Pima County Community College District
Board of Governors

PUBLIC HEARING

June 11, 2014
5:00 p.m.

District Office
Community/Board Room
4905 East Broadway
Tucson, Arizona 85709-1010
NOTICE OF PUBLIC HEARING

5:00 p.m.
June 11, 2014
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1010

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Information/Discussion

3. Truth in Taxation (TNT) – Notice of Tax Increase
   • Proposed Notice of Tax Increase related to the Truth in Taxation requirement and
     summary of proposed property tax rates supporting the proposed budget for fiscal
     – Public comment will be permitted.

4. Fiscal Year 2015 Proposed Budget
   • Summary of the proposed budget for fiscal year 2014-2015

Adjournment

* 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.
SPECIAL MEETING

June 11, 2014
5:15 p.m.

District Office
Community/Board Room
4905 East Broadway
Tucson, Arizona 85709-1010
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING NOTICE AND AGENDA
June 11, 2014

NOTICE OF SPECIAL GOVERNING BOARD MEETING

5:15 p.m.
June 11, 2014
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1010
or immediately following the Public Hearing beginning at 5:00 p.m.

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

Action Items

2. Fiscal Year 2015 Property Tax Rates and Levies
   • Roll call vote by Board of Governors to consider approval of Pima County
   Community College District’s increase in property tax rates and levies for
   fiscal year 2014-2015.

3. Adoption of Fiscal Year 2015 Proposed Budget
   • Roll call vote by Board of Governors to consider adoption of the proposed
   budget for the Pima County Community College District for fiscal year

Adjournment

* 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.

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Members of the Governing Board may participate by telephone, video or internet conferencing.
Recommendation:

The Chancellor recommends that the Board of Governors, through a roll call vote, approve Pima County Community College District's primary and secondary property taxes for fiscal year 2014-2015.

Justification:

Primary property taxes provide funds to meet a wide variety of College needs, allowing Pima Community College to better serve our community. Such needs include funding to cover cost increases in health benefits, mandatory retirement contribution increases, and other contractual agreements. Secondary taxes fund voter approved general obligation debt service (bonds).

Pursuant to Arizona Revised Statute § 15-1461.01, Pima Community College is holding a public hearing on its intention to raise primary property taxes on existing property. This statute was passed during the 1996 Legislative session with the intent to increase public awareness of property tax levies. In compliance with this statute, a Truth in Taxation Notice was published in the Arizona Daily Star on May 23 and June 2, 2014. The advertisement copy follows the report.

The proposed primary tax levy change will increase the primary tax rate from the levy neutral rate of $1.3083 to a rate of $1.3344 per $100 of assessed valuation. The proposed primary tax rate will result in a tax bill of $133.44 for a home with full cash value of $100,000. The proposed secondary tax levy change will decrease the secondary tax rate from the fiscal year 2014 rate of $0.0187 per $100 of assessed valuation to zero. The College will be debt free as of July 1, 2014.

Financial Considerations:

The total increase in primary property tax revenues from both new and existing property compared to the fiscal year 2013-2014 budget will be approximately $3.9 million; $2.0 million from existing property, and $1.9 million from new. The total primary tax levy for fiscal year 2015 is projected to be $100.3 million.

The total decrease in secondary property tax revenues compared to the fiscal year 2013-2014 budget will be approximately $1.4 million. The total secondary tax levy for fiscal year 2015 is zero. The combined tax revenues will be $100.3 million, an increase of $3.98 million from the current year.
The following notice is required by law, including required disclosure and format:

TRUTH IN TAXATION
HEARING

NOTICE OF TAX INCREASE

In compliance with section 15-1461.01, Arizona Revised Statutes, Pima County Community College District is notifying its property taxpayers of Pima County Community College District’s intention to raise its primary property taxes over last year’s level. The Pima County Community College District is proposing an increase in primary property taxes of $1,962,324 or 2.0%.

For example, the proposed tax increase will cause Pima County Community College District’s primary property taxes on a $100,000 home to increase from $130.83 (total taxes that would be owed without the proposed tax increase) to $133.44 (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held Wednesday, June 11, 2014 at 5:00 p.m., in the Community/Board Room at the District Office of Pima Community College, 4905 E. Broadway, Tucson, Arizona 85709-1005.

Published May 23 and June 2, 2014 Arizona Daily Star
Approvals

Contact Person

David Bea, Ph.D.

Chancellor

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

<table>
<thead>
<tr>
<th>Meeting Date: 6/11/14</th>
<th>Item Number: 3</th>
</tr>
</thead>
</table>

**Item Title**

Adoption of Fiscal Year 2015 Proposed Budget

**Contact Person**

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

**Recommendation:**

The Chancellor recommends that the Board of Governors adopt the proposed budget for the Pima County Community College District for fiscal year July 1, 2014 through June 30, 2015.

**Justification:**

As part of the approval process for adopting the fiscal year 2014-2015 Pima County Community College District budget, the Board of Governors reviewed the proposed budget during the regular meeting on May 14, 2014. Presentations to the Board can be found on the College website here: [http://www.pima.edu/meeting-notices/video.html](http://www.pima.edu/meeting-notices/video.html). The Board of Governors must conduct the statutorily required public hearing on the fiscal year 2014-2015 budget. Section 15-1461 of the Arizona Revised Statutes requires that “immediately following the public hearing the chairman shall call to order the special board meeting for the purpose of adopting the budget.”

Having met the requirements prescribed by law for the review of the proposed budget, the Chancellor recommends final adoption of the budget. The proposed fiscal year 2015 budget is summarized in the required official format, entitled “Budget for Fiscal Year 2015”, and is attached on the following pages.

**Financial Considerations:**

The total fiscal year 2014-2015 budget is $266.2 million for all funds, a decrease of $17.8 million (-6.3%) primarily due to decreased demand for Federal financial aid, which is distributed to students.

**Approvals**

Contact Person  
David Bea, Ph.D.

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

**BUDGET FOR FISCAL YEAR 2015**

**SUMMARY OF BUDGET DATA**

<table>
<thead>
<tr>
<th>Increase/Decrease From Budget 2014 To Budget 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>%</td>
</tr>
</tbody>
</table>

### I. CURRENT GENERAL AND PLANT FUNDS

#### A. Expenditures:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget 2015</th>
<th>Budget 2014</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current General Fund</td>
<td>$170,237,000</td>
<td>$166,540,000</td>
<td>$3,697,000</td>
<td>2.2%</td>
</tr>
<tr>
<td>Unexpended Plant Fund</td>
<td>$30,354,000</td>
<td>$36,714,000</td>
<td>$(6,360,000)</td>
<td>-17.3%</td>
</tr>
<tr>
<td>Retirement of Indebtedness Plant Fund</td>
<td>$1,424,000</td>
<td>$(1,424,000)</td>
<td>$0.00000</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$200,991,000</strong></td>
<td><strong>$204,678,000</strong></td>
<td><strong>$(4,687,000)</strong></td>
<td><strong>-2.0%</strong></td>
</tr>
</tbody>
</table>

#### B. Expenditures Per Full-Time Student Equivalent (FTSE):

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget 2015</th>
<th>Budget 2014</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current General Fund</td>
<td>$7,402 /FTSE</td>
<td>$7,087 /FTSE</td>
<td>$315</td>
<td>4.4%</td>
</tr>
<tr>
<td>Unexpended Plant Fund</td>
<td>$1,350 /FTSE</td>
<td>$1,562 /FTSE</td>
<td>$(213)</td>
<td>-15.5%</td>
</tr>
<tr>
<td>Projected FTSE Count</td>
<td>$23,000</td>
<td>$23,500</td>
<td>$500</td>
<td>-2.1%</td>
</tr>
</tbody>
</table>

### II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Budget 2015</th>
<th>Budget 2014</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Salaries and Hourly</td>
<td>$102,121,000</td>
<td>$99,632,000</td>
<td>$2,489,000</td>
<td>2.5%</td>
</tr>
<tr>
<td>Retirement Costs</td>
<td>$10,609,000</td>
<td>$9,611,000</td>
<td>$998,000</td>
<td>4.8%</td>
</tr>
<tr>
<td>Healthcare Costs</td>
<td>$10,383,000</td>
<td>$12,241,000</td>
<td>$(1,858,000)</td>
<td>-14.5%</td>
</tr>
<tr>
<td>Other Benefit Costs</td>
<td>$8,789,000</td>
<td>$8,822,000</td>
<td>$(33,000)</td>
<td>-0.4%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$131,362,000</strong></td>
<td><strong>$130,206,000</strong></td>
<td><strong>$1,156,000</strong></td>
<td><strong>0.9%</strong></td>
</tr>
</tbody>
</table>

### III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES

#### A. Amount Levied:

<table>
<thead>
<tr>
<th>Levy</th>
<th>Budget 2015</th>
<th>Budget 2014</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Tax Levy</td>
<td>$100,326,624</td>
<td>$96,348,660</td>
<td>$3,977,964</td>
<td>4.1%</td>
</tr>
<tr>
<td>Secondary Tax Levy</td>
<td>$1,423,000</td>
<td>$(1,423,000)</td>
<td>$0.00000</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>TOTAL LEVY</strong></td>
<td><strong>$101,750,624</strong></td>
<td><strong>$97,771,660</strong></td>
<td><strong>$3,977,964</strong></td>
<td><strong>3.9%</strong></td>
</tr>
</tbody>
</table>

#### B. Rates Per $100 Net Assessed Valuation:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Budget 2015</th>
<th>Budget 2014</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Tax Rate</td>
<td>1.3344</td>
<td>1.2746</td>
<td>0.0598</td>
<td>4.7%</td>
</tr>
<tr>
<td>Secondary Tax Rate</td>
<td>0.0187</td>
<td>0.0187</td>
<td>0.00000</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>TOTAL RATE</strong></td>
<td>1.3344</td>
<td>1.2933</td>
<td>0.0598</td>
<td>3.2%</td>
</tr>
</tbody>
</table>

### IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2015 PURSUANT TO A.R.S. §42-17051

$ 100,326,624

### V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2014 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051

$ 

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**SCHEDULE A**

Date: 6/11/14
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT
### BUDGET FOR FISCAL YEAR 2015
#### RESOURCES

<table>
<thead>
<tr>
<th>CURRENT FUNDS</th>
<th>PLANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BALANCES-July 1</strong></td>
<td><strong>BEGINNING BALANCES-July 1</strong></td>
</tr>
<tr>
<td>Restricted</td>
<td><strong>Total Beginning Balances</strong></td>
</tr>
<tr>
<td>$49,158,000</td>
<td>$3,690,000</td>
</tr>
<tr>
<td>$8,932,000</td>
<td>$21,952,000</td>
</tr>
<tr>
<td>$1,789,000</td>
<td>$1,789,000</td>
</tr>
<tr>
<td><strong>Retained</strong></td>
<td><strong>Unrestricted</strong></td>
</tr>
<tr>
<td>5,479,000</td>
<td>80,042,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>$49,158,000</td>
<td>$3,690,000</td>
</tr>
<tr>
<td>$8,932,000</td>
<td>$21,952,000</td>
</tr>
<tr>
<td>$1,789,000</td>
<td>$1,789,000</td>
</tr>
<tr>
<td>5,479,000</td>
<td>80,042,000</td>
</tr>
<tr>
<td>85,521,000</td>
<td>$102,329,000</td>
</tr>
<tr>
<td>3,984,000</td>
<td>98,345,000</td>
</tr>
<tr>
<td><strong>% Increase/ Decrease</strong></td>
<td><strong>% Increase/ Decrease</strong></td>
</tr>
<tr>
<td>-77.5%</td>
<td>-18.6%</td>
</tr>
</tbody>
</table>

#### REVENUES AND OTHER INFLOWS

**Student Tuition and Fees**

- General Tuition
  - $41,624,000
- Out-of-District Tuition
  - 1,000
- Out-of-State Tuition
  - 5,105,000
- Student Fees
  - 8,268,000
- Tuition and Fee Reclusions or Waivers
  - 2,730,000
- State Appropriations
  - Maintenance Support
  - 6,693,000
  - 600,000
- Equalization Aid
  - 7,003,000
- Capital Support
  - 7,137,000
- Property Taxes
  - 100,327,000
- Secondary Tax Levy
  - 100,327,000
- Gifts, Grants, and Contracts
  - 1,708,000
  - 63,587,000
- Sales and Services
  - 1,790,000
- Investment Income
  - 800,000
- State Shared Sales Tax
  - 2,200,000
- Other Revenues
  - 474,000
- Proceeds from Sale of Bonds
  - 696,000

**Total Revenues and Other Inflows**

- $162,730,000
- $66,387,000
- 2,012,000
- 1,200,000
- 232,000
- 232,329,000
- 245,733,000

#### TRANSFERS

**Transfers In**

- 2,658,000
- 59,000
- 7,202,000
- 9,919,000
- 17,533,000
- 43.4%

**Transfers Out**

- (5,853,000)
- (3,155,000)
- (78,000)
- (9,919,000)
- (17,533,000)
- 43.4%

**Total Transfers**

- (3,195,000)
- (3,214,000)
- (87,000)
- (9,919,000)
- (17,533,000)
- 43.4%

**Less:**

- Emergency and cash reserves
  - (18,851,000)
  - (2,730,000)
  - (1,789,000)
  - (18,949,000)
  - (18,754,000)
  - 1.0%

- Future capital projects
  - (22,603,000)
  - (5,998,000)
  - (29,595,000)
  - (33,422,000)
  - (31.0%)

- Indirect cost recovery
  - (3,100,000)
  - (3,100,000)
  - (3,100,000)
  - (3,100,000)
  - 65.7%

**Total Resources Available for the Budget Year**

- $170,237,000
- $63,757,000
- 1,887,000
- 30,354,000
- 266,215,000
- $284,005,000

*These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### BUDGET FOR FISCAL YEAR 2015

#### EXPENDITURES AND OTHER OUTFLOWS

<table>
<thead>
<tr>
<th>CURRENT FUNDS</th>
<th>PLANT FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Resources Available for the Budget Year</strong> (from Schedule B)</td>
<td></td>
</tr>
<tr>
<td>$170,237,000</td>
<td>$63,737,000</td>
</tr>
</tbody>
</table>

#### Expenditures and Other Outflows

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Restricted Fund</th>
<th>Auxiliary Fund</th>
<th>Unexpended Plant Fund</th>
<th>Retirement of Indebtedness</th>
<th>Other Funds</th>
<th>Total All Funds</th>
<th>Total All Funds Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$58,354,000</td>
<td>$7,564,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$66,118,000</td>
<td>$70,540,000</td>
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<tr>
<td>Public Service</td>
<td>$38,114,000</td>
<td>$6,247,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$44,361,000</td>
<td>$46,787,000</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$20,133,000</td>
<td>$6,247,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$26,370,000</td>
<td>$26,370,000</td>
</tr>
<tr>
<td>Student Services</td>
<td>$20,000,000</td>
<td>$6,247,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$26,247,000</td>
<td>$26,247,000</td>
</tr>
<tr>
<td>Institutional Support (Administration)</td>
<td>$36,476,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$36,586,000</td>
<td>$36,586,000</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$14,466,000</td>
<td>$341,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$14,807,000</td>
<td>$14,807,000</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$1,240,000</td>
<td>$46,961,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$48,201,000</td>
<td>$48,201,000</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>$1,240,000</td>
<td>$1,887,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,127,000</td>
<td>$3,127,000</td>
</tr>
<tr>
<td>Capital Assets</td>
<td>$0</td>
<td>$1,887,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,887,000</td>
<td>$1,887,000</td>
</tr>
<tr>
<td>Debt Service-General Obligation Bonds</td>
<td>$0</td>
<td>$1,887,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,887,000</td>
<td>$1,887,000</td>
</tr>
<tr>
<td>Debt Service-Other Long Term Debt</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Contingency</td>
<td>$5,753,000</td>
<td>$1,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$5,754,000</td>
<td>$5,754,000</td>
</tr>
</tbody>
</table>

**Total Expenditures and Other Outflows**: $170,237,000 | $63,737,000 | $1,887,000 | $30,354,000 | $266,215,000 | $284,005,000 | -6.3%
Pima County Community College District
Board of Governors

REGULAR MEETING

June 11, 2014
5:30 p.m.

