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

2. Pledge of Allegiance

Public Comment

3. Public Comment – Call to Audience

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

Reports

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

5. Chancellor’s Report
   - Chancellor 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.
     - Automotive Update
     - VFA/Vision 20/20 Metrics
     - Strategic Planning
     - Adjunct Faculty Task Force Update
     - Temporary Employee Task Force Update

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

7. Academic Reports
   - HLC Progress
   - Veterans Update

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

Information Items

9. Separations from Employment
   - Information item listing retirements and separations from employment: Alejandro Angulo, Carla B. Boyd, Caleb K. Brewer, Kelly F. Brumbaugh, Marjorie E. Crook, Aurora M. Goncalves-Shaner, Bradley D. Langer, Lisa R. Langston-Golembiewski, Sereda A. Suero and Rene S. Valdez

10. Student Aide Placements
    - Information item listing student aide placements: None to report.

11. Board Policy Changes
    - Information item listing the changes to policies effective during the period June 3 through June 24, 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 June 11, 2014
   B. Public Hearing of June 11, 2014
   C. Special Meeting of June 11, 2014
   D. Regular Meeting of June 11, 2014
   E. Special Meeting of June 25, 2014

13. Consent Agenda

13.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Jonathan Bolin, Police Officer Recruit in Training – Public Safety; Gary Cruze, Director of Organizational Effectiveness & Development - Human Resources; Stacy Hackett, Educational Support Faculty Counselor – DC; Rayan Hanna, Community Service Officer – Public Safety; Lisa Levine, Instructional Faculty Writing – 1-year Administrative Appointment – DV; Kimberly Martinson, Instructional Faculty Writing – 1-year Administrative Appointment – DV; Richard Montano, Educational Support Faculty Counselor – CC; Kelly O'Keefee, Instructional Faculty – Health Information Technology DC; Todd Slaney, Educational Support Faculty Counselor – DC; Hilary Wakefield, Instructional Faculty Biology – 1-year Administrative Appointment – DV; James Winger, Instructional Faculty Logistics – 1-year Administrative Appointment – EC and Megan Workman, Instructional Faculty Biology – DC.

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: JeanMarie Bianchi, Psychology; Isaias Chairez Uriarte, Mathematics; Brittain T. Echols, Fitness and Wellness; Saroja Ginagunta, Chemistry, Mathematics; Polly Juang, Agriculture; Paul A. Lithgow, Math, Engineering; Felipe S. Molina, History; Su L. Neuhauser, Speech Communication; Kimberly Peace-Steimer, Social Services; Demian A. Quiroz, Physics and Stacy J. Tollefson, Agriculture.

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: Dave Archer, Sub-Instructor – Adult Education; Faith Ballesteros, Laboratory Assistant – EMT; Joan Barker, Sub-Instructor – Adult Education; Abigail Baumann, Tutor II – Learning Center;
Action Items (Continued)

Whit Bennett, Office Aide – Science; Kevin Bhatt, Tutor II – Learning Center; Kelly Brumbaugh, Sub-Instructor – Adult Education; Joshua Bryant, Tutor II – Learning Center; Karen Burgan, Sub-Instructor – Adult Education; Angel Burr, Tutor I – Mathematics; Rebecca Byers, Tutor II – Learning Center; Denise Chilston, Support Technician – Information Technology; Janis Collins, Sub-Instructor – Adult Education; Brook Conrardy, Tutor I – Mathematics; Diane Dvoskin, Sub-Instructor – Adult Education; Phillip Elkins, Laboratory Technician – DSR; Michael Guzman, Support Technician – Faculty Resource Center; Julie Kuehnl, Sign Language Interpreter – DSR; Chryseis Lasater, Sub-Instructor – Adult Education; Brian Le, Tutor I – Learning Center; Jade-Lynn Lewis, Non-Credit Instructor – Continuing Education; Zach Lominac, Workforce Trainer – PSESI; Francy Luna, Tutor I – Writing; Tabitha McCarty, Laboratory Assistant – Biology; Angela Merino, Sub-Instructor – Adult Education; Nick Norris, Laboratory Assistant – Science; Nicki Pageau, Laboratory Assistant – EMT; John Parham, Instructor – Upward Bound; Nicholas Patzke, Laboratory Assistant – Science; Richard Quintero, Support Assistant – Adult Education; Richard Riley, Tutor I – Mathematics; Luis Ruiz, Workforce Trainer – PSESI; Liliana Saldana, Tutor I – Mathematics; Morgan Stock, Instructor – Nursing; Peyman Tehrani, Office Aide – Science; John Van Huss, Instructor – Upward Bound; Josephine Weber, Tutor I – Writing; Kevin Weber, Laboratory Assistant – EMT; David Weiel, Non-Credit Instructor – Continuing Education and Tammi Wong, Tutor II – Learning Center.

13.4 Administrator Appointments
- Administration is requesting approval to hire the following individuals: Yira Brimage, Vice President for Student Development – DT; Christina Baiz Felty, Acting Dean – WC; Gwendolyn Joseph, Ph.D., Interim Campus President – DT; Irene Robles-Lopez, Vice President for Student Development – CC.

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.

- Administration is requesting approval of the Desert Vista Campus’ Title V grant proposal. The five year grant is to fund an innovative project focused on expanding opportunities and improving the academic attainment of Hispanic students from October 2014 – September 2019. The cost is $2,624,740.
Action Items (Continued)

13.7 Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a sub-grant from United Way of Tucson and Southern Arizona
   • Administration is requesting approval to renew the First Things First Innovative Professional Development Sub-grant Agreement from July 1, 2014 to June 30, 2015. Desert Vista Campus will receive $79,500. No match is required.

Other Action Items

   • Administration is requesting approval to renew contracts for legal services with three Arizona law firms for fiscal year 2014-2016. Primary Contacts: Lisa Anne Smith, Managing Shareholder — DeConcini McDonald Yetwin & Lacy, P.C.; Timothy Stratton, Partner — Gust Rosenfeld P.L.C.; and Denise Lowell-Britt, Partner — Udall Shumway PLC. Total annual expenditures for the combined work are anticipated to be less than $200,000.

15. Employment Contract: Chancellor
   • This item will first be discussed in Executive Session.

16. Expedited Interim Administrator Appointments
   • Administration is requesting approval to authorize the Chancellor to make expedited interim and acting administrator appointments per ARS 15-1445; BP-1502 and BP-4102. This appointment authority by the Chancellor shall expire on June 30, 2015.

Adjournment

Regular Meeting
August 13, 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](http://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**

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

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

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**Approvals**

Chancellor

Lee D. Lambert, J.D.
<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

4. Governing Board Member Reports

5. Chancellor’s Report

6. Reports by Representatives to the Board

7. Academic Reports

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**Approvals**

Chancellor

Lee D. Lambert, J.D.
Recommendation:

Attached are the financial statements showing preliminary 2013/14 results through May 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 May with a year-to-date increase in net position through month end of approximately $7.1 million. This is an increase from the previous year’s increase of $5.9 million. Principally, this is due to a $3 million increase in Property Tax revenue and an offsetting $2 million decrease in tuition and fees revenues.

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 90.4 percent of budget, which is slightly higher than the previous year’s 89.6 percent. In absolute terms, year to date Personal Services expenditures are $107.7 million, which is $1.9 million higher than the same period of fiscal year 2013. The majority of the increase is in fringe benefits and staff expenses, which are offset by a decrease in adjunct faculty expenses.

Services and Supplies expenditures are approximately 74.5 percent of the budget, which is higher than the previous year’s 69.1 percent. In absolute terms, Services and Supplies expenditures were $23.7 million, which is $1.6 million higher than the amount from the same period of fiscal year 2013. The majority of the increase is in contractual services. Transfers are less than the previous year due to the transfer made last fiscal year in July of $3.4 million from the General fund to complete the payment for the lease / purchase of the Northwest Campus building A. This transfer was not required this fiscal year.
Statement of Net Position:

As shown in The Statement of Net Position, the total net position at the end of May was $222.3 million, which is a decrease of about $1.1 million compared to the same time last year. This represents a decrease in total assets for $3.1 million.

Approvals

Contact Person ____________________________
David Bea, Ph.D.

Chancellor ________________________________
Lee D. Lambert, J.D.
### Statement of Net Position (formerly Statement of Net Assets)

**May 31, 2014**  
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$26,668,911</td>
<td>$9,284,465</td>
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<tr>
<td>Receivables:</td>
<td></td>
<td></td>
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<tr>
<td>Short-term Investments</td>
<td>35,011,667</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>10,939,182</td>
<td>10,939,182</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>1,995,104</td>
<td>1,995,104</td>
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<tr>
<td>Student Loans (net of allowances)</td>
<td>92,461</td>
<td>92,461</td>
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<tr>
<td>Other</td>
<td>505,172</td>
<td>29,426</td>
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<tr>
<td>Inventories</td>
<td>480,964</td>
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<tr>
<td>Prepaid Expenses</td>
<td>816,431</td>
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</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>78,420,065</td>
<td>11,308,995</td>
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<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>4,316,319</td>
<td>4,316,319</td>
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<tr>
<td>Notes Receivable (net of allowances)</td>
<td>460,318</td>
<td>460,318</td>
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<tr>
<td>Other Long-term Investments</td>
<td>10,826,130</td>
<td>20,000,000</td>
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<td>Investments in Capital:</td>
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<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
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<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>82,725,342</td>
<td>82,725,342</td>
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<tr>
<td>Construction in Progress</td>
<td>10,425,098</td>
<td>10,425,098</td>
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<td>Equipment (net of depreciation)</td>
<td>4,123,053</td>
<td>4,123,053</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><strong>Total Noncurrent Assets</strong></td>
<td>10,826,130</td>
<td>139,174,032</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$89,246,195</td>
<td>$11,308,995</td>
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<table>
<thead>
<tr>
<th>Liabilities</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
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<tr>
<td>Accrued Payroll and Benefits</td>
<td>4,394,731</td>
<td>4,394,731</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>38,173</td>
<td>102,758</td>
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<td>Deposits Held in Custody</td>
<td>407,167</td>
<td>407,167</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,219,839</td>
<td>4,219,839</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>8,652,743</td>
<td>102,758</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
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<tr>
<td>Unearned Revenue</td>
<td>6,552,391</td>
<td>254,429</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
<td>1,355,000</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>9,828,143</td>
<td>1,609,429</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$18,480,886</td>
<td>$102,758</td>
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</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
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<tr>
<td>Loans</td>
<td>1,441,656</td>
<td>1,441,656</td>
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<tr>
<td>Debt Service</td>
<td>1,781,141</td>
<td>1,781,141</td>
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<tr>
<td>Other (Capital Projects)</td>
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<tr>
<td>Grants and Contracts</td>
<td>2,331,342</td>
<td>2,331,342</td>
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<tr>
<td>Unrestricted</td>
<td>70,765,309</td>
<td>8,874,895</td>
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<tr>
<td><strong>Total Net Position</strong></td>
<td>$70,765,309</td>
<td>$11,206,237</td>
</tr>
</tbody>
</table>

