NOTICE OF REGULAR GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

General Matters

1. Call to Order

2. Pledge of Allegiance

3. Public Comment – Call to Audience

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

4. Remarks by Governing Board Members
   - The Chairperson, Secretary and/or members of the Governing Board may comment on recent events at or involving the College.

Information Items

5. Employment Information

6. Adjunct Faculty Appointments

7. Unclassified Pay Rates for Temporary Employment - Assistant Coach Stipends

Information Items (Continued)

9. Governance Council Minutes

10. Board Policy Substantive Changes — First Reading

11. Summer Work Schedule 2015

12. Fiscal Year 2015-2016 Changes in Cost Recovery Course Fees

Action Items

13. Approval of Minutes of the following meetings:
   A. Study Session of February 4, 2015
   B. Special Meeting to conduct Executive Session on February 4, 2015
   C. Regular Meeting of February 4, 2015
   D. Special Meeting to conduct Executive Session on February 24, 2015

14. Consent Agenda

14.1 Sabbatical Approval for Fall 2015 and Spring 2016

14.2 Board Policy Substantive Changes and Deletion — Final Reading

14.3 Contract: Customer Relationship Management System

14.4 Contract: Additional Marketing and Advertising Services to Enhance Enrollment Fiscal Year 2014-2015

14.5 Contract: Employee Life and Accidental Death and Dismemberment Insurance for Fiscal Year 2015-2016

14.6 Contract: Employee Dental Benefits for Fiscal Year 2015-2016

14.7 Data Sharing Request: Arizona Department of Economic Security

14.8 Library Participation in Cooperative Buying Program with the Community College Library Consortium

14.9 Library Purchases through EBSCO Library Services

Other Action Items

15. Academic Year 2015-2016 Student Tuition and Service Fees


17. Arizona Association of District Governing Boards (AADGB) Representative

18. Plan to Address HLC Accreditation Criteria

Reports

19. Reports by Representatives to the Board
   - The representatives to the Board will provide highlights of their group’s activities during the preceding month(s).
     - Student – Alec Moreno
     - Temporary Staff – Joe Langlois
     - Staff – Don Harp
     - Adjunct Faculty – Carlo Buscemi
     - Faculty – Mays Imad
     - Administrator – Brian Stewart

20. 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.
     - Adult Education
     - Developmental Education
     - Marketing Plan
     - Honors Program

Adjournment

Regular Meeting
April 8, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010
* Option to recess into legal advice executive session — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.

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

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

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

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

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

Meeting Date: 3/11/15

<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. Public Comment
4. Remarks by Governing Board Members

Approval

Chancellor_____________________________________________________

Lee D. Lambert, J.D.
Information Item

Meeting Date: 3/11/15  
Item Number: 5

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Employment Information      | Dan Berryman  
Vice Chancellor for Human Resources (206-4586)               |

**Information:**

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

**Faculty:**

**Manuel, Wade**  
Title: Educational Support Faculty, 1-semester Provisional Appointment  
Rate of Pay: $43,580  
Start Date: 3/09/2015  
Highest Degree Earned: Master of Arts, Guidance Counseling  
Awarding Institution: University of Phoenix  
Most Recent Previous Job: College/Career Readiness Coordinator

**Staff:**

**Bowen, Kristie**  
Title: Student Services Advanced Specialist  
Rate of Pay: $21.71  
Start Date: 3/23/2015  
Highest Degree Earned: Master of Education, Higher Education  
Awarding Institution: Northern Arizona University  
Most Recent Previous Job: Academic Advising Specialist

**Brodie, Jeanais**  
Title: Student Services Advanced Specialist  
Rate of Pay: $21.71  
Start Date: 2/09/2015  
Highest Degree Earned: Master of Education, Adult Education  
Awarding Institution: San Francisco State University  
Most Recent Previous Job: Director, Transfer Student Services

**Carey, Gerald**  
Title: Trades Maintenance Technician  
Rate of Pay: $13.51  
Start Date: 2/02/2015

(Continued)
Employment Information

Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Grounds Technician

Carter, Kristin
Title: Support Technician
Rate of Pay: $14.61
Start Date: 2/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Transcriptionist

Davis, David
Title: Energy Resource Manager
Rate of Pay: $72,617
Start Date: 3/02/2015
Highest Degree Earned: Bachelor of Arts, Mass Communication
Awarding Institution: Idaho State University
Most Recent Previous Job: Product Development Leader

Dennis, John
Title: Research Analyst
Rate of Pay: $44,463
Start Date: 3/02/2015
Highest Degree Earned: Master of Public Administration
Awarding Institution: University of Arizona
Most Recent Previous Job: Evaluation Specialist

Guzman, Michael
Title: Support Technician
Rate of Pay: $14.61
Start Date: 2/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Support Technician

Hernandez, John
Title: Support Technician
Rate of Pay: $14.61
Start Date: 3/02/2015
Highest Degree Earned: Master of Arts, Information Resources & Library Science
Awarding Institution: University of Arizona
Most Recent Previous Job: Graduate Assistant

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Rate of Pay</th>
<th>Start Date</th>
<th>Highest Degree Earned</th>
<th>Awarding Institution</th>
<th>Most Recent Previous Job</th>
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<tbody>
<tr>
<td>Kashian, Susan</td>
<td>Support Technician</td>
<td>$14.61</td>
<td>3/02/2015</td>
<td>No Post-Secondary Degree</td>
<td>N/A</td>
<td>Student Services Technician</td>
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<tr>
<td>Larson, Robin</td>
<td>Program Coordinator</td>
<td>$44,463</td>
<td>3/02/2015</td>
<td>Master of Arts, Educational Counseling</td>
<td>University of Phoenix</td>
<td>Guidance Counselor</td>
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<tr>
<td>Maldonado, Gustavo</td>
<td>Trades Maintenance Technician</td>
<td>$13.51</td>
<td>2/02/2015</td>
<td>No Post-Secondary Degree</td>
<td>N/A</td>
<td>Groundskeeper</td>
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<tr>
<td>Normoyle, Jessica</td>
<td>Program Assistant</td>
<td>$18.83</td>
<td>3/02/2015</td>
<td>Bachelor of Arts, Anthropology</td>
<td>University of Arizona</td>
<td>Tutor</td>
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</table>

**Administrators:**

<table>
<thead>
<tr>
<th>Corson, Nina</th>
<th>Acting Vice President of Instruction</th>
<th>Salary:</th>
<th>Effective:</th>
<th>Education:</th>
<th>Experience:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$116,559</td>
<td>2/09/15</td>
<td>Bachelor of Science, Mathematics, Stephen F. Austin State University; Master of Arts, Educational Psychology, University of Arizona.</td>
<td>Ms. Corson has ten years experience in multiple capacities with Pima Community College to include academic dean and instructional faculty. She also has five years experience as research project manager with Tucson Unified School District.</td>
</tr>
</tbody>
</table>

Recruitment Overview:

An internal recruitment was conducted. Three candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Darla Zirbes, Acting President, East Campus.
Houston, Patricia  Acting Vice President of Instruction
Salary: $116,559  
Effective: 2/09/15
Education: Bachelor of Art, Spanish, Syracuse University; Master of Art, Latin American Literature, Universidad de las Americas.
Experience: Ms. Houston has twenty-seven years experience in multiple capacities with Pima Community College to include academic dean, division dean, instructional faculty, and student activities and campus events director. She also has eighteen years experience teaching in higher education with various institutions.

Recruitment Overview:
An internal recruitment was conducted. Four candidates were invited to interview and of the four, three were invited back to participate in forums. The finalist was recommended by Dr. Gwen Joseph, Interim President, Downtown Campus.

Tedlock, Dave  Interim Assistant Vice Chancellor for Marketing
Salary: $131,235  
Effective: 2/09/15
Education: Bachelor of Arts, English, University of New Mexico; Master of Arts, Writing, Brown University
Experience: Mr. Tedlock has fifteen years experience working with various advertising agencies as president of NetOutcomes. He has fourteen years experience working in advertising agencies in both advertising and public relations.

Recruitment Overview:
Mr. Tedlock was directly appointed by Chancellor Lambert.

Acting Assignments:

Silva-Nidez, Diana
Effective: 2/09/2015
From: Student Services Advanced Specialist, West Campus
To: Student Services Advanced Specialist, Community Campus

Wrona, Stacey
Effective: 2/23/2015
From: Laboratory Assistant
To: Program Assistant

Temporary:

Borboa, Vanessa
Title: Auxiliary Aide
Rate of Pay: $8.05
Start Date: 3/12/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: N/A
Beldjilali, Tayeb
Title: Instructor
Rate of Pay: $21.38
Start Date: 1/24/2015
Highest Degree Earned: Bachelor of Science, Engineering
Awarding Institution: University of Science and Technology H-B, USTHB
Most Recent Previous Job: Engineering Professor

Bright, Jesse
Title: Instructor
Rate of Pay: $21.38
Start Date: 3/12/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Chef

Clark, Jason
Title: Laboratory Technician
Rate of Pay: $15.65
Start Date: 3/12/2015
Highest Degree Earned: Bachelor of Science, Microbiology
Awarding Institution: Arizona State University
Most Recent Previous Job: Research and Development Strain Development Technician

Clay, Matthew
Title: Auxiliary Aide
Rate of Pay: $8.05
Start Date: 1/26/2015
Highest Degree Earned: Bachelor of Arts, Philosophy
Awarding Institution: University of Arizona
Most Recent Previous Job: Student Preceptor

Cole, Lisa
Title: Tutor I
Rate of Pay: $8.05
Start Date: 1/26/2015
Highest Degree Earned: Master of Fine Arts, Creative Writing
Awarding Institution: University of Arizona
Most Recent Previous Job: Workshop Leader/Instructor

Commerford, Heather
Title: Instructor
Rate of Pay: $21.38
Start Date: 2/09/2015
Highest Degree Earned: Bachelor of Arts, Speech Communications
Awarding Institution: University of Minnesota
Most Recent Previous Job: Office Specialist

(Continued)
Copperstone, Chance
Title: Special Project Professional
Rate of Pay: $25.00
Start Date: 1/24/2015
Highest Degree Earned: Master of Arts, Applied Archaeology
Awarding Institution: University of Arizona
Most Recent Previous Job: Field Director

Gibson, Steven
Title: Laboratory Technician
Rate of Pay: $15.65
Start Date: 3/12/2015
Highest Degree Earned: Bachelor of Science, Molecular and Cellular Biology
Awarding Institution: University of Arizona
Most Recent Previous Job: Student Laboratory Researcher

Hamilton, Ashley
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 8/01/2014
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Fitness Staff

Hernandez, Brian
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 8/01/2014
Highest Degree Earned: Bachelor of Science, Finance
Awarding Institution: University of Utah
Most Recent Previous Job: Wide Receiver/Returner

Holguin, Javier
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 8/01/2014
Highest Degree Earned: Bachelor of Arts, Communication
Awarding Institution: University of Arizona
Most Recent Previous Job: Technical Director/Club Coach

Kelly, George
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 8/01/2014
Highest Degree Earned: Bachelor of Arts, Multi-disciplinary Studies
Awarding Institution: University of Texas at El Paso
Most Recent Previous Job: Student Success Specialist

(Continued)
Lange, Christine  
Title: Special Project Professional  
Rate of Pay: $25.00  
Start Date: 1/05/2015  
Highest Degree Earned: Bachelor of Arts, Anthropology  
Awarding Institution: Arizona State University  
Most Recent Previous Job: Assistant Crew Chief

Lewis, Vana Dee  
Title: Instructor  
Rate of Pay: $21.38  
Start Date: 3/07/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Art Teacher

Marquez, Anthony  
Title: Workforce Trainer  
Rate of Pay: $15.00  
Start Date: 3/12/2015  
Highest Degree Earned: Bachelor of Science, Fire Science Management  
Awarding Institution: American Military University  
Most Recent Previous Job: Firefighter

Morelos, Gloria  
Title: Instructor  
Rate of Pay: $21.38  
Start Date: 3/12/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Reproduction/Scanning Clerk

Ordaz, Michael  
Title: Tutor I  
Rate of Pay: $8.05  
Start Date: 1/26/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: General Manager

Paxton, Andrew  
Title: Special Project Professional  
Rate of Pay: $16.26  
Start Date: 2/05/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Freelance Reporter

(Continued)
Rowe, Jeffrey
Title: Workforce Trainer
Rate of Pay: $23.70
Start Date: 1/30/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Police Officer

Ryan-Jauregui, Jennifer
Title: Program Assistant
Rate of Pay: $18.83
Start Date: 2/16/2015
Highest Degree Earned: Master of Arts, Spanish Language and Literature
Awarding Institution: University of California, Irvine
Most Recent Previous Job: Operations and Policy Analyst 2

Tuli, Abbas
Title: Tutor I
Rate of Pay: $8.05
Start Date: 1/26/2015
Highest Degree Earned: Master of Public Health, Epidemiology
Awarding Institution: University of Arizona
Most Recent Previous Job: Graduate Teaching Assistant

Vitale, Christian
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 1/23/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Head Bellman

West, Anthony
Title: Tutor II
Rate of Pay: $8.05
Start Date: 1/23/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Interviewer

Wilson, Michela
Title: Tutor I
Rate of Pay: $8.05
Start Date: 1/26/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Receptionist

(Continued)
**Student Aides:**

- Noland Elizabeth
- Montano Kayla
- Hassan Mubarak
- Lenon Traci
- Guerry Laura
- Figueroa Alex
- Benefield Blair
- Mohamed Ahmed
- Peru Nani
- Villa Victoria
- Martinez Monica
- Ochoa Esparza
- Bowen Kieth
- Demer Jess
- Espinoza Uthai
- McQueen Samantha
- Chavez Alex
- Hernandez Flori
- Polk Felipe

**Retirements:**

**English, Grace E.**  
Media Specialist  
DO – Graphic and Design Services  
Start Date: 10/21/02  
End Date: 3/2/15

**Groover, Susan D.**  
Deputy Executive Administrator  
DO – Fiscal Services Operations  
Start Date: 5/14/07  
End Date: 2/20/15

**Separations:**

**Clark-McGee, Dedra M.**  
Program Coordinator  
DO – Foundation  
Effective: 2/13/15

**Garbini, Lanell**  
Community Service Officer  
DO – Public Safety Operations  
Effective: 2/6/15

(Continued)
Employment Information

Date: 3/11/15

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Harras, Jennifer N.
Instructional Faculty
DC - Mathematics
Effective: 2/3/15

Howard, William J.
Deputy Executive Administrator
DO – Business Operations
Effective: 3/2/15

Lorien, Misty L.
Advanced Program Coordinator
DV – Center for Training and Development
Effective: 1/27/15

Morrison, Christopher C.
Environmental Program Coordinator
DO – Environmental Health and Safety Operations
Effective: 2/24/15

Perrin, Shelbie R.
Fiscal Principal Analyst
DO – Budget and Reporting Operations
Effective: 2/17/15

Rodriguez, Yvette M.
Student Services Advanced Specialist
WC – Enrollment Services
Effective: 1/30/15

Tedlock, David P.
Interim Deputy Executive Administrator
DO – Public Information
Effective: 2/20/15

Approvals

Contact Person ________________________________

D.C. Berryman

Chancellor ______________________________________

Lee D. Lambert, J.D.

