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]

2. Information Items
   2.1 Employment Information
   2.2 Adjunct Faculty Appointments
2.4 Administrative Procedure Changes
[AP 2.18.01 College Compliance Program]
[AP 3.10.05 Academic Fresh Start]
[AP 6.01.01 Legal Services]
[AP 9.01.04 College-Issued Mobile Device Security]

3. Action Items

3.1 Consent Agenda

(1) Approval of Minutes of the following meetings:
   A. Special Meeting to conduct Executive Session on June 29, 2015
   B. Special Meeting to conduct Executive Session on June 30, 2015
   C. Special Meeting to conduct Executive Session on July 8, 2015
   D. Regular Meeting of July 8, 2015

(2) New Position – Deputy General Counsel

(3) New Position – Support Specialist
   [Events Operations]

(4) New Position – Advanced Program Manager
   [International Students]

(5) Grant Proposal: Substance Abuse & Mental Health Services Administration (SAMHSA), The Aztec Proactive Prevention Program (APPP)
   [Performance period is from October 1, 2015 through September 30, 2018. The award amount is $900,000.00 over the three-year performance period]

(6) Grant Proposal: Arizona Department of Education-AZ Adult Education Workforce Innovation and Opportunity Act of 2014 (WIOA) Transition Grant
   [Performance period is July 1, 2015 through July 31, 2016. The award amount is $608,625.00]

(7) Grant Proposal: State of Arizona Department of Education Carl Perkins IV- Basic Grant
   [Performance period is from July 1, 2015 through September 30, 2016. The award amount is $381,441.22]

(8) Intergovernmental Agreement: Rincon Valley Fire District (RVFD)
   [To provide educational programs to RVFD employees and vehicular rotations to PCC students]
Action Items (Continued)

(9) Lease Agreement: Marana Health Clinic
[To renew lease agreements with Marana Health Clinic for East and West Campus]

3.2 Other Action Items

(1) Employment Contract: Chancellor

(2) Proposed Out-of-State Tuition Reduction for Human Resources Certificate Online Program, effective Spring 2016
[Recommending a reduced out-of-state tuition structure for online courses offered in the Human Resources Certificate (HRS) program]

(3) Mission Fulfillment Framework
[Adoption of the new vision, mission, values, core themes and objectives]

(4) Personnel Policy Statement for Non-Exempt Staff, Fiscal Year 2015/2016
[Amendments regarding AFSCME Shift Differential]

4. Reports

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

4.2 Administration Reports
- PCC Foundation Events on Campus with Alcohol – Deborah Yoklic
- Accreditation Update – Bruce Moses
- Student Success Showcase

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

Regular Meeting
September 9, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

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

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

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

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

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

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

Meeting Date: 8/12/15

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<td>General Matters</td>
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<tr>
<td>1.1</td>
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<td>1.4</td>
<td>Remarks by Governing Board Members</td>
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Approval

Chancellor______________________________________

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

**Meeting Date:** 8/12/15  
**Item Number:** 2.1

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<thead>
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| Employment Information | Dan Berryman  
Vice Chancellor for Human Resources (206-4586) |

**Information:**

For your information and in accordance with BP 2.02 and SPG-4201/BA, the Chancellor submits the following employment information:

**Faculty:**

**Bowersock, Jason**  
Title: Instructional Faculty, Aviation, 1-year Provisional Appointment  
Rate of Pay: $43,580  
Start Date: 08/19/2015  
Highest Degree Earned: Bachelor of Applied Science, Technical Management  
Awarding Institution: Embry-Riddle Aeronautical University  
Most Recent Previous Job: Adjunct Faculty

**Nicholson, Charles**  
Title: Instructional Faculty, Aviation, 1-year Provisional Appointment  
Rate of Pay: $43,580  
Start Date: 08/19/2015  
Highest Degree Earned: Bachelor of Applied Science, Aviation Technology  
Awarding Institution: Everglades University  
Most Recent Previous Job: Adjunct Faculty

**Taylor, Joanne**  
Title: Instructional Faculty, History/Sociology, 1-year Provisional Appointment  
Rate of Pay: $43,580  
Start Date: 08/19/2015  
Highest Degree Earned: Master of Arts, History  
Awarding Institution: East Carolina University  
Most Recent Previous Job: Adjunct Faculty

(Continued)
Staff:

Acosta, Andrew
Title: Information Technology Specialist  
Rate of Pay: $20.16  
Start Date: 07/27/2015  
Highest Degree Earned: Bachelor of Science, Business Administration  
Awarding Institution: Northern Arizona University  
Most Recent Previous Job: Information Technician

Alonzo, Nathan
Title: Information Technology Supervisor  
Rate of Pay: $56,308  
Start Date: 07/06/2015  
Highest Degree Earned: Master of Science, Management Information Systems  
Awarding Institution: University of Phoenix  
Most Recent Previous Job: Information Technology Manager

Bernstein, Maralynn
Title: Student Services Coordinator, Veteran Certification  
Rate of Pay: $56,308  
Start Date: 07/20/2015  
Highest Degree Earned: Bachelor of Science, Business Administration  
Awarding Institution: The University of Arizona  
Most Recent Previous Job: Veterans Services Coordinator

Brady, Robert
Title: Program Coordinator, Veteran Certification  
Rate of Pay: $44,463  
Start Date: 08/13/2015  
Highest Degree Earned: Master of Divinity  
Awarding Institution: Harding University Graduate School of Religion  
Most Recent Previous Job: Deputy Command Chaplain

Brown, Weston
Title: Director of International Programs and Recruitment  
Rate of Pay: $80,033  
Start Date: 08/13/2015  
Highest Degree Earned: Bachelor of Arts, Psychology  
Awarding Institution: University of Arizona  
Most Recent Previous Job: International Recruitment Specialist, Senior

(Continued)
Crabtree, William
Title: Information Technology Specialist
Rate of Pay: $20.16
Start Date: 07/27/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Information Technology Specialist

Hogan, Steven
Title: Clery Compliance Officer (Advanced Program Coordinator)
Rate of Pay: $50,383
Start Date: 07/06/2015
Highest Degree Earned: Bachelor of Science, Criminal Justice
Awarding Institution: John Jay College of Criminal Justice
Most Recent Previous Job: Security Guard

Johnson, Melissa
Title: Student Services Technician
Rate of Pay: $15.65
Start Date: 07/06/2015
Highest Degree Earned: Associate of Arts, Liberal Arts
Awarding Institution: Pima Community College
Most Recent Previous Job: Student Services Technician

McBride, Sheila
Title: Student Services Coordinator, Veteran Services, Customer Service
Rate of Pay: $56,308
Start Date: 07/01/2015
Highest Degree Earned: Master of Science, Conflict Analysis and Engagement
Awarding Institution: Antioch University Midwest
Most Recent Previous Job: Student Services Coordinator

Perez, Yvonne A.
Title: International Development Coordinator (Program Coordinator)
Rate of Pay: $44,463
Start Date: 07/06/2015
Highest Degree Earned: Master of Arts, Educational Psychology
Awarding Institution: University of Arizona
Most Recent Previous Job: International Development Coordinator

Romo, Rene
Title: Materials Management Specialist
Rate of Pay: $14.61
Start Date: 07/06/2015
Highest Degree Earned: Associate of General Studies
Awarding Institution: Arizona Western Junior College
Most Recent Previous Job: Materials Management Specialist

(Continued)
Sandoval, Miguel F.
Title: Instructor, Truck Driver Training Program
Rate of Pay: $44,463
Start Date: 07/27/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Instructor, Truck Driver Training Program

Temporary:

Arthur, Glenn
Title: Special Projects Professional
Rate of Pay: $22.00
Start Date: 07/22/2015
Highest Degree Earned: Bachelor of Music, Piano
Awarding Institution: University of North Carolina
Most Recent Previous Job: Multimedia Specialist

Colima, Juan
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Arts, Psychology
Awarding Institution: University of Arizona
Most Recent Previous Job: Spanish Teacher

Collins, Etty
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Science, Systems Engineering
Awarding Institution: Saint Mary’s Catholic University
Most Recent Previous Job: Community Educator

Dewsnup, Catherine
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Science, Nursing
Awarding Institution: University of Arizona
Most Recent Previous Job: Emergency Room Nurse

(Continued)
Dong, Xun
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Science, Applied Mathematics
Awarding Institution: University of Arizona
Most Recent Previous Job: Server

Goetten, Jody
Title: Support Assistant
Rate of Pay: $13.54
Start Date: 07/27/15
Highest Degree Earned: High School
Awarding Institution: Foothill High School
Most Recent Previous Job: Laboratory Assistant

Harings, John
Title: Workforce Trainer
Rate of Pay: $20.00
Start Date: 08/13/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Associate Broker

Hoppe, Jamie
Title: Support Technician
Rate of Pay: $13.54
Start Date: 08/13/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Administrative Secretary

Idoux, Marybeth
Title: Assistant Coach
Rate of Pay: $10.00
Start Date: 08/13/2015
Highest Degree Earned: Master of Science, Sports Studies
Awarding Institution: University of Kansas
Most Recent Previous Job: Assistant Director, Aquatics

Leischner, Amanda
Title: Instructor
Rate of Pay: $21.38
Start Date: 07/21/2015
Highest Degree Earned: Associate of Applied Science, Nursing
Awarding Institution: Pima Community College
Most Recent Previous Job: CNA Instructor

(Continued)
McCullough, Patricia
Title: Support Technician
Rate of Pay: $13.54
Start Date: 08/13/2015
Highest Degree Earned: No Post-Secondary Education
Awarding Institution: N/A
Most Recent Previous Job: Office Aide

Mohamed, Alaa
Title: Support Technician
Rate of Pay: $13.54
Start Date: 08/13/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Aide

Owen, Mary
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Arts, Religious Studies
Awarding Institution: Appalachian State University
Most Recent Previous Job: Instructing Assistant

Ramirez, Stephanie
Title: Public Safety Dispatcher
Rate of Pay: $17.77
Start Date: 07/17/15
Highest Degree Earned: High School
Awarding Institution: Thornton Fractional South High School
Most Recent Previous Job: 911 Dispatcher

Russell, Laquita
Title: Instructor
Rate of Pay: $21.38
Start Date: 08/13/2015
Highest Degree Earned: Bachelor of Arts, Language, Reading and Culture
Awarding Institution: University of Arizona
Most Recent Previous Job: Teacher

Schultz, Shirley
Title: Instructor
Rate of Pay: $21.38
Start Date: 07/21/15
Highest Degree Earned: Master of Science, Nurse Educator
Awarding Institution: Bellin College of Nursing
Most Recent Previous Job: Coordinator/Educator Cardiopulmonary Rehabilitation

(Continued)
**Smith, Valerie**
Title: Instructor  
Rate of Pay: $21.38  
Start Date: 07/21/2015  
Highest Degree Earned: Bachelor of Science, Nursing  
Awarding Institution: McNeese State University  
Most Recent Previous Job: Registered Nurse

**Wintory, Richard**
Title: Workforce Trainer  
Rate of Pay: $20.00  
Start Date: 08/13/2015  
Highest Degree Earned: Juris Doctorate  
Awarding Institution: University of Oklahoma  
Most Recent Previous Job: Consultant

**Administrators:**

**Easter, Julian**  
**Assistant Vice Chancellor for Curriculum and Academic Services**  
Salary: $131,235  
Effective: 08/13/2015  
Education: Bachelor of Arts, Music, University of Notre Dame; Master of Science, Community College Education, Pittsburg State University  
Experience: Mr. Easter has seven years experience as dean of health careers and sciences for Central Arizona College. He also has two years experience as director of education for Kaplan College; three years experience as dean for Northcentral Technical College; and twelve years experience as department head, health sciences for Ferris State University.

Recruitment Overview:  
An external recruitment was conducted. Eight candidates were invited to interview. Three candidates were invited back to interview and participate in forums. The finalist was recommended by Dr. Erica Holmes, Provost.

