NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
June 20, 2012
District Office
Community Board Room
4905 E. Broadway
Tucson, AZ 85709-1005

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
   • Staff Representatives Rose Bolz and Timothy Kelliher will provide highlights from the Staff Council meeting of June 7. Highlights will include: Provost Report: Planned roll-out of electronic book vouchers have been delayed until Fall, reminder for GED graduation; Interim Chancellor’s report: Internal Audit underway, new web page accessible through Intranet which will include a hotline link for Ethics & Compliance concerns; Liaison Report: Update on recruitment statistics, Non-exempt staff professional development day announcement; salary notifications update; AFSCME and ACES reports, and Campus/District reports.
General Matters (Continued)

5. Reports by Student Representatives
   • There will be no report. The next student report will be given at the September 12th Board Meeting.

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

8. Chancellor’s Report
   • Interim Chancellor Suzanne Miles may report on current events at or involving the College. The Interim 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.
     ▪ Legislative Update
     ▪ Prep Academy Presentation

   • Preliminary 2011/12 fiscal year results through April 2012.

Information Items

10. Prospective Executive Search Consultants
    • Presentations of the three firms being considered for the Executive national search.

11. Separations from Employment
    • Information item listing retirements and separations from employment: Barbara C. Armenta; Al L. Cooper; Ronald D. Crabtree; Andrea K. Henderson; Susan T. Jensen; Denise L. Kastigar; Richard Mikiska; Lynn J. Namsick; William A. Pride; Nancy L. Russell; Remedios R. Sotto; Thomas M. Speer; Jason Stone; William M. Tweed; Mary Walkinshaw; Patrick J. Bindis; Dana R. Brentt; Jane F.Coleman; Carmelu Cortez; Jessica Knapp; Rebecca D.Safford; Nancy L.Schuler; Chase Velasquez and, Sarah L.White.

12. Student Aide Hires
    • Information item listing student aide appointments: No student aide hires this month to report.
General Matters *(Continued)*

   • Information regarding a contract with DWE Management Consultants Inc. to provide consulting services for July 1, 2012 through June 30, 2013. This contract does not preclude the College from seeking additional services through a Request for Proposals in the future.

   • Information item regarding a contract with Racy Associates Inc. to represent the College before Arizona state agencies and the Arizona Legislature from July 1, 2012 through June 30, 2013.

15. Ethics and Compliance Hotline
   • Pima Community College entered into a contract with Ethics Points on May 21, 2012 to provide services for an ethics and compliance hotline for employees.

Action Items

16. Approval of Minutes
   A. Special Meeting of May 16, 2012 (5:00 pm)
   B. Regular Meeting of May 16, 2012 (7:00 pm)

17. Consent Agenda

17.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Dino Dreyfus, Instructional Faculty; Joseph Gaw, Instructional Faculty; Maggie Golston, Instructional Faculty; Helen Infanti, Instructional Faculty; Jacqueline Kern, PhD, Instructional Faculty; Isabel Manzano, PhD, Instructional Faculty; Yolanda McCoy-Stokes, Instructional Faculty; Timothy Murphy, Instructional Faculty; Carolyn “Blythe” Strong, PhD, Instructional Faculty; Joseph Brown, Laboratory Specialist; Torchild Bulisache, Laboratory Supervisor; Ronald Cox, Support Assistant; Ozlem Kacira, Research Advanced Analyst; Michael J. Kozubal, Trades Maintenance Specialist, Electrical; Vivian Lueck, Public Safety Dispatcher; Hollis McCracken, Laboratory Specialist; Gareth L. Rixton, Information Technology Specialist; Gabriel Scara, Laboratory Supervisor; Paulo Sudhaus, Instructional Designer and Paul Weisenberger, Trades/Maintenance Supervisor.

17.2 Administrator Appointment
   • The Interim Chancellor is requesting approval for the following individual listed to be appointed to Administrator: Keith W. McIntosh Vice Chancellor for Information Technology.
Action Items (Continued)

17.3 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: Yekaterina Bruner, (Occupational/Workforce); Thomas W. Chappell, (Occupational); Desiree W. Cueto, (Academic); Sarah M. Diaz, (Academic); Tiffany D. Flores, (Academic & Developmental); Frank J. Douglas, (Academic); Mary Lou B. Gammon, Ph.D., (Academic, Academic Limited Exemption & Developmental); Jaclyn S. Gerr, (Academic); Lauren A. Harrison, (Academic); Richard L. Mick, (Academic); Rosa Nicholas, (Academic & Developmental) and; Jose L. Ninawanka, (Academic); Christina A. Orringer, (Academic & Occupational); Jenna N. Pack, (Academic); Manuel Mano G. Sotelo, (Developmental & Academic); Taliesin D. Sutton, (Academic) and Ruby I. Vega, (Academic).

17.4 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: Farianne Apostol, Office Aide; Brenda Armenta, Fiscal Support Technician; Christian Avila, Office Aide; Deborah Bird, Laboratory Assistant; Taylor Corcoran, Tutor I; Alexander Cortez, Tutor I; Joni Dunn, Sign Language Interpreter; Julie Dunnavant, Workforce Trainer; Faith Everman, Office Aide; Micaela Furest-Cataldo, Tutor II; Jorge Garcia Fregoso, Tutor I; Pablo Garcia, Office Aide; Brenda Hettinger, Program Assistant; Alan Irvin, Maintenance Support; Jason Leiker, Office Aide; Zach Lominac, Tutor II; Jeremaeh Lorenzo, Tutor I; Christina Manding, Office Aide; Karen Palmer, Instructor; Parkey Kallie, Tutor II; Tyler Roberts, Tutor II; Dorothy Roque, Student Services Technician; Andrew Roush, Lab Assistant; John Schaeffer, Maintenance Support; Dillon Schultz, Office Aide; Robin Solleveld, Student Services Advanced Specialist; Rosa Sotelo, Instructor; Jason Sullivan, Tutor II; Nathalie Thomas, Laboratory Specialist; Jennifer Tobin, Tutor I; Mauricio Trejo, Tutor II; Aracely Valencia, Office Aide; Evelyn Versluis, Support Technician; Danelle Villanueva, Tutor I; Sarah Vornholt, Support Technician; Jon Weiser, Tutor I; Maria Elena Williams, Tutor I; Vanessa Williams, Tutor I and Dawn Wise, Sign Language.
Action Items (Continued)

17.5 Interim Chancellor Salary Calculation
- Dr. Suzanne Miles is in an acting position as Interim Chancellor and as such should be treated like any other employee in an acting position when steps are awarded and the re-calculation of acting salary.

17.6 Unclassified Pay Rates for Temporary Employment
- Administration is requesting approval to change per load hour for adjunct faculty.

17.7 2013-2014 Academic Calendar
- Recommendation to approve the proposed 2013-2014 Academic Calendar. The calendar may be subject to revision if necessary.

17.8 Grant Award: Arizona Commission for Postsecondary Education, Arizona Leveraging Educational Assistance Partnership Program
- Recommendation to approve the Arizona Leveraging Educational Assistance Partnership program grant awards from the Arizona Commission for Postsecondary Education in Support of the Title IV Federal Student Financial Aid for the period July 1, 2012 through June 30, 2013.

17.9 Intergovernmental Agreement: Extension of Intergovernmental Agreement: Pima County Sheriff’s Department
- Recommendation to approve the contract to continue providing GED classes and testing for inmates of the Pima County Jail.

17.10 Legal Services
- Recommendation to approve firms to provide legal representation to the College through June 30, 2013.

17.11 Contract: Security Services
- Recommendation to approve the renewal of a contract with Blackstone Security Services, Inc. to provide supplemental security services at multiple College locations for fiscal year 2012-2013. The contract costs are not expected to exceed $240,000 for fiscal year 2013.

17.12 Contract: Custodial Services
- Recommendation to approve a contract to provide custodial services for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $1,600,000 for fiscal year 2013. The successful vendor will be awarded the contract as a result of a competitive Request for Proposals.
Action Items (Continued)

17.13 Contract: Transportation Services
- Recommendation to approve a contract with South of the Border Tours to provide transportation services required for College business, athletic events and grant activities for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $115,000 for fiscal year 2013.

- Recommendation to approve a contract with Voyager Fleet Systems to provide fuel cards and a management system to track expenditures for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $150,000 for fiscal year 2013.

17.15 Contract: General Liability and Automobile Liability and Physical Damage Insurance
- Recommendation to approve a contract with The Arizona School Risk Retention Trust, Inc. to provide General Liability and Automobile Liability and Physical Damage Insurance for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $420,000 for fiscal year 2013.

17.16 Contract: Group Purchase Participation Agreement for Property Insurance
- Recommendation to approve a contract with The Midwest Higher Education Compact for Group Purchase Participation Agreement for Property Insurance for the period July 1, 2012 through June 30, 2013.

17.17 Contract: Workers Compensation Insurance
- Recommendation to approve a contract for workers compensation insurance for fiscal year 2013.

17.18 Contracts: Information Technology Maintenance, Licensing and Services –FY13
- To approve the purchase of maintenance, licensing and services agreements listed below for the 2012/2013 Fiscal Year.

17.19 Information Technology Replacement –FY13
- To approve the project to replace a portion of the instructional and administrative equipment as well as network and data center equipment and software licenses.
Action Items *(Continued)*

17.20 Fiscal Year 2011-2012 Adopted Budget Reductions
   • Recommendation to approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2012.

Other Action Items

18. Personnel Policy Statements 2012/2013 Fiscal Year
   • Request for approval of the proposed changes to policies upon conclusion of the Meet and Confer process.

19. Personnel Policy Statement Common Language
   • The Interim Chancellor recommends the Board of Governors approve the attached changes to the Personnel Policy Statements for College Employees.

Adjournment

Regular Meeting
August 8, 2012, 7:00 p.m.
Downtown Campus
Amethyst Room
1255 N. Stone Avenue
Tucson, AZ 85709-3000

* 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 206-4971, Teletypewriter (TTY) 206-4530.
# GENERAL MATTERS/REPORTS

**Meeting Date:** 6/20/12  
**Item Number:** 1-8

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

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Reports by Staff Representatives
5. Reports by Student Representatives
6. Reports by Faculty Representatives
7. Governing Board Member Reports
8. Interim Chancellor’s Report

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**Approval**

Interim Chancellor__________________________  
Dr. Suzanne L. Miles
Meeting Date: 6/20/12

Item Title
Report – April 2012 Financial Statements

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

Recommendation:

Attached are the financial statements showing preliminary 2011/12 fiscal year results through April 2012. Time will be provided to discuss College fiscal matters.

Justification:

Pima Community College is continuing the year largely as expected, with positive net assets reported through the end of April. As indicated in the Statement of Revenues, Expenses, and Changes in Net Assets, the year-to-date increase in net assets through month end is approximately $12.9 million which is lower than the previous year’s $18.6 million. The decrease is due to a combination of the decrease in state aid revenue and our substantially lower secondary tax levy this year.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 91.6 percent of budget, which is somewhat lower than the previous year. Services and supplies expenditures and commitments are approximately 80.4 percent of the budget, which is slightly higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of April were $229.9 million, which is an increase of about $12.2 million compared to the same time last year. Principally, this improvement is due to the decrease in total liabilities from the retirement of long term debt.

Approvals

Contact Person

Dr. David Bea

Interim Chancellor

Dr. Suzanne L. Miles
## FY 2010/11

### ASSETS

#### Current Assets

- **Cash and Cash Equivalents**: $25,213,382
- **Receivables**: 49,559,085
- **Property Taxes**: 4,191,342
- **Accounts (net of allowances)**: 10,953,768
- **Government Grants and Contracts**: 1,399,094
- **Student Loans (net of allowances)**: 296,723
- **Other**: 1,343,263

#### Noncurrent Assets

- **Restricted Cash and Cash Equivalents**: $4,222,575
- **Notes Receivable (net of allowances)**: 1,109,816
- **Other Long-term Investments**: 754,481
- **Investments in Real Estate**:
  - **Land**: 15,291,311
  - **Buildings & Leasehold improvements (net of depreciation)**: 93,655,709
  - **Construction in Progress**: 171,778
  - **Equipment (net of depreciation)**: 1,930,512
  - **Library Books (net of depreciation)**: 2,183,231

#### Total Assets

- **Total Current Assets**: $91,735,714
- **Total Noncurrent Assets**: 754,481
- **Total Assets**: $92,490,195

### LIABILITIES

#### Current Liabilities

- **Accrued Payroll and Benefits**: $5,530,700
- **Accounts Payable and Accrued Liabilities**: (2,115,486)
- **Deposits Held in Custody**: 444,994
- **Current Portion of Long-term Liabilities**: 4,859,263

#### Noncurrent Liabilities

- **Deferred Revenue**: 3,464,776
- **Long-term Liabilities**: 2,393,400

#### Total Liabilities

- **Total Current Liabilities**: $8,274,477
- **Total Noncurrent Liabilities**: 5,858,176
- **Total Liabilities**: $14,132,653

### NET ASSETS

#### Invested in Capital Assets

- **Loans**: 1,858,632
- **Debt Service**: 3,878,389
- **Other (Capital Projects)**: 1,753,717
- **Grants and Contracts**: 78,405,659

#### Total Net Assets

- **Total Net Assets**: $78,405,659
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

**Statement of Revenues, Expenses and Changes in Net Assets**  
**For Ten Months Ending April 30, 2012**

### FY 2011/12

<table>
<thead>
<tr>
<th>Current Funds</th>
<th>FY 2010/11 (Prior Year)</th>
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</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td><strong>Total Funds</strong></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$52,024,228</td>
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<tr>
<td>Contracts</td>
<td>$2,280,943</td>
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<td>Auxiliary Enterprises</td>
<td>$1,278,941</td>
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<td>Commission and Rents</td>
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<td>Other Operating Revenues</td>
<td>$475,879</td>
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<td><strong>Total Operating Revenues</strong></td>
<td><strong>57,985,517</strong></td>
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<table>
<thead>
<tr>
<th><strong>OPERATING EXPENSES</strong></th>
<th><strong>Educational and General</strong></th>
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<tbody>
<tr>
<td>Instruction</td>
<td>$45,377,724</td>
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<tr>
<td>Academic Support</td>
<td>$18,865,782</td>
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<td>Student Services</td>
<td>$16,421,756</td>
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<td>Institutional Support</td>
<td>$23,485,337</td>
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<td>Operation and Maintenance of Plant</td>
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<tr>
<td>Depreciation</td>
<td>$5,812,834</td>
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<tr>
<td>Student Financial Aid</td>
<td>$1,080,094</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>$494,668</td>
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<tr>
<td>Contingency</td>
<td>$153,686</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>192,423,707</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Net Operating Gain (Loss)</strong></th>
<th><strong>(134,438,190)</strong></th>
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<tbody>
<tr>
<td><strong>148,374,122</strong></td>
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<table>
<thead>
<tr>
<th><strong>NONOPERATING REVENUES (EXPENSES)</strong></th>
<th><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$7,146,400</td>
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<td>Property Taxes</td>
<td>$75,708,002</td>
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<td>Federal Grants</td>
<td>$58,605,087</td>
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<td>State and Local Grants</td>
<td>$161</td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>$1,550,709</td>
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<td>Gifts</td>
<td>$480,323</td>
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<td>Investment Income</td>
<td>$1,550,709</td>
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<td><strong>Net Nonoperating Revenues</strong></td>
<td><strong>147,292,195</strong></td>
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<table>
<thead>
<tr>
<th><strong>Increase (Decrease) in Net Assets</strong></th>
<th><strong>18,615,889</strong></th>
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<tbody>
<tr>
<td><strong>Net Assets - Beginning of Year</strong></td>
<td><strong>217,678,524</strong></td>
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<tr>
<td><strong>Net Assets - End of Period</strong></td>
<td><strong>217,678,524</strong></td>
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## EXPENDITURES BY FUNCTION

<table>
<thead>
<tr>
<th>Function</th>
<th>Adjusted Budget</th>
<th>Total Committed FY 2011/12</th>
<th>Available Budget FY 2010/11</th>
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</thead>
<tbody>
<tr>
<td><strong>Educational and General</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$61,018,122</td>
<td>$49,373,633</td>
<td>$11,644,489</td>
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<tr>
<td>Academic Support</td>
<td>24,467,025</td>
<td>22,163,030</td>
<td>2,303,995</td>
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<tr>
<td>Student Services</td>
<td>20,962,286</td>
<td>19,855,363</td>
<td>1,106,923</td>
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<td>Institutional Support</td>
<td>34,028,735</td>
<td>27,503,360</td>
<td>6,525,375</td>
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<td>Operation and Maintenance of Plant</td>
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<td>11,598,835</td>
<td>582,309</td>
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<td>Student Financial Aid</td>
<td>1,196,000</td>
<td>1,080,094</td>
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<td><strong>Other Expenses</strong></td>
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<tr>
<td>Transfers</td>
<td>5,095,668</td>
<td>5,095,668</td>
<td>27,906,355</td>
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<tr>
<td>Fund balance reserved for contingency</td>
<td>5,104,021</td>
<td>153,686</td>
<td>4,950,335</td>
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<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$164,053,001</td>
<td>$136,823,669</td>
<td>$27,229,332</td>
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## EXPENDITURES BY ACCOUNT

