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. Governing Board Recognition and/or Awards
   [The Governing Board formally recognizes and/or presents awards to
   employees, students and community members as a result of outstanding
   achievements.]

4. Public Comment – Call to Audience

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

5. 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

6. Employment Information

7. Adjunct Faculty Appointments
Information Items (Continued)


9. All College Council Meeting Minutes

10. Board Policy Substantive Changes – First Reading
    [BP-1101: Prime Policy]

11. Partnership with Tucson Hispanic Chamber of Commerce
    [To create start-up services for new businesses, offer business consulting and
    export readiness consulting (due to the proximity to the Mexican border).]

12. Osher Lifelong Learning Institute-University of Arizona,
    Green Valley Campus (OLLI-UA/GV) Agreement
    [Negotiations with the Osher Lifelong Learning Institute-University of
    Arizona, Green Valley Campus (OLLI-UA/GV) to utilize classroom and
    office space at the PCC Green Valley Learning Center (GVLC).]

Action Items

13. Approval of Minutes of the following meetings:
    A. Study Session of March 2, 2015
    B. Study Session on March 9, 2015
    C. Special Meeting to conduct Executive Session on March 11, 2015
    D. Regular Meeting of March 11, 2015

14. Consent Agenda

14.1 Board Policy Substantive Changes and Deletion — Final Reading
    [BP-1601: Athletics]
    [BP-3103: Student Attendance and Participation]
    [BP-3105: Curriculum]
    [BP-3504: Student Conduct and Ethics]
    [BP-3604: Library Services]
    [BP-3114: Development Education/College Preparatory Programs]

14.2 Public Safety Personnel Retirement System Local Board Membership
    [Appointment of Michelle Nieuwenhuis, Police Commander; Daniel
    Berryman, Vice Chancellor for Human Resources; and Gwen
    Goodman, Director of Employee Services to the Public Safety
    Personnel Retirement System local board.]

14.3 New Positions – Student Services
    [10 new Student Services positions for the Veterans and Military
    Services program]
Action Items (Continued)

14.4 New Position – Director of International Programs and Recruitment
   [International Students]

14.5 New Position – Chief of Staff
   [Chief policy advisor and strategist]

14.6 Intergovernmental Agreement: Tucson Unified School District
   [To provide non-credit classes]

14.7 Title III Project: Instructional Laptops and Laptop Ovens
   Fiscal Year 2014-15
   [Purchase laptops, ovens and switches. The total purchase amount is
   $190,000.00. Vendors have not yet been selected.]

Other Action Items

15. Personnel Governance Task Force
    [Establishment of a Personnel Governance Task Force]

16. Disposition of Step Progression Plans and Related Funding

Reports

17. 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

18. 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.]
    • Diversity Report
    • Affirmative Action Plan
    • Employee Position Update
    • General Education Outcomes
Adjournment

Regular Meeting
May 13, 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: 4/8/15

Item Number: 1-5

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

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

Approval

Chancellor______________________________

Lee D. Lambert, J.D.
Information:

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

Staff:

Langlois, Joseph
Title: Laboratory Specialist
Rate of Pay: $18.83
Start Date: 3/23/2015
Highest Degree Earned: Associate of Science, Science
Awarding Institution: Pima Community College
Most Recent Previous Job: Laboratory Specialist

Matchett, Eric
Title: Business Systems Principal Analyst
Rate of Pay: $63,726
Start Date: 5/04/2015
Highest Degree Earned: Bachelor of Arts, Theater
Awarding Institution: Ginnell College
Most Recent Previous Job: Senior Software Application Specialist

Quinonez, Nilda
Title: Student Services Advanced Specialist
Rate of Pay: $21.71
Start Date: 3/23/2015
Highest Degree Earned: Master of Business Administration
Awarding Institution: University of Phoenix
Most Recent Previous Job: Insurance Agent/Marketing Representative

Sauceda, Fernando
Title: Information Technology Principal Analyst
Rate of Pay: $63,726
Start Date: 3/23/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A

(Continued)
Most Recent Previous Job: Network Technician

**Stein, Robin**
Title: Access Assistant  
Rate of Pay: $13.54  
Start Date: 3/23/2015  
Highest Degree Earned: Associate of Arts, Liberal Arts  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Auxiliary Aide

**Venalonso, Yvonne**
Title: Support Technician  
Rate of Pay: $14.61  
Start Date: 3/23/2015  
Highest Degree Earned: Associate of General Education  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Support Technician

**Williams, Leann**
Title: Instructor  
Rate of Pay: $50,305  
Start Date: 3/16/2015  
Highest Degree Earned: Diploma, Surgical Technology  
Awarding Institution: Bryman Technical College  
Most Recent Previous Job: Surgical Technology Department Chair

**Wright, Laurie**
Title: Advanced Program Manager  
Rate of Pay: $50,383  
Start Date: 4/13/2015  
Highest Degree Earned: Bachelor of Science, Business Management  
Awarding Institution: University of Phoenix  
Most Recent Previous Job: Grants Management Coordinator

**Administrators:**

**Craig, James**  
Academic Dean, Health Related Professions  
Salary: $108,085  
Effective: 5/04/2015  
Education: Bachelor of Science, Systems Engineering, Master of Business Administration, University of Arizona  
Experience: Mr. Craig has three years of experience as dean of academic affairs for Carrington College, Sacramento, California. He also has ten years of experience as faculty and college campus chair for the University of Phoenix, Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Eight candidates were invited to interview. Three candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Lou Albert, West Campus President.

(Continued)
Acting Assignments:

Maultsby, Desiree
Effective: 3/16/2015
From: Student Services Advanced Specialist
To: Student Services Advisor

Temporary:

Beaver, William
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Science, Geographic Information Systems Technology
Awarding Institution: University of Arizona
Most Recent Previous Job: Programmer

Becerra, Saul
Title: Auxiliary Aide
Rate of Pay: $8.05
Start Date: 3/04/2015
Highest Degree Earned: Bachelor of Arts, Spanish
Awarding Institution: University of Arizona
Most Recent Previous Job: Maintenance Technician

Bernini, Brook
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Geography
Awarding Institution: University of Minnesota
Most Recent Previous Job: Immigration Case Manager

Christensen, Kathy
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Biological Sciences
Awarding Institution: The State University of New York at Stony Brook
Most Recent Previous Job: Teacher

Churilla, Emily
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Arts, Philosophy
Awarding Institution: Western Michigan University
Most Recent Previous Job: Research and Development Strain Technician

(Continued)
Davis, Ron
Title: Workforce Trainer
Rate of Pay: $23.70
Start Date: 3/07/2015
Highest Degree Earned: Master of Arts, Humanities
Awarding Institution: Louisiana State University
Most Recent Previous Job: Deputy

Farias, Laura
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Teaching and Teacher Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Math Teacher

Hussain, Hayder
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Education, Educational Leadership
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Substitute Teacher

Johnson, Nicole
Title: Support Specialist
Rate of Pay: $17.77
Start Date: 3/16/2015
Highest Degree Earned: Bachelor of Arts, Anthropology
Awarding Institution: University of Arizona
Most Recent Previous Job: Research Associate

Kasper, Julie
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Teaching English to Speakers of Other Languages
Awarding Institution: Columbia University
Most Recent Previous Job: School Coordinator

Lopez, Dianette
Title: Office Aide
Rate of Pay: $8.05
Start Date: 4/01/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: N/A
Employment Information  Date: 4/8/15

Makowsky, Jennifer
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Fine Arts, Creative Writing
Awarding Institution: University of Arizona
Most Recent Previous Job: Substitute Teacher

Mamadou, Amadou
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Science, Public Health
Awarding Institution: University of Arizona
Most Recent Previous Job: Certified Surgical Technologist

Root, Melissa
Title: Instructor
Rate of Pay: $21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Adjunct Faculty

Salzer, Timothy
Title: Tutor I
Rate of Pay: $8.05
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Arts, English
Awarding Institution: University of Minnesota Twin Cities
Most Recent Previous Job: Communications Assistant

Steehler, Timothy
Title: Laboratory Assistant
Rate of Pay: $13.54
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Fine Arts
Awarding Institution: University of Arizona
Most Recent Previous Job: Barista

Taylor, Aaron
Title: Tutor II
Rate of Pay: $8.05
Start Date: 4/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Day Stocker

(Continued)
Waring, Lance  
Title: Instructor  
Rate of Pay: $21.38  
Start Date: 3/12/2015  
Highest Degree Earned: Master of Arts, Teaching English to Speakers of Other Languages  
Awarding Institution: University of Southern California  
Most Recent Previous Job: Superintendent

Yordani, Genevieve  
Title: Office Aide  
Rate of Pay: $8.05  
Start Date: 4/09/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Student Aide

Retirements:

McCoskey, Sandra L.  
Instructor  
CC – Workforce and Business Development  
Start Date: 3/14/2011  
End Date: 3/3/2015

Separations:

Case, Chris P.  
Information Technology Supervisor  
DO – Campus Staff  
End Date: 3/13/2015

Rosas, Mary Louise  
Support Technician  
DO – Financial Aid  
End Date: 3/13/2015

Vasquez-Cordero, Inti  
Student Services Specialist  
DO – Financial Aid Operations  
End Date: 3/27/2015

(Continued)
Approvals

Contact Person  D.C. Berryman

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

Meeting Date: 4/8/15  
Item Number: 7

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty Appointments</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 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: Caldwell, Ellen F.  
Discipline(s): Mathematics (Academic)  
Start Date: 2/25/15  
Education: Bachelor of Arts, Math, Randolph-Macon College, Lynchburg, Virginia; Master of Science, Mathematics, University of Wyoming, Laramie, Wyoming  
Experience: Full-time faculty for Pima College teaching mathematics for over 31 years.