**Acting Assignments:**

**Wrona, Stacey**  
Effective: 08/10/2015  
From: Acting Program Assistant, Faculty Resource Center  
To: Acting Laboratory Specialist, Culinary

**Retirements:**

**Albert, Louis S.**  
Campus President  
WC – President’s Office  
Start Date: 06/17/2003  
End Date: 09/02/2015

(Continued)
Ellis, Linda A.
Fiscal Analyst
DO – Purchasing Operations
Start Date: 05/17/2010
End Date: 07/07/2015

Martinez, Armida
Support Specialist
DV – Academic Services
Start Date: 09/23/1991
End Date: 09/04/2015

Reece, Dolores R.
Research Advanced Analyst
DO – Planning and Institutional Research
Start Date: 03/16/1987
End Date: 09/01/2015

Richards, Anna B.
Student Services Advanced Specialist
EC – Enrollment Services
Start Date: 02/02/1998
End Date: 08/03/2015

Steinman, Stanley J.
Academic Dean
CC – Workforce and Business Development
Start Date: 01/05/2004
End Date: 08/03/2015

Zimmerman, Gretchen L.
Educational Support Faculty – Counselor
EC – Enrollment Services
Start Date: 08/17/2005
End Date: 08/17/2015

Separations:

Benson, Terra M.
Executive Director
DO – Financial Aid Operations
End Date: 06/30/2015

Bernier, Lance
Community Service Officer
DO – Public Safety Operations
End Date: 07/24/2015

(Continued)
Carbajal, John  
Program Coordinator  
WC – Fitness and Sport Sciences  
End Date: 06/30/2015

Castelan, Debra A.  
Program Coordinator  
DV – Teacher Education  
End Date: 07/24/2015

Engelstad, Alicia  
Advanced Program Coordinator  
DV – Educational and Social Services  
End Date: 06/30/2015

Howell, Anne R.  
Assistant Vice Chancellor  
DO – Marketing Operations  
End Date: 07/31/2015

Hudman, Gary M.  
Information Technology Principal Analyst  
DO – Development Services Operations  
End Date: 07/14/2015

Joseph, Gwendolyn G.  
Campus President  
DC – President’s Office  
End Date: 06/30/2015

Lizarraga, Francisco  
Instructor  
CC – Adult Education  
End Date: 07/31/2015

McLaughlin, Carolina  
Student Services Advanced Specialist  
DO – Enrollment Management  
End Date: 06/26/2015

Poucher, Daniel E.  
Support Specialist  
EC – Student Development  
End Date: 07/06/2015

(Continued)
Price, Marquez D.
Student Services Specialist
DO – Financial Aid Operations
End Date: 07/02/2015

2014-17 Strategic Plan:
Employment Information not applicable

Approvals
Contact Person ____________________________
D.C. Berryman

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

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

**Justification:**

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

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

**Name:** Avila, Carol A.  
**Discipline(s):** Nursing (Academic); Health Care; Health Continuing Education; Medical Assistant; Nursing Assistant, Phlebotomy (Occupational)  
**Start Date:** 8/26/15  
**Education:** Bachelor of Arts, Liberal Studies; Bachelor of Science, Nursing, both degrees awarded by Northern Arizona University; Master of Science, Nursing, University of Arizona  
**Experience:** Registered nurse for over five years.

**Name:** Brown-Smith, Dorothy  
**Discipline(s):** Education; Reading (Academic); Writing (Developmental)  
**Start Date:** 8/26/15  
**Education:** Bachelor of Arts in Business, Business Entrepreneurship, Purdue University, Lafayette, Indiana; Master of Education, Adult Education; Master of Education, Teaching, Learning, and Assessment, both degrees awarded by National Louis University, Chicago, Illinois  
**Experience:** Over thirty-five years of teaching experience ranging from kindergarten to elementary school-age students, and post-secondary institutions.
Name: Campbell, Yvona M.
Discipline(s): Education; Education-General/Post-Degree; Special Education; Education-Special/Post Degree (Academic)
Start Date: 8/26/15
Education: Bachelor of Science, Mining Engineering, University of Mining, Ostrava, Czech Republic (Evaluated); Master of Special Education, Grand Canyon University, Phoenix, Arizona
Experience: Over eleven years of teaching experience with both regular and special education ranging from kindergarten to elementary school-age students.

Name: Chan, Bella W.
Discipline(s): Food Science and Nutrition (Academic); Culinary Arts (Occupational)
Start Date: 8/26/15
Education: Bachelor of Science, Hospitality Management, Eastern Michigan University, Ypsilanti, Michigan; Master’s degree: Nutrition, Food Science and Technology, The Chinese University of Hong Kong, Hong Kong, Evaluated by World Education Services
Experience: Over seven years of teaching experience at the college level.

*Name: Dings, Randall D.
Discipline(s): Radiology (Grandfathered Occupational Standard)
Start Date: 6/8/15
Education: Bachelor of Science, Radiologic Technology, Indiana University, Indianapolis, Indiana
Experience: Seventeen years of teaching experience radiologic courses as a full time faculty at Pima Community College, Tucson, Arizona.

Name: Eisenman, Lyudmila Y.
Discipline(s): Accounting, (Occupational)
Start Date: 8/26/15
Education: Bachelor of Science in Business Administration, Accounting, University of Arizona, Tucson, Arizona
Experience: Senior manager for a public accounting firm for over nine years.

Name: Hesley, Joni Lee Giovanna
Discipline(s): Agriculture (Academic), Art for Personal Development (Developmental), Education (Academic)
Start Date: 6/3/15
Education: Bachelor of Fine Arts; Master of Education, Curriculum and Instruction, both degrees awarded by Arizona State University, Tempe, Arizona; Master of Science, Agriculture and Biosystems Engineering, University of Arizona, Tucson, Arizona
Experience: Owner/operator of small business as market gardener growing produce and running bed and breakfast for twenty years. Recently, four years as 7th grade science teacher.
Name: Hoffmeister, Larry T.
Discipline(s): Translation Studies (Occupational/Workforce)
Start Date: 8/26/15
Education: Bachelor of Science, Business Management, University of Phoenix, Phoenix, Arizona
Experience: City court interpreter in Spanish for more than four years.

Name: Hudson, David M.
Discipline(s): Medical Laboratory Technician (Occupational); Mathematics (Development)
Start Date: 8/26/15
Education: Associate of Applied Science, Medical Laboratory Technician, Pima Community College, Tucson, Arizona; Bachelor of Science, Mechanical Engineering, University of Massachusetts, Amherst, Massachusetts
Experience: Over three years’ experience in both general and medical laboratories.

Name: Jacob Richard
Discipline(s): Nursing (Academic); Health Care; Health Continuing Education; Medical Assistant; Nursing Assistant, Phlebotomy (Occupational)
Start Date: 8/26/15
Education: Bachelor of Science, Nursing Remedios T. Romualdez Memorial Schools Makati Medical Center Philippines; Master of Science, Nursing, Grand Canyon University, Phoenix Arizona
Experience: Registered nurse for over nine years.

Name: Kukla, David J.
Discipline(s): Mathematics (Development)
Start Date: 8/26/15
Education: Bachelor of Arts, History, Oberlin College, Oberlin, Ohio; Master of Arts, Teaching of Social Studies, Teachers College Columbia University, New York, New York
Experience: Over twenty years’ experience teaching students in math for elementary, high school, and post-secondary institutions.

Name: Lehman, Kay F.
Discipline(s): Nursing (Academic), Nursing Assistant (Occupational/Workforce), Health Care (Occupational/Workforce)
Start Date: 8/26/15
Education: Associate of Science, Nursing, Pacific Union College, Angwin, California; Bachelor of Arts, French & Spanish, Pacific Union College, Angwin, California; Bachelor of Science, Nursing, University of Phoenix, Phoenix, Arizona; Master of Science, Nursing, University of Arizona, Tucson, Arizona
Experience: Thirty four years of work experience progressing from nursing assistant to staff nurse

(Continued)
Name:  Leverentz, Patricia L.
Discipline(s):  Art (Academic); Art for Personal Development (Developmental)
Start Date:  8/26/15
Education:  Bachelor of Science, English, Manchester University, North Manchester, Indiana; Master of Science, Secondary Education, Indiana University, Fort Wayne, Indiana
Experience:  Full time faculty at Pima Community College for five years.

Name:  Ortiz, Lisa
Discipline(s):  Child Development Associate, Early Childhood Education (Academic)
Start Date:  8/26/15
Education:  Bachelor of Education, Elementary Education, University of Arizona, Tucson, Arizona; Master of Education, Early Childhood Education, Northern Arizona University, Flagstaff, Arizona
Experience:  Early childhood educator and later program specialist for more than fourteen years.

Name:  Pickard, Ph.D., Frank
Discipline(s):  Theatre (Academic)
Start Date:  8/26/15
Education:  Bachelor of Arts, Secondary Education –Drama; Master of Arts, Speech, both degrees awarded by New Mexico State University, Las Cruces, New Mexico; Master of Fine Arts, Drama; Doctor of Philosophy, Higher Education, the two later degrees awarded by University of Arizona, Tucson, Arizona
Experience:  Full time faculty at Pima Community College teaching theatre for fifteen years.

Name:  Pires, Alyssa
Discipline(s):  Mathematics, Chemistry (Development)
Start Date:  8/26/15
Education:  Bachelor of Science, Chemistry, University of Arizona, Tucson, Arizona; Associate of Science, Science, Pima Community College, Tucson, Arizona
Experience:  Over five years’ experience tutoring Pima students in math and chemistry.

Name:  Richmond, Julie A.
Discipline(s):  Art (Academic); Art for Personal Development (Developmental)
Start Date:  8/26/15
Education:  Bachelor of Fine Arts, Studio Art, University of Arizona, Tucson, Arizona; Master of Fine Arts, Artisanry – Ceramics, University of Massachusetts Dartmouth, North Dartmouth, Massachusetts
Experience:  Artist and college art instructor for more than 15 years.

Name:  Sandmann, Lloyd J.
Discipline(s):  Computer Information Systems; Computer Software Applications (Occupational/Workforce)
Start Date:  8/26/15
Education:  Bachelor of Art, Theatre Arts, California State University, Long Beach, California; Master of Science, Computer Information Systems, University of Phoenix, Phoenix, Arizona
Experience:  Full time and adjunct faculty at Pima Community College for 18 years.

(Continued)
Name: Scheller, Christopher A.
Discipline(s): Emergency Medical Technology (Occupational); Fire Science (Occupational)
Start Date: 6/11/15
Education: Associate of Applied Science, Emergency Medical Technology-Paramedic, and
Associate of Applied Science, Fire Science, both degrees awarded by Pima
Community College, Tucson, Arizona
Experience: Firefighter-Paramedic for more than five years.

Name: Smith, Pam L.
Discipline(s): History (Academic)
Start Date: 8/26/15
Education: Bachelor of Science, Mass Communication-Speech, Bradley University, Peoria,
Illinois; Master of Arts, History, George Mason University, Fairfax, Virginia
Experience: Taught a U.S. History class at Northern Virginia Community College, Manassas,
Virginia. Several years of working as a researcher for many organizations, including National Museum of American History, National Archives, and
Northeastern Illinois University.

Name: Smith, Tyler R.
Discipline(s): Writing (Academic)
Start Date: 8/26/15
Education: Bachelor of Arts, English, Illinois Wesleyan University, Bloomington, IL; Master
of Fine Arts, Creative Writing, Louisiana State University and A&M College,
Baton Rouge, LA
Experience: Over seven years’ experience teaching English and Writing courses for college
level students.

Name: Steinke, Ph.D., Steven, K.
Discipline(s): Physics (Academic), Mathematics (Academic)
Start Date: 7/1/15
Education: Bachelor of Science, Mathematics and Physics, University of Arizona, Tucson,
Arizona; Doctor of Philosophy, Physics, University of Arizona, Tucson, Arizona
Experience: Graduate research in the Department of Physics for more than eight years.

Name: Stephen, Ph.D., David V.M.
Discipline(s): Anthropology; Archaeology (Academic)
Start Date: 5/26/15
Education: Bachelor of Art, Anthropology, California State University, Long Beach,
California; Master of Science, Anthropology; Doctor of Philosophy,
Anthropology, both degrees awarded by University of Arizona, Tucson, Arizona
Experience: Full time faculty at Pima Community College for sixteen years.

Name: Troxell, Samuel T.
Discipline(s): Art (Academic); Art for Personal Development (Developmental)
Start Date: 8/26/15
Education: Bachelor of Science, Art, University of Wisconsin – La Crosse, WI; Master of
Fine Arts, Art, Arizona State University, Tempe, AZ
Experience: Artist and college art instructor for more than five years.

(Continued)
Name: Wilson, Robert J.
Discipline(s): Business 220 (Academic)
Start Date: 4/16/15
Education: Bachelor of Art, Political Science, University of Texas, Arlington, Texas; Juris Doctorate, Texas Tech University, Lubbock, Texas
Experience: Adjunct teaching law courses for over twenty years and trial attorney in criminal and civil law for over nineteen years.

