REGULAR MEETING

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

AGENDA FOR MEETING*

General Matters

1. Call to Order

2. Pledge of Allegiance

Public Comment

3. Public Comment – Call to Audience

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

Reports

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

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

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).
     • Student – Alec Moreno
     • Temporary Staff – Joe Langlois
     • Staff – Don Harp
     • Adjunct Faculty – Carlo Buscemi
     • Faculty – Kimlisa Salazar Duchicela
     • Administrator – Michael Tulino

7. Academic Reports
   • Developmental Education Redesign Plan Update
   • HLC Update

   • Preliminary fiscal year 2014-15 results through July 2014.

Information Items

9. Separations from Employment
   • Information item listing retirements and separations from employment: Iris A. Alfaro, Claudia P. Garcia, Susan E. Lundquist, Crystal A. Moraga, Holly M. Randle, Andrew L. Robinson, Sasha J. Russon, Ranee T. Schmuker and Michael J. Tearne.

10. Interim Appointment
    • Information item listing interim appointment for employment: Cynthia J. Dooling, Interim Vice Chancellor of Information Technology.

11. Policy Changes
    • Information item listing the changes to policies effective through August 28, 2014. Changes are being made as part of the comprehensive review and reorganization of all policies.

Action Items

12. Approval of Minutes of the following meetings:
   A. Study Session of July 29, 2014
Action Items (Continued)

B. Study Session of July 30, 2014
C. Special Meeting of July 30, 2014
D. Special Meeting to conduct Executive Session on August 13, 2014
E. Regular Meeting of August 13, 2014

13. Consent Agenda

13.1 New Appointments
• Administration is requesting approval to hire the following individuals: Alma Barreras de Ochoa, Support Technician – CC; Lawrence Camarota, Instructional Faculty Astronomy, 1-year Admin Appt. – DC; Araceli Cons, Support Specialist – NWC; Janet Fukuda, Advanced Program Coordinator – WC; James Johnson, Trades Maintenance Specialist – M&S; Hope Jones, Laboratory Specialist- Nursing – WC; Vivian Knight, Instructional Faculty Accounting, 1-year Admin Appt. – DC; Melissa Laliberte, Instructional Faculty Mathematics, 1-year Admin Appt. – DC; Dalmira Perez, Student Services Advanced Specialist – CC; Gracie Romero, Support Specialist – EC; Dean Saxton, Instructor – Building Construction Technology – CC; Sandra Shattuck, Instructional Faculty Writing, 1-year Admin Appt. – DV; Anthony Snyder, Trades Maintenance Specialist – WC; Revathi Thanikachalam, Instructional Faculty – Chemistry, 1-year Admin Appt. – EC; Jaime Valencia, Trades Maintenance Specialist – M&S and Jessica Villareyes, Support Technician – Adult Education.

13.2 Acting Administrative Appointments
• Administration is requesting approval to hire the following individuals acting assignments: Michael Tveten, Acting Academic Dean

13.3 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: Brian L. Adams-Thiel, Ph.D., Anthropology; Gender and Women’s Studies; Christopher S. Barnett, Aviation Technology; Gary W. Benna, Art; Art for Personal Development; Rhonda A. Bergen, Reading; Charlene E. Buck, Writing; Joanna E. Camacho, Nursing; Linda M. Campbell, Literature; Writing; Bronwyn DiPeri, Writing; Kathleen S. Ferguson, Writing; Peter N. Figler, Literature; Writing; David A. Flynn, Art, Art for Personal Development; Jessica L. Ganz, Nursing; Maria Gerene E. Garcia, Biology; Mary K. Gilliland, Ph.D, Anthropology; Andrew L. Greif, General Technical Math; Therese M. Handley, Writing; Estella Gonzalez, Writing;
Action Items (Continued)

Susan E. Heintz, Education; Mathematics; Terry L. Johansen, Computer Aided Drafting; Geospatial Information Systems; Landscape Technician Program; Redha Kouchit, Culinary Arts; Richard Layton, Sign Language; Gabrielle L. McNeillie, Dance; Brian McNerney, Chemistry; Victor M. Navarro, Art for Personal Development; Charles A. Nicholson, Aviation Technology; Sandy P. Niederriter, Ed.D., Computer Software Applications, Computer Information Systems; Office and Administrative Procedures; Candace J. O’Neill, Culinary Arts; Arnold M. Panas, Culinary Arts; Bridget A. Pranke, Social Services; Misty D. Ring, Sociology; Beatriz Rodriguez-Aldridge, Fitness and Wellness (Yoga); Robert S. Rose, PhD, Sociology; Administration of Justice; Glen W. Sampson, Geography; Geology; Math; Ioannis Seretis, Computer Information Systems; Computer Software Applications; Vanessa M. Shaw, Writing; Jessica A. Shinn, Art; Art for Personal Development; Writing; Libby Smith, Ed.D., Education; Sociology; John P. Spanarella, Fire Science; Emergency Medical Technology; William T. Wade, and Pharmacy Technology; Charles F. Wallum, Chemistry.

13.4 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: Oscar Alcantara, Instructor – Upward Bound; Linda Ashenbrener, Human Resources Specialist – Human Resources; Aikaterina Assimacopoulos, Tutor I – Writing; Scott Batchelor, Instructor – Math Emporium; Elizabeth Blandford, Support Technician – Pool; Lydia Carano, Support Technician – Pool; Dorothy Cook, Laboratory Specialist – West Campus; Irene DeFotis, Instructor – Mathematics; Larry Divine, Tutor II – Mathematics; Josh Dyer, Workforce Trainer – Public Safety Institute; Mary Kathryn Ferguson, Non-Credit Instructor – Continuing; Education Jacqueline Figueroa, Auxiliary Aide – DSR; Gabriela Gonzales, Instructor – Upward Bound; Spencer Gray, Library Services Technician – Library; Patricia Grasis, Student Services Advanced Specialist – Student Services Center; Downi Griner, Student Services Specialist – HPOG; Travis Halvorson, Workforce Trainer – Public Safety Institute; Ren He, Tutor I – Mathematics; Ana Hernandez-Zamudio, Instructor – Upward Bound; Larry House, Fiscal Advanced Analyst – Student Accounts; Brad Jacobson, Sub-Instructor – Adult Education; Tasha Jackson, Sub-Instructor – Adult Education; Justin Longanecker, Tutor II – Mathematics; Janie Morales, Support Technician – Pool; Ryan Keys, Materials Management Specialist – Maintenance and Security; Elizabeth LeCompte, Event Assistant – Center for the Arts;
Kevin Litten, Instructor – Law Academy; Ana Lopez, Event Assistant – Center for the Arts; Sam Netherland, Workforce Trainer – Public Safety Institute; Adela Millan, Student Services Specialist – HPOG; Susan McGlone, Human Resources Specialist – Human Resources; Ajla Mujezinovic, Tutor II – Upward Bound; Holly Nixon, Tutor II – Learning Center; Rachel Oakerman, Tutor II – Mathematics; Heui Park, Tutor I – Mathematics; Rene Riel, Tutor I – Mathematics; Carmen Romero, Laboratory Technician – Building Construction; Mark Rosenberg, Non-Credit Instructor – Continuing Education; Brenda Ugalde, Instructor – Upward Bound and Miguel Vasquez, Instructor – Upward Bound.

13.5 Contract: Disabled Student Resources – Communication Access
Real-time Translation – FY 2014-2015

- Administration requests approval of the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2014 through June 30, 2015 for an amount expected to exceed $100,000.


- Administration requests approval of a one-year contract renewal with Segal Consulting for consulting on multiple RFPs for employee benefits and advice on developing and implementing the planned employee benefits self-insured trust during the 2014-2015 fiscal year.

13.7 Board Policy Substantive Changes, Deletions and New Board Policies – Final Reading

- Administration submits the final reading of the Board Policy Substantive Changes, Deletions and New Board Policies.

Other Action Items


- The Chancellor is requesting approval of the Chancellor’s Goals, Objectives and Timelines for 2014-2015, which will provide clear direction for the Chancellor and the Chancellor’s Cabinet for the upcoming year.
**Action Items (Continued)**

   • This is a placeholder in the event the Chancellor’s evaluation is finalized and ready for Board approval.

17. Board of Governors 2013-14 Self-Assessment
   • This is a placeholder in the event the Board of Governor’s Self-Assessment is finalized and ready for approval.

18. Legendary Teacher Resolution
   • Administration is requesting approval of the resolution: Legendary Teacher Day September 25, 2014 - a day to encourage members of our community to contact their own “Legendary Teacher” and let them know how they made a difference in their lives.

19. Process for Employee Group Election Resolution
   • This is a placeholder in the event the Board of Governor’s wishes to review the employee group representative election process under BP-4001 and to resolve implementation or interpretation issues as necessary.

**Adjournment**

Regular Meeting  
October 7, 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/meeting-notices/packets.html](http://www.pima.edu/meeting-notices/packets.html).

* 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: 9/10/14

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

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

Approvals

Chancellor

Lee D. Lambert, J.D.
## REPORTS

**Meeting Date:** 9/10/14  
**Item Number:** 4-7

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

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

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## Approvals

Chancellor________________________________  
Lee D. Lambert, J.D.
**Item Title**


**Contact Person**

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

**Recommendation:**

Attached are the financial statements showing preliminary fiscal year 2014-2015 results through July 2014. Time will be provided to discuss College fiscal matters.

**Justification:**

*Statement of Revenues, Expenses and Changes in Net Position:*

The preliminary results indicate that Pima Community College concluded July with a year-to-date increase in net position through month end of approximately $13.5 million. This is a decrease from the previous year’s increase of $15 million and is due to a decrease in tuition and fees revenue associated with 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 2.7 percent of budget, which is slightly lower than the previous year’s 2.9 percent. In absolute terms, year to date Personal Services expenditures were $3.2 million, which is $0.3 million lower than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 8.6 percent of the budget, which is higher than the previous year’s 8.1 percent. In absolute terms, Services and Supplies expenditures were $2.7 million, which is $0.15 million higher than the same period of fiscal year 2014. Transfers are greater than the previous year due to transfers that were not recorded until August of the previous year.

*Statement of Net Position:*

As shown in *The Statement of Net Position*, the total net position at the end of July was $222 million, which is a slight decrease of about $0.2 million compared to the same time last year.
Approvals

Contact Person: ________________________________  
David Bea, Ph.D.

