NOTICEx OF REGULAR GOVERNING BOARD MEETING

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

AGENDAx FOR MEETING*

General Matters

1. Call to Order 1
2. Pledge of Allegiance 1

Public Comment

3. Public Comment – Call to Audience 1

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 2
   • The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
5. Chancellor’s Report
   • Chancellor 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.
     ▪ Institutional Climate Survey 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
     • Administrator – Michael Tulino

7. Academic Reports
   • HLC Update

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

Information Items

9. Separations from Employment
   • Information item listing retirements and separations from employment: Jonathan M. Bolin, Mary K. Gilliland, Tisha R. Lee, McIntosh, Keith, Dan M. Offret, Charlette T. Padilla, Robert B. Simpson, Robert Walkinshaw, Thomas F. Wooley.

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

11. Standard Practice Guides Changes
    • Information item listing the changes to Standard Practice Guides effective during the period June 25 through July 28, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies.

Action Items

12. Funding of Step Plans
    • The Chancellor recommends that the Board provide direction on the funding of the Step Progression Plan process for all College employees for this fiscal year. Options may include but are not limited to: putting the process on hold while the review is underway or allow employees to submit a plan subject to funding availability.
13. Approval of Minutes of the following meetings:
   A. Special Meeting to conduct Executive Session on July 9, 2014
   B. Regular Meeting of July 9, 2014

14. Consent Agenda

14.1 New Appointments
   - Administration is requesting approval to hire the following individuals: Sharon Campbell, Instructional Faculty - CIS/CSA - NWC; Jorge Campos, Community Service Officer - Public Safety; Stephen Chambers, Business Systems Analyst - DO; Shari Eraclio, Support Technician - NWC; Adalberto Felix, Information Technology Technician - NWC; William Fuentes, Library Services Specialist - WC; Alex Gonzalez, Information Technology Technician - DO; Eric Johnson, Instructional Faculty - CIS/CSA-EC; Kansagra Kishorkumar, Laboratory Supervisor – EC; Akira Kondo, Program Specialist - WC; Linda Lemus, Instructional Faculty – Spanish - NWC; Gerard Logan, Community Service Officer - Public Safety; Sarah Mackie, Instructional Faculty-Veterinary Technology - EC; Magdalena Mendoza, Laboratory Specialist - NWC; Nicholas Mortensen, Instructional Faculty-Fitness and Sports Science – WC; Jonathan Ng, Instructional Faculty - Vocal Music – WC; Laura Pieslewicz, Instructional Faculty - Emergency Medical Technology EC; Kerri Reeves, Instructional Faculty - Social Services WC; Richard Rios, Community Service Officer - Public Safety; Marisa Saxton, Student Services Specialist - DVC; Matt Stutzman, Program Specialist – DO; Sarah Weil, Dispute Resolution Advanced Analyst- DO.

14.2 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: instructors: instructors: Ariella M. Brown, Dance; Daliah D. Bui, Accounting; Gina L. Franco, Writing; Sarah Grace, Psychology; Education; Writing; Anne E. Gratz, Music; Music Studio Instruction; Faihza M. Hill, Biology; Jordan D. House, Biology; John A. Kordich, Fitness and Sport Sciences; Fitness and Wellness; Theodore G. Manno, Ph.D., Biology; Joseph P. McMullin, Astronomy; Physics; Mathematics; Rollin G. Medcalf, Biology; Music; Music Studio Instruction; Brenda S Mercado, Early Childhood Education; Joseph D. Morgan, Hisotry; Stacy A. Naughton, Political Science, International Business; Margaret A. Sofianos, Religion; Virginia Stanek, Economics; Computer Information Systems; Jamie Stoops, Hisotry; Rachel L.
Wilhite, Mathematics; Sarah E. Wolff, Anthropology; Ronald Zack, Business; Administration of Justice.

14.3 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: temporary assignments for eighteen months: Danilo Andrade, Tutor I - Learning Center; Dario Andrade, Tutor I - Learning Center; Zane Atencio, Tutor II - EMT; Patricia Black, Support Technician - Pool; Heather Benz, Tutor II - EMT; Cody Bloomfield, Tutor II - Learning Center; Maria Borquez, Support Assistant - Aviation; James Denker, Tutor I - Project SOAR; Mari Diaz, Tutor I - Learning Center; Loren Dick, Van Driver - Maintenance and Security; Ryan Dillon, Office Aide - Art; Mary Carol Dolaghan, Tutor I - Writing; Giuliana Donnelly, Non-Credit Instructor - Continuing Education; Badi Ebrahimi, Tutor I - Learning Center; Dusty Garcia, Tutor I - Mathematics; Olivia Gorushi, Tutor II - Learning Center; Antonio Green, Tutor II - EMT; Melissa Johnson, Support Assistant - Adult Education; Taft Keele, Tutor II - Learning Center; Polly Kern, Tutor II - EMT; Tisha Lee, Student Services Specialist - Admissions and Records; John Lucey, Tutor II - Learning Center; Christopher Marshall, Tutor II - Learning Center; Brittany Matthews, Tutor II - Learning Center; Timothy McDaid, Tutor II - Learning Center; Sarah Michelson, Sub-Instructor - Adult Education; Joseph Mishak, Special Projects Manager - Internal Audit; Timothy Morris, Tutor I - Learning Center; Yvonne Perez, Program Coordinator - Student Life; Ronald Perez, Special Projects Professional - Human Resources; April Ramey, Support Assistant - Faculty Resource Center; Theodore Rathbun, Tutor II - Learning Center; Thomas Rathbun, Tutor II - Learning Center; Paul Renigar, Non-Credit Instructor - Continuing Education; Don Roh, Tutor II - Learning Center; Esteban Rodriguez, Tutor II - Learning Center; Paul Schatz, Instructor - CTD; Michael Smith, Instructor - Law Enforcement Academy; Alyssa Sproule, Tutor II - EMT; Patricia Stamper, Laboratory Technician - Science; Ramon Tarin Jr., Tutor II - Learning Center; Jason Taylor, Tutor II - EMT; Jennifer Weitz, Tutor II - EMT; Stephan Whelan, Materials Mgmt Specialist - Maintenance and Security.

14.4 Administrator Appointment

- Administration is requesting 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: Morgan Phillips, Campus President - Desert Vista Campus.
14.5 Acting Administrative Appointments
   • Administration is requesting that the individuals listed be approved for acting assignments: John Gillis, Acting Vice President of Instruction - Northwest Campus; Anne Rachelle Howell, Acting Vice Chancellor for Institutional Advancement - District Office; Yvonne Sandoval, Acting Academic Dean, STEM-WC.

14.6 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.

14.7 Substantive Changes to Board Policies – First Reading
   • Administration is requesting approval of the substantive changes to Board Policies as a result from the comprehensive review of Board Policies currently being undertaken by the Board.

14.8 Grant Proposal: AAMMP Up – Arizona Aviation, Mining, and Manufacturing Program
   • Administration is requesting approval of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant proposal titled AAMMP Up – Arizona Aviation, Mining, and Manufacturing Program. This $2,499,997.00 four year grant will be effective October 1, 2014 – September 30, 2018.

14.9 Grant Proposal: State of Arizona Department of Education Carl Perkins IV- Basic Grant
   • Administration is requesting approval of the Carl Perkins IV- Basic Grant proposal. The grant performance period is from July 1, 2014 through September 30, 2015. The award amount is $384,519.32.

14.10 Grant Proposal: Pima Community College Adult Education (PCCAE) Bridge to College and Career Program
    • Administration is requesting approval of the Pima Community College Adult Education Bridge to College and Career Program grant. The grant performance period is from July 1, 2014 through September 30, 2015. The award amount for one year is $77,349.07 with a possible annual extension.

14.11 Agreement: Vocational/Occupational Training for Inmates
    • Administration is requesting approval to renew an agreement to continue vocational/occupational education programs for inmates assigned to the Arizona State Prison Complex-Tucson. Pima
Community College will invoice ADOC monthly for a total annual amount not to exceed $539,667.10.

14.12 Contract: International Student Health Insurance
- Administration is requesting approval of the health insurance policy available to international students. The total contract value for the 2014/15 policy is estimated not to exceed $289,260. Participating students pay the entire amount.

14.13 Contract: Athletic Accident Insurance
- Administration is requesting approval of the athletic accident insurance with both basic and catastrophic coverage from Myers-Stevens and Toohey & Co., Inc. for the policy year July 1, 2014 through June 30, 2015.

Other Action Items

15. Change of November Governing Board Meeting Date
- Administration is requesting approval to move the Board of Governors Regular Meeting from November 12, 2014 to November 19, 2014.

Adjournment

Regular Meeting
September 10, 2014, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

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

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

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

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

Members of the Governing Board may participate by telephone, video or internet conferencing.
### GENERAL MATTERS

**Meeting Date:** 8/13/14  
**Item Number:** 1-3

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

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

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**Approvals**

Chancellor  
__________________________  

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

REPORTS

Meeting Date: 8/13/14

Item Number: 4-7

<table>
<thead>
<tr>
<th>Item Title</th>
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<tr>
<td>Reports</td>
<td>Chancellor’s Office</td>
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<td>(206-4747)</td>
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4. Governing Board Member Reports

5. Chancellor’s Report

6. Reports by Representatives to the Board

7. Academic Reports

Approvals

Chancellor

Lee D. Lambert, J.D.
Recommendation:

Attached are the financial statements showing preliminary 2013/14 results through June 2014. Time will be provided to discuss College fiscal matters.

Justification:

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary fiscal year results indicate that Pima Community College is concluding the fiscal year with a year-to-date decrease in net position of approximately $6.5 million. This is a slight decrease from the previous year’s preliminary decrease of $6.3 million.

The overall decrease in net position is principally the result of increases in expenditures for the new NW Campus building combined with a decrease in tuition and fees revenues due to a decline in enrollment.

Summary of Expenditures – General and Designated Funds:

In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 98.6 percent of budget, which is slightly higher than the previous year’s 97.8 percent. In absolute terms, year to date Personal Services expenditures were $118.5 million, which is $2.9 million higher than the same period of fiscal year 2013. The majority of this is due to increases in staff expenses and associated fringe benefits, which were partially offset by adjunct faculty expenses which were lower as a result of enrollment decreases and the subsequent adjustments driven by our Resource Allocation Model.

Services and Supplies expenditures are approximately 82.6 percent of the budget, which is higher than the previous year’s 74.1 percent. In absolute terms, Services and Supplies expenditures were $26.2 million, which is $2.3 million higher than the amount from the same period of fiscal year 2013. The majority of this is due to increases in contractual services. Transfers are about $2 million less than the previous year due to the transfer made last fiscal year in July 2012 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 June was $208.7 million, which is a decrease of about $2.5 million compared to the same time last year. This represents a decrease in total assets for $3.7 million due primarily to a decrease of $10.2 million in short-term investments that were used to meet cash requirements, a decrease in fixed assets due to depreciation, expenses and accounting related to the new NW Campus building, and a $2.2 million bond payment.

The information provided in this report is preliminary and certain year-end adjustments will be made between now and the conclusion of the audit. These will include adjustments to receivables, capitalization of assets, miscellaneous accruals, etc. Final year-end results will be presented in more detail to the Board after the annual financial report is completed, which should be in January.

