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]

   1.5 Election of Board Secretary

2. Information Items
   2.1 Employment Information
   2.3 Fiscal Year 2015-2016 Additional Changes in Cost Recovery Course Fees
3. **Action Items**

3.1 **Consent Agenda**

(1) Approval of Minutes of the following meetings:
   A. Study Session of June 1, 2015
   B. Special Meeting to conduct Executive Session on June 10, 2015
   C. Public Hearing of June 10, 2015
   D. Special Meeting of June 10, 2015
   E. Regular Meeting of June 10, 2015

(2) Grant Proposal: Tohono O’Odham Nation, 12% Funding Vehicle for Outreach and Recruitment Program
[To provide funding for a marked police pickup truck to further community policing goals. The performance period is September 1, 2015 and August 31, 2016, totaling $36,372.00]

(3) Intergovernmental Agreement: Pima County Community Services – Pima County One-Stop

[Agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services – performance period July 1, 2015 through June 30, 2016 – costs not to exceed $120,000]

(5) Contract: Fleet Gas Cards
[Contract with Voyager Fleet Systems to provide gas cards and a gas card management system – performance period July 1, 2015 through June 30, 2016 – costs will not exceed $125,000 for fiscal year 2016]

3.2 **Other Action Items**

(1) Personnel Policy Statement for Non-Exempt Staff, Fiscal Year 2015/2016 Amendment regarding AFSCME Dues

(2) Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
[BP 2.18: College Compliance]

(3) Contract: Business Intelligence Project Management and Consultation
[Implementation proposal that will span over a three year period and will not exceed the dollar amount of $505,000]
Action Items (Continued)

(4) Contract: Marketing and Advertising Services, Fiscal Year 2015-2016
[Contract with the Gordley Group for Fiscal Year 2015-2016 – costs not to exceed $200,000 for FY 2015-2016]

(5) Board Vacancy
[Discussion or possible action regarding Board vacancy]

(6) Criteria for Placement of Items on the Consent Agenda versus Other Action Items

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 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
August 12, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

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

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

* Additional Information — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College’s website at www.pima.edu/board/packets.
* To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

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

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

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Number: 1</td>
<td>General Matters</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(206-4747)</td>
</tr>
<tr>
<td>1.1</td>
<td>Call to Order</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Pledge of Allegiance</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Public Comment</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Remarks by Governing Board Members</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Election of Board Secretary</td>
<td></td>
</tr>
</tbody>
</table>

---

## Approval

Chancellor

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

**Meeting Date:** 7/8/15  
**Item Number:** 2.1

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

### Information:

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

### Faculty:

**Bakehouse, Derck**  
Title: Instructional Faculty, Aviation, 1-year Provisional Appointment  
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, Aviation, 1-year Administrative Appointment

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

**Dohaniuk, Beth**  
Title: Educational Support Faculty, Counselor, 1-year Provisional Appointment  
Rate of Pay: $43,580  
Start Date: 07/01/2015  
Highest Degree Earned: Master of Art, Art Therapy  
Awarding Institution: Southwestern College  
Most Recent Previous Job: Mental Health Professional, Counselor

(Continued)
Gouker, Monica
Title: Instructional Faculty, Nursing
Rate of Pay: $57,032
Start Date: 08/19/2015
Highest Degree Earned: Master of Science, Nursing
Awarding Institution: Grand Canyon University
Most Recent Previous Job: Clinical Director

Knight, Vivian
Title: Instructional Faculty, Accounting
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Master of Accounting
Awarding Institution: University of Arizona
Most Recent Previous Job: Tax Associate and Adjunct Faculty

Lennon, Rita
Title: Instructional Faculty, Clinical Research, 1-year Provisional Appointment
Rate of Pay: $43,580
Start Date: 08/19/2015
Highest Degree Earned: Associate of Science
Awarding Institution: Pima Medical Institute
Most Recent Previous Job: Instructional Faculty, Clinical Research, 1-year Administrative Appointment

Merten, Sky
Title: Instructional Faculty, Nursing
Rate of Pay: $57,032
Start Date: 08/19/2015
Highest Degree Earned: Master of Science, Nursing
Awarding Institution: Grand Canyon University
Most Recent Previous Job: Registered Nurse and Clinical Faculty

Thweatt, Ph.D., Tatyana
Title: Instructional Faculty, Speech
Rate of Pay: $52,299
Start Date: 08/19/2015
Highest Degree Earned: Doctor of Philosophy, Communication
Awarding Institution: North Dakota State University
Most Recent Previous Job: Adjunct Faculty

Web, Skylar
Title: Instructional Faculty, Automotive
Rate of Pay: $47,938
Start Date: 08/19/2015
Highest Degree Earned: Associate of Applied Science, Automotive
Awarding Institution: Arizona Automotive Institute
Most Recent Previous Job: Instructor

Zeitler, Ph.D., Jessica
Title: Instructional Faculty, Spanish
Rate of Pay: $52,299
Start Date: 08/19/2015
Highest Degree Earned: Doctor of Philosophy, Spanish
Awarding Institution: University of Arizona
Most Recent Previous Job: Adjunct Faculty

Staff:

Carano, Lydia
Title: Support Specialist
Rate of Pay: $17.77
Start Date: 06/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Support Specialist

Carrillo, Consuelo
Title: Instructor, Adult Education
Rate of Pay: $44,463
Start Date: 06/15/2015
Highest Degree Earned: Bachelor of Art, Information Management
Awarding Institution: Technologic Institute of Hermosillo
Most Recent Previous Job: Instructor

Juzwiak, Mark
Title: Information Technology Manager
Rate of Pay: $63,726
Start Date: 06/15/2015
Highest Degree Earned: Master of Science, Information Systems Engineering
Awarding Institution: Western International University
Most Recent Previous Job: Network and Systems Administrator

Lizarraga II, Francisco
Title: Instructor, Adult Education
Rate of Pay: $44,463
Start Date: 06/15/2015
Highest Degree Earned: Master of Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Technology Trainer/ Instructor

(Continued)
Ramirez-Mancha, Valentin  
**Title:** Junior Graphic Designer  
**Rate of Pay:** $18.83  
**Start Date:** 07/06/2015  
**Highest Degree Earned:** Bachelor of Liberal Arts, Media Advertising  
**Awarding Institution:** University of Texas at El Paso  
**Most Recent Previous Job:** Web Master/Graphic Artist

Robin, Hazel  
**Title:** Instructor, Adult Education  
**Rate of Pay:** $44,463  
**Start Date:** 06/15/2015  
**Highest Degree Earned:** Bachelor of Art, Geography  
**Awarding Institution:** University of South Florida  
**Most Recent Previous Job:** Teacher/Career Navigator

Stirrup, Joi  
**Title:** Program Manager, Student Outreach and Recruitment  
**Rate of Pay:** $63,726  
**Start Date:** 06/15/2015  
**Highest Degree Earned:** Master of Science, Management  
**Awarding Institution:** Argosy University  
**Most Recent Previous Job:** Program Manager

Swanson, Ellen  
**Title:** Instructor, Adult Education  
**Rate of Pay:** $44,463  
**Start Date:** 06/15/2015  
**Highest Degree Earned:** Bachelor of Science, Recreation, Park, and Leisure Studies  
**Awarding Institution:** University of Minnesota  
**Most Recent Previous Job:** Instructor

Temporary:

Altherr Flores, Jenna  
**Title:** Instructor  
**Rate of Pay:** $21.38  
**Start Date:** 07/08/2015  
**Highest Degree Earned:** Bachelor of Art, Classical Languages and Classical Archaeology  
**Awarding Institution:** Florida State University  
**Most Recent Previous Job:** Graduate Assistant

Gader, Katherine  
**Title:** Student Services Specialist  
**Rate of Pay:** $18.83  
**Start Date:** 06/03/2015  
**Highest Degree Earned:** Bachelor of Art, International Studies