Chancellor: ________________________________ 
Lee D. Lambert, J.D.
Statement of Net Position (formerly Statement of Net Assets)
July 31, 2014
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$5,358,011 $6,704,975 $7,646,969 $19,709,955</td>
<td>$ 24,189,609</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
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<tr>
<td>Short-term Investments</td>
<td>35,027,147</td>
<td>35,027,147</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>19,779,593</td>
<td>19,779,593</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>1,665,324</td>
<td>1,665,324</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>400,913</td>
<td>400,913</td>
</tr>
<tr>
<td>Other</td>
<td>551,452</td>
<td>27,103</td>
</tr>
<tr>
<td>Inventories</td>
<td>123,137</td>
<td>123,137</td>
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<tr>
<td>Prepaid Expenses</td>
<td>1,355,696</td>
<td>1,355,696</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>66,192,774</td>
<td>8,397,402</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>2,654,963</td>
<td>2,654,963</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>395,000</td>
<td>395,000</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,839,669</td>
<td>30,839,669</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>81,847,249</td>
<td>81,847,249</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>5,203,980</td>
<td>5,203,980</td>
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<tr>
<td>Library Books (net of depreciation)</td>
<td>1,832,591</td>
<td>1,832,591</td>
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<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,839,669</td>
<td>149,043,645</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$77,032,443 $8,397,402 $146,390,778 $231,820,623</td>
<td>$234,403,620</td>
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</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>1,646,477</td>
<td>1,646,477</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>184,753</td>
<td>54,668</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>395,000</td>
<td>395,000</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,219,839</td>
<td>4,219,839</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>6,051,069</td>
<td>6,552,711</td>
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<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Untaxed Revenue</td>
<td>5,250</td>
<td>5,250</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,275,752</td>
<td>3,275,752</td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,281,002</td>
<td>3,281,002</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$9,332,071 $54,668 $446,974 $9,833,713</td>
<td>$12,204,709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Investment in Capital Assets</strong></td>
<td>115,154,012</td>
<td>115,154,012</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,406,041</td>
<td>1,406,041</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,796,742</td>
<td>1,796,742</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>(25,021)</td>
<td>(25,021)</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>67,700,372</td>
<td>8,367,755</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$67,700,372 $8,342,734 $145,943,804 $221,986,910</td>
<td>$222,198,911</td>
</tr>
</tbody>
</table>

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

$ (212,001)
# Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For One Month Ending July 31, 2014**

**(Preliminary)**

## General & Auxiliary Enterprises

<table>
<thead>
<tr>
<th></th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$17,850,857</td>
<td>$182,579</td>
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<tr>
<td>Contracts</td>
<td>80,272</td>
<td>80,272</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>5,000</td>
<td>8,821</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>5,861</td>
<td>6,232</td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>17,941,990</td>
<td>27,495</td>
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## Prior Year Funds

<table>
<thead>
<tr>
<th></th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Operating Revenues

<table>
<thead>
<tr>
<th></th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>1,773,375</td>
<td>1,773,375</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>477,144</td>
<td>7,031</td>
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<tr>
<td>Federal Grants</td>
<td>304,803</td>
<td>304,803</td>
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<tr>
<td>State and Local Grants</td>
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<td></td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>152,312</td>
<td>152,312</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>166,142</td>
<td>142</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>2,416,661</td>
<td>457,257</td>
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</table>

## Total Revenues

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,358,651</td>
<td>$22,018,793</td>
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</table>

## Operating Expenses

<table>
<thead>
<tr>
<th>Educational and General</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>790,145</td>
<td>11,922</td>
</tr>
<tr>
<td>Academic Support</td>
<td>1,044,311</td>
<td>232</td>
</tr>
<tr>
<td>Student Services</td>
<td>713,946</td>
<td>830,368</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>2,509,342</td>
<td>21,055</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>745,191</td>
<td>47,289</td>
</tr>
<tr>
<td>Depreciation</td>
<td>627,797</td>
<td>588,137</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>97,573</td>
<td>516,075</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>122,753</td>
<td>15,877</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$5,900,508</td>
<td>$7,532,477</td>
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</table>

## Income Before Other Expenses

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,458,143</td>
<td>$13,500,570</td>
</tr>
</tbody>
</table>

## Transfers

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3,186,000)</td>
<td>7,202,300</td>
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## Capital Appropriations

<table>
<thead>
<tr>
<th>Capital Gifts and Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4,016,300)</td>
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## Increase (Decrease) in Net Position

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11,272,143</td>
<td>$13,500,570</td>
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</table>

## Net Position

<table>
<thead>
<tr>
<th>Total Net Position - Beginning of Year</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
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<tbody>
<tr>
<td></td>
<td>56,428,229</td>
<td>208,486,340</td>
</tr>
<tr>
<td>Total Net Position - End of Period</td>
<td>$67,700,372</td>
<td>$221,986,910</td>
</tr>
<tr>
<td></td>
<td>$222,198,911</td>
<td></td>
</tr>
</tbody>
</table>

## Total Net Position - End of Period: Current Year vs. Prior Year

<table>
<thead>
<tr>
<th>FY 2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>$(212,001)</td>
</tr>
</tbody>
</table>
## Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For One Month Ending July 31, 2014**

*(Preliminary)*

### Expenditures by Function

#### Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$ 53,963,337</td>
<td>$ 790,145</td>
<td>1.5%</td>
<td>$ 53,173,192</td>
<td>$ 925,906</td>
<td>1.6%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>25,304,597</td>
<td>1,044,311</td>
<td>4.1%</td>
<td>24,260,286</td>
<td>1,054,630</td>
<td>4.2%</td>
</tr>
<tr>
<td>Student Services</td>
<td>25,652,467</td>
<td>713,946</td>
<td>2.8%</td>
<td>24,938,521</td>
<td>799,001</td>
<td>3.4%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>35,130,780</td>
<td>2,509,342</td>
<td>7.1%</td>
<td>32,621,438</td>
<td>2,382,103</td>
<td>7.0%</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,926,306</td>
<td>745,191</td>
<td>5.4%</td>
<td>13,181,115</td>
<td>826,130</td>
<td>6.1%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,124,000</td>
<td>97,573</td>
<td>8.7%</td>
<td>1,026,427</td>
<td>2,056</td>
<td>0.3%</td>
</tr>
</tbody>
</table>

#### Other Expenses

<table>
<thead>
<tr>
<th>Function</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>9,000</td>
<td>2,056</td>
<td>0.3%</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>15,135,513</td>
<td>15,135,513</td>
<td>100%</td>
<td>15,135,513</td>
<td>15,135,513</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Total Expenditures by Function**

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 173,432,000</td>
<td>$ 5,989,826</td>
</tr>
</tbody>
</table>

### Expenditures by Account

#### Personal Services

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$ 6,248,476</td>
<td>227,565</td>
<td>3.6%</td>
<td>$ 6,020,911</td>
<td>261,579</td>
<td>4.2%</td>
</tr>
<tr>
<td>Faculty</td>
<td>21,019,044</td>
<td>151,469</td>
<td>0.7%</td>
<td>20,867,575</td>
<td>157,266</td>
<td>0.7%</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,255,270</td>
<td>20,436</td>
<td>1.6%</td>
<td>1,234,834</td>
<td>21,273</td>
<td>1.6%</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,279,895</td>
<td>374,447</td>
<td>2.8%</td>
<td>12,905,448</td>
<td>382,749</td>
<td>2.9%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>43,506,845</td>
<td>1,530,876</td>
<td>3.5%</td>
<td>41,975,969</td>
<td>1,586,677</td>
<td>3.9%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,488,989</td>
<td>1,530,876</td>
<td>3.5%</td>
<td>4,383,427</td>
<td>145,705</td>
<td>3.1%</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>28,292,381</td>
<td>753,681</td>
<td>2.7%</td>
<td>27,538,700</td>
<td>892,431</td>
<td>3.1%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>118,090,900</td>
<td>3,164,036</td>
<td>2.7%</td>
<td>114,926,864</td>
<td>3,447,680</td>
<td>3.1%</td>
</tr>
</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>6,139,448</td>
<td>641,297</td>
<td>10.4%</td>
<td>5,498,151</td>
<td>444,129</td>
<td>7.7%</td>
</tr>
<tr>
<td>Travel</td>
<td>2,650,648</td>
<td>79,478</td>
<td>3.0%</td>
<td>2,571,170</td>
<td>115,903</td>
<td>5.0%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,359,803</td>
<td>1,238,586</td>
<td>10.0%</td>
<td>11,121,217</td>
<td>1,184,203</td>
<td>9.2%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,987,864</td>
<td>143,935</td>
<td>2.1%</td>
<td>6,843,929</td>
<td>211,549</td>
<td>2.7%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,285,924</td>
<td>97,573</td>
<td>7.6%</td>
<td>1,188,351</td>
<td>2,056</td>
<td>0.3%</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,342,475</td>
<td>516,485</td>
<td>22.0%</td>
<td>1,825,990</td>
<td>607,226</td>
<td>28.0%</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td><strong>31,766,162</strong></td>
<td><strong>2,717,354</strong></td>
<td><strong>8.6%</strong></td>
<td><strong>29,048,808</strong></td>
<td><strong>2,565,066</strong></td>
<td><strong>8.1%</strong></td>
</tr>
</tbody>
</table>

#### Capital Equipment

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>471,000</td>
<td>8,168</td>
<td>1.7%</td>
<td>462,832</td>
<td>5,765</td>
<td>1.3%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>9,000</td>
<td>(28,685)</td>
<td>-2.3%</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>18,614,938</td>
<td>18,614,938</td>
<td>100%</td>
<td>18,614,938</td>
<td>18,614,938</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Total Expenditures by Account**

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 173,432,000</td>
<td>$ 5,989,826</td>
</tr>
</tbody>
</table>
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

### General & Designated Funds YTD Revenues - FY14 - Prior Year
For the One Month Ending July 31, 2013

- Tuition and Fees: $18,696,279 (89%)
- State Appropriations: $1,784,150 (9%)
- Property Taxes: $290,025 (1%)
- Other Revenues: $265,737 (1%)