District Office
Community/Board Room
4905 East Broadway
Tucson, Arizona 85709-1010
NOTICE OF REGULAR GOVERNING BOARD MEETING

5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ  85709-1010

AGENDA FOR MEETING*

General Matters

1. Call to Order

Public Comment

2. 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

3. 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)

4. Chancellor’s Report
   • Chancellor 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.
     ▪ Athletic Recognition
     ▪ Veterans Department Staff Recognition
     ▪ Finance Department Recognition

5. Reports by Representative to the Board
   • The representatives to the Board will provide highlights of their group’s activities during the preceding month(s).
     ▪ Temporary Staff – Joe Langlois
     ▪ Staff – Don Harp
     ▪ Adjunct Faculty – Carlo Buscemi
     ▪ Administrator – Michael Tulino

6. Academic Reports
   • HLC Progress
   • Enrollment Management Update
   • Establishing an Office of Assessment

   • Preliminary fiscal year 2013-14 results through April 2014.

Information Items

8. Separations from Employment
   • Information item listing retirements and separations from employment: Tori R. Basford, Johnson Bia, Benjamin L. Carbajal, Donna H. Gifford, Emily R. Heed, Marco A. Luna, Jessica N. Napoles, Claire C. Park, Nancy A. Peasley, Stephen P. Robideau, Raymond E. Sparks, Sally C. Spoolstra and Andrea L. Urbina.

9. Student Aide Placements
   • Information item listing student aide placements: Nicole Garcia

    • Administration informs the Board of Governors that the College intends to extend a contract with Sodexo America, LLC (Sodexo) to manage the College’s foodservice operations through the fall semester.
Information Items (Continued)

11. Policy Changes
   • Information item listing the changes to policies effective during the period April 29, 2014 through June 2, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies.

Action Items

12. Approval of Minutes of the following meetings:
   A. Special Meeting to conduct Executive Session on May 14, 2014
   B. Regular Meeting of May 14, 2014
   C. Study Session of June 2, 2014

13. Consent Agenda

   13.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Chad Barker, Police Officer Recruit in Training – MS; Rene Camphouse, Program Specialist – DV; Beth Dohaniuk, Instructional Faculty – DV; Renee Horton, Student Services Advisor – NW; Mary Mercado, Advanced Program Coordinator – CC; Crystal Moraga, Support Specialist, Master Scheduler – NW; Joshua Nistas, Community Service Officer - MS; Richea Olson, Instructor- Nursing – DV; Paul Porter, Instructional Faculty – NW; Elizabeth Rivera, Curriculum Coordinator – WC; Michelle Savage, Student Services Advanced Specialist – DV; Ryan Sermon, Student Services Advanced Specialist – DV; Robert Shoun, Director, Office of Dispute Resolution – DO; Aida Vasquez, Advanced Program Manager – DO and Nicholas Wilson, Fiscal Analyst – DO.

   13.2 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: Eric L. Anson, Ph.D., Mathematics; Tori Basford, Ph.D., Computer Information Systems, Computer Software Applications, Mathematics; Amparo E. Bayless, Radiologic Technology; Alexandria W. Booth, Emergency Medical Technology; Desiree A. Deleon, Medical Laboratory Technician, Phlebotomy; Dwight L. Denney, Physics, Mathematics; Holly Houck, Dental Hygiene; Titia Louise King, Ph.D., DVM, Biology, Veterinary Science; Prairie L. Markussen, Literature, Writing; James J. Monaco, Fitness and Wellness; William D. Perry, Health Information Technology; Alecs Sakta,
13.3 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: Milton Ames, Non-Credit Instructor – Continuing Education; Guadalupe Andrade, Tutor I – Mathematics; Kimberly Avelar, Non-Credit Instructor – Continuing Education; John Bail, Tutor I – Economics; Cima Bozorgmehr, Non-Credit Instructor – Continuing Education; Sarah Buchanan-Leiner, Instructor – PSESI; Adrianna Carrillo, Library Services Technician – Library; Nathaniel Davis, Laboratory Assistant – Science; Chadi Domit, Instructor – Upward Bound; Shawna Dorame, Non-Credit Instructor – Continuing Education; Ian Douglas, Non-Credit Instructor – Continuing Education; Hector Garcia, Office Aide – Science; Ahtziri Iniguez, Tutor I – Mathematics; Julie Luchetta, Instructor – Upward Bound; Bridget Magee, Non-Credit Instructor – Continuing Education; Hitomi McKnight, Non-Credit Instructor – Continuing Education; Christopher Morand, Van Driver – Upward Bound; Beatriz Osorio, Office Aide – Science; Arline Ramirez, Office Aide – Science; David Ramirez, Instructor – Upward Bound; Kimberly Range-Glenn, Non-Credit Instructor – Continuing Education; Ashlee Robinson, Non-Credit Instructor – Continuing Education; Juan Romano, Tutor I – Mathematics; Rose Rojas, Program Coordinator – Perkins Grant Career Awareness; Maria Smalling, Non-Credit Instructor – Continuing Education; Diana Vargas, Tutor II – Project SOAR; Alejandro Vargas Lopez, Office Aide – Science; Heather Varney, Support Assistant – Faculty Certification; Adriana Herrera Williamson, Laboratory Assistant – Math Emporium; Zack Winston, Non-Credit Instructor – Continuing Education and Oscar Zepeda, Student Services Technician – Student Development.

13.4 Administrator Appointment

- Administration is requesting approval to hire the following individuals: David Doré, Campus President; Erica Holmes, Provost; Kate Schmidt, Acting Dean for Online Development and Gregory Wilson, Academic Dean.
Action Items (Continued)

13.5 Non-substantive Changes Board Policies
   - Administration is requesting approval of the non-substantive changes to Board Policies as a result from the comprehensive review of Board Policies currently being undertaken by the Board.

13.6 Contract: Gas Card
   - Administration is requesting approval to award a contract to Voyager Fleet Systems to provide gas cards and gas card management in the amount not to exceed $135,000 for July 1, 2014 through June 30, 2015.

13.7 Contract: Custodial Services
   - Administration is requesting approval to award a contract to ISS Facility Services for custodial services for the period July 1, 2014 through June 30, 2015. The contract costs will not exceed $1,776,000 for fiscal year 2015.

13.8 Contract: Software Licensing
   - Administration is requesting approval to award a contract to Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2014 through June 30, 2015. The contract costs will not exceed $305,250 for fiscal year 2015.

13.9 Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2015
   - Administration is requesting approval for the purchase of maintenance, licensing and services agreements for the 2014/2015 Fiscal Year.

13.10 Contract: Worker’s Compensation Insurance
    - Administration is requesting approval to purchase a workers’ compensation insurance contract from CopperPoint Mutual Insurance Company (formerly known as SCF American Insurance Company) for the policy year July 1, 2014 through June 30, 2015.

13.11 Contract: General Liability and Automobile Liability and Physical Damage Insurance
    - Administration is requesting approval to award a contract to The Arizona School Risk Retention Trust, Inc. to provide General Liability and Automobile Liability and Physical Damage Insurance for the period July 1, 2014 through June 30, 2015.
Action Items (Continued)

13.12 Contract: Group Purchase Participation Agreement for Property Insurance
   • Administration is requesting approval to award a contract to The Midwest Higher Education Compact via a Group Purchase Participation Agreement for Property Insurance for the period July 1, 2014 through June 30, 2015.

   • Administration is requesting approval to renew a one-year option of the current contract with Follett Higher Education Group (Follett) to continue to manage the College’s five bookstore operations across the District.

13.14 Contract: Call Center Services for Student Financial Services
   • Administration is requesting approval to renew a contract with Xerox Education Services, Inc. for call center services in support of the Financial Aid and Student Accounts departments for the period July 1, 2014 through June 30, 2015.

13.15 Intergovernmental Agreement: Pima County Community Services and Pima Community College District for Workforce Development Education – One Stop
   • Administration is requesting approval for a one-year extension to the Intergovernmental Agency Agreement for a cooperative effort for the provision of workforce development education for youth and adults in Pima County through a variety of sources and administered through Pima County Community Services Department.

13.16 Information Technology Replacement – Fiscal Year 2015
   • Administration is requesting approval to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.

13.17 Fiscal Year 2013-2014 Adopted Budget Reductions
   • Administration recommends that the Board of Governors approve posting year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2014.

Other Action Items

   • Administration is requesting approval of the proposed changes to the College Employees Personnel Policy Statement.
15. Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators, 2014/2015 Fiscal Year
   • Administration is requesting approval of the proposed changes to the 2014/2015 Personnel Policy Statement for College Employees to modify the language.

Adjournment

Regular Meeting
July 9, 2014, 5:30 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: 6/11/14

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>General Matters</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

1. Call to Order

2. Public Comment

Approvals

Chancellor____________________________________

Lee D. Lambert, J.D.
# Pima County Community College District
## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

## REPORTS

**Meeting Date:** 6/11/14  
**Item Number:** 3-6

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

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

## Approvals

[Signature]

Lee D. Lambert, J.D.
Financial Report – April 2014 Financial Statements

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

**Recommendation:**

Attached are the financial statements showing preliminary 2013/14 results through April 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 April with a year-to-date increase in net position through month end of approximately $5.5 million. This is a decrease from the previous year’s increase of $7.3 million. Principally, this is due to a $2.6 million decrease in tuition and fees revenues due to a decline in enrollment.

*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 83.3 percent of budget, which is slightly higher than the previous year’s 82.5%. In absolute terms, year-to-date Personal Services expenditures were $99.0 million, which is higher than $97.2 million from the same period of fiscal year 2013.

Services and Supplies expenditures are approximately 66.5 percent of the budget, which is higher than the previous year amount of 63.9%. In absolute terms, Services and Supplies expenditures were $21.2 million, which is about $640,000 higher than the same period of the previous year with the majority of the difference due to increases in contractual services expenses. 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.

*Statement of Net Position:*

As shown in *The Statement of Net Position*, the total net position at the end of April was $220.7 million, which is a decrease of about $4.1 million compared to the same time last year. This represents a decrease in total assets of $7.3 million due primarily to a decrease of $10 million in
short-term investments that were used to meet cash requirements, expenses and accounting related to the new NW Campus building, and a $2.2 million bond payment.

---

**Approvals**

Contact Person: [Signature]

David Bea, Ph.D.

Chancellor: [Signature]

Lee D. Lambert, J.D.
Statement of Net Position (formerly Statement of Net Assets)
April 30, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>General &amp;</td>
<td>Auxiliary &amp;</td>
</tr>
<tr>
<td></td>
<td>Designated</td>
<td>Restricted &amp;</td>
</tr>
<tr>
<td></td>
<td>Funds</td>
<td>Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$20,774,126</td>
<td>$9,562,387</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>35,010,475</td>
<td></td>
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<tr>
<td>Property Taxes</td>
<td>3,997,738</td>
<td>137,951</td>
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<tr>
<td>Accounts (net of allowances)</td>
<td>10,400,213</td>
<td>10,400,213</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>371,093</td>
<td>371,093</td>
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<tr>
<td>Other</td>
<td>400,702</td>
<td>1,288</td>
</tr>
<tr>
<td>Inventories</td>
<td>480,964</td>
<td>506,895</td>
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<td>Prepaid Expenses</td>
<td>803,741</td>
<td>805,991</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>71,867,959</td>
<td>10,815,229</td>
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<tr>
<td>Noncurrent Assets</td>
<td></td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>3,843,908</td>
<td>3,843,908</td>
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<tr>
<td>Notes Receivable (net of allowances)</td>
<td>463,516</td>
<td>463,516</td>
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<tr>
<td>Other Long-term Investments</td>
<td>10,705,324</td>
<td>20,000,000</td>
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<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
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<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
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<tr>
<td>Construction in Progress</td>
<td>10,404,359</td>
<td>10,404,359</td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>4,129,598</td>
<td>4,129,598</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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<td>Total Noncurrent Assets</td>
<td>10,705,324</td>
<td>139,129,672</td>
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<tr>
<td>Total Assets</td>
<td>$82,573,283</td>
<td>$10,815,229</td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
<td></td>
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<tr>
<td>Accrued Payroll and Benefits</td>
<td>5,065,571</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(839,346)</td>
<td>8,153</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>408,873</td>
<td></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>Total Current Liabilities</td>
<td>8,446,064</td>
<td>8,153</td>
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<tr>
<td>Noncurrent Liabilities</td>
<td></td>
<td></td>
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<tr>
<td>Unearned Revenue</td>
<td>3,099,836</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
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<tr>
<td>Total Noncurrent Liabilities</td>
<td>6,375,588</td>
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<td>Total Liabilities</td>
<td>$14,821,652</td>
<td>8,153</td>
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<tr>
<td>Net Position</td>
<td></td>
<td></td>
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<tr>
<td>Net Investment in Capital Assets</td>
<td>113,467,247</td>
<td>113,467,247</td>
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<tr>
<td>Restricted for:</td>
<td></td>
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<tr>
<td>Loans</td>
<td>1,441,713</td>
<td>1,441,713</td>
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<tr>
<td>Debt Service</td>
<td>2,979,157</td>
<td>2,979,157</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td>1,923,196</td>
<td>1,923,196</td>
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<tr>
<td>Unrestricted</td>
<td>67,751,631</td>
<td>8,883,880</td>
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<tr>
<td>Total Net Position</td>
<td>$67,751,631</td>
<td>10,807,076</td>
</tr>
<tr>
<td>Total Net Position: Current Year vs. Prior Year</td>
<td>$ (4,061,337)</td>
<td></td>
</tr>
</tbody>
</table>
Statement of Revenues, Expenses and Changes in Net Position
Year To Date For Ten Months Ending April 30, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &amp; Auxiliary Designated &amp; Restricted Plant &amp; Total</td>
<td>Prior Year Totals as of April 30, 2013</td>
<td></td>
</tr>
<tr>
<td>Funds</td>
<td>Funds</td>
<td>Other Funds</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$46,428,891</td>
<td>$1,710</td>
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<tr>
<td>Contracts</td>
<td>2,077,256</td>
<td>2,077,256</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>27,500</td>
<td>192,656</td>
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<tr>
<td>Other Operating Revenues</td>
<td>499,923</td>
<td>363,849</td>
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<td>Total Operating Revenues</td>
<td>49,033,570</td>
<td>1,469,410</td>
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<tr>
<td>Nonoperating Revenues</td>
<td></td>
<td></td>
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<tr>
<td>State Appropriations</td>
<td>7,136,600</td>
<td>7,136,600</td>
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<tr>
<td>Property Taxes</td>
<td>81,819,085</td>
<td>1,215,356</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>8,594</td>
<td>42,125,967</td>
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<td>State and Local Grants</td>
<td>1,674,151</td>
<td>1,674,151</td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>1,694,775</td>
<td>1,694,775</td>
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<tr>
<td>Gifts</td>
<td>519,366</td>
<td>519,366</td>
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<tr>
<td>Investment Income</td>
<td>483,400</td>
<td>1,783</td>
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<tr>
<td>Net Nonoperating Revenues</td>
<td>89,447,679</td>
<td>46,016,042</td>
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<tr>
<td>Total Revenues</td>
<td>$138,481,249</td>
<td>$47,485,452</td>
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<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General Instruction</td>
<td>44,636,947</td>
<td>2,951,597</td>
</tr>
<tr>
<td>Academic Support</td>
<td>17,827,483</td>
<td>2,474,923</td>
</tr>
<tr>
<td>Student Services</td>
<td>18,438,793</td>
<td>3,126,319</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>28,797,188</td>
<td>(331,637)</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>10,432,606</td>
<td>101,733</td>
</tr>
<tr>
<td>Depreciation</td>
<td>6,210,086</td>
<td>6,210,086</td>
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<tr>
<td>Student Financial Aid</td>
<td>930,727</td>
<td>37,090,210</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>732,262</td>
<td>(39,944)</td>
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<tr>
<td>Contingency</td>
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<tr>
<td>Total Operating Expenses</td>
<td>$121,063,744</td>
<td>$46,145,407</td>
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</table>

