **Association of Community College Trustees (ACCT) Legislative Summit**
   CJ Karamargin, Vice Chancellor for Federal Government Relations and Public Information and Donna Martinez, Program Assistant provided the Board with information regarding the ACCT National Legislative Summit to be held February 10-14, 2014 in Washington, DC.

3. **Bylaws Revisions**
   Board members reviewed and made grammatical and syntax changes to the structure of the articles of the Bylaws.

4. **Revision of Board Policy 1401 – Governance**
   Board members reviewed and made grammatical changes to the structure of the Board Policy 1401.
Chairperson Longoria asked that a field for last review be included in Board Policy 1401.

5. Proposed Board Policy on the Chancellor’s Role
   This item was removed from the agenda as it requires further development.

Adjournment

The meeting adjourned at 4:35 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date: 3/12/14 Item Number: 16B

<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 February 5, 2014</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 February 5, 2014 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, February 5, 2014 at 5:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

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

**General Counsel**
Jeffrey Silvyn

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Lee Lambert

**Call to Order**
David Longoria called the meeting to order at 5:09 p.m.

**Motion to conduct Executive Sessions**

**Motion No. 201402-01**
Brenda Even – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. §38-431.03(A)(3) (legal advice) and A.R.S. § 38-431.03(A)(4) (consultation and legal advice).

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

The Board recessed into the above referenced Executive Sessions at 5:10 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:59 p.m.

Adjournment

The meeting adjourned at 7:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
### ACTION ITEM

**Meeting Date:** 3/12/14  
**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 February 5, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Regular Meeting of February 5, 2014 are submitted for approval.

---

**Approval**

Chancellor____________________________________

Lee D. Lambert, J.D.
The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, February 5, 2014 at 7:00 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

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

BOARD REPRESENTATIVES

Aaron K. Dinius, Student
Chris Meece, Student
Christopher Hauser, Staff
Kimlisa Salazar Duchicela, Faculty

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
Manny Amado, Executive Director Public Safety (Acting)
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Nina Corson, Academic Dean
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Donna Gifford, Vice President of Instruction
Diane Groover Assistant Vice Chancellor, Finance
Zelema Harris, Executive Vice Chancellor, Institutional Effectiveness, Interim
William Howard, Assistant Vice Chancellor, Business Services
Gwendolyn Joseph, President, Downtown Campus, Interim
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Jansen Lammers, Vice President of Instruction
Keith McIntosh, Vice Chancellor, Information Technology
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Sheila Ortego, President, Community Campus, Interim
Ann Parker, Vice President of Student Development
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Anna Reese, Executive Director, Financial Aid
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)
Mark Ziska, Vice Chancellor, Human Resources, Interim
GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 7:00 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

Dr. Brenda Even approached the podium and addressed the audience. She thanked everyone for the hard work they’ve done.

REPORTS

Governing Board Member Reports

Chairperson’s Report:
Chairperson Longoria informed all Board members will be attending the ACCT National Legislative Summit in Washington to be held the week of February 10, 2014. Chairperson Longoria noted they will be meeting with members of the Arizona Delegation. David Longoria also informed the results of the survey regarding the proposed time of the Board of Governors regular meetings will be announced at the March meeting. He also informed that Information Item BP -1103: Role and Responsibility of the Chancellor – First Reading will be pulled from the agenda because it’s still being revised.

Secretary to the Board Report:
There was no report

Marty Cortez noted that there was a very good attendance at the Spring HLC Meeting Update held at the 29th Street Coalition Center on January 1st.

Chancellor’s Report

Chancellor Lambert reported that he met with TUSD and Korean officials for the College to become a partner in the Korean Student Ambassador program for Korean students who come to the United States. The College will be partnering with TUSD.

Chancellor Lambert informed that he met with Karen Solomon, Vice President of Accreditation with the HLC, to discuss the probation process, timelines and expectations. He noted the College is moving in a positive direction.
The Chancellor shared information about a College report he will deliver to the community which will include bridging gaps, alignment, engagement, accountability and probation. Board member Sylvia Lee suggested talking about demographics when the report is presented to the community.

Chancellor Lambert informed he will be holding Campus office hours at campuses and centers on a rotating and regular basis, which already started at West Campus. He commented he will be meeting with department chairs and campus presidents to discuss strengthening bonds between faculty and administrators and to do better by the students. He noted he asked District administrators to focus more on the campuses.

He noted that an Executive Council has been created to drill issues before they are taken to Chancellor’s Cabinet.

Chancellor Lambert informed he will begin the process to fill on a permanent basis the campus presidents’ vacancies.

The Chancellor announced that the PCC Futures Conference will be held February 18 and encouraged everyone to participate.

Chancellor Lambert informed he attended the Workforce Development Institute Conference and announced the College will be re-connecting with the Goodwill Industries of Southern Arizona to enter into a partnership. He also noted there will be an opportunity for a grant if the College is accepted into National Aerospace Consortium.

Mark Ziska, Interim Vice Chancellor for Human Resources, informed the Meet and Confer process started with a three day Interest Collaboration training conducted by the UA Eller School of Management. He noted over 30 employees representing, non-exempt, exempt staff, faculty and administrators from the College met to address the most pressing issues about Human Resources Governance and issues related to achieving HLC accreditation.

