

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING NOTICE AND AGENDA**

January 9, 2013

NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.

January 9, 2013

District Office

Community/Board Room

4905 E. Broadway Blvd.

Tucson, AZ 85709-1010

AGENDA FOR MEETING*

General Matters/Reports

1. Call to Order
2. Pledge of Allegiance

Public Comment and Reports

3. Public Comment – Call to Audience

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

4. Reports by Staff Representatives
 - Representatives Rose Bolz and Timothy Kelliher will provide highlights from the Staff Council meeting of December 7. Highlights will include: Provost's Report; Interim Chancellor's Report, Liaison Report, Employee Reports (AFSCME and ACES and Campus District Reports).
5. Reports by Student Representatives
 - There will be no report. The next student report will be given at the February Board Meeting.

General Matters (*Continued*)

6. Reports by Faculty Representatives
 - Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meeting of December 7. Highlights will include: Interim Chancellor's Report, Provost's Report, PCCEA Report, and Faculty Senate President's Report.
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.
 - Chancellor Search Process
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.
 - Foundation Update
 - Summary of 2013 AACC Fall Meeting
 - Legislative Session for the State Update
 - Undocumented Students
9. Financial Report — November 2012 Financial Statements and Annual Financial Report for fiscal year 2012
 - Preliminary 2012/13 fiscal year results through November 2012 and overview of results from fiscal year 2012 Comprehensive Annual Financial Report

Information Items

10. Separations from Employment
 - Information item listing retirements and separations from employment: Doreen Armstrong, Margaret M. Fried, Lillian L. Meriwether, Daniel F. Simmons, Danielle M. Embry, Rosemary O. Nigrelli, Daniel M. Schlik, Allen Seyler, Jacqueline C. Waggoner and Stuart R. Washburn.
11. Student Aide Hires
 - Information item listing student aide appointments: Margaret Fernando Andrade, Renee Brown, Rebecca Celaya, Victoria Cordova, Gabriella Debrequet, Nicole Hatcher, Ira Reeyes, Cruz Rodriguez, Michele Rorabaugh, Alberto Salazar, Danielle Tanselle, Stefani Verdugo and Brianna Williams.
12. BP-1501: Affirmative Action/Equal Employment Opportunity – First Reading
 - Administration submits the first reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity.

General Matters (Continued)

13. BP-1503: Harassment (Including Sexual Harassment) – First Reading
 - Administration submits the first reading of the deleted Board Policy 1503 – Harassment.
14. BP-2701: Copyright – First Reading
 - Administration submits the first reading of the revised Board Policy 2701 – Copyright.

Action Items

15. Approval of Minutes of the following meetings:
 - A. Special Meeting of November 14, 2012
 - B. Regular Meeting of November 14, 2012
16. Consent Agenda
 - 16.1 New Appointments
 - Administration is requesting approval to hire the following individuals: Scott Allen, Laboratory Specialist, Biology; Breda De La Paz, Police Recruit, Officer in Training; Michele Dias, Police Recruit, Officer in Training; Renee Forsyth, Student Services Advisor; Alexis Grijalva, Support Technician; Susan Hennessey, Support Technician, DSR; Lisa Langston-Golembiewski, Community Service Officer; Evan McIntosh, Community Service Officer; Jacob Martinez, Laboratory Technician, Automotive; Milo Mazanec, Community Service Officer; Rebecca Mesta, Support Technician; Jonathan Mount, Laboratory Technician; Darla Muckley, Laboratory Specialist, Computer Commons; Jessica Napoles, Student Services Specialist; Paul Overton, Information Technology Advanced Analyst; Cynthia Sylvester, Facilities Project Manager; Rene Valdez, Community Service Officer; Stacey Wrona, Laboratory Assistant, Culinary Arts and David Zavala, Police Recruit, Officer in Training.
 - 16.2 Administrator Appointment
 - Administration is requesting approval to hire the following individual: Jeffrey Silvyn, College General Counsel.
 - 16.3 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: Jessica L. Barker, Ph.D., Biology (Academic); Karen A. Barto-Sisamout, French (Academic); Psychology (Academic); English as a Second Language (Developmental); Christina Bejarano, Ph.D., Veterinary

Action Items (*Continued*)

Technician (Occupational/ Workforce); Janko Bensa, Accounting (Academic); Susan Diane Deskin, Fitness and Wellness (Occupational/Workforce); Jasmine L. Garcia, Sign Language (Academic); Cristina L. Herrera, Ph.D., Biology (Academic); Margaret A. Jackman, Nursing (Academic); Blake L. Joyce, Biology (Academic); Michael A. Livingood, Social Services (Academic); Lonnie J. Lucas, Ph.D., Engineering (Academic), Agriculture (Academic); Adam Meehan, Writing (Academic), Literature (Academic); Gabriel D. Muro, Astronomy (Academic Limited Exemption); Jarrod K. Myers-Powell, Computer Aided Drafting (Occupational/Workforce); Kelly H. O'Keefe, Health Care (Occupational/Workforce), Health Education (Occupational/Workforce), Health Information Technology (Occupational/Workforce); Vijay L. Patel, D.M.D., Dental Hygiene (Occupational/Workforce) and Jennifer L. Spera, D.D.S., Dental Hygiene (Occupational/Workforce).

16.4 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: Wisam Al-Baldawi, Instructor; Doreen Armstrong, Special Projects Manager; Alex Bartholomew, Tutor I; Tiffany Bledsoe, Tutor I; Lorraine Blum, Instructor; Priscilla Caraballo, Support Assistant; Mary Jo Chmielewski, Instructor; Jason Chong, Laboratory Assistant; Kerisha Coyle, Office Aide; Duncan Colhoun, Tutor; Diane Drury, Instructor; Sandra Figueroa, Office Aide; Vaughne M.Glennie, Instructor; Jody Goetten, Lab Assistant; Christa Graf, Instructor; Larry Guarano, Special Projects Professional; Hailey H. Hagan, Office Aide; Jeffery Harney, Van Driver; Walter Henderson, Tutor I; Alma Hernandez, Support Assistant; Ashlie Herrera, Office Aide; Sarah Hunter, Instructor; Ignat Keefe; Office Aide; Pamela Keane, Instructor; Julie Leon-Guerrero, Tutor I; Matthew Lusher, Office Aide; Imelda G. Murrieta, Tutor I; Kevin Potts, Laboratory Technician; Madison Reynolds, Tutor I; Phillip Showers, Tutor I; Jocelyn Smith, Tutor I; Annette C. Skellenger, Instructor; Tony Stallone, Office Aide; Diana Telles, Production Assistant; Katherine Winfield, Tutor I and Julie Zappia, Tutor I.

16.5 Interim Chancellor Dual Role

- Dr. Suzanne L. Miles to serve in a dual role of Interim Chancellor and President of Community Campus beginning January 2, 2013 until a new Chancellor is selected and commences employment.

Action Items (*Continued*)

- 16.6 Change in Administrator Contract
- Administration is requesting a change in administrator contract: William Ward, Vice Chancellor for Facilities
- 16.7 Intergovernmental Agreement: Pima County Public Safety Integrated Wireless Communication Network
- Administration is requesting authorization to approve the College's participation in an Intergovernmental Agreement with numerous other Pima County public safety entities for the purpose of maintaining the Pima County Wireless Integrated Network (PCWIN). PCWIN is a regional public safety communication system that was authorized by Pima County voters during a Special Bond Election on May 18, 2004. For fiscal year 2013-2014 it is estimated that the College will employ 60 radios at a monthly cost of \$29 each or about \$21,000 per year.

Other Action Items

17. Preliminary Budget Parameters for fiscal year 2013-2014
- Administration is requesting authorization to approve staff to develop the fiscal year 2013-2014 budget based upon preliminary budget assumptions, parameters and guidelines for projected revenue and expenditures priorities.

Adjournment

Regular Meeting
February 27, 2013, 7:00 p.m.
El Pueblo Liberty Learning Center
Rooms 5 & 6
101 W. Irvington Road, Building 7
Tucson, AZ 85709-5640

* **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.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS/REPORTS

Meeting Date: 1/9/13

Item Number: 1-8

Item Title	Contact Person
General Matters/Reports	Chancellor's Office (206-4747)
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	

Approval

Interim Chancellor _____
Dr. Suzanne L. Miles

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Net Assets

November 30, 2012

(Preliminary)

	FY 2012/13				FY 2011/12
	CURRENT FUNDS			Total All Funds	Prior Year Totals as of November 30, 2011
	General	Auxiliary and Restricted	Plant and Other Funds		
ASSETS					
Current Assets					
Cash and Cash Equivalents	\$ 19,781,660	\$ 7,941,249	\$ 15,324,953	\$ 43,047,862	\$ 115,983,688
Receivables					
Short-term Investments	45,105,449			45,105,449	104,853
Property Taxes	4,097,828		181,093	4,278,921	4,747,153
Accounts (net of allowances)	15,327,303		2,521	15,329,824	12,916,791
Government Grants and Contracts		(229,104)		(229,104)	1,939,380
Student Loans (net of allowances)			313,495	313,495	380,533
Other	1,067,389	45,245	6,768	1,119,402	1,608,104
Inventories	194,841			194,841	241,856
Prepaid Expenses	189,396			189,396	85,330
Total Current Assets	\$ 85,763,866	\$ 7,757,390	\$ 15,828,830	\$ 109,350,086	\$ 138,007,688
Noncurrent Assets					
Restricted Cash and Cash Equivalents			\$ 3,665,190	\$ 3,665,190	\$ 3,719,177
Notes Receivable (net of allowances)			1,026,041	1,026,041	1,147,400
Other Long-term Investments	8,955,520		20,000,000	28,955,520	857,994
Investments in Capital					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			90,458,529	90,458,529	95,828,397
Construction in Progress			1,450,322	1,450,322	171,778
Equipment (net of depreciation)			2,581,906	2,581,906	3,172,966
Library Books (net of depreciation)			1,876,567	1,876,567	1,930,512
Total Noncurrent Assets	8,955,520		136,349,866	145,305,386	122,119,535
Total Assets	\$ 94,719,386	\$ 7,757,390	\$ 152,178,696	\$ 254,655,472	\$ 260,127,223
LIABILITIES					
Current Liabilities					
Accrued Payroll and Benefits	\$ 3,052,427			\$ 3,052,427	\$ 1,865,986
Accounts Payable and Accrued Liabilities	(1,247,245)	18,759	(1,097)	(1,229,583)	(1,838,143)
Deposits Held in Custody			438,222	438,222	451,113
Current Portion of Long-term Liabilities	4,142,048			4,142,048	5,109,263
Total Current Liabilities	5,947,230	18,759	437,125	6,403,114	5,588,219
Noncurrent Liabilities					
Deferred Revenue	5,367			5,367	5,500
Long-term Liabilities	3,558,364		3,280,000	6,838,364	10,858,400
Total Noncurrent Liabilities	3,563,731		3,280,000	6,843,731	10,863,900
Total Liabilities	\$ 9,510,961	\$ 18,759	\$ 3,717,125	\$ 13,246,845	\$ 16,452,119
NET ASSETS					
Invested in Capital Assets (net of related debt)			\$ 108,378,634	\$ 108,378,634	\$ 107,679,963
Restricted for:					
Loans			1,847,849	1,847,849	1,839,927
Debt Service			2,920,840	2,920,840	3,489,648
Other (Capital Projects)					
Grants and Contracts		(578,560)		(578,560)	(919,962)
Unrestricted	85,208,425	8,317,191	35,314,248	128,839,864	131,585,528
Total Net Assets	\$ 85,208,425	\$ 7,738,631	\$ 148,461,571	\$ 241,408,627	\$ 243,675,104

