

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD MEETING NOTICE AND AGENDA**  
April 10, 2013

NOTICE OF REGULAR GOVERNING BOARD MEETING

7:00 p.m.  
April 10, 2013  
District Office  
Community Board Room  
4905 E. Broadway Blvd.  
Tucson, AZ 85709-1005

AGENDA FOR MEETING\*

General Matters/Reports

1. Call to Order
2. Pledge of Allegiance
3. Governing Board Recognition and/or Awards  
The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements as shown on the attached Exhibit A.

Public Comment and Reports

4. 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.

5. Reports by Staff Representatives
  - Representative Robert Ramirez will provide highlights from the Staff Council meeting of April 5. Highlights will include: Interim Chancellor's Report, Provost's Report, Liaison Report, Employee Reports (AFSCME, ACES, Campus and District Reports).

General Matters (*Continued*)

6. 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.
7. Reports by Faculty Representatives
  - Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meeting of April 5. Highlights will include: Interim Chancellor's Report, Provost's Report, PCCEA Report, and Faculty Senate President's Report.
8. 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
    - HLC Visiting Team Report
    - Interim Chancellor
9. Chancellor's Report
  - The Interim Chancellor 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.
    - Aviation Program
10. Financial Report — February 2013 Financial Statements
  - Preliminary 2012/13 fiscal year results through February 2013

Information Items

11. Separations from Employment
  - Information item listing retirements and separations from employment: Constance Strickland, Jane W. Worrall, Mary H. Holmes, Anthony R. Schlak, Sharon J. Sinibaldi and Gwendoline H. Vazquez.
12. Executive Administrator Contract Fiscal Year 2013/2014 & 2014/2015
  - Information item listing executive administrators (Exhibit B) who are in the first fiscal year of their two fiscal year contracts and will be entering the second year of their two fiscal year contract on July 1, 2013.
13. Personnel Policy Statement for College Employees Appendix H
  - Information item regarding the March 8, 2013, amendments to the Family Medical Leave Act.

Action Items

14. Approval of Minutes of the following meetings:
  - A. Special Meeting of March 16, 2013
  - B. Special Meeting of March 20, 2013
  - C. Regular Meeting of March 20, 2013
  - D. Special Meeting of March 25, 2013
  
15. Consent Agenda
  - 15.1 New Appointments
    - Administration is requesting approval to hire the following individuals: Jacqie Allen, Educational Support Faculty Counselor; Glenn Baron, Instructional Faculty Hotel and Restaurant Management; John L. Barrowman, Instructional Faculty Aviation; Timothy Cruz, Ph.D., Instructional Faculty Biology; Erika Elias, Educational Support Faculty Counselor; Mays Imad, Instructional Faculty Biolog; Evert Kuykendall, Trades Maintenance Specialist Structural Systems; Josh Lamoreaux, Graphic Designer/Media Designer; Greg Loumeau, Instructional Faculty Digital Arts; Sylvia Loustaunau, Educational Support Faculty Counselor; David Martin, Trades Maintenance Technician Grounds; Jessica Petrie, Support Technician; Renee Richard, Instructional Faculty Accounting; Kenneth T. Scott, Ph.D., Instructional Faculty Biology; Bernard Simon, Fiscal Advanced Analyst; and Carolyn Sotelo, Instructional Faculty Dental Assisting Education.
  
  - 15.2 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: Christian Christophe, Engineering, Mathematics (Academic); Colette P. Hernandez, Respiratory Therapy (Occupational/Workforce); Ryan M. Lang, Writing (Academic); Thomas J. Louis, Fire Science (Occupational/Workforce); Ashley E. Williams, Veterinary Technology (Occupational/Workforce); Elaine Yee, Writing (Academic), Literature (Academic).
  
  - 15.3 Temporary Appointments
    - Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: Wilson Barajas, Instructor; Deborah Bird, Instructor; Norah Booth, Instructor; Carlos Bunzira, Instructional Aide; James Ferguson, Instructor; Brandi Fielden, Laboratory Assistant; Roger Forrester, Assistant Program Coordinator; Nate Gahn, Assistant Football Coach; Jerry Gill, Instructor; Debra Hruschka, Instructor;

Action Items (Continued)

Katherine Kontras, Instructor; Joseph Koughn, Laboratory Technician; Annalisa Loevenguth, Office Aide; Vivian Lueck, Public Safety Dispatcher; Luis Martinez, Tutor I; Melissa Matsushino, Instructor; Deborah Mobula, Instructional Aide; Marco Ortega, Instructor; Brian Peabody, Head Coach-Men's Basketball; Nancy Pearlman, Instructor; Brian Ramirez, Head Men's Tennis Coach; Paul Reineke, Instructor; Rachel Reitz, Instructor; Marco Rodriquez, Instructor; Dayanara Rojas, Laboratory Technician; Janet Sabb, Instructor; Maria Vanegas, Instructor; and Enwei Wang, Instructor.

- 15.4 Executive Administrator Contract Fiscal Year 2013/2014
- Administration is requesting approval to extend Executive Administrators contracts for Dr. Jerome Migler and Mr. William Ward to bring them in line with the current contract term for Executive Administrators set to expire on June 30, 2013 to June 30, 2014.
- 15.5 Contract: District-wide Security Access System
- Administration is requesting approval to award a contract in the amount of \$307,847.09 to Honeywell Building Solutions for the initial phase of a project to provide and install a District-wide Security Access System.
- 15.6 Contract: Gas Cards
- Administration is requesting approval to increase the contract with Voyager Fleet Systems to provide gas cards and a gas card management system for the period July 1, 2012 through June 30, 2013. The contract costs will not exceed \$140,000 for fiscal year 2013.
- 15.7 BP-1501: Affirmative Action/Equal Employment Opportunity – Final Reading
- Administration submits the final reading of the revised Board Policy 1501 – Affirmative Action/Equal Employment Opportunity.
- 15.8 BP-1503: Harassment (Including Sexual Harassment) – Final Reading
- Administration submits the final reading of the deleted Board Policy 1503 – Harassment.

Action Items (Continued)

- 15.9 Intergovernmental Agreement: Pima Community College/Tucson Unified School District “Adopt-a-School” Partnership with Davis Bilingual Magnet School
- Administration is requesting approval to enter into an Intergovernmental Agreement between the Tucson Unified School District and Pima Community College to establish an “Adopt-a-School” partnership with Davis Bilingual Magnet School, effective May 15, 2013 through June 30, 2015. There are no additional funds associated with this action.

Other Action Items

16. Changes to Personnel Policy Statement for College Employees and Administrative Personnel Policy Statement
- Administration is requesting approval to change the length from two fiscal year terms to one fiscal year term of Executive Administrator Contracts effective July 1, 2013.
17. Fiscal Year 2013-14 Employee Salary Increases
- Administration recommends the Board of Governors approve employee salary increases to be included in the proposed budget for fiscal year 2013-14
18. Capital Budget Plan for fiscal years 2014 and 2015
- Administration is requesting approval of the fiscal year 2014 and 2015 Capital Budget Plan and the list of capital projects.
19. Contract: Legal Services for Fiscal Year 2013-2014
- Administration is requesting approval to award contracts for legal services with three Arizona law firms for fiscal year 2013-14. Through these contracts, legal services would be provided to the College on an as needed basis. Total annual expenditures for the combined work are anticipated to be less than \$200,000, as outside legal services will only be utilized to supplement and support the District’s in-house General Counsel. Primary Contacts: Lisa Anne Smith, Managing Shareholder — DeConcini McDonald Yetwin & Lacy, P.C.; Timothy Stratton, Partner — Gust Rosenfeld P.L.C.; and Denise Lowell-Britt, Partner — Udall Shumway PLC.
20. State Match Funding for Adult Education
- Administration recommends that a letter be sent to the Arizona Legislature from the Board of Governors expressing strong support for the state to provide the required match funds for the FY2014 Adult Education program to allow the state to access \$12.5 million in federal funds.

Other Action Items (Continued)

21. Purchase Order Change Request: Roughton Investments, Inc.  
DBA New Horizons Learning Centers of Arizona
  - Administration is requesting approval the Community Campus purchase order change request, raising the purchase order for Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona, from \$50,000 to \$200,000. The purchase order increase continues a program the College has conducted since February, 2013 to provide technical training for employers identified by the Pima County One Stop. The purchase order will run from April 11, 2013 through June 30, 2013.

Adjournment

Regular Meeting  
May 8, 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](http://www.pima.edu/board/packets).

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

**EXHIBIT A**

- Aleksandra Knezevic: Completing a Master of Science Degree in Information Technology Management with concentration in Business Intelligence, Summa Cum Laude from Trident University International
- George Ahlers: Completing a Bachelor of Science Degree in Technology Management from Northern Arizona University
- Commander Manny Amado: Received his Master of Education in Human Relations from Northern Arizona University
- Brian Basgen: Completing a Master of Science Degree in Information Technology Management, Summa Cum Laude from Trident University
- Gareth Rixton: Achieving a Microsoft Certified Professional (MCITP) certification
- Florence Doran: Selected by the Tucson Nurses Week Foundation as one of Tucson's Fabulous 50 Nurses for 2013
- Officer Trevor Vye: Received the Mothers Against Drunk Drivers (MADD) DUI Officer Award
- Margaret White: Certified as a Professional in Human Resources from SHRM
- Diane-Marie Landsinger: Received the Society for Human Resources Management Innovation Award
- Ana Jimenez: Appointed as the Traveling Workshop Coordinator for the American Mathematical Association of Two-Year Colleges where she will promote, coordinate, maintain and evaluate Traveling Workshops throughout the nation
- Johnson Bia: Recognized for his long-time service on the Pima County Workforce Investment Board by Chairman Ramon Valadez
- Phillip Melton: One of five artists featured in "Take Five": Interpretations of the Landscape," at the Davis Dominguez Gallery. In addition, he also has an exhibit at the City of Tucson's William Clements Recreation Center, just north of East Campus
- Michael Stack: Served as Guest Curator of UA Museum of Art Exhibition featuring drawings and prints by Rembrandt, Picasso and Matisse. "An Engagement with Presence: Drawings and Prints from the UAMA Collection"
- Steve Uyeda: Received the Paragon Award from Phi Theta Kappa International Honor Society as one of 30 "new" advisors
- JodyLee Duek: Received a "Continued Excellence Award" from the Phi Theta Kappa International Honor Society
- Rob Carey: Selected as a Phi Theta Kappa 2013 Faculty Scholars from among nearly 3,000 chapter advisors through a rigorous application process, based on knowledge of the 2012-2013 Honors Study Topic, "The Culture of Competition," and demonstrated excellence in teaching or administration
- Louise Glogoff: Received the Gold Award for Website and Silver Paragon Award for Online Services from the National Council for Marketing & Public Relations
- Leah Einecker: Received the Gold Award for Website and Silver Paragon Award for Online Services from the National Council for Marketing & Public Relations
- David Van Horn: Received the Gold Award for Website and Silver Paragon Award for Online Services from the National Council for Marketing & Public Relations
- Mary Ross: Recipient of the All-Arizona Academic Team for the Community Campus, First Team

- Jessica Carbajal: Recipient of the All-Arizona Academic Team for the Downtown Campus, First Team
- Geoffrey Armstrong: Recipient of the All-Arizona Academic Team for the Downtown Campus, First Team
- Eryn Wuori: Recipient of the All-Arizona Academic Team for the Desert Vista Campus, First Team
- Kelly Ruhlman: Recipient of the All-Arizona Academic Team for the Desert Vista Campus, First Team
- Gina Mancebo: Recipient of the All-Arizona Academic Team for the West campus, Second Team
- Dax Crocker: Recipient of the All-Arizona Academic Team for the East Campus, Second Team
- Maria Elena Moreno: Recipient of the All-Arizona Academic Team for the West campus, Third Team
- John Anglin: Recipient of the All-Arizona Academic Team for the Community Campus, Third Team
- Leila Camus-Lamnaouar: Recipient of the All-Arizona Academic Team for the East Campus, Third Team
- Johnna Carrig: Recipient of the All-Arizona Academic Team for the Northwest Campus, Third Team
- Serena Davis: Recipient of the All-Arizona Academic Team for the Northwest Campus, Third Team
- Estrella Havey: Making a significant Community Contribution to PCC Desert Vista Campus, Midvale Park Neighborhood area in southwest Tucson, and members of Phi Theta Kappa with Market on the Move
- Francesca Samuel: Instrumental in forming a partnership with Arizona Translators and Interpreters and Pima Community College to provide students with ongoing professional development opportunities
- Dorothee Harmon: Partnering with Pima Community College to provide tuition support for classes in manufacturing and green technology for eligible students on the Downtown Campus
- Shirley Scott: Partnering with Pima Community College in the dedication of the Atturbury Wash Greenway, Phase 1, and for her unrelenting and passionate commitment to the creation of recreational, environmentally friendly, green spaces for the students, staff and faculty of the East Campus and residents of the East Side
- PCC Facilities Department: Awarded the Cornerstone Building Foundation “Owner of the Year Award”



**EXHIBIT B**

- Louis S. Albert, Ph.D., West Campus President
- David Bea, Ph.D., Executive Vice Chancellor for Finance and Administration
- Johnson Bia, Ph.D., Desert Vista Campus President
- Luba Chliwniak, Ph.D., Downtown Campus President
- Charlotte A. Fugett, East Campus President
- C. J. Karamargin, Vice Chancellor for Public Information and Federal Government Relations
- Janet L. May, Vice Chancellor for Human Resources
- Keith W. McIntosh, Vice Chancellor for Information Technology
- Suzanne L. Miles, Ph.D., Community Campus President



**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

**Statement of Net Assets**

February 28, 2013

(Preliminary)

