NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.
March 20, 2013
Northwest Campus
Community Room
7600 Shannon Road
Tucson, AZ 85709-7200

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 Gloria Majalca and Robert Ramirez will provide highlights from the Staff Council meeting of March 1st. Highlights will include: Provost’s Report; Interim Chancellor’s Report, Liaison Report, Employee Reports (AFSCME, ACES, Campus and District Reports).

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

6. Reports by Faculty Representatives
   • Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meeting of March 1st. 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.
     - Northwest Campus Update
     - Information Technology Projects Update
     - Tucson Historic Preservation Foundation

   • Preliminary 2012/13 fiscal year results through January 2013

Information Items

10. Separations from Employment
    • Information item listing retirements and separations from employment: Stu I. Barr, Susan L. Cessna, George J. De La Riva, Deborah J. Gaddy, Geraldine Meinke, Barbara J. Montenegro, Anthony P. Pitucco, Ph.D. and Gary M. Riegert

11. Fiscal Year 2013-2014 Changes in cost recovery Course Fees
    • This information item includes new and revised fees that cover instructional delivery costs such as: consumable supplies, field trip fees and certifications.

12. Fiscal Year 2013-2014 Differential Tuition
    • This information item will include a list of the disciplines to be charged differential tuition A and differential tuition B for fiscal year 2013-2014. This list of disciplines was generated in accordance with the College’s cost analysis for differential tuition.
Action Items

13. Approval of Minutes of the following meetings:
   A. Special Meeting of February 27, 2013
   B. Regular Meeting of February 27, 2013
   C. Special Meeting of March 8, 2013

14. Consent Agenda

14.1 New Appointments
   • Administration is requesting approval to hire the following individuals: Carlos Cocio, Staff Instructor; Ely Esparza, Program Coordinator; Michelle Henry, Research Specialist; Roberto Pena Ramirez, Trades Maintenance Technician, Grounds and Donna Reynolds, Support Technician.

14.2 Adjunct Faculty Appointments
   • Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Elizabeth C. Kelley, Translation and Interpretation Studies (Occupational/Workforce); Marta V. McKenna, Behavioral Health Services (Occupational/Workforce) and Virginia A. Stanek, Economics (Academic), Computer Information System (Occupational/Workforce).

14.3 Temporary Appointments
   • Administration is requesting that the individuals listed be employed as temporary employees. Ashely Arthur, Laboratory Assistant; Tricia Beck, Instructor; Nancy Bevens, Workforce Trainer; Mark Bruns, Instructor; Dolores Del Giorgio, Instructor; Samantha Hamlin, Tutor I; Michael Hensley, Workforce Trainer; Elizabeth Isely, Tutor I; Trynia Kaufman, Instructor; Brian Kehn, Tutor I; Adam Kingery, Workforce Trainer; Russell Kingery, Workforce Trainer; Chris McCabe, Workforce Trainer; Christina Macias, Laboratory Assistant; Russell McSpadden, Laboratory Assistant; Pepper Alexandria Moore, Instructor; Jay Petersen, Workforce Trainer; Stephanie Robles, Office Aide; Diana Robin, Instructor; Dillon Schultz, Office Aide; Kent Walker, Workforce Trainer and Ian Zickler, Workforce Trainer.

14.4 Administrator Contracts 2013-2014
   • Administration recommends the Board of Governors approve the administrator regular appointments for 2013-2014 as shown on the attached Exhibit A.
Action Items (Continued)

14.5 Summer Work Schedule 2013
   • Administration recommends that the Board of Governors approve a flexible work scheduling provision for non-exempt, exempt staff, and administrative employees. This provision includes a four-day workweek schedule starting the week of May 20, 2013, and ending August 16, 2013. The following provisions will apply during this period.

14.6 Sabbaticals Approval for Fall 2013 and Spring 2014
   • Administration recommends the Board of Governors approve full-pay sabbaticals for fall semester 2013 for Instructional Faculty Mariana Carreras, Wayne Hacker, and Francisca James Hernandez and half-pay sabbaticals for spring semester 2014 for Instructional Faculty Wayne Hacker and Francisca James Hernandez.

   • Administration submits the final reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity.

14.8 BP-1503: Harassment (Including Sexual Harassment) – Final Reading
   • Administration submits the final reading of the deleted Board Policy 1503 – Harassment.

14.9 BP-2701: Copyright – Final Reading
   • Administration submits the final reading of the revised Board Policy 2701 – Copyright.

14.10 Contract: Employee Dental Benefits for Fiscal Year 2013-2014
    • Administration recommends approval of the contract renewal for pre-paid (Employers Dental Services) and preferred provider (United Concordia) dental insurance plans for employees for the 2013-2014 fiscal year, the third renewal year of the College’s four-year option. No changes to plan design or rate structures are recommended at this time.

    • Administration recommends approval of the contract renewal with Minnesota Life for basic and optional life insurance coverage for employees for the 2012-2013 fiscal year, the third renewal year of the College’s four-year option. No changes to plan design or rate structures are recommended at this time.
Other Action Items

15. Contract: Employee Medical Benefits for Fiscal Year 2013-2014
   • Administration recommends approval of the contract renewal with CIGNA for group health insurance for employees based on negotiated rates for the 2013-2014 fiscal year, the final year of the five-year contract. The contract is valued at approximately $9.2 million. The medical/pharmacy benefit premium contribution structure for both medical plans will remain the same with both the College and employees sharing proportionately in the 7.5% cost increase.

   • Administration recommends approval of the contract renewal with Express Scripts for pharmaceutical benefits management for employees based on negotiated rates for the 2013-2014 fiscal year, the fourth year of a five-year contract. The College will also initiate coverage management procedures (prior authorization and quantity management) designed to focus on long-term cost containment and participant safety.

17. Fiscal Year 2013-2014 Student Tuition and Services Fees
   • Administration recommends that the Governing Board increase and establish the per unit tuition rates for FY 2013-2014 for both in-state and out-of-state students to help provide support for expected costs in the 2013-2014.

Adjournment

Regular Meeting
April 10, 2013, 7:00 p.m.
District Office
Community/Board Room
4905 East Broadway
Tucson, AZ 85709-1010

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

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

* For ADA accommodation requests, please call 206-4971, Teletypewriter (TTY) 206-4530.
EXHIBIT A

Stella A. Bay, Executive Director of the Department of Public Safety
Aubrey Conover, Ph.D., Vice President of Student Development
Nina Corson, Academic Dean of Instruction
Imelda Cuyugan, Assistant Vice Chancellor for State Governmental Relations
Donna H. Gifford, Vice President of Instruction
Mary Kay Gilliland, Ph.D., Academic Dean of Instruction
John E. Gillis, Academic Dean of Instruction
Mary Beth Ginter, Ph.D., Academic Dean of Instruction
Diane Groover, Assistant Vice Chancellor for Finance
Jerry Haynes, Vice President of Student Development
Cheryl M. House, Executive Director for PCC Foundation
Patricia G. Houston, Academic Dean of Instruction
William J. Howard, Assistant Vice Chancellor for Business Services
Anne Rachelle Howell, Assistant Vice Chancellor for Grants, Planning and Institutional Research
Darla J. Lammers, Vice President of Instruction
Mary Ann Martinez Sanchez, Ph.D., Assistant Vice Chancellor for Academic Services and Vice Provost
Marty Mayhew, Academic Dean of Instruction
Leticia I. Menchaca, Assistant Vice Chancellor for Student Development
Lorraine Morales, Ph.D., Vice President of Instruction
Brigid K. Murphy, Vice President of Instruction
Ann Parker, Ph.D., Vice President of Student Development
Anna Reese, Executive Director of Financial Aid
Nicola C. Richmond, Ph.D., Academic Dean of Instruction
Ted A. Roush, Vice President of Instruction
James Sanchez, Ph.D., Psychologist
Jeffrey Silvyn, College General Counsel
Robert Simpson, Ph.D., Academic Dean of Instruction
Nancee J. Sorenson, Ed.D., Vice President of Student Development
Edgar F. Soto, Executive Director of Athletics
Stan Steinman, Academic Dean of Workforce & Business Development
Heather Tilson, Ph.D., Executive Director of Planning and Institutional Research
Michael Tulino, Vice President of Student Development
Anne M. Vosberg, Ed.D., Vice President of Student Development
Daniel C. Wright, Ph.D., Academic Dean of Instruction
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Ph.D., Vice President of Instruction
GENERAL MATTERS/REPORTS

Meeting Date: 3/20/13  
Item Number: 1-8

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

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

Approval

Interim Chancellor ________________________________

Dr. Suzanne L. Miles

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 January 2013. 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 January. 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 $16.4 million, a change from the previous year’s gain of $20.5 million. The decrease is primarily due to a $3 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 85.2 percent of budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 68 percent of the budget, which is slightly higher than the previous year.

Statement of Net Assets

As shown in The Statement of Net Assets, total net assets at the end of January were $234 million, which is a decrease of about $3.6 million compared to the same time last year.

Approvals

Contact Person ____________________________
Dr. David Bea

Interim Chancellor __________________________
Dr. Suzanne L. Miles
# Statement of Net Assets

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

**January 31, 2013**

*(Preliminary)*

## ASSETS

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>General</th>
<th>Auxiliary and Restricted</th>
<th>Plant and Other Funds</th>
<th>Total All Funds</th>
<th>Prior Year Totals as of January 31, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$19,213,749</td>
<td>$(301,053)</td>
<td>$13,403,141</td>
<td>$32,315,837</td>
<td>$100,202,683</td>
</tr>
<tr>
<td>Receivables</td>
<td>45,135,548</td>
<td>89,368</td>
<td>4,747,153</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,097,828</td>
<td>2,521</td>
<td>4,278,921</td>
<td>11,893,504</td>
<td></td>
</tr>
<tr>
<td>Accounts (net of allowances)</td>
<td>10,523,110</td>
<td>4,289,149</td>
<td>4,289,149</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>8,535,182</td>
<td>4,289,149</td>
<td>4,289,149</td>
<td>19,810,980</td>
<td></td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>4,289,149</td>
<td>4,289,149</td>
<td>4,289,149</td>
<td>19,810,980</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1,109,377</td>
<td>6,790</td>
<td>1,161,724</td>
<td>1,639,345</td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>194,841</td>
<td>45,557</td>
<td>241,856</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>218,545</td>
<td>218,545</td>
<td>166,507</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$80,492,998</td>
<td>$8,279,686</td>
<td>$17,882,694</td>
<td>$106,655,378</td>
<td>$146,142,060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent Assets</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$(297,906)</td>
<td>$(297,906)</td>
<td>$(7,692,169)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>1,006,935</td>
<td>1,006,935</td>
<td>1,187,114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Long-term Investments</td>
<td>10,325,300</td>
<td>30,325,300</td>
<td>812,341</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments in Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td>15,291,311</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>89,588,478</td>
<td>89,588,478</td>
<td>94,959,322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>1,450,322</td>
<td>1,450,322</td>
<td>171,778</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (net of depreciation)</td>
<td>2,255,059</td>
<td>2,255,059</td>
<td>2,642,478</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>1,876,567</td>
<td>1,876,567</td>
<td>1,930,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>10,325,300</td>
<td>131,170,766</td>
<td>141,496,066</td>
<td>109,302,687</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$90,818,298</td>
<td>$8,279,686</td>
<td>$149,053,460</td>
<td>$248,151,444</td>
<td>$255,444,747</td>
</tr>
</tbody>
</table>

## LIABILITIES

<table>
<thead>
<tr>
<th>Current Liabilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$3,156,861</td>
<td>$3,156,861</td>
<td>2,769,009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(352,781)</td>
<td>18,578</td>
<td>43,083</td>
<td>(1,174,925)</td>
<td></td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>400,701</td>
<td>400,701</td>
<td>408,879</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
<td>4,142,048</td>
<td>5,109,263</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>6,946,128</td>
<td>18,578</td>
<td>443,784</td>
<td>7,408,490</td>
<td>7,112,226</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncurrent Liabilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue</td>
<td>5,367</td>
<td>5,367</td>
<td>5,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,558,364</td>
<td>3,280,000</td>
<td>6,838,364</td>
<td>10,858,400</td>
<td></td>
</tr>
<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,563,731</td>
<td>3,280,000</td>
<td>6,843,731</td>
<td>10,863,800</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$10,509,859</td>
<td>$18,578</td>
<td>$3,723,784</td>
<td>$14,252,221</td>
<td>$17,976,026</td>
</tr>
</tbody>
</table>

## NET ASSETS

<table>
<thead>
<tr>
<th>Invested in Capital Assets (net of related debt)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>1,843,821</td>
<td>1,843,821</td>
<td>1,853,091</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>2,956,212</td>
<td>2,956,212</td>
<td>3,525,370</td>
<td></td>
</tr>
<tr>
<td>Other (Capital Projects)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>80,308,439</td>
<td>8,357,962</td>
<td>122,014,309</td>
<td>126,738,167</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>$80,308,439</td>
<td>$8,261,108</td>
<td>$145,329,676</td>
<td>$233,899,223</td>
</tr>
</tbody>
</table>
## Current Funds