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

	FY 2012/13				FY 2011/12
	CURRENT FUNDS			Total All Funds	Prior Year Totals as of November 30, 2011
	General	Auxiliary and Restricted	Plant and Other Funds		
OPERATING REVENUES					
Tuition and Fees	\$ 34,809,934		\$ 842,947	\$ 35,652,881	\$ 37,908,990
Contracts	873,209			873,209	1,077,056
Auxiliary Enterprises		609,464		609,464	692,583
Commission and Rents	15,000	164,901		179,901	95,877
Other Operating Revenues	128,761	140,257	3,368,769	3,637,787	326,258
Total Operating Revenues	35,826,904	914,622	4,211,716	40,953,242	40,100,764
OPERATING EXPENSES					
Educational and General					
Instruction	20,841,528	1,459,125	654,001	22,954,654	22,353,324
Academic Support	8,522,572	1,197,166	254,703	9,974,441	10,907,411
Student Services	7,946,378	1,181,467	10,825	9,138,670	9,143,263
Institutional Support	11,833,597	(129,966)	2,626,559	14,330,190	12,933,090
Operation and Maintenance of Plant	5,076,730	195,980	5,939,259	11,211,969	7,280,773
Depreciation			2,908,265	2,908,265	2,901,843
Student Financial Aid	631,769	21,584,548		22,216,317	27,701,047
Auxiliary Enterprises		330,720		330,720	309,124
Contingency				-	16,244
Total Operating Expenses	54,852,574	25,819,040	12,393,612	93,065,226	93,546,119
Net Operating Gain (Loss)	\$ (19,025,670)	\$ (24,904,418)	\$ (8,181,896)	\$ (52,111,984)	\$ (53,445,355)
NONOPERATING REVENUES (EXPENSES)					
State Appropriations	\$ 3,676,750			\$ 3,676,750	\$ 3,573,200
Property Taxes	47,251,902		1,077,070	48,328,972	46,226,985
Federal Grants		22,334,850		22,334,850	29,513,732
State and Local Grants		699,256		699,256	24,069
State Shared Sales Taxes		642,318		642,318	619,878
Gifts	1,000	1,135		2,135	(52,662)
Investment Income	286,005	237	1,592	287,834	21,370
Net Nonoperating Revenues	51,215,657	23,677,796	1,078,662	75,972,115	79,926,572
Income before Other Revenues, Expenses, Gains, or Losses	\$ 32,189,987	\$ (1,226,622)	\$ (7,103,234)	\$ 23,860,131	\$ 26,481,217
Transfers	(12,286,342)	(2,542,000)	14,828,342		
Capital Appropriations					
Capital Gifts and Grants					
Increase (Decrease) in Net Assets	\$ 19,903,645	\$ (3,768,622)	\$ 7,725,108	\$ 23,860,131	\$ 26,481,217
NET ASSETS					
Net Assets - Beginning of Year	65,304,780	11,507,253	140,736,463	217,548,496	217,193,887
Net Assets - End of Period	\$ 85,208,425	\$ 7,738,631	\$ 148,461,571	\$ 241,408,627	\$ 243,675,104

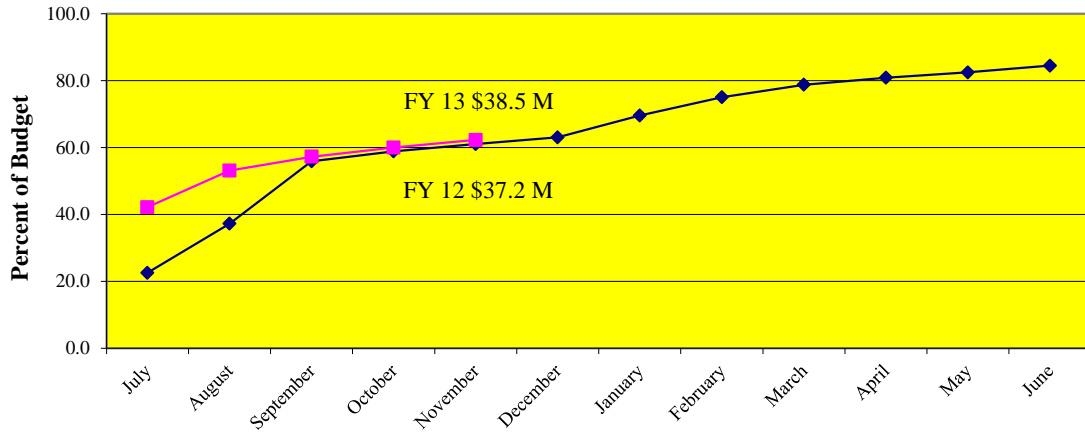
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

**Summary of Expenditures and Encumbrances - General Fund - Budget and Actual
For Five Months Ending November 30, 2012**

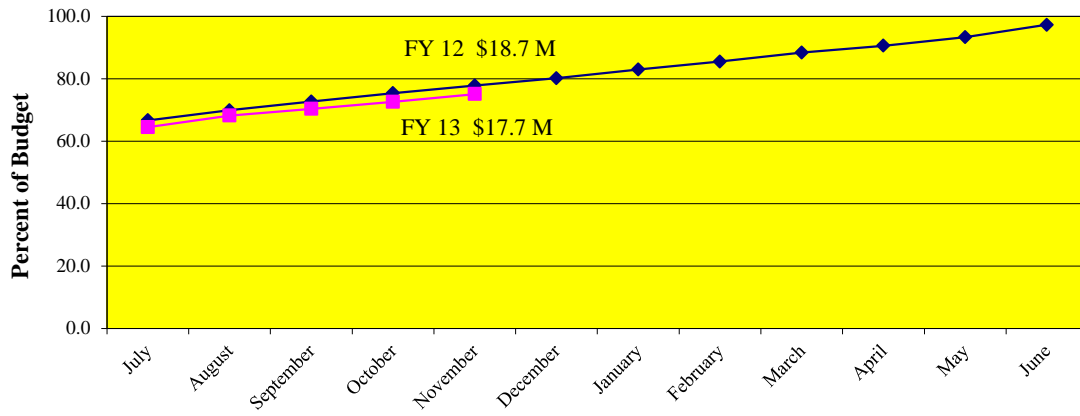
EXPENDITURES BY FUNCTION	FY 2012/13				FY 2011/12	
	ADJUSTED BUDGET	TOTAL COMMITTED		AVAILABLE BUDGET	TOTAL COMMITTED	
		AMOUNT	%		AMOUNT	%
Educational and General						
Instruction	\$ 61,755,490	\$ 38,464,079	62.3	\$ 23,291,411	\$ 37,243,066	61.1
Academic Support	23,592,667	17,722,733	75.1	5,869,934	18,712,238	77.8
Student Services	22,041,870	17,214,380	78.1	4,827,490	16,490,702	80.1
Institutional Support	33,955,861	24,605,652	72.5	9,350,209	22,606,226	65.0
Operation and Maintenance of Plant	12,980,710	9,558,906	73.6	3,421,804	9,218,656	75.3
Student Financial Aid	1,106,000	631,769	57.1	474,231	503,890	42.1
Other Expenses						
Transfers	12,286,342	12,286,342	100.0		5,095,668	100.0
Fund balance reserved for contingency	10,174,760			10,174,760	16,244	0.3
Total Expenditures by Function	\$ 177,893,700	\$ 120,483,861	67.7	\$ 57,409,839	\$ 109,886,690	67.0
EXPENDITURES BY ACCOUNT						
Personal Services						
Administrative Personnel	\$ 6,370,259	\$ 6,370,259	100.0		\$ 6,110,511	93.7
Faculty	22,887,336	22,821,757	99.7	65,579	21,892,305	92.2
Additional Compensation - Faculty	1,292,813	642,016	49.7	650,797	646,109	57.3
Adjunct Faculty	15,402,000	8,168,195	53.0	7,233,805	8,633,454	53.2
Classified Staff	39,332,926	38,932,320	99.0	400,606	36,109,457	95.4
Other Compensation	4,981,426	4,026,196	80.8	955,230	4,041,243	94.1
Student Employment / Workstudy	12,000			12,000	3,039	25.3
Fringe Benefits	28,743,514	10,534,002	36.6	18,209,512	9,341,162	34.7
Total Personal Services	119,022,274	91,494,745	76.9	27,527,529	86,777,280	74.3
Services and Supplies						
Communications and Utilities	5,664,374	2,509,123	44.3	3,155,251	2,240,696	40.4
Travel	2,773,442	785,852	28.3	1,987,590	683,252	24.8
Contractual Services	12,160,155	8,857,894	72.8	3,302,261	9,267,942	84.7
Supplies and Materials	7,410,608	3,323,832	44.9	4,086,776	3,243,370	44.4
Student Financial Aid	1,106,000	631,769	57.1	474,231	503,890	42.1
Current Fixed Charges	3,009,330	2,075,850	69.0	933,480	2,278,516	94.6
Total Services and Supplies	32,123,909	18,184,320	56.6	13,939,589	18,217,666	60.4
Capital Equipment	421,791	421,791	100.0		133,065	37.4
Transfers	12,286,342	12,286,342	100.0		5,095,668	100.0
Other Expenditures	1,376,624	(1,903,337)	(138.3)	3,279,961	(352,632)	(29.1)
Contingency and Reserves	12,662,760			12,662,760	15,643	0.1
Total Expenditures by Account	\$ 177,893,700	\$ 120,483,861	67.7	\$ 57,409,839	\$ 109,886,690	67.0

