NOTICE OF REGULAR BOARD MEETING

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

AGENDA FOR MEETING*

General Matters

1.  Call to Order

2.  Pledge of Allegiance

3.  Governing Board Recognition and/or Awards

Public Comment

4.  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

5.  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)

6. 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.

7. Reports by Representative to the Board
   - Student – Alec Moreno
   - Temporary Staff – Joe Langlois
   - Staff – Don Harp
   - Adjunct Faculty – Carlo Buscemi
   - Faculty – Kimlisa Salazar Duchicela
   - Administrator – Nancee Sorenson

   Clarification of the Role of the Representative to the Board

8. Academic Reports


Information Items

10. Employment Information

11. Adjunct Faculty Appointments

12. Governance Council Meeting Minutes

13. First Reading of Board Policy Substantive Changes, New Board Policies and Deletions

Action Items

14. Approval of Minutes of the following meetings:
   A. Study Session of October 3, 2014
   B. Special Meeting to conduct Executive Session on October 8, 2014
   C. Regular Meeting of October 8, 2014
   D. Special Meeting of October 17, 2014
   E. Study Session of November 3, 2014

15. Consent Agenda

   15.1 Grant Proposal: United States Department of Education Student Support Services: Graduation, Retention, Academic Standing, and Transfer (GReAT) Program
Action Items (Continued)

15.2 Grant Proposal: United States Department of Education Student Support Services: Student Opportunities for Achievement and Retention (SOAR) Program

15.3 Grant Proposal: United States Department of Education Student Support Services STEM BLAST (Bridge, Launch, Academic Success, & Transition)

15.4 Grant Proposal: Department of Education, Pima College Adult Education (PCAE) Integrated Basic Education and Skills Training (IBEST) Grant (SHANI)

15.5 Intergovernmental Agreement: Avra Valley Fire District

15.6 Contract: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona Increase

15.7 Contract: Grant Writing Consultant

15.8 Contract: Portal Replacement

15.9 Lease: Aviation Technology Center

15.10 Curriculum Recommendations: New Programs – Workforce Response Basic Business and Industry Technology Programs

15.11 Curriculum Recommendations: Program Inactivation – Multiple Workforce Response Programs

Adjournment

Annual Meeting
January 14, 2015, 5:00 p.m.
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1010

Regular Meeting
January 14, 2015, 5:30 p.m.
District Office
Community Board Room
4905 E. Broadway
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.

Meeting presentations will be posted within a reasonable time following the meeting.
GENERAL MATTERS

Meeting Date: 11/19/14                     Item Number: 1-4

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

1. Call to Order
2. Pledge of Allegiance
3. Governing Board Recognition and/or Awards
4. Public Comment

Approval

Chancellor: ___________________________

Lee D. Lambert, J.D.
## Reports

**Meeting Date:** 11/19/14  
**Item Number:** 5-8

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

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

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### Approval

Chancellor:  

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

Attached are the financial statements showing preliminary 2014/15 results through September 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 September with a year-to-date decrease in net position through month end of approximately $3.6 million. This is slightly worse compared to the previous year’s decrease of $2.9 million. The decrease in net position is mainly due to a decrease in tuition revenue from 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 20.8 percent of budget, which is slightly lower than the previous year. In absolute terms, year to date Personal Services expenditures were $25.3 million, which is $323 thousand lower than the same period of fiscal year 2014 with most of the difference in fringe benefits.

Services and Supplies expenditures are approximately 26.1 percent of the budget, which is higher than the previous year’s 22.9 percent. In absolute terms, Services and Supplies expenditures were $8.3 million, which is $1.1 million higher than the amount from the same period of fiscal year 2014 and this increase is largely due to timing differences in contractual service payments in support of D2L, the online learning platform used by the College. Transfers are lower than the previous year due to a reduction in the transfers needed for capital projects.

Statement of Net Position:

As shown in The Statement of Net Position, the total net position at the end of September was $202.3 million, which is a decrease of about $5.6 million compared to the same time last year. This represents a decrease in total assets of $8.7 million offset by a decrease in total liabilities of $3.1 million.

(Continued)
Approvals

Contact Person

David Bea, Ph.D.

Chancellor

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

<table>
<thead>
<tr>
<th>Assets</th>
<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>
<td>Plant &amp; Other Funds</td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$13,467,466</td>
<td>$5,320,757</td>
<td>$6,224,185</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>25,050,473</td>
<td></td>
<td>25,050,473</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,337,510</td>
<td>105,951</td>
<td>4,443,461</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>7,696,344</td>
<td>7,696,344</td>
<td>7,889,977</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>1,846,530</td>
<td>1,846,530</td>
<td>2,031,345</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>7,696,344</td>
<td>7,696,344</td>
<td>7,889,977</td>
</tr>
<tr>
<td>Other</td>
<td>175,588</td>
<td>474,027</td>
<td>1,076,976</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>51,723,441</td>
<td>7,641,314</td>
<td>7,430,201</td>
</tr>
<tr>
<td>Noncurrent Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>200,000,000</td>
<td>391,782</td>
<td>391,782</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>391,782</td>
<td>391,782</td>
<td>701,515</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,689,003</td>
<td>10,689,003</td>
<td>30,689,003</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td>15,291,311</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>80,969,156</td>
<td>80,969,156</td>
<td>86,034,284</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>10,978,882</td>
<td>10,978,882</td>
<td>1,450,322</td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>5,289,634</td>
<td>5,289,634</td>
<td>4,295,693</td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>1,832,591</td>
<td>1,832,591</td>
<td>1,832,591</td>
</tr>
<tr>
<td>Total Noncurrent Assets</td>
<td>10,689,003</td>
<td>135,640,884</td>
<td>146,329,887</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$62,412,444</td>
<td>$7,641,314</td>
<td>$143,071,085</td>
</tr>
</tbody>
</table>

| Liabilities | | | | |
| Current Liabilities | | | | |
| Accrued Payroll and Benefits | 3,104,763 | 35 | 3,104,798 | 2,007,500 |
| Accounts Payable and Accrued Liabilities | 553,571 | 4,288 | 36,174 | 594,033 |
| Deposits Held in Custody | 391,782 | (694,522) | (694,522) | 701,515 |
| Current Portion of Long-term Liabilities | 4,296,437 | 4,296,437 | 4,219,839 | |
| Total Current Liabilities | 7,954,771 | 4,323 | (658,348) | 7,300,746 |
| Noncurrent Liabilities | | | | |
| Unearned Revenue | 222 | 5,472 | 17,933 | |
| Long-term Liabilities | 3,551,926 | 3,551,926 | 6,555,752 | |
| Total Noncurrent Liabilities | 3,557,176 | 222 | 3,557,398 | 6,573,685 |
| Total Liabilities | $11,511,947 | $4,545 | (658,348) | $10,858,144 |

| Net Position | | | | |
| Net Investment in Capital Assets | 114,361,573 | 114,361,573 | 105,624,200 | |
| Restricted for: | | | | |
| Loans | 1,406,027 | 1,406,027 | 1,624,307 | |
| Debt Service | 1,776,636 | 1,776,636 | 1,919,929 | |
| Other (Capital Projects) | (1,090,101) | (1,090,101) | (570,438) | |
| Grants and Contracts | 8,726,870 | 26,185,197 | 85,812,564 | |
| Unrestricted | 50,900,497 | 50,900,497 | 99,317,817 | |
| Total Net Position | $50,900,497 | $7,636,769 | $143,729,433 | $202,266,699 |

| Total Net Position: Current Year vs. Prior Year | | | |
| | | | |
| | | | $ (5,649,116) |
### Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For Three Months Ending September 30, 2014**

**(Preliminary)**

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
<th>Prior Year Totals as of September 30, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$22,329,167</td>
<td>$450</td>
</tr>
<tr>
<td>Contracts</td>
<td>783,841</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>341,641</td>
<td></td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>10,000</td>
<td>82,048</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>115,796</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$23,238,804</td>
<td>$566,503</td>
</tr>
</tbody>
</table>

| **Nonoperating Revenues** | | |
| State Appropriations | 1,773,375 | | 1,773,375 | | 1,784,150 |
| Property Taxes | 9,443,644 | 18,786 | 9,462,430 | 9,000,445 |
| Federal Grants | 9,458 | 15,185,853 | 139 | 15,195,450 | 15,954,777 |
| State and Local Grants | 177,929 | | 177,929 | | 279,514 |
| State Shared Sales Taxes | 351,555 | | 351,555 | | 316,281 |
| Gifts | 245,106 | 35 | 246,053 | 315,212 |
| **Net Nonoperating Revenues** | $11,471,583 | $15,716,249 | $18,960 | $27,206,792 | $27,650,379 |

| **Total Revenues** | $34,710,387 | $16,282,752 | $638,084 | $51,631,223 | $53,816,994 |

| **Operating Expenses** | | |
| **Educational and General** | | |
| Instruction | 9,718,379 | 947,718 | 177,828 | 10,843,925 | 10,807,542 |
| Academic Support | 5,305,272 | 680,503 | 22,088 | 6,007,863 | 5,910,080 |
| Student Services | 5,487,339 | 641,357 | 706 | 6,129,402 | 6,217,405 |
| Institutional Support | 10,035,169 | (126,162) | 343,045 | 10,252,052 | 10,284,398 |
| Operation and Maintenance of Plant | 2,934,031 | 240,995 | 791,889 | 3,966,915 | 4,709,499 |
| Depreciation | | 1,892,358 | 1,892,358 | | 1,802,830 |
| Student Financial Aid | 557,832 | 15,347,018 | 15,904,850 | | 16,725,727 |
| Auxiliary Enterprises | 281,913 | | 281,913 | | 296,834 |
| **Total Operating Expenses** | $34,038,022 | $18,013,342 | $3,227,914 | $55,279,278 | $56,754,315 |

| **Income Before Other Expenses** | | |
| Transfers | $672,365 | $(1,730,590) | $(2,589,830) | $(3,648,055) | $(2,937,321) |

| **Total Net Position - Beginning of Year** | | |
| Total Net Position - End of Period | $50,900,497 | $7,636,769 | $143,729,433 | $202,266,699 | $207,915,815 |

| **Total Net Position - End of Period: Current Year vs. Prior Year** | | |
| | | | (5,649,116) | | |
### Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

Year To Date For Three Months Ending September 30, 2014
(Preliminary)

#### Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15 Adjusted Annual Budget</th>
<th>FY 2014/15 Year to Date Actuals</th>
<th>%</th>
<th>FY 2013/14 Available Budget</th>
<th>FY 2013/14 Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td>$56,764,007</td>
<td>$9,718,379</td>
<td>17.1%</td>
<td>$47,045,628</td>
<td>$9,918,833</td>
<td>17.0%</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>25,293,735</td>
<td>5,305,272</td>
<td>21.0%</td>
<td>19,988,463</td>
<td>5,277,397</td>
<td>21.4%</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>25,152,359</td>
<td>5,487,339</td>
<td>21.8%</td>
<td>19,665,020</td>
<td>5,247,126</td>
<td>21.9%</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>35,541,498</td>
<td>10,035,169</td>
<td>28.2%</td>
<td>25,506,329</td>
<td>9,349,527</td>
<td>27.1%</td>
</tr>
<tr>
<td><strong>Operation and Maintenance of Plant</strong></td>
<td>13,968,950</td>
<td>2,934,031</td>
<td>21.0%</td>
<td>11,034,919</td>
<td>2,716,342</td>
<td>20.3%</td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td>1,124,000</td>
<td>557,832</td>
<td>49.6%</td>
<td>566,168</td>
<td>576,210</td>
<td>88.5%</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>10,253,077</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>12,392,453</td>
<td>12,392,453</td>
<td>100%</td>
<td>10,253,077</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$173,432,002</td>
<td>$37,224,022</td>
<td>21.5%</td>
<td>$136,207,980</td>
<td>$43,338,512</td>
<td>24.5%</td>
</tr>
</tbody>
</table>