William Ward, Vice Chancellor for Facilities and Manny Amado, Acting Chief of Police, provided information on the results of the Security and Threat Assessment report.

Staff Representatives

Christopher Hauser, Chair of Staff Council, provided a reported on the Staff Council meeting of January 9. Highlights included the following: Chancellor’s Report: Chancellor Lambert discussed the overall goals and direction of the College. Provost’s Report: Dr. Zelema Harris, Executive Vice Chancellor for Institutional Effectiveness, discussed several areas that are important for the College including: Enrollment Management, Leadership Academy, HLC planning and strategic plans. Liaison Report: Mark Ziska, Interim Vice Chancellor for Human Resources, presented the Strategic Planning model and discussed issues that need to be implemented and corrected. He announced that Meet and Confer will start with all employee groups working together in Interest Based Collaboration. AFSCME
report: Delso Bosquez informed the interest based collaboration meeting with all employee groups took place from January 14 – 16. **ACES Report:** There was no report. **Council Report:** Dr. Harris and Julie Hecimovich reported on last month’s Board of Governors meeting. **Campus/District Reports:** East Campus acquired a grant through AARP to assist students over the age of 50 (Plus 50 Encore Completion Program). On behalf of Staff Council, he presented the following concern/idea: Chancellor’s Cabinet should include employee group representatives.

### Student Representatives

Student Representatives Chris Meece and Aaron Dinius reported on recent events from each campus. Highlights included: **Community Campus:** Student Leadership Councils have begun the Adult Education winter class sessions. **Desert Vista Campus:** Student Life will be holding a Students Welcome Week on February 26th. **Downtown Campus** will be helping to celebrate Black History & Heritage Month. **East Campus** will be holding the Emerging Leaders Program on Friday, February 28th. **Northwest Campus** will be holding an Art Gallery Contest. **West Campus** students will be attending the annual National Collegiate Leadership Conference at the University of Arizona on February 14-16. Student representatives did not present a recommendation/concern to the Board.

### Faculty Representatives

Faculty Representatives Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the January 17th meeting. Highlights included the following: Senate elections for officers were held. Senate it’s awaiting on changes to Board representation as it will require changes in Senate’s charger. She announced the following results: Joe Labuda, President; Kimlisa Salazar Duchicela, President Elect and Representative to the Board; Patricia Figueroa, Vice President.

*Other Business:* Jeannie Scott, Director of Curriculum and Articulation Services; Steve Grede; Instructional Faculty and Fred D’Angelo, Instructional Faculty provided a presentation on the definitions of credit hour. Next meeting will be held February 7th. Faculty Senate did not present a recommendation/concern to the Board.

### Academic Reports

**HLC Progress**

Dr. Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services, provided an update on the HLC Self-Study and reviewed its goals and timeline. She also provided information on the basic evaluation process. She also informed there will be a link, on the College’s website, where comments can be made to the HLC. She also noted those comments will be sent directly to the HLC and will not be available to be viewed on the College’s website.
Developmental Education Update
Dr. Dolores Durán-Cerda, Senior Assistant to the Provost, provided an update on the status of the Development Education Redesign. She informed the College held an all-day workshop on with Drs. Kay and Byron McClunney nationally recognized experts on Developmental Education. She also commented the committee will be work on drafting a plan based on the outcomes of the McLenneys workshop, best practices, benchmarking and consulting with Student Services Review Team.

Enrollment Management
Deborah Yoklic, Assistant Vice Chancellor, informed the College will begin to develop an institution-wide, strategic enrollment management plan with goals aligned with the Colleges’ mission and values.

Student Services Review
Michael Tulino, Northwest Campus Vice President of Student Development and Valerie Vidal, West Campus Student Services advanced Specialist, provided a brief update on the progress of Student Services Review work. He noted data is being compiled from the surveys that were conducted and that the group will continue integrating with Enrollment Management and Development Education Groups.

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending December 2013. Dr. Bea noted that the total net position at the end of December was $233 million, which is a decrease of about $3.7 million compared to the same time last year. This decrease in net position is primarily due to construction costs for the new Northwest campus building.

INFORMATION ITEMS

Separations from Employment

Student Aide Hires

BP-1103: Role and Responsibility of the Chancellor – First Reading
This item was pulled from the agenda.

BP-1401: Governance – First Reading

These items were noted as information items.
ACTION ITEMS

Approval of Minutes

**Motion No. 201402-02**

Brenda Even – M, Sylvia Lee – S, to approve the minutes of the following meetings: Study Session of November 19, 2013; Special Meeting to conduct Executive Session on November 19, 2013; Study Session of December 2, 2013; Special Meeting to conduct Executive Session on December 2, 2013; Special Meeting to conduct Executive Session on December 11, 2013; Special Meeting of December 11, 2013; Study Session of December 16, 2013; Special Meeting to conduct Executive Session on December 16, 2013; Special Meeting to conduct Executive Session on January 8, 2014; Annual and Regular Meeting of January 8, 2014 and the Study Session of January 27, 2014.

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

Consent Agenda

**Motion No. 201402-03**

Marty Cortez – M, Sylvia Lee – S, to approve the Consent Agenda as presented.