**Total Net Position: Current Year vs. Prior Year**  
$(1,118,768)$
# Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For Eleven Months Ending May 31, 2014**

*(Preliminary)*

<table>
<thead>
<tr>
<th></th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General &amp; Auxiliary Designated Funds</strong></td>
<td><strong>Auxiliary &amp; Restricted Funds</strong></td>
<td><strong>Plant &amp; Other Funds</strong></td>
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<tr>
<td><strong>Operating Revenues</strong></td>
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<td></td>
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<tr>
<td>Tuition and Fees</td>
<td>47,449,247</td>
<td>1,710</td>
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<tr>
<td>Contracts</td>
<td>2,332,031</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td></td>
<td></td>
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<tr>
<td>Commission and Rents</td>
<td>30,000</td>
<td>212,100</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>595,862</td>
<td>390,157</td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>50,407,140</strong></td>
<td><strong>1,559,490</strong></td>
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<tr>
<td><strong>Nonoperating Revenues</strong></td>
<td></td>
<td></td>
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<tr>
<td>State Appropriations</td>
<td>7,136,600</td>
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<tr>
<td>Property Taxes</td>
<td>94,816,730</td>
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<tr>
<td>Federal Grants</td>
<td>8,594</td>
<td>44,731,915</td>
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<tr>
<td>State and Local Grants</td>
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<td></td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>1,906,094</td>
<td></td>
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<tr>
<td>Gifts</td>
<td>519,327</td>
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<tr>
<td>Investment Income</td>
<td>465,262</td>
<td>1,932</td>
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<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td><strong>102,427,186</strong></td>
<td><strong>48,580,892</strong></td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>152,834,326</strong></td>
<td><strong>50,140,382</strong></td>
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<tr>
<td><strong>Operating Expenses</strong></td>
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<td></td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>48,146,433</td>
<td>3,413,170</td>
</tr>
<tr>
<td>Academic Support</td>
<td>19,526,612</td>
<td>2,762,677</td>
</tr>
<tr>
<td>Student Services</td>
<td>20,256,716</td>
<td>3,416,827</td>
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<tr>
<td>Institutional Support</td>
<td>31,848,718</td>
<td>(363,585)</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>11,684,708</td>
<td>110,968</td>
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<tr>
<td>Depreciation</td>
<td>6,834,880</td>
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<tr>
<td>Student Financial Aid</td>
<td>939,956</td>
<td>38,239,327</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>821,792</td>
<td>(39,944)</td>
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<tr>
<td><strong>Contingency</strong></td>
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<td></td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>132,403,143</strong></td>
<td><strong>48,401,176</strong></td>
</tr>
<tr>
<td><strong>Income Before Other Expenses</strong></td>
<td><strong>20,431,183</strong></td>
<td><strong>1,739,206</strong></td>
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<tr>
<td><strong>Transfers</strong></td>
<td>(10,238,077)</td>
<td>(2,836,861)</td>
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<tr>
<td><strong>Capital Appropriations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Capital Gifts and Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td><strong>10,193,106</strong></td>
<td><strong>(1,097,655)</strong></td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
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<tr>
<td>Total Net Position - Beginning of Year</td>
<td>60,572,203</td>
<td>12,303,892</td>
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<td>Total Net Position - End of Period</td>
<td><strong>70,765,309</strong></td>
<td><strong>11,206,237</strong></td>
</tr>
</tbody>
</table>

**Total Net Position - End of Period: Current Year vs. Prior Year**  
$ (1,118,768)
### Expenditures by Function

#### Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$ 58,401,396</td>
<td>$ 48,146,433</td>
<td>82.4 %</td>
<td>$ 10,254,963</td>
<td>$ 49,925,975</td>
<td>80.2 %</td>
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<tr>
<td>Academic Support</td>
<td>25,023,736</td>
<td>19,526,612</td>
<td>78.0 %</td>
<td>5,497,124</td>
<td>19,005,265</td>
<td>79.3 %</td>
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<tr>
<td>Student Services</td>
<td>23,589,893</td>
<td>20,256,716</td>
<td>85.9 %</td>
<td>3,333,177</td>
<td>18,328,404</td>
<td>82.1 %</td>
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<tr>
<td>Institutional Support</td>
<td>36,521,733</td>
<td>31,848,718</td>
<td>87.2 %</td>
<td>4,673,015</td>
<td>31,113,407</td>
<td>90.1 %</td>
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<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,480,625</td>
<td>11,684,708</td>
<td>86.7 %</td>
<td>1,795,917</td>
<td>11,155,759</td>
<td>87.4 %</td>
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<tr>
<td>Student Financial Aid</td>
<td>1,137,760</td>
<td>939,956</td>
<td>82.6 %</td>
<td>197,804</td>
<td>1,103,970</td>
<td>99.8 %</td>
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#### Other Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>10,253,000</td>
<td>10,238,077</td>
<td>99.9 %</td>
<td>14,923</td>
<td>12,286,342</td>
<td>100.0 %</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>8,384,857</td>
<td>8,384,857</td>
<td>100.0 %</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures</td>
<td>$ 176,793,000</td>
<td>$ 142,641,220</td>
</tr>
</tbody>
</table>

### Expenditures by Account

#### Personal Services

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$ 7,073,352</td>
<td>$ 6,045,364</td>
<td>85.5 %</td>
<td>$ 1,027,988</td>
<td>$ 5,743,379</td>
<td>89.5 %</td>
</tr>
<tr>
<td>Faculty</td>
<td>22,491,771</td>
<td>22,383,526</td>
<td>99.5 %</td>
<td>108,245</td>
<td>22,661,714</td>
<td>96.8 %</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,352,925</td>
<td>803,508</td>
<td>59.4 %</td>
<td>549,417</td>
<td>834,592</td>
<td>66.3 %</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>11,723,671</td>
<td>11,723,671</td>
<td>100.0 %</td>
<td></td>
<td>13,665,354</td>
<td>97.1 %</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>41,880,055</td>
<td>37,067,105</td>
<td>88.5 %</td>
<td>4,812,950</td>
<td>34,844,717</td>
<td>87.5 %</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,380,693</td>
<td>4,099,828</td>
<td>76.2 %</td>
<td>1,280,865</td>
<td>3,794,089</td>
<td>73.8 %</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>29,252,667</td>
<td>25,585,690</td>
<td>87.5 %</td>
<td>3,666,977</td>
<td>24,311,943</td>
<td>86.8 %</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>$ 119,155,134</td>
<td>$ 107,708,692</td>
<td>90.4 %</td>
<td>$ 11,446,442</td>
<td>$ 105,855,788</td>
<td>89.6 %</td>
</tr>
</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>5,711,598</td>
<td>4,741,954</td>
</tr>
<tr>
<td>Travel</td>
<td>2,477,041</td>
<td>1,661,410</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>13,260,310</td>
<td>10,597,650</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,888,175</td>
<td>3,717,033</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,137,760</td>
<td>939,956</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,327,410</td>
<td>2,042,857</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>$ 31,802,294</td>
<td>$ 23,700,860</td>
</tr>
</tbody>
</table>

#### Capital Equipment

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>434,528</td>
<td>393,770</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>10,253,000</td>
<td>10,238,077</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>13,943,101</td>
<td>117,084</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>$ 176,793,000</td>
<td>$ 142,641,220</td>
</tr>
</tbody>
</table>
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

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

- Tuition and Fees: $49,692,603 (33%)
- State Appropriations: $7,353,500 (5%)
- Property Taxes: $91,248,538 (60%)
- Other Revenues: $3,500,489 (2%)

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

- Tuition and Fees: $47,449,247 (31%)
- State Appropriations: $7,136,600 (5%)
- Property Taxes: $94,816,730 (62%)
- Other Revenues: $3,431,749 (2%)

General & Designated Funds YTD Revenues

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

Bar chart showing monthly revenue from July 2013 to June 2014.
General & Designated Fund Expenditures Year to Date
Comparison with Prior Year

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

- Instruction: $49,925,975 (35%)
- Academic Support: $19,005,265 (13%)
- Student Services: $18,328,404 (13%)
- Institutional Support: $31,113,407 (22%)
- Operation & Maintenance of Plant: $11,155,759 (8%)
- Other: $13,390,312 (9%)

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

- Instruction: $48,146,433 (34%)
- Academic Support: $20,256,716 (14%)
- Student Services: $20,256,716 (14%)
- Institutional Support: $31,848,718 (22%)
- Operation & Maintenance of Plant: $11,684,708 (8%)
- Other: $20,000,000 (8%)

General & Designated Funds YTD Expenditures by Program

General & Designated Funds YTD Expenditures by Program

- Jul FY13: $0
- Aug FY13: $1,500,000
- Sep FY13: $2,500,000
- Oct FY13: $3,000,000
- Nov FY13: $4,000,000
- Dec FY13: $5,000,000
- Jan FY14: $6,000,000
- Feb FY14: $7,000,000
- Mar FY14: $8,000,000
- Apr FY14: $9,000,000
- May FY14: $10,000,000
- Jun FY14: $11,000,000

Legend:
- Instruction
- Academic Support
- Student Services
- Institutional Support
- Operation & Maintenance of Plant
- Other
General & Designated Fund Expenditures Year to Date
Comparison with Prior Year