#### Expenditures by Account

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014/15 Adjusted Annual Budget</th>
<th>FY 2014/15 Year to Date Actuals</th>
<th>%</th>
<th>FY 2013/14 Available Budget</th>
<th>FY 2013/14 Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$6,790,167</td>
<td>$1,560,312</td>
<td>23.0%</td>
<td>$5,229,855</td>
<td>$1,497,943</td>
<td>23.8%</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,092,271</td>
<td>4,732,788</td>
<td>20.5%</td>
<td>18,359,483</td>
<td>4,680,955</td>
<td>20.6%</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,270,050</td>
<td>210,504</td>
<td>16.6%</td>
<td>1,059,546</td>
<td>158,810</td>
<td>11.6%</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,483,296</td>
<td>2,173,978</td>
<td>16.1%</td>
<td>11,309,318</td>
<td>2,169,715</td>
<td>16.4%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>43,853,703</td>
<td>932,066</td>
<td>20.9%</td>
<td>33,896,621</td>
<td>9,552,646</td>
<td>23.2%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,463,389</td>
<td>932,066</td>
<td>20.9%</td>
<td>1,059,546</td>
<td>158,810</td>
<td>11.6%</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(62)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,629,252</td>
<td>5,765,126</td>
<td>20.1%</td>
<td>22,864,126</td>
<td>6,576,784</td>
<td>22.5%</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>$121,582,128</td>
<td>$25,331,794</td>
<td>20.8%</td>
<td>$96,250,334</td>
<td>$25,655,152</td>
<td>21.5%</td>
</tr>
<tr>
<td><strong>Services and Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>6,139,598</td>
<td>1,316,760</td>
<td>21.4%</td>
<td>4,822,838</td>
<td>1,120,257</td>
<td>19.4%</td>
</tr>
<tr>
<td>Travel</td>
<td>2,683,281</td>
<td>367,006</td>
<td>13.7%</td>
<td>2,316,275</td>
<td>349,126</td>
<td>14.8%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,498,959</td>
<td>3,893,350</td>
<td>31.1%</td>
<td>8,605,609</td>
<td>3,112,026</td>
<td>24.0%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,011,795</td>
<td>1,050,211</td>
<td>15.0%</td>
<td>5,961,584</td>
<td>993,842</td>
<td>13.0%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,302,064</td>
<td>557,832</td>
<td>42.8%</td>
<td>744,232</td>
<td>576,210</td>
<td>88.5%</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,365,240</td>
<td>1,152,047</td>
<td>48.7%</td>
<td>1,213,193</td>
<td>1,109,655</td>
<td>46.9%</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>$32,000,937</td>
<td>$8,337,206</td>
<td>26.1%</td>
<td>$23,663,731</td>
<td>$7,261,116</td>
<td>22.9%</td>
</tr>
<tr>
<td><strong>Capital Equipment</strong></td>
<td>471,000</td>
<td>78,349</td>
<td>16.6%</td>
<td>392,651</td>
<td>84,151</td>
<td>19.3%</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>9,000</td>
<td>10,253,077</td>
<td>100.0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,294,000</td>
<td>290,673</td>
<td>22.5%</td>
<td>1,003,327</td>
<td>85,016</td>
<td>6.9%</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>14,888,937</td>
<td>14,888,937</td>
<td>100%</td>
<td>10,253,077</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$173,432,002</td>
<td>$37,224,022</td>
<td>21.5%</td>
<td>$136,207,980</td>
<td>$43,338,512</td>
<td>24.5%</td>
</tr>
</tbody>
</table>
General & Designated Funds YTD
Revenues - FY14 - Prior Year
For the Three Months Ending September 30, 2013

General & Designated Funds YTD
Revenues - FY15 - Current Year
For the Three Months Ending September 30, 2014

General & Designated Funds YTD Revenues

Tuition and Fees $22,329,167
State Appropriations $1,773,375
Property Taxes $9,443,644
Other Revenues $1,164,201

Tuition and Fees $23,977,540
State Appropriations $1,784,150
Property Taxes $8,880,578
Other Revenues $1,187,614

General & Designated Fund Revenue Year to Date
Comparison with Prior Year

For the Three Months Ending September 30, 2013

For the Three Months Ending September 30, 2014
General & Designated Fund Expenditures Year to Date
Comparison with Prior Year

General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year
For the Three Months Ending September 30, 2013

- Instruction: $9,918,833 (23%)
- Academic Support: $5,277,397 (12%)
- Student Services: $5,247,126 (12%)
- Institutional Support: $9,349,527 (22%)
- Operation & Maintenance of Plant: $2,716,342 (6%)
- Other: $10,829,287 (25%)

General & Designated Funds YTD Expenditures by Program - FY15 - Current Year
For the Three Months Ending September 30, 2014

- Instruction: $9,718,379 (26%)
- Academic Support: $5,305,272 (14%)
- Student Services: $5,487,339 (15%)
- Institutional Support: $10,035,169 (27%)
- Operation & Maintenance of Plant: $2,934,031 (8%)
- Other: $3,743,832 (10%)

General & Designated Funds YTD Expenditures by Program

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

Chart showing expenditures by program from July to June of FY14 and FY15.
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year
For the Three Months Ending September 30, 2013

Administrative Personnel $1,497,943 4%
Faculty $4,680,955 11%
Additional Compensation - Faculty $158,810 0%
Adjunct Faculty $2,169,715 5%
Classified Staff $9,552,646 22%
Other Compensation $1,018,299 2%

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 15 - Current Year
For the Three Months Ending September 30, 2014

Administrative Personnel $1,560,312 4%
Faculty $4,732,788 13%
Additional Compensation - Faculty $210,504 1%
Adjunct Faculty $2,173,978 6%
Classified Staff $9,957,082 27%
Other Compensation $932,066 2%
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY15

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

#### Assets

**Current Assets**

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

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

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

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

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

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

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

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

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

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

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

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

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

### Liabilities

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

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

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

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

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

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

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

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

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

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

For your information and in accordance with BP-4101 and SPG-4201/BA, the Chancellor submits the following employment information:

**Staff:**

**Arias, Melinda**
Title: Instructor, Nursing  
Rate of Pay: $69,184  
Start Date: 10/27/2014  
Highest Degree Earned: Bachelor of Science, Nursing  
Awarding Institution: Grand Canyon University  
Most Recent Previous Job: Staff Registered Nurse

**Bergen, Jacqueline**
Title: Laboratory Technician  
Rate of Pay: 15.65  
Start Date: 10/27/2014  
Highest Degree Earned: Bachelor of Arts, Media Arts  
Awarding Institution: University of Arizona  
Most Recent Previous Job: Media Laboratory Technician

**Bernier, Lance**
Title: Community Service Officer  
Rate of Pay: $13.54  
Start Date: 11/17/2014  
Highest Degree Earned: Associate of Applied Science, Vehicle Maintenance  
Awarding Institution: Community College of the Air Force  
Most Recent Previous Job: Vehicle Maintenance Journeyman

**Coleman, Donald**
Title: Instructor, HPOG  
Rate of Pay: $44,463  
Start Date: 10/27/2014  
Highest Degree Earned: Master of Education, Special Education  
Awarding Institution: University of Arizona
Most Recent Previous Job: Student Services Specialist

**Garcia, Lupita**  
Title: Support Technician  
Rate of Pay: $14.61  
Start Date: 11/17/2014  
Highest Degree Earned: Associate of Arts, Liberal Arts  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Support Technician

**Grant, Daryl**  
Title: Community Service Officer  
Rate of Pay: $13.54  
Start Date: 11/17/2014  
Highest Degree Earned: Bachelor of Arts, Communication  
Awarding Institution: New Mexico Highlands University  
Most Recent Previous Job: Energy Auditor

**Heisman, Alisa**  
Title: Support Technician  
Rate of Pay: $14.61  
Start Date: 10/13/2014  
Highest Degree Earned: Associate of General Studies, General Studies  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Support Technician

**Hernandez, Rogelio**  
Title: Student Services Specialist  
Rate of Pay: $18.83  
Start Date: 11/17/2014  
Highest Degree Earned: Master of Education, Counseling  
Awarding Institution: Northern Arizona University  
Most Recent Previous Job: School Counselor/ Behavioral Specialist

**Hunten, Leslie**  
Title: Instructor, HPOG  
Rate of Pay: $44,463  
Start Date: 10/27/2014  
Highest Degree Earned: Master, Social Work  
Awarding Institution: Arizona State University  
Most Recent Previous Job: Adult Education Instructor

**Millan, Adela**  
Title: Student Services Specialist  
Rate of Pay: $18.83  
Start Date: 10/27/2014  
Highest Degree Earned: Bachelor of Arts, Psychology

(Continued)
Awarding Institution: University of Arizona
Most Recent Previous Job: Student Services Specialist

Namdarian, Darius
Title: Laboratory Technician
Rate of Pay: $15.65
Start Date: 10/27/2014
Highest Degree Earned: Associate of Arts, General Studies
Awarding Institution: Pima Community College
Most Recent Previous Job: Laboratory Technician

Raetz, Bill
Title: Laboratory Technician
Rate of Pay: $15.65
Start Date: 10/27/2014
Highest Degree Earned: Bachelor of Arts, Criminal Justice
Awarding Institution: University of Arkansas
Most Recent Previous Job: Media Laboratory Technician

Rojas, Rose
Title: Program Coordinator
Rate of Pay: $44,463
Start Date: 10/27/2014
Highest Degree Earned: Master of Arts, The Beatles, Popular Music and Society
Awarding Institution: Liverpool Hope University
Most Recent Previous Job: Program Coordinator, Career Awareness

Thrower, Valarie
Title: Program Coordinator
Rate of Pay: $44,463
Start Date: 11/17/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Recruitment and Outreach Coordinator

**Acting Assignments:**

**Barajas, Victoria**
Effective: 10/27/2014
From: Program Coordinator
To: Program Coordinator, Acting

**Martinez, Kathleen**
Effective: 10/27/2014
From: Fiscal Analyst
To: Fiscal Supervisor, Acting

(Continued)
Employment Information

Westphal, Cecily
Effective: 11/3/2014
From: Fiscal Advanced Analyst
To: Director of Student Accounts, Acting

Direct Appointments:

Conway, Jennie
Effective: 10/4/2014
From: Director, Curriculum
To: Director, Admissions and Records, Acting

Reassignments:

Ortega, Sylvia
Effective: 10/13/2014
From: Student Services Manager
To: Student Services Manager

Temporary:

Aldecoa, Amanda
Title: Student Services Technician
Rate of Pay: $15.65
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Student Services Technician

Baker, Gavin
Title: Interpreter
Rate of Pay: $20.00
Start Date: 10/13/2014
Highest Degree Earned: Bachelor of Science, Biological Sciences
Awarding Institution: University of Alaska
Most Recent Previous Job: Live-in/Sub Live-in, Arizona School for the Deaf and Blind

Barrera, Jorge
Title: Tutor I
Rate of Pay: $8.00
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Tile and Floor Setter

(Continued)
Beech, Pamala  
Title: Substitute Instructor  
Rate of Pay: $21.38  
Start Date: 10/23/2014  
Highest Degree Earned: Bachelor of Arts, Human Resources Administration  
Awarding Institution: Saint Leo University  
Most Recent Previous Job: Volunteer Coach/ Instructor Aide

Corbett, Sydney  
Title: Interpreter  
Rate of Pay: $40.00  
Start Date: 10/13/2014  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Interpreter

Eisenstadt, Natalia  
Title: Interpreter  
Rate of Pay: $20.00  
Start Date: 10/13/2014  
Highest Degree Earned: Associate of Applied Arts, Sign Language Interpreter  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Senior Sales Consulate

Gershman, Ben  
Title: Tutor I  
Rate of Pay: $8.00  
Start Date: 11/13/2014  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Closing Manager

Gomez, Avelino  
Title: Tutor I  
Rate of Pay: $8.00  
Start Date: 11/13/2014  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Overnight Loss Prevention Officer / Bartender / Cabana / Guest Room Dining

Gonzalez Jr, Alfredo  
Title: Tutor I  
Rate of Pay: $8.00  
Start Date: 11/13/2014  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A

(Continued)
Most Recent Previous Job: Tire Technician

King, Jonathan
Title: Tutor I
Rate of Pay: $8.00
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Funeral Arranger

Luna, Melecio
Title: Dispatcher
Rate of Pay: $17.77
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Public Safety Dispatcher

McLean, Triston
Title: Tutor I
Rate of Pay: $8.00
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Online Sales Specialist

Millis, Erin
Title: Interpreter
Rate of Pay: $20.00
Start Date: 10/13/2014
Highest Degree Earned: Bachelor of Science, Educational Interpreting
Awarding Institution: University of Arizona
Most Recent Previous Job: Educational Interpreter

Minder, Matthew
Title: Assistant Baseball Coach
Rate of Pay: $10.00
Start Date: 11/13/2014
Highest Degree Earned: Bachelor of Science, Business Administration
Awarding Institution: Fort Lewis College
Most Recent Previous Job: Energy Advisor

Rouzaud, Diane
Title: Support Technician
Rate of Pay: $14.61
Start Date: 11/13/2014
Highest Degree Earned: Associate of Arts, General Studies

(Continued)
Employment Information

Awarding Institution: Pima Community College
Most Recent Previous Job: Support Coordinator