<table>
<thead>
<tr>
<th>Account</th>
<th>Adjusted Budget</th>
<th>Total Committed FY 2011/12</th>
<th>Available Budget FY 2010/11</th>
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<tbody>
<tr>
<td><strong>Personal Services</strong></td>
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<tr>
<td>Administrative Personnel</td>
<td>$6,446,000</td>
<td>$6,099,879</td>
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<td>Faculty</td>
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<td>22,074,807</td>
<td>1,672,193</td>
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<td>Additional Compensation - Faculty</td>
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<td>746,647</td>
<td>409,987</td>
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<td>Adjunct Faculty</td>
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<td>14,991,193</td>
<td>430,480</td>
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<td>Classified Staff</td>
<td>37,963,776</td>
<td>37,300,471</td>
<td>663,305</td>
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<tr>
<td>Other Compensation</td>
<td>5,281,039</td>
<td>5,281,039</td>
<td>6,241,511</td>
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<tr>
<td>Student Employment / Workstudy</td>
<td>12,000</td>
<td>2,677</td>
<td>9,323</td>
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<tr>
<td>Fringe Benefits</td>
<td>26,784,371</td>
<td>20,529,054</td>
<td>4,500,324</td>
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<td><strong>Total Personal Services</strong></td>
<td>$116,812,493</td>
<td>$107,025,767</td>
<td>$9,786,726</td>
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<tr>
<td><strong>Services and Supplies</strong></td>
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<tr>
<td>Communications and Utilities</td>
<td>5,557,758</td>
<td>4,165,509</td>
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<tr>
<td>Travel</td>
<td>2,825,284</td>
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<td>1,489,982</td>
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<td>Contractual Services</td>
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<td>10,643,223</td>
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<tr>
<td>Supplies and Materials</td>
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<td>2,576,667</td>
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<tr>
<td>Student Financial Aid</td>
<td>1,196,000</td>
<td>1,080,094</td>
<td>115,906</td>
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<tr>
<td>Current Fixed Charges</td>
<td>2,517,807</td>
<td>2,517,807</td>
<td>2,418,049</td>
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<tr>
<td><strong>Total Services and Supplies</strong></td>
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<td>$24,150,825</td>
<td>$5,874,415</td>
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<tr>
<td><strong>Capital Equipment</strong></td>
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<tr>
<td>Transfers</td>
<td>348,483</td>
<td>289,216</td>
<td>59,267</td>
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<tr>
<td>Other Expenditures</td>
<td>1,196,346</td>
<td>109,108</td>
<td>1,087,238</td>
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<td>Contingency and Reserves</td>
<td>10,574,771</td>
<td>153,085</td>
<td>10,421,686</td>
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<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$164,053,001</td>
<td>$136,823,669</td>
<td>$27,229,332</td>
</tr>
</tbody>
</table>

(PIMA COUNTY COMMUNITY COLLEGE DISTRICT)

Summary of Expenditures and Encumbrances - General Fund - Budget and Actual

For Ten Months Ending April 30, 2012
# INFORMATION ITEM

**Meeting Date:** 6/20/12  
**Item Number:** 10

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<td>Prospective Executive Search Consultants</td>
<td>Lynne Wakefield, Legal Liaison (206-4576)</td>
</tr>
</tbody>
</table>

**Recommendation:**

For your information, three executive search consulting firms will make presentations to the Board. They include:

1. Narcisa Polonio, Ed. D., Association of Community College Trustees (ACCT)
2. Dr. Preston Pullmans, Gold Hill Associates
3. Elizabeth Rocklin, R. H. Perry & Associate

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**Approvals**

Contact Person ________________________________  
Lynne Wakefield
### INFORMATION ITEM

**Meeting Date:** 6/20/12  
**Item Number:** 11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separations from Employment</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

For your information, the Interim Chancellor submits the following separations from employment:

**Retirements**

**Armenta, Barbara C.**  
Instructional Faculty - Mathematics  
EC - Math and Engineering  
Effective: 6/28/12

Barbara Armenta began employment with the College in 1979 as an adjunct faculty at the Eastside Learning Center. She has served as an instructional faculty member teaching Mathematics at East Campus since 1990.

**Cooper, Al L.**  
Instructional Faculty - Spanish  
EC - Languages  
Effective: 5/17/12

Al Cooper began employment with the College in 1989 as a Spanish instructor. He has served as an instructional faculty member teaching Spanish at East Campus since 1998.

**Crabtree, Ronald D.**  
Instructional Faculty - Humanities  
WC - Humanities and Speech  
Effective: 5/17/12

Ron Crabtree began employment with the College in 1970 as an instructional faculty member teaching English. He has served as lead faculty in Humanities and is retiring as a Humanities faculty member from West Campus.

(Continued)
Henderson, Andrea K.
Instructional Faculty-Early Childhood Education
DV-Education and Social Services
Effective: 5/17/12

Andrea Henderson began employment in 1993 as a Librarian at the Community Campus. In 1999, she transferred to instructional faculty at the Desert Vista Campus. She has served as department chair and lead faculty and as a member of various College committees.

Jensen, Susan T.
Instructional Faculty-Mathematics
EC-Math and Engineering
Effective: 5/17/12

Susan Jensen began employment with the College in 1992 as an instructional faculty member teaching Mathematics at East Campus. She has served as department chair and as an honors faculty member.

Kastigar, Denise L.
Learning Center Coordinator
DC-Humanities and Speech
Effective: 5/31/12

Denise Kastigar began employment with the College in 1982 as Secretary II, Downtown Campus Educational Development. She has served as Lab Assistant and Instructional Activities Center Specialist. Denise is retiring as Learning Center Coordinator at the Downtown Campus.

Mikiska, Richard
IT Specialist
DO-Network Services
Effective: 6/15/12

Richard Mikiska began employment with the College in 2003 as IT Technician. He is retiring as an IT Specialist at the District Office.

Namsick, Lynn J.
Library Services Specialist
WC-Academic Services
Effective: 5/31/12

Lynn Namsick began employment with the College in 1968 as Library Specialist at the West Campus. She has served as Librarian and Writing Instructor. She is retiring as a Library Specialist at the West Campus.
Pride, William A.
Instructor
DV-Center for Training and Development
Effective: 6/8/12

William Pride began employment with the College in 1992 as Vocational Instructor in the Center for Training and Development. He is retiring as an Instructor at the Desert Vista Campus.

Russell, Nancy L.
Academic Dean
DC-Industrial and Technical Education
Effective: 6/1/12

Nancy Russell began employment with the College in 2001 as Program Manager, Business Workforce Development. She served as Deputy Executive Administrator and Vice President of Instruction at Community Campus. Nancy is retiring as Academic Dean at the Downtown Campus.

Sotto, Remedios R.
Educational Support Faculty - Counselor
WC-Enrollment Services
Effective: 6/29/12

Remedios “Remy” Sotto began employment with the College in 1992 as temporary counselor at Downtown Campus. She also served as a Student Services Coordinator. Since 1998 she has served as an Educational Support Faculty - Counselor at West Campus.

Speer, Thomas M.
Instructional Faculty-Writing
WC – Journalism and Writing
Effective: 5/17/12

Thomas Speer began employment with the College in 1990 as an adjunct faculty. He has served as an instructional faculty member teaching writing and literature at West Campus since 1992.

Stone, Jason
Trades Maintenance Specialist
DO-Plant Operations
Effective: 6/1/12

Jason Stone began employment with the College in 2005 with Maintenances and Security. He is retiring as a Trades/Maintenance Specialist.
Tweed, William M.
Trades Maintenance Technician
DO-Plant Operations
Effective: 5/31/12

William Tweed began employment with the College in 1974 as a Mail Clerk. He has served as Courier Driver, Maintenance Technician and is retiring as Trades/Maintenance Technician.

Walkinshaw, Mary
Instructional Faculty-Biology
NW-Sciences
Effective: 5/17/12

Mary Walkinshaw began employment with the College in 2002 as an adjunct faculty. She has served as an Instructional Faculty member teaching Biology at the Northwest Campus since 2003 including several years as lead faculty.

Separations from Employment

Bindis, Patrick J.
Program Coordinator
DV–Center for Training and Development
Effective: 5/23/12

Brentt, Dana R.
Laboratory Specialist
EC-Life and Physical Sciences
Effective: 6/8/12

Coleman, Jane F.
Instructor
DV- Center for Training and Development
Effective: 5/23/12

Cortez, Carmelu
Fiscal Advanced Analyst
DO-Budget and Reporting
Effective: 6/22/12
Knapp, Jessica
Instructional Faculty
NW-Mathematics
Effective: 5/17/12

Safford, Rebecca D.
Student Services Advisor
DV-Enrollment Services
Effective: 6/11/12

Schuler, Nancy L.
Educational Support Faculty-Librarian
DC-Library
Effective: 6/27/12

Velasquez, Chase
Support Technician
DC-Enrollment Services
Effective: 5/24/12

White, Sarah L.
Support Assistant
DC-President’s Office
Effective: 6/15/12

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne Miles
INFORMATION ITEM

Meeting Date: 6/20/12

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Aide Hires</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

Recommendation:

No student aide hires this month to report.

Approvals

Contact Person

Janet L. May

Interim Chancellor

Dr. Suzanne Miles
**INFORMATION ITEM**

**Meeting Date:** 6/20/12  
**Item Number:** 13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Consultant Services, DWE Management Consultants Inc. | C.J. Karamargin  
Vice Chancellor for Public Information and Government Relations  
(206-4850) |

**Recommendation:**

The Interim Chancellor submits the following information regarding a contract with DWE Management Consultants Inc. to provide consulting services for July 1, 2012 through June 30, 2013. This contract does not preclude the College from seeking additional services through a Request for Proposals in the future.

**Background:**

College policy allows sole-source procurement of goods or services of a unique nature. Based on this criterion, in 2007 the College contracted with DWE Management Consultants Inc. (DWE) because of the singular knowledge and community connections of its owner, Dan Eckstrom.

Mr. Eckstrom has been deeply involved in the civic life of Pima County since 1971, when he was elected to the South Tucson City Council. He served as mayor of South Tucson from 1973-1988, and was a member of the Pima County Board of Supervisors from 1988-2003. In a career of community service that spans five decades, Mr. Eckstrom has assisted numerous governmental and community- and faith-based organizations, including those related to neighborhood development, economic advancement, minority businesses, and public libraries.

Since 2007, the College has contracted with DWE to perform research, compile information, provide advice, coordinate meetings, serve as a liaison, determine how the College can supply resources to areas of Pima County that are underserved educationally, and to develop community connections with leaders and representatives of non-profit groups, community- and faith-based organizations, neighborhood groups, businesses and government.

In 2011-12, DWE reached out to the 29th Street Coalition in order to ensure that neighborhood concerns would be addressed when the College began leasing the then-vacant Roberts Elementary School from the Tucson Unified School District. PCC’s new Roberts Center will remain home to the neighborhood’s Boys and Girls Club and Head Start program, as well as having a PCC Adult Education Center and the College’s Public Safety and Emergency Services Institute.

(Continued)
College Plan Initiative:

The contract supports Initiative 4 of the 2011-2013 College Plan: Expand Educational and Workforce Opportunities.

Financial Considerations:

Contract costs will not exceed $50,000 for fiscal year 2013.

Approvals

Contact Person ____________________________
C.J. Karamargin

C.J. Karamargin

Interim Chancellor________________________
Dr. Suzanne L. Miles
Recommendation:

The Interim Chancellor submits the following information regarding a contract with Racy Associates Inc. to represent the College before Arizona state agencies and the Arizona Legislature from July 1, 2012 through June 30, 2013.

Background:

The College may contract with a person, group or firm specially trained, experienced and competent to perform services and provide advice in financial, economic, accounting, engineering, legal or administrative matters. College policy allows sole-source procurement of services of a unique nature.

Based on these criteria, since 2000, the College has contracted Racy Associates Inc. to represent the District’s position on issues affecting education that are being brought forth before State of Arizona agencies and the State Legislature as appropriate.

Acting in that capacity, Racy Associates Inc., has provided singular services to the College, which has relied on the company’s technical ability and professional integrity to further the goals of the College, as articulated in the College Plan.

College Plan Initiative:

Initiative 4: Expand Educational and Workforce Opportunities

Financial Considerations:

Contract costs will not exceed $55,000 for fiscal year 2013.

Approvals

Contact Person C.J. Karamargin
C.J. Karamargin

Interim Chancellor______________________________
Dr. Suzanne L. Miles
Pima Community College entered into a contract with EthicsPoints on May 21, 2012 to provide services for an ethics and compliance hotline for employees. The hotline will allow employees another avenue to bring suspected ethics and/or compliance issues to the attention of the College. Employees will have the option of speaking directly to a representative with EthicsPoint or submitting information on-line, and they may remain anonymous if they choose. All reports of suspected wrong doing will be forwarded by EthicsPoint to the College’s Internal Auditor for review, investigation, and/or distribution to the appropriate party (i.e. Human Resources, Law Enforcement).

It is anticipated the services will be available beginning Fall 2012. Lori Cox, Internal Auditor and Human Resources have and will continue to work together to implement the services. The subscription fee for the first year is $7,365 with an additional $2,500 in set-up and implementation costs. The signing of this contract is in compliance with the College’s Procurement Policies and Procedures and supports College Plan Initiative 5 – Enhanced Operations.

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Ethics and Compliance Hotline</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
<tr>
<td></td>
<td>Interim Chancellor</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
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</tbody>
</table>

Approvals

Interim Chancellor_____________________________________

Dr. Suzanne Miles
Unapproved Minutes of the Special Meeting May 16, 2012

Chancellor’s Office
(206-4747)

Recommendation:

The unapproved minutes of the Special Meeting of May 16, 2012 are submitted for approval.

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, May 16, 2012 at 5:30 p.m., in the Building L Room 108, at the East Campus, 8181 E. Irvington Road, Tucson, AZ 85709-4000.

Persons in Attendance

Board Members:
Scott Stewart, Chair
Brenda Even, Secretary
Marty Cortez, Member
David Longoria, Member
Sherryn Marshall, Member

Legal Counsel:
John Richardson

Recording Secretary:
Gabriela De Echávarri

Administration/Staff:
Suzanne Miles
David Bea
Doreen Armstrong
C.J. Karamargin
Janet May
Lynne Wakefield

Negotiation Representatives to the Board
Lisa Anne Smith

Call to Order
Scott Stewart called the meeting to order at 5:10 pm.

Motion to conduct
Executive Sessions

Motion No. 7088
Marty Cortez – M; Brenda Even – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(5) (consultation and direction to negotiation representatives); A.R.S. § 38-
431.03(A)(1) (personnel) and A.R.S. § 38-431.03(A)(3) (legal advice).

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 5:11 p.m.

Resumption of Open Session

The Board resumed Open Session at 7:06 p.m.

Adjournment

The meeting adjourned at 7:07 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTIONS ITEM**

Meeting Date: 6/20/12  
Item Number: 16B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tr>
<td>Unapproved Minutes of the Regular Meeting May 16, 2012</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of May 16, 2012 are submitted for approval.

---

**Approval**

Interim Chancellor  
Dr. Suzanne L. Miles
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, May 16, 2012 at 7:00 p.m., in the Community Room, East Campus, 8181 E. Irvington Road, Tucson, AZ 85709-4000.

**BOARD MEMBERS**

Scott Stewart, Chair  
Brenda Even, Secretary  
Marty Cortez, Member  
David Longoria, Member  
Sherryn Marshall, Member

**BOARD REPRESENTATIVES**

Rose Bolz, Staff  
Timothy Kelliher, Staff (Absent)  
Silvia Baiza, Student  
Amber Bright, Student  
Kimlisa Salazar Duchicela, Faculty  
Patricia Figueroa, Faculty

**RECORDING SECRETARY**

Gabriela De Echávarri

**LEGAL COUNSEL**

John Richardson

**ADMINISTRATION**

Suzanne Miles, Interim Chancellor  
Lou Albert, President, West Campus  
Doreen Armstrong, Assistant Vice Chancellor, Personnel Services  
Stella Bay, Executive Director, Department of Public Safety  
David Bea, Executive Vice Chancellor, Finance and Administration  
Johnson Bia, President, Desert Vista Campus  
John Carroll, Vice President of Instruction  
Luba Chliwniak, President, Downtown Campus  
Aubrey Conover, Vice President of Student Development  
Nina Corson, Academic Dean  
Cindy Dooling, Vice Chancellor, Information Technology (Acting)  
Charlotte Fugett, Provost/Executive Vice Chancellor (Acting)  
Deborah Gaddy, Academic Dean  
Donna Gifford, Vice President of Instruction & Vice President of Online Development  
Dianne Groover, Assistant Vice Chancellor, Finance  
Jerry Haynes, Vice President of Student Development  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services  
Alex Kajstura, President, Northwest Campus  
C.J. Karamargin, Vice Chancellor, Public Information and Government Relations  
Darla Lammers, Vice President of Instruction  
Janet May, Vice Chancellor, Human Resources  
Keith McIntosh, Assistant Vice Chancellor, Information Technology (Acting)  
Leticia Menchaca, Assistant Vice Chancellor, Student Services  
Lorraine Morales, President, Community Campus (Acting)  
Brigid Murphy, Vice President of Instruction  
Ann Parker, Vice President of Student Development  
Anna Reese, Executive Director, Financial Aid  
Nicola Richmond, Executive Director, Planning and Institutional Research  
Ted Roush, Vice President of Instruction  
Nancy Sorenson, President, East Campus (Acting)  
Edgar Soto, Executive Director, Athletics  
Stan Steinman, Academic Dean  
Heather Tilson, Senior Assistant to the Provost  
Michael Tulino, Vice President of Student Development  
Anne Vosberg, Vice President of Student Development  
Deborah Yoklic, Vice President of Instruction (Acting)
Call to Order
Scott Stewart called the meeting to order at 7:12 p.m.