(Continued)
Awarding Institution: University of Denver at Colorado
Most Recent Previous Job: Executive Assistant

Kingery, Adam
Title: Facilitator
Rate of Pay: $40.00
Start Date: 05/30/2015
Highest Degree Earned: Bachelor of Art, Political Science
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Martinez Padilla, Kevin
Title: Student Services Technician
Rate of Pay: $15.65
Start Date: 05/18/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Student Aide

Miller, Emily
Title: Laboratory Assistant
Rate of Pay: $13.54
Start Date: 07/08/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Customer Service Representative

Ornelas, Zujaila
Title: Support Technician
Rate of Pay: $14.61
Start Date: 07/08/2015
Highest Degree Earned: Associate of Art, Political Science
Awarding Institution: Pima Community College
Most Recent Previous Job: Sales Associate

Peery, Erika
Title: Interpreter
Rate of Pay: $20.00
Start Date: 07/08/2015
Highest Degree Earned: Bachelor of Elective Studies, Special Education Deaf Studies
Awarding Institution: University of Arizona
Most Recent Previous Job: Lead Educational Interpreter

(Continued)
Rando, Frank
Title: Tutor II
Rate of Pay: $9.00
Start Date: 07/08/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Consultant

Seery, Shaunda
Title: Interpreter
Rate of Pay: $20.00
Start Date: 07/08/2015
Highest Degree Earned: Associate of Applied Art, Interpreting, Training
Associate of General Studies
Awarding Institution: Pima Community College
Most Recent Previous Job: Video Relay Interpreter

Sevinsky, Emily
Title: Student Services Specialist
Rate of Pay: $18.83
Start Date: 06/03/2015
Highest Degree Earned: Bachelor of Art, Liberal Studies
Awarding Institution: Arizona State University
Most Recent Previous Job: Administrative Assistant

Smith, Calvin
Title: Laboratory Assistant
Rate of Pay: $13.54
Start Date: 07/08/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Caterer

Woyak, Raymond
Title: Instructional Media Coordinator
Rate of Pay: $20.16
Start Date: 05/20/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Instructional Media Coordinator
Administrators:

Amick, Michael  
Vice President of Distance Education

Salary: $125,155  
Effective: 08/13/2015  
Education: Bachelor of Science, Art Education, Minnesota State University Moorhead;  
Master of Liberal Arts, Art Education Online, Minnesota State University Moorhead  
Experience: Mr. Amick has nine years experience as an online instructor for distance education courses. He also has eight years experience in multiple capacities with Central Lakes Community and Technical College in Brainerd, Minnesota, to include dean of computer technology and online learning, dean of academic and technical services, chief information officer and director of online learning.

Recruitment Overview:  
An external recruitment was conducted. 10 candidates were invited to interview by phone. Three candidates were invited back to interview and participate in forums. The finalist was recommended by Dr. Lorraine Morales, President, Community Campus.

Perez, Ph.D., Stella  
Interim Vice Chancellor of Operations

Salary: $178,861  
Effective: 06/01/15  
Education: Bachelor of Science, Business & Public Administration, University of Arizona;  
Master of Arts, Education Technology, Northern Arizona University; Doctor of Philosophy, Educational Administration, University of Texas at Austin  
Experience: Dr. Perez most recently served as senior vice president of communications and advancement for the American Association of Community Colleges, planning strategic outreach, analyzing new project opportunities, and supervising a variety of communications for AACC, which has more than 1,000 member colleges. She also has 15 years experience as chief operating officer and executive vice president at the League for Innovation in the Community College.

Recruitment Overview:  
Dr. Perez was directly appointed by Chancellor Lambert.

Acting Assignments:

Diaz de Sandy Jr., Mario  
Effective: 05/23/2015  
From: Laboratory Specialist, Culinary  
To: Advanced Program Coordinator, Culinary

Retirements:

Amado, Manuel A.  
Administrator  
DO – Department of Public Safety Operations  
Start Date: 09/06/1996

(Continued)
Employment Information

Arnold, Cynthia L.
Program Coordinator
CC – Education Programs
Start Date: 04/04/2005
End Date: 06/23/2015

Berger, James B.
Educational Support Faculty – Librarian
WC – Instruction/Academic Services
Start Date: 07/01/2003
End Date: 06/19/2015

Franklin, Dianne
Director
DO – Equal Employment Operations
Start Date: 04/09/1991
End Date: 07/31/2015

Gallagher, Janice R.
Instructor
CC – Adult Education
Start Date: 07/01/2000
End Date: 07/06/2015

Holmberg, Maria A.
Educational Support Faculty – Counselor
DC – Enrollment Services
Start Date: 01/11/1988
End Date: 06/23/2015

Jones, Mary Ann
Instructional Faculty
EC – Life and Physical Sciences
Start Date: 08/19/1991
End Date: 06/30/2015

Lane, William R.
Trades/Maintenance Specialist
DO – Plant Operations
Start Date: 06/15/2009
End Date: 07/30/2015

(Continued)
Paulick, Sandra R.
Educational Support Faculty – Counselor
DC – Enrollment Services
Start Date: 02/16/1990
End Date: 06/24/2015

Ruhl, Philip C.
Instructor
CC – Adult Education
Start Date: 07/01/2000
End Date: 06/30/2015

Stogsdill, Daniel D.
Instructional Faculty
DV – Aviation Technology
Start Date: 08/20/1990
End Date: 05/21/2015

Thompson, Barbara
Instructional Faculty
WC - Nursing
Start Date: 03/21/2005
End Date: 05/21/2015

Separations:

Branch, Diana
Instructor
DV – Center for Training and Development
End Date: 05/28/15

Challenger, Kathryn L.
Instructional Faculty
WC - Nursing
End Date: 05/21/15

Ferguson, Starlynn
Student Services Specialist
DO – Admissions and Registration
End Date: 06/08/15

Ramirez, Jesus A.
Instructor
CC – Adult Education
End Date: 06/04/15

(Continued)
Approvals

Contact Person  
D.C. Berryman

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

Meeting Date: 7/8/15

Item Number: 2.2


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

Recommendation:

Attached are the financial statements showing preliminary 2014/15 results through May 2015.

Justification:

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

The preliminary results indicate that Pima Community College concluded May with total year to date revenues in the General and Designated funds higher than the previous fiscal year by about $900 thousand. Tuition and fees revenue has decreased by almost $2.1 million and property tax revenue has increased by about $3.8 million.

Compared with the same time period in fiscal year 2014, actual expenditures have decreased by about $5.1 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 $1.9 million. However, other expenditures have decreased by about $7.0 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.

The May preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by about $16.2 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded May with a year-to-date increase in net position through month end of about $6.9 million. This is a slight decrease from the previous year’s increase of $7.1 million.