Sizemore, Jessica
Title: Interpreter
Rate of Pay: $36.00
Start Date: 10/13/2014
Highest Degree Earned: Bachelor of Arts, Theatre Arts
Awarding Institution: San Diego State University
Most Recent Previous Job: ASL Interpreter

Snellings, Tina
Title: Dispatcher
Rate of Pay: $17.77
Start Date: 11/13/2014
Highest Degree Earned: Bachelor of Science, Interdisciplinary Studies
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Public Safety Dispatcher

Woods, Jerry
Title: Classroom Model
Rate of Pay: $10.00
Start Date: 11/13/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Stunt Show Director

Student Aides:

Abrigada Josette Bryant Bethany
Aguirre Vanessa Cabezola Esdras
Anaya Robert Camarena Paul
Angulo Denisse Celaya Luis
Baldwin Kristin Cook Chelsea
Brewington John Crummitt Richard
Davis Suzan Lopez Ana
Dichochea Biviana Lopez Ronald
Doan Kim Quijada Mejia Deyanira
Encinas Janeth Reyes Lorena
Escandon Brittany Reynaga Vanessa
Faulstich Stephanie Richins Starla
Flores Jocelyn Rosas-Rosa Carlos
Galante Rebekah Sanchez Erika
Garcia Diana Seawaters Tiffany
Graciano Adrianne Sesinyi Jade
Grijalva Diana Shenk Fabian

(Continued)
Guillen Valenzuela Francisca Silva David
Hernandez Flori Smith Marcus
Huff Margaret Smith Matthew
Jimenez Valeria Stierna David
Johnson Susan Stockey Suzanna
Jones Kayla Terraza Alexis
Kachmar Wayne Teso Celine
Kortright Sabrina Valenzuela Hazel
Leon Ruelas Annel Vides Jisselle
Lewis Erin Yescas-Carillo Selenne

Retirements:

Fugett, Charlotte A.
Campus President
EC – President’s Office
Start Date: 8/17/1998
End Date: 2/6/2015

House, Laurence
Director
DO – Student Accounts Operations
Start Date: 1/19/2010
End Date: 10/1/2014

Meeks, Denise
Instructional Faculty
NW – Sciences
Start Date: 8/19/1996
End Date: 10/10/2014

O’Donnell, Joy D.
Instructional Faculty
DC – Paralegal
Start Date: 1/8/1990
End Date: 12/19/2014

Smiley, Michael D.
Trades/Maintenance Technician
DO – Plant Operations
Start Date: 7/16/1980
End Date: 1/2/2015

(Continued)
Tousley, Charlotte A.
Instructional Faculty
WC – Writing
Start Date: 8/21/1989
End Date: 12/19/2014

Wing, David L.
Instructional Faculty
WC – Digital Arts
Start Date: 1/6/1984
End Date: 12/19/2014

Separations:

Logan, Lauri D.
Support Technician
NW – Instructional Support Services
Effective: 10/10/2014

Luna, Melecio
Public Safety Dispatcher
DO – Public Safety Operations
Effective: 9/29/2014

Smith, Ebonie S.
Community Service Officer
DO – Public Safety Operations
Effective: 9/19/2014

Waltman, Lindsey M.
Instructor
DV – Center for Training and Development
Effective: 9/19/2014

Approvals

Contact Person  Charlotte Fugett
Charlotte Fugett

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

**Name:** Bertolini, Robert L.
**Discipline(s):** Building & Construction Technology (Occupational/Workforce)
**Start Date:** 10/08/14
**Education:** High School Diploma, Norton High School, Norton, Ohio
**Experience:** Project/Construction Manager, Maumee, Ohio

**Name:** Diovanti, Yovannah
**Discipline(s):** Translation Studies (Occupational/Workforce)
**Start Date:** 10/21/14
**Education:** Bachelor of Arts, Spanish, University of Arizona, Tucson, AZ
**Experience:** Court Interpreter, AZ Superior Court, Tucson, AZ

**Name:** Draper, Jeremy
**Discipline(s):** Respiratory Therapy (Occupational/Workforce)
**Start Date:** 10/20/14
**Education:** Bachelor of Science, General Biology, University of Arizona, Tucson, AZ
**Experience:** Respiratory Care Practitioner IV, U of A Medical Center, Tucson, AZ

**Recommendation:**

The Chancellor recommends these individuals as certified adjunct faculty 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 temporary non-credit instructors in areas for which they are qualified.

**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.

The current rate of pay for adjunct faculty is $800.00 per load hour.
Name: Druyvesteyn, Carmen
Discipline(s): Nursing Assistant (Occupational/Workforce)
Start Date: 9/22/14
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona
Experience: Registered nurse, St. Joseph’s Hospital, Tucson, Arizona

Name: Hale, Ph.D., Brian
Discipline(s): Chemistry (Academic)
Start Date: 1/20/15
Education: Doctor of Philosophy, Chemistry, University of California, Berkeley, California
Experience: Chemistry instructor, Lee College, Baytown, Texas

Name: Lopez, Jesus P.
Start Date: 10/13/14
Discipline(s): Computer Aided Design/Drafting (Occupational)
Education: Associate of Applied Science, Computer Aided Drafting/Design, Pima Community College, Tucson, AZ
Experience: AutoCAD Drafter/Designer, Finman Associates, Tucson, Arizona

Name: Ndubuisi, Matthew C.
Start Date: 1/20/15
Discipline(s): Chemistry (Academic)
Education: Master of Science, Chemistry, St. John’s University, Queens, New York
Experience: Science Teacher, Chaparral Middle School, Tucson, Arizona

Name: Padilla, Charlette T.
Start Date: 9/29/14
Discipline(s): Marketing (Academic)
Education: Master of Science, Family & Consumer Sciences, University of Arizona, Tucson
Experience: Lead Faculty, Fashion Consumer Science Program, Pima Community College, Tucson, Arizona

Approvals
Contact Person: ________________________________  
Erica Holmes

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

Meeting Date: 11/19/14    Item Number: 12

Item Title     Contact Person

Governance Council Minutes     Deborah Yoklic
                                Assistant Vice Chancellor
                                (206-4747)

Information:

For your information, the Chancellor presents to the Board of Governors minutes of Governance Council meetings from the following dates:

September 22, 2014
October 13, 2014

Approvals

Contact Person     Deborah Yoklic
                   Deborah Yoklic

Chancellor     Lee D. Lambert, J.D.
Governance Council
September 22, 2014
District Office Video Conference Room
3:00-5:00 pm

Meeting Notes

In Attendance: Carlo Buscemi, Kim Lisa Duchicela, Don Harp, Joe Labuda, Lee Lambert, Joe Langlois, Lorraine Morales, Jeff Silvyn, Michael Tulino, Debbie Yoklic, Mykle Zoback

Not In Attendance: Manny Amado, Fernanda Gonzalez Van-Pratt, Alec Moreno

1. **Agenda Modifications:** No modifications

2. **Approval of Minutes:** 9/08/14- Moved to approve by Joe Labuda; Seconded by Mykle Zoback. Approved unanimously.

3. **Faculty Hiring Process:**
   Discussion began regarding adjunct faculty not knowing that there are faculty openings and therefore they do not apply for faculty vacancies, and how to get notification to them. At some point in the past, notifications of job openings were sent to employees who had signed up for this service; Debbie will ask HR if this would be possible to reinstate. Additionally, we would like HR to explore how to communicate with all employees when faculty vacancies are posted, perhaps through a Pima-All email or via a notice in AtPimaNews. Process for faculty applying internally came up in discussion and members brought up who this issue should go to. The members agreed this is a policy question. KimLisa informed the team that Adjunct Faculty have never had priority when it came to the internally hiring process. Members suggested a representative of the task force working on faculty hiring and HR representation come to Governance Council. Debbie will invite the appropriate persons.

4. **Chancellors Goals:**
   1-6 - Strategic Goals
   7-8 – Goals Chancellor added

   Debbie advised the committee that not all goals will get completed but all will get started. Every unit has goals 1-6 and from there each one will add their own objectives.

5. **Chancellors Report:**
   Chancellor led the discussion about the HLC Visit. HLC met with the Chancellor and Board Chair for a private meeting as well as with the full team and Cabinet. Chancellor let the committee know that with the HLC visit they could see that:
   - PCC has done a lot of work and see us moving in the right direction.
   - Third party comments have been positive.
   - A lot of work in Policies and Procedures, greater communication and cultural shift.
   - HLC didn’t see enough evidence but given the time frame there was not enough time to do so.
   - Mission is not clear, and needs to be revised.
Chancellor reported that the HLC team did not tell us specifically what we need to focus to improve; we won’t know their findings until December. We will need to read between the lines. HLC advice for Pima is to take a strategic approach. Chancellor stated key points that need clarification or that needs to get accomplished.

- Clarify the Mission, not necessarily the Mission statement
- Gen Ed outcomes need to get approved
- Board Policies need to be finished
- Build assessment not just SLO’s
- Allocate resources
- Create mini versions of Governance Council at each campus

6. **Agenda Building for Governance Council**
The committee discussed sending out information through AtPima News about how people can reach out to get in touch with Governance Council. The members agreed that a name and email listing on Pima News would be a great way for those who would like to ask any questions regarding the agenda or to contact any of the members.

7. **Evaluation Process for Governance Council**
Lorraine Morales and Michael Tulino have volunteered to start to develop the evaluation process. At their first meeting on September 23, 2014 they will discuss members to help and creating a work plan and timeline. A key point for Governance Council is letting employees know our decisions and the thinking behind them.

Meeting Adjourned at 4:30pm
Future Meetings: 10/13/14, 3-5pm, DO B-218
10/27/14, 3-5pm, Videoconference Location
Meeting Notes

In Attendance: Manny Amado, Carlo Buscemi, Kim Lisa Duchicela, Fernanda Gonzalez Van-Pratt, Don Harp, Gwen Joseph, Joe Labuda, Joe Langlois, Alec Moreno, Jeff Silvyn, Michael Tulino, Mykle Zoback

Not In Attendance: Lee Lambert, Lorraine Morales, Debbie Yoklic

1. **Building College Governance Structures: Presentation by Gwen Joseph:**

   Interim Campus President Gwen Joseph presented the Governance Council with a PowerPoint presentation that originated from a discussion at Chancellor’s retreat this past summer, which focused on decision making processes. Gwen’s presentation “Building the Core” was presented at Cabinet for the purpose of restructuring current Cabinet meetings to be more strategic. This framework is being used for Governance Council to help discuss where Governance Council fits and what its role within the college is. The focus is to look into refining structures throughout PCC. There is a disconnect when it comes to decision making; something needs to be put into place to create a mechanism for communications for procedures and practices. We have many peer teams in place today that are addressing issues that need to be redirected from operational to strategic to be more efficient. Governance Council needs to be proactive than reactive.

   Each committee member on the Governance Council holds a responsibility to relay the information taken from the committee sessions back to their campuses so all campuses “can be singing the same song,” in Gwen’s words. All campuses need to be on the same page, as well as Campus Presidents. Communication needs to be more transparent throughout the board. Gwen emphasized that the College needs to act as one within our 6 campuses.

   Gwen noted that at one point all decisions were made from the top, now the culture has changed and we have to get to a point where decisions are made by those who are directly affected. We need to get to a structure where we are functioning at the level of our positions. Decisions take a long time, due to issues going to too many people who don’t necessarily need to be included. We need to understand who and where certain issues need to go to.

   Defining Governance, Strategic, Operational, and Policy within our organization is key to keeping the lines of communication at PCC consistent and clear and to figure out how Governance Council fits. The Chancellor has proposed that all campuses implement a Governance Council at each campus.

Q&A

- **Gwen asked the team what does the Governance currently do or its function?**

Alec Moreno: We are still fairly new, and are still trying to figure out our role within the college.
Don Harp: Each member’s job is to represent their constituents the best we can as well as their concerns or suggestions.

- Gwen asked the team how we will determine which issue the Governance Council will address, from Prioritize/Interrelationship within the College about the issues/how are we getting to action?

Mykle Zoback: She feels the committee would most likely go to the Chancellor for direction about addressing issues.

Gwen Joseph: We need to get to a place where we are taking more of the initiative and making decisions instead of looking to the Chancellor to do all the decision making.

Don Harp: An implementation of each member bringing forward an agenda item each time GC meets will be more productive with addressing college issues.

Gwen Joseph: Core issues need to go beyond surface issues and correct the core issue, for example the structure. Gwen brought up the subject on discontinuing some process that doesn’t have value anymore or that could be improved. Just because someone may have put it in place many years ago does not mean that the College needs to continue.

- Jeff Silvyn asked Gwen if she had any suggestions for Governance Council to start this new pathway

Gwen Joseph: Advised the team to get with our co-chair to work together to discuss a process.