### General & Designated Funds YTD Revenues - FY15 - Current Year
For the One Month Ending July 31, 2014

- Tuition and Fees: $17,850,857 (88%)
- State Appropriations: $1,733,375 (9%)
- Property Taxes: $477,144 (2%)
- Other Revenues: $257,275 (1%)

### General & Designated Funds YTD Revenues

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

- Jul FY14
- Aug FY14
- Sep FY14
- Oct FY14
- Nov FY14
- Dec FY14
- Jan FY14
- Feb FY14
- Mar FY14
- Apr FY14
- May FY14
- Jun FY14

Legend:
- Blue: Tuition and Fees
- Red: State Appropriations
- Green: Property Taxes
- Purple: Other Revenues
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year

For the One Month Ending July 31, 2013

Administrative Personnel $261,579
Additional Compensation - Faculty $21,273
Adjunct Faculty $382,749
Classified Staff $1,586,677
Other Compensation $145,707
Fringe Benefits $892,431
Communication & Utilities $444,129
Travel $115,903
Contractual Services $1,184,203
Supplies & Materials $211,549
Student Financial Aid $2,056
Other Expenditures $584,306
Transfers $0

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 15 - Current Year

For the One Month Ending July 31, 2014

Administrative Personnel $227,565
Additional Compensation - Faculty $20,436
Adjunct Faculty $374,447
Classified Staff $1,530,876
Other Compensation $145,707
Fringe Benefits $753,681
Communication & Utilities $641,297
Travel $79,478
Contractual Services $1,238,586
Supplies & Materials $143,935
Student Financial Aid $97,573
Other Expenditures $535,603
Transfers $3,186,000

Transfers $3,186,000

Transfers $0

Other Expenditures $584,306

Other Expenditures $535,603
### All Funds Revenue & Expenses Year to Date - Current Year

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>$0</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Aug</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>Sep</td>
<td>$15,000,000</td>
<td>$15,000,000</td>
</tr>
<tr>
<td>Oct</td>
<td>$20,000,000</td>
<td>$20,000,000</td>
</tr>
<tr>
<td>Nov</td>
<td>$25,000,000</td>
<td>$25,000,000</td>
</tr>
</tbody>
</table>

### All Funds YTD Revenues & Expenses - FY15

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

---

**Pima County Community College District**

All Funds Revenue & Expenses Year to Date

Current Year
## Statement of Net Position

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
<th></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>
<td></td>
</tr>
<tr>
<td><strong>Cash &amp; Cash Equivalents</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Receivables</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Short-term Investments</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Property taxes</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Accounts</strong></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>
<td></td>
</tr>
<tr>
<td><strong>(net of allowances)</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Government Grants &amp; Contracts</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Student Loans</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Inventories</strong></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>
<td></td>
</tr>
<tr>
<td><strong>Prepaid Expenses</strong></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>
<td></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.
Glossary for Financial Reports

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

Commission & Rents Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th>Glossary Term</th>
<th>Definition</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>
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<tr>
<td></td>
<td>• Media, such as audio-visual services, and technology, such as computing support</td>
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<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>
Operation & Maintenance of Plant
Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution’s physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; emergency preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

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

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

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

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

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

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

Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.
Information:

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

**Retirements**

**Lundquist, Susan E.**
Instructor  
CC – Adult Education  
Start Date: 7/1/00  
End Date: 9/16/14

**Separations from Employment**

**Alfaro, Iris A.**
Facilities Coordinator  
DC – Administrative Services  
Effective: 7/29/14

**Garcia, Claudia P.**
Trades/Maintenance Specialist  
DO – Plant Operations  
Effective: 8/15/14

**Moraga, Crystal A.**
Support Specialist  
NW – Academic/Instructional Services  
Effective: 8/12/14

**Randle, Holly M.**
Student Services Advanced Specialist  
DC – Enrollment Services  
Effective: 8/8/14
Robinson, Andrew L.
IT Analyst
CC – Instructional Design
Effective: 9/12/14

Russon, Sasha J.
Support Technician
DO – Faculty Certification
Effective: 8/15/14

Schmuker, Ranee T.
Support Coordinator
DO – Information Technology Operations
Effective: 8/14/14

Tearne, Michael J.
Student Services Manager
DC – Enrollment Services
Effective: 8/1/14

Approvals

Contact Person ________________________ Charlotte Fugett
Charlotte Fugett

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

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

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

Information:

The Chancellor submits the following information for an interim appointment:

**Dooling, Cynthia J.**  
Interim Vice Chancellor of Information Technology

- **Salary:** $158,861 (annual)  
  **Effective:** 8/18/14
- **Education:** AAS Computer Programmer/Analyst, Pima Community College, Tucson, AZ; Bachelor of Science, Computer Programming, Charter Oak State College, New Britain, Connecticut
- **Experience:** Ms. Dooling started her career at Pima Community College in 1982 and progressed from entry level computer technician roles to mid-range IT supervisor and manager roles, before acquiring the position of Director of User Support Services in 2007. She also served as Vice Chancellor for Information Technology in an acting capacity for more than a year, specifically between April 14, 2011 and June 20, 2012. She retired in April 2014.

Per College SPG-4201/BA, this interim appointment is being recommended to temporarily fill the duties and responsibilities of the Vice Chancellor for Information Technology due to an immediate operational need. Executive leadership in IT is needed in order to maintain continuity in service to provide leadership during the fall semester and to prepare and participate in the HLC site visit mid-September, 2014.

Her extensive IT experience combined with her long tenure and understanding of the College makes her an ideal choice for the Interim Vice Chancellor of Information Technology. Salary will be prorated from the annual amount shown above.

Approvals

Contact Person ___________ **Charlotte Fugett**
Charlotte Fugett

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

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>9/10/14</th>
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<tbody>
<tr>
<td>Item Number:</td>
<td>11</td>
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<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Board Policy Changes</td>
<td>Deborah Yoklic Assistant Vice Chancellor (206-4747)</td>
</tr>
</tbody>
</table>

**Information:**

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

- SPG-1401/AA  Governance Council
- SPG-3105/AC  College Curriculum Council
- SPG-3501/AC  Registration Process for Credit Courses

**Approvals**

Contact Person: Deborah Yoklic

Deborah Yoklic

Chancellor: Lee Lambert
PURPOSE

The College Governance Council is established by the Board of Governors as an open communication model involving all College groups which (1) provides input into decision making based on critical analyses, ongoing inquiry, continuous improvement, and (2) is focused on the welfare and mission of the College and on student success. The model emphasizes contribution, cooperation, collaboration, civility, transparency and respect.

SECTION 1: Governance Council Membership and Meetings

1.1 Representative members will serve one year terms.
1.2 Members serve a maximum of two consecutive 1-year terms. Following a one-year break in service, a member will again be eligible to serve as a member. The initial year of the Council, 2014, shall not be included for this purpose.
1.3 Members who are employees are required to attend at least 75% of the meetings.

1.4 If a member can no longer participate in Governance Council, the group that selected that member will choose a replacement.

1.5 Excused absences include illness of the employee or member of the employee’s immediate family and approved leave (e.g., bereavement leave). Classes and other meetings are not included as excused absences for employees.

1.6 Student representatives will coordinate their attendance to ensure that at least one student will attend each meeting of the Governance Council.

1.7 The College Governance Council shall consist of 12 representatives, in addition to the Chancellor, as follows:
   - 3 Students (the Governing Board representative and two other representatives selected by campus Student Governments)
   - 3 Faculty members (the two Governing Board representatives, one regular faculty and one adjunct faculty; and one additional representative selected by Faculty Senate)
   - 3 Staff members (the two Governing Board representatives, one regular staff member and one temporary staff member; and one additional representative selected by Staff Council)
   - 3 Administrators (the Governing Board representative; 1 Campus President selected by the Presidents, and 1 other administrator selected by the administrators)

1.8 The Chancellor will chair the Governance Council.

1.9 The Governance Council will identify a vice-chair. In the event the Chancellor cannot attend, the Vice-Chair will chair the meeting.

1.10 The Governance Council will meet at least once a month during the academic year (September through May), and more often as necessary. Virtual meetings (phone or video conference) are acceptable, especially in the event a summer meeting is needed.

1.11 A quorum will consist of 50% of the membership plus one, with at least one member from each group (student, faculty, staff and administrator). If no quorum is present, Governance Council may meet but cannot make recommendations.

1.12 Guests are encouraged to attend Governance Council meetings as observers. Guests will not participate in discussion nor offer opinions unless specifically asked by the Council chair.

SECTION 2: Decision Making and Conduct

2.1 Consensus is the preferred method of decision making.
2.2 If consensus cannot be reached, two or more alternatives will be acknowledged. The minutes will reflect the pros and cons of the various alternate choices agreed upon.

2.3 In order to assure cooperation, collaboration and healthy debate, Council members will
   a. Come on time and be prepared;
   b. Be engaged and focused on the item being considered;
   c. Be respectful of other members and their opinions;
   d. Listen to understand rather than to contradict;
   e. Debate issues, problems and solutions, not people;
   f. Hold the floor for no more than 3 minutes.

2.4 The Chancellor’s office will provide administrative clerical support.

2.5 The Governance Council will develop supplemental or additional procedures as necessary.

SECTION 3: Information Sharing

3.1 The Governance Council shall have a webpage on the PCC website.
3.2 Meeting times and locations will be posted on the webpage with as much notice as possible.
3.3 Minutes will be taken at each meeting.
3.4 Minutes will be sent to members within two weeks if at all possible and brought for approval at the following meeting.
3.5 Minutes of Governance Council meetings shall be posted on the webpage following approval by the Council.
3.6 Approved minutes of Governance Council meetings shall be included in BOG packets as an information item.
3.7 The Assistant Vice Chancellor to the Chancellor has the responsibility for ensuring the Governance Council webpage is kept current.

SECTION 4: Role of Governance Council

The College Governance Council makes recommendations to the Chancellor through contribution, cooperation, collaboration, civility, transparency and respect.

4.1 Items which come to the Governance Council include the following:
   a. Items which are of broad significance to the PCC District, students and/or employees.
   b. Information items of interest or importance to the entire College.
   c. Complex issues involving a choice between multiple options.
4.2 Board Policies and Administrative Procedures may be pulled at any point from the normal development and approval process established by BP-1101 and SPG-1101/AA and brought to the Council for discussion by any Governance Council member.