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 90.6 percent of budget, which is similar to the previous year. In absolute terms, year to date Personal Services expenditures were $109.3 million, which is higher than the same period of fiscal year 2014.
Services and Supplies expenditures are approximately 72.2 percent of the budget, which is lower than the previous year. In absolute terms, Services and Supplies expenditures were about $24.0 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 May was $214.2 million, which is a decrease of about $8.2 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 Eleven Months Ending May 31, 2015**

**Preliminary**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$52,975,370</td>
<td>$47,449,247</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,493,000</td>
<td>7,136,600</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>100,327,000</td>
<td>94,816,730</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,676,124</td>
<td>3,431,749</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$163,471,494</strong></td>
<td><strong>$152,834,326</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>120,599,432</td>
<td>107,708,692</td>
</tr>
<tr>
<td>Services and Supplies</td>
<td>33,199,358</td>
<td>23,700,860</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>4,950,373</td>
<td>11,231,668</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$158,749,163</strong></td>
<td><strong>$142,641,220</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 Eleven Months Ending May 31, 2015
(Preliminary)

<table>
<thead>
<tr>
<th>Operating Revenues</th>
<th>FY 2014/15</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General &amp; Designated Funds</td>
<td>Auxiliary &amp; Restricted Funds</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>45,381,284</td>
<td>1,380</td>
</tr>
<tr>
<td>Contracts</td>
<td>2,356,711</td>
<td>525</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>902,794</td>
<td>902,794</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>30,000</td>
<td>193,442</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>412,696</td>
<td>130,198</td>
</tr>
<tr>
<td>Total Operating Revenues</td>
<td>48,180,691</td>
<td>1,298,330</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nonoperating Revenues</th>
<th>FY 2014/15</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>6,493,500</td>
<td>7,093,500</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>98,603,170</td>
<td>98,686,056</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>9,458</td>
<td>41,337,302</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>1,220,157</td>
<td>1,906,094</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>1,977,617</td>
<td>1,977,617</td>
</tr>
<tr>
<td>Gifts</td>
<td>35,498</td>
<td>35,498</td>
</tr>
<tr>
<td>Investment Income</td>
<td>446,128</td>
<td>449,288</td>
</tr>
<tr>
<td>Net Nonoperating Revenues</td>
<td>105,552,256</td>
<td>150,799,418</td>
</tr>
</tbody>
</table>

| Total Revenues        | $153,732,947 | $201,813,852 | $205,762,492 |

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>FY 2014/15</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>47,982,936</td>
<td>52,501,860</td>
</tr>
<tr>
<td>Academic Support</td>
<td>20,306,196</td>
<td>23,533,226</td>
</tr>
<tr>
<td>Student Services</td>
<td>21,763,952</td>
<td>25,821,103</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>31,407,647</td>
<td>33,595,682</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>11,867,227</td>
<td>15,565,745</td>
</tr>
<tr>
<td>Depreciation</td>
<td>7,328,707</td>
<td>6,834,880</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,027,397</td>
<td>35,756,929</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>866,499</td>
<td>781,848</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$134,355,355</td>
<td>$194,969,751</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income Before Other Expenses</th>
<th>FY 2014/15</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>(3,186,000)</td>
<td>7,223,696</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>(4,037,696)</td>
<td></td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>105,000</td>
<td>105,000</td>
</tr>
<tr>
<td>Increase (Decrease) in Net Position</td>
<td>$16,191,592</td>
<td>$6,949,101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2014/15</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Position - End of Period</td>
<td>$70,824,807</td>
<td>$214,176,039</td>
</tr>
<tr>
<td>Total Net Position - End of Period: Current Year vs. Prior Year</td>
<td>$(8,155,029)</td>
<td></td>
</tr>
</tbody>
</table>

(Preliminary)
## Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For Eleven Months Ending May 31, 2015**

*(Preliminary)*

### Expenditures by Function

#### Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$57,428,571</td>
<td>$47,982,936</td>
<td>83.6%</td>
<td>$9,445,635</td>
<td>$48,146,433</td>
<td>82.4%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$25,896,914</td>
<td>$20,306,196</td>
<td>78.4%</td>
<td>$5,590,718</td>
<td>$19,526,612</td>
<td>78.0%</td>
</tr>
<tr>
<td>Student Services</td>
<td>$26,329,992</td>
<td>$21,763,952</td>
<td>82.7%</td>
<td>$4,566,040</td>
<td>$20,256,716</td>
<td>85.9%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$34,800,290</td>
<td>$31,407,647</td>
<td>90.3%</td>
<td>$3,392,643</td>
<td>$31,848,718</td>
<td>87.2%</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$13,973,512</td>
<td>$11,867,227</td>
<td>84.9%</td>
<td>$2,106,285</td>
<td>$11,684,708</td>
<td>86.7%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$1,124,000</td>
<td>$1,027,397</td>
<td>91.4%</td>
<td>$96,603</td>
<td>$939,956</td>
<td>82.6%</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$3,195,000</td>
<td>$3,186,000</td>
<td>99.7%</td>
<td>$9,000</td>
<td>$10,238,077</td>
<td>99.9%</td>
</tr>
</tbody>
</table>

#### Total Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$173,772,000</td>
<td>$142,641,220</td>
</tr>
<tr>
<td>Educational and General</td>
<td>$137,541,355</td>
<td>$107,708,692</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$36,230,645</td>
<td>$34,932,530</td>
</tr>
</tbody>
</table>

### Expenditures by Account

#### Personal Services

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$6,877,861</td>
<td>$5,954,818</td>
<td>86.6%</td>
<td>$923,043</td>
<td>$6,045,364</td>
<td>85.5%</td>
</tr>
<tr>
<td>Faculty</td>
<td>$23,659,959</td>
<td>$22,753,175</td>
<td>96.2%</td>
<td>$906,784</td>
<td>$22,383,526</td>
<td>99.5%</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,255,734</td>
<td>917,946</td>
<td>73.1%</td>
<td>337,788</td>
<td>803,508</td>
<td>59.4%</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>$12,024,162</td>
<td>$12,024,162</td>
<td>100.0%</td>
<td>11,723,671</td>
<td>11,723,671</td>
<td>100.0%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>$44,333,902</td>
<td>$38,883,039</td>
<td>87.7%</td>
<td>5,450,863</td>
<td>$37,067,105</td>
<td>88.5%</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>$4,569,828</td>
<td>$3,778,096</td>
<td>82.7%</td>
<td>791,732</td>
<td>$4,099,828</td>
<td>76.2%</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>(61)</td>
<td>(61)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$27,877,986</td>
<td>$25,001,517</td>
<td>89.7%</td>
<td>$2,876,469</td>
<td>$25,585,690</td>
<td>87.5%</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>$120,599,432</td>
<td>$109,312,692</td>
<td>90.6%</td>
<td>$11,286,740</td>
<td>$107,708,692</td>
<td>90.4%</td>
</tr>
</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>$6,144,823</td>
<td>$5,054,512</td>
<td>82.3%</td>
<td>$1,090,311</td>
<td>$4,741,954</td>
<td>83.0%</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,785,769</td>
<td>$1,440,800</td>
<td>51.7%</td>
<td>$1,344,969</td>
<td>$1,661,410</td>
<td>67.1%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$13,621,740</td>
<td>$10,699,462</td>
<td>78.5%</td>
<td>$2,922,278</td>
<td>$10,597,650</td>
<td>79.9%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$6,837,290</td>
<td>$3,536,440</td>
<td>51.7%</td>
<td>$3,300,850</td>
<td>$3,717,033</td>
<td>54.0%</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>$1,302,064</td>
<td>$1,027,397</td>
<td>78.9%</td>
<td>$274,667</td>
<td>$939,956</td>
<td>82.6%</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>$2,507,672</td>
<td>$2,196,274</td>
<td>87.6%</td>
<td>$311,398</td>
<td>$2,042,857</td>
<td>87.8%</td>
</tr>
<tr>
<td><strong>Total Services and Supplies</strong></td>
<td>$33,199,358</td>
<td>$23,954,885</td>
<td>72.2%</td>
<td>$9,244,473</td>
<td>$23,700,860</td>
<td>74.5%</td>
</tr>
</tbody>
</table>

#### Capital Equipment

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$464,788</td>
<td>$378,980</td>
<td>81.5%</td>
<td>$85,808</td>
<td>$393,770</td>
<td>90.6%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>$3,195,000</td>
<td>$3,186,000</td>
<td>99.7%</td>
<td>$9,000</td>
<td>$10,238,077</td>
<td>99.9%</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>$173,772,000</td>
<td>$142,641,220</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$137,541,355</td>
<td>$107,708,692</td>
</tr>
</tbody>
</table>
# Statement of Net Position (formerly Statement of Net Assets)

May 31, 2015

(Preiliminary)