<table>
<thead>
<tr>
<th>Income Before Other Expenses</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$17,417,505</td>
<td>$13,263,979</td>
</tr>
</tbody>
</table>

| Net Position | |
|---------------|-
| Total Net Position - Beginning of Year | $60,572,203 | $12,303,892 |
| Total Net Position - End of Period | $67,751,631 | $10,807,076 |

| Increase (Decrease) in Net Position | |
|--------------------------------------|-
| | $7,179,428 | $(1,496,816) |

| Total Net Position - End of Period: Current Year vs. Prior Year | |
|---------------------------------------------------------------|-
| | $(4,061,337) |
### Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For Ten Months Ending April 30, 2014** *(Preliminary)*

#### Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Actuals</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>$58,341,459 $44,636,947</td>
<td>76.5%</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>$24,961,315 $17,827,483</td>
<td>71.4%</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>$23,546,675 $18,438,793</td>
<td>78.3%</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>$36,405,116 $28,797,188</td>
<td>79.1%</td>
</tr>
<tr>
<td><strong>Operation and Maintenance of Plant</strong></td>
<td>$13,485,238 $10,432,606</td>
<td>77.4%</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$10,253,000 $10,238,077</td>
<td>99.9%</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>$8,662,436</td>
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</tbody>
</table>

**Total Expenditures by Function** $176,792,999 $131,301,821 74.3% $45,491,178 $131,005,566 73.6%

#### Expenditures by Account

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Actuals</td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
<td>$7,039,631 $5,487,466</td>
<td>80.0%</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$22,897,576 $21,147,403</td>
<td>92.4%</td>
</tr>
<tr>
<td>Faculty</td>
<td>$1,348,347 $761,209</td>
<td>56.5%</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$11,231,450 $10,578,413</td>
<td>94.2%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$41,796,362 $33,824,476</td>
<td>80.9%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$5,376,050 $3,683,457</td>
<td>68.5%</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>$29,253,387 $23,543,054</td>
<td>80.5%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>$118,942,803 $99,025,478</td>
<td>83.3%</td>
</tr>
<tr>
<td><strong>Services and Supplies</strong></td>
<td>$5,693,914 $4,227,980</td>
<td>74.3%</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>$2,492,218 $1,416,595</td>
<td>56.8%</td>
</tr>
<tr>
<td>Travel</td>
<td>$13,436,593 $9,453,682</td>
<td>70.4%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$6,722,707 $3,167,910</td>
<td>47.1%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$1,137,760 $930,727</td>
<td>81.8%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$2,326,682 $1,961,272</td>
<td>84.3%</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>$31,809,874 $21,158,166</td>
<td>66.5%</td>
</tr>
<tr>
<td><strong>Capital Equipment</strong></td>
<td>$431,949 $356,699</td>
<td>82.6%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$10,253,000 $10,238,077</td>
<td>99.9%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$1,204,943 $406,317</td>
<td>33.7%</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>$14,150,430 $117,084</td>
<td>0.8%</td>
</tr>
</tbody>
</table>

**Total Expenditures by Account** $176,792,999 $131,301,821 74.3% $45,491,178 $131,005,566 73.6%
General & Designated Funds YTD
Revenues - FY13 - Prior Year
For the Ten Months Ending April 30, 2013

Tuition and Fees $49,118,007
35%
State Appropriations $7,353,500
5%
Property Taxes $80,238,106
58%
Other Revenues $3,202,179
2%

General & Designated Funds YTD
Revenues - FY14 - Current Year
For the Ten Months Ending April 30, 2014

Tuition and Fees $46,428,891
34%
State Appropriations $7,136,600
5%
Property Taxes $81,819,085
59%
Other Revenues $3,096,673
2%

General & Designated Funds YTD Revenues

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

July FY13 July FY14 August FY13 August FY14 September FY13 September FY14 October FY13 October FY14 November FY13 November FY14 December FY13 December FY14 January FY13 January FY14 February FY13 February FY14 March FY13 March FY14 April FY13 April FY14 May FY13 May FY14 June FY13 June FY14

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

General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year
For the Ten Months Ending April 30, 2013

- Instruction: $46,111,429 (35%)
- Academic Support: $17,344,327 (13%)
- Student Services: $16,688,643 (13%)
- Institutional Support: $27,347,950 (21%)
- Operation & Maintenance of Plant: $10,228,441 (8%)
- Other: $13,284,776 (10%)

General & Designated Funds YTD Expenditures by Program - FY14 - Current Year
For the Ten Months Ending April 30, 2014

- Instruction: $44,636,947 (34%)
- Academic Support: $17,827,483 (14%)
- Student Services: $18,438,793 (14%)
- Institutional Support: $28,797,188 (22%)
- Operation & Maintenance of Plant: $10,432,606 (8%)
- Other: $11,168,804 (8%)

General & Designated Funds YTD Expenditures by Program
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY14

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

#### Assets

**Current Assets**

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

**Cash & Cash Equivalents**

Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.

**Receivables**

A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.

**Short-term Investments**

Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College’s additional short-term investments. The duration of the investments is less than one year.

**Property taxes**

The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.

**Accounts**

Student account receivables. Student receivables arise from transactions related to tuition and fees. It’s normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student’s parents, or a third party (e.g., the student’s employer).

**(net of allowances)**

The collectibility of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.

**Government Grants & Contracts**

Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College’s government grants. The grants are applied to students’ accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.

**Student Loans**

Various federal loan programs are available to students who meet eligibility requirements. Part of the loan receivable is for National Direct Student Loans (NDSL)/Perkins where the College is responsible for collecting the balance due. The remaining loans are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by the College. These loans are also applied to the student’s account and the College is reimbursed after the fact.

**Other**

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

**Inventories**

Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.

**Prepaid Expenses**

Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.
### Glossary for Financial Reports

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

### Liabilities

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

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

Commission & Rents  Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th>Glossary for Financial Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
</tr>
</tbody>
</table>
Glossary for Financial Reports

Operation & Maintenance of Plant
Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution’s physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; emergency preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

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

Student Financial Aid
Includes expenses for scholarships - from restricted or unrestricted funds - in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source.

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

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

Capital Appropriations
The capital appropriations category includes all appropriations from legislative acts of the federal, state, or local governments or by a local taxing authority specifically for capital expenditures. The state has suspended capital appropriations to community colleges for the last several years.

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

Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.
**INFORMATION ITEM**

**Meeting Date:** 6/11/14  
**Item Number:** 8

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

**Information:**

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

**Retirements**

**Basford, Tori R.**  
Instructional Faculty  
EC – Business, Computer Science and Travel  
Start Date: 8/18/78  
End Date: 5/22/14

**Bia, Johnson**  
President  
DV – President's Office  
Start Date: 11/23/92  
End Date: 6/3/14

**Carbajal, Benjamin L.**  
Program Specialist  
DO – Athletic Operations  
Initial Hire Date: 8/7/79  
Last Day of Work: 5/30/14

**Gifford, Donna H.**  
Vice President  
NW – Instruction/Academic Services  
Start Date: 8/18/99  
End Date: 6/2/14

**Heed, Emily R.**  
Instructor  
DV – Center for Training and Development  
Initial Hire Date: 8/7/09  
Last Day of Work: 5/23/14

(Continued)
Separations From Employment

**Park, Claire C.**
Instructional Faculty
WC – Visual Arts
Initial Hire Date: 8/18/78
Last Day of Work: 5/30/14

**Sparks, Raymond E.**
Instructional Faculty
EC – Business, Computer Science and Travel
Start Date: 8/18/75
End Date: 5/22/14

**Spoelstra, Sally C.**
Instructor
DV – Center for Training and Development
Initial Hire Date: 7/17/07
Last Day of Work: 5/8/14

**Separations from Employment**

**Canez Luna, Marco A**
Police Officer
DO – DPS Operations
Effective: 4/30/14

**Napoles, Jessica N.**
Student Services Specialist
CC – Enrollment Services
Effective: 5/23/14

**Peasley, Nancy A.**
Laboratory Specialist
WC – Nursing
Effective: 5/9/14

**Robideau, Stephen P.**
Trades Maintenance Technician
DO – Plant Operations
Effective: 3/19/14

**Urbina, Andrea L.**
Support Technician
DC – Science and Communication Arts
Effective: 5/2/14

(Continued)
Approvals

Contact Person

Mark D. Ziska

Chancellor

Lee D. Lambert, J.D.
Meeting Date: 6/11/14
Item Number: 9

**Item Title**

Student Aide Placements

**Contact Person**

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

**Information:**

Garcia, Nicole

**Approvals**

Contact Person __________________________
Mark D. Ziska

Chancellor ________________________________
Lee D. Lambert, J.D.
Meeting Date: 6/11/14

Item Title: Contract: Foodservice Management

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

Information:

For your information, the Chancellor informs the Board of Governors that the College intends to extend a contract with Sodexo America, LLC (Sodexo) to manage the College’s foodservice operations through the fall semester while concurrently conducting a competitive process to identify the most appropriate food service operator for the College’s campuses.

Justification:

The College currently contracts with Sodexo America, LLC (Sodexo) to manage the foodservice operations at five of the College’s campuses (no foodservice at Community Campus). After a Request for Proposals (RFP) process, the current contract was executed in July of 2010 for a one-year period with four (4) one-year renewal options and a final expiration date of June 30, 2015. The contract was amended on November 29, 2012 for the balance of fiscal year 2012-13 and again on May 24, 2013 for fiscal year 2013-14 to allow Sodexo to forego commissions payable to the College to ensure continuity of foodservice operations for the College.

A new RFP for foodservice management has been developed and will be issued soon. The anticipated timing of this RFP process will require another amendment to the current Sodexo contract for continued foodservice management through the fall semester at an expected cost of $75,000. After the issuance, response, evaluation, and award phases of this RFP process, a new contract is expected to be awarded and any associated transition is expected to be implemented over the winter break to minimize any disruption to students.

Financial Considerations:

This contract amendment is expected to cost $75,000 and has been included in the fiscal year 2014-2015 budget.

Approvals

Contact Person: David Bea, Ph.D.

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

Meeting Date: 6/11/14                  Item Number: 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Changes</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>

Information:

For your information, the Chancellor informs the Board of Governors of the following changes to policies effective during the period April 29, 2014 through June 2, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies.

“BOG approval process” refers to the procedures outlined in BP-1101, in which substantive changes to Board Policies require two readings before the Board, presentation to Faculty Senate, Staff Council and Student Government, and posting for 21 days on the College website. As defined in SPG-1101/AA, non-substantive changes do not require the standard approval process.

SPG-4201/BA  Filling Authorized, Vacant, Regular, Staff and Administrator Positions

Approvals

Contact Person ___________________________ Deborah Yoklic

Chancellor ________________________________ Lee D. Lambert, J.D.
I. General Scope

The purpose of this Standard Practice Guide is to outline the selection procedure and options identified by the College for filling regular staff and administrator positions.

Before recruitment or an employment option is initiated, the position requires approval by designated personnel. The Chancellor authorizes all new positions for filling. The Campus President (for campus positions), the Executive Vice Chancellor, Vice Chancellor(s) or Chancellor (for appropriate district office positions), may authorize the vacant position for filling and, in consultation with
Human Resources, determine which recruitment or employment option is to be used pursuant to the College’s mission, goals, vision, values and objectives or needs, including the effective management of the College’s workforce.

If the position is authorized for filling, the hiring supervisor forwards the Recruitment Request Form and any supporting documentation to Human Resources including notice of the approved recruitment or employment strategy to be conducted. The Chief Human Resources Officer has the responsibility to ensure compliance with policies and procedures and to record and report hiring process metrics based on established policies and procedures, as well as authority and responsibility to delay or terminate processes that do not comply.

If the position is not authorized to be filled or the process is terminated, the affected individuals are informed by the appropriate executive-level administrators.

Section I: Internal Competitive Process

1.0 The vacancy may be filled through the internal competitive process. Typically, the vacancy is first advertised as an opportunity for current College employees. If the position is filled through the internal competitive process, it shall be considered filled on a regular basis.

1.1 If the internal competitive process is utilized, Human Resources and the hiring supervisor or designee develops job announcements and timelines for posting the positions for recruitment.

1.1.1 Internal job announcements are posted on the College’s website for seven (7) calendar days.

1.1.2 Job announcements include relevant information about the vacant position, including job title, pay range, description of duties, qualifications and job requirements.

1.2 Interested, eligible employees must submit an online application and other required documents no later than the stated deadline.

1.2.1 To be eligible at the time of posting for the internal competitive process, employees must meet the minimum job qualifications,
1.2.2 Employees must not be on a corrective action plan.

1.2.3 Board-approved, active, temporary employees, as listed in Banner, must have six successive months of employment, and must submit a written recommendation from a college supervisor.

1.2.4 Active, adjunct faculty, as listed in Banner, must have taught two terms in a two-year period at the College, and submit a written recommendation. The recommendation must be from a college supervisor who, by nature of his/her position, can speak to the qualifications of the adjunct faculty.

1.3 Human Resources reviews applications based on completeness, skills, and the requirements established in the posting. If all criteria are met, the applications are forwarded to the hiring supervisor and/or the advisory group. Applicants who do not meet the criteria are informed by Human Resources.

1.4 A variety of job-related selection techniques are used including: skill testing, online assessments, and screening, by the hiring supervisor and/or advisory group. These activities may be used to identify the candidates to be interviewed. Selection activities are scheduled by the hiring supervisor and/or Human Resources.

1.4.1 The hiring supervisor coordinates interviews with Human Resources.

1.4.2 The hiring supervisor (with or without an advisory group) will interview candidates and make a final selection. If no candidate is selected, an external competitive process is initiated for the position.

1.5 If a selection is made, the hiring supervisor completes and submits a candidate selection list to Human Resources for review before the job offer is made.

1.6 After receiving approval from Human Resources, the hiring supervisor or designee offers the position to the selected candidate. If the candidate accepts the offer, the start date is agreed upon between the hiring supervisor and the candidate’s current supervisor. If the two parties are unable to agree on a start date, the next level administrator(s) has final authority to establish a start date.
1.7 The hiring supervisor and/or Human Resources notify applicants who were not selected.

Section II: External Competitive Process

2.0 The vacancy may be filled by utilizing the external competitive employment process to fill one or more open positions, positions within the same job family, or establish eligibility lists or applicant pools for open or expected job openings. If the position is filled through the external competitive process, it shall be considered filled on a regular basis.

2.1 If the external competitive process is utilized, Human Resources and the hiring supervisor or designee develops job announcements and timelines for posting the positions.

2.1.1 External job announcements will be posted on the College’s website for seven (7) calendar days. Exceptions to the posting timeline are authorized by the Chief Human Resources Officer.

2.1.2 Job announcements include relevant information about the vacant position, including job title, pay range, description of duties, qualifications and job requirements.

2.2 Applicants interested in the position must submit a completed online application and other required documents no later than the stated deadline.

2.3 Human Resources reviews applications based on timeliness, completeness, skills, and the requirements established in the posting. If all criteria are met, the applications are forwarded to the hiring supervisor and/or the advisory group. Applicants who do not meet the criteria are informed by Human Resources.

2.4 A variety of job-related selection techniques are used including: skill testing, online assessments, screening, forums, and presentations. Selection techniques may be used to identify candidates to be interviewed. Selection techniques are scheduled by the hiring supervisor and/or Human Resources.

2.4.1 The hiring supervisor coordinates interviews with Human Resources.
2.4.2 The hiring supervisor (with or without an advisory group) will interview candidates and make a final selection. If no candidate is selected, other hiring options are discussed by the hiring supervisor and Human Resources.

2.5 If a selection is made, the hiring supervisor completes and submits a candidate selection form to Human Resources for review before the job offer is made.

2.6 After receiving notice of Human Resources review, the hiring supervisor offers the position to the selected candidate. The start date is agreed upon between the hiring supervisor and the selected candidate.

2.7 Human Resources notifies applicants who were not selected.

Section III: Acting Assignment Process

3.0 A vacancy may be filled through the internal acting assignment process. The vacancy is posted as a competitive, opportunity for current, regular College employees. If the position is filled through the acting assignment process, it shall be considered filled on a temporary basis.