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

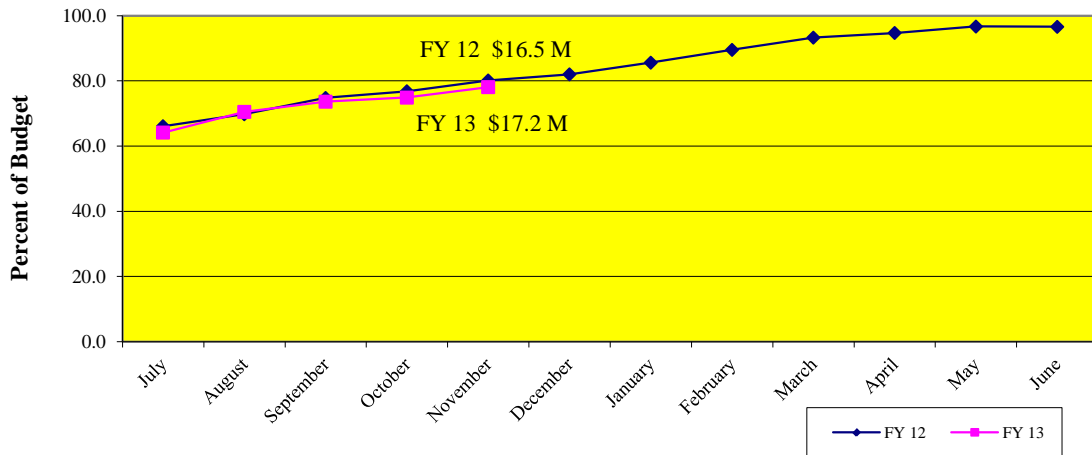
COMMITMENTS FOR INSTRUCTION



COMMITMENTS FOR ACADEMIC SUPPORT

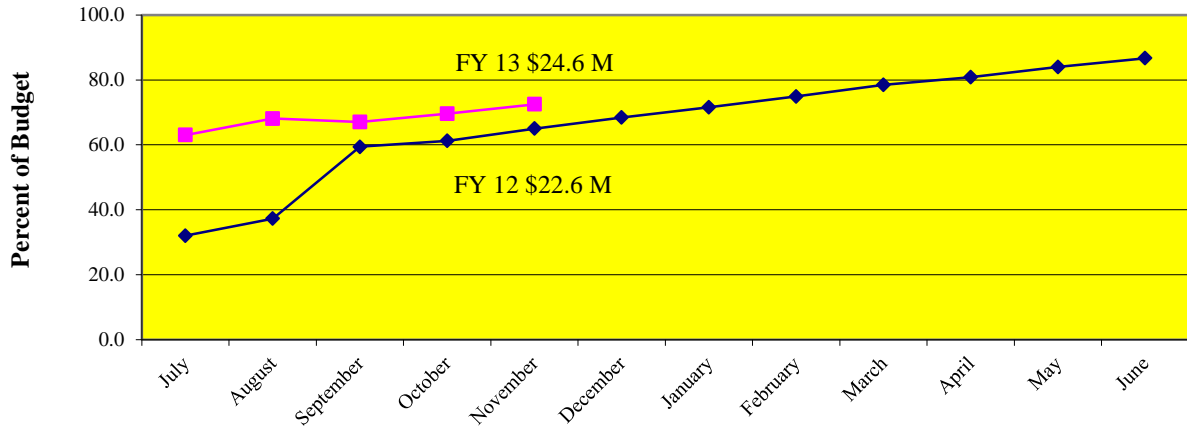


COMMITMENTS FOR STUDENT SERVICES

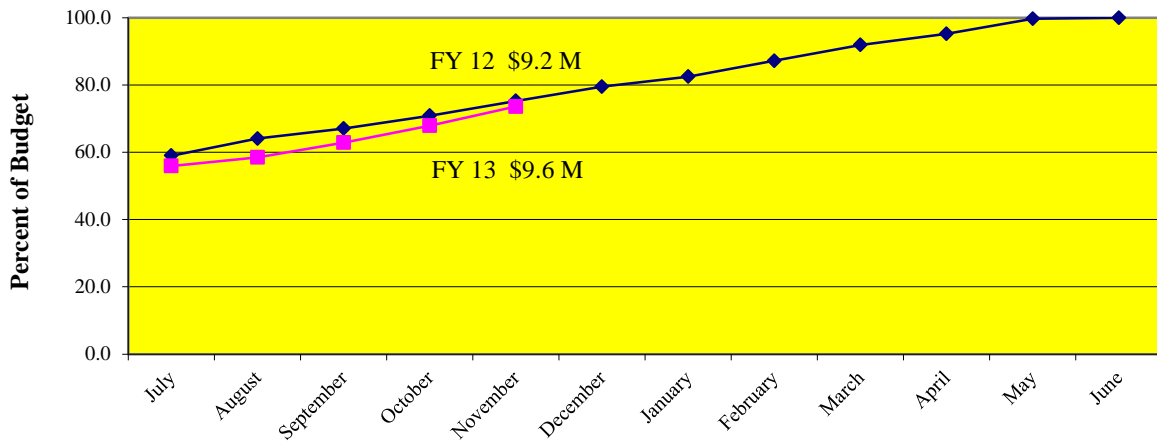


Legend: FY 12 (blue line with diamond markers), FY 13 (pink line with square markers)

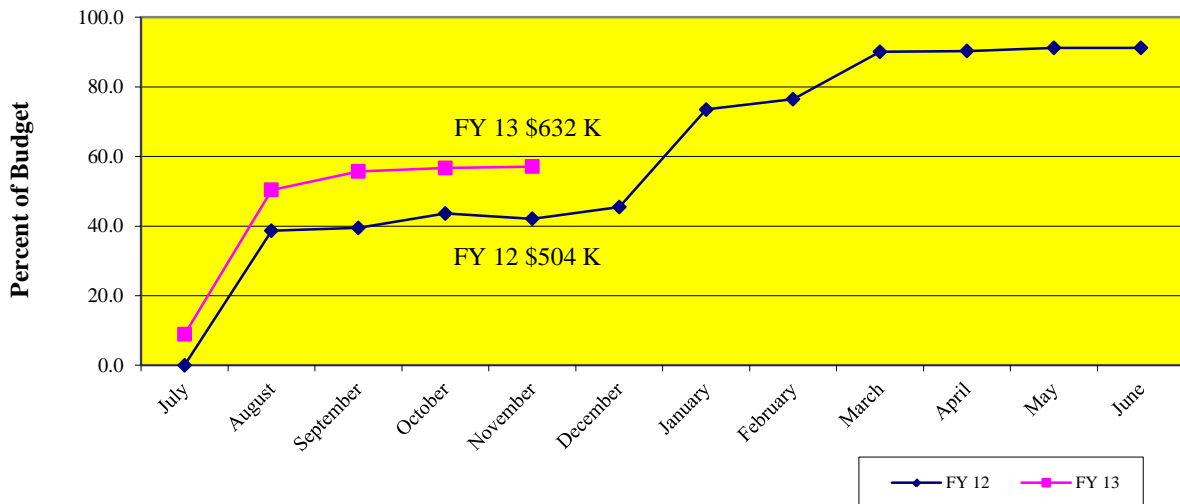
**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
COMMITMENTS FOR INSTITUTIONAL SUPPORT**



COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT



COMMITMENTS FOR STUDENT FINANCIAL AID



**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/9/13

Item Number: 10

Item Title	Contact Person
Separations from Employment	Janet L. May, Vice Chancellor for Human Resources (206-4624)

Information:

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

Retirements

Armstrong, Doreen

Assistant Vice Chancellor for Employee Services
DO-Human Resources
Effective: 2/1/13

Doreen Armstrong began employment with the College in 1993 as director of compensation, benefits and HRIS (Human Resources Information System). Doreen is retiring from Human Resources at the District Office as assistant vice chancellor for employee services overseeing compensation, recruitment and organizational professional development.

Fried, Margaret M.

Instructional Faculty-Nursing
WC-Nursing
Effective: 5/16/13

Margaret Fried began employment with the College in 1983 as instructional faculty. She serves as adjunct faculty and has served as clinical coordinator and lead faculty for Nursing. Margaret is retiring from West Campus as instructional faculty in nursing.

Meriwether, Lillian L.

Instructional Faculty-Sign Language
WC-Languages
Effective: 12/14/12

Lillian Meriwether began employment with the College in 1989 as instructional faculty. She also served as adjunct faculty and as program coordinator. Lillian retired from West Campus as instructional faculty teaching sign language.

(Continued)

Simmons, Daniel F.

Police Sergeant

DO-Public Safety

Effective: 10/26/12

Dan Simmons began employment with the College in 1993 as police officer. He also served as acting director. Dan retired from the College's Department of Public Safety as police sergeant.

Separations from Employment

Embry, Danielle M.

Student Services Advanced Specialist

EC-Enrollment Services

Effective: 11/9/12

Nigrelli, Rosemary O.

Program Coordinator

WC-Student Development

Effective: 1/25/13

Schlik, Daniel M.

IT Analyst

CC-Instructional Design

Effective: 12/3/12

Seyler, Allen

Police Officer

DO-DPS Operations

Effective: 6/4/12

Waggoner, Jacqueline C.

Instructor

DV-Center for Training and Development

Effective: 11/9/12

Washburn, Stuart R.

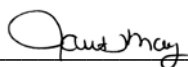
Instructor

DO-Print and Design Services

Effective: 11/21/12

Approvals

Contact Person



Janet L. May

Interim Chancellor

Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/9/13

Item Number: 11

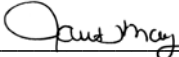
Item Title	Contact Person
Student Aide Hires	Janet L. May, Vice Chancellor for Human Resources (206-4624)

Information:

The Interim Chancellor submits the following list of appointments for student aides.