Name: Wallace, Ph.D., Lillian (Marie)
Discipline(s): Anthropology (Academic), Sociology (Academic)
Start Date: 8/26/15
Education: Bachelor of Science, Sociology, Tennessee Technical University, Cookeville, Tennessee; Master of Science, Anthropology, University of Tennessee, Knoxville, Tennessee; Doctor of Philosophy, Anthropology, American University, Washington D.C.

Approvals
Contact Person ________________________________
Erica Holmes

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

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

Justification:

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

The preliminary results indicate that Pima Community College concluded June with total year to date revenues in General and Designated funds higher than the previous fiscal year by about $1.4 million. Tuition and fees revenue has decreased by $1.6 million and property tax revenue has increased by about $3.8 million. Overall, year to date actual revenues are lower than the adjusted budget revenue level as shown in the accompanying chart.

Compared with the same time period in fiscal year 2014, actual expenditures have decreased by about $5.5 million. When compared to the same time period of the previous fiscal year, personal services and services and supplies expenditures have increased by about $1.6 million. However, other expenditures have decreased by about $7 million mainly due to a decrease in expenses for Operation and Maintenance of Plant, related to the new Northwest Campus building. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the adjusted budget expenditure level.

The June preliminary results indicate that total year-to-date revenue in General and Designated funds exceeded total year-to-date expenditures by about $4.9 million, an improvement of about $6.9 million compared to FY14.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College in total concluded June with a year-to-date decrease in net position through month end of about $6.7 million, which is similar to the prior year’s decrease of $6.5 million. Some of the decrease in net position is the result of spending down fund balance for planned capital projects and some is the result of pending grant funding in the restricted funds.
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 99 percent of budget, which is similar to the previous year. In absolute terms, year to date Personal Services expenditures were $120 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 79.1 percent of the budget, which is lower than the previous year. In absolute terms, Services and Supplies expenditures were $26.3 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 June was $200.5 million, which is a decrease of about $8.2 million compared to the same time last year. This represents a decrease in capital assets of $4.7 million for depreciation and an increase in liabilities of $2.1M.

The information provided in this report is preliminary and certain year-end adjustments will be made between now and the conclusion of the audit. These will include adjustments to receivables, capitalization of assets, miscellaneous accruals, etc. Final year-end results will be presented in more detail to the Board after the annual financial report is completed, which should be in January.

In terms of the audit process timeline, the State Auditor General’s audit team is already working on-site and will be conducting field work through November with the goal of a signed opinion in December.

Approvals

Contact Person


Chancellor

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

<table>
<thead>
<tr>
<th></th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adjusted</td>
<td>Year to Date</td>
</tr>
<tr>
<td></td>
<td>Annual Budget</td>
<td>Actuals</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$52,975,370</td>
<td>$46,210,167</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>6,493,000</td>
<td>6,493,500</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>100,327,000</td>
<td>99,227,008</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,676,124</td>
<td>3,594,598</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$163,471,494</strong></td>
<td><strong>$155,525,273</strong></td>
</tr>
</tbody>
</table>

| **Expenditures**        |             |            |         |          |            |         |
| Personal Services       | 121,274,869 | 120,032,196 | 99.0 %  | 118,474,851 | 98.6 % |
| Services and Supplies   | 33,201,076  | 26,266,864  | 79.1 %  | 26,240,717  | 82.6 % |
| Other Expenditures      | 4,949,173   | 4,324,071   | 87.4 %  | 11,357,652  | 95.5 % |
| **Total Expenditures**  | **$159,425,118** | **$150,623,131** | **94.5 %** | **$156,073,220** | **95.3 %** |

*Adjusted Budget Revenue Excludes Fund Balance

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

**General & Designated Funds YTD Expenditures vs. Budget**

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

### Year To Date For Twelve Months Ending June 30, 2015

*(Preliminary)*

### General & Designated Funds

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$46,210,167</td>
<td>1,500</td>
<td>$47,379,799</td>
</tr>
<tr>
<td>Contracts</td>
<td>2,636,771</td>
<td>525</td>
<td>2,637,296</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>962,999</td>
<td></td>
<td>962,999</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>30,000</td>
<td>204,046</td>
<td>234,046</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>418,213</td>
<td>459,670</td>
<td>1,008,585</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>49,295,151</strong></td>
<td><strong>1,628,740</strong></td>
<td><strong>52,222,725</strong></td>
</tr>
</tbody>
</table>

### Nonoperating Revenues

<table>
<thead>
<tr>
<th>Nonoperating Revenues</th>
<th>FY 2014/15</th>
<th>FY 2013/14</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>99,227,008</td>
<td>99,309,863</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>18,186</td>
<td>43,039,985</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>1,324,427</td>
<td>1,324,427</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>2,172,160</td>
<td>2,172,160</td>
</tr>
<tr>
<td>Gifts</td>
<td>35,498</td>
<td>234,046</td>
</tr>
<tr>
<td>Investment Income</td>
<td>491,428</td>
<td>3,538</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td><strong>106,230,122</strong></td>
<td><strong>153,470,439</strong></td>
</tr>
</tbody>
</table>

### Total Revenues

<table>
<thead>
<tr>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$155,525,273</strong></td>
<td><strong>$48,786,023</strong></td>
<td><strong>$205,693,164</strong></td>
</tr>
</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>51,126,298</td>
<td>56,347,582</td>
</tr>
<tr>
<td>Academic Support</td>
<td>23,933,199</td>
<td>28,383,998</td>
</tr>
<tr>
<td>Student Services</td>
<td>24,613,252</td>
<td>29,087,070</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>33,392,461</td>
<td>35,401,602</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>13,154,960</td>
<td>17,161,938</td>
</tr>
<tr>
<td>Depreciation</td>
<td>2,172,160</td>
<td>19,140,340</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,216,961</td>
<td>39,202,914</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>951,927</td>
<td>866,263</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$147,437,131</strong></td>
<td><strong>212,514,842</strong></td>
</tr>
</tbody>
</table>

### Income Before Other Expenses

<table>
<thead>
<tr>
<th>Income Before Other Expenses</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>$8,088,142</td>
<td>$(6,821,678)</td>
</tr>
<tr>
<td>Capital Appropriations</td>
<td>(3,186,000)</td>
<td>7,223,696</td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td>105,000</td>
<td>16,700</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td><strong>$4,902,142</strong></td>
<td><strong>$(6,716,678)</strong></td>
</tr>
</tbody>
</table>

### Net Position

<table>
<thead>
<tr>
<th>Net Position</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Position - Beginning of Year</td>
<td>54,633,215</td>
<td>207,226,938</td>
</tr>
<tr>
<td><strong>Total Net Position - End of Period</strong></td>
<td><strong>$59,535,357</strong></td>
<td><strong>$208,701,547</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Net Position - End of Period: Current Year vs. Prior Year</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Position - End of Period: Current Year vs. Prior Year</strong></td>
<td><strong>$(8,191,287)</strong></td>
<td><strong>$208,701,547</strong></td>
</tr>
</tbody>
</table>
## Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

**Year To Date For Twelve Months Ending June 30, 2015**

*(Preliminary)*

### Expenditures by Function

#### Educational and General

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$ 57,475,401</td>
<td>$ 51,126,298</td>
<td>89.0%</td>
<td>$ 6,349,103</td>
</tr>
<tr>
<td>Academic Support</td>
<td>27,131,139</td>
<td>23,933,199</td>
<td>88.2%</td>
<td>3,197,940</td>
</tr>
<tr>
<td>Student Services</td>
<td>26,405,941</td>
<td>24,613,252</td>
<td>93.2%</td>
<td>1,792,689</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>34,077,130</td>
<td>33,392,461</td>
<td>98.0%</td>
<td>684,669</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>14,103,658</td>
<td>13,154,960</td>
<td>93.3%</td>
<td>948,698</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,216,961</td>
<td>1,216,961</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

#### Other Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>3,195,000</td>
<td>3,186,000</td>
<td>99.7%</td>
<td>9,000</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>10,166,770</td>
<td></td>
<td></td>
<td>10,166,770</td>
</tr>
</tbody>
</table>

#### Total Expenditures by Function

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 173,772,000</td>
<td>$ 156,073,220</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 150,623,131</td>
<td>$ 150,623,131</td>
</tr>
<tr>
<td>%</td>
<td>86.7%</td>
<td>88.3%</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ 23,148,869</td>
<td>$ 23,148,869</td>
</tr>
</tbody>
</table>

### Expenditures by Account

#### Personal Services

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$ 7,016,785</td>
<td>$ 6,803,180</td>
<td>97.0%</td>
<td>$ 213,605</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,282,830</td>
<td>23,282,830</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,028,834</td>
<td>1,028,834</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,529,069</td>
<td>13,529,069</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Classified Staff</td>
<td>44,800,865</td>
<td>43,771,858</td>
<td>97.7%</td>
<td>1,029,007</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>4,202,559</td>
<td>4,202,559</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td></td>
<td>(61)</td>
<td></td>
<td>61</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>27,413,927</td>
<td>27,413,927</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Personal Services

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 121,274,869</td>
<td>$ 118,474,851</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 120,032,196</td>
<td>$ 118,032,196</td>
</tr>
<tr>
<td>%</td>
<td>99.0%</td>
<td>98.6%</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ 1,242,673</td>
<td>$ 1,242,673</td>
</tr>
</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Category</th>
<th>Adjusted Annual Budget</th>
<th>Year to Date Actuals</th>
<th>%</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>6,146,320</td>
<td>5,564,901</td>
<td>90.5%</td>
<td>581,419</td>
</tr>
<tr>
<td>Travel</td>
<td>2,782,784</td>
<td>1,532,273</td>
<td>55.1%</td>
<td>1,250,511</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>13,646,378</td>
<td>11,666,112</td>
<td>85.5%</td>
<td>1,980,266</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>6,824,770</td>
<td>3,954,148</td>
<td>57.9%</td>
<td>2,870,622</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,302,064</td>
<td>1,216,961</td>
<td>93.5%</td>
<td>85,103</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,498,760</td>
<td>2,332,469</td>
<td>93.3%</td>
<td>166,291</td>
</tr>
</tbody>
</table>

#### Total Services and Supplies

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 33,201,076</td>
<td>$ 31,801,712</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 26,266,864</td>
<td>$ 26,266,864</td>
</tr>
<tr>
<td>%</td>
<td>79.1%</td>
<td>82.6%</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ 6,934,212</td>
<td>$ 5,534,898</td>
</tr>
</tbody>
</table>

#### Capital Equipment

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 464,788</td>
<td>$ 425,706</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 415,112</td>
<td>$ 415,112</td>
</tr>
<tr>
<td>%</td>
<td>89.3%</td>
<td>97.0%</td>
</tr>
</tbody>
</table>

#### Transfers

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 3,195,000</td>
<td>$ 10,238,077</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 3,186,000</td>
<td>$ 9,000</td>
</tr>
<tr>
<td>%</td>
<td>99.7%</td>
<td>99.9%</td>
</tr>
</tbody>
</table>

#### Other Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 1,289,385</td>
<td>$ 576,785</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 722,959</td>
<td>$ 48.1%</td>
</tr>
<tr>
<td>%</td>
<td>56.1%</td>
<td></td>
</tr>
</tbody>
</table>

#### Contingency and Reserves

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Annual Budget</td>
<td>$ 14,346,882</td>
<td>$ 117,084</td>
</tr>
<tr>
<td>Year to Date Actuals</td>
<td>$ 14,346,882</td>
<td>$ 117,084</td>
</tr>
<tr>
<td>%</td>
<td>100.0%</td>
<td>78.6%</td>
</tr>
</tbody>
</table>

#### Total Expenditures by Account

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014/15</th>
<th>FY 2013/14</th>
</tr>
</thead>
<tbody>
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<td>$ 156,073,220</td>
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<tr>
<td>Year to Date Actuals</td>
<td>$ 150,623,131</td>
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<tr>
<td>%</td>
<td>86.7%</td>
<td>88.3%</td>
</tr>
<tr>
<td>Available Budget</td>
<td>$ 23,148,869</td>
<td>$ 23,148,869</td>
</tr>
</tbody>
</table>
## Statement of Net Position (formerly Statement of Net Assets)