<table>
<thead>
<tr>
<th></th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
<th>Prior Year Totals as of January 31, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$44,655,258</td>
<td>$1,095,150</td>
<td>$45,750,408</td>
</tr>
<tr>
<td>Contracts</td>
<td>1,332,685</td>
<td>1,332,685</td>
<td>1,666,577</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>661,853</td>
<td>661,853</td>
<td>771,023</td>
</tr>
<tr>
<td>Commission and Rents</td>
<td>20,000</td>
<td>201,749</td>
<td>128,767</td>
</tr>
<tr>
<td>Other Operating Revenues</td>
<td>228,820</td>
<td>3,370,050</td>
<td>521,084</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>46,236,763</td>
<td>4,465,200</td>
<td>51,732,306</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>29,253,336</td>
<td>952,277</td>
<td>32,190,045</td>
</tr>
<tr>
<td>Academic Support</td>
<td>11,833,271</td>
<td>304,687</td>
<td>13,137,958</td>
</tr>
<tr>
<td>Student Services</td>
<td>11,154,831</td>
<td>16,133</td>
<td>13,310,964</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>17,183,694</td>
<td>3,836,404</td>
<td>20,820,100</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>7,277,575</td>
<td>6,700,232</td>
<td>14,327,848</td>
</tr>
<tr>
<td>Depreciation</td>
<td>4,091,442</td>
<td>4,091,442</td>
<td>4,062,619</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,021,643</td>
<td>39,812,358</td>
<td>49,716,054</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>77,724,350</td>
<td>15,901,175</td>
<td>138,431,156</td>
</tr>
<tr>
<td><strong>Net Operating Gain (Loss)</strong></td>
<td>($31,487,587)</td>
<td>($11,435,975)</td>
<td>($86,698,850)</td>
</tr>
<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$5,515,125</td>
<td>$5,515,125</td>
<td>$5,359,800</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>52,802,972</td>
<td>1,198,795</td>
<td>54,001,767</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>8,208</td>
<td>188</td>
<td>41,327,933</td>
</tr>
<tr>
<td>State and Local Grants</td>
<td>707,959</td>
<td>707,959</td>
<td>284,069</td>
</tr>
<tr>
<td>State Shared Sales Taxes</td>
<td>1,019,172</td>
<td>1,019,172</td>
<td>971,265</td>
</tr>
<tr>
<td>Gifts</td>
<td>24,086</td>
<td>24,086</td>
<td>(32,828)</td>
</tr>
<tr>
<td>Investment Income</td>
<td>451,283</td>
<td>1,863</td>
<td>453,535</td>
</tr>
<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>58,777,588</td>
<td>1,200,846</td>
<td>110,702,616</td>
</tr>
<tr>
<td><strong>Income before Other Revenues, Expenses, Gains, or Losses</strong></td>
<td>$27,290,001</td>
<td>($10,235,129)</td>
<td>$16,350,727</td>
</tr>
<tr>
<td>Transfers</td>
<td>(12,286,342)</td>
<td>14,828,342</td>
<td>6,700</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$15,003,659</td>
<td>$4,593,213</td>
<td>$16,350,727</td>
</tr>
</tbody>
</table>

## Net Assets

<table>
<thead>
<tr>
<th></th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets - Beginning of Year</td>
<td>65,304,780</td>
<td>217,548,496</td>
</tr>
<tr>
<td><strong>Net Assets - End of Period</strong></td>
<td>$80,308,439</td>
<td>$233,899,223</td>
</tr>
</tbody>
</table>

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

Statement of Revenues, Expenses and Changes in Net Assets
For Seven Months Ending January 31, 2013
## Educational and General

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>Instruction</td>
<td>$61,969,048</td>
<td>$45,258,698</td>
</tr>
<tr>
<td>Academic Support</td>
<td>23,625,225</td>
<td>18,786,704</td>
</tr>
<tr>
<td>Student Services</td>
<td>22,132,387</td>
<td>18,391,723</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>34,115,672</td>
<td>27,654,333</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>12,994,732</td>
<td>10,640,756</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>1,021,643</td>
</tr>
<tr>
<td>Total Expenditures by Function</td>
<td>$177,893,700</td>
<td>$134,040,199</td>
</tr>
</tbody>
</table>

## Other Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Fund balance reserved for contingency</td>
<td>9,664,294</td>
<td>9,664,294</td>
</tr>
<tr>
<td>Total Other Expenses</td>
<td>$21,950,636</td>
<td>$21,950,636</td>
</tr>
</tbody>
</table>

## Total Expenditures by Function

<table>
<thead>
<tr>
<th>Function</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td></td>
<td>BUDGET</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>Total Expenditures by Function</td>
<td>$177,893,700</td>
<td>$134,040,199</td>
</tr>
</tbody>
</table>

## EXPENDITURES BY ACCOUNT

### Personal Services

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$6,343,407</td>
<td>$6,343,407</td>
</tr>
<tr>
<td>Faculty</td>
<td>22,983,589</td>
<td>22,883,465</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>1,307,365</td>
<td>724,079</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>14,716,163</td>
<td>12,591,565</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>39,626,011</td>
<td>39,257,560</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,092,511</td>
<td>4,632,036</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>28,768,927</td>
<td>14,812,648</td>
</tr>
<tr>
<td>Total Personal Services</td>
<td>$118,849,973</td>
<td>$101,244,760</td>
</tr>
</tbody>
</table>

### Services and Supplies

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>5,665,618</td>
<td>3,250,048</td>
</tr>
<tr>
<td>Travel</td>
<td>2,799,528</td>
<td>1,081,117</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,149,742</td>
<td>10,415,036</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,260,223</td>
<td>3,803,643</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>1,021,643</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>3,011,642</td>
<td>2,197,940</td>
</tr>
<tr>
<td>Total Services and Supplies</td>
<td>$31,992,753</td>
<td>$21,769,427</td>
</tr>
</tbody>
</table>

### Total Expenditures by Account

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Equipment</td>
<td>423,838</td>
<td>423,838</td>
</tr>
<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,376,359</td>
<td>(1,816,336)</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>12,964,435</td>
<td>132,168</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>$177,893,700</td>
<td>$134,040,199</td>
</tr>
</tbody>
</table>

### Contingency and Reserves

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,376,359</td>
<td>(1,816,336)</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>12,964,435</td>
<td>132,168</td>
</tr>
<tr>
<td>Total Expenditures by Account</td>
<td>$177,893,700</td>
<td>$134,040,199</td>
</tr>
</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTRUCTION

FY 13 $45.3 M
FY 12 $42.5 M

COMMITMENTS FOR ACADEMIC SUPPORT

FY 12 $20 M
FY 13 $18.8 M

COMMITMENTS FOR STUDENT SERVICES

FY 12 $17.8 M
FY 13 $18.4 M
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

- FY 13 $27.7 M
- FY 12 $24.8 M

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

- FY 12 $10.1 M
- FY 13 $10.6 M

COMMITMENTS FOR STUDENT FINANCIAL AID

- FY 13 $1 M
- FY 12 $879 K
Informations Item

Meeting Date: 3/20/13
Item Number: 10

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

Information:

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

**Retirements**

**Barr, Stu I.**
Instructional Faculty
WC - Humanities
Effective: 5/16/13

Stu Barr began employment in 1978 as adjunct faculty. In 1987 he became a full-time faculty member in Humanities at the West Campus. He also has served as a department chair and Honors program coordinator. He is retiring as instructional faculty and department chair at the West Campus.

**Gaddy, Deborah J.**
Academic Dean
CC – Adult Education
Effective: 6/30/13

Deborah Gaddy began employment in 2011 as the academic dean for Adult Education at the Community Campus. She is retiring in the same position and department.

**Meinke, Geraldine**
Instructional Faculty
WC - Biology
Effective: 5/16/13

Geraldine Meinke began employment in 1999 as a temporary lab technician and adjunct faculty. In 1999 she became a full-time regular laboratory specialist in Microbiology at the West Campus. In 2008 she moved to a full-time instructional faculty position in Biology and is retiring from this position at the West Campus.

(Continued)
Montenegro, Barbara J.
Fiscal Support Specialist
EC- Administrative Services
Effective: 03/04/13

Barbara Montenegro began employment with the College in 1988 as a temporary clerk/typist. In 1990 she was hired as a full-time regular cashier and is retiring as a fiscal support specialist at the East Campus.

Pitucco, Ph.D., Anthony P.
Instructional Faculty
WC - Physics
Effective: 5/16/13

Anthony “Tony” Pitucco began employment in 1971 as temporary teaching assistant. In 1973 he was selected for full-time employment as laboratory technician in Physics. He became full-time instructional faculty in 1978 and is retiring from this position at the West Campus. He has also served as a department chair, a member of numerous committees and community outreach projects.

Riegert, Gary M.
IT Specialist
DO- Campus Staff
Effective: 07/12/13

Gary Riegert began employment with the College in 1996 as a temporary tutor. In 1997 he was hired as a full-time regular computer technician and is retiring as an information technology specialist at the West Campus. He has also served as an adjunct faculty member at the West Campus.

Separations from Employment

Cessna, Susan L.
Community Service Officer
DO – DPS Operations
Effective: 1/28/13

De La Riva, George J.
Community Service Officer
DO – DPS Operations
Effective: 1/28/13

(Continued)
Kajstura, Ph.D., Alojzy
Campus President
NW – Campus President
Effective: 06/30/13

Approvals

Contact Person
Janet L. May

Interim Chancellor
Dr. Suzanne L. Miles
INFORMATIONAL ITEM

Meeting Date: 3/20/13

Item Title
Fiscal Year 2013-2014 Changes in Cost Recovery Course Fees

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

Recommendation:

The attached charges are cost recovery fees that support instructional delivery costs associated with specific courses, tests, or services. The New Course Fees pages reflect the addition of new courses that have associated services or consumable supplies costs or courses that have added cost recovery elements to the course delivery. The Course Fee Changes pages indicate increases and reductions to currently existing fees. The attached list has been reviewed by the Interim Chancellor, who has approved these changes in student charges for fiscal year 2014.