Jeff Silvyn: Stated we need to create a flow path as to what issue comes to the Governance Council. As of right now, Governance Council makes suggestions and does not make decisions, but a chart created to know where an issue goes from GC to the appropriate decision maker is important.

2. **Request from note taker to record meetings:** Approved

3. **Discussion with co-chairs of Task Force on Faculty hiring and HR on Adjunct Faculty status:**

   Julia Fiello, Charlotte Fugett and Ted Roush led the discussion on the Faculty Hiring Taskforce. Clarification was requested from the Governance Council as to what Faculty employees can apply for.

   Julia stated as discussed in the charge, we are not creating policy (either FPPS or other BP) nor SPGs at this time; in fact, we specifically note that we are not modifying policy at this point but instead keeping all existing policies on hold. Instead, we are creating working drafts for people to try this year. We will be soliciting feedback from the full College community in the spring after people have had time to actually try out the processes. Finally, to ensure that all policies, SPGs and departmental practices are in line, we purposefully fused all of these into one working document for review, so what we have at the moment are sets of steps to try (both for allocating faculty positions and for hiring full-time faculty). As part of our Spring review process, we will separate out which information really belongs in the FPPS (and bring that to Meet and Confer). Any
steps that result in an SPG will, of course, go through the traditional review process at
that time.

Julia will be sending all Faculty an update and remind employees about the pilots and
timelines. In February/March a survey will be going out about what worked and what
didn’t.

4. **Evaluation Plan: Michael Tulino**
   Michael Tulino led the discussion to why the Fast Action Teams were put in place:
   1. Look at how we access ourselves as a body
   2. Draft a communications plan

   This survey will serve as evidence to the HLC for the December visit with the HLC.
   Michael sent out an email in September asking what questions we need to ask ourselves
to figure out how effective we are. He will resend that email. He asks members to please
respond as soon as possible.

**Meeting Adjourned at 4:45pm**

**Future Meetings: 10/27/14, 3-5pm, Videoconference Location**
   11/10/14, 3-5pm, B-218
INFORMATION ITEM

Meeting Date: 11/19/14  

Item Number: 13

Item Title
First Reading of Board Policy Substantive Changes, New  
Board Policies and Deletions

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

Recommendation:

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

A. Substantive change:  
BP-1101 Prime Policy  
BP-2412 College Travel Expenses  
BP-3121 Diversity  
BP-4006 Drug Free Environment  
BP-4201 College Personnel Statement Handbooks

B. New Board Policy:  
BP-1104 Policy Transition Period 2015-2016

C. Deletions:  
BP-2411 Warrants and Disbursements  
BP-4001.01 Faculty Personnel Policy Statement  
BP-4001.02 Classified Exempt Personnel Policy Statement  
BP-4001.03 Classified Non-Exempt Personnel Policy Statement  
BP-4203 Administrative Personnel Policy Statement

Justification:

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

Approval

Contact Person  
Deborah Yoklic

Chancellor  
Lee D. Lambert, J.D.
PURPOSE

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

DEFINITIONS

A Pima County Community College District Board of Governors Board Policy is a statement officially adopted by the Board of Governors at a public meeting that establishes one or more general institutional priorities and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional priorities. Board Policies create frameworks for:

- defining acceptable practices;
- establishing educational and other expectations;
• guiding the actions of those to whom the Board delegates authority and responsibility;
• ensuring compliance with state and federal law.

Administrative Procedures provide specific guidance to district staff in implementing and enacting Board Policies in the day-to-day operations of the College. These are approved through the process detailed in SPG 1101/AA.

Additionally, College units may create Operations Manuals to detail specific processes for implementing Board Policies or Administrative Procedures. The unit is responsible for internal approvals and regular updates of Operations Manuals.

AUTHORITY

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

RESPONSIBILITY

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

INITIATION

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

FORMULATION AND REVIEW

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

A. A proposed policy shall be forwarded to the Chancellor for review and consultation with appropriate standing committees, administrative heads, staff, Chancellor’s Cabinet and legal counsel.
B. The Chancellor or designee shall meet with the initiator(s) to consider all comments and modify the proposed policy as necessary. At this time, the proposal may be withdrawn.

C. The Chancellor will then present the proposed policy to the Board of Governors at a public meeting. At this time the Board of Governors and/or the Chancellor may propose further modification to the proposed policy.

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

E. The Board of Governors shall act upon the proposed policy at the next regular meeting after the conclusion of the 21 day comment period, and make such modifications as it deems necessary.

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

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

EVALUATION

College policies subject to this prime policy shall be evaluated by the Chancellor or designee at least every three years.
Pima County Community College District

Board Policy

Board Policy Title: College Travel Expenses

Board Policy Number: BP-2412
Adoption Date: 5/26/93
Revision Date(s): 6/12/02, 1/11/10, 9/30/14
Review Date(s): 9/30/14
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Executive Vice Chancellor for Finance and Administration
Sponsoring Unit/Department: Executive Vice Chancellor for Finance and Administration
Motion Number: 6310
Legal Reference: A.R.S. 15-1406
Cross Reference: International Education, BP-3115

Pima County Community College District may delegate authority to the Chancellor of his/her designee to approve payment for the traveling, lodging and other travel-related expenses of Board members (including members-elect), employees and candidates for District employment with the District according to established travel procedures. The Chancellor or designee shall establish procedures, consistent with best practices, for paying travel-related expenses.
Pima Community College values its multicultural and diverse student and employee populations and is committed to providing and supporting programs, services, and training that will enable all students and employees from diverse backgrounds to achieve their educational and career objectives. The same value will be utilized by PCC in employee recruitment and hiring. In order that College employees reflect the diversity of the students and its community, reasonable good faith efforts will be made to recruit highly qualified and diverse applicants.
Purpose

The purpose of this policy is The Board of Governors directs Pima Community College to provide and maintain a safe work environment free from the hazards associated with drugs and alcohol use for employees, students and visitors. This policy is designed to protect the safety of all employees, students, and the general population in the work place. This policy is intended to ensure College compliance also complies with the provisions of the Drug-Free Work Place Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989, and allows Pima County Community the College District to maintain and certify the drug prevention and a drug-free work place awareness programs.

The College shall adopt procedures as necessary for program-specific requirements.
The Chancellor or designee shall conduct a biennial review of its programs to determine their effectiveness, implement changes as needed, and ensure that disciplinary sanctions are consistently enforced.

**Policy**
It is the policy of Pima County Community College District to maintain a drug and alcohol free working environment for its employees, students and visitors. The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's work for the College.

The College recognizes drug and/or alcohol dependency as illnesses and major health problems. The College also recognizes drug and alcohol abuse as potential health, safety and security problems. Employees needing help in dealing with such problems are encouraged to seek it, either through their own resources or through the College Employee Assistance Program, which is a regular employee benefit. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel file. As a condition of employment, employees must abide by the terms of this policy. Violations of this policy statement will result in appropriate disciplinary actions, including discharge.

All employees, including those on a contract or grant, as a condition of employment, must notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after that conviction. Any employee convicted of a criminal drug statute violation occurring in the work place is required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

**Definitions**

1. **Controlled substance**: any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act.

2. **Employee**: a person employed by the College District or directly engaged in the performance of work under the provision of the grant or contract.
3. **Conviction:** includes pleas of no-contest or nolo contendere.

4. **Criminal statutes:** include state and federal prohibitions against the manufacture, distribution, dispensing, use or possession of any controlled substance.

**Distribution**

All employees will be provided a copy of this policy statement. New employees will receive a copy of this policy during attendance at the new employee orientation session.

**Education**

The Vice Chancellor for Human Resources will establish a drug-free awareness program informing employees about the danger of drug abuse in the workplace, the policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs, and the penalties imposed for drug abuse violations.
The Personnel Policy Statement for College Employees is published annually and is posted on the College’s website. The latest edition of the policy statement is available in Human Resources.

Each year the Personnel Statement Handbooks will be published and posted on the College website. These handbooks are:

1. All College Employees
2. Administrators
3. Faculty
4. Staff, Classified Exempt
5. Staff, Classified Non-Exempt
During 2014, the Board of Governors undertook a review, revision and reorganization of all policies. The purpose of this Board Policy is to establish the timeline for the transition from the structure in effect during Fall 2014, consisting of Board Policies (BPs), Regulations (RGs) and Standard Practice Guides (SPGs), to the revised structure, consisting of Board Policies and Administrative Procedures (APs).

**Timeline**

December 31, 2014

- All Board Policies will be reviewed and transition to the revised numbering system.
January 2015 through June 2016
- All Regulations and Standard Practice Guides will be reviewed and revised by the responsible unit. RGs and SPGs will be replaced by Administrative Procedures.
- During this time, RGs and SPGs will retain the numbering system in effect during Fall 2014, but will be cross walked to the revised numbering system for BPs.

June 30, 2016
- All RGs and SPGs which have not been reviewed and transitioned to APs will be eliminated.

June 30, 2016
- This Board Policy will sunset on June 30, 2016 and will no longer be in effect.
The Pima County Community College District Board of Governors may expend funds within the Board-approved budget to pay for goods and services rendered to and on behalf of the District. In exercising this responsibility, the Board of Governors is empowered to cause checks to be issued for these expenditures. The Board, therefore, authorizes the Chancellor, who may in turn delegate this authority to execute checks and other items of withdrawal for and on behalf of the District to the Executive Vice Chancellor for Finance and Administration. Facsimile signatures may be used.
This policy is being deleted, as the information contained herein is included in the revision of BP 4201.

Board Policy Title: Faculty Personnel Policy Statement

Board Policy Number: BP-4001.01
Adoption Date: 2/17/82
Revision Date(s): Subject to annual revision
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Vice Chancellor for Human Resources
Sponsoring Unit/Department: Vice Chancellor for Human Resources
Motion Number: 2842
Legal Reference:
Cross Reference:

The Faculty Personnel Policy Statement is published annually and is posted on the College’s website. The latest edition of the policy statement is available in Human Resources.
Pima County Community College District
Board Policy

This policy is being deleted, as the information contained herein is included in the revision of BP 4201.

Board Policy Title: Classified Exempt Personnel Policy Statement

Board Policy Number: BP-4001.02
Adoption Date: 2/17/82
Revision Date(s): Subject to annual revision
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Vice Chancellor for Human Resources
Sponsoring Unit/Department: Vice Chancellor for Human Resources
Motion Number: 2842
Legal Reference:
Cross Reference:

The Classified Exempt Personnel Policy Statement is published annually and is posted on the College’s website. The latest edition of the policy statement is available in Human Resources.
This policy is being deleted, as the information contained herein is included in the revision of BP 4201.

Board Policy Title: Classified Non-Exempt Personnel Policy Statement

Board Policy Number: BP-4001.03
Adoption Date: 2/17/82
Revision Date(s): Subject to annual revision
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Vice Chancellor for Human Resources
Sponsoring Unit/Department: Vice Chancellor for Human Resources
Motion Number: 2842
Legal Reference:
Cross Reference:

The Classified Non-Exempt Personnel Policy Statement is published annually and is posted on the College’s website. The latest edition of the policy statement is available in Human Resources.
This policy is being deleted, as the information contained herein is included in the revision of BP 4201.

Board Policy Title: Administrative Personnel Policy Statement

Board Policy Number: BP-4203
Adoption Date: 2/17/82
Revision Date(s): Subject to annual revision
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Vice Chancellor for Human Resources
Sponsoring Unit/Department: Vice Chancellor for Human Resources
Motion Number: 
Legal Reference: 
Cross Reference: 

The Administrative Personnel Policy Statement is published annually and is distributed to all administrators. The latest edition of the policy statement is available in Human Resources.
# ACTION ITEM

**Meeting Date:** 11/19/14  
**Item Number:** 14A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
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<tbody>
<tr>
<td>Unapproved Minutes of the Study Session on October 3, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
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</table>

**Recommendation:**

The unapproved minutes of the Study Session on October 3, 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
Friday, October 3, 2014 at 2:00 p.m. in the Community Board Room, C-105, at the District
Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

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

General Counsel
Jeffrey Silvyn

Recording Secretary
Angela G. Wesson

Administration/Staff
Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Lori Cox, Internal Auditor
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus & Vice Chancellor for Human Resources (Acting)
Terry Hawkins, Advanced Program Manager
Erica Holmes, Provost
Gwendolyn Joseph, President, Downtown Campus, Interim
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Lorraine Morales, President, Community Campus
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Jeffrey Silvyn, General Counsel
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor

1. Call to Order
   Board Chair David Longoria called the meeting to order at 2:05 pm.

2. Policy Review Update
   Board member Even and Assistant Vice Chancellor Deborah Yoklic updated the Board on
   the substantive and non-substantive changes to the following Board Policies:
BP-1505: Institutional Security and Safety
BP-2501: Facilities Operations and Maintenance
BP-3509: Student Success
BP-4003: Outside (Secondary) Employment
BP-4101: Employment and Reassignment of Executive Level Administrators - Authority for Hiring and Assignment of Personnel
BP-2403: Budget Financial Controls and Institutional Budget
BP-1101: Prime Policy
BP-1104: Policy Transition Period 2015-2016

Assistant Vice Chancellor Deborah Yoklic noted that BP-1101: Prime Policy includes definitions for “Policy” and “Administrative Procedures”. BP-1104 is a new policy. Board Member Sylvia Lee requested that copies of the comments, given during the comment period, be submitted along with the policies to the Board prior to the meeting.

