NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
June 12, 2013
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ  85709-1010

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order

2. Pledge of Allegiance

Public Comment and Reports

3. Public Comment – Call to Audience

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

4. Reports by Staff Representatives
   • Representatives Amy Parker and Robert Ramirez will provide highlights from the Staff Council meeting of June 7. Highlights will include: Provost’s Report; Interim Chancellor’s Report, Liaison Report, Employee Reports (AFSCME and ACES and Campus District Reports).

5. Reports by Student Representatives
   • There will be no report. The next student report will be given at the September 11 Board Meeting.
General Matters (*Continued*)

6. Reports by Faculty Representatives
   • There will be no report. The next faculty report will be given at the September 11 Board Meeting.

7. Governing Board Member Reports
   • The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
     ▪ Live streaming of regular scheduled Board meetings

8. Chancellor’s Report
   ▪ Interim Chancellor Zelema Harris may report on current events at or involving the College. The Chancellor may also provide information to the Governing Board on the following topics: Changes being considered and/or made to College processes and systems, Legislative and Budget Updates.
     ▪ Athletics Report

   ▪ Preliminary 2013/14 fiscal year results through April 2013

**Information Items**

10. Separations fromEmployment
   • Information item listing retirements and separations from employment: Jennifer J. DeJongh, Brenda Demic, Susan L. Heinrich, Joe D. Hill, Lesley J. Johnston, Linda Y. Maluf, Philip D. Melton, Suzanne L. Miles, Janet E. Riechers, Janet Roff, Nancy E. Ross, Donald Wahl and Roger T. Werbylo.

11. Student Aide Hires
   • No student aide hires this month to report.

12. Acting Assignments
   • An internal competitive selection process was conducted and the following individuals were selected for acting assignments: Robert Simpson, Ph.D. and Darla Zirbes, Ph.D.

**Action Items**

13. Approval of Minutes of the following meetings:
   A. Special Meeting of April 19, 2013 (4 pm)
   B. Special Meeting of April 19, 2013 (7:45 pm)
   C. Special Meeting of April 22, 2013
Action Items (Continued)

D. Special Meeting of April 29, 2013
E. Special Meeting of April 30, 2013
F. Special Meeting of May 1, 2013
G. Special Meeting of May 2, 2013
H. Special Meeting of May 3, 2013
I. Special Meeting of May 8, 2013
J. Regular Meeting of May 8, 2013

14. Consent Agenda

14.1 New Appointments
- Administration is requesting approval to hire the following individuals: Daniel Blumberg, Business Systems Advanced Analyst; Kathleen Budway, Advanced Program Coordinator; Marianne Harris, Educational Support Faculty - Librarian; Lisa Hodgkins, Educational Support Faculty - Librarian; Steven Chang, Director, Development Services; Joanne Kingman, Advanced Program Coordinator; Melecio Luna, Public Safety Dispatcher; Mary “Mollie” Minke Ph.D., Instructional Faculty – Mathematics; Rosalba Mendoza, Student Services Technician; Eileen Oakes, Fiscal Support Specialist; Emelina Ormsby, Community Service Officer; Maira Rodriguez, Student Service Specialist; Ava Rose, Program Coordinator; Stephanie Savory, Public Safety Dispatcher; Therese Senne, Fiscal Support Specialist; Taliesin Sutton Ph.D., Instructional Faculty – Mathematics; Natasha Thomas-Longanecker, Fiscal Support Specialist; Lena Throlson,, Student Services Technician and Jennifer VanHoesen, Educational Support Faculty – Counselor.

14.2 Adjunct Faculty Appointments
- Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Joseph Bickley, Administration of Justice (Academic Limited Exemption); Valerie Damon, Art (Academic); Brian Delfs, Public Administration (Academic), Fire Science (Occupational/Workforce); Kevin L. Hockett, Ph.D., Biology (Academic); Vivian J. Knight, Accounting (Academic Limited Exemption); Vinod V. Kulkarni, Ph.D., Chemistry (Academic); Kimberly Martinson, Literature (Academic); Writing (Academic); Jonathan I. Meair, Physics (Academic); Mathematics (Developmental); Leatrice A. Smith, Interpreter Training (Occupational) and Rachel B. Stiff, Art (Academic).
14.3 Temporary Appointments

- Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: Charles Aragon, Van Driver; Jennie Allred, Tutor I; Zita Bidleman-Owens, Workforce Trainer; Haley Brewington, Support Assistant; Kassandra Brownstead, Laboratory Assistant; Pamela Clark, Tutor I; Bennie Davis, Workforce Trainer; Anabel Donaghue, Tutor II; Mathew Fenwick, Tutor I; Gustavo Guerrero, Tutor I; Alyssa Garza, Tutor I; Michael Hensley, Workforce Trainer; Jim Howe, Workforce Trainer; Josephine Killeaney, Lab Specialist; Hashem Krassi, Tutor I; Andre Newman, Workforce Trainer; Sarah Perkins, Workforce Trainer; Stephanie Ramirez Paz, Tutor I; Caleb Rhodes, Office Aide; Janet Riechers, Nurse Instructor; Daniella Rivera, Instructor; Briseidalia Rios, Tutor I; Mary Rodriguez, Workforce Trainer; Reaper Romero, Tutor I; Andrea Rokel, Tutor I; Anthony Smith, Tutor I; Luke Smith, Tutor I; Ellen Sudak, Instructor; Serena Tang, Workforce Trainer; Anna Urbina, Van Driver; Mariya Varavva, Special Projects-Legal Researcher and Silviana Wood, Instructor.

14.4 Administrator Appointment

- Administration is requesting approval to hire the following individual: Dolores Duran-Cerda, Ph.D., Senior Assistant to the Provost; Christina Baiz Felty, Acting Academic Dean and Brian Stewart, RN, MS, Academic Dean.

14.5 Extension of Acting Administrative Appointments

- Administration is requesting the following acting assignment be extended beginning July, 2013, for the position of Acting Assistant Vice Chancellor for Information Technology. The extension is recommended pending the review of the organizational structure of Information Technology. The extension ends once the structure is determined and either the position is filled, it is determined the position will no longer be at the Assistant Vice Chancellor level or 6 months from July 1, 2013 whichever comes first. Brian Basgen, Acting Assistant Vice Chancellor for Information Technology.

14.6 Public Safety Personnel Retirement System Local Board Membership

- Administration is requesting the approval of the extension of the appointment of Bill Howard, Assistant Vice Chancellor for Business Services, to the Public Safety Personnel Retirement System local board.
14.7 Grant Proposal: DUI Alcohol Overtime Enforcement Federal 164 – Alcohol (AL) Funds
   • Administration is requesting approval of the Pima Community College Department of Public Safety’s “DUI Alcohol Overtime Enforcement” grant proposal; and if funded, acceptance of the grant award from the Arizona Governor’s Office of Highway Safety. The grant performance period is March 27, 2013 through September 30, 2013. The total amount obligated for this fiscal year is $11,000.

14.8 Contract: International Student Health Insurance
   • Administration is requesting approval to award a contract to LewerMark International Student Insurance to provide International Student health insurance for the period July 1, 2013 through June 30, 2014. The contract costs are not expected to exceed $280,000 for fiscal year 2014.

14.9 Contract: Student Athletic Accident Insurance
   • Administration is requesting approval to award a contract to Myers-Stevens and Toohy & Co., Inc. to provide Student Athletic Accident insurance for the period July 1, 2013 through June 30, 2014. The contract costs are not expected to exceed $130,000 for fiscal year 2014.

14.10 Contract: Call Center Services for Student Financial Services
   • Administration is requesting approval to renew a contract with Xerox Education Services, Inc. for Call Center Services in support of Financial Aid and Student Accounts for fiscal year 2013-2014.

14.11 Contract: Marketing and Advertising Services
   • Administration is requesting approval to award a contract to Gordley Group for Marketing and Advertising Services for the Fiscal Year 2013-14. The term of the contract will be one year beginning July 1, 2013, with an option to renew for four additional one-year terms if mutually agreed upon by the College and the firm. The contract currently is not expected to exceed $100,000 per year.

   • Administration is requesting approval to award the $600,000 contract to Roughton Investments, Inc. The Pima County One Stop, using funding provided by a U. S. Department of Labor $1,318,362 Southern Arizona Technical Career Pathways Grant, is continuing to work with PCC’s Workforce and Business Development Division to offer training programs for incumbent
workers of employers approved for training by the One Stop during fiscal year 2013-2014.