16.1 New Appointments
16.2 Adjunct Faculty Appointments
16.3 Temporary Appointments
16.4 Administrator Appointment
16.5 Faculty Regular Appointments for Fiscal 2015
16.6 BP-1403: Records Management, Retention and Disposition – Final Reading
16.7 BP-3105: Curriculum – Final Reading
16.8 BP-3106: Curriculum Development – Final Reading
16.9 BP-3107: Degrees and Certificates – Final Reading
16.10 Contract: Security Services

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

Amendment to Board Bylaws

**Motion No. 201402-04**

Brenda Even – M, Scott Stewart – S, to approve the amendments to the Board Bylaws.
Vote: All Board members present voted “aye” by voice vote. None were opposed. 
**Motion CARRIED.**

2014 Calendar of Study Session Meeting Dates

**Motion No. 201402-05**

Marty Cortez – M, Brenda Even – S, to approve the proposed Board of Governors Study Session meeting dates for 2014. With the exception of April 2nd which will be moved to April 1st, 2014.

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

Adjournment

The meeting adjourned at 9:35 p.m.

___________________________________________

Secretary

___________________________________________

Date
Recommendation:

The 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 Appointment
17.5 Summer Work Schedule for 2013
17.6 Sabbatical Approval for Fall 2014 and Spring 2015
17.7 Public Safety Personnel Retirement System Local Board Membership
17.8 Intergovernmental Agreement: Pima Community College/Green Valley Fire District
17.9 BP-1401: Governance – Final Reading
17.10 Contract: Employee Dental Benefits for Fiscal Year 2014-2015

Approval

Chancellor_____________________________________

Lee D. Lambert, J.D.
PimaCountyCommunityCollegeDistrict
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 3/12/14

Item Number: 17.1

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

Faculty:

Armstrong, Alexandra  Instructional Faculty  $52,190
Effective: 8/20/14 WC

Drewek, Amy  Instructional Faculty  $47,837
Effective: 8/20/14 WC

Gerard, John  Instructional Faculty  $43,489
Effective: 8/20/14 DC

Wong, Darryl  Instructional Faculty  $52,185
Effective: 8/20/14 DV

February report inadvertently included the name David Katz for authorization to issue a contract for the fiscal year starting July 1, 2014. At this time, the College is not prepared to issue a contract to Dr. Katz.

Staff:

Barr, Joy  Program Coordinator- Upward Bound  $43,892
Effective: 3/17/14 DC
### New Appointments

**Hanson, Michael**  
Director of Library Technical Services  
$84,851  
**Effective:** 3/17/14  

**Heisman, Dustin**  
Fiscal Support Specialist, Cashier  
$18.53  
**Effective:** 3/17/14  

**Holley, Aaron**  
Laboratory Specialist  
$18.53  
**Effective:** 3/17/14  

**Kretschmer, Adam**  
Trades Maintenance Supervisor  
$21.37  
**Effective:** 3/17/14  

**Peel, Michael**  
Government Relations Advanced Analyst  
$55,585  
**Effective:** 3/17/14  

**Poucher, Daniel**  
Support Specialist, SOAR  
$17.49  
**Effective:** 3/17/14  

**Price, Marquez**  
Student Services Specialist, Financial Aid  
$18.53  
**Effective:** 3/17/14  

**Vasquez-Cordero, Inti**  
Student Services Specialist, Financial Aid  
$18.53  
**Effective:** 3/17/14  

---

### 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:** 3/12/14  
**Item Number:** 17.2

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Adjunct Faculty Appointments| Mark D. Ziska  
Vice Chancellor for  
Human Resources, Interim  
(206-4586) |

**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.

- Bethke, Brandi E.  
  Discipline(s): Anthropology; Archaeology; Humanities
- Coe, Megan  
  Discipline(s): Writing
- DeLapp, Christopher  
  Discipline(s): Respiratory Therapy
- Dunbar, Laura L.  
  Discipline(s): Psychology
- Federico, Vanessa A.  
  Discipline(s): Nursing
- Gbele, Kokou  
  Discipline(s): Mathematics
- Grijalva, Pedro (Pete) R.  
  Discipline(s): Electrical Utilities Technology
- Hecimovich, Julie A.  
  Discipline(s): Speech
- Mouw, Pauline  
  Discipline(s): Dental Hygiene
- Johnson, Eric H.  
  Discipline(s): Computer Software Applications
- Keuper, Ann E.  
  Discipline(s): Art; Writing
- Kuester, Robert  
  Discipline(s): Veterinary Technology
- Leto, Dennis W.  
  Discipline(s): Machine Tool Technology
- Lewis, Ed.D., Alvin D.  
  Discipline(s): Social Services
- McQuillen, Cameron M.  
  Discipline(s): Emergency Medical Technology
- Ong, Lissa C.F.  
  Discipline(s): Astronomy
- Ottman, JD. Curtis  
  Discipline(s): Fire Science
- Owen, Karen M.  
  Discipline(s): Nursing
- Renshaw, Kellen V.  
  Discipline(s): Computer Information Systems
- Ruivo Ramada Pereira, Maria J.  
  Discipline(s): Astronomy
- Seaney, Jeffery A.  
  Discipline(s): Nursing
- Stein, John E.  
  Discipline(s): Building and Construction
- Swanson, Andrea E.  
  Discipline(s): Veterinary Technology
- Wehr, Beata  
  Discipline(s): Art