3.1 If the acting assignment process is utilized, Human Resources and the hiring supervisor or designee develops job announcements and timelines for posting the positions.

3.1.1 Internal job announcements will be posted on the College’s website for seven (7) calendar days.

3.1.2 Job announcements include relevant information about the vacant position, including job title, pay range, description of duties, qualifications and job requirements.

3.2 Interested employees must submit a completed online application and other required documents no later than the stated deadline, and meet the minimum qualifications.

3.2.1 To be eligible for the internal competitive process, regular employees must not be on a corrective action plan.
3.3 Human Resources reviews applications based on timeliness, completeness, skills, qualifications and the job requirements established in the posting. If all criteria are met, the applications are forwarded to the hiring supervisor and/or the advisory group. Applicants who do not meet the criteria are informed by Human Resources.

3.4 A variety of job-related selection techniques are used including: skill testing, online assessments, and screening, by the hiring supervisor and/or advisory group. These activities may be used to identify the candidates to be interviewed. Selection techniques are scheduled by the hiring supervisor and/or Human Resources.

3.4.1 The hiring supervisor coordinates interviews with Human Resources.

3.4.2 The hiring supervisor (with or without an advisory group) will interview candidates and make a final selection. If no candidate is selected, Human Resources discusses other hiring options with the hiring supervisor.

3.5 If a selection is made, the hiring supervisor completes and submits a candidate referral and selection list form to Human Resources for review before the job offer is made.

3.6 After receiving notice of Human Resources review, the hiring supervisor offers the position to the selected candidate. The start date is agreed upon between the hiring supervisor and the candidate’s current supervisor. If the two parties are unable to agree on a start date, the next level administrator(s) has final authority to establish a start date.

3.7 The hiring supervisor and/or Human Resources notifies applicants who were not selected.

Section IV: Interim Appointment

4.0 Interim appointment may be chosen as an option if approved by the Chancellor. Appointment is based on: safety and security of students, employees and the public; program accreditation requirements; immediate academic needs; College accreditation, or other immediate business needs.
4.1 A request to fill the position with an interim appointment will be submitted to the Chief Human Resources Officer by the administrator. The request will include written justification (criteria) for using this hiring process.

4.2 The Chief Human Resources Officer will make a recommendation to the Chancellor for approval or denial.

4.3 Interim appointments are normally for one year. Exceptions must be approved by the Chancellor or designee.

4.4 Interim appointments are contract personnel, and are subject to the provisions of the Personnel Policy Statement for College Employees and the related employee group policy statement, except for certain provisions as outlined in the employment contract.

4.5 Written documentation supporting the selected candidate will be provided to the Chief Human Resources Officer.

4.6 Positions filled using the interim appointment will be noted as such in the Board of Governors’ agenda and reports.

Section V: Other Recruitment Options

5.0 The vacancy may be filled by non-selected candidate(s) identified during a previous recruitment for a position with the same title and salary. The previous recruitment process may have been an internal or an external competitive process. In addition, a selection may be made from a recruitment process for a position from within the same job family, but recruited at a higher pay range. The Chief Human Resources Officer has the responsibility to ensure the selection process complies with College procedures and Board policy.

5.1 A non-selected candidate may be offered employment up until six months from when the selection form was submitted. The Chief Human Resources Officer may approve exceptions to this time limit.

5.1.1 Human Resources provides information to the hiring supervisor regarding eligible candidates.
5.2 A new vacancy that occurs after a job is posted can be included with an ongoing recruitment process when the qualifications and essential duties are the same for the original and subsequent vacancy.

5.2.1 A variety of job-related selection techniques are used including: skill testing, online assessments, and screening by the hiring supervisor and/or advisory group. These activities may be used to identify the candidates to be interviewed. Selection activities are scheduled by the hiring supervisor and/or Human Resources.

5.3 The hiring supervisor (with or without an advisory group) will interview candidates and make a final selection. If no candidate is selected, other hiring options are discussed by the hiring supervisor and Human Resources.

5.4 If a selection is made, the hiring supervisor completes and submits a candidate selection form to Human Resources for review before the job offer is made.

Section VI: Direct Appointment or Reassignment

6.0 A vacancy may be filled through a direct appointment or reassignment with the approval of the Chancellor. Appointment is based on: the safety and security of students, employees and the public; program accreditation requirements; immediate academic needs; College accreditation, or other immediate business needs.

6.1 The direct appointment may be made through the reassignment and/or relocation of current personnel, or by hiring an individual who is not a current College employee. If the position is filled through the direct appointment process, it shall be considered filled on a regular basis.

6.2 A direct appointment or reassignment request will be submitted to the Chief Human Resources Officer by the administrator, identifying the candidate, and providing written justification for using this hiring process.

6.3 The Chief Human Resources Officer will submit the written justification with a recommendation to the Chancellor for approval or denial.

6.4 Positions filled using the direct appointment or reassignment process will be noted as such in the Board of Governors’ agenda and reports.
Section VII: Definitions

Acting Assignment Process
The process used to fill a vacant, regular position on a temporary basis for six months with a regular employee who is in any salary range and meets the minimum qualifications of the position. Request for extension to this time frame requires the approval of the Chief Human Resources Officer or designee.

Advisory Group
A group of employees or subject matter experts internal or external to the College who screen the materials of applicants, interview applicants, and recommend those applicants who best meet qualifications of the position. The makeup of the advisory group is determined by the hiring supervisor. The Chief Human Resources Officer or designee has the discretion to exclude from serving on the advisory group any individual who has breached confidentiality in the past or a non-College individual deemed not to be a subject matter expert. Typically, the hiring supervisor serves on the advisory group.

Applicant
An individual who submits an application via the College’s website, and meets the minimum qualifications of the advertised position. If the individual withdraws from the process, then he or she will no longer be considered an applicant.

Candidate Selection Form
A form that notes the finalist(s) and basis for the selection decision.

Direct Appointment Process
The process used to fill a regular, vacant position through reassignment and/or relocation of current personnel, or an external recruitment process. A direct appointment can only be made with the approval of the Chancellor. The individual selected for the direct appointment must meet the minimum qualifications of the position. Refer to the definition of “Minimum Qualifications” below.

Equivalent Skills
- Substituting Experience for Education
  Two years of relevant work experience may be substituted for one year of required education, any degree (associate through doctorate). Most positions require some years of work experience in addition to the required education. The work experience must be in the field specified in order to be considered for substitution.
• **Substituting Education for Experience**
  In general, education cannot be substituted for missing years of experience. If a candidate has education in a major that is directly related to the position, this can be substituted for some of the years of experience requirement.

**External Competitive Process**
The process used to fill regular positions by accepting applications from individuals who are external to the College.

**Hiring Supervisor**
The College employee responsible for filling the vacant position and coordinating the recruitment process.

**Interim Appointment Process**
The process used to fill a regular staff/administrator position on a temporary basis (not more than one year) through direct appointment or an external competitive process. Individuals filling these positions are not considered regular personnel, must meet the minimum qualifications of the position, and benefit eligibility is determined on a case by case basis.

**Internal Competitive Process**
The process used to fill vacant, regular positions with College employees who meet the position qualifications and are:

- Employees who are not on a corrective action plan
- Board-approved, active, temporary employees, as listed in Banner, have six successive months of employment and submit a written recommendation from a college supervisor.
- Active, adjunct faculty, as listed in Banner, and who have taught two terms in a two-year period at the College, and submit a written recommendation. The recommendation must be from a college supervisor who, by nature of his/her position, can speak to the qualifications of the adjunct faculty.

**Interview**
A discussion between the candidate and the advisory group or hiring supervisor to better understand the candidate’s qualifications for the position.

**Job Announcement**
Job announcement about a vacant position that includes relevant information including job title, pay range, salary, description of duties and job requirements.
Job Offer
An offer to a candidate to fill a position.

Minimum Qualifications
The years of experience, education level, licensure, or equivalent skills an applicant must possess to meet the minimum requirements of the position.

New Position
A new, regular, vacant position created to meet the needs of the College. Refer to the definition of “Vacant Position” below.

Non-Selected Alternate (NSA)
A candidate identified as an alternate selection for a current or previous recruitment, if multiple candidates are identified. On the candidate referral and selection list, they are numbered (NSA1, NSA2, etc.) in order of recommendation.

Reassignment Process
A College-initiated process used to fill a regular, vacant position by moving a regular employee from his or her current position to another position at the same level or lower.

Regular Employee
An employee who works at least the equivalent to nine months per year and is designated as a regular employee. A regular employee is not classified as temporary and is not serving an initial hire probation period.

Screening
A review of the candidates’ application materials by the advisory group and/or hiring supervisor. This is typically used to determine which candidates are selected for an interview.

Vacant Position
Vacant positions are regular positions where the incumbent employee has separated from employment with the College, or the Personnel Action Request form has been processed by Human Resources indicating the incumbent employee will be separating from employment with the College.
**ACTION ITEM**

**Meeting Date:** 6/11/14  
**Item Number:** 12A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on May 14, 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 May 14, 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, May 14, 2014 at 3:00 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 Echavarri

Administration/Staff
Lee Lambert

Call to Order
David Longoria called the meeting to order at 3:05 p.m.

Motion to conduct Executive Sessions

Motion No. 201405-01

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 3:05 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:24 p.m.

Adjournment

The meeting adjourned at 5:25 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTIONS ITEM

Meeting Date: 6/11/14

Item Number: 12B

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of May 14, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved Minutes of the Regular Meeting of May 14, 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, May 14, 2014 at 5:30 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, Secretary
Scott Stewart

**REPRESENTATIVES TO THE BOARD**

Aaron K. Dinius, Student
Joe Langlois, Temporary Staff
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Kimlisa Salazar Duchicela, Faculty
Michael Tulino, Administrator

**RECORDING SECRETARY**

Gabriela De Echávarri

**GENERAL COUNSEL**

Jeffrey Silvyn

**ADMINISTRATION**

Lee Lambert, Chancellor
Louis Albert, President, West Campus
Manny Amado, Executive Director Public Safety
David Bea, Executive Vice Chancellor, Finance and Administration
Terra Benson, Executive Director of Financial Aid
Nina Corson, Academic Dean
Aubrey Conover, Vice President of Student Development
Imelda Cuyugan, Assistant Vice Chancellor for State and Local Government Relations

Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Diane Groover, Assistant Vice Chancellor, Finance
Gwendolyn Joseph, President, Downtown Campus, Interim
William Howard, Assistant Vice Chancellor for Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Lammers Jansen, Vice President of Instruction
Karrie Mitchell, Assistant Vice Chancellor of Student Development
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Sheila Ortego, President, Community Campus, Interim
Sheila Ortego, President, Community Campus (Acting)
Ted Roush, Vice President of Instruction
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
Heather Tilson, Executive Director for Enrollment Management
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, Northwest Campus (Acting)
GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 5:35 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Chairperson Longoria exercised the privilege to move Item 15 Board of Governors’ Finance and Audit Committee Charter Amendment and Appointment of Board of Governors’ Finance and Audit Committee to the beginning of the Agenda right after Public Comment.

PUBLIC COMMENT

Rita Flattley addressed the Board and presented the results of PCCEA elections, President Julia Fiello; Vice President and Chief spokesperson, Nan Schmidt; Secretary, Duff Galda; Treasurer, Matej Boguszak; Membership Coordinator, Delisa Siddall and the following campus representatives, Matej Boguszak, Community; Barbara McLaughlin, Desert Vista; Bardo Padilla and David Stephenson, Downtown; Rita Flattley and Irene Lopez, East; Greta Buck-Rodriguez, Northwest and Scott Collins and Mark Nelson, West. These terms will begin September 1st.

15. Board of Governors' Finance and Audit Committee Charter Amendment and Appointment to Board of Governors' Finance and Audit Committee

Motion No. 201405-02

Sylvia Lee – M, Brenda Even – S, to approve the amendment to the Board of Governor’s Finance and Audit Committee Charter Composition, and approve the appointment of eight community representatives and two Board Members to serve on the Board of Governors Finance and Audit Committee.

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

REPORTS

Governing Board Member Reports

Chairperson’s Report:
Chairperson David Longoria reported on the last Study Session held May 5th. This session was devoted to the HLC process conducted by Drs. Zelema Harris and Mary Ann Martinez Sanchez. Chairperson Longoria noted that this year’s graduation will be a record setting one
for the third year in a row with almost 3,800 graduates and 6,000 certificates and degrees conferred and invited everyone to attend on May 22. He also announced the College will be creating a new Human Resources Advisory Group which will be led by Board members Brenda Even and Marty Cortez, General Counsel Jeffrey Silvyn and Assistant Vice Chancellor Deborah Yoklic.

Secretary to the Board Sylvia Lee acknowledged and thanked Student Representative to the Board Aaron Dinius for his role as a keynote speaker at Multicultural Convocation.

Board member Cortez noted the Preventing Sexual Harassment Training sessions are well attended and been very informative and thanked Chancellor Lambert for leading the training.

Board member Even noted there are two items regarding policy changes. She thanked Jeffrey Silvyn and Debora Yoklic for their work and all those who have made a contribution to the revisions of policies. Dr. Even also noted that the AADGB has a variety of positive issues for the future which she will be reporting as they occur.

Chancellor’s Report

Chancellor Lambert began his report by noting that near the end of the academic year he wanted to acknowledge faculty, staff, student and administrators for their hard work and efforts to keep the College running and bringing it to a new level.

Other highlights included:

• The College is facilitating the training sessions on Preventing Sexual Harassment which have been well attended.

• Attended Multicultural Convocation, Nursing Program Pinning and Candlelight Ceremony. He thanked all those who work on organizing these events.

• Tucson Regional Economic Opportunities (TREO) published their new strategic blueprint which emphasizes the creation of 40,000 jobs in Southern Arizona, which means creating 8,000 a year. He was part of the Talent Sub-Committee.

• Continues to hold office hours at the campuses and centers.

• The draft of the Strategic Plan is out.

• A consultant will be coming to look at the College’s enrollment management.

• A process will start to create a Facilities Master Plan.

• A consultant group will be looking at the HR systems for optimization and efficiency.
• Announced David Doré will be the new president at the Northwest Campus. He thanked Darla Zirbes for her leadership over the last year.

• Background checks are being conducted for those finalists for the Provost position.

William Ward, Vice Chancellor for Facilities and Manuel Amado, Chief of Police gave an update on security and safety. William Ward provided Police Department recruitment statistics and noted the College’s emergency response plan review is ongoing. Chief Amado informed a mission statement, vision and values was created and shared with employees. He also noted the College’s alert system will be tested in the Fall semester.

Mark Ziska, Interim Vice Chancellor for Human Resources, provided an update on Meet & Confer process. He informed PCCEA, ACES and AFSCME are almost finished signing agreements. He also noted there is discussion to go into multi-year agreements some with items reviewed as needed within the multi-year timeframe.

Jeffrey Silvyn, General Counsel, outlined the issues related to delegation of hiring authority. In recent years the practice has been that none begins working for the college until their names are brought forward to the Board for approval. This situation creates a delay and has been a source of frustration for many departments. A benchmarking was conducted showing that PCC has a more restrictive approach than other community colleges within the state. Based on that information a proposal will be created to bring the college hiring processes more into alignment with other institutions and to maintain an appropriate balance between being competitive and hiring on a timely manner. This proposal will allow the College to make efficient hiring decisions and then seek ratification by the Board. All this will occur while the Board still continues to approve the budget pool for all positions. The Board is where authority resides to approve employment.

Chancellor Lambert ended his report by noting that Karen Smith was recognized by the Sheriff’s Department at the Volunteer Awards Ceremony-Inmate Programs for her work on behalf of the college with the corrections department. He also noted he attended the Adult Family Literacy End-of-Year Celebration.

Reports by Representative to the Board

Student – Aaron Dinius
Student Representative Aaron Dinius highlighted student sponsored activities at each of the campuses. Students did not present a recommendation/concern to the Board.

Temporary Staff – Joe Langlois
Temporary Staff Representative Joe Langlois reported on the May 7 meeting. Temporary Staff did not present a recommendation/concern to the Board.
Staff – Don Harp
Staff Representative Don Harp reported on the May 1 Staff Council meeting. Staff Council presented the following recommendation/concern: Many members of ACES, AFSCME and Staff Council would like to see the Step Progression Plan revised to reflect a more fair and balanced system.