In terms of the audit process timeline, the State Auditor General’s audit team is already working on-site and will be conducting field work through November with the goal of a signed opinion in December.

__________________________
Contact Person \\
David Bea, Ph.D.

__________________________
Chancellor \\
Lee D. Lambert, J.D.
Statement of Net Position (formerly Statement of Net Assets)  
June 30, 2014  
(Preliminary)  

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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</thead>
<tbody>
<tr>
<td><strong>General &amp; Designated Funds</strong></td>
<td></td>
<td></td>
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<tr>
<td>Cash and Cash Equivalents</td>
<td>$14,188,560</td>
<td>$10,422,280</td>
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<tr>
<td>Receivables:</td>
<td></td>
<td></td>
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<tr>
<td>Short-term Investments</td>
<td>34,723,530</td>
<td>34,723,530</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>5,119,373</td>
<td>5,119,373</td>
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<tr>
<td>Government Grants and Contracts</td>
<td>429,156</td>
<td>429,156</td>
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<tr>
<td>Student Loans (net of allowances)</td>
<td>2,789,677</td>
<td>2,789,677</td>
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<tr>
<td>Other</td>
<td>2,789,677</td>
<td>2,789,677</td>
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<tr>
<td>Total Current Assets</td>
<td>$59,892,189</td>
<td>$10,876,057</td>
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<tr>
<th>Noncurrent Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>2,289,677</td>
<td>2,289,677</td>
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<tr>
<td>Notes Receivable (net of allowances)</td>
<td>408,273</td>
<td>408,273</td>
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<tr>
<td>Other Long-term Investments</td>
<td>20,000,000</td>
<td>30,673,429</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>82,286,295</td>
<td>82,286,295</td>
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<tr>
<td>Construction in Progress</td>
<td>10,978,882</td>
<td>10,978,882</td>
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<tr>
<td>Equipment (net of depreciation)</td>
<td>82,286,295</td>
<td>82,286,295</td>
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<td>Library Books (net of depreciation)</td>
<td>1,832,591</td>
<td>1,832,591</td>
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<tr>
<td>Total Noncurrent Assets</td>
<td>$10,673,429</td>
<td>$138,607,783</td>
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<tr>
<th>Total Assets</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tr>
<td>$70,565,618</td>
<td>$10,876,057</td>
<td>$140,710,330</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>Accrued Payroll and Benefits</td>
<td>3,738,866</td>
<td>3,738,866</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>747,765</td>
<td>79,405</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>420,273</td>
<td>420,273</td>
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<td>Current Portion of Long-term Liabilities</td>
<td>4,219,839</td>
<td>4,219,839</td>
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<tr>
<td>Total Current Liabilities</td>
<td>8,706,470</td>
<td>79,405</td>
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<table>
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<th>Noncurrent Liabilities</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td>Unearned Revenue</td>
<td>5,250</td>
<td>341,033</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
<td>3,275,752</td>
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<tr>
<td>Total Noncurrent Liabilities</td>
<td>$3,281,002</td>
<td>$341,033</td>
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<table>
<thead>
<tr>
<th>Total Liabilities</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
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<tbody>
<tr>
<td>$11,987,472</td>
<td>$79,405</td>
<td>$1,383,581</td>
<td>$13,450,458</td>
<td>$14,642,371</td>
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<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td>Restricted for:</td>
<td></td>
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</tr>
<tr>
<td>Loans</td>
<td>1,440,929</td>
<td>1,440,929</td>
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<tr>
<td>Debt Service</td>
<td>1,789,953</td>
<td>1,789,953</td>
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<tr>
<td>Other (Capital Projects)</td>
<td>1,899,441</td>
<td>1,899,441</td>
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<tr>
<td>Grants and Contracts</td>
<td>88,161,391</td>
<td>1,899,441</td>
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<tr>
<td>Unrestricted</td>
<td>58,578,146</td>
<td>8,897,211</td>
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<tr>
<td>Total Net Position</td>
<td>$58,578,146</td>
<td>$10,796,652</td>
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<table>
<thead>
<tr>
<th>Total Net Position: Current Year vs. Prior Year</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td>$ (2,524,535)</td>
<td>$ (2,524,535)</td>
<td>$ (2,524,535)</td>
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Statement of Revenues, Expenses and Changes in Net Position
Year To Date For Twelve Months Ending June 30, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td>General &amp;</td>
<td>General &amp;</td>
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<tr>
<td>Designated</td>
<td>Auxiliary &amp;</td>
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<tr>
<td>Funds</td>
<td>Restricted</td>
</tr>
<tr>
<td></td>
<td>Funds</td>
</tr>
<tr>
<td>Plant &amp; Other</td>
<td>Total</td>
</tr>
<tr>
<td>Funds</td>
<td>All Funds</td>
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<tr>
<td>Operating Revenues</td>
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<tr>
<td>Tuition and Fees</td>
<td>$47,784,616</td>
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<td>Contracts</td>
<td>2,550,920</td>
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<td>Auxiliary Enterprises</td>
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<td>Commission and Rents</td>
<td>30,000</td>
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<td>Other Operating Revenues</td>
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<tr>
<td>Total Operating Revenues</td>
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<tr>
<td>Nonoperating Revenues</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>95,415,146</td>
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<tr>
<td>Federal Grants</td>
<td>8,594</td>
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<td>State and Local Grants</td>
<td>1,700,770</td>
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<td>State Shared Sales Taxes</td>
<td>2,103,956</td>
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<tr>
<td>Gifts</td>
<td>519,324</td>
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<td>Investment Income</td>
<td>500,833</td>
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<tr>
<td>Net Nonoperating Revenues</td>
<td>$103,061,173</td>
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<tr>
<td>Total Revenues</td>
<td>$154,079,163</td>
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</tbody>
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Operating Expenses
Educational and General
Instruction | 51,247,818 | 3,898,675 | 636,934 | 55,783,427 | 57,743,719 |
Academic Support | 22,068,295 | 3,129,381 | 226,930 | 25,424,606 | 24,878,842 |
Student Services | 22,666,104 | 3,884,720 | 355,055 | 26,905,879 | 24,767,944 |
Institutional Support | 36,001,165 | 424,738 | 4,194,795 | 39,771,222 | 39,529,700 |
Operation and Maintenance of Plant | 12,908,979 | 211,482 | 6,019,879 | 19,140,340 | 19,961,618 |
Depreciation | 7,542,433 | 7,542,433 | 7,122,919 |          |          |
Student Financial Aid | 942,782 | 38,260,132 | 39,202,914 | 44,102,947 | 44,102,947 |
Auxiliary Enterprises | 906,207 | (39,944) | 866,263 | 745,830 |          |
Contingency |            |          |          |          |          |
Total Operating Expenses | $145,835,143 | $49,865,859 | $18,936,082 | $214,637,084 | $218,853,519 |
Income Before Other Expenses | $8,244,020 | $1,329,621 | $16,139,487 | $6,565,846 | ($6,322,414) |
Transfers | (10,238,077) | (2,836,861) | 13,074,938 |          |          |
Capital Appropriations |            |          |          |          |          |
Capital Gifts and Grants |            |          |          |          |          |
Increase (Decrease) in Net Position | $(1,994,057) | $(1,507,240) | $(3,047,849) | $(6,549,146) | $(6,322,414) |
Net Position
Total Net Position - Beginning Of Year | 60,572,203 | 12,303,892 | 142,374,598 | 215,250,693 | 217,548,496 |
Total Net Position - End Of Period | $58,578,146 | $10,796,652 | $139,326,749 | $208,701,547 | $211,226,082 |
Total Net Position - End Of Period: Current Year vs. Prior Year | $(2,524,535) |            |          |          |          |
## Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

Year To Date For Twelve Months Ending June 30, 2014

(Preliminary)

<table>
<thead>
<tr>
<th>Expenditures by Function</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
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<tbody>
<tr>
<td></td>
<td>Adjusted Annual Budget</td>
<td>Year to Date Actuals</td>
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<tr>
<td><strong>Educational and General</strong></td>
<td>$58,457,605</td>
<td>$51,247,818</td>
</tr>
<tr>
<td>Instruction</td>
<td>25,340,310</td>
<td>22,068,295</td>
</tr>
<tr>
<td>Academic Support</td>
<td>23,863,237</td>
<td>22,666,104</td>
</tr>
<tr>
<td>Student Services</td>
<td>37,120,924</td>
<td>36,001,165</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>13,515,454</td>
<td>12,908,979</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>1,137,760</td>
<td>942,782</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>10,253,000</td>
<td>10,238,077</td>
</tr>
<tr>
<td>Transfers</td>
<td>7,104,710</td>
<td>7,104,710</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$176,793,000</td>
<td>$156,073,220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures by Account</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Annual Budget</td>
<td>Year to Date Actuals</td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
<td>$7,336,875</td>
<td>$7,001,940</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>23,156,631</td>
<td>22,863,317</td>
</tr>
<tr>
<td>Faculty</td>
<td>1,341,046</td>
<td>938,780</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,091,010</td>
<td>13,091,010</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>4,708,384</td>
<td>4,582,652</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>120,144,269</td>
<td>118,474,851</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services and Supplies</th>
<th>FY 2013/14</th>
<th>FY 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Annual Budget</td>
<td>Year to Date Actuals</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>5,710,688</td>
<td>5,195,199</td>
</tr>
<tr>
<td>Travel</td>
<td>2,457,892</td>
<td>1,779,820</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>13,226,065</td>
<td>11,505,647</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,913,189</td>
<td>4,614,394</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>4,708,384</td>
<td>4,582,652</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,326,037</td>
<td>2,202,875</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>31,771,631</td>
<td>26,240,717</td>
</tr>
</tbody>
</table>

| Capital Equipment                                       | 438,728 | 425,706 | 97.0 % | 13,022 | 378,070 | 100.0 % |
| Transfers                                               | 12,985,333 | 117,084 | 0.9 % | 12,868,249 | 132,168 | 1.0 % |
| Other Expenditures                                      | 10,253,000 | 12,286,342 | 100.0 % | 14,923 | 12,286,342 | 100.0 % |
| Contingency and Reserves                                | 1,200,039 | 576,785 | 48.1 % | 623,254 | 2,186,260 | 100.0 % |
| **Total Expenditures by Account**                       | $176,793,000 | $156,073,220 | 88.3 % | $20,719,780 | $154,449,757 | 86.8 % |
General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year
For the Twelve Months Ending June 30, 2013

- Instruction: $52,673,164 (34%)
- Academic Support: $21,473,223 (14%)
- Student Services: $20,575,908 (13%)
- Institutional Support: $33,996,540 (22%)
- Operation & Maintenance of Plant: $12,331,419 (8%)
- Other: $13,399,503 (9%)

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

- Instruction: $12,908,979 (8%)
- Academic Support: $36,001,165 (23%)
- Student Services: $22,666,104 (15%)
- Institutional Support: $33,996,540 (22%)
- Operation & Maintenance of Plant: $12,331,419 (8%)
- Other: $11,180,859 (7%)

General & Designated Funds YTD Expenditures by Program

- Instruction
- Academic Support
- Student Services
- Institutional Support
- Operation & Maintenance of Plant
- Other
### General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY13 - Prior Year

For the Twelve Months Ending June 30, 2013

<table>
<thead>
<tr>
<th>Category</th>
<th>FY13 Exp.</th>
<th>Prior Year Exp.</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$6,563,292</td>
<td>$2,314,266</td>
<td>176%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$26,697,972</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$1,113,161</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>$4,110,317</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$9,538,305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$1,662,101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication &amp; Utilities</td>
<td>$5,230,194</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$4,105,744</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$13,091,010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$39,436,041</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$4,112,167</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$12,286,342</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>$22,863,317</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>$938,780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$10,238,077</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$1,779,820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication &amp; Utilities</td>
<td>$5,195,199</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$28,137,642</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$4,582,652</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$39,436,041</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$3,322,450</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>$11,505,647</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$1,779,820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication &amp; Utilities</td>
<td>$5,195,199</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$28,137,642</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$4,582,652</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$39,436,041</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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; Contracts</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>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>
Noncurrent Assets  Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.