General & Designated Funds YTD Operating and Personnel
Expenditures by Account - FY13 - Prior Year
For the Eleven Months Ending May 31, 2013

General & Designated Funds YTD Operating and Personnel
Expenditures by Account - FY14 - Current Year
For the Eleven Months Ending May 31, 2014
<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Aug</td>
<td>$50,000,000</td>
<td>$50,000,000</td>
</tr>
<tr>
<td>Sep</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
</tr>
<tr>
<td>Oct</td>
<td>$150,000,000</td>
<td>$150,000,000</td>
</tr>
<tr>
<td>Nov</td>
<td>$200,000,000</td>
<td>$200,000,000</td>
</tr>
<tr>
<td>Dec</td>
<td>$250,000,000</td>
<td>$250,000,000</td>
</tr>
<tr>
<td>Jan</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Feb</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Mar</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Apr</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>May</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Jun</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Assets</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td>Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.</td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.</td>
</tr>
<tr>
<td>Receivables</td>
<td>A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College’s additional short-term investments. The duration of the investments is less than one year.</td>
</tr>
<tr>
<td>Property taxes</td>
<td>The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.</td>
</tr>
<tr>
<td>Accounts</td>
<td>Student account receivables. Student receivables arise from transactions related to tuition and fees. It’s normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student’s parents, or a third party (e.g., the student’s employer).</td>
</tr>
<tr>
<td>(net of allowances)</td>
<td>The collectibility of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.</td>
</tr>
<tr>
<td>Government Grants &amp;</td>
<td>Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College’s government grants. The grants are applied to students’ accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.</td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td>Various federal loan programs are available to students who meet eligibility requirements. Part of the loan receivable is for National Direct Student Loans (NDSL)/ Perkins where the College is responsible for collecting the balance due. The remaining loans are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by the College. These loans are also applied to the student’s account and the College is reimbursed after the fact.</td>
</tr>
<tr>
<td>Other</td>
<td>Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.</td>
</tr>
<tr>
<td>Inventories</td>
<td>Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.</td>
</tr>
</tbody>
</table>

---

*Include any additional notes or clarifications here.*
Noncurrent Assets

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

Restricted Cash & Cash Equivalents

If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College’s restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.

Notes Receivable

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

Other Long-term Investments

Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College’s other long-term investments. The maturities are generally from one to three years.

Investments in Capital

Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.

Land

This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.

Buildings & Leasehold improvements

This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset’s useful life.

Construction in Progress

This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.

Equipment

Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College’s capitalization threshold is $5,000.

Library Books

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

(net of depreciation)

Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.

Liabilities

Current Liabilities

Current liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.

Accrued Payroll & Benefits

Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College’s payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.

Accounts Payable & Accrued Liabilities

When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.
Glossary for Financial Reports

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

Commission & Rents  Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th><strong>Glossary</strong></th>
<th><strong>Property Instruction</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
<td>Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.</td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
<td>Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.</td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
<td>Funds appropriated to the College through the State budget process.</td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
<td>Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.</td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
<td>Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.</td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
<td>Includes all amounts earned on grants from state, local government and nongovernmental organizations.</td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
<td>Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.</td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
<td>Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td>Includes dividends, interest, or royalties and gains or losses on investments.</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>Includes expenses for all activities that are part of an institution’s instruction program. For example, faculty salaries are included in the Instructional expenses.</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>Includes expenses incurred to provide support services for the institution’s primary programs of instruction, research, and public service. It includes the following activities:</td>
</tr>
<tr>
<td></td>
<td>• The retention, preservation, and display of educational materials, such as libraries, museums, and galleries</td>
</tr>
<tr>
<td></td>
<td>• Media, such as audio-visual services, and technology, such as computing support</td>
</tr>
<tr>
<td></td>
<td>• Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions</td>
</tr>
<tr>
<td></td>
<td>• Separately budgeted support for course and curriculum development</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students’ emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.</td>
</tr>
</tbody>
</table>
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: 7/9/14  
Item Number: 9

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

Information:

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

**Retirements**

**Angulo, Alejandro**  
Trades/Maintenance Specialist  
DO – Plant Operations  
Start Date: 2/19/97  
End Date: 6/30/14

**Brumbaugh, Kelly F.**  
Instructional Faculty  
DC – Automotive  
Start Date: 8/17/92  
End Date: 5/22/14

**Crook, Marjorie E.**  
Support Specialist  
NW – Academic Services  
Start Date: 9/15/97  
End Date: 7/7/14

**Suero, Sereda A.**  
Student Services Specialist  
CC – Enrollment Services  
Start Date: 7/20/87  
End Date: 6/27/14

**Corrections:**  
John Kordich’s initial hire date is 8/20/97. James Phillips’ initial hire date is 4/20/79. The initial hire date was incorrectly stated on the June 2014 separations report.
Separations from Employment

**Boyd, Carla B.**
Advanced Program Coordinator
DV – Center for Training and Development
Effective: 6/30/14

**Brewer, Caleb K.**
Police Officer
DO – Public Safety Operations
Effective: 6/6/14

**Goncalves-Shaner, Aurora M.**
Instructional Faculty
WC – Performing Arts
Effective: 5/22/14

**Langer, Bradley D.**
Instructional Faculty
NW – Languages and the Arts
Effective: 5/22/14

**Langston-Golembiewski, Lisa R.**
Community Service Officer
DO – Public Safety Operations
Effective: 6/16/14

**Valdez, Rene S.**
Community Service Officer
DO – Public Safety Operations
Effective: 6/16/14

---

Approvals

Contact Person _________________________ **Charlotte Fugett**
Charlotte Fugett

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

Meeting Date: 7/9/14  
Item Number: 10

<table>
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<tbody>
<tr>
<td>Student Aide Placements</td>
<td>Vice Chancellor for Human Resources (206-4586)</td>
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</table>

**Information:**

No names for submission.

**Approvals**

Contact Person [Charlotte Fugett]
Charlotte Fugett

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

**Meeting Date:** 7/9/14  
**Item Number:** 11

<table>
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<th>Item Title</th>
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<td>Board Policy Changes</td>
<td>Deborah Yoklic</td>
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<tr>
<td></td>
<td>Assistant Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
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</table>

**Information:**

For your information, the Chancellor informs the Board of Governors of the following changes to policies effective during the period June 3, 2014 through June 24, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies.

- RG-3101/A  : Assessment of Prior Learning
- RG-3101/B  : Secondary School Occupational Course Articulation – Deletion
- RG-3105/D  : Program Review - Deletion
- RG-3117/A  : General Education
- RG-3506/A  : Limited Enrollment, Selective Admissions Programs
- SPG-3101/AA: Assessment of Prior Learning
- SPG-3117/AA: General Education
- SPG-3501/AA: Admissions
- SPG-3506/AA: Limited Enrollment (Selective Admissions) (Interim) – Deletion
- SPG-3506/AB: Admissions Process for Limited Enrollment Programs in HRP (Interim) – Deletion

---

**Approvals**

Contact Person  
Deborah Yoklic  
Deborah Yoklic

Chancellor  
Lee D. Lambert, J.D.
I. Purpose

This regulation describes responsibility for ensuring that the College offers quality credit for prior learning. Credit for prior learning recognizes that students may have had documentable learning experiences outside the college classroom that are equivalent to the required competencies in a Pima Community College course. Unless standard national assessments are used, credit awarded will be based on the evaluation of prior learning by College faculty.

II. Credit for Prior Learning Assessment

A. National Standardized Tests. These tests include College-Level Examination (CLEP), International Baccalaureate (IB), and Advanced Placement (AP) Tests. Students who earn at least the minimum score
determined by the appropriate College Discipline Area Committee (CDAC) will receive College credit.

B. Challenge Exams: Challenge exams may be offered for individual courses at the discretion of department/discipline faculty. Students who register and pay for the course will receive the appropriate credit for successful completion of the challenge exam.

C. Military Experience. College credit may be awarded for military training or courses and enlisted ranks/military occupational specialties (MOS) which have been evaluated by the American Council on Education (ACE) Guide.

D. Professional Training. College credit may be awarded for professional training courses sponsored by business and industry, government, and labor which have been evaluated by the American Council on Education (ACE).

E. Portfolio Evaluation. Acceptance of portfolio work will be determined by the appropriate discipline faculty and/or College Discipline Area Committee (CDAC). The portfolio must offer detailed evidence of learning outcomes and supporting documentation, and may include descriptions of professional experience.

III. Roles and Responsibilities

The Board of Governors authorizes the Chancellor to delegate authority and responsibility through the Provost/Executive Vice Chancellor for Academic and Student Services to the Vice Provost and Assistant Vice Chancellor for Academic Services ensure policy implementation and quality and integrity of the program/process.
I. Purpose

This regulation sets forth the standard for general education for the College. General education is that portion of the degree or certificate program that provides students with the opportunity to acquire the knowledge, skills, and approaches that are fundamental to every individual’s effort to have a more satisfying life and to function as a more effective citizen.

II. Standards

For Pima Community College's transfer degrees (Associate of Arts, Associate of Business, Associate of Fine Arts, and Associate of Science), a student fulfills the general education requirement by completing the statewide Arizona General Education Curriculum (AGEC) composed of thirty-five (35) credits. For the
College's occupational (Associate of Applied Arts, Associate of Applied Science, Associate of General Studies) and workforce response degrees, the student is required to complete eighteen (18) general education credits and the Computer and Information Literacy requirement. For the College's occupational (direct employment) certificates requiring thirty (30) or more credits, the student is required to complete six (6) general education credits. For certificates under thirty (30) credits, the student is not required to complete general education credits.

The thirty-five (35) credits of the AGEC are completed in English Composition, Humanities and Fine Arts, Mathematics, Biological and Physical Sciences, Social and Behavioral Sciences, and Other Requirements. The eighteen credits (18) of direct employment degree general education are completed in Communication; Analysis and Critical Thinking; Humanities, Social Science, Leadership and Ethics; and Computer and Information Literacy.

III. Roles and Responsibilities

A sub-committee of the College Curriculum Council, The General Education Committee, composed of faculty and an administrator, establishes requirements and criteria for general education. The development of general education courses is a college-wide endeavor with administrators providing leadership, faculty providing expertise, and college staff providing data and technical assistance.

