NOTICE OF REGULAR GOVERNING BOARD MEETING

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

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 Timothy Kelliher and Gloria Majalca will provide highlights from the Staff Council meeting of January 11 and February 1. Highlights will include: Provost’s Report; Interim Chancellor’s Report, Liaison Report, Employee Reports (AFSCME and ACES and Campus District Reports).
General Matters (Continued)

5. Reports by Student Representatives
   • Student Josue Saldivar and John Valenzuela will highlight recent activities at the Community, Desert Vista, Downtown, East, Northwest and West Campuses.

6. Reports by Faculty Representatives
   • Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meetings of January 9 and February 1. 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.
     ▪ El Pueblo Liberty Learning Center Update
     ▪ Registration and Placement Pathways at PCC (including the Prep Academy)
     ▪ Meet and Confer Presentations
     Meet and Confer teams for the three employee groups ACES, AFSCME and PCCEA will present their activities and proposals for the coming year.
     ▪ Safety Update

   • Preliminary 2012/13 fiscal year results through December 2012

Information Items

10. Separations from Employment
General Matters (Continued)

11. Student Aide Hires

   - Administration submits the second reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity.
General Matters (Continued)

13. BP-1503: Harassment (Including Sexual Harassment) – Second Reading
   • Administration submits the second reading of the deleted Board Policy 1503 – Harassment.

14. BP-2701: Copyright – Second Reading
   • Administration submits the second reading of the revised Board Policy 2701 – Copyright.

15. Assignment of Temporary Duties

Action Items

16. Approval of Minutes of the following meetings:
   A. Special Meeting of December 20, 2012
   B. Annual Meeting of January 9, 2013
   C. Special Meeting of January 9, 2013
   D. Regular Meeting of January 9, 2013
   E. Special Meeting of January 17, 2013
   F. Special Meeting of January 18, 2013
   G. Special Meeting of January 19, 2013
   H. Special Meeting of January 20, 2013
   I. Special Meeting of January 24, 2013, 4:00 pm
   J. Special Meeting of January 24, 2013, 5:30 pm
   K. Special Meeting of February 5, 2013, 5:30 pm
   L. Special Meeting of February 5, 2013, 7:00 pm

17. Consent Agenda

17.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Richard Montano, Educational Support Faculty, Angela Butler, Support Assistant, College Foundation, Elizabeth Coleman, Instructor, Nursing, Alison Colter-Mack, Human Resources Advanced Analyst, Tracy Corbin, Library Services Technician, Jonathan Howe, Advanced Program Coordinator, Disabled Student Resources, Daniel Leonard, Student Services Specialist, Financial Aid, Kai Lindstedt, Laboratory Specialist, Mathematics, Mark Mergler, Laboratory Specialist, Chemistry, Stephen Robideau, Trades Maintenance Technician, Grounds, Ashley Tellez, Program Assistant, Health Professions Opportunity Grant, Ana Unda, Research Advanced Analyst and Lilia Crystal Vasquez, Student Services Specialist, Financial Aid.
17.2 Adjunct Faculty Appointments

- Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Noe Badillo, Art (Academic); Art for Personal Development (Developmental); Scott Barker, Journalism (Academic Limited Exemption); Michele Betzen, Business (Academic); Management (Academic); Christopher L. Bonhorst, Computer Information Systems (Occupational/Workforce); Ana C. Castaneda Barbon, Translation Studies (Occupational/Workforce); Emily R. Churilla, Writing (Academic); Norman J. Cushing, Digital Arts (Occupational/Workforce); Frank H. Day, Art (Academic); Theater (Academic Limited Exemption); William De Guynenne, Business (Academic); Economics (Academic); James Diamond, Paralegal (Occupational/Workforce); John (Jack) W. Draper, Building/Construction Technology (Occupational/Workforce); Anna Faktorovich, Ph.D., Writing (Academic); Literature (Academic); Julie Goodwin, Therapeutic Massage (Occupational/Workforce); Laila M. Halaby, Student Success (Academic); Arabic (Academic); Writing (Academic Limited Exemption); Jonathan Haller, Geospatial Information Systems (Academic); Cynthia Hermann, Nursing (Academic); Matthew Holliday, Psychology (Academic); Valerie D. Johnson, Nursing (Academic Limited Exemption); Donald Kavanagh, Chemistry (Academic Limited Exemption); Michelle E. Mathews, Writing (Academic); Education (Academic); Elizabeth McDaniel, Nursing (Academic Limited Exemption); Lillian L. Meriwether, Sign Language (Grandfathered Academic); Interpreter Training (Occupational); Patricia A. Murray, Nursing (Academic); Lisa Partin, Medical Laboratory Technician (Occupational/Workforce); Carrie Presnall, Biology (Academic); Gregory I. Redhouse, History (Academic); Craig E. Reinbold, Writing (Academic); Stephen E. Rickson, Political Science (Academic); Lee Ann Roads, Administration of Justice (Academic); Paralegal (Occupational/Workforce); Maryann P. Trombino-Arthur, Fashion Design and Clothing (Occupational/Workforce); Anne C. Waid, Fitness and Wellness (Occupational/Workforce); Gaynelle M. Wasserberg, English as a Second Language (Developmental); Nancy Whitlock, Fitness and Wellness (Occupational/Workforce); Matthew J. Whitney, Computer Information Systems (Occupational/Workforce); Greg T. Wildman, Electrical Utilities Technologies (Occupational/Workforce); Jacqueline E. Williamson, Nursing (Academic) and Emily B. Yasmer Lazarus, D.D.M., Dental Hygiene (Occupational/Workforce).
Action Items (Continued)

17.3 Temporary Appointments
- Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: John Abraham, Workforce Trainer; Carlos Aguilar, Instructional Aide; Mary Armenta, Student Services Specialist; Jeff Babson, Workforce Trainer; Rachael Bale, Program Coordinator; Bethany Barber, Instructional Aide; Lynne Best, Nurse Instructor; Natalie Brinson, Tutor I; M. Brown, Tutor I; Rebecca Celaya, Instructional Aide; Dedre Clark-McGee, Program Coordinator; Taylor Davidson, Tutor I; Angela DeMerritt, Office Aide; Dana Michelle Doyle, Accompanist, Pit Orchestra; Shari Eracio, Tutor I; Jessica Felix, Support Technician; Michelle Flores, Tutor I; Kathryn Forgach, Tutor I; Lucas Gomez, Tutor I; Rosann Haines, Workforce Trainer; Aaron Halbert, Laboratory Assistant; Desiree Hernandez, Instructional Aide; Lucinda Hyatt, Tutor I; Zoe Leonard, Tutor I; Mary Melcher, Instructor; Laura Mora, Tutor I; David Mountain, Instructor; Tanya Perez, Support Technician; Heather Pettigrew, Workforce Trainer; Marisa Pope-Maling, Student Services Advanced Specialist; John Silva, Van Driver; Amanda Satathite, Instructional Aide; Justin Shook, Tutor I; Elva Smithwhite, Program Coordinator; Kalyca Spinler, Tutor II; Cory Szach, Tutor II; Jennifer Torres, Tutor I; Frank Valdes, Instructional Aide; Nichole Valdez, Instructional Aide; Philip Van Linden, Instructor; Alexander Van Sickler, Information Technology Technician; Yvonne Venalonso, Office Aide; Katherine Walters, Tutor I; Kyle Wetmore, Instructional Aide; Elijah Woodward, Workforce Trainer; Carl Woolridge, Workforce Trainer and Andres Yubeta, Van Driver.

17.4 Faculty Regular Appointments 2013/2014 Fiscal Year
- Administration is recommending approval of 341 regular faculty appointments for the 2013-2014 fiscal year, as shown on the attached Exhibit A.

17.5 Grant Proposal: US Department of Energy Rocky Mountain Solar Training Program
- Administration is requesting authorization to approve the US Department of Energy Rocky Mountain Solar Training Program grant proposal, and if funded, acceptance of the grant award from the United States Department of Energy. If funded, the grant performance period will be September 1, 2012 through March 31, 2013. The total amount requested for Pima Community College for year one is $5,000.
Action Items (Continued)

17.6 Intergovernmental Agreement: Intergovernmental Agreement: Pima Community College/Amphitheater Unified School District “Adopt-a-School” Partnership
- Administration is requesting authorization to approve the College’s participation in an intergovernmental agreement between the Amphitheater School District and Pima Community College to establish an “Adopt-A-School” partnership with elementary schools in the Amphitheater School District effective October 26, 2012 through June 30, 2015.

17.7 Contract: Arizona Department of Economic Security, English as a Second Language (Pima County)
- Administration is requesting approval of the Community Campus “Arizona Department of Economic Security, English as a Second Language” contract and acceptance of the contract award from the Arizona Department of Economic Security. The contract continues the Arizona Department of Economic Security’s English as a Second Language Administration’s over 2000 contact hours and free one-on-one tutoring. The contract performance period is from January 1, 2013 through December 30, 2014. The award amount is $125,000.

17.8 Contract: Industrial Supplies and Tools
- Administration is requesting approval to increase the purchase order supply contract with Grainger Industrial Supply in the amount not to exceed $130,000. This is due to the larger than average volume of work completed since the beginning of the fiscal year. The reason for the increased volume is the renovation of 29th Street Coalition Center and the West Campus Fitness Center remodel.

17.9 Contract: Shuttle Transport Service
- Administration is requesting approval to award a contract in the amount not to exceed $80,000 to ArizonaShuttle.com for shuttle transport service twice daily between select campuses during the fall and spring semesters.

17.10 Curriculum: Program Inactivation: Interior Design — Associate of Arts Degree for Transfer
- Administration recommends inactivation of the Interior Design – Associate of Arts Degree for Transfer due to university transfer requirements, downward enrollment trends, and poor employment outlook. Interior Design courses will continue to be offered.
Action Items (Continued)

17.11 Curriculum: Program Inactivation: Interior Design — Associate of Applied Science Degree for Direct Employment
  • Administration recommends inactivation of the Interior Design — Associate of Applied Science Degree for Direct Employment due to industry requirements, poor employment outlook, and downward enrollment trends. Interior Design courses will continue to be offered.

Other Action Items

18. Lease of Space in the Center of Downtown Tucson for Pima Community College
  • Administration is requesting approval to explore establishing a presence in Tucson City Center. This includes identifying appropriate space and negotiating rates and conditions. Final recommendations will be brought to the Board prior to the establishment of any contractual agreements.

19. Deferred Action for Childhood Arrivals (DACA)
  • Administration recommends approval for resident tuition rates for eligible participants in the U.S. government’s Deferred Action for Childhood Arrivals (DACA) program.

20. Change of March (date) and May (location) Board of Governors Meetings
  • Administration recommends approval to move the Board of Governors Meeting from March 13, 2013 to March 20, 2013. And to move the May 8, 2013 meeting from El Rio Learning Center to the District Office.

Adjournment

Regular Meeting
March 13, 2013, 7:00 p.m.
Northwest Campus
Community Room
7600 N. Shannon Road
Tucson, AZ  85709-7200

* 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.
EXHIBIT A

Aguilar PhD, Darla J
Alvine, Ceanne Gale
Amavizca, Carmen F
Anderson, Brooke D
Anderson, Michele
Andujo, Emilia
Arbogast, Jean Marie
Arroyo, Antonio P
Atwell, Max R
Backes, Mark
Baddar PhD, Maha
Bandaranayake PhD, Hema Anura
Barr, Stu I
Basford PhD, Tori R
Becker Jr, Charles Henry
Beckman PhD, Kristina I
Bejarano, Sandra M
Benander, Matthew Scott
Berger, James B
Bessette, Bruce D
Bice, Kenneth J
Bishop, David R
Blake PhD, Cheryl K
Bock, Donald C
Boguszak, Matej
Brewer, Joseph McAdams
Brito, Monica Jean
Broneck PhD, Katherine L
Brown, Gigi
Brown, Theresa A
Brubaker, Galen W
Brumbaugh, Kelly F
Buck-Rodriguez, Margaret R
Bulikowski, Ellyn E
Burge, April A
Burke PhD, Lonnie Dean
Caldwell, Ellen Ferrell
Campbell PhD, Teresa
Carranza PhD, Olga
Carreras, Mariana
Carrillo, Roman K
Casper, Roberta L
Castro-Salazar EdD, Ricardo
Challenger, Kathryn Lynch
Christensen PhD, Ann
Christie PhD, Nancy G
Christofferson, Carol
Cochran, Joshua Daniel
Cohen, Rebecca Andrea
Collins, John S
Comport, Eric R

Cook, Victoria
Cooper PhD, Gary A
Cortes, Barbara
Cortes-Torres PhD, Mayra Eliz
Couston, Rosanne M
Coyne, Janet B
Cramer PhD, Amy S
Crist, Mischa A
Croft PhD, Steven Kent
Cruikshank PhD, Guadalupe A
Cueva, Carmen Elena
Cunningham, Robert F
Dal Pra, Joseph
D'Angelo, Fred Michael
Davis, Amy Catherine
De La Rosa PhD, James
Deering, Susan Jo
Delaune, James
Delgado-Duran, Francisco
Denfeld, Mic
Desjardin, Suzanne J
Di Pierro, Kathryn A
Dings, Randall D
Dobyns PhD, Susan D
Doran, Edward M
Dorsey, Shelly K
Dreyfus, Dino L
Duchicela, KimLisa S
Duch PhD, Jody Lee
Duran-Cerda PhD, Dolores M
Duwel, Matthias
Dworin PhD, Joel E
Eichelberger, Erin
Elguataa, Barbara E
Evans PhD, Ronald J
Evans, John J
Farler, Janet J
Fay PhD, Noah P
Federico, Melanie
Felty, Christina
Feuling, Katherine I
Fiello, Julia B
Fier DA, Brad C
Figueroa, Patricia
Fike, Carolyn Gay
Files, Carolyn Gay
Fitzpatrick, Joseph B
Flasch, Paul A
Flattley, Rita V
Foege, Andrea
Foth, Robert A
Taylor, Agustin A
Taylor, Leslie
Thompson JD, Barbara
Tomasky, Thomas J
Tossell PhD, Renee F
Tousley, Charlotte A
Townsend, Patricia C
Tveten, Michael S
Van Etten, Laura
Van Zandt PhD, Tineke
Vinton Jr., Juan Antonio
Vizard, Janet Karen
Vorndran PhD, Kenneth R
Wakefield, Robert Lewis
Walkinshaw, Robert
Wallace PhD, Lillian Marie
Walter, Pamela Anne

Watry, Judith A
Weeks, Wendy L
Werbylo, Roger T
Werner PhD, Lisa A
Wikrent, Pollyanna
Wiley, Jennifer Lee
Williamson, David J
Wilson, Julianna C
Wing, David L
Winkel, Claire
Wolf, Odile Marguerite F
Yager, Catherine
Youngo, Margarita
Yrun-Calenti, Cindy
Zhang PhD, Charles
Zimmerman, Gretchen Lou
Zurita, Teresiana
Meeting Date: 2/27/13

Item Number: 9


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

Recommendation:

Attached are the financial statements showing preliminary 2012/13 fiscal year results through December 2012. Time will be provided to discuss College fiscal matters.