Name: Harper, Judith H.  
Discipline(s): Literature (Academic); Writing (Academic)  
Start Date: 8/26/15  
Education: Bachelor of Arts, English, Writing, California State University, Northridge, California; Master of Arts, English, California Polytechnic State University, San Luis Obispo, California  
Experience: Seven years of teaching English and Linguistic courses to undergraduate students at San Jose State University, San Jose, California.

Approvals

Contact Person ________________________________  
Erica Holmes

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

Meeting Date: 4/8/15 Item Number: 8

Item Title Contact Person
Financial Report – February 2015 Financial Statements Dr. David Bea
Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2014/15 results through February 2015. Also included is a new report, recommended by the Board of Governors’ Finance and Audit Committee, which provides a comparison of actual and budgeted revenues & expenditures for the General & Designated Funds for the current and prior years. This new report is intended to provide an “at-a-glance” overall summary of the College’s operational budget and includes both an additional text component (see below) and a separate page with a new data table and two charts. The charts provide a visual of how the College’s revenues and expenditures compare to the budget year-to-date along with an ongoing projection for year-end. Time will be provided to discuss College fiscal matters.

Justification:

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

The preliminary results indicate that the College concluded February with total year-to-date revenues lower than the previous fiscal year by about $660,000. Not unexpectedly, lower tuition and fees revenue were partially offset by higher property tax revenue. Overall, year-to-date actual revenues are lower than the adjusted budget revenue level as shown in the accompanying chart.

Compared with the same time period in fiscal year 2014, actual expenditures have decreased by about $4.5 million. When compared to the same time period of the previous fiscal year, both personal services and services and supplies expenditures have together increased by about $2.2 million. However, other expenditures have decreased by about $6.7 million mainly due to a decrease in expenses for Operation and Maintenance of Plant due to costs related to the new Northwest Campus building that were incurred in fiscal year 2014. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the adjusted budget expenditures level.

Taken as a whole, the February preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by almost $5.0 million.

Statement of Revenues, Expenses and Changes in Net Position:

(Continued)
The preliminary results indicate that Pima Community College concluded February with a year-to-date decrease in net position through month end of approximately $713 thousand. This is an increase from the previous year’s decrease of $4.1 million. The increase in net position is primarily due to a $6.8 million decrease in expenses for Operation and Maintenance of Plant. This decrease in expenses is due to costs related to the new Northwest 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 66.7 percent of budget, which is slightly higher than the previous year. In absolute terms, year to date Personal Services expenditures were $80.8 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 56.9 percent of the budget, which is higher than the previous year. In absolute terms, Services and Supplies expenditures were $18.3 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 February was $206.5 million, which is a decrease of about $4.6 million compared to the same time last year. This represents a decrease in assets of $4.6 million to pay costs related to the new Northwest building.

Approvals

Contact Person________________________________

David Bea, Ph.D.

Chancellor____________________________________

Lee D. Lambert, Ph.D.
## Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget

**Year to Date For the Eight Months Ending February 28, 2015**

**(Preliminary)**

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15 Adjusted Annual Budget</th>
<th>FY 2014/15 Year to Date Actuals</th>
<th>FY 2013/14 Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$52,975,370</td>
<td>$40,423,738</td>
<td>$42,886,834</td>
<td>76.3</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,493,000</td>
<td>5,320,125</td>
<td>5,352,450</td>
<td>81.9</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>100,327,000</td>
<td>60,046,375</td>
<td>58,080,278</td>
<td>59.9</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,676,124</td>
<td>2,496,198</td>
<td>2,625,355</td>
<td>67.9</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$163,471,494</strong></td>
<td><strong>$108,286,436</strong></td>
<td><strong>$108,944,917</strong></td>
<td>66.2%</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15 Adjusted Budget Expenditures*</th>
<th>FY 2014/15 Year to Date Expenditures</th>
<th>FY 2013/14 Year to Date Expenditures</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>121,078,823</td>
<td>80,817,347</td>
<td>79,596,628</td>
<td>66.7%</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>32,182,886</td>
<td>18,322,231</td>
<td>17,342,930</td>
<td>56.9%</td>
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<tr>
<td>Other Expenditures</td>
<td>4,935,999</td>
<td>4,151,051</td>
<td>10,885,741</td>
<td>84.1%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$158,197,708</strong></td>
<td><strong>$103,290,629</strong></td>
<td><strong>$107,825,299</strong></td>
<td>65.3%</td>
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</table>

*Adjusted Budget Revenue Excludes Fund Balance

### General & Designated Funds YTD Revenues vs. Budget

<table>
<thead>
<tr>
<th>Month</th>
<th>Tuition and Fees</th>
<th>State Appropriations</th>
<th>Property Taxes</th>
<th>Other Revenues</th>
<th>Adjusted Budget Revenue*</th>
<th>Year End Revenue Projection</th>
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</thead>
<tbody>
<tr>
<td>Jul FS15</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Aug FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
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<tr>
<td>Sep FS15</td>
<td>$20,000</td>
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<tr>
<td>Oct FS15</td>
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<td>$20,000</td>
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<td>Nov FS15</td>
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<td>Dec FS15</td>
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<tr>
<td>Mar FS15</td>
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<td>Apr FS15</td>
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<tr>
<td>Jun FS15</td>
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<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
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### General & Designated Funds YTD Expenditures vs. Budget

<table>
<thead>
<tr>
<th>Month</th>
<th>Personal Services</th>
<th>Services and Supplies</th>
<th>Other Expenditures</th>
<th>Adjusted Budget Expenditures*</th>
<th>Year End Expenditure Projection</th>
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<tr>
<td>Dec FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Jan FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Feb FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Mar FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Apr FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>May FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
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</tr>
<tr>
<td>Jun FS15</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

* Adjusted Budget Expenditures Excludes Contingency & Reserves
## Statement of Revenues, Expenses and Changes in Net Position

### Year To Date For Eight Months Ending February 28, 2015

*(Preliminary)*

### FY 2014/15

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>$40,423,738</td>
<td>$1,020</td>
<td>$41,544,930</td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td>1,879,949</td>
<td>525</td>
<td>1,934,474</td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td>790,746</td>
<td>1,120,172</td>
<td>1,910,918</td>
</tr>
<tr>
<td><strong>Commission and Rents</strong></td>
<td>22,500</td>
<td>186,392</td>
<td>208,892</td>
</tr>
<tr>
<td><strong>Other Operating Revenues</strong></td>
<td>296,371</td>
<td>733,037</td>
<td>1,029,408</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>42,622,558</strong></td>
<td><strong>1,236,343</strong></td>
<td><strong>43,858,891</strong></td>
</tr>
</tbody>
</table>