The College’s Board of Governors authorizes the Provost/Executive Vice Chancellor, Academic and Student Services the authority to approve general education requirements and courses.
Certain occupational educational programs must limit student enrollment to comply with rules, regulations, and prescribed procedures by state and/or national agencies for certification, registry, licensure, program accreditation, or limited College or community resources, local agency agreements, or industry employment standards. This regulation ensures that all such programs establish criteria and a selection process that provide students an equitable opportunity for access and success.

The Office of the Chancellor delegates authority and responsibility to the Provost/Executive Vice Chancellor to approve all limited enrollment, selective admissions processes.
I. **Program Modifications**

Modifications of a program from an open to a limited enrollment, selective admissions program, or vice versa, will be recommended by the program and appropriate administrative leadership and submitted, with a rationale, to the Provost for approval.

II. **Criteria for Developing Selective Admissions Standards**

A. Each program area using selective admissions will develop and implement a process for selection which is appropriate for the program and which provides equitable access, fosters a diverse student body, and promotes student success.

   The process will ensure that selection is not based solely on any single criteria.

B. Criteria may include: prerequisite course(s), grade point average, a minimum score on one or more assessments, an interview, or other appropriate criteria.

III. **Procedure for Developing Selective Admissions Standards**

A. The faculty and appropriate administrator(s) for each program approved for selective admissions will develop a selective admissions process.

B. The appropriate administrator will forward the recommended selective admissions process to the Campus President, who will review and forward the recommendation to the Provost.

C. The Provost will review and make a final determination on the recommendation.

D. The approved selective admissions process for each program will be clearly stated in the College online program information.
IV. Evaluation of the Selective Admissions Process

A. An evaluation of the effectiveness of the criteria and process for each selective admissions program will be included in Program Review.

B. The Provost will review the selective admissions data from the Program Review report and make recommendations as needed.
I. Purpose

The purpose of this standard practice guide is to implement the regulation on assessment of prior learning as demonstrated through national standardized tests (College-Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB)); challenge exams; military service; professional certifications; and portfolio evaluation.

II. Acceptance and Articulation of Prior Learning

Pima Community College may accept based on faculty recommendations, credit earned through College-Level Examination Program (CLEP), Advanced
Placement (AP), and International Baccalaureate (IB) scores, challenge exams taken at the College, American Council on Education (ACE) recommendations for military service or professional certifications/training based on American Council on Education (ACE), and the evaluation of prior learning through portfolio work. A student must have completed a minimum of 6 credits at the College for any prior learning credits to be evaluated, articulated, and/or applied toward a degree or certificate conferred by the College.

A. Credit equivalency for CLEP, AP and IB scores is reviewed and recommended by the appropriate College Discipline Area Committee (CDAC), per the equivalencies agreed upon by the state wide Articulation Task Force. The recommendations are given to the Vice Provost and Assistant Vice Chancellor for Academic Services. Credit will not be given for a course that is equivalent to, at a level below, or substantially overlaps, another course in which a student is enrolled or has already earned credit. Tables in the College catalog (PDF version) identify the Pima equivalents for CLEP, AP and IB scores.

B. Challenge exams may be offered for individual courses as the discretion of department/discipline faculty. Students must register and pay for the course they wish to challenge prior to taking the challenge exam. Upon successful completion of the exam, students will receive credit for the course. Credit will not be given for a course that is equivalent to, at a level below, or substantially overlaps, another course in which a student is enrolled or has already earned credit unless the course is a specific requirement, rather than an elective, for his/her program. Credits earned through challenge exam are not applicable toward completion of the AGEC.

C. Credits from properly transcripted military service and professional certifications/training are accepted, at the discretion of the department/discipline faculty, utilizing ACE recommended equivalencies. Credits earned through military service or professional certifications/training are not applicable toward completion of the AGEC.

D. Acceptance of credit earned through portfolio evaluation is at the discretion of the departments/discipline faculty and/or CDAC. Any accepted portfolio must offer detailed evidence of learning outcomes and supporting documentation, and should include descriptions of professional experience if appropriate. Credit will not be given for a course that is equivalent to, at a level below, or substantially overlaps, another course in which a student is
enrolled or has already earned credit unless the course is a specific requirement, rather than an elective, for his/her program. Credits earned through portfolio evaluation are not applicable toward completion of the AGEC.

III. Transferability of Prior Learning and Applicability toward General Education

Many colleges and universities do not accept transfer credit awarded for prior learning, with the exception of CLEP, AP and IB exams which are accepted at most institutions. Therefore, CLEP, AP, and IB are the only prior learning credits allowable in the AGEC. Other universities do re-evaluate CLEP, AP and IB scores based on their own policies, so while courses which Pima Community College applies toward the AGEC will fulfill general education requirements at the public Arizona universities, they are not guaranteed to meet requirements toward universities’ major, minor or other degree requirements.

Credits earned through assessment of prior learning which are equivalent to courses on the occupational general education list will meet occupational general education requirements.

IV. Grades Awarded for Prior Learning

Credits awarded for CLEP, AP, and IB exam scores will be designated on a student transcript as TP (Transfer Pass) grades, rather than letter grades. Credits are not awarded for scores below the minimum indicated in the catalog.

Credit earned via challenge exam will be indicated on the student transcript by placing an “X” to the left of the assigned grade.

Credit earned via portfolio evaluation, military service and professional training will be indicated on the student transcript by placing an “O” to the left of the assigned grade.

V. Maximum Allowance of Prior Learning Credits Toward Degree or Certificate Completion

The College will allow a maximum of 67% of a program’s credits to be earned through prior learning assessment. Prior learning credits do not apply toward the
minimum credits required to be earned at Pima Community College toward degrees and certificates.
I. Requirements

There are three categories of degrees and certificates, each with their own block of general education requirements:

- occupational (Associate of Applied Arts, Associate of Applied Science or Associate of General Studies) and workforce degrees
- occupational certificates of 30 credits or more
- transfer degrees (Associate of Arts, Associate of Business, Associate of Fine Arts or Associate of Science).

All courses used to meet general education requirement must be completed with a grade of “C” or better. To succeed in general education courses, students should have attained college-level preparedness in reading, writing and mathematics. Details of the requirements for each general education block are found in the College Catalog.
II. Process and Approvals

The General Education Committee:

1. recommends the general education requirements for transfer degrees (the Associate of Arts, Associate of Business, Associate of Fine Arts, and Associate of Science) within statewide guidelines, and recommends requirements for occupational and general studies degrees and certificates to the Provost and Executive Vice Chancellor;

2. evaluates and recommends general education criteria established for each category; and

3. recommends to the Vice Provost and the Provost for approval courses that fulfill general education categories well as course deletions from those categories.

The criteria established for the general education categories and the guidelines for faculty to submit courses for general education values are defined on the Curriculum Services page of the College intranet.

Composition: The General Education Committee is composed of members who represent a variety of faculty constituents concerned with the quality, effectiveness, and integrity of the general education curriculum.

Members:
- Vice Provost and AVC of Academic Services, who serves as the Administrative Co-chair
- Faculty Member Co-chair
- Volunteer faculty representatives from each Curriculum Discipline Area Committee (CDAC)
- Director of Curriculum and Articulation Services

Ex Officio Members:
- District Office Curriculum Coordinators
III. Waiving of General Education

A student who provides transcripts documenting an earned bachelor’s degree from a regionally accredited institution will, upon request, have the general education requirements waived for a certificate or for an associate’s degree as long as the student has a minimum of 60 credits applicable toward the degree, and has met all other graduation requirements. Any degree requirements which would apply toward both the prerequisite, major or support course requirements as well as general education requirements would still need to be met. If the student is pursuing a transfer degree, the degree would be awarded and the general education requirements would be waived, but the Arizona General Education Requirement (AGEC) certification would not be awarded.
SPG Title: Admissions

Effective Date: 3/12/12, 3/29/13
Approval Date: 4/17/01
Review Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12, 3/29/13, 4/17/13, 4/30/14
Revision Date(s): 9/18/08, 5/27/09, 4/15/11, 2/13/12, 3/29/13, 4/17/13, 4/30/14
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Provost/Executive Vice Chancellor for Academic and Student Services
Sponsoring Unit/Department: Provost/Executive Vice Chancellor for Academic and Student Services
Regulation Title & No.: Admissions and Registration, RG-3501/A
Board Policy Title & No.: Admissions and Registration, BP-3501
Cross Reference: Transfer Students and Credit, BP-3111; Equal Educational Opportunity, BP-3112; General Education Requirements, BP-3117 and Limited Enrollment (Selective Admissions), BP-3506

PURPOSE

Admission to Pima Community College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. All individuals who complete the Application for
Admission are admitted to the College and are issued a student identification number and assigned an admission classification based on their intent. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The Office of the Chancellor delegates authority to the Provost/Executive Vice Chancellor to ensure compliance with this Standard Practice Guide and all federal and Arizona laws governing the classification of students for tuition and financial aid purposes.

I. Admission Classification for Credit Students

The College designates three classifications for credit admission in order to comply with federal regulations and state statutes, and to facilitate College reporting; the three classifications are Regular/Degree-Seeking, Non-Degree Seeking and International. Students in either classification are eligible to take any credit course for which they meet the prerequisite(s).

A. Classification as Regular/Degree-Seeking

Students who are degree- or certificate-seeking and who fall within one of the following categories pursuant to ARS 15-1805.01 and 15-1821 are classified as Regular/Degree-Seeking:

1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency;

2. Has a high school certificate of equivalency;

3. Is a transfer student in good standing from another college or university;

4. Is a homeschooled student at least 18 years of age;

5. Demonstrates evidence of potential success at Pima Community College as outlined in the College’s placement evaluation process (SPG-3509/AA);

6. Is under the age of 18 and who achieves one of the following:
a. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test:
b. A composite score of 930 or more on the Scholastic Aptitude Test:
c. A composite score of twenty-two or more on the American College Test:
d. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test:
e. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course:
f. Is a graduate of a private or public high school or has a high school certificate of equivalency:
g. Is a homeschooled student.