Approvals

Contact Person
Dr. David Bea

Interim Chancellor
Dr. Suzanne L. Miles
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Fee Category</th>
<th>Proposed New Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CAD 117 Print Reading with CAD for Manufacturing</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Printer paper and ink for large plotter printer</td>
</tr>
<tr>
<td>2.</td>
<td>CAD 142 Introduction to Parametric Modeling: SolidWorks</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Printer paper and ink for large plotter printer</td>
</tr>
<tr>
<td>3.</td>
<td>CAD 166 Introduction to Revit</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Printer paper and ink for large plotter printer</td>
</tr>
<tr>
<td>4.</td>
<td>CAD 196 Independent Study in Computer Aided Drafting: 100 Level</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Printer paper and ink for large plotter printer. Credit hours are 1.0 to 4.0</td>
</tr>
<tr>
<td>5.</td>
<td>CAD 222 Introduction to Parametric Modeling: Inventor</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models</td>
</tr>
<tr>
<td>6.</td>
<td>CAD 232 Advanced Parametric Modeling: Inventor</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models</td>
</tr>
<tr>
<td>7.</td>
<td>CAD 242 Advanced Parametric Modeling: SolidWorks</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models</td>
</tr>
<tr>
<td>8.</td>
<td>CAD 266 Mechanical, Electrical, Plumbing Drafting &amp; Design: Revit MEP</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models</td>
</tr>
<tr>
<td>9.</td>
<td>CAD 282 Advanced Parametric Modeling: Pro/ENGINEER</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models</td>
</tr>
<tr>
<td>10.</td>
<td>CAD 296 Independent Study in Computer Aided Drafting: 200 Level</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>Plastic material extruded by 3-D printer to make models. Credit hours are 1.0 to 4.0</td>
</tr>
<tr>
<td>11.</td>
<td>CUL 168 Specialty and Hearth Breads</td>
<td>Consumable Supplies</td>
<td>$30.00</td>
<td>Previously this course had a temporary course number CUL198T1 with a board approved fee of $30. The course was successful and has been given a permanent number CUL168. We request the BOG fee for the temporary course be approved and moved to the permanent course.</td>
</tr>
<tr>
<td>12.</td>
<td>CUL 198T7 Meat Fabrication</td>
<td>Consumable Supplies</td>
<td>$150.00</td>
<td>Meat Fabrication is a newer course we hope to offer in Fall at the UA Meat Sciences Lab. To do so, we need to purchase gloves, meat product, cleaning supplies boot and helmets for safety, lab coats, hair nets and animal carcasses.</td>
</tr>
<tr>
<td>13.</td>
<td>DAE 167 Dental Assisting III</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>New CF as per Guide Line #4 Consumable Supplies; new fee is necessary to assist with the rising costs of consumable supplies which have increased dramatically in the last few years.</td>
</tr>
<tr>
<td>14.</td>
<td>DAE 167 Dental Assisting III Field Trip Fees</td>
<td>Field Trip Fees</td>
<td>$25.00</td>
<td>New CF Field trip Fee will cover the registration fee for the annual AZDA Western Regional Dental Convention in March, which is mandatory attend for the students. The fee has increased from $10 to $20 dollars over the last two years. Previously the students paid the fee at the cashiers office beginning in February; collection as a fee will make the process more efficient.</td>
</tr>
<tr>
<td>15.</td>
<td>EMT 089 Skill Reinforcement EMT 100</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>FEE TO COVER THE PURCHASE OF LATEX GLOVES, CANNULAS, MASKS AND TAPE.</td>
</tr>
<tr>
<td>16.</td>
<td>ENG 122IN Engineering Graphics Design</td>
<td>Consumable Supplies</td>
<td>$5.00</td>
<td>New fee for consumable supply costs. Drawing boards cost $138 and drawing equipment of $100 per student; using many reams of paper and laser toner. The special 42-inch printer used solely by the ENG 120 &amp; 122 utilizes rolls of paper which cost $25 each; not including the software utilized solely by ENG 122.</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Fee Category</td>
<td>Proposed New Fee</td>
<td>Notes</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>17.</td>
<td>LEA 110 Law Enforcement Academy Pt I</td>
<td>Consumable Supplies</td>
<td>$1,260.00</td>
<td>Replaces LEA101. Fee transfers to LEA110 for consumables such as uniforms; Emergency Vehicle Operation Training: Specialty Instructor costs per contract requirement, Vehicle rental, Fuel, Driving track rental; Firearms Training: Firearms range rental, Firearms Range Master per contract requirement, Ammunition costs, Targets, Earplugs, Safety glasses</td>
</tr>
<tr>
<td>18.</td>
<td>LEA 210 Law Enforcement Academy Pt II</td>
<td>Consumable Supplies</td>
<td>$1,216.00</td>
<td>Replaces LEA200. Fee transfers to LEA210 for consumables such as uniforms; Emergency Vehicle Operation Training: Specialty Instructor costs per contract requirement, Vehicle rental, Fuel, Driving track rental; Firearms Training: Firearms range rental, Firearms Range Master per contract requirement, Ammunition costs, Targets, Earplugs, Safety glasses</td>
</tr>
<tr>
<td>19.</td>
<td>PHT 174IN Pharmacy Operations</td>
<td>Consumable Supplies</td>
<td>$15.00</td>
<td>A COURSE FEE IS IN PLACE FOR PHT 174LB. FEE IS APPLICABLE FOR THIS COURSE OFFERED IN AN INTEGRATED FORMAT.</td>
</tr>
<tr>
<td>20.</td>
<td>PHT 180IN Sterile Products</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>A COURSE FEE IS IN PLACE FOR PHT 180LB. FEE IS APPLICABLE TO THIS COURSE OFFERED IN AN INTEGRATED FORMAT.</td>
</tr>
<tr>
<td>21.</td>
<td>RAD 185 Clinical Seminar</td>
<td>Testing Fee</td>
<td>$80.00</td>
<td>New fee of $80 to fund the cost of the coretec’s online radiography review test utilized by RAD 185 students.</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Fee Category</td>
<td>Current Fee</td>
<td>Proposed Fee Change</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------</td>
<td>---------------------------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1. CUL 198T3</td>
<td>Vegetarian Cooking</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>2. CUL 198T4</td>
<td>Gluten Free Cooking</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>3. CUL 198T5</td>
<td>Vegan Cooking</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>4. DAE 162LB</td>
<td>Dental Assisting I Lab</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>5. DAE 163LC</td>
<td>Oral Radiography</td>
<td>Instructional Materials and Certifications</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>6. DAE 164LB</td>
<td>Dental Materials Lab</td>
<td>Consumable Supplies</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>7. DAE 165LB</td>
<td>Pre Clinical Procedures Lab</td>
<td>Consumable Supplies</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>8. ENG 102IN</td>
<td>Problem-Solving and Engineering Design</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$10.00</td>
</tr>
<tr>
<td>9. ENG 110IN</td>
<td>Solid State Chemistry</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$10.00</td>
</tr>
<tr>
<td>10. ENG 120IN</td>
<td>Civil Engineering Graphics and Design</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>11. ENG 130IN</td>
<td>Elementary Surveying</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>12. ENG 170IN</td>
<td>Problem-Solving Using Computers</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>13. ENG 175IN</td>
<td>Computer Programming for Engineering Applications</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>14. ENG 250</td>
<td>Numerical Analysis for Engineers</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>15. ENG 274IN</td>
<td>Digital Logic</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>16. ENG 275IN</td>
<td>Computer Programming Engineer Applications</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>17. ENG 282IN</td>
<td>Basic Electric Circuits</td>
<td>Consumable Supplies</td>
<td>$10.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>18. MLT 101</td>
<td>Phlebotomy for Med Lab Tech</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>19. PHT 174LB</td>
<td>Pharmacy Operations</td>
<td>Consumable Supplies</td>
<td>$20.00</td>
<td>-$5.00</td>
</tr>
<tr>
<td>20. PHY 122IN</td>
<td>Introductory Physics II</td>
<td>Consumable Supplies</td>
<td>$3.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>21. TDT 118</td>
<td>Vehicle Ops &amp; Com Driver</td>
<td>Consumable Supplies</td>
<td>$2,000.00</td>
<td>-$1,732.00</td>
</tr>
<tr>
<td>22. TDT 119</td>
<td>Driving Maneuvers-CDL</td>
<td>Consumable Supplies</td>
<td>$1,200.00</td>
<td>$585.00</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Fee Category</td>
<td>Current Fee</td>
<td>Proposed Fee Change</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------</td>
<td>-------------------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>23.</td>
<td>TDT 120</td>
<td>TDT Refresher</td>
<td>$120.00</td>
<td>-$1,720.00</td>
</tr>
<tr>
<td>24.</td>
<td>TVL 109</td>
<td>Survey Leisure Products</td>
<td>$90.00</td>
<td>-$90.00</td>
</tr>
<tr>
<td>25.</td>
<td>TVL 203</td>
<td>Computer Reserv Sys II</td>
<td>$25.00</td>
<td>-$25.00</td>
</tr>
</tbody>
</table>
INFORMATION ITEM

Meeting Date: 3/20/13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2013-2014 Differential Tuition</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

Differential Tuition will continue to be charged using the methodology previously approved by the Board of Governors in April 2011. The methodology is as follows: Differential Tuition rates are applied to disciplines for which direct expenses per full-time student equivalent (FTSE) exceed the median cost for two consecutive years. Disciplines for which direct expenses per FTSE have been at least twice, but less than four times the median are subject to a 30 percent differential rate and are known entitled Differential Tuition A. Disciplines for which direct expenses per FTSE have been four or more times the median are subject to a 40 percent differential rate and are entitled Differential Tuition B.

Following the scheduled review of the direct expenses of the College’s programs, it was determined that the disciplines that are charged Differential Tuition A and Differential Tuition B be updated.

The lists below have been reviewed by the Interim Chancellor, who has approved these changes in the disciplines that are charged Differential Tuition.

The following disciplines fall under Differential Tuition A:
- Aviation Technology (AVM)
- Dental Assisting Education (DAE)
- Fashion Design (FDC)
- Fitness and Sports (FSS)
- Interior Design (IDE)
- Law Enforcement Academy (LEA)
- Machine Tool Technology (MAC)
- Massage Therapy (TMA)
- Med Lab Tech (MLT)
- Music Studio Instruction (MUP)
- Respiratory Therapy (RTH)
- Travel Industry Operations (TVL)
- Veterinary Technology (VET)
- Welding (WLD)

(Continued)
The following disciplines fall under Differential Tuition B:

- Clinical Research (CTC)
- Dental Hygiene (DHE)
- Dental Lab Technology (DLT)
- Nursing (NRS)
- Radiologic Technology (RAD)
- Technology (TEC)
- Truck Driver (TDT)

**Approvals**

Contact Person________________________________

Dr. David Bea

Interim Chancellor______________________________

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

ACTION ITEM

Meeting Date: 3/20/13
Item Number: 13A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting February 27, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Special Meeting of February 27, 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 Wednesday, February 27, 2013 at 5:00 p.m., 5:20 p.m., in Room 3, El Pueblo Liberty Learning Center, 101 W. Irvington Rd., Tucson, AZ 85709-5640

**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
Lori Cox
Janet May
Jerome Migler
Jeffrey Sylvin
Lynne Wakefield

**Guest:**
Sessaly Stamps

**Call to Order**
Brenda Even called the meeting to order at 5:20 pm.

**Motion to conduct Executive Sessions**

**Motion No. 7149**
Marty Cortez – M; David Longoria – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-
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 5:21 p.m.

Resumption of Open Session

The Board resumed Open Session at 7:01 p.m.

Adjournment

The meeting adjourned at 7:02 p.m.

__________________________________________
Secretary

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

### ACTION ITEM

<table>
<thead>
<tr>
<th>Meeting Date: 3/20/13</th>
<th>Item Number: 13B</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting February 27, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of February 27, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor

Dr. Suzanne L. Miles
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, February 27, 2013 at 7:00 p.m., in Rooms 5 & 6, El Pueblo Liberty Learning Center, 101 W. Irvington Road, Tucson, AZ 85709-5640.

**BOARD MEMBERS**

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

**BOARD REPRESENTATIVES**

Kimlisa Salazar Duchicela, Faculty  
Patricia Figueroa, Faculty  
Gloria Majalca, Staff  
Wendy Turner, Staff  
Josue Saldivar, Student

**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  
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  
Deborah Gaddy, Academic Dean  
Donna Gifford, Vice President of Instruction  
Diane Groover, Assistant Vice Chancellor, Finance  
Jerry Haynes, Vice President of Student Development  
William Howard, Assistant Vice Chancellor, Business Services  
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  
Leticia Menchaca, Assistant Vice Chancellor, Student Services  
Jerome Migler, Provost/Executive Vice Chancellor  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Ann Parker, Vice President of Student Development  
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  
Darla Zirbes, Vice President of Instruction
Call to Order
Brenda Even called the meeting to order at 7:10 p.m.

Pledge of Allegiance
Dr. Suzanne Miles led the Pledge of Allegiance.

Motion to Move Item 19
Deferred Action for Childhood Arrivals (DACA) 
PASSES

Motion No 7150
Marty Cortez — M, Sylvia Lee — S, to move the discussion of item 19 – Deferred Action for Childhood Arrivals (DACA) to the beginning of the agenda.

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

Public Comment
Alexia Vazquez, Luis A. Hernandez, Saúl Ostroff, Osmar Urias, Karla Garcia, Manuel Salazar, Alejandra Salazar, Ana Valenzuela, Melanie Nelson, Monica León, Jimmy Ojeda, Dr. Isquierdo, Betts Putnam-Hidalgo and Ruben Guzman spoke on favor of DACA.

Kalil, Halawani, Alan Linebarger and J. Arturo Ledesma Peña spoke in favor of the College’s Prep Academy.

Lee Scott addressed the Board regarding the Enrollment, Registration and Placement Advisory Committee.

Deferred Action for Childhood Arrivals
Provost Migler provided background information regarding this item.

Motion to Approve
Deferred Action for Childhood Arrivals 
PASSES

Motion No. 71510
David Longoria – M, Marty Cortez – S, to approve resident tuition rates for eligible participants in the U.S. government’s Deferred Action for Childhood Arrivals (DACA) program.
Vote: Board members present other than Board member Scott Stewart voted “aye” by voice vote. Scott Stewart — opposed. Motion Carried.

Staff Representatives

Staff Representatives Gloria Majalca and Wendy Turner reported on the Staff Council meetings of January 11 and February 1. Highlights from January 11 included the following: **Provost and Executive Vice Chancellor’s Report:** Dr. Migler announced that the report to the Higher Learning Commission was submitted on December 20th. **Chancellor’s Report:** Interim Chancellor Miles announced the 1-year accreditation renewal final report has been submitted. **Liaison Report:** Janet May, Vice Chancellor for Human Resources reported on recruitment statistics. She also announced the Meet and Confer process is underway. **AFSCME Report:** Rose Bolz shared that Meet and Confer has begun and updates will be provided. She also announced the holiday toy drive was a success. **ACES Report:** Jason Brown informed the Board of Governors indicated it will consider financial impact issues for employees during Meet and Confer. He also announced the fundraising from barbecue events for military families reached a new high. A check presentation ceremony is being planned. **Campus/District Reports:** Keith McIntosh, Vice Chancellor for Information Technology; CJ Karamargin, Vice Chancellor for Government Relations and Public Information; Louise Glogoff, Director of Web Systems, and Paul Schwalbach, Marketing and Public Relations Manager, provided a report on Social Media use and its possibilities. He also informed PCC is currently the only community college in Arizona without a social media presence. **Council Report:** Elected Staff Council officers were announced.

Highlights from February 1 included the following: Dr. Brenda Even, Board Chair, visited the Staff Council meeting and provided an update regarding the Chancellor Search and the Open Admissions Policy. **Provost and Executive Vice Chancellor’s Report:** Dr. Migler announced the Higher Learning Commission report was accepted and assessment and monitoring activities outlined in the report are underway. **Chancellor’s Report:** Dr. David Bea, Executive Vice Chancellor for Finance and Administration, provided the report on behalf of Dr. Suzanne Miles, Interim Chancellor. Dr. Bea shared that employee forums are being held to gather
input for the College Plan. He also provided an update regarding the smoking policy at the College. Stella Bay, Executive Director of the Department of Public Safety, provided an update on campus security. **Liaison Report:** Janet May, Vice Chancellor for Human Resources reported on recruitment statistics. **AFSCME Report:** Rose Bolz informed that Meet & Confer items will be presented to the Board at the February meeting. **ACES Report:** Jason Brown also informed a Meet and Confer report will be presented to the Board in February. **Campus/District Reports:** West Campus will host the LULAC Leadership Conference on March 12; District Office is planning a Diversity Celebration in November. **Council Report:** There will be no need for a Staff Council representative at the 29th Street Center; as indicated off-campus centers are included under the Community Campus umbrella. The next Staff Council report will be given at the February Board Meeting.

**Student Representatives**

Student Representative Josue Saldivar reported on recent events from each campus. Highlights included: **Community Campus:** Activities are planned for the 9th Annual Celebration for Adult Education. **Desert Vista Campus:** There will be a Blood Drive held on February 13. **Downtown Campus** had a Black History Month Celebration on February 14. **East Campus:** Student Government hosted their first Student Leadership Conference on February 8. **Northwest Campus** will hold Academic Beyond the Classroom activities during the month of February. **West Campus** will be holding African American Heritage Month events during February. 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 January 9 and February 1 Faculty Senate meetings. Highlights from January 9 included the following: New senators were welcomed. **Faculty Senate President’s Report:** Joe Labuda informed that feedback is needed for late registration issues. He also noted that the Faculty Website will be updated to reflect accurate information. **PCCEA Update:** Rita Flattley reported that the Meet and Confer process is starting, and that survey responses are being reviewed. **Chancellor’s Report:** Dr. Miles addressed questions regarding Higher Learning Commission and PCC processes regarding guns on campus. **Provost’s**
Report: Dr. Migler stated that the monitoring report for the assessment for Student Learning Outcomes was submitted on December 20.