	FY 2012/13				FY 2011/12
	CURRENT FUNDS			Total All Funds	Prior Year Totals as of February 29, 2012
	General	Auxiliary and Restricted	Plant and Other Funds		
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	\$ 12,767,121	\$ 7,670,822	\$ 12,485,719	\$ 32,923,662	\$ 110,636,880
Receivables					
Short-term Investments	45,137,654			45,137,654	82,177
Property Taxes	4,097,828		181,093	4,278,921	4,747,153
Accounts (net of allowances)	8,873,624		2,521	8,876,145	7,066,485
Government Grants and Contracts		1,582,581		1,582,581	3,158,757
Student Loans (net of allowances)			1,374,136	1,374,136	1,120,999
Other	1,036,260	86,181	20,395	1,142,836	1,524,984
Inventories	194,841			194,841	241,856
Prepaid Expenses	179,859			179,859	145,053
<b>Total Current Assets</b>	<b>\$ 72,287,187</b>	<b>\$ 9,339,584</b>	<b>\$ 14,063,864</b>	<b>\$ 95,690,635</b>	<b>\$ 128,724,344</b>
<b>Noncurrent Assets</b>					
Restricted Cash and Cash Equivalents			\$ 2,734,308	\$ 2,734,308	\$ 3,079,296
Notes Receivable (net of allowances)			990,691	990,691	1,165,539
Other Long-term Investments	10,495,262		20,000,000	30,495,262	793,451
Investments in Capital					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			89,153,452	89,153,452	94,524,784
Construction in Progress			1,450,322	1,450,322	171,778
Equipment (net of depreciation)			2,091,192	2,091,192	2,494,109
Library Books (net of depreciation)			1,876,567	1,876,567	1,930,512
<b>Total Noncurrent Assets</b>	<b>10,495,262</b>		<b>133,587,843</b>	<b>144,083,105</b>	<b>119,450,780</b>
<b>Total Assets</b>	<b>\$ 82,782,449</b>	<b>\$ 9,339,584</b>	<b>\$ 147,651,707</b>	<b>\$ 239,773,740</b>	<b>\$ 248,175,124</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accrued Payroll and Benefits	\$ 3,301,134			\$ 3,301,134	\$ 3,170,032
Accounts Payable and Accrued Liabilities	(1,183,714)	35,879	367,216	(780,619)	(1,926,906)
Deposits Held in Custody			448,190	448,190	457,042
Current Portion of Long-term Liabilities	4,142,048			4,142,048	5,109,263
<b>Total Current Liabilities</b>	<b>6,259,468</b>	<b>35,879</b>	<b>815,406</b>	<b>7,110,753</b>	<b>6,809,431</b>
<b>Noncurrent Liabilities</b>					
Deferred Revenue	5,367			5,367	5,250
Long-term Liabilities	3,558,364		3,280,000	6,838,364	10,858,400
<b>Total Noncurrent Liabilities</b>	<b>3,563,731</b>		<b>3,280,000</b>	<b>6,843,731</b>	<b>10,863,650</b>
<b>Total Liabilities</b>	<b>\$ 9,823,199</b>	<b>\$ 35,879</b>	<b>\$ 4,095,406</b>	<b>\$ 13,954,484</b>	<b>\$ 17,673,081</b>
<b>NET ASSETS</b>					
Invested in Capital Assets (net of related debt)			\$ 106,582,843	\$ 106,582,843	\$ 105,697,494
Restricted for:					
Loans			1,840,700	1,840,700	1,855,432
Debt Service			3,026,242	3,026,242	3,628,621
Other (Capital Projects)					
Grants and Contracts		559,013		559,013	961,764
Unrestricted	72,959,250	8,744,692	32,106,516	113,810,458	118,358,732
<b>Total Net Assets</b>	<b>\$ 72,959,250</b>	<b>\$ 9,303,705</b>	<b>\$ 143,556,301</b>	<b>\$ 225,819,256</b>	<b>\$ 230,502,043</b>

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

**Statement of Revenues, Expenses and Changes in Net Assets  
For Eight Months Ending February 28, 2013**

	FY 2012/13				FY 2011/12
	CURRENT FUNDS			Total All Funds	Prior Year Totals as of February 29, 2012
	General	Auxiliary and Restricted	Plant and Other Funds		
<b>OPERATING REVENUES</b>					
Tuition and Fees	\$ 44,971,500		\$ 1,103,166	\$ 46,074,666	\$ 49,172,175
Contracts	1,463,035			1,463,035	1,836,423
Auxiliary Enterprises		1,017,975		1,017,975	1,191,393
Commission and Rents	20,000	209,390		229,390	150,013
Other Operating Revenues	240,564	236,073	3,371,336	3,847,973	710,214
<b>Total Operating Revenues</b>	<b>46,695,099</b>	<b>1,463,438</b>	<b>4,474,502</b>	<b>52,633,039</b>	<b>53,060,218</b>
<b>OPERATING EXPENSES</b>					
Educational and General					
Instruction	34,067,381	2,231,248	1,065,797	37,364,426	36,420,001
Academic Support	13,410,645	1,812,100	318,326	15,541,071	17,002,089
Student Services	12,746,142	2,206,903	20,540	14,973,585	14,906,714
Institutional Support	19,532,657	(247,616)	4,292,001	23,577,042	20,061,858
Operation and Maintenance of Plant	8,044,705	359,078	7,373,744	15,777,527	13,116,636
Depreciation			4,683,474	4,683,474	4,638,833
Student Financial Aid	1,037,771	39,722,910		40,760,681	51,198,674
Auxiliary Enterprises		450,819		450,819	410,836
Contingency				-	153,686
<b>Total Operating Expenses</b>	<b>88,839,301</b>	<b>46,535,442</b>	<b>17,753,882</b>	<b>153,128,625</b>	<b>157,909,327</b>
<b>Net Operating Gain (Loss)</b>	<b>\$ (42,144,202)</b>	<b>\$ (45,072,004)</b>	<b>\$ (13,279,380)</b>	<b>\$ (100,495,586)</b>	<b>\$ (104,849,109)</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
State Appropriations	\$ 5,515,125			\$ 5,515,125	\$ 5,359,800
Property Taxes	56,073,467		1,268,812	57,342,279	55,791,981
Federal Grants	8,208	43,384,393	188	43,392,789	55,414,796
State and Local Grants		755,004		755,004	619,823
State Shared Sales Taxes		1,246,490		1,246,490	1,192,834
Gifts		24,086		24,086	(32,828)
Investment Income	488,214	483	1,876	490,573	44,998
<b>Net Nonoperating Revenues</b>	<b>62,085,014</b>	<b>45,410,456</b>	<b>1,270,876</b>	<b>108,766,346</b>	<b>118,391,404</b>
<b>Income before Other Revenues, Expenses, Gains, or Losses</b>	<b>\$ 19,940,812</b>	<b>\$ 338,452</b>	<b>\$ (12,008,504)</b>	<b>\$ 8,270,760</b>	<b>\$ 13,542,295</b>
Transfers	(12,286,342)	(2,542,000)	14,828,342		
Capital Appropriations					
Capital Gifts and Grants					
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 7,654,470</b>	<b>\$ (2,203,548)</b>	<b>\$ 2,819,838</b>	<b>\$ 8,270,760</b>	<b>\$ 13,542,295</b>
<b>NET ASSETS</b>					
Net Assets - Beginning of Year	65,304,780	11,507,253	140,736,463	217,548,496	216,959,748
<b>Net Assets - End of Period</b>	<b>\$ 72,959,250</b>	<b>\$ 9,303,705</b>	<b>\$ 143,556,301</b>	<b>\$ 225,819,256</b>	<b>\$ 230,502,043</b>

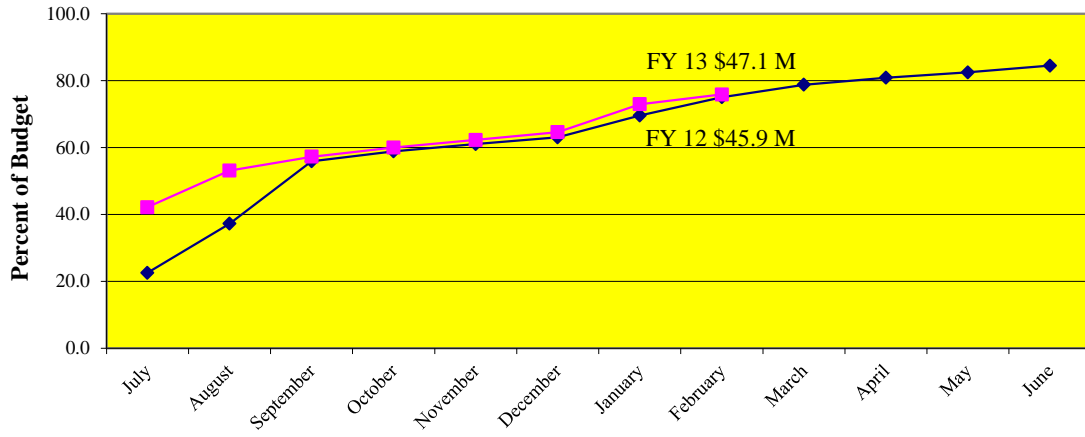
**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

**Summary of Expenditures and Encumbrances - General Fund - Budget and Actual  
For Eight Months Ending February 28, 2013**

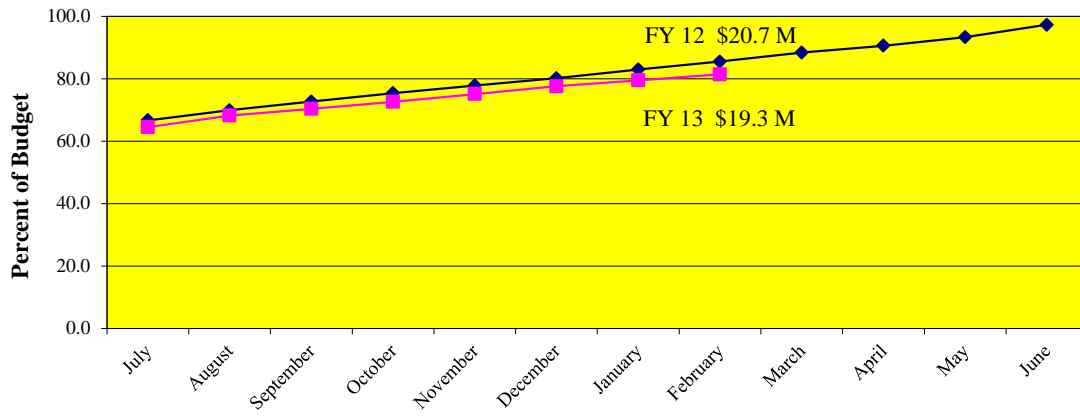
	FY 2012/13				FY 2011/12	
	ADJUSTED BUDGET	TOTAL COMMITTED		AVAILABLE BUDGET	TOTAL COMMITTED	
		AMOUNT	%		AMOUNT	%
<b>EXPENDITURES BY FUNCTION</b>						
<b>Educational and General</b>						
Instruction	\$ 61,999,495	\$ 47,061,534	75.9	\$ 14,937,961	\$ 45,866,408	75.1
Academic Support	23,672,558	19,267,727	81.4	4,404,831	20,730,656	85.5
Student Services	22,142,482	18,889,425	85.3	3,253,057	18,666,713	89.5
Institutional Support	34,261,827	28,565,873	83.4	5,695,954	25,688,241	74.9
Operation and Maintenance of Plant	12,934,635	11,026,546	85.2	1,908,089	10,626,511	87.2
Student Financial Aid	1,106,000	1,037,771	93.8	68,229	914,598	76.5
<b>Other Expenses</b>						
Transfers	12,286,342	12,286,342	100.0		5,088,968	99.9
Fund balance reserved for contingency	9,490,361			9,490,361	153,686	3.0
<b>Total Expenditures by Function</b>	<b>\$ 177,893,700</b>	<b>\$ 138,135,218</b>	<b>77.7</b>	<b>\$ 39,758,482</b>	<b>\$ 127,735,781</b>	<b>77.9</b>
<b>EXPENDITURES BY ACCOUNT</b>						
<b>Personal Services</b>						
Administrative Personnel	\$ 6,379,519	\$ 6,379,519	100.0		\$ 6,020,870	93.4
Faculty	23,025,780	22,925,057	99.6	100,723	22,010,246	92.7
Additional Compensation - Faculty	1,322,228	751,353	56.8	570,875	696,749	61.2
Adjunct Faculty	14,714,809	13,225,834	89.9	1,488,975	14,017,776	88.2
Classified Staff	39,604,954	39,310,331	99.3	294,623	37,022,618	97.4
Other Compensation	5,093,253	4,691,576	92.1	401,677	5,124,010	100.0
Student Employment / Workstudy	12,000			12,000	2,644	22.0
Fringe Benefits	28,769,441	16,936,173	58.9	11,833,268	15,573,475	58.2
<b>Total Personal Services</b>	<b>118,921,984</b>	<b>104,219,843</b>	<b>87.6</b>	<b>14,702,141</b>	<b>100,468,388</b>	<b>85.8</b>
<b>Services and Supplies</b>						
Communications and Utilities	5,667,113	3,677,134	64.9	1,989,979	3,416,170	61.5
Travel	2,800,530	1,287,744	46.0	1,512,786	1,043,363	37.0
Contractual Services	12,571,235	10,563,772	84.0	2,007,463	10,126,537	92.9
Supplies and Materials	7,241,059	3,991,061	55.1	3,249,998	3,823,225	55.5
Student Financial Aid	1,106,000	1,037,771	93.8	68,229	914,598	76.5
Current Fixed Charges	2,669,272	2,230,409	83.6	438,863	2,498,262	100.0
<b>Total Services and Supplies</b>	<b>32,055,209</b>	<b>22,787,891</b>	<b>71.1</b>	<b>9,267,318</b>	<b>21,822,155</b>	<b>73.1</b>
Capital Equipment	428,364	428,364	100.0		229,473	65.6
Transfers	12,286,342	12,286,342	100.0		5,088,968	99.9
Other Expenditures	1,374,763	(1,719,390)	(125.1)	3,094,153	(26,288)	(2.2)
Contingency and Reserves	12,827,038	132,168	1.0	12,694,870	153,085	1.5
<b>Total Expenditures by Account</b>	<b>\$ 177,893,700</b>	<b>\$ 138,135,218</b>	<b>77.7</b>	<b>\$ 39,758,482</b>	<b>\$ 127,735,781</b>	<b>77.9</b>