4.3 Issues concerning wages, hours and working conditions are the purview of meet-and-confer and should not be brought to the Governance Council.

4.4 The Governance Council should at no time be used as a venue for discussion of personal or individual personnel issues.

4.5 The Agenda is set by the Chancellor or designee.
   a. Any council member may put forth an agenda item on behalf of those they represent.
   b. The Agenda will be posted to the Governance Council MyPima Groups page at least 5 days in advance of the meeting.
   c. Additional items may be added to the Agenda at any time at the discretion of the Chair.
   d. Agenda items are to be brought forward and addressed in a timely manner.

4.6 Proposed agenda items shall be sent to the Chancellor through the Assistant Vice Chancellor to the Chancellor.

4.7 If a proposed agenda item is not brought forward to the Council, the person proposing the item shall be informed as to the reason(s) behind that decision.

4.8 In striving to have decisions be data-informed and evidence-based, the Council member bringing forth the agenda item should provide data whenever appropriate and possible. Data might include the following: financial considerations, how other Arizona Community Colleges or our IPEDS peer institutions handle the issue, what constituencies prefer, and anticipated pros and cons of the proposed action. The proposer may request the assistance of Planning and Institutional Research through the Assistant Vice Chancellor to the Chancellor.

4.9 The Chancellor or designee will ensure that recommendations of the Governance Council are shared appropriately.

4.10 In exceptional circumstances and with urgent legal, fiscal or organizational reasons, the Chancellor and the BOG maintain the right to act on policy or other non-policy issues without utilizing the usual governance process.

SECTION 5: Evaluation of the Model

The Governance Council will evaluate the governance model no later than the first November meeting of each year.
The College Curriculum Council (CCC) evaluates curriculum submissions from each campus for the following qualities.

A. College-wide impact
B. Educational soundness
C. Compliance with College policies, regulations, standard practice guides, and procedures

Criteria for the evaluation of curriculum proposals appears in the College’s Curriculum Procedures Manual. Technical review of each proposal is conducted by the College curriculum specialist and the College Curriculum Office to ensure the integrity of the documentation.

Items that are approved by the (CCC) are forwarded as recommendations to the Vice Provost and Assistant Vice Chancellor for Academic Services and to the Provost/Executive Vice Chancellor approve the curriculum items. New programs
and deleted programs are submitted to the College Board of Governors for approval.

**Composition.** The (CCC) is composed of members who represent a variety of constituents concerned with the quality, cost effectiveness, and integrity of the curriculum:

Voting Members:
- Vice Provost and Assistant Vice Chancellor for Academic Services
- Vice Presidents of Instruction
- One administrator from Student Development
- One faculty representatives from each campus
- The equivalent number of faculty representatives equal to the campus faculty representation selected by the Faculty Senate
- Two educational support faculty representatives: one representing counseling and one representing library services
- Director of Curriculum and Articulation Services

Ex Officio Members:
- College Curriculum Specialists
- Representative from Finance
- Representative from Financial Aid
- Representative from Adult Education
- Representative from Workforce Response
- Representative from the Center for Training and Development
- Representative from Continuing Education and Community Education

Co-chairs:
- The Vice Provost serve as the administrative co-chair
- A faculty co-chair is selected by the CCC members
SPG Title: Registration Process for Credit Courses

SPG Number: SPG-3501/AC
Effective Date: 6/25/14
Approval Date:
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.: Admissions and Registration, RG-3501/A
Board Policy Title & No.: Admissions and Registration, BP-3501
Legal Reference: Arizona Revised Statute (A.R.S.) § 15-1821.01
Cross Reference: Advising and Orientation, SPG-3114/AA; Educational Contract Training and Services, RG-3116/A; Admissions and Registration, BP-3501; Admissions and Registration, RG-3501/A; Limited Enrollment, BP-3506; Limited Enrollment (Selective Admissions), SPG-3506/AA; Student Success, BP-3509; Placement Evaluation Process for Reading, Writing, Mathematics and English as a Second Language Course Selection, SPG-3509/AA

No person shall be denied registration at the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression.
I. Registration
   A. General Registration Information
      1. A student is not officially registered until all tuition and fees are paid.
      2. To promote student success and retention, a limit will be placed on the number of credits in which a student can register each semester. Students can register for a maximum of 18 credit hours for the fall and spring semesters and a maximum of 12 credit hours in the summer semester. Registration beyond these limits requires approval from a Vice President of Student Development or designee. Students are strongly encouraged to meet with an advisor or counselor to discuss the appropriate maximum number of credits for their individual circumstances. Credits or coursework taken concurrently outside of Pima Community College will be taken into consideration.
   B. Registration of Students Under Age 16

   Primary responsibility for the education of underage students lies with the secondary school system, the equivalent private school system, or a homeschool program until the student reaches the age of 16. The College may supplement the primary educational program provided to the student under age 16 by the secondary school system or alternate provider, charter or home school in accordance with ARS 15-1805.01. When the College agrees to provide supplemental education for students under the age of 16, the student and his/her parents will provide signatures granting the parent's(s') or legal guardian(s') permission for the student to register, as well as a written educational plan stating the educational outcomes the parent(s)/legal guardian(s) intends the student to meet.

   Prior to the student registering each semester:
   1. The Vice President of Student Development or designee at the campus of the student’s intended registration must meet with the student and the parent(s) or legal guardian(s) for a registration intake interview. The interview includes an evaluation of student preparedness, the completion and submission of all required forms and records and a general review of relevant College policies and procedures.
2. The parent(s) or legal guardian(s) will be asked to sign the Under Age Student Form. The student also must sign the agreement and comply with its terms.

3. The parent(s) or legal guardian(s) are responsible for providing the following:
   - The applicant's birth certificate or government issued ID, or public school ID.
   - A written statement that describes the means of transportation provided for the student to attend PCC by the parent(s)/legal guardian(s).
   - A copy of the student's scores on the Scholastic Aptitude Test (SAT), the American College Test (ACT), the Preliminary Scholastic Aptitude Test (PSAT), or the relevant portions of the Arizona Instrument to Measure Standards Test (AIMS), or the Pima Community College placement measure as per the College’s placement evaluation process policy.

4. The completed forms and documentation will be reviewed by a Vice President of Student Development or designee. The Vice President of Student Development will make the determination for initial registration of underage students into courses, and may deny registration if deemed appropriate.

5. The records of material required for registration will be kept by the Vice President of Student Development who approved the applicant’s initial registration.

Continued enrollment of those underage students granted permission to register by the Vice President of Student Development or designee is dependent on an evaluation conducted with the student and parent(s) or legal guardian(s) on satisfactory academic progress, appropriate course selection, and compliance with the Pima Community College Student Code of Conduct for each semester of registration until the student reaches 16 years of age.

C. International Student Registration
1. All International Students must meet with an advisor from the International Student Office (ISO) each semester before registering for classes. A registration hold will be placed on a student’s
account. A student must be cleared by the ISO advisor transaction before adding, dropping, or withdrawing from any course.

2. F-1 Visa students
   a. Must register for at least 12 credits during each fall and spring semester. If the student arrives in the summer with an I-20, the student must register for six credits in the summer semester.
   b. Must complete at least 12 credits each semester
   c. Must also maintain a grade point average of 2.00 and at least a 67% completion rate.

3. J-1 Visa students
   a. Are non-degree seeking
   b. Must be registered each semester and pursuing a full course of study

**II. Residency Requirements**

A person whose domicile is in this state is entitled to classification as an in-state student if the person meets requirements pursuant to ARS 15-1802.

RG-3501/A requires students to demonstrate evidence of domicile prior to initial registration and payment of tuition and fees. It is the responsibility of the student to register under the correct domicile determination. If a student believes that his/her domicile has been incorrectly determined, the student may correct this by submitting appropriate documentation to the College by the first day of his/her class. An affidavit verifying residency must be submitted online during the application process, or signed by the student and filed with a Student Services staff member. Students who believe they should be considered in-state residents must submit evidence of domicile at any Student Services Center.

1. Evidence of Domicile
   ARS 15-1802 and 1802.01 provide the following guidelines regarding documents that students may present to determine a student’s domicile. Multiple documents may be needed to demonstrate domicile.
   a. Arizona driver license
   b. Arizona income tax return
   c. Arizona voter registration
   d. Arizona Motor Vehicle registration
   e. High School diploma documenting the place of graduation
   f. Source of financial support
g. Ownership of real property
h. Notarized statement of landlord or employer
i. Bank accounts
j. Other materials of whatever kind or source relevant to domicile or residency status. The College has determined this includes the following:
   i. Dependency as indicated on federal income tax return
   ii. Federal employment authorization document

2. Alien or Refugee In-state Student Classification Considerations
   a. An Alien or Refugee is entitled to classification as an in-state student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile, pursuant to ARS 15-1803.
   b. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS 15-1802 or entitled to classification as a county resident pursuant to ARS 15-1802.1.
   c. Undocumented students eligible for an I-766 employment authorization under the Deferred Action for Childhood Arrivals (DACA) program, and who can demonstrate that they meet the Arizona residency requirements above, will be considered for in-state student classification.

III. Verification of Lawful Presence Procedures

Pima Community College, in order to comply with Proposition 300 and the subsequent changes to ARS 1-502, ARS 15-1803 and 15-1825, requires that all students registering for credit classes, who have not previously had their lawful presence in the United States verified by the College, complete the Tuition Assessment Form/Verification of Lawful Presence Form.

A. Students will have 10 days from the date of admissions to complete and submit the form
B. Students seeking to qualify for in-state tuition or publicly funded financial aid will have 10 days from the date of admissions to provide acceptable documentation.
C. A hold, which will prevent the viewing of grades and/or receipt of transcripts, will be placed on the records of those students who do not submit the completed form, and any needed documentation.

D. Acceptable documentation must be submitted at any Student Services Center for review and must be an original document or a copy certified by the issuing agency. Unofficial photocopies are not acceptable. The document must be in English. The following are a list of acceptable documents:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
2. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
3. A United States certificate of birth abroad.
4. A United States passport.
5. A foreign passport with a United States visa.
6. An I-94 form with a photograph.
7. A United States citizenship and immigration services employment authorization document or refugee travel document.
8. A United States certificate of naturalization.
10. A tribal certificate of American Indian/Alaska Native blood.
11. A tribal or Bureau of Indian Affairs affidavit of birth.
# ACTION ITEM

**Meeting Date:** 9/10/14

**Item Number:** 12A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Study Session on July 29, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
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</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Study Session on July 29, 2014 are submitted for approval.