Adjunct Faculty – Carlo Buscemi
There was no report.

Faculty – Kimlisa Salazar Duchicela
Faculty Representative Kimlisa Salazar Duchicela reported on the May 2 Faculty Senate Meeting. Faculty Senate did not present a recommendation/concern to the Board.

Administrator – Michael Tulino
Administrator Representative Michael Tulino presented the administrators’ report. Administrators did not present a recommendation/concern to the Board.

Academic Reports

HLC Progress
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services, begun by thanking all those involved on the HLC self-study report. She noted that the draft of the self-study report was released on May 12 which will be open for public comment until June 1. She clarified the process for third-party comments which will go directly to the HLC and will be open for public comment from May 1 through August 1. She noted the College will not have access to those comments and will not see those comments.

Developmental Education Update
Dolores Durán-Cerda provided a brief overview of the Developmental Education redesign and informed the College will be implementing the plan the fall. She thanked the members of the committee who collaborated on this effort, Dr. Zelema Harris and Chancellor Lambert.

Enrollment Management Update
There was no report.


Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending March 2014. Dr. Bea noted that the total net position at the end of March was $211 million, which is a decrease of about $1 million compared to the same time last year.
INFORMATION ITEMS

Separations from Employment

Student Aide Hires

Policy Changes

Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2014-2015

These items were noted as information items.

ACTION ITEMS

Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2014-2015

Motion No 201405-03

Scott Stewart – M, Marty Cortez – S, to approve the contract for combined Credit/Non-Credit Schedules of classes for FY 2014-2015.

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

Approval of Minutes

Motion No. 201405-04

Marty Cortez – M, Scott Stewart – S, to approve the minutes of the following meetings: Special Meeting to conduct Executive Session on April 16, 2014; the Regular Meeting of April 16, 2014 and the Study Session of April 16, 2014.

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

Board Member Even requested that Item 14.1 New Appointments be pulled and voted on separately.
Consent Agenda

Motion No. 201405-05

Scott Stewart – M, Sylvia Lee – S, to approve the Consent Agenda as presented (except for item 14.1).

14.2 Adjunct Faculty Appointments
14.3 Temporary Appointments
14.4 Administrator Appointment
14.5 BP-1102: Interpretation of Revised Policies – Final Reading
14.6 BP-2301: Assessment and Development of College Facilities
14.7 2015-2016 Academic Calendar
14.8 Contract: Short Term Disability Insurance for Fiscal Year 2014-15
14.9 Contract: Gas Cards
14.10 Contract: Marketing and Advertising Services, Fiscal Year 2014-15
14.11 Contract: Enrollment Management Consultant

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

New Appointments

Motion No 201405-06

Scott Stewart – M, Sylvia Lee – S, to approve new hires.

Vote: All members present other than Board member Brenda Even vote “aye” by voice vote. Brenda Even – abstained. Motion CARRIED.

Other Action Items

Fiscal Year 2015 Proposed Budget

Motion No. 201405-07

Scott Stewart – M, Brenda Even – S, to approve the fiscal year 2015 proposed budget to be published in the Arizona Daily Star on May 23, and June 2, 2014 according to statutory requirements; and to conduct a public hearing and a special board meeting for the purpose of adopting the budget and setting property tax rates and levies on June 11, 2014.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.
Capital Budget Plan for Fiscal Years 2015 and 2016

**Motion No. 201405-08**

Scott Stewart – M, Marty Cortez – S, to approve the capital projects for fiscal years 2015 and 2016.

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

Fiscal Year 2014-15 Employee Salary Increases

**Motion No. 201405-09**

Sylvia Lee – M, Brenda Even – S, to approve: 1) 3.0 percent increases to the regular employee salary pools; and 2) an adjunct faculty and overload rate of $800 per load hour.

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

Adjournment

The meeting adjourned at 9:10 p.m.

______________________________

Secretary

______________________________

Date
Meeting Date: 6/11/14

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<thead>
<tr>
<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Study Session of June 2, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
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Recommendation:

The unapproved Minutes of the Study Session of June 2, 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, June 2, 2014 at 4:00 p.m. in 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
Scott Stewart

Absent:
Sylvia Lee, Secretary

Recording Secretary
Gabriela De Echávarri

Administration/Staff
Lee Lambert
Jeffrey Silvyn

1. Call to Order
   Board Chair David Longoria called the meeting to order at 4:05 pm.

2. Board Policy Updates
   Board members were given an update on the latest revisions made to the Board policies BP-1504, BP-2304, BP-3101, BP-3117, BP-3501, BP-3506, BP-4003, BP-4004, BP-4201, BP-5101, BP-5601 and BP-5701.

3. Meet and Confer Presentations
   Representatives of ACES, AFSCME, PCCEA and Management each gave a presentation to the Board outlining the topics they are addressing during this year’s Meet & Confer session.

   Julie Hecimovich, President, presented on behalf of ACES. She outlined ACES proposals which include conditions of work, compensation, leaves, holidays and recesses, professional development and employment. ACES, with Board approval, would like to continue to work
on dress attire and review of the exempt and non-exempt policy manuals for consistency and alignment with Common Policy.

Valerie Vidal-King, Division Chair, Mathew Cline, Chief Spoke person and Walter Silvas, Vice Chairperson, presented on behalf of AFSCME. They outlined AFSCME proposals which include clarifying language on policies, holiday and recesses, release time, step progression plans, shift differential. Valerie Vidal-King stated AFSCME would like to continue discussions in regards to step progression plans, holiday and recess and job classification tables.

Julia Fiello, President, presented on behalf of PCCEA. She outlined PCCEA proposals which include compensation, hiring/retaining instructional faculty, salary schedule, overload assignments, instructional technology, instruction and re-assigned time.

Mark Ziska, Interim Vice Chancellor for Human Resources, presented on behalf of the Management team on the Interest Based Collaboration. He provided an update on the IBC process, progress, goals, and the groups’ common interests.

4. Common Policy Language
Charlotte Fugett, East Campus President, provided an up-date on the 2014/2015 Personnel Policy Statement for College Employees. She gave a general overview of the proposed revisions and changes to the common language of the Employees Policy Statements. Gwen Goodman, Director of Employee Services, provided information regarding the process for employees receiving medical benefits while taking leave of absence. David Bea, Executive Vice Chancellor for Finance, provided an up-date in regards to the grievance procedure.

Adjournment
The meeting adjourned at 6:15 p.m.

__________________________________________
Secretary
__________________________________________
Date
Meeting Date: 6/11/14
Item Number: 13

Item Title | Contact Person
---|---
Consent Agenda | Chancellor’s Office
(206-4747)

Recommendation:

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

13.1 New Appointments
13.2 Adjunct Faculty Appointments
13.3 Temporary Appointments
13.4 Administrator Appointment
13.5 Non-substantive Changes Board Policies
13.6 Contract: Gas Card
13.7 Contract: Custodial Services
13.8 Contract: Software Licensing
13.9 Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2015
13.10 Contract: Worker’s Compensation Insurance
13.11 Contract: General Liability and Automobile Liability and Physical Damage Insurance
13.12 Contract: Group Purchase Participation Agreement for Property Insurance
13.14 Contract: Call Center Services for Student Financial Services
13.15 Intergovernmental Agreement: Pima County Community Services and Pima Community College District for Workforce Development Education – One Stop
13.16 Information Technology Replacement – Fiscal Year 2015
13.17 Fiscal Year 2013-2014 Adopted Budget Reductions

Approval
Chancellor

Lee D. Lambert, J.D.
ACTIONS ITEM

Meeting Date: 6/11/14

Item Number: 13.1

New Appointments

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:

Dohaniuk, Beth
Instructional Faculty
Effective: 7/1/14
DV – Counselor, Ed. Support Faculty – 1-year Administrative Appointment

Porter, Paul
Instructional Faculty
Effective: 8/20/14
NW – Math - 1- year Administrative Appointment

Staff:

Barker, Chad
Police Officer Recruit in Training
Effective: 6/16/14
MS

Camphouse, Rene
Program Specialist
Effective: 6/16/14
DV

Horton, Renee
Student Services Advisor
Effective: 7/14/14
NW

Mercado, Mary
Advanced Program Coordinator
Effective: 6/16/14
CC

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moraga, Crystal</td>
<td>Support Specialist, Master Scheduler</td>
<td>6/16/14</td>
<td>$17.49</td>
</tr>
<tr>
<td>Nistas, Joshua</td>
<td>Community Service Officer</td>
<td>6/16/14</td>
<td>$13.33</td>
</tr>
<tr>
<td>Olson, Richea</td>
<td>Instructor- Nursing</td>
<td>6/16/14</td>
<td>$68,296</td>
</tr>
<tr>
<td>Rivera, Elizabeth</td>
<td>Curriculum Coordinator</td>
<td>6/30/14</td>
<td>$49,736</td>
</tr>
<tr>
<td>Savage, Michelle</td>
<td>Student Services Advanced Specialist</td>
<td>6/16/14</td>
<td>$21.37</td>
</tr>
<tr>
<td>Sermon, Ryan</td>
<td>Student Services Advanced Specialist</td>
<td>6/16/14</td>
<td>$21.37</td>
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<tr>
<td>Shoun, Robert</td>
<td>Director, Office of Dispute Resolution</td>
<td>7/14/14</td>
<td>$84,851</td>
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<tr>
<td>Vasquez, Aida</td>
<td>Advanced Program Manager</td>
<td>6/16/14</td>
<td>$71,685</td>
</tr>
<tr>
<td>Wilson, Nicholas</td>
<td>Fiscal Analyst</td>
<td>6/16/14</td>
<td>$49,736</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person: ____________________________
Mark D. Ziska

Chancellor: ____________________________
Lee D. Lambert, J.D.
### Item Title: Adjunct Faculty Appointments

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

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anson, Ph.D., Eric L.</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Basford, Ph.D., Tori</td>
<td>Computer Information Systems, Computer Software Applications, Mathematics</td>
</tr>
<tr>
<td>Bayless, Amparo E.</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Booth, Alexandria W.</td>
<td>Emergency Medical Technology</td>
</tr>
<tr>
<td>Deleon, Desiree A.</td>
<td>Medical Laboratory Technician, Phlebotomy</td>
</tr>
<tr>
<td>Denney, Dwight L.</td>
<td>Physics, Mathematics</td>
</tr>
<tr>
<td>Houck, Holly</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>King, Ph.D., DVM, Titia Louise</td>
<td>Biology, Veterinary Science</td>
</tr>
<tr>
<td>Markussen, Prairie L.</td>
<td>Literature, Writing</td>
</tr>
<tr>
<td>Monaco, James J.</td>
<td>Fitness and Wellness</td>
</tr>
<tr>
<td>Perry, William D.</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Sakta, Aleks</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Sparks, Raymond E.</td>
<td>Business, Marketing</td>
</tr>
<tr>
<td>Tafoya, Veronica</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Tom, DDS., Tamara L.</td>
<td>Dental Hygiene</td>
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<tr>
<td>Vanuga, Allan C.</td>
<td>Mathematics, Physics</td>
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<tr>
<td>Wiggins, Ray</td>
<td>Machine Tool Technology</td>
</tr>
</tbody>
</table>

(Continued)
Approvals

Contact Person ____________________________
Mark D. Ziska

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

The Chancellor recommends these individuals be employed as temporary employees. Once authorized by the Board of Governors, these individuals remain in a pool of employees for current and future temporary assignments for the next eighteen months.

**Justification:**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milton Ames</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Guadalupe Andrade</td>
<td>Tutor I</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Kimberly Avelar</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>John Bail</td>
<td>Tutor I</td>
<td>Economics</td>
</tr>
<tr>
<td>Cima Bozorgmehr</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Sarah Buchanan-Leiner</td>
<td>Instructor</td>
<td>PSESI</td>
</tr>
<tr>
<td>Adrianna Carrillo</td>
<td>Library Services Technician</td>
<td>Library</td>
</tr>
<tr>
<td>Zerina Casares</td>
<td>Public Safety Dispatcher</td>
<td>Public Safety</td>
</tr>
<tr>
<td>Nathaniel Davis</td>
<td>Laboratory Assistant</td>
<td>Science</td>
</tr>
<tr>
<td>Chadi Domit</td>
<td>Instructor</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>Shawna Dorame</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Ian Douglas</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Hector Garcia</td>
<td>Office Aide</td>
<td>Science</td>
</tr>
<tr>
<td>Ahtziri Iniguez</td>
<td>Tutor I</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Julie Luchetta</td>
<td>Instructor</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>Bridget Magee</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Hitomi McKnight</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Christopher Morand</td>
<td>Van Driver</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>Beatriz Osorio</td>
<td>Office Aide</td>
<td>Science</td>
</tr>
<tr>
<td>Arline Ramirez</td>
<td>Office Aide</td>
<td>Science</td>
</tr>
<tr>
<td>David Ramirez</td>
<td>Instructor</td>
<td>Upward Bound</td>
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<tr>
<td>Kimberly Range-Glenn</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Ashlee Robinson</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Juan Romano</td>
<td>Tutor I</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Rose Rojas</td>
<td>Program Coordinator</td>
<td>Perkins Grant Career Awareness</td>
</tr>
<tr>
<td>Maria Smalling</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Diana Vargas</td>
<td>Tutor II</td>
<td>Project SOAR</td>
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<tr>
<td>Alejandro Vargas Lopez</td>
<td>Office Aide</td>
<td>Science</td>
</tr>
<tr>
<td>Heather Varney</td>
<td>Support Assistant</td>
<td>Faculty Certification</td>
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<tr>
<td>Adriana Herrera Williamson</td>
<td>Laboratory Assistant</td>
<td>Math Emporium</td>
</tr>
<tr>
<td>Zack Winston</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Oscar Zepeda</td>
<td>Student Services Technician</td>
<td>Student Development</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person: ____________________________

Mark D. Ziska

Chancellor: ____________________________

Lee D. Lambert, J.D.
Recommendation:

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

Doré, David    Campus President
Salary: $172,258  Northwest Campus
Effective: 7/1/14
Education: Bachelors of Arts, Philosophy, Gannon University, Erie, Pennsylvania; Master of Business Administration, Georgetown University, Washington, D. C.; Master of Education, Boston College, Chestnut Hill, Massachusetts; Master of Theological Studies, Ethics, Santa Clara University, Santa Clara, California; Doctor of Education, Pepperdine University, Los Angeles, California
Experience: Dr. Doré has one year experience as the dean of Instruction for Career and Technical Education for Maricopa Community College District Mesa Community College in Mesa, Arizona. He also has two years experience as the dean of the School of Business and dean of the Downtown Campus, six years experience as the chair, Business Department, School of Business, and nine years as the director, Small Business Institute and coordinator, Business Management Programs for San Francisco Community College District in San Francisco, California.

Recruitment Overview:
An external recruitment is currently still in process. At the time of first review, two hundred and two candidates were reviewed by an advisory group. Twenty four candidates were invited to interview. Eight candidates were invited to interview and participate in forums. The finalist was recommended by Lee D. Lambert, J.D., Chancellor.

Holmes, Erica    Provost
Salary: $176,392  District Office
Effective: 7/1/14
Education: Associate of Applied Science, General Studies, Southside Virginia Community College, Alberta, Virginia; Bachelor of Science, Organizational Management,
Saint Paul’s College, Lawrenceville, Virginia; Master of Science in Administration, Central Michigan University, Mount Pleasant, Michigan; Doctor of Education, Educational Leadership, University of Sarasota-Argosy, Sarasota, Florida

Experience: Dr. Holmes has one year experience as the Vice President, Academic and Student Affairs for City Colleges of Chicago, Kennedy-King College in Chicago, Illinois. She has four years experience as the Vice President, Academic Affairs, for Halifax Community College in Weldon, North Carolina. She also has five years experience as the Dean, School of Business, for J. Sargeant Reynolds Community College in Goochland, Virginia.

Recruitment Overview:
An external recruitment was conducted. One hundred and six applications were received and reviewed by the advisory group. Nine candidates were invited to interview. Six candidates were invited to interview and participate in forums. The finalist was recommended by Lee D. Lambert, J.D., Chancellor.