Highlights from the February included the following:

Faculty Senate President’s Report: Joe Labuda announced that the position for Faculty Senate Secretary was vacant and needs to be filled. PCCEA Update: Rita Flattley reported that Meet and Confer had two meetings to review draft proposals which have been based on faculty surveys. Chancellor’s Report: Dr. David Bea, Executive Vice Chancellor for Finance and Administration, provided the report on behalf of Dr. Suzanne Miles, Interim Chancellor. Dr. Bea addressed the ongoing issue concerning smoking on campuses. Provost’s Report: Dr. Migler thanked and congratulated everyone who had a role in supporting and contributing to the effort of getting Student Learning Outcome data in.

Governing Board Member Reports

Chairperson’s Report: Chairperson Even presented Rose Bolz, past Staff Council Representative, with a plaque in recognition of Rose’s years of service.

Chairperson Even gave an update on the Chancellor Search. Dr. Even informed they had a meeting with Dr. Narcisa Polonio from ACCT. David Longoria, Board Secretary, reported the submission dateline for applications is March 25. He noted that by April 1st applications should be reviewed. He stated the Board hopes to interview finalists and to hold public forums the week of April 22 and have an announcement at the May Board meeting.

Secretary to the Board Report — There was no report.

Interim Chancellor’s Report


Meet and Confer Presentations — Meet and Confer teams for the three employee groups, ACES, AFCSME and PCCEA, presented their activities and proposals for the coming year.
Dr. David Bea, Executive Vice Chancellor for Finance and Administration, and Stella Bay, Executive Director of the Department of Public Safety gave a Safety update.

Report — December 2012 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending December 2012. Dr. Bea noted the 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.

Information Items

Separations from Employment

Student Aide Hires


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

BP-2701: Copyright – Second Reading

These items were noted as information items.

Action Items

Approval of Minutes

Motion to Approve Meeting Minutes

PASSES

Motion No. 7152

David Longoria – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting of December 20, 2012, Annual Meeting of January 9, 2013, Special Meeting of January 9, 2013, Regular Meeting of January 9, 2013, Special Meeting of January 17, 2013, Special Meeting of January 18, 2013, Special Meeting of January 19, 2013, Special Meeting of January 20, 2013, Special Meeting of January 24, 2013 (4:00 pm.), Special Meeting of January 24, 2013 (5:30 pm.), Special Meeting of February 5, 2013 (5:30 pm), Special Meeting of February 5, 2013 (7:00 pm).
Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Consent Agenda

**Motion No. 7153**

David Longoria – M, Marty Cortez – S, to approve the Consent Agenda as presented.

17.1 New Appointments
17.2 Adjunct Faculty Appointments
17.3 Temporary Appointments
17.4 Faculty Regular Appointments 2013/2014 Fiscal Year
17.5 Grant Proposal: US Department of Energy Rocky Mountain Solar Training Program
17.6 Intergovernmental Agreement: Pima Community College/Amphitheater Unified School District “Adopt-a-School” Partnership
17.7 Contract: Arizona Department of Economic Security, English as a Second Language (Pima County)
17.8 Contract: Industrial Supplies and Tools
17.9 Contract: Shuttle Transport Service
17.10 Curriculum: Program Inactivation: Interior Design — Associate of Arts Degree for Transfer
17.11 Curriculum: Program Inactivation: Interior Design — Associate of Applied Science Degree for Direct Employment

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

Lease of Space in the Center of Downtown for Pima Community College

**Motion No. 7154**

Marty Cortez – M, David Longoria – S, to authorize to explore establishing a presence in Center of Downtown Tucson.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
Motion to Approve Change of March (date) and May (location) of Board of Governors Meetings

PASSES

Motion No. 7155

David Longoria – M, Marty Cortez – S, to authorize 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.

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

Adjournment

The meeting adjourned at 11:15 p.m.

___________________________________________
Secretary

___________________________________________
Date
# ACTION ITEM

**Meeting Date:** 3/20/13  
**Item Number:** 13C

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Unapproved Minutes of the Special Meeting March 8, 2013 | Chancellor’s Office  
(206-4747) |

**Recommendation:**

The unapproved minutes of the Special Meeting of March 8, 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, March 8, 2013 at 5:30 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., 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
Suzanne Miles
Jeffrey Silvyn (By phone)

Call to Order
Brenda Even called the meeting to order at 5:40 pm.

Motion to conduct Executive Sessions

Motion No. 7156
Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) Discussion or consideration of assignment and/or appointment of public officer(s) to specified College committees (personnel). A.R.S. § 38-431.03(A)(3)—Discussion or consultation for legal advice from the College’s legal counsel concerning the following topics/issues: breach of contract and/or potential claim issues concerning R.H. Perry & Associates; possible disclosure of records of prior PCC student; employee contract issue; update on possible resolution of Santa Cruz County tuition reimbursement litigation, and legal issues related to the matter set out in Section 3(A) above. A.R.S. § 38-431.01(A)(4)—Discussion or consultation with the College’s legal counsel in order for the Governing Board to consider its position and instruct its attorneys concerning
the following matters set out in Section 3(B) above: the R.H. Perry & Associates matter and the Santa Cruz County tuition payment litigation matter.

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 5:41 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:45 p.m.

Adjournment

The meeting adjourned at 6:46 p.m.

__________________________________________
Secretary

__________________________________________
Date
**ACTION ITEM**

**Meeting Date:** 3/20/13  
**Item Number:** 14

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Consent Agenda                          | Chancellor’s Office  
(206-4747)                                         |

**Recommendation:**

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

14.1 New Appointments  
14.2 Adjunct Faculty Appointments  
14.3 Temporary Appointments  
14.4 Administrators Contracts  
14.5 Summer Work Schedule 2013  
14.6 Sabbaticals Approval for Fall 2013 and Spring 2014  
14.7 BP-1501 Affirmative Action/Equal Employment Opportunity  
14.8 BP-1503: Harassment (Including Sexual Harassment)  
14.9 BP-2701: Copyright  
14.10 Contracts: Employee Dental Benefits for Fiscal Year 2013-2014  

---

**Approval**

Interim Chancellor_________________________  
Dr. Suzanne L. Miles
Meeting Date: 3/20/13  
Item Number: 14.1

**Item Title**  
New Appointments

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

**Recommendation:**

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

**Justification:**

When vacancies occur, the placement process is conducted in accordance with College policy and regulations. At the conclusion of the recruitment process, a summary of the process is presented and names of recommended candidates are brought forward to the Board of Governors for approval. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

**Staff:**

**Cocio, Carlos**  
Staff Instructor  
Salary: $43,329  
Effective: 3/25/13  
Desert Vista Campus  
Selected to fill an open position  
Education: Bachelor of Arts, Philosophy, St. John’s College, Camarillo, California; Master of Divinity, Theology, St. John’s Seminary, Camarillo, California  
Experience: Mr. Cocio has two years experience working as a temporary staff instructor for Pima Community College in Tucson, Arizona. He also has two years experience as an English as a Second Language Instructor for McDonald’s Corporation in Oak Brook, Illinois.

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

**Esparza, Ely**  
Program Coordinator  
Salary: $21,645  
Effective: 3/25/13  
Desert Vista Campus  
Selected to fill an open position  
Education: Associate of Arts, Liberal Arts, Pima Community College, Tucson, Arizona; Bachelor of Science, Agriculture and Resource Economics and Master of Public Administration, University of Arizona, Tucson, Arizona

(Continued)
Experience: Mr. Esparza has two years experience working as an outreach coordinator for CODAC Behavioral Health Services in Tucson, Arizona. He has five months experience as interim director for Comin’Home Inc. in Tucson, Arizona.

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

**Henry, Michelle**  
**Research Specialist**  
**Hourly Rate:** $17.99  
**Effective:** 3/25/13  
**Education:** Bachelor of Science, Sociology, University of Wisconsin, Stevens Point, Wisconsin; Master of Public Administration, University of Wisconsin, Oshkosh, Wisconsin  
**Experience:** Ms. Henry has three years experience as a research analyst with Lakeshore Technical College in Cleveland, Wisconsin. She also has one year experience as a research associate with the Commission on Accreditation of Rehabilitation Facilities International in Tucson, Arizona.

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

**Pena Ramirez, Roberto**  
**Trades Maintenance Technician, Grounds**  
**Hourly Rate:** $12.94  
**Effective:** 3/25/13  
**Education:** High School Diploma, Nosotros Academy, Tucson, Arizona  
**Experience:** Mr. Pena Ramirez has twenty months experience as a temporary grounds technician for Pima Community College through A&M Personnel Services 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.

**Reynolds, Donna**  
**Support Technician**  
**Hourly Rate:** $13.96  
**Effective:** 3/25/13  
**Education:** Coursework, Pima Community College  
**Experience:** Ms. Reynolds has seven years experience as an office administrator with Crouthamel Consulting and Aker Kvaerner in Tucson, Arizona. She also has seven years experience as an office manager for Tri General Services in Tucson, Arizona.
Recruitment Overview:
An external recruitment was conducted. Fifty-one applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Jerry Migler, Provost and Executive Vice Chancellor.

Approvals

Contact Person _________________________________
Janet E. May

Interim Chancellor_______________________________
Dr. Suzanne L. Miles
Adjunct Faculty Appointments

Recommendation:
The Interim Chancellor recommends these individuals as certified adjunct applicants. The Interim Chancellor also recommends 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: Kelley, Elizabeth C.
Discipline(s): Translation and Interpretation Studies (Occupational/Workforce)
Salary: $735 per load hour
Education: Pima Community College, Undergraduate Coursework, Tucson, Arizona
Experience: Ms. Kelley worked as an interpreter/coordinator for the state courts in Douglas County, Nebraska for more than ten years. She does not have adult teaching experience.

Name: McKenna, Marta V.
Discipline(s): Behavioral Health Services (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Business Administration, University of Phoenix, Phoenix, Arizona; Master of Counseling, University of Phoenix, Phoenix, Arizona
Experience: Ms. McKenna has worked for CODAC Behavioral Health Services in Tucson, Arizona as a therapist, program coordinator and administrator for eighteen years. She also has been a lead faculty member at the University of Phoenix in Tucson, Arizona teaching courses in Counseling, Social Services and Psychology for five years.

Name: Stanek, Virginia A.
Discipline(s): Economics (Academic), Computer Information System (Occupational/Workforce)
Salary: $735 per load hour
Education: Bachelor of Science, Business Education, University of Arizona, Tucson, Arizona; Master of Arts, Economics and Entrepreneurship for Educators, University of Delaware, Newark, Delaware
Experience: Ms. Stanek taught economics courses at Sunnyside Unified School District in Tucson, Arizona for six years. She also was a career and technical Education teacher at the same school teaching computer related courses. She does not have adult teaching experience.

Approvals

Contact Person _________________________________
Janet L. May

Interim Chancellor _________________________________
Dr. Suzanne L. Miles
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.

Arthur, Ashley  Laboratory Assistant  DC
Effective: 3/21/13  Math Emporium
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $12.94
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Arthur has eight years customer service experience with Golden Pin Lanes, Sears, and T. J. Maxx in Tucson, Arizona.
Beck, Tricia    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 Arts, Sociology, University of California, Santa Barbara, California;
Master of Education, Educational Leadership, Northern Arizona University,
Flagstaff, Arizona
Experience: Ms. Beck has thirteen years experience as a teacher for Vail School District in
Vail, Arizona.

Bevens, Nancy   Workforce Trainer   CC
Effective: 3/21/13      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, Finance and International Business, Tallahassee, Florida;
Master of Public Administration, Georgia State University, Atlanta, Georgia
Experience: Ms. Bevens has ten years experience as owner of Forward Movement in Tucson,
Arizona. She also has seventeen years experience as a market development
manager for BellSouth in Atlanta, Georgia.

Bruns, Mark    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 Arts, Business Management, University of Arizona, Tucson, Arizona
Experience: Mr. Bruns has one year experience as a teacher for Montgomery College in
Wheaton, Maryland and two years experience as a teacher for Montgomery
County Correctional Facility in Boyds, Maryland.

Del Giorgio, Dolores    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 Arts, English, Northern Arizona University, Flagstaff, Arizona;
Master of Arts, English Literature, University of Colorado, Boulder, Colorado
Experience: Ms. Del Giorgio has seven years experience as an adjunct instructor for the
University of Arizona in Tucson, Arizona.

(Continued)
Hamlin, Samantha   Tutor I   DC  
Effective: 3/21/13  English as a Second Language  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $7.80  
Education: Bachelor of Arts, Cultural Studies, Columbia College-Chicago, Chicago, Illinois  
Experience: Ms. Hamlin has six months experience as a teacher for Khalsa Montessori School in Tucson, Arizona.

Hensley, Michael   Workforce Trainer   CC  
Effective: 3/21/13  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 Arts, Gallery Management, University of Arizona, Tucson, Arizona  
Experience: Mr. Hensley has four years experience as a graphic design and web design instructor for Tucson Unified School District in Tucson, Arizona.