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

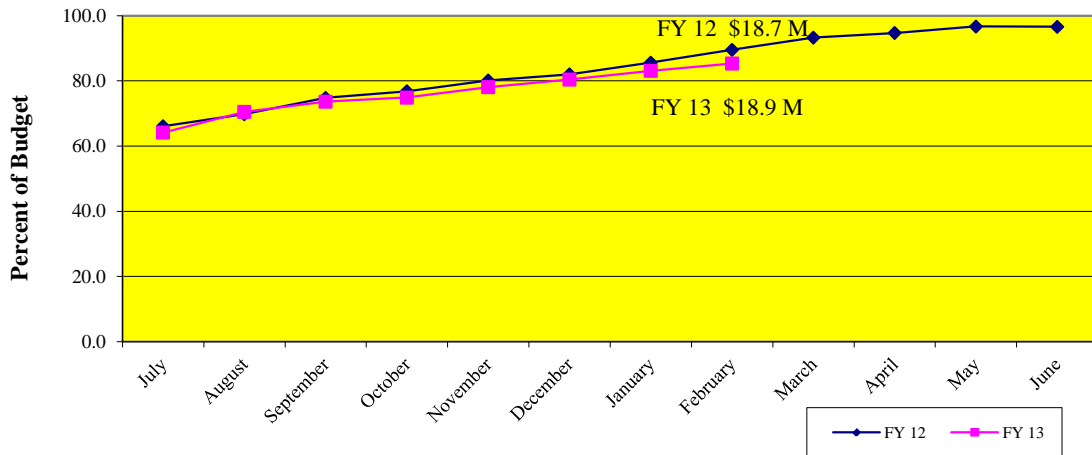
COMMITMENTS FOR INSTRUCTION



COMMITMENTS FOR ACADEMIC SUPPORT

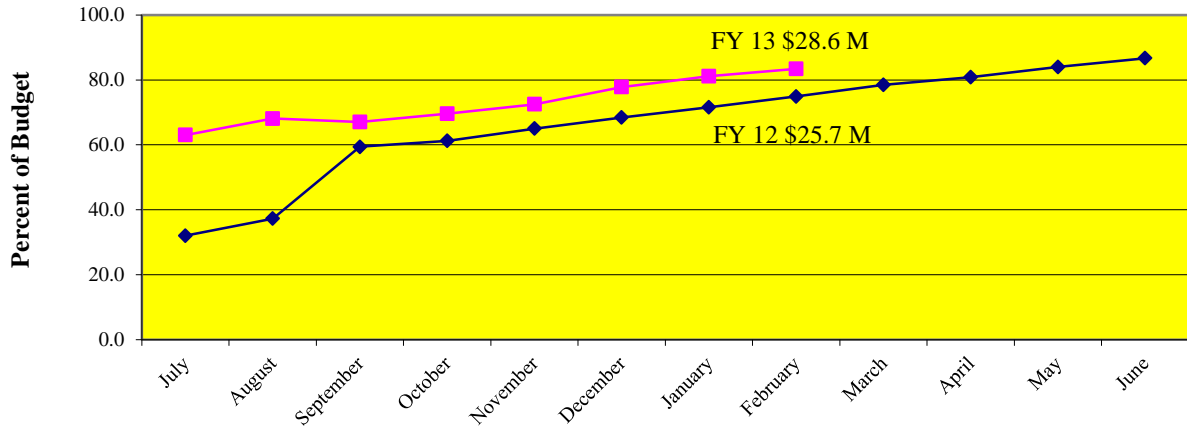


COMMITMENTS FOR STUDENT SERVICES

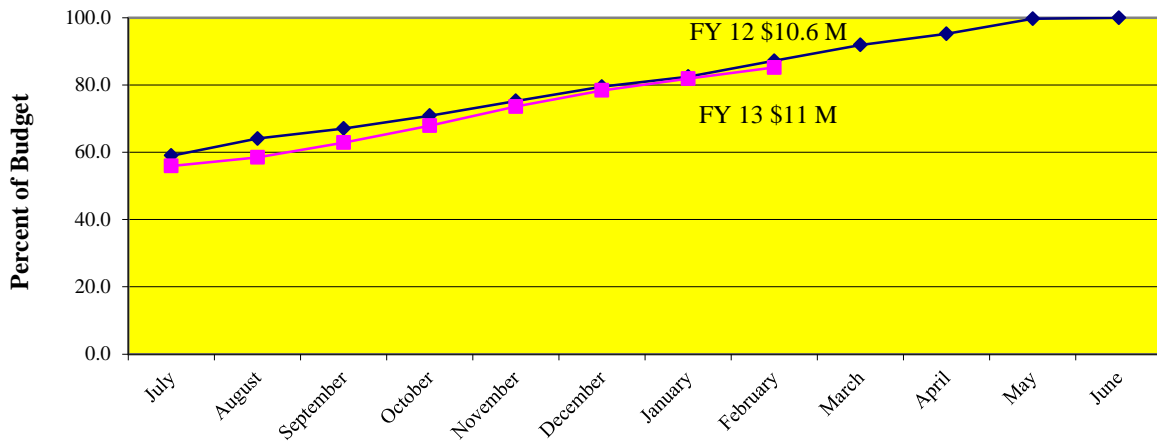


Legend: FY 12 (black line with diamond markers), FY 13 (pink line with square markers)

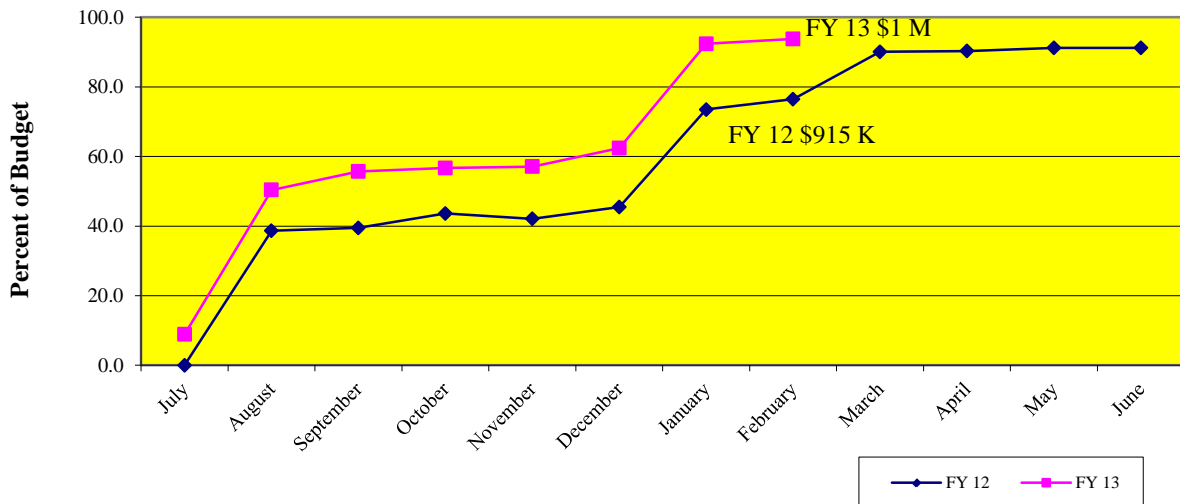
**PIMA COUNTY COMMUNITY COLLEGE DISTRICT  
COMMITMENTS FOR INSTITUTIONAL SUPPORT**



**COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT**



**COMMITMENTS FOR STUDENT FINANCIAL AID**



**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date: 4/10/13**

**Item Number: 11**

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

**Information:**

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

**Retirements**

**Strickland, Constance M.**

Program Coordinator  
EC – Student Development  
Effective: 3/7/13

Constance Strickland began employment in 1978 as a clerical services specialist at the East Campus. In 1997, she became a student activities coordinator at the East Campus. Constance also worked as acting coordinator in the K-12 Outreach program in 2001. She is retiring as a program coordinator of student activities at the East Campus.

**Worrall, Jane W.**

Student Services Manager  
DC – Enrollment Services  
Effective: 5/3/13

Jane Worrall began employment in 2000 as a advisement specialist/student services specialist at the Downtown and West campuses. Beginning in 2001, she served as the acting director of international student program manager in international student admissions at the West Campus. In 2002, she became the program manager in international admissions in 2005, she became a student services manager at the East Campus. She is retiring as a student services manager at the Downtown Campus.

**Separations from Employment**

**Holmes, Mary H.**

Advanced Fiscal Analyst  
DO – Financial Aid Operations  
Effective: 2/1/13

(Continued)



**Schlak, Anthony R.**

IT Principal Analyst

DO – Technical Services Staff

Effective: 3/28/13

**Sinibaldi, Sharon J.**

Student Services Specialist

DO – Admissions Operations

Effective: 3/15/13

**Vazquez, Gwendoline H.**

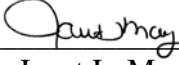
IT Principal Analyst

DO – Development Services Operations

Effective: 4/12/13

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**Approvals**

Contact Person   
Janet L. May

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date: 4/10/13**

**Item Number: 12**

<b>Item Title</b>	<b>Contact Person</b>
Executive Administrator Contracts	Janet L. May, Vice Chancellor for Human Resources (206-4624)

**Information:**

The College defines Executive Administrators as Chancellor, Executive Vice Chancellors, Vice Chancellors and Campus Presidents. The *Administrative Personnel Policy Statement*; Section VII. Executive Positions; C. Contracts for Executive Administrators indicates employment contracts for executive administrators other than the Chancellor will normally be for a two fiscal year period. Executive administrators new to the College or who have not previously held an executive administrator position at the College will normally receive one year contracts.

The executive administrators listed below are in the first fiscal year of their two fiscal year contracts and will be entering the second year of their two fiscal year contract on July 1, 2013.

**Second Year of Current Two Year Fiscal Contract to end June 30, 2014**

Name: **Albert, Ph.D., Louis S.**  
Job Title: Campus President  
Education: Doctor of Philosophy, Higher Education Administration, Master of Science, Zoology, University of Maryland; Bachelor of Science, Biology, Loyola College of Maryland; Doctor of Humane Letters (Honoris Causa), Cuttington University College (Liberia)  
Experience: Hired as the Campus President, West Campus, June 2003. Currently serves in this role.

Name: **Bea, Ph.D., David**  
Job Title: Executive Vice Chancellor for Finance and Administration  
Education: Doctor of Philosophy, Education, Master of Arts, Education, Claremont Graduate University; Bachelor of Arts, Psychology, Colgate University  
Experience: Hired as the Assistant Vice Chancellor for Finance in December 2004. Currently serves as the Executive Vice Chancellor for Finance and Administration.

(Continued)

Name: **Bia, Ph.D., Johnson**  
Job Title: Campus President  
Education: Doctor of Philosophy, Agricultural Education, Iowa State University; Master of Science, Agricultural Education, Bachelor of Science, Agricultural Education, University of Arizona  
Experience: Hired as the Dean of the Skill Center in November 1992. Currently serves as the Campus President, Desert Vista Campus.

Name: **Chliwniak, Ph.D., Luba**  
Job Title: Campus President  
Education: Doctor of Philosophy, Higher Education, Master of Education, Counseling and Guidance; Bachelor of Arts, Psychology, University of Arizona  
Experience: Hired as the Campus President, Downtown Campus, in July 2011. Currently serves in this role.

Name: **Fugett, Charlotte A.**  
Job Title: Campus President  
Education: Master of Business Administration, Business Administration, University of Richmond; Bachelor of Science, History, Longwood College  
Experience: Hired as the Vice Chancellor for Human Resources in July 1998. Currently serves as the Campus President, East Campus.

Name: **Karamargin, C. J.**  
Job Title: Vice Chancellor for Public Information and Federal Government Relations  
Education: Bachelor of Arts, Journalism and History, University of Connecticut; Associate of Arts, Liberal Arts, Mitchell College, Connecticut  
Experience: Hired in August 2011 as the Vice Chancellor for Public Information and Government Relations. Currently serves as the Vice Chancellor for Public Information and Federal Government Relations

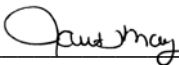
Name: **May, Janet L.**  
Job Title: Vice Chancellor for Human Resources  
Education: Masters of Arts, Educational Administration, New Mexico State University; Bachelor of Arts, English, McMurry University  
Experience: Hired as the Vice Chancellor for Human Resources in October 2010 and currently serves in this role.

Name: **McIntosh, Keith W.**  
Job Title: Vice Chancellor for Information Technology  
Education: Master of Business Administration, Information Technology Management, Trident University International, Cypress, California; Bachelor of Science, Management Information Systems, Bellevue University, Bellevue, Nebraska; Associate of Applied Science, Information Systems Technology, Community College of the Air Force, Montgomery, Alabama  
Experience: Hired in 2000 as the Director of Technical Services. Hired in June 2012 as Vice Chancellor for Information Technology and currently serves in this capacity.

Name: **Miles, Ph.D., Suzanne L.**  
Job Title: President of the Community Campus  
Education: Doctor of Philosophy, Communication, University of Arizona; Master of Arts Communication, Arizona State University; Bachelor of Arts, Speech, Northwestern University  
Experience: Hired as the Associate Dean of Instruction, East Campus, 1992. Currently serves as the Campus President, Community Campus.

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**Approvals**

Contact Person  \_\_\_\_\_  
Janet L. May

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date: 4/10/13**

**Item Number: 13**

<b>Item Title</b>	<b>Contact Person</b>
Personnel Policy Statement for College Employees Appendix H	Janet L. May, Vice Chancellor for Human Resources (206-4624)

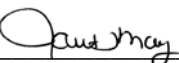
**Information:**

On March 8, 2013, final rules for implementing the amendments to the Family Medical Leave Act went into effect. These changes were the result of both the National Authorization Act of 2010 (NDAA) and the Airline Flight Crew Technical Corrections Act of 2009 (AFCTCA). Under the new rules regarding military family leave, the eligibility for caregiver leave was extended to veterans as well as active duty military and the exigency leave provisions were expanded in both duration and eligibility.

To remain in compliance with federal law, Appendix H in the Personnel Policy Statement for College Employees was replaced to reflect the updated rights and responsibilities under the laws.

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**Approvals**

Contact Person   
Janet L. May

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 14A

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting March 16, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Special Meeting of March 16, 2013 are submitted for approval.

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**Approval**

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD MEETING MINUTES**  
**March 16, 2013**

A Special Meeting of the Pima County Community College District Governing Board was held on Saturday, March 16, 2013 at 5:15 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

**Board Members**

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

Scott Stewart

**College General Counsel**

Jeffrey Silvyn

**Administration/Staff**

Suzanne L. Miles  
Deborah Yoklic

**Call to Order**

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

**Motion to conduct  
Executive Sessions**

**Motion No. 7157**

Marty Cortez – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(3) (personnel). A.R.S. § 38-431.03(A)(4) (legal advice) .

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

**Recess into Executive Sessions**

The Board recessed into the above referenced Executive Sessions at 5:21 p.m.

**Resumption of Open Session**

The Board resumed Open Session at 5:34 p.m.

**Motion to Adjourn  
PASSES**

**Motion No. 7158**

Scott Stewart – M, Sylvia Lee – S, to adjourn the meeting.

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

Adjournment

The meeting adjourned at 5:35 p.m.

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Secretary

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Date



**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 14B

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting March 20, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Special Meeting of March 20, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD MEETING MINUTES**  
**March 20, 2013**

A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, March 20, 2013 at 5:00 p.m., in Room C-316, Northwest Campus, 7600 N. Shannon Road, Tucson, AZ 85709-7500.

**Persons in Attendance**

**Board Members**

Brenda Even, Chair

Marty Cortez

Sylvia Lee

David Longoria, Secretary

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 Silvyn

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. 7159**

Marty Cortez – M; David Longoria – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (personnel). A.R.S. A.R.S. § 38-431.03(A)(3)

(legal advice). A.R.S. § 38-431.03(A)(4) (consultation and legal advice) and A.R.S. §38-431.03(A)(5) (consultation and direction to negotiation representatives).

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 5:21 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:57 p.m.

Adjournment

The meeting adjourned at 6:58 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 14C

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Regular Meeting March 20, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Regular Meeting of March 20, 2013 are submitted for approval.

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**Approval**

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 20, 2013 at 7:00 p.m., in the Community Room at Northwest Campus, 7600 N. Shannon Road, Tucson, AZ 85709-7500.