**June 30, 2015**  
*(Preliminary)*

### FY 2013/14

<table>
<thead>
<tr>
<th>Assets</th>
<th>General &amp; Designated Funds</th>
<th>Auxiliary &amp; Restricted Funds</th>
<th>Plant &amp; Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year as of June 30, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$27,365,988</td>
<td>$9,878,047</td>
<td>$(754,520)</td>
<td>$36,489,515</td>
<td>$27,313,571</td>
</tr>
<tr>
<td>Short-term Investments</td>
<td>25,068,822</td>
<td>25,068,822</td>
<td></td>
<td></td>
<td>34,723,530</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,337,510</td>
<td>105,951</td>
<td></td>
<td>4,443,461</td>
<td>4,135,689</td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>4,935,936</td>
<td>4,935,936</td>
<td></td>
<td>5,119,373</td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>319,674</td>
<td>319,674</td>
<td></td>
<td>429,156</td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td>2,684</td>
<td>2,684</td>
<td></td>
<td>13,070</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>499,870</td>
<td>10,800</td>
<td></td>
<td>297,785</td>
<td>722,421</td>
</tr>
<tr>
<td>Inventories</td>
<td>132,386</td>
<td>132,386</td>
<td></td>
<td>123,137</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>884,268</td>
<td>9,337</td>
<td></td>
<td>893,605</td>
<td>1,339,249</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>63,224,780</td>
<td>10,208,521</td>
<td>$(339,433)</td>
<td>73,093,868</td>
<td>73,919,196</td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>1,857,859</td>
<td>1,857,859</td>
<td></td>
<td>1,761,759</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>(258,292)</td>
<td>(258,292)</td>
<td></td>
<td>387,788</td>
<td></td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,594,037</td>
<td>20,000,000</td>
<td></td>
<td>30,594,037</td>
<td>30,673,429</td>
</tr>
<tr>
<td>Investments in Capital:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td></td>
<td>15,291,311</td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>87,698,882</td>
<td>87,698,882</td>
<td></td>
<td>82,286,295</td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>1,837,572</td>
<td>1,837,572</td>
<td></td>
<td>1,832,591</td>
<td></td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>5,923,804</td>
<td>5,923,804</td>
<td></td>
<td>5,020,754</td>
<td></td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,594,037</td>
<td>132,351,136</td>
<td>142,945,173</td>
<td>148,232,809</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$73,818,817</td>
<td>$10,208,521</td>
<td>$132,011,703</td>
<td>$216,039,041</td>
<td>$222,152,005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>6,059,423</td>
<td>6,059,423</td>
<td></td>
<td>3,738,866</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>370,424</td>
<td>154,097</td>
<td>342,984</td>
<td>867,505</td>
<td>1,467,097</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>419,565</td>
<td>419,565</td>
<td></td>
<td>402,621</td>
<td></td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,196,437</td>
<td>4,196,437</td>
<td></td>
<td>4,219,839</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,726,284</td>
<td>154,097</td>
<td>762,549</td>
<td>11,642,930</td>
<td>9,828,423</td>
</tr>
<tr>
<td><strong>Noncurrent Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>5,250</td>
<td>134</td>
<td>328,541</td>
<td>333,925</td>
<td>346,283</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,551,926</td>
<td>3,551,926</td>
<td></td>
<td>3,275,752</td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,557,176</td>
<td>134</td>
<td>328,541</td>
<td>3,885,851</td>
<td>3,622,035</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$14,283,460</td>
<td>$154,231</td>
<td>$1,091,090</td>
<td>$15,528,781</td>
<td>$13,450,458</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>110,751,569</td>
<td>110,751,569</td>
<td>115,409,833</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>786,193</td>
<td>786,193</td>
<td>1,440,929</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>1,840,709</td>
<td>1,840,709</td>
<td>1,789,953</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td>977,512</td>
<td>977,512</td>
<td>1,899,441</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>59,535,357</td>
<td>9,076,778</td>
<td>17,542,142</td>
<td>88,161,391</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$59,535,357</td>
<td>$10,054,290</td>
<td>$130,920,613</td>
<td>$200,510,260</td>
<td>$208,701,547</td>
</tr>
</tbody>
</table>

**Total Net Position: Current Year vs. Prior Year**  
$(8,191,287)$
General & Designated Funds YTD Revenues - FY14 - Prior Year
For the Twelve Months Ending June 30, 2014
Total of $154,079,163

- Tuition and Fees: $47,784,616 (31%)
- State Appropriations: $7,136,600 (5%)
- Property Taxes: $95,415,146 (62%)
- Other Revenues: $3,742,801 (2%)

General & Designated Funds YTD Revenues - FY15 - Current Year
For the Twelve Months Ending June 30, 2015
Total of $155,525,273

- Tuition and Fees: $46,210,167 (30%)
- State Appropriations: $6,493,500 (4%)
- Property Taxes: $99,227,008 (64%)
- Other Revenues: $3,594,598 (2%)

General & Designated Funds YTD Revenues

Tuition and Fees: $46,210,167
State Appropriations: $6,493,500
Property Taxes: $99,227,008
Other Revenues: $3,594,598

Bar chart showing revenue by month for FY14 and FY15.
All Funds Revenue & Expenses Year to Date
Current Year

All Funds YTD Revenues & Expenses - FY15

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

### Assets

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

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

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

<table>
<thead>
<tr>
<th>Student Loans</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepaid Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.</td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent Assets</strong></td>
<td>Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Restricted Cash &amp; Cash Equivalents</strong></td>
<td>If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College’s restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.</td>
</tr>
<tr>
<td><strong>Notes Receivable</strong></td>
<td>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>
<tr>
<td><strong>Liabilities</strong></td>
<td>Current liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td>Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College’s payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.</td>
</tr>
<tr>
<td><strong>Accounts Payable &amp; Accrued Liabilities</strong></td>
<td>When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.</td>
</tr>
</tbody>
</table>
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>Glossary for Financial Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Operating Revenues</strong></td>
</tr>
<tr>
<td><strong>Nonoperating Revenues</strong></td>
</tr>
<tr>
<td><strong>State Appropriations</strong></td>
</tr>
<tr>
<td><strong>Property Taxes</strong></td>
</tr>
<tr>
<td><strong>Federal Grants</strong></td>
</tr>
<tr>
<td><strong>State &amp; Local Grants</strong></td>
</tr>
<tr>
<td><strong>State Shared Sales Taxes</strong></td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
</tr>
<tr>
<td><strong>Academic Support</strong></td>
</tr>
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<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td><strong>Institutional Support</strong></td>
</tr>
</tbody>
</table>
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: 8/12/15
Item Number: 2.4

Item Title | Contact Person
---|---
Administrative Procedure Changes | Deborah Yoklic
| Assistant Vice Chancellor
| (206-4650)

Information:

For your information, the Chancellor informs the Board of Governors of the following changes to Administrative Procedures. Changes are being made as part of the comprehensive review and reorganization of all policies.

AP 2.18.01 College Compliance Program
AP 3.10.05 Academic Fresh Start
AP 6.01.01 Legal Services
AP 9.01.04 College-Issued Mobile Device Security

Approvals

Contact Person [Deborah Yoklic]
Deborah Yoklic

Chancellor [Lee D. Lambert, J.D.]
PimaCountyCommunityCollegeDistrict
Administrative Procedure

**AP Title:**

**College Compliance Program**

**AP Number:**

AP 2.18.01

**Adoption Date:**

7/28/15

**Schedule for Review & Update:**

Every 3 years

**Review Date(s):**

5/21/15

**Revision Date(s):**

5/21/15

**Sponsoring Unit/Department:**

Vice Chancellor of Operations

**Policy Title(s) & No(s).:**

College Compliance, BP 2.18

**Legal Reference:**

Federal Sentencing Guidelines, Sec. 8B2

**Cross Reference:**


**PURPOSE**

The purpose of this AP is to provide a framework for the design and implementation of the College Compliance Program, to designate persons and units responsible for the implementation of the Program, and assign roles and responsibilities.

**SECTION 1: DEFINITIONS**

"AP" means this Administrative Procedure.

"Compliance Officer" is the person designated by the Chancellor to implement and oversee the College Compliance Program. The College Compliance Officer shall have the overall responsibility for the College Compliance Program.

"Unit" means any department, unit, or area of the College.
"Unit Compliance Head" is a College employee who is assigned the responsibility of overseeing the Unit's participation in the College Compliance Program.

“Non-compliant Conduct" means, for purposes of this AP, any conduct that does not comply with an applicable federal or state law requirement or that is contrary to College policies and procedures and to any standards prescribed in internal documents of the employee's Unit.

"Employee" means any person employed (full-time or part-time, on a temporary or regular basis) by the College, or directly engaged in the performance of work under the provision of a contract with the College.

“Compliance Coordination Team” means the Employees appointed by the Chancellor in consultation with the Compliance Officer to provide ongoing support for the oversight of the College Compliance Program and work of the Compliance Officer.

“College Compliance Matrix” is a comprehensive reference tool that identifies all of the applicable state, federal, and local requirements for the College and the responsible Units.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Compliance Officer

The Compliance Officer shall have the following roles and responsibilities:

a. In conjunction with the College Compliance Coordination Team, establish standards, procedures, and guidelines as necessary for implementation of the College Compliance Program.
b. Establish and maintain a College Compliance Matrix.
c. Provide guidance and support to the Unit Compliance Heads in ensuring that each Unit satisfies applicable College Compliance Program requirements.
d. Establish and periodically conduct effective training about the standards, procedures, and other aspects of the College Compliance Program to the College employees and members of the Board of Governors, and otherwise disseminate information appropriate to the individuals' respective roles and responsibilities.
e. Take steps to ensure that the College Compliance Program is followed, including monitoring and auditing to detect Non-compliant Conduct. The Compliance Officer shall coordinate this responsibility with the Office of Internal Auditor.

f. Periodically evaluate the College Compliance Program to ensure the Program's effectiveness.

g. Periodically assess the risk that Non-compliant Conduct will occur, based on the nature, size, and history of the College.

h. Make necessary modifications to the College Compliance Program based on the outcomes of risk assessments and the Program's evaluations.

i. Develop and maintain, in coordination with the Internal Auditor, a system that allows the College employees to report or seek guidance regarding possible or actual Non-compliant Conduct without fear of retaliation. The reporting system shall include mechanisms that allow for anonymity and confidentiality.

j. Ensure that the College Compliance Program is enforced consistently within the College. The Compliance Officer shall coordinate with individual Units of the College and the Human Resources Department on the development and use of appropriate disciplinary measures to address Non-compliant Conduct and for failing to take reasonable steps to prevent or detect Non-compliant Conduct.

k. Whenever Non-compliant Conduct has been detected, respond appropriately to remedy the harm resulting from the conduct. The Compliance Officer may, with support from the College Compliance Team and Offices of General Counsel and Internal Auditor, take all steps warranted under the circumstances.

l. Whenever Non-compliant Conduct has been detected, take steps to prevent future similar conduct, including assessing and making necessary modifications to the College Compliance Program. To accomplish this, the Compliance Officer may use an outside professional advisor.

2.2 College Units

Every Unit of the College shall have the following responsibilities:

a. Designate one person within the Unit to serve as the Unit's head of compliance. In a Unit that has two or more sub-units, the Unit may designate additional compliance leads, who shall support the work of the Unit Compliance Head. The Unit Compliance Head shall retain responsibility for overseeing the Unit's participation in the College Compliance Program.
b. Develop and maintain a Unit compliance plan, including the following elements:

   i. Identify Unit’s business practices that align with and satisfy the applicable compliance obligations of the Unit.
   ii. Specify the compliance-related training requirements for employees of the Unit based on their job duties.
   iii. Establish a process for periodic review and updating of the compliance plan.
   iv. Establish a method for assessing the effectiveness of the compliance plan on at least an annual basis.
   v. Designate the Unit Compliance Head and any additional compliance leads.

c. Participate in training provided by the Unit's Compliance Head and by the College Compliance Officer.

d. Enforce the College Compliance Program consistently through appropriate, case-specific, corrective actions and/or disciplinary measures, with input from the Unit Compliance Head or, whenever the discipline of the Unit Compliance Head is involved, with the input from the College Compliance Officer.