Andrade	Fernando
Brown	Renee
Celaya	Rebecca
Cordova	Victoria
Debrequet	Gabriella
Hatcher	Nicole
Reeves	Ira
Rodriguez	Cruz
Rorabaugh	Michele
Salazar	Alberto
Tanselle	Danielle
Verdugo	Stefani
Williams	Brianna

Approvals

Contact Person 
Janet L. May

Interim Chancellor _____
Dr. Suzanne L. Miles



Pima County Community College District Board Policy

Recommendation: Combine BP-1501 and BP-1503 together

Board Policy Title:

~~Affirmative Action/Equal Employment Opportunity, Affirmative Action and ADA, Non-Discrimination and Anti-Harassment~~

Board Policy Number:

BP-1501

Adoption Date:

11/18/92

Revision Date(s):

3/8/95, 8/21/12, 12/12/12

Schedule for Review & Update:

Annually

Unit Responsible for Review & Update:

~~Chancellor~~ Vice Chancellor for Human Resources / EEO-Affirmative Action Office

Sponsoring Unit/Department:

~~Chancellor~~ Vice Chancellor for Human Resources / EEO-Affirmative Action Office

Motion Number:

5318

Legal Reference:

Title VI & VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Executive Order 11246; Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973, Sections 503 & 504; ~~Vietnam Era Veterans Readjustment Act of 1974~~; Americans with Disabilities Act ~~of 1990~~ as Amended; Equal Pay Act of 1963; Arizona Civil Rights Act of 1965; Veterans Readjustment Act of 1974 as amended (VEVRA); Uniformed Services

Cross Reference:

Employment and Reemployment Rights
Act of 1994 ([USERRA](#))

~~Pima County Community College District reaffirms its commitment to affirmative action and equal employment opportunity for all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or on the basis of membership as set forth in USERRA, or any other basis which is proscribed by law.~~

~~It is the policy of Pima County Community College District that equal employment opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable affirmative action program. Therefore, the Pima County Community College District affirmative action and equal employment opportunity policy sets forth responsibilities for administrators, supervisors, faculty, staff and all other members of the College. This policy shall be administered without regard to race, color, national origin, religion, sex, sexual orientation, disability, age or on the basis of membership as set forth in USERRA, or any other basis which is proscribed by law, except where gender, religion, national origin, or age is a bona fide occupational requirement.~~

~~Pima County Community College District will assure full participation of all persons contracting or providing services to the College.~~

The College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category. The college will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law. The College is committed to creating and maintaining an environment free of discrimination that is unlawful or prohibited by College policy. This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity.

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination, the College prohibits unlawful harassment and conduct that, while not unlawful, could reasonably be considered harassment as defined in

SPG-1501/AA. Discriminatory harassment of any kind is not appropriate, whether it is sexual harassment or harassment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or other legally protected category.

Prohibited discrimination also includes retaliation for reporting discrimination or participating in the investigation of a claim of discrimination.

All members of the College community are responsible for participating in creating an environment free from all forms of prohibited discrimination and for cooperating with College officials who investigate allegations of discrimination.

The College's EEO/AA/ADA Officer and/or Title IX Coordinator are assigned primary responsibility for the College's compliance with this Policy. The College will take prompt and appropriate action to thoroughly investigate a complaint that BP-1501/~~AA~~ has been violated, to correct any discrimination harassment or retaliation that is determined to have occurred, and, if necessary, to discipline any individual who is found to have engaged in conduct that constitutes discrimination, harassment or retaliation.

The College shall comply with any legally required affirmative action obligations. The College may also have a voluntary affirmative action program.



Pima County Community College District Board Policy

Delete BP-1503 as it is recommended to be combined with BP-1501

~~Board Policy Title: Harassment (Including Sexual Harassment)~~

~~Board Policy Number: BP-1503~~

~~Adoption Date: 10/22/99~~

~~Revision Date(s): 7/23/98, 6/9/99~~

~~Schedule for Review and Update: Annually~~

~~Unit Responsible for Review and Update: EEO Affirmative Action Office~~

~~Sponsoring Unit/Department: EEO Affirmative Action Office~~

~~Motion Number: 5936~~

~~Legal Reference: Title VI & VII of the 1964 Civil Rights Act; Title IX of the Educational Amendments of 1972; Rehabilitation Act of 1973, Section 503 & 504; Americans with Disabilities Act of 1990; Vietnam Era Veterans Readjustment Act of 1974; Uniformed Services Employment & Reemployment Rights Act of 1994~~

~~Cross Reference: BP-1501; SPG-1501/AA~~

~~Pima County Community College District is committed to promoting and maintaining a productive work and educational environment free of discrimination and harassment. In keeping with this commitment, Pima County Community College District will not tolerate verbal or physical conduct by an employee or student that harasses, disrupts, or interferes with another's work performance or education or that creates an intimidating, offensive or hostile work or educational environment.~~

~~Employees and students are expected to maintain a productive work and educational environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status or sex. Special attention should be paid to the prohibition of sexual harassment, which includes harassment by members of the same or opposite sex.~~

~~Each administrator, faculty member and supervisor has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.~~

~~Similarly, each administrator and faculty member has a responsibility to keep the campus and classroom free of any form of harassment, and in particular, sexual harassment. No faculty member or administrator is to threaten or insinuate, either explicitly or implicitly, that a student's refusal or willingness to submit to sexual advances will affect the student's status, including grades.~~

~~Other sexually harassing or offensive conduct, whether committed by administrators, faculty, supervisors, staff, students or non-employees, is also prohibited. Such conduct includes, but is not limited to:~~

- ~~(a) — Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;~~
- ~~(b) — Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;~~
- ~~(c) — Jokes of a sexual nature;~~
- ~~(d) — Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;—~~
- ~~(e) — The display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects or pictures, including nude photographs;~~
- ~~(f) — Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.~~

~~Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age, or military status is also prohibited.~~

~~Matters with a sexual connotation or sexual content which occur in legitimate educational curricula or endeavors do not violate this policy unless used excessively or improperly. Although it is not possible to list every act or matter described which can violate this policy, examples include but are not limited to the following:~~

- ~~— (a) — Repeated focus on topics of a sexual nature;~~
- ~~— (b) — Use of profanity outside of the subject matter being taught;~~
- ~~— (c) — Use of vulgarities;~~
- ~~— (d) — Humiliating, embarrassing or otherwise harassing any individual or group of individuals.~~

~~Any member of the College community, especially administrators and supervisors, who believes that the actions or words of any other member of the College community constitute harassment, has a responsibility to report the complaint as soon as possible. Issues of harassment covered by EEO laws should be directed to the Affirmative Action office or to any Intake Interviewer on any of the campuses or at the District office. All other forms of harassment should be directed to the Human Resources Employee Relations office.~~

~~All complaints of harassment will be investigated in as prompt, impartial and confidential a manner as possible under the ADA and Equal Opportunity/Discrimination Complaint Procedure or under the appropriate College personnel or student handbooks. All members of the College community are required to cooperate in any investigation. Both the charging party and the respondent will be given the opportunity to present their side of the incident.~~

~~Any employee or student who is found to have violated this harassment policy will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination for employees or expulsion for students.~~

~~Disciplinary action will be taken against any individual who files a false discrimination or harassment complaint and against any individual who provides false testimony during investigations.~~

~~Employees are required, as a condition of employment, to cooperate with the College's investigation of harassment complaints.~~

~~Retaliation against any member of the College community for filing an internal or external complaint or participating in an investigation is strictly prohibited and~~

~~will be grounds for disciplinary action up to and including termination for employees or expulsion for students.~~

~~The College administration is authorized to establish regulations and procedures to effect this policy.~~



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Copyright
<i>Board Policy Number:</i>	BP-2701
<i>Adoption Date:</i>	1/9/91
<i>Revision Date(s):</i>	11/13/06, 4/17/12
<i>Schedule for Review & Update:</i>	Annually
<i>Unit Responsible for Review & Update:</i>	Policy & Governance Executive Vice Chancellor for Finance and Administration
<i>Sponsoring Unit/Department:</i>	Policy & Governance Executive Vice Chancellor for Finance and Administration
<i>Motion Number:</i>	4757
<i>Legal Reference:</i>	Title 17 U.S. Code United States Code
<i>Cross Reference:</i>	BP-2702

Statement of Purpose

~~The purpose of this policy is to establish compliance standards with all applicable Federal laws including Title 17 U.S. Code, the United States Copyright Act, the Digital Millennium Copyright Act of 1998, the Technology, Education, and Copyright Harmonization (TEACH) Act 2002.~~

Policy Effect

~~The College will ensure that its employees and students are knowledgeable regarding their responsibility under these laws, including prohibitions from unlawful copying practices. Prohibited copying practices are those not specifically allowed by:~~

- ~~• U.S. Copyright laws~~

- ~~Fair use guidelines~~
- ~~Licenses or contractual agreements~~
- ~~Express permission from copyright holders~~

~~**Authority to Establish Procedures**~~

~~The College administration is authorized to establish procedures to implement this policy.~~

The Board of Governors delegates to the Chancellor the responsibility to establish procedures for compliance with the copyright laws of the United States and related laws contained in Title 17 of the United States Code.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 15A

Item Title	Contact Person
Unapproved Minutes of the Special Meeting November 14, 2012	Chancellor's Office (206-4747)

Recommendation:

The unapproved minutes of the Special Meeting of November 14, 2012 (5:00 pm) are submitted for approval.

Approval

Interim Chancellor _____
Dr. Suzanne L. Miles

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
November 14, 2012

A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, November 14, 2012 at 5:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

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

Attorney for the Board

John Richardson

Recording Secretary

Gabriela De Echávarri

Administration/Staff

Lynne Wakefield

Call to Order

Scott Stewart called the meeting to order at 5:15 pm.

**Motion to conduct
Executive Sessions**

Motion No. 7124

Marty Cortez – M; Brenda Even – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(3) (personnel). A.R.S. § 38-431.03(A)(4) (legal advice) and A.R.S. §38-431.03(A)(5) (consultation and direction to negotiation representatives).

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 5:16 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:11 p.m.

Adjournment

The meeting adjourned at 6:12 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 15B

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting November 14, 2012	Chancellor's Office (206-4747)

Recommendation:

The unapproved minutes of the Regular Meeting of November 14, 2012 are submitted for approval.