Isely, Elizabeth   Tutor I   DV  
Effective: 3/21/13  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: $7.80  
Education: High School Diploma, Centennial High School, Pueblo, Colorado  
Experience: Ms. Isely has been interviewed and recommended by Kyle Mutz, Disabled Student Resource Specialist.

Kaufman, Trynia   Instructor   CC  
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 Specialized Studies, Ohio University, Athens, Ohio  
Experience: Ms. Kaufman has two years experience as program director of college and career services for La Paloma Family Services in Tucson Arizona.
### Kehn, Brian
**Tutor I**  
**EC**
- **Effective:** 3/21/13  
- **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:** Coursework, Pima Community College, Tucson, Arizona
- **Experience:** Mr. Kehn is a current Pima Community College student and has been interviewed and recommended by Leslie Hargrove, Learning Center Coordinator.

### Kingery, Adam
**Workforce Trainer**  
**CC**
- **Effective:** 3/21/13  
- **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 Arts, Political Science, University of Arizona, Tucson, Arizona
- **Experience:** Mr. Kingery has nine years experience as a teacher for Tucson Unified School District in Tucson, Arizona.

### Kingery, Russell
**Workforce Trainer**  
**CC**
- **Effective:** 3/21/13  
- **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 Arts, English, University of Michigan, Ann Arbor, Michigan
- **Experience:** Mr. Kingery has twenty-five years experience as a detective and hostage negotiator for the Pima County Sheriff’s Department in Tucson, Arizona.

### McCabe, Chris
**Workforce Trainer**  
**CC**
- **Effective:** 3/21/13  
- **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 Arts, Business, Indiana University, Bloomington, Indiana
- **Experience:** Mr. McCabe has four years experience as a hiking guide for Canyon Ranch and eight years experience as a docent for Colossal Cave and Mountain Park in Tucson, Arizona.
Macias, Christina  Laboratory Assistant  WC
Effective:  4/8/13  Digital Technician, Sandscript magazine
Duration:  2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate:  $12.94
Education:  Coursework, Pima Community College, Tucson, Arizona
Experience:  Ms. Macias has four months experience as a graphic designer for Main & Mace Public Relations and two months experience as a copy and print associate for Staples, both located in Tucson, Arizona.

McSpadden, Russell  Laboratory Assistant  WC
Effective:  4/8/13  Digital Technician, Sandscript magazine
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, English, Master of Arts, Environmental History, Florida Atlantic University, Boca Raton, Florida
Experience:  Mr. McSpadden has one year experience as a communications specialist for the Center for Biological Diversity in Tucson, Arizona

Moore, PepperAlexandria  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:  Associate of Arts, Sociology, Laney Community College, Oakland, California; Bachelor of Arts, Sociology, Master of Arts, Teaching English to Speakers of Other Languages, California State University-East Bay, Hayward, California.
Experience:  Ms. Moore has five years experience as an instructor for Spectrum Educational Center in Hayward, California.

Petersen, Jay  Workforce Trainer  CC
Effective:  3/21/13  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 Arts, Studio Art, South West State University, Marshall, Minnesota; Master of Arts, Philosophy and Religion, San Jose State University, San Jose, California; Master of Music Education, University of Northern Colorado, Greeley, Colorado; Master of Social Work, Arizona State University, Tempe, Arizona

(Continued)
Experience: Mr. Peterson has nine years experience as a temporary community education instructor for Pima Community College. He is being submitted for approval after a two year separation from last temporary employment with the College.

Robles, Stephanie  
Office Aide  
DV  
Effective: 3/21/13  
Student Services  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $7.80  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Ms. Robles has five months experience as Federal Work Study student aide for Pima Community College.

Robin, Diana  
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 Arts, Geography, University of Florida, Tampa, Florida  
Experience: Ms. Robin has seven years experience as a challenge course instructor for Team Synergo in Portland, Oregon and one year experience as an instructor for Gresham High School in Gresham, Oregon.

Schultz, Dillon  
Office Aide  
NW  
Effective: 3/21/13  
Student Services  
Duration: 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
Hourly Rate: $7.80  
Education: Coursework, Pima Community College, Tucson, Arizona  
Experience: Mr. Schultz has nine months experience as a Federal Work Study student ambassador for Pima Community College.

Walker, Kent  
Workforce Trainer  
CC  
Effective: 3/21/13  
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 Arts, Political Science, Prescott College, Prescott, Arizona  
Experience: Mr. Walker has one year experience as a tutor for Club Z! Tutoring Agency and has eighteen months experience as a trainer and job coach for Achieve, Inc. in Tucson, Arizona.
Zickler, Ian    Workforce Trainer   CC
Effective:  3/21/13  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 Arts, English, Connecticut College, New London, Connecticut
Experience:  Mr. Zickler has eighteen years experience as an instructor for Fairmount School
            of Music in Cleveland, Ohio.

Approvals

Contact Person ________________________________
           Janet L. May

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

**Meeting Date:** 3/20/13  
**Item Number:** 14.4

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

**Recommendation:**

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

**Background:**

Contracts for administrators other than Executive Administrators are normally prepared for one fiscal year but may, in some circumstances, be for a shorter period of time. In accordance with Board policy, an administrator shall be offered a new contract for the ensuing fiscal year unless he or she is otherwise notified in writing on or before April 1. This list is current as of the date submitted; however, additional names may be presented to the Board at a later date.

It is essential to clarify while the appointment of each administrator may be for the full fiscal year, his or her assignment may be changed during the course of the year in accordance with the applicable Board policy. The administrators listed on the attached pages are recommended for a regular appointment for 2013/2014.

### Approvals

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet L. May</td>
<td>Dr. Suzanne Miles</td>
</tr>
</tbody>
</table>
Name: **Bay, Stella A.**
Title: Executive Director of the Department of Public Safety
Education: Master of Education, Educational Leadership; Northern Arizona University, Flagstaff, Arizona; Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona
Experience: Hired as the Director of Public Safety in June 2006. Currently serves as the Executive Director of the Department of Public Safety.

Name: **Conover, Ph.D., Aubrey**
Title: Vice President of Student Development
Education: Doctor of Philosophy, Higher Education, University of Arizona; Master of Arts, Higher Education, University of Arizona, Tucson, Arizona; Bachelor of Arts, Communication, University of Wisconsin-Madison, Madison, Wisconsin
Experience: Hired in October 2011 as the Vice President of Student Development for the West Campus. Currently serves in this role.

Name: **Corson, Nina**
Job Title: Academic Dean of Instruction
Education: Master of Arts, Educational Psychology, University of Arizona, Tucson, Arizona; Bachelor of Science, Mathematics, Stephen F. Austin State University
Experience: Hired as Academic Dean in June 2010 for Desert Vista Campus. Currently serves in this role.

Name: **Cuyugan, Imelda**
Job Title: Assistant Vice Chancellor for State Governmental Relations
Education: Master of Public Administration, California State University, Northridge, California; Bachelor of Arts, Economics, Divine Word University, Tacloban City, Philippines
Experience: Hired in March 2005 as Director. Currently serves as Assistant Vice Chancellor for State Governmental Relations.

Name: **Gifford, Donna H.**
Job Title: Vice President of Instruction
Education: Master of Science, Astronomy, Bachelor of Arts, Education, University of Arizona, Tucson, Arizona
Experience: Hired as Instructional Faculty in 1999. Currently serves as the Vice President of Instruction at Northwest Campus.
Name: **Gilliland, Ph.D., Mary Kay**  
Job Title: Academic Dean of Instruction  
Education: Doctor of Philosophy, Anthropology, Master of Arts, Anthropology, University of California, San Diego; Bachelor of Arts, Anthropology, Bryn Mawr College  
Experience: Hired as Instructional Faculty in August 1988. Currently serves as Academic Dean, West Campus.

Name: **Gillis, John E.**  
Job Title: Academic Dean of Instruction  
Education: Master of Arts, Industrial Relations, University of Minnesota; Bachelor of Science (Teaching), Social Studies, Minnesota State University, Mankato, Minnesota  
Experience: Hired in November 2005 as Advanced Program Manager at the Community Campus, Public Safety and Emergency Services Institute. Currently serves as the Academic Dean, Northwest Campus.

Name: **Ginter, Ph.D., Mary Beth**  
Job Title: Academic Dean of Instruction  
Education: Doctor of Philosophy, Higher Education, University of Arizona, Tucson, Arizona; Master of Arts, Languages and International Trade, Eastern Michigan University; Bachelor of Science, Spanish and Human Resource Development, Oakland University, Rochester, Michigan  
Experience: Hired as the Executive Assistant to the West Campus President in October 2003. Currently serves as Academic Dean, West Campus.

Name: **Groover, Diane**  
Job Title: Assistant Vice Chancellor for Finance  
Education: Master of Business Administration, Technology Management, Karl Eller Graduate School of Management, University of Arizona; Bachelor of Science, Information Systems, University of Phoenix, Bachelor of Science in Business and Public Administration, Accounting, University of Arizona  
Experience: Hired as the Assistant Vice Chancellor for Finance in April 2007. Currently serves in this role.

Name: **Haynes, Jerry**  
Job Title: Vice President of Student Development
Education: Master of Education, Curriculum and Administration, Miami University; Bachelor of Science in Education, Speech and Hearing Therapy, Bowling Green University.

Experience: Hired as the Dean of Student Development, Community Campus in June 2005. Currently serves as Vice President of Student Development, Downtown Campus.

Name: House, Cheryl M.
Job Title: Executive Director for PCC Foundation
Education: Bachelor of Science, Journalism, Bowling Green University
Experience: Hired as the Executive Director for PCC Foundation September 2003. Currently serves in this role.

Name: Houston, Patricia G.
Job Title: Academic Dean of Instruction
Education: Master of Arts, Spanish Language and Literature, Universidad de la Americas, Mexico City; Bachelor of Arts, Spanish, Syracuse University, Syracuse, New York
Experience: Hired in August 1989 as a Student Services Coordinator. Currently serves as the Academic Dean, Downtown Campus.

Name: Howard, William J.
Job Title: Assistant Vice Chancellor for Business Services
Education: Master of Business Administration, Business Administration, The Amos Tuck School, Dartmouth College; Bachelor of Arts, Business Administration, The Colorado College, Colorado Springs, Colorado
Experience: Hired as the Assistant Vice Chancellor for Business Services in March 2011. Currently serves in this role.

Name: Howell, Anne Rachelle
Job Title: Assistant Vice Chancellor for Grants, Planning and Institutional Research
Education: Master of Business Administration, Our Lady of the Lake University, San Antonio, Texas; Bachelor of Business Administration, Marketing and Travel/Tourism, University of New Mexico, New Mexico
Experience: Hired as the Assistant Vice Chancellor for Marketing in September 2008. Currently serves as the Assistant Vice Chancellor for Grants, Planning and Institutional Research.
Name: **Lammers, Darla J.**  
Title: Vice President of Instruction  
Education: Juris Doctor, Bachelor of Arts in Education, Elementary Education, University of Arizona, Tucson, Arizona  
Experience: Hired as Instructional Faculty in August 1995. Currently serves as the Vice President of Instruction, West Campus.

Name: **Martinez Sanchez, Ph.D., Mary Ann**  
Job Title: Assistant Vice Chancellor for Academic Services and Vice Provost  
Education: Doctor of Philosophy, Psychology, Master of Arts, Psychology, University of Notre Dame, Indiana; Bachelor of Arts, Psychology and Economics, Duke University, Durham, North Carolina  
Experience: Hired as Instructional Faculty in August 1996. Currently serves as the Assistant Vice Chancellor for Academic Services and Vice Provost, Office of the Provost.

Name: **Mayhew, Marty**  
Job Title: Academic Dean of Instruction  
Education: Master of Science, Education, University of Southern California; Master of Science, Nursing, University of Colorado; Bachelor of Science, Nursing, University of Nevada, Las Vegas  
Experience: Hired as Instructional Faculty in August 1998. Currently serves as the Academic Dean of Nursing, West Campus.

Name: **Menchaca, Leticia I.**  
Job Title: Assistant Vice Chancellor for Student Development  
Education: Master of Education, Educational Counseling, Bachelor of Science, Business Administration, University of Phoenix; Associate of Arts, Social Services, Pima Community College  
Experience: Hired as a Clerk Specialist II in February 1979. Currently serves as the Assistant Vice Chancellor for Student Development, Office of the Provost.

Name: **Morales, Ph.D., Lorraine**  
Job Title: Vice President of Instruction  
Education: Doctor of Philosophy, Educational Leadership, Northern Arizona University, Flagstaff, Arizona; Master of Arts, Higher Education Student Development, University of Arizona; Bachelor of Science, Human Services, Western New Mexico University

(Continued)
Experience: Hired as a Student Services Specialist in August 2002. Currently serves as the Vice President of Instruction, East Campus.

Name: **Murphy, Brigid K.**
Job Title: Vice President of Instruction
Education: Master of Arts, English, University of Texas at El Paso, El Paso, Texas; Bachelor of Arts, English, Montana State University
Experience: Hired as Instructional Faculty in August 1994. Currently serves as the Vice President of Instruction, Downtown Campus.

Name: **Parker, Ph.D., Ann**
Job Title: Vice President of Student Development
Education: Doctor of Philosophy, Language, Reading and Culture/American Indian Studies, Master of Arts, American Indian Studies, University of Arizona, Tucson, Arizona; Master of Arts, Educational Psychology/College Student Personnel, University of Nebraska at Lincoln; Bachelor of Arts, English, Davidson College
Experience: Hired as the Vice President of Student Development in May 2010. Currently serves in this role at Desert Vista Campus.