Justification:

Pima Community College is continuing the year largely as expected, with positive net assets reported through the end of December. As indicated in the *Statement of Revenues, Expenses, and Changes in Net Assets*, the year-to-date increase in net assets through month end is approximately $21.6 million, a change from the previous year’s gain of $23.3 million. The decrease is primarily due to a $1.7 million decrease in tuition revenue.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 79.7 percent of budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 62.7 percent of the budget, which is slightly lower than the previous year.

*Statement of Net Assets*

As shown in *The Statement of Net Assets*, total net assets at the end of December were $239 million, which is a decrease of about $1.1 million compared to the same time last year.

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Approvals

Contact Person

Dr. David Bea

Interim Chancellor

Dr. Suzanne L. Miles
## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

### Statement of Net Assets

#### December 31, 2012

(Pre-final)

### CURRENT FUNDS

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td>FY 2012/13</td>
<td>FY 2011/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Cash and Cash Equivalents</td>
<td>$12,563,855</td>
<td>$7,031,243</td>
<td>$14,792,292</td>
<td>$34,387,390</td>
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<td>Receivables</td>
<td>45,133,885</td>
<td>45,133,885</td>
<td>96,914</td>
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<td>Property Taxes</td>
<td>4,097,828</td>
<td>181,093</td>
<td>4,278,921</td>
<td>4,747,153</td>
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<td>Accounts (net of allowances)</td>
<td>22,644,295</td>
<td>2,521</td>
<td>22,664,816</td>
<td>17,494,275</td>
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<td>Government Grants and Contracts</td>
<td>815,758</td>
<td>815,758</td>
<td>679,958</td>
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<td>Student Loans (net of allowances)</td>
<td>341,329</td>
<td>341,329</td>
<td>196,096</td>
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<tr>
<td>Other</td>
<td>1,076,684</td>
<td>35,002</td>
<td>5,358</td>
<td>1,117,044</td>
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<td>Inventories</td>
<td>194,841</td>
<td>194,841</td>
<td>241,856</td>
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<td>Prepaid Expenses</td>
<td>179,976</td>
<td>179,976</td>
<td>206,615</td>
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<td><strong>Total Current Assets</strong></td>
<td>$85,891,364</td>
<td>$7,882,003</td>
<td>$15,322,593</td>
<td>$109,095,960</td>
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<tr>
<td><strong>NONCURRENT ASSETS</strong></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>3,617,441</td>
<td>3,617,441</td>
<td>3,864,517</td>
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<td>Notes Receivable (net of allowances)</td>
<td>1,044,084</td>
<td>1,044,084</td>
<td>1,159,721</td>
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<td>Other Long-term Investments</td>
<td>10,590,467</td>
<td>20,000,000</td>
<td>30,590,467</td>
<td>840,589</td>
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<tr>
<td>Investments in Capital</td>
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<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td>15,291,311</td>
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<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>90,023,503</td>
<td>90,023,503</td>
<td>95,393,859</td>
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<td>Construction in Progress</td>
<td>1,450,322</td>
<td>1,450,322</td>
<td>171,778</td>
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<td>Equipment (net of depreciation)</td>
<td>2,416,677</td>
<td>2,416,677</td>
<td>2,787,575</td>
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<td>Library Books (net of depreciation)</td>
<td>1,876,567</td>
<td>1,876,567</td>
<td>1,930,512</td>
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<td><strong>Total Noncurrent Assets</strong></td>
<td>10,590,467</td>
<td>135,719,905</td>
<td>146,310,372</td>
<td>121,439,862</td>
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<td><strong>Total Assets</strong></td>
<td>$96,481,831</td>
<td>$7,882,003</td>
<td>$151,042,498</td>
<td>$255,406,332</td>
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### LIABILITIES

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>Current Liabilities</th>
<th>Noncurrent Liabilities</th>
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<tbody>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td>FY 2012/13</td>
<td>FY 2011/12</td>
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<tr>
<td>Accrued Payroll and Benefits</td>
<td>$2,942,037</td>
<td>$2,942,037</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>1,871,475</td>
<td>9,898</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>443,159</td>
<td>443,159</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
<td>4,142,048</td>
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<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>8,955,560</td>
<td>9,898</td>
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<tr>
<td><strong>NONCURRENT LIABILITIES</strong></td>
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<td></td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>5,367</td>
<td>5,367</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,558,364</td>
<td>3,280,000</td>
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<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,563,731</td>
<td>3,280,000</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$12,519,291</td>
<td>$9,898</td>
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### NET ASSETS

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<tr>
<th>NET ASSETS</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Capital Assets (net of related debt)</td>
<td></td>
<td>$107,778,379</td>
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<tr>
<td>Restricted for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>1,845,150</td>
<td>1,845,150</td>
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<tr>
<td>Debt Service</td>
<td>2,915,667</td>
<td>2,915,667</td>
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<tr>
<td>Other (Capital Projects)</td>
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<tr>
<td>Grants and Contracts</td>
<td>(463,715)</td>
<td>(463,715)</td>
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<tr>
<td>Unrestricted</td>
<td>83,962,540</td>
<td>8,335,820</td>
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<td><strong>Total Net Assets</strong></td>
<td>$83,962,540</td>
<td>$7,872,105</td>
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## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

**Statement of Revenues, Expenses and Changes in Net Assets**  
For Six Months Ending December 31, 2012

<table>
<thead>
<tr>
<th></th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General</td>
<td>Auxiliary and Restricted</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 41,784,185</td>
<td>$ 1,012,802</td>
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<tr>
<td>Contracts</td>
<td>1,028,041</td>
<td>1,028,041</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>617,149</td>
<td>617,149</td>
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<tr>
<td>Commission and Rents</td>
<td>17,500</td>
<td>184,897</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>186,363</td>
<td>164,128</td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$ 43,016,089</td>
<td>$ 966,174</td>
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<tr>
<td><strong>OPERATING EXPENSES</strong></td>
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<tr>
<td>Educational and General</td>
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<tr>
<td>Instruction</td>
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<td>Operation and Maintenance of Plant</td>
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<td>Depreciation</td>
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<td>Contingency</td>
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<td><strong>Total Operating Expenses</strong></td>
<td>$ 67,178,577</td>
<td>$ 27,385,601</td>
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<td><strong>Net Operating Gain (Loss)</strong></td>
<td>$(24,162,488)</td>
<td>$(26,419,427)</td>
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<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
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<td>State Appropriations</td>
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<td>Property Taxes</td>
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<td>State Shared Sales Taxes</td>
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<td>Gifts</td>
<td>25,950</td>
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<td>Investment Income</td>
<td>364,247</td>
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<td><strong>Net Nonoperating Revenues</strong></td>
<td>$ 55,106,590</td>
<td>$ 25,326,279</td>
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<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>$ 30,944,102</td>
<td>(1,093,148)</td>
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<td>Transfers</td>
<td>(12,286,342)</td>
<td>(2,542,000)</td>
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<td>Capital Appropriations</td>
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<td>Capital Gifts and Grants</td>
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<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ 18,657,760</td>
<td>(3,635,148)</td>
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**NET ASSETS**

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<th>FY 2012/13</th>
<th>FY 2011/12</th>
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<td>Net Assets - Beginning of Year</td>
<td>65,304,780</td>
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<td>Net Assets - End of Period</td>
<td>$ 83,962,540</td>
<td>$ 7,872,105</td>
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## PIMA COUNTY COMMUNITY COLLEGE DISTRICT

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

For Six Months Ending December 31, 2012

<table>
<thead>
<tr>
<th>EXPENDITURES BY FUNCTION</th>
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<th>FY 2011/12</th>
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<td>Student Financial Aid</td>
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<td>Other Expenses</td>
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<td>Fund balance reserved for contingency</td>
<td>$10,272,631</td>
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<td>Total Expenditures by Function</td>
<td>$177,893,700</td>
<td>$125,401,776</td>
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<th>EXPENDITURES BY ACCOUNT</th>
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<th>FY 2011/12</th>
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<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
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<td>Personal Services</td>
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<td>Faculty</td>
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<td>Other Compensation</td>
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<table>
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<th>Services and Supplies</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
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<td>Communications and Utilities</td>
<td>$5,664,598</td>
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<td>Current Fixed Charges</td>
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<tr>
<td>Total Services and Supplies</td>
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<td>$20,134,587</td>
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</table>

| Capital Equipment       | $418,498   | $418,498  | 100.0 | $169,867    | $169,867    | 48.3 |
| Transfers               | $12,286,342 | $12,286,342 | 100.0 | $5,095,668  | $5,095,668  | 100.0 |
| Other Expenditures      | $1,376,625  | (1,847,727) | (134.2) | $3,224,352 | ($176,904) | (14.6) |
| Contingency and Reserves| $13,418,165 | $132,168  | 1.0 | $13,285,997 | $153,085    | 1.5 |
| Total Expenditures by Account | $177,893,700 | $125,401,776 | 70.5 | $52,491,924 | $113,962,857 | 69.5 |
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

FY 12 $23.7 M
FY 13 $26.4 M

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

FY 12 $9.7 M
FY 13 $10.2 M

COMMITMENTS FOR STUDENT FINANCIAL AID

FY 12 $544 K
FY 13 $690 K
INFORMATION ITEM

Meeting Date: 2/27/13  
Item Number: 10

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

Information:

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

Retirements

**Ashenbrener, Linda**
Support Coordinator  
DO–Employee Consulting and Personnel Operations  
Effective: 03/01/13

Linda Ashenbrener began employment with the College in 1994 as accounting technician. She also served as administrative assistant to the Chancellor and is retiring as support coordinator in Human Resources at the District Office.

**Johnson, Dennis**
Trades/Maintenance Technician  
DO–Plant Operations  
Effective: 02/01/13

Dennis Johnson began employment with the College in 2006 as custodian. He also served as custodial supervisor and is retiring as custodian from Maintenance and Security.

**English, Stephen K.**
Printer Operator  
DC–Academic Advising Services  
Effective: 01/04/13

Stephen English began employment with the College in 2005 as printer operator and is retiring as printer operator from Downtown Campus.
Gillaspie, Barry  
Director  
DO–Development Services Operations  
Effective: 03/01/13

Barry Gillaspie began employment with the College in 1998 as director and is retiring as director of IT development services in Information Technology.

Manion, Sharin  
Instructional Faculty  
WC–Languages  
Effective: 05/16/13

Sharon Manion began employment with the College in 1990 as instructional faculty and also served as lead faculty. She is retiring as instructional faculty from West Campus.

Steinberg, Robin  
Instructional Faculty  
DC–Mathematics  
Effective: 03/08/13

Robin Steinberg began employment with the College in 1992 as instructional faculty and also served as department chair and lead faculty. She is retiring as instructional faculty from Downtown Campus.

Separations from Employment

Bustamante, Elizabeth L  
Instructional Media Specialist  
CC–Video Production  
Effective: 01/04/13

Eldridge, Rachael A.  
Program Assistant  
CC–Workforce & Business Development  
Effective: 01/11/13

Esparza, Frank R.  
Community Service Officer  
DO–DPS Operations  
Effective: 01/11/13

Galovale, Melina G.  
Student Services Advanced Specialist  
DV–Enrollment Services  
Effective: 01/16/13

(Continued)
Gelsinger-Austin, Paul J.
Trades Maintenance Technician
DO–Plant Operations
Effective: 12/07/12

Masoka, Charles A.
Student Services Advanced Specialist
DC–Enrollment Services
Effective: 01/11/13

Peterson, Lori K.
Fiscal Advanced Analyst
DO–Business Operations
Effective: 01/18/13

Rubin, Henry J.
Advanced Program Coordinator
CC–Video Production
Effective: 01/04/13

St. John, Amy S.
Student Services Manager
CC–Student Development
Effective: 01/11/13

Thompson, Christina N.
Support Technician
DO–Disabled Student Resources
Effective: 01/04/13

Ward, Alison S. Psy.D.
Educational Support Faculty – Counselor
NW–Enrollment Services
Effective: 12/19/12

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne L. Miles
The Interim Chancellor submits the following list of appointments for student aides.

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<thead>
<tr>
<th>Acuna</th>
<th>Gabriela</th>
<th>Martinez</th>
<th>Jesus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aguilar</td>
<td>Anna</td>
<td>Martinez</td>
<td>Kimberly</td>
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<td>Alvarado</td>
<td>Rosa</td>
<td>Martinez</td>
<td>Oliver</td>
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<td>McGinnis</td>
<td>Christine</td>
</tr>
<tr>
<td>Andrade</td>
<td>Cesar</td>
<td>Medrano</td>
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<td>Fernando</td>
<td>Mendoza</td>
<td>Areli</td>
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<td>Andrade</td>
<td>Jordan</td>
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<td>Farianne</td>
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<tr>
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<td>Moreno Figueroa</td>
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**Approvals**

Contact Person ________________________________

Janet L. May

Interim Chancellor ________________________________

Dr. Suzanne L. Miles
Information Item

Meeting Date: 2/27/13    Item Number: 12

Item Title


Contact Person

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

Information:

For your information, the Interim Chancellor submits the second reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity.

Justification:

In previous years, Board Policy 1501 and Board Policy 1503 were separate. After review, it is suggested the policies be combined and updated to bring forth more consistency and cohesiveness. Updates also include the change of the reporting relationship of EEO-Affirmative Action Office from the Chancellor to the Vice Chancellor for Human Resources, the addition reference to a Title IX Coordinator and legal references.

College Plan Initiative:

Action Item 5.3.4 – Develop consistent processes and documentation and 5.3.5 – Document existing Human Resources processes and re-engineer using best practices.

Financial Considerations:

There are no additional funds associated with this action.

Approvals

Contact Person

Janet L. May

Interim Chancellor

Dr. Suzanne L. Miles
Recommendation: Combine BP-1501 and BP-1503 together

Board Policy Title: Affirmative Action/Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment)

Board Policy Number: BP-1501
Adoption Date: 11/18/92
Revision Date(s): 3/8/95, 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:

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 process for reporting a complaint is outlined in SPG 1501/AA. Additionally, complaints may be made anonymously using the College’s Compliance and Ethics hotline. Complaints received anonymously through the College’s Compliance and Ethics hotline will be investigated to the extent of information provided.