(Continued)
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: 3/12/14  
Item Number: 17.3

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

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>Eric Arcos</td>
<td>Tutor II</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Isabel Babasa</td>
<td>Office Aide</td>
<td>Student Services</td>
</tr>
<tr>
<td>Robert Childress</td>
<td>Instructor</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>Patrick Conley</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Rogelio Delgadillo</td>
<td>Tutor II</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Claudia Diaz-Combs</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Tatiana Diulgher</td>
<td>Tutor I</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>Kaitlyn Fillmore</td>
<td>Laboratory Assistant</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>Jennifer Gaw</td>
<td>Laboratory Specialist</td>
<td>Nursing</td>
</tr>
<tr>
<td>Shelle Hutton</td>
<td>Office Aide</td>
<td>Student Services</td>
</tr>
<tr>
<td>Zena Kahlel</td>
<td>Office Aide</td>
<td>Student Services</td>
</tr>
<tr>
<td>Daniel Linden III</td>
<td>Assistant Football Coach</td>
<td>Athletics</td>
</tr>
<tr>
<td>Crystal McCauley</td>
<td>Laboratory Assistant</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Jordan Mc Cord</td>
<td>Tutor I</td>
<td>Writing</td>
</tr>
<tr>
<td>Marilyn Osborn</td>
<td>Special Project Professional</td>
<td>Student Development</td>
</tr>
<tr>
<td>Dalmira Perez</td>
<td>Instructor</td>
<td>Student Development</td>
</tr>
<tr>
<td>Rodrigo Saclido</td>
<td>Tutor II</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Ryan Scherling</td>
<td>Assistant Football Coach</td>
<td>Athletics</td>
</tr>
<tr>
<td>Sarah Sickerman</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
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<tr>
<td>Kurt Weirich</td>
<td>Special Projects Manager</td>
<td>Internal Audit</td>
</tr>
<tr>
<td>Matthew Willard</td>
<td>Assistant Football Coach</td>
<td>Athletics</td>
</tr>
<tr>
<td>Jim Yencarelli</td>
<td>Assistant Football Coach</td>
<td>Athletics</td>
</tr>
</tbody>
</table>

(Continued)
Approvals

Contact Person  
Mark D. Ziska

Chancellor  
Lee D. Lambert, J.D.
Meeting Date:  3/12/14  

Item Title:  Administrator Contracts 2014/2015  

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

Recommendation:

The Chancellor recommends the Board of Governors approve the following administrator regular appointments for fiscal 2014/2015. Furthermore, the Chancellor recommends the Board authorize the Chancellor, or designee, to sign employment contracts for administrative personnel on behalf of the College District.

Background:

Contracts for administrators are normally prepared for one fiscal year but may, in some circumstances, be for a shorter period of time. In accordance with Board policy, an administrator shall be offered a new contract for the ensuing fiscal year unless he or she is otherwise notified in writing on or before February 15. This list is current as of the date submitted; however, additional names may be presented to the Board at a later date.

It is essential to clarify while the appointment of each administrator may be for the full fiscal year, his or her assignment may be changed during the course of the year in accordance with the applicable Board policy. The administrators listed on the attached pages are recommended for a regular appointment for fiscal 2014/2015.
<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert, Ph.D., Louis S.</td>
<td>McIntosh, Keith W.</td>
</tr>
<tr>
<td>Bea, Ph.D., David</td>
<td>Morales, Ph.D., Lorraine</td>
</tr>
<tr>
<td>Bia, Ph.D., Johnson</td>
<td>Murphy, Brigid K.</td>
</tr>
<tr>
<td>Conover, Ph.D., Aubrey</td>
<td>Parker, Ph.D., Ann</td>
</tr>
<tr>
<td>Corson, Nina</td>
<td>Richmond, Ph.D., Nicola C.</td>
</tr>
<tr>
<td>Cuyugan, Imelda</td>
<td>Roush, Ted A.</td>
</tr>
<tr>
<td>Durán-Cerda, Ph.D., Dolores M.</td>
<td>Silvyn, Jeffrey</td>
</tr>
<tr>
<td>Fugett, Charlotte A.</td>
<td>Simpson, Ph.D., Robert</td>
</tr>
<tr>
<td>Gifford, Donna H.</td>
<td>Sorenson, Ed.D., Nancee J.</td>
</tr>
<tr>
<td>Gilliland, Ph.D., Mary Kay</td>
<td>Soto, Edgar F.</td>
</tr>
<tr>
<td>Gillis, John E.</td>
<td>Steinman, Stan</td>
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<tr>
<td>Ginter, Ph.D., Mary Beth</td>
<td>Stewart, Brian A.</td>
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<tr>
<td>GroOVER, Diane</td>
<td>Sutt, Regina L.</td>
</tr>
<tr>
<td>House, Cheryl M.</td>
<td>Tilson, Ph.D., Heather</td>
</tr>
<tr>
<td>Houston, Patricia G.</td>
<td>Tulino, Michael</td>
</tr>
<tr>
<td>Howard, William J.</td>
<td>Vosberg, Ed.D., Anne M.</td>
</tr>
<tr>
<td>Howell, Anne Rachelle</td>
<td>Ward, William R.</td>
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<tr>
<td>Karamargin, Constantine J.</td>
<td>Yoklic, Deborah</td>
</tr>
<tr>
<td>Lammers, Darla J.</td>
<td>Zirbes, Ph.D., Darla</td>
</tr>
<tr>
<td>Martinez Sanchez, Ph.D., Mary Ann</td>
<td></td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person ____________________________  Mark D. Ziska