(Continued)
Adjunct Faculty Appointments

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

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: Gallagher, Charles G.
Discipline(s): Building and Construction (Occupational/Workforce)
Start Date: 1/20/15
Education: Bachelor of Science in Education, Technology Education, State University College, Buffalo, New York; Master of Arts, Vocational Education, Northern Arizona University, Flagstaff, Arizona
Experience: High school construction/drafting teacher for over 15 years.

Name: Garcia, Octavio D.
Discipline(s): History (Academic)
Start Date: 2/3/15
Education: Bachelor of Arts, Anthropology, University of California, San Diego, California; Master of Arts Latin American Studies, San Diego University, San Diego, California
Experience: Octavio is a PhD candidate in history at the University of Arizona where he has been either a teaching assistant or instructor for history classes for over four years.
Name: Grimm, Lori G.
Discipline(s): Reading (Academic)
Start Date: 1/20/15
Education: Bachelor of Art, Elementary Education and Art; Fort Lewis College, Durango, CO; Master of Art, Bilingual/Multicultural Education, University of Arizona, Tucson, Arizona
Experience: Full time faculty with Pima Community College for 20 years.

Name: Grosart, Sheila D.
Discipline(s): Technology (Occupational/Workforce)
Start Date: 1/20/15
Education: High school diploma, Lamar High School, Lamar, Colorado
Experience: Manufacturing technician for more than thirty years.

Name: Jaimez, Steve
Discipline(s): Electrical Utilities Technology (Occupational/Workforce)
Start Date: 1/20/15
Education: High school general education diploma
Experience: Electrical power company journeyman lineman for more than thirteen years.

Name: Holguin, Javier A.
Discipline(s): Fitness and Wellness (Occupational/Workforce)
Start Date: 2/03/15
Education: Bachelor of Arts, Communication, University of Arizona, Tucson, Arizona
Experience: Fitness trainer and coaching experience for over six years.

Name: Orozco, Rousel A.
Discipline(s): Biology (Academic)
Start Date: 1/20/15
Education: Bachelor of Science, Molecular and Cellular Biology; Master of Science, Entomology and Insect Science, both degrees awarded by University of Arizona, Tucson, Arizona
Experience: Worked as a teaching and laboratory assistant at Pima Community College and the University of Arizona for more than eight years.

Name: Primack, Bret
Discipline(s): Digital Arts (Occupational/Workforce)
Start Date: 1/20/15
Education: Bachelor of Fine Arts, Film/Television, New York University, New York, New York
Experience: Media and video producer in music industry for more than seventeen years.
Name: Severance, Jennifer.
Discipline(s): Nursing (Academic Limited Exemption)
Start Date: 1/20/15
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science in Nursing, Arizona State University, Tempe, Arizona
Experience: Worked as a primary care registered nurse in a hospital setting for over eight years.

Name: Sevic, Kristen S.
Discipline(s): Dental Laboratory Technology (Occupational/Workforce)
Start Date: 1/28/15
Education: Associate of Applied Science, Dental Laboratory Technology, Triton College, River Grove, IL
Experience: Owner and manager of Sevic Orthodontic Laboratory since 1993.

Name: Snyder, Sandra J.
Discipline(s): Social Services (Academic); Behavioral Health Services (Occupational/Workforce)
Start Date: 1/20/15
Education: Bachelor of Science, Human Development and Family Studies, Colorado State University, Fort Collins, Co.; Master of Social Work, Arizona State University, Tempe, Arizona
Experience: Two-year work experience as a social worker for Tucson Unified School Districts

Name: Sudhaus, Paulo
Discipline(s): Education; Music; Music Studio Instruction Psychology (Academic)
Start Date: 8/26/15
Education: Bachelor of Science, Human Development and family Studies, Colorado State University, Fort Collins, Co.; Master of Social Work, Arizona State University, Tempe, Arizona
Experience: Two-year work experience as an Instructional Applications Systems Specialist at the University of Arizona. Two years experience as an Instructional Designer at Pima Community College. Ten years teaching experience as a Graduate Teaching Associate in higher educational setting.

Name: Tellez, Jose G.
Discipline(s): Fire Science (Occupational/Workforce)
Start Date: 2/16/15
Education: Bachelor of Music, University of Rio Grande do Sul, Brazil; Master of Music; Doctor of Philosophy, Educational Psychology, both awarded by the University of Arizona, Tucson, Arizona
Experience: Firefighter/Emergency Medical Technician for Tohono O’odham Fire Department for more than six years.
Name: Thumberg, Patrice M.
Discipline(s): Education, Special Education (Academic)
Start Date: 1/24/15
Education: Bachelor of Science in Business Administration, Management Information Systems; University of Arizona, Tucson, Arizona; Master of Science, Teacher of Students with Special Needs, Wheelock College, Boston, Massachusetts
Experience: Over 15 years of experience teaching elementary education for T.U.S.D and over seven years of experience teaching special education for other school districts.

Name: Vidoni-Hartung, Stephanie B.
Discipline(s): Dental Hygiene (Occupational)
Start Date: 1/20/15
Education: Bachelor of Science in Dentistry, University of Illinois at Chicago; Doctor in Dental Surgery, Dentistry, University of Illinois at Chicago
Experience: Over 16 years of experience as a general dentist.

Name: Whittington, Emily E.
Discipline(s): Education (Academic), Mathematics (Academic)
Start Date: 2/2/15
Education: Bachelor of Arts, Physics, Austin College, Austin, Texas; Master of Arts in Education, Secondary Teacher Education, University of Phoenix, Phoenix, Arizona
Experience: Over ten years of experience teaching mathematics in charter and public high schools in Tucson.

Approvals

Contact Person ________________________________
Erica Holmes

Chancellor____________________________________
Lee D. Lambert, J.D.
Information:

The Chancellor submits the following information regarding changes to the Unclassified Pay Rates for Assistant Coaches:

In order to designate pay for Assistant Coaches by appropriate level, the Unclassified Pay Schedule for temporary employee pay rates has changed as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Designation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Level 1</td>
<td>&lt;$2,499</td>
</tr>
<tr>
<td>2</td>
<td>Level 2</td>
<td>$2,500-$3,999</td>
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<tr>
<td>3</td>
<td>Level 3</td>
<td>$4,000-$6,999</td>
</tr>
<tr>
<td>4</td>
<td>Level 4</td>
<td>$7,000-$11,000</td>
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Responsibilities Description

Level 1
- Practices warm-up
- Executes drill stations
- Observes and Advises during games/matches

Level 2
- Monitors strength training
- Executes drill stations
- Assists in monitoring academic performance
- Monitors conditioning
- Advises during games/matches

Level 3
- Develops strength/conditioning programs
- Creates drills and stations
- Executes drill stations
• Assists in monitoring academic performance
• Advises Head Coach during games/matches
• Mentors student athletes

Level 4

• Evaluates strength/conditioning progress
• Creates drills and stations
• Develops and evaluates practice plans
• Executes drill stations
• Monitors academic performance
• Advises and Strategizes with Head Coach during games/matches
• Acts as Head Coach in Head Coach’s absence
• Advises and mentors student athletes

Financial Consideration:

Change to the structure does not increase the annual total budget for Assistant Coaches. It is expected that current funding sources will be sufficient as allocated.

Approvals

Contact Person ____________________________
D.C. Berryman

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

Meeting Date: 3/11/15
Item Number: 8

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

Information:

Attached are the financial statements showing preliminary 2014/15 results through January 2015. Time will be provided to discuss College fiscal matters.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that Pima Community College concluded January with a year-to-date increase in net position through month end of approximately $9.9 million. This is an increase from the previous year’s increase of $6.5 million. The increase in net position is primarily due to a $5.4 million decrease in expenses for Operation and Maintenance of Plant compared to last fiscal year. This decrease in expenses is due to costs related to the new Northwest Campus building that were capitalized later in fiscal year 2014.

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 58.8 percent of budget, which is slightly higher than the previous year. In absolute terms, year to date Personal Services expenditures were $71.0 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 50.3 percent of the budget, which is higher than the previous year. In absolute terms, Services and Supplies expenditures were $16.2 million, which is higher than the amount from the same period of fiscal year 2014. 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 January was $217.1 million, which is a decrease of about $4.7 million compared to the same time last year. This represents a decrease in total assets of $4.1 million along with an increase in total liabilities of $626 thousand.

(Continued)
Approvals

Contact Person________________________________

[Signature]

Chancellor_______________________________________

Lee D. Lambert, J.D.
Statement of Net Position (formerly Statement of Net Assets)  
January 31, 2015  
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp;</td>
<td>Auxiliary &amp;</td>
<td>Plant &amp;</td>
</tr>
<tr>
<td></td>
<td>Designated</td>
<td>Restricted &amp;</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Funds</td>
<td>Funds</td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$26,919,902</td>
<td>$8,577,884</td>
<td>$3,896,886</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>25,111,070</td>
<td>105,951</td>
<td>1,124,807</td>
</tr>
<tr>
<td>Other Receivables:</td>
<td></td>
<td></td>
<td>4,135,689</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,337,510</td>
<td>105,951</td>
<td>1,124,807</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>15,620,732</td>
<td>15,620,732</td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>1,124,807</td>
<td>1,124,807</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>887,475</td>
<td>9,337</td>
<td>896,812</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>73,301,217</td>
<td>9,740,149</td>
<td>4,131,221</td>
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<tr>
<td>Noncurrent Assets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>2,039,316</td>
<td>1,124,807</td>
<td>84,481,528</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>276,780</td>
<td>276,780</td>
<td>4,273,640</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,798,951</td>
<td>10,798,951</td>
<td>1,832,591</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold Improvements (net of depreciation)</td>
<td>90,000,499</td>
<td>90,000,499</td>
<td>84,481,528</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>5,953,054</td>
<td>5,953,054</td>
<td>4,273,640</td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>1,837,572</td>
<td>1,837,572</td>
<td>1,832,591</td>
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<tr>
<td>Total Noncurrent Assets</td>
<td>10,798,951</td>
<td>135,398,532</td>
<td>146,197,483</td>
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<tr>
<td>Total Assets</td>
<td>$84,100,168</td>
<td>$9,740,149</td>
<td>$139,529,753</td>
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</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp;</td>
<td>Auxiliary &amp;</td>
<td>Plant &amp;</td>
</tr>
<tr>
<td></td>
<td>Designated</td>
<td>Restricted &amp;</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Funds</td>
<td>Funds</td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>6,782,010</td>
<td>35</td>
<td>6,782,045</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>1,025,464</td>
<td>4,225</td>
<td>1,232,146</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>424,023</td>
<td>424,023</td>
<td>405,057</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>12,103,911</td>
<td>4,260</td>
<td>626,480</td>
</tr>
<tr>
<td>Noncurrent Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>5,250</td>
<td>189</td>
<td>5,439</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,551,926</td>
<td>3,551,926</td>
<td>4,630,752</td>
</tr>
<tr>
<td>Total Noncurrent Liabilities</td>
<td>3,557,176</td>
<td>189</td>
<td>3,557,365</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$15,661,087</td>
<td>$4,449</td>
<td>$626,480</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,316,266</td>
<td>1,316,266</td>
<td>1,440,426</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,827,231</td>
<td>1,827,231</td>
<td>2,574,883</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>973,590</td>
<td>973,590</td>
<td>1,112,717</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>68,439,081</td>
<td>8,762,110</td>
<td>99,878,531</td>
</tr>
<tr>
<td>Total Net Position</td>
<td>$68,439,081</td>
<td>$9,735,700</td>
<td>$138,903,273</td>
</tr>
<tr>
<td>Total Net Position: Current Year vs. Prior Year</td>
<td>$ (4,671,708)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Statement of Revenues, Expenses and Changes in Net Position

**Year To Date For Seven Months Ending January 31, 2015**

*(Preliminary)*

### Operating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General &amp; Designated Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$40,439,732</td>
<td>$41,563,415</td>
</tr>
<tr>
<td>Contracts</td>
<td>1,744,922</td>
<td>1,745,447</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>518,781</td>
<td>518,781</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>15,000</td>
<td>162,545</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>201,373</td>
<td>67,444</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$42,401,027</td>
<td>$43,888,456</td>
</tr>
</tbody>
</table>

### Nonoperating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>5,320,125</td>
<td>5,352,450</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>57,015,123</td>
<td>55,784,188</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>9,458</td>
<td>37,058,241</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>859,021</td>
<td>1,043,611</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>1,158,231</td>
<td>1,089,527</td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
<td>37,210</td>
</tr>
<tr>
<td>Investment Income</td>
<td>278,963</td>
<td>518,379</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>62,623,669</td>
<td>100,883,606</td>
</tr>
</tbody>
</table>

### Total Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$105,024,696</td>
<td>$149,088,040</td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>30,596,208</td>
<td>33,288,900</td>
</tr>
<tr>
<td>Academic Support</td>
<td>12,932,370</td>
<td>14,789,575</td>
</tr>
<tr>
<td>Student Services</td>
<td>13,778,228</td>
<td>16,070,280</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>22,264,076</td>
<td>23,311,447</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>7,765,186</td>
<td>10,110,056</td>
</tr>
<tr>
<td>Depreciation</td>
<td>4,622,716</td>
<td>4,324,486</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>696,762</td>
<td>34,593,515</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>621,586</td>
<td>514,799</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td>518,379</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$88,032,830</td>
<td>$142,588,971</td>
</tr>
</tbody>
</table>

### Income Before Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$16,991,866</td>
<td>$9,746,116</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>(3,186,000)</td>
<td></td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>(4,028,766)</td>
<td></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td>$13,805,866</td>
<td>$6,499,069</td>
</tr>
</tbody>
</table>

### Net Position

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Position - Beginning Year</td>
<td>54,633,215</td>
<td>207,226,938</td>
</tr>
<tr>
<td>Total Net Position - End of Period</td>
<td>$68,439,081</td>
<td>$217,078,054</td>
</tr>
<tr>
<td><strong>Total Net Position - End of Period: Current Year vs. Prior Year</strong></td>
<td>$ (4,671,708)</td>
<td>$221,749,762</td>
</tr>
</tbody>
</table>
**Pima County Community College District**