2.3 Unit Compliance Head(s)

The Unit Compliance Head shall have the following roles and responsibilities:

a. Act as a liaison between the Unit and the College Compliance Officer.

b. Engage in day-to-day operational responsibilities applicable to the Unit's area(s) of compliance.

c. Coordinate the Unit's compliance efforts.

d. Establish standards and procedures applicable to the Unit's area(s) of compliance, within the guidelines provided by the College Compliance Officer and with the input from the College Offices of General Counsel and Internal Auditor.

e. Maintain the College Compliance Matrix in all areas of compliance applicable to the Unit. Whenever more than one Unit has responsibility for a single area of compliance, the Compliance Head shall coordinate with other Units to ensure regular and consistent maintenance of the Matrix.

f. In coordination with the College Compliance Officer, develop effective training programs for the Unit.
g. With the support of College Human Resources, conduct periodic training of the Unit's employees.

h. Conduct internal monitoring and assessment of the Unit according to the schedules and format prescribed by the Compliance Officer. The Unit Compliance Head may determine the manner and procedures for conducting such assessment and monitoring.

i. Provide input and support to the College Compliance Officer for implementation of the Compliance Program, including in areas of enforcement and disciplinary actions, and in performance of College-wide risk assessments.

j. Together with Unit’s head, promptly take reasonable steps to prevent future similar conduct, including making necessary modifications to the Unit's procedures, whenever Non-compliant Conduct has been detected.

k. Immediately notify the College Compliance Officer whenever a Unit Compliance Head receives notice of a review or audit by an outside organization.

2.4 College Employees

The College employees shall have the following responsibilities:

a. Participate in training programs regarding the requirements, standards, procedures, and other aspects of the College Compliance Programs as required by the College Compliance Officer and the employee's Unit Compliance Head.

b. Take reasonable steps to prevent and report Non-compliant Conduct. Employees are encouraged to use the College Compliance and Ethics Hotline.

c. Promptly notify the employee's Unit Compliance Head and, when applicable, the College Compliance Officer whenever an outside person or entity attempts to investigate or audit the employee's Unit.

2.5 Compliance Coordination Team

The Compliance Officer shall chair the Compliance Coordination Team. The initial membership of the team shall include General Counsel, Director of Internal Audit, a representative from Human Resources, Finance, Provost, Facilities, Information Technology, Records and Information Management, and others as appropriate. The functions of the Team shall include:

a. Serve as a resource for the Compliance Officer.
b. Approve the annual report on the Compliance Program prepared by the Compliance Officer.

c. Perform the functions of the Compliance Officer if the Compliance Officer is unable to perform his or her responsibilities due to an actual or perceived conflict of interest.

d. Consult with the Unit Head and Unit Compliance Head to prepare the response to any notice of a review or audit by an outside organization.

SECTION 3: ENFORCEMENT

3.1 Failure to comply with the requirements of this AP may result in a disciplinary action up to and including termination.

3.2 Whenever there is a disagreement within a Unit or between Units regarding a compliance-related matter, the matter shall be referred to the Compliance Officer for resolution. The Compliance Officer may consult with or refer the matter to the College Compliance Team.

3.3 Whenever there is a disagreement between a Unit Head and the Compliance Officer regarding a compliance-related matter, either may refer the matter to the College Compliance Team for resolution.
PURPOSE

Past academic performance may not, for a variety of reasons, be reflective of a student's subsequent demonstrated ability. The Academic Fresh Start program allows grade forgiveness for up to 30 credit course hours, from no more than 4 semesters, where a grade of “D” or “F” was earned.

SECTION 1: ACADEMIC FRESH START

1.1 Grades approved for renewal will remain on the student’s transcript; however, the grades will no longer be included in the computation of the student’s GPA.

1.2 Courses eligible for Academic Fresh Start must have been completed at least three years prior to the submission of the request.
1.3 If a student has already completed requirements for a certificate or degree, Academic Fresh Start will not change the status of a previously earned degree or certificate.
Pima Community College District
Administrative Procedure

AP Title: Legal Services

AP Number: AP 6.01.01
Adoption Date: 9/2/03
Schedule for Review & Update: Every three years
Review Date(s): 9/1/05, 11/23/09, 4/3/12, 4/17/13, 7/21/15
Revision Date(s): 9/20/06, 3/15/07, 11/23/09, 4/3/12, 4/17/13, 7/21/15
Sponsoring Unit/Department: General Counsel
Policy Title(s) & No(s.): Board and College Relationship with General Counsel, BP 6.01

Legal Reference:
Cross Reference:

PURPOSE

Pima Community College regularly uses legal services to promote legal compliance and to further the best interests of the organization. The College has internal legal resources and also contracts with law firms to provide legal counsel to the College when subject matter expertise is needed or the College does not have sufficient internal resources to address the item. This AP establishes the process by which College units may obtain legal services.

PROCESS AND PROCEDURES

Authorization for Requesting Legal Services
The Chancellor, Executive Vice Chancellors, Vice Chancellors, Campus Presidents, Assistant Vice Chancellors, Vice Presidents and the Internal Auditor or their designee are authorized to request legal services. Others with legal issues or...
questions should contact their supervisor, who will then contact the appropriate administrator to determine whether legal services should be requested to resolve the issue or question.

Requests for legal services shall be directed to the College General Counsel who, in consultation with the requester, shall determine whether to address the matter internally or whether to refer the matter to a contracted law firm. The General Counsel shall consult with and obtain the consent of the Chancellor before referring any matter to a contracted law firm. The General Counsel shall be included in substantive communications with contracted law firms so that issues may be coordinated and invoices verified.

OUTCOMES

Requests for legal services are addressed in a timely, cost-efficient, and appropriate manner. For service requests referred to contracted law firms, College contact with contracted those firms is conducted in a conscientious and auditable manner to facilitate appropriate use of legal services for important College matters.
PURPOSE

This AP outlines a set of practices and minimum requirements for the safe use and management of College-issued mobile devices. This AP applies to all College-issued mobile devices, including the devices already in use by authorized College employees.

SECTION 1: DEFINITIONS

1.1 “AP” means Administrative Procedure.
1.2 “Mobile devices” include removable storage devices (e.g., USB flash drives, external hard drives), portable communications and computing devices (e.g., laptops, notebooks, tablets, PDAs, telephones) and other similar devices.
SECTION 2: PROCEDURE AND RESPONSIBILITIES

2.1 Acceptable Use of College-Issued Mobile Devices

College-issued mobile devices are intended to be used solely for official College work-related purposes, including: a) as the primary computing device on campus; b) as the primary or alternative device while traveling on official College business; c) any other College work-related tasks.

Incidental use of the College-issued devices by the employee is permitted for personal use, provided that such use is otherwise consistent with this AP. However, employees may be required to reimburse the College for any usage resulting in unauthorized charges.

College-issued mobile devices should not be used by anyone other than the College employee to whom the device was issued.

2.2 Privacy Expectations

College employees do not have a right, nor should they have an expectation, of privacy while using College-issued mobile devices at any time, including accessing the Internet and using e-mail and voice communications. By acceptance of the College-issued mobile device, employees consent to disclosure and/or monitoring of device usage, including the contents of any files or information maintained or passed-through that device.

2.3 Responsibilities of Employees

Each employee is responsible for the safekeeping and care of the assigned mobile device.

If the College-issued mobile device is damaged, lost or stolen, the employee must immediately report it to the issuing department.

Upon resignation, retirement, or separation from the College, the employee must return all College-issued mobile devices and all accompanying accessories to the issuing department on or before the final day of work. Failure to timely return College-issued mobile device will result in College's withholding from the employee's final paycheck the costs of device replacement and any costs associated with collection of the device from the employee.
2.4 Security

All College-issued mobile devices must be enrolled into the College's mobile device management program at all times.

All College-issued mobile devices that access or store sensitive, confidential, or personally-identifiable information must be encrypted.

All College-issued mobile devices, where possible, must be secured using a PIN or other password protection.

All College-issued mobile devices must be kept up to date with the latest security patches, virus-scanning software and virus data files, and firewalls.

All College-issued mobile devices, where possible, must have remote data wipe capability installed and enabled. The data will be wiped from the mobile devices, either directly or remotely, in the following circumstances:

a. Whenever the mobile device is reported lost or stolen
b. After 10 failed password attempts
c. Whenever the College IT detects a data breach, a virus or similar threat to the security of the College data and technology infrastructure
d. Before transferring possession of a mobile device from one College employee to another
e. Before disposing of the mobile device

The security protections for College-issued mobile devices will be reviewed at least annually.

2.5 Enforcement

Non-compliance with this AP may result in disciplinary action and/or revocation of College-issued mobile devices.

2.6 Authority

The Vice Chancellor for Information Technology is responsible for implementing and overseeing compliance with this AP.

Before issuing a mobile device to an employee, the Vice Chancellor for Information Technology or designee shall require the employee to sign an
Employee Mobile Device Agreement. The Vice Chancellor for Information Technology or designee shall maintain a record of all Employee Mobile Device Agreements.

SECTION 3: EMPLOYEE MOBILE DEVICE AGREEMENT

EMPLOYEE MOBILE DEVICE AGREEMENT

[NOTE: A new Mobile Device Agreement must be completed for each device issued].

By accepting the College-issued mobile device (“Device”), [Employee name] __________________________ (“Employee”) agrees to the following terms and conditions:

1. Authorized Use

   a. Employee shall use the Device for College work-related purposes. Occasional personal use is permitted, provided that Employee otherwise complies with the terms of this Agreement.
   b. Employee shall be the sole authorized user of the Device and shall not share the Device with others.
   c. Employee shall, at all times, comply with the College's Acceptable Use of Information Technology Resources policy.
   d. Employee acknowledges that the employee does not have a right of privacy while using the Device at any time. College may monitor and require disclosure of device usage, including the contents of any files or information maintained or passed-through the Device.

2. Security and Employee Responsibilities

   a. Employee shall comply with all mobile device security guidelines required by AP-9.01.04, College-Issued Mobile Device Security, as implemented by the College IT Department.
   b. Employee shall be responsible for the safekeeping and care of the assigned Device.
   c. In the event the Device is damaged, lost or stolen, Employee shall report it to the College IT Department within 24 hours.
   d. Employee acknowledges that in the event the Device is lost or stolen, the College IT Department may remotely wipe all data from the Device. Employee shall be solely responsible for loss of any personal data stored on the Device.
e. Employee shall, upon resignation, retirement, or separation from the College, return the Device and all accompanying accessories to the College IT Department on or before the final day of work. Employee understands that failure to timely return the Device may result in withholding the costs of device replacement and other costs, including attorneys' fees, from Employee’s final paycheck.

By signing below, I understand and agree with the terms and conditions of this Agreement:

Employee Name__________________________________________________________________________

Job Title_________________________ Campus/Department_____________________________________

Date_________________________ Signature_______________________________________________
ACTIONS ITEM

Meeting Date: 8/12/15

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. Special Meeting to conduct Executive Session on June 29, 2015
   B. Special Meeting to conduct Executive Session on June 30, 2015
   C. Special Meeting to conduct Executive Session on July 8, 2015
   D. Regular Meeting of July 8, 2015

3.1 (2) New Position – Assistant General Counsel

3.1 (3) New Position – Support Specialist

3.1 (4) New Position – Advanced Program Manager

3.1 (5) Grant Proposal: Substance Abuse & Mental Health Services Administration (SAMHSA), The Aztec Proactive Prevention Program (APPP)

3.1 (6) Grant Proposal: Arizona Department of Education-AZ Adult Education Workforce Innovation and Opportunity Act of 2014 (WIOA) Transition Grant

3.1 (7) Grant Proposal: State of Arizona Department of Education Carl Perkins IV-Basic Grant

3.1 (8) Intergovernmental Agreement: Rincon Valley Fire District (RVFD)

3.1 (9) Lease Agreement: Marana Health Clinic

Approval

Chancellor____________________________

Lee D. Lambert, J.D.
Unapproved Minutes of the Special Meeting to go into Executive Session on June 29, 2015

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 29, 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 29, 2015 at 4:00 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  
Mark Hanna  
David Longoria  
Scott Stewart

**General Counsel**  
Jeffrey Silvyn

**Recording Secretary**  
Gabriela De Echávarri

**Administration/Staff**  
Lee Lambert

**Call to Order**

Sylvia Lee called the meeting to order at 4:10 p.m.

**Motion for Executive Session**

**Motion No. 201506-10**

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

**Recess into Executive Sessions**

The Board recessed into the above referenced Executive Sessions at 4:11 p.m.

**Resumption of Open Session**
The Board resumed Open Session at 6:58 p.m.

Adjournment

The meeting adjourned at 6:59 p.m.

__________________________________________
Secretary

__________________________________________
Date
Unapproved Minutes of the Special Meeting to go into Executive Session on June 30, 2015

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on June 30, 2015 are submitted for 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 Tuesday, June 30, 2015 at 5:00 p.m., in the Catalina Vista Conference Room, Room D-225, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members
Sylvia Lee, Chair
Mark Hanna
David Longoria
Scott Stewart

General Counsel
Jeffrey Silvyn

Recording Secretary
Denise M. Dudoit

Administration/Staff
Lee Lambert

Guests
Mark Jepperson
Sally Lanyon

Call to Order

Sylvia Lee called the meeting to order at 5:03 p.m.