Chancellor ____________________________  Lee D. Lambert, JD
Recommendation:

The Chancellor recommends that the Board of Governors approve a flexible work scheduling provision for non-exempt, exempt staff, and administrative employees. This provision includes a four-day workweek schedule starting the week of June 2, 2014, and ending August 15, 2014. The following provisions will apply during this period:

1. Summer operations for core academic and business services will continue Monday through Friday with an open scheduling provision for a flexible four day workweek. This provision may be initiated by area or department and approved through administration based on operating needs.

2. An extended four day workweek schedule will begin and end at the appropriate hours designated by the administration to meet operating business needs.

3. Employees working a flexible four day work schedule will continue to work the same number of hours per week.

4. A forty-five minute lunch break will be observed for individuals working a four day workweek. The one hour lunch break will continue to be observed for individuals working the standard five day workweek.

5. In order to provide equitable holiday pay for employees on a flexible work schedule, eligible employees will return to their normal schedule during week in which a holiday is observed i.e., Independence Day - July 4.

Justification:

Pima Community College has successfully operated on a four day workweek schedule for the past thirty-five summers. Pima Community College employee groups have supported this practice.

In the past, district office support operations and campus support operations elected to use a flexible four day workweek schedule. Offices that use this schedule permitted staff the flexibility of working a four-day workweek schedule while still providing core services Monday
through Friday. Offices that utilized this option have expanded their core business hours of service.

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**Approvals**

Contact Person __________________________

Mark D. Ziska

Chancellor ______________________________

Lee D. Lambert, J.D.
Sabbatical Approval For Fall 2014 and Spring 2015

Recommendation:

The Chancellor recommends that the Board of Governors approve full-pay sabbaticals for fall semester 2014 for Instructional Faculty Julia Gousseva, Rosalía Solórzano, David Stephen, and Cindy Yrun-Calenti and for Educational Support Faculty Karrie Mitchell and for spring semester 2015 for Instructional Faculty Robert Foth and Barbara Jo McLaughlin.

Background:

The Faculty Professional Development and Sabbatical Standing Committee has recommended three faculty members listed herein for full-pay sabbaticals for the fall 2014 semester and spring 2015 semester. This recommendation is the result of a structured process followed in accordance with the guidelines established in the Faculty Personnel Policy Statement.

The cost of these sabbaticals is $299,707 based on salary with benefits. To backfill faculty during their leave, the cost of adjunct faculty with required benefits is $102,109.

Sabbatical Recommendations

Fall Semester 2014

Julia Gousseva, Ph.D.
Full-pay Sabbatical
Writing Instructional Faculty, East Campus

Julia Gousseva states that the purpose of her sabbatical is to develop resources for use in online and hybrid writing classes that allow students to engage in interaction with active writers through readings and online discussions. Effective use of online discussions leads to increased student motivation and involvement in online classes and will also benefit the College and our students by allowing students to interact with creative writers around the world. The sabbatical materials will also be shared with other writing faculty, which will benefit faculty members and their students throughout the College.

The objectives of her sabbatical are: (1) create an open access website that will include at least 25 readings from today’s authors, an author page for each of the at least nine participating
authors, and an interactive discussion forum between students and writers; (2) develop instructional materials and assignments for at least 25 online discussions based on a variety of readings from today’s writers in different genres, with the input of these writers; 3) two different SlideEffect presentations to share with her colleagues; and (4) take a creative writing workshop.

Karrie Mitchell, Ph.D.
Full-pay Sabbatical
Student Success and Counseling Educational Support Faculty, Desert Vista Campus

Karrie Mitchell states that the purpose of her sabbatical is to enhance her knowledge of current career development principles and practices to provide more effective career services to Pima Community College students and graduates. Her sabbatical will also inform those at the college and in the Tucson community about current career development principles and practices so that students can receive a more consistent message about job search materials from employers who are hiring PCC graduates. Students will benefit by having job search materials tailored to the industries they wish to enter and the College will benefit through increased interaction with local businesses that hire PCC graduates.

The objectives of her sabbatical are: (1) attend the National Career Development Association (NCDA) conference; (2) develop Tucson-based, industry-specific job search materials by identifying 15 Tucson businesses who hire large numbers of PCC graduate, interviewing business professionals about industry specific job search materials, and creating search materials based on those interviews; and (3) present current career development information to key stakeholders by creating three PowerPoint presentations and presenting those and job search materials to key stakeholders.

