NOTICE OF PUBLIC HEARING

5:00 p.m.
June 10, 2015
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1010

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Information/Discussion

3. Truth in Taxation (TNT) – Notice of Tax Increase
   [Notice of Tax Increase relative to the Truth in Taxation requirement and summary of
   proposed property tax rates supporting the proposed budget for fiscal year 2015-2016]
   — Public comment will be permitted.

4. Fiscal Year 2016 Proposed Budget
   [Summary of the proposed budget for fiscal year 2015-2016]
   — Public comment will be permitted.

Adjournment

* 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.
NOTICE OF SPECIAL GOVERNING BOARD MEETING

5:15 p.m.
June 10, 2015
District Office
Community/Board Room
4905 E. Broadway
Tucson, AZ 85709-1010

or immediately following the Public Hearing beginning at 5:00 p.m.

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

Action Items

2. Fiscal Year 2016 Property Tax Rates and Levies
   [Roll call vote by Board of Governors to consider approval of Pima County Community
   College District’s increase in property tax rates and levies for fiscal year 2015-2016]

3. Adoption of Fiscal Year 2016 Proposed Budget
   [Roll call vote by Board of Governors to consider adoption of the proposed budget for
   the Pima County Community College District for fiscal year 2015-2016]

Adjournment

* Option to recess into legal advice executive session — Pursuant to A.R.S. §38-431.03(A)(3)
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**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

## ACTION ITEM

**Meeting Date:** 6/10/15  
**Item Number:** 2

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2016 Property Tax Rates and Levies</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors, through a roll call vote, approve Pima County Community College District's primary and secondary property tax rates and levies for fiscal year 2015-2016.

**Justification:**

Primary property taxes provide funds to meet a wide variety of College needs, allowing Pima Community College to better serve our community. Such needs include funding to cover cost increases in health benefits, utilities, and other contractual agreements. Secondary taxes fund voter approved general obligation debt service (bonds).

Pursuant to Arizona Revised Statute § 15-1461.01, Pima Community College is holding a public hearing on its intention to raise primary property taxes on existing property. This statute was passed during the 1996 Legislative session with the intent to increase public awareness of property tax levies. In compliance with this statute, a Truth in Taxation Notice was published in the Arizona Daily Star on May 22 and June 1, 2015. The advertisement copy follows the report.

The proposed primary tax levy change will increase the primary tax rate from the levy neutral rate of $1.3421 to a rate of $1.3689 per $100 of assessed valuation. The proposed primary tax rate will result in a tax bill of $136.89 for a home with full cash value of $100,000. The proposed secondary tax levy change will be zero. The College has been debt free since July 1, 2014.

**Financial Considerations:**

The total increase in primary property tax revenues from both new and existing property compared to the fiscal year 2014-2015 budget will be approximately $4.0 million; about $2.0 million from growth of existing property, and $2.0 million from the proposed 2% levy increase. The total primary tax levy for fiscal year 2016 is projected to be $104.3 million.

The total secondary tax levy for fiscal year 2016 is zero. The combined tax revenues will be $104.3 million, an increase of $4.0 million from the current year.

The following notice is required by law, including required disclosure and format:

(Continued)
FISCAL YEAR 2016 PROPERTY TAX RATES AND LEVIES

TRUTH IN TAXATION HEARING

NOTICE OF TAX INCREASE

In compliance with section 15-1461.01, Arizona Revised Statutes, Pima County Community College District is notifying its property taxpayers of Pima County Community College District’s intention to raise its primary property taxes over last year’s level. The Pima County Community College District is proposing an increase in primary property taxes of $2,042,257 or 2.0%.

For example, the proposed tax increase will cause Pima County Community College District’s primary property taxes on a $100,000 home to increase from $134.21 (total taxes that would be owed without the proposed tax increase) to $136.89 (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held Wednesday, June 10, 2015 at 5:00 p.m. in the Community/Board Room at the District Office of Pima Community College, 4905 E. Broadway, Tucson, Arizona 85709-1005.

Pima County Community College District is governed by an elected five-member board. For information on the Board of Governors, see www.pima.edu/about/pccboardofgovernors.

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made to accommodate individuals with disabilities. Inquiries and requests for reasonable accommodations should be directed to the College ADA Coordinator at 520-659-4065 or 495 E. Babcock Blvd., Tucson, AZ 85705-1950. For TTY/TTD requests, please contact Access and Disability Resources, 520-659-4065 or aria@pima.edu.
Approvals

Contact Person ____________________________

Chancellor ________________________________

Lee D. Lambert, J.D.
Adoption of Fiscal Year 2016 Proposed Budget

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

Recommendation:

The Chancellor recommends that the Board of Governors adopt the proposed budget for the Pima County Community College District for fiscal year July 1, 2015 through June 30, 2016.

Justification:

As part of the approval process for adopting the fiscal year 2015-2016 Pima County Community College District budget, the Board of Governors reviewed the proposed budget during the regular meeting on May 13, 2015. Presentations to the Board can be found on the College website here: https://www.pima.edu/meeting-notices/video.html. The Board of Governors must conduct the statutorily required public hearing on the fiscal year 2015-2016 budget. Section 15-1461 of the Arizona Revised Statutes requires that “immediately following the public hearing the chairman shall call to order the special board meeting for the purpose of adopting the budget.”

Having met the requirements prescribed by law for the review of the proposed budget, the Chancellor recommends final adoption of the budget. The proposed fiscal year 2016 budget is summarized in the required official format, entitled “Budget for Fiscal Year 2016”, and is attached on the following pages.

Financial Considerations:

The total fiscal year 2015-2016 budget is $258.7 million for all funds, a decrease of $7.5 million (-3%) when compared to the fiscal year 2014-2015 budget.

Approvals

David Bea, Ph.D.

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

BUDGET FOR FISCAL YEAR 2016
SUMMARY OF BUDGET DATA

<table>
<thead>
<tr>
<th></th>
<th>Budget 2016</th>
<th>Budget 2015</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. CURRENT GENERAL AND PLANT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current General Fund</td>
<td>$169,378,000</td>
<td>$170,237,000</td>
<td>($859,000)</td>
<td>-0.5%</td>
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<tr>
<td>Unexpended Plant Fund</td>
<td>$26,844,000</td>
<td>$30,354,000</td>
<td>($3,510,000)</td>
<td>-11.6%</td>
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<tr>
<td>Retirement of Indebtedness Plant Fund</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$196,222,000</td>
<td>$200,591,000</td>
<td>($4,369,000)</td>
<td>-2.2%</td>
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<td>B. Expenditures Per Full-Time Student Equivalent (FTSE):</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current General Fund</td>
<td>$7,364 /FTSE</td>
<td>$7,402 /FTSE</td>
<td>($37) /FTSE</td>
<td>-0.5%</td>
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<tr>
<td>Unexpended Plant Fund</td>
<td>$1,167 /FTSE</td>
<td>$1,220 /FTSE</td>
<td>($53) /FTSE</td>
<td>-4.4%</td>
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<tr>
<td>Projected FTSE Count</td>
<td>23,000</td>
<td>25,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION** |             |             |        |     |
| Employee Salaries and Hourly Costs  | $104,737,000 | $102,121,000 | $2,616,000 | 2.6% |
| Retirement Costs                    | 10,461,000   | 10,060,000   | 401,000   | 3.9% |
| Healthcare Costs                    | 10,106,000   | 10,385,000   | 279,000   | 3.2% |
| Other Benefit Costs                 | 8,789,000    | 8,790,000    | -100      | 0.0% |
| **TOTAL**                           | $135,410,000 | $131,362,000 | $3,048,000 | 2.3% |

| **III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES** |             |             |        |     |
| A. Amount Levied: |             |             |        |     |
| Primary Tax Levy  | $104,315,120 | $100,326,624 | $3,988,496 | 4.0% |
| Secondary Tax Levy|             |             |        |     |
| **TOTAL LEVY**    | $104,315,120 | $100,326,624 | $3,988,496 | 4.0% |
| B. Rates Per $100 Net Assessed Valuation: |             |             |        |     |
| Primary Tax Rate  | 1.3689       | 1.3344       | 0.0345   | 2.6% |
| Secondary Tax Rate|             |             |        |     |
| **TOTAL RATE**    | 1.3689       | 1.3344       | 0.0345   | 2.6% |

| IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2016 PURSUANT TO A.R.S. §42-17051 | $104,315,120 |

| V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2015 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051 | $ |
### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

**BUDGET FOR FISCAL YEAR 2016**

#### RESOURCES

<table>
<thead>
<tr>
<th></th>
<th>CURRENT FUNDS</th>
<th>PLANT FUNDS</th>
<th>Other Funds</th>
<th>Total All Funds 2016</th>
<th>Total All Funds 2015</th>
<th>% Increase/Decrease</th>
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</thead>
<tbody>
<tr>
<td>BEGINNING BALANCES-July 1*</td>
<td>$47,559,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$86,138,000</td>
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<tr>
<td>Restricted</td>
<td>$47,559,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$86,138,000</td>
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<tr>
<td>Unrestricted</td>
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<td>$5,479,000</td>
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<tr>
<td>Total Beginning Balances</td>
<td>$47,559,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
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#### REVENUES AND OTHER INFLOWS

<table>
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<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Student Tuition and Fees</td>
<td>$43,936,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$43,936,000</td>
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<td>General Tuition</td>
<td>$43,936,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$43,936,000</td>
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<td>Out-of-District Tuition</td>
<td>$5,283,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$5,283,000</td>
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<tr>
<td>Out-of-State Tuition</td>
<td>$5,283,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$5,283,000</td>
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<tr>
<td>Student Fees</td>
<td>$7,099,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$7,099,000</td>
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<td>Tuition and Fee Remissions or Waivers</td>
<td>$15,079,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$15,079,000</td>
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<td>State Appropriations</td>
<td>$8,799,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$8,799,000</td>
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<td>Maintenance Support</td>
<td>$8,799,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$8,799,000</td>
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<tr>
<td>Equalization Aid</td>
<td>$8,799,000</td>
<td>$4,142,000</td>
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<td>$23,153,000</td>
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<td>$8,799,000</td>
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<tr>
<td>Capital Support</td>
<td>$104,315,000</td>
<td>$4,142,000</td>
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<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$104,315,000</td>
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<tr>
<td>Property Taxes</td>
<td>$104,315,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$104,315,000</td>
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<tr>
<td>Sales and Services</td>
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<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
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<td>$62,737,000</td>
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<td>Investments</td>
<td>$7,700,000</td>
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<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$7,700,000</td>
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<td>Investment Income</td>
<td>$500,000</td>
<td>$4,142,000</td>
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<td>$23,153,000</td>
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<td>$500,000</td>
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<td>State Shared Sales Tax</td>
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<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$2,200,000</td>
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<tr>
<td>Other Revenues</td>
<td>$224,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$224,000</td>
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<td>Proceeds from Sale of Bonds</td>
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<td>$227,070,000</td>
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<td>Total Revenues and Other Inflows</td>
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<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$232,329,000</td>
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#### TRANSFERS

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<tr>
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<th>Auxiliary Fund 2016</th>
<th>Unexpended Plant Fund 2016</th>
<th>Retirement of Indebtedness 2016</th>
<th>Total All Funds 2016</th>
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<tr>
<td>Transfers In</td>
<td>$4,174,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$4,174,000</td>
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<td>Transfers Out</td>
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<td>$0</td>
<td>$0</td>
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<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$4,174,000</td>
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<th>Type</th>
<th>General Fund 2016</th>
<th>Restricted Fund 2016</th>
<th>Auxiliary Fund 2016</th>
<th>Unexpended Plant Fund 2016</th>
<th>Retirement of Indebtedness 2016</th>
<th>Total All Funds 2016</th>
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</thead>
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<tr>
<td>Emergency and cash reserves</td>
<td>$15,760,000</td>
<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$15,760,000</td>
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<td>Indirect cost recovery</td>
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<td>$23,153,000</td>
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<td>$35,133,000</td>
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<td>Total Resources Available for the Budget Year</td>
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<td>$4,142,000</td>
<td>$9,430,000</td>
<td>$23,153,000</td>
<td>$1,854,000</td>
<td>$169,378,000</td>
</tr>
</tbody>
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*These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET FOR FISCAL YEAR 2016

EXPENDITURES AND OTHER OUTFLOW

<table>
<thead>
<tr>
<th></th>
<th>CURRENT FUNDS</th>
<th>PLANT FUNDS</th>
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<tbody>
<tr>
<td></td>
<td>General Fund</td>
<td>Restricted Fund</td>
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<tr>
<td>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)</td>
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<td>EXPENDITURES AND OTHER OUTFLOW</td>
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<tr>
<td>Instruction</td>
<td>$58,051,089</td>
<td>$7,875,651</td>
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<td>Public Service</td>
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<tr>
<td>Academic Support</td>
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<tr>
<td>Student Services</td>
<td></td>
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<tr>
<td>Institutional Support (Administration)</td>
<td>25,694,637</td>
<td>2,520,799</td>
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<td>Operation and Maintenance of Plant</td>
<td>37,908,727</td>
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<td>Scholarships</td>
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<td>Auxiliary Enterprises</td>
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<td>Capital Assets</td>
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<tr>
<td>Debt Service-General Obligation Bonds</td>
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</tr>
<tr>
<td>Debt Service-Other Long Term Debt</td>
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<tr>
<td>Other Expenditures</td>
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<tr>
<td>Contingency</td>
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<tr>
<td>Total Expenditures and Other Outflows</td>
<td>$169,378,000</td>
<td>$60,618,000</td>
</tr>
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Pima County Community College District
Board of Governors

REGULAR MEETING

June 10, 2015
5:30 p.m.

District Office
Community/Board Room
4905 East Broadway
Tucson, Arizona 85709-1010
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*

1. General Matters
   1.1 Call to Order
   1.2 Pledge of Allegiance
   1.3 Public Comment – Call to Audience

     The Pima Community College Board of Governors welcomes public comment
     on issues within the jurisdiction of the College. Comments will 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.

   1.4 Remarks by Governing Board Members
     [The Chairperson, Secretary and/or members of the Governing Board may
     comment or provide summaries of recent College-related activities]
     — Action on Resolution to recognize Alec Moreno as Student Representative
     to the Board

2. Information Items
   2.1 Employment Information
   2.2 Adjunct Faculty Appointment
   2.3 Financial Report — April 2015 Financial Statements
Information Items (Continued)

2.4 All College Council Meeting Minutes

2.5 New Board Policy – First Reading
[BP 2.18 — College Compliance]

2.6 Contract: Bookstore Management for Fiscal Year 2015-2016
[One-year renewal option with Follett Higher Education Group (Follett) to continue management of the College’s five bookstore operations across the District – no cost]

2.7 Contract: Short Term Disability for Fiscal Year 2015-2016
[Agreement with Sun Life Financial for Short Term Disability Insurance in the amount of $79,000 – July 1, 2015 through June 30, 2016]

2.8 Administrator Contracts, 2015-2016

3. Action Items

3.1 Consent Agenda

(1) Approval of Minutes of the following meetings:
A. Study Session of May 4, 2015
B. Special Meeting to conduct Executive Session on May 4, 2015
C. Study Session of May 8, 2015
D. Special Meeting to conduct Executive Session on May 13, 2015
E. Regular Meeting of May 13, 2015

(2) Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
[BP-3113: Class Orientation] — Deletion
[BP-3509: Student Success] — Revision

(3) New Position – Clery Compliance Officer/Coordinator

(4) Grant Proposal: AZ Governor’s Office for Children, Youth, and Families - Pima Community College AmeriCorps Program
[To provide coaching support to adult education students who are in need of individualized, differentiated instruction – award amount is $109,823 – September 1, 2015 through August 30, 2016]

(5) Grant Proposal: Department of Justice, Bulletproof Vest Partnership Program
[Replacement vests for the PCC Department of Public Safety]
Action Items (Continued)

(6) Grant Proposal: Division of Education Programs/National Endowment for the Humanities  
[Award amount $100,000 – performance period January 1, 2016 through December 31, 2017]

(7) Intergovernmental Agreement: Vail Unified School District  
[Allows the College and School District to share data for research purposes of issues relating to the academic progress of VUSD students attending Pima Community College]

(8) Contract: General Liability and Automobile Liability and Physical Damage Insurance  
[Contract with The Arizona School Risk Retention Trust, Inc. to provide General Liability and Automobile Liability and Physical Damage Insurance – award amount $381,351 – July 1, 2015 through June 30, 2016]

(9) Contract: Worker’s Compensation Insurance for Fiscal Year 2015-2016  
[Purchase workers’ compensation insurance from CopperPoint Mutual Insurance Company in the amount of $295,000 for the policy year July 1, 2015 through June 30, 2016]

(10) Contract: Group Purchase Participation Agreement for Property Insurance  
[Contract with The Midwest Higher Education Compact via a Group Purchase Participation Agreement for Property Insurance – award amount $135,000 – July 1, 2015 through June 30, 2016]