**Schmidt, Kate**  
**Acting Dean for Online Development**  
Salary: $99,273*  Community Campus  
Effective: 7/1/14  
Education: Bachelor of Science, Art Education, University of Vermont, Burlington, Vermont; Master of Public Administration, University of Arizona, Tucson, Arizona  
Experience: Ms. Schmidt has two years experience as advanced program manager for online education and three years experience as advanced program manager for instruction at Community Campus and one year experience as program manager for the Center for Early Childhood Studies and one year experience as the manager of program and resource development at Desert Vista Campus, all for Pima Community College in Tucson, Arizona. She also has eight years experience as program director for school age programming for Child and Family Resources, Inc. and two years experience as special projects coordinator for Luz Social Services, Inc., both located in Tucson, Arizona.

Recruitment Overview:  
Chancellor approved extension of current acting assignment.

*Contract length is dependent upon recruitment and successful placement, but no later than June 30, 2015

**Wilson, Gregory**  
**Academic Dean**  
Salary: $99,273  Downtown Campus  
Effective: 6/16/14  
Education: Bachelor of Arts, Religion, Sociology, University of Virginia, Charlottesville, Virginia; Master of Divinity, Duke University, Durham, North Carolina  
Experience: Mr. Wilson has thirteen years experience as a program manager, workforce and business development for Pima Community College. He also has three years experience as a project manager and associates editor for The National Center for Construction Education and Research in Gainesville, Florida.

Recruitment Overview:  
An internal recruitment was conducted. Nine candidates were invited to interview. Three candidates were invited to interview and participate in
forums. The finalist was recommended by Dr. Gwen Joseph, President, Downtown Campus.

Approvals

Contact Person ____________________________  
Mark D. Ziska

Chancellor ________________________________
Lee D. Lambert, J.D.
ACTION ITEM — Addendum

Meeting Date: 6/11/14  
Item Number: 13.4a

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

Recommendation:

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

Morales, Lorraine  
Campus President

Salary: $172,258  
Effective: 7/1/14

Education: Bachelor of Science, Human Services, Western New Mexico University, Silver City, New Mexico; Master in Administration, Higher Education, Student Development, University of Arizona, Tucson, Arizona; Doctor of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona

Experience: Dr. Morales has twelve years experience starting as the Director, Enrollment Services and currently as the Vice President of Instruction with Pima Community College. She also has two years experience as the Director, Enrollment and Student Academic Services, one year experience as the Associate Director, Career Services and Testing, and one year as an academic counselor with Sonoma State University in Rohnert Park, California.

Recruitment Overview:

An external recruitment is currently still in process. At the time of second review, two hundred and twenty seven candidates were reviewed by an advisory group. Thirty five candidates were invited to interview. Fifteen candidates were invited to interview and participate in forums. The finalist was recommended by Lee D. Lambert, J.D., Chancellor

Approvals

Contact Person: Mark D. Ziska

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

Meeting Date:  6/11/14  Item Number:  13.5

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-substantive Changes to Board Policies</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:

The Chancellor recommends that the Board of Governors approve the non-substantive changes to the following Board Policies:

BP 1504 College Effectiveness
BP 2304 Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property
BP 2503 Use of Facilities
BP 3101 Assessment of Credit for Prior Learning
BP 3117 General Education
BP 3501 Admissions and Registration
BP 3506 Limited Enrollment (Selective Admissions)
BP 4005 Board Participation in Employee Benefit Plan
BP 4301 Workplace Violence Prevention
BP 5101 Public Information
BP 5601 Institutional Research
BP 5602 Data and Information Sharing
BP 5701 College Publications

Justification:

Changes to the above policies result from the comprehensive review of Board Policies currently being undertaken by the Board. Non-substantive changes include (1) edits such that the meaning of the policy is unchanged; (2) edits for clarity; (3) title changes; and/or (4) those that reflect of current organizational structure. As per SPG-1101/AA, “Non-substantive changes may be presented to the Board of Governors as a part of the "consent agenda" at any regular Board meeting.”

Financial Considerations:

None.
Approvals

Contact Person  Deborah Yoklic

Deborah Yoklic

Chancellor  Lee D. Lambert, J.D.
The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement. Accordingly, the Board delegates to the Chancellor the responsibility of establishing strategic responsive and integrated planning, evaluation, development, and project-support systems to help the College fulfill its mission in the most effective and efficient manner.
To comply with the Smoke Free Arizona Act and to promote public health on College property, the College shall limit smoking, e-cigarette, and tobacco product use on its property to designated outside areas only, in conformity with the requirements of A.R.S. §36-601.01 and related County Code provisions and City ordinances.
The Board of Governors affirms College facilities may be used for educational, cultural, and other community activities. The Board of Governors authorizes the Chief Executive Officer Chancellor or designee to regulate the use of College facilities, provided the activities conducted therein are consistent with applicable policies, guidelines, laws, rules, and regulations.
The College shall grant credit for prior learning when a student is able to demonstrate fulfillment of. It is recognized that a student may have already fulfilled expected knowledge and/or competency levels for certain specific courses and/or program requirements; therefore, a student shall have the opportunity to officially earn and record credit for prior learning in the College.
General education will be the core of learning in associate degree and certificate programs. It demonstrates the College’s vision of an educated person and a commitment to education as a lifelong process: both a foundational and a continuing process.

The rationale for general education is: General education requires that all students gain an understanding and appreciation of themselves; their own history and culture; the history and culture of the human species; the principles and impact of mathematics, science and technology; and the principles of effective communication. Through an understanding and appreciation of these elements, the students should come to a realization of the interrelationships.
More specifically, General education is also shall be designed to develop the following thinking skills: comparing; interpreting; observing; summarizing; classifying; suggesting and testing hypotheses; imagining and creating; criticizing and evaluating; designing projects and investigations; identifying assumptions; applying principles in new situations; gathering and organizing data; and coding for certain patterns of thinking, reasoning, problem solving, and decision making. These skills are shall be aligned with the current College Student Learning Outcomes: Learn, Communicate, Innovate, Participate, and Aspire.
The Pima County Community College District is open to students if they fall within one of the categories pursuant to ARS 15-1805.01 and-through 15-1821, provided that the established College criteria, guidelines and procedures have been met.
The scope of program or course accessibility may be limited due to certain curriculum requirements, fiscal constraints, facility limitations, external agency requirements or student preparedness. All such degree and certificate programs and their respective requirements shall be so identified in the college catalog.

No person shall be denied admission or registration to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression.
Vocational Occupational education programs that must limit student enrollment shall establish criteria and a selection process that provides students an equitable opportunity for access and success. Enrollment may be limited in order to comply with rules, regulations and prescribed procedures by state and/or national agencies for certification, registry, licensure and program accreditation or funding source requirements, constraints, local agency agreements and/or industry employment standards. shall establish criteria and a selection process that provides students an equitable opportunity for access and success.
1. Governing Board members, their spouses and dependent children may participate in the district's health, accident, life and disability insurance plans if they pay the full amount of the premium(s).

2. Board members who participate in the above plans may continue to participate after leaving the Board if:
   a. the member served at least six consecutive years on the Board, and
   b. the Board member pays the full premium(s).

3. The surviving spouse and/or dependent child of a Board member or former Board member may continue to participate in the above plans if:
   a. they were covered under the Board member's plan, and
   b. they pay the full premium(s).
4. It is strictly prohibited for the district to expend any funds to subsidize the participation of any Board member, spouse or dependent.
Pima County Community College District promotes a safe environment for its employees, students and visitors. The College is committed to maintaining an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College provides training, education and resources to promote a safe environment and to help prevent instances of workplace violence.

Violence, threats, harassment, intimidation, and any other disruptive behavior, which carries an expressed, implied or perceived intent to cause harm to a person
or property at any Pima Community College facility or sponsored event will not be tolerated. It is the responsibility of every employee, student, or visitor to Pima Community College to report any occurrence of such conduct. The College will investigate all reports, deal with all violations in accordance with the College Personnel Policy Statement for College Employees and/or the Student Rights and Responsibilities and report to legal authorities, as appropriate, for criminal prosecution.
The Board of Governors delegates to the Chief Executive Officer authority directs the Chancellor to provide continuous College information to the public and representatives of the news media, provided the release of such information is within limits established by state and federal laws and regulations.
The Board of Governors authorizes the Chief Executive Officer Chancellor to conduct, or cause to be conducted, on-going institutional research necessary for compliance, and evidence-based planning and decision making.
The College is committed to sharing data and information with other education and public agencies for the benefit of its students and the effectiveness of Arizona institutions, subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C 1232g) and related laws and regulations. The College is further committed to work toward common standards and linkages to support the sharing of data and information. Data and information sharing will be subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S. Code 1232g) and related legislation.
Pima County Community College District
Board Policy

Board Policy Title: College Publications

Board Policy Number: BP-5701
Adoption Date: 1/10/01
Revision Date(s): 1/10/01, 1/13/12, 5/28/14
Review Date(s): 5/28/14
Schedule for Review & Update: Annually Every three years
Unit Responsible for Review & Update: Vice Chancellor for Public Information and Government Relations, Chancellor
Sponsoring Unit/Department: Vice Chancellor for Public Information and Government Relations, Chancellor
Motion Number: 6105
Legal Reference: 6105
Cross Reference:

To keep the College’s name, image, and institutional information consistent and current, both internally and externally, the College will establish and maintain standards and guidelines for College publications ensuring that they reflect its values. These standards and guidelines shall include college publications regardless of the media or mode of delivery. College publications do not include syllabi or instructional materials.
ACTION ITEM

Meeting Date: 6/11/14  Item Number: 13.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Gas Cards</td>
<td>William Ward II</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for Facilities</td>
</tr>
<tr>
<td></td>
<td>(206-2610)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with Voyager Fleet Systems to provide gas cards and a gas card management system for the period July 1, 2014 through June 30, 2015. The contract costs will not exceed $135,000 for fiscal year 2015.

Justification:

Voyager Fleet Systems provides gas cards for the purchase of gasoline for College Vehicles and a management system to track expenditures. The College contracts with Voyager Fleet Systems through a state cooperative agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $135,000 for fiscal year 2015.

Approvals

Contact Person _______________________________

William Ward

Chancellor______________________________

Lee D. Lambert, J.D.
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with ISS Facility Services for custodial services for the period July 1, 2014 through June 30, 2015. The contract costs will not exceed $1,776,000 for fiscal year 2015.

Justification:

ISS Facility Services provides custodial services for all College campuses, District Office, 29th Street Coalition Center, Maintenance & Security, Green Valley, and the Aviation Technology Center. ISS Facility Services was selected following a Request for Proposal, this is the third year of a five year agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $1,776,000 for fiscal year 2015, which includes a 5% contingency to cover additional services required, a 2.5% cost increase, services for the new building at the Northwest Campus and Green Valley, and Saturday services at all locations.
Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2014 through June 30, 2015. The contract costs will not exceed $305,250 for fiscal year 2015.

Justification:

Accruent provides hosting and site licenses for the work order management system used by all Facilities employees. This system is used daily by Facilities to track time and materials for work orders, inventory, and key control.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $305,250 for fiscal year 2015.
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/11/14 

Item Number: 13.9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2015</td>
<td>Keith McIntosh Vice Chancellor, Information Technology (206-4809)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2014/2015 Fiscal Year.

Justification:

The Information Technology Office arranges for maintenance, licensing and fees on the computer hardware, systems software, network systems, and applications software that support college-wide applications. PCC students, faculty, and staff rely on those systems for registration, instruction, payroll, personal information, and job functions. Approval of this request will ensure systems hardware and software is kept current. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation, and hardware replacement.

Financial Considerations:

These maintenance agreements are funded from the FY 2014-15 General (Operating) Budget to be approved by the Board of Governors on June 11, 2014

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle America</td>
<td>Oracle database &amp; tools</td>
<td>$650,000</td>
</tr>
<tr>
<td>Ellucian</td>
<td>Banner, Related Products and MyPima (Luminis)</td>
<td>$455,000</td>
</tr>
<tr>
<td>Century Link</td>
<td>Juniper and Cisco Switches &amp; Routers; Internet Service</td>
<td>$450,000</td>
</tr>
<tr>
<td>D2L</td>
<td>Desire to Learn</td>
<td>$355,000</td>
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<tr>
<td>Perceptis</td>
<td>24 x 7 IT Helpdesk</td>
<td>$210,000</td>
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<tr>
<td>NACR</td>
<td>Extreme switches, Telephone System</td>
<td>$230,000</td>
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<tr>
<td>Touchnet</td>
<td>Payment processing</td>
<td>$185,000</td>
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<tr>
<td>Insight</td>
<td>Microsoft Software</td>
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<tr>
<td>Strata Info Group</td>
<td>Banner Consulting</td>
<td>$135,000</td>
</tr>
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</table>

(Continued)
Approval

Contact Person __________________________
Keith McIntosh

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

The Chancellor recommends that the Board of Governors approve the purchase of a workers’ compensation insurance contract from CopperPoint Mutual Insurance Company (formerly known as SCF American Insurance Company) for the policy year July 1, 2014 through June 30, 2015.

Justification:

The College purchases workers compensation insurance for all employees as part of its risk management program. Workers’ compensation insurance provides coverage for employees injured while performing work for the College. State statutes prescribe employer responsibility for and benefits provided by workers’ compensation insurance. The contract with CopperPoint Mutual Insurance Company, which began in fiscal year 2012-13, was awarded based upon a Request for Proposal (RFP) issued by the District. Fiscal year 2014-15 will be the third year of a possible five-year agreement.

Financial Considerations:

The College’s renewal of the workers’ compensation insurance policy with CopperPoint Mutual Insurance Company will be at a projected total cost of $295,000, reflecting a 3.5 percent change in premiums from the current year. The estimated premiums for the insurance policy have been incorporated into the fiscal year 2015 College budget.

Approvals

Contact Person

[Signature]

David Bea, Ph.D.

Chancellor

[Signature]

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

ACTION ITEM

Meeting Date:  6/11/14  
Item Number:  13.11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: General Liability and Automobile Liability and Physical Damage Insurance | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

Recommendation:

The Chancellor recommends the Board of Governors approve a contract with The Arizona School Risk Retention Trust, Inc. to provide general liability and automobile liability and physical damage insurance for the period July 1, 2014 through June 30, 2015. The anticipated annual premium expense is not expected to exceed $361,788 exclusive of an additional $50,000 for potential deductible expenses.

Justification:

Pima Community College annually purchases general liability and automobile liability and physical damage insurance or participates in risk retention groups to protect the College from financial losses for damages due to liability arising from wrongful acts and vehicle operations. The purchasing process includes an analysis of the College’s exposures, identification of potential insurers, the application for and negotiation of coverage and premium terms, and the financial analysis of various coverage and retention scenarios.

The College has purchased general liability and auto insurance through The Arizona School Risk Retention Trust, Inc. (“The Trust”) since 2002. The Trust continues to be the most cost-effective fully insured alternative for the College, which faces diverse exposures and recent negative trends in loss runs. The College has completed all available safety programs offered by its current insurer in an effort to encourage a renewal offer and mitigate renewal premium increases.

Financial Considerations:

The anticipated annual premium cost for general liability and automobile liability and physical damage insurance is not expected to exceed $361,778, a 20.7 percent decrease over the current fiscal year premium. This estimated cost for coverage, an additional $50,000 for liability deductibles bring the estimated total cost to $411,778, which has been incorporated into the fiscal year 2015 College budget.
Approvals

Contact Person  
David Bea, Ph.D.

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: 6/11/14  Item Number: 13.12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Group Purchase Participation Agreement for Property Insurance</td>
<td>Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with The Midwest Higher Education Compact for property damage coverage for the period July 1, 2014 through June 30, 2015. The anticipated annual program cost is not expected to exceed $130,000.