<table>
<thead>
<tr>
<th>Assets</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General &amp; Designated Funds</strong></td>
<td>$37,373,540</td>
<td>$40,136,965</td>
</tr>
<tr>
<td><strong>Auxiliary &amp; Restricted Funds</strong></td>
<td>$10,404,907</td>
<td>$35,011,667</td>
</tr>
<tr>
<td><strong>Plant &amp; Other Funds</strong></td>
<td>$84,940</td>
<td>$4,135,689</td>
</tr>
<tr>
<td><strong>Total All Funds</strong></td>
<td>$47,863,387</td>
<td>$43,271,313</td>
</tr>
</tbody>
</table>

## Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$37,373,540</td>
<td>$40,136,965</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>$25,082,750</td>
<td>$35,011,667</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$4,337,510</td>
<td>$4,443,461</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>$11,676,485</td>
<td>$11,676,485</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>$366,158</td>
<td>$366,158</td>
</tr>
<tr>
<td>Student Loans</td>
<td>$13,060</td>
<td>$1,995,104</td>
</tr>
<tr>
<td>Other</td>
<td>$266,629</td>
<td>$60,885</td>
</tr>
<tr>
<td>Inventories</td>
<td>$123,137</td>
<td>$894,575</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>$885,238</td>
<td>$818,681</td>
</tr>
</tbody>
</table>

**Total Current Assets** | $79,745,289 | $94,206,977 |

## Noncurrent Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$1,953,051</td>
<td>$3,347,641</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>$(258,292)</td>
<td>$399,941</td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>$10,900,418</td>
<td>$30,900,418</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>$15,291,311</td>
<td>$15,291,311</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>$88,152,066</td>
<td>$82,725,342</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td></td>
<td>$10,425,098</td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>$5,886,709</td>
<td>$4,123,053</td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>$1,837,572</td>
<td>$1,832,591</td>
</tr>
</tbody>
</table>

**Total Noncurrent Assets** | $10,900,418 | $148,971,107 |

## Total Assets | $90,645,707 | $243,178,084 |

## Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$5,830,697</td>
<td>$4,394,731</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>$57,321</td>
<td>$387,707</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>$1,953,051</td>
<td>$399,941</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>$20,000,000</td>
<td>$30,900,418</td>
</tr>
</tbody>
</table>

**Total Current Liabilities** | $10,184,455 | $94,049,444 |

## Noncurrent Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unearned Revenue</td>
<td>$6,084,519</td>
<td>$6,806,820</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>$3,551,926</td>
<td>$4,630,752</td>
</tr>
</tbody>
</table>

**Total Noncurrent Liabilities** | $9,636,445 | $11,437,572 |

## Total Liabilities | $19,820,900 | $20,847,016 |

## Net Position

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>$111,167,659</td>
<td>$113,042,395</td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>$796,065</td>
<td>$1,441,656</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$1,840,740</td>
<td>$1,781,141</td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td>$1,715,152</td>
<td>$2,331,342</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>$1,715,152</td>
<td>$103,734,534</td>
</tr>
</tbody>
</table>

**Total Net Position** | $70,824,807 | $222,331,068 |

## Total Net Position: Current Year vs. Prior Year | $(8,155,029) | |

Pima County Community College District
General & Designated Funds YTD Revenues - FY14 - Prior Year
For the Eleven Months Ending May 31, 2014
Total of $152,834,326

- Tuition and Fees $47,449,247 (31%)
- State Appropriations $7,136,600 (5%)
- Property Taxes $94,816,730 (62%)
- Other Revenues $3,431,749 (2%)

General & Designated Funds YTD Revenues - FY15 - Current Year
For the Eleven Months Ending May 31, 2015
Total of $153,732,947

- Tuition and Fees $45,381,284 (30%)
- State Appropriations $6,493,500 (4%)
- Property Taxes $98,603,170 (64%)
- Other Revenues $3,254,993 (2%)

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 Fund Expenditures Year to Date
Comparison with Prior Year

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year
For the Eleven Months Ending May 31, 2014
Total of $142,641,220

Administrative Personnel $6,045,364 4%
Faculty $22,383,526 16%
Additional Compensation - Faculty $803,508 1%
Adjunct Faculty $11,723,671 8%
Classified Staff $37,067,105 26%
Other Compensation $4,099,828 3%
Fringe Benefits $25,585,690 18%
Other Expenditures $3,036,448 2%
Transfers $10,238,077 7%

General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 15 - Current Year
For the Eleven Months Ending May 31, 2015
Total of $137,541,355

Administrative Personnel $5,954,818 4%
Faculty $22,753,175 16%
Additional Compensation - Faculty $917,946 1%
Adjunct Faculty $12,024,162 9%
Classified Staff $38,883,039 28%
Other Compensation $3,778,096 3%
Fringe Benefits $25,001,917 18%
Other Expenditures $3,284,052 2%
Transfers $3,186,000 2%
# 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.
**Glossary for Financial Reports**

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

**Liabilities**

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

Deposits Held in Custody

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

Current Portion of Long-term Liabilities

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

Noncurrent Liabilities

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

Unearned Revenue

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

Long-term Liabilities

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

Net Position

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

Net Investment in Capital Assets

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

Restricted Assets

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

Unrestricted Assets

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

Statement of Revenues, Expenses and Changes in Net Position

Operating Revenues

Revenues resulting from the normal operations of a business.

Tuition & Fees

All tuition and fees assessed for educational purposes.

Contracts

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

Auxiliary Enterprises

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

Commission & Rents

Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
<td>Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.</td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
<td>Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.</td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
<td>Funds appropriated to the College through the State budget process.</td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
<td>Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.</td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
<td>Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.</td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
<td>Includes all amounts earned on grants from state, local government and nongovernmental organizations.</td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
<td>Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.</td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
<td>Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.</td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td>Includes dividends, interest, or royalties and gains or losses on investments.</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>Includes expenses for all activities that are part of an institution’s instruction program. For example, faculty salaries are included in the Instructional expenses.</td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
<td>Includes expenses incurred to provide support services for the institution’s primary programs of instruction, research, and public service. It includes the following activities:</td>
</tr>
</tbody>
</table>
|                                  | • 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: 7/8/15

Item Title: Fiscal Year 2015-2016 Additional Changes in Cost Recovery Course Fees
Contact Person: Dr. David Bea
Executive Vice Chancellor for Finance and Administration
(206-4519)

Information:

The attached charges are cost recovery fees that support instructional delivery costs associated with specific courses, tests, or services for the Education program that was modified after the regular course fee change submission date. With the change in the course delivery methodology there are significant adjustments in course numbers resulting in the elimination of some courses (and their associated fees) and the addition of others. The net impact on students completing these programs is an overall increase in cost recovery course fees of 3.5%. The attached list has been reviewed and approved for fiscal year 2016.

Approvals

Contact Person

Chancellor
Lee D. Lambert, J.D.