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**Approval**

Chancellor: Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Tuesday, July 29, 2014 at 12:00 p.m. in Room B-218, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

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

Recording Secretary
Gabriela De Echávarri

Administration/Staff
Lee Lambert
David Bea
David Doré
Louis Albert
Charlotte Fugett
Rachelle Howell
Gwen Joseph
Lorraine Morales
Ted Roush
Jeffrey Silvyn
William Ward
Deborah Yoklic

1. Call to Order
   Board Chair David Longoria called the meeting to order at 12:10 pm.

2. Board Roles and Responsibilities
   Dr. Narcisa Polonio, Executive Vice President for Education, Research & Board Leadership Services at the Association of Community College Trustees, gave an overview of the role a Board of Governors should play within the College.
Dr. Polonio asked everyone what were the changes they saw over the last two years. Those present gave their opinions. Dr. Polonio stated when a college crisis is caused by people it is harder to recover. She noted to the Board it cannot changed the past. Everything is about moving the institution forward.

Dr. Polonio noted the Board’s primary responsibilities are financial and regulatory and must focus on the Mission of the College. The Board’s role is to reaffirm the Mission that is developed by the College.

Dr. Polonio reviewed the Board of Governor’s Strategic Intent and mentioned that the document should be the College’s intent not the Board. She said the document might look like micromanagement from the HLC’s stand point. She mentioned the HLC team will be looking for evidence that the Board is going in the right direction. She advised the Board to be open to criticism of micromanagement. She noted there may be some “overcorrecting” on some of the Board Bylaws due to the crisis that occurred that may have to come back to the core. Chancellor Lambert mentioned bylaws will be reviewed annually.

Dr. Polonio mentioned the Finance and Audit Committee should report to the Chancellor not to the Board. She said that in higher education advisory groups usually report to the administration not directly to the Board. She also noted people who work with the Chancellor have sensitive roles, and that it is important to treat staff well and that staff don’t work directly for the Board.

Dr. Polonio noted that since there are many new campus presidents, it might be a great time to build a new culture. She mentioned the Board can’t change the culture; the entire College community has to be involved in creating this change. She stated that what the HLC looks for when they visit institutions is a “common voice” from employees, common values and student service orientation.

She complimented the Board for staying together and addressing beyond immediate problems.

3. Board Policies Review
Deborah Yoklie, Assistant Vice Chancellor, reviewed grammar, syntax and the structure of the Board Policies presented.

Adjournment
The meeting adjourned at 6:00 p.m.
### ACTION ITEM

**Meeting Date:** 9/10/14

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Study Session on July 30, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Study Session on July 30, 2014 are submitted for approval.

---

**Approval**

Chancellor: ____________________________

Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Wednesday, July 30, 2014 at 4:00 p.m. in Room C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

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

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Lee Lambert  
Jeffrey Silvyn

**Guests:**
Victoria Began, Vice President for Patient Care Services and Chief Nursing Officer, University Medical Center  
Robin Conklin, Vice President and Chief Nursing Officer, St. Joseph’s Hospital  
Elizabeth Maish, Vice President and Chief Nursing Officer, Tucson Medical Center  
Ki Moore, Professor and Director of the Behavioral Health Science Division, University of Arizona College of Nursing  
Sue Philpott, Director of Educational Services, Oro Valley Hospital  
Pamela Stalland, RN, MSN, JD; Telemetry Nurse Educator, St. Joseph’s Hospital

1. **Call to Order**
   
   Board Chair David Longoria called the meeting to order at 4:00 pm.

Board members held a general discussion with members of the health community to address their needs and manners in which the College provides assistance or improve what is already being offer in the Nursing Program at PCC. Among other issues they talked about changes in nursing industry and regulation and the future of nursing education and practice and building the framework for it by preparing nursing students better for the workforce.
Adjournment

The meeting adjourned at 6:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date:  9/10/14  

Item Number:  12C

<table>
<thead>
<tr>
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<th>Contact Person</th>
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<tr>
<td>Unapproved Minutes of the Special Meeting on July 30, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
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</table>

Recommendation:

The unapproved minutes of the Special Meeting on July 30, 2014 are submitted for approval.

Approval

Chancellor_____________________________________

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

A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, July 30, 2014 at 4:00 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

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

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
Erica Holmes, Provost
Cheryl House, Executive Director, PCC Foundation
William Howard, Assistant Vice Chancellor, Business Services
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Gwendolyn Joseph, President, Downtown Campus, Interim
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Lorraine Morales, President, Community Campus
Ted Roush, Vice President of Instruction
Stanley Steinman, Academic Dean
Brian Stewart, Academic Dean
William Ward, Vice Chancellor for Facilities
Deborah Yoklic, Assistant Vice Chancellor
GENERAL MATTERS

Chairperson Longoria called the meeting to order at 6:05 pm.

ACTION ITEMS

Contract: United States Air Force - Public Safety and Paramedic Program

Motion No. 201407-08

Scott Stewart – M, Sylvia Lee – S, to approve the contract with the United States Air Force – Public Safety Paramedic Program.

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

Adjournment

The meeting adjourned at 6:12 p.m.

__________________________________________
Secretary

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

## ACTION ITEM

**Meeting Date:** 9/10/14  
**Item Number:** 12D

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on August 13, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting to go into Executive Session on August 13, 2014 are submitted for approval.

---

**Approval**

Chancellor ________________________________  
Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, August 13, 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  
Sylvia Lee, Secretary  
Marty Cortez  
Brenda Even  
Scott Stewart

**General Counsel**  
Jeffrey Silvyn

**Recording Secretary**  
Gabriela De Echávarri

**Administration/Staff**  
Lee Lambert

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

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

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 5:30 p.m.

**Resumption of Open Session**

The Board resumed Open Session at 5:31 p.m.

**Adjournment**

The meeting adjourned at 5:30 p.m.

__________________________________________
Secretary

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

ACTIONS ITEM

Meeting Date: 9/10/14

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>12E</td>
<td>Unapproved Minutes of the Regular Meeting of August 13, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved Minutes of the Regular Meeting of August 13, 2014 are submitted for approval.

Approval

Chancellor

Lee D. Lambert, J.D.
The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, August 13, 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

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
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Irene Robles-Lopez, Vice President of Student Development (Acting)
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
William Ward, Vice Chancellor, Facilities
Gregory Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction

**REPRESENTATIVES TO THE BOARD**

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

**RECORDING SECRETARY**

Gabriela De Echávarri

**GENERAL COUNSEL**

Jeffrey Silvyn

**ADMINISTRATION**

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Terra Benson, Executive Director of Financial Aide
Yira Brimage, Vice President of Student Development
Aubrey Conover, Vice President of Student Development
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus
GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 5:36 p.m.

PUBLIC COMMENT

Delso Bozquez addressed the Board regarding her resignation as Chair of the AFSME group.

REPORTS

Governing Board Members Reports

Chairperson’s Report: Chairperson Longoria noted the Board held a Study Session on July 29 with Narcisa Polonio, Vice President of Educational, Research and Board Leadership Services, for ACCT, to review Board members’ roles and responsibilities and to review Board Policies; a Study Session on July 30 with College’s health partners along with a Special meeting. Mr. Longoria informed that the Chancellor’s evaluation and the Board Self-Assessment final draft of narratives have been worked on for several weeks and will be made available at the next Board meeting to discussed them and formally adopt them. Mr. Longoria also mentioned Chancellor Lambert received the first Founders’ Award for Vision and Leadership at the NC3: National Coalition of Certification Centers Leadership Summit held at Gateway Technical College in Kenosha, WI.

Sylvia Lee informed she attended the Governance Leadership Institute in Washington, DC. She also noted a new website for the Board of Governors is being created. Leading this effort with Board member Lee are Board member Brenda Even and Deborah Yoklic, Assistant Vice Chancellor.

Marty Cortez recognized the fine work of everyone involved in meeting the deadline of the Self-study Report submittal.

Chancellor’s Report

Chancellor Lambert began by introducing Morgan Phillips, new Desert Vista Campus President. He also thanked Keith McIntosh for his service to the College and welcome Irene Robles-Lopez, Vice President of Student Development at Community Campus and Yira Brimage, Vice President of Student Development at Downtown Campus.

Highlights included:

- Attended the American Association of Community Colleges (AACC) Board Retreat and visited Montgomery College, Germantown Campus bioscience facilities.
• Thanked all those individuals directly and indirectly involved on the work of the HLC. The Chancellor noted a significant number of members of the community and organizations have sent letter to the HLC in support of the College.

• Shani Stewart, Advance Program Coordinator, and Robert Cunningham, Counselor, presented on the Institutional Climate report and recommendations.

• Nancee Sorenson, Vice President of Student Development, and Stan Steinman, Dean of Workforce and Business Development presented on the NC3: National Coalition of Certification Centers Leadership Summit. The also provided an update on the workforce projects.

Reports by Representative to the Board

Student –
There was no report.

Temporary Staff – Joe Langlois
Temporary Staff Representative Joe Langlois did not have a report. Temporary staff did not present a recommendation/concern to the Board.

Staff – Don Harp
Staff Representative Don Harp presented the Staff Council 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
Erica Holmes, Provost, informed the College the Self-Study Report was submitted on July 1st. Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services, encouraged everyone to read the Self-Study report to prepare for the HLC visit. She announced presentations about the HLC process will be provided at All College Day.

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 June was $208.7 million, which is a decrease of about $2.5 million compared to the same time last year.

INFORMATION ITEMS

Separations from Employment

Student Aide Placements

Standard Practice Guides Changes

These items were noted as information items.

ACTION ITEMS

Funding of Step Progression Plans

Motion No. 201408-02

Sylvia Lee – M, Marty Cortez – S, to allow employees to submit their Step Progression Plan subject to funding and possible change to entire process.

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

Approval of Minutes

Motion No. 201407-03

Scott Stewart – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting to conduct an Executive Session on July 9, 2014 and Regular Meeting of July 9, 2014.