*Summary of Expenditures - General & Designated Funds - Actuals vs. Budget*

**Year To Date For Seven Months Ending January 31, 2015**

*(Preliminary)*

<table>
<thead>
<tr>
<th><strong>Expenditures by Function</strong></th>
<th><strong>FY 2014/15</strong></th>
<th><strong>FY 2013/14</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational and General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$ 56,958,967</td>
<td>$ 30,596,208</td>
</tr>
<tr>
<td>Academic Support</td>
<td>25,151,386</td>
<td>12,932,370</td>
</tr>
<tr>
<td>Student Services</td>
<td>26,015,356</td>
<td>13,778,228</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>35,285,831</td>
<td>22,264,076</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,884,677</td>
<td>7,765,186</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,124,000</td>
<td>696,762</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>11,816,784</td>
<td>11,816,784</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$ 173,432,001</td>
<td>$ 91,218,830</td>
</tr>
<tr>
<td><strong>Expenditures by Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$ 6,769,907</td>
<td>$ 3,906,332</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,195,676</td>
<td>14,847,127</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,180,084</td>
<td>609,385</td>
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<tr>
<td>Adjunct Faculty</td>
<td>12,271,962</td>
<td>7,369,051</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>44,225,364</td>
<td>25,292,028</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,474,670</td>
<td>2,393,074</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>(61)</td>
<td>61</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,760,284</td>
<td>16,617,762</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>120,877,947</td>
<td>71,034,698</td>
</tr>
<tr>
<td><strong>Services and Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>6,144,846</td>
<td>3,334,334</td>
</tr>
<tr>
<td>Travel</td>
<td>2,734,028</td>
<td>884,990</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,687,760</td>
<td>7,365,996</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,948,144</td>
<td>2,285,437</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,302,064</td>
<td>696,762</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,374,336</td>
<td>1,627,345</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>32,191,178</td>
<td>16,194,864</td>
</tr>
<tr>
<td><strong>Capital Equipment</strong></td>
<td>446,857</td>
<td>234,156</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,290,902</td>
<td>461,334</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>15,430,117</td>
<td>107,778</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$ 173,432,001</td>
<td>$ 91,218,830</td>
</tr>
</tbody>
</table>
General & Designated Fund Revenue Year to Date
Comparison with Prior Year

General & Designated Funds YTD Revenues - FY14 - Prior Year
For the Seven Months Ending January 31, 2014

- Tuition and Fees: $42,649,580 (40%)
- State Appropriations: $5,352,450 (5%)
- Property Taxes: $54,973,093 (52%)
- Other Revenues: $2,569,779 (3%)

General & Designated Funds YTD Revenues - FY15 - Current Year
For the Seven Months Ending January 31, 2015

- Tuition and Fees: $40,439,732 (39%)
- State Appropriations: $5,320,125 (5%)
- Property Taxes: $57,015,123 (54%)
- Other Revenues: $2,249,716 (2%)

General & Designated Funds YTD Revenues
General & Designated Funds YTD Operating and Personnel
Expenditures by Account - FY14 - Prior Year
For the Seven Months Ending January 31, 2014

General & Designated Funds YTD Operating and Personnel
Expenditures by Account - FY 15 - Current Year
For the Seven Months Ending January 31, 2015
## All Funds Revenue & Expenses Year to Date
### Current Year

<table>
<thead>
<tr>
<th></th>
<th>July Revenue</th>
<th>July Expenses</th>
<th>August Revenue</th>
<th>August Expenses</th>
<th>September Revenue</th>
<th>September Expenses</th>
<th>October Revenue</th>
<th>October Expenses</th>
<th>November Revenue</th>
<th>November Expenses</th>
<th>December Revenue</th>
<th>December Expenses</th>
<th>January Revenue</th>
<th>January Expenses</th>
<th>February Revenue</th>
<th>February Expenses</th>
<th>March Revenue</th>
<th>March Expenses</th>
<th>April Revenue</th>
<th>April Expenses</th>
<th>May Revenue</th>
<th>May Expenses</th>
<th>June Revenue</th>
<th>June Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Funds YTD Revenues &amp; Expenses - FY15</strong></td>
<td><img src="chart.png" alt="Chart showing financial data" /></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
# Statement of Net Position

<table>
<thead>
<tr>
<th>Assets</th>
<th>Current Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College's additional short-term investments. The duration of the investments is less than one year.</td>
</tr>
<tr>
<td>Receivables</td>
<td>A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.</td>
</tr>
<tr>
<td>Property taxes</td>
<td>The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.</td>
</tr>
<tr>
<td>Accounts</td>
<td>Student account receivables. Student receivables arise from transactions related to tuition and fees. It's normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student’s parents, or a third party (e.g., the student’s employer).</td>
</tr>
<tr>
<td>(net of allowances)</td>
<td>The collectability of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.</td>
</tr>
<tr>
<td>Government Grants &amp; Contracts</td>
<td>Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College’s government grants. The grants are applied to students’ accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.</td>
</tr>
<tr>
<td>Student Loans</td>
<td>Student loans receivable consists of book loans made to students where the College is responsible for collecting the balance due.</td>
</tr>
<tr>
<td>Other</td>
<td>Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees. Also included 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 applied to the student’s account and the College is reimbursed after the fact.</td>
</tr>
<tr>
<td>Inventories</td>
<td>Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.</td>
</tr>
</tbody>
</table>
Noncurrent Assets

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

Restricted Cash & Cash Equivalents

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

Notes Receivable

Various federal loan programs are available to students who meet eligibility requirements. Notes Receivable is for National Direct Student Loans (NDSL) and Perkins loans where the College is responsible for collecting the balance.

Other Long-term Investments

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

Investments in Capital

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

Land

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

Buildings & Leasehold improvements

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

Construction in Progress

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

Equipment

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

Library Books

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

(Net of depreciation)

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

Liabilities

Current Liabilities

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

Accrued Payroll & Benefits

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

Accounts Payable & Accrued Liabilities

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

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

Commission & Rents  Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
Glossary for Financial Reports

Other Operating Revenues: Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.

Nonoperating Revenues: Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.

State Appropriations: Funds appropriated to the College through the State budget process.

Property Taxes: Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.

Federal Grants: 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.

State & Local Grants: Includes all amounts earned on grants from state, local government and nongovernmental organizations.

State Shared Sales Taxes: Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.

Gifts: 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.

Investment Income: Includes dividends, interest, or royalties and gains or losses on investments.

Operating Expenses: Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.

Instruction: Includes expenses for all activities that are part of an institution’s instruction program. For example, faculty salaries are included in the Instructional expenses.

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

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

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

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

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

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

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

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

Meeting Date: 3/11/15  
Item Number: 9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Governance Council Minutes</td>
<td>Deborah Yoklic Assistant Vice Chancellor (206-4650)</td>
</tr>
</tbody>
</table>

Information:

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

January 12, 2015
February 9, 2015

Approvals

Contact Person ____________________________ Deborah Yoklic
Deborah Yoklic

Chancellor _________________________________ Lee D. Lambert, J.D.
In Attendance: Manny Amado, Carlo Buscemi, Kimlisa Duchicela, Don Harp, Joe Labuda, Joe Langlois, Lorraine Morales, Alec Moreno, Paul Schwalbach, Jeff Silvyn, Brian Stewart, Debbie Yoklic, Mykle Zoback

Not In Attendance: Shelby Deibel, Fernanda Gonzalez Van-Pratt, Lee Lambert

1. Agenda Modifications: None

2. Approval of Minutes of 11/24/14. Approved

3. Governance Council Vice-Chair
   Debbie Yoklic introduced Joe Labuda as the new Governance Council new Vice-Chair.

4. Smoking Policy Implementation
   Don led the discussion about lack of cooperation about the new smoking policy. This goes for every campus. Don suggested sending a PimaAll email as a reminder to students and employees to enforce the regulations when and if they see smoking in non-smoking zones. Debbie suggested Campus Presidents bring this up in their cabinet meetings and remind everyone to get the word out to implement the policy. The Student Representative suggested that all instructors let their students know of the smoking policy at the beginning of the semester, as students just not being aware. Agreement that Debbie will send an email to Campus Presidents and will get with Louise Glogoff to display designated smoking zones on campus maps.

5. Board Policies
   Debbie and Jeff led the discussion about board policies, with a Board Policies Update handout provided. Debbie let the Council know that all Board Policies are currently on hold. The Chancellor put them on hold back in December in order for Governance Council to weigh in on Board Policies. The Council agreed that BPs 1101, 1104, 2411, 2412, 3121, 4006 and SPG 4006/AA can go to the Board of Governors in February for a second reading. The second group of Policies (BPs 1601, 2409, 3001, 3104, 3109, 3115, 3503, 3504, 3505, 3603, 3110, 3114, 3116, 3201, 3202, 3602) were posted but pulled because of a mistake on BP 3509; there were no comments during this time. The group agreed that this group of policies will need to be reposted with the corrections for the full 21 days comment period. They will be sent out electronically to Staff Council and Faculty Senate. After comments, Governance Council will regroup and go from there.

   The third group of Policies includes BPs 3604, 3509, 3113, 4201 and 4001. Debbie began the discussion stating that BP 3509 was inadvertently posted with an error. The Library Directors are working on BP 3604; their changes may have an impact on BP 3509, Student Success. Once off hold, BPs 3509 & 3604 will go to the Board for the first reading, with the usual next steps to follow. Debbie next discussed BPs 4201, 4001.01,
4001.02, 4001.03 and 4203, which will be made into one BP. BP 4201 will be entitled “College Personnel Policy”. The Board Policy gives a framework for expectations and a guide to carry out these expectations. There will be five handbooks that will include policies and procedures for employees. The council agreed that the policies have become more clear and concise.

6. **Mission and Outreach: Next Steps**
   Lorraine Morales talked to the council about informing the PCC community about Governance Council. Lorraine began the discussion stating that Paul Schwalbach was part of the Governance Council Evaluation group; he will post highlights about Governance Council meetings on our website. She continued to explain the way for Governance Council to become more known is to go on the road, have open meetings at the campuses discuss who we are, what we do and where to go for information. The change in the name Governance Council to “All College Council” will go to the February Board of Governors for the first reading.

7. **Standing Committee Visits**
   Debbie discussed past visits and how they went as well as future visits to come. Debbie shared a draft questionnaire to the members of each of the standing committees that have not been visited. Council agreed to go forward with the questionnaire in lieu of visits to the remaining committees.

8. **Open Forum**
   Carlo Buscemi brought up PCC’s low student enrollment; he discussed broadening PCC marketing tactics and being more visible through television and other sources of media to help get the Pima name out more aggressively.

**Meeting Adjourned: 4:50pm**

**Future Meeting:**  
- 02/09/15, 3-5 pm, B-218  
- 03/09/15, 3-5pm, B-218  
- 04/13/15, 3-5pm, B-218  
- 05/11/15, 3-5pm, B-218
Governance Council  
February 9, 2015  
District Office B-218  
3:00-5:00pm  

Meeting Notes  

In Attendance: Carlo Buscemi, Kimlisa Duchicela, Don Harp, Joe Labuda, Joe Langlois, Lorraine Morales, Paul Schwalbach, Jeff Silvyn, Brian Stewart, Debbie Yoklic, Mykle Zoback  

Not In Attendance: Manny Amado (excused), Shelby Deibel, Lee Lambert, Alec Moreno (excused)  

9. **Agenda Modifications**: None  

10. **Approval of Minutes of 1/12/15** Approved  

11. **Task Force on Printed Schedules of Classes (Rachelle Howell)**  
Rachelle Howell discussed whether the printed credit and non-credit schedules for summer, fall and spring should be eliminated or be continued. Some factors to consider are that by the time they are printed they’re already out-of-date, as well as the yearly cost of $60,000 a year. Rachelle let the Governance Council know that she does not want to take away schedule of classes completely without there being an alternative to take its place. 70% of our peer institutions do not have a printed schedule. Council was concerned about how to make sure the information gets to some of our populations who have more limited access to technology, such as elderly and rural populations. Council agreed to get a body together to go over a replacement for the schedule of classes. Council also agreed that the goal are to maintain some kind of visual about PCC’s classes and to move away from the printed schedule of classes.  
Governance Council approved the following statement:  

Proceed with eliminating the printed schedule of classes by moving the information to different modalities, following a strategic plan and using in-house talent.  

12. **PCC’s data and Arizona Outcomes Report (Nic Richmond)**  
(See PDF attached)  

13. **Board Policies Revision Process (Julia Fielo)**  
Julia Fielo began the discussion about the Board Policies revision process by stating Pima is working through Board Policy revisions due to HLC concerns about some policies not being revised for some time. In December, Board Policies 4001 and 4201 were reviewed and presented for comment. Julia wrote to the Board of Governors about PCCEA’s concerns with these two policies, stating that there was a non-inclusive process used to create the drafts that were posted for public comment. Julia stated that groups that are likely to be affected by or have a significant interest in any Board Policy should be part of the creation of its revision. In conclusion, she asked the council to revisit the process that is being used to draft and then review Board Policies. After discussion, the Council agreed to form a group to work on BP 1101; members include Deborah Yoklic, Jeff Silvyn, Kimlisa Duchicela or Joe Labuda, Don Harp or Mykle Zoback or Jason Brown, as well as one of the students on Governance Council. Board Chair Sylvia Lee will also be asked to join this group.
14. **Food Service at Campuses (Dave Bea)**
David Bea addressed the committee regarding food services at the campuses. Kimlisa Duchicela pointed out some of her and the general public’s concerns regarding the food trucks include the following:
- Quality of the food;
- Having calendars available showing where food trucks will be on campus;
- Lack of gluten-free and vegetarian options.
Dave advised that an RFP was done to get a more viable model that was more adaptive. Follett was clearly the best choice. It is a work-in progress, and more heated meals should be available soon. If anyone, staff or students, would like to give feedback to Follett please do so directly to them. Follett is very open to feedback; they want this model to work. Dave let the Council know that within a week the campuses will begin to let students and staff know where the food trucks will be located.

15. Council agreed to meet on February 23, 2015 to complete the agenda.

16. **Open Forum**
Lorraine Morales suggested to the Council that staff and administrators read the IAC report, in order to show evidence in October 2016 for HLC.
Don Harp brought up a concern regarding Staff Council; they feel as though they are not treated equitably in relation to Faculty Senate. They want to express that they want to feel validated and taken into account as well.