### FY 2013/14

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td>$44,124,680</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
<td>1,762,991</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td>860,760</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commission and Rents</strong></td>
<td>191,759</td>
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</tr>
<tr>
<td><strong>Other Operating Revenues</strong></td>
<td>2,023,700</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>48,963,890</strong></td>
<td></td>
<td></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><strong>State Appropriations</strong></td>
<td>$5,320,125</td>
<td>$5,320,125</td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
<td>$60,046,375</td>
<td>$58,939,761</td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
<td>$9,458</td>
<td>$9,413,215</td>
</tr>
<tr>
<td><strong>State and Local Grants</strong></td>
<td>$958,855</td>
<td>$1,166,028</td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
<td>$1,390,831</td>
<td>$1,319,941</td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
<td>$37,210</td>
<td>$39,249</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td>$287,920</td>
<td>$390,038</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td><strong>65,663,878</strong></td>
<td><strong>106,721,154</strong></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>$108,286,436</td>
<td>$155,685,044</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><strong>Instruction</strong></td>
<td>$35,171,689</td>
<td>$38,478,089</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>$14,639,338</td>
<td>$16,772,430</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>$15,777,448</td>
<td>$17,605,675</td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
<td>$24,768,577</td>
<td>$26,668,130</td>
</tr>
<tr>
<td><strong>Operation and Maintenance of Plant</strong></td>
<td>$8,795,196</td>
<td>$18,215,157</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>$5,303,429</td>
<td>$4,946,423</td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td>$952,381</td>
<td>$36,496,215</td>
</tr>
<tr>
<td><strong>Auxiliary Enterprises</strong></td>
<td>$668,376</td>
<td>$630,264</td>
</tr>
<tr>
<td><strong>Contingency</strong></td>
<td>$287,920</td>
<td>$492,549</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$100,104,629</strong></td>
<td><strong>$159,812,383</strong></td>
</tr>
</tbody>
</table>

### Income Before Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfers</strong></td>
<td>$(3,186,000)</td>
</tr>
<tr>
<td><strong>Capital Appropriations</strong></td>
<td>$(4,028,766)</td>
</tr>
<tr>
<td><strong>Capital Gifts and Grants</strong></td>
<td>105,000</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td>$(4,609,605)</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><strong>Total Net Position - Beginning of Year</strong></td>
<td>$54,633,215</td>
<td>$215,250,693</td>
</tr>
<tr>
<td><strong>Total Net Position - End of Period</strong></td>
<td><strong>$59,629,022</strong></td>
<td><strong>$211,123,354</strong></td>
</tr>
<tr>
<td><strong>Total Net Position - End of Period: Current Year vs. Prior Year</strong></td>
<td>$(4,609,605)</td>
<td></td>
</tr>
<tr>
<td>Expenditures by Function</td>
<td>FY 2014/15 (Adjusted Budget)</td>
<td>Year to Date Actuals</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$ 57,034,617</td>
<td>$ 35,171,689</td>
</tr>
<tr>
<td>Academic Support</td>
<td>25,322,142</td>
<td>14,639,338</td>
</tr>
<tr>
<td>Student Services</td>
<td>26,055,168</td>
<td>15,777,448</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>35,172,808</td>
<td>24,768,577</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,916,529</td>
<td>8,795,196</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,124,000</td>
<td>952,381</td>
</tr>
<tr>
<td>Other Expenses</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>11,611,738</td>
<td>11,611,738</td>
</tr>
<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td><strong>$ 173,432,002</strong></td>
<td><strong>$ 103,290,629</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures by Account</th>
<th>FY 2014/15 (Adjusted Budget)</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>FY 2014/15 (Available Budget)</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$ 6,759,768</td>
<td>$ 4,436,824</td>
<td>65.6%</td>
<td>$ 2,322,944</td>
<td>4,443,602</td>
<td>66.4%</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,296,573</td>
<td>17,046,946</td>
<td>73.2%</td>
<td>6,249,627</td>
<td>16,787,282</td>
<td>74.1%</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,180,060</td>
<td>692,449</td>
<td>58.7%</td>
<td>487,611</td>
<td>607,814</td>
<td>64.3%</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>12,303,140</td>
<td>8,486,070</td>
<td>69.0%</td>
<td>3,817,070</td>
<td>8,362,493</td>
<td>66.6%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>44,288,731</td>
<td>28,666,128</td>
<td>64.7%</td>
<td>15,622,603</td>
<td>27,404,028</td>
<td>65.5%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,490,244</td>
<td>2,762,493</td>
<td>61.5%</td>
<td>1,727,751</td>
<td>2,928,131</td>
<td>54.9%</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>(61)</td>
<td>(61)</td>
<td></td>
<td></td>
<td>(61)</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,760,308</td>
<td>18,726,498</td>
<td>65.1%</td>
<td>10,033,810</td>
<td>19,063,278</td>
<td>65.1%</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td><strong>121,078,824</strong></td>
<td><strong>80,817,347</strong></td>
<td>66.7%</td>
<td><strong>40,261,477</strong></td>
<td><strong>79,596,628</strong></td>
<td>66.5%</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>6,146,188</td>
<td>3,752,812</td>
<td>61.1%</td>
<td>2,393,376</td>
<td>3,359,565</td>
<td>59.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>2,743,605</td>
<td>1,043,683</td>
<td>38.0%</td>
<td>1,699,922</td>
<td>1,693,434</td>
<td>45.1%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,684,762</td>
<td>8,140,591</td>
<td>64.2%</td>
<td>4,544,171</td>
<td>7,612,130</td>
<td>57.2%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,935,434</td>
<td>2,584,675</td>
<td>37.3%</td>
<td>4,350,759</td>
<td>2,525,589</td>
<td>43.7%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,302,064</td>
<td>952,381</td>
<td>73.1%</td>
<td>349,683</td>
<td>1,015,962</td>
<td>156.1%</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,370,833</td>
<td>1,848,089</td>
<td>78.0%</td>
<td>522,744</td>
<td>1,736,250</td>
<td>73.8%</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td><strong>32,182,886</strong></td>
<td><strong>18,322,231</strong></td>
<td>56.9%</td>
<td><strong>13,860,655</strong></td>
<td><strong>17,342,930</strong></td>
<td>54.7%</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>450,097</td>
<td>280,201</td>
<td>62.3%</td>
<td>169,896</td>
<td>272,855</td>
<td>62.9%</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>9,000</td>
<td>10,253,077</td>
<td>100.0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,290,902</td>
<td>577,072</td>
<td>44.7%</td>
<td>713,830</td>
<td>242,725</td>
<td>19.6%</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>15,234,293</td>
<td>107,778</td>
<td>0.7%</td>
<td>15,126,515</td>
<td>117,084</td>
<td>0.9%</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td><strong>$ 173,432,002</strong></td>
<td><strong>$ 103,290,629</strong></td>
<td>59.6%</td>
<td><strong>$ 70,141,373</strong></td>
<td><strong>$ 107,825,299</strong></td>
<td>61.0%</td>
</tr>
</tbody>
</table>
Statement of Net Position (formerly Statement of Net Assets)
February 28, 2015
(Preliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2014/15</th>
<th></th>
<th>FY 2013/14</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
<td>Plant &amp; Other Funds</td>
<td>Total All Funds</td>
</tr>
<tr>
<td><strong>Cash and Cash Equivalents</strong></td>
<td>$25,177,184</td>
<td>$7,286,521</td>
<td>$2,989,248</td>
<td>$35,452,953</td>
</tr>
<tr>
<td><strong>Short-term Investments</strong></td>
<td>25,092,219</td>
<td>25,092,219</td>
<td>25,092,219</td>
<td>35,100,803</td>
</tr>
<tr>
<td><strong>Receivables:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,337,510</td>
<td>105,951</td>
<td>4,443,461</td>
<td>4,135,689</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>7,091,176</td>
<td>7,091,176</td>
<td>7,380,133</td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>2,209,847</td>
<td>2,209,847</td>
<td>2,208,804</td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td>239,692</td>
<td>47,867</td>
<td>621,041</td>
<td>480,964</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$62,941,691</td>
<td>9,544,235</td>
<td>3,738,637</td>
<td>76,224,563</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>1,497,550</td>
<td>1,497,550</td>
<td>1,823,949</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>(3,366)</td>
<td>(3,366)</td>
<td>417,328</td>
<td></td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,850,454</td>
<td>20,000,000</td>
<td>30,850,454</td>
<td></td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>89,538,391</td>
<td>89,538,391</td>
<td>84,042,482</td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>5,954,511</td>
<td>5,954,511</td>
<td>4,179,323</td>
<td></td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>1,837,572</td>
<td>1,837,572</td>
<td>1,832,591</td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,850,454</td>
<td>134,115,969</td>
<td>144,966,423</td>
<td>141,871,195</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$73,792,145</td>
<td>$9,544,235</td>
<td>$137,854,606</td>
<td>$221,190,986</td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>5,672,000</td>
<td>35</td>
<td>5,672,035</td>
<td>6,122,447</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>637,510</td>
<td>10,607</td>
<td>109,554</td>
<td>757,671</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>393,782</td>
<td>393,782</td>
<td>393,782</td>
<td>403,554</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,296,437</td>
<td>4,296,437</td>
<td>4,219,839</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,605,947</td>
<td>10,642</td>
<td>503,336</td>
<td>11,119,925</td>
</tr>
<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>5,250</td>
<td>136</td>
<td>5,386</td>
<td>5,250</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,551,926</td>
<td>3,551,926</td>
<td>4,630,752</td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,557,176</td>
<td>3,557,176</td>
<td>4,636,002</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$14,163,123</td>
<td>$10,778</td>
<td>$503,336</td>
<td>$14,677,237</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td>112,621,785</td>
<td>112,621,785</td>
<td>107,842,538</td>
<td></td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,038,620</td>
<td>1,038,620</td>
<td>1,442,812</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,830,760</td>
<td>1,830,760</td>
<td>2,623,277</td>
<td></td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>507,583</td>
<td>507,583</td>
<td>1,094,975</td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>59,629,022</td>
<td>9,025,874</td>
<td>21,860,105</td>
<td>90,515,001</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$59,629,022</td>
<td>$9,533,457</td>
<td>$137,351,270</td>
<td>$206,513,749</td>
</tr>
<tr>
<td><strong>Total Net Position: Current Year vs. Prior Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ (4,609,605)</td>
</tr>
</tbody>
</table>
General & Designated Funds YTD Revenues - FY14 - Prior Year
For the Eight Months Ending February 28, 2014