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

Consent Agenda

Board Member Even requested that Item 14.1 New Appointments be pulled and voted on separately.
**Motion No. 201407-04**

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

14.2 Adjunct Faculty Appointments
14.3 Temporary Appointments
14.4 Administrator Appointment
14.5 Acting Administrative Appointments
14.6 Non-substantive Changes Board Policies
14.7 Substantive Changes Board Policies
14.8 Grant Proposal: AAMMP Up – Arizona, 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 (PCCAE) 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

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

Item 14.1 New Appointments that had been pulled from the consent agenda was then addressed.

**New Appointments**

**Motion No. 201407-05**


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

**OTHER ACTION ITEMS**

**Change of November Board Meeting Dates**

**Motion No. 201407-06**


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

The meeting adjourned at 7:20 p.m.

___________________________________________
Secretary

___________________________________________
Date
ACTION ITEM

Meeting Date: 9/10/14

Item Number: 13

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

Recommendation:

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

13.1 New Appointments
13.2 Acting Administrative Appointments
13.3 Adjunct Faculty Appointments
13.4 Temporary Appointments
13.7 Board Policy Substantive Changes, Deletions and New Board Policies – Final Reading

Approval

Chancellor

__________________________________________

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

ACTION ITEM

Meeting Date: 9/10/14  
Item Number: 13.1

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</table>
| New Appointments   | Charlotte Fugett  
|                    | Vice Chancellor for Human Resources  
|                    | (206-4586)                                 |

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:

Camarota, Lawrence  
**Instructional Faculty**$47,068  
Effective: 8/20/14  
Downtown Campus – Astronomy, 1-year Administrative Appointment

Knight, Vivian  
**Instructional Faculty**$45,580  
Effective: 8/20/14  
Downtown Campus – Accounting, 1-year Administrative Appointment

Laliberte, Melissa  
**Instructional Faculty**$45,580  
Effective: 8/20/14  
Downtown Campus – Mathematics, 1-year Administrative Appointment

Shattuck, Sandra  
**Instructional Faculty**$53,299  
Effective: 8/20/14  
Desert Vista Campus – Writing, 1-year Administrative Appointment

Thanikachalam, Revathi  
**Instructional Faculty**$50,555  
Effective: 8/20/14  
East Campus – Chemistry, 1-year Administrative Appointment

*Faculty 1-year Administrative Appointments were approved by Chancellor Lee Lambert to start prior to board approval.

(Continued)
New Appointments

Date: 9/10/14
Page 2

Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Campus</th>
<th>Effective Date</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Barreras de Ochoa, Alma</td>
<td>Support Technician</td>
<td>Community Campus</td>
<td>9/15/14</td>
<td>$14.61</td>
</tr>
<tr>
<td>Cons, Araceli</td>
<td>Support Specialist</td>
<td>Northwest Campus</td>
<td>9/15/14</td>
<td>$17.77</td>
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<tr>
<td>Fukuda, Janet</td>
<td>Advanced Program Coordinator</td>
<td>West Campus</td>
<td>9/15/14</td>
<td>$50,383</td>
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<tr>
<td>Johnson, James</td>
<td>Trades Maintenance Specialist</td>
<td>Maintenance &amp; Security</td>
<td>9/15/14</td>
<td>$18.83</td>
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<td>Jones, Hope</td>
<td>Laboratory Specialist- Nursing</td>
<td>West Campus</td>
<td>9/15/14</td>
<td>$18.83</td>
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<tr>
<td>Perez, Dalmira</td>
<td>Student Services Advanced Specialist</td>
<td>Community Campus</td>
<td>9/15/14</td>
<td>$21.37</td>
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<tr>
<td>Romero, Gracie</td>
<td>Support Specialist</td>
<td>East Campus</td>
<td>9/15/14</td>
<td>$17.77</td>
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<tr>
<td>Saxton, Dean</td>
<td>Instructor - Building Construction Technology</td>
<td>Community Campus</td>
<td>9/15/14</td>
<td>$43,892</td>
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<tr>
<td>Snyder, Anthony</td>
<td>Trades Maintenance Specialist</td>
<td>West Campus</td>
<td>9/15/14</td>
<td>$18.83</td>
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<tr>
<td>Valencia, Jaime</td>
<td>Trades Maintenance Specialist</td>
<td>Maintenance &amp; Security</td>
<td>9/15/14</td>
<td>$18.83</td>
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<tr>
<td>Villareyes, Jessica</td>
<td>Support Technician</td>
<td>Adult Education</td>
<td>9/15/14</td>
<td>$14.61</td>
</tr>
</tbody>
</table>

Approvals

Contact Person _______ **Charlotte Fugett**
Charlotte Fugett

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

Meeting Date: 9/10/14

Item Number: 13.2

Item Title

*Acting Administrator Appointment

Contact Person

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

Recommendation:

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

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.

Tveten, Michael  Acting Academic Dean
Salary:  $100,663  Northwest Campus
Effective:  8/20/14
Education:  Bachelors of Science, Wildlife Science, Masters of Science, Entomology, Texas A&M University, College Station, Texas.
Experience:  Mr. Tveten has twenty two years experience as an instructional faculty including two years as a lead faculty and five years as a 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
Charlotte Fugett

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

**Meeting Date:** 9/10/14  
**Item Number:** 13.3

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Adjunct Faculty Appointments | Charlotte Fugett  
                             | Vice Chancellor for Human Resources  
                             | (206-4586) |

**Recommendation:**

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

**Justification:**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline(s)</th>
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<tbody>
<tr>
<td>Adams-Thiel, Ph.D., Brian L.</td>
<td>Anthropology; Gender and Women’s Studies</td>
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<tr>
<td>Barnett, Christopher S.</td>
<td>Aviation Technology</td>
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<tr>
<td>Benna, Gary W.</td>
<td>Art; Art for Personal Development</td>
</tr>
<tr>
<td>Bergen, Rhonda A.</td>
<td>Reading</td>
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<tr>
<td>Buck, Charlene E.</td>
<td>Writing</td>
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<tr>
<td>Camacho, Joanna E.</td>
<td>Nursing</td>
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<tr>
<td>Campbell, Linda M.</td>
<td>Literature; Writing</td>
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<tr>
<td>DiPeri, Bronwyn</td>
<td>Writing</td>
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<tr>
<td>Ferguson, Kathleen S.</td>
<td>Writing</td>
</tr>
<tr>
<td>Figler, Peter N.</td>
<td>Literature; Writing</td>
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<tr>
<td>Flynn, David A.</td>
<td>Art, Art for Personal Development</td>
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<tr>
<td>Ganz, Jessica L.</td>
<td>Nursing</td>
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<tr>
<td>Garcia, Maria Gerene E.</td>
<td>Biology</td>
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<tr>
<td>Gilliland, Ph.D, Mary K.</td>
<td>Anthropology</td>
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<tr>
<td>Greif, Andrew L.</td>
<td>General Technical Math</td>
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<tr>
<td>Handley, Therese M.</td>
<td>Writing</td>
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<tr>
<td>Gonzalez, Estella</td>
<td>Writing</td>
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<tr>
<td>Heintz, Susan E.</td>
<td>Education; Mathematics</td>
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<tr>
<td>Johansen, Terry L.</td>
<td>Computer Aided Drafting; Geospatial Information Systems; Landscape Technician Program</td>
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<tr>
<td>Kouchit, Redha</td>
<td>Culinary Arts</td>
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(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline(s)</th>
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<tr>
<td>Layton, Richard</td>
<td>Sign Language</td>
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<td>McNeillie, Gabrielle L.</td>
<td>Dance</td>
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<td>McNerney, Brian</td>
<td>Chemistry</td>
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<tr>
<td>Navarro, Victor M.</td>
<td>Art for Personal Development</td>
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<tr>
<td>Nicholson, Charles A.</td>
<td>Aviation Technology</td>
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<tr>
<td>Niederriter, Ed.D., Sandy P.</td>
<td>Computer Software Applications, Computer Information Systems; Office and Administrative Procedures</td>
</tr>
<tr>
<td>O’Neill, Candace J.</td>
<td>Culinary Arts</td>
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<tr>
<td>Panas, Arnold M.</td>
<td>Culinary Arts</td>
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<tr>
<td>Pranke, Bridget A.</td>
<td>Social Services</td>
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<tr>
<td>Ring, Misty D.</td>
<td>Sociology</td>
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<tr>
<td>Rodriguez-Aldridge, Beatriz</td>
<td>Fitness and Wellness (Yoga)</td>
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<tr>
<td>Rose, PhD, Robert S.</td>
<td>Sociology; Administration of Justice</td>
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<td>Sampson, Glen W.</td>
<td>Geography; Geology; Math</td>
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<tr>
<td>Seretis, Ioannis</td>
<td>Computer Information Systems; Computer Software Applications</td>
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<tr>
<td>Shaw, Vanessa M.</td>
<td>Writing</td>
</tr>
<tr>
<td>Shinn, Jessica A.</td>
<td>Art; Art for Personal Development; Writing</td>
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<tr>
<td>Smith, Ed.D., Libby</td>
<td>Education; Sociology</td>
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<tr>
<td>Spanarella, John P.</td>
<td>Fire Science; Emergency Medical Technology</td>
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<tr>
<td>Wade, William T.</td>
<td>Pharmacy Technology</td>
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<tr>
<td>Wallum, Charles F.</td>
<td>Chemistry</td>
</tr>
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</table>

**Approvals**

Contact Person: **Charlotte Fugett**  
Charlotte Fugett

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

**ACTION ITEM**

**Meeting Date:** 9/10/14  
**Item Number:** 13.4  
**Contact Person:** Charlotte Fugett  
Vice Chancellor for Human Resources  
(206-4586)