(Continued)
### Course Fee Changes – 2015/2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted by</th>
<th>Fee Category</th>
<th>New Fee</th>
<th>Fee Type</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESE 260</td>
<td>SPED Practicum 1</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>Reduced from $334</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Now 2 Course Sequence</td>
</tr>
<tr>
<td>EDC 262</td>
<td>Elem. Practicum 1</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>Reduced from $334</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Now 2 Course Sequence</td>
</tr>
<tr>
<td>EDC 264</td>
<td>Secnd. Practicum 1</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>Reduced from $334</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Now 2 Course Sequence</td>
</tr>
</tbody>
</table>

### New Course Fees – 2015/2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Submitted by</th>
<th>Fee Category</th>
<th>New Fee</th>
<th>Fee Type</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESE 261</td>
<td>SPED Practicum 2</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; half of new sequence</td>
</tr>
<tr>
<td>EDC 263</td>
<td>Elem. Practicum 2</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; half of new sequence</td>
</tr>
<tr>
<td>EDC 265</td>
<td>Secnd. Practicum 2</td>
<td>Community/DV Campus</td>
<td>Mentor Stipend</td>
<td>$150.00</td>
<td>Flat</td>
<td>2</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; half of new sequence</td>
</tr>
<tr>
<td>ESE 290</td>
<td>SPED Student Tch.</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$1,060</td>
<td>Flat</td>
<td>8</td>
<td>Previous version $980</td>
</tr>
<tr>
<td>EDC 291</td>
<td>Elem. Student Tch.</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$1,060</td>
<td>Flat</td>
<td>8</td>
<td>Previous version $980</td>
</tr>
<tr>
<td>EDC 292</td>
<td>Secnd. Student Tch.</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$1,060</td>
<td>Flat</td>
<td>8</td>
<td>Previous version $980</td>
</tr>
<tr>
<td>ESE 290A</td>
<td>SPED Intern Path 1</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
<tr>
<td>ESE 290B</td>
<td>SPED Intern Path 2</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
<tr>
<td>EDC 291A</td>
<td>Elem. Intern Path 1</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
<tr>
<td>EDC 291B</td>
<td>Elem. Intern Path 2</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
<tr>
<td>EDC 292A</td>
<td>Secnd. Intern Path 1</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
<tr>
<td>EDC 292B</td>
<td>Secnd. Intern Path 2</td>
<td>Community/DV Campus</td>
<td>Supervising Faculty</td>
<td>$530</td>
<td>Flat</td>
<td>4</td>
<td>Two-semester option</td>
</tr>
</tbody>
</table>
Meeting Date: 7/8/15  
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 June 1, 2015
   B. Special Meeting to conduct Executive Session on June 10, 2015
   C. Public Hearing of June 10, 2015
   D. Special Meeting of June 10, 2015
   E. Regular Meeting of June 10, 2015

3.1 (2) Grant Proposal: Tohono O’Odham Nation, 12% Funding Vehicle for Outreach and Recruitment Program

3.1 (3) Intergovernmental Agreement: Pima County Community Services – Pima County One-Stop


3.1 (5) Contract: Fleet Gas Cards

Approval

Chancellor______________________________

Lee D. Lambert, J.D.
Meeting Date: 7/8/15

Item Number: 3.1 (1)A

Item Title | Contact Person
--- | ---
Unapproved Minutes of the Study Session of June 1, 2015 | Chancellor’s Office (206-4747)

Recommendation:
The unapproved Minutes of the Study Session of June 1, 2015 are submitted for approval.

Approval

Chancellor

Lee D. Lambert, J.D.
A Study Session of the Pima County Community College District Governing Board was held on Monday, June 1, 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**
Daniel Berryman, Vice Chancellor of Human Resources  
Dr. Morgan Phillips, President, Desert Vista Campus  
Debbie Yoklic, Assistant Vice Chancellor  
Rachelle Howell, Vice Chancellor for Institutional Advancement (Acting)

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

2. **Pima Community College Foundation Discussion**
   Members of the PCC Foundation Board including Tommy Roof, Chair Elect; Gloria Bloomer, Immediate Past Chair; Rachel Schaming, Treasurer; Staci Lopez, Board Member; and Craig Gibson, Board Member met with the PCC Board of Governors to discuss the goals, purpose and future plans of the Foundation.

   There are four main purposes of the Foundation: fundraising, asset management, facilitation of development activities by PCC campuses and programs, and oversight of the PCC Alumni Association.

   The Foundation has set goals that cover four areas:
   College Relations - support the Chancellor’s goal to establish philanthropic priorities;  
   Community Relations – serve as ambassadors for PCC and Foundation;  
   Fundraising – generate increased resources to ensure growth and positively impact students and the community;  
   Infrastructure – enhance role as effective stewards of philanthropic investments through appropriate infrastructure.
An update on resource development was also provided to the PCC Board of Governors. In 2013-14, revenues totaled $2.03 million; the endowment is currently valued at $6.5 million; and total assets are up $1.8 million to $7.7 million.

Key Accomplishments were also noted and include the development and implementation of a strategic plan spanning three years (2014-2017); nearly 1500 scholarships, totaling just under $1 million were awarded in 2013-14; a $100,000 grant from Wells Fargo was secured to fund high school equivalency and workforce certification exam fees; the creation of two new endowment funds; and the second “PimaGives” campaign realized a 39% increase in employee contributions from the previous year.

There was discussion regarding the Foundation’s inability to host events on campuses because they could not serve alcohol. Allowing the Foundation to host events on campuses would not only showcase the campuses, but would save money in rental fees which reduce the amount of scholarships that can be awarded. It was agreed the College’s General Counsel would research the development of special events language that would allow events, held on PCC campuses and sponsored by the Foundation, to provide alcohol with the proper permits.

During the question and answer period, several topics were discussed including planned giving efforts; engaging alumni; and how each Board could support the other in their efforts to bolster the College and provide a united front.

Lastly, after conversations with Chancellor Lambert, it was agreed a position for Interim Executive Director would be posted. This posting has since closed and the position should be filled by mid-June. Recruitment for the permanent position will begin in the fall.

Adjournment

The meeting adjourned at 5:05 p.m.

________________________________________
Secretary

________________________________________
Date
ACTION ITEM

Meeting Date: 7/8/15  Item Number: 3.1 (1)B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on June 10, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 10, 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, June 10, 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  
Stella Perez

**Call to Order**
Sylvia Lee called the meeting to order at 3:05 p.m.

**Motion for Executive Session**

**Motion No. 201506-01**
Scott Stewart – 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.

Resumptions of Open Session

The Board resumed Open Session at 4:52 p.m.

Adjournment

The meeting adjourned at 4:53 p.m.

__________________________________________
Secretary

__________________________________________
Date
### ACTION ITEM

**Meeting Date:** 7/8/15  
**Item Number:** 3.1 (1)C

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Unapproved Minutes of the Public Hearing of June 10, 2015 | Chancellor’s Office  
(206-4747) |

**Recommendation:**

The unapproved Minutes of the Public Hearing of June 10, 2015 are submitted for approval.

---

**Approval**

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

A Public Hearing of the Pima County Community College District Board of Governors was held on Wednesday, June 10, 2015 at 5:00 p.m., in the Community/Board Room, District Central Office, 4905 E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

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

BOARD REPRESENTATIVES

Don Harp, Staff
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Denise M. Dudoit

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor Human Resources
Yira Brimage, Vice President of Student Development
Ricardo Castro-Salazar, Vice President for International Development, Acting
Aubrey Conover, Vice President of Student Development, West Campus
Nina Corson, Acting Vice President of Instruction
James Craig, Dean, Health Related Professions
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus
Joseph Gaw, Assistant Dean of Nursing, West Campus
Mary Beth Ginter, Academic Dean
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Libby Howell, Executive Director for Media, Community and Government Relations
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Gwen Joseph, Interim President, Downtown Campus
Darla Lammers, Vice President of Instruction
Lorraine Morales, President, Community Campus
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Development
Stella Perez, Interim Vice Chancellor for Operations
Morgan Phillips, President, Desert Vista Campus
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Ian Roark, Vice President of Workforce Development, Community Campus
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 5:02 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Information/Discussion

Truth in Taxation (TNT) – Notice of Tax Increase

Dr. David Bea, Executive Vice Chancellor for Finance and Administration presented background information on this item.

Public Comment

There were no requests to address the Board.

Fiscal Year 2016 Proposed Budget

Executive Vice Chancellor Bea presented the proposed 2015/16 Budget.

Public Comment

There were no requests to address the Board.

Adjournment

The meeting adjourned at 5:35 p.m.

___________________________________________
Secretary

___________________________________________
Date
# ACTION ITEM

**Meeting Date:** 7/8/15

**Item Number:** 3.1 (1)D

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of June 10, 2015</td>
<td>Chancellor's Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Special Meeting of June 10, 2015 are submitted for approval.