- Tuition and Fees: $42,886,834 (39%)
- State Appropriations: $5,352,450 (5%)
- Property Taxes: $58,080,278 (53%)
- Other Revenues: $2,625,355 (3%)

General & Designated Funds YTD Revenues - FY15 - Current Year
For the Eight Months Ending February 28, 2015

- Tuition and Fees: $40,423,738 (37%)
- State Appropriations: $5,320,125 (5%)
- Property Taxes: $58,046,375 (56%)
- Other Revenues: $2,496,198 (2%)

General & Designated Funds YTD Revenues

- Tuition and Fees: $40,423,738 (37%)
- State Appropriations: $5,320,125 (5%)
- Property Taxes: $58,046,375 (56%)
- Other Revenues: $2,496,198 (2%)

Bar chart showing revenue by month for FY14 and FY15.
General & Designated Funds YTD Expenditures

### General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year
For the Eight Months Ending February 28, 2014

- **Instruction**
  - $35,467,685 (33%)
- **Academic Support**
  - $14,516,908 (13%)
- **Student Services**
  - $14,761,740 (14%)
- **Institutional Support**
  - $23,552,702 (22%)
- **Operation & Maintenance of Plant**
  - $8,257,225 (8%)
- **Other**
  - $11,269,039 (10%)

### General & Designated Funds YTD Expenditures by Program - FY15 - Current Year
For the Eight Months Ending February 28, 2015

- **Instruction**
  - $35,171,689 (34%)
- **Academic Support**
  - $14,639,338 (14%)
- **Student Services**
  - $15,777,448 (15%)
- **Institutional Support**
  - $24,768,577 (24%)
- **Operation & Maintenance of Plant**
  - $8,795,196 (9%)
- **Other**
  - $4,138,381 (4%)

### General & Designated Funds YTD Expenditures by Program

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

### General & Designated Funds YTD Expenditures by Program

- **Instruction**
- **Academic Support**
- **Student Services**
- **Institutional Support**
- **Operation & Maintenance of Plant**
- **Other**
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year
For the Eight Months Ending February 28, 2014

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 15 - Current Year
For the Eight Months Ending February 28, 2015
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY15

Nonoperating Revenues
Operating Revenues
Instruction
Academic Support
Institutional Support
Student Services
Operation & Maintenance of Plant
Other
Glossary for Financial Reports

Statement of Net Position

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td>Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.</td>
</tr>
<tr>
<td><strong>Cash &amp; Cash Equivalents</strong></td>
<td>Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.</td>
</tr>
<tr>
<td><strong>Short-term Investments</strong></td>
<td>Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College's additional short-term investments. The duration of the investments is less than one year.</td>
</tr>
<tr>
<td><strong>Receivables</strong></td>
<td>A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally in cash.</td>
</tr>
<tr>
<td><strong>Property taxes</strong></td>
<td>The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Loans</strong></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><strong>Other</strong></td>
<td>Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees. 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><strong>Inventories</strong></td>
<td>Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.</td>
</tr>
<tr>
<td><strong>Prepaid Expenses</strong></td>
<td>Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.</td>
</tr>
<tr>
<td>Glossary Term</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td>Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.</td>
</tr>
<tr>
<td><strong>Restricted Cash &amp; Cash Equivalents</strong></td>
<td>If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College’s restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.</td>
</tr>
<tr>
<td><strong>Notes Receivable</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Other Long-term Investments</strong></td>
<td>Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College’s other long-term investments. The maturities are generally from one to three years.</td>
</tr>
<tr>
<td><strong>Investments in Capital</strong></td>
<td>Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.</td>
</tr>
<tr>
<td><strong>Land</strong></td>
<td>This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.</td>
</tr>
<tr>
<td><strong>Buildings &amp; Leasehold improvements</strong></td>
<td>This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset’s useful life.</td>
</tr>
<tr>
<td><strong>Construction in Progress</strong></td>
<td>This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College’s capitalization threshold is $5,000.</td>
</tr>
<tr>
<td><strong>Library Books</strong></td>
<td>The College considers library books to be a group asset and capitalizes each year’s additions and adjusts for deletions to the holdings.</td>
</tr>
<tr>
<td><strong>(net of depreciation)</strong></td>
<td>Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Accrued Payroll &amp; Benefits</strong></td>
<td>Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College’s payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.</td>
</tr>
<tr>
<td><strong>Accounts Payable &amp; Accrued Liabilities</strong></td>
<td>When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.</td>
</tr>
</tbody>
</table>
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), grantees, contributors, or laws and regulations of other governments. The College has restricted net assets for loans, debt service, grants, and contracts.

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

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

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

Meeting Date: 4/8/15  Item Number: 9

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>All College Council Minutes</td>
<td>Deborah Yoklic</td>
</tr>
<tr>
<td></td>
<td>Assistant Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Information:

For your information, the Chancellor presents to the Board of Governors minutes of the All College Council meeting(s) from the following date(s):

February 23, 2015

Approvals

Contact Person _______________ Deborah Yoklic
Deborah Yoklic

Chancellor ____________________
Lee D. Lambert, J.D.
All College Council  
February 23, 2015  
District Office B-218  
3:00-5:00pm

Meeting Notes

In Attendance: Manny Amado, Carlo Buscemi, Kimlisa Duchicela, Don Harp, Joe Labuda, Lorraine Morales, Alec Moreno, Paul Schwalbach, Brian Stewart, Debbie Yoklic

Not In Attendance: Shelby Deibel, Lee Lambert, Joe Langlois, Jeff Silvyn, Mykle Zoback

1. **Agenda Modifications**: None

2. **Approval of Minutes of 2/09/15**: Approved

3. **Continuity of Governance Council Representatives (Kimlisa Duchicela)**
   Kimlisa discussed the process of BP-1401 leaving no continuity of Governance Council representation. As of right now, everybody comes on at the same time and everyone falls off at the same time, which Kimlisa stated would leave no continuity in membership. Most standing committees have a two to three year rotation, and then at the end of term a replacement comes in. Kimlisa suggests incorporating a similar model to preserve institutional memory on Council. Kimlisa stated that BP-1401 needs to be adjusted. Lorraine Morales gave feedback stating that a new member to Governance Council can catch up and familiarize themselves with procedures and the College. Debbie let the council know that all 5 Board members agreed on the membership of Governance Council at the time it was created. Joe Labuda stated that he feels it should be the members of Governance Council determining term limits. Debbie discussed with the council that a revision of the SPG could be proposed but the composition cannot be changed without changing Board Policy. Governance Council concurred that the elected faculty Board representative will be seated on Governance Council. Joe Labuda and Carlo Buscemi will continue as the other two faculty representatives on Governance Council.