(11) Contract: International Student Health Insurance  
[Contract renewal of the health insurance policy available to international students for policy year 2015/2016 – total contract value is estimated not to exceed $300,000. Participating students pay the entire amount]

(12) Contracts: Information Technology Maintenance, Licensing and Services – Fiscal Year 2016

(13) Contract: Bus Services  
[Contracts with South of the Border Tours and Mountain View Tours to provide bus services – costs will not exceed $180,000 for the period July 1, 2015 through June 30, 2016]

(14) Contract: Custodial Services  
[Contract with ISS Facility Services to provide custodial services – cost not to exceed $1,776,000 for the period July 1, 2015 through June 30, 2016]
Action Items (Continued)

(15) Contract: Software Licensing  
[Contract with Accruent to provide license hosting fees for the work order management system – cost not to exceed $310,000 for the period July 1, 2015 through June 30, 2016]

(16) Curriculum Recommendations: Program Inactivation – Executive Assistant — Associate of Applied Science (AASOAG)


(19) Curriculum Recommendations: Program Inactivation – Education Endorsement – Middle School — Post Degree Certificate for Direct Employment (CRDENDORSEB)

(20) Curriculum Recommendations: Program Inactivation – Administrative Assistant — Certificate for Direct Employment (CRTADMINAIDE)


(22) Information Technology Replacement – Fiscal Year 2016  
[Project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses]

(23) Fiscal Year 2014-2015 Adopted Budget Reductions  
[Posting year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2015]

(24) Contract for Grant Funded Renovation for the West Campus Dental Program Facilities  
[Contract not to exceed $200,000]

3.2 Other Action Items

(1) Board of Governors Annual Reporting Calendar
Action Items (Continued)

(2) Expedited Interim and Acting Administrator Appointments
[Authorization for the Chancellor to make expedited interim and acting administrator appointments. This appointment authority by the Chancellor shall expire on June 30, 2016]

(3) Contracts: Legal Services for Fiscal Year 2015-2016
[Renewal contracts for legal services with three Arizona law firms — DeConcini McDonald Yetwin & Lacy, P.C.; Gust Rosenfeld P.L.C.; and Udall Shumway PLC – annual expenditures for the combined work are anticipated to be less than $200,000]

4. Reports

4.1 Reports by Representatives to the Board
[The representatives to the Board will provide highlights of their group’s activities during the preceding month(s) and issues and suggestions for consideration]
- Staff – Don Harp
- Administrator – Brian Stewart

4.2 Administration Reports
- Developmental Education Redesign
- Dual Enrollment

4.3 Chancellor’s Report
[Chancellor Lambert may report on current events at or involving the College; Legislative and Budget Updates and recent activities such as: community meetings, presentations and conferences]

Adjournment

Regular Meeting
July 8, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

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

* **Additional Information** — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College’s website at [www.pima.edu/board/packets](http://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:** 6/10/15

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<td>Public Comment</td>
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<tr>
<td>1.4</td>
<td>Remarks by Governing Board Members</td>
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</tbody>
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**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:

Faculty:

**Burbank, Kent**
Title: Instructional Faculty
Rate of Pay: $57,092
Start Date: 08/19/2015
Highest Degree Earned: Master of Art, Social Service Administration; Master of Divinity
Awarding Institution: University of Chicago; Meadville/Lombard Theological School
Most Recent Previous Job: Director, Victim Services Division

**Cassidy, Mary**
Title: Educational Support Faculty, Counselor
Rate of Pay: $43,580
Start Date: 07/01/2015
Highest Degree Earned: Master of Counseling
Awarding Institution: University of Phoenix
Most Recent Previous Job: Counselor

**Daily, Ryan**
Title: Educational Support Faculty, Counselor
Rate of Pay: $43,580
Start Date: 07/01/2015
Highest Degree Earned: Master of Arts, Counseling
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Senior Academic Counselor, Educational Support

**Hartle-Schutte, D.V.M., MS, Erika**
Title: Instructional Faculty
Rate of Pay: $52,299
Start Date: 08/19/2015
Highest Degree Earned: Doctor of Veterinary Medicine
Awarding Institution: Colorado State University

(Continued)
Most Recent Previous Job: Associate Veterinarian

**Hawks, Tanya**
Title: Educational Support Faculty, Counselor
Rate of Pay: $45,759
Start Date: 07/01/2015
Highest Degree Earned: Master of Arts, Counseling
Awarding Institution: Midwestern State University
Most Recent Previous Job: Educational Support Faculty, Counselor, Administrative Appointment

**Laliberte Bouey, Melissa**
Title: Instructional Faculty, 1-year Provisional Appointment
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Master of Education, Mathematics Education
Awarding Institution: Arizona State University
Most Recent Previous Job: Adjunct Faculty

**Martinson, Kimberly**
Title: Instructional Faculty, 1-year Provisional Appointment
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Master of Art, English
Awarding Institution: University of Oklahoma
Most Recent Previous Job: Adjunct Faculty

**Milkins, Laura**
Title: Instructional Faculty, 1-year Provisional Appointment
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Master of Fine Art, Painting and Drawing
Awarding Institution: University of Arizona
Most Recent Previous Job: Adjunct Faculty

**Pieslewicz, Laura**
Title: Instructional Faculty
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Instructional Faculty, Administrative Appointment

**Theriot, Christopher**
Title: Instructional Faculty
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Master of Education, Education

(Continued)
Staff:

**Alvarez, Francisco**
Title: Trades/Maintenance Technician
Rate of Pay: $13.54
Start Date: 05/06/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Grounds Maintenance Technician

**Bohnet, Dale**
Title: Instructor
Rate of Pay: $44,463
Start Date: 05/26/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Instructor

**Henry, Mark**
Title: Trades/Maintenance Technician
Rate of Pay: $13.54
Start Date: 05/26/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Grounds Maintenance Technician

**Schuetze, Michael**
Title: Program Manager
Rate of Pay: $63,726
Start Date: 06/15/2015
Highest Degree Earned: Master of Education, Bilingual-Multicultural Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Director of Operations

**Valenzuela, Jose**
Title: Trades/Maintenance Technician
Rate of Pay: $13.54
Start Date: 05/26/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Groundskeeper

(Continued)
Temporary:

**Alvarez, Stephanie**
Title: Office Aide
Rate of Pay: $8.05
Start Date: 05/16/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Aide

**Arballo, Tania**
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Dance/Theater Teacher Assistant

**Chavez, Alejandro**
Title: Office Aide
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Customer Service Specialist

**Del Rio, Isabel**
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Associate of Applied Science, Paralegal Studies
Awarding Institution: Pima Community College
Most Recent Previous Job: Customer Service Team Member

**Derrick, Katharine**
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/10/2015
Highest Degree Earned: Bachelor of Art, English
Awarding Institution: University of Arizona
Most Recent Previous Job: Community Representative

**Gomez, Elvia**
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Master of Education, Special Education Cross- Category
Awarding Institution: Grand Canyon University

(Continued)
Most Recent Previous Job: Teacher Associate

**Grimes, Patrick**

Title: Instructor  
Rate of Pay: $21.38  
Start Date: 06/11/2015  
Highest Degree Earned: Master of Education, Educational Leadership  
Awarding Institution: Northern Arizona University  
Most Recent Previous Job: Substitute Teacher

**Hawes, Tuongvi**

Title: Instructor  
Rate of Pay: $21.38  
Start Date: 06/11/2015  
Highest Degree Earned: Bachelor of Art, East Asian Studies  
Awarding Institution: University of Arizona  
Most Recent Previous Job: English Teacher

**Hedgpeth, Stacie**

Title: Office Aide  
Rate of Pay: $8.05  
Start Date: 05/16/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Caregiver

**Johnson, Susan**

Title: Office Aide  
Rate of Pay: $8.05  
Start Date: 05/16/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Bakery Clerk

**Jones, Brandi**

Title: Instructor  
Rate of Pay: $21.38  
Start Date: 06/11/2015  
Highest Degree Earned: Bachelor of Art, Teaching English as a New Language; Bachelor of Art, Spanish  
Awarding Institution: Indiana University Purdue University- Fort Wayne  
Most Recent Previous Job: Direct Support Professional

**Lane, Stephanie**

Title: Tutor I  
Rate of Pay: $8.05  
Start Date: 06/11/2015  
Highest Degree Earned: No Post-Secondary Degree

(Continued)
Awarding Institution: N/A
Most Recent Previous Job: Teacher

**Mejia, Martina**
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Master of Education, Human Relations
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Tutor

**Ochoa, Gisela**
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Cashier

**Olsen, Jordan**
Title: Tutor II
Rate of Pay: $9.50
Start Date: 05/18/2015
Highest Degree Earned: Associate of Art, Liberal Arts
Awarding Institution: Pima Community College
Most Recent Previous Job: Support Engineer

**Patrick, Brian**
Title: Office Aide
Rate of Pay: $8.05
Start Date: 05/16/2015
Highest Degree Earned: Associate of Art, Criminal Justice
Awarding Institution: Pima Community College
Most Recent Previous Job: Cashier

**Polsgrove, Peter**
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Bachelor of Science, Microbiology
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Graduate Research and Teaching Assistant

**Rebeck, Scott**
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
(Continued)
Awarding Institution: N/A
Most Recent Previous Job: Front End Team Member

Saenz, Gabriela
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Master of Art, Sociology
Awarding Institution: Michigan State University
Most Recent Previous Job: College and Career Readiness Coordinator

Slawson, Megan
Title: Tutor II
Rate of Pay: $9.50
Start Date: 05/18/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Cashier

Smith, Jo Ann
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Master of Art, History
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Teacher

Templeton, Sabrina
Title: Office Aide
Rate of Pay: $8.05
Start Date: 05/05/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: All Purpose Clerk

Terani, Nathan
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Manager- Sales

Tiba, Nour
Title: Instructor
Rate of Pay: $21.38
Start Date: 06/11/2015
Highest Degree Earned: Master of Art, Education
Awarding Institution: Ohio State University
Most Recent Previous Job: Preschool Teacher

Valenzuela, Natali
Title: Laboratory Assistant
Rate of Pay: $13.54
Start Date: 05/07/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Aide

West, Danielle
Title: Tutor I
Rate of Pay: $8.05
Start Date: 06/11/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Store Manager

Retirements:

Brown, Gigi
Instructional Faculty
DC – CAD and Design Department
Start Date: 08/21/1989
End Date: 05/21/2015

Dings, Randall D.
Instructional Faculty
WC – Allied Health
Start Date: 08/18/1998
End Date: 05/21/2015

Harrington, Thomas E.
Director
DO – Fiscal Services Operations
Start Date: 01/20/2009
End Date: 05/20/2015

Leverentz, Patricia L.
Instructional Faculty
CC – Instruction/Academic Services
Start Date: 08/20/2001
End Date: 05/21/2015

(Continued)
Mills, Darrell K.
Instructional Faculty
EC – Health Technology and Administration of Justice
Start Date: 08/20/2001
End Date: 05/21/2015

Pickard, Dr. Frank
Instructional Faculty
WC – Performing Arts
Start Date: 08/21/2000
End Date: 05/21/2015

Sandmann, Lloyd J.
Instructional Faculty
DV – Mathematics, Business and Computing
Start Date: 08/21/2000
End Date: 05/21/2015

Stephen, Dr. David V.
Instructional Faculty
WC – Social Sciences
Start Date: 08/15/1975
End Date: 05/21/2015

Treacy, Michael J.
Advanced Program Manager
CC – Workforce and Business Development
Start Date: 10/19/2009
End Date: 05/15/2015

Woyak, Raymond A.
Instructional Media Coordinator
WC – IT Campus Staff
Start Date: 09/20/1973
End Date: 05/01/2015

Separations:

Bunch, Stephen K.
Materials Management Specialist
DO – Plant Operations
End Date: 5/11/2015

Friend, Michael D.
Program Coordinator
CC – Education Programs
End Date: 5/15/2015

(Continued)
House, Cheryl M.
Deputy Executive Administrator
DO – Foundation
End Date: 5/15/2015

Phillips, Sabrina L.
Support Specialist
DV – Center for Training and Development
End Date: 5/15/2015

Wallace, Dr. Lillian M.
Instructional Faculty
NW – Social and Behavioral Sciences
End Date: 5/21/2015

Wiltshire, Sandra M.
Human Resources Advanced Analyst
DO – Employee Consulting and Personnel Operations
End Date: 5/15/2015

Approvals

Contact Person ____________________________
D.C. Berryman

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

Meeting Date: 6/10/2015  Item Number: 2.2

Item Title: Adjunct Faculty Appointments  Contact Person: Dr. Erica Holmes
            Provost
            (206-4999)

Recommendation:

The Chancellor recommends these individuals as certified adjunct faculty applicants. The Chancellor also recommends these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors in areas for which they are qualified.

Justification:

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

The current rate of pay for adjunct faculty is $800.00 per load hour.

Name: Arnaud, Edwin L.
Discipline(s): Crime Scene Management (Occupational/Workforce)
Start Date: 8/31/15
Education: High school diploma, Santa Rita High School, Tucson, Arizona
Experience: Crime scene specialist for more than twelve years.

Name: Beasley, Barbara A.
Discipline(s): Business (Academic); Management (Academic); Mathematics (Developmental)
Start Date: 8/26/15
Education: Bachelor of Arts, Mathematics, University of California-Berkeley; Master of Business Administration, Portland State University, Oregon
Experience: Mathematics Adjunct Faculty for three years at Arizona Western College in Yuma.

Name: Christensen, Michelle C.
Discipline(s): Chemistry (Developmental); Mathematics (Developmental)
Start Date: 8/26/15
Education: Bachelor of Science in Chemical Engineering, Brigham Young University, Provo, Utah
Experience: Chemical Engineering Teaching Assistant at Brigham Young University, and Engineering intern at Dow Chemical Company.
Name: Curtis, Noah B.
Discipline(s): Accounting (Academic)
Start Date: 5/26/15
Education: Bachelor of Science in Business Administration, Accounting; Master of Accounting, Accounting, both degrees awarded by the University of Arizona, Tucson, Arizona
Experience: Tax associate and business analyst/manager for more than seven years.

Name: Ford, Colleen M.
Discipline(s): Nursing (Academic); Health Care (Occupational); Health Continuing Education (Occupational); Nursing Assistant (Occupational)
Start Date: 8/26/15
Education: Bachelor Science, Nursing, Cedar Crest College, Allentown, Pennsylvania; Master of Science, Nursing, Grand Canyon University, Phoenix, Arizona
Experience: Registered nurse for more than six years.

Name: Graves, James E.
Discipline(s): Administration of Justice (Academic)
Start Date: 8/26/15
Education: Bachelor of Science, Interdisciplinary Studies- Public Management; Master of Administration- Leadership, both degrees awarded by Northern Arizona University, Flagstaff, Arizona
Experience: Tucson police officer for more than twenty two years.

Name: Larson, Robin R.
Discipline(s): Student Success (Academic), English as a Second Language (Developmental)
Start Date: 5/26/15
Education: Bachelor Arts, English, University of Arizona, Tucson, Arizona; Master of Arts in Education, Educational Counseling, University of Phoenix, Phoenix, Arizona
Experience: High school guidance counselor for more than nine years.

Name: Long, Robert “Bobby” J.
Discipline(s): Art (Academic); Art for Personal Development (Developmental)
Start Date: 8/26/15
Education: Bachelor of Fine Arts, Studio Art; Master of Fine Arts, Art, both degrees awarded by the University of Arizona, Tucson, Arizona
Experience: One year adjunct taught studio art courses, both at undergraduate and graduate levels at the University of Arizona. Three years combined work experience as freelance illustrator/designer.

Name: Martinez, Jacob R.
Discipline(s): Automotive Technology (Occupational/Workforce)
Start Date: 5/26/15
Education: Certificate, Automotive Mechanics, Pima Community College, Tucson, Arizona
Experience: Five years combined work experience as auto technician and auto lab technician.
Name: Newton, Cheri L.
Discipline(s): Mathematics (Developmental)
Start Date: 1/20/15
Education: Bachelor of Science, Accounting, Weber State University, Utah; Master of Education, Secondary Education, George Mason University, Annandale, Virginia
Experience: Middle school math teacher for more than six years.

Name: Newton, David W.
Discipline(s): Building and Construction (Occupational); Natural Gas Technologies (Occupational)
Start Date: 6/2/15
Education: High school diploma, Blue Springs High School, Blue Springs, Missouri
Experience: Construction company Division Safety Trainer for over six years.

Name: Ortiz, Ernesto R.
Discipline(s): Building and Construction Technology, Electrical Utilities Technology (Occupational/Workforce)
Start Date: 5/04/15
Education: High school diploma, Sunny Side High School, Tucson, Arizona; Metering Technician, Certification, State of Arizona
Experience: Electrician and experience as a Metering Technician Journeyman, current apprentice instructor and supervisor for more than twelve years.