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 BP 1501 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.
INFORMATION ITEM

Meeting Date: 2/27/13

Item Number: 13

<table>
<thead>
<tr>
<th>Item Title</th>
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<tbody>
<tr>
<td>BP-1503: Harassment (Including Sexual Harassment) – Second Reading</td>
<td>Janet L. May, Vice Chancellor for Human Resources</td>
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<td>(206-4624)</td>
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Information:

For your information, the Interim Chancellor submits the second reading of the deleted Board Policy 1503 – Harassment (Including Sexual Harassment).

Justification:

In previous years, Board Policy 1501 and Board Policy 1503 were separate. After review, it is suggested the policies be combined and updated to bring forth more consistency and cohesiveness. Updates also include the change of the reporting relationship of EEO-Affirmative Action Office from the Chancellor to the Vice Chancellor for Human Resources, the addition reference to a Title IX Coordinator and legal references.

College Plan Initiative:

Action Item 5.3.4 – Develop consistent processes and documentation and 5.3.5 – Document existing Human Resources processes and re-engineer using best practices.

Financial Considerations:

There are no additional funds associated with this action.

Approvals

Contact Person

Janet L. May

Interim Chancellor

Dr. Suzanne L. Miles
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

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.
# INFORMATION ITEM

**Meeting Date:** 2/27/13  
**Item Number:** 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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| BP-2701: Copyright – Second Reading       | Dr. David Bea  
|                                            | Executive Vice Chancellor for Finance and Administration (206-4519)           |

**Information:**

For your information, the Interim Chancellor submits the second reading of the revised Board Policy 2701 – Copyright.

**Justification:**

The policy was initially updated within the Copyright Standing Committee. It was then presented to Staff Council, Faculty Senate, and Chancellor’s Cabinet. Finally, it was reviewed by the College legal team. All recommendations have been incorporated into this draft.

**College Plan Initiative:**

This recommendation relates to Initiative 5: Enhance Operations

**Financial Considerations:**

There are no additional funds associated with this action.

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**Approvals**

- **Contact Person**  
  Dr. David Bea

- **Interim Chancellor**  
  Dr. Suzanne L. Miles
Pima County Community College District
Board Policy

Board Policy Title: Copyright

Board Policy Number: BP-2701
Adoption Date: 1/9/91
Revision Date(s): 11/13/06, 4/17/12
Schedule for Review & Update: Annually
Unit Responsible for Review & Update: Policy & Governance Executive Vice Chancellor for Finance and Administration
Sponsoring Unit/Department: Policy & Governance Executive Vice Chancellor for Finance and Administration
Motion Number: 4757
Legal Reference: Title 17 U.S. Code United States Code
Cross Reference: 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. The Board should be kept regularly informed regarding these procedures.
Dr. Suzanne L. Miles currently serves in a dual role of Interim Chancellor and President of Community Campus. On February 5, 2013, the Board of Governors approved extending the current search for a new Chancellor of Pima Community College District.

Based on the action referenced above taken by the Board of Governors on February 5, 2013, Interim Chancellor Miles will continue in her dual role, but has temporarily assigned some day to day duties of the Community Campus President position to Dr. Darla Zirbes, Vice President of Instruction at Community Campus. Dr. Zirbes is receiving 7.5% of her current salary for performing these temporary duties. It is anticipated the temporary assignment of day to day duties will not extend beyond June 30, 2013.

Approvals

Contact Person ________________________________
Janet L. May

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

**Meeting Date:** 2/27/13  
**Item Number:** 16A

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<td>Unapproved Minutes of the Special Meeting December 20, 2012</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

The unapproved minutes of the Special Meeting of December 20, 2012 are submitted for approval.

---

**Approval**

Interim Chancellor  
Dr. Suzanne L. Miles
PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
December 20, 2012

A Special Meeting of the Pima County Community College District Governing Board was held on Thursday, December 20, 2012 at 3:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

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

Attorney for the Board
John Richardson

Administration/Staff
Suzanne Miles, Interim Chancellor (by telephone)

Call to Order
Scott Stewart called the meeting to order at 3:43 pm.

Motion to conduct Executive Sessions
Motion No. 7129
Marty Cortez – M; Brenda Even – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(3) — Discussion or consultation for legal advice from the College’s legal counsel.

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 3:47 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:15 p.m.

Adjournment
The meeting adjourned at 5:16 p.m.

__________________________
Secretary

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

ACTION ITEM

Meeting Date: 2/27/13  
Item Number: 16B

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<td>Unapproved Minutes of the Annual Meeting January 9, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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Recommendation:

The unapproved minutes of the Annual Meeting of January 9, 2013 are submitted for approval.

Approval

Interim Chancellor_____________________________________
Dr. Suzanne L. Miles
The Annual Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 9, 2013 at 5:00 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Scott Stewart, Chair
Brenda Even, Secretary
Marty Cortez
David Longoria
Sylvia Lee

RECORDING SECRETARY

Gabriela De Echávarri

ADMINISTRATION

Suzanne Miles, Interim Chancellor and President, Community Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Imelda Cuyugan, Assistant Vice Chancellor for State Government Relations
Alex Kajstura, President, Northwest Campus
C. J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Leticia Menchaca, Assistant Vice Chancellor, Student Services
Jerome Migler, Provost and Executive Vice Chancellor, Academic and Student Services
Lorraine Morales, Vice President of Instruction
Anna Reese, Executive Director, Financial Aide
Stan Steinman, Academic Dean
GENERAL MATTERS

Call to Order
Scott Stewart called the meeting to order at 5:05 p.m.

Pledge of Allegiance
Marty Cortez led the Pledge of Allegiance.

NEW BUSINESS

Swearing in of Board Members
Linda Arzoumanian administered the Loyalty Oath to re-elected member Marty Cortez and newly elected member Sylvia Lee.

Proposed Annual Calendar of Regular Board Meetings, 2013

Motion to Adopt Annual Calendar of Regular Board Meetings in 2013
Motion No. 7130
Marty Cortez – M, Brenda Even – S, to approve the proposed Board of Governors Meeting Calendar for 2013.

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

Election of Arizona Association of District Governing Board’s Representative 2013

Motion to Elect AADGB Representative
Motion No. 7131
Marty Cortez – M, Brenda Even – S, that David Longoria serve as representative to the Arizona Association of District Governing Boards (AADGB).

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Election of Board of Governors' Officers For 2013

Motion to Elect
Chairman of the Governing Board
PASSES

Motion No. 7132

David Longoria – M, Marty Cortez – S, that Brenda Even serve as Chairperson of the Board of Governors of the Pima County Community College District in 2013.

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

Motion to Elect
Secretary of the Governing Board
PASSES

Motion No. 7133

Brenda Even – M, Marty Cortez – S, that David Longoria serve as Secretary of the Board of Governors of the Pima County Community College District in 2013.

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

Adjournment

The meeting adjourned at 5:15 p.m.

___________________________________________
Secretary

___________________________________________
Date
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<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Special Meeting January 9, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

The unapproved minutes of the Special Meeting of January 9, 2013 (5:00 pm) are submitted for approval.

---

**Approval**

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, January 9, 2013 at 5:15 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**
Brenda Even, Chair
Marty Cortez
Sylvia Lee
David Longoria
Scott Stewart

**Attorney for the Board**
John Richardson

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Suzanne L. Miles
David Bea
C.J. Karamargin
Janet May
Jerome Migler
Lynne Wakefield

**Call to Order**
Brenda Even called the meeting to order at 5:34 pm.

**Motion to conduct Executive Sessions**

**Motion No. 7134**
Scott Stewart– M; David Longoria – 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 6:45 p.m.

**Motion to Adjourn PASSES**

**Motion No. 7135**

Scott Stewart – M, David Longoria – S, to adjourn the meeting.

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

**Adjournment**

The meeting adjourned at 6:46 p.m.

__________________________________________

Secretary

__________________________________________

Date
# ACTION ITEM

**Meeting Date:** 2/27/13

**Item Number:** 16D

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<th>Item Title</th>
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<tr>
<td>Unapproved Minutes of the Regular Meeting January 9, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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**Recommendation:**

The unapproved minutes of the Regular Meeting of January 9, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor ________________________________  
D. Suzanne L. Miles
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 9, 2013 at 7:00 p.m., in the Community/Board Room, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

Brenda Even, Chair
Marty Cortez
Sylvia Lee
David Longoria
Scott Stewart

BOARD REPRESENTATIVES

Timothy Kelliher, Staff
Kimlisa Salazar Duchicela, Faculty
Patricia Figueroa, Faculty

RECORDING SECRETARY

Gabriela De Echávarri

LEGAL COUNSEL

John Richardson

ADMINISTRATION

Suzanne Miles, Interim Chancellor and President, Community Campus
Lou Albert, President, West Campus
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
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
Imelda Cuyugan, Assistant Vice Chancellor, State Government Relations
Dolores Durán-Cerda, Senior Assistant to the Provost (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
Cheryl House, Executive Director, PCC Foundation
Jerry Haynes, Vice President of Student Development
William Howard, Assistant Vice Chancellor, Business Services
Patricia Houston, Academic Dean
Alex Kajstura, President Northwest Campus
C.J. Karamargin, Vice Chancellor, Public Information and Federal 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, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Anna Reese, Executive Director, Financial Aid
Nicola Richmond, Academic Dean
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Student Development
Stan Steinman, Academic Dean
Heather Tilson, Executive Director, Planning and Institutional Research
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, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction
GENERAL MATTERS

Call to Order

Brenda Even called the meeting to order at 7:05 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Public Comment and Reports

Public Comment

Robert Shaeffer, Public Education Director for the National Center for Fair and Open Testing, addressed the Board regarding his concerns about the College’s admissions and placement testing practices.

Georgia Brousseau addressed the board regarding the Chancellor search.

Mario Gonzalez addressed the Board about the upcoming HLC visit.

Alfonso Valenzuela addressed the Board regarding the manner in which the College has been governed.

Rosalinda Gallardo asked the Board to reconsider Open Admissions Policy.

Staff Representatives

There was no report. The next staff report will be given at the February Board Meeting.

Student Representatives

There will be no report. The next student report will be given at the February Board Meeting.

Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the December 7 Faculty Senate Meeting. Highlights included the following: Senate Officer Elections were held at the January 9th meeting. Faculty Senate President’s Report: Joe Labuda noted that everyone should have received the Academic Qualification form from Karrie Mitchell. PCCEA Update: Rita Flattley
thanked everyone who responded to the faculty survey. Rita asked for any thoughts on the language clarification for the Faculty Personnel Policy manual. Chancellor’s Report: Dr. Miles reminded everyone about the Higher Learning Commission visit. She congratulated new Board member Sylvia Lee on her upcoming appointment. Charlotte Fugett, President at East Campus, and Jeannie Arbogast gave an overview of the changes to the Student Feedback forms.

Provost’s Report: Dr. Migler noted that additional information is on the website about accreditation by the Higher Learning Commission. He noted that a special e-mail account has been set up which will offer opportunity for students to ask questions. Dr. Luba Chliwniak, Downtown Campus President, gave a campus up-date.

Governing Board Member Reports

Chairperson’s Report: Chairperson Even mentioned that there will be a report on the status of the Prep Academy.

Marty Cortez noted that when changes are implemented, they have been made in the interest of the students.

Sylvia Lee said that one of the reasons she ran for a Board seat is that she believes the Board needs to review the admissions policy process.

David Longoria reported the Chancellor Search Advisory Committee is conducting preliminary reference checks. He also announced that finalists’ forums will be scheduled.

Secretary to the Board Report — There was no report.

Interim Chancellor’s Report

The Interim Chancellor reminded everyone of the upcoming HLC visit on January 17 and 18. Dr. Miles announced that Dolores Durán-Cerda has taken an acting position as Senior Assistant to the Provost. She also thanked Rose Bolz, past Staff Council Representative, for her service.

Michael Racy from Racy Associates, Inc. gave a legislative update.

Dennis Holden, Pima Community College Foundation President, gave an update on the Foundation.
Dr. Jerry Migler, Provost gave an update on the current status of the Deferred Action for Children Arrivals (DACA).

Dr. Nancee Sorenson, East Campus Vice President of Instruction, provided a summary of the 2012-2013 AACC Fall Meeting.


Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending November 2012. Dr. Bea noted the total net assets at the end of November were $241.4 million, which is a decrease of about $2.3 million compared to the same time last year. Dr. Bea also provided an overview of results from fiscal year 2012 Comprehensive Annual Financial Report.

Information Items

Separations from Employment

Student Aide Hires

BP-1501: Affirmative Action/Equal Employment Opportunity – First Reading

BP-1503: Harassment (Including Sexual Harassment) – First Reading

BP-2701: Copyright – First Reading

These items were noted as information items.

Action Items

Approval of Minutes

Motion No. 7136

Scott Stewart – M, David Longoria – S, to approve the minutes Special Meeting of November 14, 2012 (5:00 pm) and the Regular Meeting of November 14, 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. 7137
Scott Stewart – M, Marty Cortez – S, to approve the Consent Agenda as presented.

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

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

Preliminary Budget Parameters for fiscal year 2013-2014

Motion to Approve Preliminary Budget Parameters FY 2013-2014
PASSES

Motion No. 7138
Marty Cortez – M, David Longoria – S, to authorize development of the fiscal year 2013/2014 budget based on preliminary revenue and expenditure assumptions.

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

Adjournment

Motion to Adjourn
PASSES

Motion No. 7139
Marty Cortez – M, David Longoria – S, to adjourn the meeting.

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

The meeting adjourned at 9:35 p.m.

___________________________________________
Secretary

___________________________________________
Date
Meeting Date: 2/27/13

Item Title
Unapproved Minutes of the Special Meeting January 17, 2013

Contact Person
Chancellor’s Office
(206-4747)

Recommendation:
The unapproved minutes of the Special Meeting of January 17, 2013 are submitted for approval.

Approval

Interim Chancellor
Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Thursday, January 17, 2013, at 5:00 p.m. in Building B Room 218, Chancellor’s Conference Room, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members**
Brenda Even, Chair  
David Longoria, Secretary  
Marty Cortez  
Sylvia Lee  
Scott Stewart

**Other**
Narcisa Polonio, ACCT

**Call to Order**
Brenda Even called the meeting to order at 5:10 p.m.

**Presentation by ACCT**

Narcisa Polonio, a representative of the Association of Community College Trustees, provided a presentation on an overview of priorities of governing boards throughout the country and a summary of the topics that would be discussed in the training scheduled for the following day. The topics covered included commonly encountered Governing Board operational issues, the concept of momentum, the value of assessing where you are, accountability and responsibility of Board members, and building trust inside the College and the community. In addition to presenting information on these topics, Ms. Polonio facilitated discussion among the Board members and responded to questions posed by individual board members.