4. **Governance Council Mission Statement (Lorraine Morales)**
   Lorraine Morales updated the council briefly on the survey on Governance Council and members of the community and the feedback that was given. One major suggestion was to improve the way we communicate with our constituents about who we are and what we do. Having Paul Schwalbach participate ensures that the highlights of our meetings will be projected on the Pima website. Another recommendation was to go out to the campuses to let them know about Governance Council. Lorraine stated that Governance Council members are responsible for coming up with a Mission Statement. Lorraine and Debbie reviewed what is written in the Board Policy and the SPG and proposed a draft. Lorraine suggested moving forward to get the Mission Statement completed by creating a small group within Governance Council to work on the Mission Statement and once something is established to bring it back to the whole council for review. Volunteers include Joe Labuda, Debbie Yoklic and Lorraine. Debbie will ask Mykle Zoback and Joe Langlois if they would like to join as well.
5. **Standing Committees (Debbie Yoklic)**
Debbie discussed with the council the suggestions from the standing committee review. Two committees, I.T. and Auxiliary Services, believe they should no longer exist as standing committees. Many of the standing committees feel they should change their charge and make adjustments; most said that they should report to someone other than the Chancellor. The Council agreed to accept the results of the review. Debbie will take the suggestions forward to the Chancellor.

6. **Chancellors Cabinet Leadership Survey**
Debbie let the council know that the survey will be released on February 23, 2015 at 5:00pm.

Meeting Adjourned: 4:30pm

Future Meetings: 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:** 4/8/15  
**Item Number:** 10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| 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

**Justification:**

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

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**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Deborah Yoklic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Yoklic</td>
<td></td>
</tr>
</tbody>
</table>

| Chancellor | Lee D. Lambert, J.D. |
Pima County Community College District
Board Policy

Board Policy Title: Prime Policy

Board Policy Number: BP-1101
Adoption Date: 2/17/82, 1/8/14, 4/16/14, 2/4/15
Review Date(s): 3/3/15
Schedule for Review & Update: Every three years
Unit Responsible for Review & Update: Board of Governors/Chancellor
Sponsoring Unit/Department: Board of Governors/Chancellor
Motion Number: 5928
Legal Reference: ARS 15-1445(1)
Cross Reference: BP 1103

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, 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 or revision to the Board of Governors at a public meeting 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 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 including any 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.
INFORMATION ITEM

Meeting Date: 4/8/15  Item Number: 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Partnership with Tucson Hispanic Chamber of Commerce</td>
<td>Dr. Lorraine Morales</td>
</tr>
<tr>
<td></td>
<td>President, Community Campus</td>
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<td></td>
<td>(206-6577)</td>
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</tbody>
</table>

Information:

The Community Campus Workforce and Business Development Division would like to enter into a partnership with Tucson Hispanic Chamber of Commerce to work on projects designed to promote business development, job creation, and assist with job training.

The Tucson Hispanic Chamber of Commerce applied for a one year Wells Fargo Community Wins Grant for $300,000 that would create projects designed to promote business development and projects that will aid in local job creation or assist with job training. The Tucson Hispanic Chamber of Commerce asked various partners to participate with this grant and they include Pima Community College, SCORE, THCC Foundation, City of Tucson, and a variety of small businesses. Community Campus would provide co-working space for the Business Incubator and possibly the Small Business Development Center for three years.

Financial Consideration:

This would be an estimated in-kind donation of $204,666 (4,873 Square Feet at $14 per S.F. or $68,222 per year) for the College. Fifty thousand dollars of the grant funds allocated would be used towards renovation of the Community Campus Workforce Development Department space.

The program will generate fees in year one to create a sustainable funding model for year two.

This will be continued each year for continued success of the program.

Justification:

The goal of this project is to create start-up services for new businesses, offer business consulting and export readiness consulting (due to the proximity to the Mexican border).

Approvals

Contact Person ________________________________

Dr. Lorraine Morales

Chancellor_____________________________________

Lee D. Lambert, J.D.
INFORMATION ITEM

Meeting Date: 4/8/15  
Item Number: 12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
</table>
| Osher Lifelong Learning Institute-University of Arizona, Green Valley Campus (OLLI-UA/GV) Agreement | William Ward II  
|                                                                           | Vice Chancellor for Facilities (206-2610) |

Information:

The Vice Chancellor of Facilities, William Ward II and campus President Dr. Morales will represent Pima Community College (PCC) in negotiations with the Osher Lifelong Learning Institute-University of Arizona, Green Valley Campus (OLLI-UA/GV) to utilize classroom and office space at the PCC Green Valley Learning Center (GVLC).

Partnership with PCC

OLLI-UA/GV will work with the President of the Community Campus, Dr. Morales, to conduct a needs assessment of our members in an attempt to determine their educational needs beyond OLLI courses. PCC and OLLI-UA/GV will work cooperatively to identify and implement additional efforts to help ensure the mission and vision of the GVLC and promote PCC’s offerings to OLLI-UA/GV members.

If PCC develops a credit recovery program for local high school students, OLLI-UA/GV members will be encouraged to volunteer as tutors/mentors in an effort to strengthen the opportunity for student success. The same would be true for students enrolled in English as a Second Language (ESL) courses.

OLLI-UA/GV is proposing:

- Five (5) year agreement with options for renewal
- $5,000 contribution per year to PCC
- Pursuing $8,000 in funding to help with GLVC building improvements.
- Use of four (4) classrooms, one (1) conference room and offices.

OLLI-UA/GV

The Osher Lifelong Learning Institute (OLLI) at the University of Arizona is one of 119 OLLI programs at colleges and universities throughout the nation. OLLI is a membership based educational organization serving over 1000 people in southern Arizona, age 50 and older, with the four campuses located in and around Tucson.

The Green Valley Campus is the largest of the four campuses with 469 members and offering 88 courses spring semester 2015. Enrollment grew 16% from spring 2014 and during the fall Green Valley provided over 5000 hours of instruction. During the year, Green Valley uses 13 different venues to fulfill our instructional mission, thanks to the support of our community partners.

(Continued)
OLLI offers classes two semesters during the academic year and a summer session. OLLI is a volunteer-led organization that depends on members for everything including local coordination, Small Group Leaders (instructors), development, approval and scheduling of the curriculum and information technology support and training. Additionally, OLLI holds several social events throughout the year, including the highly successful Dinners @ Homes program.

OLLI courses are led by peers with backgrounds in business, education, law and medicine among other fields. Additionally a number of current and retired faculty from institutions throughout the country help provide a rich learning environment.

Approval

Contact Person ________________________________
William R. Ward II

Chancellor_____________________________________
Lee D. Lambert, J.D.
Meeting Date: 4/8/15

Item Number: 13A

Item Title

Unapproved Minutes of the Study Session of March 2, 2015

Contact Person

Chancellor’s Office
(206-4747)

Recommendation:

The unapproved Minutes of the Study Session of March 2, 2015 are submitted for approval.

Approval

Chancellor__________________________

Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Monday, March 2, 2015 at 2:30 p.m. in the Community/Board Room, 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  
Deborah Yoklic, Assistant Vice Chancellor

1. **Call to Order**  
   Board Chair Sylvia Lee called the meeting to order at 2:37 pm.

2. **Budget Scenario 2016**  
   Dr. David Bea, Executive Vice Chancellor for Finance and Administration, presented the Budget Scenario for FY 2016 which included discussions on budget and tuition, general fund budget parameters-revenues and expenses, tuition proposals, tuition and service fees. Dr. Bea also provided a comparison of tuition and fees with other community colleges in the state of Arizona.

3. **Program Review/ Program Status**  
   Carol Hutchinson, Director of Program Services, provided a presentation on Program Review which included discussions about program review process, program review schedule, disciplines action plans and recommendations, SLO assessment, program enrollment and program expense summary.
Adjournment

The meeting adjourned at 5:55 p.m.

__________________________________________
Secretary

__________________________________________
Date
### ACTION ITEM

**Meeting Date:** 4/8/15  
**Item Number:** 13B

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Study Session of March 9, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Study Session of March 9, 2015 are submitted for approval.

---

**Approval**

Chancellor

Lee D. Lambert, J.D.
1. Call to Order
   Board Chair Sylvia Lee called the meeting to order at 5:07 pm.

2. BP-1101: Prime Policy Discussion
   Assistant Vice Chancellor Deborah Yoklic noted that no additional changes were received from Faculty Senate, Staff Council or Governance Council. Board Member Mark Hanna questioned who decides what’s substantive and what’s non-substantive. Board Chair Sylvia
Lee responded that the Board makes the decision. This item will be presented at the March 11 Board meeting for its first reading.

3. Reaction to Baker Tilly report by AFSCME, ACES and PCCEA

Board Chair Sylvia Lee opened the floor for the employee groups to discuss their concerns with the Baker Tilly report.