Name: Rawson, David A.
Discipline(s): Writing (Academic), Literature (Academic)
Start Date: 8/26/15
Education: Bachelor of Arts, English; Master of Art, English, both degrees awarded by Southern Illinois University, Edwardsville, IL
Experience: Over four years’ experience teaching English and Writing courses for students ranging from middle school and high school to college level students.

Name: Renfrow, Anginette R.
Discipline(s): Education (Academic); Education-General/Post Degree (Academic)
Start Date: 5/26/15
Education: Bachelor of Arts, Political Science University of Arizona, Tucson, Arizona; Master of Education, Elementary Education, Grand Canyon University, Phoenix, Arizona
Experience: Teacher at Tucson Unified Public Schools for more than eight years.

Name: Shell, Steven C.
Discipline(s): Computer Aided Drafting (Occupational/Workforce)
Start Date: 5/15/15
Education: Bachelor in Architecture, Architecture, University of Arizona, Tucson, Arizona
Experience: Owner of architectural firm for more than twenty eight years.
Name: **Smedley, Susan J.**
Discipline(s): Dental Hygiene (Occupational/Workforce)
Start Date: 8/26/15
Education: Bachelor of Science, Dental Hygiene, Northern Arizona University, Flagstaff, Arizona
Experience: Dental hygienist for thirty plus years.

Name: **Sudak, Ellen “Clare”**
Discipline(s): English as a Second Language (Academic Limited Exemption)
Start Date: 5/26/15
Education: Graduate coursework, English as a Second Language, University of Arizona, Tucson, Arizona
Experience: Adult basic skills instructor for four years.

Name: **Turley, Andrew M.**
Discipline(s): Art (Academic), Art for Personal Development (Developmental)
Start Date: 8/26/15
Education: Bachelor of Arts, Spanish and Bachelor of Fine Arts, Sculpture, both degrees awarded by Northern Arizona University, Flagstaff, Arizona; Master of Fine Arts, Sculpture, Brigham Young University, Provo, Utah
Experience: Over five years’ experience teaching 3-D design and sculpture courses for college students.

Name: **Worsham, DBA, Jerry R.**
Discipline(s): Business (Academic), Management (Academic), Finance (Occupational)
Start Date: 4/21/15
Education: Bachelor of Science, Business Administration; Master of Science, Business Administration, both degrees awarded by University of Colorado, Greeley, Colorado; Doctor of Business Administration, University of Phoenix, Phoenix, Arizona
Experience: Thirteen years of work experience as an engineer as well as 22 years as a commissioned officer in the U.S. Air Force. Dr. Worsham has also taught business courses as an adjunct for thirteen years.

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**Approvals**

Contact Person _________________________________

Erica Holmes

Chancellor_____________________________________

Lee D. Lambert, J.D.

(Continued)
### INFORMATION ITEM

**Meeting Date:** 6/10/15  
**Item Number:** 2.3

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</table>
| Financial Report – April 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 April 2015. 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 Pima Community College concluded April with total year to date revenues in General and Designated funds lower than the previous fiscal year by about $3.6 million. Tuition and fees revenue has decreased by $1.9 million due to lower student enrollment and property tax revenue has decreased by about $854 thousand principally due to the timing of primary property tax receipts through April compared to the same period last year. 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 $4.3 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 $2.6 million. However, other expenditures have decreased by about $6.9 million mainly due to a decrease in expenses for Operation and Maintenance of Plant. This decrease is due to the costs incurred in fiscal year 2014 for the new Northwest Campus building. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the adjusted budget expenditure level.

The April preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by about $7.9 million.

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

The preliminary results indicate that the College concluded April with a year-to-date increase in net position through month end of approximately $219 thousand. This is a decrease from the previous year’s increase of $5.5 million. The $5.3 million decrease in net position compared to the same time period of the previous fiscal year is due primarily to the decrease in tuition and fees revenue and a decrease in property tax revenue.

(Continued)
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 83.3 percent of budget, which is the same as the previous year. In absolute terms, year to date Personal Services expenditures were $100.4 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 67.5 percent of the budget, which is slightly higher than the previous year. In absolute terms, Services and Supplies expenditures were $22.4 million, which is slightly 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 April was $207.4 million, which is a decrease of about $13.3 million compared to the same time last year. This represents a decrease in assets of $10 million to pay costs related to the new Northwest building.

Approvals

Contact Person

Chancellor

Lee D. Lambert, J.D.
Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget
Year to Date For the Ten Months Ending April 30, 2015
(Preliminary)

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>Year to Date Actuals</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$52,975,370</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,493,000</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>100,327,000</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,676,124</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$163,471,494</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>120,508,290</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>33,179,639</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>4,935,090</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$158,623,019</strong></td>
</tr>
</tbody>
</table>

*Adjusted Budget Revenue Excludes Fund Balance

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

### Year To Date For Ten Months Ending April 30, 2015

**(Preliminary)**

<table>
<thead>
<tr>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td><strong>Prior Year Totals as of April 30, 2014</strong></td>
</tr>
<tr>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$44,487,987</td>
</tr>
<tr>
<td>Contracts</td>
<td>2,194,462</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>878,862</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>27,500</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>398,888</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$47,108,837</td>
</tr>
</tbody>
</table>

| **Nonoperating Revenues** | |
| State Appropriations | 6,493,500 | 600,000 | 7,093,500 | 7,136,600 |
| Property Taxes | 80,965,409 | 82,911 | 81,048,320 | 83,034,441 |
| Federal Grants | 9,458 | 139 | 40,528,635 | 42,134,753 |
| State and Local Grants | 1,135,207 | 1,135,207 | 1,674,151 |
| State Shared Sales Taxes | 1,765,311 | 1,765,311 | 1,694,775 |
| Gifts | 35,498 | 35,498 | 519,366 |
| Investment Income | 340,669 | 2,735 | 343,443 | 519,366 |
| **Net Nonoperating Revenues** | $87,809,036 | $44,057,789 | $83,089 | $131,949,914 | $136,680,007 |

| **Total Revenues** | $134,917,873 | $45,545,073 | $1,376,329 | $181,839,275 | $188,580,487 |

| **Operating Expenses** | |
| Educational and General | |
| Instruction | 44,286,661 | 3,189,572 | 854,824 | 48,331,057 | 47,924,195 |
| Academic Support | 18,093,860 | 2,697,610 | 65,174 | 20,856,644 | 20,547,931 |
| Student Services | 19,928,842 | 2,789,053 | 907,073 | 23,624,968 | 21,884,350 |
| Institutional Support | 29,648,583 | (417,274) | 2,324,480 | 31,555,789 | 32,315,228 |
| Operation and Maintenance of Plant | 10,870,496 | 276,574 | 3,241,111 | 14,388,181 | 15,491,871 |
| Depreciation | 6,655,498 | 6,655,498 | 6,210,086 | 6,210,086 |
| Student Financial Aid | 1,016,633 | 34,508,149 | 35,524,782 | 38,020,937 |
| Auxiliary Enterprises | 788,646 | 788,646 | 692,318 |
| Contingency | 788,646 | 788,646 | 692,318 |
| **Total Operating Expenses** | $123,845,075 | $43,832,330 | $1,408,160 | $181,725,565 | $183,086,916 |

| **Income Before Other Expenses** | $11,072,798 | $1,712,743 | $12,717,831 | $113,710 | $5,493,571 |

| Transfers | (3,186,000) | (4,037,696) | 7,223,696 | 7,223,696 |
| Capital Appropriations | |
| Capital Gifts and Grants | 105,000 | 105,000 | |

| **Increase (Decrease) in Net Position** | $7,886,798 | (2,324,953) | $5,343,135 | $218,710 | $5,493,571 |

| **Net Position** | |

| **Total Net Position - End of Period: Current Year vs. Prior Year** | $ (13,298,616) |
# Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For Ten Months Ending April 30, 2015**

*(Preliminary)*

## Expenditures by Function

### Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Instruction</td>
<td>$57,333,096</td>
<td>$44,286,661</td>
</tr>
<tr>
<td>Academic Support</td>
<td>25,449,734</td>
<td>18,093,860</td>
</tr>
<tr>
<td>Student Services</td>
<td>26,319,012</td>
<td>19,928,842</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>35,204,310</td>
<td>29,648,583</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,961,503</td>
<td>10,870,496</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,124,000</td>
<td>1,016,633</td>
</tr>
</tbody>
</table>

### Other Expenditures

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</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>11,185,345</td>
<td>11,185,345</td>
</tr>
</tbody>
</table>

### Total Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Educational and General</td>
<td>$173,772,000</td>
<td>$127,031,075</td>
</tr>
</tbody>
</table>

## Expenditures by Account

### Personal Services

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Administrative Personnel</td>
<td>$6,840,570</td>
<td>$5,419,157</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,588,921</td>
<td>21,425,654</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,256,692</td>
<td>868,531</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>11,240,374</td>
<td>10,811,013</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>44,363,245</td>
<td>35,477,442</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,559,556</td>
<td>3,431,983</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,658,932</td>
<td>22,969,251</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>120,508,290</td>
<td>100,402,970</td>
</tr>
</tbody>
</table>

### Services and Supplies

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>6,144,834</td>
<td>4,638,191</td>
</tr>
<tr>
<td>Travel</td>
<td>2,786,235</td>
<td>1,301,098</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>13,586,001</td>
<td>10,112,115</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,853,919</td>
<td>3,208,222</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,302,064</td>
<td>1,016,633</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,506,586</td>
<td>2,120,407</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>33,179,639</td>
<td>22,396,666</td>
</tr>
</tbody>
</table>

### Contingency and Reserves

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>449,188</td>
<td>350,735</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,290,902</td>
<td>694,704</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>15,148,981</td>
<td>15,148,981</td>
</tr>
</tbody>
</table>

## Total Expenditures by Account

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted Year to Date</td>
<td>Available Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>$173,772,000</td>
<td>$127,031,075</td>
</tr>
</tbody>
</table>
Statement of Net Position (formerly Statement of Net Assets)
April 30, 2015
(Preliminary)

<table>
<thead>
<tr>
<th></th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prior Year as of April 30, 2014</td>
<td></td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$27,146,804</td>
<td>$9,883,513</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>25,086,195</td>
<td>105,951</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,337,510</td>
<td>10,586,474</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>235,460</td>
<td>225,148</td>
</tr>
<tr>
<td>Inventories</td>
<td>123,137</td>
<td>10,400,213</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>890,192</td>
<td>899,529</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>68,405,772</td>
<td>11,070,871</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>1,930,661</td>
<td>2,880,560</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>(241,599)</td>
<td>405,327</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,862,060</td>
<td>30,862,060</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>5,949,676</td>
<td>5,949,676</td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>1,837,572</td>
<td>1,837,572</td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,862,060</td>
<td>133,381,795</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>79,267,832</td>
<td>11,070,871</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>6,136,291</td>
<td>11,996</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(386,888)</td>
<td>(241,599)</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>420,818</td>
<td>420,818</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,296,437</td>
<td>4,296,437</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,045,840</td>
<td>12,031</td>
</tr>
<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>3,551,926</td>
<td>3,551,926</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>134</td>
<td>134</td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>6,701,979</td>
<td>134</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>16,747,819</td>
<td>12,165</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td>111,692,734</td>
<td>111,692,734</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>812,871</td>
<td>812,871</td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,840,764</td>
<td>1,840,764</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>1,950,726</td>
<td>1,950,726</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>62,520,013</td>
<td>9,107,980</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>62,520,013</td>
<td>11,058,706</td>
</tr>
<tr>
<td><strong>Total Net Position: Current Year vs. Prior Year</strong></td>
<td>$ (13,298,616)</td>
<td>$ (13,298,616)</td>
</tr>
</tbody>
</table>
General & Designated Funds YTD Revenues - FY14 - Prior Year
For the Ten Months Ending April 30, 2014
Total of $138,481,249

General & Designated Funds YTD Revenues - FY15 - Current Year
For the Ten Months Ending April 30, 2015
Total of $134,917,873

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>FY14 Amount</th>
<th>FY15 Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$44,487,987</td>
<td>$46,428,891</td>
<td>33%</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$6,493,500</td>
<td>$7,136,600</td>
<td>5%</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$80,965,409</td>
<td>$81,819,085</td>
<td>59%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>$3,096,673</td>
<td>$2,970,977</td>
<td>2%</td>
</tr>
</tbody>
</table>

General & Designated Funds YTD Revenues

$160,000,000
$150,000,000
$140,000,000
$130,000,000
$120,000,000
$110,000,000
$100,000,000
$90,000,000
$80,000,000
$70,000,000
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$0

- Tuition and Fees
- State Appropriations
- Property Taxes
- Other Revenues
General & Designated Funds YTD Expenditures Year to Date
Comparison with Prior Year

**General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year**
For the Ten Months Ending April 30, 2014
Total of $131,301,821

- **Instruction** $44,636,947 (34%)
- **Academic Support** $17,827,483 (14%)
- **Student Services** $18,438,793 (14%)
- **Institutional Support** $28,797,188 (22%)
- **Operation & Maintenance of Plant** $10,432,606 (8%)
- **Other** $11,168,804 (8%)

**General & Designated Funds YTD Expenditures by Program - FY15 - Current Year**
For the Ten Months Ending April 30, 2015
Total of $127,031,075

- **Instruction** $44,286,661 (35%)
- **Academic Support** $18,093,860 (14%)
- **Student Services** $19,928,842 (16%)
- **Institutional Support** $29,648,583 (23%)
- **Operation & Maintenance of Plant** $10,870,496 (9%)
- **Other** $4,202,633 (3%)

**General & Designated Funds YTD Expenditures by Program**

- Instruction
- Academic Support
- Student Services
- Institutional Support
- Operation & Maintenance of Plant
- Other
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY15

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

**Assets**

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

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

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

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

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

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

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

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

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

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

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

**Prepaid Expenses**
Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.
<table>
<thead>
<tr>
<th>Glossary for Financial Reports</th>
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<tbody>
<tr>
<td><strong>Noncurrent Assets</strong></td>
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<tr>
<td><strong>Restricted Cash &amp; Cash Equivalents</strong></td>
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<td><strong>Notes Receivable</strong></td>
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<td><strong>Other Long-term Investments</strong></td>
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<td><strong>Investments in Capital</strong></td>
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<td><strong>Land</strong></td>
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<td><strong>Buildings &amp; Leasehold improvements</strong></td>
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<td><strong>Construction in Progress</strong></td>
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<td><strong>Equipment</strong></td>
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<td><strong>Library Books</strong></td>
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<td><strong>(net of depreciation)</strong></td>
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<td><strong>Liabilities</strong></td>
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Glossary for Financial Reports

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

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

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

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

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

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

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

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

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

Statement of Revenues, Expenses and Changes in Net Position

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

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

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

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

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

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

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

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

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

#### Federal Grants
Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.

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

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

#### Gifts
Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.

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

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

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

#### Academic Support
Includes expenses incurred to provide support services for the institution’s primary programs of instruction, research, and public service. It includes the following activities:
- The retention, preservation, and display of educational materials, such as libraries, museums, and galleries
- Media, such as audio-visual services, and technology, such as computing support
- Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions
- Separately budgeted support for course and curriculum development

#### Student Services
Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students’ emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).

#### Institutional Support
Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.
Glossary for Financial Reports

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

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

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

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

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

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

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

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

Meeting Date: 6/10/15  
Item Number: 2.4

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

Information:

For your information, the Chancellor presents to the Board of Governors minutes of All College Council meetings from the following date:

April 13, 2015

Approvals

Contact Person ____________________________ Deborah Yoklic  
Deborah Yoklic

Chancellor ________________________________ Lee D. Lambert, J.D.

(Continued)
All College Council  
April 13, 2015

Minutes

In Attendance: Esdras Cabezola, Don Harp, Mays Imad, Joe Labuda, Lee Lambert, Alec Moreno, Paul Schwalbach, Jeff Silvyn, Brian Stewart, Debbie Yoklic

Not In Attendance: Manny Amado, Carlo Buscemi, Lorraine Morales, Mykle Zoback

1. Agenda Modifications None

2. Approval of Minutes of 3/9/15 Don Harp moved to approve and Brian Stewart seconded; minutes approved unanimously.

3. SPG 1401/AA

4. A.P.s 1.01.01 and 1.01.02  
   There was no discussion about any of these policies. All will go forward as presented.

5. ACC Outreach  
   This item was postponed until the May meeting, as Lorraine Morales could not attend the April meeting.

6. Course fee/classroom equipment  
   Following his comments to the Board of Governors at their April meeting, Don Harp was asked to bring his concerns about course fees to All College Council. Brian Stewart let the group know that revised standards went into effect in January 2015; information was sent to the CDAS’s, who were to relay the information to lab supervisors and others. Brian will send the document to Council members. There had also been discussion about built-up surpluses; this discussion has been on hold since the retirement of AVC Diane Groover.