Justification:

The College has purchased property coverage through participation in The Midwest Higher Education Compact (“The Compact”) since 2007. The Compact is a group purchasing consortium comprised of participating institutions of higher education spread across 13 states insuring over $86 billion in property values. Participating institutions, by pooling property values, receive property coverage not available to individual participants at rates reflecting the additional purchasing power. The Compact contracts with an administrator (Marsh, Inc.) that provides program oversight and ongoing management with allocated loss control consulting. The terms of participation in the Compact include provisions for the accrual of equity in the Compact with the availability of a dividend paid to participating members based on group and individual loss histories. The Compact continues to provide extensive coverage at a reasonable price that we cannot obtain from commercial insurers.

Financial Considerations:

The annual program cost for the coming year is $130,000 including all allocated surplus taxes. This figure is the result of an 8.7 percent increase in property values due to the construction of the Northwest Campus building, which drives a 2.4 percent increase in premium costs. However, the College is also receiving a 5.8 percent reduction in the average rate due to a favorable loss history. This estimated program cost and an additional $50,000 for anticipated property loss deductibles have been incorporated into the fiscal year 2015 College budget.

Approvals

Contact Person

David Bea, Ph.D.

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: 6/11/14
Item Number: 13.13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Bookstore Management for Fiscal Year 2014-2015</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve a one-year renewal option of the contract with Follett Higher Education Group (Follett) for management of the five bookstore operations across the District for the period July 1, 2014 through June 30, 2015. Commissions payable to the District are projected to be approximately $1,250,000, which is the contractual minimum annual guaranteed amount.

Justification:

Since 1990, the College has contracted with Follett to manage the College’s bookstore operations at five campus locations (Community Campus is serviced through Downtown Campus). Following an RFP for bookstore management services, the current contract was executed in June 2009. Beyond the initial five-year term, it provided for five one-year renewal options through June 30, 2019 at the College’s sole discretion with Board approval. It may also be terminated by the College without cause with 120 days written notice or by either party for cause with 90 days written notice. Financial results through the first nine months of fiscal year 2014 are down somewhat from prior years’ levels as a result of decreased enrollment and a general decline in the industry as students turn to alternative formats and opportunities to acquire texts online. The College will utilize the 2014-2015 academic year to re-evaluate its options for bookstore management and issue a Request for Proposals for bookstore management.

Financial Considerations:

The expected minimum commissions from bookstore operations of $1,250,000 have been included in the College’s budget for fiscal year 2015. However, should sales increase significantly during fiscal 2015, the contractual formula indicates commissions of 12.1 percent of net sales up to and including $12 million per agreement year plus 13.1 percent of any sales above that level.

Approvals

Contact Person _______________________________

David Bea, Ph.D.

Chancellor _______________________________

Lee D. Lambert, J.D.
Meeting Date: 6/11/14  
Item Number: 13.14

Item Title: Contract: Call Center Services for Student Financial Services  
Contact Person: Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519)

Recommendation:

The Chancellor recommends that the Board of Governors approve the renewal of a contract with Xerox Education Services, Inc. for call center services in support of the Financial Aid and Student Accounts departments for the period July 1, 2014 through June 30, 2015.

Justification:

During 2012, the College conducted a Request for Proposals (RFP) to continue call center services for the initial contact support for IT, Financial Aid, and Student Accounts operations. The RFP specified service level expectations for Student Accounts and Financial Aid to facilitate first contact resolution for students with questions about their financial aid and/or student accounts. Five firms responded to the RFP, which was structured to award a single or multiple contracts for the required services. Three firms were invited to present to a six person panel of employee evaluators and were evaluated on their response to questions about their experience, service level expectations, financial terms, and implementation plans. Xerox Education Services, Inc. was selected to provide call center services for the initial contact from students with financial aid and student account inquiries and a three-year contract was executed.

The Board of Governors approved a contract with Xerox Education Services, Inc. to provide call center services for the initial stub period January 1, 2013 – June 30, 2013 and again for the period July 1, 2013 – June 30, 2014. This recommendation is for a renewal of this contract for fiscal year 2015, during which time Student Accounts and Financial Aid departments will reevaluate the program and the possible need for another RFP. The current contract provides support 24 hours a day, 7 days a week, 365 days a year for initial contacts from students regarding financial aid and student accounts issues. The College receives approximately 140,000 incoming contacts (telephone, chat, and e-mail) annually from students for the areas of Financial Aid and Student Accounts. The contract specifies service level expectations for first contact resolution.

Financial Considerations:

This contract is priced on a per-contact or per-minute basis (whichever is less). The cost for fiscal year 2015 is estimated at $1,100,000 which is included in the fiscal year 2015 budget.

(Continued)
Approvals

Contact Person

David Bea, Ph.D.

Chancellor

Lee D. Lambert J.D.
**ACTIONS ITEM**

**Meeting Date:** 6/11/14  
**Item Number:** 13.15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
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<tbody>
<tr>
<td>Intergovernmental Agreement: Pima County Community Services and Pima Community College District for Workforce Development Education – One Stop</td>
<td>Dr. Sheila Ortego, Interim President, Community Campus (206-6577)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a one-year extension to the Intergovernmental Agency Agreement for a cooperative effort for the provision of workforce development education for youth and adults in Pima County through a variety of sources and administered through Pima County Community Services Department.

**Justification:**

Pima County Community Services, requests that PCC’s Workforce Development and Adult Education provide workforce development services for youth and adults in Pima County. This agreement will assist in serving the needs of a critical population in our community.

**College Plan Initiative:**

Strategic Direction 3.3 – Expanding community partnerships to more fully engage all demographic segments associated with traditionally marginalized populations.

**Financial Considerations:**

Under this Intergovernmental Agreement, Pima Community College will invoice various entities monthly for a total annual amount not to exceed $1,025,840.

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.
ACTION ITEM

Meeting Date: 6/11/14  Item Number: 13.16

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Information Technology Replacement – Fiscal Year 2015</td>
<td>Keith McIntosh</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor, Information Technology</td>
</tr>
<tr>
<td></td>
<td>(206-4809)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.

Justification:

This project continues the allocation of desktop computers for instructional labs and classrooms, network and data center equipment, software licenses, and administrative use by faculty, staff and administrators. All equipment is replaced on a planned replacement cycle.

Financial Considerations:

Purchasing will be filled through established college processes on purchasing, including competitive bids, the RFP process or co-operative contract pricing. The Board of Governors approved the capital expenditure during the May 14, 2014 Board meeting.

Hardware and Software from the following Vendors: $6,263,600

<table>
<thead>
<tr>
<th>Project</th>
<th>FY 15</th>
<th>Primary Manufacturers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Technology Allocation</td>
<td>$1,200,000</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
<tr>
<td>Administrative Technology Allocation</td>
<td>$1,200,000</td>
<td>HP, Apple, Hitachi, Smart</td>
</tr>
<tr>
<td>Data Center Equipment Replacement</td>
<td>$1,175,600</td>
<td>Dell, Nimble Storage</td>
</tr>
<tr>
<td>Network Equipment Replacement</td>
<td>$1,088,000</td>
<td>Juniper, Extreme, Aruba, Dell</td>
</tr>
<tr>
<td>Academic Technology Allocation - Prop 301</td>
<td>$950,000</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
<tr>
<td>21st Century Classroom</td>
<td>$500,000</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
</tbody>
</table>

(Continued)
Approval

Contact Person ________________________________
Keith McIntosh

Chancellor ________________________________
Lee D. Lambert, J.D.
Fiscal Year 2013-2014 Adopted Budget Reductions

Recommendation:

The Chancellor recommends that the Board of Governors approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2014.

Justification:

On June 12, 2013, the Board of Governors adopted the fiscal year 2013-2014 budget of $284 million, which included $258.9 million for general, designated, auxiliary, and restricted fund current operations and $25.1 million for capital projects and repayment of long-term debt.

The adopted budget included operating reserves for potential enrollment growth, reserves for possible grants and contracts, and estimated capital project expenditures. To the extent that the reserves are not fully needed and other budgeted amounts are not completely expended, excess budget capacity will remain at year end.

The official expenditure limitation report requires a comparison of budgeted expenditures to the established limitation amount published by the Economic Estimates Commission according to the provisions in section 21 of Article IX of the Arizona Constitution. In order to eliminate unused budget capacity and reduce budgeted expenditures that are subject to the limitation for the fiscal year ending June 30, 2014, it is necessary to make budget equal actual audited expenditures. This process of budget reductions will provide the College with increased expenditure capacity in the future.

Financial Considerations:

None.

Approvals

Contact Person

David Bea, Ph.D.

Chancellor

Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors approve the attached change to the College Employees Personnel Policy Statement.

Justification:

Employers face potential liability under 4980(H)(b) if the employer coverage is not affordable to an employee.

- Coverage is affordable if the employee’s required contribution for self-only coverage does not exceed 9.5% of the employee’s household income.
- Household income is defined as the modified adjusted gross income of the employee and any members of the employee’s family (including a spouse and tax dependents) who are required to file an income tax return.

Penalty is the lesser of a $3,000 annual excise tax penalty for each full-time employee receiving the credit (calculated on a monthly basis) or $2,000 per employee for each full-time employee (after subtracting 30 or for the 2015 plan year, 80). Under normal circumstances, the College’s insurance meets this standard because the base plan is offered at no cost for employee self-only coverage.

Under Current policy, a full time employee who is on an unpaid leave of absence (not Family Medical Leave) is allowed to purchase College medical, dental and life insurance benefits by paying the full monthly premium charges for up to one year, rather than go onto COBRA coverage. Under the Affordable Care Act, allowing employees on unpaid leaves to purchase at full cost medical and dental premiums creates a risk for a 4980H(B) penalty for the College. The reason for the risk is that the full cost of the premium could exceed 9.5% of an employee’s income, e.g. the insurance no longer meets the affordability criteria for group health insurance. At any given time the College has 5 to 10 employees on a leave of absence paying for the cost of insurance.

To avoid this risk, it is recommended that College policy be updated to eliminate employees’ option to purchase directly benefit coverage. COBRA coverage will be available to employees on an unpaid leave of absence instead.

The attachments summarize the proposed changes. The effective date of these changes will be July 1, 2014.
Financial Considerations:
None

Approvals

Contact Person

Mark D. Ziska

Chancellor

Lee D. Lambert, J.D.
Section IV. Leaves
J. Leaves of Absence

  o Modify language “through COBRA participation for medical and dental coverage.”
Pima County Community College District  
Board of Governors  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

<table>
<thead>
<tr>
<th>Meeting Date: 6/11/14</th>
<th>Item Number: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Title</strong></td>
<td><strong>Contact Person</strong></td>
</tr>
<tr>
<td>Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators, 2014/2015 Fiscal Year</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 attached changes to the Personnel Policy Statement for Common, Non-Exempt Staff, Exempt Staff, and Faculty and Administrators.

**Justification:**

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2014 meet and confer process, Proposals and Final Agreements concerning Meet and Confer for the Classified Exempt, Classified Non-Exempt, Faculty employee groups have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Governing Board for approval.

The attachments summarize the proposed changes. The effective date of these changes will be July 1, 2014.

**Financial Considerations:**

The PCC Governing Board approved a 3.0 percent salary pool increase for, full-time faculty, exempt and non-exempt employees, and administrators for the 2014-2015 fiscal year. Step increases represent a 2.5 percent salary and wage increase for exempt and non-exempt employees and a 2.4 percent salary increase for administrators.

---

Contact Person ________ __________________________  
Mark D. Ziska

Chancellor ____________________________  
Lee D. Lambert, JD

(Continued)
Personnel Policy Statement for College Employees

Proposed Changes for 2014/2015

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Changes have been made to reflect the location of documents on the College’s intranet and internet websites. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Section I. General Information

A. Management Rights
   o Include the “Office of Dispute Resolution”

B. Equal Employment Opportunity, Non-Discrimination and Anti-Harassment (including Sexual Harassment)
   o Removed “Non-Discrimination and Anti-Harassment (including Sexual Harassment)” from title

C. Discrimination, Harassment (including Sexual Harassment) and Retaliation
   o Is a separate provision

D. Americans With Disabilities Act Compliance
   Deleted references to SPG 1501-AF and SPG 1501-AG
   o Deleted Appendices A and B
   o Deleted “The College administration is authorized to establish regulations and procedures to effect compliance.”
   o Deleted link to BP1501
   o Added provision for ADA accommodation using 1501/AC language

G. Reporting Responsibility and Procedures
   o New provision

Section II. Employment

B. Competitive Employment for Regular Positions
   1. Covered Personnel
      o Clarified process does not apply to Faculty
      o Deleted paragraph on trainee, developmental and apprentice positions
   2. Competitive Procedures
      o Added Equal Employment Opportunity language
      o Added “Colleges mission, values, vision goals and objectives.”
   3. Notice of Job Vacancies
      o Modified work days to calendar days
      o Added “relevant, job, pay range”
      o Added “the College’s website for jobs”
      o Deleted reference to Human Resources website and replaced with Pima Jobs website.
   4. Evaluation of Applicants

(Continued)
o Added to title “and Candidates”
o Deleted “factors or methods” and replaced with “selection techniques such as: skill testing, on-line assessments, screening and interviews by the hiring supervisor and/or advisory group”

C. Voluntary Transfer Program
   o Modified language to clarify this is not a competitive hire process
   o Moved to end of the section

1. Internal Competitive Hire Process
   o Provision language modified to comply with SPG 4201/BA
   o Title modified to reflect new language

Section IV. Leaves
J. Leaves of Absence
   o Added “through COBRA participation for medical and dental coverage.”

Section VI. Grievance Procedure
   o Section was re-written.
o Reference to Office of Dispute Resolution included.
Personnel Policy Statement for Non-Exempt Staff
Proposed Changes for 2014/2015

Section I. General Information
A. Policy Statement
   o Delete first reference to Council 97
   o Modify second reference from Council 97 to Local 449

Section III. Employment
A. Performance Evaluation
   o Add “amendments”
   o Add “Said changes shall be reviewed through the meet and confer process.”

Section IV. Compensation
A. Salary
   o Modify Fiscal Year to 2014/2015
   o Modify effective date to 7/1/2014
   o Increase the salary pools for Non-Exempt staff by three percent (3%), and 1) Award all Non-Exempt Staff Step Progression Plans held in abeyance for 2013/2014 and award Non-Exempt Staff Step Progression Plans approved for 2014/2015, and 2) Increase the salary schedules for Non-Exempt employees by a percentage based upon the residual amount remaining for Non-Exempt Staff salary pool.

C. Shift Differential
   o Modify 40-cent per hour to 75-cent per hour
   o Modify 60 cents to $1.00 per hour
   o a. Modify $32 a pay period to $35 a pay period
   o b. Modify $32 a pay period to $35 a pay period
   o c. Modify $48 a pay period to $50 a pay period
   o a. Modify $48 a pay period to $50 a pay period

Section V. Leaves and Holidays
A. Holiday and Recess
   o Update the dates for holiday and recess days to match 2014/2015 calendar
   o Add sentence under Winter Recess: “In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday.”

C. Annual Leave
   5. Emergency Pay Out of Annual Leave
      o Rewrite entire provision

Section VI. Professional Development
B. Roles and Responsibilities Non-Exempt Professional Development Working Group
   o 1. Add “with more than four (4) consecutive excused absences.”

(Continued)
Section VII. Non-Exempt Employee Unit

A. Non-Exempt Employee unit Representative
   o Add “Elected AFSCME officers (5) shall not exceed 25% (twenty-five percent), excluding travel time of a College employee representative’s work time for said purposes.”

C. Campus Police
   Attendance of Stewards at Roll Calls or Other Department Meetings
   o New provision after current “B”:
     A. Any AFSCME representative wishing to address members at a roll call or other department meeting shall obtain approval directly from the concerned division commanding officer. Only an employee at the rank of Chief or above may grant such approval. If the request is not approved, the representative may appeal the decision to the Vice Chancellor for Facilities, whose decision shall be final.

     Management is under no obligation to approve any requests by AFSCME representatives to address employees during roll call.

     Exception: This Article shall not apply to any representative who is attending department-mandated training, during meetings with management to discuss or resolve mutual problems relating to employer-employee relations, or other meetings of a similar nature.

     B. The College Police Department will grant AFSCME representatives scheduling priority for on-duty presentations at department facilities to employees regarding collectively bargained and other benefits. Such presentations shall not interfere with normal department operations.