Pledge of Allegiance
Marty Cortez led the Pledge of Allegiance.

Public Comment and Reports

Public Comment
Mary Mitchell, Chair of the Adjunct Faculty Sub-Committee, addressed the Board requesting that adjunct faculty be included in the proposed pay increase. The following individuals made a request for public records: Alfonso Valenzuela, Mario Gonzales, Ruben Romero, Richard Ruiz, Mary Loya, George Leon, Cecilia Cruz, Rudy Garcia, Luis Gonzales and Rudy Gallego. Richard Fridena addressed the Board requesting a public presentation of the status of the students attending the Prep Academy. Kristen Bury addressed the Board requesting that Human Resources practices and procedures be looked at.

Staff Representatives
Staff Representatives Rose Bolz reported on the Staff Council meetings of April 6 and May 4. Highlights from the April meeting included the following: Provost Report: Charlotte Fugett reminded everyone about the Multicultural Convocation on May 3 and the College’s graduation on May 17. Chancellor’s Report: Dr. Miles informed that the budget forums have been completed. She also stated that while she is the Interim Chancellor she wants to broaden the connections between the College and the community. Liaison Report: Vice Chancellor May reported on the recruitment statistics. She also informed that the Board of Governors approved the Flex Summer Work Schedule. AFSCME Report: It was reported the AFSCME Meet and Confer produced several proposals that have now been signed. ACES Report: It was reported that the Meet and Confer process was very productive and that several proposals have been signed. Campus/District Reports: Downtown Campus is having a Jazz Exhibit from April 17 through May 25; East Campus hosted the Japanese Speech Contest on April 21; on May 19 the Employee Appreciation Picnic will be held at Morris K. Udall Regional Park; and June 2 will be the day for the PCC Foundation’s 21st Annual Scholarship Tournament.
Highlights from the May meeting included the following:

**Provost Report:** Charlotte Fugett informed that about 1,000 people attended the Multicultural Convocation. She also informed that the automated process for bookstore vouchers will go live on May 11. **Chancellor’s Report:** Dr. Miles announced the passing of College employees Andrew Radke and Fernando Millan. Dr. Miles encouraged everyone to check the Chancellor’s search link for updates. She congratulated the Facilities department for receiving national recognition from APPA (Association of Physical Plant Administrators). **Liaison Report:** Vice Chancellor May gave an update on recruitment statistics and Pima Jobs. **AFSCME Report** Meet and Confer was very productive and AFSCME will be presenting at the Board Meeting on May 16. **ACES Report:** Officers elections will be held and the results will be announced at the June 12 meeting. Meet and Confer presentations to the Board will be May 16. **Campus/District Reports:** All campuses are having end-of-year events.

### Student Representatives

Student Representatives Amber Bright and Silvia Baiza reported on recent events from each campus. Highlights included: **Community Campus:** A number of Adult Education students are participating in the Digital Storytelling Class at El Rio Learning Center. **Desert Vista Campus:** Hosted a Cinco de Mayo Celebration. **Downtown Campus:** Will hold the End-of-Year Student Recognition Banquet and Social. **East Campus:** Held the Student Government Outgoing Award Dinner. **Northwest Campus:** Hosted Cinema under the Stars. **West Campus:** Students Edith Granillo and Irina Gallegos will be attending the National Conference on Race and Ethnicity in New York City from May 29-June 2.

### Faculty Representatives

Faculty Representative Patricia Figueroa shared information about activities and communications that occurred at the April 6 and May 4 meetings. Highlights from the April 6 meeting included the following: Michael Racy, President of Racy & Associates gave a legislative update; a revision to the statement on reinforcing partnership with community for alternate course offerings was voted on. Janet May, Vice Chancellor for Human Resources gave a presentation on Pima Jobs. **Provost Report:** Acting Provost Fugett informed that she will bring together a group of administrators to look at
student feedback and course evaluation she also reminded everyone of Graduation on May 17. Chancellor’s Report; Interim Chancellor Miles informed the Senate that the College has finished the budget sessions. Dr. Miles informed that the College is in the midst of a College Plan and when completed will show the Senate a draft. Highlights from the May 4 meeting included the following: Ann Parker, Desert Vista Vice President of Student Development, gave an update on the 2013/2014 Academic Calendar. She also gave a presentation on the Early Alert System. David Katz gave an update on the Class Cancellation Ad-Hoc Committee. Provost Report: Acting Provost Fugett informed that there is a posting for two SLO positions. She also announced that the Curriculum Procedures Manual will be on the Intranet after the break. Chancellor’s Report: Interim Chancellor Miles informed of the candidate forums for new Provost & Executive Vice Chancellor will be held May 8 and that the candidate forums for the Vice Chancellor of IT should be held later in the month.

Governing Board Member Reports

Chairperson’s Report: Scott Stewart reminded all that Board meetings will be rotating and will be held at different campuses and that they will be videotaped and broadcasted on the College’s channel. Chairperson Stewart informed of the passing of College employees Andrew Ratke and Fernando Millan. Mr. Stewart announced that some Board meetings will be held at different College locations. He announced the cancellation of the July meeting but that the Board may hold a special meeting to present and vote on the Request for Proposal selection. He reminded everyone of Graduation Day on May 17 and noted that it will be the largest with over 36,000 graduates ranging from 17 years old to 73 years old. The College will award over 51 degrees and certificates. He also mentioned that in addition there are other smaller graduations ceremonies for Fire Science Academy, Aviation Technology and Emergency Medical Technology and the GED. Mr. Stewart gave an update on the Chancellor’s search. He noted that the Request for Proposals are due May 30 and that the selection team will review them and make a recommendation in June or later. He informed
that the July Regular Meeting will be cancelled but that there may be a Special Meeting to make a decision and vote on the Request for Proposal applications.

*Secretary to the Board Report* — There was no report.

**Chancellor’s Report**

Interim Chancellor Miles recognized Facilities staff for the award the College received by APA (Association of Physical Plant Administrators); she also informed that Upward Bound Grants have been awarded to the Desert Vista, Downtown, East and Northwest Campuses. Dr. Miles presented outgoing student representatives Silvia Baiza and Amber Bright with a plaque and thanked them for their work. Dr. Miles announced Charlette Padilla and Kris Swank as the recipients of the Faculty Professional Enrichment Recognition Award which were presented by Acting Provost Charlotte Fugett. Dr. Nancee Sorenson, East Campus Acting President, introduced Diane Deskin and Timothy Krone who gave an update on the following: Diane Deskin, East Campus Program Manager, gave a presentation on the program SOAR, a TRIO Student Support Services Department of Education grant that assists students with disabilities to succeed in college. Timothy Krone, East Campus Program Director gave a presentation on the Veterinary Technology Program. Employee groups AFSCME, ACES and Faculty Senate gave their presentations.

*Report — February 2012 Financial Statements*

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending March 2012. He noted the total net assets through month end is approximately $219.2 million, which is an increase of about $2.7 million compared to the same time last year.

**Information Items**

**Separations from Employment**

**Student Aide Hires**

These items were noted as information items.
Action Items

Motion to Approve Meeting Minutes

PASSES

Approval of Minutes

Motion No. 7089

David Longoria – M, Brenda Even – S, to approve the Minutes of the Special Meeting of April 3, 2012 (5:00 pm); Special Meeting of April 3, 2012 (7:00 pm); Special Meeting of April 11, 2012; Regular Meeting of April 11, 2012; Special Meeting of April 17, 2012 (7:15 pm); Special Meeting of April 17, 2012 (7:30 pm); Special Meeting of April 30, 2012.

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

Consent Agenda

Chairperson Stewart asked that Item 13.8 Grant Proposal: Dollar General Literacy Foundation, Pima Community College Adult Family Literacy Program, I Learn, We Learn Project be pulled from the consent agenda.

Board Member Sherryn Marshall requested that Item 13.4 Administrator Appointment be pulled from the consent agenda and voted on separately.

Motion to Approve Consent Agenda

PASSES

Motion No. 7090

David Longoria – M, Marty Cortez – S, to approve the Consent Agenda as presented, (except for item 13.4 and 13.8).

13.1 New Appointments
13.2 Adjunct Faculty Appointments
13.3 Temporary Appointments
13.5 Faculty Sabbaticals for Fall 2012 and Spring 2012
13.6 Sub-Grant Agreement Renewal: First Things First Innovative Professional Development grant.
13.7 Extension of Sub-recipient Agreement: Sunnyside Unified School District and United States Department of Education, Pima Community College Adult Education Family Literacy Program
13.9 Grant Proposal: Arizona Department of Education: Title I Even Start Family Literacy Program
13.10 Grant Proposal: United States Department of Education, Developing Hispanic Serving Institutions (Title V) Program
13.11 Grant Proposal/Intergovernmental Agreement: Governor’s Office of Highway Safety Alcohol and Other Drugs and Occupant Protection Program
13.12 Intergovernmental Agreement: Arizona Board of Regents, Prepayment of Rent and Termination of Northwest Campus Building Sublease
13.14 Library Participation in Cooperative Buying Program with the Community College Library Consortium
13.15 Contract: Combined Credit/Non Credit Schedules of Classes for Fiscal Year 2012-2013
13.16 Contract: Perceptis, LLC Extension
13.18 Contract: Health Insurance for International Students
13.19 Contract: Short Term Disability

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

The item that had been pulled from the consent agenda — consent agenda item 13.4 was then addressed.

Administrator Appointment — (consent agenda item 13.4)

Motion to Approve Administrator Appointment

PASSES

Motion No. 7091

Brenda Even – M, David Longoria – S, to approve administrator appointment.

Vote: Board members present other than Board Member Marshall voted “aye” by voice vote. Sherryn Marshall – abstained. Motion carried.

Motion No. 7092

Brenda Even – M, David Longoria – S, to approve Addendum to the agenda.

Fiscal Year 2013 Proposed Budget

Executive Vice Chancellor Bea provided background information regarding this item.
Motion to Approve Capital Budget Plan for Fiscal Years 2013 and 2014

PASSES

Motion No. 7093

Marty Cortez – M, David Longoria – S, to approve the Fiscal Year 2013 Proposed Budget.

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

Adjournment

The meeting adjourned at 10:37 p.m.

___________________________________________
Secretary

___________________________________________
Date
ACTIONS ITEM

Meeting Date: 6/20/12

Item Number: 17

Item Title | Contact Person
---|---
Consent Agenda | Chancellor’s Office (206-4747)

Recommendation:

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

17.1 New Appointments
17.2 Administrator Appointment
17.3 Adjunct Faculty Appointments
17.4 Temporary Appointments
17.5 Interim Chancellor Salary Calculation
17.6 Unclassified Pay Rates for Temporary Employment
17.7 2013-2014 Academic Calendar
17.8 Grant Award: Arizona Commission for Postsecondary Education,
17.9 Intergovernmental Agreement: Extension of Intergovernmental
17.10 Legal Services
17.11 Contract: Security Services
17.12 Contract: Custodial Services
17.13 Contract: Transportation Services
17.15 Contract: General Liability and Automobile Liability and Physical Damage Insurance
17.16 Contract: Group Purchase Participation Agreement for Property Insurance
17.17 Contract: Workers Compensation Insurance
17.18 Contracts: Information Technology Maintenance, Licensing and Services – FY13
17.19 Information Technology Replacement – FY13
17.20 Fiscal Year 2011-2012 Adopted Budget Reductions

Approval

Interim Chancellor

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

**ACTION ITEM**

**Meeting Date:** 6/20/12  
**Item Number:** 17.1  
**Item Title:** New Appointments  
**Contact Person:** Janet L. May, Vice Chancellor for Human Resources (206-4624)

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve these new appointments.

**Justification:**

When vacancies occur, the placement process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and names of recommended candidates are brought forward to the Board of Governors for approval.

**Faculty:**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Instructional Faculty</th>
<th>Salary</th>
<th>Effective Date</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dreyfus, Dino</td>
<td>Instructional Faculty</td>
<td>$57,962</td>
<td>8/15/12</td>
<td>Bachelor of Science, Nursing, Colegio San Agustin – Bacolod, Bacolod City, Philippines; Master of Science, Nursing, University of St. La Salle, Bacolod City, Philippines</td>
<td>Mr. Dreyfus has been a nurse in Arizona, Texas and the Philippines for the past nineteen years. His previous experience includes six years as an adjunct nursing faculty for Lone Star College – Montgomery in Conroe, Texas.</td>
</tr>
<tr>
<td>Gaw, Joseph</td>
<td>Instructional Faculty</td>
<td>$55,733</td>
<td>8/15/12</td>
<td>Associate of Applied Science, Fire Science, Pima Community College and Nursing, Excelsior College, Albany, New York; Bachelor of Science, Nursing, Master of Science, Nursing and Leadership in Health Care Systems, Grand Canyon University, Phoenix, Arizona</td>
<td>Mr. Gaw has been an emergency department registered nurse for Oro Valley Hospital and Northwest Medical Center in Tucson, Arizona, for the past four</td>
</tr>
</tbody>
</table>
years. His previous experience includes four years as an advanced registered nurse, emergency services; nine years as an advanced patient care technician for St. Mary’s Hospital in Tucson, Arizona; one year as an adjunct clinical instructor for nursing at Pima Community College and a nursing faculty at University of Phoenix, both located in Tucson, Arizona; and as an online associate instructor of modality health science courses for Ashford University, Clinton, Iowa.

Recruitment Overview:
An external recruitment was conducted. Seventeen complete applications were screened by an advisory committee. Nine applicants were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

Golson, Maggie   Instructional Faculty
Salary: $45,996  Desert Vista Campus – Writing
Effective: 8/15/12  Selected to fill an open position
Education: Bachelor of Arts, English and Creative Writing, Masters of Fine Arts, Creative Writing and Poetry, University of Arizona
Experience: Ms. Golston has been an adjunct writing instructor for Pima Community College for the past two years. Her previous experience includes two separate workshops as a guest instructor for the University of Arizona Poetry Center in 2005 and 2008 and five years of various adjunct English instructor assignments for the University of Arizona and the University of Utah, Salt Lake City, Utah.

Recruitment Overview:
An external recruitment was conducted. One hundred and four complete applications were screened by an advisory committee. Eighteen applicants were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President, Dr. Luba Chliwniak, Downtown Campus President, and Dr. Lorraine Morales, Community Campus President.

Infanti, Helen    Instructional Faculty
Salary: $42,588  Downtown Campus – Psychology
Effective: 8/15/12  Selected to fill an open position
Education: Bachelor of Arts, Psychology, University of Colorado, Boulder, Colorado; Master in Education, Psychology, University of Arizona
Experience: Ms. Infanti has been an adjunct psychology instructor for Pima Community College for the past eight years. Her previous experience includes fourteen years as a tutor for Pima Community College and five years as a graduate teaching assistant for the University of Arizona.

Recruitment Overview:
An external recruitment was conducted. Fifty complete applications were screened by an advisory committee. Eleven applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President and Dr. Alex Kajstura, Northwest Campus President.
Kern, PhD, Jacqueline  Instructional Faculty
Salary:  $78,026  West Campus - Nursing
Effective:  8/15/12  Selected to fill an open position
Education:  Bachelor of Science, Master of Science, Doctor of Philosophy, Nursing, University of Arizona
Experience:  Dr. Kern has been a clinical associate professor for the University of Arizona for the past four years. Her previous experience includes three years as an advanced practice nurse and three years as a hospice nurse for Hospice of the Western Reserve, Cleveland, Ohio; three year as an adjunct nursing instructor and another three years as an assistant professor for Ursuline College, Pepper Pike, Ohio; and two years as an adjunct nursing instructor for Lakeland Community College, Kirtland, Ohio. She also has served as a school nurse, assistant professor, public health nurse and health educator, head nurse, and staff nurse with various institutions.
Recruitment Overview:
An external recruitment was conducted. Seventeen complete applications were screened by an advisory committee. Nine applicants were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

Manzano, PhD, Isabel  Instructional Faculty
Salary:  $51,108  Northwest Campus – Psychology
Effective:  8/15/12  Selected to fill an open position
Education:  Bachelor of Science, Criminology, Bachelor of Arts, Psychology, University of Florida, Gainesville, Florida; Master of Science, Psychology, Doctor of Philosophy, Psychology, Texas A & M University, College Station, Texas
Experience:  Dr. Manzano has been a research associate for Commission on the Accreditation of Rehabilitation Facilities International for the past twenty months. Her previous experience includes four years as psychology laboratory coordinator for Texas A & M University, College Station, Texas, and various teaching assistant and research assistant assignments also for Texas A & M University.
Recruitment Overview:
An external recruitment was conducted. Fifty complete applications were screened by an advisory committee. Eleven applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President and Dr. Alex Kajstura, Northwest Campus President.