Rosalía Solórzano
Full-pay Sabbatical
Sociology, Gender and Women’s Studies, and Mexican American Studies Instructional Faculty, Downtown Campus

Rosalía Solórzano states that the purpose of her sabbatical is to explore Chicana feminist epistemology in higher education. She will analyze the contributions of Chicana scholars to educational research over the last 20 years and will examine how their research practices differentiate and contest normative academic research practices. Since Latina and Latino students have now passed white students in enrollment in two year colleges, this research will be directly applicable to and useful to students at Pima Community College today. The annotated bibliography produced as a result of this sabbatical will be made available to students and will be a useful research guide for students in a variety of classes.

The objectives of her sabbatical are: (1) conduct a literature review of at least 100 sources relevant to Chicanas in higher education published since 1990; (2) construct a typology of the topics of research and theoretical conceptual paradigms created by the Chicana scholars represented in the research conducted as part of the first objective; and (3) write an annotated bibliography of at least 100 sources selected from the literature review. The literature review, typology, and annotated bibliographies produced will all be placed on library reserve for student use.

(Continued)
David Stephen, Ph.D.
Full-Pay Sabbatical
Anthropology and Archaeology Instructional Faculty, West Campus

David Stephen states that the purpose of his sabbatical is to secure continued funding for the PCC archaeology summer field school (near Camp Wood, northwest of Prescott, Arizona) for the next two summers through writing grant applications to the Bureau of Land Management (BLM) along with conducting essential field work outside of the summer months. He will also undertake photo and CAD documentation of a historic homestead currently being used by the PCC field school that was one of the original 1890s homesteads in the area and was the first dude ranch in Arizona, in use from 1925-1951. He will also conduct archival research and writing of reports relevant to the project. This sabbatical will benefit the college by bringing in grant money to support a broader range of activities than could be possible with only PCC funds and by continuing our successful partnership (begun in 2003) with a major government agency. It will benefit our students by supporting an affordable field school that provides them with hands-on field experience in a real world job and research setting, which will also help them move on to advanced programs of study and/or jobs in archaeology.

The objectives of his sabbatical are: (1) submitting the BLM grant application for 2014, conducting the 2014 field school, and conducting additional field work in the fall including revisiting and rerecording selected sites with more accurate GPS units; (2) conduct late fall fieldwork and draft the BLM Grant Application for 2015, including conducting archival research, conducting late fall field work including revisiting and rerecording selected sites with more accurate GPS units, completing a draft report on the 2014 field season, and completing a draft of the BLM grant application for 2015; and (3) complete a Historical Properties Inventory Form (State Historic Preservation Office standard form) of the historic Triangle HC ranch, including CAD diagrams and photo documentation of the building and also make improvements to the building to better accommodate the field school.

Cindy Yrun-Calenti
Full-Pay Sabbatical
Early Childhood Education Instructional Faculty, Desert Vista Campus

Cindy Yrun-Calenti states that the purpose of her sabbatical is to develop a resource guide for educators teaching Early Childhood Education (ECE), students enrolled in PCC’s ECE program, and staff and directors of child care programs in the Tucson area. This guide will provide annotated lists of electronic ECE resources including teaching blogs, teaching social media resources, and free online ECE teaching materials. The sabbatical project will benefit faculty and students in PCC’s ECE program by increasing their access to new and innovative teaching ideas as well as to free teaching materials and, by sharing materials with childcare staff and directors across Tucson, will strengthen ties between the College and the community.

The objectives of her sabbatical are: (1) create an annotated list of 50 developmentally appropriate ECE teaching blog sites, which will be rated, annotated, and organized by target age/grade group; (2) create an annotated list of 40 developmentally appropriate ECE social media teaching site, which will be rated, annotated, and organized by age/grade group; (3) create an annotated list of at least 50 free online ECE teaching resources appropriately aligned with Arizona teaching standards, which will be rated, annotated, and organized by age/grade group;

(Continued)
and (4) disseminate all three resources lists to all PCC ECE instructors both full-time and adjunct and to a minimum of 200 ECE students, child care providers, and administrators.

**Spring Semester 2014**

**Robert Foth**  
Full-pay Sabbatical  
Mathematics Instructional Faculty, Community Campus

Robert Foth states that the purpose of his sabbatical is to create a rich set of resources for MAT 142 Topics in Mathematics using an Open and Free textbook “Math in Society by David Lippman and modified by Robert Foth for web delivery. All of the resources will be made freely available for instructors at PCC to use. Students and the College will benefit from having more resources to be successful in MAT 142 by having interactive examples that provide the students with instant feedback. Additionally, the use of a free online textbook and interactive online resources will save students money. The template created during this sabbatical project can be used in other courses if another instructor or designer wishes to use it.

The objectives of his sabbatical are to: (1) create a template to use for which the example question is stated and a series of buttons allow students to navigate through instructions and hints to solve a particular problem or explore the given concept; (2) modify examples in the free textbook “Math in Society” by David Lippman modified by Robert Foth to use the interactive template, producing a total of at least 58 problems; and (3) create questions for each of the 30 sections in the online textbook to be used in D2L, which will then also be exported to a format suitable for use in another LMS.