---

**Approval**

Chancellor ________________________________

Lee D. Lambert, J.D.
A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, June 10, 2015 at 5:15 p.m., in the Community/Board Room, District Central Office, 4905 E. Broadway, Tucson, AZ  85709-1010.

BOARD MEMBERS

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

BOARD REPRESENTATIVES

Don Harp, Staff
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Denise M. Dudoit

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor Human Resources
Yira Brimage, Vice President of Student Development
Ricardo Castro-Salazar, Vice President for International Development, Acting
Aubrey Conover, Vice President of Student Development, West Campus
Nina Corson, Acting Vice President of Instruction
James Craig, Dean, Health Related Professions
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus
Joseph Gaw, Assistant Dean of Nursing, West Campus
Mary Beth Ginter, Academic Dean
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Libby Howell, Executive Director for Media, Community and Government Relations
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Gwen Joseph, Interim President, Downtown Campus
Darla Lammers, Vice President of Instruction
Lorraine Morales, President, Community Campus
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Development
Stella Perez, Interim Vice Chancellor for Operations
Morgan Phillips, President, Desert Vista Campus
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Ian Roark, Vice President of Workforce Development, Community Campus
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.

Action Items

Fiscal Year 2016 Property Tax Rates and Levies

Motion No. 201506-02

Scott Stewart – M, David Longoria – S, to approve the Pima County Community College District’s increase in property tax rates and levies for fiscal year 2015-2016.


Motion CARRIED.

Adoption of Fiscal Year 2016 Proposed Budget

Motion No. 201506-03

David Longoria – M, Scott Stewart – S, to adopt the proposed budget for the Pima County Community College District for fiscal year 2015-2016.


Motion CARRIED.

Adjournment

The meeting adjourned at 5:41 p.m.

___________________________________________
Secretary

___________________________________________
Date
### ACTION ITEM

**Meeting Date:** 7/8/15  
**Item Number:** 3.1 (1)E

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of June 10, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved Minutes of the Regular Meeting of June 10, 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, June 10, 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

Don Harp, Staff
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Denise M. Dudoit

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor Human Resources
Yira Brimage, Vice President of Student Development
Ricardo Castro-Salazar, Vice President for International Development, Acting
Aubrey Conover, Vice President of Student Development, West Campus
Nina Corson, Acting Vice President of Instruction
James Craig, Dean, Health Related Professions
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest Campus
Joseph Gaw, Assistant Dean of Nursing, West Campus
Mary Beth Ginter, Academic Dean
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Libby Howell, Executive Director for Media, Community and Government Relations
Rachelle Howell, Vice Chancellor for Institutional Advancement, Acting
Gwen Joseph, Interim President, Downtown Campus
Darla Lammers, Vice President of Instruction
Lorraine Morales, President, Community Campus
Bruce Moses, Assistant Vice Chancellor for Accreditation
Ann Parker, Vice President of Student Development
Stella Perez, Interim Vice Chancellor for Operations
Morgan Phillips, President, Desert Vista Campus
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Ian Roark, Vice President of Workforce Development, Community Campus
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 5:46 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Hal Melfi addressed the Board informing them the AFSCME Meet and Confer team has taken a proactive stance, meeting with the Chief Spokesperson of the Management team to revise and sign a proposal that addresses concerns raised during last month’s Board meeting.

Remarks by Governing Board Members

Chairperson Lee congratulated and thanked Hal Melfi and the AFSCME Team for moving forward to take care of this issue.

Chairperson Lee also informed the audience the Board approved a two percent tax levy during the Special Meeting.

Board Member Mark Hanna shared he has had the honor of attending several student recognitions and ceremonies; he is proud to see such student success.

Board Member David Longoria acknowledged the contributions of former Executive Director of the Pima Community College’s Foundation, Cheryl House and wished her all the very best moving forward.

Chairperson Lee read a Resolution to recognize Alec Moreno as a Student Representative to the Board.

INFORMATION ITEMS

Employment Information

Chairperson Lee noted the retirements of Gigi Brown, Randall D. Dings, Thomas E. Harrington, Patricia L. Leverentz, Darrell K. Mills, Dr. Frank Pickard, Lloyd J. Sandmann, Dr. David V. Stephen, Michael J. Treacy and Raymond A. Woyak and thanked them for their service to the College and wished them well on their future endeavors.

Adjunct Faculty Appointment

This item was noted as an information item.
Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements through April 2015. Dr. Bea noted preliminary results indicate Pima Community College concluded April with total year to date revenues in General and Designated funds lower than the previous fiscal year by approximately $3.6 million. Overall, year to date actual revenues are lower than the adjusted budget revenue level.

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

New Board Policy – First Reading
The following new Board Policy was noted as information item: BP 2.18 – College Compliance

Contract: Bookstore Management for Fiscal Year 2015-2016
This item was noted as an information item.

Contract: Short Term Disability for Fiscal Year 2015-2016
This item was noted as an information item.

Administrator Contracts, 2015-2016
This item was noted as an information item.

ACTION ITEMS

Consent Agenda

Chairperson Lee pulled the following items to be voted on separately: 3.1(14) Contract: Custodial Services and 3.1(23) Fiscal Year 2014-2015 Adopted Budget Reductions.

Motion No. 201506-04

Scott Stewart – M, Mark Hanna – S, to approve the Consent Agenda.

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 (15) Contract: Software Licensing

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


3.1 (22) Information Technology Replacement – Fiscal Year 2016

3.2 (24) Contract for Grant Funded Renovation for the West Campus Dental Program Facilities

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

3.1 (14) Contract: Custodial Services

Chairperson Lee asked for information regarding the average wages this company pays the individuals that services our campuses and are they awarded any benefits such as vacation time, sick time and insurance benefits. Additionally, Board Member Marty Cortez asked if they are full time or part time. The College does not dictate this in the contract; this is the responsibility of the company. Chairperson Lee asks these questions because she feels the College should be mindful the best contracts are not necessarily the lowest in the amount but how they treat their employees.

**Motion No. 201506-05**

Scott Stewart – M, David Longoria – S, to 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.
3.1 (23) Fiscal Year 2014-2015 Adopted Budget Reductions

This is a technical matter that essentially directs the College to reset the budget to what was actually spent for expenditure limitation reporting purposes.

**Motion No. 201506-06**

Scott Stewart – M, David Longoria – S, to approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2015.

**Other Action Items**

**Board of Governors Annual Reporting Calendar**

**Motion No. 201506-07**

David Longoria – M, Marty Cortez – S, to approve the proposed annual calendar of reports to the Board of Governors on topics including compliance and mission fulfillment.

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

**Expedited Interim and Acting Administrator Appointments**

**Motion No. 201506-08**

Marty Cortez – M, Mark Hanna – S, to authorize the Chancellor to make expedited interim and acting administrator appointments.

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

**Contracts: Legal Services for Fiscal Year 2015-2016**

**Motion No. 201506-09**

David Longoria – M, Mark Hanna – S, to renew the contracts for legal services with three Arizona law firms for fiscal year 2015-2016.

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

Reports by Representatives to the Board

Student – There was no report.

Temporary Staff — There was no report.

Staff – Don Harp
Staff Representative Don Harp highlighted activities that had taken place including a reminder of the upcoming Exempt and Non-Exempt Professional Development Days. Staff Council has been redefining itself, revising their by-laws, and discussing shifting roles in College governance including how to relate to the ACC and BOG. Additionally, some staff continues to report uneasiness and uncertainty in their units, especially where organizational change isn’t always communicated clearly or in a timely manner. New members of the ACES Board of Directors were shared and it was noted elections for AFSCME will be held Monday, June 15 through Friday, June 19. Balloting will be on site at campuses from noon to 1:00 p.m. each day.