Name: **Reese, Anna**
Job Title: Executive Director of Financial Aid
Education: Master of Public Administration, Bachelor of Arts in Psychology, Bachelor of Arts in Sociology, Fairleigh Dickinson University, New Jersey
Experience: Hired as Director of Financial Aid in May 2006. Currently serves as the Executive Director of Financial Aid.

Name: **Richmond, Ph.D., Nicola C.**
Job Title: Academic Dean of Instruction
Education: Doctor of Philosophy, Philosophy, University College London; Bachelor of Science, Geophysics, University of Southampton
Experience: Hired in January 2008 as Research Project Manager. Currently serves as the Academic Dean of Instruction, Downtown Campus.

Name: **Roush, Ted A.**
Job Title: Vice President of Instruction

(Continued)
Name: **Sanchez, Ph.D., James**  
Job Title: Psychologist  
Education: Doctor of Philosophy, Counseling Psychology, Master of Arts, Counseling Psychology, University of Notre Dame, Indiana; Bachelor of Arts, Clinical Psychology, Purdue University Calumet  
Experience: Hired in June 2011 as the Psychologist for the College. Currently serves in this role.

Name: **Silvyn, Jeffrey**  
Job Title: College General Counsel  
Education: Juris Doctorate, University of California, Los Angeles School of Law, Los Angeles, California; Bachelor of Arts, International Studies, Johns Hopkins University, Baltimore, Maryland  
Experience: Hired in January 2013 as College Legal Counsel. Currently serves in this role.

Name: **Simpson, Ph.D., Robert**  
Job Title: Academic Dean of Instruction  
Education: Doctor of Philosophy, Biophysics, Harvard University; Master of Arts, Physics, Harvard University, Massachusetts; Master of Business Administration, Business Administration, University of California; Bachelor of Science, Physics, University of Illinois  
Experience: Hired as Academic Dean for West Campus in June 2010. Currently serves in this role.

Name: **Sorenson, Ed.D., Nancee J.**  
Job Title: Vice President of Student Development  
Education: Doctor of Education, Educational Administration, University of Texas, Texas; Master of Science, Agency Counseling, Bachelor of Science, Psychology, Indiana State University  
Experience: Hired as Campus Admissions Director in November 1992. Currently serves as Vice President of Student Development, East Campus.
Name: **Soto, Edgar F.**  
Job Title: Executive Director of Athletics  
Education: Master of Education, Bilingual and Multicultural Education, Northern Arizona University, Flagstaff, Arizona; Bachelor of Arts, Sociology, University of New Mexico  
Experience: Hired as Sports Marketing Coordinator in August 1999. Currently serves as the Executive Director of Athletics.

Name: **Steinman, Stan**  
Job Title: Academic Dean of Workforce & Business Development  
Education: Master of Public Administration, Public Administration, George Washington University, Washington, D.C.; Bachelor of Arts, Political Science, University of Arizona  
Experience: Hired as an Education Coordinator in August 1997. Currently serves as the Academic Dean of Workforce & Business Development, Community Campus.

Name: **Tilson, Ph.D., Heather**  
Job Title: Executive Director of Planning and Institutional Research  
Education: Doctor of Philosophy, Educational Leadership and Learning Technologies, Drexel University, Philadelphia, Pennsylvania; Master of Business Administration, Management, West Chester University; Bachelor of Science, Business Administration, Marketing, Management, East Carolina University  
Experience: Hired as the Executive Director for Research and Planning, January 2006. Currently serves as the Executive Director of Planning and Institutional Research.

Name: **Tulino, Michael**  
Job Title: Vice President of Student Development  
Education: Master of Business Administration, Technology Management, University of Phoenix; Bachelor of Science, Geology, Northern Arizona University  
Experience: Hired as a Student Services Coordinator in September 2003. Currently serves as the Vice President of Student Development, Northwest Campus.

Name: **Vosberg, Ed.D., Anne M.**  
Job Title: Vice President of Student Development  
Education: Doctor of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona; Master of Education, Counseling/Guidance, University of Arizona; Bachelor of Arts, Psychology, Smith College

(Continued)
Experience: Hired as a Human Resources Analyst/Coordinator in October 1994. Currently serves as the Vice President of Student Development, Community Campus.

Name: Wright, Ph.D., Daniel C.
Job Title: Academic Dean of Instruction
Education: Doctor of Philosophy, Botany, University of Maryland; Master of Business Administration, Information Systems, Pace University; Bachelor of Science, Biology, West Virginia University
Experience: Hired as Division Dean, Downtown Campus, in January 2000. Currently serves in this role at Community Campus.

Name: Yoklic, Deborah
Job Title: Assistant Vice Chancellor
Education: Master of Arts, Mathematics, University of Arizona, Tucson, Arizona; Bachelor of Arts, Mathematics, Brandeis University
Experience: Hired as Instructional Faculty in August 1983. Currently serves as the Assistant Vice Chancellor to the Chancellor.

Name: Zirbes, Ph.D., Darla
Job Title: Vice President of Instruction
Education: Doctor of Philosophy, Literacy, Language Acquisition, and Education, University of Arizona; Master of Education, Elementary Education, Northern Arizona University; Bachelor of Science, Elementary Education, Moorhead State University; Associate of Arts, Liberal Arts, Bismarck State College
Experience: Hired as the Vice President of Student Development in July 2010. Currently serves as the Vice President of Instruction at Community Campus.
ACTION ITEM

Meeting Date: 3/20/13

Item Title: Summer Work Schedule 2013

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

Recommendation:

The Chancellor recommends that the Board of Governors approve a flexible work scheduling provision for non-exempt, exempt staff, and administrative employees. This provision includes a four-day workweek schedule starting the week of May 20, 2013, and ending August 16, 2013. The following provisions will apply during this period:

1. Summer operations for core academic and business services will continue Monday through Friday with an open scheduling provision for a flexible four day workweek. This provision may be initiated by area or department and approved through administration based on operating needs.

2. An extended four day workweek schedule will begin and end at the appropriate hours designated by the administration to meet operating business needs.

3. Employees working a flexible four day work schedule will continue to work the same number of hours per week.

4. A forty-five minute lunch break will be observed for individuals working a four day workweek. The one hour lunch break will continue to be observed for individuals working the standard five day workweek.

5. In order to provide equitable holiday pay for employees on a flexible work schedule, eligible employees will return to their normal schedule during weeks in which a holiday is observed (i.e., Memorial Day - May 27 and Independence Day - July 4).

Justification:

Pima Community College has successfully operated on a four day workweek schedule for the past thirty-four summers. Pima Community College employee groups have supported this practice.

In the past, district office support operations and campus support operations elected to use a flexible four day workweek schedule. Offices that use this schedule permitted staff the flexibility of working a four-day workweek schedule while still providing core services Monday
through Friday. Offices that utilized this option have expanded their core business hours of service.

**College Plan Initiative:**

This item supports the 2011-2013 College Plan Initiative 5, Enhance operations to increase effectiveness and reduce costs, 5.9.5. Identify support services that could become more efficient.

---

**Approvals**

Contact Person ________________________________

Janet L. May

Interim Chancellor_______________________________

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

ACTION ITEM

Meeting Date: 3/20/13

Item Number: 14.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sabbatical Approval for Fall 2013 and Spring 2014</td>
<td>Janet L. May,</td>
</tr>
<tr>
<td></td>
<td>Vice Chancellor for</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
</tr>
<tr>
<td></td>
<td>(206-4624)</td>
</tr>
</tbody>
</table>

Recommendation:
The Interim Chancellor recommends the Board of Governors approve full-pay sabbaticals for fall semester 2013 for Instructional Faculty Mariana Carreras, Wayne Hacker, and Francisca James Hernandez and half-pay sabbaticals for spring semester 2014 for Instructional Faculty Wayne Hacker and Francisca James Hernandez.

Justification:
The Faculty Professional Development and Sabbatical Standing Committee has recommended three faculty members listed herein for full-pay and two for half-pay sabbaticals for the fall 2013 semester and spring 2014 semester. The faculty members’ sabbatical plans are summarized. This recommendation is the result of a structured process followed in accordance with the guidelines established in the 2012-13 Faculty Personnel Policy Statement.

College Plan Initiative: 4.1.7 Expand staff and faculty professional development and training for facilitating career readiness.

Financial Consideration:
The cost of these sabbaticals is $192,104 based on salary with benefits. To backfill faculty during their leave, the cost of adjunct faculty with required benefits is $60,086.

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ______________________________
Dr. Suzanne L. Miles

(Continued)
Sabbatical Recommendations

Fall Semester 2013

Mariana Carreras
Full-pay Sabbatical
Art Instructional Faculty, Downtown Campus

Mariana Carreras states the purpose of her sabbatical is to create replicas of three great works of art from different time periods and in different media, in order to give Pima Community College students the opportunity to observe these artworks live and up close, and with a chance to see how they were made. In addition she will place each work of art in its art historical context through the development of informational placards and brochures. This project will benefit students and the college as a whole by providing an opportunity for students, faculty, and members of the community to engage with these works of art.

The objectives of her sabbatical are: (1) conduct additional research on the three works she will be reproducing, secure the materials she will need for recreating each painting, and secure the materials needed for creating informational placards and handouts for each painting; (2) create an exact replica of a page from an illustrated manuscript by the Limbourg Brothers made in the High Middle Ages/Early Renaissance; (3) create an exact replica of an egg tempera painting by Sandro Botticelli; (4) create an exact replica of an oil painting in the Classic method by either Artemisia Gentileschi or Leonardo Da Vinci (final choice will be made during the research phase of Objective 1); and (5) create additional information to go with each painting, which will include putting together PowerPoint presentations illustrating the entire creative process, writing informational placards to go with each artwork, writing laminated museum-style handouts about each artwork and its historical and social background, and making all these materials available to other faculty at the College.

Wayne Hacker
Full-pay Sabbatical
Physics Instructional Faculty, West Campus

Wayne Hacker states the purpose of his sabbatical is to produce four primers covering basic probability, elementary trigonometry, basic vector analysis, and ordinary and partial differential equations. These primers will be made available to students and faculty members throughout the College. All four primers will benefit students and faculty in physics and math. The probability primer will additionally benefit students and faculty who study or use statistics in a variety of fields including business, psychology, other social sciences, engineering, and biological sciences.

The objectives of his sabbatical are: (1) create a twelve chapter probability primer, including writing, typesetting (with equations, diagrams, and graphs), and proofreading; (2) create an eight chapter trigonometry primer, including writing, typesetting (with equations, diagrams, and graphs), and proofreading; (3) create a three chapter vectors primer, including writing, typesetting (with equations, diagrams, and graphs), and proofreading; (4) create a four-problem partial differential equations primer, including writing, typesetting (with equations), proofreading, and then programming the problems and solutions in Matlab; and (5) make all four primers widely available by posting them to his website and informing faculty members in
physics, math, social sciences, business, and public health at both Pima Community College and the University of Arizona.

**Francisca James Hernandez**  
Full-pay Sabbatical  
Anthropology Instructional Faculty, Downtown Campus

Francisca James Hernandez states the purpose of her sabbatical is to write a publishable research article of approximately twenty to twenty-five pages in her discipline of anthropology and focusing on her specialties in U.S.-Mexico Border and Gender Studies. This will involve updating her earlier field research and literature review, extending her network of academic colleagues, and preparing a presentation based on her article to share with the College and the wider community. This project will benefit students by modeling active research on the part of a faculty member and the research will be widely shared with students in and beyond her classes.

The objectives of her sabbatical are: (1) write a publishable research article, minimum twenty to twenty-five pages in length, which will necessitate conducting additional anthropological fieldwork in El Paso, Texas, updating her review of relevant literature with recent sources, writing multiple drafts of the article, and having one or more colleagues provide comments on the draft article before completing final revisions; (2) expand her academic network in the border region by establishing affiliation with the Southwest Institute for Research on Women at the University of Arizona and with the University of Texas at El Paso and possibly also with La Colegía de la Frontera Norte in Ciudad Juárez, participating in relevant activities at each institution, and conducting interviews with at least two researchers at each institution; (3) identify at least three journals and/or book presses to which she can submit the finished article; and (4) develop a class lesson based on the article which can be incorporated into one or more classes.

**Spring Semester 2014**

**Wayne Hacker**  
Half-pay Sabbatical  
Physics Instructional Faculty, West Campus

Wayne Hacker states the purpose of his sabbatical is to create a collection of sixteen problem sets containing a total of at least 515 unique problems with solutions for the second-semester calculus-based physics course, Physics 216: Introductory Electricity and Magnetism, many of which will also be appropriate for use in Physics 122: Introductory Physics II. Problems will be in multiple choice format and will include detailed solutions. The problems will be made available to students and faculty throughout the College and will thus benefit a large number of students and faculty in Physics.

The objectives of his sabbatical are to: (1) research problems in three college physics textbooks; (2) write at least 515 problems, answers, and solutions, grouped into sixteen different subject areas, with those problems requiring calculus clearly marked; (3) proofread each problem set at least twice himself and also have a colleague with a physics background proofread the problems as well; (4) post all the problems on his website and inform all physics faculty members at PCC.
along with the head of the University of Arizona’s physics department that the problems are available.

Francisca James Hernandez
Half-pay sabbatical
Anthropology Instructional Faculty, Downtown Campus

Francisca James Hernandez states the purpose of her sabbatical is to broaden her perspective on borders by going to live, travel and study in San Cristóbal de las Casas, Chiapas, located near Mexico’s border with Guatemala. This will complement her professional research and personal experiences on the U.S.-Mexico border. She will also prepare a presentation of her research and travel experiences to share with students.