B. Classification as Non-Degree Seeking

Students who intend to take credit classes for personal interest, skill development, upgrading job skills, or for transfer toward a degree at another institution, and who do not intend to pursue a degree or certificate at Pima Community College are classified as Non-Degree Seeking.

C. Classification as International

1. International students intending to pursue full-time study must submit the following documents to the International Student Services Office to satisfy admission requirements. Necessary forms are available online.
   a. A completed International Student Application Form.
   b. A copy of the student's most recent TOEFL score report with a minimum score of 500 paper-based test, a minimum score of 173 computer-based test, or a minimum score of 61 internet-based. This requirement may be waived by the International Student Services Office based on the following exemptions with required supporting documentation:
      i. Official transcripts indicating completion of WRT 101 & WRT 102 (or their equivalents) at a regionally accredited institution and earning at least a grade of C or its equivalent for the courses.
      ii. Official high school transcripts indicating completion of all four years at a U.S. high school.
      iii. Applying from an English-speaking country as determined by the U.S. Department of State.
Post-secondary transcripts must be officially translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).

c. Students who score below 500 paper-based, 173 computer-based, 61 internet-based TOEFL may be admitted, but must take the ESL assessment exam for placement into ESL courses.

d. Official secondary school (American high school equivalent) records and transcripts, properly translated into English.

e. A completed Affidavit of Support, along with a bank statement or bank certification, verifying availability of funds in the amount required by the International Student Services Office.

f. A $25.00 non-refundable out-of-country application fee in the form of an international postal money order or U.S. issued certified check made out to Pima Community College.

g. The student must be covered by health insurance. This requirement is met by enrolling in the student health insurance plan provided by PCC. Students who are under the sponsorship of their government or an agency that is responsible for their educational expenses, including medical coverage may waive the student health insurance plan provided by PCC.

2. F-1 International students applying from another school within the United States must include the following documents in addition to those listed above:

   1. An official transcript from the school currently being attended. If post-secondary transcripts are sent, they must be properly translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).

   2. A copy of the I-94 card from the student's passport.

   3. A copy of the visa page from the student's passport.

   4. A copy of the student’s current I-20 form

3. International students must submit the following to satisfy admissions requirements (student who is applying for part-time admission and is in the United States on an active non-immigrant visa status that is not F-1):

   1. A completed International Student Application Form, processed at the International Student Services Office.

   2. A $25.00 non-refundable, out-of-country application fee in the form of an international postal money order or certified check made out to Pima Community College.

   3. A copy of current I-94 card, visa page and passport.
International student applicants under the age of 18 should be informed of the College's recommendation that they have a "guardian" in the United States to represent them in emergency situations since the College is not permitted to act in the place of the parent or guardian.

II. Admission Classification for Non-Credit Students

A. Clock-Hour Students
Students who are certificate seeking in the College’s clock-hour training programs, and who meet the criteria listed in Section I.A. are classified as Regular/Degree-Seeking.

B. Adult Education Students
Students pursuing adult education are classified as Adult Education.

C. Non-Credit Continuing Education Students
Students pursuing continuing education courses are classified as Continuing Education.

D. Non-Credit Community Education
Students pursuing non-credit, community education courses are classified as Non-Credit.
Meeting Date: 7/9/14

Item Number: 12A

Item Title

Unapproved Minutes of the Special Meeting to go into Executive Session on June 11, 2014

Contact Person

Chancellor’s Office
(206-4747)

Recommendation:

The unapproved minutes of the Special Meeting to go into Executive Session on June 11, 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, June 11, 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 Echávarri

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. 201406-01
Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. §38-431.03(A)(3) (legal advice) and A.R.S. § 38-431.03(A)(4) (consultation and legal advice).

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

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

Resumption of Open Session

The Board resumed Open Session at 4:55 p.m.

Adjournment

The meeting adjourned at 4:56 p.m.

__________________________________________
Secretary

__________________________________________
Date
## ACTION ITEM

**Meeting Date:** 7/9/14  
**Item Number:** 12B

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<td>Unapproved Minutes of the Public Hearing on June 11, 2014</td>
<td>Chancellor’s Office</td>
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<td>(206-4747)</td>
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</tbody>
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**Recommendation:**

The unapproved minutes of the Public Hearing on June 11, 2104 are submitted for approval.

---

**Approval**

Chancellor____________________________________  
Lee D. Lambert, J.D.
A Public Hearing of the Pima County Community College District Board of Governors was held on Wednesday, June 11, 2014 at 5:00 p.m., in the Community/Board Room, District Central Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

**BOARD MEMBERS**

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

**BOARD REPRESENTATIVES**

Joe Langlois, Temporary Staff  
Don Harp, Staff  
Michael Tulino, Administrator  

**RECORDING SECRETARY**

Gabriela De Echávarri  

**GENERAL COUNSEL**

Jeffrey Silvyn  

**ADMINISTRATION**

Lee Lambert, Chancellor  
Louis Albert, President, West Campus  
David Bea, Executive Vice Chancellor, Finance and Administration  
Terra Benson, Executive Director of Financial Aid  
Nina Corson, Academic Dean  
Dolores Durán-Cerda, Senior Assistant to the Provost  
Charlotte Fugett, President, East Campus  
Mary Kay Gilliland, Academic Dean  
John Gillis, Academic Dean  
Diane Groover, Assistant Vice Chancellor, Finance  
Rachelle Howell, Assistant Vice Chancellor for Grants  
Zelema Harris, Interim Executive Vice Chancellor for Institutional Effectiveness  
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  
Keith McIntosh, Assistant Vice Chancellor for Information Technology  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Sheila Ortego, President, Community Campus, Interim  
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research  
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services  
Irene Robles-Lopez, Vice President of Student Development (Acting)  
Kate Schmidt, Dean of Online Development (Acting)  
Nancee Sorenson, Vice President of Student Development  
Stan Steinman, Academic Dean  
Brian Stewart, Academic Dean  
Heather Tilson, Executive Director for Enrollment Management  
Michael Tulino, Vice President of Student Development  
William Ward, Vice Chancellor, Facilities  
Deborah Yoklic, Assistant Vice Chancellor
General Matters

Call to Order

David Longoria called the meeting to order at 5:00 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Information/Discussion

Truth in Taxation (TNT) – Notice of Tax Increase

Dr. David Bea, Executive Vice Chancellor for Finance and Administration presented background information on this item.

Public Comment

Constance Junghans addressed the Board regarding property tax increase.

Fiscal Year 2014 Proposed Budget

Executive Vice Chancellor Bea presented the proposed 2014/15 Budget. The total fiscal year 2013-2014 budget is $284.0 million for all funds.

Public Comment Continued

Constance Junghans was provided an opportunity to conclude her comments to the Board. Angela Putzi addressed the Board regarding property tax increase.

Adjournment

The meeting adjourned at 5:55 p.m.

___________________________________________
Secretary

___________________________________________
Date
**ACTIONS ITEM**

**Meeting Date:** 7/9/14  
**Item Number:** 12C

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<tr>
<td>Unapproved Minutes of the Special Meeting on June 11, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
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</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting on June 11, 2014 are submitted for approval.

**Approval**

Chancellor: Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, June 11, 2014 at 5:15 p.m., in the Community/Board Room, District Central Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

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

REPRESENTATIVES TO THE BOARD
Joe Langlois, Temporary Staff
Don Harp, Staff
Michael Tulino, Administrator

RECORDING SECRETARY
Gabriela De Echávarri

GENERAL COUNSEL
Jeffrey Silvyn

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David Bea, Executive Vice Chancellor, Finance and Administration
Terra Benson, Executive Director of Financial Aid
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Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Mary Kay Gilliland, Academic Dean
John Gillis, Academic Dean
Diane Groover, Assistant Vice Chancellor, Finance
Rachelle Howell, Assistant Vice Chancellor for Grants
Zeleta Harris, Interim Executive Vice Chancellor for Institutional Effectiveness
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
Keith McIntosh, Assistant Vice Chancellor for Information Technology
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Sheila Ortego, President, Community Campus, Interim
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Irene Robles-Lopez, Vice President of Student Development (Acting)
Kate Schmidt, Dean of Online Development (Acting)
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
Brian Stewart, Academic Dean
Heather Tilson, Executive Director for Enrollment Management
Michael Tulino, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
General Matters

Call to Order

David Longoria called the meeting to order at 5:56 p.m.

Action Items

Fiscal Year 2015 Property Tax Rates and Levies

**Motion No. 201406-02**

Scott Stewart – M, Marty Cortez – S, to approve the Pima County Community College District’s increase in property tax rates and levies for fiscal year 2014-2015.


**Motion CARRIED.**

Adoption of Fiscal Year 2015 Proposed Budget

**Motion No. 201406-03**

Sylvia Lee – M, Brenda Even – S, to adopt the proposed budget for the Pima County Community College District for fiscal year 2014-2015.


**Motion CARRIED.**

Adjournment

The meeting adjourned at 6:15 p.m.

___________________________________________
Secretary

___________________________________________
Date
Meeting Date: 7/9/14  
Item Number: 12D

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<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of June 11, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Regular Meeting of June 11, 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, June 11, 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
Joe Langlois, Temporary Staff
Don Harp, Staff
Michael Tulino, Administrator

RECORDING SECRETARY
Gabriela De Echávarri

GENERAL COUNSEL
Jeffrey Silvyn

ADMINISTRATION
Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Terra Benson, Executive Director of Financial Aid
Nina Corson, Academic Dean
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Mary Kay Gilliland, Academic Dean
John Gillis, Academic Dean
Diane Groover, Assistant Vice Chancellor, Finance
Rachelle Howell, Assistant Vice Chancellor for Grants
Zelema Harris, Interim Executive Vice Chancellor for Institutional Effectiveness
William Howard, Assistant Vice Chancellor for Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Jansen Lammers, Vice President of Instruction
Keith McIntosh, Assistant Vice Chancellor for Information Technology
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Sheila Ortego, President, Community Campus, Interim
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Irene Robles-Lopez, Vice President of Student Development (Acting)
Kate Schmidt, Dean of Online Development (Acting)
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
Brian Stewart, Academic Dean
Heather Tilson, Executive Director for Enrollment Management
Michael Tulino, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 6:16 p.m.