McCoy-Stokes, Yolanda  Instructional Faculty
Salary:  $55,733  West Campus - Nursing
Effective:  8/15/12  Selected to fill an open position
Education:  Associate in Applied Science, Nursing, Pima Community College; Bachelor of Science, Master of Science, Nursing Leadership, Grand Canyon University, Phoenix, Arizona
Experience:  Ms. McCoy-Stokes has been a resource clinician for Carondelet St. Joseph Hospital, Tucson, Arizona, for the past five years. Her previous experience includes two years as an adjunct clinical instructor for Northern Arizona University and five years as an adjunct clinical instructor for Pima Community College. She also has five years as a registered nurse and seven years as a patient
(Continued)
care technician, emergency department, for Carondelet St. Joseph Hospital, Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Seventeen complete applications were screened by an advisory committee. Nine applicants were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

Murphy, Timothy
Instructional Faculty
Salary: $47,700 Downtown Campus – Writing
Effective: 8/15/12 Selected to fill an open position
Education: Bachelor of Arts, English, Master of Arts, Writing, University of Massachusetts, Amherst, Massachusetts
Experience: Mr. Murphy has been an English composition instructor for the University of Arizona for the past eight years. His previous experience includes one semester as a seminar co-instructor also for the University of Arizona; five years as an adjunct composition and English as a second language instructor for Pima Community College; and one year as an adjunct writing instructor for Bristol Community college, Fall River, Massachusetts

Recruitment Overview:
An external recruitment was conducted. One hundred and four complete applications were screened by an advisory committee. Eighteen applicants were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President, Dr. Luba Chliwniak, Downtown Campus President, and Dr. Lorraine Morales, Community Campus President.

Strong, PhD, Carolyn “Blythe”
Instructional Faculty
Salary: $66,878 West Campus - Nursing
Effective: 8/15/12 Selected to fill an open position
Education: Bachelor of Science, Nursing, Ohio State University, Columbus Ohio; Master of Science, Nursing, University of Washington, Seattle, Washington; Doctorate, Nursing, University of Arizona
Experience: Dr. Strong has been a senior research nurse for the Arizona Cancer Center for the past two years. Her previous experience includes two years as an intensive care nurse for Southern Arizona VA Health Care System; two years as a research associate for the University of Arizona College of Pharmacy; one year as an operating room staff nurse and one year as a nurse educator for the University Medical Center; two years as director of continuing education for the University of Arizona College of Nursing; three years as director of continuing education for Seattle King County Department of Public Health, Seattle, Washington; and over twenty years in various nursing roles for several hospitals in Arizona, Ohio, Connecticut, Washington, and Mexico.

Recruitment Overview:
An external recruitment was conducted. Seventeen complete applications were screened by an advisory committee. Nine applicants were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.
New Appointments Date: 6/20/12 Page 5

Staff:

**Brown, Joseph**  
Laboratory Specialist  
Hourly Rate: $17.22  
Downtown Campus  
Effective: 6/25/12  
Selected to fill an open position  
Education: Associate of Arts, Engineering, Edison State College, Fort Myers, Florida  
Experience: Mr. Brown has four months experience as a temporary laboratory specialist in Computer Aided Drafting for Pima Community College. He also has one year experience as a software developer for Electric Sheep Company in New York, New York and seven years experience as a structural designer for Dusobox Corporation in Orlando, Florida.

Recruitment Overview:  
An external recruitment was conducted. Six applications were received and reviewed. Three candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

**Bulisache, Torchild**  
Laboratory Supervisor  
Hourly Rate: $18.43  
West Campus  
Effective: 6/25/12  
Selected to fill an open position  
Education: Master of Science, Electronic and Telecommunication Engineering, Polytechnic Institute of Bucharest, Bucharest, Romania  
Experience: Mr. Bulisache has ten years’ experience as adjunct faculty in Mathematics, Physics, Electronics and Computer Science for Pima Community College. He also has nine years experience as a quality control manager, production supervisor and plant engineer for Arizona Meat Products in Tucson, Arizona and nine years experience as an avionics engineer for TAROM, Romanian Air Transport in Bucharest, Romania.

Recruitment Overview:  
An external recruitment was conducted. Seven applications were received and reviewed. Two candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

**Cox, Ronald**  
Support Assistant  
Hourly Rate: $12.39  
Downtown Campus  
Effective: 6/25/12  
Selected to fill an open position  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Cox has two years experience as human resources administrative support for Regence in Tacoma, Washington and one year experience as a human resources coordinator for Universal American in Lake Mary, Florida. He also has eight years experience as a human resources specialist and two years experience as an administrative aide for Pima Community College in Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. One hundred eighteen applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.
Kacira, Ozlem  
**Research Advanced Analyst**

Salary: $52,736  
Effective: 6/25/12  
Education: Bachelor of Science, Agricultural Economics, Cukurova University, Adana, Turkey; Master of Science, Agricultural Economics, Harran University, Sanliurfa, Turkey; Doctor of Philosophy, Agricultural Economics, Cukurova University, Adana, Turkey

Experience: Ms. Kacira has one year experience as a program analyst in the Medication Management Center and two years experience as a visiting scholar in the Agricultural and Resource Economics Department, both at the University of Arizona. She also has eight years experience as a research assistant in the Department of Food, Agricultural and Biological Engineering at The Ohio State University in Wooster, Ohio, Cukurova University in Adana, Turkey and Harran University in Sanliurfa, Turkey and two years experience as a lecturer in the Department of Information Technologies at Harran University in Sanliurfa, Turkey.

Recruitment Overview:  
An external recruitment was conducted. Fifteen applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, Acting Provost and Executive Vice Chancellor.

Kozubal, Michael J.  
**Trades Maintenance Specialist, Electrical**

Hourly Rate: $17.22  
Effective: 7/9/12  
Education: High School Diploma, Valparaiso High School, Valparaiso, Indiana

Experience: Mr. Kozubal has eight years’ experience as a journeyman wireman for the International Brotherhood of Electrical Workers, Local #570 and completed his International Brotherhood of Electrical Workers-National Electrical Contractors Association joint apprenticeship.

Recruitment Overview:  
An external recruitment was conducted. Eleven applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

Lueck, Vivian  
**Public Safety Dispatcher**

Hourly Rate: $16.25  
Effective: 7/30/12  
Education: High School Diploma, Broken Bow High School, Broken Bow, Nebraska

Experience: Ms. Lueck has one year experience as a public safety dispatcher for the City of Palo Alto in Palo Alto, California and Sec Tek, Inc., NASA Ames Research Center in Moffett Field, California. She also has nine years experience as a police dispatcher for the Town of Chino Valley in Chino Valley, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Seventy-four applications were received and reviewed. Twenty-one candidates were invited to test and seven candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

(Continued)
**McCracken, Hollis**  
**Laboratory Specialist**  
Hourly Rate: $17.22  
Effective: 6/25/12  
West Campus  
Selected to fill an open position  
Education: Bachelor of Fine Arts, Sculpture, Academy of Art University, San Francisco, California  
Experience: Ms. McCracken has six months experience as an assistant teacher at Arts for All in Tucson, Arizona. She also has one year experience as a security guard at Pine Canyon and one year experience as a video department manager at Hastings, Inc, both located in Flagstaff, Arizona and one year experience as a prep cook at Talucci Catering in Baltimore, Maryland.  
Recruitment Overview: 
An external recruitment was conducted. Twelve applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

**Rixton, Gareth L.**  
**Information Technology Specialist**  
Hourly Rate: $18.43  
Effective: 6/25/12  
Downtown Campus  
Selected to fill an open position  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Rixton has six years’ experience as a computer and database support specialist for the Arizona-Sonora Desert Museum and five years experience as a support systems analyst for Residence Life at the University of Arizona, both located in Tucson, Arizona.  
Recruitment Overview: 
An external recruitment was conducted. Thirty-six applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

**Scara, Gabriel**  
**Laboratory Supervisor**  
Hourly Rate: $18.43  
Effective: 6/25/12  
Downtown Campus  
Selected to fill an open position  
Education: Bachelor of Science, Biochemistry, University of Arizona, Tucson, Arizona  
Experience: Mr. Scara has one year experience as a maintenance technician for Buffalo Exchange in Tucson, Arizona. He also has two years experience as a laboratory technician, two years experience as a laboratory finisher and one year experience as a laboratory manager in the Plant Sciences Department, Arizona Genomics Institute and the Laboratory for Cellular Metabolism and Engineering, all located at the University of Arizona in Tucson, Arizona.  
Recruitment Overview: 
An external recruitment was conducted. Five applications were received and reviewed. Three candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.
### Sudhaus, Paulo
**Instructional Designer**

- **Salary:** $52,736
- **Northwest Campus**
- **Effective:** 6/25/12
- **Selected to fill an open position**
- **Education:** Bachelor of Science, Computer Sciences, Pontificia Universidade Catolica do Rio Grande do Sul, Porto Alegre, Brazil; Bachelor of Music, Universidade Federal do Rio Grande do Sul, Porto Alegre, Brazil; Master of Music, University of Georgia, Athens, Georgia
- **Experience:** Mr. Sudhaus has one year experience as a temporary instructional designer for Pima Community College. He also has two years experience as an instructional applications specialist, two years experience as an instructional designer, developer and organizer and two years experience as an instructor for the University of Arizona.

**Recruitment Overview:**
An external recruitment was conducted. Ten applications were received and reviewed. Four candidates were invited to interview. The finalists were interviewed by Dr. Alex Kajstura, Northwest Campus President.

### Weisenberger, Paul
**Trades/Maintenance Supervisor**

- **Hourly Rate:** $19.86
- **District Office/West Campus**
- **Effective:** 6/25/12
- **Selected to fill an open position**
- **Education:** High School Diploma, Catalina High School, Tucson, Arizona
- **Experience:** Mr. Weisenberger has nine years’ experience as a construction superintendent for Giles Construction Inc and BFL Construction in Tucson, Arizona; Sanders Engineering Company, Inc in Yorba Linda, California and IFCM Inc. in Gilbert, Arizona. He also has four years experience as a carpenter and two years experience as a millwright with construction firms in Tucson, Arizona. Mr. Weisenberger completed an apprenticeship in carpentry.

**Recruitment Overview:**
An external recruitment was conducted. Twenty-five applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

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### Approvals

**Contact Person**

Janet L. May

**Interim Chancellor**

Dr. Suzanne Miles
Meeting Date: 6/20/12

Item Title: Administrator Appointment

Contact Person: Janet L. May,
Vice Chancellor for Human Resources
(206-4624)

Recommendation:

The Interim Chancellor recommends the Board approve this Administrator appointment and requests that the Board authorize the Interim Chancellor or designee to sign the employment contract on behalf of the College District.

Background:

When Administrative vacancies occur, the recruitment process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and the name of the recommended candidate is brought forward to the Board for approval.

McIntosh, Keith W. 
Vice Chancellor for Information Technology

Salary: $148,188
Effective: 06/21/12

Education: Associate of Applied Science, Information Systems Technology, Community College of the Air Force, Montgomery, Alabama; Bachelor of Science, Management Information Systems, Bellevue University, Bellevue, Nebraska; Master of Business Administration, Information Technology Management, Trident University International, Cypress, California

Experience: Mr. McIntosh has over one year experience as the Acting Assistant Vice Chancellor for Information Technology and three years experience as the Director of Technical Services for Pima Community College in Tucson, Arizona. He also has twenty-five years experience in various positions in the United States Air Force, including multiple leadership and management positions of Information Technology departments.

Recruitment Overview:

An external recruitment was conducted. Twenty-five complete applications were received and sent the advisory group for screening. Three candidates were invited for interviews and public forums. Dr. Suzanne Miles, Interim Chancellor, recommends this candidate.
Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne Miles
**Adjunct Faculty Appointments**

**Item Title**

Adjunct Faculty Appointments

**Contact Person**

Janet L. May,
Vice Chancellor for Human Resources
(206-4624)

**Recommendation:**

The Interim Chancellor recommends these individuals as certified adjunct applicants. The Interim Chancellor also recommends that these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as noted below as temporary non-credit instructors.

**Justification:**

On a monthly basis, when new adjunct applicants have completed the application and certification process, their names will be brought forward to the Board for approval prior to beginning employment. Their names are then added to the list of approved adjunct faculty for current and future adjunct assignments subject to continued satisfactory job performance and the needs of the College.

The list contains individual background information and shows the initial academic discipline(s) in which adjunct faculty members are certified. Adjuncts may also teach in other disciplines if additional certifications are awarded, or as temporary non-credit instructors in areas for which they are qualified.

**Bruner, Yekaterina**

Discipline(s): Fashion Design and Clothing (Occupational/Workforce)
Salary: $710 per load hour
Education: Bachelor’s degree, Finance and International Relations, Universidad Externado de Colombia, Bogota, Colombia
Experience: Ms. Bruner is the owner of YK Studio, LLC in Tucson, Arizona where she designs and sells clothing. She also works as an image consultant. She has no formal teaching experience.
Chappell, Thomas W.
Discipline(s): Computer Information Systems (Occupational)
Salary: $710 per load hour
Education: Bachelor of Science, Business/Information Systems, University of Phoenix, Phoenix, Arizona; Master of Science, Computer Information Systems, University of Phoenix, Phoenix, Arizona
Experience: Mr. Chappell was the network administrator for the Southern Arizona Mental Health Center in Tucson, Arizona for six years. He currently works as an information technology instructor for ITT Technical Institute in Tucson, Arizona.

Cueto, Desiree W.
Discipline(s): Student Success (Academic), Writing (Academic), Reading (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Elementary/Special Education, Providence College, Providence, Rhode Island; Master of Education, Counseling and Personnel Services, University of Maryland, College Park, Maryland; Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Ms. Cueto has been a graduate teaching assistant in the Department of Education at the University of Arizona in Tucson, Arizona for three years. Prior to coming to Arizona, she was a school counselor in Maryland for seven years.

Diaz, Sarah M.
Discipline(s): Student Success (Academic), Psychology (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Business Administration/Marketing, University of Arizona, Tucson, Arizona; Master of Education, Human Relations, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Diaz has been an academic advisor and then program coordinator for the University of Arizona in Tucson, Arizona for the last eight years. She has no formal teaching experience.

Flores, Tiffany D.
Discipline(s): Education (Academic), Mathematics (Developmental)
Salary: $710 per load hour
Education: Bachelor of Science, Education, University of New Mexico, Albuquerque, New Mexico; Master of Arts, Secondary Education, University of New Mexico, Albuquerque, New Mexico
Experience: Ms. Flores was a middle school math teacher for the Jackson Middle School in Albuquerque, New Mexico for eight years prior to moving to Arizona.

Douglas, Frank J.
Discipline(s): Mathematics (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Mathematics, Iona College, New Rochelle, New York; Master of Science, Mathematics, University of Notre Dame, Notre Dame, Indiana
Experience: Mr. Douglas owns and operates Very Best Home Healthcare, LLC in Tucson, Arizona. Prior to owning a healthcare business, he worked as a computer scientist (Continued)
for more than 25 years. He taught mathematics at the University of Notre Dame in Notre Dame, Indiana for two years as a graduate student.

Gammon, Ph.D., Mary Lou B.
Discipline(s): Education (Academic), Writing (Academic Limited Exemption), Reading (Developmental), English as a Second Language (Developmental)
Salary: $710 per load hour
Education: Bachelor of Arts in Education, English, University of Arizona, Tucson, Arizona; Master of Science, Curriculum and Instruction, University of Wisconsin, Madison, Wisconsin; Doctor of Philosophy, Secondary Education, University of Arizona, Tucson, Arizona
Experience: Dr. Gammon has been an associate professor teaching online courses for Northern Arizona University in Flagstaff, Arizona for the last 26 years.

Gerr, Jaclyn S.
Discipline(s): Early Childhood Education (Academic)
Salary: $710 per load hour
Education: Bachelor of Science, Teaching, Minnesota State University, Mankato, Minnesota; Master of Education, Early Childhood Education, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Gerr works as a childcare support specialist at Easter Seals Blake Foundation in Tucson, Arizona. She provides technical and professional development support to child care providers. She has four years of experience working as a kindergarten teacher and lead teacher/assistant director for two childcare centers in Sells, Arizona and Shakopee, Minnesota.

Harrison, Lauren A.
Discipline(s): Writing (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Creative Writing, University of Arizona, Tucson, Arizona; Master of Fine Arts, English, University of Iowa, Iowa City, Iowa
Experience: Ms. Harrison has been a freelance writer for two years working for the online company Demand Studios. She is writing articles for web publishing. She was also a teaching assistant in both the English and Creative Writing Departments for two years at The University of Iowa in Iowa City, Iowa.

Mick, Richard L.
Discipline(s): Writing (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, English and Spanish, Butler University, Indianapolis, Indiana; Master of Fine Arts, Writing-Non Fiction, Columbia University, New York, New York
Experience: Mr. Mick has been teaching English as an adjunct for Brown Mackie College in Tucson, Arizona for the last two years.
Nicholas, Rosa
Discipline(s): Education (Academic), Reading (Developmental)
Salary: $710 per load hour
Education: Associate of Science, Early Childhood Education, Pima Community College, Tucson, Arizona; Bachelor of Arts in Education, Elementary Education, University of Arizona, Tucson, Arizona; Master of Education, Bilingual and Multicultural Education, Northern Arizona University, Flagstaff, Arizona; Master of Education, Early Childhood Education, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Nicholas has been working as a kindergarten teacher for more than five years. She currently works for the Marana Unified School District. She does not have formal adult teaching experience.

Ninawanka, Jose L.
Discipline(s): Spanish (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Spanish, University of Arizona, Tucson, Arizona; Master of Arts, Spanish, University of Arizona, Tucson, Arizona
Experience: Mr. Ninawanka has been a graduate associate in teaching at The University of Arizona where he has been teaching Spanish courses for more than 9 years.