**Barbara Jo McLaughlin**  
Full-pay sabbatical  
Art Instructional Faculty, Desert Vista Campus

Barbara Jo McLaughlin states that the purpose of her sabbatical is to travel to Japan to conduct research for a book on contemporary Japanese wood sculpture. She will visit the studios of contemporary Japanese sculptors who use wood as their primary medium and will produce a proposal for a book that she will submit to appropriate publishers. Incorporation of ideas from the sabbatical into her own artwork will allow her to share this experience with PCC students and with the wider community through gallery exhibits and lectures. This sabbatical project will benefit students by providing personal stories which help students connect with artwork and artists in a place they may not be able to visit personally. It will benefit the College because no book exists on Japanese wood sculpture and publication of such a book would bring recognition to the College.

The objectives of her sabbatical are to: (1) travel to Japan and interview seven contemporary sculptors whose primary medium is wood; (2) document the interviews in notes and photographs of the artists, their studios, their tools, and their sculpture; and (3) produce a book proposal on contemporary Japanese wood sculpture including a cover letter, rationale, table of contents, sample chapter, and sample photographs that she will submit to appropriate publishers.
Approvals

Contact Person  _________________________________
Mark D. Ziska

Chancellor  _____________________________________
Lee D. Lambert, JD
PimaCountyCommunityCollegeDistrict
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 3/12/14  Item Number: 17.7

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<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>Public Safety Personnel Retirement System Local Board Membership</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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<td>(206-4519)</td>
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Recommendation:

The Chancellor recommends that the Board approve the appointment of Mark Ziska, Interim Vice Chancellor for Human Resources to the Public Safety Personnel Retirement System local board as set forth below.

Justification:

In 1991, the Board of Governors approved participation by the District and its eligible full-time police officer personnel in the statewide Public Safety Personnel Retirement System (PSPRS). Under the provisions of Arizona Revised Statutes Title 38, Chapter 5, the administration of the system as it applied to the District is vested in a local board that functions in accordance with the provisions of the state law. The local board consists of five members: the Chair of the Pima County Community College District (PCCCD) Board of Governors, or designee; two members elected by the College members of the Public Safety Personnel Retirement System; and two citizens, one of whom shall be the head of Human Resources at PCCCD, appointed by the Chair of the PCCCD Board of Governors. The terms of these appointments are staggered to assure continuity and overlap of membership.

Mark Ziska, Interim Vice Chancellor for Human Resources, is the appropriate citizen member to represent the Human Resources function and is willing to serve in this capacity for the duration of his interim assignment, up to the maximum term of four years. This appointment requires confirmation by the Board of Governors.

Financial Considerations:

None.

Approvals

Contact Person ________________________________

Dr. David Bea

Chancellor ________________________________

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 3/12/14

Item Title: Intergovernmental Agreement: Pima Community College/Green Valley Fire District

Contact Person: Dr. Sheila Ortego, Interim President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve a five-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College and the Green Valley Fire District will provide field education and experience to PCC students through vehicular rotations with qualified on-duty Emergency Medical Service personnel. Subsequent addenda will add contract training.

Justification:

Pima Community College would like to provide a ride-along educational experience to our students that can be provided by Green Valley Fire District.

Financial Considerations:

Under this agreement, there will be no exchange of funds. If approved, this will allow the College to partner with Green Valley Fire District to help meet the training needs of PCC students.

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

Approvals

Contact Person: Sheila Ortego

Chancellor: Lee D. Lambert, J.D.
Meeting Date: 3/12/14  
Item Number: 17.9

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<tr>
<th>Item Title</th>
<th>Contact Person</th>
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| BP-1401: Governance – Final Reading | Deborah Yoklic  
              Assistant Vice Chancellor  
              (206-4747)                        |

Recommendation:

For your information, the Chancellor submits the final reading and Board approval of the revision of BP-1401: Governance.

Justification:

The Board of Governors is establishing a governance model which will include considerable input into matters of college-wide significance by faculty, staff, administrators and students, including the creation of a College Governance Council.

Financial Considerations:

None.

Approvals

Contact Person: 

\underline{Deborah Yoklic}

Deborah Yoklic

Chancellor: 

\underline{Lee D. Lambert, J.D.}
Recognizing the benefits of employee input from internal constituencies into the decision-making process of the College, the Board of Governors directs the administration to develop and maintain a formal structure which will provide a means for to engage internal constituencies regarding policy matters which are not directly and substantially related to wages, salaries and working conditions, consistent with the principles set forth in this policy, discussing matters directly and substantially related to wages, salaries and working conditions.

The administration further shall develop a separate formal structure, as defined within the Prime Policy, that provides for input into other policy matters which are not directly and substantially related to wages, salaries and working conditions.
The Board shall not permit the delegation or dilution of powers and duties as prescribed by law through any process.

As the legally constituted and final authority for the operation of the Pima Community College District, the Governing Board’s responsibility includes:

- Governing the District as a whole;
- Delegating authority with guidelines to the Chancellor for the daily operation of the District;
- Selecting a governance model for the District.

Further, the Governing Board believes:

- that An effective governance model is necessary and vital to the operation of the District, so that the decisions of the Board and Chancellor are fully informed.
- In addition, the Governing Board believes that Effective governance is achieved in a College atmosphere emphasizing contribution, cooperation, collaboration, civility, transparency and respect.
- The Governing Board also believes that Effective governance involves the College groups - regular and adjunct (part-time) faculty, regular and temporary staff, administrators and students - to provide input, as requested by the Board and Chancellor.