Julia Fiello, PCCEA President, presented their concerns which included Meet and Confer, compensation alignment and job announcement postings. Board Member Scott Stewart noted that when seeking qualified faculty to replace a 20-30 year employee, starting at Step 6 may not work. He also noted some concerns he has with Meet and Confer and the amount of time and effort it takes to complete.

Hal Melfi, AFSCME Vice Chairperson, commented on the Baker Tilly report noting that Baker Tilly is against organized labor. His is concerned that the college may do away with employee representative groups. He stated that right to work doesn’t mean you cannot have representation.

Daisy Rodriguez-Pitel, ACES President, noted that ACES’s main concern is about the employees who might be affected by the recommendations.

Chancellor Lee Lambert stated that the HR Advisory Team has been charged with reviewing the recommendations from Baker Tilly and will be prioritizing and creating processes to gather information from the College community.

Board Chair Sylvia Lee questioned if the HR Advisory Team should be structured the same as the Finance and Audit Committee. Board Member Scott Stewart suggested that maybe the HR Advisory Team could be expanded to look at how we are performing academically. Board Member David Longoria commented that the current structure for the HR Advisory Team is an advisory group and the Finance and Audit Committee is more of a citizen advisory taskforce.

Board Member David Longoria noted that the Board is not in favor of eliminating the collaboration process or inclusiveness.

Duff Galda, Instructional Faculty, informed the Board that faculty has a right to fair representation and the information presented tonight does not reflect 100% of faculty. Kimlisa Duchicela responded that not all faculty feel the same way as Ms. Galda.

Adjournment

The meeting adjourned at 6:00 p.m.
**Meeting Date:** 4/8/15  
**Item Number:** 13C  

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on March 11, 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 March 11, 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, March 11, 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 3:01 p.m.

**Motion for Executive Session**

**Motion No. 201503-01**

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. 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 3:02 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:24 p.m.

Adjournment

The meeting adjourned at 5:25 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTIONS ITEM

Meeting Date: 4/8/15

Item Number: 13D

Item Title

Unapproved Minutes of the Regular Meeting of March 11, 2015

Contact Person

Chancellor’s Office
(206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of March 11, 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, March 11, 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
Joe Langlois, Temporary Staff
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Gabriela De Echavarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor for Human Resources
Yira Brimage, Vice President of Student Development
Aubrey Conover, Vice President of Student Development
Nina Corson, Vice President of Instruction, Acting
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Erica Holmes, Provost
Patricia Houston, Academic Dean
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
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
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Development
Morgan Phillips, President, Desert Vista Campus
Irene Robles-Lopez, Vice President of Student Development
Kate Schmidt, Dean of Online Development, Acting
Stan Steinman, Academic Dean
Jeff Thies, Executive Director of Developmental Education
Heather Tilson, Executive Director of Enrollment Management
William Ward, Vice Chancellor, Facilities
Gregory Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, East Campus, Acting
GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:25 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Matias Rodriguez and students from El Rio Center Adult Education addressed the Board regarding the good opportunities Adult Education has afforded them to continue their education and thanked Pima College for giving the community hope and opportunities.

Hal Melfi, Trades and Maintenance Supervisor and AFSCME Vice Chairperson, addressed the Board regarding the state budget cuts and Arizona State Retirement System.

Mario Gonzales, C-FAIRR Chairperson, addressed the Board regarding the College’s probation and communication with the Board Chair.

Alec Moreno and Yaritza Vasquez, PCC students, provided the Board with a brief report about their attendance to the ACCT National Legislative Summit.

Nancy Schmidt, Faculty and PCCEA Vice President, addressed the Board regarding faculty hiring.

Julia Fiello, Faculty and PCCEA President, addressed the Board regarding improving the College’s relationship with legislators and what Faculty can do to assist.

Michael Lopez, Student Life Coordinator, thanked those who helped in getting the College off probation and addressed the Board about the work the College has ahead to become a premier a community college.

Daisy Rodriguez Pitel, Advanced Program Manager and ACES President, addressed the Board regarding State Budget cuts and Board Policy 1601.

Remarks by Governing Board Members

Chairperson Lee requested a moment of silence in memory of Esther Tang, former Board member.

Chairperson Lee acknowledge the fact the College is officially off probation and encourage everyone to work together for the betterment of students. She also spoke about the importance of the State budget cuts.
Chairperson Lee noted there will be an All-College meeting on March 27.

Board member Cortez thanked the Chancellor, Board members and everyone involved in getting the College removed from probation.

Board member Stewart thanked Chancellor Lambert, interim chancellors, past and present Board members and everyone involved in getting the College off probation. Board member Stewart also mentioned he attended the ACCT Legislative Summit and commended the PCC students who attended for their work during the conference.

Board member Hanna also thanked everyone who have worked on removing the College from probation. He also mentioned he continues visiting College facilities. Board member Hanna congratulated students Alec Moreno and Yaritza Vasquez for their excellent work at the ACCT summit which he also attended.

Board Member Longoria mentioned he is grateful to the Chancellor, faculty and staff for their hard work on getting the College off probation. He also spoke about the state budget cuts.

**INFORMATION ITEMS**

**Employment Information**

Chairperson Lee acknowledged the retirements of: Grace English and Susan Groover and wished them well in their future endeavors.

**Adjunct Faculty Appointments**
This item was noted as an information item.

**Unclassified Pay Rates for Temporary Employment - Assistant Coach Stipends**
This item was noted as an information item.

**Financial Report — January 2015 Financial Statements**
This item was noted as an information item.

**Governance Council Minutes**
This item was noted as an information item.

**Board Policy Substantive Changes — First Reading**
BP-1101 – Prime Policy; BP-3103 – Student Attendance and Participation; BP-3105 – Curriculum and BP-3604 – Library Services were noted as an information items.

**Summer Work Schedule 2015**
This item was noted as an information item.

**Fiscal Year 2015-2016 Changes in Cost Recovery Course Fees**
This item was noted as an information item.
ACTION ITEMS

Approval of Minutes

Motion No. 201503-02

Scott Stewart – M, David Longoria – S, to approve the minutes of the Study Session of February 4, 2015; the Special Meeting to conduct Executive Session on February 4, 2015; the Regular Meeting of February 4, 2015 and the Special Meeting to conduct Executive Session on February 24, 2015.

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

Consent Agenda

Motion No. 201503-03

David Longoria – M, Mark Hanna – S, to approve the Consent Agenda.

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

Note: Item 14.3 will be corrected to reflect FY 2015-16 instead of FY 14/15 on the contract.

David Longoria – M, Marty Cortez – S to amended the original motion to pull BP1601 from item 14.2 for revisions.

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

Academic Year 2015-2016 Student Tuition and Service Fees

Motion No. 201503-04

Marty Cortez – M, Scott Stewart – S, to approve Academic Year 2015-2016 Student Tuition and Service Fees.

Mark Hanna requested for this motion to be withdrawn and that the Board do two separate motions, one on tuition increase and one on fees.

Motion withdrawn by Chairperson Lee.

Motion No. 201503-05

Marty Cortez – M, Scott Stewart – S, to approve a $5 per-credit-hour increase to in-state resident tuition for the 2015-2016 Academic Year.


Motion CARRIED.

Motion No. 201503-06

Scott Stewart – M, Marty Cortez – S, to increase the semester processing fee from $10.00 to $15.00, while eliminating the graduation fee of $15 and the student Identification Card fee of $2 for the 2015-2016 Academic Year.

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

Motion CARRIED.

Contract: Employee Medical Benefits and Pharmaceutical Benefits for Fiscal Year 2015-2016

Motion No. 201503-07

Sylvia Lee – M, Mark Hanna – S, to approve the Fiscal Year 2015-2016 employee medical and pharmacy benefits agreements including plan design, premium structures, and, employee and College contributions to premiums.

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

Motion CARRIED.
Arizona Association of District Governing Boards (AADGB) Representative

Motion No. 201503-08

David Longoria – M, Marty Cortez – S, to appoint Mark Hanna as an alternate to the Arizona Association of District Governing Boards (AADGB).

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

Plan to Address HLC Accreditation Criteria

Motion No. 201503-09

David Longoria – M, Marty Cortez – S, to endorse the plan to address the HLC Accreditation Criteria.

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 presented the following recommendation/concern to the Board: Advisors giving incorrect information, instructors having students grade the work of other students, instructors teaching from students’ notes, students feeling that staff, faculty and administrators show lack of passion when working with students, reluctance in faculty promoting college-wide events. He also noted students are seeking reassurance and clarity about how end of the semester surveys are handled, students discouraged by the instructor from takin notes in class, financial aid coming in too late and instructors hardly use textbooks or don’t use them at all. Alec Moreno noted he is bringing these issues forward in the spirit of constructive engagement.