### **BOARD MEMBERS**

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

### **BOARD REPRESENTATIVES**

Gloria Majalca, Staff  
Robert Ramirez, Staff  
Josue Saldivar, Student  
Kimlisa Salazar Duchicela, Faculty  
Patricia Figueroa, Faculty

### **RECORDING SECRETARY**

Gabriela De Echávarri

### **GENERAL COUNSEL**

Jeffrey Silvyn

### **ADMINISTRATION**

Suzanne Miles, Interim Chancellor and  
President, Community Campus  
Lou Albert, President, West Campus  
Brian Basgen, Assistant Vice Chancellor,  
Information Technology (Acting)  
Stella Bay, Executive Director, Department of  
Public Safety  
David Bea, Executive Vice Chancellor, Finance  
and Administration  
Johnson Bia, President, Desert Vista Campus  
Luba Chliwniak, President, Downtown Campus  
Aubrey Conover, Vice President of Student  
Development  
Imelda Cuyugan, Assistant Vice Chancellor for  
State Government Relations  
Charlotte Fugett, President, East Campus  
Deborah Gaddy, Academic Dean

Mary Beth Ginter, Academic Dean  
Donna Gifford, Vice President of Instruction  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor,  
Business Services  
Rachelle Howell, Assistant Vice Chancellor,  
Grants  
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  
Jerome Migler, Provost/Executive Vice  
Chancellor  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Anna Reese, Executive Director, Financial Aid  
Nicola Richmond, Academic Dean  
Ted Roush, Vice President of Instruction  
Nancee Sorenson, Vice President of Student  
Development  
Stan Steinman, Academic Dean  
Michael Tulino, Vice President of Student  
Development  
Anne Vosberg, Vice President of Student  
Development  
Daniel Wright, Academic Dean  
Deborah Yoklic, Assistant Vice Chancellor  
Darla Zirbes, Vice President of Instruction

## **GENERAL MATTERS**

### Call to Order

Brenda Even called the meeting to order at 7:15 p.m.

### Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

### Governing Board Member Reports

*Chairperson's Report:* Chairperson Even moved the information item regarding the HLC response, under the Governing Board Member Reports to the beginning of the agenda. Dr. Even informed the Board takes the report very seriously and respects the opinion of the community members. She also mentioned there is a team working on the response and the Board will take the necessary steps to address the issues and correct them as quickly as possible.

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

## **Public Comment and Reports**

### Public Comment

Denise Meeks, Northwest Campus Science Department Chair, addressed the Board regarding her concerns about classroom security.

Abdulahi Omar, a PCC student, addressed the Board about the HLC report and in-state tuition for refugees.

Carol Gorsuch, Chair of Pima Open Admissions Coalition (POAC), asked the Board to reinstate open admissions.

Joe Labuda, West Campus Library Director and President of Faculty Senate, addressed the Board about the seriousness of the HLC report and about the Board restoring credibility with the HLC and restoring the College's reputation with the community.

Cecilia Cruz Baldenegro from C-FAIRR thanked the Board for voting in favor of in-state tuition for DACA and addressed her concerns about the HLC report.

Ana Jimenez, PCCEA President, addressed the Board regarding concerns about faculty and other employees' issues surveys and the lack of response from the Board.

Scott Collins, math instructor, addressed the Board regarding the HLC report and asked the Board go externally to hire an individual for the Interim Chancellor position.

Jason Brown, ACES President, asked the Board to honor the values of the College and undergo a change in culture and go externally to hire an Interim Chancellor.

Alfonso Valenzuela addressed the Board about the culture, climate and communications of the College.

David Bishop, philosophy faculty, addressed the Board about healing, forgiving and moving forward.

Luis Gonzalez addressed the Board regarding the HLC report and asked the Board to take immediate action.

Jeanette Studer, PCC former administrator, addressed the Board about Item 17.

Michael Lopez addressed the Board regarding the HLC report and item 14.4.

Bess Hidalgo addressed the Board regarding Human Resources policies and processes.

Board member Sylvia Lee made a statement regarding the HLC report and asked the three members who have been sitting the longest on the Board to step down.

Board member Marty Cortez noted the seriousness of the HLC report and shared the many accomplishments the College has had over the years.

Secretary of the Board David Longoria noted that as a member of the Board he takes the HLC report and its recommendations very seriously. He also mentioned the top priority of the College is its students and the quality of their programs.

Board member Scott Stewart commented about the importance of the HLC report. He also noted he supported the new higher education standards. Mr. Stewart mentioned he wished some of the complaints could've come sooner

Jaquelyn Jackson addressed the Board regarding the misconduct allegations and requested an apology from Board member Stewart for his remarks.

Chairperson Even noted it was important for the community to have an opportunity to come and address the board. She also noted PCC is an excellent institution and that many people have worked to make it so. Dr. Even informed that HLC information will become available when ready.

#### Staff Representatives

Staff Representatives Gloria Majalca and Robert Ramirez reported on the Staff Council meeting of March 1. Highlights included the following: Dr. Brenda Even, Board Chair, visited the Staff Council meeting and provided an update regarding DACA and Meet and Confer. *Provost and Executive Vice Chancellor's Report:* Dr. Dolores Durán-Cerda, Acting Senior Assistant to the Provost provided a report on behalf of Dr. Jerry Migler, Provost. Dr. Durán-Cerda announced that the College had applied for a Fullbright scholar-in residence and was recently awarded the grant. She also stated that the transitions for DACA students should go smoothly. *Chancellor's Report:* Interim Chancellor Miles announced the 1-year contract with Arizona Shuttle to provide transportation services at no charge to PCC students. She also informed the College's workforce education programs at Community Campus are at maximum capacity. *Liaison Report:* Janet May, Vice Chancellor for Human Resources, reported on recruitment statistics. She also announced the dates for Staff Development Days. *AFSCME Report:* Rose Bolz shared that Meet and Confer items have been presented to the Board and several proposals have been signed. *ACES Report:* There was no report. *Campus/District Reports:* Volunteers are needed for the LULAC conference which will be held at the Downtown Campus on March 12. *Council Report:* Elected Staff Council Representative Robert Ramirez was introduced.

#### Student Representatives

Student Representative Josue Saldivar reported on recent events from each campus. Highlights included: *Community Campus:* The Arizona Adult Education Ambassadors Training program and PCC held an audience at the National Collegiate Leadership Conference. *Desert Vista Campus* is hosting the 2<sup>nd</sup> Annual Casino del Desierto Student Resource Fair on March 6. *Downtown Campus* Celebrated Women's History Month. *East Campus:* Student Life sponsored three



career-oriented sessions. *Northwest Campus* is hosting an Open House April 5 featuring professional programs offered at the Campus. *West Campus* will be hosting the PLI Bronze Level I Retreat to have students participate in different topics.

### Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the March 1 meeting. Highlights included the following: Dr. Brenda Even visited the Senate and gave an update on the Chancellor search. *Faculty Senate President's Report*: Joe Labuda reminded everyone of the Speaker Series. *PCCEA Update*: Rita Flattley reminded the Senate that the Step Progression (PPP) paperwork needs to be submitted this month. *Chancellor's Report*: Dr. Miles informed there will be a shuttle running from Downtown to West to Desert Vista Campuses. She also mentioned that PCC would have a presence in downtown Tucson. *Provost's Report*: Dr. Dolores Durán-Cerda, on behalf of Provost Migler reported that Pima's request for campus based Fullbright Scholar has been granted.

### Interim Chancellor's Report

Dr. Alex Kajstura, Northwest Campus President, Donna Gifford, Vice President of Instruction, Michael Tulino, Vice President of Student Development and Edward Gallagher, Program Coordinator, gave an update on the Northwest Campus Title III Grant.

Demion Clinco, President of the Tucson Historic Preservation Foundation, gave an update on the foundation's projects.

Keith McIntosh, Vice Chancellor for Information Technology, gave an overview on Information Technology and its projects.

Dr. Miles informed the HLC Report was received and that the College will respond by March 29. The response will be posted on the College's website. Dr. Miles informed the HLC is recommending probation but this does not mean the College will lose accreditation. She also noted that students and staff will not be affected.

Report — December 2012 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending January 2013. Dr. Bea noted the 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.

**Information Items**

Separations from Employment

Fiscal Year 2013-2014 Changes in cost recovery Course Fees

Fiscal Year 2013-2014 Differential Tuition

These items were noted as information items.

**Action Items**

Approval of Minutes

**Motion to Approve  
Meeting Minutes  
PASSES**

**Motion No. 7160**

David Longoria – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting of February 27, 2013; Regular Meeting of February 27, 2013; Special Meeting of March 8, 2013.

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

Consent Agenda

Chairperson Even requested that Items 14.7 BP-1501: Affirmative Action/Equal Employment Opportunity — Final Reading; and 14.8 BP-1503: Harassment (Including Sexual Harassment) — Final Reading, be pulled and brought back at a later date.

**Motion to Approve  
Consent Agenda  
PASSES**

**Motion No. 7161**

David Longoria – M, Scott Stewart– S, to approve the Consent Agenda as presented.

- 14.1 New Appointments
- 14.2 Adjunct Faculty Appointments
- 14.3 Temporary Appointments

- 14.4 Administrator Contracts 2013-2014
- 14.5 Summer Work Schedule 2013
- 14.6 Sabbaticals Approval for Fall 2013 and Spring 2014
- 14.9 BP-2701: Copyright — Final
- 14.10 Contract: Employee Dental Benefits for Fiscal Year 2013-2014
- 14.11 Contract: Employee Life Insurance for Fiscal Year 2013-2014

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

Contract: Employee Medical Benefits for Fiscal Year 2013-2014

**Motion to Approve Contract  
Employee Medical Benefits for  
Fiscal Year 2013-2014  
PASSES**

**Motion No. 7162**

Sylvia Lee – M, Marty Cortez – S, approve 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; and a plan design change in the medical benefits premium and contribution structure as detailed below.

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

Contract: Employee Pharmaceutical Benefits for Fiscal Year 2013-2014

**Motion to Approve  
Contract Employee  
Pharmaceutical Benefits for  
Fiscal Year 2013-2014  
PASSES**

**Motion No. 7163**

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

Fiscal Year 2013-2014 Student Tuition and Service Fees

**Motion to Approve  
Fiscal Year 2013-2014 Student  
Tuition and Service Fees  
PASSES**

**Motion No. 7164**

David Longoria – M, Sylvia Lee – S, to approve 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 for Fiscal Year 2013-2014.

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

Adjournment

The meeting adjourned at 11:30 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 14D

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting March 25, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Special Meeting of March 25, 2013 are submitted for approval.

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**Approval**

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD MEETING-WORKING SESSION MINUTES**  
**March 25, 2013**

A Special Meeting-Working Session of the Pima County Community College District Governing Board was held on Monday, March 25, 2013 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**

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

**General Counsel**

Jeffrey Silvyn

**Recording Secretary**

Gabriela De Echávarri

**Administration/Staff**

Suzanne Miles  
Jerome Migler  
Keith McIntosh

1. Call to Order  
Brenda Even called the meeting to order at 4:20 pm. Chairperson Even noted there will be no action taken at this meeting.
2. Emergency Communication Process  
Keith McIntosh, Vice Chancellor for Information Technology, provided an overview of the emergency communications management which provides broad based notification to pertinent on-and-off campus communities in the event of an emergency. He also presented the emergency notification system which is concerned with policies, procedures and operations that function in concert with an ENS.
3. Legal Services  
Jeffrey Silvyn, General Counsel, provided a brief history of what has been done in the past in regards to acquiring legal service. The College has done about one hundred percent of outsourcing. He also noted that depending on the legal issue General Counsel will assess

who of the external counsel will be used. Mr. Silvyn informed there is a Request for Proposals. He also noted General Counsel is to be used for day-to-day operations.

4. HLC Response

Jeffrey Silvyn, General Counsel, discussed the development, tone and goal of the response from the College to the HLC report. He noted that feedback from members of Faculty Senate, Staff Council and the community should be considered. Janet May, Vice Chancellor for Human Resources and Doreen Armstrong, Assistant Vice Chancellor for Employee Services, presented information about the Grievance and Complaint policies and procedures. The intent of this procedure is to provide a method of resolving disputes at the lowest level possible and is recognized as a non-judicial, administrative process.

5. Admissions Policy

Dr. Suzanne Miles, Interim Chancellor, and Dr. Jerome Migler, Provost, recommended the College suspend provisions of SPB3501/AA: Admissions and Registration to explore better ways to serve students.

**Motion to Recess into  
Executive Session  
PASSES**

**Motion No. 7165**

Marty Cortez – M, Scott Stewart – S, to recess into Executive Session.

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

Resumption of Open Session

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

Adjournment

The meeting adjourned at 6:46 p.m.

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Secretary

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Date

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 15

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

#### **Recommendation:**

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

- 15.1 New Appointments
- 15.2 Adjunct Faculty Appointments
- 15.3 Temporary Appointments
- 15.4 Executive Administrator Contract Fiscal Year 2013/2014
- 15.5 Contract: District-wide Security Access System
- 15.6 Contract: Gas Cards
- 15.7 BP-1501: Affirmative Action/Equal Employment Opportunity – Final Reading
- 15.8 BP-1503: Harassment (Including Sexual Harassment) – Final Reading
- 15.9 Intergovernmental Agreement: Pima Community College/Tucson Unified School District “Adopt-a-School” Partnership with Davis Bilingual Magnet School

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#### **Approval**

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne L. Miles



# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

Meeting Date: 4/10/13

Item Number: 15.1

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

#### Recommendation:

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

#### Justification:

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

#### Faculty:

##### Allen, Jacqie

Salary: \$47,837

Effective: 7/1/13

Education: Bachelor of Arts, Psychology; Master of Education, Counseling and Guidance, University of Arizona, Tucson, Arizona

Experience: Ms. Allen has been a student success adjunct instructor for the past two years for Pima Community College. Her previous experience includes two years as a career counselor for Sabino High School; eight years combined as a counselor for Rincon High School, Hollinger Elementary School and Sunnyside High School; one year as a case manager for Open Inn; one year as a substitute teacher with various school districts; and two years as a peer advisory for the University of Arizona, all in Tucson, Arizona.

##### Educational Support Faculty

Desert Vista Campus – Counselor

#### Recruitment Overview:

An external recruitment was conducted. Sixty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President and Dr. Johnson Bia, Desert Vista Campus President.