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

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

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

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

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

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

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

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

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

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

Liabilities

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

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

Accounts Payable & Accrued Liabilities  When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.
Deposits Held in Custody These are funds held by the institution for others. The institution handles these accounts as agency funds. The College’s deposits held in custody include the Federal Direct Loans and Federal Family Educational Loans, third party scholarships and student club funds. The College is a pass-through agency holding the funds temporarily.

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

Commission & Rents Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th>Glossary</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Operating Revenues</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>Nonoperating Revenues</td>
<td>Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>Funds appropriated to the College through the State budget process.</td>
</tr>
<tr>
<td>Property Taxes</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>Federal Grants</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>State &amp; Local Grants</td>
<td>Includes all amounts earned on grants from state, local government and nongovernmental organizations.</td>
</tr>
<tr>
<td>State Shared Sales Taxes</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>Gifts</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>Investment Income</td>
<td>Includes dividends, interest, or royalties and gains or losses on investments.</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.</td>
</tr>
<tr>
<td>Instruction</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>Academic Support</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>Student Services</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>Institutional Support</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>
Glossary for Financial Reports

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

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

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

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

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

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

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

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

Meeting Date: 8/13/14

Item Title: Separations from Employment

Contact Person: Charlotte Fugett
                Vice Chancellor for Human Resources
                (206-4586)

Information:

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

Retirements

Gilliland, Mary K.
Administrator
WC – Science, Technology, Engineering and Mathematics
Start Date: 1/30/89
End Date: 8/1/14

Offret, Dan M.
Program Manager
CC – Business and Workforce Development
Start Date: 8/15/05
End Date: 7/7/14

Simpson, Robert B.
Administrator
WC – Arts, Humanities and Communications
Start Date: 4/18/94
End Date: 10/3/14

Woolley, Thomas F.
Instructor
CC – Adult Education
Start Date: 9/25/95
End Date: 7/11/14
Separations From Employment

Bolin, Jonathan M.
Police Officer
DO – Public Safety Operations
Effective: 7/23/14

Lee, Tisha R.
Student Services Specialist
DO – Admissions Operations
Effective: 7/16/14

McIntosh, Keith
Executive Administrator
DO – Information Technology Operations
Effective: 8/15/14

Padilla, Charlette T.
Instructional Faculty
DC – Business
Effective: 5/21/14

Walkinshaw, Robert
Educational Support Faculty - Counselor
NW – Enrollment Services
Effective: 7/11/14

Approvals
Contact Person ___________  Charlotte Fugett ___________
Charlotte Fugett

Chancellor ___________  Lee D. Lambert, J.D. ___________

(continued)
INFORMATION ITEM

<table>
<thead>
<tr>
<th>Meeting Date: 8/13/14</th>
<th>Item Number: 10</th>
</tr>
</thead>
</table>

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

**Information:**

None to report.

**Approvals**

Contact Person ____________________________

Charlotte Fugett

Charlotte Fugett

Chancellor ____________________________

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

**Date:** 8/13/14  
**Item Number:** 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>Standard Practice Guides</td>
<td>Deborah Yoklic Assistant Vice Chancellor (206-4747)</td>
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**Information:**

For your information, the Chancellor informs the Board of Governors of the following changes to Standard Practice Guides effective during the period June 25, 2014 through July 28, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies and Standard Practice Guides.

- SPG 3105/DA  Program and Service Review
- SPG 3114/AA  Assessment and Orientation
- SPG 3509/AA  Placement Evaluation Process for Reading, Writing, Mathematics and English as a Second Language Course Selection

**Approvals**

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<tr>
<th>Contact Person</th>
<th>Deborah Yoklic</th>
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<td>Deborah Yoklic</td>
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<tr>
<th>Chancellor</th>
<th>Lee Lambert</th>
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</table>
Pima County Community College District
Standard Practice Guide

SPG Title: Program and Service Review

SPG Number: SPG-3105/DA
Effective Date: 8/15/00
Approval Date: 8/15/00
Review Date(s): 4/30/14
Revision Date(s): 4/30/14
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Office of the Provost
Sponsoring Unit/Department: Office of the Provost
Regulation Title & No.: Curriculum, BP-3105
Board Policy Title & No.: Inactivation of a Program of Study, SPG-3105/AB
Legal Reference: 
Cross Reference: 

Purpose

The purpose of this standard practice guide is to set forth the standards and framework for the Program and Service Review processes. All instructional programs and related student services will undergo a full review every three to five years according to the published/established schedule.

For the purpose of this Standard Practice Guide, a program is defined as a degree or certificate (and any associated concentrations) and general education in total.

For the purpose of this Standard Practice Guide a service is defined as a department, area, or office which provides direct services to students.

The list of defined programs and services will be updated by the Provost’s Office and posted on the College intranet.
The Board of Governors authorizes the Chancellor to delegate authority and responsibility to the Provost/Executive Vice Chancellor to ensure adherence to the Program and Service Review process.

**Scope**

Program and Service Review is the overall evaluation of the program or service. This evaluation includes determining the viability of the program or service and addresses student learning outcomes. The process ensures that programs and services are of high quality, demonstrate continued improvement, and respond to the needs of the students and the community.

The process involves faculty, staff, and administrators collaborating in the preparation of a self-study document and action plan. When appropriate, a group of persons from outside of the College, such as External Occupational Advisory Committees, may also provide input.

The program review will include, as appropriate, the evaluation of numerous indicators such as budget, enrollment, persistence, retention, completion/graduation/transfer, curriculum, program level learning outcomes, labor market information, documented program accreditation or State licensure or State approval as a training site, and a program’s Selective Admissions criteria.

The service review will include, as appropriate, the evaluation of budget, contribution to student enrollment, persistence, and retention, learning outcomes, core services of the area, and identified data related to the service.

Approved Program and Service Review Action Plans contribute to the College and/or campus planning processes including informing budget decisions, determining faculty and staff levels, planning for facility changes and equipment needs, etc.

**Process**

1. The Program Services Office will notify the Presidents, Vice Presidents of Instruction, Vice Presidents of Student Services, Academic Deans, the Planning and Institutional Research Office (PIR), other appropriate administrators, faculty and staff of the Program and Service Review three- to five-year schedule approved by the Executive Vice Chancellor/Provost.
2. The Program and Service Review Schedule is posted on the Intranet under the Program Services tab.
3. PIR will compile the data package for use in the self-study.

4. For programs, the required members of the program review team are the program faculty and the Academic Dean or Vice President of Instruction of the program. The CDAC Co-Chairs may assist in soliciting faculty for participation in the program review process. Each campus offering the program should have a representative on the review team. It is preferred that all full time faculty of the program participates in the program review process.

5. The Program Services Office is responsible for notifying all participants and administrators of the review schedule, conducting orientations, providing process information, scheduling workshop meetings, and collecting all reports.

6. The Program or Service Review Team members collaborate to prepare a self-study document and draft action plan.

7. The assessment of draft action plans will be conducted by a selected Administrative Assessment Team. The Program Services Office assigns, schedules, and conducts meetings to review the draft action plans with the assigned Administrative Assessment Team and writes a summary document of the action plan. There are two possible results of the review.

   a. The action plan is accepted, with or without revisions:

      i. The summary document is sent to the Program or Service Review Team, which works with its administrator to make the recommended modifications to finalize the action plan. The final action plan is posted to the Program and Service Review intranet site for viewing.

         1. At the beginning of fall semester, action plan activities will be reviewed and updated with current status. By October 30, of each year, the status information on activities will be sent to the Program Services Office and Campus vice presidents of instruction.

   b. The action plan is not accepted, and is recommended for either an improvement plan or for inactivation:

      i. If the program or service is recommended for an improvement plan, a team is identified by administrators to write a new action plan to resolve the identified issues within a two-year period.

         1. If the program does not show significant improvement in the two-year period, it will be recommended for inactivation.

         2. If the service does not show significant improvement in the two-year period, the Provost or designee will determine next steps.

      ii. If the program is recommended for inactivation, the process outlined in SPG-3105/AB, Inactivation of a Program of Study, must be followed.
I. PURPOSE

Pima Community College is committed to providing accessible and successful educational experiences for students. The purpose of this Standard Practice Guide is to explain advising and orientation processes.

II. ADVISING AND ORIENTATION

Pima Community College strongly recommends advising for all students after completing assessment and prior to registering for courses, each semester. Orientation will be mandated for all new to higher education students. Advising and orientation will be available in multi-modalities to meet the needs of students.
A. ADVISING

Students are strongly encouraged to meet with an advisor or counselor on a regular basis, but no less than once per semester, to discuss:

- Short and long term academic goals
- Financial aid options
- Major and semester course planning
- Career planning
- Academic workload and life balancing

B. ORIENTATION

Prior to registering for the Fall 2014 semester, all new to higher education students are required to complete an Orientation. A student may, with the permission of an advisor or counselor, enroll in a designated Student Success course in place of attending an Orientation.
I. PURPOSE OF PLACEMENT

Pima Community College is committed to providing accessible and successful educational experiences for students; therefore the College shall evaluate the entering competencies of its students prior to initial registration. Placement evaluation measures may include, but are not limited to: placement tests, transcripts, and standardized test scores. Multiple measures will be used to evaluate placement, as appropriate. The purpose of this Standard Practice Guide is
to specify the practices and requirements related to the placement evaluation process.

Degree and certificate seeking students are required to complete the placement evaluation process or demonstrate completion of equivalent coursework in reading, writing and mathematics. Additionally, non-degree seeking students who wish to register for courses with reading, writing, mathematics or English as a Second Language (ESL) prerequisites must demonstrate completion of prerequisites. Evaluation for placement or prerequisites can be completed in the following ways:

- Complete the prerequisite course with a grade of C or better
- Demonstrate completion of equivalent course work
- Demonstrate the appropriate proficiency level through placement and/or standardized testing

Placement evaluation data shall be used by College staff to assist the student with course selection.

A. PROCESS OF PLACEMENT EVALUATION

Upon submitting the admission application, a registration hold will be placed on all degree and certificate seeking student records; the hold will be released when the student completes the placement evaluation process. Students taking placement tests will be provided with test preparation materials and resources. In lieu of reading and writing placement tests, English language learners should take the English as a Second Language placement test.