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

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

<table>
<thead>
<tr>
<th>Temporary Appointments</th>
</tr>
</thead>
</table>
| Oscar Alcantara        | Instructor  
| Linda Aschenbrener     | Human Resources Specialist  
| Aikaterina Assimacopoulos | Tutor I  
| Scott Batchelor        | Instructor  
| Elizabeth Blandford    | Support Technician  
| Lydia Carano           | Support Technician  
| Dorothy Cook           | Laboratory Specialist  
| Irene DeFotis          | Instructor  
| Larry Divine           | Tutor II  
| Josh Dyer              | Workforce Trainer  
| Mary Kathryn Ferguson  | Non-Credit Instructor  
| Jacqueline Figueroa    | Auxiliary Aide  
| Gabriela Gonzales      | Instructor  
| Spencer Gray           | Library Services Technician  
| Patricia Grasis        | Student Services Advanced Specialist  
| Donni Griner           | Student Services Specialist  
| Travis Halvorson       | Workforce Trainer  
| Ren He                 | Tutor I  
| Ana Hernandez-Zamudio  | Instructor  
| Larry House            | Fiscal Advanced Analyst  
| Brad Jacobson          | Sub-Instructor  
| Tasha Jackson          | Sub-Instructor  
| Justin Longanecker     | Tutor II  
| Janie Morales          | Support Technician  

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Office</th>
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<tbody>
<tr>
<td>Ryan Keys</td>
<td>Materials Management Specialist</td>
<td>Maintenance and Security</td>
</tr>
<tr>
<td>Elizabeth LeCompte</td>
<td>Event Assistant</td>
<td>Center for the Arts</td>
</tr>
<tr>
<td>Kevin Litten</td>
<td>Instructor</td>
<td>Law Academy</td>
</tr>
<tr>
<td>Ana Lopez</td>
<td>Event Assistant</td>
<td>Center for the Arts</td>
</tr>
<tr>
<td>Sam Netherland</td>
<td>Workforce Trainer</td>
<td>Public Safety Institute</td>
</tr>
<tr>
<td>Adela Millan</td>
<td>Student Services Specialist</td>
<td>HPOG</td>
</tr>
<tr>
<td>Susan McGlone</td>
<td>Human Resources Specialist</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Ajla Mujezinovic</td>
<td>Tutor II</td>
<td>Upward Bound</td>
</tr>
<tr>
<td>Holly Nixon</td>
<td>Tutor II</td>
<td>Learning Center</td>
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<td>Rachel Oakerman</td>
<td>Tutor II</td>
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<tr>
<td>Heui Park</td>
<td>Tutor I</td>
<td>Mathematics</td>
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<tr>
<td>Rene Riel</td>
<td>Tutor I</td>
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<tr>
<td>Carmen Romero</td>
<td>Laboratory Technician</td>
<td>Building Construction</td>
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<tr>
<td>Mark Rosenberg</td>
<td>Non-Credit Instructor</td>
<td>Continuing Education</td>
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<td>Brenda Ugalde</td>
<td>Instructor</td>
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</tr>
<tr>
<td>Miguel Vasquez</td>
<td>Instructor</td>
<td>Upward Bound</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person  

Charlotte Fugett  

Charlotte Fugett

Chancellor  

Lee D. Lambert, J.D.
**Meeting Date:** 9/10/14

**Item Number:** 13.5

**Item Title**


**Contact Person**

Dr. Erica Holmes, Provost and Executive Vice Chancellor (206-4999)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2014 through June 30, 2015 for an amount expected to exceed $100,000.

**Justification:**

Pima Community College has an obligation to provide reasonable accommodations to students that have a disability including CART. CART services assist the hearing-impaired by translating spoken words into text, giving them personal and immediate access to the communication they need in the classroom. Kimberly Ann August has been providing CART and transcription services to the College for over 15 years. The vendor, Kimberly August, is used because she assigns local transcribers and provides the equipment needed for those using the service.

**Financial Considerations:**

The cost of these services are expected to exceed $100,000 for fiscal year 2014/2015.

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**Approval**

Contact Person ___________________ Erica Holmes

______________

Erica Holmes

Chancellor______________________________________________

__________

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

**Meeting Date:** 9/10/14  
**Item Number:** 13.6

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

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a contract renewal for employee benefits consulting with Segal Consulting for the period July 1, 2014 through June 30, 2015.

**Justification:**

The District provides numerous benefit plans for its approximately 1,350 benefits-eligible employees and has relied on outside professional advice and counsel for many years in the development, implementation, and operation of these plans due to the complexities of employment benefits and the laws that govern their administration. Since 2004, Segal Consulting has been the primary resource providing these services to the College, initially selected using a competitive bid process, and most recently selected using a cooperative agreement.

**Financial Considerations:**

The fiscal year 2014-15 total expense for employee benefits consulting from Segal Consulting is not expected to exceed $125,000, an increase of $27,000 from fiscal year 2013-14. This increase is due to costs associated with setting up the employee benefits self-insured trust, compliance with the Affordable Care Act, and other benefits-related consulting customary in similar higher education institutions. In addition, Segal Consulting will provide assistance with the development of numerous requests for proposals including those for: long term disability coverage for optional retirement plan participants; and employee dental insurance, life insurance, and short term disability benefits. This cost has been included in the budget for fiscal year 2014-15.

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**Approvals**

Contact Person:  
David Bea, Ph.D.

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

This is the final reading of the Board Policies listed below. The Chancellor recommends that the Board approve these changes.

Revisions:
- 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

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

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.

Approval

Contact Person ________________________________ Deborah Yoklic

Deborah Yoklic

Chancellor ________________________________ Lee D. Lambert, J.D.
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)

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.
PimaCountyCommunityCollegeDistrict
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

1. 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 the fiscal procedure of making loans among funds, provided that 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 is 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 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 include but not be 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. Exceptions may be made if the secondary employment is directly for the College, for example teaching as an adjunct faculty member or a supplemental agreement.

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.
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 as an information item at the first possible 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 as an information item at the first possible 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: 6643
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.
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 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.
The College shall provide an 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.
INTERNAL AUDIT PLAN 2014/2015 FISCAL YEAR

Meeting Date: 9/10/14

Item Number: 14

Item Title: Internal Audit Plan 2014/2015 Fiscal Year

Contact Person: Lori Cox, Director, Internal Audit (206-4561)

Recommendation:

The Chancellor recommends the Board of Governors approve the attached Internal Audit Plan for the 2014/2015 fiscal year.

Justification:

The Fiscal Year 2014/2015 Internal Audit Plan outlines the priorities of the Internal Audit Department consistent with the College’s goals and risks. The Internal Audit Plan is designed to provide the most timely and comprehensive scope of audit coverage possible to the College utilizing the resources available to Internal Audit.

Financial Considerations:

None.

Approvals

Contact Person: ______________

Lori Cox

Chancellor: _______________________

Lee D. Lambert, J.D.
Office of the Internal Auditor
Engagement Plan – Fiscal Year 2014/2015

As required by regulation 2402/A, the Office of the Internal Auditor (Internal Audit) will develop an annual risk-based audit plan that is reviewed and approved by the Chancellor and Board of Governors.

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<th>ENGAGEMENT TYPE</th>
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<td>OPERATIONAL AUDITS</td>
<td>Federal Compliance:</td>
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<td>▪ CLERY Act</td>
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<td></td>
<td>▪ Fair Labor Standards Act (FLSA)</td>
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<td>Grants Administration &amp; Compliance</td>
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<td>SPECIAL REVIEWS</td>
<td>Veteran’s Benefit Compliance Review Follow-up Audit</td>
<td>Fall 2014</td>
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<td>Title IV Program Review Follow-up Audit</td>
<td>Spring 2015</td>
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<td>Aviation Controls Follow-up Audit</td>
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<td>Contracts and Procurement Follow-up Audit</td>
<td>Summer 2015</td>
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OTHER SERVICES, DUTIES, AND SPECIAL PROJECTS

Fiscal Year 2013/2014 Carry Over (Contract and Aviation Audit Completion – Summer/Fall 2014)
Compliance Coordination Committee Participation (On-Going)
Disaster Recovery/Business Continuity Plan Coordination (Fall 2014)
HLC Self Study and Site Visit Preparation (Summer and Fall 2014)
Governance Special Project (Spring/Summer 2015)
Management and/or Board Requested Special Reviews, Audits, or Projects (Target Timing)
  - Software Licensing (Spring 2015)
Investigations (as needed)

The objective of the plan is to provide the College with the most comprehensive, timely scope of audit coverage possible utilizing the resources available to Internal Audit. Since it is impractical to provide audit coverage to the entire College on an annual basis, a review of the audit universe is completed and audit work is prioritized based on the greatest risk. As part of the analysis, Internal Audit also determines the best type of service to effectively and efficiently address each set of risks and circumstances.

Further explanation and additional detail of the process used in developing the Audit Plan is included in page 2 of this document.
RISK ASSESSMENT PROCESS

Internal audit standards require that the Chief Audit Executive establish a risk-based plan to determine the priorities of the internal audit activity consistent with the organization’s goals.

The following steps summarize the risk assessment and audit planning process:

- Reviewed and updated the audit universe. The audit universe includes auditable areas such as: departments, major programs, organizational units and processes.

- Surveyed and interviewed staff and administration regarding significant department and college risks. During interviews, determined potential causes of high risk areas and assessed the probability of occurrence and the potential impact.

- Additional documentation reviewed and considered to assess College risks included:
  - 2013 Employee Satisfaction Survey
  - Chancellor’s Goals
  - Draft HLC Self-Study Report
  - Draft Pima College Strategic Plan 2014-2017
  - Fiscal Year 2013 Auditor General Audits
  - Hotline Complaints
  - PCC Duties and Obligations Under Arizona Law
  - Regulatory Audits/Reports

- Summarized key risk areas.

- Assessed areas for probability and impact:
  
  *Impact* is the effect on the College if the audit results are not satisfactory. Impact can include such matters as lost revenue, fines, adverse publicity, sanctions, and lower employee morale.

  *Probability* is the likelihood of an unsatisfactory audit result. Probability can be based on prior audit results, department turnover, concerns expressed by management, known operational and control weakness and lack of training.

- Developed plan focusing on high probability and high impact areas, and the top 10 risks identified by staff and management, taking into consideration the following:
  - Audit standard requirements.
  - Available audit resources.
  - External (regulatory) audit/review findings.
  - Industry and regulatory trends.
  - Systemic issues.
  - Time since last audit (external and internal).
  - Upcoming operational changes.

- “Open” time is built into the Engagement Plan to address emerging issues and risks that may arise throughout the year.
AUDIT WORK DEFINED
The majority of work performed by Internal Audit will fall into one of the following categories:

Assurance Services
Special reviews and audits focused on one or a combination of the following:
  a. Assessing the state of the control environment and making recommendations for improvement.
  b. Determining adherence to applicable laws and regulations, College policies and procedures, or contractual agreements.
  c. Examining if the College’s resources are being used effectively and efficiently.