(Continued)

**Baron, Glenn****Instructional Faculty**

Salary: \$49,577 Northwest Campus – Hotel and Restaurant Management  
 Effective: 8/21/13  
 Education: Bachelor of Commerce, Hotel and Food Administration, University of Guelph, Guelph, Ontario, Canada; Master of Education, Educational Administration and Policy Studies, McGill University, Montreal, Quebec, Canada  
 Experience: Mr. Baron has eighteen years experience as an instructor, assistant professor and professor of hospitality and tourism management for Baltimore City Community College in Baltimore, Maryland; Edward Waters College in Jacksonville, Florida; Schiller International University in Engelberg, Switzerland; Southeast Community College in Cumberland, Kentucky; Baltimore International College in Baltimore, Maryland; Cloud County Community College in Concordia, Kansas; Toronto School of Business in Mississauga, Ontario, Canada; Eastern Mediterranean University in Cyprus, Turkey; McGill University in Montreal, Quebec, Canada; Eastern Community College in Clarendville, Newfoundland, Canada; and Park Business College in Hamilton, Ontario, Canada. He also has one and one half years experience as a food and beverage supervisor, assistant manager and hotel duty manager for Holiday Inn Hotel in Hamilton, Ontario, Canada and Centreville Amusement Park and Quayside Restaurant and Chartroom Bar, Harbour Castle Westin Resort, both located in Toronto, Ontario, Canada.

**Recruitment Overview:**

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

**Barrowman, John L.****Instructional Faculty**

Salary: \$52,185 Desert Vista Campus – Aviation  
 Effective: 8/21/13  
 Education: Bachelor of Science, Business Administration, University of Phoenix, Tucson, Arizona  
 Experience: Mr. Barrowman is currently the aviation administrative appointment for Pima Community College. His previous experience include two years as an adjunct avionics and electricity instructor for Pima Community College; four years as an avionics lead technician for Bombardier Aircraft Services in Tucson, Arizona; eight years as a product test specialist and engineering test technician for Raytheon Missile Systems in Tucson, Arizona; and, a combined seventeen years for the United States Coast Guard in avionics. Mr. Barrowman has a FAA (Federal Aviation Administration) Airframe license.

**Recruitment Overview:**

An external recruitment was conducted. Three complete applications were screened by an advisory committee. Three applicants were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

**Cruz, Ph.D., Timothy****Instructional Faculty**

Salary: \$52,190

Downtown Campus – Biology

Effective: 8/21/13

Education: Bachelor of Science, Biological Sciences, Stanford University, Stanford, California; Doctor of Medicine, University of California, Los Angeles School of Medicine, Los Angeles, California

Experience: Dr. Cruz has been a biology administrative appointment for the past year and an adjunct anatomy, a biology tutor and physiology instructor for three years for Pima Community College. His previous experience includes two years as an adjunct instructor in pathophysiology of disease, clinical medicine, doctoring skills and psychosocial issues for David Geffen School of Medicine at the University of California, Los Angeles, Los Angeles, California; two years as a peer counseling coordinator for Southern Arizona AIDS Foundation, Tucson, Arizona; and seven years as a physician for Facey Medical Group and Kaiser Permanente, Los Angeles Medical Center, Los Angeles, California.

**Recruitment Overview:**

An external recruitment was conducted. Fifty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President, Charlotte Fugett, East Campus and Dr. Alex Kajstura, Northwest Campus President.

**Elias, Erika****Educational Support Faculty**

Salary: \$43,489

Desert Vista Campus – Counselor

Effective: 7/1/13

Education: Bachelor of Arts, Psychology, University of Arizona, Tucson, Arizona; Master of Education, Educational Psychology, Northern Arizona University, Flagstaff, Arizona

Experience: Ms. Elias has been a school counselor for the past one and a half years for Apollo Middle School in Tucson, Arizona. Her previous experience includes two and a half years as an adjunct student success instructor for Pima Community College and three years as a tutor/mentor for the University of Arizona in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Sixty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President and Dr. Johnson Bia, Desert Vista Campus President.

**Imad, Mays****Instructional Faculty**

Salary: \$52,190

East Campus – Biology

Effective: 8/21/13

Education: Bachelor of Arts, Philosophy, University of Michigan, Dearborn, Michigan; Ph.D., Basic medical Sciences, Wayne State University, Detroit, Michigan

Experience: Dr. Imad has been a biology adjunct instructor for the past five years for Pima Community College. She has also been a postdoctoral researcher for the past seven years for the University of Arizona. Her previous experience includes five

years as a graduate research assistant for Wayne State University in Detroit, Michigan.

**Recruitment Overview:**

An external recruitment was conducted. Fifty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President, Charlotte Fugett, East Campus and Dr. Alex Kajstura, Northwest Campus President.

**Loumeau, Greg**

**Instructional Faculty**

Salary: \$52,185

West Campus – Digital Arts

Effective: 8/21/13

Education: Bachelor of Fine Arts, Music, Art, Business, University of Arizona

Experience: Mr. Loumeau has been an adjunct digital arts instructor for the past four years for Pima Community College. His previous experience includes over twelve years as a digital arts instructor for Deamco Training in Tucson, Arizona. He has taught many digital arts related workshops for various organizations and institutions in Southern Arizona.

**Recruitment Overview:**

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

**Loustaunau, Sylvia**

**Educational Support Faculty**

Salary: \$45,663

Desert Vista Campus – Counselor

Effective: 7/1/13

Education: Bachelor of Arts, Sociology, University of Arizona, Tucson, Arizona; Master of Education, Counseling Psychology, Northern Arizona University, Flagstaff, Arizona

Experience: Ms. Loustaunau has been a school counselor for the past three years for Sunnyside High School in Tucson, Arizona. Her previous experience includes two years as an adult education instructor for Pima Community College; one semester as a student success adjunct for Pima Community College; two years as a school counselor for Vesey Elementary School in Tucson, Arizona; and one year as a long-term substitute for Sunnyside High School in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Sixty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President and Dr. Johnson Bia, Desert Vista Campus President.

**Richard, Renee**

**Instructional Faculty**

Salary: \$45,663

Northwest Campus – Accounting

Effective: 8/21/13

Education: Associate of General Studies, Associate of Applied Science, Accounting, Pima Community College; Bachelor of Science, Business Administration, Master of Accounting, University of Arizona, Tucson, Arizona

**Experience:** Ms. Richard has been an accounting administrative appointment for Pima Community College for the past year as well as owning her own business, Allen's Accounting, Inc. in Tucson, Arizona, for the past eight years. Her previous experience includes twelve years as an adjunct accounting instructor for Pima Community College; two years as a chief financial officer for the Tucson Centers for Women and Children; one semester as an adjunct accounting faculty for the University of Arizona; and, three semesters as a teaching assistant also for the University of Arizona.

**Recruitment Overview:**

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

**Scott, Ph.D., Kenneth T.**

**Instructional Faculty**

**Salary:** \$52,190

Northwest Campus – Biology

**Effective:** 8/21/13

**Education:** Associate of Science, Business Administration, Pima Community College; Bachelor of Science, Anatomy, Doctor of Chiropractic, Parker College, Dallas, Texas

**Experience:** Dr. Scott has been an biology administrative appointment for the past year and an adjunct biology instructor for the past two years for Pima Community College. His previous experience includes sixteen years as a chiropractic doctor with his own local practice and over one year as a smoking cessation instructor for Pima County Health Department.

**Recruitment Overview:**

An external recruitment was conducted. Fifty-six complete applications were screened by an advisory committee. Twelve applicants were invited to interview. The finalists were interviewed by Dr. Luba Chliwniak, Downtown Campus President, Charlotte Fugett, East Campus and Dr. Alex Kajstura, Northwest Campus President.

**Sotelo, Carolyn**

**Instructional Faculty**

**Salary:** \$50,011

West Campus – Dental Assisting Education

**Effective:** 8/21/13

**Education:** Associate of Science, Dental Hygiene, Westbrook College, Portland, Maine; Bachelor of Science, Dental Hygiene, University of Rhode Island, Kingston, Rhode Island; Bachelor of Fine Arts, Graphic Design and Illustration, Otis / Parsons School of Art and Design, Los Angeles, California

**Experience:** Ms. Sotelo is currently the dental assisting education administrative appointment for Pima Community College. Her previous experience includes one year as an adjunct coronal polishing instructor and five years as a clinical instructor dental hygiene for Pima Community College; eight years as a dental hygienist for Dr. David and Deron Davenport, DDS, in Tucson, Arizona; and, six years as a dental hygienist for Dr. Michael Lang, Dr. Lourdes Munoz, Temporary Service Dental Hygiene in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Two complete applications were screened by an advisory committee. Two applicants were invited to interview. The finalist was interviewed by Dr. Louis Albert, West Campus President.

**Staff:**

**Kuykendall, Evart**

Hourly Rate: \$17.99

Effective: 4/15/13

Education: Associate of Specialized Technology, Drafting and Computer Aided Design, ITT Technical Institute, Tucson, Arizona

Experience: Mr. Kuykendall has twenty-eight years experience as project manager for Hodges Construction, Incorporated. in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Fifteen applications were received and reviewed. Nine candidates were invited to interview. The finalists were interviewed by Bill Ward, Vice Chancellor for Facilities.

**Trades Maintenance Specialist, Structural Systems**

Maintenance and Security

Selected to fill an open position

**Lamoreaux, Josh**

Salary: \$43,329

Effective: 4/15/13

Education: Bachelor of Arts, Musical Theatre, University of Arizona, Tucson, Arizona

Experience: Mr. Lamoreaux has six years experience as a graphic designer for Canyon Ranch and three years experience as a freelance graphic designer, both in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Twenty-five applications were received and reviewed. Four candidates were invited to interview. The finalists were interviewed by C. J. Karamargin, Vice Chancellor for Public Information and Federal Government Relations.

**Graphic Designer/Media Designer**

District Office

Selected to fill an open position

**Martin, David**

Hourly Rate: \$12.94

Effective: 4/15/13

Education: General Education Diploma, Sabino High School

Experience: Mr. Martin has three years experience as a barn manager for Foothills Stables in Tucson, Arizona. He also has one year and seven months experience as a landscaping and maintenance technician for Green Leaf Apartments and Al-Marrah Arabians and one year experience as a welder for Madera Mechanical, all located in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Eight applications were received and reviewed. Eight candidates were invited to interview. The finalists were interviewed by Bill Ward, Vice Chancellor for Facilities.

**Trades Maintenance Technician, Grounds**

District Office

Selected to fill an open position

**Petrie, Jessica****Support Technician**

Hourly Rate: \$13.96

Desert Vista Campus

Effective: 4/15/13

Selected to fill an open position

Education: Associate of General Studies, General Studies, Pima Community College

Experience: Ms. Petrie has two years experience as an executive assistant for Resolution Capital Strategies in Tucson, Arizona. She also has three years experience as a personal admissions liaison for K-12 Virtual Academy in Tucson, Arizona.

**Recruitment Overview:**

An external recruitment was conducted. Sixty four applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President.

**Simon, Bernard****Fiscal Advanced Analyst**

Salary: \$54,872

District Office

Effective: 4/15/13

Selected to fill an open position

Education: Bachelor of Science, Business Administration, University of Southern California, Los Angeles, California.

Experience: Mr. Simon has three years experience as the finance director for The City of Grand Terrace in Grand Terrace, California and seven years experience as the finance director for the City of San Jacinto in San Jacinto, California. He also has three years experience as the controller for Hemet Valley Flying Service in Hemet, California and is a certified public accountant.

**Recruitment Overview:**

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

**Thompson, John****Trades Maintenance Specialist, Electrical**

Hourly Rate: \$17.99

Maintenance and Security

Effective: 4/15/13

Selected to fill an open position

Education: Coursework, Bowling Green State Vocational Trade School, Bowling Green, Kentucky

Experience: Mr. Thompson has nine years experience as an electrical technician for Todd James Mechanical in Franklin, Kentucky. He also has one year experience as a trades maintenance specialist, electrical for Pima Community College. Mr. Thompson has certification in The National Electric Code and Commercial Blue Print Interpretation.

**Recruitment Overview:**

An external recruitment was conducted. Six applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Bill Ward, Vice Chancellor for Facilities.

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**Approvals**

Contact Person Janet L. May  
Janet L. May

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



**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 15.2

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

**Recommendation:**

The Interim Chancellor recommends these individuals as certified adjunct applicants. The Interim Chancellor also recommends 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:** **Christophe, Christian**  
**Discipline(s):** Engineering, Mathematics (Academic)  
**Salary:** \$735 per load hour  
**Education:** Bachelor of Science, Engineering, Computer Science Technology, California State University, Los Angeles, California; Bachelor of Arts, Music, University of Southern California, Los Angeles, California; Master of Science, Electrical Engineering, University of Southern California, Los Angeles, California  
**Experience:** Mr. Christophe worked for Raytheon Missile Systems in Tucson, Arizona for more than eighteen years. He does not have formal adult teaching experience.

**Name:** **Hernandez, Colette P.**  
**Discipline(s):** Respiratory Therapy (Occupational/Workforce)  
**Salary:** \$735 per load hour  
**Education:** Associate of Occupational Science, Respiratory, Pima Medical Institute, Tucson, Arizona

(Continued)

Experience: Ms. Hernandez has worked for Carondelet St. Mary's Hospital for six years as a respiratory care practitioner. She does not have formal teaching experience.

**Name: Lang, Ryan M.**

Discipline(s): Writing (Academic)

Salary: \$735 per load hour

Education: Bachelor of Arts, English, University of Arizona, Tucson, Arizona; Master of Arts, English-Rhetoric, Composition, and Professional Writing, Northern Arizona University, Flagstaff, Arizona

Experience: Mr. Lang has been working as an English teacher at Presidio High School, in Tucson, Arizona. He has five years of formal teaching experience.

**Name: Louis, Thomas J.**

Discipline(s): Fire Science (Occupational/Workforce)

Salary: \$735 per load hour

Education: Bachelor of Arts and Science, Fire Science Management, Arizona State University, Tempe, Arizona

Experience: Mr. Louis worked for the Green Valley Fire District in Tucson, Arizona for more than ten years. He does not have formal teaching experience.

**Name: Williams, Ashley E.**

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

Salary: \$735 per load hour

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

Experience: Ms. Williams has been working for Veterinary Specialty Center of Tucson in Tucson, Arizona for more than three years. She does not have formal teaching experience.

**Name: Yee, Elaine**

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

Salary: \$735 per load hour

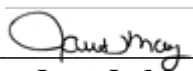
Education: Bachelor of Arts, English, University of Arizona, Tucson, Arizona; Master of Arts, English, Duke University, Durham, North Carolina

Experience: Ms. Yee was a teaching assistant in the English department for four years at Duke University, in Durham, North Carolina.

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## Approvals

Contact Person \_\_\_\_\_

  
Janet L. May

Interim Chancellor \_\_\_\_\_

Dr. Suzanne L. Miles

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 15.3

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

#### **Recommendation:**

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

#### **Justification:**

Temporary employees, by practice and policy, are defined as employees who are assigned to work full-time, part-time or on an intermittent, as-needed basis for a specific period of time. With Board approval, these names will be added to the approved list of individuals to provide a pool of temporary employees for current and future temporary assignments, subject to continued satisfactory job performance and the needs of the College. When applicable, assignments are contingent upon candidates passing a criminal background check after offer has been made, accepted and before the first day of employment or addition to a pool.