Orringer, Christina A.
Discipline(s): Biology (Academic), Computer Information Systems (Occupational)
Salary: $710 per load hour
Education: Bachelor of Science, Zoology, State University of New York, Oswego, New York; Master of Science, Zoology, University of Connecticut, Storrs, Connecticut
Experience: Ms. Orringer has been a support system analyst for the math department at the University of Arizona in Tucson, Arizona for nine years. She was also a member of the biology faculty at Truman State University in Kirksville, Missouri.

Pack, Jenna N.
Discipline(s): Writing (Academic), Literature (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, English, University of Florida, Gainesville, Florida; Master of Arts, English, University of North Florida, Jacksonville, Florida
Experience: Ms. Pack has been an English instructor at the University of Arizona, Tucson, Arizona for two years. Prior to that, she worked as an editor for Select Portfolio Servicing in Jacksonville, Florida.

Sotelo, Manuel Mano G.
Discipline(s): Art for Professional Development (Developmental), Business (Academic)
Salary: $710 per load hour
Education: Bachelor of Fine Arts, Communication Design and Illustration, Otis College of Art and Design, Los Angeles, California; Master of Business Administration, University of Phoenix, Phoenix, Arizona

(Continued)
Experience: Mr. Sotelo is pursuing a Master of Fine Arts degree from the Academy of Art University in San Francisco, California. For more than ten years, he has been teaching at Southwest University of Visual Arts in Tucson, Arizona.

Sutton, Taliesin D.
Discipline(s): Mathematics (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Mathematics, University of Chicago, Chicago, Illinois; Master of Arts, Mathematics, University of Wisconsin, Madison, Wisconsin
Experience: Mr. Sutton has been a math instructor at the University of Arizona in Tucson, Arizona for six years. He also taught at the University of Wisconsin in Madison, Wisconsin for six years.

Vega, Ruby I.
Discipline(s): Psychology (Academic)
Salary: $710 per load hour
Education: Bachelor of Arts, Psychology, University of Arizona; Master of Arts, Educational Psychology, University of Arizona, Tucson, Arizona
Experience: Ms. Vega is working toward the Doctor of Philosophy in Educational Psychology degree at the University of Arizona. She currently teaches undergraduate psychology courses there. She has five years of university teaching experience.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne Miles
**ACTION ITEM**

**Meeting Date:** 6/20/12  
**Item Number:** 17.4

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<tr>
<th>Item Title</th>
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<tr>
<td>Temporary Appointments</td>
<td>Janet L. May, Vice Chancellor for Human Resources</td>
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**Recommendation:**

The Interim Chancellor recommends these individuals be employed as temporary employees. Once authorized by the Board of Governors, these individuals may be used as a pool of employees for current and future temporary assignments.

**Justification:**

Temporary employees, by practice and policy, are defined as employees who are assigned to work full-time, part-time or on an intermittent, as-needed basis for a specific period of time. With Board approval, these names will be added to the approved list of individuals to provide a pool of temporary employees for current and future temporary assignments, subject to continued satisfactory job performance and the needs of the College.

On a monthly basis, when new temporary employees, including new non-credit instructors, are hired, their names will be brought forward to the Board for approval prior to beginning employment with all other new appointments. The following summaries contain individual background information and show the initial campus and temporary position for which the individual is recommended. Temporary employees may also be employed in other positions in the future as the needs of the College change.

**Apostol, Farianne**  
**Office Aide**  
**NW**

**Effective:** 7/1/12  
**Student Services**

**Duration:** 2012-2013 Fiscal year  
**Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.**

**Hourly Rate:** $8.00

**Education:** Coursework, Pima Community College, Tucson, Arizona

**Experience:** Ms. Apostol has eight months experience as a Federal Work Study student aide at Pima Community College. She has been interviewed and recommended by Tammi Palmer, Student Services Manager, Northwest Campus.
### Armenta, Brenda
**Fiscal Support Technician**  
DV  
**Effective:** 7/2/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $14.31  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Armenta has three years experience as a bank teller for Wells Fargo Bank in Tucson, Arizona.

### Avila, Christian
**Office Aide**  
EC  
**Effective:** 6/21/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $8.00  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Mr. Avila has nine months experience as a Federal Work Study student aide at Pima Community College. He has been interviewed and recommended by Constance Strickland, Program Coordinator, East Campus.

### Bird, Deborah
**Laboratory Assistant**  
EC  
**Effective:** 6/21/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $12.39  
**Education:** Bachelor of Science, Botany, Master of Science, Agricultural Education, University of Arizona, Tucson, Arizona  
**Experience:** Ms. Bird has ten years experience as an adjunct biology faculty, one year experience as a temporary laboratory technician, and six months experience as a temporary laboratory specialist for Pima Community College. She is being submitted for approval after a six year separation from last employment with the College.

### Corcoran, Taylor
**Tutor I**  
DC  
**Mathematics**  
**Effective:** Submitted for pool only, effective date to be determined.  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $7.65  
**Education:** Coursework, University of Arizona, Tucson, Arizona  
**Experience:** Mr. Corcoran has one year experience as a mathematics and science tutor for the University of Arizona Strategic Alternative Learning Techniques Center in Tucson, Arizona. He was reviewed and recommended for the pool by Denise Kastigar, Learning Center Coordinator.
Cortez, Alexander  
**Tutor I** 
DV  
**Effective:** 6/21/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $7.65  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Mr. Cortez is currently a student at Pima Community College and has been interviewed and recommended by Gustavo Miranda, Mathematics Laboratory Specialist, Desert Vista Campus.

Dunn, Joni  
**Sign Language Interpreter** 
District-Wide  
**Effective:** 6/21/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $40.00  
**Education:** Bachelor of Art, Teachers of English to Speakers of Other Languages, Yerevan Cultural University, Yerevan, Armenia  
**Experience:** Ms. Dunn has ten years experience as an educational interpreter, nine years experience as an interpreter’s and transcriber’s supervisor, and three years as a deaf adult services interpreter with the San Diego City Schools in San Diego, California. She is licensed by the Arizona Commission for the Deaf and the Hard of Hearing and has a Certificate of Interpretation and Certificate of Transliteration from the Registry of Interpreters for the Deaf.

Dunnavant, Julie  
**Workforce Trainer** 
CC  
**Effective:** 7/23/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $20.00  
**Education:** Bachelor of Science, Family and Consumer Science Education, University of Arizona, Tucson, Arizona  
**Experience:** Ms. Dunnavant has six years experience as a culinary arts teacher for the Sunnyside School District in Tucson, Arizona. She also has five years experience as a center director for the Child and Family Resources in Tucson, Arizona.

Everman, Faith  
**Office Aide** 
WC  
**Effective:** 6/21/12  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $7.65  
**Education:** Associate of Art, Liberal Arts, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Everman has two months experience as a Federal Work Study office aide at Pima Community College. She was interviewed and recommended by Mary Kay Gilliland, Academic Dean, Science and Technology, West Campus.
Furest-Cataldo, Micaela  Tutor II    NW
Effective: 6/21/12  Chemistry
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Furest-Cataldo is currently a student at Pima Community College and has
been interviewed and recommended by Ed Gallagher, Learning Center Coordinator, Northwest Campus.

Garcia Fregoso, Jorge  Tutor I    WC
Effective: 8/17/12  Spanish and German
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $7.65
Education: Coursework, University of Arizona, Tucson, Arizona
Experience: Mr. Garcia Fregoso has three years experience as a tutor for Pima Community
College. He is being submitted for approval after a two year separation from last
employment with the College. He was interviewed and recommended by Diane
Miller, Advanced Program Manager, Academic Services, West Campus.

Garcia, Pablo  Office Aide    NW
Effective: 7/1/12   Student Services
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Garcia has four months experience as a Federal Work Study student aide for Pima Community College. He has been interviewed and recommended by Tammi Palmer, Student Services Manager, Northwest Campus.

Hettinger, Brenda  Program Assistant    CC
Effective: 6/21/12  Continuing Education
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $17.22
Education: Associate of Applied Science, Microcomputer Management Technology, State Technical Institute at Memphis, Memphis, Tennessee
Experience: Ms. Hettinger has two years experience as an office supervisor and eight years experience as an office automation specialist senior for the University of Arizona Department of Campus Recreation in Tucson, Arizona.
Irvin, Alan | Maintenance Support | NW  
---|---|---  
Effective: 6/21/12 | Facilities  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $9.00  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Irvin has over four years experience as a cashier and customer service representative for Cousins Subs and Sodexo in Tucson, Arizona. He has been interviewed and recommended by Joseph Portale, Facilities Operations Manager, Northwest Campus.

Leiker, Jason | Office Aide | NW  
---|---|---  
Effective: 7/1/12 | Student Services  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $8.00  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Leiker has two years experience as a Federal Work Study student ambassador and student aide for Pima Community College. He has been interviewed and recommended by Tammi Palmer, Student Services Manager, Northwest Campus.

Lominac, Zach | Tutor II | EC  
---|---|---  
Effective: 6/21/12 | Emergency Medical Technology  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $9.50  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Lominac is certified in Basic Life Support for Healthcare Providers, as a Firefighter I & II, and as an Emergency Medical Technician. He has been interviewed and recommended by Patricia Lohse, Emergency Medical Technology Instructional Faculty, East Campus.

Lorenz, Jeremaeh | Tutor I | WC  
---|---|---  
Effective: 6/21/12 | Mathematics  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $7.65  
Education: Coursework, El Camino College, Torrance, California; Pima Community College, Tucson, Arizona  
Experience: Ms. Lorenz is currently a student at Pima Community College and has been interviewed and recommended by Edward Smith, Engineering-Mathematics Instructional Faculty, West Campus.
Manding, Christina   Office Aide    NW
Effective: 7/1/12   Student Services
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Manding has nine months experience as a Federal Work Study student aide for Pima Community College. She has been interviewed and recommended by Tiffany Hastings-Kibbler, Program Coordinator Student Life, Northwest Campus.

Palmer, Karen   Instructor    WC
Effective: 6/21/12  STEM Grant
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.02
Education: Associate of Science, General Studies, Pima Community College, Tucson, Arizona; Bachelor of Science, Education, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Palmer has eight months experience as a tutor and five months experience as a Federal Work Study student aide for Pima Community College. She is being submitted for approval after a two year separation from last employment with the College.

Parkey, Kallie   Tutor II    EC
Effective: 6/21/12  Emergency Medical Technology
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $9.50
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Parkey has three years experience as a lifeguard and swimming instructor for the Lighthouse YMCA and the City of Tucson Parks and Recreation in Tucson, Arizona. She is certified in Cardio Pulmonary Resuscitation and Automated External Defibrillator for the Lifeguard and as an Emergency Medical Technician and has five months experience as a volunteer tutor for Pima Community College. She has been interviewed and recommended by Patricia Lohse, Emergency Medical Technology Instructional Faculty, East Campus.

Roberts, Tyler   Tutor II    NW
Effective: 6/21/12  Chemistry
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Bachelor of Science, Optical Sciences and Engineering, University of Arizona, Tucson, Arizona

(Continued)
Temporary Appointments

Experience: Mr. Roberts is currently a student at Pima Community College and has been interviewed and recommended by Ed Gallagher, Learning Center Coordinator, Northwest Campus.

Roque, Dorothy  Student Services Technician  DO
Effective: 6/21/12  Veterans Services
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $14.31
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Roque has nine months experience as a Federal Work Study student aide for Pima Community College. She also has three years experience as a customer service representative for various companies in Tucson, Arizona.

Roush, Andrew  Lab Assistant  EC
Effective: 6/21/12  Emergency Medical Technology
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $12.39
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Roush has one and a half years experience as a freshmen/junior varsity basketball head coach for the Vail Unified School District. He is certified in Cardio Pulmonary Resuscitation by the American Red Cross.

Schaeffer, John  Maintenance Support  NW
Effective: 6/21/12  Facilities
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $9.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Schaeffer has one year experience as a cashier for Sodexo in Tucson, Arizona. He has been interviewed and recommended by Joseph Portale, Facilities Operations Manager, Northwest Campus.

Schultz, Dillon  Office Aide  NW
Effective: 7/1/12  Student Services
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Schultz has eight months experience as a Federal Work Study student aide for Pima Community College. He has been interviewed and recommended by Tammi Palmer, Student Services Manager, Northwest Campus.

(Continued)
Temporary Appointments

Date: 6/20/12
Page 8

Solleveld, Robin  Student Services Advanced Specialist  NW
Effective: 7/1/12  Student Services
Duration: 2012-2013 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $19.86
Education: Bachelor of Art, Education, University of Wyoming, Laramie, Wyoming
Experience: Ms. Solleveld has eight years experience in student services at Pima Community
College, starting as a support assistant and recently retiring as a student services
advanced specialist.

Sotelo, Rosa  Instructor  DV
Effective: 6/21/12  Mathematics
Duration: 2012-2013 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $20.02
Education: Bachelor of Art, Secondary Education, University of Arizona, Tucson, Arizona
Experience: Ms. Sotelo has four years experience as a middle school mathematics teacher for
the Sahuarita Unified School District in Sahuarita, Arizona. She also has four
years experience as a mathematics adjunct for Pima Community College.

Sullivan, Jason  Tutor II  EC
Effective: 6/21/12  Emergency Medical Technology
Duration: 2012-2013 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $9.50
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Sullivan has one year experience as a flight paramedic for Arizona Lifeline
and one year experience as a paramedic for Southwest Ambulance in Tucson,
Arizona. He is certified in Basic Life Support for Health Care Providers, as an
Advanced Cardiovascular Life Support Provider, Pediatric Advanced Life
Support Provider, Neonatal Resuscitation Program Provider, Prehospital Trauma
Life Support Advanced Provider, Advanced Medical Life Support Advanced
Provider and Emergency Medical Technician. He has been interviewed and
recommended by Patricia Lohse, Emergency Medical Technology Instructional
Faculty, East Campus.

Thomas, Nathalie  Laboratory Specialist  DV
Effective: 6/21/12  Fitness
Duration: 2012-2013 Fiscal year
  Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $17.22
Education: Associate of Art, Health and Wellness, Rose State Community College, Midwest
City, Oklahoma; Bachelor of Science, Human Development and Psychology,
Prescott College, Prescott, Arizona

(Continued)
Experience: Ms. Thomas has five years experience as a fitness coordinator at the Arthur J. Benko Fitness and Sport Center at Davis-Monthan Air Force Base in Tucson, Arizona. She also has two years experience as a health and wellness fitness specialist at Rose State College in Midwest City, Oklahoma.

Tobin, Jennifer  Tutor I  DC  Mathematics
Effective: Submitted for pool only, effective date to be determined.
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.65
Education: Bachelor of Science, Chemical Engineering, University of Arizona, Tucson, Arizona
Experience: Ms. Tobin has over one year experience as a courtesy clerk at Basha’s in Tucson, Arizona. She has been recommended by Denise Kastigar, Learning Center Coordinator, Downtown Campus.

Trejo, Mauricio  Tutor II  EC  Emergency Medical Technology
Effective: 6/21/12
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $9.50
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Trejo is certified in Basic Life Support for Health Care Providers and as an Emergency Medical Technician. He is currently a student at Pima Community College and has been interviewed and recommended by Patricia Lohse, emergency medical technology Instructional Faculty, East Campus.

Valencia, Aracely  Office Aide  EC  Student Life
Effective: 6/21/12
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $8.00
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Valencia has four months experience as a Federal Work Study student aide at Pima Community College. She has been interviewed and recommended by Constance Strickland, Coordinator Student Life, East Campus.

Versluis, Evelyn  Support Technician  WC  Disabled Student Resources
Effective: 6/21/12
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $13.36
Education: High School Diploma, Bisbee High School, Bisbee, Arizona

(Continued)
Experience: Ms. Versluis has ten years experience as a senior administrative assistant for Tucson Unified School District in Tucson, Arizona. She also has two years experience as an administrative assistant for Youth on Their Own in Tucson, Arizona.

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<th>Villanueva, Danelle</th>
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<td>Education: Coursework, Pima Community College, Tucson, Arizona</td>
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<tr>
<td>Experience: Ms. Villanueva is currently a student at Pima Community College and has been recommended by Maggie Golston, Adjunct Writing Faculty, Desert Vista Campus.</td>
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<th>Vornholt, Sarah</th>
<th>Support Technician</th>
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<td>Hourly Rate: $13.36</td>
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<tr>
<td>Education: Bachelor of Art, Theatre, Arizona State University, Tempe, Arizona</td>
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<td>Experience: Ms. Vornholt has one year experience as a graduate assistant contract coordinator for the University of Hawaii, Office of Research Services. She also has six months experience as a receptionist for Richard Meier &amp; Partners in New York, New York.</td>
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<tr>
<th>Weiser, Jon</th>
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<td>Education: Coursework, Pima Community College, Tucson, Arizona</td>
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<td>Experience: Mr. Weiser is currently a student at Pima Community College and has been recommended by Denise Kastigar, Learning Center Coordinator, Downtown Campus.</td>
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<th>Williams, Maria Elena</th>
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<td>Hourly Rate: $7.65</td>
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<td>Education: Coursework, University of Arizona, Tucson, Arizona</td>
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(Continued)
Experience: Ms. Williams has three years experience as a mathematics tutor for the University of Arizona Think Tank.

Williams, Vanessa  
Tutor I  
DV
Effective: Science  
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.65  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Ms. Williams has been interviewed and recommended by Mischala Crist, Biology Instructional Faculty, Desert Vista Campus.