General Counsel informed the Board that the College has an October 24th deadline to respond to the Department of Education’s concerns related to the administration of financial aid. To resolve their concerns, two Board policies would have to be revised and presented to the Board for approval. There was some concern with not having the full 21-days to review the information. Assistant Vice Chancellor Deborah Yoklic noted that Board Policy 1101 allows the Board to make an exception to the review and approval process. Therefore, it was determined that the first reading of these draft polices would occur at the October 8 meeting with a review period of one week. The final approval would be given on October 17 at a Special Board meeting with a time to be determined.

3. Mission Development

Assistant Vice Chancellor for Planning and Institutional Research Dr. Nicola Richmond noted that mission, vision, goals and strategic directions are inherently linked. Standard best practice in strategic planning is to build the plan based on a discussion of the mission. She also noted that we have to identify central themes within our mission, link them to strategic planning and develop indicators to measure success.

Core themes
1. Access and Success
2. Quality Programs
3. Partnerships
4. Diversity and Inclusion
5. Stewardship

Objectives
1. Access and Success
   1.1 Retention, persistence and engagement
   1.2 Graduation, transfer, completion and industry credentials

2. Quality Programs
   2.1 Relevant program offerings aligned to industry need and transfer pathways
   2.2 Responsive student services
3. Partnerships
   3.1 Student-centered partnerships with K-12 and the universities
   3.2 Engage with local business and industry

4. Diversity and Inclusion
   4.1 Diverse student populations
   4.2 Diversify the workforce of PCC

5. Stewardship
   5.1 Financial resources to support operations
   5.2 Facilities, technology

Attendees were divided into groups to discuss the core themes and possible objectives.

Dr. Richmond stated that based on the objectives, Planning and Institutional Research will identify possible performance indicators using national data, where possible and present recommended core themes, objectives and key performance indicators to the Chancellor no later than October 24. The core themes, objectives and key performance indicators will be used as a starting point for discussions with the internal and external community with a final report to the Chancellor in early 2015.

Adjournment

The meeting adjourned at 4:15 p.m.

________________________________________
Secretary

________________________________________
Date
ACTION ITEM

Meeting Date: 11/19/14  Item Number: 14B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>on October 8, 2014</td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Special Meeting to go into Executive Session on October 8, 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, October 8, 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 3:10 p.m.

**Motion to conduct Executive Sessions**

Motion No. 201410-01
Scott Stewart – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) discussion and consideration of personnel issues, A.R.S. A.R.S. § 38-431.03(A)(2) discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law and A.R.S. §38-431.03(A)(3) legal advice and A.R.S. § 38-431.03(A)(4) consultation and legal advice.
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 3:11 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:25 p.m.

Adjournment

The meeting adjourned at 5:26 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTION ITEM**

**Meeting Date:** 11/19/14  
**Item Number:** 14C

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of October 8, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Regular Meeting of October 8, 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, October 8, 2014 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

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

REPRESENTATIVES TO THE BOARD
Carlo Buscemi, Adjunct Faculty
Kimlisa Salazar Duchicela, Faculty
Don Harp, Staff
Joe Langlois, Temporary Staff
Alec Moreno, Student
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
Aubrey Conover, Vice President of Student Development
David Doré, President, Northwest Campus
Cynthia Dooling, Vice Chancellor for Information Technology, Interim
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus & Vice Chancellor for Human Resources (Acting)
John Gillis, Vice President of Instruction (Acting)
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
Darla Lammers, Vice President of Instruction
Karrie Mitchell, Assistant Vice Chancellor of Student Development
Lorraine Morales, President, Community Campus
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student Development
Morgan Phillips, President, Desert Vista Campus
Nicola Richmond, Assistant Vice Chancellor for Planning & Institutional Research
Ted Roush, Vice President of Instruction
Edgar Soto, Executive Director of Athletics
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
William Ward, Vice Chancellor, Facilities
GENERAL MATTERS

Call to Order

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

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

PUBLIC COMMENT

Susan Kramer addressed the Board regarding the non-exempt group representation.
Philip Silvers addressed the Board regarding the Strategic Planning process.
Walter Silvas addressed the Board regarding AFSCME.

Chairperson Longoria exercised the privilege of the Chair to pull Item 13.5 Intergovernmental Agreement: Dual Enrollment, from the Consent Agenda. Legal Counsel Jeffrey Silvyn clarified to the Board the College’s contact person on the agreement is no longer with the College and the addition of the current contact person’s name to the IGA does not require Board approval.

REPORTS

Governing Board Members Reports

Chairperson’s Report: Chairperson Longoria on behalf of the Board extended their sincere thanks to everyone involved in planning, hosting and participation on hosting the HLC visiting team for their hard work. He also shared the preliminary feedback provided by the HLC visiting team and informed the Board will be working on a Board’s Action Plan which will be aligned with the Chancellor’s Goals and Objectives. Mr. Longoria informed about the upcoming AACC/ACCT Executive Committee Meeting to be held in Chicago on October 23. Mr. Longoria noted he and Chancellor Lambert will be presenting at the President’s Academy, Board member Stewart will attend the conference as well.

Chairperson Longoria announced Board members Cortez and Stewart will be part of the New Board Member Orientation Commission.

Chairperson Longoria informed that the December Board Regular Meeting will be cancelled. Should there be any pressing items in need of Board action, they can be presented at December 1st Study Session. He also informed the Board will be holding its Annual Holiday Reception.
Board Member Lee, acknowledged Susan Kramer for speaking to the Board. She also acknowledged AFSCME and its representatives and the other group of non-exempt employees for their work and hopes that the two groups come together.

Board Member Even gave a brief update regarding the Arizona Association of District Governing Boards (AADGB). She announced the group decided that they will hold the Government Institute for Student Success in April 24 and 25, 2015.

Board Member Stewart thanked staff members who work on the non-exempt group representation election process.

Board Member Cortez noted the election process should be reviewed and to make it easier to understand and implement.

Chancellor’s Report

Chancellor Lambert began by noting the College co-hosted activities on October 8 as part of the Arizona Manufacturing Month. Jennifer McNally, President of the Manufacturing Institute came to meet with the Southern Arizona manufacturing partners.

Highlights of Chancellor’s report included:

• Signing of MOU between Goodwill Industries and PCC to partner in the national C4 efforts to advance individuals through college into jobs.

• Coordinated and hosted luncheon with local superintendents. Mark Mitsui, Deputy Assistant Secretary for Community Colleges, Office of Vocational and Adult Education attended the luncheon as well.

• Attended the Workforce Consortium Meeting, a partnership between community colleges and major national companies which happen to be among the Fortune 500 Employers. This will result in involving PCC with major business.

• Hosted the TRANE Acceleration Tour at the Downtown Campus. TRANE is a leading multi-national company in climate control systems. The Chancellor noted he was informed by TRANE executives that the Tucson/PCC event had the largest attendance among the many tours they have held in the country.

• Attended the 95th NAACP (National Association for the Advancement of Colored People) Annual Dinner.

• Recognized Denise Meeks on her retirement.

• Informed about the Arizona State Board of Nursing restoring full approval status to the RN Nursing Program.
• Lorraine Morales, Community Campus President, and Stan Steinman, Dean of Workforce & Business Development, presented on the TAACCCT and IBEST grants awards the College received.

• Attended the Global Education Forum at ASU hosted by President Michael Crow.

• Shared overall observations from the HLC Visit. Chancellor Lambert noted Dr. Luis Pedraja, Chair of the visiting team, did not shared specifics areas the College needed to work on but overall impressions about their visit. Among other things, Dr. Pedraja noted that “herculean” efforts made by the College and those individuals from the Tucson community who worked very hard to submit the self-study report and coordinate the HLC team’s visit in a considerably short time. Dr. Pedraja noted that the College’s issues are not only about compliance but about continuous improvement and that the College climate is still fragile but is changing for the better. Dr. Pedraja also mentioned the College has a lot of work ahead and noted the community cares deeply about the College and its success and that many people came forward to express their support for PCC.

• Introduced Edgar Soto, Executive Director of Athletics, who presented David Crosgrove, Soccer Coach for his accomplishments.

• Will be presenting on the status of the College at the Tucson VIP Breakfast Club

Reports by Representative to the Board

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

Temporary Staff – Joe Langlois
Temporary Staff Representative Joe Langlois presented on the Temporary Staff. 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 presented the following recommendation/concern to the Board: “There are various departments/units that reported feeling understaffed for the current workloads, such as Student Services and Financial Aid. The staff would like to offer our support and feedback to the College in a District-wide staffing analysis. We understand the current constraints of the College budget, and are willing to work on creative suggestions and solutions as we move forward”. Don Harp also made a statement regarding non-exempt group representative elections and AFSCME.
Adjunct Faculty – Carlo Buscemi
Adjunct Faculty Representative Carlo Buscemi did not have a report. Adjunct Faculty did not present a recommendation/concern to the Board.

Faculty – Kimlisa Salazar Duchicela
Faculty Representative Kimlisa Salazar Duchicela reported on the October 3 Faculty Senate Meeting. Faculty Senate did not present a recommendation/concern to the Board.

Administrator – Michael Tulino
Administrator Representative Michael Tulino presented the administrators’ report. Administrators presented the following recommendation/concern to the Board: Administrators appreciate the Board holding meetings during the summer months and in December to ensure hiring can be completed.

Academic Reports

HLC Fast Action Teams and Developmental Education Summit
Dolores Durán-Cerda, Senior Assistant to the Provost, informed the Project Management Team put on the College’s website a link for weekly updates about the work being done after submitting the self-study report. She also informed the College will host the Arizona Developmental Education Summit and the Arizona Mathematical Association of two-year Colleges Fall Meeting.

National Benchmarking Date
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research, provided information on the results from the Arizona Outcomes Report and the Engagement Surveys the College participates in.

Karrie Mitchell, Assistant Vice Chancellor of Student Development, introduced the new Director of Veterans Services and Affiliated Services, Daniel Kester.


David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending August 2014. Dr. Bea noted that the total net position at the end of August was $207 million, which is a decrease of about $1.1 million compared to the same time last year.

INFORMATION ITEMS

Separations from Employment

Student Aide Placements
Governance Council Meeting Minutes

BP-3103: Attendance and BP-3108: Grading – First Reading

These items were noted as information items.

ACTION ITEMS

Approval of Minutes

Motion No. 201410-02

Sylvia Lee – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting to conduct Executive Session on September 10, 2014; Regular Meeting of September 10, 2014 and the Special Meeting to conduct Executive Session on September 26, 2014.

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

Consent Agenda

Motion No. 201410-03

Marty Cortez – M, Brenda Even – S, to approve the Consent Agenda as presented except for Item 13.5.

13.1 New Appointments
13.2 Adjunct Faculty Appointments
13.3 Temporary Appointments
13.4 Board Policy Substantive Changes, Deletions and New Board Policies – Final Reading
13.6 Curriculum Recommendations: Program Inactivation – Multiple Center for Training and Development (CTD) Programs

Motion died in the absence of a vote.

Board member Lee requested discussion on Item 13.4 specifically BP-4101 and recommended that hires not be presented to the Board as an information items but as action items. In addition she recommended a revision of the last paragraph of BP-4101.
Motion No. 201410-04

Sylvia Lee – M, Scott Stewart – S, to approve the Consent Agenda with the exception of BP-4101 within Item 13.4.

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

Motion No. 201410-05

Sylvia Lee – M to approve BP-4101 with her recommended changes.

Motion died for lack of second.

Board member Even clarified that the language on diversity and qualifications is already included in Board Policy.

Motion No. 201410-06

Scott Stewart – M, Marty Cortez – S, to approve BP-4101 within Item 13.4 as written.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Board Member Lee retracted her “aye” and voted “nay” by voice vote. Motion CARRIED.