**Meeting Adjourned: 5:00pm**

**Future Meetings:**
- 02/23/15, 3-5pm, C-239
- 03/09/15, 3-5pm, B-218
- 04/13/15, 3-5pm, B-218
- 05/11/15, 3-5pm, B-218
### INFORMATION ITEM

**Meeting Date:** 3/11/15  
**Item Number:** 10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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| Board Policy Substantive Changes – First Reading | Deborah Yoklic  
Assistant Vice Chancellor  
(206-4747) |

**Recommendation:**

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

- BP-1101  Prime Policy
- BP-3103  Student Attendance and Participation
- BP-3105  Curriculum
- BP-3604  Library Services

**Justification:**

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

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**Approvals**

Contact Person  
**Deborah Yoklic**  
Deborah Yoklic

Chancellor  
Lee D. Lambert, J.D.
PURPOSE

This Prime Policy applies to the development, revision, and deletion 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 defines general goals and acceptable practices for the operation of the College. 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 AND REVISION/DELETION

Proposed policies subject to this prime policy shall follow the review process outlined below prior to enactment: specified in the Administrative Procedure.

The Board expects Board Policies to be reviewed by the College governance bodies including the governing bodies of students, faculty, and staff; All College Council; other appropriate groups and general counsel. The process shall be led by the sponsoring unit and shall include representatives of pertinent stakeholders.
The Administrative Procedure shall include provisions for the following:

A. A clearly delineated review process which includes stakeholder input;

A.B. Submission of proposals to the Chancellor’s Office prior to Board review: 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. Presentation by the Chancellor or designee of the proposed policy for discussion. At this time the Board of Governors and/or the Chancellor may propose further modifications to the proposed policy;

D. Presentation of the new or revised Board Policy as an information item at a regularly scheduled Board meeting for its first reading;

D.E. Presentation of the proposed policy to governance bodies and posting on the Pima Community College website for 21 calendar days for public comment;

E. Action by the Board of Governors shall act upon the proposed policy at the next earliest possible 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.

The Chancellor and the administration are authorized to prepare and implement administrative procedures necessary to effect all approved policies. Review and revision shall be a collaborative and inclusive process which involves all identified stakeholders. Once these administrative procedures have been finalized, they will be published on the public website and presented to the Board as an information item and posted to the public website.

REGULAR REVIEW AND EVALUATION

Policies will be calendared through the Chancellor’s office for review, update and possible revision/deletion by sponsoring units at least every three years. Changes to policies may be of two types:
• non-substantive changes are (1) edits that leave the meaning of the policy unchanged, (2) title changes, and/or (3) those that reflect current organizational structure;
• substantive changes modify the policy’s intent.

Non-substantive changes may be presented to the Board as part of the consent agenda at any regular Board meeting. Substantive changes are subject to the review process above and that which is specified in the Administrative Procedure.

EVALUATION

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

EXCEPTIONS

The Board of Governors may make exceptions to this review and approval process when deemed necessary by the Board.
Course attendance and participation are essential to student success. Students are expected to demonstrate participation in and completion of coursework and to adhere to course attendance and participation requirements per course syllabi. Students who fail to meet these requirements may be withdrawn from a course.

Pima Community College recognizes that federal and state regulations require institutions to have a process to monitor and report student attendance. Students are expected to attend and participate in the course prior to the course drop deadline. Students who fail to meet this requirement will be dropped from a course.
Students with excessive consecutive absences will be identified using the registration status of RN (Registered but Not Attending). Once the student has been absent for a designated period of time, the student’s record will be flagged with the RN status. The College will initiate contact to determine whether the student intends to return to the course. If the College is unable to confirm the student’s intent to return, the student will be considered unofficially withdrawn and adverse consequences may result for the student.

RN is a registration status not a grade. A student can be reinstated upon approved appeal. RN students remain on class rosters and instructors will record a final grade at the end of the semester per BP-3108.

Attendance and Participation:
Pima Community College recognizes that federal and state regulations require institutions to have a process to monitor and report student attendance. The College believes that attendance and participation throughout the term are essential to student success. Therefore, students are expected to demonstrate participation in and completion of coursework and to adhere to course attendance and participation requirements per course syllabi.

Drop Period:
During the Drop Period, all students are expected to attend and participate prior to the drop deadline. Students who fail to meet this requirement will be dropped from the class.

Unofficial Withdrawal:
After the drop deadline, students with excessive consecutive absences in the classes for which they are still registered will be identified as an Unofficial Withdrawal and the College will take appropriate actions. Unofficial Withdrawal may result in adverse consequences for the student.
Pima County Community College District

Board Policy

**Board Policy Title:** Curriculum

**Board Policy Number:** BP-3105

**Adoption Date:** 4/15/81, 2/5/14

**Revision Date(s):** 12/20/00, 1/13/12, 11/19/13, 2/12/15

**Schedule for Review & Update:** Annually Every three years

**Unit Responsible for Review & Update:** Office of the Provost/Executive Vice Chancellor for Academic and Student Services

**Sponsoring Unit/Department:** Office of the Provost/Executive Vice Chancellor for Academic and Student Services

**Motion Number:** 2500

**Legal Reference:** BP-3104, BP-3116 and BP-3117

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Pima Community College will strive to evaluate the educational needs of its constituencies, develop appropriate instructional courses and programs to fill these needs, and eliminate those which are no longer meeting a significant need.

The College offers the following types of credit courses: transfer, occupational, special interest, developmental, and workforce response. The College offers the following types of non-credit courses: clock-hour, continuing education, adult education, and community education.

The College offers the following credit program credentials: associate degrees and certificates. The College offers the following non-credit, clock-hour credential: certificates. Specific course requirements necessary to obtain a degree or certificate shall be outlined in the College catalog.
Credit degrees shall require a minimum of 60 credit hours, 15 hours of which must be earned at Pima Community College. Certificates shall require no more than 59 credit hours, 6 hours of which must be earned at the College.

The Board of Governors shall approve all new and deleted programs. The Board of Governors delegates to the Provost/Executive Vice Chancellor the responsibility to review and approve, on behalf of the District, all new, modified and deleted courses, and modifications to programs.
Pima County Community College District
Board Policy

Board Policy Title: Library Services

Board Policy Number: BP-3604
Adoption Date: 6/9/99
Revision Date(s): 2/12/15
Schedule for Review & Update: Annually—Every three years
Unit Responsible for Review & Update: Office of the Provost
Sponsoring Unit/Department: AVC Educational Services, Office of the Provost

Motion Number: 5875
Legal Reference: Cross Reference:

Pima Community College will provide information resources through library services, without the limits of time, place or distance, in furthering the College’s mission, essential support to its educational programs by providing access to information resources which will assist students in achieving educational success. Services will include but not be limited to: collections of materials to support the college curriculum, individual and group instruction to promote research skills and information literacy, and collaborative partnerships with college faculty, staff, administrators and outside educational agencies in order to improve information availability to the students and the community. Library services may be delivered virtually and/or in on-campus libraries. The libraries will support and provide excellent teaching, assisting students in becoming critical thinkers and self-directed learners. The libraries will support students and faculty through, among other methods, collection management of their print and digital resources. Libraries will collaborate with faculty, staff and the community in order to enhance educational opportunities and civic engagement.
INFORMATION ITEM

Meeting Date: 3/11/15

Item Title: Summer Work Schedule 2015

Contact Person: Dan Berryman
Vice Chancellor for Human Resources
(206-4586)

Information:

For your information the Chancellor is authorizing administrators to implement a summer work schedule in accordance with the parameters contained below. This optional program includes a four-day workweek schedule starting the week of June 1, 2015, and ending August 14, 2015. The following provisions will apply during this period:

1. Summer operations for core academic and business services will continue Monday through Friday with open scheduling for an optional flexible four day workweek. This provision may be initiated by area or department and approved through administration based on operating needs.

2. A four day workweek schedule will begin and end at the appropriate hours designated by the administration to meet operating needs.

3. Employees working a flexible four day work schedule will continue to work the same number of hours per week.

4. A shortened lunch break will be observed for individuals working a four day workweek. The normal lunch break will continue to be observed for individuals working the standard five day workweek.

5. In order to provide equitable holiday pay for employees on a flexible work schedule, eligible employees will return to their normal schedule during weeks in which a holiday is observed such as Independence Day.

Justification:

Pima Community College has operated on a four day workweek schedule for the past thirty-six summers. Pima Community College employee groups have supported this practice.

In the past, district office support operations and campus support operations elected to use a flexible four day workweek schedule. Offices that use this schedule permitted staff the flexibility of working a four-day workweek schedule while still providing core services Monday through Friday.

(Continued)
Approvals

Contact Person ____________________________
D.C. Berryman

Chancellor

______________________________
Lee D. Lambert, J.D.
The attached charges are cost recovery fees that support instructional delivery costs associated with specific courses, tests, or services. The New Fees pages reflect the addition of new courses that have associated services or consumable supplies costs or courses that have added cost recovery elements to the course delivery. Changes to currently existing course fees are listed on page two, including the amount of the current fee, the proposed change, and the new fee. The attached list has been reviewed by the Chancellor, who has approved these changes in student charges for fiscal year 2016.
# New Course Fees - 2015/2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC 250</td>
<td>Clin Res Site Coord and Mgmt</td>
<td>Northwest Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Supplies to conduct a clinical trial in a mock setting: patient information, binders, source documents and investigational product (medications). This fee would cover the cost of the consumables and instructional materials.</td>
</tr>
<tr>
<td>CRC 260IN</td>
<td>Lab Skills and Prof Practice</td>
<td>Northwest Campus</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Flat</td>
<td>3.00</td>
<td>Previously, the consumables for this course were purchased with Perkins grant funds. It is now time to replenish these consumables (gloves, syringes, needles, etc.). The new course fee would cover the cost of replenishing consumables.</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Food Service Nutrition</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>Flat</td>
<td>2.00</td>
<td>To cover supplies</td>
</tr>
<tr>
<td>CUL 115</td>
<td>Food Service Sanitation/Safety</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover supplies</td>
</tr>
<tr>
<td>CUL 298T3</td>
<td>From Garden to Table</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increase in food costs</td>
</tr>
<tr>
<td>EMT 100</td>
<td>Basic Emer Medical Tech</td>
<td>East Campus</td>
<td>Testing Fee</td>
<td>$70.00</td>
<td>Flat</td>
<td>12.00</td>
<td>To add a $70 fee to purchase a NREMT exam testing voucher. Students may use the voucher for up to a full year to complete the test. Faculty will work with students to arrange for testing.</td>
</tr>
</tbody>
</table>

# Course Fee Changes - 2015/2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted By</th>
<th>Fee Category</th>
<th>Current Fee</th>
<th>Proposed Fee Change</th>
<th>Proposed New Fee</th>
<th>Fee Type</th>
<th>Credit Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVM 101</td>
<td>Structural Repair I</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$68.00</td>
<td>$7.00</td>
<td>$75.00</td>
<td>Credit</td>
<td>4.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>AVM 102</td>
<td>Structural Repair II</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$68.00</td>
<td>$7.00</td>
<td>$75.00</td>
<td>Credit</td>
<td>4.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>AVM 150</td>
<td>Structural Repair III</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$68.00</td>
<td>$7.00</td>
<td>$75.00</td>
<td>Credit</td>
<td>4.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>AVM 202</td>
<td>Aviation Safety</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$15.00</td>
<td>$65.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>AVM 231</td>
<td>Engine Princps/Monitng/Inspec</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$125.00</td>
<td>Flat</td>
<td>5.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 130</td>
<td>Hot Foods I</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 140</td>
<td>Culinary Principles</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$20.00</td>
<td>$45.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 150</td>
<td>Garde Manger</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 153</td>
<td>Cakes</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 156</td>
<td>Pies</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>CUL 160</td>
<td>Bakery and Pastry Production I</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Submitted By</td>
<td>Fee Category</td>
<td>Current Fee</td>
<td>Proposed Fee Change</td>
<td>Proposed New Fee</td>
<td>Fee Type</td>
<td>Credit Hours</td>
<td>Notes</td>
</tr>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>12.</td>
<td>CUL 161 Cake Decorating &amp; Candy Making</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>13.</td>
<td>CUL 162 Art of Chocolate</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$30.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>14.</td>
<td>CUL 163 Sauces</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>-$60.00</td>
<td>$90.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To reduce fee from $150 to $90</td>
</tr>
<tr>
<td>15.</td>
<td>CUL 166 Gluten-Free Baking</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>16.</td>
<td>CUL 168 Specialty and Hearth Breads</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$30.00</td>
<td>$60.00</td>
<td>$90.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>17.</td>
<td>CUL 198T3 Vegetarian Cooking</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$30.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>18.</td>
<td>CUL 198T4 Gluten Free Cooking</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$30.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>19.</td>
<td>CUL 198T5 Vegan Cooking</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$45.00</td>
<td>$30.00</td>
<td>$75.00</td>
<td>Flat</td>
<td>1.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>20.</td>
<td>CUL 230 Hot Foods II</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>21.</td>
<td>CUL 251 Int'l Cuisine: World of Flavor</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
<tr>
<td>22.</td>
<td>CUL 260 Bakery/Pastry Production II</td>
<td>Desert Vista Campus</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>$70.00</td>
<td>$220.00</td>
<td>Flat</td>
<td>3.00</td>
<td>To cover increased supplies cost</td>
</tr>
</tbody>
</table>
**ACTIONS ITEM**

**Meeting Date:** 3/11/15  
**Item Number:** 13A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Study Session of February 4, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Study Session of February 4, 2015 are submitted for approval.

**Approval**

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

A Study Session of the Pima County Community College District Governing Board was held on Wednesday, February 4, 2015 at 1:30 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:
Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

General Counsel
Jeffrey Silvyn

Recording Secretary
Gabriela De Echavarri

Administration
Lee Lambert, Chancellor
David Bea, Executive Vice Chancellor, Finance and Administration
Cynthia Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, Vice Chancellor for Human Resources
Erica Holmes, Provost
Gwendolyn Joseph, Interim President, Downtown Campus
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Lorraine Morales, President, Community Campus
Morgan Phillips, President, Desert Vista Campus
Irene Robles-Lopez, Vice President of Student Development
Stan Steinman, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, East Campus, Acting

1. Call to Order
   Board Chair Sylvia Lee called the meeting to order at 1:30 pm.

2. Human Resources Department Review Report
   Baker and Tilly presented their findings from the Human Resources structure review
Adjournment

The meeting adjourned at 3:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date: 3/11/15

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td>Executive Session on February 4, 2015</td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on February 4, 2015 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, February 4, 2015 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
Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

General Counsel
Jeffrey Silvyn

Recording Secretary
Gabriela De Echavarri

Administration/Staff
Lee Lambert

Call to Order

Sylvia Lee called the meeting to order at 3:20 p.m.

Motion for Executive Session

Motion No. 201502-01

Marty Cortez – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment, 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 A.R.S. § 38-431.03(A)(3) (legal advice). A.R.S. § 38-431.01(A)(4) (consultation and legal advice) and A.R.S. § 38-431.01(A)(5) (meet and confer).
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Recess into Executive Sessions

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

Resumption of Open Session

The Board resumed Open Session at 5:27 p.m.