Wise, Dawn  
Sign Language Interpreter  
District-Wide
Effective: 6/21/12  
Disabled Student Resources  
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $40.00  
Education: Bachelor of Science, Special Education and Rehabilitation, Master of Public Administration, Criminal Justice and National Security Analysis, University of Arizona, Tucson, Arizona  
Experience: Ms. Wise has ten years experience as staff interpreter for the University of Arizona. She is licensed by the Arizona Commission for the Deaf and the Hard of Hearing and has a Certificate of Interpretation and Certificate of Transliteration from the Registry of Interpreters for the Deaf.

Approvals

Contact Person ________________________________  
Janet L. May

Interim Chancellor __________________________________  
Dr. Suzanne L. Miles
**Meeting Date:** 6/20/12

**Item Number:** 17.5

**Item Title**

Interim Chancellor Salary Calculation

**Contact Person**

Janet L. May,  
Vice Chancellor for Human Resources  
(206-4624)

**Recommendation:**

Dr. Suzanne Miles is in an acting position as Interim Chancellor and as such should be treated like any other employee in an acting position when steps are awarded and the re-calculation of acting salary. The contract amendment is attached.

**Justification:**

On April 11, 2012 the Board of Governors approved a salary reduction for Dr. Suzanne Miles in accordance with how employees are paid who serve in acting assignments. Employees in acting assignments have their salary re-calculated when steps are awarded.

**Approvals**

Contact Person ______________________________

Janet L. May

Interim Chancellor ______________________________

Dr. Suzanne L. Miles
This Addendum to Contract of Employment as Interim Chancellor (“Addendum”), effective as of June 13, 2012, is entered into between the PIMA COUNTY COMMUNITY COLLEGE DISTRICT (“PCC” or the “College”), through its Governing Board (“Governing Board”), and Dr. Suzanne Miles (“Dr. Miles”).

RECITALS: The following events have resulted in the preparation of this Addendum:

A. On February 29, 2012, the Governing Board entered into a Contract of Employment as Interim Chancellor (“Contract”) with Dr. Miles. The base salary to be paid to Dr. Miles was set out in paragraph 3 of the Contract. Paragraph 3 of the Contract also included a provision that stated that Dr. Miles would receive the same the same percentage salary increase as is provided by the College to PCC administrators as a group.

B. On April 11, 2012, at Dr. Miles’ request, Paragraph 3 of the Contract was amended by means of a document entitled Amendment to Contract of Employment as Interim Chancellor (“Amendment”) in order to reduce Dr. Miles’ salary. Paragraph 3 of the Contract, as amended by the Amendment, reads as follows:

3. Salary and Salary Increases. In consideration for the performance by Miles of the services and duties set forth herein, PCC shall pay to Miles an annual salary of One Hundred Ninety-Seven Thousand Sixty One Dollars ($197,061.00), plus increases as set forth in this paragraph, which annual salary shall be apportioned and paid on the payroll period schedule in effect for twelve (12) month employees of the College. The salary set out in this paragraph shall be increased by a percentage increase that equals any salary increase that is provided by the College to PCC administrators as a group.

C. As with the Contract, the Amendment provides that the salary paid to Dr. Miles shall be increased by the same percentage increase that is provided by the College to PCC administrators as a group.

D. By this Addendum, the Governing Board and Dr. Miles desire to clarify and confirm that Dr. Miles is currently serving in an acting position and the phrase “salary increase” in Paragraph 3 of the Contract, as amended by the Amendment, is intended to include the salary increase that would normally accrue to an employee serving in an acting position when step increases are awarded.

THEREFORE, the parties hereby agree as follows:

1. Paragraph 3 of Dr. Miles Contract with PCC, as amended by the Amendment, shall be further amended as specifically described in paragraph 2 below to clarify and confirm that (a) Dr. Miles is currently serving in an acting position and (b) the term “salary increase” in Paragraph 3 of the Contract and Amendment is intended to include the salary increase that would normally accrue to an employee serving in an acting position when step increases are awarded.
2. Therefore, paragraph 3 of Dr. Miles Contract with PCC, as amended by the Amendment and as further clarified and/or amended by this Addendum, shall now read as follows:

3. **Salary and Salary Increases.** In consideration for the performance by Miles of the services and duties set forth herein, PCC shall pay to Miles an annual salary of One Hundred Ninety-Seven Thousand Sixty One Dollars ($197,061.00), plus increases as set forth in this paragraph, which annual salary shall be apportioned and paid on the payroll period schedule in effect for twelve (12) month employees of the College. The salary set out in this paragraph shall be increased by a percentage increase that equals any salary increase that is provided by the College to PCC administrators as a group. The parties agree that (a) Dr. Miles’ current employment with PCC as Interim Chancellor is an acting position and (b) the term “salary increase” in this paragraph 3 includes, but is not limited to, the salary increase that normally accrues to an employee serving in an acting position when step increases are awarded.

4. Except as clarified, confirmed and/or modified by this Addendum, all other terms of the Contract and Amendment between Dr. Miles and PCC shall remain in full force and effect and are hereby reaffirmed.

Execution of this Addendum was authorized by the Pima Community College Governing Board at a legally convened public meeting held on June 13, 2012.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

By: ___________________________ Date _____________
Scott Stewart, Governing Board Chairperson

_____________________________ Date _____________
Suzanne Miles, Interim Chancellor
Meeting Date: 6/20/12  

Item Number: 17.6

Item Title: Unclassified Rates for Temporary Employment  
Contact Person: Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation:
The Interim Chancellor recommends the Board of Governors approve changes to the Unclassified Pay Rates for temporary assignments for regular and adjunct faculty as presented.

Background:
The salary adjustments are consistent with the changes to the faculty salary schedule for fiscal year 2012/2013. All other unclassified pay rates remain unchanged.

<table>
<thead>
<tr>
<th>Faculty Supplemental Assignments</th>
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<tr>
<td>Grade</td>
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<th>Adjunct Faculty Rate</th>
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<tr>
<td>Grade</td>
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The effective date for change is August 15, 2012

Financial Consideration:
It is expected current funding sources will be sufficient as allocated or accommodated through appropriate budget adjustments for the upcoming fiscal year.

Approvals

Contact Person: Janet L. May

Interim Chancellor: Dr. Suzanne L. Miles
**Meeting Date:** 6/20/12  
**Item Number:** 17.7

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>2013-2014 Academic Calendar</td>
<td>Charlotte A. Fugett, Acting Provost and Executive Vice Chancellor (206-4999)</td>
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**Recommendation:**

The Chancellor recommends that the Board of Governors accept the proposed 2013-2014 Academic Calendar. The calendar may be subject to revision if necessary.

**Justification:**

Beginning with the 1999 – 2001 academic years, the College has published a two year academic calendar. It has been carefully constructed to maintain an equitable number of days of instruction among the various terms at the College. The calendar also includes add/drop, withdrawal and refund dates, as well as identification of the 45th day for the spring and fall terms of each year. It was recommended during the 2005-2006 academic year that the College publish a two year rolling calendar by adding a new academic year to the existing calendar each year. The 2013-2014 calendar has been reviewed by the Pima Community College Faculty Senate, PCCEA and approved by the Academic Calendar Standing Committee and Chancellor’s Cabinet.

The academic calendar is a planning tool for students, faculty, administrators and staff and delineates the beginning and ending dates of all primary academic events within the College. The academic calendar is also organized, as is feasible, to coincide with other educational entities in the community.

**College Plan Initiative:**

The two-year rolling calendar supports the 2011-2013 College Plan Initiative 5: Enhance Operations.

**Financial Considerations:**

None.

**Approvals**

- **Contact Person**  
  Charlotte A. Fugett

- **Interim Chancellor**  
  Dr. Suzanne L. Miles
## Fall 2013

### Inst. Faculty Accountability Days Begin
- Wed. Aug 21

### ALL COLLEGE DAY (College Closed)
- Fri. August 23

### Holidays and Breaks
- Labor Day Holiday (College Closed) Mon. Sep. 2
- Veterans Day Holiday (College Closed) Mon. Nov. 11
- Thanksgiving Holiday (College Closed) Thu. Nov. 28 - Sun. Dec. 1
  - College Offices Closed Tue. Dec. 24 (closed at noon) - Wed. Jan. 1
- College Offices Closed Tue. Dec. 24 (closed at noon) - Wed. Jan. 1

### Early Registration Payment Deadline
- Fri. Aug. 9

### 16 Week Traditional Semester
- Classes Begin Wed. Aug. 28
- Add Period Wed. Aug. 28 - Wed. Sep. 4
- Drop/Refund/Audit Deadline Mon. Sep. 9
- Student Withdrawal Deadline Thu. Nov. 14
- Final Exam Week Sat. Dec. 14** - Fri. Dec. 20
- End of Traditional Semester Fri. Dec. 20
- Final Grades Due Tue. Dec. 24-noon

### 1st 8 Week Session
- 1st 8 Week Session Begins Wed. Aug. 28
- Add/Drop/Refund/Audit Deadline Wed. Sep. 4
- Student Withdrawal Deadline Thu. Oct. 3
- 1st 8 Week Session Ends Wed. Oct. 23
- 1st 8 Week Final Grades Due Fri. Oct. 25

### 2nd 8 Week Session
- 2nd 8 Week Session Begins Thu. Oct. 3
- Add/Drop/Refund/Audit Deadline Thu. Oct. 31
- Student Withdrawal Deadline Wed. Dec. 4
- 2nd 8 Week Session Ends Thu. Dec. 19
- 2nd 8 Week Final Grades Due Mon. Dec. 23

### 1st 5 Week Session
- 1st 5 Week Session Begins Wed. Aug. 28
- Add Deadline Thu. Aug. 29
- Drop/Refund/Audit Deadline Tue. Sep. 3
- Student Withdrawal Deadline Fri. Sep. 20
- 1st 5 Week Session Ends Wed. Oct 2
- 1st 5 Week Final Grades due Mon. Oct. 7

### 2nd 5 Week Session
- 2nd 5 Week Session Begins Thu. Oct. 3
- Add Deadline Thu. Oct. 4
- Drop/Refund/Audit Deadline Tue. Oct. 8
- Student Withdrawal Deadline Fri. Oct. 25
- 2nd 5 Week Session Ends Wed. Nov. 6
- 2nd 5 Week Final Grades due Mon. Nov. 11

### 3rd 5 Week Session
- 3rd 5 Week Session Begins Thu. Nov. 7
- Add Deadline Fri. Nov. 8
- Drop/Refund/Audit Deadline Wed. Nov. 13
- Student Withdrawal Deadline Wed. Dec. 4
- 3rd 5 Week Session Ends Mon. Dec. 16
- 3rd 5 Week Final Grades Due Thu. Dec. 19

### 14 Week 'Late Start' Term
- 14 Week 'Late Start' Session Begins Tue. Sep. 10
- Add/Drop/Refund/Audit Deadline Wed. Sep. 18
- Student Withdrawal Deadline Fri. Nov. 15
- 14 Week 'Late Start' Session Ends Tue. Dec. 17
- 14 Week 'Late Start' Final Grades Due Fri. Dec. 20

### 45th Day Census
- Fri. Oct. 11

### Fall Graduation Application Deadline
- Fri. Oct. 19

### Spring Registration Begins
- Mon. Nov. 11

### Spring Financial Aid Priority Deadline
- Fri. Nov. 15

### Faculty Accountability Days End
- Fri. Dec. 20

### Winter Intersession 2013-2014

| Classes Begin | Mon. Dec. 23 |
| Add Deadline | Mon. Dec. 23 |
| Drop/Refund/Audit Deadline | Tue. Dec. 24 |
| Student Withdrawal Deadline | Thu. Jan. 2 |

| No Classes | Wed. Dec. 25 |
|            | Wed. Jan. 1 |

| Classes End | Fri. Jan. 10 |
| Final Grades Due | Wed. Jan. 15 |

**Grading Window Opens for 16 wk, 14 wk, 2nd 8 wk, and 3rd 5 wk**

Refer students to "MyPima" MySchedule channel for specific course drop/refund/withdrawal deadlines
### Spring 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inst. Faculty Accountability Days Begin</td>
<td>Tue. Jan. 14</td>
</tr>
<tr>
<td>College Offices Re-open</td>
<td>Thu. Jan. 2</td>
</tr>
<tr>
<td>All Faculty Day</td>
<td>TBD</td>
</tr>
<tr>
<td>Holidays and Breaks</td>
<td></td>
</tr>
<tr>
<td>MLK, Jr. Holiday (College Closed)</td>
<td>Mon. Jan. 20</td>
</tr>
<tr>
<td>Rodeo Holiday (College Closed)</td>
<td>Thu. Feb. 20 - Fri. Feb. 21</td>
</tr>
<tr>
<td>(College offices open Mon - Fri 8:00am - 5:00pm)</td>
<td></td>
</tr>
<tr>
<td>Early Registration Payment Deadline</td>
<td>Fri. Jan. 10</td>
</tr>
<tr>
<td><strong>16 Week Traditional Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tue. Jan. 21</td>
</tr>
<tr>
<td>Add Period</td>
<td>Tue. Jan. 21 - Tue. Jan. 28</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Mon. Feb. 3</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Thu. Apr. 10</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Wed. May 14** - Tue. May 20</td>
</tr>
<tr>
<td>End of Traditional Semester</td>
<td>Tue. May 20</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Tue. May 27</td>
</tr>
<tr>
<td><strong>1st 8 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>1st 8 Week Session Begins</td>
<td>Tue. Jan. 21</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Tue. Jan. 28</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wed. Feb. 26</td>
</tr>
<tr>
<td>1st 8 Week Session Ends</td>
<td>Sun. Mar. 16</td>
</tr>
<tr>
<td>1st 8 Week Final Grades Due</td>
<td>Wed. Mar. 19</td>
</tr>
<tr>
<td><strong>2nd 8 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>2nd 8 Week Session Begins</td>
<td>Mon. Mar. 24</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Mon. Mar. 31</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Thu. May 1</td>
</tr>
<tr>
<td>2nd 8 Week Session Ends</td>
<td>Mon. May 19</td>
</tr>
<tr>
<td>2nd 8 Week Final Grades Due</td>
<td>Thu. May 22</td>
</tr>
<tr>
<td><strong>1st 5 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>1st 5 Week Session Begins</td>
<td>Tue. Jan. 21</td>
</tr>
<tr>
<td>Add Deadline</td>
<td>Wed. Jan. 22</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Mon. Jan. 27</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wed. Feb. 12</td>
</tr>
<tr>
<td>1st 5 Week Session Ends</td>
<td>Wed. Feb. 26</td>
</tr>
<tr>
<td>1st 5 Week Final Grades Due</td>
<td>Mon. Mar. 3</td>
</tr>
<tr>
<td><strong>2nd 5 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>2nd 5 Week Session Begins</td>
<td>Thu. Feb. 27</td>
</tr>
<tr>
<td>Add Deadline</td>
<td>Fri. Feb. 28</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Tue. Mar. 4</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Fri. Mar. 28</td>
</tr>
<tr>
<td>2nd 5 Week Session Ends</td>
<td>Wed. Apr. 9</td>
</tr>
<tr>
<td>2nd 5 Week Final Grades Due</td>
<td>Mon. Apr. 14</td>
</tr>
<tr>
<td><strong>3rd 5 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>3rd 5 Week Session Begins</td>
<td>Thu. Apr. 10</td>
</tr>
<tr>
<td>Add Deadline</td>
<td>Tue. Apr. 11</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Thu. Apr. 15</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Fri. May 2</td>
</tr>
<tr>
<td>3rd 5 Week Session Ends</td>
<td>Wed. May 14</td>
</tr>
<tr>
<td>3rd 5 Week Final Grades Due</td>
<td>Mon. May 19</td>
</tr>
<tr>
<td><strong>14 Week 'Late Start' Term</strong></td>
<td></td>
</tr>
<tr>
<td>14 Week 'Late Start' Session Begins</td>
<td>Tue. Feb. 4</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Tue. Feb. 11</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wed. Apr. 16</td>
</tr>
<tr>
<td>14 Week 'Late Start' Session Ends</td>
<td>Tue. May 20</td>
</tr>
<tr>
<td>14 Week 'Late Start' Final Grades Due</td>
<td>Tue. May 27</td>
</tr>
<tr>
<td><strong>45th Day Census</strong></td>
<td>Thu. Mar. 6</td>
</tr>
<tr>
<td><strong>Spring Graduation Application Deadline</strong></td>
<td>Wed. Feb. 19</td>
</tr>
<tr>
<td><strong>Summer Registration Begins</strong></td>
<td>Mon. Mar. 17</td>
</tr>
<tr>
<td><strong>Fall Registration Begins</strong></td>
<td>Mon. Apr. 7</td>
</tr>
<tr>
<td>Fall Financial Aid Priority Deadline</td>
<td>Fri. Apr. 4</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td>Thu. May 22 *</td>
</tr>
<tr>
<td><strong>Faculty Accountability Days End</strong></td>
<td>Thu. May 22 *</td>
</tr>
<tr>
<td>* Note: Graduation is a Faculty Day of Accountability</td>
<td></td>
</tr>
<tr>
<td><strong>Grading Window Opens for 16 wk, 14 wk, 2nd 8 wk, and 3rd 5 wk</strong></td>
<td></td>
</tr>
</tbody>
</table>

Refer students to "MyPima" MySchedule channel for specific course drop/refund/withdrawal deadlines
Summer 2014

Holidays and Breaks

- Memorial Day (college Closed) Mon. May 26
- Independence Day (College Closed) Fri. Jul 4

Early Registration Payment Deadline Fri. May 16

Session A

- Classes Begin Tue. May 27
- Add Deadline Wed. May 28
- Drop/Refund/Audit Deadline Fri. May 30
- Student Withdrawal Deadline Wed. Jun. 18
- Classes End Mon. Jun. 30
- Session A Final Grades Due Thu. Jul. 1

Session B

- Classes Begin Tue. Jul. 1
- Add Deadline Wed. Jul. 2
- Drop/Refund/Audit Deadline Mon. Jul. 7
- Student Withdrawal Deadline Thu. Jul. 24
- Classes End Wed. Aug. 6
- Session B Final Grades Due Mon. Aug. 10

Session C

- Classes Begin (8 week Session) Tue. May 27
  Add/Drop/Refund/Audit Deadline Tue. Jun. 3
  Std. Withdrawal Deadline (8 week session) Wed. Jul. 2
  End of Classes (8 week Session) Tue. Jul. 22
  8 Week Final Grades Due Fri. Jul. 25

- Classes Begin (10 week Session) Tue. May 27
  Add/Drop/Refund/Audit Deadline Tue. Jun. 3
  Std. Withdrawal Deadline (10 week session) Mon. Jul. 14
  End of Classes (10 week Session) Tue. Aug. 5
  10 Week Final Grades Due Fri. Aug. 8

Summer Graduation App Deadline Fri. Jun. 27

Refer students to "MyPima" MySchedule channel for specific course drop/refund/withdrawal deadlines
ACTION ITEM

Meeting Date: 6/20/12

Item Number: 17.8

Item Title
Grant Award: Arizona Commission for Postsecondary Education, Arizona Leveraging Educational Assistance Partnership Program

Contact Person
Ms. Charlotte Fugett, Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Arizona Leveraging Educational Assistance Partnership program grant awards from the Arizona Commission for Postsecondary Education in Support of the Title IV Federal Student Financial Aid for the period July 1, 2012 through June 30, 2013.