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

#### **Barajas, Wilson**

Effective: 4/11/13

Duration: 2012-2013 Fiscal year

Hourly Rate: \$20.83

Education: Bachelor of Science, Physics, Master of Science, Physics, University of Illinois-Chicago, Chicago, Illinois

Experience: Mr. Barajas has one year experience as a teaching assistant for the University of Illinois-Chicago in Chicago, Illinois.

#### **Instructor**

Adult Education

CC

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

(Continued)

**Bird, Deborah****Instructor****EC**

Effective: 4/11/13

Upward Bound

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

Education: Bachelor of Science, Botany, Master of Arts, Agricultural Education, University of Arizona, Tucson, Arizona

Experience: Ms. Bird has ten years experience as adjunct faculty for Pima Community College.

**Booth, Norah****Instructor****EC**

Effective: 4/11/13

Upward Bound

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

Education: Bachelor of Arts, Journalism, Master of Arts, Journalism, University of Arizona, Tucson, Arizona

Experience: Ms. Booth has nine years experience as a teacher for Sunnyside Unified School District in Tucson, Arizona.

**Bunzira, Carlos****Instructional Aide****WC**

Effective: 4/11/13

Science, Technology, Engineering, and Mathematics

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$7.80

Education: Coursework, Pima Community College, Tucson, Arizona

Experience: Mr. Bunzira was interviewed and recommend by Mary Kay Gilliland, Academic Dean for Science, Technology, Engineering and Mathematics.

**Ferguson, James****Instructor****EC**

Effective: 4/11/13

Upward Bound

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

Education: Bachelor of Arts, Education, University of San Diego, San Diego, California; Master of Arts, Counseling, University of Phoenix, Tucson, Arizona

Experience: Mr. Ferguson has sixteen years experience as a teacher for Tucson Unified School District in Tucson, Arizona.



**Hruschka, Debra** **Instructor** **CC**  
 Effective: 4/11/13 Adult Education  
 Duration: 2012-2013 Fiscal year  
 Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
 Hourly Rate: \$20.83  
 Education: Bachelor of Arts, Early Childhood Education, University of Arizona, Tucson, Arizona; Master of Arts, Curriculum and Instruction, Chapman University, Orange, California  
 Experience: Ms. Hruschka has three years experience as an instructor for Pima County Adult Probation LEARN Lab and four years experience as an ABE/GED instructor for Pima Community College.

**Kontras, Katherine** **Instructor** **CC**  
 Effective: 4/11/13 Adult Education  
 Duration: 2012-2013 Fiscal year  
 Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
 Hourly Rate: \$20.83  
 Education: Bachelor of Science, Business Administration, University of Arizona, Tucson, Arizona; Master of Arts, Adult Education, Ohio State University, Columbia, Ohio  
 Experience: Ms. Kontras has seven years experience as a site coordinator and adult education instructor for Pima County Adult Probation LEARN Lab in Tucson, Arizona.

**Koughn, Joseph** **Laboratory Technician** **DV**  
 Effective: 4/11/13 Aviation  
 Duration: 2012-2013 Fiscal year  
 Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.  
 Hourly Rate: \$14.95  
 Education: Associate of Applied Science, Airframe Repair Technology, Bachelor of Science, Aviation Management, Southern Illinois University at Carbondale, Carbondale, Illinois  
 Experience: Mr. Koughn has two years experience as a maintenance instructor for Marana Aerospace Solutions in Marana, Arizona and two years experience as adjunct faculty for Pima Community College.

**Loevenguth, Annalisa** **Office Aide** **WC**  
 Effective: 4/11/13 Digital Arts Service Bureau  
 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. Loevenguth has one year experience as a Federal Work Study student aide for Pima Community College.







Hourly Rate: \$20.83

Education: Bachelor of Arts, Sociology, University of California at San Diego, La Jolla, California

Experience: Mr. Reineke has one year experience as an English for Speakers of Other Languages instructor for Pima Community College and two years experience as a bi-lingual specialist and instructor for Portland Public Schools in Portland, Oregon.

**Reitz, Rachel**

**Instructor**

**EC**

Effective: 4/11/13

Upward Bound

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

Education: Bachelor of Science, Therapeutic Recreation, Kent State University, Kent, Ohio; Master of Arts, Counseling and Rehabilitation, University of Arizona, Tucson, Arizona

Experience: Ms. Reitz has two years experience as an instructional specialist for Tucson Unified School District and four years experience as lead counselor for the Southern Arizona Association for the Visually Impaired in Tucson, Arizona.

**Rodriquez, Marco**

**Instructor**

**DV**

Effective: 4/11/13

Talent Search

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, History, Master of Arts, Marriage and Family Therapy, University of Arizona, Tucson, Arizona

Experience: Mr. Rodriquez has seven years experience as a teacher for Sunnyside Unified School District in Tucson, Arizona.

**Rojas, Dayanara**

**Laboratory Technician**

**NW**

Effective: 4/11/13

Science Laboratory

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$14.95

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

Experience: Ms. Rojas has one year experience as a research laboratory assistant for the University of Arizona in Tucson, Arizona.

**Sabb, Janet**

**Instructor**

**CC**

Effective: 4/11/13

Adult Education

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

(Continued)

Education: Bachelor of Science and Master of Science, Nutritional Sciences, University of Arizona; Master of Arts, English as a Second Language, University of Texas, Austin, Texas

Experience: Ms. Sabb has two years experience as an instructor for Austin Independent School District and three years experience as a teacher for Austin Waldorf School in Austin, Texas.

**Vanegas, Maria**

**Instructor**

**CC**

Effective: 4/11/13

Prep Academy

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, Latin American Studies, Hampshire College, Amherst, Massachusetts; Master of Science, Mathematics, University of Arizona, Tucson, Arizona; Doctor of Education, Curriculum and Instruction, New Mexico State University, Las Cruces, New Mexico

Experience: Ms. Vanegas has twenty seven years experience as a teacher for Tucson Unified School District in Tucson, Arizona.

**Wang, Enwei**

**Instructor**

**EC**

Effective: 4/11/13

Upward Bound

Duration: 2012-2013 Fiscal year

Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

Hourly Rate: \$20.83

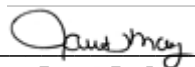
Education: Bachelor of Arts, French, Nanjing University, Hangzhou, China; Mater of Arts, Chinese Linguistics, University of Arizona, Tucson, Arizona

Experience: Mr. Wang has six years experience as adjunct faculty for Pima Community College.

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**Approvals**

Contact Person \_\_\_\_\_

  
Janet L. May

Interim Chancellor \_\_\_\_\_

Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 15.4

Item Title	Contact Person
Executive Administrator Contracts Fiscal Year 2013/14	Janet L. May, Vice Chancellor for Human Resources (206-4624)

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve the following executive administrators for an additional one fiscal year contract commencing July 1, 2013 and ending June 30, 2014. Under current Administrative Personnel Policy Statement individuals who are new to the College or who have not previously held an executive administrator position at the College. The Interim Chancellor also recommends the Board authorize the Chancellor, or designee, to sign the employment contracts for executive administrator personnel (other than the contract for the position of Chancellor) on behalf of the College District.

**Background:**

The College defines Executive Administrators as Chancellor, Executive Vice Chancellors, Vice Chancellors and Campus Presidents. The *Administrative Personnel Policy Statement*; Section VII. Executive Positions; C. Contracts for Executive Administrators indicates employment contracts for executive administrators other than the Chancellor will normally be for a two fiscal year period. Executive administrators new the College or who have not previously held an executive administrator position at the College will normally receive one year contracts.

The executive administrators hired in fiscal year 2012/2013 are currently on a one year contract, which ends on June 30, 2013. All other executive administrators are completing the first year of their multi-two year contract to end on June 30, 2014.

**Approvals**

Contact Person Janet L. May  
Janet L. May

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne Miles

(Continued)

**Issuance of New Contract for Fiscal Year 2013/2014**

Name: **Migler, Ph.D., Jerome R.**  
Job Title: Provost and Executive Vice Chancellor for Academic and Student Services  
Education: Doctorate, Education, University of Minnesota, Minneapolis/St. Paul, Minnesota; Master of Science, Agriculture Education, Bachelor of Science, Agriculture, North Dakota State University, Fargo, North Dakota  
Experience: Hired in July 2012 and currently serves in this role.

Name: **Ward, William**  
Job Title: Vice Chancellor for Facilities  
Education: Bachelor of Science, Career and Technical Education, Indiana State University; Associate of Arts, Business, St. Petersburg College  
Experience: Hired as Superintendent of Operations in August 2000. Reclassified to Vice Chancellor for Facilities in January 2013 and serves in this role.

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 15.5

Item Title	Contact Person
Contract: District-wide Security Access System	William Ward, Vice Chancellor for Facilities (206-2617)

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the award of contract in the amount of \$307,847.09 to Honeywell Building Solutions for the initial phase of a project to provide and install a District-wide Security Access System. The previously approved budget for all phases of the project is \$1,323,663.

**Justification:**

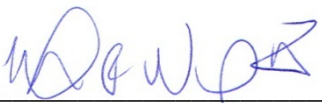
The College issued a Request for Proposal (RFP) for qualified firms to provide and install a District-wide Security Access System. A committee comprised of representatives from the various College Campuses, District Office, and Facilities Operations and Construction screened the proposals using a structured evaluation form and open discussion. The responding eight (8) firms were evaluated based on the Contractor’s experience and qualifications, product design, project methodology and structure, cost proposal, staff expertise and implementation, operational team, and references.

Purchasing and Facilities Operations and Construction personnel have reviewed the recommended bid and found it to be responsive and responsible and is recommending approval of Honeywell Building Solutions.

**Financial Considerations:**

The costs associated with this action are included with proposed capital outlay projects presented during the annual capital budget process.

**Approvals**

Contact Person   
William R. Ward, II

Chancellor \_\_\_\_\_  
Dr. Suzanne Miles

**PimaCountyCommunityCollegeDistrict**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 15.6

<b>Item Title</b>	<b>Contact Person</b>
Contract: Gas Cards	William Ward, Vice Chancellor for Facilities (206-2617)

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve an increase to the contract with Voyager Fleet Systems to provide gas cards and a gas card management system for the period July 1, 2012 through June 30, 2013. The contract costs will not exceed \$140,000 for fiscal year 2013.

**Justification:**

Voyager Fleet Systems provides gas cards for the purchase of gasoline for College Vehicles and a management system to track expenditures. Higher gas prices and increased College vehicle usage have contributed to the need for this increase. The College contracts with Voyager Fleet Systems through a state cooperative agreement.

**College Plan Initiative:**

Initiative 5: Enhance Operations

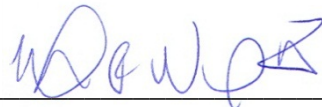
**Financial Considerations:**

The contract costs will not exceed \$140,000 for fiscal year 2013.

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**Approvals**

Contact Person \_\_\_\_\_



William R. Ward II

Interim Chancellor \_\_\_\_\_

Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 4/10/13

**Item Number:** 15.7

<b>Item Title</b>	<b>Contact Person</b>
BP-1501: Affirmative Action/Equal Employment Opportunity	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.

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**Approvals**

Contact Person \_\_\_\_\_  
  
Janet L. May

Interim Chancellor \_\_\_\_\_  
Dr. Suzanne Miles



## Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment)</b>
<i>Board Policy Number:</i>	BP-1501
<i>Adoption Date:</i>	11/18/92, 3/20/13
<i>Revision Date(s):</i>	3/8/95, 12/12/12
<i>Schedule for Review &amp; Update:</i>	Annually
<i>Unit Responsible for Review &amp; Update:</i>	Vice Chancellor for Human Resources / EEO-Affirmative Action Office
<i>Sponsoring Unit/Department:</i>	Vice Chancellor for Human Resources / EEO-Affirmative Action Office
<i>Motion Number:</i>	5318
<i>Legal Reference:</i>	Title VI & VII of the 1964 Civil Rights Act; Title IX of the Education Amendments of 1972; Executive Order 11246; Age Discrimination in Employment Act of 1975; Rehabilitation Act of 1973, Sections 503 & 504; Americans with Disabilities Act as Amended; Equal Pay Act of 1963; Arizona Civil Rights Act of 1965; Veterans Readjustment Act of 1974 as amended (VEVRA); Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
<i>Cross Reference:</i>	

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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.





# Pima County Community College District Board Policy

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

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

~~Board Policy Number: BP-1503~~

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

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

~~Schedule for Review and Update: Annually~~

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

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

~~Motion Number: 5936~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Pima County Community College District

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 15.9

Item Title	Contact Person
Intergovernmental Agreement: Pima Community College/Tucson Unified School District "Adopt-a-School" Partnership with Davis Bilingual Magnet School	Dr. Suzanne L. Miles, President, Community Campus (206-6577)

#### Recommendation:

The Chancellor recommends that the Board of Governors approve the Intergovernmental Agreement between the Tucson Unified School District and Pima Community College to establish an "Adopt-a-School" partnership with Davis Bilingual Magnet School, effective May 15, 2013 through June 30, 2015.

#### Justification:

Pima County Community College Community Campus and Davis Bilingual Magnet School agree to pursue a partnership to provide activities such as tutoring in reading, writing and mathematics; mentoring; activities for parents and other activities that support student success and promote planning for and attending college. The Davis Bilingual Magnet School has 315 students from K-5, most of whom come from families who do not have a college education.

#### College Plan Initiative:


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

#### Financial Considerations:

There are no additional funds associated with this action.

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#### Approvals

Interim Chancellor   
Dr. Suzanne L. Miles

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date: 4/10/13**

**Item Number: 16**

Item Title	Contact Person
Personnel Policy Statement for College Employees and Administrative Personnel Policy Statement 2013/2014 Fiscal Year	Janet L. May, Vice Chancellor for Human Resources (206-4624)

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve the attached changes to the 2013/2014 Personnel Policy Statement for College Employees and Administrative Personnel Policy Statement to change the contract term for Executive Administrators from two fiscal year contracts to single fiscal year contracts effective July 1, 2013. The current contracts in effect for executive administrators will remain in place until June 30, 2014.

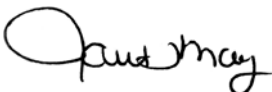
**Justification:**

In order to maintain continuity of qualified executive administrators, the Board of Governors approved contracts for up to two fiscal years in February 2012. Although Arizona Revised Statute 15-4444(6) allows for multi-year contracts for Vice Chancellors and Presidents, no other community college in Arizona has mutli-year contracts for these types of executive administrators outside of the highest ranking executive administrator within their organization.

**Financial Considerations:**

This change will not impact the anticipated annual personnel salary or fringe benefit costs.

**Approvals**

Contact Person   
 \_\_\_\_\_  
 Janet L. May

Interim Chancellor \_\_\_\_\_  
 Dr. Suzanne L. Miles



**Personnel Policy Statement for College Employees  
Proposed Change for 2013/2014**

**Miscellaneous**

All policy statement will be re-lettered or re-numbered as necessary to incorporate approved changes.