7. Personnel Governance Task Force  
   How to choose the participants of the Personnel Governance Task Force who are not members of PCCEA/ACES/AFSCME stimulated a lively discussion, which included why it mattered if employees were or were not members of the employee groups and how to ensure that the selection process was as unbiased as possible. The Board of Governors has determined the composition of the Personnel Governance Task Force – how many members of each group, those who are of the “union” and those who are not. The Council decided that the selection from among those who volunteer will be done as follows: Faculty Senate will choose faculty who are not PCCEA members; the Adjunct Faculty subcommittee of Faculty Senate will choose the adjunct faculty member; Staff Council will choose two employees who are not ACES members, two who are not AFSCME members, and one temporary employee. At the suggestion of Council, a text box will be added to the form for every volunteer to give a short statement as to why they are interested in working on this Task Force; this should assist the groups in making their choices.
8. **Posting documents on the Internet versus the Intranet; Surveys**
   The Council considered questions such as where should information reside? Should information always be on the internet, or could it be moved to the intranet? The Council determined that with surveys posted to the internet, aggregate data only should be published and not comments; the College might consider stating that further information is available upon request. The College should always be mindful when moving postings from the internet to the intranet.

   The Council also discussed whether we are surveying too often, whether surveys could be combined, whether the College should consider microsurveys of ten questions or less. Student surveys in particular should be short. The Council gave suggestions about how to inform students, including using Digital Signage, and using Facebook and/or SnapChat. Nic Richmond will be invited to come to the September meeting to discuss surveys.

9. **Chancellor Report**
   The Chancellor reported on a Student Success Workshop he and Board members attended; the structure of Board meetings may change in relation to student success. Arizona is behind as a state; for example, Arizona looks at where students are after six years; when a student drops out, we need to know now. Don Harp suggested that when a student starts at PCC and states his/her goal, we should give the student a roadmap; we need to maintain constant touch with every student. The Chancellor said that the Department of Education is tightening up Financial Aid regulations, which forces Colleges to also tighten up.

10. **Roles and Responsibilities and Individual Accountability of Council members**
    This item has been moved to the May Council meeting.

**Meeting Adjourned: 5:17 pm**

**Future Meeting:** 05/11/15, 3-5pm, B-218
INFORMATION ITEM

Meeting Date: 6/10/15  Item Number: 2.5

**Item Title** | **Contact Person**
---|---
New Board Policy – First Reading | Deborah Yoklic
                      | Assistant Vice Chancellor
                      | (206-4747)

**Recommendation:**

For your information, the Chancellor submits the first reading of the following new Board Policy:

BP 2.18 College Compliance

**Justification:**

The College’s compliance requirements are many. This Board Policy will give the Chancellor the authority to establish and maintain a program to ensure Pima Community College ensures, maintains and monitors compliance in all areas.

**Financial Considerations:**

None.

---

**Approvals**

Contact Person

Deborah Yoklic

Deborah Yoklic

Chancellor

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

**Board Policy Title:** College Compliance

**Board Policy Number:** BP 2.18

**Adoption Date:**

**Schedule for Review & Update:** Every two years

**Review Date(s):**

**Revision Date(s):**

**Sponsoring Unit/Department:** Chancellor

**Motion Number:**

**Legal Reference:** Federal Sentencing Guidelines, Sec. 8B2

**Cross Reference:**

Pima Community College is committed to maintaining an institutional culture of ethical conduct, accountability, and compliance with all legal and accreditation requirements as well as all College policies and procedures. Accordingly, the Board of Governors delegates to the Chancellor the authority and responsibility of establishing a College-wide compliance program. The compliance program shall include at least the following elements:

- compliance effectiveness assessment
- internal monitoring
- mandatory training
- periodic risk assessment
- standards and procedures for discipline and enforcement

The Chancellor may delegate this responsibility to another appropriate individual who shall have direct access to the Chancellor and the Board.

The Chancellor or designee will provide the Board of Governors, at least annually, a report regarding the College compliance program.
INFORMATION ITEM

Meeting Date: 6/10/15

Item Number: 2.6

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a one-year renewal option of the contract with Follett Higher Education Group (Follett) for management of the five bookstore operations across the District for the period July 1, 2015 through June 30, 2016. Commissions payable to the District are projected to be approximately $1,250,000, which is the contractual minimum annual guaranteed amount.

Justification:

Since 1990, the College has contracted with Follett to manage the College’s bookstore operations at five campus locations (Community Campus is serviced through Downtown Campus). Following an RFP for bookstore management services, the current contract was executed in June 2009. Beyond the initial five-year term, it provided for five one-year renewal options through June 30, 2019 at the College’s sole discretion with Board approval. It may also be terminated by the College without cause with 120 days written notice or by either party for cause with 90 days written notice. Financial results through the first nine months of fiscal year 2015 are down somewhat from prior years’ levels as a result of decreased enrollment and a general decline in the industry as students turn to alternative formats and opportunities to acquire texts online. The College re-evaluates its options for bookstore management annually and may issue a Request for Proposals for bookstore management in the coming year if it is in the College’s best interest.

Financial Considerations:

The expected minimum commissions from bookstore operations of $1,250,000 have been included in the College’s budget for fiscal year 2016. However, should sales increase significantly during fiscal 2016, the contractual formula indicates commissions of 12.1 percent of net sales up to and including $12 million per agreement year plus 13.1 percent of any sales above that level.

Approvals

Contact Person ________________________________

David Bea, Ph.D.

Chancellor ________________________________

Lee D. Lambert, J.D.
INFORMATION ITEM

**Meeting Date:** 6/10/15

**Item Number:** 2.7

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<th>Item Title</th>
<th>Contact Person</th>
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| Contract: Short Term Disability Insurance for Fiscal Year 2015-2016       | Dr. David Bea
|                                                                           | Executive Vice Chancellor for Finance and Administration (206-4519) |

**Information**

The College has accepted the Short Term Disability Insurance benefit proposal from Sun Life Financial for the period July 1, 2015 through June 30, 2016 with an option of four one year renewals. The FY 2015-16 annual premium for Sun Life will be approximately $79,000.

Last fall the College issued a request for proposal for short term disability insurance benefits. Four proposals were received. The Employee Benefits Working Group, which includes representatives from AFSCME, ACES, PCCEA, and Staff Council, reviewed all proposals. The following criteria were used in evaluating the proposals: pricing, multi-year guarantees, ability to match the request plan design and features, experience, reporting capabilities, and financial strength. The District’s benefits consultant provided the work group with an analysis of the responses on January 21, 2015. This review resulted in inviting three finalists to submit best and final rate offers. The benefits working group recommended awarding to the low cost bidder, Sun Life, who bid $79,000. Sun Life previously provided life insurance for the College and has a A.M. Best’s credit rating of A+.

The premium cost to the College will decrease by 33 percent with an annual savings estimated at $40,000. In addition the premium comes with a three year rate guarantee. Projections are based upon current enrollments and are subject to change.

---

**Approvals**

Contact Person

[Signature]

David Bea, Ph.D.

Chancellor

[Signature]

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

INFORMATION ITEM

Meeting Date: 6/10/15

Item Number: 2.8

Item Title
Administrator Contracts 2015/2016

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

Information:
The Chancellor submits the following information regarding the administrator appointments for fiscal year 2015/2016 in accordance with BP-4101, Authority for Hiring and Assignment of Personnel, and the Administrative Personnel Policy Statement.

Justification:
Contracts for administrator are normally prepared for one fiscal year but may, in some circumstances, be for a shorter period of time. In accordance with Board policy, an administrator shall be offered a new contract for the ensuing fiscal year unless he or she is otherwise notified in writing on or before February 15. Contracts currently in place expire June 30, 2015. This list of administrators is current as of the date submitted; however, additional names may be presented to the Board at a later date.

It is essential to clarify while the appointment of each administrator may be for the full fiscal year, his or her assignment may be changed during the course of the year in accordance with the applicable Board policy.

(Continued)
Albert, Ph.D., Louis S. & Morales, Ph.D., Lorraine
Amado, Manuel A. & Moses, Bruce
Bea, Ph.D., David & Parker, Ph.D., Ann
Berryman, Daniel & Perez, Ph.D., Stella (Interim)
Brimage, Yira S. & Phillips, Ed.D., Morgan A.
Castro-Salazar, Ed.D., Ricardo (Acting) & Richmond, Ph.D., Nicola C.
Colter Mack, Alison & Roark, Ph.D., Ian R.
Conover, Ph.D., Aubrey & Robles-Lopez, Irene R.
Corson, Nina & Roush, Ted A.
Craig, James E. & Sandoval, Yvonne M. (Acting)
Desjardin, Suzanne J. (Acting) & Schmidt, Kathryn A. (Acting)
Dooling, Cynthia (Interim) & Silvyn, Jeffrey
Dore, Ph.D., David A. & Soto, Edgar F.
Duran-Cerda, Ph.D., Dolores M. & Steinman, Stanley J.
Felty, Christina (Acting) & Stewart, Brian A.
Gaw, Joseph James & Suitt, Regina L.
Gillis, John E. & Thies, Jeffrey C.
Ginter, Ph.D., Mary Beth & Tilson, Ph.D., Heather
Holmes, Ed.D., Erica Crutchfield & Tveten, Michael S. (Acting)
Houston, Patricia G. & Ward, William R.
Howell, Anne Rachelle & Wilson, Gregory J.
Howell, Elizabeth & Wilson, Julianna C. (Acting)
Lammers, Darla J. & Yoklic, Deborah
Mitchell, Ph.D., Karrie Denise & Zirbes, Ph.D., Darla

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**Approvals**

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<tr>
<th>Contact Person</th>
<th>D.C. Berryman</th>
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<td>Chancellor</td>
<td>Lee D. Lambert, J.D.</td>
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ACTION ITEM

Meeting Date:  6/10/15  

Item Number:  3.1

Item Title

Consent Agenda

Contact Person

Chancellor’s Office

(206-4747)

Recommendation:

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

3.1 (1) Approval of Minutes of the following meetings:
   A.  Study Session of May 4, 2015
   B.  Special Meeting to conduct Executive Session on May 4, 2015
   C.  Study Session of May 8, 2015
   D.  Special Meeting to conduct Executive Session on May 13, 2015
   E.  Regular Meeting of May 13, 2015

3.1 (2) Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading

3.1 (3) New Position – Clery Compliance Officer/Coordinator

3.1 (4) Grant Proposal: AZ Governor’s Office for Children, Youth, and Families - Pima Community College AmeriCorps Program

3.1 (5) Grant Proposal: Department of Justice, Bulletproof Vest Partnership Program

3.1 (6) Grant Proposal: Division of Education Programs/National Endowment for the Humanities

3.1 (7) Intergovernmental Agreement: Vail Unified School District

3.1 (8) Contract: General Liability and Automobile Liability and Physical Damage Insurance

3.1 (9) Contract: Worker’s Compensation Insurance for Fiscal Year 2015-2016

3.1 (10) Contract: Group Purchase Participation Agreement for Property Insurance

3.1 (11) Contract: International Student Health Insurance


3.1 (13) Contract: Bus Services

3.1 (14) Contract: Custodial Services

3.1 (15) Contract: Software Licensing

3.1 (16) Curriculum Recommendations: Program Inactivation – Executive Assistant — Associate of Applied Science (AASOAG)


(Continued)


3.1 (22) Information Technology Replacement – Fiscal Year 2016

3.1 (23) Fiscal Year 2014-2015 Adopted Budget Reductions

______________________________
Chancellor

______________________________
Lee D. Lambert, J.D.

Approval


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

ACTION ITEM

Meeting Date: 6/10/15 Item Number: 3.1 (1)A

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<td>Unapproved Minutes of the Study Session of May 4, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
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Recommendation:

The unapproved Minutes of the Study Session of May 4, 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 Wednesday, May 4, 2015 at 4:00 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
Denise M. Dudoit

Administration
Lee Lambert, Chancellor
Daniel Berryman, Vice Chancellor of Human Resources
Dolores Durán-Cerda, Senior Assistant to the Provost
Dr. Lorraine Morales, President, Community Campus
Morgan Phillips, President, Desert Vista Campus
Kate Schmidt, Dean of Online Development, Acting
Stan Steinman, Academic Dean
Bill Ward, Vice Chancellor, Facilities
Debbie Yoklic, Assistant Vice Chancellor

1. Call to Order
Board Chair Sylvia Lee called the meeting to order at 4:04 pm.

2. On-line Education
Dr. Lorraine Morales and team members including Co-Chairs Kate Schmidt and Kimlisa Duchicela, and Amy Davis presented a report on PimaOnline. The online education system focuses on bringing meaningful and quality education, a supportive environment, affordable tuition, innovation and a clear path to success for all students at any time and place.

The organizational structure for PimaOnline is to include a Vice President for Distance Education, a new position that will report to the Campus President; an Online Library Director, an existing position that was reactivated and filled; as well as other key positions that will allow for flexibility and strategic efforts in a more centralized model.

In Fall 2015, three College Discipline Area Committees (CDACs), Math, Social Sciences, and Writing and Communication volunteered to be a part of the pilot program. Two
additional CDACs, World Languages and Sciences, will begin Spring 2016 with the possibility of a third.

Work is ongoing to develop a system of quality review that will ensure compliance (ADA, Copyright, and Student Learning Outcomes), work closely with all faculty and provide continuous evaluation of all activities and data driven decisions. Clear expectations will be identified and every course will be reviewed for currency following a Quality Review Cycle.

A team worked on the development of a structured curriculum to train Faculty consisting of three levels: Teach, Build, and Lead. Teach provides the basics of teaching online and after completion the faculty member can teach a pre-designed course. Build is learning to create a quality course and faculty will be able develop their own course. Lead is an ongoing “CEU” model to maintain the Lead level, creating a community of teachers and learners. This system has also been designed to market outside of Pima Community College. There are logistical questions that remain unanswered in regards to those faculty who were trained in D2L and whether or not they will be grandfathered into the new training model or if they will be required to go through the new training.

Currently there are 1500 online classes that can be taken to complete five different programs: Certificates in Basic Education Technology-CDE and Human Resources; Associates degrees in General Studies and Associate of Arts-Degree for Transfer in Liberal Arts; and the ACECs A and B. There are also eight other programs that are available mostly online. There has been discussion on how to market PimaOnline to reach the target audience which consists of current and local students as well as in-state students and packaged programs for out-of-state students. The message these potential students need to receive is PimaOnline offers flexible schedules, comprehensive student support services, and the ability to complete AGEC and earn a degree or certificate online.

The PimaOnline Group mentioned four tuition options that will require additional research before they are ready to propose an option to the Board for their consideration. Preliminary suggestions include leaving tuition as is, offering a discounted rate for out-of-state students, offering a single package or program fee, or charging in-state tuition plus a fee. They expect to bring their proposal to the Board in June.

Adjournment

The meeting adjourned at 5:30 p.m.

________________________________________
Secretary

________________________________________
Date
## ACTION ITEM

**Meeting Date:** 6/10/15  
**Item Number:** 3.1 (1)B  

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

The unapproved Minutes of the Special Meeting to go into Executive Session on May 4, 2015 are submitted for approval.

**Approval**

Chancellor: ____________________________  
Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Monday, May 4, 2015 at 5:30 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 Echvaarri

**Administration/Staff**
Lee Lambert

**Call to Order**

Sylvia Lee called the meeting to order at 5:30 p.m.

**Motion for Executive Session**

**Motion No. 201505-01**

Marty Cortez – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment.

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

The Board recessed into the above referenced Executive Sessions at 5:31 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:00 p.m.

Adjournment

The meeting adjourned at 6:05 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date: 6/10/15

Item Number: 3.1 (1)C

<table>
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<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Study Session of May 8, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
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Recommendation:

The unapproved Minutes of the Study Session of May 8, 2015 are submitted for approval.

Approval

____________________________
Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Governing Board was held on Friday, May 8, 2015 at 9:00 a.m. in the LB-153 Conference Room, at the Downtown Campus, 1255 N. Stone Avenue, Tucson, AZ 85709-1005.

Persons in Attendance

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

General Counsel
Jeffrey Silvyn

Recording Secretary
Denise M. Dudoit

Administration
Lee Lambert, Chancellor
Darla Zirbes, Campus President, Acting
Regina Suitt, Dean of Adult Education
Bill Ward, Vice Chancellor for Facilities
Dan Berryman, Vice Chancellor, Human Resources
Yira Brimage, Vice President Student Development
Gwendolyn Joseph, Campus President, Interim
Kate Schmidt, Dean of Online Development, Acting

1. Call to Order
   Board Chair Sylvia Lee called the meeting to order at 9:10 am.

2. Final Presentations by PCC Employee Groups — PCCEA, ACES and AFSCME
   The Board invited the Employee Groups to present their Meet and Confer proposals prior to taking action on them during the Board Meeting on May 13, 2015.