Adjournment

The meeting adjourned at 5:28 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date: 3/11/15

Item Number: 13C

<table>
<thead>
<tr>
<th>Item Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of February 4, 2015</td>
</tr>
</tbody>
</table>

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

Recommendation:

The unapproved Minutes of the Regular Meeting of February 4, 2015 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, February 4, 2015 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

**BOARD MEMBERS**

Sylvia Lee, Chair  
Marty Cortez, Secretary  
Mark Hanna  
David Longoria  
Scott Stewart  

**REPRESENTATIVES TO THE BOARD**

Alec Moreno, Student  
Brian Stewart, Administrator  
Mays Imad, Faculty  

**RECORDING SECRETARY**

Gabriela De Echavarri

**GENERAL COUNSEL**

Jeffrey Silvyn

**ADMINISTRATION**

Lee Lambert, Chancellor  
Louis Albert, President, West Campus  
Manny Amado, Executive Director of the Department of Public Safety  
David Bea, Executive Vice Chancellor, Finance and Administration  
Terra Benson, Executive Director of Financial Aid  
Yira Brimage, Vice President of Student Development  
Aubrey Conover, Vice President of Student Development  
Suzanne Desjardin, Vice President of Student Development, Acting  
Cindy Dooling, Interim Vice Chancellor for Information Technology  
David Doré, President, Northwest Campus  
Charlotte Fugett, Vice Chancellor for Human Resources  
Erica Holmes, Provost  
Patricia Houston, Academic Dean  
Rachelle Howell, Vice Chancellor for Institutional Advancement (Acting)  
Gwendolyn Joseph, Interim President, Downtown Campus  
Darla Lammers, Vice President of Instruction  
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services  
Karrie Mitchell, Assistant Vice Chancellor of Student Development  
Lorraine Morales, President, Community Campus  
Ann Parker, Vice President of Student Development  
Morgan Phillips, President, Desert Vista Campus  
Nicola Richmond, Assistant Vice Chancellor for Planning and Institutional Research  
Irene Robles-Lopez, Vice President of Student Development  
Ted Roush, Vice President of Instruction  
Edgar Soto, Executive Director of Athletics  
Stan Steinman, Academic Dean  
William Ward, Vice Chancellor, Facilities  
Deborah Yoklic, Assistant Vice Chancellor  
Darla Zirbes, President, East Campus (Acting)
GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:35 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

There were no requests to address the Board.

Remarks by Governing Board Members

Chairperson Lee informed the College had an outstanding meeting with Secretary of Labor Thomas Perez who came to visit the College’s Workforce Aviation Program. She thanked the advisory group Baker Tilly for providing a presentation during a Board Study Session on the Human Resources Structure Review they conducted over the past months. Chairperson Lee noted the group was hired to look in detail on deficiencies noted in the HLC report. She also mentioned the College will have to show evidence it has made progress in the areas that were met with concern when the HLC visits the College in October of 2016. She urged the College community to look at those areas very seriously. Dr. Lee noted, as she did last month at the Board meeting, the HLC was especially disappointed with the progress in regards to the SLOs, she also mentioned that the College needs to make sure it pays attention to SLOs, and make sure they are documented, specifically in the classroom and with 100% participation.

Chairperson Lee noted the Hearing Committee felt the College should be further along in Student Learning Outcomes. The Committee felt the College has had over a decade of understanding what student learning outcomes are about and that the faculty should all be on board along with the support of the administration and staff. Pima assured them that we are going to move forward in that area. She mentioned that many faculty are already doing an excellent job in the area of student learning outcomes but the College needs to make sure every faculty member is looking at student learning outcomes.

Chairperson Lee noted the College is a month away from knowing if the HLC probation sanction will be removed. If the College is successful, it will be put on notice. She also urged everyone to step up the make the changes needed. Chairperson Lee informed about the Expenditure Limitations bill that if approved, will impact the College financially. She asked everyone to attend the Budget Outlook presentations facilitated by Chancellor Lambert and Executive Vice Chancellor for Finance and Administration, David Bea.

Board Member Cortez said she appreciated the Baker Tilly report, thanked those who were in attendance at the Study Session and asked that they share the information with their colleagues.
Board Member Stewart informed that he and Board Member Hanna will be attending the AACC Legislative Summit in February.

Board Member Mark Hanna informed he started to visit campuses and programs throughout the District.

INFORMATION ITEMS

Employment Information

Chairperson Lee acknowledged the retirements of: David A. Freitag, Lori Grimm, Guadalupe A. Gutierrez, Lee Ann Lindbeck, Cecilia G. Ramirez, Carolyn M. Reynolds, Nancee J. Sorenson and Carolyn B. Strong and wished them well in their future endeavors.

Adjunct Faculty Appointments

This item was noted as an information item.

Faculty Regular Appointments for Fiscal Year 2015-2016

This item was noted as an information item.


Financial Statements Item were noted as an information item. Dr. Bea presented the Budget Scenario Planning for Fiscal Year 2016.

Governance Council Meeting Minutes

This item was noted as an information item.

Board Policy Substantive Changes – First Reading

Board Policy 1401- Governance moved forward for First Reading
Board Policies 4001- Meet and Confer Process and 4201 – College Personnel Policy Statement were pulled from the agenda.
ACTION ITEMS

Approval of Minutes

Motion No. 201502-02

Marty Cortez – M, Scott Stewart – S, to approve the minutes of the Special Meeting of January 14, 2015.

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

Motion No. 201502-03

Scott Stewart – M, David Longoria – S, to approve the minutes of the Special Meeting to conduct Executive Session on January 14, 2015.

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

Motion No. 201502-04


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

Consent Agenda

Board Member Cortez requested Item 12.4 Contract: Security Services be pulled and voted separately.

Motion No. 201502-05

David Longoria – M, Scott Stewart – S, to approve the Consent Agenda.

12.1 Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
12.2 Non-substantive Changes to Board Policies
12.3 Contract: Marketing and Advertising Services, Fiscal Year 2014-2015
12.5 Contract: Consultant Services for a Facilities College Wide Master Plan
12.6 Contract: Third Party Evaluator for Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program
12.7 HomeGoods, Inc. Foreign Trade Zone Intergovernmental Agreement

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

Item 12.4 was then addressed.
Contract: Security Services

Motion No. 201502-06

Scott Stewart – M, David Longoria – S, to approve an increase to the contract with Allied Security Holdings LLC to provide security services for the period July 1, 2014 through June 30, 2015. The contract costs will be increased from $90,000 to $180,000 for fiscal year 2015.

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

OTHER ACTION ITEMS

Appointments to the Board of Governors' Finance and Audit Committee

Motion No. 201502-07

Scott Stewart – M, Marty Cortez – S, to appoint Community Member Adrianne Regrutto to serve on the Board of Governors' Finance and Audit Committee.

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

Chairperson Lee is stepping down of her role as member and Co-Chair of the Finance and Audit Committee due to her function as Chairperson of the Board.

Board Member Cortez nominated Board Member Hanna to replace Chairperson Lee as a member of the Finance and Audit Committee. Board Member Hanna respectfully declined as he is Member of the Human Resources Committee and in turn nominated Board Member Longoria. Board Member Longoria accepted.

Motion No 201502-08

Marty Cortez – M, Scott Stewart – S, to appoint Board Member David Longoria to serve on the Board of Governors' Finance and Audit Committee.

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

Chairperson Lee nominated Board Member Scott Stewart to replace her as Co-Chair of the Finance and Audit Committee.
Motion No. 201502-09

David Longoria – M, Marty Cortez – S, to appoint Board Member Scott Stewart as Co-Chair of the Finance and Audit Committee.

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

Amendment to Optional Retirement Plan for College Employees

Motion No. 201502-10

David Longoria – M, Scott Stewart – S, to approve the amended plan document for the Optional Retirement Plan (ORP) for College employees.

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

College Planning Parameters

Julia Fiello, PCCEA President, Daisy Rodriguez Pitel, ACES President and Hal Melfi, AFSCME Co-Chair requested clarification on Step Progression Plans. It was clarified the college will hold steps in abeyance and/or bank them.

Chairperson Lee clarified the language under Fiscal Management bullet No. 2 to No step increases paid this year.

Motion No. 201502-11

Marty Cortez – M, Scott Stewart – M, to approve College Planning Parameters

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

REPORTS

Reports by Representatives 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 — Absent. There was no report.
Staff – Don Harp — Absent. There was no report.

Adjunct Faculty – Carlo Buscemi — Absent. There was no report.

Faculty – Mays Imad
Faculty Representative Mays Imad reported on the January 16 Faculty Senate Meeting. Faculty Senate did not present a recommendation/concern to the Board.

Administrator – Brian Stewart
Administrator Representative Brian Stewart presented the Administrators’ report. Administrators did not present a recommendation/concern to the Board.

Chancellor’s Report

Chancellor Lambert

Highlights of Chancellor’s report included:

- Thanked all College employees and students who have worked hard and made an effort to improve operations and encourage them to continue the hard work.
- Compliance with the areas the College met with concern according to the HLC will be critical within the next 18 months. The College will need to demonstrate it has carried out date collection, performance assessment, implementation and improvement.
- The College will have to make enrollment strategy efforts to bring it to the highest point available by the start of the Fall Semester
- This is the time to put aside any differences and work together for the betterment of the College.
- Chancellor will be attending the AACC Legislative Summit along with Board Members Stewart and Hanna, staff and students.
- The College will make interim hires for critical operations in the Marketing area and Public Information and Media Relations.
- Secretary of Labor Thomas Perez, member of the US President’s Cabinet, visited the Automotive Program and held a roundtable at the Downtown Campus. This visit is a testament of what the College has done to move forward.
- Attended the AACC Workforce Development institute
- Welcomed Bruce Moses, Assistant Vice Chancellor for Accreditation; Ian Roark Vice President of Workforce Development and Darla Zirbes, Acting President at East Campus and Ann, who will be having a dual role as Vice President of Student Development at Desert Vista and East Campuses.
- Thanked Brian Stewart and the Nursing program personnel for their efforts in moving forward the Nursing Program
- Thanked faculty and all those involved in revamping the ESL curriculum in only two weeks to have it ready to support international students.
- Visited the Truck Driving Program.
- Thanked Charlotte Fugett for her efforts in leading the East Campus at the same time she took over the Vice Chancellor’s Human Resources interim position.
• Noted Alec Moreno, Student representative for the Board of Governors will be attending the upcoming AACC Legislative Summit.

**ADJOURNMENT**

Adjournment

**Motion No. 201502-12**

Scott Stewart – M, Marty Cortez – S, to adjourn the meeting at 8:00 pm.

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

___________________________________________
Secretary

___________________________________________
Date
## ACTION ITEM

**Meeting Date:** 3/11/15  
**Item Number:** 13D

<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 on February 24, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Special Meeting to go into Executive Session on February 24, 2015 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, February 24, 2015 at 5:00 p.m., in Building B, Room 218, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

**Board Members**
Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

**General Counsel**
Jeffrey Silvyn (By telephone)

**Recording Secretary**
Gabriela De Echavarri

**Administration/Staff**
Lee Lambert
David Bea
Erica Holmes
Daniel Berryman
Louis Albert
David Doré
Gwen Joseph
Lorraine Morales
Phillip Morgan
Darla Zirbes

**Call to Order**

Sylvia Lee called the meeting to order at 5:02 p.m.

**Motion for Executive Session**

**Motion No. 201502-13**

Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment).
Vote: All Board members present voted “aye” by voice vote. None were opposed. **Motion CARRIED.**

**Recess into Executive Sessions**

The Board recessed into the above referenced Executive Sessions at 5:03 p.m.

**Resumption of Open Session**

The Board resumed Open Session at 6:45 p.m.

**Adjournment**

**Motion No. 201502-14**

Scott Stewart – M, Marty Cortez – S, to adjourn the meeting at 6:46 pm.

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

**Meeting Date:** 3/11/15  
**Item Number:** 14

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

**Recommendation:**

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

14.1 Sabbatical Approval for Fall 2015 and Spring 2016  
14.2 Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading  
14.3 Contract: Customer Relation Management System  
14.4 Contract: Additional Marketing and Advertising Services to Enhance Enrollment, Fiscal Year 2014-2015  
14.5 Contract: Life and Accidental Death and Dismemberment Insurance for Fiscal Year 2015-2016  
14.6 Contract: Employee Dental Benefits for Fiscal Year 2015-2016  
14.7 Data Sharing Request: Arizona Department of Economic Security  
14.8 Library Participation in Cooperative Buying Program with the Community College Library Consortium  
14.9 Library Purchases through EBSCO Library Services  

---

**Approval**

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

Meeting Date: 3/11/15

Item Title: Sabbatical Approval For Fall 2015 and Spring 2016

Contact Person: Dan Berryman,
Vice Chancellor for Human Resources
(206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve full-pay sabbaticals for fall semester 2015 for Instructional Faculty Olga Carranza, Cynthia Lancaster, Molly McCloy, and Hiro Tashima, and for spring semester 2016 for Instructional Faculty Amy Cramer and Christina McNearney and for Educational Support Faculty Theresa Stanley. In addition we recommend the approval of half-pay sabbaticals for fall semester 2015 for Amy Cramer and for spring semester 2016 for Molly McCloy.

Background:

The Faculty Professional Development and Sabbatical Standing Committee has recommended three faculty members listed herein for full-pay sabbaticals for the fall 2015 semester and spring 2016 semester. This recommendation is the result of a structured process followed in accordance with the guidelines established in the Faculty Personnel Policy Statement.

The cost of these sabbaticals is $364,462 based on salary with benefits. To backfill faculty during their leave, the cost of adjunct faculty with required benefits is $137,536.

Sabbatical Recommendations

Fall Semester 2015

Olga Carranza
Full-pay Sabbatical
Psychology Instructional Faculty, Desert Vista Campus

Olga Carranza states that the purpose of her sabbatical is to write a “white paper” informing faculty and staff about the needs of distressed college students, compile best practices in supporting distressed college students, and offer recommendations to be used as tools in and outside of the classroom. The outcome of this sabbatical will offer faculty and staff tools that could help students continue to be successful in spite of their external distresses that impact their progress and concentration in class. The paper will be written as a summary of research that reflects best practices to use for college students who are dealing with external issues aside from working towards success in college. The paper will include online resources, media sources, and

(Continued)
recommendations to guide a student through the transition of school and other issues that may impact progress to graduation or certification. Faculty and staff will benefit from having information that allows them to understand and assist distressed students, while students will benefit from supportive intervention that allows them to be more involved on campus and more successful in their coursework.