PUBLIC COMMENT

There were no requests to address the Board.

REPORTS

Governing Board Member Reports

Chairperson’s Report:
Chairperson Longoria thanked the employee groups who presented on Meet and Confer issues at the Board’s Study Session held on June 2, 2014.

Chancellor’s Report

Chancellor Lambert began by introducing Jerry Stitt, Assistant Athletic Director, and Todd Holthaus, Women’s Basketball Head Coach, who introduced Pima College Aztecs Academic and Athletic All-American students who were recognized for their efforts. Chancellor Lambert then continued with the rest of his report.

Highlights included:

- Recognized staff from PCC Veterans Department for their hard work and contribution to complete work for the Veterans’ Affairs review.

- Recognized the Finance Department for receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, which is the highest form of recognition in governmental accounting and financial reporting.

- CJ Karamargin, Vice Chancellor for Federal Government Relations and Public Information presented the results of the Public Perception Survey.

- Continue to re-connect with local employers and connect with local organizations to establish relationships and be responsive to the community’s needs.
• Met with Tucson City Mayor and discussed the development of partnerships with Mexico. The Mayor recognized the tremendous job PCC is doing.

• Announced the College will be hosting 50 students from Mexico who are funded by Fundación Televisa. A consultant will be coming to look at the College’s enrollment management. He thanked Dr. Lou Albert, West Campus President, and his team for putting together a package of instruction for these students.

• The College was invited by the Tucson Hispanic Chamber of Commerce to visit the Ford Plant in Hermosillo, Sonora along with other community members.

• Presented at the Southern Arizona Chamber of Commerce Alliance meeting.

Chancellor Lambert ended his report by noting that he continues to hold office hours at all the campuses and centers and that he has received very positive feedback about what the College is doing. He hopes for PCC to be a premier college in the United States.

Reports by Representative to the Board

Student –
There was no report.

Temporary Staff – Joe Langlois
Temporary Staff Representative Joe Langlois reported on the June 4 meeting. Temporary Staff did not present a recommendation/concern to the Board.

Staff – Don Harp
Staff Representative Don Harp reported on the June 5 Staff Council meeting. Staff Council did not present a recommendation/concern to the Board.

Adjunct Faculty –
There was no report.

Faculty –
There was no report.

Administrator – Michael Tulino
There was no 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, reported on the work that is being done in Human Resources, the Office of Enrollment Management and the Assessment Office in relation the HLC self-study report. She also noted they are working on the details before the report is submitted. She thanked Dr. Harris for her leadership.

Enrollment Management Update
Heather Tilson, Executive Director for Enrollment Management, gave an update on Enrollment Management and presented the recommendations of the Task Force.

Establishing an Office of Assessment
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services, and Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research, gave an update on the establishment of the Office of Assessment.

Chairperson Longoria, on behalf of the Board of Governors, thanked Dr. Harris for her contributions to the College.

Financial Report – April 2014 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending April 2014. Dr. Bea noted that 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.

INFORMATION ITEMS

Separations from Employment

Student Aide Placements

Contract: Foodservice Management

Policy Changes

These items were noted as information items.
ACTION ITEMS

Approval of Minutes

Motion No. 201406-04

Brenda Even – M, Sylvia Lee – S, to approve the minutes of the following meetings: Special Meeting to conduct Executive Session on May 14, 2014; the Regular Meeting of May 14, 2014 and the Study Session of June 2, 2014.

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

Consent Agenda

Motion No. 201406-05

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

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

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

Chairperson Longoria pulled Other Action Items 14 Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators, 2014/2015 Fiscal Year from the agenda and noted they be brought forward at a Special Meeting in the coming week.

Adjournment

The meeting adjourned at 7:40 p.m.

_________________________________________________________________
Secretary

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

ACTIONS ITEM

Meeting Date: 7/9/14
Item Number: 12E

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of June 25, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved Minutes of the Special Meeting of June 25, 2014 are submitted for approval.

Approval

Chancellor______________________________

Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, June 25, 2014 at 6:00 p.m., in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

BOARD MEMBERS

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

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Terra Benson, Executive Director of Financial Aide
Charlotte Fugett, President, East Campus
William Howard, Assistant Vice Chancellor, Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Ted Roush, Vice President of Instruction
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Nancee Sorenson, Vice President of Student Development
Michael Tulino, Vice President of Student Development
Darla Zirbes, President, Northwest Campus (Acting)
GENERAL MATTERS

Chairperson Longoria called the meeting to order at 6:00 pm.

ACTION ITEMS

Personnel Policy Statement for College Employees, Non-Exempt, Exempt, Faculty and Administrators, 2014/2015 Fiscal Year

Chairperson Longoria noted that this item would be approved in sections due to some items being most relevant to the HLC.

HLC Related Policy Changes

Motion No. 201406-06

Scott Stewart – M, Sylvia Lee – S, to approve the suggested changes to the Personnel Policy Statements for College Employees (Common Language).

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

Motion No. 201406-07

Scott Stewart – M, Sylvia Lee – S, to approve the suggested changes to the Personnel Policy Statements for Exempt Employees, Section III. Employment.

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

Motion No. 201406-08

Scott Stewart – M, Sylvia Lee – S, to approve the suggested changes to the Personnel Policy Statements for Non-Exempt Employees, Section III. Employment and New Task Force.

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

Motion No. 201406-09

Sylvia Lee – M, Scott Stewart – S, to approve the suggested changes to the Personnel Policy Statements for Faculty to include two new task forces.

Vote:  All Board members present voted “aye” by voice vote.  None were opposed.  
Motion CARRIED.
**Motion No. 201406-10**

Brenda Even – M, Scott Stewart – S, to approve the holiday schedules listed in the Personnel Policy Statements.

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

**12-Month Instructional Faculty**

Board Member Brenda Even expressed some concern over the language presented for 12 Month Instructional Faculty. The suggested language would allow faculty in certain disciplines to be paid on a 12 month schedule.

**Motion No. 201406-11**

Brenda Even – M to pilot the 12-Month Instructional Faculty for the occupational area for one year. Motion died for lack of second.

Scott Stewart – M, Sylvia Lee – S, to approve the suggested changes to the Personnel Policy Statements for 12-Month Instructional Faculty.

Vote: All Board members present voted “aye” by voice vote. Brenda Even opposed. **Motion CARRIED.**

**Personnel Policy Statements – Reassigned Time**

Brenda Even – M to table the remainder of the Personnel Policy Statements until the Board meeting in July. Motion died for lack of second.

**Motion No. 201406-12**

Sylvia Lee – M, Scott Stewart – S, to approve the Personnel Policy Statements as written with the exception of the reassigned time.

Vote: All Board members present voted “aye” by voice vote. Brenda Even opposed. **Motion CARRIED.**

Scott Stewart – M, Sylvia – S, to approve the reassigned time for the three employee groups.

Each Board member had an opportunity to express their concerns or ask questions regarding reassigned time.
**Substitute motion to the one currently on the table:**
Sylvia Lee – M, Scott Stewart – S, to accept the Non-Exempt Employee unit representative language as stated on page 5, Section VII. A with the caveat that management work with AFSCME to record their hours officially on a time card.

Vote: All Board members present voted “aye” by voice vote. Brenda Even opposed. Motion CARRIED.

Chairperson Longoria, on behalf of the Board, thanked the officers of the respective employee groups for the time they do take away from their positions in order to successful conduct the Meet and Confer and help us facilitate the Meet and Confer process.

**Motion No. 201406-13**

Sylvia Lee – M, Scott Stewart – S, to approve the suggested changes to the Personnel Policy Statements for Faculty, Article XII.D as written with the understanding that the administration would study over the next year a way to separate compensation and other College work assignments.

Vote: All Board members present voted “aye” by voice vote. Brenda Even opposed. Motion CARRIED.

**Compensation and Leave for Administrative Personnel**

**Motion No. 201406-14**

Sylvia Lee – M, Scott Stewart – S, to approve the suggested changes to the Personnel Policy Statements for Administrative Personnel, Section III.A, Section IV.B and Section IV.C.

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

Point of clarification: Board Member Scott Stewart made a motion on the common policy and the discussion excluded the leave section but the motion included all of the common policy.

Board Member Even noted that she appreciated the hard work that has been done but she still has questions and will speak to the groups separately for clarification. Board Member Stewart stated that he appreciated Dr. Even’s questions and would be supportive of her concerns provided the changed didn’t affect the HLC or compensation.

Board Member Scott Stewart stated that going forward he would like to see some changes in Meet and Confer. He does not believe there is a need to address every single area every year. He would like the Board, administration and the employee groups to come up with a way to streamline the Meet & Confer process every year.
Adjournment

The meeting adjourned at 7:15 p.m.

___________________________________________
Secretary

___________________________________________
Date
ACTION ITEM

Meeting Date: 7/9/14  
Item Number: 13

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

Recommendation:

The 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
13.7 Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a Sub-Grant from United Way of Tucson and Southern Arizona

Approval

Chancellor__________________________

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

ACTION ITEM

Meeting Date: 7/9/14  
Item Number: 13.1

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>New Appointments</td>
<td>Vice Chancellor for Human Resources, (206-4586)</td>
</tr>
</tbody>
</table>

Recommendation:

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

Justification:

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

Faculty:

- **Hackett, Stacy**  
  Educational Support Faculty  
  $50,011  
  Effective: 7/14/14  
  DC – Counselor

- **Levine, Lisa**  
  Instructional Faculty  
  $46,970  
  Effective: 8/20/14  
  DV – Writing – 1-year Administrative Appointment

- **Martinson, Kimberly**  
  Instructional Faculty  
  $50,450  
  Effective: 8/20/14  
  DV – Writing – 1-year Administrative Appointment

- **Montano, Richard**  
  Educational Support Faculty  
  $55,666  
  Effective: 7/1/14  
  CC – Counselor

- **O’Keefee, Kelly**  
  Instructional Faculty  
  $43,489  
  Effective: 8/20/14  
  DC – Health Information Technology

- **Slaney, Todd**  
  Educational Support Faculty  
  $50,011  
  Effective: 7/1/14  
  DC – Counselor

- **Wakefield, Hilary**  
  Instructional Faculty  
  $48,710  
  Effective: 8/20/14  
  DV – Biology – 1-year Administrative Appointment

- **Winger, James**  
  Instructional Faculty  
  $43,489  
  Effective: 7/1/14  
  EC – Logistics – 1-year Administrative Appointment
New Appointments

**Workman, Megan**  
**Instructional Faculty**  
Effective: 8/20/14  
DC – Biology  
$54,364

**Staff:**

**Bolin, Jonathan**  
**Police Officer Recruit in Training**  
Effective: 7/14/14  
Public Safety  
$20.34

**Cruze, Gary**  
**Director of Organ. Effec. and Dev.**  
Effective: 8/14/14  
Human Resources  
$84,851

**Hanna, Rayan**  
**Community Service Officer**  
Effective: 7/14/14  
Public Safety  
$13.33

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**Approvals**

Contact Person  
**Charlotte Fugett**  
Charlotte Fugett

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

**Recommendation:**

The Chancellor recommends these individuals as certified adjunct applicants. The Chancellor also recommends these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as noted below as temporary non-credit instructors.