**Section II. Employment**

**1.a. Modify Language**

- Strike language indicating executive administrator contracts may be for two fiscal years and modify language to indicate administrator and executive administrator contracts will not exceed one fiscal year

**Administrative Personnel Policy Statement  
Proposed Changes for 2013/2014**

**Miscellaneous**

All policy statements will be re-lettered or re-numbered as necessary to incorporate approved changes.

**Section II. Employment**

**D.1. Modify Language**

- Modify language to indicate an administrator and/or executive administrator (other than the position of Chancellor) will be offered a new contract for the ensuing fiscal year unless he/she is otherwise notified in writing on or before February 15
  - Currently administrators must be notified by April 1 and executive administrators by February 15

**Section VII. Executive Administrator Positions**

**B. Modify Language**

- Modify language to indicate the procedures for employing and the contract term for Chancellor shall be determined by the Governing Board; procedures for employing all other executive personnel shall be established by the Chancellor.

**C. Strike Language and Section**

- ~~The term of contracts offered to executive administrators will in most cases be for two (2) fiscal years. (The two year term will not impact or overlap the portion of the fiscal year that remains when new contract offers are made.) Contract terms may be for a shorter time period in some circumstances including, but not limited to, employees holding acting or interim assignments and employees who are new to the College or who have not previously held an executive administrator position at the College.~~

- ~~Executive administrators new to the College or who have not previously held an executive position will normally receive a one year contract and will serve that year in a probationary status. The Chancellor has the discretion to shorten or extend the probationary period.~~
- ~~Decisions not to offer a new contract or to extend an existing two year contract may not be grieved.~~
- ~~Clarify that contracts are not automatically extended by absence of Governing Board action.~~
- ~~Add language to state that failure to provide a timely acceptance by signing and returning the contract will be deemed a rejection of the offer.~~

**E.1. Modify language**

- Modify the language to indicate the salary range for executive positions other than Chancellor is based on range E92 of the administrator salary schedule
  - Currently reads range E92 and E93. Range E93 was eliminated at the beginning of fiscal year 2012/2013

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 17

<b>Item Title</b>	<b>Contact Person</b>
Fiscal Year 2013-14 Employee Salary Increases	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

#### **Recommendation:**

The Interim Chancellor recommends the Board of Governors approve employee salary increases to be included in the proposed budget for fiscal year 2013-14. Following is an overview and summaries of three proposed employee salary increase scenarios, not in priority order:

1. A 2.5 percent increase to each of the regular employee groups: faculty, exempt, non-exempt, and administrators.
2. A 2.0 percent increase to each of the regular employee groups: faculty, exempt, non-exempt, and administrators which would provide approximately \$400,000 for other priorities.
3. An increase in which each of the employee groups are provided different pool increases based upon a calculation that includes a component based on the proportion of the salary pool and a component based on the proportion of total employees.

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

#### **Justification:**

In the last few months, the Board of Governors has been presented with a series of budget parameters, including estimated increases for: Arizona State Retirement System contributions; employee health benefits; contractual obligations; and a preliminary salary pool increase. The Board has indicated a desire to target employee salary increases in the range of 1 to 3 percent while keeping tuition increases to a minimum and an expectation that state funding will decrease slightly.

Employee benefits and personnel costs will be rising for fiscal year 2013-14. Specifically, Arizona State Retirement System contribution rates will be increasing 0.40 percent and certain employee health benefits costs including some premiums, deductibles, and co-pays will also be increasing moderately next fiscal year. In addition, the Consumer Price Index for All Urban Consumers increased 2.0 percent over the last 12 months, indicating the impact of inflation on our employees.

(Continued)

Historically, the employee groups have provided guidance if Board approved salary pool increases will first fund step increases with any remaining funds being applied to an overall lift to the salary schedules, or if just an overall lift to the salary schedules will be applied.

Step increases in the College’s salary structure for exempt and non-exempt staff represent 2.5 percent salary and wage increases, and step increases for administrators represent 2.4 percent salary increases. Step increases for full-time faculty are fixed dollar amounts. Step increases for twelve month faculty are \$2,844, step increases for nine month faculty are \$2,174, and step increases for nine month nursing faculty are \$2,846.

Because steps must be earned, the amount of salary pool used to fund steps varies by employee group based upon the percent of employees who completed a step plan and the amount that the cumulative steps cost in the employee group. We are estimating that a step represents approximately a 1 percent pool increase for the non-exempt employee pool, approximately a 1.6 percent for the exempt pool, approximately 2 percent for the administrator pool and approximately 3 percent for faculty. In other words, the pool increase for faculty would have to be 3 percent to cover the expected steps.

The approximate cost to the College’s General Fund for salary increases may be summarized as follows:

<u>Employee Group</u>	<u>Cost of 1 percent increase</u>
Faculty, Full Time	\$282,000
Staff Non-exempt	\$254,000
Staff Exempt	\$199,000
Administrators	\$79,000
Total	\$814,000

	<u>Salary Pool Percent Increase</u>	<u>Cost of Increase</u>
General Fund Full Time Faculty,	1.0%	\$814,000
Staff (Exempt and Non-exempt),	2.0%	\$1,628,000
Administrators	2.5%	\$2,035,000
	3.0%	\$2,442,000

Decreasing the salary pool increase for all employees 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.

**Option 1:**

A 2.5 percent increase to all regular employee groups: faculty, exempt, non-exempt, and administrators would cost approximately \$2 million. This increase would assist employees with paying for rising Arizona State Retirement System contributions, certain employee health benefits costs, and the overall increase in inflation. It would be sufficient to cover step increases in each group except faculty.



# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 18

Item Title	Contact Person
Capital Budget Plan for Fiscal Years 2014 and 2015	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

#### **Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the attached list of capital projects for fiscal years 2014 and 2015. In total, the budget includes \$14.8 million for projects in fiscal year 2014 and \$7.4 million in fiscal year 2015.

#### **Justification:**

The capital budget process identifies equipment replacement and facility projects greater than \$2,500 that meet the needs and serve the mission of the College. Campuses and District Office units submit capital requests for their areas, prioritize their requests, and identify potential funding sources. A workgroup consisting primarily of the Presidents, Executive Vice Chancellors, and Vice Chancellors subsequently review and prioritize the projects to ensure safety of facilities and equipment, meet accreditation requirements, maintain standards of operation, upgrade antiquated facilities and technologies, and meet College Plan objectives.

The estimated funds available for each year determine the final list of recommended projects. Attached is a summary page showing the recommended projects categorized by funding source, project category, and originating campus or unit. Following the summary is a detail list of the recommended projects with the projected costs for each of the two fiscal years.

There remains some possibility that in fiscal year 2014 the State will appropriate funding for STEM and Workforce programs. If the College receives such funding, we will review the list of proposed fiscal year 2015 projects that are funded by proposition 301 dollars and we will submit another Board report to request approval to complete these projects in fiscal year 2014.

#### **College Plan Initiative:**

College Plan 2011-2013 Initiatives 1-5 are all supported by this action item.

#### **Financial Considerations:**

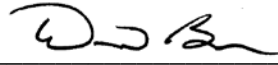
See attached Capital Budget detail for project costs and funding sources.

(Continued)

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**Approvals**

Contact Person \_\_\_\_\_



Dr. David Bea

Interim Chancellor \_\_\_\_\_

Dr. Suzanne L. Miles

Pima County Community College District  
 Capital Budget Proposal for Fiscal Years 2014 and 2015  
 Summary by Funding Source, by Category, and by Unit

	<u>Proposed Fiscal Year 2014</u>	<u>Proposed Fiscal Year 2015</u>	<u>Two Year Total</u>
<b>Funding Source</b>			
Capital Funds	\$ 10,795,077	\$ 5,235,056	\$ 16,030,133
Proposition 301	2,224,541	1,976,707	4,201,248
Grant	251,680	52,000	303,680
Contract	32,000	-	32,000
Auxiliary	125,000	125,000	250,000
Technology Fee	1,400,000	-	1,400,000
Total	<u>\$ 14,828,298</u>	<u>\$ 7,388,763</u>	<u>\$ 22,217,061</u>

<b>Category</b>			
Safety/Code	\$ 2,013,462	\$ 839,000	\$ 2,852,462
Life Cycle	9,573,537	3,775,735	13,349,272
Program Accreditation	999,500	549,300	1,548,800
Deferred Maintenance	200,000	66,000	266,000
Obsolete Equipment	438,892	195,906	634,798
College Plan	1,602,907	1,962,822	3,565,729
Total	<u>\$ 14,828,298</u>	<u>\$ 7,388,763</u>	<u>\$ 22,217,061</u>

**Responsible Unit**

**Campus**

Community Campus (CC)	\$ 807,005	\$ 129,741	\$ 936,746
Downtown Campus (DC)	504,956	98,000	602,956
Desert Vista Campus (DV)	1,449,642	1,627,000	3,076,642
East Campus (EC)	808,440	227,292	1,035,732
Northwest Campus (NW)	726,797	769,587	1,496,384
West Campus (WC)	439,500	404,400	843,900

**District Office/College Wide Projects**

Administration (AD)	415,420	295,000	710,420
College Wide Projects (CW)	3,380,000	1,050,000	4,430,000
Human Resources (HR)	90,000	60,000	150,000
Information Technology (IT)	5,999,251	2,618,770	8,618,021
Provost's Areas (PR)	207,287	108,973	316,260
Total	<u>\$ 14,828,298</u>	<u>\$ 7,388,763</u>	<u>\$ 22,217,061</u>



Pima County Community College District  
 Capital Budget Proposal for Fiscal Years 2014 and 2015  
 Recommended Projects Detail

#	Unit	Project Title	Proposed		Two Year		Funding Source	Category
			FY 2014	FY 2015	Total			
1	IT	Academic Technology Allocation	\$ 1,400,000		\$ 1,400,000	Technology Fee	Life Cycle	
2	IT	Administrative Technology Allocation	1,383,460	1,000,000	2,383,460	Capital Funds	Life Cycle	
3	IT	Data Center Equipment Replacement	1,015,566	770,000	1,785,566	Capital Funds	Life Cycle	
4	IT	Network Equipment Replacement	898,000	778,000	1,676,000	Capital Funds	Life Cycle	
5	IT	Academic Technology Allocation - Prop 301	880,000		880,000	Proposition 301	Life Cycle	
6	NW	STEM New Building Instructional Equipment/Supplies	549,000	449,000	998,000	Capital Funds	Program Accreditation	
7	EC	Expand art department instructional space	390,475		390,475	Capital Funds	College Plan	
8	IT	Academic Technology Allocation	359,625		359,625	Capital Funds	Life Cycle	
9	CC	El Pueblo Liberty Office Renovation	324,188		324,188	Capital Funds	Life Cycle	
10	DV	Nursing Instructor Relocatable Offices	321,000		321,000	Proposition 301	Program Accreditation	
11	DV	Remodel space to create larger Community Room	305,500		305,500	Capital Funds	Safety/Code	
12	CW	Locks & Security Repair/Replace/Upgrade	300,000	350,000	650,000	Capital Funds	Life Cycle	
13	CW	Restrooms, Locker Rooms & Showers Upgrades	300,000		300,000	Capital Funds	Life Cycle	
14	CW	Parking Lot Paving & Striping	300,000		300,000	Capital Funds	Life Cycle	
15	CW	Roof Maintenance	250,000		250,000	Capital Funds	Life Cycle	
16	CW	HVAC Improvements	225,000		225,000	Capital Funds	Life Cycle	
17	DV	Aviation Technology Center Office Space Remodel	225,000		225,000	Proposition 301	Safety/Code	
18	CW	ADA Facility Audit and Improvements	200,000	250,000	450,000	Capital Funds	Safety/Code	
19	CW	Utilities Infrastructure Upgrades	200,000		200,000	Capital Funds	Life Cycle	
20	CW	Flooring Replacement	200,000		200,000	Capital Funds	Life Cycle	
21	CW	Window, Door and Hardware Replacement	200,000		200,000	Capital Funds	Deferred Maintenance	
22	CW	College Wide Facilities Master Plan	200,000		200,000	Capital Funds	College Plan	
23	DV	Science Classroom Remodel - Phase II	191,200		191,200	Capital Funds	College Plan	
24	CW	Lighting & Power Modifications	165,000		165,000	Capital Funds	Safety/Code	
25	EC	Nuclear Magnetic Resonance Instrument	160,000		160,000	Capital Funds	Life Cycle	
26	CW	Correction of Fire/Safety Discrepancies	150,000	125,000	275,000	Capital Funds	Safety/Code	
27	AD	MS Laptop Computers & Software for DPS vehicles	149,280		149,280	Grant	Safety/Code	
28	CW	Landscape Stabilization/Repair	125,000		125,000	Capital Funds	Safety/Code	
29	CW	Building Painting & Repair	125,000		125,000	Capital Funds	Life Cycle	
30	CW	Safety Railings, Gates & Fences	115,000		115,000	Capital Funds	Safety/Code	
31	EC	Minor Remodel of E7-704	108,479		108,479	Capital Funds	Life Cycle	
32	DC	Correct Safety Deficiencies - Biology Learning Ctr	102,500		102,500	Capital Funds	Safety/Code	
33	AD	MS College Fleet Vehicle and Equipment Replacement	100,000	150,000	250,000	Capital Funds	Life Cycle	
34	CW	Electrical Switchgear Inspect/Repair/Replace	100,000	150,000	250,000	Capital Funds	Life Cycle	
35	AD	MS Police Patrol Vehicle Replacement	100,000	120,000	220,000	Capital Funds	Life Cycle	
36	PR	Replacement of Course Survey system	100,000		100,000	Capital Funds	Obsolete Equipment	
37	WC	CAD/CAM Dental Milling System	100,000		100,000	Proposition 301	College Plan	
38	HR	Electronic Document Imaging and Retention System	90,000	60,000	150,000	Capital Funds	College Plan	
39	DC	Increase space for Veterans Center in Student Life Area	77,000		77,000	Capital Funds	Life Cycle	
40	CW	Replace obsolete food service equipment	75,000	75,000	150,000	Auxiliary	Obsolete Equipment	
41	DC	Roof/Shade structure for ST Building	75,000		75,000	Proposition 301	Safety/Code	
42	CC	Remodel Training/Meeting Room A280A	71,874		71,874	Capital Funds	Life Cycle	
43	IT	IT Office reconfigure	62,600		62,600	Capital Funds	Safety/Code	
44	CC	Remodel campus entrance to create student welcome area	62,416		62,416	Capital Funds	Life Cycle	
45	WC	Bridge Seating and Study Areas	60,000	25,000	85,000	Capital Funds	College Plan	
46	DV	CTD Student Services Center Relocation	57,000		57,000	Proposition 301	College Plan	
47	DC	Convert classrooms to Computer labs	56,000	28,000	84,000	Capital Funds	Life Cycle	
48	PR	New Filing System and Room for Faculty Certification	56,000		56,000	Capital Funds	Life Cycle	
49	CC	Field & Post Production Video Unit	53,600		53,600	Capital Funds	Life Cycle	
50	NW	Smartboards and Short-throw projectors for Classrooms	53,000	52,000	105,000	Grant	College Plan	
51	WC	Library Seating and Study Spaces	50,600	25,300	75,900	Capital Funds	College Plan	
52	CW	Improvements to Food Service Facilities	50,000	50,000	100,000	Auxiliary	Life Cycle	
53	CW	Repair/Replace Sidewalks/Walkways/Stairways	50,000	50,000	100,000	Capital Funds	Safety/Code	
54	CW	Facility Signage & Directories	50,000		50,000	Capital Funds	Safety/Code	
55	DV	Campus Storage Building	50,000		50,000	Capital Funds	Safety/Code	
56	EC	Student Life Workstations & Office Furniture	49,300		49,300	Capital Funds	Obsolete Equipment	
57	DV	Aviation 30 foot Scissor Lift	45,000		45,000	Proposition 301	Safety/Code	
58	NW	Interactive Multitouch Tables for Commons	44,400		44,400	Grant	College Plan	
59	DV	Expand Faculty Offices and storage space	43,300		43,300	Capital Funds	College Plan	
60	EC	Business Office & DSR Furniture & Equipment	42,000		42,000	Capital Funds	Obsolete Equipment	
61	AD	MS DPS Taser Replacement	40,340		40,340	Capital Funds	Safety/Code	
62	DC	Improve entrance and access to CO 137	40,000		40,000	Capital Funds	Life Cycle	
63	WC	STEM Admin. Area Remodel	40,000		40,000	Capital Funds	College Plan	
64	NW	STEM HRM Property Management Systems	39,547		39,547	Proposition 301	Program Accreditation	