Adjunct Faculty – Carlo Buscemi — There was no report.

Faculty – Mays Imad — There was no report.

Administrator – Brian Stewart
Administrator Representative Brian Stewart presented the Administrators’ update reporting on events held at the end of the academic year including ceremonies and certification demonstrations and commencement. Thanks were given to those who worked hard to make these events happy occasions for the graduates and their families. The Google mail migration is nearing completion with all remaining accounts set to be migrated by June 12, 2015. The results of the recent satisfaction survey can be found in MyPima. The West Campus hosted “STEMmania” on May 27, 2015 which was a professional development opportunity to explore a variety of best practices in teaching and learning as well as collaborating on teaching methods. The nursing program has begun the process of competitive admissions and the required number of credits for completion has been reduced effective August 2015. Those who participated in the phone-a-thon were excited to be there supporting the students. Lessons learned including using Google docs to better record the information being gathered to ensure accuracy of the information as well as completeness easier for use by the Campus advisors who will follow up. The next Phone-a-thon is set for June 20, 2015. The Prior Learning taskforce that will be updating the College’s strategy for evaluating and recognizing prior learning is under development and the Employee evaluation taskforces will be reviewing the employee evaluation and step systems will be working to review and update these complex systems. The first elements are targeted for Fall 2015 with additional stages based on the work of each group. The Accreditation Webpages have been updated with information pertaining to Pima’s new accreditation pathway, The Standard Pathway, and information pertaining to the ten-year cycle is available.
Administration Reports

- Jeff Thies, Executive Director of Developmental Education, presented the Developmental Education Redesign update.

- Erica Holmes, Provost, presented the High School Dual Enrollment Task Force’s final report.

Chancellor’s Report

Highlights of Chancellor’s report included:

- Governor’s Leadership Summit
- Dental Hygiene Pinning Ceremony
- Arizona Association of Economic Development Luncheon
- DC 40th Anniversary Founders Reception
- Graduation
- Trips Korea & China
- Pima administrators hosted a group of eight Arizona legislators and policy advisors for a visit of PCC facilities at the Aviation Technology Center and Desert Vista Campus. The visit also included substantive conversations about the upcoming legislative Expenditure Limitation Study Committee
- Community Campus President Lorraine Morales and Daniel Kester, Director of Military & Veterans Services, were attendees at a visit by the U.S. Secretaries of the VA, HUD, and Labor, who were in Tucson to gather information on the issue of homeless veterans. Dr. Morales spoke briefly about Pima’s program serving veterans, and one of our former PCC students, Jac’Queline Moore (pronounced zha-quay), also spoke about her experience

Chancellor Lambert closed his report by thanking Darla Zirbes for stepping in after Char Fugett retired and Gwen Joseph for her leadership at Downtown Campus.

ADJOURNMENT

Adjournment

The meeting adjourned at 8:05 p.m.

___________________________________________
Secretary

___________________________________________
Date
Recommendation:

The Chancellor recommends that the Board of Governors approve the “Vehicle for Outreach and Recruitment Program” grant proposal and, if funded, acceptance of the grant award with the Tohono O’Odham Nation. The grant will provide funding a marked police pickup truck to further our community policing goals. The vehicle will be used to participate in college and community events, as a backup patrol vehicle, and to move officers and equipment to various locations for training. The performance period is September 1, 2015 and August 31, 2016, totaling $36,372.00.

Justification:

The proposed project supports the 2015 “Priority Areas” in Public Safety. The goal is to enrich the current community outreach and recruitment in our targeted areas. The “Vehicle for Outreach and Recruitment Program” will be dedicated to improving the College’s community policing goals and supporting child seat safety and installation. The Pima Community College Department of Public Safety (PCCPD) is requesting funds to purchase a marked police large utility vehicle that will be used to participate in college and community events, as a backup patrol vehicle, and to move officers and equipment/car seats to various locations for training and community outreach.

By August 2016, the program will serve a minimum of 600 PCC students and Tucsonans to participate in, but not limited to, the University of Arizona’s student and community events, participate in car seat safety and installation events in Pima County, to participate at job fairs in Pima County, to participate in community events such as the LULAC Conference and Native American Conferences held on PCC campuses, and to have a presence at the Pima County Fair for both college and police department recruitment.

Financial Considerations:

The total grant amount being requested is $36,372.00 for a one-year period. The table below illustrates the expense items to be supported by the grant.
Expenses                                      Total Costs & Requested Support
Department of Arizona’s State Contract Vehicle Dealership Quote $ 29,632.00
2015 ½ ton Crew Cab Chevrolet short-bed 2wd V8
Arizona State Creative Communications Quote $6,740.00
Installation of emergency equipment, police striping and a front push bar

Total Request from Revenue Sharing $36,372.00

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

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

Approvals

Contact Person ____________________________________________
William Ward II

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

ACTIONS ITEM

Meeting Date: 7/8/15

Item Number: 3.1(3)

Item Title

Intergovernmental Agreement: Pima County Community Services – Pima County One-Stop

Contact Person

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a one-year extension to the Intergovernmental Agency Agreement for a cooperative effort for the provision of workforce business development education for youth and adults in Pima County through a variety of sources, and administered through Pima County Community Services Department.

Justification:

Pima County Community Services, requests that Pima Community College’s Workforce Business Development and Adult Education provide workforce development services for youth and adults in Pima County. This agreement will assist in serving the needs of a critical population in our community.

Financial Considerations:

Pima Community College will submit invoices to Pima County Community Services as services are rendered. These invoices will be based on current tuition rates as well as miscellaneous fees.

Under this Intergovernmental Agreement, Pima Community College will invoice various entities monthly for a total annual amount not to exceed $1,025,840.

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

ACTIONS ITEM

Meeting Date: 7/8/15


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

Recommendation:
The Chancellor recommends that the Board of Governors approve the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2015 through June 30, 2016 for an amount not to exceed $120,000.

Justification:
Pima Community College has an obligation to provide reasonable accommodations to students that have a disability including CART. CART services assist the hearing-impaired by translating spoken words into text, giving them personal and immediate access to the communication they need in the classroom. Kimberly Ann August has been providing CART and transcription services to the College for over 15 years. The vendor, Kimberly August, is used because she assigns local transcribers and provides the equipment needed for those using the service. Several other contractors have been contacted. They do not use local transcribers. Instead, they use remote services that Pima Community College is not equipped to handle at this time.

Financial Considerations:
The cost of these services is expected not to exceed $120,000 for fiscal year 2015-2016.

Approvals

Contact Person _________________________________

______________
Erica Holmes

Chancellor _________________________________

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

Meeting Date: 7/8/15

Item Number: 3.1(5)

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a contract with Voyager Fleet Systems to provide gas cards and a gas card management system for the period July 1, 2015 through June 30, 2016. The contract costs will not exceed $125,000 for fiscal year 2016.

Justification:

Voyager Fleet Systems provides gas cards for the purchase of gasoline for College Vehicles and a management system to track expenditures. The College contracts with Voyager Fleet Systems through a state cooperative agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $125,000 for fiscal year 2016.

Approvals

Contact Person ________________________________

William Ward II

Chancellor ________________________________

Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors approve the attached changes to the Personnel Policy Statement for Non-Exempt Staff.

Justification:

Board Policy 4001 (Meet and Confer with Employee Representatives) permits individual employees and employee groups to participate in a formally structured meet and confer process to assist in making its decisions regarding compensation, benefits and terms and conditions of employment.

In the 2015 meet and confer process, proposals concerning Meet and Confer for the Classified Exempt, Classified Non-Exempt and Faculty employee groups have been provided to the members of the Board of Governors. Upon conclusion of the Meet and Confer process, language changes are to be brought forward to the Governing Board for approval.