Justification:

The Arizona Leveraging Educational Assistance Partnership (AzLEAP) program, establishes a grant to Arizona resident students who are in need of financial assistance. Other eligibility requirements for students to receive funds are:

1. Be enrolled or accepted for enrollment on at least a half-time basis in an eligible program;
2. Maintain satisfactory academic progress in a course of study as defined by the institution; and
3. Not be in default or owe repayment of a federal grant or loan.

Arizona Leveraging Educational Assistance Partnership (AzLEAP) Program funds are a secondary source of financial aid for students, with the primary source being awarded from other federal financial aid programs. During the 2011-2012 academic year, 379 students received AzLEAP Program funds.

College Plan Initiative:

This program supports the 2011-2013 College Plan Initiative 2, Strategy 2.5, increase student success.

Financial Considerations:

The COLLEGE will receive notification from the Arizona Commission for Postsecondary Education of an initial funding authorization for Leveraging Educational Assistance Partnership Program funds in the estimated amount of $305,132.00. The authorization is for 2012-2013.

As a condition of the grant, the COLLEGE is required to provide estimated funds in the amount of $160,596.00, which represents the proportionate share of institutional participating funds for
the AzLEAP Program. This contribution includes a dollar for dollar match less the administrative costs (5%) to help defray the cost of the state’s administration of the program. The total amount available to award to students from state and institutional funds for the grant program is an estimated $289,875.00. The participating institutional funds are budgeted for expenditure in the General (Operating) Budget. Final figures will be reported after receipt from the State of Arizona.

Approvals

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Charlotte A. Fugett</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Charlotte A. Fugett</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Interim Chancellor</th>
<th>Dr. Suzanne L. Miles</th>
</tr>
</thead>
</table>
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 6/20/12

Item Number: 17.9

Item Title: Extension of Intergovernmental Agreement: Pima County Sheriff’s Department

Contact Person: Dr. Lorraine Morrales, Acting President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Community Campus contract entitled “Extension of Intergovernmental Agreement between Pima County Community College District and the Pima County Sheriff's Department for An Adult Education Program.” The extension continues a program for providing GED classes and testing for inmates of the Pima County Jail. The contract will run from July 1, 2012 through June 30, 2013, after which time the contract will be extended for an additional five years.

Justification:

Pima Community College Adult Education (PCCAE) has been providing Adult Education programs to the Pima County Sheriff's Jail since 1990. The renewal of the original IGA was approved in 2009 with an option to extend for four additional years. This agreement supersedes all prior extensions and shall be extended for an additional five years, which will include a gradual increase of indirect costs not to exceed 27%.

This agreement will permit the continuation of the Jail Education Program by providing GED preparation and Adult Education classes. Specific terms of the agreement include curriculum and instruction for the Adult Detention Center. PCCAE provides services to approximately 400 students annually and administers the GED exam to approximately 60 students every year. The GED program is a joint computer-assisted learning program that offers adult male and female inmates without a high school diploma the opportunity to acquire a GED and learn computer skills.

College Plan Initiative:

These contract activities support the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.6, "Strengthen connections between the College and community," item 4.6.7, "Identify and connect to community partners to embed the value of education into the community."

(Continued)
Financial Considerations:

The total budgeted amount is $139,360 for a one-year period. The table below illustrates the expense items to be invoiced under the contract.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education and GED Instruction</td>
<td>$105,350</td>
</tr>
<tr>
<td>Program Coordination</td>
<td>15,838</td>
</tr>
<tr>
<td>Instructional Supplies and Texts</td>
<td>1,500</td>
</tr>
<tr>
<td>Instructional Staff Travel</td>
<td>3,000</td>
</tr>
<tr>
<td>GED Examiner</td>
<td>2,880</td>
</tr>
<tr>
<td>GED Exams (60)</td>
<td>6,000</td>
</tr>
<tr>
<td>GED Coordination</td>
<td>720</td>
</tr>
<tr>
<td>Indirect Costs 3%</td>
<td>4,072</td>
</tr>
<tr>
<td><strong>TOTAL COSTS</strong></td>
<td><strong>$139,360</strong></td>
</tr>
</tbody>
</table>

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
Dr. Lorraine Morales

Interim Chancellor  
Dr. Suzanne L. Miles
### ACTION ITEM

**Meeting Date:** 6/20/12  
**Item Number:** 17.10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Services</td>
<td>Dr. David Bea, Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the firms of DeConcini, McDonald, Yetwin & Lacy; Waterfall, Economidas, Caldwell, Hanshaw and Villamana; and Fennemore Craig to provide legal representation to the College through June 30, 2013. The College plans to prepare a request for proposals during fiscal year 2013 for legal services.

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**Approval**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. David Bea</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
</tbody>
</table>
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the renewal of a contract with Blackstone Security Services, Inc. to provide supplemental security services for the period July 1, 2012 through June 30, 2013.

Justification:

Due to a shortage of personnel, the College contracts with Blackstone Security Services, Inc. to provide supplemental security services at the following locations: El Rio Learning Center, El Pueblo Liberty Learning Center, Eastside Learning Center, Roberts Center, Northwest Campus, Community Campus, Desert Vista Campus, and East Campus. The College has contracted with Blackstone Security Services, Inc. since July 2010 through a state cooperative agreement.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The supplemental security services contract costs are not expected to exceed $240,000 for fiscal year 2013 and are included in the operating budget.

Approvals

Contact Person ________________________________

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

Interim Chancellor______________________________

Dr. Suzanne L. Miles
**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve a contract with ISS Facility Services to provide custodial services for the period August 1, 2012 through July 31, 2013. The custodial services contract costs are not expected to exceed $1,600,000 for the first year.

**Justification:**

The College has contracted with ISS Facilities Services since 2007 following a competitive selection process. The College has utilized contracted custodial cleaning services for numerous College locations including all six Campuses, District Office, Maintenance & Security, and Learning and Technology Centers. The services provided include day porters as well as routine and seasonal cleaning throughout the District. Specialized and emergency cleaning is provided as needed.

The current contract with ISS Facility Services expires on July 31, 2012. In anticipation of this, the College prepared a Request for Proposals (RFP) to seek proposals from qualified firms. The RFP was posted on the College’s website and was advertised in a regional newspaper.

A selection committee consisting of seven employees representing Facilities Operations, Campus Administration, Environmental Health & Safety, and Finance was established and tasked with evaluating proposals. A total of nine vendors responded to the RFP and as a part of the process these vendors toured the College facilities that are covered by the contract. Vendors then submitted sealed proposals and pricing bids. Submitted proposals were evaluated based on the following: staffing; references; service and cost. The three highest rated vendors were invited to present their proposals orally to the committee. ISS Facility Services was recommended for the contract award following the presentations.

The initial contract period is 5 years and is renewable annually.

**College Plan Initiative:**

Initiative 5: Enhance Operations

(Continued)
Financial Considerations:

The custodial services contract costs are not expected to exceed $1,600,000 for the first year, including a 5% contingency to cover any increase in square footage or additional services required for emergencies. The costs have been included in the fiscal year 2013 budget. The total cost includes approximately $175,000 in cost savings compared to the current contract.

Approvals

Contact Person ________________________________

Dr. David Bea

Interim Chancellor ________________________________

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

ACTIONS ITEM

Meeting Date: 6/20/12  
Item Number: 17.13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Transportation Services | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with South of the Border Tours to provide transportation services for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $115,000 for fiscal year 2013.

Justification:

The College awarded a transportation services contract to South of the Border Tours in July 2011 as a result of a competitive bid. The contract was for one year with the option to renew for four additional years; this renewal will be year two of the contract. The services provided by South of the Border Tours include transportation services required for College business, athletic events and grant activities.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs are not expected to exceed $115,000 and are incorporated into the fiscal year 2013 budget.

Approvals

Contact Person  
Dr. David Bea

Interim Chancellor  
Dr. Suzanne L. Miles
**ACTIONS ITEM**

**Meeting Date:** 6/20/12  
**Item Number:** 17.14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Fuel and Fuel Card Management System | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration  
(206-4519) |

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve a contract with Voyager Fleet Systems to provide fuel cards and a management system to track expenditures for the period July 1, 2012 through June 30, 2013. The contract costs are not expected to exceed $150,000 for fiscal year 2013.

**Justification:**

The College contracts with Voyager Fleet Systems, using a state cooperative agreement, for fuel cards used for gasoline purchases for College vehicles in addition to a management system to track expenditures. As a result of the increase in the cost of gasoline, this contract requires Board of Governors approval.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

The contract costs are not expected to exceed $150,000 and are incorporated into the fiscal year 2013 budget.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
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</thead>
<tbody>
<tr>
<td>Dr. David Bea</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
</tbody>
</table>
ACTION ITEM

Meeting Date:  6/20/12               Item Number:  17.15

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

Recommendation:

The Interim Chancellor recommends the Board of Governors approve a contract with The Arizona School Risk Retention Trust, Inc. to provide general liability and automobile liability and physical damage insurance for the period July 1, 2012 through June 30, 2013. The projected fiscal year 2013 premium is $419,119.

Justification:

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

The College has purchased general liability and auto insurance through The Arizona School Risk Retention Trust, Inc. (“The Trust”) since 2002. The Trust continues to provide to the College the most cost-effective alternative for entities like the College which face diverse exposures and maintain a fully-insured insurance program.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The projected annual premium is $419,119, a 3.8 percent reduction compared to the current premium. The primary cause for the reduction is decreased enrollment during the underwriting rating period. The estimated premiums for the insurance policy and an additional $50,000 for liability deductibles have been incorporated into the fiscal year 2013 budget.

Approvals

Contact Person ________________________________

Dr. David Bea

Interim Chancellor____________________________________

Dr. Suzanne L. Miles
Meeting Date: 6/20/12  Item Number:  17.16

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

Recommendation:

The Interim Chancellor recommends the Board of Governors approve a participation agreement with The Midwest Higher Education Compact for the period July 1, 2012 through June 30, 2013. The estimated annual premium and deductible is projected to not exceed $177,500.

Justification:

The College has purchased property insurance through participation in The Midwest Higher Education Compact (“The Compact”) since 2007. The Compact is a group purchasing consortium comprised of 51 participating institutions of higher education spread across 13 states insuring over $82 billion in property values. Participating institutions, by pooling property values, receive property coverage not available to individual participants at rates reflecting the additional purchasing power. In addition, The Compact contracts with an administrator (Marsh, Inc.) which provides program oversight and ongoing management with allocated loss control consulting. The terms of participation in The Compact include provisions for the accrual of equity in The Compact with the availability of a dividend paid to participating members based on group and individual loss histories.

Financial Considerations:

The conservatively estimated annual premium is expected not to exceed $127,500, reflecting an approximate 9% rate increase, plus allocated surplus taxes. The estimated premiums for the insurance policy and an additional $50,000 for property loss deductibles have been incorporated into the fiscal year 2013 College budget.

Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor_____________________________________
Dr. Suzanne L. Miles
Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTIONS ITEM

Meeting Date: 6/20/12
Item Number: 17.17

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Workers’ Compensation Insurance</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a contract with Mountain West Agency Services, Inc., representing State Compensation Fund Arizona (SCF), to provide workers’ compensation insurance for the policy year July 1, 2012 through June 30, 2013. The total contract cost for fiscal year 2013 is projected to be $267,576.

Justification:

The College purchases workers compensation insurance for all employees as part of its risk management program. Workers’ compensation insurance provides coverage for employees injured while performing work for the College. State statutes prescribe employer responsibility for and benefits provided by workers’ compensation insurance. As a result of the College’s practice to competitively bid contracts every five years, workers’ compensation coverage was put out to bid and three vendors responded with bids. Based on an analysis of the total projected costs, the College recommends contracting with Mountain West Agency Services, Inc., representing State Compensation Fund Arizona (SCF) for fiscal year 2013.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The College’s contract of workers’ compensation insurance with Mountain West Agency Services, Inc., representing State Compensation Fund Arizona is projected to cost $267,576 for fiscal year 2013, reflecting anticipated savings of approximately $30,000 from the current year. The estimated costs for the insurance have been incorporated into the fiscal year 2013 budget.

Approvals

Contact Person ____________________________
Dr. David Bea

Interim Chancellor ____________________________
Dr. Suzanne L. Miles
Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of maintenance, licensing and services agreements listed below for the 2012/2013 Fiscal Year.

Justification:

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

College Plan Initiative:

This program supports the 2011-2013 College Plan Initiative 5.0, Strategy 5.4.5, which states: Enhance sustainability and integration of grant-funded technology into PCC infrastructure.

OR

Plan Initiative 5.0, Strategy 5.8.3 which states: Expand the Center for Integrated Learning Facilities model to other College campuses.

Financial Considerations:

These maintenance agreements are funded from the FY 2012-13 General (Operating) Budget approved by the Board of Governors on May 16, 2012.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruent</td>
<td>Hosting Fees-Facilities</td>
<td>$280,000</td>
</tr>
<tr>
<td>Altura</td>
<td>VoIP system maintenance</td>
<td>$150,000</td>
</tr>
<tr>
<td>Century Link</td>
<td>Juniper and Cisco Switches &amp; Routers</td>
<td>$235,000</td>
</tr>
<tr>
<td></td>
<td>And Internet Service</td>
<td></td>
</tr>
<tr>
<td>Custom Storage</td>
<td>NetApp Software and Hardware</td>
<td>$100,000</td>
</tr>
<tr>
<td>D2L</td>
<td>Desire to Learn</td>
<td>$350,000</td>
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</table>

(Continued)
<table>
<thead>
<tr>
<th>Company</th>
<th>Service Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellucian</td>
<td>Banner and Luminis (MyPima portal)</td>
<td>$435,000</td>
</tr>
<tr>
<td>Insight</td>
<td>Site License for Microsoft Software</td>
<td>$150,000</td>
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<tr>
<td>Oracle America</td>
<td>Oracle Relational Database &amp; Tools</td>
<td>$575,000</td>
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<tr>
<td></td>
<td>(Mystics, Dell)</td>
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<tr>
<td>Oracle America</td>
<td>SUN (HW, Peripherals, Systems SW)</td>
<td>$200,000</td>
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<tr>
<td></td>
<td>(Dell, CDW-G, Dynamic Systems)</td>
<td></td>
</tr>
<tr>
<td>Perceptis</td>
<td>24 x 7 IT Helpdesk, Financial Aid and Student Services Support</td>
<td>$504,000</td>
</tr>
<tr>
<td>Touchnet</td>
<td>Hosting Fees-Finance</td>
<td>$170,000</td>
</tr>
</tbody>
</table>

**Approval**

Contact Person: Cindy Dooling

Interim Chancellor: Dr. Suzanne L. Miles
Recommendation:

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

Justification:

This project continues the allocation of desktop computers for instructional labs and classrooms, network and data center equipment, software licenses, and administrative use by faculty, staff and administrators. All equipment is replaced on a planned replacement cycle. Many of the cycles have been extended due to budget cuts. Desktop computers are now replaced every five years instead of every four.

Additional capital projects include Data Partitioning Software to allow for more efficient access to the College’s Stored Data, and Data Loss Prevention Technology to enable IT to monitor all data leaving the college for information that would compromise the security of PCC information systems through the detection of personally Identifiable information of students and/or employees.

College Plan Initiative:

This program supports the 2011-2013 College Plan Initiative 5.0, Strategy 5.4.5, which states: Enhance sustainability and integration of grant-funded technology into PCC infrastructure.

OR

Plan Initiative 5.0, Strategy 5.8.3 which states: Expand the Center for Integrated Learning Facilities model to other College campuses.