1. Placement Tests
   a. College placement tests will be administered on-site and/or in contracted/hosted locations.
   b. Students may take the placement tests a maximum of three times without approval.
      i. Students must wait at least 24 hours before the second attempt
      ii. Students must wait at least 15 days before the third attempt
      iii. In order to take the placement test more than three times, students must meet with an advisor or counselor to seek approval for an additional administration.

2. Placement evaluation for International Students
   a. International students who have satisfied the minimum required score on the Test of English as a Foreign Language (TOEFL) exam, as indicated
on the International Student Application, are placed by the College placement evaluation process.  
b. International students who have not satisfied the minimum required score on the TOEFL exam will be placed by the ESL assessment into English as a Second Language courses.

B. PROCESS FOR SELECTION OF PLACEMENT MEASURES AND DETERMINATION OF CUT SCORES OR PLACEMENT LEVELS

1. Selection of Placement Measures

Selection of College placement measures falls under the purview of the appropriate College Discipline Area Committees (CDAC) and the Provost’s Office. Either area can initiate the selection of measures and will participate in the selection process together. The process includes reviewing benchmarking and best practices, accessibility, and financial and operational considerations. Based on the selection process research, CDACs recommend placement measures, with a written rationale, to the Provost, who approves the final selection.

Assessment results from tests appropriately proctored and administered at other institutions may be accepted from students based on recommendations from the appropriate CDAC.

A list of approved College placement measures shall be maintained by the Provost’s Office.

2. Determination of Cut Scores or Placement Levels for Other Measures

The appropriate CDAC will review cut scores recommendations from the test developers, conduct benchmarking, examine best practices, and review available College assessment research. The CDAC will then recommend placement cut scores, with a written rationale, to the Provost, who approves the cut scores.

The appropriate CDAC will recommend placement levels for all other placement evaluation measures using the same approach outlined above.

A list of approved College cut scores and placement levels shall be maintained by the Provost’s Office.

3. Review of Placement Measures, Cut Scores, and Placement Levels for Other Measures
The College will regularly conduct validation studies supporting the use of placement evaluation measures with applicant populations, including protected subgroups.

CDACs and the Provost’s Office will review placement evaluation data annually.

The College will conduct a comprehensive review of the placement measures, cut scores, and placement levels for other measures at least once every three years. Based on validation studies and other research data, the appropriate CDACs will evaluate the efficacy of the placement measures, and whether the current cut scores and placement levels are appropriate or whether new ones should be established. The appropriate CDACs will provide a summary of their evaluation to the Provost, including any recommendations for changes. The Provost has final approval.
**ACTION ITEM**

**Meeting Date:** 8/13/14  
**Item Number:** 12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>Funding of Step Plans</td>
<td>Chancellor’s Office</td>
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**Information:**

During the 2014/15 Interest Based Collaboration / Meet and Confer process, requests were made to establish task forces to review and recommend improvements to the Step Progression Plans and Performance Evaluations.

The Chancellor recommends that the Board provide direction on the funding of the Step Progression Plan process for all College employees for this fiscal year. Options may include but are not limited to: putting the process on hold while the review is underway or allow employees to submit a plan subject to funding availability.

**Approvals**

Chancellor  
Lee D. Lambert, J.D.
Unapproved Minutes of the Special Meeting to go into Executive Session on July 9, 2014

Recommendation:

The unapproved minutes of the Special Meeting to go into Executive Session on July 9, 2104 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, July 9, 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 3:20 p.m.

Motion to conduct Executive Sessions

Motion No. 201407-01
Scott Stewart – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. §38-431.03(A)(3) (legal advice) and A.R.S. § 38-431.03(A)(4) (consultation and legal advice).

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 3:21 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:29 p.m.

Adjournment

The meeting adjourned at 5:30 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTION ITEM**

**Meeting Date:** 8/13/14  
**Item Number:** 13B

<table>
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<td>Unapproved Minutes of the Regular Meeting of July 9, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
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</table>

**Recommendation:**

The unapproved Minutes of the Regular Meeting of July 9, 2014 are submitted for approval.

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**Approval**

Chancellor

Lee D. Lambert, J.D.
The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, July 9, 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
Nina Corson, Academic Dean
Imelda Cuyugan, Assistant Vice Chancellor for State and Local Government Relations
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
Mary Beth Ginter, Academic Dean
John Gillis, Vice President of Instruction (Acting)

Diane Groover, Assistant Vice Chancellor, Finance
Patricia Houston, Academic Dean
Rachelle Howell, Assistant Vice Chancellor for Grants
William Howard, Assistant Vice Chancellor for Business Services
Gwendolyn Joseph, President, Downtown Campus (Interim)
C.J. Karamargin, Executive Director for Public Information and Media Relations
Karrie Mitchell, Assistant Vice Chancellor of Student Development
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student Development
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Ted Roush, Vice President of Instruction
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Irene Robles-Lopez, Vice President of Student Development (Acting)
Stan Steinman, Academic Dean
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 5:38 p.m.

PUBLIC COMMENT

Ed Stolmaker, CEO of the Marana Chamber, on behalf of the business community, addressed the Board in support of the College.

REPORTS

Governing Board Member Reports

Chairperson’s Report:
Chairperson Longoria noted the Board held a Recap and Planning session on June 17 and 18 and a Special Meeting on June 25. Mr. Longoria thanked the employee groups and management for their work on Meet and Confer issues.

Chancellor’s Report

Chancellor Lambert began by introducing the following new administrators: Erica Holmes, Provost; David Doré, Northwest Campus President and Lorraine Morales, Community Campus President. The Chancellor also thanked all individuals who worked on the search committees.

Highlights included:

- Gregory Wilson, Academic Dean of Business, Occupational and Professional Programs, and David Stephenson, faculty and Department Chair in Automotive, presented on the Automotive Program.

- Nicola Richmond, Assistant Vice Chancellor for Planning and Institutional Research, presented on the Voluntary Framework of Accountability and the 20/20 vision. She also presented on the 2014-2017 Strategic Plan.

- Deborah Yoklic, Assistant Vice Chancellor, presented on the Adjunct Faculty and Temporary Employees Task Forces.

- Chancellor Lambert presented on his 2013/14 Goals and Accomplishments. All Board members thanked the Chancellor for his leadership.
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 did not have a report. 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
Administrator Representative Michael Tulino presented the administrators’ report. Administrators did not present a recommendation/concern to the Board.

Academic Reports

HLC Progress
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services, reported on the work that is being in relation the HLC self-study report. She also noted they are working on the details before the report is submitted.

Veterans Update
Karrie Mitchell, Assistant Vice Chancellor for Student Development, provided an update regarding the College’s Veteran services.


Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending May 2014. Dr. Bea noted that the total net position at the end of April was $222.3 million, which is a decrease of about $1.1 million compared to the same time last year.
INFORMATION ITEMS

Separations from Employment

Student Aide Placements

Board Policy Changes

These items were noted as information items.

ACTION ITEMS

Approval of Minutes

Motion No. 201407-02

Brenda Even – M, Sylvia Lee – S, to approve the minutes of the following meetings: Special Meeting to conduct an Executive Session on June 11, 2014; Public Hearing of June 11, 2014; Special Meeting of June 11, 2014; Regular Meeting of June 11, 2014 and the Special Meeting of June 25, 2014.

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

Consent Agenda

Board Member Even requested that Item 13.3 Temporary Appointments be pulled and voted on separately.

Motion No. 201407-03

Scott Stewart – M, Sylvia Lee – S, to approve the Consent Agenda as presented (except for item 13.3).

13.1 New Appointments
13.2 Adjunct Faculty 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

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.
Item 13.3 Temporary Appointments that had been pulled from the consent agenda was then addressed.

**Temporary Appointments**

**Motion No. 201407-04**


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

**OTHER ACTION ITEMS**

**Contracts: Legal Services for Fiscal Year 2014-2016**

**Motion No. 201407-05**


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

**Employment Contract: Chancellor**

**Motion No. 201407-06**

Scott Stewart – M, Brenda Even – S, to approve an amendment extending by one year the employment contract for Chancellor Lee D. Lambert to June 30, 2017.

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

Motion No. 201407-07

Scott Stewart – M, Marty Cortez – S, 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.

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

Adjournment

The meeting adjourned at 7:58 p.m.

___________________________________________
Secretary

___________________________________________
Date
Meeting Date: 8/13/14  
Item Number: 14

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<th>Item Title</th>
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<tr>
<td>Consent Agenda</td>
<td>Chancellor’s Office</td>
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<td>(206-4747)</td>
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Recommendation:

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

14.1 New Appointments
14.2 Adjunct Faculty Appointments
14.3 Temporary Appointments
14.4 Administrator Appointments
14.5 Acting Administrator Appointments
14.6 Non-substantive Changes Board Policies
14.7 Substantive Changes Board Policies
14.8 Grant Proposal: AAMMP Up – Arizona Aviation, Mining, and Manufacturing Program
14.9 Grant Proposal: State of Arizona Department of Education Carl Perkins IV-Basic Grant
14.10 Grant Proposal: Pima Community College Adult Education (PCAE) Bridge to College and Career Program
14.11 Agreement: Vocational/Occupational Training for Inmates
14.12 Contract: International Student Health Insurance
14.13 Contract: Athletic Accident Insurance

Approval

Chancellor

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

ACTION ITEM

Meeting Date: 8/13/14

Item Number: 14.1

Item Title

New Appointments

Contact Person

Charlotte Fugett
Vice Chancellor for Human Resources
(206-4740)

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:

Campbell, Sharon  Instructional Faculty $43,580
Effective: 8/20/14 NW – Computer Software Applications and Computer Information Systems Faculty - 1 year Administrative Appointment

Johnson, Eric  Instructional Faculty $45,324
Effective: 8/20/14 EC – Computer Software Applications and Computer Information Systems Faculty - 1 year Administrative Appointment

Lemus, Linda  Instructional Faculty $48,812
Effective: 8/20/14 NW – Spanish – 1-year Administrative Appointment

Mackie, Sarah  Instructional Faculty $43,580
Effective: 8/20/14 EC – Veterinary Technology – 1-year Administrative Appointment

Mortensen, Nicholas  Instructional Faculty $43,580
Effective: 8/20/14 Appointment WC – Fitness and Sports Science – 1-year Administrative Appointment

Ng, Jonathan  Instructional Faculty $52,299
Effective: 8/20/14 WC – Vocal Music – 1-year Administrative Appointment

Pieslewicz, Laura  Instructional Faculty $43,580

(Continued)
Effective: 8/20/14 EC – Emergency Medical Technology – 1-year Administrative Appointment

Reeves, Kerri  Instructional Faculty  $43,580
Effective: 8/20/14 WC – Social Services – 1-year Administrative Appointment

Staff:

Campos, Jorge  Community Service Officer  $13.54
Effective: 8/14/14 Public Safety

Chambers, Stephen  Business Systems Analyst  $50,383
Effective: 8/14/14 District Office

Eraclio, Shari  Support Technician  $14.61
Effective: 8/14/14 Northwest Campus

Felix, Adalberto  Information Technology Technician  $17.77
Effective: 8/14/14 Northwest Campus