Motion for Executive Session

Motion No. 201506-11

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 5:04 p.m.

Resumption of Open Session

The Board resumed Open Session at 7:14 p.m.

Adjournment

The meeting adjourned at 7:15 p.m.

__________________________________________
Secretary

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

## ACTION ITEM

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<tr>
<th>Meeting Date: 8/12/15</th>
<th>Item Number: 3.1(1) C</th>
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<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting to go into Executive Session on July 8, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
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### Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on July 8, 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, July 8, 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
Mark Hanna
David Longoria
Scott Stewart

General Counsel
Jeffrey Silvyn

Recording Secretary
Denise M. Dudoit

Administration/Staff
Lee Lambert
Stella Perez
Gabriela De Echávarri

Call to Order

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

Motion for Executive Session

Motion No. 201507-01

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.

Resumption of Open Session

The Board resumed Open Session at 5:14 p.m.

Adjournment

The meeting adjourned at 5:15 p.m.

__________________________________________
Secretary

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

ACTION ITEM

Meeting Date:  8/12/15  
Item Number:  3.1(1) D

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of July 8, 2015</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
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</table>

Recommendation:

The unapproved Minutes of the Regular Meeting of July 8, 2015 are submitted for approval.

Approval

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

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, July 8, 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
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
Lou 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
Alison Colter-Mack, Assistant Vice Chancellor, Human Resources
Aubrey Conover, Vice President of Student Development
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest and Downtown Campus
Dolores Durán-Cerda, Senior Assistant to the Provost and Executive Vice Chancellor
John Gillis, Vice President of Instruction, Acting
Erica Holmes, Provost
Patricia Houston, Vice President of Instruction, Acting
Libby Howell, Executive Director for Media, Community and Government Relations
Lorraine Morales, President, Community and East 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 and West Campus
Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research
Ian Roark, Vice President of Workforce Development
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Vice President of Instruction
Yvonne Sandoval, Academic Dean
Edgar Soto, Executive Director of Athletics
Brian Stewart, Academic Dean
Jeff Thies, Executive Director of Developmental Education
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction
GENERAL MATTERS

Call to Order

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

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Karrie Mitchell introduced the Board to the newly elected 2015-16 Inter-Campus Council (I.C.C.) Student Representatives. Karrie also informed Board Members the All College Council would be elected from these members. In addition, the Student Board Representative would be selected from members of the I.C.C.

Georgia Brousseau addressed the Board regarding the Board Vacancy and the importance of selecting candidates that are firmly rooted in and understands Pima County and the role PCC has played in Pima County. Georgia firmly believes if the selection committee is constituted properly and keeps this priority in mind when selecting the candidates to move forward, Dr. Arzoumanian, will be able to pick a good candidate.

Remarks by Governing Board Members

Chairperson Lee acknowledged the Chancellor by highlighting several awards he has received this academic year in addition to the various speaking engagements and appearances he has also made.

Board Members expressed their thanks and acknowledged the service of former Board Member Marty Cortez.

Election of Board Secretary

Motion No. 201507-02

Scott Stewart – M, David Longoria – S, that Mark Hanna serve as Secretary of the Board of Governors of the Pima County Community College District for 2015.

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

Motion CARRIED.
INFORMATION ITEMS

Employment Information
Chairperson Lee noted the retirements of Manuel A. Amado, Cynthia L. Arnold, James B. Berger, Dianne Franklin, Janice R. Gallagher, Maria A. Holmberg, Mary Ann Jones, William R. Lane, Sandra R. Paulick, Philip C. Ruhl, Daniel D. Stogsdill and Barbara Thompson and thanked them for their service to the College and wished them well on their future endeavors.

This item was noted as an information item.

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

ACTION ITEMS

Consent Agenda

Motion No. 201507-03

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

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

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

Motion CARRIED.
Other Action Items

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

**Motion No.  201507-04**

David Longoria – M, Mark Hanna – S, to approve the proposed changes to the Personnel Policy Statement for Non-Exempt Staff.

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

Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading

**Motion No.  201507-05**

Mark Hanna – M, David Longoria – S, to approve the final reading of Board Policy 2.18 – College Compliance.

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

Contract: Business Intelligence Project Management and Consultation

**Motion No.  201507-06**

David Longoria – M, Mark Hanna – S, to 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.

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

Contract: Marketing and Advertising Services, Fiscal Year 2015-2016

Vice Chancellor of Operations Stella Perez provided a brief overview of the Spring/Summer Marketing Campaign Metrics provided by Gordley. The slides provide data regarding primary market demographics, a comparison between the total number ads during this campaign and Summer 2014, and response metrics. There was also brief discussion regarding the recent phone-a-thon results and the need to work closely with enrollment management and the Vice Presidents of Student Development on the campuses.
Motion No. 201507-07

Scott Stewart – M, David Longoria – S, to approve 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.

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

Board Vacancy

By statute, it is the responsibility of the Pima County School Superintendent, Dr. Arzoumanian, to fill vacancies on the Pima College Board of Governors. Dr. Arzoumanian has charged the College with forming a seven member committee to interview prospective applicants. The committee should include three College members (faculty, staff, and student); two community members from District 5; one business person; and one school superintendent.

Motion No. 201507-08

Scott Stewart – M, David Longoria – S, to nominate the current Board Representatives to participate on the committee and suggested Mark Hanna and Chairperson Lee as an alternate, to work with Dr. Arzoumanian’s office to select the other committee members.

Chairperson Lee feels this is a lot of work for one person to take on and suggested amending the motion to include two Board members to work with Dr. Arzoumanian’s office in order to select the committee members. Chairperson Lee is unable to participate as she will be out of the country; David Longoria agreed to be the second person.

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

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

Board members discussed the criteria for placing items on the Consent Agenda versus Other Action Items. It was agreed non-substantive changes should be placed on the Consent Agenda and any Board member could request agenda items be pulled for further discussion before any action is taken.

REPORTS

Reports by Representatives to the Board

Student – There was no report.
Temporary Staff – There was no report.

Staff – Don Harp – There was no report.

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. Mr. Stewart reported the first Institutional Effectiveness Week (IE) was a success with 179 staff and administrators in attendance, with a second IE Week scheduled in January 2016. It was also reported the migration to Google Mail has been completed with 5100 users and four million messages migrated. The various groups have been working through the summer to develop a continuous improvement model for employee evaluations with the initial elements targeted for Fall 2015. Mr. Stewart also informed the Board new District Adjunct Orientation has been scheduled for August 15 at the West Campus and the Faculty Learning Academy will be held on August 17, 18, and 19 at Downtown Campus, Northwest Campus, and District Office respectively. Lastly, Adult Education is changing its name to reflect their enhanced role – Adult Basic Education for College & Career (ABECC); Scholarships have been created to provide approximately 300 High School Equivalencies (HSE) and 60 credit course scholarships for Tucson/Pima residents working with adult education.

Chancellor’s Report

Highlights of Chancellor’s report included:
• World Refugee Day
• Non-Exempt Professional Development Day
• Exempt Professional Development Day
• Teacher Academy at El Rio
• Harvard 2015 Consortium on Abrasive Conduct in Higher Ed
• General Casey Meeting
• Pascua Yaqui Tribe Visit
• AC4 EL Study Conference Call
• Randy Friese Visit to the College (Aviation Program & Math Emporium)
• Southern Arizona Council for International Visitors Board Meeting
• Lunch with Ann Weaver Hart
• Retirement, Manny Amado
ADJOURNMENT

Adjournment

The meeting adjourned at 6:51 p.m.

___________________________________________
Secretary

___________________________________________
Date
Meeting Date: 8/12/15             Item Number: 3.1(2)

Item Title                      Contact Person
New Position – Deputy General Counsel  Daniel Berryman
                                         Vice Chancellor for Human
                                         Resources (206-4740)

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Deputy General
Counsel position.

Justification:

In January 2013, the College hired its first in-house attorney to manage the legal affairs of the
College, rather than outsourcing all legal services. Based on the work load, the new General
Counsel was authorized to hire a part-time, temporary special projects assistant beginning June
2013. Since then, General Counsel has had attorney assistance 20 hours per week.

The experience of the past two years and expected additional demand for legal services
demonstrates sufficient legal work to employ an attorney on a full-time, rather than a half-time
basis. The College has begun implementing a district wide compliance program to improve
operations and address the increasing levels of regulation and enforcement for higher education.
The College is also developing a more robust agreement management system. Both systems
require additional legal support on an ongoing basis. The College strategic initiatives for
development of new programs and partnerships will also generate demand for legal services. In
addition, the College has made a commitment to transition temporary staff to regular staff when
the need proves to be consistent and ongoing.

For areas and subjects consistently producing enough demand for legal services, the cost per
hour for in-house services is far lower than the rates paid for law firm services. For the three
firms currently under contract with the College, the lowest attorney rate exceeds $200 per hour
and certainly specialty areas exceed $300 per hour. The approximate hourly cost for legal
services from the requested position is $60 per hour.

This position will report to the College General Counsel and serve the legal needs of Pima
Community College (PCC) by advising and educating the Governing Board and College
employees about the legal implications of policy and other decisions. This position will support
College functions through the delivery of legal services; represent the interests of the College in
administrative or legal proceedings involving PCC; and manage external legal service providers.
The position requires that the incumbent possess a Juris Doctorate from an accredited law school
and be a member in good standing of the Arizona State Bar. The areas of law regularly addressed

(Continued)
include employment, discrimination, public sector ethics, Title IX, Clery Act, Family Educational Rights and Privacy Act, contracts, insurance, open meeting and public records.

**Duties and Responsibilities:**
- Advises the Governing Board and College staff on a broad range of legal matters, particularly compliance with applicable state and federal law as well as College policies and procedures.
- Provides interpretation of legislation, case law, and regulations. Ensures institutional focus and facilitates collaborative communication with College leadership.
- Assists with the development and drafting of policies and procedures. Provides assistance to Senior Leadership in the development of College management systems and strategic initiatives.
- Coordinates with liability coverage providers on the representation of the College before state and federal agencies in complaints of discrimination and other proceedings.
- Provides guidance or representation of the College for internal student and employee disciplinary proceedings.
- Serves as the General Counsel’s liaison with the Vice Chancellors and other administrators on matters not directly handled by the General Counsel; handles legal activities and matters of institutional significance for the Board of Governors on behalf of, and in concert with the General Counsel.
- Monitors and reports on the status of litigation and administrative proceedings involving the College. Provides the General Counsel with activity status and updates. Ensures the General Counsel is aware of relevant information prior to meetings and events. Makes recommendations as appropriate.
- Provides oversight and direction for external legal service providers. Ensures activities are in keeping with philosophical and operational initiatives of the College.
- Coordinates with program staff and leadership for the negotiation and drafting of agreements. Reviews and approves the legal sufficiency of agreement documents. Ensures alignment of agreements with the College’s policies and procedures.
- Engages in legal research and analysis.
- Works closely with the appropriate offices needing the attention or presence of the General Counsel; assists with meetings, presentations, and legal activities; and works closely with appropriate staff members in the preparation and planning for Board of Governors meetings.
- Participates in key meetings to ensure appropriate and responsive follow-up and accountability and facilitates resolution of matters requiring the General Counsel’s attention.
- Seeks to resolve issues with collaborative and innovative solutions within the appropriate legal and policy framework.

**2014-17 Strategic Plan:**

Providing additional legal resources for the College aligns with Strategic Direction 1, full commitment to HLC guiding values which include compliance, and Strategic Direction 6, developing organizational structures and systems.
Financial Considerations:

The salary grade for this position will be in the D61 – D63 range ($80,033-$91,877 at Step 1). The position will be funded by re-allocating part of the current budget for outside legal services to the position, leaving the total legal budget the same.

Approval

Contact Person ________________________________

D.C. Berryman

Chancellor ________________________________

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 8/12/15  
Item Number: 3.1(3)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| New Position – Support Specialist - Events Operations | Daniel Berryman  
Vice Chancellor for Human Resources, (206-4586) |

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Support Specialist position under the working title of Events Assistant.

Justification:

This is a new position for an Support Specialist position for Special Events Operations. This position will have the working title of Events Assistant reporting to the Special Events Coordinator and will assist in the production of events and special projects district-wide.