At 5:30 p.m., Ms. Polonio and the Board members had dinner, during which they continued their discussions about the topics that had been covered during Ms. Polonio’s presentation.

**Adjournment**
The meeting adjourned at 6:50 p.m.
**ACTION ITEM**

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**Recommendation:**

The unapproved minutes of the Special Meeting of January 18, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor ________________________________

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Friday, January 18, 2013, at 8:00 a.m. in Building B, Room 218 (the Chancellor’s Conference Room), 4905 E. Broadway Blvd., Tucson, AZ 85709-1005 for the purpose of conducting a Board Training and Retreat.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

Legal Counsel
John Richardson

Other
Narcisa Polonio, ACCT Representative

Call to Order

Dr. Even called the meeting to order at 8:00 a.m.

Board Training by ACCT

Narcisa Polonio, a representative of the Association of Community College Trustees (ACCT), facilitated a training on the following topics:

(1) Roles and Responsibilities of the Governing Board and its Members. This portion of the training addressed such topics as commonly encountered Governing Board issues, developing momentum, the value of assessing where you are, accountability and responsibility issues, confidentiality obligations, policy determinations v. day-to-day management decisions, media interactions, conflict resolution options and strategies, compliance with established Board and College procedures, leadership transition issues, workforce development, determining College priorities, communicating expectations and communication strategies.

(2) Creating an Exceptional Board/Chancellor Relationship. This portion of the training addressed how the topics
discussed in item 1 above relate to the Board/Chancellor relationship.

(3) Uniqueness of the Pima Community College System and Administrative and Governing Board Operational Issues Related Thereto. This portion of the training addressed how the topics discussed in item 1 above relate to the operation of a large, multi-campus community college district.

(4) Board Priorities for Next Year. This portion of the training consisted of a presentation and discussions about possible Board priorities for next year and how the topics discussed in item 1 above can impact how priorities are determined and addressed.

**Working Lunch**

Over lunch, the Board members and Ms. Polonio continued their discussions about the training topics addressed during the morning session. Mr. Richardson arrived at 11:50 and participated in the discussion.

**Motion to conduct Executive Sessions**

**Motion No. 7140**

Marty Cortez – M; Sylvia Lee – S; to conduct an Executive Session pursuant to A.R.S. § 38-431.03(A)(3) (legal advice).

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

**Recess into Executive Sessions**

The Board recessed into the above referenced Executive Sessions at 12:57 p.m.

**Resumption of Open Session**

The Board resumed Open Session at 2:18 p.m.

**Adjournment**

The meeting adjourned at 2:19 p.m.
Meeting Date: 2/27/13  
Item Number: 16G  

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Recommendation:

The unapproved minutes of the Special Meeting of January 19, 2013 are submitted for approval.

Approval

Interim Chancellor  
Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College Chancellor Search Advisory Committee was held on Saturday, January 19, 2013, at 7:30 a.m. in the Conference Room at the Hilton Garden Inn at 6575 S. Country Club Road, Tucson, AZ 85706.

**Persons in Attendance**

**Search Committee Members**
Brenda Even, Co-Chair  
David Longoria, Co-Chair  
Brenda Beckman  
David Clark  
Nicholas Clement  
Scott Collins  
Meg Cota  
Cecilia Cruz Baldenegro  
Kimlisa Duchicela  
Mary Beth Ginter  
Carol Gorsuch  
Julie Hecimovich  
Yvonne Levenson  
Ken Marcus  
Keith McIntosh  
Mary Mitchell  
Kimberly Prouse  
Soña Ramos  
Norm Rebenstorf  
Roman Soltero  
Wendy Turner  
Bill Ward

**Legal Counsel**
John Richardson

**Administration/Staff**
Lynne Wakefield

**Other**
Liz Rocklin, R.H. Perry & Associates

**Call to Order**  
Ms. Even and Mr. Longoria called the meeting to order at 7:48 a.m.
Motion to conduct Executive Sessions

Motion No. 7141

Ms. Gorsuch – M; Mr. Ward – S; to conduct Executive Sessions pursuant to A.R.S. §§ 38-431.03(A)(1) (personnel) and 38-431.03(A)(3) (legal advice).

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

Recess into Executive Sessions

The Committee recessed into the above referenced Executive Sessions at 7:49 a.m.

Resumption of Open Session

The Committee resumed Open Session at 4:29 p.m.

Ms. Rocklin reminded everyone present that they would meet at the same place tomorrow morning beginning at 8:00 a.m. to continue the interview process.

Adjournment

The meeting adjourned at 4:31 p.m.

__________________________________________
Secretary

__________________________________________
Date
Unapproved Minutes of the Special Meeting January 20, 2013

Recommendation:
The unapproved minutes of the Special Meeting of January 20, 2013 are submitted for approval.

Approval

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College Chancellor Search Advisory Committee was held on Sunday, January 20, 2013, at 8:00 a.m. in the Conference Room at the Hilton Garden Inn at 6575 S. Country Club Road, Tucson, AZ 85706.

Persons in Attendance

Search Committee Members
Brenda Even, Co-Chair
David Longoria, Co-Chair
Brenda Beckman
David Clark
Nicholas Clement
Scott Collins
Meg Cota
Cecilia Cruz Baldenegro
Kimlisa Duchicela
Mary Beth Ginter
Carol Gorsuch
Julie Hecimovich
Yvonne Levenson
Ken Marcus
Keith McIntosh
Mary Mitchell
Kimberly Prouse
Soñia Ramos
Norm Rebenstorff
Roman Soltero
Wendy Turner
Bill Ward

Legal Counsel
John Richardson

Administration/Staff
Lynne Wakefield

Other
Liz Rocklin, R.H. Perry & Associates

Call to Order
Ms. Even and Mr. Longoria called the meeting to order at 8:20 a.m.
Motion to conduct Executive Sessions

Motion No. 7142

Ms. Beckman – M; Mr. Ward – S; to conduct Executive Sessions pursuant to A.R.S. §§ 38-431.03(A)(1) (personnel) and 38-431.03(A)(3) (legal advice).

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

Recess into Executive Sessions

The Committee recessed into the above referenced Executive Sessions at 8:21 a.m.

Resumption of Open Session

The Committee resumed Open Session at 5:44 p.m.

Motion to name finalists

Motion No. 7143

Mr. Marcus – M; Ms. Prouse – S; to name the following three individuals in alphabetic unranked order as the finalists for the position of Chancellor:

Terrence Burgess
Maria Sheehan
Katharine Winograd

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

Ms. Even and Mr. Longoria thanked the Search Committee members for their hard work and explained that the names of the finalists would likely be submitted to the Governing Board sometime during the upcoming week.

Adjournment

The meeting adjourned at 5:48 p.m.

__________________________________________
Secretary

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

ACTION ITEM

Meeting Date:  2/27/13

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Recommendation:

The unapproved minutes of the Special Meeting of January 24, 2013 are submitted for approval.

Approval

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Thursday, January 24, 2013, at 4:00 p.m. in Building C, Conference Room C-239, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members
Brenda Even, Chair
David Longoria, Secretary
Scott Stewart
Marty Cortez
Sylvia Lee

Legal Counsel
John Richardson

Administration/Staff
Lynne Wakefield

Call to Order
Ms. Even called the meeting to order at 4:12 p.m.

Motion to conduct Executive Sessions

Motion No.7144
Ms. Cortez– M; Mr. Longoria – S; to conduct an Executive Session pursuant to A.R.S. §§ 38-431.03(A)(1) (personnel) and 38-431.03(A)(3) (legal advice).

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 4:13 p.m.

Mr. Stewart arrived at 4:27 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:22 p.m.

Adjournment
The meeting adjourned at 5:23 p.m.

________________________________________________________________________

Secretary

________________________________________________________________________

Date
**ACTIONS ITEM**

**Meeting Date:** 2/27/13  
**Item Number:** 16J

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**Recommendation:**

The unapproved minutes of the Special Meeting of January 24, 2013 (5:30 p.m.) are submitted for approval.

---

**Approval**

Interim Chancellor

Dr. Suzanne L. Miles
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Thursday January 24, 2013 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905 E. Broadway, Tucson, AZ  85709-1010.

BOARD MEMBERS

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

RECORDING SECRETARY

Gabriela De Echávarri

LEGAL COUNSEL

John Richardson

ADMINISTRATION

Suzanne Miles, Interim Chancellor
Louis Albert, President, West Campus
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
Stella Bay, Executive Director of Public Safety
David Bea, Executive Vice Chancellor, Finance
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Nina Corson, Academic Dean
Imelda Cuyugan, Assistant Vice Chancellor for State Government Relations
Donna Gifford, Vice President of Instruction
Charlotte Fugett, President, East Campus
Mary Beth Ginter, Academic Dean
Alex Kajstura, President, Northwest Campus
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor, Human Resources

Keith McIntosh, Vice Chancellor, Information Technology
William Howard, Assistant Vice Chancellor, Business Services
Rachelle Howell, Assistant Vice Chancellor, Grants
Leticia Menchaca, Assistant Vice Chancellor, Student Services
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Jerry Hynes, Vice President of Student Development
Ann Parker, Vice President of Student Development
Anna Reese, Executive Director, Financial Aid
Stan Steinman, Academic Dean
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Daniel Wright, Dean of Online Development
Deborah Yoklic, Assistant Vice Chancellor
General Matters

Call to Order

Brenda Even called the meeting to order at 5:35 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Action Items

Recognition of and expression of thanks to the Chancellor Search Advisory Committee Members

Co-chairs of the Search Advisory Committee Brenda Even and David Longoria, thanked the committee members for their commitment and hard work.

Board Members Cortez, Lee and Stewart thanked committee co-chairs Brenda Even and David Longoria for their efforts in leading the advisory search committee.

Presentation by Chancellor Search Committee Co-Chairs to Governing Board of names of finalists for Pima Community College Chancellor

Chairperson Even announced the names of the three finalists, Dr. Terrence Burgess, Dr. María Sheehan and Dr. Katherine Winograd. Brenda Even also informed that Dr. Katherine Winograd withdrew from the finalists’ list. David Longoria read the biographies of the two remaining finalists, Dr. Terrance Burgess who is the President at San Diego City College in San Diego, California and Dr. María Sheehan who is the President at Truckee Meadows Community College in Reno, Nevada.

General Information about Chancellor Search Process from this point forward

Brenda Even noted that the candidates were approved by the committee. She also informed that interviews will be conducted the week of February 4. She mentioned details of the forums will be posted on the College’s website as soon as they are made final; these will be held both in the morning and at night so everyone can attend. Feedback forms will be available so everyone has an opportunity to make comments. Also, the web page will be updated with biographies, photos
and other information about each finalist, Dr. Even said. She also noted the possibility of conducting site visits.

Marty Cortez thanked Lynne Wakefield for coordinating the Chancellor search.

Sylvia Lee asked all to take an opportunity to use the comment cards and provide their input.

Adjournment

The meeting adjourned at 5:50 p.m.

___________________________________________
Secretary

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**Recommendation:**

The unapproved minutes of the Special Meeting of February 5, 2013 (5:30 p.m.) are submitted for approval.

**Approval**

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Tuesday, February 5, 2013 at 5:30 p.m., in Room A-230, Community Campus, 401 N. Bonita Avenue, Tucson, AZ 85709-5000.

Persons in Attendance

Board Members
Brenda Even, Chair
Marty Cortez
Sylvia Lee
David Longoria
Scott Stewart

Attorney for the Board
John Richardson

Administration/Staff
Lynne Wakefield

Call to Order
Brenda Even called the meeting to order at 5:59 pm. (delay in start time due to confusion among some Board members as to the location of the meeting for Executive Session)

Motion to conduct Executive Sessions
Motion No. 7145

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 6:00 p.m.
Resumption of Open Session

The Board resumed Open Session at 6:51 p.m.

Adjournment

The meeting adjourned at 6:52 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTIONS ITEM**

**Meeting Date:** 2/27/13  
**Item Number:** 16L

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**Recommendation:**

The unapproved minutes of the Special Meeting of February 5, 2013 (7:00 p.m.) are submitted for approval.

---

**Approval**

Interim Chancellor:  
Dr. Suzanne L. Miles
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Tuesday February 5, 2013 at 7:00 p.m., in Room A-109-112, Community Campus, 401 N. Bonita Avenue, Tucson, AZ  85709-5000.

BOARD MEMBERS

Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

RECORDING SECRETARY

Angela G. Wesson

LEGAL COUNSEL

John Richardson

ADMINISTRATION

Louis Albert, President, West Campus
Stella Bay, Executive Director of Public Safety
David Bea, Executive Vice Chancellor, Finance
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Aubrey Conover, Vice President of Student Development
Dolores Durán-Cerda, Senior Assistant to the Provost (Acting)
Charlotte Fugett, President, East Campus
Mary Beth Ginter, Academic Dean
Alex Kajstura, President, Northwest Campus
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology

Leticia Menchaca, Assistant Vice Chancellor, Student Services
Jerry Migler, Provost and Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Jerry Hynes, Vice President of Student Development
Stan Steinman, Academic Dean
Michael Tulino, Vice President of Student Development
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Daniel Wright, Dean of Online Development
Deborah Yoklic, Assistant Vice Chancellor
General Matters

Call to Order

Brenda Even called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Action Items

Report by Governing Board President on the status of, and recent events impacting, the chancellor search process

Chairperson Even thanked Ms. Carol Ann Alaimo for providing the Board with additional background information on one of the finalists. She also noted that they are still looking to have the new Chancellor on board by July 1.

Discussion and possible action to confirm the Governing Board’s intentions in relation to the chancellor search process, including how best to move forward with the process

Motion to Extend

Motion No. 7146

David Longoria – M, Marty Cortez – S, to extend the Chancellor Search process and utilize the same Chancellor Search Advisory Committee.

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

Board Member Cortez thanked the search committee for their hard work. She also stated that our search consultant was not on top of things.

Board Member Lee noted that she is concerned that the College has the best stellar candidate for a Chancellor.

Discussion and possible action to terminate the contract between Pima Community College and the College’s current chancellor search consultant, R.H. Perry and Associates

Motion to Terminate

Motion No. 7147

R.H. Perry and Associates Contract

David Longoria – M, Marty Cortez – S, to terminate the contract between R.H. Perry & Associates and Pima Community College relating to the College's chancellor search, with such termination to be effective seven days
following the date that R.H. Perry & Associates is notified of this action; further move that we direct John Richardson, College Attorney, to provide written notice to R.H. Perry & Associates of the action taken by this Governing Board to terminate the contract between Pima Community College and R.H. Perry & Associates, with such termination to be effective seven days following the date that R.H. Perry & Associates is notified of this action; and further move that R.H. Perry & Associates be notified that no further work related to the Pima Community College chancellor search is authorized and that all work on behalf of Pima Community College should cease immediately.