Fuentes, William  Library Services Specialist  $17.77
Effective: 8/14/14 West Campus

Gonzalez, Alex  Information Technology Technician  $20.16
Effective: 8/14/14 District Office

Kishorkumar, Kansagra  Laboratory Supervisor  $20.16
Effective: 8/14/14 East Campus

Kondo, Akira  Program Specialist  $50,383
Effective: 8/14/14 West Campus

Logan, Gerard  Community Service Officer  $13.54
Effective: 8/14/14 Public Safety

Mendoza, Magdalena  Laboratory Specialist  $18.83
Effective: 8/14/14 Northwest Campus

Rios, Richard  Community Service Officer  $13.54
Effective: 8/14/14 Public Safety

Saxton, Marisa  Student Services Specialist  $18.83
Effective: 8/14/14 Desert Vista Campus

Stutzman, Matt  Program Specialist  $50,383
Effective: 8/14/14 District Office

Weil, Sarah  Dispute Resolution Advanced Analyst  $56,308
Effective: 8/14/14 District Office
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

Date: 08/13/14

Item Number: 14.2

Item Title: Adjunct Faculty Appointments

Contact Person: Charlotte Fugett
Vice Chancellor for Human Resources
(206-4740)

Recommendation:

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

Justification:

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

Brown, Ariella M.  Discipline(s): Dance
Bui, Daliah D.  Discipline(s): Accounting
Franco, Gina L.  Discipline(s): Writing
Grace, Sarah  Discipline(s): Psychology; Education; Writing
Gratz, Anne E.  Discipline(s): Music; Music Studio Instruction
Hill, Faihza M.  Discipline(s): Biology
House, Jordan D.  Discipline(s): Biology
Kordich, John A.  Discipline(s): Fitness and Sport Sciences; Fitness and Wellness
Manno, Ph.D., Theodore G.  Discipline(s): Biology
McMullin, Joseph P.  Discipline(s): Astronomy; Physics; Mathematics
Medcalf, Rollin G.  Discipline(s): Biology; Music; Music Studio Instruction
Mercado, Brenda S  Discipline(s): Early Childhood Education
Morgan, Joseph D.  Discipline(s): History
Naughton, Stacy A.  Discipline(s): Political Science, International Business
Sofianos, Margaret A.  Discipline(s): Religion
Stanek, Virginia  Discipline(s): Economics; Computer Information Systems
Stoops, Jamie  Discipline(s): History

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<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline(s)</th>
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<tbody>
<tr>
<td>Wilhite, Rachel L.</td>
<td>Mathematics</td>
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<tr>
<td>Wolff, Sarah E.</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Zack, Ronald</td>
<td>Business; Administration of Justice</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person: **Charlotte Fugett**

Charlotte Fugett

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Danilo Andrade</td>
<td>Tutor I</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Dario Andrade</td>
<td>Tutor I</td>
<td>Learning Center</td>
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<tr>
<td>Zane Atencio</td>
<td>Tutor II</td>
<td>EMT</td>
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<td>Patricia Black</td>
<td>Support Technician</td>
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<td>Heather Benz</td>
<td>Tutor II</td>
<td>EMT</td>
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<td>Cody Bloomfield</td>
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<tr>
<td>Mari Diaz</td>
<td>Tutor I</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Loren Dick</td>
<td>Tutor I</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Ryan Dillon</td>
<td>Office Aide</td>
<td>Art</td>
</tr>
<tr>
<td>Mary Carol Dolaghan</td>
<td>Tutor I</td>
<td>Writing</td>
</tr>
<tr>
<td>Giuliana Donnelly</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>Badi Ebrahimi</td>
<td>Tutor I</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Dusty Garcia</td>
<td>Tutor I</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Olivia Gorushi</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Antonio Green</td>
<td>Tutor II</td>
<td>EMT</td>
</tr>
<tr>
<td>Melissa Johnson</td>
<td>Support Assistant</td>
<td>Adult Education</td>
</tr>
<tr>
<td>Taft Keele</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Polly Kern</td>
<td>Tutor II</td>
<td>EMT</td>
</tr>
<tr>
<td>Tisha Lee</td>
<td>Student Services Specialist</td>
<td>Admissions and Records</td>
</tr>
<tr>
<td>John Lucey</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Christopher Marshall</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Brittany Matthews</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
<tr>
<td>Timothy McDaid</td>
<td>Tutor II</td>
<td>Learning Center</td>
</tr>
</tbody>
</table>
Temporary Appointments

Sarah Michelson  Sub-Instructor   Adult Education
Joseph Mishak   Special Projects Manager   Internal Audit
Timothy Morris   Tutor I   Learning Center
Yvonne Perez    Program Coordinator   Student Life
Ronald Perez    Special Projects Professional   Human Resources
April Ramey    Support Assistant   Faculty Resource Center
Theodore Rathbun Tutor II   Learning Center
Thomas Rathbun Tutor II   Learning Center
Paul Renigar  Non-Credit Instructor   Continuing Education
Don Roh Tutor II   Learning Center
Esteban Rodriguez Tutor II   Learning Center
Paul Schatz  Instructor   CTD
Michael Smith   Instructor   Law Enforcement Academy
Alyssa Sproule Tutor II   EMT
Patricia Stamper   Laboratory Technician   Science
Ramon Tarin Jr Tutor II   Learning Center
Jason Taylor   Tutor II   EMT
Jennifer Weitz   Tutor II   EMT
Stephan Whelan Materials Mgmt Specialist   Maintenance and Security

Approvals

Contact Person  Charlotte Fugett

Charlotte Fugett

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

ACTION ITEM

Meeting Date: 08/13/14 Item Number: 14.4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator Appointment</td>
<td>Charlotte Fugett Vice Chancellor for Human Resources (206-4740)</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.

Phillips, Morgan Campus President
Salary: $174,670 Desert Vista Campus
Effective: 8/14/14
Education: Associate of Applied Science, Interpreter Education, Blue Ridge Community College, Flat Rock, North Carolina; Associate of Arts, Pre-Engineering Studies, Brevard Community College (currently known as Eastern Florida State College as of July 1, 2013), Melbourne, Florida; Bachelor of Science, Liberal Studies Program, Master of Science, Mathematical Sciences, University of Central Florida, Orlando, Florida; Education Specialist Degree, Higher Education Administration, Doctor of Education, Higher Education Administration, University of Florida, Gainesville, Florida
Experience: Dr. Phillips has eight years experience as a Vice President of Curriculum Instruction and Vice President of Academic and Student Affairs with Southeastern Community College in Whiteville, North Carolina. He also has twenty-two years experience as a mathematics professor, mathematics department chair, and Academic Dean, Mathematics with Valencia Community College in Orlando, Florida.

Approvals

Contact Person ____________ Charlotte Fugett
Chancellor ____________ Lee D. Lambert, J.D.
## ACTION ITEM

**Meeting Date:** 8/13/14  
**Item Number:** 14.5

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Acting Administrator Appointment</td>
<td>Charlotte Fugett</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for Human Resources</td>
</tr>
<tr>
<td></td>
<td>(206-4740)</td>
</tr>
</tbody>
</table>

### Recommendation:

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

#### Gillis, John  
**Acting Vice President of Instruction**

- **Salary:** $116,559  
- **Effective:** 7/1/14  
- **Education:** Bachelor of Science, Social Studies, Minnesota State University, Mankato, Minnesota; Master of Arts, Industrial Relations, University of Minnesota, Minneapolis, Minnesota.  
- **Experience:** Mr. Gillis has 7 years experience as an Academic Dean and two years experience as an advanced program manager with Pima Community College. He also has two years experience as an academic program director with York County Community College and New Hampshire Community Technical College in Wells, Maine and Portsmouth, New Hampshire.

#### Howell, Anne Rachelle  
**Acting Vice Chancellor for Institutional Advancement**

- **Salary:** $155,138  
- **Effective:** 7/12/14  
- **Education:** Bachelor of Business Administration, Marketing and Travel/Tourism, University of New Mexico, New Mexico; Master of Business Administration, Our Lady of the Lake University, San Antonio, Texas.  
- **Experience:** Ms. Howell has six years experience with Pima Community College starting as the Assistant Vice Chancellor for Marketing and currently serving as the Assistant...
Vice Chancellor for Grants. She also has eleven years with Dallas County Community College District starting as a Research and Marketing Director and leaving as a Dean, Marketing and Community Relations.

Sandoval, Yvonne  Acting Academic Dean, STEM
Salary: $100,663  West Campus
Effective: 8/2/14
Education: Bachelor of Science, Mathematics and Computer Science, University of Southern Colorado, Pueblo, Colorado; Master of Arts, Mathematics, University of Arizona, Tucson, Arizona
Experience: Ms. Sandoval has twenty three years experience as an instructional mathematics faculty including two years as department chair with Pima Community College.

* 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.

Approvals

Contact Person  Charlotte Fugett

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

Meeting Date: 8/13/14
Item Number: 14.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Substantive Changes to Board Policies</td>
<td>Deborah Yoklic</td>
</tr>
<tr>
<td></td>
<td>Assistant Vice Chancellor (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

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

- BP 2302 Architect Selection
- BP 2701 Copyright
- BP 2702 Copyright Ownership

Justification:

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

Financial Considerations:

None.

Approvals

Contact Person: Deborah Yoklic
Chancellor: Lee D. Lambert, J.D.
Board Policy Title: Architect Selection

Board Policy Number: BP-2302
Adoption Date: 9/17/80
Revision Date(s): 11/10/09, 7/18/14
Review Date(s): 7/18/14
Schedule for Review and Update: Annually Every three years
Unit Responsible for Review & Update:
Executive Vice Chancellor for Finance and Administration Chancellor
Sponsoring Unit/Department:
Executive Vice Chancellor for Finance and Administration Chancellor
Motion Number: 3072
Legal Reference: 
Cross Reference: 

The Board of Governors authorizes the Chief Executive Officer Chancellor to develop and implement an architect selection process for capital improvement projects that require non-college architectural services. Prior to implementation, the Chief Executive Officer Chancellor shall inform the Board of the process that has been developed. The Chief Executive Officer Chancellor shall report the results of the selection process to the Board of Governors.
The Board of Governors delegates to the Chancellor the responsibility to establish procedures for compliance with the copyright laws of the United States and related laws contained in Title 17 of the United States Code. The Board should be kept regularly informed regarding these procedures.
The Board of Governors delegates to the Chancellor the responsibility to foster the free expression of ideas, to encourage the publication of scholarly and creative works on the part of its employees, and to protect Pima County Community College District's right to use works created by its employees and its ownership of works that it specially orders or commissions, the College shall:

To accomplish this, the College shall:

- subject to the conditions set forth in the enabling administrative regulations, disclaim its ownership of copyright in any copyrightable works prepared by College employees within the scope of their employment with the College (which ownership is provided under the work-for-hire provisions of the Copyright Act of 1976, as amended, 17 U.S.C. Sec. 101 et seq.), including, without limitation, works such as course outlines, tests and other course materials.
• retain the right to an irrevocable, royalty-free, non-exclusive license to reproduce and use such works for its purposes, including distribution within the College and distribution outside of the College to fulfill its non-profit, educational mission, but excluding sale of or sublicense for profit; and

• take such steps as are necessary and proper to secure for the College ownership of copyright in any specially ordered or commissioned copyrightable works.
ACTION ITEM

Date: 8/13/14  
Item Number: 14.7

Item Title: Substantive Changes to Board Policies and Deletions, and New Board Policies – First Reading

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

Recommendation:

For your information, the Chancellor submits the first reading of the following changes, deletions and additions to Board Policies.