OTHER ACTION ITEMS

District-wide 2014-2017 Strategic Plan

Motion No. 201407-07


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

Election Oversight Committee Report on Non Exempt Employee Election

Motion No. 201410-08


Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion CARRIED.
Association of Community College Trustees (ACCT) Leadership Congress Voters

Motion No. 201410-09

Brenda Even – M, Sylvia Lee – S, to nominate Scott Stewart to serve as the voting alternate for the upcoming ACCT Annual Leadership Congress, October 22-25, 2014.

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

Adjournment

The meeting adjourned at 8:26 p.m.

___________________________________________
Secretary

___________________________________________
Date
## ACTION ITEM

**Meeting Date:** 11/19/14

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>14D</td>
<td>Unapproved Minutes of the Special Meeting of October 17, 2014</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
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</table>

**Recommendation:**

The unapproved Minutes of the Special Meeting of October 17, 2014 are submitted for approval.

---

**Approval**

Chancellor____________________________________

Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, October 17, 2014 at 11:00 a.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 (via phone)

**ADMINISTRATION**

Lee Lambert, Chancellor  
Dolores Durán-Cerda, Senior Assistant to the Provost  
Erica Holmes, Provost  
C.J. Karamargin, Executive Director for Public Information and Government Relations  
Brigid Murphy, Vice President of Instruction  
Irene Robles-Lopez, Vice President of Student Development
GENERAL MATTERS

Chairperson Longoria called the meeting to order at 11:00 am.

ACTION ITEMS

BP-3103: Attendance – Final Reading

BP-3108: Grading – Final Reading

Motion No. 201410-10

Sylvia Lee – M, Brenda Even – S, to approve the changes to Board Policy 3103 as amended by the Task Force and the Provost Office.

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

Motion No. 201410-11

Scott Stewart – M, Sylvia Lee – S, to approve the changes to Board Policy 3108 as amended by the Task Force and the Provost Office.

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

Adjournment

The meeting adjourned at 11:16 a.m.

___________________________________________
Secretary

___________________________________________
Date
ACTION ITEM

Meeting Date: 11/19/14

Item Number: 14E

Item Title: Unapproved Minutes of the Study Session of November 3, 2014

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

Recommendation:

The unapproved Minutes of the Study Session of November 3, 2014 are submitted for approval.

Approval

Chancellor ________________________________

Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Monday, November 3, 2014 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

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

**General Counsel**
Jeffrey Silvyn

**Recording Secretary**
Angela G. Wesson

**Administration**
Lee Lambert, Chancellor  
David Bea, Executive Vice Chancellor, Finance and Administration  
Charlotte Fugett, President, East Campus & Vice Chancellor for Human Resources  
Erica Holmes, Provost and Executive Vice Chancellor  
C.J. Karamargin, Executive Director, Public Information and Media Relations  
Lorraine Morales, President, Community Campus  
Regina Suitt, Dean of Adult Education  
Jeffrey Silvyn, General Counsel

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

2. **Finance and Budget Outlook**  
   Executive Vice Chancellor Dr. David Bea, provided the Board with an outlook on the current and future budget projections, both revenue and expenditures. During the presentation, Board Chair David Longoria noted that the Board should provide strategic direction and goals to be reflected in a budget over the next five years. Chancellor Lambert and Dr. Bea will provide models to the Board to help with their planning.

3. **Policy Review**  
   Board Member Brenda Even requested that Board members review the draft policies as submitted by the Provost and to let her and Jeff Silvyn know by Friday, November 7 if they have any questions or suggested changes.
4. Board Goals and Objectives
   Board members received a draft copy of their Board Goals for review and discussion. They were asked to decide what specific actions are needed to support items on the list. Also, Board members were asked to provide feedback to Brenda Even and Jeff Silvyn by Friday, November 14.

Adjournment

The meeting adjourned at 5:35 p.m.

__________________________________________
Secretary

__________________________________________
Date
AGENDA ITEM

Meeting Date: 11/19/14  Item Number: 15

<table>
<thead>
<tr>
<th>Item Title</th>
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<tr>
<td>Consent Agenda</td>
<td>Chancellor’s Office (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:

15.1 Grant Proposal: United States Department of Education Student Support Services: Graduation, Retention, Academic Standing, and Transfer (GReAT) Program
15.2 Grant Proposal: United States Department of Education Student Support Services: Student Opportunities for Achievement and Retention (SOAR) Program
15.3 Grant Proposal: United States Department of Education Student Support Services STEM BLAST (Bridge, Launch, Academic Success, & Transition)
15.4 Grant Proposal: Department of Education, Pima College Adult Education (PCAE) Integrated Basic Education and Skills Training (IBEST) Grant (SHANI)
15.5 Intergovernmental Agreement: Avra Valley Fire District
15.6 Contract: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona Increase
15.7 Contract: Grant Writing Consultant
15.8 Contract: Portal Replacement
15.9 Lease: Aviation Technology Center
15.10 Curriculum Recommendations: New Programs – Workforce Response Basic Business and Industry Technology Programs
15.11 Curriculum Recommendations: Program Inactivation – Multiple Workforce Response Programs

Approval

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

ACTION ITEM

Meeting Date: 11/19/14        Item Number: 15.1

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<tr>
<td>Grant Proposal: United States Department of Education</td>
<td>Dr. Morgan Phillips, President</td>
</tr>
<tr>
<td>Student Support Services: Graduation, Retention, Academic Standing, and Transfer (GReAT) Program</td>
<td>Desert Vista Campus (206-5001)</td>
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</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the Desert Vista Campus United States Department of Education, Student Support Services GReAT (Graduation, Retention, Academic Standing and Transfer) Grant, including all capital expenditures and hiring of personnel related to the grant. The proposal is to the United States Department of Education for the amount of $220,000 annually for five years and if funded, acceptance of the award for the period of September 1, 2015 through August 31, 2020.

Justification:

Pima Community College - Desert Vista Campus seeks to renew a Student Support Services (SSS) Project to identify and meet the individual needs of 140 first-generation, low-income participants. The grant will utilize existing college resources in connection with anticipated grant funds to develop a comprehensive SSS program.

The project will address three prescribed objectives, including: 1) 65% of all participants served by the SSS project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institution during the academic year; 2) 80% of all enrolled participants served by the SSS project will meet the performance level required to stay in good academic standing at the grantee institution; and 3) 30% of new participants served each year will graduate with an associate’s degree or certificate within four (4) years, and 25% of new participants served each year will transfer with an associate’s degree or certificate within four (4) years.

The primary focus of the SSS program will be on three critical areas: (1) enhancing opportunities for academic development of disadvantaged students; 2) assisting and supporting students with basic college requirements; and 3) sustaining students toward persistence, academic performance, and graduation and transfer. In addition, several important components of the SSS program will focus on assessment of student needs and selection of student interventions to achieve identified program objectives and strategies.

Financial Considerations:
The total grant amount being requested is $1.1 million for the entire five-year project. Each year’s award would amount to $220,000. The table below illustrates the expense items to be supported by this grant on a year-to-year basis.

(Continued)
# Year 1 Expense Items

<table>
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<tr>
<th>LINE ITEM</th>
<th>ITEM COST</th>
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</table>
## Personnel
| Program Manager (1 @ 1.0 FTE for 12 months)                               | $65,638     |
| Student Services Specialist (1 @ 1.0 FTE for 12 months)                  | $40,341     |
| Support Technician (1 @ 0.50 FTE for 12 months)                          | $15,650     |
| Tutors (2 @ $8.00/hour x 10 hours per week x 32 weeks)                  | $5,120      |
| Staff Instructors (2 @$21.37/hour x 4 hours per week x 32 weeks)        | $5,471      |
| **Total Personnel**                                                      | **$132,220**|

## Fringe (Calculated at 35% for full-time staff)
| Program Manager                                                          | $22,973     |
| Student Services Specialist                                              | $14,119     |
| Support Technician                                                       | $5,478      |
| Tutors (Calculated at 19.5%)                                             | $998        |
| Staff Instructors (calculated at 19.5%)                                  | $1,067      |
| **Total Fringe**                                                         | **$44,635** |

## Travel
| Program Manager - One National Conference                              | $2,127      |
| Transportation (Air/ground @ $700); Lodging ($262.21 per day x 3 days = $787); Registration ($400); Per diem ($60 per day x 4 days = $240) |
| Program Manager - One Regional Conference                             | $1,480      |
| Transportation (Air/ground @ $600); Lodging ($200 per day x 2 days = $400); Registration ($300); Per diem ($60 per day x 3 days = $180) |
| Student Services Specialist - One Regional Conference                  | $1,480      |
| Transportation (Air/ground @ $600); Lodging ($200 per day x 2 days = $400); Registration ($300); Per diem ($60 per day x 3 days = $180) |
| Local travel (.445 per mile)                                           | $202        |
| Student Travel:                                                         | $424        |
| University of Arizona day trip – Food $13.69 x 31 students = $424.39   |             |
| ASU/NAU and Western New Mexico Day trips – Food $14.21 x 29 students = $412, charter bus transportation $1,369 = $1,781 x 2 trips = $3,562 | $3,562     |
| New Mexico State and University of Texas overnight trip – Food $48.23 x 32 students = $1,543, charter bus transportation $2600.56, hotel $40.04 x 32 students = $1,281, total = $5,425 | $5,425     |
| **Total Travel**                                                        | **$14,289** |

## Supplies
| Mailing and other communication                                          | $250        |
| Consumable office supplies – includes assessment, testing, and workshop materials | $5,510     |
| Food for student activities and events: 4 events x $300 per event        | $1,200      |
| Non capital equipment -                                                  | $1,589      |
| **Total Supplies**                                                       | **$8,549**  |

## Contractual
| Blumen software and training                                             | $1,500      |
| Academic support software                                               | $2,400      |
| **Total Contractual**                                                   | **$3,900**  |
Other

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<td>WESTOP and Student Clearinghouse memberships</td>
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<tr>
<td><strong>Total Other</strong></td>
<td><strong>$200</strong></td>
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</table>

**Total Direct Costs** $203,793

Indirect Costs (Calculated at 8%) $16,207

**Total Program Costs** $220,001

No matching funds or institutionalization of the program are required as a condition of the grant.

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

---

**Approvals**

Contact Person ___________________________ Morgan Phillips

Morgan Phillips

Chancellor ________________________________ Lee D. Lambert, J.D.
Meeting Date: 11/19/14  
Item Number: 15.2

Grant Proposal: United States Department of Education  
Student Support Services: Student Opportunities for Achievement and Retention (SOAR) Program

Contact Person: Charlotte Fugett, President  
East Campus (206-7619)

Recommendation:

The Chancellor recommends that the Board of Governors approve the East Campus United States Department of Education, Student Support Services grant, Project SOAR (Student Opportunities for Achievement and Retention), including all capital expenditures and hiring of personnel related to the grant. The proposal is for the amount of $220,000 annually for five years and if funded, acceptance of the award for the period of September 1, 2015 through August 31, 2020.

Justification:

The SSS SOAR grant will address the unmet academic and student support needs of 100 students with disabilities annually at the East Campus. The purpose of the project is to improve persistence rates, increase the percentage of students in good academic standing, and improve graduation and transfer rates. Of the population served, 100% will be students with a documented disability, and no fewer than 2/3 will be individuals who qualify as low-income according to federal guidelines.

This grant addresses the barriers most directly linked to the persistence of students with disabilities, which are: insufficient academic preparation, lower self-confidence and self-advocacy, lack of adequate transition and/or orientation programs, and inadequate financial aid and financial literacy awareness and assistance.

The SOAR program is an expansion to the instructional support and accommodation plans provided through the Office of Disabled Resources. SSS will provide the required services of academic tutoring, assistance with course selection, support in completing the financial aid application and education in financial literacy. Specialized permissible services will include an intensive intake interview process, assessments to identify and strengthen motivational and self-efficacy concerns, and the formation of program based learning communities to improve achievement through collaborative academic work with peers. From this plan, the project has crafted ambitious and attainable goals in student performance outcomes.

Financial Considerations:

The total grant amount being requested is $1.1 million for the entire five-year project. Each year’s award would amount to $220,000. The table below illustrates the expense items to be supported by this grant on a year-to-year basis.