The objectives of her sabbatical are: (1) conduct research to identify research articles and other sources about healthy classroom management, programs to prevent violence on college campuses, and other preventative programs such as quiet places established to serve students, faculty, and staff; (2) identify and learn about programs that have been developed across the nation, contacting colleagues at other community colleges and identifying existing programs that use best practices to assist faculty and staff when dealing with students who may be distressed; (3) interview staff and faculty from PCC and Maricopa Community Colleges and students in student organizations at PCC to develop ideas for specific resources faculty, staff, and students would find useful; (4) write a detailed “white paper” on the findings from her research and interviews; and (5) share the information with staff, faculty, and administrators at PCC.

Cynthia Lancaster
Full-pay Sabbatical
Journalism Instructional Faculty, West Campus

Cynthia Lancaster states that the purpose of her sabbatical is to complete a photojournalism textbook using photojournalism teaching concepts she has developed over her years of teaching experience in the field. No current textbook addresses the topic adequately. The textbook would package easy-to-digest information in at-a-glance modules, and will include essays from veteran photojournalists for “insider” segments. The textbook will also provide online resources and instructor extras including PowerPoint slides, test questions, and suggested assignments. She will market the book proposal to agents and publishers in hopes of securing a contract to publish the book. Students will benefit from a potential new book and from the additional viewpoints she’ll gather from professional photojournalists.

The objectives of her sabbatical are: (1) Organize the text logically into 14 chapters, solicit essays for “insider” segments from at least 10 photojournalists across the country, secure rights to at least 60 photographs that illustrate key principles, and write the text; (2) develop the online extra instructional materials including PowerPoint slides for each chapter along with a minimum of 20 suggested assignments and 10 test questions for each chapter; and (3) research potential agents and publishers for the book and develop marketing materials for promotion of the textbook.

Molly McCloy
Full-pay Sabbatical
Writing Instructional Faculty, Northwest Campus

Molly McCloy states that the purpose of her sabbatical is to enhance her ability to teach nonfiction essay writing in beginning composition and creative nonfiction courses by writing a script for her own solo performance on the themes of family and gender. She will gain an in-depth knowledge of storytelling and solo performance by researching and reading scripts and memoirs based on performances and by viewing live performances. She will inspire students
writing by creating lesson plans which draw on her experience writing a solo performance script and her research.

The objectives of her sabbatical are: (1) write and edit a 40-60 page script for her own solo performance on the themes of family and gender; (2) research storytelling and solo performance in written, recorded, and live formats, producing a bibliography of at least 32 sources to be shared with students and colleagues; (3) design two lesson plans for students to use performance and audience feedback as an editing tool for their own writing.

Hirotsune Tashima  
Full-Pay Sabbatical  
Visual Arts Instructional Faculty, West Campus

Hirotsune Tashima states that the purpose of his sabbatical is to complete three related projects. He will create professional quality ceramic sculptures to be exhibited at art galleries at the end of and after his sabbatical leave. He will attend artist-in-residencies in Quebec, Canada, and Vallauris, France. And he will provide outreach to five local high schools to introduce students to PCC’s arts programs and to recruit future students.

The objectives of his sabbatical are: (1) Create six pieces of 12” or larger professional quality figurative ceramic sculptures, which will be exhibited at Contemporary Art Gallery in Tokyo, Japan during his sabbatical and at the Luis Carlos Bernal Gallery on the West Campus after his sabbatical; (2) attend two artist-in-residencies to which he has been invited, one at the Maison des métier d’art de Québec in Quebec City, Canada, and the other in Vallauris Institute of Arts in Vallauris, France, for the purpose of creating new art, learning about both programs, and bringing back information from both residencies to share with students at PCC; (3) create PowerPoint presentations to show at recruitment visits to five high schools in Tucson in order to inform students about the arts program at PCC and recruit future students.

Amy Cramer  
Half-Pay Sabbatical  
Economics Instructional Faculty, West Campus

Amy Cramer states that the purpose of her sabbatical is to complete six issue chapters for a college-level textbook for use with the Voices on the Economy (VOTE) program that she has created. The purpose of the VOTE program is to teach students to become educated voters on economic issues by presenting three distinct economic perspectives to students and encouraging them to articulate their own perspectives and voices. The goal is not to tell them what to think, but to teach them how to think. The VOTE program incorporates professional development workshops for K-12 teachers, a college-level economics course (ECN 150) currently under development, and an online version of the economics course to be developed after the traditional course is underway. The textbook will complement the economics course.

The objectives of her sabbatical are: (1) write chapters on Agriculture and Product Safety; (2) write chapters on Wages and Housing; (3) write chapters on Environment and International Trade. Each issues chapter of the book will present the issue from three different economic perspectives: conservative, liberal, and radical. Chapters will incorporate discussion of popular

(Continued)
culture in relation to the issue, provide issue definitions, history, and economic background, and include one large and one small student activity.

Spring Semester 2016

Amy Cramer
Full-pay Sabbatical
Economics Instructional Faculty, West Campus

Amy Cramer states that the purpose of her sabbatical is to complete six issue chapters for a college-level textbook for use with the Voices on the Economy (VOTE) program that she has created. The purpose of the VOTE program is to teach students to become educated voters on economic issues by presenting three distinct economic perspectives to students and encouraging them to articulate their own perspectives and voices. The goal is not to tell them what to think, but to teach them how to think. The VOTE program incorporates professional development workshops for K-12 teachers, a college-level economics course (ECN 150) currently under development, and an online version of the economics course to be developed after the traditional course is underway. The textbook will complement the economics course.

The objectives of her sabbatical are: (1) write chapters on Market Power and Deficits and Debt; (2) write chapters on Health Care and Social Security; (3) write chapters on Income Inequality and Inflation and Unemployment. Each issues chapter of the book will present the issue from three different economic perspectives: conservative, liberal, and radical. Chapters will incorporate discussion of popular culture in relation to the issue, provide issue definitions, history, and economic background, and include one large and one small student activity.

Molly McCloy
Half-pay Sabbatical
Writing Instructional Faculty, Northwest Campus

Molly McCloy states that the purpose of her sabbatical is to enhance her ability to teach nonfiction essay writing in beginning composition and in creative nonfiction courses by rewriting, rehearsing, and performing a solo performance on the themes of family and gender. She will also do research on storytelling and solo performance as presented in textbooks and instructional nonfiction and will complete at least two acting or improvisation classes. She will write the curriculum for a storytelling course which will draw on her own storytelling and solo performance experiences as well as her own research.

The objectives of her sabbatical are: (1) to rewrite, rehearse, and perform a 40-60-page script from her own 40-60-minute one-woman show on the themes of family and gender, including rehearsal with at least two experienced performers, promotion of the show, and performance of the show; (2) read 26 solo performance textbooks and instructional nonfiction, producing two annotated bibliographies and also taking two improvisation or acting classes; (3) design a storytelling course curriculum with course objectives and outline and submit the documents to the curriculum coordinator.

(Continued)
Christina McNearney  
Full-pay sabbatical  
Visual Arts Instructional Faculty, West Campus

Christina McNearney states that the purpose of her sabbatical is to complete two interrelated activities, completing a new body of works of art for later exhibition and conducting outreach through a workshop for students. The sabbatical will enhance her skills in creating art work using different methods, will provide the College with an exhibit, will enhance her ability to teach PCC about these various methods, and will provide outreach to international students who intend to go to college in the U.S.

The objectives of her sabbatical are to: (1) create five or more complete works of art on paper that are collages and/or montaged images, with some of the work taking place either at a residency or in a class or seminar on printmaking or painting, with the goal of exhibition at the PCC Louis Carlos Bernal Gallery and other venues after the sabbatical ends; (2) conduct outreach at Robert College (a private co-educational American high school for Turkish nationals) in Istanbul, Turkey, by instructing Turkish students to work with their own photos in creating gel transfers, with the ultimate goal of exhibiting the work at PCC or elsewhere.

Theresa Stanley  
Full-pay Sabbatical  
Educational Support Faculty, Librarian, Downtown Campus

Theresa Stanley states that the purpose of her sabbatical is to develop an information literacy course focusing on searching and evaluating resources used in an academic environment as well as on written and oral presentation skills. The sabbatical will benefit students and the College by helping students learn skills that will help them evaluate types and legitimacy of various resources, which will help them in the academic world and late in the workplace.

The objectives of her sabbatical are: (1) attend an educational conference at which she will attend at least 10 sessions on topics including higher education, educational technology, curriculum, research and development, and cross-disciplinary areas of education; (2) develop a 3-credit course on information literacy, first doing research to find similar courses being offered at other 2- and 4-year colleges, and completion of the “New Course Form” for submission to a curriculum specialist; and (3) develop instructional materials for the 16-week course, consisting of 30 lesson plans, each including supplemental materials and bibliographies, along with a research paper assignment and two exams for the course.
Meeting Date: 3/11/15

Item Number: 14.2

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Board Policy Substantive Changes and Deletions — Final Reading</td>
<td>Deborah Yoklic Assistant Vice Chancellor (206-4747)</td>
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</tbody>
</table>

Recommendation:

For your information, the Chancellor submits the final reading and Board approval of the following Board Policies:

A. Revisions
   - BP 1601 Athletic Mission and Principles
   - BP 2409 Risk Management
   - BP 3001 Faculty Qualification Standards
   - BP 3104 Information for Students
   - BP 3109 Recognition of Academic Honors
   - BP 3115 International Education
   - BP 3503 Financial Aid
   - BP 3505 Student Organizations
   - BP 3603 Disabled Student Resources

B. Deletions
   - BP 3110 Student Classification and Standing
   - BP 3202 Course Materials
   - BP 3602 HIV/AIDS

Justification:

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

Approvals

Contact Person

Deborah Yoklic
Deborah Yoklic

Chancellor

Lee D. Lambert, J.D.
Mission:
The purpose of the athletic program is to reinforce the attitudes, values and overall mission of the College: to which promotes lifelong learning, integrity, leadership, tolerance, good citizenship, diversity, and academic excellence in concert with developing the student-athlete’s physical skills and abilities.

Principles:
• The student-athlete’s primary responsibility is to academic achievement.
• The coach’s primary responsibility is to teach and mentor.
• Recruitment shall focus on Pima County and Southern Arizona student-athletes.
• Academic achievement, citizenship, and athletic ability are the key elements in recruitment.
• The coaches will adhere to all conference rules and regulations.
• The College will adhere to state and federal Title IX guidelines.
Leadership:
The athletic program will be administered by the Provost and Executive Vice Chancellor for Academic Affairs.
The Pima County Community College District shall develop and implement a risk management program, the purpose of which shall be to minimize long-term costs of funding risks. The means whereby this is to be accomplished shall include through the following:

1. Risk Avoidance;
2. Risk assumption;
3. Risk Reduction through safety and loss control activities;
4. Risk Transfer.

The program shall be conducted without unduly inhibiting the necessary activities and functions of the College.
Pima Community College District

Board Policy

**Faculty Qualification Standards and Qualifications**

**Board Policy Title:**

**Board Policy Number:** BP-3001

**Adoption Date:** 4/9/03

**Revision Date(s):** 4/18/17, 10/30/14

**Review Date(s):** 10/30/14

Schedule for Review & Update: Every three years

Unit Responsible for Review & Update: Office of the Provost and Executive Vice Chancellor of Academic and Student Services /Human Resources

Sponsoring Unit/Department: Office of the Provost and Executive Vice Chancellor of Academic and Student Services /Human Resources

Motion Number: 6422

Legal Reference: ARS 15-1425(4) Section R1-706 Amended

Cross Reference: Faculty Standards and Qualifications, SPG-3001/AA

Pima Community College District shall adopt Faculty & Qualifications standards consistent with those contained in the North Central Association of Colleges and Schools Commission on Institutions of Higher Learning Handbook of Accreditation recommended by the Higher Learning Commission, and any other required state statute, rule or accrediting body regulation.

Pima Community College District, in September of each year, shall submit an annual report to the State Board, verifying compliance with the above standards.
Pima Community College District may adopt further additional standards in addition to those outlined in this rule.
The College will ensure that crucial information is made available to all students.

Catalog

The College will publish an online catalog containing as a reference guide on College procedures, general information, admission and registration requirements for all instructional educational programs, and a course descriptions of all courses and facilities information. The statements in the catalog are for informational purposes only. Any statement in this catalog is subject to change by the College.

The College reserves the right to change any provision listed in the catalog, including but not limited to academic requirements for graduation, without direct notification to individuals. Efforts will be made to keep students advised in a
timely manner of any such changes. Information on catalog changes will be made available on the College’s website and in the Registrar’s office.

Course Materials

Criteria for course material selection shall be based on the following:

1. Costs to students shall be considered in selection, with the goal of ensuring reasonable cost.
2. Course materials should be accessible or relatively easy to be made accessible.
3. All federal and state requirements regarding course material selection must be followed.
The Board of Governors delegates to the Chancellor or designee the responsibility of establishing and publicizing formal recognition of those students who demonstrate exemplary academic performance.

Graduating degree students who complete at least 30 credits at Pima Community College and qualify will be granted the following designations:

- Graduation with honors — 3.500 to 3.749 grade point average.

- Graduation with high honors — 3.750 to 3.899 grade point average.

- Graduation with highest honors — 3.900 and higher grade point average.

These designations will be shown on diplomas and listed on students' official transcripts.
Pima County Community College District

Board Policy

Board Policy Title: International Education

Board Policy Number: BP-3115
Adoption Date: 2/14/01
Revision Date(s): 2/19/02, 10/21/03, 11/25/14
Review Date(s): 11/25/14
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: VC Academic Affairs and Student Development Office of the Provost
Sponsoring Unit/Department: VC Academic Affairs and Student Development Office of the Provost
Motion Number: 6113
Legal Reference:
Cross Reference: Risk Management, BP-2409; Admissions, BP-3501

Pima Community College will offer an international education program opportunities that encourages globalization of academic and occupational studies with the enrollment of students from other countries, study abroad, exchange opportunities and inclusion of international elements in the College’s curriculum. The program-These opportunities will include recruitment, marketing, new program development, instruction, and support services to meet the needs of participants in the program. All travel for international study programs must be authorized by the Board of Governors prior to departure.
The Pima County Community College District shall participate in financial aid programs to assist students in paying for their education, and assist eligible students to receive financial aid providing that matching financial requirements, if any, can be met. Students must make application for Financial Aid by annually...
completing the Free Application for Federal Student Aid (FAFSA) and other documents designated by the College. The granting of financial aid is contingent upon:

1) the authorization and appropriation of funds by the federal government or granting agency;
2) the student’s eligibility status to receive such funding;
3) the College’s receipt of the anticipated funding from the grantor; and
4) compliance with any changes and/or documents required to verify the student’s eligibility status.