A. Substantive changes:
   - BP 1505 Institutional Security and Safety
   - BP 2301 Assessment and Development of College Facilities
   - BP 2303 Environmental Health and Safety
   - BP 2402 Internal Audits
   - BP 2403 Financial Controls and Institutional Budget
   - BP 2405 Interfund Loans
   - BP 2501 Facilities Operations and Maintenance
   - BP 3509 Student Success
   - BP 4003 Outside (Secondary) Employment
   - BP 4004 Employee Development
   - BP 4101 Hiring and Assignment of Personnel
   - BP 5702 Information Technology Resource Management

B. Deletions:
   - BP 2502 Transportation
   - BP 2602 Disposition of Equipment, Personal Property and Supplies
   - BP 3118 Access to Learning
   - BP 3122 Academic Advising
   - BP 4102 Appointment of Acting Administrators

C. New Board Policies:
   - BP 2401 External or Independent Audits
   - BP 2703 Board and College Relationship with General Counsel

Justification:

Recommended changes result from the comprehensive review and revision of Board Policies currently being undertaken by the Board.

Financial Considerations:

None.

(Continued)
Approval

Contact Person  Deborah Yoklic
                Deborah Yoklic

Chancellor      Lee Lambert
Pima County Community College District

Board Policy

Board Policy Title: Institutional Security and Safety

Board Policy Number: BP-1505
Adoption Date: 5/17/95
Revision Date(s): 9/12/00, 11/14/06, 5/28/14
Review Date(s): 6/5/14
Schedule for Review & Update: Annually Every three years
Unit Responsible for Review & Update: Executive Vice Chancellor for Administration Facilities
Sponsoring Unit/Department: Executive Vice Chancellor for Administration Facilities
Motion Number: 5342
Legal Reference: Arizona Revised Statutes sections 13-2911(C), 15-1444(A) (10); 34 CFR Part 668 (Student Assistance General Provisions)

Cross Reference:

Pima County Community College District shall The Board of Governors delegates to the Chancellor the authority and responsibility to endeavor to provide an a safe and secure environment for the institution and its students, employees and visitors, that will to the greatest extent possible preclude the occurrence of crimes against their property or their persons and will assure a safe and healthy environment in which to work and study.

To promote a safe environment and to meet its formal statutory obligations and responsibilities for protecting the property, health and safety of its students, employees and visitors, the College shall:

(1) employ police officers who have been certified as peace officers by the Arizona Peace Officer Standards and Training Board;
(2) provide appropriate security, protective service and public safety programs and activities.

The College expects its students, employees and visitors to comply with all Federal, State, County and City Laws and ordinances as well as applicable Student Codes of Conduct, College regulations and employee policy statements while on College property or involved in College supervised events. Accordingly, the College will ensure that appropriate security, protective service and public safety programs and activities are offered to help the College meet its formal statutory obligations and responsibilities for protecting the property, health and safety of its constituencies.
The Board of Governors delegates to the Chancellor the authority and responsibility to assess College facility needs, within guided by the master planning process, in light of instructional and supportive needs, guided by the College’s financial capabilities and other circumstances as deemed appropriate by the Board. The Chancellor shall develop, or cause to be developed, all necessary planning and construction documents that comply with applicable Federal, state, and local laws; codes and regulations and current construction industry standards. Recommendations will shall then be made to the Board of Governors for its approval.
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; 7/9/14
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 Board of Governors delegates to the Chancellor the authority and responsibility of protecting the environment and to the health and safety of its students, employees, guests contractors, and visitors and employees. Accordingly, the College will shall ensure that offer 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 constituents—students, employees, contractors and visitors;
2. provide programs and training, including emergency planning and response, hazardous materials management, recycling, environmental protection and occupational safety.
The Chancellor, or his designee, shall report to the Board of Governors the results of the annual audit report conducted either by the Auditor General of Arizona, a designee, or by an external auditor (if the Auditor General or designee does not conduct the audit). The Board of Governors authorizes the Chancellor, or his/her designee, to cause other request the Office of Internal Audit (Internal Audit) to perform audits, consulting engagements and related professional services that evaluate and improve the effectiveness of risk management, internal controls, and governance processes. Internal Audit shall perform work consistent with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing to be conducted, as required, to meet contractual obligations or to assure compliance with federal, state or College policies, regulations, or practices. Such audits may be conducted by internal staff or
external auditors, the latter to the extent that the audits do not duplicate the work performed by the Auditor General.

Internal Audit shall have direct access to the Chancellor and the Board of Governors. Internal Audit shall remain independent and objective with the ability to report directly to the Board of Governors any situation where Internal Audit perceives a conflict of interest with, or on the part of, the Chancellor’s involvement with the subject of an audit. If the auditor perceives a conflict of interest with, or on the part of, the Board of Governors’ involvement with the subject of an audit, Internal Audit shall have the ability to report directly to the Chancellor, outside legal counsel or an applicable state or federal agency.

Internal Audit will provide the Board of Governors and the Chancellor, at least quarterly, a report on the results of each engagement performed. Matters of significance will be reported as soon as possible.
The Board of Governors expects the College to exercise prudent financial stewardship and support the College mission by

- complying with applicable laws and regulations;
- effectively and appropriately using College resources;
- requiring reliable, timely, accurate and transparent information about such use; and
- maintaining adequate resources, contingency plans and reserves.

Therefore, the Board of Governors delegates to the Chief Executive Officer, Chancellor, or his/her designee, authority to

1. implement the budget as approved by the Board of Governors, and develop financial processes, procedures, and internal controls to manage the assets and financial operations of the College; A report of expenditures as compared to budgets shall be submitted to the Board of
Governors by the Chief Executive Officer at each regular meeting of the Board of Governors.

2. develop an annual budget process in compliance with State law and applicable standards. The budget shall
   a. support the College’s strategic priorities;
   b. ensure the financial stability of the organization;
   c. identify sources and amount of anticipated revenues;
   d. identify projected expenditures by fund, type and unit.

A report of revenues and expenditures shall be submitted at least quarterly to the Board by the Chief Financial Officer.
The Board of Governors authorizes the Chancellor to approve interfund loans among funds, provided such loans are in keeping with external funding restrictions and in accordance with applicable state and federal regulations, do not exceed four consecutive months, and Interest at prevailing rates may be charged to the borrowing fund. The Board empowers the Chief Executive Officer, who may delegate this authority to an appropriate College officer, to approve interfund loan transactions. The Chancellor shall report all interfund loans to the Board as an information item.
The Board of Governors acknowledges the need for well-maintained, safe and secure and operated facilities in carrying out the educational and supportive responsibilities of the College. The Board of Governors therefore authorizes the Chancellor to establish and continuously update a continuous maintenance program procedures and processes for the appropriate management of College physical resources. These may to include but not be are not limited to the following components:

1. building and grounds maintenance, modifications, and renovations;
2. power plants, equipment operations and maintenance, and renovations;
3. communications, computing and data systems maintenance, modification and renovation;
4. custodial and support services; and
5. utilities systems and infrastructure maintenance, modifications and renovations; and
6. energy conservation measures.
1. planning, managing, maintaining and renovating College facilities, infrastructure and equipment;
2. managing energy conservation measures;
3. disposing of property by the method most likely to give the highest return to the College;
4. providing a transportation program conducted in a cost-effective and fuel efficient manner;
5. ensuring access and security for the College.
To foster student success, the College shall provide a student success system that is a coordinated, integrated, interactive, and comprehensive system of academic and student support services. This system shall include developmental education options and acceleration choices and shall reflect the ideal that student success, which is measured by the degree to which students meet their stated personal goals, is the primary mission of the College and is an integral part of the critical aspect of institutional effectiveness. In addition, the student success system will emphasize the following:

1. Access to learning, through course offerings on days, evenings and weekends; through learning technologies and by delivery systems commensurate with meeting the needs of the community;
2. Academic advising to achieve individual student goals through the utilization of the full range of institutional resources; and
3. Career/workforce development, which includes foundational preparation for a career and/or workforce training and certification.
All employees shall be free to seek and engage in outside employment so long as such employment does not interfere with the full and proper discharge of their duties or professional and contractual responsibilities to the College. Outside or secondary employment refers to any second job, contract or work agreement made by any College employee with any other party, including the College. It also includes self-employment, owning a business, holding any elected or appointed public office, and holding a position in a political party or organization.

Such outside or secondary employment will be subject to A.R.S. §38-503 (Conflict of Interest of Officers and Employees), the Arizona rules for ethics of public employees.

Outside or secondary employment is not permitted if it impairs an employee’s capacity to perform job duties in an acceptable manner, has adverse impact on the College, or creates a conflict of interest that cannot be resolved in a manner acceptable to the College.
No outside or secondary employment will be conducted using College work time, facilities, equipment, personnel, or materials. Employees shall not use their position at the College for outside financial or personal gain.
The College shall develop and maintain a knowledgeable and competent work force. Through the provision of educational, developmental and training opportunities for employees. In order to assist employees in (a) improving performance in their current job, and (b) preparing them for career advancement within the College, the College shall provide professional and career development opportunities.
Board Policy Title: **Employment and Reassignment of Executive Level Administrators** Hiring and Assignment of Personnel

**Board Policy Number:** BP-4101  
**Adoption Date:** 10/21/81  
**Revision Date(s):** 2/27/12; 6/26/14  
**Review Date(s):** 6/26/14  
**Schedule for Review & Update:** Annually Every three years  
**Unit Responsible for Review & Update:** Chancellor / Vice Chancellor for Human Resources  
**Sponsoring Unit/Department:** Chancellor / Vice Chancellor for Human Resources  
**Motion Number:** 2710, 2711  
**Legal Reference:** A.R.S. §§ 15-1444 and 1445  
**Cross Reference:**

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It shall be the policy of the Board to appoint members of the executive level of administrators, based upon the nomination of the Chief Executive Officer. The executive level administrators shall consist of the Executive Vice Chancellor, Vice Chancellors, and Campus Presidents.

Whenever the Chief Executive Officer shall have determined to nominate a person for full-time professional employment, the Chief Executive Officer may, prior to appointment by the Board, negotiate with such person a contract of employment, which contract shall be in accordance with the executive salary schedule and be expressly subject to approval by the Board.
No contract for employment of the executive level administrator shall become effective until approved by the Board.

Prior to initial employment, the qualifications of candidates shall be outlined to the Board and a report made that (1) the candidates meet the criteria and qualifications for the position and (2) reasonable good faith efforts have been employed to recruit and select women and racial/ethnic minority candidates. Furthermore, all policies, regulations and procedures for employment of personnel, including Affirmative Action shall be rigidly adhered to.