**Justification:**

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.

- **Bianchi, JeanMarie**
  - Discipline(s): Psychology
- **Chairez Uriarte, Isaias**
  - Discipline(s): Mathematics
- **Echols, Brittain T.**
  - Discipline(s): Fitness and Wellness
- **Ginagunta, Saroja**
  - Discipline(s): Chemistry, Mathematics
- **Juang, Polly**
  - Discipline(s): Agriculture
- **Lithgow, Paul A.**
  - Discipline(s): Math, Engineering
- **Molina, Felipe S.**
  - Discipline(s): History
- **Neuhauser, Su L.**
  - Discipline(s): Speech Communication
- **Peace-Steimer, Kimberly**
  - Discipline(s): Social Services
- **Quiroz, Demian A.**
  - Discipline(s): Physics
- **Tollefson, Stacy J.**
  - Discipline(s): Agriculture

**Approvals**

**Contact Person**  
**Charlotte Fugett**

Charlotte Fugett

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

Meeting Date: 7/9/14

Item Number: 13.3

Item Title

Temporary Appointments

Contact Person

Vice Chancellor for Human Resources, (206-4586)

Recommendation:

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

Justification:

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

Dave Archer, Sub-Instructor, Adult Education
Faith Ballesteros, Laboratory Assistant, EMT
Joan Barker, Sub-Instructor, Adult Education
Abigail Baumann, Tutor II, Learning Center
Whit Bennett, Office Aide, Science
Kevin Bhatt, Tutor II, Learning Center
Kelly Brumbaugh, Sub-Instructor, Adult Education
Joshua Bryant, Tutor II, Learning Center
Karen Burgan, Sub-Instructor, Adult Education
Angel Burr, Tutor I, Mathematics
Rebecca Byers, Tutor II, Learning Center
Denise Chilston, Support Technician, Information Technology
Janis Collins, Sub-Instructor, Adult Education
Brook Conrardy, Tutor I, Mathematics
Diane Dvoskin, Sub-Instructor, Adult Education
Phillip Elkins, Laboratory Technician, DSR
Michael Guzman, Support Technician, Faculty Resource Center
Julie Kuehnl, Sign Language Interpreter, DSR
Chryseis Lasater, Sub-Instructor, Adult Education
Brian Le, Tutor I, Learning Center
Jade-Lynn Lewis, Non-Credit Instructor, Continuing Education
Zach Lominac, Workforce Trainer, PSESI
Francy Luna, Tutor I, Writing
Tabitha McCarty, Laboratory Assistant, Biology
Angela Merino, Sub-Instructor, Adult Education

(Continued)
Temporary Appointments

Nick Norris Laboratory Assistant Science
Nicki Pageau Laboratory Assistant EMT
John Parham Instructor Upward Bound
Nicholas Patzke Laboratory Assistant Science
Richard Quintero Support Assistant Adult Education
Richard Riley Tutor I Mathematics
Luis Ruiz Workforce Trainer PSES
Liliana Saldana Tutor I Mathematics
Morgan Stock Instructor Nursing
Peyman Tehrani Office Aide Science
John Van Huss Instructor Upward Bound
Josephine Weber Tutor I Writing
Kevin Weber Laboratory Assistant EMT
David Weiel Non-Credit Instructor Continuing Education
Tammi Wong Tutor II Learning Center

Approvals

Contact Person ____________________________ Charlotte Fugett
Charlotte Fugett

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: 7/9/14
Item Number: 13.4

<table>
<thead>
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<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Administrator Appointments</td>
<td>Vice Chancellor for Human Resources, (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.

Brimage, Yira
Vice President for Student Development
Salary: $114,950
Effective: 7/30/14
Education: Bachelor of Arts, Spanish, Arizona State University, Tempe, Arizona; Master of Education, Educational Leadership and Doctorate of Education Leadership (ABD), Northern Arizona University, Tempe, Arizona
Experience: Ms. Brimage has four years experience as a vice president of student affairs with Phoenix College, Maricopa Community College District. She also has ten years experience as acting vice president of student affairs, dean of student affairs and associate dean of enrollment services with Scottsdale Community College, Maricopa Community College District, and ten additional years experience as director of student affairs, associate/acting director of student affairs, assistant director of student affairs, and program coordinator with Arizona State University.

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

Felty, Christina Baiz
Acting Academic Dean*
Salary: $100,663
Effective: 7/01/14
Education: Bachelor of Fine Arts, Painting and Printmaking, Virginia Commonwealth University, Richmond, Virginia; Master of Arts, Education, University of Arizona, Tucson, Arizona
Experience: Ms. Felty has sixteen years experience as full time instructional faculty for Art Education and Art History which includes twelve years experience as chairperson of the Art and Fashion Design department. She also has served as adjunct faculty in Art

(Continued)
Administrator Appointments

Date: 7/9/14
Page 2

History; an administrative appointment for Art Education and Art History; a Desire2Learn trainer and Student Learning Outcomes Facilitator at Pima Community College. She held the position of Interim Instructional Dean for Arts, Communications and Humanities for eight months. Ms. Felty has thirteen years experience as a teacher in K12 in various school districts in Arizona.

Recruitment Overview:
Chancellor approved extension of current acting assignment.

* Acting assignments are normally for no more than six months or until the regular position is filled whichever comes first. Acting Assignments may be extended upon the approval of Chief Human Resources Officer dependent upon regular recruitment for the position and needs of the college.

**Joseph, Ph.D., Gwendolyn**  
Interim Downtown Campus President  
Salary: $174,670*  
Downtown Campus  
Effective: 7/1/14  
Education: Bachelor of Science, Government, Lamar University, Beaumont, Texas; Master of Science, Occupational Education, Training and Development, University of Houston, Houston, Texas; Doctor of Philosophy, Educational Administration, Community College Leadership Program, University of Texas, Austin, Texas  
Experience: Dr. Joseph has five years experience as vice president of the Kentucky Community and Technical College System in Versailles, Kentucky and one year experience as the interim chief executive officer and dean for Great Falls College of Technology, Montana State University in Great Falls, Montana. She also has eight years experience as dean for San Jacinto College; five years experience as senior researcher for Decision Information Resources, Inc.; and ten years experience as a coordinator, market outreach officer, veteran’s affairs officer and program supervisor at Houston Community College, all located in Houston, Texas.  
Recruitment Overview:  
Chancellor approved extension of current interim assignment.

*Contract length is dependent upon recruitment and successful placement, but no later than December 24, 2014

**Robles-Lopez, Irene**  
Vice President for Student Development*  
Salary: $116,559  
Community Campus  
Effective: 7/10/14  
Education: Bachelor of Interdisciplinary Studies, University of Texas at El Paso, El Paso, Texas; Master of Counseling in Community Counseling, University of Phoenix, Tucson, Arizona  
Experience: Ms. Robles-Lopez has nine years experience as an educational support faculty-counselor with Pima Community College. She has also served in several leadership positions at the college including: advising and counseling coordinator, faculty co-chair- student success college discipline area committee, and Pima Community College Education Association campus representative. She also has four years in various temporary positions, including: adjunct faculty instructor, Fifth Grade Visitation coordinator, academic advisor, and retention specialist with Pima Community College.

(Continued)
Recruitment Overview:
An external recruitment was conducted. Seventeen candidates were invited to interview. Four candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Sheila Ortego, President, Community Campus.

*Ms. Robles-Lopez has been serving in the acting assignment as the vice president for student development since May 20, 2014, and will continue in the acting assignment through July 9, 2014.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Charlotte Fugett</th>
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</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>Lee D. Lambert, J.D.</td>
</tr>
</tbody>
</table>
Non-Substantive Changes to Board Policies

Deborah Yoklic
Assistant Vice Chancellor
(206-4747)

Recommendation:

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

- BP-2303  Environmental Health and Safety
- BP-3121  Diversity
- BP-5503  Naming Opportunities
- BP-5603  Research Involving Human Subjects

Justification:

Changes to the above policy 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.
Pima County Community College District
Board Policy

Board Policy Title: Environmental Health and Safety

Board Policy Number: BP-2303
Adoption Date: 2/14/96
Revision Date(s): 11/10/09, 6/20/14
Review Date(s): 6/20/14
Schedule for Review & Update: Annually Every three years
Unit Responsible for Review & Update: Executive Vice Chancellor for Finance and Administration Facilities
Sponsoring Unit/Department: Executive Vice Chancellor for Finance and Administration Facilities
Motion Number: 5445

Cross Reference:

Pima County Community College District is committed to the protection of the environment and to the health and safety of its students, guests, contractors, and employees. Accordingly, the College will ensure that appropriate environmental health and safety services, programs; and activities are offered to help the College meet its formal obligations and responsibilities for protecting the environment, and the health and safety of its constituencies.
Pima County Community College District
Board Policy

Board Policy Title: Minority Education Diversity

Board Policy Number: BP-3121
Adoption Date: 3/13/91
Revision Date(s): 10/21/03, 6/20/14
Review Date(s): 6/20/14
Schedule for Review & Update: Annually Every three years
Unit Responsible for Review & Update: VC Academic Affairs and Student Development Office of the Provost
Sponsoring Unit/Department: VC Academic Affairs and Student Development Office of the Provost
Motion Number: 4874
Legal Reference: Affirmative Action/Equal Employment Opportunity, BP-1501; Student Success, BP-3509
Cross Reference: Affirmative Action/Equal Employment Opportunity, BP-1501; Student Success, BP-3509

Pima Community College recognizes the values of its multicultural student population and is committed to providing and supporting programs and services that will enable all students from diverse ethnic minority backgrounds to achieve their educational objectives.
The Board of Governors shall approve the naming of existing or new buildings or facilities or programs, when such designations are in the best interests of the College. The Board may approve Nominations shall be submitted to the Board for consideration and approval. Nominations, which may honor an individual, family, or organization who have demonstrated a unique and extraordinary commitment, or who make significant financial gifts, to Pima Community College.