Advisory Services
Additional engagements that include but are not limited to activities that:
  a. Promote effective and efficient operations through special studies and advisory participation on business process issues.
  b. Promote the systems of internal controls through facilitating workshops with College personnel on the concepts of internal controls and consultation on their implementation.

NOTE: Special reviews are similar to operational or compliance audits, but with a limited, targeted scope and size.
ACTION ITEM

Meeting Date: 9/10/14

Item Number: 15

Item Title: Chancellor’s Goals, Objectives and Timelines 2014-2015

Contact Person: Lee D. Lambert, Chancellor (206-4747)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Chancellor’s Goals, Objectives and Timelines 2014-2015. The goals, which will provide clear direction for the Chancellor and the Chancellor’s Cabinet for the upcoming year, are as follows:

Goal 1: Engage the College community in efforts to "Reaffirm HLC accreditation and fully commit to the HLC guiding values."

Goal 2: Facilitate programs and services leading to increased focus on access and student success.

Goal 3: Increase the level of community engagement by the Board of Governors, the Chancellor and the administrative leadership team to foster partnerships and strengthen educational opportunities in response to community needs.

Goal 4: Enhance and improve the College's engagement, alignment and responsiveness to the needs of the business community, and to economic development opportunities.

Goal 5: Strengthen, enhance and increase diversity, inclusion, and global education throughout the College.

Goal 6: Strengthen, enhance and develop a culture of organizational and employee learning, accountability, compliance and professional development that supports student success, community engagement and diversity.

Goal 7: Pima Community College will strengthen its financial position by searching and establishing partnerships to attract more resources at the local, state, national and international levels in support of its vision, mission and strategic directions.

Goal 8: Assess, review and strengthen College organizational structure, facilities and operations in order to fulfill its mission.

(Continued)
Approvals

Chancellor____________________________________

Lee D. Lambert, J.D.
ACTIONS ITEM

Meeting Date: 9/10/14

Item Title: Chancellor’s 2013-14 Evaluation
Contact Person: Lee D. Lambert, Chancellor (206-4747)

This is a placeholder in the event the Chancellor’s 2013-14 evaluation is finalized and ready for Board approval.

Approvals

Chancellor _____________________________

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

**Meeting Date:** 9/10/14  
**Item Number:** 17  

<table>
<thead>
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<tr>
<td>Board of Governors Self-Assessment</td>
<td>Lee D. Lambert, Chancellor</td>
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<tr>
<td></td>
<td>(206-4747)</td>
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This is a placeholder in the event the Board of Governors Self-Assessment is finalized and ready for approval.

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**Approvals**

Chancellor ____________________________________________  
Lee D. Lambert, J.D.
### Item Title
Board Resolution Supporting the Legendary Teacher Day

#### Contact Person
Chancellor’s Office (206-4747)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the attached resolution in support of the Legendary Teacher Day.

**Justification:**

Legendary Teacher Day September 25, 2014 is a day to encourage members of our community to contact their own “Legendary Teacher” and let them know how they made a difference in their lives.

**Financial Considerations:**

There are no additional requests for funding associated with this action.

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**Approvals**

Chancellor ________________________________

Lee D. Lambert, J.D.
Whereas, the Governing Board of Pima County Community College District believes we have all had special teachers that made a significant difference in our lives; and

Whereas, the Pima County Community College District Governing Board recognizes that those teachers demonstrated unique skills allowing them to transform their deep content knowledge into life changing student learning; and

Whereas, the Pima County Community College District Governing Board highly values the caring family culture created by those teachers; and

Whereas, the Pima County Community College District Governing Board understands that we often do not fully understand and recognize the profound influence teachers have on our future until we have lived our future; and

Whereas, the Pima County Community College District Governing Board realizes the importance of taking time to fully recognize the legendary teachers in our lives;

Therefore, Be it Resolved that the Pima County Community College District Governing Board does hereby affirm its support for September 25, 2014 as Legendary Teacher Day. We encourage our entire community to take time on this day and contact the Legendary Teacher in your life and express your gratitude for the difference they made in your life.

Dated this 10th day of September 2014.

Pima County Community College District

By: ____________________________
David Longoria, Chair
District Governing Board
This is a placeholder in the event the Board of Governor’s wishes to review the employee group representative election process under BP-4001 and to resolve implementation or interpretation issues as necessary.

Chancellor ____________________________

Lee D. Lambert, J.D.
Meet and Confer with Employee Representatives

The Pima County Community College District Board of Governors (the Board) appreciates the benefits of employee input into the decision-making processes of the College. Therefore, the Board permits individual employees and employee groups to participate in a formally structured meet and confer process to assist it in making its decisions regarding compensation, benefits, and terms and conditions of employment.

The Board recognizes employee representative groups to provide input for the development of personnel policies directly and substantially related to wages, salaries and working conditions. Such recognition does not preclude input from others.

In order to facilitate employee participation, the Board adopts this meet and confer policy with employee representative groups.
I. EMPLOYEE INPUT

The primary means for employee input shall be through open, scheduled meet and confer sessions between employee and management teams. At meet and confer sessions, opportunities for other eligible employees to provide input shall be included. In addition, College-wide information sessions and surveys will be conducted. At any time during the meet and confer process, employees may provide written comments to their Employee Team or the Board’s Management Team. An employee may only comment on policies or issues that pertain to his/her employee classification.

II. DEFINITION AND DELINEATION

The issues included in the meet and confer process are Board-determined and comprise those personnel policies specific to the responsibilities or contractual obligations and benefits for regular, full-time employees' within a classification, as well as wages, salaries and working conditions.

The meet and confer process does not include personnel policies relating to assignments outside the job descriptions and full-time duties for the classification or which the Governing Board has determined should be applied consistently to more than one employee classification.

Issues outside those covered by the meet and confer definition and delineation may be presented in writing by the Employee Team to the Board’s Management Team. The Board’s Management Team will forward these written issues to the Board for determination of appropriate action.

While meet and confer does not include personnel policies or fringe benefits common to all employee classifications, the Board will authorize regular discussions with employee representative groups and other employees on these matters.

Any conflict or disagreement about the issues within the meet and confer process will be solely resolved by the Board of Governors.
III. MEET AND CONFER TEAMS

Meet and confer shall occur between the Board's Management Team and a team comprised of the representative group for the employee classification (Employee Team). Meet and confer Teams shall have no more than six members. Employee Teams may include one non-College employee who is also a member of the representative group.

The Board of Governors designates the Chancellor as its chief liaison for the meet and confer process. For each employee classification, the Chancellor will appoint a team of administrators and managers to represent the Board (Board’s Management Teams). The Chancellor will authorize the Board's Management Teams to facilitate the meet and confer process and report through him/her to the Board.

IV. EMPLOYEE CLASSIFICATIONS ELIGIBLE TO ELECT EMPLOYEE REPRESENTATIVE GROUPS

Categories of employees eligible to elect an employee representative group to provide advice and counsel to the Board through the meet and confer process are:

1) Full-time regular classified employees - non-exempt;
2) Full-time regular classified employees - exempt;
3) Full-time regular instructional and educational support faculty.

V. ELECTION OF EMPLOYEE REPRESENTATIVE GROUPS

An employee classification is represented in the meet and confer process by an elected employee representative group. That group will continue to represent the employee classification unless a new employee representative group is elected.

An employee representative group(s) may request an election to represent an employee classification by September 1. The request must contain the signatures of at least 25% of employees within the employee classification as verified by the Department of Human Resources. The Department of Human Resources will forward the verified request(s) to the Board.
Should the Board determine such an election shall be held, it will be no later than October 1. The election will be administered by a party mutually agreed to by the organizations which appear on the ballot. Should the organizations be unable to agree upon a party to administer the election by September 15, the Board, or its designee, shall appoint such a party.

A majority of the votes cast will determine which organization will become the employee representative group. That organization shall become the employee group representative on January 1. In the event of a tie vote, no change to the existing employee representative group will occur.

Results of the election shall be reported to the Board at the next regular meeting following the conclusion of voting.

VI. AUTHORITY OF MEET AND CONFER TEAMS

The Board’s Management Team, designated by the Chancellor shall have full authority to meet and confer and sign memoranda of understanding on items agreed to during the meet and confer process. Such memoranda are subject to review by College legal counsel and are not considered College policy until reviewed and approved by the Governing Board. For those proposals and issues on which there is disagreement, either party may present a brief written statement setting forth its position on the proposal or issue, which will be forwarded to the Board in the manner prescribed in Section II, Paragraph 3.

VII. LEGAL

All memoranda of understanding shall be submitted to legal counsel for review. Legal counsel shall review such memoranda separately and, at the conclusion of meet and confer and prior to submission to the Governing Board, shall review the policy statement as a whole.

The purpose of such a review shall be to assure that all provisions are legal and within the authority of the Board. Additionally, counsel shall advise whenever provisions or language may pose potential legal problems.
VIII. GUIDELINES

Prior to commencement of meet and confer, the parties shall establish guidelines for the conduct of the meet and confer process. These shall include, but not necessarily be limited to the following:
meeting dates and times;
beginning and ending dates of meet and confer;
times for employee comment periods;
topics and schedules for College-wide information sessions;
dates of general forums;
record of sessions;
date on which issues/proposals shall be exchanged; and
role of spectators.

IX. TIMELINE

The meet and confer process shall be limited to the time period January through April, but can be extended upon the mutual agreement of the Teams.

X. THIRD PARTY FACILITATION

The Board is in agreement with the concept of third party advice to resolve serious conflicts arising from the meet and confer process.

If at the conclusion of meet and confer either Team concludes that continuing meet and confer is unlikely to produce agreement on an issue(s), that Team may request facilitation by a neutral third party. If, in its discretion, the Board determines that doing so will more effectively assist it to facilitate the meet and confer process, the Board may elect to engage a neutral third party to facilitate discussion/consultation. However, the Board recognizes the responsibility to make decisions and reserves the right to accept or reject the facilitated discussion.
XI. Unit Individuality

The Board recognizes meet and confer as a process whereby each employee representative group or individual employees can bring forth for discussion issues of importance, recognizing that priorities may differ. Meet and confer agreements related to similar issues may differ among employee representative groups.