     C. The department shall not permit vendors to access on-duty employees in non-public areas of department facilities other than those that are mutually agreed upon by the department and AFSCME.

G. Payroll Dues Deductions
   o Modify September 15 and September 30 to July 1st and July 20th, respectively
   o Modify October 5 to August 1st

I. AFSCME PEOPLE
   o New section after current “G”: A voluntary contribution, which can be paid through payroll deduction when authorized in writing by a union member, to the union’s political action organization, “Public Employees Organized for Political and Legislative Equality (PEOPLE).”

I. AFSCME Representation on College Committees and Work Groups (new language below)
   o New language on AFSCME representation on College committees
     The following are committees and work groups for which AFSCME and the College have agreed require AFSCME representative participation:
     o Meet and Confer

   (Continued)
o PDF (Professional Development Funds)
o PGP (Professional Goals Progression Plan)
o Safety Committee
o Benefits Committee
o Common Language Committee
o Labor Management Meeting
o Educational Leave Committee
o Compensation Studies
o Job Reviews

It is the responsibility of the AFSCME PCC Division Chairperson to provide the PCC Human Resources Vice Chancellor with the names of ASFSCME committee representatives. It is the responsibility of the Chairperson of each committee to notify both AFSCME and Human Resources of the empty AFSCME seats.
 Personnel Policy Statement for Exempt Staff  
Proposed Changes for 2014/2015

Section II. Conditions of Work
A.  Probation Period
   o  1.  Initial Hire Probation Period
      o  a.  Duration:
         ➢  Add “within two weeks of hire, a discussion on the role and expectations of the job”
   o  1.c Initial Hire Probation Period Actions
      o  New Provision - If the employee is not officially notified of the extension or failure to pass the new hire period by the last day of his/her probation period, the employee will be considered to have successfully completed his/her new initial hire probation.
      o  New Provision - Within two weeks of hire, there shall be discussion of the role and expectations of the job.
   o  2.c Position Change Probation Period Actions
      o  Add “Upon an employee’s placement into the position, there shall be an initial discussion on the role and expectations of the position.”

Section IV. Compensation
   o  Modify effective date to 07/01/2014
      ➢  Modify “a 3% increase will be applied for exempt staff according to the following parameters, and 1) Funding for individual exempt employees step advancement for those employees who have completed the process for step advance as contained in the Classified Exempt Policy Statement 2014/2015, Appendix E, and 2) Increase the salary schedule (lift) for exempt staff by a percentage, and based upon the residual amount remaining for exempt staff.”
   o  Modify Appendix date to July 1, 2014.

B.  8.  Reclassification of Position (employee supervisor initiated)
   o  Delete reference to employee supervisor initiated in the title
   o  Reclassification of positions (College initiated)
   o  Delete second paragraph under section

Section V. Leaves and Holidays
A.  Holidays and Recesses
   o  Update the dates of holiday and recess days to match 2014 and 2015 calendar
   o  Winter Recess: Add “begins at noon on December 24th and continues through the federally observed New Year’s Day Holiday of January 1, 2015 (seven days).”

B.  Leaves
   o  2.  Extension of Leaves: Replace “then the Human Resources Office or Campus Police” to “then the next level Administrator in your area.”

(Continued)
C. Annual Leave
   2. Emergency Pay Out of Annual Leave
      o Rewrite entire provision

Section VI. Professional Development, Educational Enrichment and Paid Education Leave Programs

A. Purpose and Funding - Increase professional development funds to $100,000

   1. Professional Development
      o Add provision “professional development as clarified in Appendix F: guidelines for Classified Exempt Staff Professional Development Program”
      o Add provision “Funding approval does not constitute administrative approval for employee travel, professional development, or work absence for educational enrichment.”

   2. Educational Enrichment
      o Delete reference to other related expenses

B. Application and Awarding Process - Add language that forms and procedures are available on the College’s Intranet under Human Resources.

C. Eligibility
   o Add “who have completed their initial hire probation period.”
Section I. General Information
B. Management Rights and Responsibilities
   o Replace “this” with “the”

Section III. Compensation
A. Salary - Update to reflect a 2.4% compensation increase for administrators to be applied to 1) Funding for individual employee step advancement for those employees who have completed the provision for step advancement.

Section IV. Leaves and Holidays
A. Holidays and Recesses
   o Update the dates of holiday and recess days to match 2014/2015 calendar

B. Leaves – General
   o 2. Extension of Leaves: Replace “then the Human Resources Office or Campus Police” to “then the next level Administrator in your area.”

Section IV. Leaves
C. Annual Leave
   2. Emergency Pay Out of Annual Leave
      o Rewrite new provision

(Continued)
Article II. Conditions of Work
A. General Responsibilities
   o 4. Second paragraph: After “169,” add “(or for 12-month instructional faculty, 221)”

B. Workload, Workload Calculations and Accountability
   o 4. Change header title to “Academic Year Instructional Faculty Workload”
   o 5. Change header to “Academic Year Instructional Faculty Workload Calculations”
   o 6. Change header to “Academic Year Instructional Faculty Accountability”
   o New Section 7: Header should read “12-Month Instructional Faculty Workload and Accountability” followed by:
     a. The required teaching assignment shall be 15 load hours for each of the fall and spring semesters as well as nine (9) load hours during the summer term spread over Session A/C or Session B. This totals 39 load hours per year.

     b. In consultation with the appropriate supervising administrator, a faculty member will have load hours above 15 in the fall and spring compensated at the faculty overload rate (Article V F). Any load taught above nine (9) load hours during summer will be compensated at the faculty overload rate (Article V. F.).

     c. If the regular workload in a contract year is less than 39 load hours, the appropriate supervising administrator may assign teaching and/or non-teaching duties within the contract period to complete a 12-month instructional faculty member’s regular workload. These duties shall be consistent with his/her regular assignment.

     d. Twelve-month instructional faculty members on a regular contract will not have their salary reduced if the administration is unable to develop a full-time teaching schedule and/or full-time non-teaching assignment equal to the assigned workload for the academic year. In the event the full-time teaching schedule cannot be met, a variety of scheduling formats may be approved. These duties shall be consistent with his/her regular assignment and will be within the contract period.

     e. The total faculty load appearing on a 12-month faculty member’s approved load sheet will not exceed 25.5 load hours per semester. The total faculty load appearing on a 12-month faculty member’s approved load sheet will not exceed 15.3 load hours in summer. The faculty member’s supervising administrator may allow a faculty member to exceed this maximum for the benefit of the program and/or students.

     f. The 12-month instructional faculty contract includes 221 days of accountability: 210 days for the faculty member’s regular assignment, one day for All College Day in the fall, up to five days of advising or other student development activities (unit guide non-teaching days of accountability for instructional accountability), one day for All Faculty Day in the spring, three days of preparation, and one day for graduation. Each day spent in a required college, campus, and/or divisional meeting scheduled during the five accountable days prior to regular semesters outside of All College Day and
All Faculty Day will count as one of the five days of advising. Annual salary is based on the Faculty Compensation Plan (Appendix A).

g. Instructional faculty non-teaching assignments which are in addition to these 221 days of accountability shall be compensated at the hourly rate for supplemental non-teaching assignments (Article V D).

h. Twelve-month instructional faculty are automatically placed on a flex-year contract between July 1 and June 30. Flex schedules for the upcoming contract year should be established by the graduation day and, whenever possible, give appropriate consideration to the needs of the individual faculty member. The supervising administrator and the faculty member are jointly and individually responsible to assure that the appropriate number of accountable days and/or hours are worked within the contract period. A record of the flex-year assignment will be maintained in the faculty member’s official personnel file. A 12-month instructional faculty member can request his/her supervising administrator to approve modifications to his/her flex schedule due to extenuating circumstances with as much advance notice as possible. Such requests will be approved unless the supervising administrator demonstrates how the modification would negatively affect the operation of the service area involved. To accommodate extenuating circumstances, the supervising administrator and the campus 12-month instructional faculty members will collaborate with as much advance notice as possible to modify flex schedules.

i. Twelve-month instructional faculty are required to be on campus each week at times consistent with their professional obligations (teaching, non-teaching assignments and interacting with students and colleagues) as stated in the Faculty Personnel Policy Statement and the College Personnel Policy Statement for College Employees.

j. Instructional faculty will spend an average of 5.8 hours per day of accountability on campus at the District Office or other sites. Teaching, academic advising and institutional responsibilities occur throughout the work week. Instructional faculty preparation does not necessarily occur at a College location.

   o 8 (new). Change “may request to” to “teaches” in first sentence.
   o 8 (new). Change “requests” to “assignments” in second sentence.

C. Overload Contracts (Teaching Assignments)
   o 5. Add sentence to paragraph – The faculty member’s supervising administrator may allow a faculty member to exceed this maximum for the benefit of the program and/or students.

Article V. Compensation
A. Faculty Salary
   o First sentence, change 2013 to 2014
   o 1. Change “Appendixes” to “Appendices”
   o 2. After “Salary Schedule is,” add “to be determined but not less than $43,489”; change 2012-13 to 2013-14

(Continued)
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(Continued)

o Under For nursing faculty, section a): after “nursing faculty is,” add “to be determined but not less than”
o Under For nursing faculty, strike section b)
o Under For nursing faculty, section c becomes b, and section d becomes section c

F. Overload Rate (Teaching Assignments)
o Change 2012 to 2014, and $735 to $800

G. Summer Sessions
o Third paragraph, change 2013 to 2015, and $735 to $800

H. Substitute Pay
o Under Substitute Pay table, change hourly rates from $46 to $50; $39 to $43, and $32 to $35

Article VI. Leaves
A. Sick Leave
o 1. Second paragraph: First sentence, after “Faculty members,” add “or 12-month Instructional Faculty”; and after “(104 hours,” add “for Educational Support Faculty for 75.4 hours for 12-month Instructional Faculty)”

Article X. Miscellaneous Conditions of Employment
G. Faculty Resources (new section)
o Add paragraph:
The Administration and Faculty agree to move the College toward 21st century learning. The College will support and encourage collaboration, professional development, and technology advancement across the College in innovative instruction, support, and communication with students.

Article XII. Faculty Representative Group (PCCEA) Rights
D. Designation of Meet and Confer Teams
o First paragraph: Change 32 to 45

Appendix A. Faculty Compensation Plan
o Change 2013 to 2014 in sub-title
o Under I, change 2013/14 to 2014/15 in header
o Under C 5, change five to six, and Step 5 to Step 6
o Under II, change 2013/14 to 2014/15 in header
o Under II B 2, change 14 to 15

Appendix B: Unit Guideline – Cross-Campus, Cross-Department and Cross-Discipline Faculty Assignments
o Under Introduction – last sentence: Change “which” to “that.”
o Under Introduction – add second paragraph:
Full-time faculty have the right to select classes for both their regular load and overload on their primary campus before any classes are released for cross-campus assignments, which will be made in the following order:

(Continued)
1. Full-time faculty who have requested cross-campus assignments in writing by the
dates specified in Article II. B., Section 2, and Article II. C., Section 3, will be
informed of available classes and the departmental procedures for assigning them by
the appropriate department chair. Any class assignments to adjunct faculty before
these dates are considered contingent.

2. Department chairs will then staff the agreed upon classes with cross-campus, full-
time faculty before staffing the rest with adjunct faculty. At this point, classes are
considered officially assigned, and full-time faculty may not displace adjunct faculty
except to make regular load.

3. Should a new or existing section become available, the department chair should
make a reasonable effort to allow first, full-time faculty at their primary campus and
then all other full-time faculty in the discipline, a first right of refusal before staffing
it with adjunct faculty. Faculty have seven (7) calendar days, when possible, to notify
chairs of their interest in the class, at which time the department chair may staff the
class with an adjunct faculty member.

   o Under Definitions – add paragraph:
     The primary campus is the campus that schedules the class and receives the FTSE
     for the class, regardless of the location where the class is delivered.

   o Under Standards 2: First sentence – Change “should” to “must” and change “six
     months prior to the assignment whenever possible” to “no later than midnight on
     the dates specified in Article II. B., Section 2 and Article II. C., Section 3”

   o Under Standards 2: Add sentence to paragraph – “Sending your request by email
     and including all appropriate parties is considered to be an acceptable written
     format.”

   o Under Standards 8: Remove “other” in second-to-last sentence.

Appendix B: Unit Guideline – Flex Year Contracts for Instructional Faculty

   o Under Parameters: First paragraph, strike “169” and after “days of accountability,”
     add “(169 for Academic Year Faculty, and 221 for 12-month Faculty)”; and after
     “instructional annual workload,” strike “of 30 load hours,” and add “(30 load hours
     for Academic Year Faculty, and 39 load hours for 12-month Faculty)

   o Under Eligibility: First sentence, add “Academic Year” before “Instructional Faculty”

   o Under Eligibility: Add this paragraph at end of section:
     All 12-month Instructional Faculty are automatically on a flex schedule and should
     meet with their supervising administrator by graduation day, whenever possible, to
     establish the flex schedule for the upcoming contract year.

   o Under Other Provisions: Strike sections 1 and 2

   o “Examples” becomes new section 1

   o Under Examples: After “In order to assist,” add “Academic Year”

   o “Leaves of Absence” becomes new section 2

Appendix N. Step Progression Plan – modify language pertaining to plans held in abeyance.
I. General

   o At end of first paragraph: Add “In 2014/15, a 16th step was added to the Faculty
     Salary Schedules. Faculty on step 15 who want to move to step 16 need to complete
the step progression plan during the 2014/2015 academic year to gain eligibility for step advancement for 2015/2016.

Appendix P: Task Force to Review Full-Time, Regular Facility Hiring (new)

Following text is new:

**Background:**

During the 2014/15 Meet and Confer session, PCCEA and the Management Team agreed to convene a Task Force to review the Faculty Personnel Policy Statement Articles III and VIII, SPG 4201/BB and BC, and any related College policies and HR practices pertaining to full-time, regular faculty hiring. The goals are: 1) to seek ways to better meet campus and/or discipline needs by increasing campus control over positions without conflicting with district-wide priorities, 2) to seek ways to improve the interactions of faculty, administrators and human resources analysts in the process, 3) to pilot recommended changes in the 2014-15 faculty recruitment cycle, and 4) to recommend final policy language changes.

**Charge:**

1. Review current policies and practices related to distribution of faculty positions and create an interim position distribution process to be sent to the Chancellor by June 30, 2014.

2. Review current policies and practices related to lateral transfer, external job announcements, advertising of positions, and recruitment cycle timeline and create an interim transfer and recruitment process to be sent to the Chancellor by July 31, 2014.


4. After the review of the interim processes above and SPG 4201/BC, recommend needed modifications and reorganization for consideration during the spring 2015 Meet and Confer meetings. The final improvements will be subsequently presented to the Meet and Confer teams and Faculty Senate, as appropriate, for revision during the spring 2015 Meet and Confer process.

**NOTE:** During the interim period, affected policies (except SPG 4201/BC, if approved) are suspended and replaced by interim processes.

Appendix Q: Task Force to Review Horizontal Movement on the Faculty Salary Schedule (new)

Following text is new:

**Background:**

During the 2013/14 Meet and Confer session, PCCEA and the Management Team agreed to convene a Task Force to review the Faculty Personnel Policy Statement Appendix A pertaining to language on Horizontal movement on the Faculty Salary Schedule. The current language remains in effect during this review.

(Continued)
**Charge:**

1. Evaluate the use of professional certifications and licensures for horizontal movement and initial horizontal placement on the Faculty Salary Schedule, with the goal of improving recruiting and career advancement for occupational faculty.

2. Study additional options, such as approved undergraduate coursework, for horizontal movement and initial horizontal placement on the Faculty Salary Schedule for all faculty.

3. Benchmark practices at other community colleges in Arizona and nationwide.

4. Finalize work and policy language recommendations by January 30, 2015, for presentation to faculty and administration in a final report. The final report will be subsequently presented to the Meet and Confer Teams for revision, as appropriate, in the 2014/2015 Meet and Confer process.

**Task Force Membership, Composition, and Meeting Schedule:**

1. PCCEA will appoint instructional faculty to serve from transfer, developmental education, and occupational disciplines, as well as Educational Support Faculty. The faculty committee members will appoint a faculty co-chair.