The objectives of her sabbatical are to: (1) deepen her knowledge of borders through extended stay in San Cristóbal de las Casas, including formalizing her affiliation with the Centro de Investigaciones y Estudios Superiores de la Antropología Social (Center for Research and Advanced Studies in Social Anthropology or CIESAS), and participating in daily life and cultural institutions/performances in the region; (2) deepen her knowledge of borders and her academic Spanish-language skills through formal study by enrolling in a university course, preferably graduate-level, at CIESAS or an equivalent institution; (3) expand her academic network with scholars in Mexico by participating in the intellectual life of CIESAS and in the Mexico City area, interacting with and interviewing researchers and faculty there, and if possible, at other institutions of higher learning at San Cristóbal (the Universidad Autónoma de Chiapas and/or the Centro de Estudios Superiores de México y Centroamérica); (4) develop an oral presentation on her experiences during the sabbatical for use in classes, with artifacts, illustrations, and documents, and schedule presentations to be conducted upon her return on sabbatical.
ACTIONS ITEM

Meeting Date: 3/20/13

Item Number: 14.7

Item Title: BP-1501: Affirmative Action/Equal Employment Opportunity

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

Recommendation:

This is the final reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity. The Interim Chancellor recommends that the Board of Governors approve the policy.

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 Miles, Ph.D.
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.
Meeting Date: 3/20/13  
Item Number: 14.8

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

Recommendation:

This is the final reading of the revised Board Policy 1503 – Harassment (Including Sexual Harassment). The Interim Chancellor recommends that the Board of Governors approve the deletion of this policy.

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 Miles
Pima County Community College District

Board Policy

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

Board Policy Title: Harassment (Including Sexual Harassment)

Board Policy Number: BP-1503
Adoption Date: 10/22/99
Revision Date(s): 7/23/98, 6/9/99
Schedule for Review and Update: Annually
Unit Responsible for Review and Update: EEO-Affirmative Action Office
Sponsoring Unit/Department: EEO-Affirmative Action Office
Motion Number: 5936
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.
ACTION ITEM

Meeting Date: 3/20/13  Item Number: 14.9

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

Recommendation:

This is the final reading of the revised Board Policy 2701 – Copyright. The Interim Chancellor recommends that the Board of Governors approve the policy.

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.

Approvals

Contact Person  
Dr. David Bea

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

ACTION ITEM

Meeting Date: 3/20/13

Item Number: 14.10

**Item Title**
Contracts: Employee Dental Benefits for Fiscal Year 2013-2014

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

**Recommendation:**
The Interim Chancellor recommends that the Board of Governors approve contracts for employee dental benefits with Employers Dental Services and United Concordia Companies, Inc. for the period July 1, 2013 through June 30, 2014.

**Justification:**
The District currently provides benefits-eligible employees a choice between two dental benefit plans: a pre-paid plan provided through a contract with Employers Dental Services, a subsidiary of the Principal Financial Group, and a preferred provider organization plan provided through a contract with United Concordia Companies, Inc. The fiscal year 2013-14 total premiums paid by the District and by employees for the United Concordia plan will be the same as the total premiums currently being paid in fiscal year 2012-13. The District’s cost for the Employers Dental Services plan will be modestly higher while employee premiums for this plan will increase only slightly.

**College Plan Initiative:**

Initiative 5: Enhance Operations
Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

**Financial Considerations:**
The fiscal year 2013-14 total premiums for the Employers Dental Services plan will be approximately $100,000 and premiums for the United Concordia plan will be approximately $350,000. Based upon an estimated 1,300 benefits-eligible employees, the cost to the District is projected to be no more than $108,000 with the remainder being funded by employees through payroll deductions. The District will continue to contribute 100 percent of the employee-only Employers Dental Services plan premium amount to both plans. Projections are based upon current enrollments and are subject to change based upon employee elections. The total cost of both contracts to the College for fiscal year 2013-14 will be 0.6 percent higher than the current year.

**Approvals**

Contact Person
[Signature]
Dr. David Bea

Interim Chancellor
[Signature]
Dr. Suzanne L. Miles
**ACTION ITEM**

**Meeting Date:** 3/20/13  
**Item Number:** 14.11

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Employee Life Insurance for Fiscal Year 2013-2014 | Dr. David Bea  
Executive Vice Chancellor for Finance and Administration (206-4519) |

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve a contract with Minnesota Life Insurance Company for basic and optional life insurance coverage for employees during the period July 1, 2013 through June 30, 2014. Contract costs to the District are projected to be approximately $232,400, which is equal to the current year cost.

**Justification:**

The District currently provides benefits-eligible employees with Basic and Accidental Death and Dismemberment term life insurance. The benefit is 1.5 times an employee’s annual salary with a minimum coverage of $50,000. Employees also have the ability to purchase optional term life insurance coverage for themselves and for their spouse and/or children. The contract with Minnesota Life Insurance Company, which began in fiscal year 2010-11, was originally awarded based upon a Request for Proposal (RFP) issued by the District. The contract provided the District with a three-year rate guarantee; fiscal year 2013-14 will be the fourth year (of a possible five-year agreement) and will continue the same rate structure.

**College Plan Initiative:**

Initiative 5: Enhance Operations  
Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

**Financial Considerations:**

Based upon an estimate of 1,300 benefits-eligible employees, the District cost is projected to be $232,400 with a potential total contract value of $377,000 including employee payments. Projections are based upon current employee counts, salaries, and optional life insurance enrollments and are subject to change based upon employee elections and salary changes. The cost for fiscal year 2014 is projected to be the same as the current fiscal year.

**Approvals**

Contact Person  
Dr. David Bea

Interim Chancellor  
Dr. Suzanne L. Miles
Meeting Date: 3/20/13  
Item Number: 15

**Item Title**
Contract: Employee Medical Benefits for Fiscal Year 2013-2014

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

**Recommendation:**
The Interim Chancellor recommends that the Board of Governors approve:

1. A one year contract renewal for employee group health insurance with CIGNA based on rates negotiated for the period July 1, 2013 through June 30, 2014. The contract is valued at approximately $9.2 million.
2. A plan design change in the medical benefits premium and contribution structure as detailed below.

**Justification:**
The District currently provides employees with group health insurance benefits through CIGNA and self-funded pharmacy benefits through Express Scripts. With the assistance of its benefits consultant, the District negotiated a 7.5 percent rate increase with CIGNA for next year, down significantly from the initially-proposed increase of 16.5 percent. The negotiated rate increase results in a cost increase of approximately $647,000 for the District over the current year. Approximately one-third of the increase results directly from increased costs associated with the Affordable Health Care Act with two-thirds due to the District’s utilization rate and national health care cost trends.

Utilizing CIGNA, the District will continue to offer two health insurance plans: the Open Access Plus plan (OAP), which is a modified Preferred Provider Organization (PPO) plan, and the Open Access Plus – In Network plan (OAPIN), which is similar in design to a Health Maintenance Organization (HMO) plan.

The District’s fiscal year 2012-13 medical and pharmacy benefit premium contribution structure established the OAP plan as the base plan for the District. In fiscal year 2013-14, the District will continue to pay the full premium for those employees electing OAP employee-only coverage. Employees electing to enroll spouses and/or children in the OAP plan will see a 7.5 percent increase in premiums reflecting a proportional share of the plan rate increase. Similarly, employees who choose the higher-priced medical OAPIN plan will also pay 7.5 percent higher premiums over their current contribution across all tiers; those selecting employee-only coverage will pay a monthly premium of $29.03. The increase in both medical and pharmaceutical costs to the District is outlined in the fiscal year 2013-14 summary table below.
The College’s Benefits Working Group, comprised of staff and faculty, were involved with determining the fiscal year 2014 employee medical benefits structure.

**Monthly Premium Rates for Combined Medical and Pharmacy Benefits**

<table>
<thead>
<tr>
<th>Plan Tiers and Contribution Structure</th>
<th>FY13 Combined Medical and Pharmacy Premiums</th>
<th>FY14 Combined Medical and Pharmacy Premiums</th>
<th>FY 14 Employee Share</th>
<th>FY 14 College Share</th>
<th>FY 14 Change to Employee</th>
<th>FY 14 Change to College</th>
<th>FY 14 College Health Reimbursement Arrangement (HRA) Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAP (PPO)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$ 580.75</td>
<td>$ 623.63</td>
<td>$ 0.00</td>
<td>$ 623.63</td>
<td>$ 0.00</td>
<td>$ 42.89</td>
<td>$ 16.67</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>1,159.95</td>
<td>1,245.87</td>
<td>342.84</td>
<td>903.03</td>
<td>23.92</td>
<td>62.00</td>
<td>41.67</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>1,044.10</td>
<td>1,121.20</td>
<td>285.41</td>
<td>835.79</td>
<td>19.91</td>
<td>57.19</td>
<td>41.67</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>1,650.73</td>
<td>1,772.62</td>
<td>515.19</td>
<td>1,257.43</td>
<td>35.94</td>
<td>85.95</td>
<td>62.50</td>
</tr>
<tr>
<td>OAP-IN (buy up HMO)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Only</td>
<td>$ 624.39</td>
<td>$ 669.52</td>
<td>$ 29.03</td>
<td>$ 640.50</td>
<td>$ 2.03</td>
<td>$ 43.11</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>1,247.22</td>
<td>1,337.38</td>
<td>433.23</td>
<td>904.16</td>
<td>30.23</td>
<td>59.93</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>1,122.85</td>
<td>1,203.81</td>
<td>346.51</td>
<td>857.30</td>
<td>24.18</td>
<td>56.78</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee + Family</td>
<td>1,775.40</td>
<td>1,903.41</td>
<td>797.02</td>
<td>1,106.39</td>
<td>55.61</td>
<td>72.40</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The plan design for employee co-pays and deductibles is also changing moderately for fiscal year 2013-14 with employees picking up an increased share of the cost of medical services. The objective of this change is two-fold: to bring the District’s plan design more in line with the majority of employers in the marketplace, while helping to contain costs, and concurrently better positioning the District to avoid or delay realization of the “Cadillac tax” associated with the Affordable Health Care Act. This 40 percent excise tax will be imposed on employers whose health plan costs exceed certain established thresholds and is slated to go into effect by 2018.

This design proposal brings the District’s medical benefit plans into alignment with comparable public sector employers’ plans across Arizona. Implementation of these plan design changes also reduces the total plan cost to the District by more than $200,000. Key elements of the plan changes include increasing OAP deductibles to $500 for individuals and $1000 for families from $250 for individuals and $500 for families. Even with the increase, the proposed amounts are consistent with the national median of all PPO-type plans. More specifically in southern Arizona, this deductible level is the same as TUSD’s PPO as well as the HMO plans for the City of Tucson and Pima County, both of which have deductibles as well as co-pays for office visits. College co-pays will increase in varying levels to amounts in line with the national median and
in keeping with other local medical plans. All preventative care for enrolled District employees and their dependents will continue to be provided at no cost to the employee. A complete list of changes to the plan design is attached to this report.

**College Plan Initiative:**

Initiative 5: Enhance operations

   Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

**Financial Considerations:**

The College will continue to provide a significant subsidy to the OAP plan in order to enable employees to provide affordable health coverage for their dependents. The College will also continue to provide Health Reimbursement Arrangement (HRA) contributions to employees who choose the OAP Plan to assist with deductibles and other costs that may be incurred. Internal Revenue Service guidelines define an HRA as a contribution provided solely by the employer in which employees are reimbursed tax free for qualified medical expenses up to a maximum dollar amount for a coverage period. An HRA may be offered with other health plans, including Flexible Spending Accounts (FSAs). However, unlike an FSA, an HRA may be carried forward for reimbursements in future years.

Benefit-eligible employees will continue to have the option to waive medical coverage. Upon documentation of other qualifying insurance, employees who choose to waive medical coverage receive $2,400 as a deposit to an FSA. Approximately 170 of 1300 eligible employees currently participate in this option.

The total CIGNA contract cost for fiscal year 2013-14 is approximately $9.2 million, an increase for the District of about $647,000 over fiscal year 2012-2013. Actual costs are based upon current enrollments and are subject to change based upon employee elections.

The CIGNA contract expires at the conclusion of next fiscal year so the District will issue a Request for Proposals (RFP) for a medical benefits provider during fiscal year 2013-14.