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

Discussion and possible action to retain, and authorize the execution of a contract with, a new chancellor search consultant

Motion to Approve Contract: Association of Community College Trustees (ACCT) PASSES

Motion No. 7148

David Longoria – M, Marty Cortez – S, to authorize the College administration to enter into a contract with the Association of Community College Trustees, known as ACCT, to have ACCT assist the College in the extension and completion of the chancellor search process; further move that the resulting contract between ACCT and Pima Community College be based on the Proposal that ACCT submitted in response to the College's Request for Proposals P12/9772, with appropriate adjustments made to reflect the fact some aspects of the chancellor search process have been completed and will not need to be redone; and further move that the efforts needed to execute a contract with ACCT be undertaken as promptly as possible, with the goal of completing the chancellor search in a timeframe that allows a new chancellor to be working at the College by July 1, 2013.

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

Adjournment

The meeting adjourned at 7:20 p.m.
## ACTION ITEM

**Meeting Date:** 2/27/13  
**Item Number:** 17  
**Contact Person:** Chancellor’s Office  
(206-4747)

### Consent Agenda

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Recommendation:</th>
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<tbody>
<tr>
<td>17.1 New Appointments</td>
<td>The Interim Chancellor recommends to the Board that the following items be considered as Consent Agenda Items.</td>
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<td>17.2 Adjunct Faculty Appointments</td>
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<td>17.3 Temporary Appointments</td>
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<td>17.4 Faculty Regular Appointments</td>
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<td>17.5 Grant Proposal: US Department of Energy Rocky Mountain Solar Training Program</td>
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<tr>
<td>17.6 Intergovernmental Agreement: Pima Community College/Amphitheater School District “Adopt-a-School” Partnership</td>
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<tr>
<td>17.7 Contract: Arizona Department of Economic Security, English as a Second Language (Pima County)</td>
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<tr>
<td>17.8 Contract: Industrial Supplies and Tools</td>
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<td>17.9 Shuttle Transport Service</td>
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<td>17.10 Curriculum Recommendation – Program Inactivation: Interior Design — Associate of Arts Degree for Transfer</td>
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<tr>
<td>17.11 Curriculum Recommendation – Program Inactivation: Interior Design — Associate of Applied Science Degree for Direct Employment</td>
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**Approval**

Interim Chancellor  
Dr. Suzanne L. Miles
ACTION ITEM

Meeting Date: 2/27/13

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

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.

Faculty:

<table>
<thead>
<tr>
<th>Montano, Richard</th>
<th>Educational Support Faculty</th>
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</thead>
<tbody>
<tr>
<td>Salary: $43,489</td>
<td>Northwest Campus – Counselor</td>
</tr>
<tr>
<td>Effective: 3/4/13</td>
<td>One-year administrative appointment*</td>
</tr>
<tr>
<td>Education:</td>
<td>Bachelor of Science, Biology Education, University of Arizona, Tucson, Arizona; Master of Arts, Education Counseling, Northern Arizona University, Flagstaff, Arizona</td>
</tr>
<tr>
<td>Experience:</td>
<td>Mr. Montano has one year experience and is currently a counselor at Hohokam Middle School in Tucson, Arizona. He also has two years experience as a school principal; twenty-one years experience as a guidance counselor and over twelve years experience as a mathematics and science teacher at Desert View High School, Sunnyside High School, Adalberto M. Guerrero Middle School, and Canyon Del Oro High School, all located in Tucson, Arizona, Antelope High School in Welton, Arizona and Coolidge High School in Coolidge, Arizona.</td>
</tr>
</tbody>
</table>

Recruitment Overview:

An external recruitment was conducted. Thirty-four complete applications were screened by an advisory committee. Four applicants were invited to interview. The finalists were interviewed by Dr. Alex Kajstura, Northwest Campus President.

*Spring 2013 and 2013/14 Academic year administrative appointment

(Continued)
Staff:

Butler, Angela  Support Assistant, College Foundation
Hourly Rate: $12.94  District Office
Effective: 3/4/13  Selected to fill an open position
Education: Associate of Business, Business, Associate of Arts, Liberal Arts, Associate of General Studies, General Studies, Pima Community College, Tucson, Arizona
Experience: Ms. Butler has three years experience as a Federal Work Study student aide and one year experience as a temporary office aide for Pima Community College in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Sixty-six applications were received and reviewed. Sixteen candidates were invited to interview. The finalists were interviewed by Cheryl House, Executive Director of Pima Community College Foundation.

Coleman, Elizabeth  Instructor, Nursing
Salary: $67,420  Desert Vista Campus
Effective: 3/4/13  Selected to fill an open position
Education: Associate of Arts, Liberal Arts, Pima Community College; Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona
Experience: Ms. Coleman has one year experience as a registered nurse and clinical leader at University of Arizona Medical Center in Tucson, Arizona. She also has nine years experience as a registered nurse at University of Arizona Medical Center in Tucson, Arizona and Intermountain Healthcare-Riverton Hospital in Riverton, Utah.

Recruitment Overview:
An external recruitment was conducted. Nine applications were received and reviewed. Five candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

Colter-Mack, Alison  Human Resources Advanced Analyst
Salary: $54,872  District Office
Effective: 3/4/13  Selected to fill an open position
Education: Bachelor of Science, Management, Human Resources, Park University, Tucson, Arizona; Master of Administration, Organizational Leadership, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Colter-Mack has one year experience as the owner and consultant of N’ Compliance Training and Consulting Services, LLC in Tucson, Arizona. She also has thirteen years as a project and program manager, an equal opportunity specialist and a senior equal opportunity specialist for the Office of Equal Opportunity Programs for the City of Tucson in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Forty-three applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Janet L. May, Vice Chancellor for Human Resources.
Corbin, Tracy   Library Services Technician
Hourly Rate: $13.96   District Office
Effective: 3/4/13   Selected to fill an open position
Education: Bachelor of Arts, Anthropology, Southern Illinois University, Carbondale, Illinois
Experience: Ms. Corbin has six months experience as a temporary library services technician for Pima Community College. She also has two years experience as a library assistant for Estrella Mountain College in Avondale, Arizona and Brown Mackie College in Tucson, Arizona. She holds a certification in Library Information Technologies from Mesa Community College in Mesa, Arizona.

Recruitment Overview:
An external recruitment was conducted. Sixty applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Dr. Mary Ann Martinez Sanchez, Vice Provost.

Howe, Jonathan   Advanced Program Coordinator
Disabled Student Resources
Salary: $49,098   District Office
Effective: 3/4/13   Selected to fill an open position
Education: Bachelor of Science, Mechanical Engineering, Cornell University, Ithica, New York; Master of Science, Forest Science, Northern Arizona University, Flagstaff, Arizona; Master of Arts, Special Education, University of Arizona, Tucson, Arizona
Experience: Mr. Howe has seven years experience as a teacher, supervising teacher and acting regional director for the Arizona State School for the Deaf and the Blind in Tucson, Arizona. He also has three years experience as the scheduling coordinator and habilitation specialist for the Tucson Association for the Blind in Tucson, Arizona and vocational evaluator and manual arts instructor for the Northeastern Association of the Blind in Albany, New York.

Recruitment Overview:
An external recruitment was conducted. Eleven applications were received and reviewed. Four candidates were invited to interview. The finalists were interviewed by Dr. Jerry Migler, Provost and Executive Vice Chancellor.

Leonard, Daniel   Student Services Specialist, Financial Aid
Hourly Rate: $17.99   Community Campus
Effective: 3/4/13   Selected to fill an open position
Education: Associate of Business, Business Administration, Pima Community College; Bachelor of Arts, Philosophy, University of Arizona, Tucson, Arizona
Experience: Mr. Leonard has two years experience as a program coordinator and counselor at the University of Arizona and six years experience as an assistant manager for Wells Fargo Company in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Forty-nine applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Anna Reese, Executive Director of Financial Aid.
Lindstedt, Kai  
**Laboratory Specialist, Mathematics**

- **Hourly Rate:** $17.99
- **Effective:** 3/4/13
- **Education:** Bachelor of Science, Mathematics, University of Arizona, Tucson, Arizona
- **Experience:** Mr. Lindstedt has one year experience as a math specialist at City High School in Tucson, Arizona. He also has four years experience as a mathematics and science tutor for C.A.T.S. Academics at the University of Arizona, one year experience as a mathematics tutor at Mathnasium of Catalina Foothills, and six years of experience as a private self-employed tutor, all in Tucson, Arizona.

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

Mergler, Mark  
**Laboratory Specialist, Chemistry**

- **Hourly Rate:** $17.99
- **Effective:** 3/4/13
- **Education:** Bachelor of Arts, Ecology and Evolutionary Biology, University of Arizona, Tucson, Arizona
- **Experience:** Mr. Mergler has six months experience as a temporary laboratory specialist, chemistry, five years experience as a temporary laboratory technician in the biology learning center, and two years experience as a temporary laboratory assistant in the biology learning center at Pima Community College in Tucson, Arizona.

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

Robideau, Stephen  
**Trades Maintenance Technician, Grounds**

- **Hourly Rate:** $12.94
- **Effective:** 3/4/13
- **Education:** Coursework, Pima Community College, Tucson, Arizona
- **Experience:** Mr. Robideau has six months experience as a temporary grounds technician for Pima Community College through A & M Personnel Services and four years as a self-employed landscaper in Tucson, Arizona.

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

(Continued)
Tellez, Ashley  
Program Assistant  
Health Professions Opportunity Grant  
Hourly Rate: $17.99  
Desert Vista Campus  
Effective: 3/4/13  
Selected to fill an open position  
Education: Associate of Applied Science, Communication Graphics, Pima Community College, Tucson, Arizona  
Experience: Ms. Tellez has one year experience as a confidential staff assistant for the Tucson Unified School District, four years experience as a school administrative assistant for the Amphitheater School District and four years experience as a support staff lead for Canyon Ranch Health Resort in Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Nineteen applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

Unda, Ana  
Research Advanced Analyst  
Salary: $54,872  
District Office  
Effective: 3/4/13  
Selected to fill an open position  
Education: Bachelor of Science, Agricultural Economics and Management, Master of Science, Agricultural and Resource Economics, University of Arizona, Tucson, Arizona  
Experience: Ms. Unda has nine years experience as a senior program coordinator at the University of Arizona in Tucson, Arizona. She also has four years experience as an instructor at the Universidad Nacional Abierta and Universidad de Carabobo in Venezuela and six months experience as an adjunct faculty at Pima Community College in Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Eighteen applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Rachelle Howell, Assistant Vice Chancellor for Grants, Planning and Institutional Research.

Vasquez, Lilia Crystal  
Student Services Specialist, Financial Aid  
Hourly Rate: $17.99  
Northwest Campus  
Effective: 3/4/13  
Selected to fill an open position  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Ms. Vasquez has five years experience as a financial aid administrator for HDS Truck Driving Institute in Tucson, Arizona. She also has two years experience as a certified nurse assistant for Tucson Medical Center in Tucson, Arizona.

Recruitment Overview:  
An external recruitment was conducted. Fifty-six applications were received and reviewed. Seven candidates were invited to interview. The finalists were interviewed by Anna Reese, Executive Director, Financial Aid.
Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne L. Miles
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 the needs of the College and passing a criminal background check.

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: Badillo, Noe
Discipline(s): Art (Academic), Art for Personal Development (Developmental)
Salary: $735 per load hour
Education: Bachelor of Fine Arts, Studio Art, University of Arizona, Tucson, Arizona; Master of Arts, Art History, University of Arizona, Tucson, Arizona
Experience: Mr. Badillo has been teaching introductory art courses for one year as a graduate teacher at the University of Arizona, in Tucson. He also worked for one academic year as a teaching assistant, grading papers for a faculty at the University of Arizona. He worked for four months as a mural program supervisor in Philadelphia, Pennsylvania.

Name: Barker, Scott
Discipline(s): Journalism (Academic Limited Exemption)
Salary: $735 per load hour
Education: High School Diploma, Amphitheater High School, Tucson, Arizona
Experience: Mr. Barker has been working for more than twenty years for Tucson Lifestyle Magazine in Tucson, Arizona. He has four years of adult teaching experience.

Name: Betzen, Michele  
Discipline(s): Business (Academic), Management (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Science, Family & Consumer Resources, University of Arizona, Tucson, Arizona; Master of Business Administration, University of Arizona, Tucson, Arizona  
Experience: Ms. Betzen has been a program manager since 2009, for Pima Community College. She taught CAD for three years at ITT Technical Institute in Tucson, Arizona.

Name: Bonhorst, Christopher L.  
Discipline(s): Computer Information Systems (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Bachelor of Science, Computer Information Systems, Arizona State University, Tempe, Arizona; Master of Science, Information Technology Management, Touro University International, Cypress, California  
Experience: Mr. Bonhorst has been working for more than four years as an information technology systems architect, for Pima Community College in Tucson, Arizona. He does not have formal teaching experience.

Name: Castaneda Barbon, Ana C.  
Discipline(s): Translation Studies (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Master of Law, International Trade, University of Arizona, Tucson, Arizona  
Experience: Ms. Castaneda Barbon has been working for more than five years as a senior research attorney for National Law Center for Inter-American Free Trade in Tucson, Arizona. She does not have formal adult teaching experience.

Name: Churilla, Emily R.  
Discipline(s): Writing (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, English, Western Michigan University, Kalamazoo, Michigan; All But Dissertation, English, State University of New York, Stony Brook, New York  
Experience: Ms. Churilla worked for two years as an adjunct instructor at Farmingdale State College in Farmingdale, New York and Suffolk County Community College in Brentwood, New York.

Name: Cushing, Norman J.  
Discipline(s): Digital Arts (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Bachelor of Science, Computer Science, Northern Arizona University, Flagstaff, Arizona; Master of Science, Engineering Management, University of Alaska, Fairbanks, Alaska
Experience: Mr. Cushing was co-owner of Cushing Studios, a commercial photography and graphic design company, in Grayson, Georgia, for over five years. He has no formal teaching experience.

Name: Day, Frank H.
Discipline(s): Art (Academic), Theater (Academic Limited Exemption)
Salary: $735 per load hour
Education: Bachelor of Fine Arts, Painting, Kansas City Art Institute, Kansas City, Missouri; Master of Fine Arts, Painting, Bard College, New York, New York; Master of Architecture, Architecture, Arizona State University, Tempe, Arizona
Experience: Mr. Day worked for one year as a storyboard artist for Jeremy Engle in New York, New York. He also worked as an adjunct in the art history department of Caldwell College, in Caldwell, New Jersey.