Duties and Responsibilities:

- Provides clerical and secretarial support to management and administrative staff: provides customer service; answers, screens and directs phone calls; reviews and responds to emails; maintains and updates web calendar; prepares, drafts, and proofs reports, letters, work orders, personnel action forms and spreadsheets; coordinates travel arrangements; attends meetings and taking minutes.
- Maintains confidential records, files, and interpretation of data for entry into databases requiring compilation of information.
- Researches, analyzes, and prepares various administrative and fiscal reports.
- Assists Events Coordinator with logistical event planning.
- Functions as a liaison to officials, dignitaries, community members and students on behalf of the College. Arranges for accommodations, plans and coordinates their activities and serves as the College representative.
- Assists in the planning of the annual budget by monitoring expenditures and estimating future operational costs.
- Compiles reports or studies where analysis or technical data is required.
- Participates in special projects with staff as directed.
- Creates realistic-looking objects for use at in film and television and conceptualizes and produces life-size themed props for events.
- Carries out historical or cultural research in order to make authentic-looking props.
- Assists Special Assistant with preparation of post event reports and final summaries.

2014-17 Strategic Plan:

Not applicable
Financial Considerations:

The salary grade for this position is B22 – Step 1: $17.77 per hour. Allocated to the Institutional Advancement budget.

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Approvals

Contact Person

D.C. Berryman

Chancellor

Lee D. Lambert, J.D.
Recommendation:
The Chancellor recommends that the Board of Governors approve a new Advanced Program Manager position for the International Development program.

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

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

This position is intended to support International Development activities and furthering College strategic directions. Funding for this position was included as part of the fiscal year 2016 budget.

This new position will report to the Director of International Programs and Recruitment and under the auspices of the Vice President of International Development will serve as the Pima Community College representative in identifying, recruiting, and enrolling international students.

Advanced Program Manager – working title: International Programs and Recruitment, Associate Director (1 position)

Duties and Responsibilities:
- Participating in the development, implementation, coordination, and supervision of program goals, objectives, and activities.
- Supporting the Vice President for International Development in the implementation and assessment of the College's Strategic Plan for Internationalization.

2014-17 Strategic Plan:
Not applicable
Financial Considerations:

The salary grade for this position:

Advanced Program Manager: (1 position) C52 Step 1 - $72,617
Allocated to the strategic initiative budget.

Approvals

Contact Person ____________________________
D.C. Berryman

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

Meeting Date: 8/12/15  Item Number: 3.1(5)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: Substance Abuse &amp; Mental Health Services</td>
<td>Morgan Phillips President</td>
</tr>
<tr>
<td>Administration (SAMHSA), The Aztec Proactive Prevention Program</td>
<td>Desert Vista Campus</td>
</tr>
<tr>
<td>APPP</td>
<td>(206-5001)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the “The Aztec Proactive Prevention Program” grant proposal from the Substance Abuse & Mental Health Services Administration (SAMHSA). The Aztec Proactive Prevention Program is a collaboration of PCC, Amistades, Inc., the Southern Arizona AIDS Foundation (SAAF) and Behavioral Assessments, Inc. The purpose of the grant is to build prevention infrastructure in Pima County through Pima’s six campuses to prevent and reduce substance use, and decrease HIV/AIDS and Hepatitis C transmission among Hispanic and minority students and young adults ages 18 – 24. The grant performance period is from October 1, 2015 through September 30, 2018. The award amount is $900,000.00 over the three-year performance period.

Justification:

**Strategies/Interventions:** Pima proposes to employ five concurrent strategies: 1) Implement TIPS for the University, a peer-to-peer intervention to help college students reduce high-risk drinking behaviors; 2) Adapt and implement ¡Cuídate!, a group-level intervention to reduce HIV risk behaviors; 3) Raise awareness about substance use, HIV and HCV risk behaviors, and promote testing through a social media campaign that incorporates pride in racial and ethnic identity and healthy behaviors; 4) Increase community capacity by offering Pima faculty, staff, and student leaders and providers from adjacent community organizations training in SAMHSA’s Strategic Prevention Framework and: 5) Provide Rapid HIV and Hepatitis Testing (RHHT) counseling, testing, and connections to care.

**Primary program goals:** 1) To build and support college-based infrastructure to prevent and reduce substance abuse and transmission of HIV/AIDS among Hispanic and other minority young adults ages 18-24; 2) To implement culturally-competent, evidence-based intervention and environmental strategies to prevent and reduce substance abuse and transmission of HIV/AIDS among Hispanic and other minority young adults ages 18-24; and 3) To reduce risk behaviors related to substance use and HIV/HCV transmission by increasing access to testing among Hispanic and other racial and ethnic minority young adults ages 18 – 24. The APPP will serve 200 participants annually, up to 600 people during the funding period, and test 225 participants annually for HIV and/or HCV, up to 675 people during the funding period.

(Continued)
2014-17 Strategic Plan:

Strategic Direction 3: Foster partnerships to strengthen educational opportunities in response to community needs.

Strategy 3.3: Expand community partnerships to more fully engage all demographic segments associated with traditionally marginalized populations.

Financial Considerations:

The total grant amount requested is $900,000.00 for a three-year period. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2*</th>
<th>Year 3*</th>
<th>Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$71,651.00</td>
<td>$71,651.00</td>
<td>$71,651.00</td>
<td>$214,953.00</td>
</tr>
<tr>
<td>Fringe</td>
<td>$23,843.00</td>
<td>$23,843.00</td>
<td>$23,843.00</td>
<td>$71,529.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,149.00</td>
<td>$2,149.00</td>
<td>$2,149.00</td>
<td>$6,447.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td>$22,606.00</td>
<td>$17,811.00</td>
<td>$17,811.00</td>
<td>$58,228.00</td>
</tr>
<tr>
<td>Contractual</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$450,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$2,460.00</td>
<td>$7255.00</td>
<td>$7255.00</td>
<td>$75,198.00</td>
</tr>
<tr>
<td>Total Direct Charges</td>
<td>$272,709.00</td>
<td>$272,709.00</td>
<td>$272,709.00</td>
<td>$818,127.00</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>$27,272.00</td>
<td>$27,272.00</td>
<td>$27,272.00</td>
<td>$81,816.00</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$299,981.00</td>
<td>$299,981.00</td>
<td>$299,981.00</td>
<td>$899,943.00</td>
</tr>
</tbody>
</table>

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

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

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Approvals

Contact Person  
Morgan Phillips
Morgan Phillips, Ed.D.

Chancellor  
Lee D. Lambert, J.D.
Grant Proposal: Arizona Department of Education-AZ Adult Education Workforce Innovation and Opportunity Act of 2014 (WIOA) Transition Grant

Recommendation:
The Chancellor recommends that the Board of Governors approve the “AZ Adult Education Workforce Innovation and Opportunity Act of 2014 (WIOA) Transition Grant” proposal from the Arizona Department of Education. The one time award is intended to help Adult Basic Education programs transition from WIA to WIOA while building capacity and sustainability for the following goals: 1) Implementation of TABE 9/10 Online for all ABE/ASE Learners, 2) Development and implementation of Career Pathway (IBEST) programs for ABE/ASE Learners, and 3) Development, implementation and/or strengthening of Bridge Programming for ABE/ASE and ELAA Leaners. The performance period is July 1, 2015 through July 31, 2016. The award amount is $608,625.00.

Justification:
Pima Community College aims to expand our capacity to serve adults in Pima County who are in need of Adult Education in three ways. First, PCC seeks to develop a system to implement TABE 9/10 Online, the computer-based Test for Adult Basic Education (TABE), at all College learning centers and campuses. Having this available at all locations will make it easier for potential students to take the required assessment and to transition into the College. Secondly, PCC aims to provide additional Integrated Basic Education and Skills Training (IBEST) programs in order to serve high-level ABE and ASE students who are in need of a High School Equivalency (HSE) diploma and who would like to pursue an occupational certification at PCC at the same time. IBEST integrates basic skills education for High School Equivalency with occupational training, providing the opportunity for students to step into an accelerated career pathway. Participants benefit from contextualized and integrated instruction, and from the ability to work toward completion of both the occupational certificate and the HSE exam simultaneously. Finally, PCC’s Adult Education Program will build a system of pre-bridge and bridge classes and services that will assist lower skilled learners to transition, as well as enter and succeed in college and career.

2014-17 Strategic Plan

Strategic Direction 3: Foster partnerships to strengthen educational opportunities in response to community needs.
Strategy 3.5: Develop community-based partnerships to encourage enrollment in college, especially for those students who would be first-generation in college.

Financial Considerations:

The total grant amount being requested is $608,625.00 for a one-year period. The table below illustrates the expense items to be supported by the grant:

<table>
<thead>
<tr>
<th></th>
<th>TABE 9/10</th>
<th>Career Pathways</th>
<th>Action Research</th>
<th>Post-Secondary Bridge</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instruction-1000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel- Support Services-2100,2200,2600,2700</td>
<td>$77,615.00</td>
<td>$121,478.00</td>
<td>$65,577.00</td>
<td>$264,670.00</td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>$22,683.00</td>
<td>$39,611.00</td>
<td>$21,240.00</td>
<td>$83,535.00</td>
<td></td>
</tr>
<tr>
<td>Purchased Professional Services</td>
<td>$5,000.00</td>
<td>$17,500.00</td>
<td>$15,000.00</td>
<td>$37,500.00</td>
<td></td>
</tr>
<tr>
<td>Other Purchased Services</td>
<td>$1,000.00</td>
<td>$10,000.00</td>
<td>$11,000.00</td>
<td>$22,000.00</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$17,290.00</td>
<td>$4,000.00</td>
<td>$5,078.00</td>
<td>$26,368.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$123,589.00</td>
<td>$282,178.00</td>
<td></td>
<td>$202,858.00</td>
<td>$608,625.00</td>
</tr>
</tbody>
</table>

No matching funds or institutionalization of the program are required as a condition of the grant. The college will consider the institutionalization of assessment, though it is not a requirement 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 ____________________

Lorraine Morales, Ed.D.

Chancellor ________________________

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 8/12/15  
Item Number: 3.1(7)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Proposal: State of Arizona Department of Education Carl Perkins IV- Basic Grant</td>
<td>Dr. Erica Holmes Provost (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

The Chancellor recommends that the Board of Governors approve the District Office “Carl Perkins IV- Basic Grant” grant proposal from the State of Arizona Department of Education. The grant performance period is from July 1, 2015 through September 30, 2016. The award amount is $381,441.22

Justification:

Funding from this grant will improve, modernize, and/or strengthen participating occupational programs district-wide and ensure that the targeted occupational programs can be reasonably articulated through the program of study and dual enrollment initiatives. Also, funding will provide professional development opportunities for faculty and staff in targeted occupational programs. The College will co-chair the Pima and Santa Cruz County programs of Study Consortium. The grant has a total of 11 objectives for each participating program (Building and Construction Technology, Welding and Fabrication, Machine Tool Technology, Automotive, and Career and Student Services) and programs of Study Consortium.

2014-17 Strategic Plan:

Strategic Direction 2: Improve access and student success
Strategy 2.6: Reconfigure career programs using instructional pathways built upon stackable credentials and completion points.

Financial Considerations:

The total grant amount being requested is $381,441.22 for a one-year period. The table below illustrates the expense items to be supported by the grant.
<table>
<thead>
<tr>
<th>Personnel</th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries-Non-Instructional</td>
<td>$37,909.00</td>
<td>$37,909.00</td>
</tr>
<tr>
<td>Fringe</td>
<td>$4,853.00</td>
<td>$4,853.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$36,454.06</td>
<td>$36,454.06</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$10,620.00</td>
<td>$10,620.00</td>
</tr>
<tr>
<td>Purchased Services/Consultant</td>
<td>$33,458.00</td>
<td>$33,458.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Reproduction</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Capital Outlay (Capital and Non-Capital line items)</td>
<td>$250,670.00</td>
<td>$250,670.00</td>
</tr>
<tr>
<td>Total Indirect Costs @5 %</td>
<td>$6,227.16</td>
<td>$6,227.16</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$381,441.22</td>
<td>$381,441.22</td>
</tr>
</tbody>
</table>

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

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

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**Approvals**

Contact Person __________

[Signature]

Erica Holmes

Chancellor __________

[Signature]

Lee D. Lambert, J.D.
Recommendation:

The Chancellor recommends that the Board of Governors approve the acceptance of a one (1) year Intergovernmental Agreement to allow Pima County Community College District Public Safety and Emergency Services Institute to establish a framework within which both parties will exchange services and/or goods that will benefit Rincon Valley Fire District and Pima County Community College District. This includes a Community Partnership for Fire Science and Emergency Medical Technology, Vehicular Rotations and Paramedic Training.