Therefore, the Governing Board therefore delegates to the Chancellor the responsibility for implementing a College Governance Council, based on the following principles:

1. For Pima Community College governance is defined as a communication model involving all college groups, as noted above, and a Governance Council.

2. The goal of this governance model shall be mutual accountability both for the College Mission and for student success.

3. Ongoing communication and input into decision-making shall be the driving purpose of governance model. Communication shall be based on
critical analyses, ongoing inquiry and continuous learning. The College Governance Council shall advise the Chancellor on matters of college-wide importance which are not directly and substantially related to wages, salaries and working conditions.

4. Representatives of College groups, as well as all College employees and students, shall be part of an interactive governance communication and information system.

5. Representatives to the College Governance Council shall be responsible for keeping their campuses/members informed and for relaying their constituencies’ concerns and recommendations to the College Governance Council.

6. The College Governance Council shall consist of 12 representatives as follows:

   – 3 Students (the Governing Board representative and two other representatives selected by the all-campus Student Governments)
   – 3 Faculty members (the two Governing Board representatives, both one regular faculty and one adjunct faculty; and one additional representative selected by Faculty Senate)
   – 3 Staff members (the two Governing Board representatives, both one regular staff member and one temporary staff member; and one additional representative selected by Staff Council)
   – 3 Administrators (the Governing Board representative; 1 Campus President selected by the Presidents, and 1 other administrator selected by the administrators)

7. Individuals College employees and students shall be able to express their views in various ways: through representatives of their College campus or College groups, through the Governing Board representatives, or directly to the College Governance Council.

8. The College Governance Council shall be evaluated each year and modified as necessary.
Individuals shall be able to express their views in various ways: through representatives of their College campus or College groups, through the Governing Board representatives, or directly to the College Governance Council.

The Governing Board shall not permit the delegation or dilution of its powers as prescribed by law through any process.
Meeting Date: 3/12/14  Item Number: 17.10

Item Title | Contact Person
---|---
Contracts: Employee Dental Benefits for Fiscal Year 2014-2015 | Dr. David Bea

Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Board of Governors approve contracts for employee dental benefits with Employers Dental Services and United Concordia Companies, Inc. for the period July 1, 2014 through June 30, 2015.

Justification:

The District currently provides benefits-eligible employees a choice between two dental benefit plans: a pre-paid plan provided through a contract with Employers Dental Services, a subsidiary of the Principal Financial Group, and a preferred provider organization plan provided through a contract with United Concordia Companies, Inc. The fiscal year 2014-15 total premiums paid by the District and by employees for the United Concordia plan will experience a 3 percent increase from the total premiums currently being paid in fiscal year 2013-14.

Financial Considerations:

The fiscal year 2014-15 total premiums for the Employers Dental Services plan will be approximately $111,000 and premiums for the United Concordia plan will be approximately $403,000. Dental insurance is offered, but is not mandatory for benefit eligible employees; approximately 1,200 of the estimated 1,350 benefits-eligible employees enroll in the insurance plans.

The District will continue to contribute 100 percent of the employee-only Employers Dental Services plan premium amount to both plans. The cost to the District is projected to be no more than $125,000 with the remainder being funded by employees through payroll deductions. Projections are based upon current enrollments and are subject to change based upon employee elections. The total cost of both contracts to the College for fiscal year 2014-15 will be 3 percent higher than the current year.

Approvals

Contact Person | Dr. David Bea
Chancellor | Lee D. Lambert, J.D.
Academic Year 2014-2015 Student Tuition and Service Fees

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

Recommendation:
The Chancellor recommends that the Board of Governors approve tuition and service fees rates for the 2014-2015 Academic Year.

Justification:
In January, the Board of Governors was presented a series of preliminary budget parameters for fiscal year 2014-2015. These parameters included both estimated changes to revenue and expenditures. Increases to mandatory expenditure obligations and costs include: employee retirement contributions; employee health benefits; contractual services; and charges like utility and communication charges. Other expenditure priorities include increased costs for: adjunct faculty rate per load hour; student services support including veterans and financial aid enhancements; strategic initiatives funding; and possible salary pool increases.

Options for tuition and service fees rates for fiscal year 2014-2015 will be presented and discussed with the Board of Governors at a working session that is currently scheduled for March 3, 2014 and the information from that working session will be presented at the Board Meeting.

Financial Considerations:
For the General Fund, revenue from tuition and service fees is dependent upon the option that is approved by the Board of Governors. Each $1.00 increase to in-state resident tuition generates approximately $600,000 in additional General Fund revenue.
Meeting Date: 3/12/14

Item Title: Regular Board Meeting Start Times

Contact Person: Deborah Yoklic
Assistant Vice Chancellor
(206-4747)

Recommendation:
The Chancellor recommends that regular Board meetings begin at 5:30 pm.

Justification:
At the request of the Board, a survey was conducted of College employees, students and community members. All categories except students were well represented, with 594 respondents beginning the survey and 577 completing all questions. For all respondents, both total and disaggregated by classification (Administration, Faculty, Staff or Community Member), the first choice of start time was 5:30 pm.

Financial Considerations:
None.

Approvals

Contact Person ___________________________ Deborah Yoklic
Deborah Yoklic

Chancellor _______________________________ Lee D. Lambert, J.D.