Name: De Guyenne, William
Discipline(s): Business (Academic), Economics (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Liberal Arts, Pepperdine University, Malibu, California; Master of Business Administration, Business Management, Pepperdine University, Malibu, California; Master of Science, Finance and Business, Texas Tech University, Lubbock, Texas
Experience: Mr. De Guyenne has worked for more than twenty years as a business entrepreneur globally. He has more than ten years of adult teaching experience.

Name: Diamond, James
Discipline(s): Paralegal (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Political Science, State University of New York, Albany, New York
Experience: Mr. Diamond has been working as an attorney for the last eighteen years. He taught law and communication courses for five years at Western Connecticut State University in Danbury, Connecticut.

Name: Draper, John (Jack) W.
Discipline(s): Building/Construction Technology (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Special Education, Arizona State University, Tempe, Arizona
Experience: Mr. Draper has been working since 1998, as a lead teacher for construction technologies program lead drafting for Tucson Unified School District, in Tucson, Arizona. He worked fifteen years with Mesa Public School. He has no adult teaching experience.

Name: Faktorovich, Ph.D., Anna
Discipline(s): Writing (Academic), Literature (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Economics, University of Massachusetts, Amherst, Massachusetts; Master of Arts, Comparative Literature, University of South
Carolina, Columbia, South Carolina; Doctor of Philosophy, English and Criticism, Indiana University of Pennsylvania, Indiana, Pennsylvania

Experience: Dr. Faktorovich has been working for two years as an English lecturer/instructor at Middle Georgia College in Cochran, Georgia and Edinboro University of Pennsylvania, in Edinboro, Pennsylvania.

Name: Goodwin, Julie
Discipline(s): Therapeutic Massage (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Sociology, Kent State University, Kent, Ohio
Experience: Ms. Goodwin has been working for more than twenty-two years as a massage therapist in Tucson, Arizona. She taught massage related courses for more than two years at the Arizona School of Acupuncture and Oriental Medicine, in Tucson, Arizona.

Name: Halaby, Laila M.
Discipline(s): Student Success (Academic), Arabic (Academic), Writing (Academic Limited Exemption)
Salary: $735 per load hour
Education: Bachelor of Arts, Italian, Washington University, St. Louis, Missouri; Master of Arts Near East Language and Culture, University of California, Los Angeles, California, Master of Arts, Counseling, Loyola Marymount University, Los Angeles, California
Experience: Ms. Halaby is an outreach counselor for the University of Arizona, College of Public Health, in Tucson, Arizona. She is a published author and has taught Creative Writing for four years at St. Gregory’s Prep High School in Tucson, Arizona.

Name: Haller, Jonathan
Discipline(s): Geospatial Information Systems (Academic)
Salary: $735 per load hour
Education: Associates of Arts, Anthropology, Pima Community College, Tucson, Arizona; Bachelor of Arts, Anthropology, University of Arizona, Tucson, Arizona; Master of Science, Geographic Information Systems, University of Arizona, Tucson, Arizona
Experience: Mr. Haller has been working for one year as a Geospatial Information Systems Specialist for Tierra Right-of-Way in Tucson, Arizona. He does not have formal adult teaching experience.

Name: Hermann, Cynthia
Discipline(s): Nursing (Academic)
Salary: $735 per load hour
Education: Master of Science, Nursing, University of Michigan, Ann Arbor, Michigan
Experience: Ms. Hermann worked for more than twenty-five years as a full time faculty member for Pima Community College in Tucson, Arizona. She is returning to teach as an adjunct faculty member.

Name: Holliday, Matthew

(Continued)
Discipline(s): Psychology (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, Psychology, Ohio Northern University, Ada, Ohio; Master of Education, Arizona State University, Tempe, Arizona  
Experience: Mr. Holliday is a graduate teaching associate pursuing his doctorate in Educational Psychology at the University of Arizona, Tucson, Arizona.

Name: Johnson, Valerie D.  
Discipline(s): Nursing (Academic Limited Exemption)  
Salary: $735 per load hour  
Education: Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona  
Experience: Ms. Johnson has been working for more than three years as a registered nurse for Carondelet Health Network, in Tucson, Arizona. She does not have formal teaching experience.

Name: Kavanagh, Donald  
Discipline(s): Chemistry (Academic Limited Exemption)  
Salary: $735 per load hour  
Education: Bachelor of Science, Biology, Coastal Carolina University, Conway, South Carolina  
Experience: Mr. Kavanagh worked for over four years as a laboratory instructor at the University of Arizona, Tucson, Arizona.

Name: Mathews, Michelle E.  
Discipline(s): Writing (Academic), Education (Academic)  
Salary: $735 per load hour  
Education: Bachelor of Arts, English, Arizona State University, Tempe, Arizona; Master of Education, Curriculum and Instruction, Arizona State University, Tempe, Arizona  
Experience: Ms. Mathews taught English for five years at Salpointe High School in Tucson, Arizona. She is being submitted for approval after a five year separation from last employment as adjunct faculty with the College.

Name: McDaniel, Elizabeth  
Discipline(s): Nursing (Academic Limited Exemption)  
Salary: $735 per load hour  
Education: Bachelor of Arts, Psychology, University of Arizona, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona  
Experience: Ms. McDaniel has been working, for more than four years, as a registered nurse at University of Arizona Medical Center in Tucson, Arizona. She does not have formal teaching experience.

Name: Meriwether, Lillian L.  
Discipline(s): Sign Language (Grandfathered Academic), Interpreter Training (Occupational)  
Salary: $735 per load hour  
Education: Bachelor of Science, Guidance, East Texas State University, Commerce, Texas; Master of Science, Rehabilitation, University of Arizona, Tucson, Arizona
Experience: Ms. Meriwether retired after twenty-three years as an instructional faculty member teaching sign language and interpreter training courses at Pima Community College, in Tucson, Arizona.

Name: Murray, Patricia A.
Discipline(s): Nursing (Academic)
Salary: $735 per load hour
Education: Bachelor of Science, Nursing, Villa Maria College, Erie, Pennsylvania; Master of Science, Nursing, University of Pennsylvania, Philadelphia, Pennsylvania
Experience: Ms. Murray retired after twenty years as an instructional faculty member teaching nursing courses at Pima Community College, in Tucson, Arizona

Name: Partin, Lisa
Discipline(s): Medical Laboratory Technician (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Medical Technology, University of Wisconsin, Milwaukee, Wisconsin
Experience: Ms. Partin has been working for more than six years as a laboratory manager at University of Arizona Health Network in Tucson, Arizona. She does not have formal teaching experience.

Name: Presnall, Carrie
Discipline(s): Biology (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Art, University of California, Santa Cruz, California; Master of Science, Ecology and Rangeland Management, University of Arizona, Tucson, Arizona
Experience: Ms. Presnall has been a volunteer for the Peace Corps, a lab assistant for Pima Community College, a consultant for the Sonoran Institute, Tucson, Arizona, and most recently a graduate research assistant for two years at the University of Arizona, Tucson, Arizona. She has over five years of experience leading adult training workshops.

Name: Redhouse, Gregory I.
Discipline(s): History (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Political Science, University of Arizona, Tucson, Arizona; Master of Arts, American Indian Studies, University of Arizona, Tucson, Arizona
Experience: Mr. Redhouse is pursuing his doctorate in history at the University of Arizona in Tucson, Arizona. He taught history for eight years at the Dine College in Tsaile, Arizona.

Name: Reinbold, Craig E.
Discipline(s): Writing (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Writing, Marquette University, Milwaukee, Wisconsin; Master of Fine Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Mr. Reinbold has been working for nine months as a Graduate Teaching Assistant in the English Department at the University of Arizona in Tucson, Arizona. He has less than three years of adult teaching experience.

Name: Rickson, Stephen E.
Discipline(s): Political Science (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Government, University of Arizona, Tucson, Arizona; Master of Arts, Political Science, Colorado State University, Fort Collins, Colorado
Experience: Mr. Rickson worked for more than nine years as a Chaplain for Heartland Hospice, in Tucson, Arizona. He is being submitted for approval after a five year separation from last employment as adjunct faculty with the College.

Name: Roads, Lee Ann
Discipline(s): Administration of Justice (Academic), Paralegal (Occupational/Workforce)
Salary: $735 per load hour
Education: Associate of Arts, Pre-Law, MiraCosta College, Oceanside, California; Bachelor of Arts, Criminal Justice, California State University-Fullerton, Fullerton, California; Juris Doctor, Pepperdine University, Malibu, California
Experience: Ms. Roads has worked for more than twenty-two years as an attorney for her own firm and other law agencies in Tucson, Arizona. She has no formal adult teaching experience.

Name: Trombino-Arthur, Maryann P.
Discipline(s): Fashion Design and Clothing (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Fine Arts, Costume Design, Boston University, Boston, Massachusetts
Experience: Ms. Trombino-Arthur has worked for twenty-seven years as a costume designer for the Invisible Theatre in Tucson, Arizona. She does not have formal adult teaching experience.

Name: Waid, Anne C.
Discipline(s): Fitness and Wellness (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Arts, Creative Writing, University of Arizona, Tucson, Arizona
Experience: Ms. Waid is a black belt in aikido with three years of experience teaching aikido to both adults and children at The Center, in Tucson, Arizona.

Name: Wasserberg, Gaynelle M.
Discipline(s): English as a Second Language (Developmental)
Salary: $735 per load hour
Education: Bachelor of Science, Sociology, Northern Arizona University, Flagstaff, Arizona; Master of Arts, Teaching English as a Second Language, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Wasserberg worked for more than eleven years as a full time faculty member for Pima Community College in Tucson, Arizona. She is returning to teach as an adjunct faculty member.
Name: Whitlock, Nancy  
Discipline(s): Fitness and Wellness (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Bachelor of Fine Arts, Cranbrook Academy of Art, Bloomfield Hills, Michigan  
Experience: Ms. Whitlock is a Pilates instructor at LA Fitness, Tucson. She taught Pilates for one year in Salisbury, Maryland and in Ocean City, Maryland. She owned a Pilates studio and taught Pilates for three years in Berlin, Maryland.

Name: Whitney, Matthew J.  
Discipline(s): Computer Information Systems (Occupational/Workforce)  
Salary: $735 per load hour  
Education: High School Diploma, Big Rapids High School, Big Rapids, Michigan  
Experience: Mr. Whitney has been working for more than eight years in the Information Technology Department at Pima Community College in Tucson, Arizona. He does not have formal teaching experience.

Name: Wildman, Greg T.  
Discipline(s): Electrical Utilities Technologies (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Associate of Applied Science, Utility Line, Northeast Technical Community College  
Experience: Mr. Wildman has worked for more than fifteen years as a journeyman lineman and then team leader of line construction for Tucson Electric Power, in Tucson, Arizona. He has no adult teaching experience.

Name: Williamson, Jacqueline E.  
Discipline(s): Nursing (Academic)  
Salary: $735 per load hour  
Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona; Master of Science, Nursing, Grand Canyon University, Phoenix, Arizona  
Experience: Ms. Williamson was a charge nurse in the Telemetry Unit at Carondelet St. Mary’s Hospital. She has taught as clinical faculty since 2004 for Carondelet Health Network in Tucson, Arizona and as adjunct faculty since 2011 for Grand Canyon University in Phoenix, Arizona.

Name: Yasmer Lazarus, D.D.M., Emily B.  
Discipline(s): Dental Hygiene (Occupational/Workforce)  
Salary: $735 per load hour  
Education: Bachelor of Arts, Communication, University of Florida, Gainesville, Florida; Doctor of Dental Medicine, University of Florida, Gainesville, Florida  
Experience: Dr. Yasmer Lazarus has been working for more than seven years at Dental Care in Tucson, Arizona. She does not have 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:  2/27/13  
Item Number:  17.3

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

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.

**Abraham, John**  
**Workforce Trainer**  
**CC**

- **Effective:**  2/28/13  
- **Duration:**  2012-2013 Fiscal year  
- **Hourly Rate:**  $20.00  
- **Education:**  Bachelor of Arts, Sociology and Anthropology, Colgate University, Hamilton, New York; Master of Divinity, Virginia Theological Seminary, Alexandria, Virginia  
- **Experience:**  Mr. Abraham has six months experience as an instructor for Pima County Parks and Recreation and one year experience an instructor for Tucson OASIS in Tucson, Arizona.

(Continued)
Aguilar, Carlos   Instructional Aide   WC
Effective: 2/28/13 Science Laboratory
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: Mr. Aguilar is a current Pima Community College student and has four months
experience as a Federal Work Study student aide.

Armenta, Mary   Student Services Specialist   DC
Effective: 2/28/13 Educational Resources
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $17.99
Education: General Education Diploma, Pima College Adult Education Program
Experience: Ms. Armenta has five years experience as a campus monitor for Catalina Magnet
High School in Tucson, Arizona.

Babson, Jeff   Workforce Trainer   CC
Effective: 2/28/13 Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $20.00
Education: Bachelor of Science, Biology, Regents College, Albany, New York
Experience: Mr. Babson has ten years experience as the owner and operator of Sky Island
Tours in Tucson, Arizona.

Bale, Rachael   Program Coordinator   DO
Effective: 2/28/13 Program 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: $20.83
Education: Bachelor of Arts, Business Administration, University of Arizona, Tucson,
Arizona
Experience: Ms. Bale has six years experience as an office manager for The Joint Chiropractic
in Tucson, Arizona and four years experience as owner and president of Badger
Excavation in Tucson, Arizona.

Barber, Bethany   Instructional Aide   WC
Effective: 2/28/13 Science Laboratory
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

(Continued)
Education: Bachelor of Science, Chemistry, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Barber has three years experience as an alternate quality assurance supervisor for DCI Biologicals in Flagstaff, Arizona.

**Best, Lynne**  
**Nurse Instructor**  
DV  
Effective: 2/28/13  
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: $32.41  
Education: Bachelor Science, Nursing, Washington State University, Pullman, Washington  
Experience: Ms. Best has three years experience as an instructor for Tucson College and Fred G. Acosta Job Corps in Tucson, Arizona. She also has two years experience as a nurse contractor for Suwannee Medical in Tucson and STD Nursing in Eloy, Arizona.

**Brinson, Natalie**  
**Tutor I**  
DC  
Effective: 2/28/13  
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. Brinson has two years experience as a tutor for Great Oak High School in Temecula, California and is a current student at Pima Community College. She was interviewed and recommended by Geselle Coe, Learning Center Coordinator at Downtown Campus.