Temporary Staff – Joe Langlois
Temporary Staff Representative Joe Langlois presented the Temporary Staff’s report. Temporaries did not present a recommendation/concern to the Board.

Staff – Don Harp
Staff Representative Don Harp reported on the March 6 Staff Council meeting. Staff Council did not present a recommendation/concern to the Board.

Adjunct Faculty – Carlo Buscemi — There was no report.
Faculty – Mays Imad
Faculty Representative Mays Imad reported on the February 6 and March 6 Faculty Senate Meetings. Faculty Senate presented the following recommendation/concern to the Board: Faculty is concerned that mandatory orientation would affect enrollment; it appears that administrators’ positions are hired at the District level only.

Administrator – Brian Stewart
Administrator Representative Brian Stewart presented the Administrators’ report. Administrators presented the following recommendation/concern to the Board: They would like a message that sets a vision and a point beyond stress. A point that moves the College through crisis to the other side.

Chancellor’s Report
Chancellor Lambert welcomed Bruce Moses, Assistant Vice Chancellor for Accreditation, Ian Roark, Vice President of Workforce Development and Jeff Thies, Executive Director of Developmental Education.

Presentations/Up Dates:
• Chelsey James, Advanced Program Coordinator for high school equivalency and GED testing presented an update on Adult Education
• Rachelle Howell, Acting Vice Chancellor for Institutional Advancement and Jan Gordley from the Gordley Group, presented on the College’s marketing plan.
• Kenneth Vorndran, faculty at Northwest Campus and director gave an update on the Honors Program.

Highlights of Chancellor’s report included:
• Meeting with TREO and Governor Ducey. Governor Ducey informed he will be signing the budget tomorrow.
• Attended a Legislative Luncheon with Martha McSally
• Working with legislators in Phoenix meeting there and by telephone on expenditure limitation and the 1% cap.

The Chancellor closed by thanking all those who work to get the College off probation and mentioning he is confident the College will cross the finish line. He also noted there will be an All College meeting, sponsored by the Board of Governors and the Chancellor, on March 27 to address important issues.
ADJOURNMENT

Adjournment

Motion No. 201503-10

Scott Stewart – M, Marty Cortez – S, to adjourn the meeting at 9:24 pm.

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

___________________________________________
Secretary

___________________________________________
Date
**ACTIONS ITEM**

**Meeting Date:** 4/8/15  
**Item Number:** 14

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

**Recommendation:**

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

14.1 Board Policy Substantive Changes and Deletion — Final Reading

14.2 Public Safety Personnel Retirement System Local Board Membership

14.3 New Positions – Student Services

14.4 New Position – Director of International Programs and Recruitment

14.5 New Position – Chief of Staff

14.6 Intergovernmental Agreement: Tucson Unified School District

14.7 Title III Project: Instructional Laptops and Laptop Ovens Fiscal Year 2014-15

---

**Approval**

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

Meeting Date: 4/8/15
Item Number: 14.1

Item Title

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

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

Revisions:

- BP-1601 Athletics
- BP-3103 Student Attendance and Participation
- BP-3105 Curriculum
- BP-3504 Student Conduct and Ethics
- BP-3604 Library Services

Deletion:

- BP-3114 Development Education/College Preparatory Programs

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 promote 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 College 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.
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, 11/24/14
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Provost/ Executive Vice Chancellor for Academic and Student Services
Sponsoring Unit/Department: Provost/ Executive Vice Chancellor for Academic and Student Services
Motion Number: 2500
Legal Reference: Cross Reference: BP-3104, BP-3116 and BP-3117

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.

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 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.

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.
In order to maintain an appropriate learning environment, Pima County Community College District expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities on the property or under the jurisdiction of the College.

The College shall make available to the students the Student Code of the Conduct and the Student Rights and Responsibilities.
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.
This policy is being recommended for deletion. Information about curriculum is contained in BP 3105.

Board Policy Title: Developmental Education/College Preparatory Programs

Board Policy Number: BP-3114
Adoption Date: 2/17/82
Revision Date(s): 3/10/99, 10/21/03, 1/13/12
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Provost/Executive Vice Chancellor for Academic and Student Services
Sponsoring Unit/Department: Provost/Executive Vice Chancellor for Academic and Student Services
Motion Number: 2850, 5849
Legal Reference:
Cross Reference: BP-3509

The College shall provide a systemic, comprehensive and coordinated Developmental Education opportunities, which shall support the College’s Student Success Model and include skill development in mathematics, reading, and writing as well as the development of positive self-concepts. The College will offer college preparatory programs, which encourage high school students to attend college.
PimaCountyCommunityCollegeDistrict
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15
Item Number: 14.2

Item Title: Public Safety Personnel Retirement System Local Board Membership
Contact Person: Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Recommendation:

The Chancellor recommends that the Board approve the appointment of Michelle Nieuwenhuis, Police Commander; Daniel Berryman, Vice Chancellor for Human Resources; and Gwen Goodman, Director of Employee Services to the Public Safety Personnel Retirement System local board as set forth below.

Justification:

In 1991, the Board of Governors approved participation by the District and its eligible full-time police officer personnel in the statewide Public Safety Personnel Retirement System (PSPRS). Under the provisions of Arizona Revised Statutes Title 38, Chapter 5, the administration of the system as it applied to the District is vested in a local board that functions in accordance with the provisions of the state law. The local board consists of five members: the Chair of the Pima County Community College District (PCCCD) Board of Governors, or designee; two members elected by the College members of the Public Safety Personnel Retirement System; and two citizens, one of whom shall be the head of Human Resources at PCCCD, appointed by the Chair of the PCCCD Board of Governors. The terms of these appointments are staggered to assure continuity and overlap of membership.

In lieu of the Chair of the PCCCD Board of Governors, Michelle Nieuwenhuis, Police Commander, is recommended and is willing to be appointed as the Chair designee in this capacity. This appointment requires confirmation by the Board of Governors.

Daniel Berryman, Vice Chancellor for Human Resources, is recommended as the PCCCD Human Resources Department representative and is willing to serve in this capacity. This appointment requires confirmation by the Board of Governors.

Gwen Goodman, Director of the Employee Service Center, is recommended and is willing to be appointed to serve as a citizen representative. This appointment requires confirmation by the Board of Governors.

Financial Considerations:

None.

(Continued)
Approvals

Contact Person ________________________________

David Bea, Ph.D.

Chancellor ________________________________

Lee D. Lambert, J.D.
New Positions – Student Services

Daniel Berryman
Vice Chancellor for Human Resources, (206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve 10 new Student Services positions for the Veterans and Military Services program.

Justification:

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College’s strategic priorities were properly funded. The alignment of the budget with the College’s Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. Improve access and student success
- Strategic Direction 5. Increase diversity, inclusion, and global education
- Strategic Direction 6. Develop a culture of organizational learning, employee accountability, and employee development

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include ten Student Services positions, supporting Strategic Direction 2. Funding for each of these positions in the fiscal year 2015 budget was provided as part of the initiative to enhance support for student services. In addition, going forward, each of these positions will be included as part of the fiscal year 2016 budget.

These new positions will report to the Director of Veterans and Military Services and will serve as School Certifying Officials (SCO) for Veterans Education Benefit recipients in areas of academic admissions, registration, assessment and testing, financial aid, new student orientation, advising, graduation services, and career services.

- Student Services Coordinator (1 position)
- Student Services Advanced Specialist (2 positions)
- Student Services Specialist (8 positions)

Duties and Responsibilities:

- Advising students on policies, procedures, and processes pertaining to student services, as well as regulations pertinent to Veterans Education Benefit recipients.
- Training and assisting students to navigate the student portal and online Student Services processes including Veterans Administration (VA) web portals (VONAPP, va.gov, etc.).

(Continued)
• Serving as case manager for VA sponsored students.
• Assisting with outreach and recruitment of Veterans and Military Affiliated individuals.
• Making presentations to various audiences.
• Assessing and referring students to appropriate grant-related programs and services.

Financial Considerations:

The salary grade for these positions are
  Student Services Coordinator C43 Step 1 - $56,308
  Student Services Advanced Specialist B32 Step 1 - $21.71/ hour
  Student Services Specialist B23 Step 1 - $18.83/ hour

Allocated to the Veterans and Military Services program budget.

Approvals

Contact Person ________________________________
O C. Berryman

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

The Chancellor recommends that the Board of Governors approve the new Director of International Programs and Recruitment position.