Financial Considerations:

The request will be filled through competitive bids, the RFP process or State contract pricing. The Board of Governors approved the capital expenditure during the May 16, 2012 Board meeting, item number #14. This project is included in the Capital Budget Plan for Fiscal Year 2012 and 2013.
Hardware and Software from the following Vendors: $ 5,350,650.00

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3RP, LLC</td>
<td>Desire to Learn (D2L)</td>
</tr>
<tr>
<td>Abba Technologies</td>
<td>DLT Solutions</td>
</tr>
<tr>
<td>Accuvant</td>
<td>Dynamic Systems</td>
</tr>
<tr>
<td>Apple Computer</td>
<td>Ellucian (Formerly SunGard HE)</td>
</tr>
<tr>
<td>Applied Computer Solutions</td>
<td>Hewlett Packard</td>
</tr>
<tr>
<td>AV Innovations</td>
<td>Hannon Hill</td>
</tr>
<tr>
<td>BarkleyREI</td>
<td>Insight Public Sector, Inc.</td>
</tr>
<tr>
<td>CCS Presentation Systems</td>
<td>Mystics</td>
</tr>
<tr>
<td>CDW-Government</td>
<td>New Tech Solutions</td>
</tr>
<tr>
<td>Century Link</td>
<td>Oracle America</td>
</tr>
<tr>
<td>Custom Storage</td>
<td>Sehi Computer Products</td>
</tr>
<tr>
<td>Datalink</td>
<td>Touchnet</td>
</tr>
<tr>
<td>Dell</td>
<td>Troxell Communications, Inc.</td>
</tr>
</tbody>
</table>

**Approval**

Contact Person: ___________________________ Cindy Doeling

Interim Chancellor: ___________________________ Dr. Suzanne L. Miles
**Meeting Date:** 6/20/12

**Item Number:** 17.20

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2011-2012 Adopted Budget Reductions</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve post year-end expenditure budget reductions to match actual expenditures for the fiscal year ended June 30, 2012.

**Justification:**

On June 8, 2011, the Board of Governors adopted the fiscal year 2011-2012 budget of $287.9 million, which included $259.8 million for general, designated, auxiliary, and restricted fund current operations and $28.1 million for capital projects and repayment of long-term debt.

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

The official expenditure limitation report requires a comparison of budgeted expenditures to the established limitation amount published by the Economic Estimates Commission according to the provisions in section 21 of Article IX of the Arizona Constitution. In order to eliminate unused budget capacity and reduce budgeted expenditures that are subject to the limitation for the fiscal year ending June 30, 2012, it is necessary to make budget equal actual audited expenditures. This process of budget reductions will provide the College with increased expenditure capacity in the future.

**Financial Considerations:**

None.

**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. David Bea</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
</tbody>
</table>

ACTION ITEM

Meeting Date: 6/20/12

Item Title
Personnel Policy Statement for Non-Exempt and Exempt Staff, Faculty and Administrators, 2012/2013 Fiscal Year

Contact Person
Janet L. May, Vice Chancellor for Human Resources (206-4624)

Recommendation:

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

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 2012 meet and confer process, Proposals and Final Agreements concerning Meet and Confer for the Classified Exempt, Classified Non-Exempt, 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 attachments summarize the proposed changes. The effective date of these changes will be July 1, 2012.

Financial Considerations:

Step plans completed by employees and approved in fiscal year 2009/2010 are held in abeyance until such time funding is approved.

Approvals

Contact Person
Janet L. May

Interim Chancellor
Dr. Suzanne L. Miles

(Continued)
Personnel Policy Statement for Non-Exempt Staff
Proposed Changes for 2012/2013

Miscellaneous

All policy statements will be relettered or renumbered as necessary to incorporate approved changes. Changes have been made to reflect the location of documents on the College’s intranet and internet websites. Minor wording, editorial, titling, calendar/fiscal year renumbering, and formatting changes will be made.

Non-Exempt Personnel Policy Statement

Section II. Conditions of Work
A. Work Week – delete reference to compensatory time
H. Probation Period
   o 1. Initial Hire Probation – modify initial hire probation period to conclude six months after completion of the Field Training Officer Program.
   o 2. Position Change Probation – b. Modify to conclude six months after completion of the Field Training Officer Program.
I. Environmental Health and Safety – update the general responsibilities of the non-exempt safety committee.

Section III. Employment
F. Selection Process for Lead, Acting, Transfer and Reassignment – expand opportunities for acting assignments from the work unit to throughout the District.

Section IV. Compensation
A. Compensation – Update to reflect a 3.5% compensation increase for non-exempt staff to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for non-exempt employees by the percentage based upon the residual amount remaining.
C. Shift Differential – Modify shift differential pay for web time entry process. Second shift will start at or after 6:00 pm and at or after 7:00 am on Saturday up to 10:00 pm on Sunday. Department of Public Safety personnel assigned to a shift for a time period greater than one pay period will receive a shift differential stipend.
E. Compensatory Time Off – modify provision for compensatory time to reflect changes for web time entry. For each hour worked over 40 in one week, one-half hour will be banked as compensatory time and one hour will be paid out to the employee.
H. Holiday and Recess Pay – delete provision for compensatory time in lieu of payment when an employee works on a holiday.

(Continued)
Section V. Leaves and Holidays
A. Holiday and Recess –
   o Update the dates of holiday and recess days; change the start date for winter recess to December 24th.
   o Add provision for commission and dispatch employees to have the option to bank or be compensated for the holiday or recess day worked.

B. Leaves
   o 1. General Provisions – modify language to reflect the supervisor is responsible for ensuring time keeping records for his/her employees(s) are properly completed on a timely basis and submitted in accordance with payroll deadlines.

D. Sick Leave
   o 2. Accrual and Accumulations – clarify accrued sick leave may be used from the first day of employment.

Section VI. Professional Development
B. Roles And Responsibilities Non-exempt Professional Development Working Group
   o 1. New provision outlining term for working group representatives.
   o 2. New provision to have an ex-officio member, assigned by the Human Resources Officer, to assist the Chair of the Working Group.

C. Non-exempt Professional Development Enrichment Fund Criteria
   o Increase professional development funds to $100,000
   o Clarify book purchases are deducted from the employee’s available $2,000 eligibility.

D. General Rules and Procedures for Application
   o Add language that forms and procedures are available on the College’s Intranet under Human Resources.
   o 2. Add provision for returning incomplete requests to the applicant.
   o 4. Delete provision for approving request with incomplete documentation.
   o 10. Add provision requiring a “C” or better for reimbursement funds for a credit course.

Appendix D. Committee to Review Classified Non-Exempt Performance Evaluations – Delete

Appendix E. Non-Exempt Staff Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.
Section II. Conditions of Work
A. Probation Period
   o 1.d. (2) clarify accrued sick leave may be used from the first day of employment.

III. Employment
A. Externally Funded Positions
   o 3. Add provision for a regular college employee who is notified his/her externally funded position is ended to be eligible to interview and considered for a regular vacant position at the same or lower level salary grade level.

G. Selection Process for Lead Assignments and Acting Assignments - expand opportunities for acting assignments from the work unit to the College District.

J. Additional Work as Adjunct Faculty
   o 5. New provision – is able to be present for primary assignment when accepting a secondary assignment as adjunct faculty.
   o 6. New provision – has the approval of the supervisor and the executive administrator of the home position to assume a secondary assignment.

IV. Compensation
A. Salary – Update to reflect a 3.5% compensation increase for exempt staff to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for exempt employees by the percentage based upon the residual amount remaining.

V. Leaves and Holidays
A. Holidays and Recesses
   o Update the dates of holiday and recess days; change the start date for winter recess to December 24th.

B. Leaves
   o Modify supervisory responsibilities for ensuring time/leave report for his/her employee(s) are properly completed in accordance to established deadlines.
   o 2. Requesting and Using Annual Leave – clarify supervisor can grant exceptions to the minimum requirement for a two week notice by the employee for request of two or more consecutive days of annual leave.

VI. Professional Development, Educational Enrichment and Paid Education leave Programs
A. Purpose and Funding - Increase professional development funds to $100,000
B. Application and Awarding Process - Add language that forms and procedures are available on the College’s Intranet under Human Resources.
D. Administration and Reporting –
1. Add language indicating the Chief Human Resources Officer shall have final authority for awarding of funds and program implementation.

2. Add language to submit financial reports each fiscal year to the Chief Human Resources Officer

Appendix E. Exempt Staff Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.
III. Compensation
   A. Salary Program – Update to reflect a 3.5% compensation increase for administrators to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for administrators by the percentage based upon the residual amount remaining.
   Delete reference to E83 and E93.

IV. Leaves and Holidays
   A. Holidays and Recesses
      o Update the dates of holiday and recess days; change the start date for winter recess to December 24\textsuperscript{th}.

Appendix C: Job Titles
   o Realign reference to title of Assistant Vice Chancellor for Academic Services and Vice Provost to salary range E82.
   o Realign reference to titles of Provost and Executive Vice Chancellor for Academic Services and Executive Vice Chancellor for Finance and Administration to E92.

Appendix D: Administrators Salary Schedule
   o Delete salary ranges E71, E83 and E93.

Appendix F. Administrator Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.
Article II. Conditions of Work
A. General Responsibilities
   o Add language that faculty members, with approval, may elect to hold up to 20 percent of their office hours using an electronic format. Faculty members teach a full load of on-line courses may elect to hold up to 80 percent of their office hours using an electronic format. Must be noted in the syllabus. Faculty members are required to be present at the College for meetings and other faculty assignments.

B. Workload, Workload Calculations and Accountability
   o Modify language to clarify what occurs when a faculty member’s regular load is canceled or reduced for reasons beyond his/her control.
   o 4.g. The total faculty load appearing on a faculty member’s approved load sheet will not exceed 25.5 load hours per semester.
   o 5. Rewrite section to include terminology and definition of open center. Realign language for readability and provide examples.
   o 5.i. Add sentence to state the formula used to calculate compensation is .56 load-hour per student per class.
   o 7. Revise to state Educational Support Faculty will communicate approved or modified work schedules with the Library Director or Coordinator of Counseling and Advising.

C. Overload Contracts (Teaching Assignments)
   o 5. Revise to state a maximum overload of 10.5 load hours per semester may be assigned. The maximum is defined as the Total Overload appearing on a Faculty member’s approved load sheet.

D. Professional Enrichment Recognition Award
   o Add process for nomination and application form.

G. Faculty Service and Leadership
   o Add reference to SPG-3106/BB and SPG-3001/AA.

Article IV. Professional Status
D. Campus Faculty Enrichment Funds
   o Modify language to clarify funds in individual faculty accounts must be designated, encumbered, or expended before Campus funds may be used.
   o 1. Add sentence to state if funds remain in the individual faculty member’s account, the proposal must include an explanation of how those funds are designated to be used.
   o 2. Add sentence, Campus Professional Enrichment Funds are to be used solely to cover expenses as defined in the Faculty Professional Enrichment Funds for approved expenditure activity.

I. College-wide Committees and Task Forces
   o 1. Delete
   o 2.d. Delete and add reference to website where information is posted.

(Continued)
Article V. Compensation
A. Faculty Salary
   - Add provision for a one-time adjustment for faculty members on steps 1-4 hired prior to July 1, 2011 and after July 1, 2007, for re-placement on the salary schedule using the criteria from Appendix A and their employment experience as a regular faculty member at Pima Community College.
   - One step increase for those faculty members who qualify according to Appendixes A and N.
   - Adjustment to faculty entry salary.
   - a. Adjustment to Academic Year Nursing Faculty Salary Schedule for regular full-time nursing faculty.

D. Non-Teaching Supplemental Rate
   - Change rate to $31 per clock hour.

F. Overload Rate (Teaching Assignments)
   - Change rate to $735 per load hour. Make additional changes throughout personnel policy statement as needed to reflect the overload rate and any rates associated with the overload rate.

Article VII. Faculty Professional Development Program
A. Faculty Professional Development Program – General
   - 3. Revise to state two representatives will be elected from the District for Educational Support Faculty, one Counselor and one Librarian. Realign campus representation to the standing committee.

B. Sabbatical Program
   - Revise to show sabbatical program is reinstated in the 2012-13 academic year.

Article VIII. Transfers
C. Administrator Transfers to Faculty
   - Add new provision for interviewing an administrator who is being considered for transfer to faculty.
   - Add sentence a teaching demonstration may be required for administrators who have not taught as full-time faculty.
   - Add provision that the Chancellor will be contacted by the President with the results of the process.

Article X. Miscellaneous Conditions of Employment
B. Health and Safety
   - Add provision when a faculty member reports working conditions perceived to be unsafe, the administrator charged with resolving the issue shall provide appropriate feedback to the faculty member on the resolution.

F. Student Code of Conduct
   - Add reference to BP-3504 and website location of the Student Code of Conduct.

Unit Guide Flex Year Contracts
   - Add reference to year in which a flex year contract became available.
Appendix B. Unit Guidelines
  o Add under Retention: advising or working with students in PCC non-credit academic preparation programs, for example Prep Academy, Adult Basic Education, and GED preparation.
  o Delete reference to Banner and change to Technology-related Training.

Appendix D. Instructional Faculty Chair Structure
  o 2. Add a new department chair for Northwest Campus.
  o 4.c. Delete reference to the CDAC identifies which courses qualify as significantly different.
  o 4.c. Add provision if a College staff position has been assigned these responsibilities, the department chair may not also receive compensation (or points) for these same responsibilities.
  o 10. Election Process - Add provision when a vacancy is announced in advance, and occurs at the end of the fiscal year, the election will be held within the last four weeks of the spring semester. Department chair terms cannot overlap.

Appendix G. Lead Faculty
  o 2. Compensation – clarify the compensation formula for Lead Faculty includes points for Lead Faculty members who perform the duties below, but are not Department Chairs for the same discipline(s) and campus.

Appendix L. Sabbatical Proposal and Report Cover Forms – modify forms to incorporate changes.

Appendix N. Step Progression Plan – modify language pertaining to plans held in abeyance.

Appendix O: Task Force to Review Loading for Internship Courses (NEW)
  o Add new language establishing a task force to review the Faculty Personnel Policy Statement pertaining to language on loading for workplace learning (internships).
**ACTION ITEM**

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Policy Statement for College Employees, 2012/2013 Fiscal Year</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve the attached changes to the Personnel Policy Statements for College Employees.

**Justification:**

Changes to the Personnel Policy Statement are warranted for compliance with Federal law and State statute; other revisions reflect current practices in recruitment and payroll processes.

The attachment summarizes the proposed changes to the policy statement applicable to all College employees. The effective date of these changes will be July 1, 2012.

**Financial Considerations:**

None.

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**Approvals**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet L. May</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
</tbody>
</table>

(Continued)
Personnel Policy Statement for College Employees
Proposed Changes for 2012/2013

Section I: General Information

G. Conflict of Interest
   o 1. Pecuniary or Proprietary Interest - New statement indicating employees are prohibited from agreeing to endorse a product or service of a commercial nature without prior approval by their supervising administrator.

H. Personnel Records
   o 1. Establishing and Maintaining Personnel Records – New sentence to clarify supervisor records are deleted or destroyed within one year after the employee transfers or terminates.

Section II. Employment

A. Employment Status and Compensation
   o 1. Regular Employees – New sentence to state contract term for executive administrators may be for two (2) fiscal years. The contract term for the Chancellor’s employment will be determined by the Governing Board.

B. Competitive Employment for Regular Positions
   o 3. Notice of Job Vacancies – Update information on how vacant jobs are posted to reflect the current on-line application process.

D. Accounting for Work and Leave
   o Change the procedures for reporting work time in accordance with the process for new electronic time entry system.

Section III. Benefits

I. Educational Benefits/Tuition Waiver
   o 1. Full-Time Regular Employees – Change from “dependent children” to “qualifying child(ren)” in accordance with the Internal Revenue Code definition. Add a footnote to explain what constitutes a “qualifying child” and reference the requirements of the Internal Revenue Code 26 U.S.C. 152(c).

Section IV. Leaves

B. Personal Days
   Clarify the personal day provision to state a request for personal day(s) can be taken in half-day or full day increments.

I. Leave Under the Family and Medical Leave Act
   o Clarify employees are required to provide certification supporting the need for FMLA leave.
   o 7. Determining Remaining Balance of Family and Medical Leave – New Add language to explain the provisions of a rolling 12-month period upon which FMLA leave eligibility is determined.

(Continued)
Section V. Code of Conduct/Discipline

B. Code of Conduct and Standards of Behavior for Employees
   o Add new – Pima Community College employees will show mutual respect for others, basic courtesy reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and work. College administrators will set the tone for civil behavior through their professional conduct and leadership. All members of the College community will create a positive environment characterized by considerate and principled conduct.
   o k. clarify tape recording or transmitting conversations is not permitted without the express permission of all parties.

C. Reporting Violations of Law and College Policy (Whistle-blowing)
   o Add additional information to clarify the provisions under Arizona Revised Statutes for whistle-blowing.

E. Investigations
   o 1. Investigations – Add language indicating complaints against the Chancellor shall be referred to the Employee Relations Office, Board of Governors Chair, the College’s Legal Counsel or the College’s ethics and compliance hotline.

Section VII. Employee Representative

B. Dues Deductions
   o Modify to allow fulltime employees to authorize an employee group to deduct employee group membership benefits in addition to dues.

Appendix I. NEW
   Add – College contacts to help with a complaint