The attached summarizes the proposed changes raised during the May 13, 2015 Board meeting with reference to the Non-Exempt Employee Unit, Payroll Dues Deductions and timeframes for submittal of dues cancellation

Financial Considerations:

There are no additional financial considerations.

(Continued)
Section VII. Non-Exempt Employee Unit

G. Payroll Dues Deductions

- Modification made to review process for cancellation of dues
- Paragraph one deleted “between July 1 and July 20 of each year”
- Paragraph one deleted “representative” and replaced with “officers”
- Paragraph two deleted “Human Resources and the District Payroll Office”
- Added “Once reviewed, AFSCME officers will forward the stop payment request to the employee, to Human Resources, and to the District Payroll Office.”
MEET AND CONFER PROPOSAL NO: E 6

Meet and Confer Process – 2015-16

This Proposal is Submitted by: (check one)
- Employee Team [X]
- Board Management Team [ ]
- Both Teams Jointly [ ]

Meet and Confer Proposal No:
- Employee Team Proposal No. E_6_FY15
- Board Management Team Proposal No. B__FY15
- Joint Proposal from Both Teams No. J ___FY15

Proposal is to modify the Non Exempt Personnel Policy Statement:

Section: VII. Non-Exempt Employee Unit
G. Payroll Dues Deductions

Proposal: An employee wishing to cancel his/her dues deduction authorization shall provide written notice to the College’s AFSCME representative officers between July 1 and July 20 of each year.

AFSCME shall submit the names of all employees requesting cancellation of his/her dues to the College’s District Payroll Office no later than August 1 of each year. Employees wishing to cancel their membership, or who are facing a financial hardship, or no longer employed in a regular non-exempt position, may withdraw, at times other-than the window period. The employee submits in writing a request to withdraw membership to the College’s AFSCME representative officers, Human Resources and the District Payroll Office. Once reviewed, AFSCME officers will forward the stop payment request to the employee, to Human Resources, and to the District Payroll Office. In the event an employee is separated from employment with the College or goes into an unpaid state for any reason, all obligations for deduction of dues shall cease.

AFSCME shall indemnify and save harmless the College from and against any and all claims, damages or other forms of liability which may arise out of or by reason of any action taken by the College or AFSCME for the purpose of complying with the section.

Rationale for Proposal: To provide clarity for the procedure should an AFSCME member employed by the College wish to terminate or suspend union dues deductions. 

This post-Meet and Confer MOU revision is a good faith action taken by AFSCME to address concerns raised by the Board of Governors.

Economic Impact of Proposal: None

Priority of Proposal: High

Authorized Signature: [Signature]
Date 6/15/15

Authorized Signature: [Signature]
Date 5/30/15
AFSCME VICE CHAIR
**ACTION ITEM**

**Meeting Date:** 7/8/15  
**Item Number:** 3.2(2)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading</td>
<td>Deborah Yoklic Assistant Vice Chancellor (206-4650)</td>
</tr>
</tbody>
</table>

**Recommendation:**

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

BP 2.18 College Compliance

**Justification:**

The College has many compliance requirements. Board Policy 2.18 gives the Chancellor the authority to establish and maintain a program to make certain that Pima Community College ensures, maintains and monitors compliance in all areas.

**Financial Considerations:**

None.

---

**Approvals**

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

<table>
<thead>
<tr>
<th>Chancellor</th>
<th>Lee D. Lambert, J.D.</th>
</tr>
</thead>
</table>
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.
## ACTION ITEM

**Meeting Date:** 7/8/15                      **Item Number:** 3.2(3)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Business Intelligence Project Management and Consultation</td>
<td>Dr. Erica Holmes&lt;br&gt;Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

### Recommendation:

The Chancellor recommends that the Board of Governors approve the agreement with ASR Analytics for implementation of a business intelligence system at the College, to improve the data and reporting infrastructure at the institution.

### Justification:

As Pima Community College (PCC) transitions to an evidence-based culture that embeds continuous improvement throughout the organization, reporting capabilities and business processes need to be enhanced to align data availability and accuracy with operational needs. An RFP was issued to identify the best firm to support the College with project management and implementation. The RFP evaluation team recommends ASR Analytics. This firm has extensive experience providing similar support to other higher education clients and will support the College through the following steps: 1) Analyzing business processes and collaborating with relevant units on needed changes; 2) Developing a strategy for selecting needed hardware and software; 3) Establishing a data warehouse including requirements, design, data models and preliminary end products.

The College projects cost for this contract will not exceed $280,000 in the first year. The second year cost will not exceed $180,000 and in the third year the cost will not exceed $100,000.

### Approvals

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Erica Holmes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>Lee D. Lambert, J.D.</td>
</tr>
</tbody>
</table>
The Chancellor recommends that the Board of Governors approves the contract to Gordley Group for the purchase of Marketing and Advertising Services for Fiscal Year 2015-2016. The total contract costs are not expected to exceed $200,000 for FY 2015-2016.

Justification:

In June 2013, the Board of Governors awarded a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2013-2014. The original term of the contract was for one year beginning July 1, 2013, with an option to renew for four additional one-year terms if mutually agreed upon by the College and the firm. The contract was not expected to exceed $100,000 for the year. In December 2013, the Board approved an increase in the contract to Gordley Group for the purchase of Marketing and Advertising Services for the period of January-June 2014. The total contract costs were not to exceed $200,000 for Fiscal Year 2013-2014.

In May 2014, the Board of Governors approved renewal of the contract with Gordley Group for Fiscal Year 2014-2015 in the amount of $200,000. The Board approved a $50,000 increase to the contract in February 2015 to develop and implement additional advertising that reflected improvements and changes in the College’s operations and services, as well as to provide communication training and tools. In March 2015, the Board approved an additional $434,700 to Gordley Group to create and implement an aggressive and comprehensive enrollment campaign for fall 2015. The approved contract costs for Fiscal Year 2014-2015 totaled $684,700.

The increased advertising budget for 2014-2015 was necessitated due to dropping enrollments and signaled a profound change in marketing strategy towards a year-round advertising presence. Traditionally, the College has only run enrollment campaigns in the three weeks leading up to the fall and spring semesters.

In keeping with this change in marketing strategy, the proposed contract with Gordley Group of $200,000 for Fiscal Year 2015-2016 provides for continuing the implementation of a year-round enrollment campaign that includes billboards, TV and radio, bus stop ads, and bus exterior advertising.

(Continued)
Financial Considerations:

$200,000 was approved and allocated through the College’s annual budgeting process in spring 2015.

Approvals

Contact Person

A. Rachelle Howell

Chancellor

Lee D. Lambert, J.D.
By statute, the responsibility for filling a vacancy on the Pima College Board of Governors rests with Pima County School Superintendent Linda Arzoumanian. Dr. Arzoumanian will appoint a replacement who serves until the next regular election in November 2016. The individual who wins the seat in the 2016 election will face another election in 2018 when the remaining term of the District 5 representative expires. The pertinent section of the applicable statute follows:

ARS 15-1441 Selection of precincts; district board members; terms; qualifications; vacancies

E. Vacancies shall be filled by appointment by the county school superintendent for the unexpired term for the precinct where the vacancy occurs, except that if the unexpired term is two years or longer, the county school superintendent may do one of the following:

1. Make an appointment for a term, which shall be until the next regular election for district board members, at which time a successor shall be elected to serve the unexpired portion of the term.

2. With the approval of the district board, leave the vacancy until the next regular election for governing board members, at which time a successor shall be elected to serve the unexpired portion of the term.

The application form has been prepared by the School Superintendent’s Office and is due in that office July 3. Dr. Arzoumanian has asked the College to form a seven member committee to interview the applicants. She has asked that the committee include:

- 3 College members (faculty, staff, and student)
- 2 community members from District 5
- 1 business person
- 1 school superintendent

Approval

Chancellor_________________________

Lee D. Lambert, J.D.