Furthermore, it shall be the policy of the College to encourage the lateral reassignment of the executive to ensure successful completion of College priorities, as well as to provide varied professional growth.

The Chief Executive Officer shall develop appropriate College regulations and procedures concerning selection and reassignment of the executive level administrators. Specific instances of lateral reassignment shall be subject to Board approval.

The Board of Governors directs the Chancellor to establish standards to ensure that Pima Community College employs qualified faculty, staff, and administrators.

The Chancellor shall make recommendations to the Board for authorization of positions in any classification to be filled at the College and for the allocation of sufficient budget amounts to fund those positions. The Chancellor’s recommendation shall include at least the following information: title, job description listing of essential job functions, salary range, and justification of need. The Chancellor or designee is authorized to fill positions approved and funded by the Board.

The names of individuals hired by the College shall be submitted to the Board for ratification at the next regular Board meeting following the date of hire. The report to the Board shall also include, but is not limited to, title, rate of pay, start date, highest degree earned, awarding institution, and most recent previous job. Reports on administrator hires should also include all education, all relevant experience and a recruitment overview.

The Chancellor or designee shall adopt administrative procedures for the selection and assignment of employees. The goals of the selection process shall be to fill positions with qualified individuals in a timely manner, to ensure equal
employment opportunities, and to promote diversity in the College workforce. All hires shall conform to these administrative procedures.

The Board of Governors recognizes that from time to time the College needs to fill vacancies on an acting basis as a result of an immediate need, sabbatical leaves, leaves of absence or other circumstances. When an incumbent permanently vacates a position, an acting assignment shall be limited to the shortest period necessary to fill the position on a regular basis. The Chancellor shall report acting assignments to the Board for ratification at the next regular Board meeting following the assignment. The Chancellor shall develop administrative procedures for acting appointments.
Pima County Community College District
Board Policy

Board Policy Title: Information Technology Resource Management

Board Policy Number: BP-5702
Adoption Date: 11/9/05
Revision Date(s): 7/17/14
Review Date(s): 7/17/14
Schedule for Review and Update: Every three years
Sponsoring Unit/Department: VC Information Technology
Motion Number: 6643
Legal Reference: Cross Reference:

Pima Community College shall create and develop, maintain, manage and continuously update the systems, organization, conditions, and regulations necessary to provide for information security, managed access to and ethical use of data, information, computing, communications and network resources appropriate to achieving the College mission.
Pima County Community College District
Board Policy

To be deleted; included in BP 2501.

Board Policy Title: Transportation

Board Policy Number: BP-2502
Adoption Date: 11/17/79
Revision Date(s): 11/10/09, 4/11/14
Schedule for Review & Update: Annually Every three years
Unit Responsible for Review & Update: Executive Vice Chancellor for Finance and Administration, Vice Chancellor for Facilities
Sponsoring Unit/Department: Executive Vice Chancellor for Finance and Administration, Vice Chancellor for Facilities

Motion Number: 1942
Legal Reference: 
Cross Reference: 

The Board of Governors is aware of the need for transportation services in order to meet the operational and educational responsibilities of the College. To meet this need, the Board of Governors authorizes the Chief Executive Officer, Chancellor, to establish a transportation program. The program, to be conducted in a cost-effective/fuel efficient manner, shall include the management, operation, and maintenance of a vehicle pool.
The Board of Governors delegates to the Chief Executive Officer the authority to dispose of equipment, personal property and/or supplies which become surplus to the requirements of the District and which do not exceed a total item value of $100,000.00 original cost. Like items are to be considered as a group in calculating total dollar value.

Property shall be disposed of by sealed bid, public auction, written quotations, trade-in or individual negotiations, based on dollar value and decision of the disposition authority.

The Board of Governors must grant prior approval for disposition of all items, or groups of like items, over $100,000.00 except for dispositions resulting from a Board-approved capital project.
Pima County Community College District
Board Policy

This policy is being recommended for deletion; its contents have been incorporated into BP 3509.

Board Policy Title: Access to Learning

Board Policy Number: BP-3118
Adoption Date: 11/21/07
Revision Date(s): 11/23/09
Schedule for Review and Update: Annually
Unit Responsible for Review and Update: Chancellor & Provost/Executive Vice Chancellor
Sponsoring Unit/Department: Chancellor & Provost/Executive Vice Chancellor

Motion No: 6780
Legal Reference:
Cross Reference:

PURPOSE
Pima Community College is committed to providing access to learning without the limits of time, place or distance.

POLICY EFFECT
To that end, the College will ensure that courses, programs and services are offered days, evenings, weekends; through distance learning technologies; and by delivery systems commensurate with the needs of the community.

AUTHORITY TO ESTABLISH PROCEDURES
The College administration is authorized to establish procedures to implement this policy.
Pima County Community College District
Board Policy

This policy is being recommended for deletion; its contents have been incorporated into BP 3509.

Board Policy Title: Academic Advising

Board Policy Number: BP-3122
Adoption Date: 9/16/81
Revision Date(s): 10/21/03
Sponsoring Unit/Department: VC Academic Affairs and Student Development
Motion Number: 2674
Legal Reference:
Cross Reference: Attendance, BP-3103; Grading, BP-3108

The College shall provide and academic advising system. This system shall be predicated upon a developmental decision-making process in which the advisors assist students in the achievement of their individual and educational career goals through utilization of the full range of institutional resources.
The Board of Governors recognizes that from time to time the Chief Executive Officer needs to appoint acting administrators as a result of sabbatical leaves, leaves of absence or other circumstances.

Therefore, the Chief Executive Officer shall develop appropriate regulations and procedures for the appointment of acting administrators within the operating units as the need arises. Further, the regulations and procedures shall require the Chief Executive Officer and the Board’s approval for all such acting appointments, which call for a change of contract. In cases of contract change, the Chief Executive Officer shall report such acting appointments to the Board for ratification.
The Chancellor, or his or her designee, shall report to the Board of Governors the results of the annual audit conducted by the Auditor General of Arizona or designee, or an external or independent auditor. The Board or the Chancellor may initiate an external audit at any time.
The General Counsel is employed by the Pima County Community College District (“College”) in accordance with Arizona Revised Statutes §15-1448. The College expects the General Counsel to conform to the generally accepted standards of the legal profession, including the Arizona Rules of Professional Conduct promulgated by the Arizona Supreme Court. These professional standards include, without limitation, standards of integrity, competence, diligence and communication.

1. The General Counsel reports to and is supervised by the Chancellor; he/she is primarily responsible for providing professional legal services to the College’s Board and employees who are acting in their official capacity in performance of their duties. Whenever the General Counsel provides legal services to the district, including the Chancellor and the Board, professional standards require that his or her legal advice and services be based upon independent professional judgment.

2. The College as a whole entity is the General Counsel’s sole client, regardless of which individual or group represents the district as the General Counsel’s client for purposes of any particular communication or representation. The General Counsel owes professional
responsibilities to the organization as a whole, including the Governing Board as an entity.

3. Only the Board and the Chancellor are authorized to waive attorney-client privilege.

4. To meet the expectations stated above, the General Counsel shall have direct and independent access to the Governing Board, when necessary in his or her professional judgment.

5. The General Counsel will provide timely legal opinions on proposed policies, contracts, documents and other matters when requested by the Board, the Chancellor or other College executives.

6. The standards of professional conduct set forth in this policy shall apply to any attorney, in addition to the General Counsel, hired by the College.

7. The Chancellor may assign the General Counsel supervision of College functions such as compliance, training, risk management, or other areas. If so, the General Counsel will take reasonable care to clarify when he or she is exercising such administrative responsibility, rather than providing a legal service. When the General Counsel is performing such administrative duties, he or she will be subject to the direct and exclusive supervision of the Chancellor.
Meeting Date: 8/13/2014

Item Number: 14.8

**Item Title** | **Contact Person**  
--- | ---  
Grant Proposal: AAMMP Up – Arizona Aviation, Mining, and Manufacturing Program | Lorraine Morales, President Community Campus  
(206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Community Campus’ Trade Adjustment Assistance (TAA) Community College and Career Training (TAACCCT) grant proposal titled AAMMP Up – Arizona Aviation, Mining, and Manufacturing Program, funded by the U.S. Department of Labor. This $2,499,997.00 four year grant effective 10/1/2014 – 9/30/2018 will design and deliver industry recognized credentials to support sector partnerships in advanced manufacturing, mining, and aviation.

**Justification:**

The TAACCCT program seeks to increase the number of workers who attain certificates, degrees, and other industry-recognized credentials, helping to meet President Obama’s college graduation goal of increasing the percentage of adults with a post-secondary credential by 2020. The overarching goals of the program are to: (1) increase attainment of degrees, certifications, certificates, diplomas, and other industry-recognized credentials that match the skills needed by employers to better prepare workers eligible for training under the Trade Adjustment Assistance (TAA) for Workers Program (“TAA-eligible workers”) of chapter 2 of title II of the Trade Act of 1974, 19 U.S.C. 2271-2323, and other adults for high-wage, high-skill employment or re-employment in growth industry sectors; (2) introduce or replicate innovative and effective methods for designing and delivering instruction that address specific industry needs and lead to improved learning, completion, and other outcomes for TAA-eligible workers and other adults; and (3) demonstrate improved employment outcomes.

At Pima Community College, we will better serve TAA-eligible workers and other veterans, low-skilled, unemployed, and underemployed adults, with PCC’s AAMMP Up—*Arizona Aviation, Mining and Manufacturing Program*—will develop an industry-requested degree pathway in Industrial Technology that will also contain four short-term certificates, and add new short-term options to existing degree programs in Welding and Aviation. Significant data demonstrate these are high-demand fields in southern Arizona, with strong earning potential. Also at industry request, we will update equipment to meet employer-identified needs. Entry into programs will be accelerated by 1) applying and developing Credit for Prior Learning standards, including course-to-credential cross-walking, military service, portfolios, and demonstration of competency, and 2) providing an accelerated, contextualized Math Boot Camp. Support
services/case management will help ensure participant academic success and ultimate employment. Credentials to be developed and awarded: New AAS in Industrial Technology with certificates in Instrumentation, Industrial Maintenance, Industrial Mechanic, and Mechatronics; AAS in Welding with new certificates in basic industrial and advanced industrial welding; existing AAS in Aviation Technology.