(Continued)
## YEAR 1 PROPOSED BUDGET

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ITEM COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>Program Manager (1 @ 1.0 FTE for 12 months)</td>
<td>65,638</td>
</tr>
<tr>
<td>Student Services Advanced Specialist (1 @ 80% FTE for 12 months)</td>
<td>32,273</td>
</tr>
<tr>
<td>Support Specialist (1 @ .5 FTE for 12 months)</td>
<td>19,035</td>
</tr>
<tr>
<td>Tutors ($9.50/hour x 50 hours/week x 46 weeks)</td>
<td>21,850</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$138,796</td>
</tr>
<tr>
<td><strong>Fringe (Calculated @ 35%)</strong></td>
<td></td>
</tr>
<tr>
<td>Program Manager, Student Services Specialist and Support Specialist</td>
<td>37,981</td>
</tr>
<tr>
<td>Tutors (Calculated at 19.5%)</td>
<td>4,261</td>
</tr>
<tr>
<td><strong>Total Fringe</strong></td>
<td>$42,241</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
</tr>
<tr>
<td>Program Manager – One National TRiO Conference: Transportation (Air/ground @ $800); Lodging ($230 per day x 3 days = $690); Registration ($400); Per diem ($60 per day x 4 days = $240)</td>
<td>2,130</td>
</tr>
<tr>
<td>Program Manager – One Regional Conference: Transportation (Air/ground @ $600); Lodging ($200 per day x 2 days = $400); Registration ($300); Per diem ($60 per day x 3 days = $180)</td>
<td>1,480</td>
</tr>
<tr>
<td>Project Staff (1) - Regional TRiO Training Event: Transportation (Air/ground @ $600); Lodging ($200 per day x 2 days = $400); Registration ($300); Per diem ($60 per day x 3 days = $180)</td>
<td>1,480</td>
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<tr>
<td>Local staff mileage (674 miles X $0.445/mile)</td>
<td>300</td>
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<td><strong>Total Travel</strong></td>
<td>$5,390</td>
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<tr>
<td><strong>Supplies</strong></td>
<td></td>
</tr>
<tr>
<td>Consumable office supplies</td>
<td>2,890</td>
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<tr>
<td>Instructional Supplies</td>
<td>2,000</td>
</tr>
<tr>
<td>Assessment materials and workshop supplies ($60/each x 100 participants)</td>
<td>5,000</td>
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<tr>
<td>Printer/copier toner</td>
<td>1,000</td>
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<tr>
<td>Staff laptop computers</td>
<td>4,108</td>
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<tr>
<td>Printing/production (orientation packets)</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td>$15,498</td>
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<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Blumen 9.0 Tracking software and training</td>
<td>1,780</td>
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<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$203,704</td>
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<tr>
<td><strong>Indirect Costs (Calculated at 8%)</strong></td>
<td>$16,296</td>
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<tr>
<td><strong>Total Program Costs</strong></td>
<td>$220,000</td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

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

Contact Person ____________________________
Charlotte Fugett

Charlotte Fugett

Chancellor ________________________________
Lee D. Lambert, J.D.
Meeting Date: 11/19/14  

Item Title: Grant Proposal: United States Department of Education Student Support Services STEM BLAST (Bridge, Launch, Academic Success, & Transition)  

Contact Person: Dr. Morgan Phillips, President Desert Vista Campus (206-5001)  

Recommendation:  

The Chancellor recommends that the Board of Governors approve the Desert Vista Campus United States Department of Education, Student Support Services STEM BLAST (Bridge, Launch, Academic Success & Transition) Grant, including all capital expenditures and hiring of personnel related to the grant. The proposal is to the United States Department of Education for the amount of $220,000 annually for five years and if funded, acceptance of the award for the period of September 1, 2015 through August 31, 2020.  

Justification:  

Pima Community College - Desert Vista Campus seeks to renew a Student Support Services (SSS) Project to identify and meet the individual needs of 120 first-generation, low-income participants. The grant will utilize existing college resources in connection with anticipated grant funds to develop a comprehensive SSS STEM program.  

The project will address three prescribed objectives, including: 1) 65% of all participants served by the SSS STEM project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institution during the academic year; 2) 80% of all enrolled participants served by the SSS STEM project will meet the performance level required to stay in good academic standing at the grantee institution; and 3) 30% of new participants served each year will graduate with an associate’s degree or certificate within four (4) years, and 25% of new participants served each year will transfer with an associate’s degree or certificate within four (4) years.  

The primary focus of the SSS STEM program will be on three critical areas: (1) enhancing opportunities for academic development of disadvantaged students pursuing STEM degrees; 2) targeted support of students with both basic college requirements and more challenging STEM courses; and 3) sustaining students toward persistence, academic performance, and graduation and transfer. In addition, several important components of the SSS program will focus on assessment of student needs and selection of student interventions to achieve identified program objectives and strategies. Project BLAST will expose students to career opportunities and mentors in STEM fields.

(Continued)
Financial Considerations:

The total grant amount being requested is $1.1 million for the entire five-year project. Each year’s award would amount to $220,000. The table below illustrates the expense items to be supported by this grant on a year-to-year basis.

**Year 1 Expense Items**

<table>
<thead>
<tr>
<th>LINE ITEM</th>
<th>ITEM COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>Program Manager (1 @ 1.0 FTE for 12 months)</td>
<td>$65,638</td>
</tr>
<tr>
<td>Student Services Specialist (1 @ 1.0 FTE for 12 months)</td>
<td>$40,341</td>
</tr>
<tr>
<td>Support Technician (1 @ 0.50 FTE for 12 months)</td>
<td>$15,650</td>
</tr>
<tr>
<td>Tutors (2 @ $8.00/hour x 10 hours per week x 32 weeks)</td>
<td>$5,120</td>
</tr>
<tr>
<td>Staff Instructors (2 @ $21.37/hour x 4 hours per week x 32 weeks)</td>
<td>$5,471</td>
</tr>
<tr>
<td>Bridge program staff (2 @ $21.37/hour x 4 hours per day x 4 days/week x 4 wks)</td>
<td>$2,735</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>$134,955</strong></td>
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<tr>
<td><strong>Fringe (Calculated at 35% for full-time staff)</strong></td>
<td></td>
</tr>
<tr>
<td>Program Manager</td>
<td>$22,973</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>$14,119</td>
</tr>
<tr>
<td>Support Technician</td>
<td>$5,478</td>
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<tr>
<td>Tutors (Calculated at 19.5%)</td>
<td>$998</td>
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<tr>
<td>Staff Instructors (calculated at 19.5%)</td>
<td>$1,067</td>
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<tr>
<td>Bridge program staff (calculated at 19.5%)</td>
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<td><strong>Total Fringe</strong></td>
<td><strong>$45,169</strong></td>
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<td><strong>Travel</strong></td>
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</tr>
<tr>
<td>Program Manager - One National Conference</td>
<td></td>
</tr>
<tr>
<td>Transportation (Air/ground @ $700); Lodging ($262.21 per day x 3 days = $787); Registration ($400); Per diem ($60 per day x 4 days = $240)</td>
<td>$2,127</td>
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<tr>
<td>Program Manager - One Regional Conference</td>
<td></td>
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<tr>
<td>Transportation (Air/ground @ $600); Lodging ($200 per day x 2 days = $400); Registration ($300); Per diem ($60 per day x 3 days = $180)</td>
<td>$1,480</td>
</tr>
<tr>
<td>Student Services Specialist - One Regional Conference</td>
<td></td>
</tr>
<tr>
<td>Transportation (Air/ground @ $500); share room and ground transportation; Registration ($300); Per diem ($60 per day x 3 days = $180)</td>
<td>$980</td>
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<tr>
<td>Local travel (.445 per mile)</td>
<td>$250</td>
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<td>Student Travel:</td>
<td></td>
</tr>
<tr>
<td>University of Arizona day trip – Food $13.69 x 31 students = $424.39</td>
<td>$424</td>
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<tr>
<td>ASU/NAU and Western New Mexico Day trips – Food $14.21 x 29 students = $412, charter bus transportation $1,369 = $1,781 x 2 trips = $3,562</td>
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<tr>
<td><strong>Total Travel</strong></td>
<td><strong>$8,824</strong></td>
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<td><strong>Supplies</strong></td>
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<tr>
<td>Mailing and other communication</td>
<td>$250</td>
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<tr>
<td>Consumable office supplies – includes assessment and testing materials, workshop materials</td>
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<tr>
<td>Food for student activities and events: 4 events x $300 per event</td>
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<tr>
<td>Non capital equipment – 4 HP All in One computers for student lab at $1,763 each</td>
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<tr>
<td><strong>Total Supplies</strong></td>
<td><strong>$11,945</strong></td>
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(Continued)
<table>
<thead>
<tr>
<th></th>
<th>Contractual</th>
<th>Other</th>
<th>Total Direct Costs</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blumen software and training</td>
<td>$1,500</td>
<td>WESTOP and Student Clearinghouse memberships</td>
<td>$200</td>
<td>$203,793</td>
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<tr>
<td>Academic support software – 1 annual license</td>
<td>$1,200</td>
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<td></td>
<td>$16,207</td>
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<td><strong>Total Contractual</strong></td>
<td><strong>$2,700</strong></td>
<td><strong>Total Other</strong></td>
<td><strong>$200</strong></td>
<td><strong>Total Program Costs</strong></td>
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<td><strong>Total Direct Costs</strong></td>
<td><strong>$203,793</strong></td>
<td></td>
<td></td>
<td><strong>$220,000</strong></td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant.

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

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**Approvals**

Contact Person: **Morgan Phillips**

Morgan Phillips

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

Meeting Date: 11/19/14

<table>
<thead>
<tr>
<th>Item Number: 15.4</th>
</tr>
</thead>
</table>

Grant Proposal: Arizona Department of Education, Pima College Adult Education (PCAE) Integrated Basic Education and Skills Training (IBEST) Grant

Contact Person: Dr. Lorraine Morales, President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Community Campus “Pima College Adult Education (PCAE), Integrated Basic Education and Skills Training (IBEST) Grant” including all capital expenditures and hiring of personnel related to the grant and if funded, acceptance of the grant award from the State of Arizona Department of Education, Adult Education Services Division. The grant will be implemented in collaboration with PCC’s Center for Training and Development (CTD) – Behavioral Health Services (BHS) and the Pima County One-Stop (PCOS). The IBEST model integrates High School Equivalency (HSE) skills and content from occupational training in behavioral health services. Participants completing the BHS/IBEST program will earn an HSE diploma, obtain the Behavioral Health Services certificate, and find employment in the behavioral health field. The performance period will be November 1, 2014 through June 30, 2015. The total amount requested is $54,282.00.

Justification:

This Program will integrate basic skills education for High School Equivalency (HSE) with occupational training in behavioral health services. Participants completing the BHS/IBEST program will earn an HSE diploma, obtain the Behavioral Health Services certificate, and find employment in the behavioral health field. The BHS/IBEST program will serve as an important stepping stone into a career pathway in health and social services with successful candidates able to continue on to complete other certificates in nursing or social work.

In response to need expressed by local behavioral health care providers, Pima Community College introduced a Behavioral Health Services Certificate in 2013. Designed in conjunction with behavioral health care providers, the program trains students to work in a clinical behavioral health care setting and deliver basic behavioral health services. The BHS program provides the training necessary towards becoming an Arizona state recognized Behavioral Health Technician (BHT). BHS graduates are successfully able to seek an entry-level position or career advancement as a behavioral health specialist, human services technician, family advocate, or as a paraprofessional in hospitals, behavioral health clinics, nursing care facilities, or nonprofit agencies. At the top of the scale employers need seasoned technicians with critical judgment and leadership ability to lead behavioral health teams and assist in the development of patient care plans. Program developers have identified a logical progression in skill from entry-level BHTs, to top-level BHTs, to Bachelor level social workers. The goal of the IBEST program is to

(Continued)
increase collaboration between workforce development agencies and prepare workers for positions in locally identified high demand industries.

All BHS/IBEST collaborators will support identification, recruitment, and screening of prospective BHS/IBEST participants. The target population includes unemployed or underemployed adults who lack an HSE diploma, who are interested in a career in the behavioral health sector, and who are eligible to study and work in Arizona. Intake, registration, and assessment will be supported by PCAE and CTD student services staff. Instruction will be provided by both an Adult Education Instructor and BHS Faculty, who will coordinate to ensure seamless integration of BHS and HSE Preparation content. PCAE Career Navigators will work in collaboration with PCOS Workforce Development Specialists to ensure that participants have the support they need to persist and complete the Program.