   Nan Schmidt, Chief-Spokesperson for PCCEA presented on their behalf and acknowledged the opportunity to meet with the Board and thanked team members. PCCEA suggest conversations with the Board, the Chancellor, and General Counsel should begin early in the process in order to receive guidance and direction. Several proposals have been discussed and agreed upon including aligning faculty policy with the HLC guiding values, correcting payroll creep, miscellaneous corrections to clarify policy, and retrenchment and reduction in force. In light of the current financial situation, there were no financial gains and because the Board’s interests were shared early on, PCCEA was able to communicate this to Faculty.
   Proposals not supported by Management included a change in sabbaticals that would allow
for extra work and retirement options. The process this year was productive, collaborative
and informative.

Hal Melfi, Spokesperson for AFSCME presented on their behalf. A brief review and
explanation of signed proposals was provided to the Board. Proposals address a variety of
areas including conditions of work, reduction in force, non-exempt employee representation,
leaves and holidays, and a task force to develop a matrix for policies and procedures specific
to the campus police department. A proposal requesting a classification and compensation
study was not signed and AFSCME was encouraged to bring this request to the Chancellor as
this is not a Meet and Confer issue. In addition, an increase of steps to the classification table
was not discussed due to the current budget situation. AFSCME also extended their thanks
and appreciation to the Management team.

Dr. Daisy Rodriguez Pitel, Chief Spokesperson for ACES and Management Team
Spokesperson Dr. Darla Zirbes prepared a joint presentation in which they discussed the
Meet and Confer timeline, meeting process and the proposals brought forward. Exempt
brought forward six proposals, one was from Management and two were a joint effort
between the teams. The Exempt team’s proposals addressed such issues as extending the task
force which is addressing step progression plans and performance evaluations, externally
funded positions, and professional development. The proposals regarding modifications to
the layoff policy and retraining were joint efforts. The presentation closed with
recommendations for next year including involving general counsel throughout the process,
establishing priorities at the first meeting, and sharing the workload in order to collectively
work together on Meet and Confer issues.

Upon completion of the scheduled meetings, General Counsel reviewed the signed proposals
and provided the Employee Groups with comments. Each team indicated they would provide
or have provided a written response to those comments.

Adjournment

The meeting adjourned at 5:30 p.m.

________________________________________
Secretary

__________________________________________
Date
Unapproved Minutes of the Special Meeting to go into Executive Session on May 13, 2015

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on May 13, 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, May 13, 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**
Denise M. Dudoit

**Administration/Staff**
Lee Lambert

**Call to Order**
Sylvia Lee called the meeting to order at 3:00 p.m.

**Motion for Executive Session**

**Motion No. 201505-02**

Marty Cortez – M; Mark Hanna – 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 3:01 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:20 p.m.

Adjournment

The meeting adjourned at 5:21 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTIONS ITEM

Meeting Date: 6/10/15

Item Number: 3.1 (1)E

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<td>Unapproved Minutes of the Regular Meeting of May 13, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
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Recommendation:

The unapproved Minutes of the Regular Meeting of May 13, 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, May 13, 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
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Denise M. Dudoit

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lamberti, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Yira Brimage, Vice President of Student Development
Ricardo Castro-Salazar, Vice President for International Development, Acting
Jennie Conway, Academic Dean, 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
John Gillis, Vice President of Instruction, Acting
Mary Beth Ginter, Academic Dean
James Craig, Dean, Health Related Professions
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Darla Lammers, Vice President of Instruction
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
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Vice President of Instruction
Yvonne Sandoval, Academic Dean, Acting
Kate Schmidt, Dean of Online Development, Acting
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
Jeff Thies, Executive Director of Developmental Education
William Ward, Vice Chancellor, Facilities
Greg Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Acting President, East Campus
GENERAL MATTERS

Call to Order

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

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Bruce Hamilton and Daniel Kester presented an award recognizing the Chancellor as a Patriotic Employer by supporting employee participation in America’s National Guard and Reserve Force.

Delso Bosquez, Program Assistant, addressed the Board regarding the lack of information shared with non-exempt employees during the Meet and Confer process and a proposal brought forward by AFSCME regarding payroll deduction of dues.

Rita Flattley, Instructional Faculty member, addressed the Board regarding retirement incentives brought forward by PCCEA during Meet and Confer.

Joe Ferguson, vice-president of the Arizona Press Club, presented the Board with the Arpaio First Amendment Disservice Award known as the “Brick Wall Award”.

Michael Lopez, Program Coordinator, addressed the Board stating he was pleased with exempt staff representation throughout Meet and Confer and his concerns with the language in the proposal regarding reduction in force.

Remarks by Governing Board Members

Chancellor Lambert introduced Stella Perez, Interim Vice Chancellor for Operations and Julianna Wilson, Dean of Science and Communication Arts (Acting), and Libby Howell, Executive Director of Marketing.

Special Recognition to Student Jenifer Martin by the Make-A-Wish Foundation and the PCC Foundation

Student Success Video (Honors Program) produced by Diane Aiza Tolentino

Chairperson Lee called for a moment of silence to honor a Northwest Campus student, Alida Bravo, who passed away.

Chairperson Lee informed a training session regarding Open Meeting Law was recently held and asked the materials be sent to the Board Representatives for their review.
Chairperson Lee spoke about the American Community College Trustees (ACCT) retreat she and other Board Members attended.

Chairperson Lee read a statement of apology for the confusion the Board’s April statement regarding the Step Progression Plans may have caused.

Board member Marty Cortez commented it was a pleasure to work with the other Trustees on improving Arizona’s community colleges.

Board member Mark Hanna shared he recently visited Downtown and Desert Vista campuses, attended the Multicultural Convocation, and a leadership recognition ceremony at West Campus. He is amazed by the dedication he sees and is proud to be on the Board.

Board member Scott Stewart concurs with previous comments regarding Governance Institute of Student Success (GISS). As the Arizona Association of District Governing Boards (AADGB) representative, he attended a meeting two weeks ago where membership dues was the topic of their informal discussions.

INFORMATION ITEMS

Board of Governor’s Finance and Audit Committee Update

Committee Chair, Nathanael Tarwasokono presented an update to the Board as part of the Committee’s Charter. The Committee has held nine meetings since its inception in May 2014 and one training session. Meeting topics have included a review of the charter; a review of audit reports with the Office of Internal Auditor and State of Arizona Office of Auditor General; and a recommendation to publish the College Financial Ratio Analysis on the College website.

As the Committee begins its second year, future topics and highlights under consideration include an audit follow-up; financial benchmark ratios; continued support to the Board; and an investment policy review and possible update.

Meet and Confer Employee Group Presentations

ACES, AFSCME, and PCCEA presented summaries of the work completed during the Meet and Confer process.

Chief Spokespersons Dr. Daisy Rodriguez Pitel representing ACES and Dr. Darla Zirbes representing Management, co-presented to the Board in an attempt to model interest based collaboration. In total, this team signed nine proposals addressing areas such as externally funded positions, seniority, professional development, and the layoff/reduction in force policy.

Chief Spokesperson Hal Melfi, representing AFSCME, presented to the Board. AFSCME proposals fell into two categories: non-economic proposals and economic proposals. The
non-economic proposals addressed areas such as conditions of work, organizational realignment and repurposing, non-exempt employee representation, professional development, leaves and holidays, and payroll dues deductions. Economic proposals addressed such issues as shift differential and clarifying policy in the event the College implements reduced work schedules.

Chief Spokesperson Nan Schmidt, representing PCCEA, presented to the Board. PCCEA and Management worked collaboratively to develop and sign several proposals including horizontal movement, seniority, extended and reduced contracts, and a re-write of the layoff/reduction in force policy. Areas that lacked agreement were the suspension of the step progression plan, retirement options, and sabbaticals.

Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators, 2015/2016 Fiscal Year

Before approving the Personnel Policy Statements, Chairperson Lee read the following:

The Board appreciates very much as was already said the incredible work that has taken place and the collaboration and cooperation. I do want to say I am concerned, me individually, this the work that went on and this happens every year. So I would hope at some point with the looking at this, this be streamlined because this is taking so much time away from what you do every day, and that is work with our students. Not saying it isn’t incredibly important it just seems like there might be a different way to make it more efficient and effective. But with that said, from the big picture regarding Meet and Confer we’ve talked about the issues and the proposals being brought forward are dealing with the Higher Learning Commission and what was noted as needing to improve the issues with the budget, as I mentioned the fact of our fiscal picture and the third that wasn’t mentioned and want to make sure is not lost is everything we do should have in mind how this impacts our student success overall as an umbrella.

With that said, I would like the College to move in a direction, I will say the Board would like the College to begin to move in a direction to reframe how we look at Common Policy. I think Dan had a few words at our Friday meeting and working at previous universities where it was, Common Policy was the big book and individual books had smaller books. Right now we have four books and Common Policy is frequently the one that is left behind, and there is not a real process for how we deal with Common Policy.

With that, we’d like to begin to ask the College, specifically the Chancellor to begin to look at reframing how we begin to look at Common Policy as a College and to begin towards harmonizing the separate handbooks into one as much as possible, granted there is going to always be nuances; We understand that. You can start to see the areas that are common rather than disparate.

Regarding the Reduction in Force, the Board approves the three separate proposals. But we are, recommending the approval of three separate proposals but we are directing the Chancellor to bring the three groups together, yet another task force, in the fall of 2015 to be completed by the end of that semester - December 2015 to look at how to harmonize the reduction in force proposals into one. Keeping in mind that for example faculty program
review may require the fact that some programs as I mentioned on Friday’s study session used the example of landscape architecture the program went away and we had to deal with a faculty member with regards to retraining that faculty member, true story, happened in the 90s and there have been examples of how Pima handled that separately from that program piece looking at Common Policy on which pieces all three have in common and trying to come together and harmonizing.

We approve the exempt and non-exempt realignment and repurposing, but we want this to be looked at as part of the reduction in force.

Regarding faculty academic freedom, specifically the textbook issue, we want to table that for now. We want to better understand, we want to acknowledge that academic freedom obviously is incredibly important, that has nothing to do with it, but the piece that we want to look at and this is something that can’t be looked at right now, but in the future is same text book for the same course.

Next, regarding the retirement incentive, although we agree that there needs to be incentives, we do totally agree that we want retirements and faculty to make sure there are, there is a timetable by which we can plan for their retirement but we want to table incentive piece because of the financial implications that we see.

Regarding the sabbatical, we would like to clean up the language that we see in the both the sabbatical pieces but we want to table the proposal and ask that the leaders of PCCEA work with the Chancellor to look at other community colleges, on Friday I asked the question: what other community colleges have the same kind of sabbatical language that you are proposing and the answer was Maricopa. I urge you to look broader, and see what other language, I understand and the Board understands that there are faculty that count on the extra opportunities such as department chair or overloads but I would like, think as a Board we would like to see what other community colleges do in the country and I would urge to come up with an agreement with the Chancellor on that because as I understand it, that is still being looked at in a meeting that you had.

Chancellor Lambert clarifies – I’m not saying no, as a final no, willing to look at this going forward but want to make sure we look into it before we make a final recommendation.

All other meet and confer proposals not mentioned are approved as written.

**Motion No. 201505-03**

David Longoria – M, Scott Stewart – S, to approve the changes to the Personnel Policy Statement for College Employees.

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

**Employment Information**
Chairperson Lee noted the retirement of Jon States and thanked him for his service to the College and wished him well on his future endeavors.
Adjunct Faculty Appointments
This item was noted as an information item.

This item was noted as an information item.

All College Council Meeting Minutes
This item was noted as an information item.

Administrative Procedure Changes
The following Standard Practice Guides (SPGs) were noted as information items: SPG-1501/AF: Disability Documentation Requirements: Establishment of Eligibility for Services under ADA/Section 504; SPG-3603/AA: Access and Disability Resources Community Advisory Committee (ADRCAC) and SPG-3603/BA: Guidelines for Utilization of Service Animals for Individuals with Disabilities.

ACTION ITEMS

Consent Agenda

Chairperson Lee pulled the following items to be voted on separately: 3.1 (11) Contract: College-wide Student Support Services Call Center Services; 3.1 (12) Contract: Solar Energy Power Purchase Agreement and 3.1 (13) Faculty Emeriti Nominations.

Motion No. 201505-04

David Longoria – M, Marty Cortez – S, to approve the Consent Agenda.

3.1 (1) Approval of Minutes of the following meetings:
   A. Study Session of March 24, 2015
   B. Study Session on April 1, 2015
   C. Special Meeting to conduct Executive Session on April 8, 2015
   D. Regular Meeting of April 8, 2015

3.1 (2) Board Policy Non-Substantive Changes, Deletion and New Board Policy — Final Reading

3.1 (3) New Positions – International Developmental

3.1 (4) 2016-2017 Academic Calendar

3.1 (5) Grant Proposal: 2016 Highway Safety Plan for Impaired Drivers and Occupant Protection Program

3.1 (6) Grant Proposal: Department of Health and Human Services Health Profession Opportunities Grant to Serve TANF and Low Income Individuals (HPOG) Grant

3.1 (7) Grant Proposal: Department of Energy Sub-grantee through Salt Lake Community College Rocky Mountain Solar Training Program

3.1 (8) Grant Proposal: United States Department of Agriculture USDA Grant
3.1 (9) Sub-Grant Agreement Renewal: First Things First Innovative Professional Development

3.1 (10) Intergovernmental Agreement with Sahuarita Unified School District

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

3.1 (11) Contract: College-wide Student Support Services Call Center Services

**Motion No. 201505-05**

Scott Stewart – M, David Longoria – S, to approve the selection of Blackboard Inc., in support of student service needs for Student Accounts, Student Services, and Financial Aid. Services will be offered via phone, chat, and email from July 1, 2015 through June 30, 2018. Estimated yearly costs for this time period are $700,000, including one time implementation costs and an average per call cost of $2.73.

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


**Motion No. 201505-06**

Marty Cortez – M, Mark Hanna – S, to approve the College to enter into negotiations with the Solon Corporation and to sign an Energy Power Purchase Agreement.

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

3.1 (13) Faculty Emeriti Nominations

**Motion No. 201505-07**

Scott Stewart – M, Marty Cortez – S, to approve granting Faculty Emeritus status to ten retired Pima Community College faculty. They are Gun Elisabet Bailey, Guadalupe Castillo, Anne Franklin, Richard Fridena, Margaret Fried, Mary Kay Gilliland, Jo Ann Little, Nancy Wall, George Welch, and Paul Welsh.

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

Other Action Items

Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
Motion No. 201505-08

David Longoria – M, Scott Stewart – S, to approve the final reading of BP-1101: Prime Policy.

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

Adoption of General Education Statement and Outcomes

Motion No. 201505-09

David Longoria – M, Scott Stewart – S, to approve the new general education outcomes: communication; critical and creative thinking; quantitative and scientific literacy and analysis; information literacy; and diverse cultural, historical, and global perspectives

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

Fiscal Year 2016 Proposed Budget

Motion No. 201505-10

Scott Stewart – M, David Longoria – S, to approve the fiscal year 2016 proposed budget to be published in the Arizona Daily Star on May 22, and June 1, 2015 according to statutory requirements; and to conduct a public hearing and a special board meeting for the purpose of adopting the budget and setting property tax rates and levies on June 10, 2015.

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

Capital Budget Plans for Fiscal Year 2016 and 2017

Motion No. 201505-11

Scott Stewart – M, Mark Hanna – S, to approve the capital projects for fiscal years 2016 and 2017. In total, the budget includes $10.6 million for projects in fiscal year 2016 and $8.3 million in fiscal year 2017.

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

Proposal Opportunity for Board Development with Working Change LLC in June

Motion No. 201505-12

Vote: Before the vote, Scott Stewart disclosed his connection with the owners of Working Change LLC and recused himself and left the room during the vote.

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

Katz v. PCC Litigation

Motion No. 201505-13

Scott Stewart – M, David Longoria – S, to approve General Counsel’s request to deny David Katz’s notice of claim against Pima Community College asserting he should be awarded a contract for the 2015-16 academic year or the dollar value of the contract.

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: Students would like to ask the College promote the student grievance process. Many students who would like to put forth issues are not aware there is a formal process and feel that all issues begin and end with their instructors. It was suggested the issue could be promoted by making the current grievance page on the Pima website easier to locate as well as putting up flyers at the library and at the student advisor desks or a tab on the MyPima page. Another issue from students is not having enough tutors available to help with higher level courses. Tutors at certain campuses are limited and may not specialize in certain courses.

Temporary Staff — A Temporary Staff representative has not been identified therefore a report was not provided.