The College shall administer counseling and advising services to help students make informed decisions about financing their education and the responsibilities associated with certain financial aid, including loans. The College shall make available consumer information, policies, and disclosures as required under the Higher Education Opportunity Act and other legislation. In administering its Financial Aid program, the College shall establish and follow policies and guidelines to ensure that all operations abide by all applicable federal, state and local regulations and requirements.
The student governing bodies and organizations of Pima Community College derive their authority from the Governing Board of the College to organize, establish bylaws, constitutions or charters, and to establish procedures for student clubs, all in alignment with the Student Code of Conduct. The authority of student organizations is subject to any standards or parameters set by the Board of Governors.

Pima Community College offers students a variety of student organizations that encourage personal, cultural, intellectual, social, and professional growth opportunities. Student organizations are a tool for leadership development and assists students with connecting to the social and academic learning community.

The Governing Board delegates responsibility to the Chancellor or designee College Chief Executive Officer who serves in a management and policy...
implementation capacity having the ultimate responsibility for all activities of the College. The Chief Executive Officer shall designate the administrator(s) who will be charged with the responsibility of working with student government body(ies) and organizations in the development of the College student activities and programs.
In compliance with Section 504 of the Rehabilitation Act of 1973 (amended), Americans with Disabilities Act ADA (1992) and Americans with Disabilities Act Amendments Act ADAAA (2008), the College shall provide students who are physically, mentally, emotionally and/or learning disabled as defined by the act, with academic services within the postsecondary educational environment. With disabilities, as defined by these acts, reasonable accommodations and services to ensure equal access to all College sponsored programming. In addition, the College shall continually identify and eliminate existing barriers for individuals with disabilities and shall allow for accessibility when adopting new programs.
This Board Policy is being recommended for deletion, as information contained in it is more appropriately available in SPGs and Department Manuals.

**Board Policy Title:** Student Classification and Standing

**Board Policy Number:** BP 3110

**Adoption Date:** 4/15/81

**Revision Date(s):** 11/4/03

**Sponsoring Unit/Department:** VC Academic Affairs and Student Development

**Motion Number:** 2502

**Legal Reference:**

**Cross Reference:**

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Pima Community College students will be classified using the following criteria:

**Full-time Student** – Students enrolled for twelve (12) or more credit hours for the fall or spring semester or six (6) or more credit hours for an eight-week summer session or four (4) or more credit hours for a five-week session will be classified as full-time students.

**Part-time Student** – Students enrolled for fewer than twelve (12) credit hours during fall or spring semester or five (5) or fewer credit hours for an eight-week summer session or three (3) credits or fewer for a five-week summer session will be classified as part-time students.

**Freshman** – Students who have earned fewer than 29 semester hours of credit will be considered freshmen.

**Sophomore** – Students who have earned 29 or more semester hours of credit will be considered sophomores.
Recognizing the significance to students of the increasing cost of textbooks and other course materials and the passage of federal and state legislation to help reduce those costs, the Board of Governors directs the administration to develop procedures to ensure that College employees are informed of their legal responsibilities regarding course materials adoptions, and to develop guidelines that ensure the timely and informed adoption of course materials as required by law.
The Pima County Community College District is committed to providing a non-discriminatory environment that is in compliance with federal, state and local regulations.

Thus discrimination based on the disabling effects of AIDS, AIDS-Related Complex, positive HIV antibody test, or perceived identifications with a high-risk population, is prohibited by District policy.

The College shall:

- provide an education program which will help prevent the spread of and dispel myths about the disease of AIDS; and

- create an informed and supportive educational and work environment.
ACTION ITEM

Meeting Date: 3/11/15                                  Item Number: 14.3

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<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Contract: Customer Relationship Management System</td>
<td>A. Rachelle Howell, Vice Chancellor for Institutional Advancement (Acting) (206-4641)</td>
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</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the agreement with Enrollment RX for software and services to implement a Customer Relationship Management (CRM) solution. The total contract costs are not expected to exceed $340,000 for FY 2014-2015.

Justification:

Pima Community College recruitment efforts should be supported by a customer relationship management (CRM) system and accompanying marketing software. An RFP was issued to identify the best product. The RFP evaluation team recommends Enrollment RX as our CRM solution. The Enrollment RX customer relationship management tool will integrate with Banner and allow College staff to track and nurture prospective students from initial inquiries about College programs through completing the application process and beginning classes. The tool will also provide important data to the College on its recruitment efforts. The Enrollment RX solution utilizes the salesforce.com software and includes integration with Marketo marketing software. The Marketo marketing tool will support our ability to increase lead generation, track activities that support moving prospective students to admitted students, and provide immediate email responses to address interests of prospective students.

Financial Considerations:

The College projects cost for implementing the new solution including software, services and support will not exceed $340,000 in the first year. This includes an implementation cost of $156,000 and first year costs of $175,000. The annual cost after the first year for the next four years is $175,000 per year.

Approvals

Contact Person

A. Rachelle Howell

Chancellor

Lee D. Lambert, J.D.
**Meeting Date:** 3/11/15  
**Item Number:** 14.4

### Item Title
Contract: Additional Marketing and Advertising Services to Enhance Enrollment Fiscal Year 2014-2015

### Contact Person
A. Rachelle Howell  
Vice Chancellor for Institutional Advancement (Acting) (206-4850)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve an increase in the contract to Gordley Group for the purchase of Marketing and Advertising Services for the period February-June 2015. The total contract costs are not expected to exceed $684,700 for FY 2014-2015.

**Justification:**

In May 2014, the Board of Governors approved a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2015 in the amount of $200,000. In January 2015, the Board of Governors approved an additional $50,000 for Gordley Group to develop and implement additional advertising that reflects new improvements and changes in College operations and services, as well as provide communication training and tools. It is recommended that the College allocate an additional $434,700 to Gordley Group to create and implement an aggressive and comprehensive enrollment campaign designed to increase enrollments for fall 2015. The proposed campaign would begin in March 2015 and continue until the beginning of school in August 2015. Traditionally, enrollment campaigns have run only in the three weeks leading up to the fall and spring semesters. This campaign signals a change in marketing strategy towards a year-round advertising presence.

**Financial Considerations:**

$434,700 to be allocated from Strategic Initiatives.

---

**Approvals**

Contact Person  
A. Rachelle Howell

Chancellor  
Lee D. Lambert, J.D.
Meeting Date: 3/11/15

Item Title: Contract: Life and Accidental Death and Dismemberment Insurance for Fiscal Year 2015-2016

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

Recommendation:

The Chancellor recommends that the Board of Governors accept the Minnesota Life Insurance Company bid for basic and optional life insurance coverage for employees for the period, July 1, 2015 through June 30, 2016. The contract will be renewable annually at the College’s option for four additional contract years. Such renewals will be subject to successful negotiations of any modifications in contract terms or price.

Based upon an estimate of 1,370 benefit-eligible employees, the College’s FY2016 cost is projected to be $192K with a potential total contract value of $350K. This is a 25.4 percent decrease to College paid premiums with no change to voluntary coverage premiums over Fiscal Year 2015. The premium structure is guaranteed for five fiscal years.

Justification:

Pima Community College currently provides to benefit-eligible employees basic and Accidental Death and Dismemberment (AD&D) term life insurance through a contract with Minnesota Life. The benefit is 1.5 times an employee’s annual salary with a minimum coverage of $50K. Additionally, employees have the ability to purchase optional term life insurance coverage for themselves, and their spouse and children.

The College issued a request for proposals and received nine proposals. The employee benefits working group, which included representatives from AFSCME, ACES, PCCEA, and Staff Council, reviewed all proposals. The following criteria were used in evaluating the proposals: pricing; multi-year guarantees; ability to match the request plan design and features; experience; reporting capabilities; and financial strength. Because life insurance is highly commoditized, a greater emphasis is placed on the pricing aspects of the proposal. Minnesota Life offered the greatest discount to the College: a five year rate guarantee with a 25.4 percent decrease for the College paid basic life/AD&D policy and no change for employee paid optional life insurance. The plan design remains unchanged. Minnesota’s financial strength is strong with an A+ from AM Best.

Financial Considerations:

Basic life and AD&D premiums paid by the College are estimated to be $192K with voluntary employee paid premiums of $158K. The potential total contract value is about $350K. The
College will save $65K annually. Projections are based upon current salaries and optional life insurance enrollments and are subject to change based upon employee elections and salary changes.

Approvals

Contact Person __________________________

David Bea, Ph.D.

Chancellor ________________________________

Lee D. Lambert, J.D.
Meeting Date: 3/11/15                                    Item Number: 14.6

Item Title                                                  Contact Person
Contract: Employee Dental Benefits for Fiscal Year 2015-2016  Dr. David Bea
                                                        Executive Vice Chancellor for
                                                        Finance and Administration
                                                        (206-4519)

Recommendation:

The Chancellor recommends that the Board of Governors accept the Employers Dental Services and Delta Dental of Arizona dental benefit proposals for the period July 1, 2015 through June 30, 2016 with an option of four one-year renewals. The FY16 annual premium for Employer Dental Services will be approximately $104K. For Delta Dental, FY16 premium will be approximately $392K. The College-paid cost is projected to be no more than $120K with the remainder funded by employee payroll deductions.

Justification:

Pima Community College currently provides to benefit-eligible employees the choice among two dental benefit plans, a pre-paid plan provided through a contract with Employers Dental Services (EDS), a subsidiary of the Principal Financial Group, and a preferred provider organization plan provided through a contract with United Concordia Companies, Inc. (United Concordia). Dental insurance is offered, but it is not mandatory for benefit eligible employees. Approximately 1,200 of the estimated 1,370 benefits-eligible employees avail themselves of the insurance plans.

The College issued a request for proposals for dental prepaid and dental PPO insurance. Ten PPO proposals were received and 5 dental prepaid proposals. The employee benefits working group, which included representatives from AFSCME, ACES, PCCEA, and Staff Council, reviewed all dental insurance proposals. The following criteria were used in evaluating the proposals: pricing; multi-year guarantees; ability to match the request plan design and features; experience, reporting capabilities; and financial strength. The District’s benefits consultant provided the working group with an analysis of the responses on January 21, 2015. This review resulted in inviting three finalists with best and final rate proposals for on-site presentations. Each finalist addressed a series of follow-up questions in the final interviews on February 11, 2015.

The working group recommended EDS as the prepaid dental vendor and Delta Dental as the PPO insurer. Both plans will offer dental implant services and cover composite resin fillings, specific services requested by employees to be included in dental coverage. With the EDS plan, a coverage option that includes 66 additional procedures is recommended for plan year implementation. Delta Dental offered the widest network of PPO dentists with a network design that will reduce out-of-network balance bills for many employees currently seeing out-of-network dentists as well as reduced costs for those selecting in-network dentists.
Financial Considerations:

The College currently contributes to either plan at 100% of the employee-only pre-paid plan premium. The fiscal year 2015-16 contract with EDS will be approximately $104K and the contract with Delta Dental of Arizona will be approximately $392K. The cost to the District is projected to be no more than $100K with the remainder being funded by employees through payroll deductions. EDS offered a three year rate guarantee with reasonable rate caps for years 4 and 5. Delta Dental offered a second year rate guarantee with reasonable rate caps for years 3-5.

The premium cost decreased by 2.9% across all tiers for EDS. Delta Dental premiums are 4.6% lower than the current year premiums. The contract savings of approximately $22K will primarily be received by employees who enroll dependents in the EDS plan and employees in the Delta Dental PPO. College savings is estimated at $4,000. Projections are based upon current enrollments and are subject to change based upon employee elections.

Approvals

Contact Person __________________________

David Bea, Ph.D.

Chancellor______________________________

Lee D. Lambert, J.D.
Data Sharing Request: Arizona Department of Economic Security

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

Recommendation:
The Chancellor recommends that the Board of Governors approve the revised Data Sharing Request between Pima County Community College District and the Arizona Department of Economic Security.

Justification:
Federal legislation and workforce development grants require accountability reporting related to student outcomes. Typical requirements include reporting of the following types of outcomes: (1) graduation rate/award completions; (2) transfers to other postsecondary institutions; (3) placement in employment and average wages earned. Examples of existing Federal legislation with these types of requirement are: The Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III), as amended, Pub. L. No. 105-332, which is codified at 20 USC 2301; The Workforce Innovation and Opportunity Act (WIOA) - July 22, 2014; The Department of Labor Trade Adjustment Administration Community College and Career Trade (TAACCCT) grant; The Department of Education College Scorecard disclosures.

Pima Community College would like to requests the UI data from DES in order to address the third indicator identified above. The required data consists of UI Wages for the last 13 completed calendar quarters reported for each program completer.

To fully assess the efficacy of vocational and technical education programs, comparison UI wage data on other student populations, such as noncompleters and academic completers, is also requested.

College Plan Initiative:
This action supports the 2014-2017 Pima Community College Strategic Plan, specifically Strategic Directions 1.4 (Implement the recommendations from the HLC, specifically the need for workforce data); 1.5 (create an infrastructure that will institutionalize accreditations and compliance matters); Strategic Directions 2, 3, and 4 in terms of improving access and student success while being more responsive to the workforce needs of Pima County and surrounding areas. More specifically, this information will also provide the College with additional means by which to improve responsiveness to the needs of business community and economic development opportunities.

(Continued)
Financial Considerations:

Minimal cost associated with this data sharing agreement to cover Arizona Department of Economic Security staff time, estimated at less than 500.00 USD per year.

Approvals

Contact Person ________________________________
Erica Holmes

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

**Meeting Date:** 3/11/15  
**Item Number:** 14.8

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<th>Contact Person</th>
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<tr>
<td>Library Participation in Cooperative Buying Program with the Community College Library Consortium</td>
<td>Dr. Erica Holmes Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve continued Library participation in the Community College Library Consortium (CCLC) and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed $175,000 for 2015-2016.

**Justification:**

The Consortium acts as a library "buying club" for the Community College League of California, an organization that represents all 72 districts and 106 community colleges in the state of California. There are also several Arizona community colleges that purchase electronic resources and services through CCLC.

Pima Community College students and faculty benefit from a broader array of electronic resources in all subject areas and new information and discovery tools specifically tailored for community college students as a result of our participation with the CCLC. In addition, staff benefit from streamlined purchasing and invoicing processes.

Pima Community College Library has participated as a member of CCLC since July 2007.

**Financial Considerations:**

Due to the size and buying power of the Consortium, the prices available through CCLC are significantly less expensive than what we can secure on our own or through another consortium. There is no annual fee associated with being a member of the CCLC. The college has evaluated risks and determined there is no unusual liability or risk to Pima Community College students, employees, or property as a result of continued participation with the CCLC.

Annual expenditures will not exceed $175,000 for 2015-2016.