14.13 Contract: Security Services
- Administration is requesting approval to renew a contract with Blackstone Security Services, Inc. to provide routine and supplemental security services at multiple College locations for fiscal year 2013-2014. The contract costs are not expected to exceed $150,000 for fiscal year 2014.

14.14 Contract: General Liability and Automobile Liability and Physical Damage Insurance
- Administration is requesting approval to award a contract with The Arizona School Risk Retention Trust, Inc. to provide General Liability and Automobile Liability and Physical Damage Insurance for the period July 1, 2013 through June 30, 2014.

14.15 Contract: Group Purchase Participation Agreement for Property Insurance
- Administration is requesting approval to award a contract with The Midwest Higher Education Compact for Group Purchase Participation Agreement for Property Insurance for the period July 1, 2013 through June 30, 2014.

14.16 Contract: Workers Compensation Insurance
- Administration is requesting approval to award a contract with SCF American for workers compensation insurance for fiscal year 2014.

14.17 Contracts: Information Technology Maintenance, Licensing and Services – FY14
- Administration is requesting approval to purchase maintenance, licensing and services agreements for the 2013/2014 Fiscal Year.

14.18 Contract: Gas Cards
- Administration is requesting approval to issue a purchase order contract with Voyager Fleet Systems to provide gas cards and gas card management in the amount not to exceed $125,000 for July 1, 2013 through June 30, 2014.

14.19 Contract: Bus Services
- Administration is requesting approval to award contracts to South of the Border Tours (vendor name) and Mountain View Tours to provide bus services for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $235,000 for fiscal year 2014.
Action Items (Continued)

14.20 Contract: Custodial Services
- Administration is requesting approval to issue a purchase order contract with ISS Facility Services to provide custodial services in the amount not to exceed $1,600,000 for July 1, 2013 through June 30, 2014.

14.21 Contract: Industrial Supplies and Tools
- Administration is requesting approval to issue a purchase order contract with Grainger Industrial Supply for industrial supplies and tools in the amount not to exceed $130,000 for July 1, 2013 through June 30, 2014.

14.22 Contract: Software Licensing
- Administration is requesting approval to award a contract to Accruent for license hosting fees to provide the FAMIS work order management system for Facilities for the period July 1, 2013 through June 30, 2014. The contract costs will not exceed $284,000 for fiscal year 2014.

14.23 Extension of Intergovernmental Agreement: Pima County Sheriff’s Department
- This agreement will permit the continuation for fiscal year 2013-14 of a program in which PCC Adult Education provides GED instruction and testing to the inmates of the Pima County Detention Center.

14.24 Intergovernmental Agreement: Pima County Community Services for Workforce Development Education (2013-2014)
- Administration is requesting approval to renew an Intergovernmental Agreement with the Pima County Community Services Department, Employment and Training Division, which provides tuition assistance for students eligible to receive job training and placement services from the Pima County One Stop. Funding is provided through the Federal Workforce Investment Act and related grants from the Federal Department of Labor. This IGA provides for two PCC staff members to be located onsite at the Pima County One Stops to assist students with all PCC related requirements.

14.25 Information Technology Replacement – FY14
- Administration is requesting approval to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.
Action Items (Continued)

14.26 Fiscal Year 2012-2013 Adopted Budget Reductions
   • Administration is requesting approval of post year-end expenditure
     budget reductions to match actual expenditures for the fiscal year
     ended June 30, 2013.

14.27 Unclassified Pay Rates for Temporary Employees
   • Administration is requesting approval to change the rates of pay
     for van drivers and classroom models.

Other Action Items

15. Classified Exempt and Classified Non-Exempt Personnel Policy Statements
    2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to policies
     upon conclusion of the Meet and Confer process.

16. Administrative Personnel Policy Statements 2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to the
     Administrative Personnel Policy Statements for College Employees.

17. Personnel Policy Statement for College Employees 2013/2014 Fiscal Year
   • Administration is requesting approval of the proposed changes to the
     Personnel Policy Statements for College Employees.

18. Change of date for September Board of Governors Meetings
   • Administration recommends approval to move the Board of Governors
     Meeting from September 11, 2013 to September 18, 2013.

Adjournment

Regular Meeting
August 14, 2013, 7:00 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.
* 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.

* For ADA accommodation requests, please call 206-4539, Teletypewriter (TTY) 206-4530.

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