Approval

Interim Chancellor _____
Dr. Suzanne L. Miles

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, November 14, 2012 at 7:00 p.m., in the Community/Board Room, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

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

BOARD REPRESENTATIVES

Timothy Kelliher, Staff
Josue Saldivar, Student
John Valenzuela, 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
Stella Bay, Executive Director, Department of
Public Safety
David Bea, Executive Vice Chancellor, Finance
and Administration
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Aubrey Conover, Vice President of Student
Development
Nina Corson, Academic Dean
Dolores Durán-Cerda, Assistant Vice
Chancellor (Acting)
Charlotte Fugett, President, East Campus
Deborah Gaddy, Academic Dean
Donna Gifford, Vice President of Instruction
John Gillis, Academic Dean

Diane Groover, Assistant Vice Chancellor,
Finance
Jerry Haynes, Vice President of Student
Development
William Howard, Assistant Vice Chancellor,
Business Services
Patricia Houston, Academic Dean
Rachelle, Howell, Assistant Vice Chancellor,
Grants and Planning and Institutional
Research
Alex Kajstura, President Northwest Campus
C.J. Karamargin, Vice Chancellor, Public
Information and Government Relations
Darla Lammers, Vice President of Instruction
Mary Ann Martinez Sanchez, Vice Provost and
Assistant Vice Chancellor, Academic
Services
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information
Technology
Jerome Migler, Provost/Executive Vice
Chancellor
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
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Student
Development
Edgar Soto, Executive Director, Athletics
Michael Tulino, Vice President of Student
Development
Anne Vosberg, Vice President of Student
Development
William Ward, Assistant Vice Chancellor,
Facilities
Daniel Wright, Academic Dean
Deborah Yoklic, Vice President of Instruction
(Acting)
Darla Zirbes, Vice President of Instruction

GENERAL MATTERS

Call to Order

Scott Stewart called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Brenda Even led the Pledge of Allegiance.

Recognition Awards

Governing Board Recognition and/or Awards

Interim Chancellor Miles welcomed the honorees and recognized their achievements. Awards were presented to employees and community members. Dr. Miles thanked everyone for being there.

Public Comment and Reports

Public Comment

Shawn Agut, former adjunct faculty member and graduate of Pima College, addressed the board regarding the admissions standards and thanked the College for raising the academic standards.

Staff Representatives

Staff Representative Timothy Kelliher reported on the Staff Council meeting of November 2. Highlights included the following: *Provost and Executive Vice Chancellor's Report*: Dr. Migler informed that Spring registration begins November 12, 2012. He also mentioned that the Higher Learning Commission Monitoring Report is nearing completion. Dr. Migler noted that the University of Arizona is developing a new "Bridge" program for PCC students. The goal of this program is to provide a seamless transition from PCC to the UA. *Chancellor's Report*: Dr. Miles informed that there will be no Board of Governors meeting in December. Dr. Miles noted that the College has begun coordinating with high schools districts to have the College's and high schools faculty meet on reading, writing and math to help align the curricula and help high school graduates be better prepared for higher education and testing. *Liaison Report*: Assistant Vice Chancellor Doreen Armstrong reported on recruitment statistics. She also announced that Human Resources and Internal Audit departments will conduct one-hour information sessions about the various services these two departments provide to the College.

AFSCME Report: There was no report. *ACES Report:* Jason Brown reported that the group's Meet and Confer kick-off breakfast was November 1st with many topics being discussed for the coming year. *Campus/District Reports:* Keith McIntosh, Vice Chancellor for Information Technology and Brian Basgen, Acting Assistant Vice Chancellor for Information Technology announced that IT is beginning a process to identify staff passwords which may be easy to hack. E-mails will be sent out with instructions on how to improve it. Dolores Durán-Cerda shared information regarding the evolving process for PCC Online Education. *Council Report:* The East Campus Safe Halloween held October 27 was a success. To date \$1,352 have been collected in t-shirt sales. Nomination ballots will be sent out to the campuses. New members should be elected before the December recess.

Student Representatives

Student Representatives Josue Saldivar and John Valenzuela reported on recent events from each campus. Highlights included: *Community Campus:* Adult Education student leaders from all the centers are participating in various leadership trainings. *Desert Vista Campus:* The Native American Student Association Club will celebrate their Native American Heritage. *Downtown Campus:* The Student Veterans Organization will have a flag folding ceremony and presentation on Thursday, November 8. *East Campus:* The Third Annual El Día de los Muertos celebration was very successful. *Northwest Campus:* Student Life sponsored a free breakfast on November 8 to honor veterans and active military personnel. *West Campus:* Students are still attending Pima Leadership Institute.

Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the November 2 Faculty Senate Meeting. Highlights included the following: Jeannie Arbogast, Senate Vice President reported that notices went out on November 9 about upcoming elections for Faculty Senators to the West, Community, and Northwest Campuses. *Faculty Senate President's Report:* As a continuation of the item of Proxy from the previous meeting, President Joe Labuda stated a new senate rule could be created to clarify

the charter and establish a different process. *PCCEA Update:* Rita Flattley stated that faculty should have received their approved and signed copy of the Step Progression Plan. She also announced the names of the PCCEA team members. *Chancellor's Report:* Dr. Miles reported that an entity is being created at the state level to represent community colleges in advocacy at the state level. She also mentioned that a new advisory committee is being formed to look at enrollment and registration trends. Charlotte Fugett, President at East Campus, gave a campus up-date.

Governing Board Member Reports

Chairperson's Report: Scott Stewart informed of the Board of Governors election results. He, along with Board members Brenda Even, David Longoria and Marty Cortez, thanked Sherryn Marshall for her work during her time as a board member. Scott Stewart also mentioned that Marty Cortez had not been elected yet because ballots were still being counted.

Board Members Brenda Even and David Longoria, co-chairs of the Chancellor Search Advisory Committee, gave an update on the Chancellor search. Dr. Even stated that the matter of confidentiality was again discussed. She also mentioned committee members are referred to Liz Rocklin, search consultant, if they have any problems or concerns about the process. Also, Lynne Wakefield, the College's legal liaison, if they have any concerns with the College in general. The next meeting of the search committee will be December 17.

Scott Stewart announced there will be no Board of Governors meeting in December. He reported that this year the issue about transparency came about and in the efforts to improve it, the College has launched a new section on the College's website with new links about accreditation, Board of Governors activities, College policies, student success indicators and budget reports. He also mentioned that policy recommendations will be recommended to notify the Board of new and non-routine contracts as they occur even if they are below the threshold for Board approval. He also recommended the community and Board members have participation in the College plan.

Sherry Marshall noted that she would like for the Board to be notified when issues are being considered instead of being informed when they are implemented.

Dr. Miles commented the College is holding community forums to receive feedback from citizens. Then this information will be brought to the Board and College employees to be collated and then implemented.

Scott Stewart suggested the Board have a regular update on the College Plan and mentioned that it is important to have citizens' input and also have feedback from educational partners. Dr. Miles said the College is including educational partners as well.

Brenda Even clarified that issues are brought to the Board and that they have an opportunity to review and discuss information before they vote on them.

Secretary to the Board Report — There was no report.

Chancellor's Report

Dr. Miles thanked Sherryn Marshall on behalf of the College employees for her years of service. Dr. Miles congratulated Dr. Sylvia Lee for being elected as Board member, and noted that her swear-in ceremony will be held at the January Annual Board meeting. Dr. Miles also mentioned that Board member Marty Cortez is awaiting the results for her district. She informed that the Chronicle for Higher Education has a new database on-line that lists the most affordable community colleges in the US and in Arizona. It lists 826 colleges where 86% of them have higher tuition and fees than Pima College. She informed that an advisory committee has been formed consisting of external and internal constituents who will be reviewing enrollment trends, registration, placement and Prep Academy data. She congratulated Tucson Historic Preservation Foundation for their First Annual Tucson Modernism Weekend. She thanked the Provost Office and Faculty Senate for continuing the Speakers Series. Ella Gomez, Librarian for Youth Services from Pima County Public library gave a presentation about increasing literacy in Tucson through the program "Library Wise Community Strong".

Edgar Soto, Executive Director of Athletics, gave an update on the Athletics programs.
Janet May, Vice Chancellor for Human Resources gave a presentation on professional development.

Report — September 2012 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending September 2012. Dr. Bea noted the total net assets at the end of September were \$213.9 million, which is a decrease of about \$2.5 million compared to the same time last year.

Information Items

Separations from Employment

Student Aide Hires

Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment

These items were noted as information items.

Action Items

Approval of Minutes

**Motion to Approve
Meeting Minutes
PASSES**

Motion No. 7125

David Longoria – M, Brenda Even – S, to approve the minutes Special Meeting of October 24, 2012 (5:00 pm) and the Regular Meeting of October 24, 2012.

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

Consent Agenda

**Motion to Approve
Consent Agenda
PASSES**

Motion No. 7126

Brenda Even – M, David Longoria – S, to approve the Consent Agenda as presented.

- 15.1 New Appointments
- 15.2 Adjunct Faculty Appointments

- 15.3 Temporary Appointments
- 15.4 Intergovernmental Agreement: Library Participation in Maricopa Community College’s Intergovernmental Agreement with EBSCO Information Services
- 15.5 Intergovernmental Agreement: Pinal County Community College District for Permission to Offer Courses in Pinal County
- 15.6 Grant Proposal: Arizona Sun Corridor Get Into Energy Consortium, Pima Community College, Community Campus
- 15.7 Grant Proposal: Fulbright Scholar Program, Scholar-in-Residence Program, Pima Community College, Office of the Provost

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

Award of Construction Contract: Northwest Campus New Building Expansion Project

**Motion to Approve
Award of Construction
Contract: Northwest Campus
PASSES**

Motion No. 7127

Marty Cortez – M, David Longoria – S, to approve the award of contract in the amount of \$9,064,000 to Lang Wyatt Construction for construction of the Northwest Campus New Building Expansion Project.

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

Creation of the Arizona Community College Coordinating Council (ACCCC)

**Motion to Approve
Creation of the Arizona
Community College Coordinating
Council (ACCCC)
PASSES**

Motion No. 7128

David Longoria – M, Brenda Even – S, to approve the resolution from the Arizona Community College Presidents Council (ACCPC) creating the Arizona Community College Coordinating Council (ACCCC).

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

Adjournment

The meeting adjourned at 9:00 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16

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.