---

**Approvals**

Contact Person: 

Signature: 

[Signature]

Erica Holmes

Chancellor: 

Signature: 

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 3/11/15
Item Number: 14.9

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<th>Contact Person</th>
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<tr>
<td>Library Purchases through EBSCO Library Services</td>
<td>Dr. Erica Holmes</td>
</tr>
<tr>
<td></td>
<td>Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve continued Library purchases from EBSCO Information Services and authorizes the PCC Library to renew/initiate database subscriptions, print periodical subscriptions, software subscriptions, and eBooks purchases not to exceed $175,000 for 2015-2016.

**Justification:**

The College has long purchased a variety of library products and services from EBSCO Information Services, including print periodicals management, online databases, and the library’s discovery service. As the college has enlarged its eBook collection the amount of purchases from the company has increased. If current patterns of purchasing persist, the college expenditures to EBSCO will exceed $150,000.

EBSCO database interfaces are familiar to our students and frequently favored by library faculty. Continuing with them maintains a consistency for students that assists them in finding information.

EBSCO consistently offers competitive prices and/or broader access to resources than their competitors.

**Financial Considerations:**

Total purchases with EBSCO are not expected to exceed $175,000 and funds will come from the regular library budget.

**Approvals**

Contact Person ________________________________
Erica Holmes

Chancellor____________________________________
Lee D. Lambert, J.D.

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 Forensics and Crime Scene Technology – Certificate for Direct Employment. The Community Campus has requested inactivation of this certificate based on Program Review.

Justification:

The Community Campus requests inactivation of the above certificate due to a lack of employment opportunities in southern Arizona in the field of forensics and crime scene management.

The Academic Dean for Workforce & Business Development and PSESI has determined that this program should no longer be a credit certificate program. The student demand for the program has been high since its inception, but it does not result in employment in the community. There is a lack of employment opportunities in southern Arizona in the field of forensics and crime scene management, as most employment of this type requires a bachelor’s degree or higher. Individual courses are popular and will continue to be offered. We are encouraging these classes to become non-credit, personal interest or continuing education offerings.

Financial Considerations:

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

Approvals

Contact Person ____________________________________________________________________

Erica Holmes

Chancellor __________________________________________________________________________

Lee D. Lambert, J.D.
Meeting Date: 3/11/15  Item Number: 15

Item Title  Contact Person
Academic Year 2015-2016 Student Tuition and Service Fees  Dr. David Bea
            Executive Vice Chancellor for Finance and Administration
            (206-4519)

Recommendation:
The Chancellor recommends that the Board of Governors approve tuition and service fees rates for the 2015-2016 Academic Year.

Justification:
In December, the Board of Governors was presented a series of preliminary budget parameters for fiscal year 2015-2016. These parameters included both estimated changes to revenue and expenditures. Increases to mandatory expenditure obligations and costs include: employee health benefits; contractual services; and charges like utility and communication charges.

The College is recommending that the graduation application fee (currently $15.00) be eliminated and the associated cost be incorporated into an increased term processing fee. The semester processing fee is recommended to be increased from $10.00 to $15.00. The additional funds will also create funds for student recruitment and success initiatives.

Options for tuition and service fees rates for fiscal year 2015-2016 will be presented and discussed with the Board of Governors at a working session that is currently scheduled for March 2, 2015 and the information from that working session will be presented at the March 11, 2015 Board Meeting.

Financial Considerations:
For the General Fund, revenue from tuition and service fees is dependent upon the option that is approved by the Board of Governors. Each $1.00 increase to in-state resident tuition generates approximately $600K in additional General Fund revenue. The $5.00 processing fee will generate approximately $300K less the graduation fee revenue, which is approximately $50K.

Approvals
Contact Person  David Bea, Ph.D.
Chancellor  Lee D. Lambert, J.D.
**Recommendation:**

The Chancellor recommends that the Board of Governors approve Fiscal Year 2015-2016 employee medical and pharmacy benefits agreements including plan design, premium structures, and, employee and College contributions to premiums.

**Justification:**

The College currently provides employees with group health insurance benefits through contracts with Blue Cross Blue Shield (BCBS), for self-funded medical benefits, and through Express Scripts, Inc. (ESI) for self-funded pharmacy benefits management (PBM). Within the health insurance contract, the College currently offers two health insurance plans: PPO Preferred Provider Organization (PPO) plan; and the Exclusive Provider Organization (EPO) plan, which is similar in design to a Health Maintenance Organization (HMO) plan. The PPO plan is the base plan for the College with the EPO plan available as a buy-up option for employees. The base plan is currently provided at no premium cost to employees for employee-only coverage. In both plans, all preventative care for enrolled College employees and their dependents is provided at no cost.

In order to properly plan for the costs associated with self-insured health and pharmaceutical plans, the College contracts with a benefit consultant, Segal, to provide actuarial forecasting of costs for the next plan year. The overall projected increase from FY 2015 to FY 2016 was determined to be approximately $824,000 (7.7%) for the current plan designs excluding health reimbursement account (HRA) contributions, which is at the lowest end of national medical trends. In light of the College’s financial challenges, the Benefits Working Group (BWG) looked at moderate EPO and PPO plan design changes that are detailed below and explored premium structures in which employees would assume a larger share of the overall cost increase than in recent years. Additionally, the BWG recommends the addition of an optional High Deductible Health Plan (HDHP) along with a Health Savings Account (HSA) as a third plan option. The proposed changes are anticipated to reduce the overall increase to $488,000 and to share 68 percent of this cost increase with employees.

Self-funded plans like the College’s plan utilize vendors for medical and pharmacy claims processing and for access to provider networks. The College has also purchased stop-loss insurance, a layer of insurance protection around the plan. But claims costs are paid directly by the plan sponsor. Health Reimbursement Accounts (HRAs) are also directly paid by the College (Continued)
and administered through Health Equity. The recommendation is to continue with Blue Cross Blue Shield for medical administration, network access and stop-loss insurance; Health Equity for HRA administration; and Express Scripts for pharmaceutical benefits management. Health Equity would handle Health Savings Account administration as well. For all contracts, this would be the second year of a possible total five year agreement. The fixed cost for administration, Stop-Loss, and Affordable Care Act taxes is estimated to be $1.46 million for BCBS and ESI after ESI rebates.

Plan Design, Premium Structure, Employee Contribution

The BWG reviewed potential changes to plan design and new contribution structures, and attempted to balance fiscal restraints with the on-going need to provide a competitive benefits package to College employees. The introduction of a new high deductible health plan that includes College contributions to a health savings account is a third plan option that is becoming increasingly attractive to some employees.

Changes to the Exclusive Provider Organization (EPO)
The current exclusive provider option (EPO) with only fixed co-pays is not a long term sustainable plan design for the College. This year, with the concurrence of the BWG, the following out-of-pocket cost share changes are being recommended:

- $250 individual/$500 family deductible - Medical expenses up to the deductible limit are covered by the employee. After that, the fixed co-pays reflect the total employee cost share of medical claims.
- $5 increases to co-pays for primary and specialist physician office visit (increasing from $20 to $25 for primary and $35 to $40 for specialists).
- $75 increase from $125 to $200 for emergency room visit copays, which is waived if the patient is admitted to the hospital. This change will encourage employees to select urgent care or convenience care services as opposed to visiting the emergency room when possible. These changes reduce the total EPO premium increase from 7.7% to 5.0%. The Benefits Working Group is recommending that 75% of this cost increase be paid for by employee premiums.

Changes to the Preferred Provider Organization (PPO)
There are no proposed plan design changes to co-pays, deductible or coinsurance in the PPO plan. However, changes to the employer-employee contribution strategy and to the College’s contribution to the Health Reimbursement Account are recommended.

Over the last 6 years, the PPO plan has included proportionately less cost share for dependents than the EPO plan and included a no cost employee only premium. The recommendation is to change the employee premium cost for ‘employee only’ coverage to five percent of the total premium. Annually this five percent cost is $337 dollars. For staff and faculty on 26 pays this would be $12.96 per pay period and for instructional faculty on 21 pay periods, $16.05 per pay period. Employees enrolling their dependents in PPO coverage would share the premium increase equally with the College.

(Continued)
The final change to the PPO is to reduce by half the College’s contribution to the health reimbursement accounts (HRA) with the eventual strategy to phase out the College’s HRA contributions in FY 2018.

The PPO will remain the College’s base plan in FY 2016, meaning that employees who do not positively enroll in one of the other plans will automatically be enrolled in the PPO plan.

Introduction of a High Deductible Health Plan with Health Savings Account

As mentioned, it is recommended that the College introduce a High Deductible Health Plan (HDHP) with Health Savings Account (HSA) as a third option. HDHPs are IRS qualified medical insurance plans that have a high deductible and provide coverage against catastrophic expenses. The employees pick up the first expenses for medical and pharmacy claims up to the deductible limit before co-insurance utilized. Preventative services are covered at no cost to the participants.

A HSA, in tandem, with a HDHP, is an individual savings account to which both employers and employees may contribute for future medical and pharmacy expenses. There are certain advantages to putting money into these accounts, including favorable tax treatment.

Three plan designs were reviewed by the BWG, with support for the following structure:

- $1,500 individual, $3,000 family deductible
- 80%/20% coinsurance
- PCC contribution to HSA of:
  - $750 individual, $1500 family
  - 1/3 of the amount will be contributed at the start of the plan year for employees enrolling during the Open Enrollment period. The remainder will be prorated over pay periods
  - College HSA contributions for new employees will be made on a pro-rated pay period basis
  - Employees can contribute on pay period basis up to a total HSA (employer and employee) of:
    - $3,350/ individual
    - $6,650/family
    - Plus $1,000 catch up provision for those age 55 and older.

The HDHP premiums are about 12 percent lower than the current year PPO premiums. It is recommended that employee-only coverage be offered at no cost to employees and dependent coverage cost be set at 25% of total premium cost. Based on estimates from Segal, the College anticipates that about 100 employees will enroll in this plan option.

Attached is a matrix illustrating the contribution strategy for both employees and the College.

Maximum Out of Pocket Expenses

In the current year, only medical expenses had an out-of-pocket maximum. Next year the EPO and PPO plans will need to include a separate pharmacy out-of-pocket maximum that does not exceed Federal limits and the HDHP plan will have a combined medical and pharmacy out-of-pocket maximum that does not exceed the Federal limits for a HDHP plan. The maximums are as follows:

(Continued)
**Waive Health Coverage**
Benefit-eligible employees will continue to have the option to waive medical coverage. Upon documentation of other qualifying insurance, employees who choose to waive medical coverage will receive a $2,400 deposit to an HRA. Approximately 180 of 1,370 eligible employees currently participate in this option.

**End in-patient and out-patient reimbursement**
The in-patient and out-patient reimbursement, under the Affordable Care Act, is no longer a tenable employee benefit. The College has distributed about $25,000/year in reimbursements. It is recommended that this reimbursement end on June 30, 2015.

**Wellness Program**
A key component of a modern employer benefits package is wellness programming. The College hired its first full-time wellness program manager in December 2014. Already this year, an employee survey, fitness programs, education sessions, updates to the employee Intranet wellness page and employee messages have taken place. During open enrollment, employee incentives are planned to encourage participation in health assessment and biometrics that will provide statistically valid data to drive the direction of future wellness programming.

**Pharmacy Benefits Manager (PBM)**
The PBM contract will continue efforts to contain costs for the College. While it had been projected that more aggressive discounting and rebate sharing methodologies would result in projected costs below FY 2014, that has not been our experience due to large, long-term increases in specialty drug claims. It is worth noting that specialty drugs will become an increasingly significant cost factor for all plan sponsors with new drugs coming on the market.

The College continues to look for ways to contain costs through appropriate coverage management. Based on feedback from ESI and Segal, it is recommended that three new programs be established.

**Clinical Day’s Supply – Split Fill Program**
For specified drugs, primarily oncology drugs, the ESI specialty pharmacy will split the first three months fill of a prescription by filling only partial prescriptions and pro-rating copays. The purpose is to minimize risk of therapy discontinuation. With this program there is increased contact and clinical education of members with a closer monitoring of therapy tolerance issues.

(Continued)
Compound Medications
The College would no longer allow claims for compounded medications in which the application has not been U.S. Food and Drug Administration (FDA) approved. A second control will require prior authorization for compounds that cost above $150. In 2014, the College paid approximately $40,000 for compounded medications. This change will ensure both the efficacy of prescriptions and attempt to reduce fraud and abuse which has been very prevalent across the nation, but especially in the western states.

Preferred Specialty Management Step Therapy
Step therapy is a program that ensures that members receive the appropriate medication for their specific condition. For example, the highly publicized new and expensive hepatitis C drugs do not work well for 100% of individuals with the disease. A step approach ensures that patients get the most efficacious drug matching their situation while controlling plan costs. The patient is required to start treatment with the most cost-effective medication in the therapeutic class of drugs, stepping up to the more expensive, non-preferred drug if necessary. The College will grandfather existing users rather than make those patients go through the step process.

Financial Considerations:
The combined benefits cost for fiscal year 2015-2016 is estimated to be $11,450,000, an increase of $488,000. Under this proposal, it is estimated that employees will pay $332,000 of the increase with the College covering an increase of about $156,000. Actual costs will be based upon plan year enrollments and will be subject to change based upon employee elections and the College’s medical and pharmacy claim experience.

Approvals
Contact Person _______________________________

Chancellor ___________________________________
  Lee D. Lambert, J.D.
## PCC Medical and Pharmacy Plan Contribution Strategy

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<th>Medical and Pharmacy Plan</th>
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<th>Fiscal Year 2015-2016 Premiums</th>
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# ACTION ITEM

**Meeting Date:** 3/11/15  
**Item Number:** 17

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<tr>
<td>Arizona Association of District Governing Boards (AADGB) Representative</td>
<td>Lee D. Lambert</td>
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<tr>
<td></td>
<td>Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors nominate one Board member to serve as the alternate representative to the Arizona Association of District Governing Boards.

---

**Approvals**

Chancellor

Lee D. Lambert, J.D.
Plan to Address HLC Accreditation Criteria

Lee D. Lambert
Chancellor
(206-4747)

Based on the reports of the HLC Evaluation Team and Institutional Actions Council, the College expects that HLC will schedule a follow-up evaluation to determine whether the College meets all accreditation criteria, without any reservations. The College expects this evaluation will most likely be conducted during fall 2016. In order to ensure that the College has developed and implemented measures necessary for a successful outcome for the evaluation, including the submission of appropriate evidence, the College administration is developing a project management schedule and identification of tasks. The Board will consider and possibly endorse the recommended approach.

Approvals

Chancellor ________________________________

Lee D. Lambert, J.D.
# REPORTS

**Meeting Date:** 3/11/15

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<td>Reports by Representatives to the Board</td>
<td>Chancellor’s Office (206-4747)</td>
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### Approval

Chancellor

__________________________

Lee D. Lambert, J.D.