Staff – Don Harp
Staff Representative Don Harp highlighted activities that had taken place including the Vagina Monologues, a performance held at West Campus for the past five years and PCC4me, a free event held at West Campus to inform prospective and current students about PCC’s academic and occupational career options. He also spoke about exempt and non-exempt employees belief in putting Students First by providing directions, greeting them with a smile, providing quality customer service and offering advice as the students pursue their educational goals. Lastly, Don spoke about an upcoming Enrollment Management
phonathon in response to a concern brought forward last month. Records indicate more than 7,000 students who need a semester or less to finish their degree or certificate. Staff Council is encouraging its members as well as all staff to volunteer for the phonathons to be held May 30th and June 20th. A concern regarding BP 1401 and representation on All College Council was also raised. It is felt staff representatives should include one exempt and one non-exempt employee. At this point, substantive changes would require bringing the policy back before the Board therefore it was determined the issue could be resolved by defining representation in the Staff Council bylaws until the next review cycle.

Adjunct Faculty – Carlo Buscemi
Adjunct Faculty Representative Carlo Buscemi reported on the inequities he feels Adjunct Faculty are experiencing at the College. He stated there is no discussion on how part-time faculty can assist in improving the fate of the College despite the fact they are the majority that teaches most classes. He is aware an Adjunct Faculty Standing Committee has been formed but the outcomes of this committee are not clear. He states the money spent on marketing and advertising is not cost effective as the best tools to promote the College are in house; the front line employee are the best at promoting the business and does not cost anything. Carlo also shared an example from a former employer where the employees were the main priority which made for happier customers and feels this philosophy should also apply to Pima Community College.

Faculty – Mays Imad
Faculty Representative Mays Imad presented the Faculty report noting the business portion of the Faculty Senate meeting held on May 1 consisted of the following: The Provost’s office discussed restructuring the College Faculty certification standards and an update on the Syllabus Template; and records and information management. Senators would like to acknowledge and applaud the BOG and Chancellor for having kept the College focused on student success and economic viability. Senators expressed their concern over the current state of the sabbatical program; most faculty cannot afford to take sabbatical unless they are able to teach overloads. Senators would also like the Board to consider a form of professional development fund allocated to adjunct faculty. Two outstanding, long serving West Campus employees were recognized for their exceptional service to the College: Ray Woyak, media and technology and Dave Stephen, Archaeology faculty. Mays also shared a concern that some faculty who are high performers have become disenfranchised as a result of focusing on underperformers. It was suggested recognizing the top performers may serve to encourage those underperformers to “shape up”.

Administrator – Brian Stewart
Administrator Representative Brian Stewart presented the Administrators’ reporting on the College Administration Reorganization presentation by Dave Bea and Chancellor Lambert. The structure reduces the number of Campus Presidents to three and moves some district functions to the campuses. The executive management team will continue to review plans for additional restructuring at the Vice President and Dean level. The objective is to create a more dynamic administrative structure in order more readily adapt and meet marketing demand needs. Pre-requisite enforcement will be in effect for Fall 2015 and student development and instruction are working with staff and faculty to inform students and connect them with scholarship resources. The Provost Office has finalized the Syllabi template developed by the Deans and faculty syllabi group; Faculty is currently reviewing
the template. Planning and Institutional Research (PIR) is making revisions to the planning process to address areas of improvement to include an institutional effectiveness model that is directly integrated with planning but incorporates operational effectiveness. An updated student learning outcomes process will be in effect in the fall. Information sessions have been held in April and May at each campus. Meet and Confer has ended and items presented to the Board in a study session on May 8. Campus Administration has been a part of a series of workshops to review the PCC business model. On a personal note, Brian thanked Alec Moreno for his service this year and finds he is an example for students and to us all as well.

Chancellor’s Report

Presentations/Up Dates: -

- Developmental Education Redesign – Erica Holmes/ Jeff Thies
- Dual Enrollment – Erica Holmes/ Dolores Durán-Cerda

These two presentations were postponed until the June Board meeting.

Highlights of Chancellor’s report included:

- In response to Carlo, Adjunct Faculty Representative: The Chancellor noted that he wants to hear his concerns and it was his understanding an ongoing committee had been formed in order to improve things for Adjunct Faculty.
- In response to Mays, Faculty Representative: The Chancellor would like to sit down with Faculty to discuss how best to showcase the best in class to ensure the good work being done is not lost.
- EC-Art and Design Studios Ribbon Cutting ceremony for the expansion and remodel of the building
- Visit WC Annual Student Art Exhibition, Bernal Gallery, great work by the students and is clear to see their talent level rising
- Visit Class BIO202 DV where the instructor used different methods to ensure every student understood the concepts before moving on; this is the work we want to showcase.
- Thanked Student Representative Alec Moreno for his service this past year and for travelling to Washington DC. It made a difference for lawmakers to hear from students who are impacted by their decisions.
- White House Summit Asian Pacific Islanders (API), the Chancellor shared these students have the same remedial needs as African American students. This factoid was shared in order to highlight API students have needs too, and are often lost among the Latino or African American students.
- Tucson Hispanic Chamber-Governor’s Luncheon where Governor Ducey shared the need to reinvest in JTED programs.
- Governor Leadership Summit, Chancellor Lambert and Michael Peel have been invited to this event taking place on May 14 at the University of Phoenix Stadium.
- We have started to engage and show visibility at the state level to advocate for students, staff, and administrators so we are not lost in the conversation. As this happens, the Chancellor will not be here and it will be important to look to the Provost, Dave Bea, and the Vice Chair of Operations to keep moving forward.
• Introduced a new West Campus Dean of Health Sciences, Jim Craig; Jennie Conway, Acting Dean at East Campus, and Alison Colter-Mack who will be staying at Pima in an expanded role.

ADJOURNMENT

Adjournment

The meeting adjourned at 10:15 p.m.

___________________________________________
Secretary

___________________________________________
Date
ACTION ITEM

Meeting Date: 6/10/15  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Policies Substantive Change and Deletion — Final Reading</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>

Recommendation:

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

Revision:
BP-3509  Student Success

Deletion:
BP-3113  Class Orientation

Justification:

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

Financial Considerations:

None.

Approvals

Contact Person ____________________________ Deborah Yoklic
Deborah Yoklic

Chancellor ________________________________ Lee D. Lambert, J.D.
This Board Policy is being recommended for deletion, as important elements are being included in BP 3509, Student Success.

**Board Policy Title:** Class Orientation

**Board Policy Number:** BP-3113

**Adoption Date:** 9/16/81

**Revision Date(s):** 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:** 2674

**Legal Reference:**

**Cross Reference:** BP-3103, BP-3108

In order to enhance student success, at the outset of each course section, instructors of all credit courses shall ensure that their students obtain in writing: course requirements, attendance requirements, and grading criteria for that course section.
To foster student success, the College shall provide a coordinated, integrated, interactive, and comprehensive system of academic and student support services. This system shall include developmental education options and acceleration choices and shall reflect the ideal that student success, measured by the degree to which students meet their stated personal goals, is critical to the mission of the College and to institutional effectiveness. In addition, the student success system will emphasize the following:

1. Participation in required student orientation about instructional programs, support services, policies, and processes of the College through completion of the New Student Orientation program, which will include students’ rights and responsibilities and the Student Code of Conduct.

2. Access to learning, through course offerings at times and locations and through methods that meet the needs of the community;
3. Academic advising and counselling to assist students with achieving individual goals through the utilization of the full range of institutional resources, including Student Success courses; and

4. Career/workforce development, which includes foundational preparation for a career and/or workforce training and certification.

5. Library services to include, but not limited to, information literacy instruction to assist students in becoming critical thinkers and self-directed learners; access to collections of print and digital resources, without the limits of time, place or distance; and collaborative partnerships with college faculty, staff, and the community.

6. To further enhance student success, at the outset of each course section, instructors of all courses shall ensure that their students obtain in writing a course syllabus.
**ACTION ITEM**

**Meeting Date:** 6/10/15

**Item Number:** 3.1(3)

**Item Title**

New Position – Clery Compliance Officer/Coordinator

**Contact Person**

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

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a new position for the College’s Clery Act Compliance Program.

**Justification:**

This position will be responsible for coordinating the College’s Clery Act Compliance Program and work collaboratively with various offices at the College to ensure the institution’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and associated regulations. The Clery Act mandates that NCSU report a wide variety of statistical data in addition to that provided by Police incident reports. Much of the Clery reporting is based on Police incident reports that must be carefully classified per the Clery Handbook in addition to the usual classification per the Uniform Crime Reporting (FBI/SBI), National Incident Based Reporting System (NIBRS), and NC General Statutes.

As the Clery Compliance Officer/Coordinator, this position will be responsible for interpreting the Clery Act and developing policies and practices that result in accuracy and compliance with all Clery provisions including; an annual security report, a public Daily Crime Log, emergency notification requirements, testing, annual fire report, and reports of missing students. In order to ensure accuracy in Clery Act reporting, this position will also work with the Public Safety Administrative Specialist/Records Custodian in the maintaining and reporting of various statistical data. This position will also conduct crime analysis and prepare departmental crime analysis bulletins and reports; monitor social media for threats and concerns related to the College; serve as a back-up to the records technician; and coordinate the destruction of records in accordance with the State and College records retention policies. This position will report to the College Chief of Police/Executive Director of Public Safety or Police Commander.

**Duties and Responsibilities:**

- Develops and coordinates the College’s Clery Act Compliance policy and program.
- Prepares, publishes, and distributes the Annual Security and Fire Safety Report.
- Ensures reports are properly developed and available to prospective students and employees.
- Identifies and trains the College’s campus security authorities.

(Continued)
• Gathers crime and disciplinary referral data from various internal and external sources, such as local law enforcement agencies.
• Works with the College police department to ensure proper classification of crime incident reports.
• Works with local police agencies to monitor and record criminal activities at off-campus locations of the College.
• Consolidates relevant data from these sources with information and policies from across institutional departments.
• Ensures the College maintains accurate records on security awareness and crime prevention programs and presentations.
• Maintains knowledge of pending and final changes to the Clery Act and other laws or regulations affecting Clery Act provisions.
• Sends annual request for crime statistics to all Campus Security Authorities at the end of each year.
• Serves as the records custodian for all Clery Act associated records.
• Coordinates the annual crime statistics to the Department of Education.
• Researches, sets-up, manages, and maintains accreditation program per IACLEA Standards.
• Researches and produces reports requiring data collection, graphs, and studies.

Financial Considerations:

The salary grade for this position is C42 – Step 1: $50,383. Funding is provided from reclassifying the vacant position (COG572) within the Maintenance and Security budget and repurposing to the Advanced Program Coordinator classification.

Approvals

Contact Person [Signature]
D.C. Berryman

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

Meeting Date: 6/10/15
Item Number: 3.1(4)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: AZ Governor’s Office for Children, Youth, and Families - Pima Community College AmeriCorps Program</td>
<td>Dr. Lorraine Morales, President Community Campus (206-6577)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the “Pima Community College AmeriCorps Program” grant proposal and, if funded, acceptance of the grant award from the Arizona Governor’s Office for Children, Youth, and Families. The goal of PCC AmeriCorps is to provide coaching support to adult education students who are in need of individualized, differentiated instruction in order to help students achieve goals that will ultimately lead to improved economic well-being for the students and their families. The grant performance period is from September 1, 2015 through August 30, 2016. The award amount is $109,823.00.

Justification:

AmeriCorps is a national service network that provides opportunities for participants, called “members,” to serve communities and build the capacity of organizations to meet local needs. The Corporation for National and Community Service (CNCS) provides opportunities for Americans of all ages and backgrounds to serve their communities and country through National Service programs.

Through the Governor’s Commission on Service and Volunteerism, Pima Community College Adult Education (PCAE) receives funds for AmeriCorps. PCAE uses these funds for three purposes: living allowance (stipend) and related benefit costs for AmeriCorps members who serve in the PCC AmeriCorps program; partial salary for staff who support this program; supplies and fees associated with grant requirements for AmeriCorps members.

Financial Considerations:

The total grant amount being requested is $109,823.00 for a one-year period. The table below illustrates the expense items to be supported by the grant.
<table>
<thead>
<tr>
<th></th>
<th>Year 1-Grant Funds</th>
<th>Year 1-College Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$4,202</td>
<td>$56,704</td>
<td>$60,906</td>
</tr>
<tr>
<td>Fringe</td>
<td>$986</td>
<td>$15,852</td>
<td>$16,838</td>
</tr>
<tr>
<td>Total Personnel and Fringe</td>
<td>$5,188</td>
<td>$72,556</td>
<td>$77,744</td>
</tr>
<tr>
<td>Travel</td>
<td>$0</td>
<td>$4056</td>
<td>$4056</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$0</td>
<td>$1,529</td>
<td>$1,529</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member training</td>
<td>$0</td>
<td>$650</td>
<td>$650</td>
</tr>
<tr>
<td>Evaluation</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other member background checks</td>
<td>$664</td>
<td>$0</td>
<td>$664</td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td>$664</td>
<td>$650</td>
<td>$1314</td>
</tr>
</tbody>
</table>

| **Member costs**          |                    |                      |           |
| Living Allowances         | $85,204            | $15,036              | $100,240  |
| Support Costs             | $13,279            | $2,344               | $15,623   |
| **Total Direct Costs**    | $104,335           | $96,235              | $200,571  |
| **Total Indirect costs**  | $5,488             | $20,057              | $25,545   |
| **TOTAL COST**            | $109,823           | $116,293             | $226,116  |

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

---

**Approvals**

Contact Person ________________________________

Dr. Lorraine Morales

Chancellor ________________________________

Lee D. Lambert, J.D.
ACTIONS ITEM

Meeting Date: 6/10/15  
Item Number: 3.1(5)

| Grant Proposal: Department of Justice, Bulletproof Vest Partnership Program | Manny Amado, Police Chief (206-2622) |

Recommendation:

The Chancellor recommends that the Board of Governors approve the “Bulletproof Vest Partnership” grant proposal and, if funded, acceptance of the grant award with the U.S. Department of Justice. The grant will provide funding to reflect the number of vests the PCC Department of Public Safety needs to replace within the next two years, and vests for officers that may be hired in the next two years during June 1, 2015 and May 31, 2017.

Justification:

The Bulletproof Vest Partnership (BVP), created by the Bulletproof Vest Partnership Grant Act of 1998, is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. Pima Community College provides this vital equipment to the College’s police officers to help protect them from potential life-threatening injuries while on the job protecting College personnel and property.

Financial Considerations:

Pima Community College Department of Public Safety projects requiring 17 bulletproof vests over the next two years for both new hires and replacement vests for current officers whose vests are beyond the five year replacement cycle. The BVP program requires that agencies purchase bulletproof vests that meet National Institute of Justice penetration standards as listed on their website and will reimburse agencies 50% of their incurred costs per vest after the vests have been received and paid for by the agency. The total grant amount being requested is $6,531.80.

The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Expense Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletproof vests @ $720.95/each for 17 officers</td>
</tr>
<tr>
<td>Tax, Shipping &amp; Handling</td>
</tr>
<tr>
<td><strong>Total Estimated Expenditures</strong></td>
</tr>
<tr>
<td>50% Matching Funds (BVP)</td>
</tr>
</tbody>
</table>

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

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

**Approvals**

Contact Person  
*Manny Amado*

Manny Amado

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

## ACTION ITEM

**Meeting Date:** 6/10/15  
**Item Number:** 3.1(6)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: Division of Education Program/National Endowment for the Humanities</td>
<td>Morgan Phillips, President Desert Vista Campus (206-5001)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Humanities grant proposal to the United States Department of the National Endowment for the Humanities in the amount of $100,000.00 and, if funded, acceptance of the award for the period of January 1, 2016 to December 31, 2017.

**Justification:**

The Common Good: The Humanities in the Public Square grant is designed to provide an 18 month interdisciplinary humanities project at the Desert Vista Campus. The project has three components:

1) a semester-long working and study group, composed of teachers/scholars who will develop humanities curriculum to teach within three newly designed cohorts that combine four academic disciplines;

2) two semesters of piloting the interdisciplinary cohorts (writing and reading, writing and history, and writing and art) utilizing the theme, *Humanities in the Public Square*;

3) and the development of a *Public Dialogue Program* on the Desert Vista Campus which will serve as an active dissemination site to showcase student work in the project and further provide a space for dialogue between the campus and the surrounding border community.

These three components bring humanities coursework into a direct relationship with efforts beyond the academic setting and provide our teachers, students, and the larger community with a way to understand our unique experience at the border.

**Financial Considerations:**

The total grant amount being requested is $100,000 for the period of January 1, 2016 to December 31, 2017. The table below illustrates the expense items to be supported by the grant:
The College has evaluated the risks associated with the proposed activities and has determined they do not represent an undue liability.

### Approvals

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Morgan Phillips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Phillips</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chancellor</th>
<th>Lee D. Lambert, J.D,</th>
</tr>
</thead>
</table>
**Recommendation:**

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement (IGA) between Pima County Community College District and the Vail Unified School District. This Intergovernmental Agreement allows the College and School District to share data for research purposes on issues relating to the academic progress of VUSD students attending Pima Community College.