Financial Considerations:

The total grant amount being requested is $54,282.00. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Function Code</th>
<th>ADE Funding</th>
<th>PCC (Leveraged Resources)</th>
<th>CTD In-Kind</th>
<th>PCOS In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
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<td></td>
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</tr>
<tr>
<td>Salaries</td>
<td>$14,146.56</td>
<td>$ 6,157.44</td>
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<td>$27,504.00</td>
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<tr>
<td>Employee Benefits</td>
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<td>$ 1,200.70</td>
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<td>$ -</td>
<td>$ 4,271.28</td>
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<tr>
<td>Purchased Professional Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Purchased Property Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other Purchased Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
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<td>$ 7,358.14</td>
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<td>$ -</td>
<td>$31,775.28</td>
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<td><strong>Instructional Support</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$12,172.35</td>
<td>$ 12,974.25</td>
<td>$</td>
<td>$ 50,690.00</td>
<td>$84,873.37</td>
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<tr>
<td>Employee Benefits</td>
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<td>$ 4,540.99</td>
<td>$</td>
<td>$ 15,207.00</td>
<td>$ 27,171.18</td>
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<tr>
<td>Purchased Professional Services</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ 23,550.00</td>
<td>$ 25,164.00</td>
</tr>
<tr>
<td>Purchased Property Services</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other Purchased Services</td>
<td>$15,556.00</td>
<td>$ 8,000.00</td>
<td>$ -</td>
<td>$ 3,200.00</td>
<td>$ 26,756.00</td>
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<tr>
<td>Supplies</td>
<td>$ 4,110.00</td>
<td>$ 80.00</td>
<td>$ -</td>
<td>$ 24,000.00</td>
<td>$ 28,190.00</td>
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</table>

(Continued)
### Other Expenses

<table>
<thead>
<tr>
<th>Subtotal for Instructional Support</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>$37,712.67</td>
<td>$25,595.23</td>
<td>$12,199.6</td>
<td>$116,647.00</td>
<td>$192,154.54</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Budget

| $54,281.81 |
| $32,953.37 |
| $20,047.60 |
| $116,647.00 |
| $223,929.82 |

### Cost Per Student

| $2,714.09 |
| $1,647.67 |
| $5,832.35 |
| $11,196.49 |

---

**Approvals**

**Contact Person**

Lorraine Morales

**Chancellor**

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

ACTIONS ITEM

Meeting Date: 11/19/14

Item Number: 15.5

Item Title
Intergovernmental Agreement: Avra Valley Fire District

Contact Person
Dr. Lorraine Morales,
President,
Community Campus
(206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the acceptance of a five year IGA for services to allow Pima Community College’s Public Safety and Emergency Services Institute to establish a framework within which both parties will exchange services and/or goods that will benefit Avra Valley Fire District and Pima Community College. This includes Fire Science, Emergency Medical Technology, and Paramedic training as well as Vehicular Rotations.

Justification:

Avra Valley Fire District requests that PCC’s Public Safety and Emergency Services Institute partner with them to provide Fire Science, Emergency Medical Technology, and Paramedic training to their employees. As part of this IGA, Avra Valley Fire District will allow PCC students to participate in vehicular rotations to gain field experience.

Financial Considerations:

Pima Community College will submit quotes to Avra Valley Fire District as services are requested. These quotes will be based on current tuition rates as well as miscellaneous fees.

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

Approvals

Contact Person ________________________________
Lorraine Morales

Chancellor ________________________________
Lee D. Lambert, J.D.
**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona Increase</td>
<td>Dr. Lorraine Morales, President, Community Campus (206-6577)</td>
</tr>
</tbody>
</table>

**Meeting Date:** 11/19/14  
**Item Number:** 15.6

**Recommendation:**

The Chancellor recommends that the Board of Governors approve an increase to a purchase order for FY 15 that will allow the College to continue partnering with Roughton Investments, Inc., DBA New Horizons Learning Centers of Arizona to provide short term technical training courses for employers. The courses, not offered by Pima Community College, are directed by the Pima County One Stop using funding from the Southern Arizona Technical Career Pathways Grant (H1-B) and other workforce development grants. The current blanket purchase order will increase $86,000.00, to a total of $149,000.00.

**Justification:**

This increase is required because the Department of Labor agreed to allow the Pima County One Stop to move funding from other areas of the grant to support direct instruction for employers in southern Arizona. The vendor will provide short-term training courses in collaboration with the College as directed by the Pima County One Stop in Pima, Cochise, Santa Cruz and Yuma Counties. The purchase order is per a PCC Request for Proposal, number P13/9816 and vendor response, which is incorporated into the purchase order.

The College selected Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona after a formal bid process. New Horizons Learning Centers of Arizona was the sole responder to the College’s Request for Proposal.

The Pima County One Stop, using funding provided by a U.S. Department of Labor $1,318,362 Southern Arizona Technical Career Pathways (H1-B) Grant, and authority under the Pima County Community College District and Pima County Intergovernmental Agreement, requests that PCC’s Workforce and Business Development Division offer a program of noncredit classes for incumbent workers of employers approved for training by the One Stop. The grant requires that all training be administered by a regionally accredited institution of higher learning.

Roughton Investments Inc., DBA New Horizons Learning Centers of Arizona has been approved as a One Stop training provider by the State of Arizona, through the Arizona Workforce Connection system. New Horizons is the only local provider who responded to the College’s need for the required technical training offered in a short term, accelerated, classroom based delivery, a format and timeline most convenient for incumbent workers and not offered by the
College. The One Stop pays the College a fee to organize, manage and deliver the training, and the College issues a purchase order to the approved training provider to conduct the training.

The target employers are in the aerospace/defense and high-technology sectors. Typical trainings include information security, certified ethical hacking, and vendor-specific computer networking systems. The goals of the grant are to include at least 20 companies in the trainings, to train at least 200 participant incumbent workers, and have at least 180 of them complete a course of instruction that leads to a credential. The credentials obtained by completing instruction offered by New Horizons include A+ Certification, Certified Ethical Hacker, Interconnecting Cisco Networking Devices, Security +, VMware Sphere and Windows Server Network, among others.

Financial Considerations:

The purchase order is for $149,000.00. If approved, this purchase order will allow the College to partner with the One Stop and New Horizons to help meet the goals of the Southern Arizona Technical Career Pathways Grant. New Horizons invoices the College for each class completed by an employee. The College invoices Pima County for all direct and indirect expenses incurred for the requested training.

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

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**Approvals**

Contact Person: ________________________________

Lorraine Morales

Chancellor: ________________________________

Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors approve payment to grant writing consultant Ramona Munsell & Associates for work provided in developing and supporting four U.S. Department of Education grants. This payment covers contractual services provided from July 1, 2014 to June 30, 2015. The total amount requested is $133,062.00.

Justification:

Ramona Munsell & Associates (RMA) was previously selected through a competitive process and was approved at the April 11, 2012 Board of Governors meeting to provide grant-related services on a contractual basis. RMA has been contracted to provide grant proposal writing, grant management assistance in establishing appropriate program and fiscal controls, technical assistance with program implementation, and assistance with revision requests and annual performance reports during the term of each grant.

The College has evaluated the risks associated with the proposed activities and has determined that they do not present an undue liability. Professional services contracts have been executed between the College and Ramona Munsell & Associates. College staff members have reviewed the contracts and associated activities and the contracts were approved as to form by College legal counsel.

Financial Considerations:

In return for the contractual services outlined above, the College has agreed to pay Ramona Munsell & Associates a fee ranging from five to ten percent (5-10%) of the annual amount awarded by the U.S. Department of Education during each year of each grant. The percentage is determined by the type of grant. If paid in one lump sum at the beginning of the year, the fee is reduced by five percent (5%). For Fiscal Year 2015, this equates to a total payment to RMA of $133,062.00.
Payment Schedule: July 1, 2014 to June 30, 2015
Ramona Munsell & Associates

<table>
<thead>
<tr>
<th>Grant Award</th>
<th>Annual Award</th>
<th>Annual Fee w/Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Campus Title III (Year 4)</td>
<td>$399,282.00</td>
<td>$18,965.00</td>
</tr>
<tr>
<td>West Campus Title III – HSI STEM (Year 4)</td>
<td>$826,924.00</td>
<td>$47,134.00</td>
</tr>
<tr>
<td>West Campus Title V (Year 2)</td>
<td>$649,924.00</td>
<td>$37,045.00</td>
</tr>
<tr>
<td>Desert Vista Campus Title V (Year 1)</td>
<td>$524,892.00</td>
<td>$29,918.00</td>
</tr>
</tbody>
</table>

Approval

Contact Person: _______________ A. Rachelle Howell __________________
A. Rachelle Howell

Chancellor: ____________________
Lee D. Lambert, J.D.
Meeting Date: 11/19/14  Item Number: 15.8

**Item Title**

Contract: Portal Replacement

**Contact Person**

Cindy Dooling, Interim Vice Chancellor for Information Technology (206-4809)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the agreement with CampusEAI for software and services to implement a new portal system to replace MyPima.

**Justification:**

Pima Community College relies on its current portal, MyPima, to provide authenticated access to a wide variety of student and employee services (e.g., registration, bill payment, final grades, financial aid requirement, veterans certification, course homepages, employee time entry, leave balances). The current product was implemented at PCC in 2008. The product vendor has asserted that they will not support the product that we are currently using after December 30, 2015. The College took this opportunity to review our portal options and an RFP was issued to identify the best product. The RFP evaluation team recommends CampusEAI’s LookingGlass portal as our new portal product.

**Financial Considerations:**

The College projects cost for implementing the new portal including software, services and support will not exceed $360,000.

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**Approval**

Contact Person: **Cindy Dooling**

Cindy Dooling

Chancellor: ____________________________

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 11/19/14

Item Title
Lease: Aviation Technology Center

Contact Person
William R. Ward II
Vice Chancellor for Facilities
(206-2617)

Recommendation:
The Chancellor recommends that the Board of Governors approve an amendment to the Aviation Technology Center lease. The amendment will increase the leased space by 1.832 acres, from 4.777 acres to 6.609 acres, at a lump-sum cost of $31,185.67 for the remaining 16 years of the lease term.

Justification:
In November 2000, the College entered into a lease with Tucson Airport Authority (TAA) for 4.777 acres of land located at the Tucson International Airport. The initial lease term is 30 years; a lump-sum payment was made to Tucson Airport Authority for $116,332 in November 2000 for the 30 year lease. In July 2014, Tucson Airport Authority contacted the College to inform us that we were encroaching on their land by storing equipment near a fence on what we believed was the boundary of our property. TAA provided an aerial view which showed that our property line did not extend to the area being used for storage. Discussions began between the College and TAA to expand the leased area by 1.832 acres. This expansion will not only provide space for the current storage area, but will allow for the construction of future storage facility. The new storage will be built in an area of the property with higher elevation to reduce the risk of flooding.

Amendment of the Aviation Technology Center lease will add an additional 1.832 acres of space to the existing leased area to allow for maintaining the outdoor storage space which is already in place and adding an additional storage facility to a higher elevation area of the property.

Financial Considerations:
The cost for the additional 1.832 acres of land for 16 years (thru November 2030) is $31,185.67. Payment is due in a lump-sum payment at the time the lease amendment is executed.

Approvals

Contact Person______________________________
William Ward

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

Meeting Date: 11/19/14

Item Title: Curriculum Recommendations: New Programs – Workforce Response Basic Business and Industry Technology Programs

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the creation of the following workforce response programs:

Basic Business and Industry Technology – IT Security Professional – Certificate for Direct Employment

Basic Business and Industry Technology – VMware Professional – Certificate for Direct Employment

Basic Business and Industry Technology – IT Project Management – Certificate for Direct Employment

Justification:

Pima Community College partners with New Horizons to award college-credit for industry standard training. These Certificate programs will provide the following to students:

<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Security Professional – Certificate</td>
<td>Designed to prepare students for careers providing information technology security to employers. The coursework addresses fields of hardware and software security critical to the tactical and strategic interests of any business using a computer. The focus is on preventing cyber-attacks and investigating and appropriately responding to them should they occur.</td>
</tr>
<tr>
<td>VMware Professional – Certificate</td>
<td>This certificate is designed to prepare students for careers providing data center virtualization services to employers. The coursework addresses computer operating systems in a Windows Server environment utilizing VMware technologies.</td>
</tr>
<tr>
<td>IT Project Management – Certificate</td>
<td>This certificate is designed to prepare students for Information Technology project management activities and project execution. The focus is on applying Project Management Institute principles to IT projects in a business environment. Coursework</td>
</tr>
</tbody>
</table>
prepares students for the Project Management Professional certification exam, and the Certified Information Security Manager certification exam.

Financial Considerations:

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

Approvals

Contact Person ________________________________  
Ericha Holmes

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

Meeting Date: 11/19/14

Curriculum Recommendations: Program Inactivation – Multiple Workforce Response Programs

Contact Person

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of the following workforce response programs:

Logistics – Basic Certificate (WFCLGB)
Logistics – Advanced Certificate (WFCLGA)
Logistics – Associate of Applied Science (WFDLGS)

Justification:

The Community Campus requests inactivation of the above programs because they have been replaced by credit programs at the East Campus. All interested students now enroll in the credit programs. These workforce response programs were originally created as part of the WIRED grant.

Financial Considerations:

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

Approvals

Contact Person ________________________________

Erica Holmes

Chancellor____________________________________

Lee D. Lambert, J.D.