- 16.1 New Appointments
- 16.2 Administrator Appointments
- 16.3 Adjunct Faculty Appointments
- 16.4 Temporary Appointments
- 16.5 Interim Chancellor Dual Role
- 16.6 Change in Administrator Contract
- 16.7 Intergovernmental Agreement: Pima County Public Safety Integrated Wireless Communication Network

Approval

Interim Chancellor _____
Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.1

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

Recommendation:

The Interim Chancellor recommends that 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. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Staff:

Allen, Scott

Hourly Rate: \$17.99

Effective: 1/14/13

Education: Bachelor of Science, Biology, University of Arizona, Tucson, Arizona

Experience: Mr. Allen has over one year experience as a temporary part-time laboratory technician and three months experience as a temporary part-time laboratory specialist in the biology laboratory at Northwest Campus and Downtown Campus at Pima Community College in Tucson, Arizona.

Laboratory Specialist, Biology

Downtown Campus

Selected to fill an open position

Recruitment Overview:

An external recruitment was conducted. Thirty-four applications were received and reviewed. Four candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

De La Paz, Breda

Hourly Rate: \$19.75

Effective: 1/10/13*

Education: Associate of Applied Science, Bachelor of Science, Criminal Justice, Columbus State University, Columbus, Georgia

Experience: Ms. De La Paz has five years experience as a police officer at the Columbus Police Department in Columbus, Georgia. She also has three years experience as an investigative support specialist for the Pima County Attorney's Office; three

Police Recruit, Officer in Training

Public Safety

Selected to fill an open position

(Continued)

years experience as an audio/visual technologies assistant for the United States District Court of Arizona; and one year as a substitute teacher at Legacy Traditional School in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Fifty-five applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

*Contingent upon successful completion of medical, physical, and psychological examinations.

Dias, Michele

Police Recruit, Officer in Training

Hourly Rate: \$19.75

Public Safety

Effective: 1/10/13*

Selected to fill an open position

Education: Associate of Science, Criminal Justice, North Shore Community College, Danvers, Massachusetts; Bachelor of Science, Criminology and Law, Suffolk University, Boston, Massachusetts

Experience: Ms. Dias has two years experience as a child protective services specialist at Child Protective Services in Tucson, Arizona. She also has two years experience as a U.S. border patrol agent with the United States Border Patrol in Artesia, New Mexico and nine years experience as a customer service representative with United Airlines in East Boston, Massachusetts.

Recruitment Overview:

An external recruitment was conducted. Fifty-five applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

*Contingent upon successful completion of medical, physical, and psychological examinations.

Forsyth, Renee

Student Services Advisor

Salary: \$49,098

Desert Vista Campus

Effective: 1/14/13

Selected to fill an open position

Education: Bachelor of Arts, Communication Studies, Azusa Pacific University, Azusa, California; Master of Science, College Student Personnel, Arkansas Technical University, Russellville, Arkansas

Experience: Ms. Forsyth has one year experience as assistant dean and over three years experience as lead academic advisor for Wayland Baptist University in Sierra Vista, Arizona.

Recruitment Overview:

An external recruitment was conducted. Seventy-two applications were received and reviewed. Two candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

Grijalva, Alexis

Support Technician

Hourly Rate: \$13.96

East Campus, Upward Bound

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Arts, General Studies, Pima Community College, Tucson, Arizona

Experience: Ms. Grijalva has five months experience as a leasing professional for Scotia Group Management LLC; six months experience as a secretary for New York

(Continued)

Life Insurance Company and four years experience as a personal assistant for Allstate Insurance Company, all located in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Forty applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, East Campus President.

Hennessey, Susan

Support Technician, DSR

Hourly Rate: \$13.96

East Campus

Effective: 1/14/13

Selected to fill an open position

Education: Coursework, Fitchburg State University, Fitchburg, Massachusetts

Experience: Ms. Hennessey has two years experience as a clerk and yoga teacher for Central Massachusetts Yoga and Wellness in West Boylston, Massachusetts; four months experience as a medical bill clerk for Neonatology Associates in Worcester, Massachusetts; eighteen months experience as an accounts payable and bookkeeping clerk for Quabbin Timber, Inc. in Rutland, Massachusetts and five years experience as an office manager for Central Park, NC in Star, North Carolina.

Recruitment Overview:

An external recruitment was conducted. Thirty-nine applications were received and reviewed. Ten candidates were invited to interview. The selected candidate for this position declined and four non-select alternates from another recent Support Technician recruitments were invited to interview. The finalists were interviewed by Dr. Jerry Migler, Provost and Executive Vice Chancellor.

Langston-Golembiewski, Lisa

Community Service Officer

Hourly Rate: \$12.94

Public Safety

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Arts, Liberal Arts, Associate of Science, Criminal Justice Administration, Pima Community College, Tucson, Arizona; Bachelor of Science, Criminal Justice Administration, University of Phoenix, Tucson, Arizona

Experience: Ms. Langston-Golembiewski has three years experience as an usher and security guard for A-Team Security; eight months experience as a probation officer for Pima County Juvenile Court and two years experience as a fingerprint technician for the Pima County Sheriff's Department, all located in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Two hundred and eighty applications were received and reviewed. Seventy candidates were invited to interview. The finalists were interviewed by Chief Stella Bay, Executive Director, Department of Public Safety.

McIntosh, Evan

Community Service Officer

Hourly Rate: \$12.94

Public Safety

Effective: 1/14/13

Selected to fill an open position

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Mr. McIntosh has eight years' experience in security for the United State Air Force in Tucson, Arizona.

Recruitment Overview:

(Continued)

An external recruitment was conducted. Two hundred and eighty applications were received and reviewed. Seventy candidates were invited to interview. The finalists were interviewed by Chief Stella Bay, Executive Director, Department of Public Safety.

Martinez, Jacob**Laboratory Technician, Automotive**

Hourly Rate: \$14.95

Downtown Campus

Effective: 1/14/13

Selected to fill an open position

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Mr. Martinez has twenty-two months experience as a technician for Pep Boys in Tucson, Arizona and over three years experience as an apprentice electrician for JL&S in Marana, Arizona.

Recruitment Overview:

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

Mazanec, Milo**Community Service Officer**

Hourly Rate: \$12.94

Public Safety

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Arts, Systems Networking, Pima Community College, Tucson, Arizona

Experience: Mr. Mazanec has over six years experience as a temporary community service officer and over four years experience as a temporary information technology technician at Pima Community College in Tucson, Arizona. He also has three years experience as an information technology assistant at ShopNatural Cooperative in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Two hundred and eighty applications were received and reviewed. Seventy candidates were invited to interview. The finalists were interviewed by Chief Stella Bay, Executive Director, Department of Public Safety.

Mesta, Rebecca**Support Technician**

Hourly Rate: \$13.96

West Campus, Health Related Professions and Nursing

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Arts, Liberal Arts, Pima Community College, Tucson, Arizona; Bachelor of Science, Health Administration, University of Phoenix, Tucson, Arizona

Experience: Ms. Mesta has eighteen months experience as the phone room supervisor, front office for Specialist in Dermatology; three years experience as an operations assistant for the National Bank of Arizona and three years experience as a receptionist for New Life Church of God, all located in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Twenty-six applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

Mount, Jonathan**Laboratory Technician**

Hourly Rate: \$14.95

Downtown Campus

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Applied Science, Welding Technology, Cochise Community College, Sierra Vista, Arizona

Experience: Mr. Mount has one year experience as the owner and operator of Mount Metals in Tucson, Arizona. He also has five years experience as a welding inspector at Inland Engineering and Consulting Inc. in Phoenix, Arizona.

Recruitment Overview:

An external recruitment was conducted. Four applications were received and reviewed. Two candidates were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President.

Muckley, Darla**Laboratory Specialist, Computer Commons**

Hourly Rate: \$17.99

East Campus

Effective: 1/14/13

Selected to fill an open position

Education: Associate of Arts, Education, Western Wyoming College, Rock Springs, Wyoming; Bachelor of Arts, K-8 Education and Masters of Science, Instructional Technology, University of Wyoming, Laramie, Wyoming

Experience: Ms. Muckley has one year experience as a technology integration specialist for Girls Leadership Academy in Phoenix, Arizona; one year experience as a teacher manager for Eleutian Technology in Green River, Wyoming; one year experience as a computer lab manager for Elizabeth Middle School in Elizabeth, Colorado and two years experience as an instructional technology facilitator for Hot Springs County School District in Thermopolis, Wyoming. She also has six months experience as an evening librarian at Hay Library in Rock Springs, Wyoming; one year experience as integration and curriculum specialist for Haddock Computers in Wichita, Kansas and seven years experience as a computer specialist and teacher for Academy Charter School in Castle Rock, Colorado.

Recruitment Overview:

An external recruitment was conducted. Twenty-one applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by Charlotte Fugett, East Campus President.

Napoles, Jessica**Student Services Specialist**

Hourly Rate: \$17.99

Community Campus

Effective: 1/28/13

Selected for an open position

Education: Associate of Arts, General Studies, South Mountain Community College, Phoenix, Arizona; Bachelor of Science, Tourism Development and Management, Arizona State University, Tempe, Arizona

Experience: Ms. Napoles has sixteen months experience as a student services technician at South Mountain Community College and Phoenix College in Phoenix, Arizona. She also has one year experience as an office coordinator for Development and Special Events at Scottsdale Community College in Scottsdale, Arizona.

Recruitment Overview:

An external recruitment was conducted. One hundred and thirty applications were received and reviewed. Seven candidates were invited to interview. The

finalists were interviewed by Dr. Lorraine Morales, Acting Community Campus President.

Overton, Paul**Information Technology Advanced Analyst**

Salary: \$54,872 District Office
 Effective: 1/14/13 Selected to fill an open position
 Education: High School Diploma, Nathan Bedford Forrest High School, Jacksonville, Florida
 Experience: Mr. Overton has six years experience as a senior network specialist at CRCHealth Corporation and nine years experience as an operations support specialist at AOL LLC in Tucson, Arizona. He has certification as a Microsoft Certified Systems Administrator, Microsoft Certified Professional, CompTIA A+ and CompTIA Network+.

Recruitment Overview:

An external recruitment was conducted. Eighteen applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Keith McIntosh, Vice Chancellor for Information Technology.

Sylvester, Cynthia**Facilities Project Manager**

Salary: \$54,872 Maintenance and Security
 Effective: 1/14/13 Selected to fill an open position
 Education: Associate of Science, Architecture and Building, Vermont Technical College, Williston, Vermont; Bachelor of Architecture, Boston Architectural College (formerly known as Boston Architectural Center), Boston, Massachusetts
 Experience: Ms. Sylvester has eighteen months experience as a senior project manager and supervisor in the bonds and architecture division for Tucson Unified School District; six years experience as architectural manager in the design and construction division for Pima County, Facilities Management and four years experience as a project architect and project manager for Smitthipong and Rosamond Associates and Durrant Architects, all located in Tucson, Arizona. She also has one year experience as a project architect and project manager for Browning Moore Associates in Prescott Valley, Arizona.