**Justification:**

Pima Community College continues to undertake activities to improve the success of students in developmental education. However, the College’s current ability to fully understand the factors that influence student success is limited because PCC does not have student-level data from the high schools. This IGA provides a mechanism to share student-level data between Vail Unified School District (VUSD) and PCC for the purpose of carrying out research into issues related to the academic progress of VUSD students at PCC. This agreement is a continuation of an agreement that was first approved in June 2011, which was in effect for four years. Data sharing under the previous agreement is currently in process.

**Financial Considerations:**

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

---

**Approvals**

Contact Person _________________________________

Erica Holmes

Chancellor_______________________________

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

**Meeting Date:** 6/10/15

**Item Number:** 3.1(8)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: General Liability and Automobile Liability and Physical Damage Insurance | Dr. David Bea 
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

**Recommendation:**

The Chancellor recommends the Board of Governors approve a contract with The Arizona School Risk Retention Trust, Inc. to provide general liability and automobile liability and physical damage insurance for the period July 1, 2015 through June 30, 2016. The anticipated annual premium expense is not expected to exceed $381,351 exclusive of an additional $50,000 for potential deductible expenses.

**Justification:**

Pima Community College annually purchases general liability and automobile liability and physical damage insurance or participates in risk retention groups to protect the College from financial losses for damages due to liability arising from wrongful acts and vehicle operations. The purchasing process includes an analysis of the College’s exposures, identification of potential insurers, the application for and negotiation of coverage and premium terms, and the financial analysis of various coverage and retention scenarios.

**Financial Considerations:**

The anticipated annual premium cost for general liability and automobile liability and physical damage insurance is not expected to exceed $381,351, a 5.4 percent increase over the current fiscal year premium. This estimated cost for coverage, an additional $50,000 for liability deductibles bring the estimated total cost to $431,351, which has been incorporated into the fiscal year 2016 College budget.

---

**Approvals**

Contact Person __________

Chancellor ____________________________

Lee D. Lambert, J.D.
Meeting Date: 6/10/15  
Item Number: 3.1(9)

Item Title: Contract: Workers’ Compensation Insurance for Fiscal Year 2015-2016  
Contact Person: Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519)

Recommendation:

The Administration recommends that the Board of Governors approve the purchase of a workers’ compensation insurance contract from CopperPoint Mutual Insurance Company (formerly known as SCF American Insurance Company) for the policy year July 1, 2015 through June 30, 2016.

Justification:

The College purchases workers compensation insurance for all employees as part of its risk management program. Workers’ compensation insurance provides coverage for employees injured while performing work for the College. State statutes prescribe employer responsibility for and benefits provided by workers’ compensation insurance. The contract with CopperPoint Mutual Insurance Company, which began in fiscal year 2012-13, was awarded based upon a Request for Proposal (RFP) issued by the District. Fiscal year 2015-16 will be the fourth year of a possible five-year agreement.

Financial Considerations:

The College’s renewal of the workers’ compensation insurance policy with CopperPoint Mutual Insurance Company will be at a projected total cost of $295,000, which is no change in premiums from the current year. The estimated premiums for the insurance policy have been incorporated into the fiscal year 2016 College budget.

Approvals

Contact Person  

David Bea, Ph.D.

Chancellor  

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

**ACTION ITEM**

<table>
<thead>
<tr>
<th>Meeting Date: 6/10/15</th>
<th>Item Number: 3.1(10)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Title</strong></td>
<td><strong>Contact Person</strong></td>
</tr>
<tr>
<td>Contract: Group Purchase Participation Agreement for Property Insurance</td>
<td>Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends the Board of Governors approve a contract with The Midwest Higher Education Compact through its Master Property Program for property damage coverage for the period July 1, 2015 through June 30, 2016. The anticipated annual program cost is not expected to exceed $135,000.

**Justification:**

Since 2007, the College has obtained property coverage through participation in the Midwest Higher Education Compact’s ("The Compact") Master Property Program ("MPP"). The MPP is a purchasing group comprised of participating institutions of higher education spread across 17 states covering over $106 billion in property values. Participating institutions, by pooling property values and losses, receive property coverage not available to individual participants at rates reflecting the additional purchasing power and risk assumption. The Compact contracts with an administrator (Marsh, Inc.) that provides MPP program oversight and ongoing management with allocated loss control consulting. The terms of participation in the MPP include provisions for the accrual of equity with the availability of a dividend paid to participating members based on group and individual loss histories. The MPP continues to provide extensive coverage at an exceptional cost unavailable from commercial insurers.

**Financial Considerations:**

The annual program cost for fiscal year 2015-2016 is $135,000 including all allocated surplus taxes. This figure is the result of a 1.3 percent increase in property values due to increased construction costs. However, the College is also receiving a .70 percent reduction in the average rate due to a favorable loss history. The estimated program cost and an additional $50,000 for property loss deductibles have been incorporated into the fiscal year 2016 College budget.

---

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Bea, Ph.D.</td>
<td>Lee D. Lambert, J.D.</td>
</tr>
</tbody>
</table>
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/10/15
Item Number: 3.1(11)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: International Student Health Insurance</td>
<td>Dr. Lou Albert</td>
</tr>
<tr>
<td></td>
<td>President, West Campus</td>
</tr>
<tr>
<td></td>
<td>(206-6752)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends the Board of Governors approve the contracting of international student health insurance not to exceed $300,000.

**Justification:**

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

The College implemented this program in 1996 with subsequent policies provided through various insurance companies. The college has begun the contracting steps for the 2015-16 academic year to ensure students are receiving the most competitive rates available.

**Financial Considerations:**

Eligible students who wish to participate in the program pay the costs through their student account. The College incurs no expense other than those reflective of incidental administrative responsibilities. The College projects the total contract value for the coming policy year will not exceed $300,000 reflecting a possible 10% enrollment increase.

**Approvals**

Contact Person ________________________  **Lou Albert**
Dr. Lou Albert

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

The Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2015-2016 Fiscal Year.

Justification:

The Information Technology Department arranges for maintenance, licensing and service fees on the computer hardware, systems software, network systems, and application software that support college-wide applications. PCC students, faculty and staff rely on those systems for registration, instruction, payroll, personal information and job functions. Approval of this request will ensure systems hardware and software are kept current. In addition, contracted systems support provides access to technical resources, troubleshooting, consultation and hardware replacement.

Financial Considerations:

These maintenance agreements are funded from the FY15-16 General (Operating) Budget to be approved by the Board of Governors on June 10, 2015.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle America</td>
<td>Oracle database &amp; tools</td>
<td>$650,000</td>
</tr>
<tr>
<td>Ellucian</td>
<td>Banner, Related Products</td>
<td>$590,000</td>
</tr>
<tr>
<td>Century Link</td>
<td>Juniper and Cisco Switches &amp; Routers; Service</td>
<td>$200,000</td>
</tr>
<tr>
<td>D2L</td>
<td>Desire to Learn</td>
<td>$385,000</td>
</tr>
<tr>
<td>Blackboard</td>
<td>24 x 7 IT Helpdesk</td>
<td>$275,000</td>
</tr>
<tr>
<td>NACR</td>
<td>Extreme switches, Telephone System</td>
<td>$245,000</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Payment Processing</td>
<td>$185,000</td>
</tr>
<tr>
<td>Insight</td>
<td>Microsoft Software</td>
<td>$150,000</td>
</tr>
<tr>
<td>TimeWarner/Level3</td>
<td>Internet &amp; Data Service</td>
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</tr>
<tr>
<td>Accuvant</td>
<td>Multiple Services</td>
<td>$150,000</td>
</tr>
<tr>
<td>Campus EAI</td>
<td>Portal</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

(Continued)
Approvals

Contact Person ______________ Cindy Dooling ________________
Cindy Dooling

Chancellor ________________________________
Lee D. Lambert, J.D.
Meeting Date: 6/10/15  
Item Number: 3.1(13)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Bus Services</td>
<td>William Ward II</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for Facilities</td>
</tr>
<tr>
<td></td>
<td>(206-2610)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Chancellor recommends that the Board of Governors approve contracts with South of the Border Tours (vendor name) and Mountain View Tours to provide bus services for the period July 1, 2015 through June 30, 2016. The contract costs will not exceed $180,000 for fiscal year 2016.

**Justification:**

South of the Border Tours is the primary vendor providing tour bus services for the College. Mountain View Tours is the secondary vendor providing services when the primary vendor is unable to fill the request. The College is in the fifth year of a five-year competitive bid agreement with South of the Border Tours and Mountain View Tours.

Bus services are utilized primarily by Athletics and Trio Grant programs.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs will not exceed $180,000 for fiscal year 2016.
**Meeting Date:** 6/10/15  
**Item Number:** 3.1(14)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Custodial Services | William Ward II  
Vice Chancellor for Facilities  
(206-2610) |

**Recommendation:**

The Chancellor recommends that the Board of Governors approve a contract with ISS Facility Services for custodial services for the period July 1, 2015 through June 30, 2016. The contract costs will not exceed $1,776,000 for fiscal year 2016.

**Justification:**

ISS Facility Services provides custodial services for all College campuses, District Office, 29th Street Coalition Center, Maintenance & Security, Green Valley, and the Aviation Technology Center. ISS Facility Services was selected following a Request for Proposal, this is the fourth year of a five year agreement.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs will not exceed $1,776,000 for fiscal year 2016, which includes a 5% contingency to cover additional services required, no cost increase and Saturday services at all locations.

**Approvals**

Contact Person: William Ward II  
Chancellor: Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 6/10/15  
Item Number: 3.1(15)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Software Licensing | William Ward II  
Vice Chancellor for Facilities  
(206-2610) |

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2015 through June 30, 2016. The contract costs will not exceed $310,000 for fiscal year 2016.

Justification:

Accruent provides hosting and site licenses for the work order management system used by all Facilities employees. This system is used daily by Facilities to track time and materials for work orders, inventory, and key control.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $310,000 for fiscal year 2016.

Approvals

Contact Person ____________________________  
William Ward II

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

Meeting Date: 6/10/15  
Item Number: 3.1(16)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Recommendation: Program Inactivation – Executive Assistant – Associate of Applied Science (AASOAG)</td>
<td>Dr. Erica Holmes, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

**Recommendation:**

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Executive Assistant – Associate of Applied Science. The recommendation to inactivate is based on advisory committee discussions, low enrollments, completer numbers, and a lack of employers in the area that require a certificate or degree for employment.

In Pima County, the College, city, county, and businesses do not require a certificate for an entry level position in office work. The Administrative Technology Professionals Occupational Program External Advisory Committee comments for many years have indicated employers are interested in courses that teach specific skills versus the certificate or degree.

The Bureau of Labor Occupational Handbook also identifies a high school diploma or high school diploma and some work experience for employment in the field as the key to employment.

Quick Facts: Secretaries and Administrative Assistants

- 2012 Median Pay $35,330 per year
- $16.99 per hour
- Entry-Level Education High school diploma or equivalent

The recommendation is to keep specific courses that address skill requirements and inactivate the certificates and degree. The Bureau of Labor Statistics recommends the following:

“Education - High school graduates can obtain basic office, computer, and English grammar skills at technical schools or community college. Executive secretaries usually need several years of related work experience.” (BLS)

Some temporary placement agencies also provide formal training in computer and office skills. The shift of students from Office Administrative Programs into the Health Information Technology Certificate and Paralegal Degree resulted in a decrease in enrollments in Administrative Technology Professions formerly known as Office Professions.

Based on advisory committee recommendations, PCC changed the titles and content of the certificates and degree to attract student. The change has not resulted in additional student enrollments. Enrollments moved from 230 in Fall 2011 to 72 in Fall 2015 for the Administrative Technology Professions with an average class size of 9 in Fall 2014. Graduate numbers for the past five years have been very low with 2 AAS - Executive Assistant graduates in 2014.

(Continued)
Approvals

Contact Person _________________________________

[Signature]

Erica Holmes

Chancellor___________________________

[Signature]

Lee D. Lambert, J.D.
Meeting Date: 6/10/15

Item Title: Curriculum Recommendation: Program Inactivation – ECE Endorsement for Teachers Birth - Age 8 — Post Degree Certificate for Direct Employment (CRDECE)

Contact Person: Dr. Erica Holmes

Contact Person: Provost and Executive Vice Chancellor (206-4999)

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of ECE Endorsement for Teachers Birth - Age 8 — Post Degree Certificate for Direct Employment (CRDECE). The recommendation to inactivate is based on advisory committee discussions, low enrollments, completer numbers, and a change in the State of Arizona requirements for a certificate or degree for employment.

No student has graduated from this program during the past five years. It is a legacy program that no longer reflects the requirements for the ECE endorsement. It contains 12 more credits than are required for the endorsement. Additionally, to earn an endorsement, if a certified elementary education teacher were to complete the certificate, they would then need to perform 4 credits of k-3rd grade student teaching, which the program does not offer.

Education program Faculty recommend the inactivation of this certificate.

Approvals

Contact Person _________________________________

Erica Holmes

Chancellor___________________________

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

ACTIONS ITEM

Meeting Date: 6/10/15

Item Title: Curriculum Recommendation: Program Inactivation – Education Endorsement — ESL — Post Degree Certificate for Direct Employment (CRDENDORSEA)

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

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Education Endorsement — ESL — Post Degree Certificate for Direct Employment (CRDENDORSEA). The recommendation to inactivate is based on advisory committee discussions, low enrollments, and low completer numbers.

Education faculty and advisory committee members feel this post degree endorsement is no longer required. The State of Arizona requirement for mandatory SEI endorsement for all teachers has made this certificate unnecessary and therefore not needed by students. Although the State still offers the ESL endorsement, students are not pursuing the endorsement because the SEI endorsement satisfies what districts need.

The Education Faculty recommend inactivation of this certificate.

Approvals

Contact Person ____________

Erica Holmes

Chancellor ______________

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

**Meeting Date:** 6/10/15  
**Item Number:** 3.1(19)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Recommendation: Program Inactivation – Education Endorsement — Middle School — Post Degree Certificate for Direct Employment (CRDENDORSEB)</td>
<td>Dr. Erica Holmes, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

### Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Education Endorsement — Middle School — Post Degree Certificate for Direct Employment (CRDENDORSEB). The recommendation to inactivate is based on advisory committee discussions, low enrollments, and low completer numbers.

This certificate is rarely pursued by students because:

1. Students can now simply take a test to earn the endorsement without taking coursework;
2. There is overlap between elementary and secondary certifications. Elementary teachers are certified K-8 and secondary teachers are certified 6-12 to cover what districts need for the Middle Grades 5-9 Endorsement.

The Education Faculty recommend inactivation of this certificate.

### Approvals

Contact Person _________________________________  
Erica Holmes

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

**ACTION ITEM**

**Meeting Date:** 6/10/15  
**Item Number:** 3.1(20)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Recommendation: Program Inactivation – Administrative Assistant – Certificate for Direct Employment (CRTADMINAIDE)</td>
<td>Dr. Erica Holmes, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

**Recommendation:**

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Executive Assistant – Associate of Applied Science. The recommendation to inactivate is based on advisory committee discussions, low enrollments, completer numbers, and a lack of employers in the area that require a certificate or degree for employment.

In Pima County, the College, city, county, and businesses do not require a certificate for an entry level position in office work. The Administrative Technology Professionals Occupational Program External Advisory Committee comments for many years have indicated employers are interested in courses that teach specific skills versus the certificate or degree.

The Bureau of Labor Occupational Handbook also identifies a high school diploma or high school diploma and some work experience for employment in the field as the key to employment.

- Quick Facts: Secretaries and Administrative Assistants
  - 2012 Median Pay $35,330 per year
  - $16.99 per hour
  - Entry-Level Education High school diploma or equivalent

The recommendation is to keep specific courses that address skill requirements and inactivate the certificates and degree. The Bureau of Labor Statistics recommends the following:

> “Education - High school graduates can obtain basic office, computer, and English grammar skills at technical schools or community college. Executive secretaries usually need several years of related work experience.” (BLS)

Some temporary placement agencies also provide formal training in computer and office skills. The shift of students from Office Administrative Programs into the Health Information Technology Certificate and Paralegal Degree resulted in a decrease in enrollments in Administrative Technology Professions formerly known as Office Professions.

Based on advisory committee recommendations, PCC changed the titles and content of the certificates and degree to attract student. The change has not resulted in additional student enrollments. Enrollments moved from 230 in Fall 2011 to 72 in Fall 2015 for the Administrative Technology Professions with an average class size of 9 in Fall 2014. Graduate numbers for this certificate based on the past five years have been very low with 4 graduates in 2014 and 2 graduates from a previous Office and Administrative Professions Office Assistant Certificate.