**Brown, M**  
**Tutor I**  
DC  
Effective: 2/28/13  
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 Art, Art Studies, Arizona State University, Tempe, Arizona  
Experience: Mr. Brown has six years experience as a secretary for West Coast Financial in Gilbert, Arizona. He was interviewed and recommended by Geselle Coe, Learning Center Coordinator at Downtown Campus.

**Celaya, Rebecca**  
**Instructional Aide**  
WC  
Effective: 2/28/13  
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

(Continued)
Experience: Ms. Celaya has seven months experience as a Federal Work Study student aide for Pima Community College and is a current student at Pima Community College.

Clark-McGee, Dedre  Program Coordinator  DO
Effective: 2/28/13  Program 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: $20.83
Education: Bachelor of Arts, Professional Communications, Alverno College, Milwaukee, Wisconsin; Master of Public Administration, Walden University, Minneapolis, Minnesota
Experience: Ms. Clark-McGee has three years experience as a coordinator assistant for Amphitheater Public Schools in Tucson, Arizona and has four years experience as the director of volunteers for OIC-GM in Milwaukee, Wisconsin.

Davidson, Taylor  Tutor I  DC
Effective: 2/28/13  Economics
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, Business Administration, University of Arizona, Tucson, Arizona
Experience: Mr. Davidson has seven years experience as a manager for The Ruboyianes Company in Tucson, Arizona. He was interviewed and recommended by Geselle Coe, Learning Center Coordinator at Downtown Campus.

DeMerritt, Angela  Office Aide  DC
Effective: 2/28/13  Student Services Center
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. DeMerritt has three months experience as a Federal Work Study student aide in Student Services at the Downtown Campus.

Doyle, Dana Michelle  Accompanist, Pit Orchestra  WC
Effective: 2/28/13  Spring Musical
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: $18.00
Education: Associate of Fine Arts, Pima Community College, Tucson, Arizona
Experience: Ms. Doyle was previously employed as a temporary trombone, bass player and accompanist for three musicals at Pima Community College. She is being
submitted for approval after a twenty-one month separation from last temporary employment with the College.

**Eraclio, Shari**  
**Tutor I**  
**NW**  
**Effective:** 2/28/13 **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:** $7.80  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Eraclio is currently a student at Pima Community College and was interviewed and recommended by Nahal Rodieck, Instructional Faculty, Writing.

**Felix, Jessica**  
**Support Technician**  
**WC**  
**Effective:** 2/28/13 **Science and Technology**  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
**Hourly Rate:** $13.96  
**Education:** Coursework, Pima Community College, Tucson, Arizona  
**Experience:** Ms. Felix has eighteen months experience as a senior advisor for APAC Customer Services, Inc. in Tucson, Arizona. She also has two years experience as a sales associate for Forever 21 and T-Mobile in Tucson, Arizona.

**Flores, Michelle**  
**Tutor I**  
**DV**  
**Effective:** 2/28/13 **Science Laboratory**  
**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:** Associate of Science, General Studies, Pima Community College, Tucson, Arizona; Bachelor of Arts, Business Administration, Chinese Culture University, Taipei, Taiwan  
**Experience:** Ms. Flores is currently a student at Pima Community College and was recommended by Patricia Krebs, instructor and clinical coordinator.

**Forgach, Kathryn**  
**Tutor I**  
**NW**  
**Effective:** 2/28/13 **Accounting**  
**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. Forgach is a current student and was recommended as a structured learning assistance tutor by Edward Gallagher, Program Coordinator for Instruction at Northwest Campus.
Gomez, Lucas   Tutor I    WC
Effective: 2/28/13  Learning Center
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: Associate of Science, Science, Pima Community College, Tucson, Arizona
Experience: Mr. Gomez is a current student at Pima Community College and has eight months experience as a Federal Work Study student aide.

Haines, Rosann   Workforce Trainer   CC
Effective: 2/28/13  Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.00
Education: Associates of Arts, General Studies, Pima Community College, Tucson, Arizona
Experience: Ms. Haines has three years experience as owner and operator of The Empty Closet, seven months experience as general manager for Aaron Brothers, and one year experience as assistant manager for Walgreen’s, all located in Tucson, Arizona.

Halbert, Aaron   Laboratory Assistant   EC
Effective: 2/28/13  Emergency Medical Technology
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $12.94
Education: Bachelor of Arts, Political Science, Georgetown University, Washington, DC
Experience: Mr. Halbert has two years experience as a research associate for Hanover Research in Washington, DC. He also holds a certification as an emergency medical technician.

Hernandez, Desiree   Instructional Aide   WC
Effective: 2/28/13  Science Laboratory
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. Hernandez has three months experience as a Federal Work Study student aide for Pima Community College.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Effective Date</th>
<th>Duration</th>
<th>Additional Notes</th>
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<tbody>
<tr>
<td>Hyatt, Lucinda</td>
<td>Tutor I</td>
<td>NW</td>
<td>2/28/13</td>
<td>Chemistry</td>
<td>Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.</td>
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<tr>
<td>Leonard, Zoe</td>
<td>Tutor I</td>
<td>NW</td>
<td>2/28/13</td>
<td>Biology</td>
<td>Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.</td>
</tr>
<tr>
<td>Melcher, Mary</td>
<td>Instructor</td>
<td>CC</td>
<td>Submitted for pool only, effective date to be determined</td>
<td>Adult Education</td>
<td></td>
</tr>
<tr>
<td>Mora, Laura</td>
<td>Tutor I</td>
<td>DV</td>
<td>2/28/13</td>
<td>Science</td>
<td>Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.</td>
</tr>
</tbody>
</table>

Hyatt, Lucinda: Coursework, Pima Community College, Tucson, Arizona

Leonard, Zoe: Coursework, Pima Community College, Tucson, Arizona

Melcher, Mary: Bachelor of Science, Liberal Arts, University of Montana, Missoula, Montana; Master of Arts, Literature by American Writers, Goddard-Cambridge Graduate School, Cambridge, Massachusetts; Doctor of Philosophy, History, Arizona State University, Tempe, Arizona

Mora, Laura: Coursework, Pima Community College, Tucson, Arizona
Mountain, David  Instructor  CC
Adult Education
Effective: Submitted for pool only, effective date to be determined
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.83
Education: Bachelor of Science, Physics, Brown University, Providence, Rhode Island; Doctor of Philosophy, Physical Oceanography, University of Washington, Seattle, Washington
Experience: Mr. Mountain has thirty years experience as a research oceanographer and deputy chief for Northeast Fisheries Science Center in Wood Hole, Maine. He also has one year experience as an adjunct professor for the University of Massachusetts in Dartmouth, Massachusetts.

Perez, Tanya  Support Technician  WC
Effective: 2/28/13  Disabled Student Resources
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $13.96
Education: Associate of Arts, Social Work, Pima Community College; Bachelor of Science, Business Management, University of Phoenix, Tucson, Arizona
Experience: Ms. Perez has three years experience as an office manager at Gonzales Furnishings and two years experience as a payroll administrator for John Q. Hammond Hotels in Tucson, Arizona.

Pettigrew, Heather  Workforce Trainer  CC
Effective: 2/28/13  Continuing Education
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.00
Education: High School Diploma, Carson City, Nevada
Experience: Ms. Pettigrew has six months experience as an assistant cook for Southwest Foodservice Excellence in Scottsdale, Arizona and two years experience for Beall’s Outlet Store in Sahaurita, Arizona.

Pope-Maling, Marisa  Student Services Advanced Specialist NW
Effective: 2/28/13  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: $20.75
Education: Bachelor of Arts, Sociology, University of Arizona, Tucson, Arizona; Master of Education, Counseling-Human Relations, Northern Arizona University, Tucson, Arizona

(Continued)
Experience: Ms. Pope-Maling has four years experience as a senior advisor for the University of Arizona. She also has one year experience as a student services advisor for Pima Community College.

Silva, John    Van Driver    NW
Effective: 2/28/13  Upward Bound
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: Coursework, University of Arizona, Tucson, Arizona
Experience: Mr. Silva has ten years experience as a property officer and receiving specialist at Fred G. Acosta Job Corps Center in Tucson, Arizona. He has provided an acceptable driving record for the position.

Satathite, Amanda   Instructional Aide   WC
Effective: 2/28/13  Science Laboratory
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. Satathite has three months experience as a Federal Work Study student aide for Pima Community College and is a current student at Pima Community College.

Shook, Justin    Tutor I    EC
Effective: 2/28/13  Math
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: Associate of Science, Civil Engineering, Pima Community College, Tucson, Arizona
Experience: Mr. Shook is a current student at Pima Community College and was recommended by Leslie Hargrove, Learning Center Coordinator.

Smithwhite, Elva   Program Coordinator   DO
Program Services
Effective: Submitted for pool only, effective date to be determined
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $20.83
Education: Bachelor Arts, Psychology, Tougaloo College, Tougaloo, Mississippi; Master of Library Science, University of Maryland, College Park, Maryland
Experience: Ms. Smithwhite has twenty five years experience as a managing librarian for Pima County Public Library in Tucson, Arizona.

(Continued)
Spinler, Kalyca

Tutor II
EC

Effective: 2/28/13
Emergency Medical Technology

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

Hourly Rate: $9.50
Education: Bachelor of Science, Geology and Earth Science, University of Wyoming, Laramie, Wyoming
Experience: Ms. Spinler has four years experience as a teacher for Tucson Unified School District, Tucson, Arizona. She also holds an emergency medical technician certificate.

Szach, Cory

Tutor II
EC

Effective: 2/28/13
Emergency Medical Technology

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

Hourly Rate: $9.50
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Szach was interviewed and recommended by Patricia Lohse, Instructional Faculty, Emergency Medical Technology. He is also a certified emergency medical technician.

Torres, Jennifer

Tutor I
NW

Effective: 2/28/13
Biology

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. Torres is a current student and was recommended as a structured learning assistance tutor by Edward Gallagher, Program Coordinator for Instruction at Northwest Campus.

Valdes, Frank

Instructional Aide
WC

Effective: 2/28/13
Science Laboratory

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: Mr. Valdes has three months experience as a Federal Work Study student aide for Pima Community College and is a current student at Pima Community College.
Valdez, Nichole  Instructional Aide    WC
Effective: 2/28/13  Science Laboratory
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. Valdez has three months experience as a Federal Work Study student aide for
Pima Community College. She was interviewed and recommended for the
position by Mary Kay Gilliland, Academic Dean.

Van Linden, Philip  Instructor    CC
Adult Education
Effective: Submitted for pool only, effective date to be determined.
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.
Hourly Rate: $20.83
Education: Bachelor of Art, Philosophy, St. Mary’s Seminary College, Perryville, Missouri;
Experience: Mr. Van Linden has eight years experience as adjunct faculty for Pima
Community College, Tucson, Arizona.

Van Sickler, Alexander  Information Technology Technician    DC
Effective: 2/28/13  Title V
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: $16.98
Education: High School Diploma, Campus High School, Tucson Arizona
Experience: Mr. Van Sickler has one year experience as an information technology technician
and data entry operator for Randstad Work Solutions in Tucson, Arizona.

Venalonso, Yvonne  Office Aide    NW
Effective: 2/28/13  Student Life
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. Venalonso has three months experience as a Federal Work Study student aide
with Pima Community College in Tucson, Arizona.

Walters, Katherine  Tutor I    DC
Effective: 2/28/13  Mathematics
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a
temporary pool to be available for eighteen months.

(Continued)
Wetmore, Kyle   Instructional Aide   WC
Effective: 2/28/13  Science Laboratory
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: Mr. Wetmore has four months experience as a Federal Work Study student aide in the science laboratory for Pima Community College in Tucson, Arizona.

Woodward, Elijah   Workforce Trainer   WC
Effective: 2/28/13  Public Safety and Emergency Services Institute
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: $23.00
Education: Associate of Arts, General Studies, Pima Community College, Tucson, Arizona; Bachelor of Arts, Business Administration, Columbia Southern University, Orange Beach, Alabama
Experience: Mr. Woodward has five years experience as a police officer for the Town of Oro Valley, in Oro Valley, Arizona.

Woolridge, Carl   Workforce Trainer   WC
Effective: 2/28/13  Public Safety and Emergency Services Institute
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: $23.00
Education: Bachelor of Arts, General Studies; Master of Administration, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Woolridge has twenty three years experience as staff services commander for Pima County Sheriff’s Department in Tucson, Arizona

Yubeta, Andres   Van Driver   NW
Effective: 2/28/13  Upward Bound
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, Pinnacle Charter School, Nogales, Arizona
Experience: Mr. Yubeta has five years experience as a community outreach worker for Mariposa Community Health Center in Nogales, Arizona and Cope Community Services Inc. in Tucson, Arizona. He also has two years experience as a computer
technology aide for Santa Cruz Valley Unified School District #35 in Rio Rico, Arizona. He has provided an acceptable driving record for the position.

Approvals

Contact Person ________________________________

Janet L. May

Interim Chancellor ________________________________

Dr. Suzanne L. Miles
ACTION ITEM

Meeting Date: 2/27/13  
Item Number: 17.4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Regular Appointments 2013/2014 Fiscal Year</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends the Board of Governors approve the following faculty regular appointments for the 2013/2014 Fiscal Year. Furthermore, the Interim Chancellor recommends the Board authorize the Interim Chancellor, or designee, to sign the employment contracts for faculty personnel on behalf of the College District.

Background:

As stated in the 2012/2013 Faculty Personnel Policy Statement, “a faculty member shall be offered a new contract for the ensuing academic or fiscal year unless s/he received notice otherwise on or before March 1.”

Instructional and Educational Support Faculty have been evaluated through student feedback. This part of the program will be followed by an annual performance evaluation conducted by supervising deans. The ongoing feedback and evaluation process is designed to strengthen instruction and educational support services at Pima Community College. The evaluation emphasizes responsiveness to student needs, support of successful instructional, counseling and library methods, and provides guidance toward continual improvement in teaching and other faculty work.

The Instructional and Educational Support Faculty listed on the attached pages are current full-time regular faculty and are recommended for regular appointment for the 2013/2014 Fiscal Year. The contract, when issued, will stipulate appropriate terms and conditions, including but not limited to, salary, days of accountability and designation of instructional or educational support faculty status.