Recruitment Overview:

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

Valdez, Rene**Community Service Officer**

Hourly Rate: \$12.94 Public Safety
 Effective: 1/14/13 Selected to fill an open position
 Education: Coursework, Pima Community College, Tucson, Arizona
 Experience: Mr. Valdez has two months experience as a surveillance officer for Pinal County Superior Court in Casa Grande, Arizona and eight months experience as a detention support specialist and parking enforcement officer for Coconino County Sheriff's Office and Coconino Community College in Flagstaff, Arizona. He also has two years experience as an instructional assistant for Sunnyside Unified School District; eight months experience as an animal control officer for Pima

(Continued)

County Animal Care Center and three months experience as a detention officer for Pima County Juvenile Court, all located in Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Two hundred and eighty applications were received and reviewed. Seventy candidates were invited to interview. The finalists were interviewed by Chief Stella Bay, Executive Director, Department of Public Safety.

Wrona, Stacey

Hourly Rate: \$12.94

Effective: 1/14/13

Education: Bachelor of Science, Studio Art Painting, Bradley University, Peoria, Illinois

Experience: Ms. Wrona has sixteen months experience as breakfast and lunch chef for Chi Omega; sixteen months experience as pastry cook for The Arizona Inn and sixteen months experience as the kitchen manager and head chef for Delta Chi, all located in Tucson, Arizona. She also has fifteen months experience as lead cook and baker for The Sunshine Café in Albuquerque, New Mexico and four years experience as pastry chef and manager of duty for The Berlin Inn in Portland, Oregon.

Laboratory Assistant, Culinary Arts

Desert Vista Campus

Selected to fill an open position

Recruitment Overview:

An external recruitment was conducted. Ten applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Ted Roush, Vice President of Instruction, Desert Vista Campus.

Zavala, David

Hourly Rate: \$19.75

Effective: 1/10/13*

Education: Bachelor of Science, Criminal Justice Administration, Park University, Parkville, Missouri

Experience: Mr. Zavala has twenty-two years experience as a special tactical operations planner, a section chief for plans and analysis and an operations superintendent with the United States Air Force in San Antonio, Texas, Mildenhall, United Kingdom and Beale Air Force Base, California.

Police Recruit, Officer in Training

Public Safety

Selected to fill an open position

Recruitment Overview:

An external recruitment was conducted. Fifty-five applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. David Bea, Executive Vice Chancellor for Finance and Administration.

*Contingent upon successful completion of medical, physical, and psychological examinations.

Approvals

Contact Person Janet L. May
Janet L. May

Interim Chancellor Dr. Suzanne L. Miles
Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.2

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

Recommendation:

The Interim Chancellor recommends that the Board approve this Administrator appointment and requests that the Board authorizes the Interim Chancellor or designee to sign the employment contracts on behalf of the College District. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Silvyn, Jeffrey

College General Counsel

Salary: \$105,528

District Office

Effective: 1/21/13

Education: Bachelor of Arts, International Studies, Johns Hopkins University, Baltimore, Maryland; Juris Doctorate, University of California, Los Angeles School of Law, Los Angeles, California

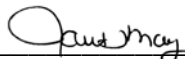
Experience: Mr. Silvyn is currently general counsel at Morris and Stewart Udall Foundation in Tucson, Arizona and has been employed there since 2008. He has seven years experience as a shareholder for Waterfall Economidis Caldwell Hanshaw & Villamana law firm in Tucson, Arizona. Additionally, he has nine years experience as an associate attorney for Fennemore Craig in Tucson, Arizona and Musick Peeler & Garrett law firm in Los Angeles, California. Mr. Silvyn is a member of the Arizona State Bar and the California State Bar.

Recruitment Overview:

An external recruitment was conducted. Twenty-seven complete applications were received and sent to the advisory group for screening. Four candidate were invited for interviews. Dr. Suzanne L. Miles, Interim Chancellor, recommends this candidate.

Approvals

Contact Person



Janet L. May

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: 1/9/13

Item Number: 16.3

Item Title	Contact Person
Adjunct Faculty Appointments	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.

Name: **Barker, Ph.D., Jessica L.**

Discipline(s): Biology (Academic)

Salary: \$735 per load hour

Education: Doctor of Philosophy, Neurobiology, Cornell University, Ithaca, New York

Experience: Dr. Barker will work for Pima Community College as a PERT fellow in spring 2013. She has no formal teaching experience.

Name: **Barto-Sisamout, Karen A**

Discipline(s): French (Academic), Psychology, (Academic), English as a Second Language (Developmental)

Salary: \$735 per load hour

Education: Bachelor of Arts, French, Alma College, Alma, Michigan; Master of Arts, French and English as a Second Language, University of Arizona, Tucson, Arizona

(Continued)

Experience: Ms. Barto-Sisamout taught a French course for one semester at Pima Community College, East Campus. She has been teaching English courses for five years as a graduate teaching associate for senior students at the University of Arizona, Tucson where she is earning her doctorate.

Name: Bejarano, Ph.D., Christina

Discipline(s): Veterinary Technician (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Science, Business Administration, University of Arizona, Tucson, Arizona; Bachelor of Science, Agriculture, University of Arizona, Tucson, Arizona; Doctor of Philosophy, Veterinary Medicine, Purdue University, West Lafayette, Indiana

Experience: Dr. Bejarano has been working for more than six years for Emergency Veterinarian, Veterinary Specialty Center of Tucson in Tucson, Arizona. She has no formal teaching experience.

Name: Bensa, Janko

Discipline(s): Accounting (Academic)

Salary: \$735 per load hour

Education: Bachelor of Science, Accountancy, Northern Arizona University, Flagstaff, Arizona; Master of Science, Accountancy, University of Phoenix, Phoenix, Arizona

Experience: Mr. Bensa worked for six months as a temporary office assistant at Coconino Community College in Page, Arizona. Prior to that, he worked for four years as an accountant for Farmers Insurance in Tucson, Arizona. Mr. Bensa has no formal teaching experience.

Name: Deskin, Susan Diane

Discipline(s): Fitness and Wellness (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Business Administration, Finance and Entrepreneurship, Baylor University, Waco, Texas; Master of Business Administration, Business Administration, Baylor University, Waco, Texas

Experience: Ms. Deskin owned and operated Sonoran Aikikai in Tucson, Arizona for more than nine years. She has taught Aikido for more than 13 years.

Name: Garcia, Jasmine L.

Discipline(s): Sign Language (Academic)

Salary: \$735 per load hour

Education: Bachelor of Arts, Communication Arts, Gallaudet University, Washington, D.C.; Master of Arts, Deaf Studies, Gallaudet University, Washington, D.C.

Experience: Ms. Garcia worked for one year as a day residential educator at the Texas School for the Deaf in Austin, Texas. Prior to that, she taught sign language for one year as adjunct faculty at Austin Community College in Texas.

Name: Herrera, Ph.D., Cristina L.

Discipline(s): Biology (Academic)

Salary: \$735 per load hour

Education: Bachelor of Science, Biochemistry, University of Bucharest, Bucharest, Romania;
Doctor of Philosophy, Biochemistry, University of Bucharest, Bucharest, Romania

Experience: Ms. Herrera has taught biology since 2009 as adjunct faculty at Camden County College and Cumberland County College in New Jersey. Prior to teaching, she worked for over two years as a post-doctoral fellow at Temple University, Philadelphia, Pennsylvania.

Name: Jackman, Margaret A.

Discipline(s): Nursing (Academic)

Salary: \$735 per load hour

Education: Master of Science, Nursing, California State University, Long Beach, California

Experience: Ms. Jackman has been working for more than eight years as charge nurse for Tucson Medical Center in Tucson, Arizona. She has more than three years of formal adult teaching experience.

Name: Joyce, Blake L.

Discipline(s): Biology (Academic)

Salary: \$735 per load hour

Education: Bachelor of Science, Ecology, University of Georgia, Athens, Georgia; Master of Science, Plant Sciences, University of Tennessee, Knoxville, Tennessee

Experience: Mr. Joyce has been conducting biology related research for more than seven years in labs located in Athens, Georgia and Knoxville, Tennessee. He has no formal teaching experience.

Name: Livingood, Michael A.

Discipline(s): Social Services (Academic)

Salary: \$735 per load hour

Education: Bachelor of Arts, Christian Studies, Grand Canyon University, Phoenix, Arizona; Master of Science, Human Services, Capella University, Minneapolis, Minnesota

Experience: Mr. Livingood has been working for more than two years as the assistant lead pastor at Pantano Christian Church in Tucson, Arizona. He has four years of formal adult teaching experience.

Name: Lucas, Ph.D., Lonnie J.

Discipline(s): Engineering (Academic), Agriculture (Academic)

Salary: \$735 per load hour

Education: Bachelor of Science, Mechanical Engineering, Michigan State University, East Lansing, Michigan; Master of Science, Mechanical Engineering, Michigan State University, East Lansing, Michigan; Doctor of Philosophy, Agriculture and Biosystems Engineering, University of Arizona, Tucson, Arizona

Experience: Dr. Lucas has been working for more than one year as a product line manager at Applied Energetics in Tucson, Arizona. He has more than 5 years of previous adult teaching experience with Pima Community College.

Name: Meehan, Adam

Discipline(s): Writing, (Academic), Literature (Academic)

Salary: \$735 per load hour

Education: Bachelor of Arts, English, University of Berkeley, Berkeley, California; Master of Arts, English, San Diego State University, San Diego, California

Experience: Mr. Meehan is currently completing his doctorate in English at the University of Arizona, Tucson, Arizona. He has more than five years of adult teaching experience.

Name: Muro, Gabriel D.

Discipline(s): Astronomy (Academic Limited Exemption)

Salary: \$735 per load hour

Education: Bachelor of Science, Earth Science, University of California, Santa Cruz, California

Experience: Mr. Muro has 17 graduate semester credits in astronomy from the University of Arizona, Tucson, Arizona. He has been a graduate assistant for one year at the University of Arizona Lunar & Planetary Lab in Tucson, Arizona. Mr. Muro tutored and taught upper level undergraduate science courses for one year at the University of California, Santa Cruz, California. He also taught and tutored mathematics for one year at Citrus College, Glendora, California.