**Approvals**

Contact Person ________________________________

Dr. David Bea

Interim Chancellor ________________________________

Dr. Suzanne L. Miles

(Continued)
### Summary & Comparison of Current Cigna Plan Benefits

**Proposed changes for FY 14 are underlined**

<table>
<thead>
<tr>
<th></th>
<th>Open Access Plus (OAP)</th>
<th>Open Access Plus In-Network (OAPIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Co-pay: $20; Co-insurance: 20%-40%; Deductible: $250-$500</td>
<td>Co-pays listed below</td>
</tr>
<tr>
<td>In-Network Provider</td>
<td></td>
<td>In-Network only</td>
</tr>
<tr>
<td>Out-of- Network Non-Participating Provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You Pay:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan Year Deductible</td>
<td>$250 $500 Individual</td>
<td>$250 $500 Individual</td>
</tr>
<tr>
<td></td>
<td>$500 $1000 Family</td>
<td>$500 $1000 Family</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td>$2,000 person</td>
<td>$6,000 person</td>
</tr>
<tr>
<td></td>
<td>$4,000 family</td>
<td>$12,000 family per plan year</td>
</tr>
<tr>
<td></td>
<td>per plan year (excluding deductibles &amp; co-payments)</td>
<td>(excluding deductibles &amp; co-payments)</td>
</tr>
<tr>
<td>Physician Office Visits</td>
<td>$20 co-pay for PCP</td>
<td>$15 $20 co-pay for PCP</td>
</tr>
<tr>
<td></td>
<td>$20 $35 co-pay for specialist</td>
<td>$30 $35 co-pay for specialist</td>
</tr>
<tr>
<td></td>
<td>(no referral necessary)</td>
<td>(no referral necessary)</td>
</tr>
<tr>
<td>Preventive Care:</td>
<td>No charge</td>
<td>Not covered</td>
</tr>
<tr>
<td>Adults and Children -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Visit; Immunizations; Mammogram; PSA; Pap Smear; Colonoscopy</td>
<td>No charge</td>
<td>Not covered</td>
</tr>
<tr>
<td>Diabetic Supplies</td>
<td>$10 for a 30-day supply</td>
<td>Not covered by non-contracted pharmacies</td>
</tr>
<tr>
<td>Lab and X-ray</td>
<td>No charge after office visit co-pay</td>
<td>40% co-insurance subject to deductible</td>
</tr>
<tr>
<td>Advance Radiology Testing Services, such as MRI, CAT scans</td>
<td>20% co-insurance subject to deductible</td>
<td>40% co-insurance subject to deductible</td>
</tr>
<tr>
<td>Convenience Care clinics (CVS Minute Clinics or Walgreens Take Care Clinics)</td>
<td>$20 co-pay per visit</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## Summary & Comparison of Current Cigna Plan Benefits

Proposed changes for FY 14 are underlined continued

<table>
<thead>
<tr>
<th>Open Access Plus (OAP)</th>
<th>Open Access Plus In-Network (OAPIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-pay: $20; Co-insurance: 20%-40%; Deductible: $250-$500</td>
<td>Co-pays listed below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Network Provider</th>
<th>Out-of- Network Non-Participating Provider</th>
<th>In-Network only</th>
</tr>
</thead>
</table>
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the renewal of a one year contract with Express Scripts, Inc. from July 1, 2013 through June 30, 2014 for Pharmacy Benefit Management. The District’s former provider, Medco Health Solutions, was acquired by Express Scripts last year.

Justification:

The District is self-funded for employee pharmaceutical benefits coverage with an outside vendor acting as the pharmacy benefits manager. The District issued a Request for Proposal (RFP) for pharmacy benefits manager services in fiscal year 2010-11 and awarded a five-year renewable contract to Medco Health Solutions. Fiscal year 2013-14 will be the fourth year of this contract.

The District has experienced above average utilization of generic medicines and mail order claims service, and pharmacy costs have continued to rise, driven in large part by advances in effective but more expensive specialty medicines. In an effort to stem the overall rising costs in pharmaceutical benefits and provide improved pharmaceutical management, the District is proposing two specific adjustments to the pharmacy benefits program that would become effective July 1, 2013:

1. Initiating coverage management procedures for certain drug categories – requiring prior authorization and/or quantity management – to focus on long-term cost containment and employee safety. An estimated 70-80 percent of employers nationwide already have these or similar basic coverage management procedures in place to more effectively help ensure clinical appropriateness while managing their pharmacy costs.

2. Moving from a two-tier co-pay structure (generic/non-generic) to a three-tier co-pay structure (generic/formulary/non-formulary) to better align the District with the marketplace. An estimated 80-85 percent of employers nationally have at least three tiers. The co-pay amounts for the generic and formulary tiers, which account for approximately 92 percent of the District’s pharmacy claims in calendar year 2012, would remain at the current levels, which have been unchanged since fiscal year
2004-05. The new third tier for non-formulary drugs would reflect a modest co-pay increase. A summary table of employee pharmacy co-pays follows:

### Employee Pharmacy Co-Pays

<table>
<thead>
<tr>
<th>Retail Pharmacy (30 days’ supply)</th>
<th>1st and 2nd Fill</th>
<th>3rd Fill &amp; Beyond</th>
<th>Mail Order (90 days’)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Plan</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1 – Generic</td>
<td>$5.00</td>
<td>$15.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tier 2 – Non-Generic</td>
<td>$25.00</td>
<td>$60.00</td>
<td>$55.00</td>
</tr>
<tr>
<td><strong>Proposed Plan</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tier 1 – Generic</td>
<td>$5.00</td>
<td>$15.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tier 2 – Formulary*</td>
<td>$25.00</td>
<td>$60.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Tier 3 – Non-Formulary</td>
<td>$40.00</td>
<td>$90.00</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

* The term “Formulary” refers to the preferred brand of drugs as defined by Express Scripts.

### College Plan Initiative:

- Initiative 5: Enhance operations
  - Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs

### Financial Considerations:

The District’s outside benefits consultant has provided a cost projection for the pharmaceutical benefits plan for fiscal year 2013-14, which indicates that the District will need to fund the plan at $3,01 million, an increase of approximately 7 percent from the current year. In order to ensure that the District has sufficient reserves to fund these anticipated pharmacy expenses, the pharmacy plan premium deductions for employees will need to be increased as specified in the Employee Medical Benefits Board Report. In addition, both current and proposed fiscal year 2013-2014 employee co-pays are provided above. The increase in premiums is approximately $197,600. The District also pays an administrative fee to Express Scripts that is estimated at less than $5,000 for the year.

### Approvals

- **Contact Person**: Dr. David Bea
- **Interim Chancellor**: Dr. Suzanne L. Miles
ACTION ITEM

Date: 3/20/13  Item Number: 17

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2013-2014 Student Tuition and Service Fees</td>
<td>Dr. David Bea</td>
</tr>
<tr>
<td></td>
<td>Executive Vice Chancellor for Finance and Administration</td>
</tr>
<tr>
<td></td>
<td>(206-4519)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends the Board of Governors approve a tuition increase for the 2013-2014 year. Following is an overview and summaries of three proposed tuition scenarios, not in priority order:

1. A two dollar increase to the per unit in-state tuition rate and commensurate increase to the out of state rates and a fifty cent increase to both the student services and technology fees in combination with the elimination of the out of state tuition rate for students taking less than seven units per term. The adjustment can also be phased in over two years.
2. A three dollar increase to the per unit in-state tuition rate and commensurate increase to the out of state rates and a fifty cent increase to both the student services and technology fees. This recommendation would not eliminate the out of state tuition rate for students taking less than seven units per term.
3. A four dollar increase to the per unit in-state tuition rate and commensurate increase in the out of state rates and a fifty cent increase to the student services fees. This recommendation would not eliminate the out of state tuition rate for students taking less than seven units per term.

Combinations or alterations of these scenarios or other scenarios are also possible options, and the impacts of some of the key variables are outlined below.

Justification:

In January, the Board of Governors was presented with a series of preliminary budget parameters, including estimated increases for: Arizona State Retirement System; employee health benefits; contractual obligations; and a preliminary salary pool increase. Since that time, we have refined the estimates for the various revenues and expenses that comprise the General Fund budget.

In terms of revenue changes compared with January, Pima County has provided a growth figure of 1.88 percent, which translates into a potential increase in the College’s property tax levy of about $1,000,000 versus January estimates.

In terms of expenditures, the College has successfully negotiated the increase in our employee medical benefits down from 16.5 percent to 7.5 percent, saving the College approximately $647,000. The increase to mandatory retirement (.4 percent) rates will cost the College another $350,000.
In terms of cost increases that have occurred since January, we are expecting facilities maintenance and utilities cost increases of approximately $250,000 and information technology licensing and other contract cost increases of approximately $440,000.

Service Fees

The Student Services Fee was initiated in 2005 at $2.50 per credit hour and was decreased fifty cents in 2009 to $2.00 per credit hour. It was subsequently increased in 2011 $0.50 to the current level of $2.50 per credit hour. This proposed fee increase is required due to increased costs to support athletics. Cost increases are principally the result of scholarship and personnel expense increases. A $0.50 increase will generate approximately $300,000.

The Technology Fee was initiated in 2008 at $2.00 per credit hour and has not been subsequently increased. This proposed fee increase will allow students to continue to pay for a portion of the rising costs associated with the district-wide acquisition of technology equipment, including public and lab computers. The increase will help ensure that there are sufficient financial resources to refresh computing equipment on a regular basis. A $0.50 increase will generate approximately $300,000 in revenue for IT equipment replacement.

Other Arizona Tuition Rates

The College’s in-state tuition rate is currently the third lowest in the state, as indicated in the table below, and is well below the average of $71.30 per unit. The preliminary average FY 2014 in-state tuition and fee increase for the other Arizona Community Colleges is expected to be approximately $3.07 per unit, which represents a 4.3 percent increase over current year rates.

<table>
<thead>
<tr>
<th>In-state Tuition per Unit</th>
<th>FY 13</th>
<th>Expected Increase</th>
<th>FY 14</th>
<th>Increase %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coconino</td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maricopa</td>
<td>76.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mohave</td>
<td>76.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>72.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AZ Western</td>
<td>72.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cochise</td>
<td>70.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yavapai</td>
<td>70.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pima</td>
<td>63.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northland</td>
<td>62.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastern</td>
<td>58.67</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average (excluding Pima)</strong></td>
<td><strong>$ 71.30</strong></td>
<td><strong>$ 3.07</strong></td>
<td><strong>$ 74.37</strong></td>
<td><strong>4.3%</strong></td>
</tr>
</tbody>
</table>

Tuition and fees for the Arizona universities are scheduled to be set April 4-5, 2013. Proposed tuition and fees should be publically disclosed at the latest by March 15, 2013.

Each $1.00 increase to in-state tuition represents approximately $600,000 in total revenue. Based on the above changes, a $3 per unit increase would represent an increase of 5.9 percent over the
current per unit rates and would generate approximately $1.8 million, and would be sufficient to cover the increased costs. A $4 increase would represent an increase of 7.4 percent over the current per unit rates, and would enable the College to minimize the primary property tax levy increase or provide increased support for College priorities such as adult basic education and College safety initiatives. This proposed increase will result in a per unit charge that will likely still be third lowest among the state’s community colleges.

Following are the three options with some specific rate information for each:

Option 1: A two dollar increase to the per unit in-state tuition rate and commensurate increase to the out of state rates and a fifty cent increase to both the student services and technology fees in combination with the elimination of the out of state tuition rate for students taking less than seven units per term. The adjustment can also be phased in over two years.

This option derives tuition revenue from two different approaches: an overall $2 increase for in-state students; and the elimination of the discount for non-residents who take less than 7 units in a term. Currently out of state students taking fewer than seven units per term pay $106 per unit, well below the non-resident rate of $319 per unit that full-time non-residents pay. While enrollment will likely drop somewhat as a result of this change, the increase in the per unit rate is expected to generate out-of-state additional revenue net of the expected enrollment decline. If the enrollment declines dramatically, the College would generate less revenue in this scenario. However, Maricopa County Community College District recently implemented a similar change without a significant decrease in enrollment.

Following is a chart showing the Option 1 rates:

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Student Services Fee</th>
<th>Information Technology Fee</th>
<th>Total Per Unit</th>
<th>Per Unit Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$65.50</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$71.00</td>
<td>4.4%</td>
</tr>
<tr>
<td>Out of State</td>
<td>$329.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$334.50</td>
<td>3.4%</td>
</tr>
<tr>
<td>Out of State Summer</td>
<td>$214.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$219.50</td>
<td>3.8%</td>
</tr>
</tbody>
</table>

Option 2: In-state increase of $3.00 per unit with commensurate increase to out of state rates and a fifty cent increase to both the student services and technology fees. This recommendation would not eliminate the out of state tuition rate for students taking less than seven units per term.

Following is a chart showing the Option 2 rates:

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Student Services Fee</th>
<th>Information Technology Fee</th>
<th>Total Per Unit</th>
<th>Per Unit Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$66.50</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$72.00</td>
<td>5.9%</td>
</tr>
<tr>
<td>Out of State 1 to 6 units</td>
<td>$111.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$116.50</td>
<td>5.4%</td>
</tr>
<tr>
<td>Out of State 7 or more units</td>
<td>$334.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$339.50</td>
<td>4.9%</td>
</tr>
<tr>
<td>Out of State Summer</td>
<td>$217.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$222.50</td>
<td>5.2%</td>
</tr>
</tbody>
</table>

(Continued)
**Option 3:** In-state increase of $4.00 per unit with commensurate increase to out of state rates and a fifty cent increase to the student services fees. This would provide additional support for College initiatives, but would not provide as much dedicated revenue for IT equipment. This recommendation would not eliminate the out of state tuition rate for students taking less than seven units per term.

Following is a chart showing the Option 3 rates:

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Student Services Fee</th>
<th>Information Technology Fee</th>
<th>Total Per Unit</th>
<th>Per Unit Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$ 67.50</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$ 73.00</td>
<td>7.4%</td>
</tr>
<tr>
<td>Out of State 1 to 6 units</td>
<td>$113.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$118.50</td>
<td>7.2%</td>
</tr>
<tr>
<td>Out of State 7 or more units</td>
<td>$339.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$344.50</td>
<td>6.5%</td>
</tr>
<tr>
<td>Out of State Summer</td>
<td>$220.00</td>
<td>$3.00</td>
<td>$2.50</td>
<td>$225.50</td>
<td>6.6%</td>
</tr>
</tbody>
</table>

**College Plan Initiative:**

Initiative 5 – Enhance Operations

**Financial Considerations:**

For the General Fund, we are estimating Option 1 will generate approximately $1.8 million, Option 2 will generate approximately $1.8 million, and that Option 3 will generate approximately $2.4 million.

**Approvals**

Contact Person ________________________________

Dr. David Bea

Interim Chancellor _______________________________

Dr. Suzanne L. Miles