Justification:

Rincon Valley Fire District requests that Pima County Community College District Public Safety and Emergency Services Institute partner with Rincon Valley Fire District to provide Fire Science, Emergency Medical Technology, and Paramedic training to their employees. As part of this Intergovernmental Agreement, Rincon Valley Fire District will allow Pima County Community College District students to participate in vehicular rotations to gain field experience.

2014-17 Strategic Plan:

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

Strategy 4.2: Partner with industry to customize educational/training programs (content and format).

Financial Considerations:

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

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

Contact Person ___________________________
Dr. Lorraine Morales

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

**Meeting Date:** 8/12/15  
**Item Number:** 3.1(9)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Lease Agreement: Marana Health Center | William Ward II  
Vice Chancellor for Facilities  
(206-2610) |

**Recommendation:**

The Chancellor recommends that the Board of Governors approve and sign a lease agreement with Marana Health Center (MHC) an Arizona non-profit corporation whose primary function is the delivery of health care services. The agreement will be for the period of September 1, 2015 through June 30, 2016. The agreement may be renewed for additional one (1) year terms, not to exceed five (5) years.

**Justification:**

MHC pays to the College the sum of one dollar ($1.00) per year for each campus that the clinics serve. The agreement specifically states that the practice will be a benefit to the College’s students, staff, and to the community, and will assist in benefitting the educational function of the College. MHC has partnered with the College since 2007.

MHC services are currently located at the East and West campuses.

**2014-17 Strategic Plan:**

Strategic Direction 3: Foster partnerships to strengthen educational opportunities in response to community needs.

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

**Financial Considerations:**

MHC is responsible for providing telephone and janitorial services, and the management and disposal of all bio-hazardous waste at their locations. The College pays for utilities. MHC occupies 860 sq. ft. at the West Campus and 994 sq. ft. at the East campus. Utility cost estimates for both locations are $6,000 for fiscal year 2016.
Approvals

Contact Person

William R. Ward II

Chancellor

Lee D. Lambert, J.D.
ACTIONS ITEM

Meeting Date: 8/12/15

Item Number: 3.2(1)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Contract: Chancellor</td>
<td>Chair, Board of Governors</td>
</tr>
</tbody>
</table>

Recommendation:

This is a placeholder. This item will first be discussed in Executive Session.
Proposed Out-of-State Tuition Reduction for Human Resources Certificate Online Program, effective Spring 2016

Lorraine Morales, Ed.D.  
President, East and Community Campuses  
(206-6577)

David Bea, Ph.D.  
Executive Vice Chancellor for Finance and Administration  
(206-4519)

Recommendation:

The Chancellor recommends that the Board of Governors approve a reduced out-of-state tuition structure of $200 per credit for online courses offered in the Human Resources Certificate (HRS) program. This is the first phase of exploring reducing the per credit hour tuition rate for online out-of-state students to increase enrollment.

Justification:

The College has been revising its online educational programs and services in order to ensure that our online programs are state of the art and competitive in the online marketplace. These changes include: a dedicated digital librarian; centralized scheduling; instructional standards based on the international Quality Matters standards; piloting online proctoring; and comprehensive professional development training for counselors and staff to provide excellent student services fully online.

One critical component to the College’s ability to effectively and competitively provide expansive online education is the price point and pricing structure for out-of-state students. The costs of providing online instruction are notably lower than in the traditional format due to lower fixed and incremental costs of delivery. Additionally, in order to competitively market our online programs to out-of-state students, our charges and offerings need to be competitive. For comparison, Rio Salado charges $215 per unit, and a sample of other Colleges average $250 per unit. The College would like to test market this particular program in order to expand our out-of-state online education.

The Human Resource Certificate program was chosen because it is currently the only fully-online program available at the college.

2014-17 Strategic Plan

- Strategic Direction 2. Improve access and student success
Financial Considerations:

The out-of-state non-resident tuition rate for the 2016 academic year is $352 per credit hour, and the in-state resident tuition rate is $75.50 per credit hour. These tuition rates are charged for all course modalities, including online. The proposed out-of-state non-resident tuition rate per credit hour for required core courses taken online in support of the Human Resources Certificate effective spring 2016 is $200 per credit hour.

Altering the tuition structure for out-of-state online students has the potential to increase enrollment as Pima Community College becomes a viable alternative to students’ local community colleges. However, without proper marketing and logistical consideration it would result in reduced revenue in the event that enrollment did not increase enough to offset the loss of revenue from reducing the cost to existing students. Last year, this program had only one out-of-state student and, as such, represents little risk of revenue declines.

This exploration will allow PimaOnline to identify opportunities and challenges as Pima Community College strives to be competitive in out-of-state online education.

Approvals

Contact Person

[Signature]

David Bea, Ph.D.

Contact Person

[Signature]

Lorraine Morales, Ed.D.

Chancellor

[Signature]

Lee D. Lambert, J.D.
ACTION ITEM

Meeting Date: 8/12/15
Item Number: 3.2(3)

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Mission Fulfillment Framework</td>
<td>Dr. Erica Holmes Provost (206-4999)</td>
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Recommendation:

The Chancellor recommends that the Board of Governors approve the mission fulfillment framework, with an annual report-out on progress per the Board of Governors Annual Report Calendar.

Justification:

In September 2014, the College embarked on a year-long process to review the mission of the institution. The key stages in the process were:

- Discussion sessions across the district, including community sessions, to gather input on the priorities of the College. These were held from October 2014 to April 2015.
- Futures Conference in April 2015, at which attendees reviewed draft core themes and objectives, provided input, and drafted mission and vision statements.
- Three meetings of the Strategic Planning Committee in May and June 2015 to review the results of the Futures Conference and to work with the Office of Planning and Institutional Research on final recommendations.
- In May 2015, draft vision and mission statements from the May 7, 2015 Strategic Planning Committee were sent out by survey giving employees the opportunity to select their favorite statements.

Final recommendations were submitted on June 19, 2015 and minor revisions were made for style and language. The final recommendations include the following components:

- Vision Statement
- Mission Statement
- Values
- Core Themes
- Objectives

The framework is supported by a set of key performance indicators (KPIs) to monitor progress and support accountability. KPIs are drawn from federal reports and state reports, were appropriate, to ensure the College can compare itself with other institutions. KPIs will be updated as needed to reflect College operational needs and ensure accountability. Mission (Continued)
fulfillment KPIs will be embedded in the planning process to ensure direct connections between mission fulfillment and plan activities.

**Financial Considerations:**

There is no cost associated with this item. The mission fulfillment framework addresses the overarching mission of the College and supports all aspects of the 2014-2017 Strategic Plan. It provides the institution-wide framework within which we can assess our progress as a College.

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**Approvals**

Contact Person ________________________________

Erica Holmes

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, Exempt Staff and Faculty.

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 revisions with reference to the Non-Exempt Employee Unit, Section IV. Compensation, C. Shift Differential.

2014-17 Strategic Plan:

Not applicable

Financial Considerations:

There are no additional financial considerations.
Section IV. Compensation

C. Shift Differential

- 2. Second Paragraph was deleted
- All references to shift hours listed under a., b., and c. were deleted.
- New language added, “The stipend for Department of Safety personnel (Commission Personnel, Community Service Officers and Non-Commission Dispatch) will end as of June 26, 2015. The shift differential as stated in number 1. above shall be in force as of the start of the pay period June 27, 2015 and remain in effect thereafter in place of the stipend for calculation of overtime.”

Approvals

Contact Person ______________________________________
D.C. Berryman

Chancellor ____________________________
Lee D. Lambert, J.D.
Meet and Confer Process – 2015-16

This Proposal is Submitted by: (check one)  
Employee Team ☑  
Board Management Team ☐  
Both Teams Jointly ☐

Meet and Confer Proposal No:  
Employee Team Proposal No. E.7_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: IV. Compensation

Proposal: C. Shift Differential
1. Regular employees shall be eligible for pay differential for hours worked during certain time periods.
   a. Second shift will be defined as starting at or after 6:00 p.m. up to 10:00 p.m.
   b. Second Weekend shift will be defined as starting at or after 7:00 a.m. Saturday up to 10:00 p.m. on Sunday.
   c. Third shift will be defined as starting at or after 10 p.m. and up to 7:00 a.m.
   d. Any employee not covered under a., b. or c. above is considered as being on first shift. Employees assigned to a second shift shall receive a 75-cent per hour pay differential for hours worked. Employees assigned to the third shift shall receive a $1.00 per hour pay differential for hours worked. For work hours that overlap into the second and/or third shifts, shift differential will be granted for the specific hour(s) worked in each shift.

2. Department of Public Safety personnel assigned to a shift for a time period greater than one pay period will receive a shift differential compensation as defined above. Commission Personnel, Community Service Officer and Non-Commission Dispatch (based on a 40-hour pay period, prorated if less than 40 hours):
   a. 6:00 a.m. – 4:00 p.m.
   b. 2:00 p.m. – 12:00 a.m.
   c. 11:00 p.m. – 9:00 a.m.

The stipend for Department of Safety personnel (Commission Personnel, Community Service Officers and Non-Commission Dispatch) will end as of June 26, 2015. The shift differential as stated in number 1. above shall be in force as of the start of the pay period June 27, 2015 and remain in effect thereafter in place of the stipend for calculation of overtime.
Overtime calculation will be in accordance with Section IV.D. Overtime.

Work schedules/shifts may be changed in accordance with Section II. Conditions of Work.

Rationale for Proposal: Stipend has been problematic and has caused overtime loss of pay. DPS employees are requesting same differential pay policy as listed for other non-exempt employees. Shift schedule changes reflect current practices and the added third shift will be forthcoming per department changes.

Economic Impact of Proposal: None

Priority of Proposal: High

Authorized Signature: [Signature] Date 7/15/15

Authorized Signature: [Signature] Date 7/16/15
Recommendation:

The College administration requests direction from the Board of Governors regarding permitting alcohol on campus.

Background:

At the June 1, 2015, BOG Study Session, the PCC Foundation Board shared its perspective on the constraints imposed on the Foundation’s ability to host events on campuses because PCC does not allow alcohol on campus. The Foundation indicated that removing this constraint for events hosted on campuses would be responsive to feedback from prospective donors, increase opportunities to showcase the campuses, save money in rental fees, and expand opportunities to raise funds for scholarships. The BOG expressed a willingness to consider a change and asked the College’s General Counsel to research the parameters and options for allowing alcohol to be served at special events held on PCC campuses and sponsored by the Foundation with proper permits and safeguards.

Discussion:

The BOG has a variety of policy options for allowing alcohol at events held on campus. If the BOG decides to change the current policy, each of the options identified below, has a corresponding liquor license category.

1. PCC can obtain a government liquor license that would allow alcohol to be served on campus for events held for the benefit of PCC. (Yavapai Community College has a policy of this type.) This type of license costs $200 per year per site, such as the Center for Fine Arts on the West Campus. The Board could limit use of the license to Foundation events or allow use of the license for a variety of events, as long as each was held for the benefit of PCC.

2. PCC could allow the PCC Foundation to secure a special events license for each event it wants to hold on campus. The Foundation would be permitted to obtain up to 12 special event licenses per year, for a fee of $25 per day. (Maricopa County Community College District has a policy like this.)

(Continued)
3. PCC could allow outside organizations, including but not limited to the PCC Foundation, to hold events on campus at which alcohol is served, provided the event organizer obtains the appropriate special events license.

4. PCC could obtain its own governmental license for college-sponsored events and allow outside groups to conduct events on campus at which alcohol is served, provided the event organizer obtains the appropriate special events license. Under this option, PCC could decide to allow only the PCC Foundation to host events on campus with alcohol or allow other outside organizations to do so as well. (The University of Arizona uses this approach, holding its own license and allowing outside organizations to serve alcohol on campus with their own license.)

2014-17 Strategic Plan:

This supports Strategic Direction 3, foster partnerships to strengthen educational opportunities in response to community needs.

Financial Considerations:

Each government liquor license is $200 per year per site. Law enforcement to provide security at events could cost approximately $55/hour for each of two officers. The revenue generated would depend on the number and types of events conducted.

Approvals

Contact Person __________________________ Deborah Yoklic
Deborah Yoklic

Chancellor ______________________________ Lee D. Lambert, J.D.