Approvals

Contact Person  
Janet L. May

Interim Chancellor  
Dr. Suzanne L. Miles

(Continued)
<table>
<thead>
<tr>
<th>NAME</th>
<th>Department</th>
</tr>
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Pima County Community College District
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/27/13  Item Number: 17.5

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<td>Grant Proposal: US Department of Energy</td>
<td>Dr. Luba Chliwniak, President, Downtown Campus (206-7100)</td>
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<td>Rocky Mountain Solar Training Program</td>
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Recommendation:

The Interim Chancellor recommends that the Board of Governors approves proceeding with Phase II of the Rocky Mountain Solar Training Program (RMSTP) grant at the Downtown Campus. Funding is awarded by the United States Department of Energy. The Phase II portion (Phase I allowed three PCC faculty and staff to attend training in solar thermal heating and cooling) of this grant proposes to train faculty in solar photovoltaic curriculum (up to $9,000 in value) and purchase training equipment (up to $5,000 in value). The grant performance period is September 1, 2012 through March 31, 2013, and the agreement states, “…unless terminated earlier or extended in accordance with the terms and condition of this contract.” Due to the short timeframe stated, an extension is anticipated. The total amount requested for year one is $14,000.

Justification:

Pima Community College-Downtown Campus has submitted a proposal, through Lead College Salt Lake Community College, to the U.S. Department of Energy to train faculty in current solar photovoltaic curriculum. The faculty will then be better able to teach students in the solar field.

College Plan Initiative:

This program supports the 2011-13 College Plan Initiative 4, including 4.6.5 - Establish alliances with the community to strategically build and support common goals and outcomes, and 4.6.8 - Help establish and support community goals and outcomes through partnerships and associations consistent with the College’s goals and mission.

Financial Considerations:

The College’s portion of the grant will be reimbursed as funds are spent down.

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<td>• Training, travel, curriculum</td>
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<td>General Expenses</td>
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<td>Equipment</td>
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No matching funds or institutionalization of the program are required as a condition of the grant.

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

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**Approvals**

Contact Person ________________________________ (Signature of Contact Person)

Dr. Luba Chliwniak, President, Downtown Campus

Interim Chancellor ________________________________

Dr. Suzanne Miles
Intergovernmental Agreement: Pima Community College/Amphitheater School District “Adopt-a-School” Partnership

Contact Person: Dr. Luba Chliwniak
President, Downtown Campus (206-7100)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve an intergovernmental agreement between the Amphitheater School District and Pima Community College to establish an “Adopt-A-School” partnership with elementary schools in the Amphitheater School District effective October 26, 2012 through June 30, 2015.

Justification:

Pima County Community College Downtown Campus (COLLEGE) and Amphitheater School District (AGENCY) agree to pursue a partnership to provide volunteers, including students, staff and/or faculty of the COLLEGE, who will provide services to the parents, teachers and students at the AGENCY, including but not limited to: student tutoring; career counseling; student mentoring; COLLEGE campus tours; library program assistance; occupational program assistance; and other educational support activities at school.

College Plan Initiative:

This partnership supports the 2011-2013 College Plan Initiative 4, Strategy 4.6.5, Establish alliances with the community to strategically build and support common goals and outcomes and Strategy 4.6.7, Identify and connect to community partners to embed the value of education into the community.

Financial Considerations:

The COLLEGE will provide tutoring and mentoring support at AGENCY School at no charge. PCC and Amphitheater School District agree to provide the necessary funding to fulfill their respective obligations under the Agreement. The necessary funding shall be budgeted from each agency’s own maintenance and operation monies or from other appropriate funds. Activities will be offered at AGENCY School and Pima Community College Downtown Campus.

Approvals

Contact Person ________________________________
Dr. Luba Chliwniak

Interim Chancellor ________________________________
Dr. Suzanne L. Miles
Meeting Date: 2/27/13  
Item Number: 17.7  

**Item Title**  
Contract: Arizona Department of Economic Security, English as a Second Language (Pima County)  

**Contact Person**  
Dr. Suzanne Miles, President, Community Campus (206-6577)  

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the Community Campus “Arizona Department of Economic Security, English as a Second Language” contract and acceptance of the contract award from the Arizona Department of Economic Security. The contract continues the Arizona Department of Economic Security’s English as a Second Language Administration’s over 2000 contact hours and free one-on-one tutoring. The contract performance period is from January 1, 2013 through December 30, 2014. The award amount is $125,000.

**Justification:**

Pima College Adult Education’s Refugee Education Project (REP) has been fulfilling this mission statement for over 30 years. REP has been serving refugee students in Pima County since 1978. During this time, REP has served thousands refugees from over 40 war-torn countries such as Somalia, Sudan, Eritrea, Viet Nam, Laos, Cambodia, Bhutan, Burundi, Afghanistan, Iraq, Eritrea, Ethiopia, and many others. REP has been the on-going chosen provider of English Language Training (ELT) by the Arizona Department of Economic Security, Office of Refugee Resettlement, because of the high quality of services, compliance with all contract requirements, and the high level of professionalism of all staff. In this contract bid, REP proposes to continue offering these services from January-December, 2013, for up to 800 refugee students. These students will be referred by Voluntary Agencies (VOLAGs) as they resettle and begin their new lives in Pima County. REP instructors have developed various materials to accommodate the needs of students with different levels of English proficiency, including pre-literate students. REP also has developed courses for Vocational English as a Second Language (VESL) that will help refugees obtain and retain jobs. Throughout each program year, instructors hand in their curricula and developed materials which are made available to the entire staff.

**College Plan Initiative:**

This program supports the 2011-13 College Plan Initiative 4: Expand Educational and Workforce Opportunities, Strategy 4.6 Strengthen connections between the College and the community.
Financial Considerations:

The contract is for $125,000.00. The cost unit rate is $62.50/hour. There is no charge for the one-on-one tutoring. The Pima Community College Adult Education program will provide a total of 3200 hours of instruction through the contracted performance period. This equals 80 hours of instruction per week. The table below illustrates the per course expense items to be invoiced under the contract.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$119,132</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>$500</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,700</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,348</td>
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<tr>
<td>Rent</td>
<td>$2,320</td>
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</tbody>
</table>

**TOTAL COSTS**  $125,000.00

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

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

**Approvals**

Interim Chancellor

Dr. Suzanne Miles
**ACTION ITEM**

**Meeting Date:** 2/27/13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract: Industrial Supplies and Tools</td>
<td>William R. Ward II</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for Facilities</td>
</tr>
<tr>
<td></td>
<td>(206-2617)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve an increase to the contract with Grainger Industrial Supply for the purchase of industrial supplies and tools for the period March 1 through June 30, 2013. The contract costs are not expected to exceed $130,000 for fiscal year 2013.

**Justification:**

The College purchases and distributes industrial supplies and tools for maintenance and capital projects through a National IPA contract with Grainger Industrial Supply. A larger than average volume of work has been completed this year due to large projects such as the 29th Street Coalition Center and the West Campus Fitness Center. Grainger Industrial Supply is the College’s main source for tools and stocks most parts needed by the Facilities Department; their lead time and prices are competitive.

**College Plan Initiative:**

Initiative 5: Enhance Operations

**Financial Considerations:**

Costs are incurred when the supplies are purchased. The contract costs are not expected to exceed $130,000 for fiscal year 2013 and are included in the operating budget.

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**Approvals**

Contact Person

[Signature]

William R. Ward II

Interim Chancellor

Dr. Suzanne L. Miles
ACTION ITEM

Meeting Date: 2/27/13

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| 17.9        | Contract: Shuttle Transport Service | William R. Ward II
               |              | Vice Chancellor for Facilities |
               |              | (206-2617)    |

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve a one-year contract for shuttle transport service twice daily during the fall and spring semesters. The locations to be serviced are Downtown Campus, West Campus, Desert Vista Campus, and University of Arizona.

Justification:

The College selection ArizonaShuttle.com was selected after a formal bid process. Two vendors responded to the bid invitation, ArizonaShuttle.com had the lowest bid.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract with ArizonaShuttle.com is not expected to exceed $80,000.

Approvals

Contact Person

[Signature]

William R. Ward II

Interim Chancellor

[Signature]

Dr. Suzanne L. Miles
PimaCountyCommunityCollegeDistrict
Board of Governors
4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date:  2/27/13                      Item Number:  17.10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Curriculum Recommendation – Program Inactivation: Interior Design – Associate of Arts Degree for Transfer</td>
<td>Dr. Jerome Migler, Provost and Executive Vice Chancellor (206-4999)</td>
</tr>
</tbody>
</table>

Recommendation:

Per Board Policy 3105, Curriculum, the Chancellor recommends that the Board of Governors approve the inactivation of the following program: Interior Design – Associate of Arts Degree for Transfer.

Justification:

The Pima Community College Downtown Campus requests inactivation of the Interior Design - Associate of Associate of Arts (AA) due to decreasing enrollment and graduates, as well as minimal job and transfer opportunities. Only eight students graduated from this program in 2009, and for the last three years only 4 students per year have graduated. Enrollment in the Interior Design courses has also dropped from a high unduplicated headcount of 121 in Fall 2007 to a low of 60 in Fall 2011.

For students interested in transferring, Arizona State University (ASU) only accepts about 30 students into their Interior Design program, and only one of Pima’s Interior Design courses meet ASU requirements. Northern Arizona University (NAU) accepts five of Pima’s program courses in transfer toward their degree, and the courses contained within the degree will remain active, and students may take these courses for transfer or personal interest. The University of Arizona does not offer this program. Also, the Pima County employment outlook is not positive with approximately 6 interior design jobs per year in Pima Community College forecasted through 2016 (Economic Modeling Software Incorporated).

College Plan Initiative:

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.1.6 which states: Modify programs and courses as required to meet changing career trends.

Financial Considerations:

There are no additional requests for funding associated with this action.
Approvals

Contact Person ______________________________________
Dr. Jerome Migler

Chancellor __________________________________________
Dr. Suzanne Miles
Curriculum Recommendation – Program Inactivation: Interior Design – Associate of Applied Science Degree for Direct Employment

Recommendation:

Per Board Policy 3105, Curriculum, the Chancellor recommends that the Board of Governors approve the inactivation of the following program: Interior Design – Associate of Applied Science Degree for Direct Employment.

Justification:

The Downtown Campus requests inactivation of the Interior Design Associate of Applied Science (AAS) due to declining job opportunities in Pima County; declining graduates and enrollments; and the career field minimum education level is a bachelor’s degree (Bureau of Labor Statistics). The Pima County employment outlook is not positive with approximately 6 jobs per year in Pima Community College forecasted through 2016 (Economic Modeling Software Incorporated). For the past four years students graduating from this program have ranged from two to five, with only three students graduating in 2012. Enrollment in the Interior Design courses has also dropped from a high unduplicated headcount of 121 in Fall 2007 to a low of 60 in Fall 2011. Interior Design courses will continue to be offered for students wanting to take the courses for personal interest, job skills upgrade, or transfer.

College Plan Initiative:

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.1.6 which states: Modify programs and courses as required to meet changing career trends.

Financial Considerations:

There are no additional requests for funding associated with this action.

Approvals

Contact Person _________________________________

Dr. Jerome Migler, Provost and Executive Vice Chancellor (206-4999)

Chancellor_____________________________________

Dr. Suzanne Miles
**ACTION ITEM**

**Meeting Date:** 2/7/13  
**Item Number:** 18

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease of City Center Space for Pima Community College</td>
<td>Dr. Suzanne Miles, Interim Chancellor and President, Community Campus (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors authorize Pima Community College to explore establishing a presence in Tucson City Center. This includes identifying appropriate space and negotiating rates and conditions. Final recommendations will be brought to the Board prior to the establishment of any contractual agreements.

**Justification:**

Pima Community College Community Campus is the lead campus for Teacher Education. Currently all forty-three classes in Teacher Education are offered on-line only. There are approximately 700 students, unduplicated head count, enrolled per year in Teacher Education classes, with three fulltime faculty and eight staff members. The program is undergoing a complete redesign in response to changed requirements from the Arizona Department of Education and from InTasc (Interstate Teacher Assessment and Support Consortium) standards. Many courses will need to be offered face-to-face or hybrid and in high-tech classrooms. At the present time there is no capacity in the District to accommodate these classes. Additionally, it is anticipated that the program will expand.

Secondly, the College has been attempting to expand workforce training and professional development. Again, there is no capacity to accommodate existing requests and no possibility of increasing offerings. Space in Tucson City Center will give the College the capability of responding to current requests, as well as to explore additional requests. Both the Mayor’s Education Task Force and the Work Investment Board have been requesting that the College offer more continuing education opportunities. The City Center location is ideal for many workers.

The City Center location will also give the College a presence close to that of the University of Arizona, giving the College the opportunity to showcase and ramp up existing partnerships with the University.

**College Plan Initiative:**

This program supports the 2011-2013 College Plan Initiative 5, Enhance Operations.
Financial Considerations:

Preliminary market analysis indicates that rental costs in Tucson City Center are between $14 and $25 per square foot. The final recommendations provided to the Board will include total anticipated financial impacts based on additional market research and analysis for the suitable spaces available for lease and the programmatic capacity of those available spaces.

Approvals

Interim Chancellor

Dr. Suzanne L. Miles
Deferred Action for Childhood Arrivals (DACA)

Dr. Jerome Migler, Provost and Executive Vice Chancellor
(206-4999)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve resident tuition rates for eligible participants in the U.S. government’s Deferred Action for Childhood Arrivals (DACA) program.

Justification:

DACA students are eligible to receive employment authorization documents from the U.S. Citizenship and Immigration Services (USIS). Section 1-502 of Arizona Revised Statutes specifies that individuals who can present this document satisfy the requirements to be considered for resident tuition. Students must still meet the College’s qualification requirements for resident tuition. They must prove through documentation that they have established a permanent domicile in Arizona for at least one year.

College Plan Initiative:

This decision supports the 2011-2013 College Plan Initiative 4, “Expand Educational and Workforce Opportunities,” Strategy 4.6 “Strengthen connections between the College and community.”

Financial Considerations:

The financial implications are expected to be minimal. However, due to lack of data, a definitive forecast is not possible. There may be students who currently pay out-of-state rates who will be eligible for in-state tuition. It is believed to be likely that there are community members who are not currently enrolled at the College who will become students as a result of DACA, thus generating new tuition revenue.

Approvals

Contact Person ________________________________
Dr. Jerome Migler

Interim Chancellor_____________________________________
Dr. Suzanne Miles
Meeting Date: 2/7/13

Item Title

Change of March (date) and May (location) Board of Governors Meetings.

Contact Person

Dr. Suzanne Miles, Interim Chancellor and President, Community Campus (206-4747)

Recommendation:

The Interim Chancellor recommends that the Board of Governors authorize to move the approved Board of Governors Meeting from March 13, 2013 to March 20, 2013 and to move the approved Board of Governors Meeting of May 8, 2013 location from El Rio Learning Center to the District Office.

Approvals

Interim Chancellor

Dr. Suzanne L. Miles