**Justification:**

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College’s strategic priorities were properly funded. The alignment of the budget with the College’s Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. *Improve access and student success*
- Strategic Direction 5. *Increase diversity, inclusion, and global education*
- Strategic Direction 6. *Develop a culture of organizational learning, employee accountability, and employee development*

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include a Director of International Programs and Recruitment, supporting Strategic Direction 5. Funding for this position in the fiscal year 2015 budget was provided as part of the strategic initiatives budget line item. In addition, going forward, this position will be included as part of the fiscal year 2016 budget.

This is a new position reporting to the Vice President of International Recruitment and will serve as the Pima Community College (PCC) representative in identifying, recruiting, and enrolling international students. This position has primary accountability for key end results, including major international projects, processes, and services.

**Duties and Responsibilities:**

- Participates in the development, planning and implementation of campus goals and PCC’s international student recruitment objectives.
- Develops contract proposals and manages the selection and deployment of grants and contracts.
- Maintains professional communications with U.S. and foreign embassies and consulates.
• Establishes, monitors, evaluates, and improves processes, procedures and/or standards, ensuring alignment with the College’s international mission, values, goals, objectives, and initiatives.
• Directs and supervises the collection of data and the preparation of a variety of reports, statements, and communications impacting students, service providers, vendors and others regarding assigned programs.

Financial Considerations:

The salary grade for this position is D61 – Step 1: $80,033 – Step 16 $115,910. Allocated to the strategic initiative budget.

Approvals

Contact Person ____________________________
D.C. Berryman

Chancellor ________________________________
Lee D. Lambert, J.D.
Meeting Date: 4/8/15

Item Number: 14.5

Item Title: New Position – Chief of Staff

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

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Chief of Staff position.

Justification:

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College’s strategic priorities were properly funded. The alignment of the budget with the College’s Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. Improve access and student success
- Strategic Direction 5. Increase diversity, inclusion, and global education
- Strategic Direction 6. Develop a culture of organizational learning, employee accountability, and employee development

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include a Chief of Staff, supporting Strategic Direction 6. Funding for this position in the fiscal year 2015 budget was provided through the elimination of two budgeted positions, the Assistant Vice Chancellor for Information Technology and the Assistant Vice Chancellor for State and Local Government Relations. In addition, going forward, this position will be included as part of the fiscal year 2016 budget.

This new position will report to the Chancellor and will serve as chief policy advisor and strategist and is a member of the Chancellor’s cabinet. The Chief of Staff provides specialized services and support to the Chancellor and acts as a liaison for the Chancellor and Board of Governors with Executive Administrators, academic units, and functional units. This position has overall responsibility for providing direction to the Chancellor’s administrative operations consistent with the College’s vision, mission and goals; and is responsible for the central coordination of the Chancellor’s office functions, activities, and execution of the day-to-day operations.

Duties and Responsibilities:

- Manages all elements of the Chancellor’s office operations and provides strategic leadership and planning of critical business events, projects, and operations to include management of
staff, expenses, and administration. Provides coordination and oversight in the development of defined core initiatives for the Chancellor.

- Ensures organizational focus and facilitates collaborative communication with Cabinet and Senior Leadership Team members on strategic planning priorities. Monitors and discusses status of ongoing initiatives, especially those that are cross-divisional in nature. Assists in coordination of initiatives. Provides the Chancellor with activity status and updates. Participates in Cabinet and Senior Leadership Team meetings and records follow-up action plans regarding strategic initiatives.
- Contributes to the transformation of the Chancellor’s office operations to a model that is business focused and accountable; adds value and is aligned with the business of the College; and offers flexibility. Ensures activities are in keeping with philosophical and operational initiatives of the College.
- Serves as the Chancellor’s liaison with the Vice Chancellors and other administrators on matters not directly handled by the Chancellor; handles program activities and matters of institutional significance for the Board of Governors on behalf of, and in concert with the Chancellor.
- Updates the Chancellor on a continuous basis regarding College and external issues and activities. Ensures the Chancellor is aware of relevant information prior to meetings and events. Makes recommendations as appropriate.

Financial Considerations:

The salary grade for this position is E92 – Step 1: $155,138 – Step 12 $201,380. Allocated to the Chancellor’s department budget.

__________________________________________________________________________________________

Approvals

Contact Person ______________________________________
D.C. Berryman

Chancellor __________________________________________
Lee D. Lambert, J.D.
Intergovernmental Agreement: Tucson Unified School District

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the acceptance of a five year IGA for Educational Services to allow Pima Community College to establish a framework within which both parties will exchange services and/or goods that will benefit Tucson Unified School District and Pima Community College to provide, build and deliver classes and programming mutually agreed upon by both parties.

**Justification:**

Tucson Unified School District requests that Pima Community College partner with them to provide noncredit classes that will be offered in topic areas of interest. Classes will be offered in formats and modalities which best meet the operational needs for TUSD, including, but not limited to, cohorts of students taking a course or series of courses, seminars, individual classes or groups of classes, in classroom, online, hybrid or other modalities.

**Financial Considerations:**

Pima Community College will submit quotes to Tucson Unified School District as services are requested. These quotes will be based on current tuition rates as well as miscellaneous fees.

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

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**Approvals**

Contact Person

Dr. Lorraine Morales

Chancellor

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

**Meeting Date:** 4/8/15  
**Item Number:** 14.7

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<td>Title III Project: Instructional Laptops and Laptop Ovens Fiscal Year 2014-15</td>
<td>David A. Doré, President Northwest Campus (206-2111)</td>
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**Recommendation:**

The Chancellor recommends that the Board of Governors approve the purchase of 120 laptops, four ovens and four switches, the two wireless access points along with cable and hardware to support instructional improvements at the NWC in classrooms A208 and G105.

**Justification:**

In October 2011, the Northwest Campus received a Title III Grant from the US Department of Education in the amount of approximately $400,000 per year or just under $2 million over a 5-year period to provide faculty professional development, course redesign, student support services, and integration of instructional technology to improve teaching and learning. Ultimately, to improve the completion and persistence rates for students at the Northwest Campus.

The funds are available in the Title III budget, are allowable and reasonable expenses under the grant, and prior approval has been granted from the Grants Resource Office (GRO) for the purchase. Funds to cover the support of the technology have been encumbered from existing budgets in FY 14-15.

**Financial Considerations:**

The purchase of instructional support technology in the amount of $190,000 is being made during FY 2014-2015 from the Title III Project. The supporting infrastructure for these student education tools in the amount of $3,300 will be supplied by vendors Accuvant, Inc. and Arizona Communication Experts, Inc. Both are state contracted vendors with the State of Arizona and funding has been identified from current College general fund sources.

**College Strategic Plan:**

This recommendation supports Pima Community College’s Strategic Direction 2: Improve access and student success.

(Continued)
Approvals

Contact Person ___________________ David Doré ____________________
David A. Doré, Ed.D.

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

The Chancellor recommends that the Board approve the establishment of a Personnel Governance Task Force.

Justification:

While many aspects of meet-and-confer as currently formulated are effective, other aspects need to be reconsidered. This was noted in the Baker-Tilly recommendations as well as by employees involved in the process. The Chancellor recommends that the Board establish a Personnel Governance Task Force to (1) recommend the most effective procedure for employees to provide input to the Board on terms and conditions of employment; and (2) propose both a Board Policy and an Administrative Procedure to replace BP-4001. The Task Force shall have diverse and inclusive representation from all employee classifications.

While Board endorsement of a task force is not required, it is appropriate in this instance because of the unique nature of BP-4001 and its significance for the College.

Anticipated Next Steps:

1. The Chancellor or designee will determine the composition of the Task Force.
2. The Chancellor or designee will delineate specific tasks to accomplish the mission as outlined above.
3. The Task Force will present its recommendations for discussion by the Board no later than August 31, 2015.

Financial Considerations:

Total compensation to Task Force members is not expected to exceed $8500.

Approvals

Contact Person __________________________  Deborah Yoklic
Deborah Yoklic

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

Item Number: 16

Item Title
Disposition of Step Progression Plans and Related Funding

Contact Person
Chancellor’s Office
(206-4747)

This item will first be discussed in Executive Session. Time is now set aside for discussion and possible Board adoption of disposition of Step Progression Plans and related funding.

Approval

Chancellor__________________________

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

**Meeting Date:** 4/8/15  
**Item Number:** 17-18

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

18. Chancellor’s Report

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### Approval

Chancellor  

Lee D. Lambert, J.D.