**Financial Considerations:**

The total grant amount being requested is $2,499,997.00 for a four-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>REQUESTED</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$263,352</td>
<td>$271,253</td>
<td>$268,866</td>
<td>$69,635</td>
<td>$873,106</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$79,610</td>
<td>$81,999</td>
<td>$83,511</td>
<td>$24,372</td>
<td>$269,492</td>
</tr>
<tr>
<td>Travel</td>
<td>$18,295</td>
<td>$10,500</td>
<td>$11,800</td>
<td>$500</td>
<td>$41,095</td>
</tr>
<tr>
<td>Equipment</td>
<td>$629,101</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$629,101</td>
</tr>
<tr>
<td>Supplies</td>
<td>$34,177</td>
<td>$3,250</td>
<td>$3,235</td>
<td>$500</td>
<td>$41,162</td>
</tr>
<tr>
<td>Contractual</td>
<td>$202,890</td>
<td>$117,893</td>
<td>$122,316</td>
<td>$50,000</td>
<td>$493,099</td>
</tr>
<tr>
<td>Construction</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$16,115</td>
<td>$7,000</td>
<td>$2,300</td>
<td>$0</td>
<td>$25,415</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>$43,655</td>
<td>$37,400</td>
<td>$36,971</td>
<td>$9,501</td>
<td>$127,527</td>
</tr>
</tbody>
</table>

**TOTAL**

| $1,287,195 | $529,295 | $528,999 | $154,508 | $2,499,997 |

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

**Approvals**

Campus President ______________________________

[Signature]

Dr. Lorraine Morales

Chancellor ______________________________

[Signature]

Lee D. Lambert, JD
ACTION ITEM

Meeting Date: 8/13/14  Item Number: 14.9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: State of Arizona Department of Education</td>
<td>Dr. Erica Holmes</td>
</tr>
<tr>
<td>Carl Perkins IV- Basic Grant</td>
<td>Provost and</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the District Office “Carl Perkins IV- Basic Grant” grant proposal; and if funded, acceptance of the grant award from the State of Arizona Department of Education. The grant proposes District-wide support to improve occupational programs at the college with permissible activities such as support of occupational professional development for faculty and staff, updating equipment, professional support for faculty to increase student success, and linking secondary and postsecondary through the development and administrations of occupational programs of study which are intended to develop career training opportunities to secondary students. The grant performance period is from July 1, 2014 through September 30, 2015. The award amount is $384,519.32

Justification:

District-wide support to improve occupational programs at the college with permissible activities such as support of occupational professional development for faculty and staff, updating equipment, professional support for faculty to increase student success, and linking secondary and postsecondary through the development and administrators of occupational programs of study which are intended to develop career training opportunities to secondary students. The grant has a total of 11 objectives for each participating program (Building and Construction Technology (BCT), Welding and Fabrication (WLD), Machine Tool Technology, Automotive, and Career and Student Services) and co-chair programs of study consortium.

Financial Considerations:

The total grant amount being requested is $384,519.32 for a one-year period. The table below illustrates the expense items to be supported by the grant.
<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries-Non-Instructional</td>
<td>$173,642</td>
<td>$173,642</td>
</tr>
<tr>
<td><em>Fringe</em></td>
<td>$32,599</td>
<td>$32,599</td>
</tr>
<tr>
<td>Travel</td>
<td>$47,068.45</td>
<td>$47,068.45</td>
</tr>
<tr>
<td><strong>Supplies and Materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$29,308</td>
<td>$29,308</td>
</tr>
<tr>
<td><strong>Purchased Services/Consultant</strong></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Reproduction</td>
<td>$1000</td>
<td>$1000</td>
</tr>
<tr>
<td><strong>Capital Outlay (Capital and Non-Capital line items)</strong></td>
<td>$86,721</td>
<td>$86,721</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$283,617.45</td>
<td>$283,617.45</td>
</tr>
<tr>
<td><strong>Total Indirect Costs @5 %</strong></td>
<td>$14,180.87</td>
<td>$14,180.87</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td>$384,519.32</td>
<td>$384,519.32</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 ________________________________

Erica Holmes

Chancellor ________________________________

Lee D. Lambert, J.D.
Meeting Date: 8/13/2014  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Grant Proposal: Pima Community College Adult Education (PCCAE) Bridge to College and Career Program | Dr. Lorraine Morales  
|                                                                           | President, Community Campus (206-6577)             |

Recommendation:

The Chancellor recommends that the Board of Governors approve the Community Campus’ City of Tucson Department of Human Services grant proposal titled Pima Community College Adult Education Bridge to College and Career (BCC) Program. This $77,349.07 one-year grant is effective 7/1/2014-6/30/2015. The grant will serve students with intentional instructional and support services so that more students can successfully bridge to improved skills in Reading, Math or Writing, passing the High School Equivalency (HSE) exam, entering job training, getting a better job, or transitioning to post-secondary education.

Justification:

Basic service elements of PCCAE’s BCC program include supplemental classes for students, one-on-one tutoring, and referral and support services to help them bridge successfully into appropriate job training or college programs. Classes will be focused primarily on the “soft skills”, such as study skills, computer literacy skills, and career exploration, along with basic skills in reading, writing, and math that students need to be successful in postsecondary education or training that leads to a sustaining career. The target population will be students who are preparing for their High School Equivalency (HSE) and test at a 9th grade level or above on two (of three) tests of the Test of Adult Basic Education (TABE). Students testing 9th grade or above in at least two subjects will receive extra classes, one-on-one tutoring and support services.

The timeline for program implementation will be as follows:

**July – September:** Hire program staff and develop program; develop tracking systems for data measures; identify program participants; begin tutoring and support services at three (3) Adult Education Learning Centers located at the El Rio Community Learning Center, the El Pueblo Liberty Learning Center, and the PCC 29th Street Coalition Center.

**October-December:** Implement full program at three (3) Adult Education Learning Centers, including supplemental classes for students; collect data.

**January-June:** Based on first session’s experience, evaluate success of program based on quantitative and qualitative data measures; make adjustments to program as necessary to ensure student success; continue services.
Staff that will be employed to implement the program include one Advanced Program Coordinator (APC) of Bridge to College & Career Program, and three Bridge to College & Career Readiness Instructor/Navigators, one for each of three Adult Education Learning Centers. The APC’s role will be to partner with PCC staff, the Instructor/Navigators, and community partners to design and implement a successful program that helps students transition successfully to college and career. The three Instructor/Navigators will have responsibilities which will include a combination of teaching hours and case management/supportive services hours. They will teach students utilizing contextualized instruction in HSE preparation, computer literacy, civics instruction, and basic skills in reading, writing, math, and college and career readiness skills. They will prepare students for successful completion of their classes and refer students into the appropriate job training or college programs. The project expects to serve 100 unduplicated clients per year.

**Financial Considerations:**

The total grant amount being requested is $77,349.07. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Project Funding Resources</th>
<th>Year 1 Expenses</th>
<th>Total Project Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel- exempt</td>
<td>$65,242.97</td>
<td>$65,242.97</td>
</tr>
<tr>
<td>Personnel- hourly</td>
<td>$21,827.52</td>
<td>$21,827.52</td>
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<tr>
<td>Fringe Benefits</td>
<td>$22,789.12</td>
<td>$22,789.12</td>
</tr>
<tr>
<td>Travel</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Staff Development/Training</td>
<td>$1,235.52</td>
<td>$1,235.52 (In-Kind)</td>
</tr>
<tr>
<td>Supplies</td>
<td>$4,200.00</td>
<td>$4,200.00 (In-Kind)</td>
</tr>
<tr>
<td>Contractual</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$8,000.00</td>
<td>$8,000.00 (In-Kind)</td>
</tr>
<tr>
<td>City of Tucson General Funds</td>
<td>$77,349.07</td>
<td></td>
</tr>
<tr>
<td>PCC Leveraged/In-Kind Resources</td>
<td>$52,977.79</td>
<td></td>
</tr>
<tr>
<td>Total Project Sources</td>
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<td>$130,326.86</td>
</tr>
<tr>
<td>Indirect Costs</td>
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<td>$7,031.73</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$130,326.86</td>
<td>$130,326.86</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person ________________________________

Lorraine Morales, Ed.D

Chancellor ________________________________

Lee D. Lambert, J.D., Chancellor
Meeting Date: 8/13/14  
Item Number: 14.11

**Item Title**: Agreement: Vocational/Occupational Training for Inmates  
**Contact Person**: Dr. Lorraine Morales, President, Community Campus  
(206-6577)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the renewal of an agreement to continue vocational/occupational education programs for inmates assigned to the Arizona State Prison Complex-Tucson.

**Justification:**

The State of Arizona Department of Corrections, requests that PCC’s Workforce Development – Prison Program provide vocational and/or educational development training services for inmates assigned to the Arizona State Prison Complex-Tucson. This agreement will assist in serving the needs of a critical population in our community.

**Financial Considerations:**

Under this Agreement, Pima Community College will invoice ADOC monthly for a total annual amount not to exceed $539,667.10.

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

**Approvals**

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

ACTIONS ITEM

Meeting Date: 8/13/14
Item Number: 14.12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: International Student Health Insurance</td>
<td>Dr. Erica Holmes</td>
</tr>
<tr>
<td></td>
<td>Provost and Executive Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends the Board of Governors approve the placement of international student health insurance through The Lewer Agency for the policy year August 1, 2014 through July 31, 2015.

Justification:

International students attending Pima Community College on F1 visas must provide proof of financial resources sufficient to cover expected medical expenses while living in the United States. The College provides access to insurance coverage for those students who do not have other resources or insurance and wish to participate in the College’s plan. Students who choose to participate pay the entire cost of coverage.

The College implemented this program in 1996 with subsequent policies provided through various insurance companies.

Financial Considerations:

The College negotiated a renewal premium of $96.42 per student per month effective August 1, 2014, flat with this year’s premium (250 expected enrollees). The College incurs no expense other than those reflective of incidental administrative responsibilities. The College projects the total contract value for the coming policy year will not exceed $289,260, reflecting a possible 2% enrollment increase as well as taking into consideration current international partnerships.

Approvals

Contact Person ________________________________
Erica Holmes

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

Meeting Date: 8/13/14  
Item Number: 14.13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Contract: Athletic Accident Insurance</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>For Finance and Administration</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends the Board of Governors approve the awarding of a contract for athletic accident insurance with both basic and catastrophic coverages from Myers-Stevens and Toohey & Co., Inc. for the policy year July 1, 2014 through June 30, 2015.

Justification:

During the recently concluded 2013-14 academic year, approximately 400 student athletes competed on sixteen College teams in a wide variety of intercollegiate sports including men’s and women’s basketball, cross country, soccer, golf, tennis and track; men’s baseball and football; and women’s softball and volleyball. Although student athletes are technically required to maintain personal health insurance, the College has provided basic and catastrophic athletic accident insurance as excess coverage to the athletes’ personal insurance in accordance with National Junior College Athletic Association recommendations. The College has experienced an increase in claims in recent years, with a notable sharp increase in claims in the football program, which has demonstrated the continuing need for this type of coverage.

Financial Considerations:

For FY 2013-14, the College requested an annual proposal from four insurers specializing in athletic insurance and received quotations from two of the four firms, with the other two firms declining to bid due to the College’s recent loss experience. Myers-Stevens and Toohey & Co., Inc. provided the lower total quote of $119,834 through BCS Insurance Company (for basic coverage) and Ace American Insurance Company (for catastrophic coverage). This coverage expired on June 30, 2014 but the incumbent carrier provided a premium payment grace period to enable coverage continuance and also provided renewal quotations following the submission of applications in July. The District has elected to continue coverage with Myers-Stevens and Toohey & Co., effective July 1, 2014, for a total of $120,226.

Approvals

Contact Person  
David Bea, Ph.D.

Chancellor  
Lee D. Lambert, J.D.
Change of November Governing Board Meeting Date

Office of the Chancellor
(206-4747)

The Chancellor recommends that the Board of Governors authorize to move the approved Board of Governors Meeting from November 12, 2014 to November 19, 2014.

Chancellor

Lee D. Lambert, J.D.