Name: Myers-Powell, Jarrod K.

Discipline(s): Computer Aided Drafting (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Architecture, University of Arizona, Tucson, Arizona

Experience: Mr. Myers-Powell has been a graduate architect for more than four years at WSM Architects, in Tucson, Arizona. He was an undergraduate teaching assistant for one year at the University of Arizona in Tucson, Arizona.

Name: O'Keefe, Kelly H.

Discipline(s): Health Care (Occupational/Workforce); Health Education (Occupational/Workforce); Health Information Technology (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Science, Health Education and Promotion, Western Illinois University, Macomb, Illinois; Master of Science, Health Sciences, Western Illinois University, Macomb, Illinois

Experience: Ms. O'Keefe worked for over five years as a patient financial advocate at Trinity Medical Center in Moline, Illinois. She has less than one year of experience as an instructor for the American Red Cross in Rock Island, Illinois.

Name: Patel, D.M.D., Vijay L.

Discipline(s): Dental Hygiene (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Science, Molecular and Cellular Biology, University of Arizona, Tucson, Arizona; Bachelor of Arts, Religious Studies, University of Arizona, Tucson, Arizona; Doctor of Dental Medicine, Oregon Health and Science University, Portland, Oregon

(Continued)

Experience: Dr. Patel has worked for one year as a dentist at the Pascua Yaqui Dental Clinic, in Tucson Arizona. He has no formal teaching experience.

Name: Spera, D.D.S., Jennifer L.

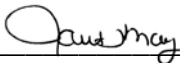
Discipline(s): Dental Hygiene (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Science, Molecular & Cell Biology, University of Arizona, Tucson, Arizona; Doctor of Dental Studies, Marquette University, Milwaukee, Wisconsin

Experience: Dr. Spera has been working for more than two years as a dentist in her own practice in Tucson, Arizona. She has no formal teaching experience.

Approvals

Contact Person 
Janet L. May

Interim Chancellor _____
Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.4

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

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. When applicable, assignments are contingent upon candidates passing a criminal background check after offer has been made, accepted and before the first day of employment or addition to a pool.

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.

Al Baldawi, Wisam	Instructor	CC
Effective:	1/10/13	Writing
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:	\$20.83	
Education:	Bachelor of Arts, English, University of Baghdad, Baghdad, Iraq; Master of Arts, American Culture Studies, Bowling Green State University, Bowling Green, Ohio	
Experience:	Mr. Al-Baldawi has three years experience as an instructor at the University of Baghdad in Baghdad, Iraq. He also has three years experience as a translator, interpreter for the United States Army and one year experience as a job developer, employment specialist for Catholic Community Services of Southern Arizona in Tucson, Arizona.	

(Continued)

Harney, Jeffery**Van Driver****DO**

Effective: 1/10/13

Maintenance and Security

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: \$8.30

Education: High School Diploma, Butte Public High School, Butte, Montana

Experience: Mr. Harney has one year experience as a maintenance engineer for Holladay Properties and five years experience as a facilities director for Sodexo, in Tucson, Arizona.

Henderson, Walter**Tutor I****WC**

Effective: 1/10/13

Athletics

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: \$7.80

Education: Bachelor of Arts, Sociology, Master of Arts, Counseling and Guidance, University of New Mexico, Albuquerque, New Mexico

Experience: Mr. Henderson is currently a volunteer assistant sprint coach with Pima Community College in Tucson, Arizona. He was also a volunteer assistant track coach with Malone College in Akron, Ohio and he has two years experience as a special needs student counselor for the University of New Mexico in Albuquerque, New Mexico.

Hernandez, Alma**Support Assistant****CC**

Effective: 1/10/13

Adult 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: 12.94

Education: Coursework, University of Arizona, Tucson, Arizona

Experience: Ms. Hernandez has two months experience as a parent aide with Child and Family Support Services, in Tucson, Arizona.

Herrera, Ashlie**Office Aide****DC**

Effective: 1/10/13

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: \$7.80

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Ms. Herrera has four months experience as a Federal Work Study student ambassador in Student Services at Pima Community College in Tucson, Arizona.

Hunter, Sarah**Instructor****DC**

Effective: 1/10/13

Adult 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: \$20.83

Education: Bachelor of Arts, Sociology, Lewis and Clark College, Portland, Oregon; Bachelor of Science, Portland State University, Portland, Oregon; Doctorate of Philosophy, Botany and Plant Pathology, Michigan State University, East Lansing, Michigan

Experience: Ms. Hunter has five years experience as a math and science specialist, assistant researcher, and research molecular biologist with the University of Arizona in Tucson, Arizona.

Keefe Ignat**Office Aide****DC**

Effective: 1/10/13

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: \$7.80

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Ms. Keefe has one year experience as a customer services representative for Bruegger's Bagel Bakery in Oro Valley, Arizona.

Keane, Pamela**Instructor****CC**

Effective: 1/10/13

Adult 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: \$20.83

Education: Bachelor of Science, Applied Mathematics, Master of Arts, Secondary Education, University of New Mexico, Albuquerque, New Mexico

Experience: Ms. Keane has three years experience as a project coordinator and adjunct instructor of mathematics for the University of Arizona.

Leon-Guerrero, Julie**Tutor I****EC**

Effective: 1/10/13

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: \$7.80

Education: Bachelor of Science, Mechanical Engineering, University of California, Santa Barbara, California

Experience: Ms. Leon-Guerrero has four years experience as a mechanical design engineer at Lasertel in Tucson, Arizona.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.5

Item Title	Contact Person
Interim Chancellor Dual Role	Janet L. May, Vice Chancellor for Human Resources (206-4624)

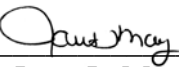
Recommendation:

Dr. Suzanne L. Miles serve in a dual role of Interim Chancellor and President of Community Campus beginning January 2, 2013 until a new Chancellor is selected and commences employment.

Justification:

Dr. Suzanne L. Miles' home position is President of Community Campus. This action transitions Dr. Miles back to her home position while maintaining her continuing duty to serve as Interim Chancellor until a new Chancellor is hired and commences employment. A smooth transition for both the College and the new Chancellor when one is selected is the result of this action. There is no change in salary for this action and Dr. Miles' contract as Interim Chancellor will remain in effect until a new Chancellor is selected and commences employment.

Approvals

Contact Person 
Janet L. May

Interim Chancellor _____
Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.6

Item Title**Contact Person**

Change in Administrator Contract

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

Recommendation:

The Interim Chancellor recommends the Board approve this change in administrator contract and requests that the Board authorizes the Interim Chancellor or designee to sign the employment contract on behalf of the College District. The expansion of partnerships with the Community, increase in budgetary accountability and facilities square footage has increased the scope and complexity of this position. The leadership of Facilities will be comprised of the Vice Chancellor and Directors. This change to a Vice Chancellor level will result in a more equal distribution of workload at the District Office and allow for additional expansion of assignments.

Ward, William

Salary: \$152,996*

Effective: 1/10/13

*Salary will be prorated for the remainder of the contract year

Vice Chancellor for Facilities

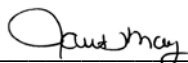
District Office

Education: Bachelor of Science, Career and Technical Education, Indiana State University; Associate of Arts, Business, St. Petersburg College

Experience: Hired as Superintendent of Operations in August 2000. In 2006, he successfully completed for and currently serves as Assistant Vice Chancellor for Facilities. Prior Pima Community College experience includes two years as the plant operations supervisor at Western Carolina University and eleven years experience as the facilities maintenance supervisor at St. Petersburg Junior College.

Approvals

Contact Person



Janet L. May

Interim Chancellor

Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 16.7

Item Title	Contact Person
Intergovernmental Agreement: Pima County Public Safety Integrated Wireless Communication Network	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve an intergovernmental agreement with numerous other Pima County public safety entities for the purpose of cooperatively maintaining the Pima County Wireless Integrated Network.

Justification:

The Pima County Wireless Integrated Network (PCWIN) is a regional public safety communication system that was authorized by Pima County voters during a Special Bond Election on May 18, 2004. PCWIN includes the development and operationalization of a radio communications system designed to provide improved public safety radio communications throughout Pima County resulting in shortened response times and better collaboration between participating public safety entities. In September 2010, the Board of Governors previously approved a related intergovernmental agreement for the joint use of facility space that provides space for associated equipment that will support the College's dispatch operations as a participating public safety agency in PCWIN.

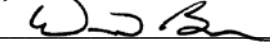
College Plan Initiative:

Initiative 5: Enhance operations

Financial Considerations:

In 2004, Pima County voters authorized \$92 million of general obligation bonds for design and implementation of the PCWIN integrated wireless network. Starting in fiscal year 2013-2014, participating public safety agencies will be charged a monthly subscriber fee to operate the regional public safety voice communications network. This fee is calculated based upon the number of radios that are in use by each agency. For fiscal year 2013-2014 it is estimated that the College will employ 60 radios at a monthly cost of \$29 each or about \$21,000 per year.

Approvals

Contact Person 
Dr. David Bea

Interim Chancellor _____
Dr. Suzanne L. Miles

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/9/13

Item Number: 17

Item Title	Contact Person
Preliminary Budget Parameters – fiscal year 2013/2014	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Interim Chancellor recommends that the Board of Governors authorize development of the fiscal year 2013/2014 budget based on preliminary revenue and expenditure assumptions specified below.

Justification:

The Board of Governors provides guidelines for development of the budget, which assist staff and administration in preparing the budget that will eventually be presented to the Board for formal adoption. At the May Board meeting, a comprehensive budget presentation will be made and numerous Board actions in the next few months will further clarify the budget.

The preliminary budget parameters include the following General Fund assumptions:

Revenues:

Tax Levy: The preliminary budget will include a two percent increase to the tax levy and will incorporate growth from new property. A two percent increase generates approximately \$1.8 million. The County Assessor should release the new property growth figures in February.

Tuition: The preliminary budget will include an increase in tuition that is expected to be less than \$5.00 per unit for in-state students. A detailed tuition proposal will be presented at the March Board meeting. Each dollar increase in tuition generates an estimated \$600,000 in revenue.

State Appropriations: The preliminary budget will include a decrease of approximately \$150,000 in state appropriations based on enrollment changes. We are also actively monitoring any other changes in state aid, including the possibility of equipment appropriations, and funding for adult education.

(Continued)