The Board authorizes the Chancellor to develop regulations and procedures to support this policy. In the event that a naming opportunity results from a financial gift, the receipt of the gift must comply with BP 5502.
POLICY EFFECT

Pima County Community College District is committed to The College shall establish procedures for the protection of students, employees, and others who
may conduct or participate in research projects sponsored by, or associated with, Pima County Community College District.

**AUTHORITY TO ESTABLISH PROCEDURES**

The College administration is authorized to establish procedures to implement this policy.
**ACTION ITEM**

**Meeting Date:** 7/9/14  
**Item Number:** 13.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: United States Department of Education, Title V</td>
<td>Ted Roush, Vice President of Instruction, Desert Vista Campus (206-5001)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Desert Vista Campus’ Title V grant proposal titled CIMA – Campus Integrated Model for Attainment. This $2,624,740 five year grant effective October 1, 2014 – September 30, 2019 is to fund an innovative project focused on expanding opportunities and improving the academic attainment of Hispanic students.

**Justification:**

The Desert Vista Campus Title V grant is designed to bring the components of instruction and student support together to address the problem of low academic success and a very low three-year graduation rate by implementing the following:

- Revising high risk developmental and college gateway courses via infusion of active learning, contextualized learning, supplemental instruction, and innovative use of technology strategies and we seek to transform the way we interact with students.
- Improving student success and retention via creation of a state-of-the art, technology-rich, collaborative *Center for Integrated Learning* offering students and faculty creative learning spaces where design is driven by pedagogy and technology supports learning by being embedded, seamless, and on demand.

**Financial Considerations:**

The total grant amount being requested is $2,624,740. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$167,499</td>
<td>$262,251</td>
<td>$279,997</td>
<td>$280,718</td>
<td>$260,819</td>
<td>$1,251,284</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$58,498</td>
<td>$93,139</td>
<td>$96,880</td>
<td>$97,410</td>
<td>$80,841</td>
<td>$426,768</td>
</tr>
<tr>
<td>Travel</td>
<td>$5,360</td>
<td>$6,700</td>
<td>$6,700</td>
<td>$6,700</td>
<td>$6,700</td>
<td>$32,160</td>
</tr>
<tr>
<td>Supplies</td>
<td>$22,080</td>
<td>$74,340</td>
<td>$35,725</td>
<td>$5,899</td>
<td>$52,889</td>
<td>$190,933</td>
</tr>
<tr>
<td>Contractual</td>
<td>$101,055</td>
<td>8,500</td>
<td>$9,940</td>
<td>$9,460</td>
<td>$13,140</td>
<td>$142,095</td>
</tr>
<tr>
<td>Construction</td>
<td>$168,400</td>
<td>$78,000</td>
<td>$93,700</td>
<td>$122,800</td>
<td>$108,600</td>
<td>$571,500</td>
</tr>
<tr>
<td>Other</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td><strong>$524,892</strong></td>
<td><strong>$524,930</strong></td>
<td><strong>$524,942</strong></td>
<td><strong>$524,987</strong></td>
<td><strong>$524,989</strong></td>
<td><strong>$2,624,740</strong></td>
</tr>
</tbody>
</table>
Indirect Costs

| Total Costs | $524,892 | $524,930 | $524,942 | $524,987 | $524,989 | $2,624,740 |

Approvals

Contact Person _____________________________ **Ted Roush**

Ted Roush

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: 7/9/14
Item Number: 13.7

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Grant Agreement Renewal: First Things First Innovative Professional Development, a Sub-Grant from United Way of Tucson and Southern Arizona</td>
<td>Ted Roush, Vice President of Instruction DV Campus (206-5098)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve Pima Community College’s participation in the renewal of the First Things First Innovative Professional Development Sub-grant Agreement from United Way of Tucson and Southern Arizona, effective dates are July 1, 2014 to June 30, 2015. The Pima Community College-Desert Vista Campus will receive $79,500. No match is required.

Justification:

The sub-grant agreement from United Way of Tucson and Southern Arizona will provide continuity of services to PCC Early Childhood Education students and will build upon the work of the past sub-grants. Since 2009, the sub-grant has facilitated completion of Early Childhood associate degrees at Pima Community College (PCC) and smooth transitions to Early Childhood Bachelor's degree programs, with a special focus on using Department supports at PCC and the University of Arizona College of Education.

Benefits to the College:
- Increased opportunities for Pima College students to transfer to a bachelor’s degree program in Early Childhood.
- Partnerships with state and local entities to build and maintain a system of high quality Early Childhood Education in Pima County, tied to college credit.

Financial Considerations:
The College will invoice the United Way of Tucson and Southern Arizona monthly for actual expenses which will total $79,500 from July 1, 2014 – June 30, 2015.
The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>*DIRECT PROGRAM EXPENSES</th>
<th>Year 1 – United Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Classified</td>
<td></td>
</tr>
<tr>
<td>• Advanced Program Coordinator (.80)</td>
<td>$42,008</td>
</tr>
<tr>
<td>Adjunct Faculty (1 credit CSA course)</td>
<td>$800</td>
</tr>
<tr>
<td>Other Compensation (tutors &amp; lab technicians)</td>
<td>$10,891</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>$18,159</td>
</tr>
<tr>
<td>Travel</td>
<td>$212</td>
</tr>
<tr>
<td>Supplies and materials</td>
<td>$204</td>
</tr>
<tr>
<td><strong>Subtotal Direct Costs</strong></td>
<td><strong>$72,273</strong></td>
</tr>
<tr>
<td><strong>Indirect Costs (10%)</strong></td>
<td><strong>$7,227</strong></td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>$79,500</strong></td>
</tr>
</tbody>
</table>

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

---

**Approvals**

Contact Person ________________________________ **Ted Roush**
Ted Roush

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: 7/9/14 Item Number: 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts: Legal Services for Fiscal Year 2014-2016</td>
<td>Jeffrey Silvyn</td>
</tr>
<tr>
<td></td>
<td>General Counsel</td>
</tr>
<tr>
<td></td>
<td>(206-4678)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends the Board of Governors renew the contracts for legal services with three Arizona law firms for fiscal years 2014-2016. Through these contracts, legal services would be provided to the College on an as needed basis. Total annual expenditures for the combined work are anticipated to be less than $200,000.

<table>
<thead>
<tr>
<th>Firm</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeConcini McDonald Yetwin &amp; Lacy, P.C.</td>
<td>Lisa Anne Smith, Managing Shareholder</td>
</tr>
<tr>
<td>Gust Rosenfeld P.L.C.</td>
<td>Timothy Stratton, Partner</td>
</tr>
<tr>
<td>Udall Shumway PLC</td>
<td>Denise Lowell-Britt, Partner</td>
</tr>
</tbody>
</table>

Justification:

In January of 2013, the College hired an experienced General Counsel to lead and coordinate the District’s legal affairs. The General Counsel provides the majority of day-to-day legal services for the College and manages attorneys provided by the Arizona School Risk Retention Trust to represent the College in matters covered by its liability insurance. There remains a continuing need for external legal services for expertise in specialized areas of law (i.e. intellectual property, employee benefits, etc.), to provide additional capacity based on the volume of service requests, and to provide an independent perspective in certain situations.

Last fiscal year, the College issued an RFP and the firms selected agreed to specific rates for a three year period. Continuing with a multiple-provider approach is recommended to maintain competitive billing rates and provide options for prevention of possible conflict of interest situations during the contract period.

The College anticipates a review of its legal services this year to assess best options going forward. In the meantime, the administration recommends continuation of the contracts through fiscal 2016 to allow the firms to complete work currently underway and to provide additional services while the College determines whether to transition to a different model for meeting legal service needs.

(Continued)
Financial Considerations:

The total annual expenditures for all three contracts are expected to be less than $200,000. These contracts will be utilized to supplement and support the District’s in-house General Counsel.

Fiscal Year 2013-2014 Expenditures (does not reflect June 2014 invoices)

DeConcini McDonald Yetwin & Lacy, P.C.  Gust Rosenfeld P.L.C.  Udall Shumway PLC
$14,415.38  $21,407.64  $39.00

Approvals

Contact Person  Jeffrey Silvyn
Jeffrey Silvyn

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

**Meeting Date:** 7/9/14  
**Item Number:** 15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Contract: Chancellor</td>
<td>Chair of the Board of Governors</td>
</tr>
</tbody>
</table>

**Recommendation:**

This is a placeholder. This item will first be discussed in Executive Session.
**Recommendation:**

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

**Justification:**

Adequate staffing is essential for ensuring that the College successfully completes the Higher Learning Commission self-study process and meets applicable accreditation and legal requirements. At this time, a number of key administrator positions need to be filled quickly to provide leadership while the College conducts recruitment to fill the positions on a long-term basis. Accordingly, the Chancellor requests authority to make interim and acting administrator appointments effective prior to Board approval with the conditions that the appointments will be reported to the Board at the soonest possible Board meeting for ratification and the regular position will be filled using the process currently in effect. This appointment authority by the Chancellor shall expire on June 30, 2015.

**Approvals**

Chancellor ________________________________

Lee D. Lambert, J.D.