(Continued)
Approvals

Contact Person _________________________________
Erica Holmes

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

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Executive Assistant – Associate of Applied Science. The recommendation to inactivate is based on advisory committee discussions, low enrollments, completer numbers, and a lack of employers in the area that require a certificate or degree for employment.

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(Continued)
Approvals

Contact Person _________________________________

Erica Holmes

Chancellor _________________________________

Lee D. Lambert, J.D.
Meeting Date: 6/10/15

Item Title: Information Technology Replacement – Fiscal Year 2016
Contact Person: Cindy Dooling
Interim Vice Chancellor of Information Technology,
(206-4809)

Recommendation:
The Chancellor recommends that the Board of Governors approve the project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.

Justification:
This project continues the allocation of desktop computers for instructional labs and classrooms, network and data center equipment, software licenses and administrative use by faculty, staff and administrators. All equipment is replaced on a planned replacement cycle.

Financial Considerations:
Purchasing will be filled through established college processes on purchasing, including Competitive bids, the RFP process or co-operative contract pricing. The Board of Governors approved the capital expenditure during the May 13, 2015 Board meeting.

Hardware and Software from the following Vendors: $3,711,000

<table>
<thead>
<tr>
<th>Project</th>
<th>FY 16</th>
<th>Primary Manufacturers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Technology Allocation</td>
<td>$1,200,000</td>
<td>HP, Apple, Hitachi, Smart, Epson</td>
</tr>
<tr>
<td>Administrative Technology Allocation</td>
<td>$400,000</td>
<td>HP, Apple, Hitachi, Smart</td>
</tr>
<tr>
<td>Data Center Equipment Replacement</td>
<td>$360,000</td>
<td>Dell, Nimble Storage</td>
</tr>
<tr>
<td>Network Equipment Replacement</td>
<td>$444,000</td>
<td>Juniper, Extreme, Aruba, Dell, Avaya</td>
</tr>
<tr>
<td>Academic Technology - Prop 301</td>
<td>$700,000</td>
<td>HP, Apple, Hitachi, Smart, and Epson</td>
</tr>
<tr>
<td>Security Information &amp; Event Mgmt.</td>
<td>$400,000</td>
<td>Intel, McAfee</td>
</tr>
<tr>
<td>Network Malware Detection</td>
<td>$107,000</td>
<td>Intel, FireEye, Checkpoint</td>
</tr>
</tbody>
</table>

(Continued)
Approvals

Contact Person  
Cindy Dooling

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

Meeting Date:  6/10/15

Fiscal Year 2014-2015 Adopted Budget Reductions

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

Recommendation:

The Chancellor recommends that the Board of Governors approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2015.

Justification:

On June 11, 2014, the Board of Governors adopted the fiscal year 2014-2015 budget of $266.2 million, which included $235.9 million for general, designated, auxiliary, and restricted fund current operations and $30.4 million for capital projects.

The adopted budget included operating reserves for potential enrollment growth, reserves for possible grants and contracts, and estimated capital project expenditures. To the extent that the reserves are not fully needed and other budgeted amounts are not completely expended, excess budget capacity will remain at year end.

According to the provisions in section 21 of Article IX of the Arizona Constitution, the official expenditure limitation report requires a comparison of budgeted expenditures to the established limitation amount published by the Economic Estimates Commission. In order to eliminate unused budget capacity and reduce budgeted expenditures that are subject to the limitation for the fiscal year ending June 30, 2015, it is necessary to make budget equal actual audited expenditures. This process of budget reductions will provide the College with increased expenditure capacity in the future.

Financial Considerations:

None.

Approvals

Contact Person

David Bea, Ph.D.

Chancellor

Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors authorize the Chancellor or designee to enter a contract with Kittle Construction for an amount not to exceed $320,000 to perform Phase II construction work on the West Campus dental facilities pursuant to the previously approved Department of Education Title V grant entitled “Abriendo Puertas/Opening Doors: Innovation in Dental Studies Education.”

Justification:

At a regular Board meeting on May 16, 2012, the Board approved College participation in a Department of Education Title V grant. The College received a five-year grant award totaling $3,249,655 over five years. The focus of the grant is to implement dental studies curriculum modifications with related improvements to equipment and facilities such as the laboratory and clinic at the West Campus.

Phase I renovations were completed during the current fiscal year. Phase II renovations are scheduled to begin in June so they can be completed prior to the start of the fall 2015 academic term. During the transition from Phase I to Phase II, the College determined that it might be able to obtain better pricing by changing the general contractor assigned to the project. Using a cooperative purchasing agreement that has been in place between the City of Tucson and PCC for more than twenty years, PCC obtained quotes from contractors qualified by the City. These contractors were selected by the City through a competitive process and agreed to provide the same services and pricing to other public entities with cooperative purchasing agreements with the City, such as PCC. As a result, PCC identified Kittle Construction as a qualified contractor offering more favorable pricing for Phase II.

Financial Considerations:

Nearly all of the proposed work is funded by the grant. Some additional renovation work will be performed that was part of the capital improvement budget approved at the May 2015 Board of Governors meeting.
Approvals

Contact Person ________________________  Lou Albert  ________________________
                          Lou Albert

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

**Meeting Date:** 6/10/15  
**Item Number:** 3.2(1)  
**Item Title:** Board of Governors Annual Reporting Calendar  
**Contact Person:** Deborah Yoklic  
Assistant Vice Chancellor  
(206-4747)

**Recommendation:**

The Chancellor recommends the Board approve the proposed annual calendar of reports to the Board of Governors on topics including compliance and mission fulfillment. The calendar becomes effective August 2015. Some adjustments to the date for specific reports may be necessary following consultation with the responsible units. The Board will be advised of changes.

**Justification:**

In order to be fully informed so it can fulfill its responsibility to set priorities, evaluate College performance and maintain the fiscal stability of the College, the Board needs reports presented to it on a regular basis. There will be two to four reports each month, falling into one or more of the following categories: Compliance; Mission Fulfillment; Strategic Plans, Goals, Priorities; Academic Performance; and Operational Performance. Reports will typically be presented to the Board in written form, although some may be presented during Board meetings. Reports will provide sufficient detail to fully inform decision makers and provide evidence to accreditors.

**Financial Considerations:**

None.

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**Approvals**

Contact Person ___________________________  
Deborah Yoklic  
Deborah Yoklic

Chancellor ___________________________  
Lee D. Lambert, J.D.
<table>
<thead>
<tr>
<th>Month</th>
<th>Title</th>
<th>Format</th>
<th>Description</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Financial Outlook</td>
<td>P X X</td>
<td>Finance outlook presentation</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>Daily Registration Report on first day of semester</td>
<td>W X</td>
<td>Enrollment comparison to previous semester</td>
<td>Provost</td>
</tr>
<tr>
<td>February</td>
<td>Fall Strategic Plan Report</td>
<td>W X</td>
<td>Fall strategic plan update</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Fall Semester Academic Data</td>
<td>W X</td>
<td>Fall semester data (enrollment trends, course completion, GPA)</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Infrastructure Needs Report</td>
<td>W X</td>
<td>IT, facilities, safety, class/lab equipment reports.</td>
<td>VC of Facilities and AVC of IT</td>
</tr>
<tr>
<td></td>
<td>ACCT Legislative Summit Outbrief</td>
<td>P X</td>
<td>Board members outline legislative summit observations, federal priorities, workshops, and recommendations.</td>
<td>Board members who attended NLS</td>
</tr>
<tr>
<td>March</td>
<td>Annual Accreditation Report</td>
<td>W X</td>
<td>Annual report on accreditation, including areas in need of improvement</td>
<td>AVC of Accreditation</td>
</tr>
<tr>
<td></td>
<td>Tuition / Fees Recommendations</td>
<td>W X</td>
<td>Highlights of prior year’s activities, findings, recommendations, general statement of health and compliance. Short presentation and written report.</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>Benefit Recommendations</td>
<td>W X</td>
<td>(self-explanatory)</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>Finance and Audit Committee Outbrief</td>
<td>P &amp; W X</td>
<td>Report from Grants on new awards, ongoing grants, opportunities</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td>April</td>
<td>Grants Update</td>
<td>W X</td>
<td>Compliance report on Grants, Fed Law, State Law, DOE, DOL, IRS, AA/EEO/Diversity</td>
<td>VC of Operations</td>
</tr>
<tr>
<td></td>
<td>College Compliance Report</td>
<td>W X</td>
<td>Summary of longitudinal federal/state reported data for previous academic year (e.g. federal graduation rate). Share benchmarking data for available years (lab in when comparison data are available).</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Update on Chancellor’s Goals</td>
<td>P X</td>
<td>(self-explanatory)</td>
<td>Chancellor</td>
</tr>
<tr>
<td>May</td>
<td>Capital Recommendations</td>
<td>W X X</td>
<td>Capital projects for approval - linked to strategic directions and how mission is supported</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>Fed / State Academic Data Longitudinal Report</td>
<td>W X</td>
<td>Summary of longitudinal federal/state reported data for previous academic year (e.g. federal graduation rate). Share benchmarking data for available years (lab in when comparison data are available).</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Proposed Budget and Truth in Taxation Notice</td>
<td>P X</td>
<td>Proposed budget and truth in taxation notice of tax increase published (is that usually a BoG presentation? - yes and should continue that way)</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>HLC Convention Outbrief</td>
<td>P X</td>
<td>Board members outline observations and recommendations from HLC workshops and presentations</td>
<td>Board members who attended HLC</td>
</tr>
<tr>
<td>June</td>
<td>Tax and Budget Adoption</td>
<td>P X</td>
<td>Truth in taxation and budget adoption presentation</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>Policy Update</td>
<td>W X</td>
<td>Summary of policy gaps / ambiguities etc.</td>
<td>Board Chair</td>
</tr>
<tr>
<td></td>
<td>Student Customer Service Survey Report</td>
<td>W X</td>
<td>Develop evaluation plan including student complaints, faculty evaluations, and satisfaction with student services. To lead to an annual report on student satisfaction.</td>
<td>Provost</td>
</tr>
<tr>
<td>July</td>
<td>EEO Report</td>
<td>W X</td>
<td>Status of Affirmative Action and Diversity Plans, Issues, including availability of qualified applicants in general and by historically disadvantaged group.</td>
<td>VC of HR</td>
</tr>
<tr>
<td></td>
<td>Internal Audit Report</td>
<td>W X</td>
<td>Summary of Internal Audit Findings, including path forward to improvements; Summary of Ethics Point Reports, Investigations, and Actions. [Not sure which month to include this under, but it was requested by the Board. Added to July as only one report in that month.]</td>
<td>Internal Auditor</td>
</tr>
<tr>
<td>August</td>
<td>Annual SLO</td>
<td>W X</td>
<td>Annual report on SLO/unit assessment activity for previous academic year</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Daily Registration Report on first day of semester</td>
<td>W X</td>
<td>Enrollment comparison to previous semester</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Spring Semester Academic Data</td>
<td>W X</td>
<td>Spring semester enrollment trends, course completion, GPA, etc.</td>
<td>Provost</td>
</tr>
<tr>
<td>Month</td>
<td>Title</td>
<td>Format</td>
<td>Description</td>
<td>Responsibility</td>
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</tr>
<tr>
<td>September</td>
<td>Annual Mission Fulfillment Report</td>
<td>W</td>
<td>Annual report on mission fulfillment across all core themes, identifying weak areas and presenting strategies to address. Exact metrics being figured out now, likely to focus on top strong areas and weak areas, could include include enrollment (credit, CTD, AE and all other areas), diversity data, completion data by various definitions, transfer (including their success at next institution), success by modality (credit, CTD, AE (incl. comparison to HS grads) and all other areas), success by program, grad exit survey, support service assessments, employment data (DES data soon and planning 1-yr post-grad survey, results of ongoing discussions/presentations to the community on mission fulfillment), customer service measures, stewardship data related to Finance, Facilities, IT, HR. (In July, a detailed report of all metrics would go to the chancellor.)</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Annual Planning and Institutional Effectiveness Report</td>
<td>W</td>
<td>Strategic Plan, operational plans (campus and senior DO/M&amp;S), unit plans</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Dev Ed Report</td>
<td>W</td>
<td>Summary of state of dev ed, statistics on incoming students (fraction prepared, unprepared, severely under-prepared), trends in those statistics, improvements / devolvements noted, plans and progress, outcomes of prior efforts, assessment of scalability of promising approaches.</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Adult Ed Report</td>
<td>W</td>
<td>Progress and Challenges in Adult Ed, Comparison of our HSE student preparedness with other HS</td>
<td>Community Campus President</td>
</tr>
<tr>
<td>October</td>
<td>Academic Key Performance Indicators</td>
<td>W</td>
<td>Key metrics from previous academic year (including enrollment, retention, persistence, completion, industry credentials, input from industry, steps taken to modernize programs, weak programs, strong programs)</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Program and Institutional ROI</td>
<td>W</td>
<td>Relative performance of institution and college programs with longitudinal trends</td>
<td>Chancellor</td>
</tr>
<tr>
<td>November</td>
<td>Arizona Outcomes Data/VFA</td>
<td>W</td>
<td>(self-explanatory) Describe in more detail anyway for the public.</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td>Tuition Structure Report</td>
<td>W</td>
<td>Analysis of how differential tuition is working, recommendations going forward</td>
<td>EVC of Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>HR / Institutional Climate Report</td>
<td>W</td>
<td>HR, Institutional Climate Analysis, Plans, and Progress, including recommended changes. To include faculty, supervisory and leadership professional development updates.</td>
<td>VC of HR</td>
</tr>
<tr>
<td></td>
<td>ACCT Annual Congress Outbrief</td>
<td>P</td>
<td>Board members outline legislative summit observations, federal priorities, workshops, and recommendations.</td>
<td>Board members who attended ACCT Annual Congress</td>
</tr>
<tr>
<td>December</td>
<td>Foundation Report</td>
<td>W</td>
<td>Report by Foundation Chair and AVC of the Foundation; plans and progress, donor perceptions and expectations</td>
<td>VC of Operations</td>
</tr>
</tbody>
</table>

P = Presentation  
W = Written Report  

Last modified: 05/19/2015
Adequate staffing is essential for ensuring that the College successfully completes the Higher Learning Commission self-study process and meets applicable accreditation and legal requirements. At this time, a number of key administrator positions need to be filled quickly to provide leadership while the College conducts recruitment to fill the positions on a long-term basis. Accordingly, the Chancellor requests authority to make interim and acting administrator appointments effective prior to Board approval with the conditions that the appointments will be reported to the Board at the soonest possible Board meeting for ratification and the regular position will be filled using the process currently in effect. This appointment authority by the Chancellor shall expire on June 30, 2016.
**Recommendation:**

The Chancellor recommends the Board of Governors renew the contracts for legal services with three Arizona law firms for fiscal year 2015-2016. Through these contracts, legal services would be provided to the College on an as needed basis. Total annual expenditures for the combined work are anticipated to be less than $200,000.

**Firm**                      | **Primary Contact**                      
-------------------------------|------------------------------------------
DeConcini McDonald Yetwin & Lacy, P.C. | Lisa Anne Smith, Managing Shareholder
Gust Rosenfeld P.L.C.                      | Timothy Stratton, Partner              
Udall Shumway PLC                      | Denise Lowell-Britt, Partner

**Justification:**

In January of 2013, the College hired an experienced General Counsel to lead and coordinate the District’s legal affairs. The General Counsel provides the majority of day-to-day legal services for the College and manages attorneys provided by the Arizona School Risk Retention Trust to represent the College in matters covered by its liability insurance. There remains a continuing need for external legal services for expertise in specialized areas of law (i.e. intellectual property, employee benefits, etc.), to provide additional capacity based on the volume of service requests, and to provide an independent perspective in certain situations.

In fiscal year 2012-2013, the College issued an RFP and the firms selected agreed to specific rates for a three year period. Continuing with a multiple-provider approach is recommended to maintain competitive billing rates and provide options for prevention of possible conflict of interest situations during the contract period.

The College anticipates a review of its legal services this year to assess best options going forward. In the meantime, the administration recommends continuation of the contracts through fiscal 2016 to allow the firms to complete work currently underway and to provide additional services while the College determines whether to transition to a different model for meeting legal service needs.
Financial Considerations:

The total annual expenditures for all three contracts are expected to be less than $200,000. These contracts will be utilized to supplement and support the District’s in-house General Counsel.

Fiscal Year 2014-2015 Expenditures (does not reflect May or June 2015 invoices)

<table>
<thead>
<tr>
<th>DeConcini McDonald Yetwin &amp; Lacy, P.C.</th>
<th>Gust Rosenfeld P.L.C.</th>
<th>Udall Shumway PLC</th>
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<td>$30,000.47</td>
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</table>

Approvals

Contact Person ___________________________

Jeffrey Silvyn

Jeffrey Silvyn

Chancellor ________________________________

Lee D. Lambert, J.D.