Pima County Community College District  
 Capital Budget Proposal for Fiscal Years 2014 and 2015  
 Recommended Projects Detail

#	Unit	Project Title	Proposed		Two Year		Funding Source	Category
			FY 2014	FY 2015	Total			
65	CC	Fire Science Safety Gear	37,000		37,000	Proposition 301	Safety/Code	
66	PR	Library Equipment replacement	34,073		34,073	Capital Funds	Obsolete Equipment	
67	DV	Tear-down Engine for Aviation program	33,500		33,500	Proposition 301	Program Accreditation	
68	EC	Classroom Tables	33,200		33,200	Capital Funds	Obsolete Equipment	
69	DC	3D inspection and measuring tool	33,173		33,173	Proposition 301	College Plan	
70	DV	Replacement Chairs for Writing Classroom	32,400		32,400	Capital Funds	Life Cycle	
71	DC	Automotive Four Wheel Alignment System	30,578		30,578	Proposition 301	Life Cycle	
72	CC	Equipment for new GED computer-based testing Hub	30,450		30,450	Capital Funds	College Plan	
73	CC	Ambulance Simulator	30,000		30,000	Proposition 301	Program Accreditation	
74	CC	29th Street Coalition Center outdoor learning areas	30,000		30,000	Capital Funds	Life Cycle	
75	DV	Surgical Instrumentation for Surgical Tech. program	30,000		30,000	Proposition 301	Program Accreditation	
76	DV	Replacement Classroom Tables	30,000		30,000	Capital Funds	Life Cycle	
77	DV	Aviation 20 foot Scissor Lifts	28,500		28,500	Proposition 301	Life Cycle	
78	CC	Replacement Instructor and Classroom Furniture	27,000		27,000	Capital Funds	Obsolete Equipment	
79	CC	Technology and Audience Response System for Classrooms	26,960		26,960	Proposition 301	College Plan	
80	WC	Dental Scanner with Software	25,000		25,000	Proposition 301	College Plan	
81	WC	Musician Chairs	25,000		25,000	Capital Funds	Life Cycle	
82	CC	Classroom Equipment Renovation	22,746		22,746	Proposition 301	Life Cycle	
83	CC	Equipment for new GED computer-based test	22,300		22,300	Proposition 301	Obsolete Equipment	
84	CC	Short-throw Projectors w/integrated white boards	22,000		22,000	Capital Funds	Life Cycle	
85	WC	Roll Pit Cover for Center for the Arts	22,000		22,000	Contract	Life Cycle	
86	DC	AC/DC TIG Welder	21,000	22,500	43,500	Proposition 301	Life Cycle	
87	WC	Laser Welding System	21,000		21,000	Proposition 301	Program Accreditation	
88	AD	MS Waste Handling, Diversion & Processing Center	20,000		20,000	Capital Funds	Safety/Code	
89	DC	Technology Replacement for Amethyst Room	20,000		20,000	Capital Funds	Life Cycle	
90	NW	Replacement Chairs	20,000		20,000	Capital Funds	Obsolete Equipment	
91	PR	Scanning Hardware and Software for Nursing Survey	17,214		17,214	Capital Funds	Life Cycle	
92	DC	Microscopes for Biology Learning Center	17,033		17,033	Capital Funds	Obsolete Equipment	
93	EC	Biology and Learning Center Anatomy Models	16,550		16,550	Capital Funds	Life Cycle	
94	WC	Gas Chromatograph for Chemistry	16,100		16,100	Capital Funds	College Plan	
95	DV	Fitness Center Equipment Replacement	15,842		15,842	Capital Funds	Safety/Code	
96	DV	Science Fume Hood	15,400		15,400	Capital Funds	Safety/Code	
97	CC	Renovation for new GED computer-based testing area	15,000		15,000	Proposition 301	Safety/Code	
98	DV	Aviation Aircraft Carburetors	15,000		15,000	Proposition 301	Program Accreditation	
99	WC	Chamber Sterilizer Autoclave for Dental Studies	15,000		15,000	Proposition 301	College Plan	
100	WC	Cassette Sterilizers	15,000		15,000	Proposition 301	College Plan	
101	WC	Spray Booth for Ceramics	15,000		15,000	Capital Funds	Life Cycle	
102	DC	Portable Cutting Machine, Torch, and Torch Rack	12,000	7,500	19,500	Proposition 301	Life Cycle	
103	CC	Computer Training and Lab Chairs	12,000		12,000	Capital Funds	Life Cycle	
104	WC	Anatomical Models for Biology	12,000		12,000	Capital Funds	College Plan	
105	CC	Law Enforcement Academy Training Equipment	11,471		11,471	Proposition 301	College Plan	
106	DV	Art Kiln	11,000		11,000	Capital Funds	College Plan	
107	WC	Calendar software for Center for the Arts	10,000		10,000	Contract	College Plan	
108	NW	STEM HRM Software	8,625		8,625	Proposition 301	College Plan	
109	EC	Chemistry Models	8,436		8,436	Capital Funds	Obsolete Equipment	
110	DC	Anatomical models and body parts for Biology program	8,331		8,331	Capital Funds	College Plan	
111	CC	Short-throw projectors for Centers	8,000		8,000	Proposition 301	Life Cycle	
112	DC	Automatic Transmissions for Automotive Program	7,928		7,928	Proposition 301	Life Cycle	
113	WC	Smart Phones for CIS	7,800		7,800	Proposition 301	College Plan	
114	NW	Retrofit table legs	7,475		7,475	Capital Funds	College Plan	
115	AD	MS Automotive Diagnostic Scan Tool	5,800		5,800	Capital Funds	Obsolete Equipment	
116	WC	Inverted Microscope for Biology	5,000		5,000	Grant	College Plan	
117	NW	Replacement Whiteboards	4,750		4,750	Capital Funds	Obsolete Equipment	
118	DC	Replacement Chairs for CAD Labs	4,413		4,413	Proposition 301	Life Cycle	
119	DV	Aviation Classroom and Lab Addition		950,000	950,000	Proposition 301	College Plan	
120	DV	Aviation North Canopy		342,000	342,000	Proposition 301	Safety/Code	
121	NW	Renovate Assessment & Testing Center		205,900	205,900	Capital Funds	College Plan	
122	PR	Curriculum Service Remodel		83,973	83,973	Capital Funds	College Plan	
123	CC	El Rio Furniture Replacement		78,520	78,520	Proposition 301	Life Cycle	
124	DV	Aviation 40' Boom Lift		72,000	72,000	Proposition 301	Safety/Code	
125	DV	Library Furniture		72,000	72,000	Capital Funds	Life Cycle	
126	IT	Renovate/Remodel IT workspace		70,770	70,770	Capital Funds	College Plan	
127	DV	Instructional Ramada & Water Harvesting System		66,000	66,000	Proposition 301	Deferred Maintenance	
128	EC	Replace Furniture in Library Quiet Area		60,062	60,062	Capital Funds	College Plan	

Pima County Community College District  
 Capital Budget Proposal for Fiscal Years 2014 and 2015  
 Recommended Projects Detail

#	Unit	Project Title	Proposed		Total	Funding Source	Category
			FY 2014	FY 2015			
129	NW	Library Furniture-tables & chairs		53,600	53,600	Capital Funds	College Plan
130	WC	Replacement Classroom Furniture		50,000	50,000	Capital Funds	Obsolete Equipment
131	EC	Shade Structure		50,000	50,000	Capital Funds	College Plan
132	WC	Drawing/Printing/Animation Tools for Digital Arts		49,000	49,000	Proposition 301	College Plan
133	WC	Dental X-ray System		48,000	48,000	Proposition 301	College Plan
134	EC	Furniture for East Campus Tutoring Center		44,330	44,330	Capital Funds	College Plan
135	CC	Projector & Sound System for Auditorium in 29th Street CC		41,215	41,215	Capital Funds	Life Cycle
136	DC	Classroom Furniture Replacement		40,000	40,000	Capital Funds	Life Cycle
137	EC	Outdoor student meeting area expansion		40,000	40,000	Capital Funds	College Plan
138	WC	Scanner/Printer/Viewer for Digital Arts		40,000	40,000	Proposition 301	Obsolete Equipment
139	WC	Dental Operatory Lights		35,000	35,000	Proposition 301	College Plan
140	WC	Dental Air Compressor		35,000	35,000	Proposition 301	Life Cycle
141	EC	Computer Classroom for Math Emporium		32,900	32,900	Capital Funds	College Plan
142	DV	Nursing Classroom Chairs		30,000	30,000	Proposition 301	Life Cycle
143	WC	Tablets for Digital Arts		27,500	27,500	Proposition 301	College Plan
144	AD	DO Mail Room Remodel		25,000	25,000	Capital Funds	College Plan
145	PR	Institutional Research Conference Room Remodel		25,000	25,000	Capital Funds	Life Cycle
146	WC	Dental Studies Intraoral Imaging System		17,300	17,300	Proposition 301	Program Accreditation
147	WC	Textile Printer for Digital Arts		15,400	15,400	Proposition 301	College Plan
148	DV	CTD Culinary Refrigerated Cook Stand		15,000	15,000	Proposition 301	Program Accreditation
149	DV	CTD Culinary Salad Bar Island Station		15,000	15,000	Proposition 301	Program Accreditation
150	WC	Reupholster Dental Clinic Patient Chairs		14,000	14,000	Proposition 301	Life Cycle
151	WC	Dental Vacuum Unit		14,000	14,000	Proposition 301	Life Cycle
152	DV	Culinary High Powered Blenders		12,000	12,000	Proposition 301	Obsolete Equipment
153	DV	CTD Culinary Bakery Display Case		11,000	11,000	Proposition 301	Program Accreditation
154	CC	Shade structures for Court Yard		10,006	10,006	Capital Funds	Obsolete Equipment
155	DV	Surgical Technology Laparoscopy Tower		10,000	10,000	Proposition 301	Program Accreditation
156	DV	Renovation to create non-destructive inspection lab.		10,000	10,000	Proposition 301	Program Accreditation
157	NW	TMA Human Anatomy Figure Model		9,087	9,087	Proposition 301	College Plan
158	WC	24 inch Printer for Digital Arts		8,900	8,900	Proposition 301	Obsolete Equipment
159	DV	Health Sciences Lab Bladder Scanner		8,000	8,000	Proposition 301	Program Accreditation
160	DV	Nursing Lab Training Headwall		7,000	7,000	Proposition 301	Program Accreditation
161	DV	Surgical Technology Autoclave		7,000	7,000	Proposition 301	Program Accreditation
<b>Total</b>			<b>\$ 14,828,298</b>	<b>\$ 7,388,763</b>	<b>\$ 22,217,061</b>		

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 19

<u>Item Title</u>	<u>Contact Person</u>
Contracts: Legal Services for Fiscal Year 2013-2014	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

#### **Recommendation:**

The Interim Chancellor recommends the Board of Governors approve contracts for legal services with three Arizona law firms for fiscal year 2013-14. Through these contracts, legal services would be provided to the College on an as needed basis. Total annual expenditures for the combined work are anticipated to be less than \$200,000, as outside legal services will only be utilized to supplement and support the District's in-house General Counsel.

#### Firm

#### Primary Contact

DeConcini McDonald Yetwin & Lacy, P.C.

Lisa Anne Smith, Managing Shareholder

Gust Rosenfeld P.L.C.

Timothy Stratton, Partner

Udall Shumway PLC

Denise Lowell-Britt, Partner

#### **Justification:**

In the absence of an internal legal resource, the District has utilized outside counsel in recent years to address legal concerns that have arisen in all areas of College operations. In January of 2013, the College hired an experienced General Counsel to lead and coordinate the District's legal affairs. However, the College anticipates some need for additional external legal expertise for specialized needs or if quantity of work exceeds the capacity of the General Counsel.

The District issued a Request for Proposals (RFP) to law firms licensed to do business in the State of Arizona with specific expertise in certain key areas of higher education legal advice. The RFP specified service level expectations for all aspects of routine operations as well as Board governance issues. A five-person evaluation committee carefully considered and rated the eight submitted proposals on a set of five specific criteria, which included: Firm and staff experience and qualifications; case management practices; financial proposal; references; and billing process and statement format. The committee has agreed that the District's interests would be best served by engaging in three-year, annually renewable contracts with three separate firms to meet the anticipated needs of the Board of Governors and the College. A multiple-provider approach is recommended to maintain competitive billing and provide options for prevention of possible conflict of interest situations during the contract period.

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**College Plan Initiative:**

Initiative 5: Enhance operations

Strategy 5.9 – Enhance operations to increase effectiveness and reduce costs.

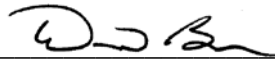
**Financial Considerations:**

The total annual expenditures for all three contracts is expected to be less than \$200,000. These contracts will be utilized to supplement and support the District's in-house General Counsel.

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**Approvals**

Contact Person



Dr. David Bea

Interim Chancellor

Dr. Suzanne L. Miles

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 20

Item Title	Contact Person
State Match Funding for Adult Education	Office of the Chancellor (206-4747)

#### Recommendation:

The Interim Chancellor recommends that a letter be sent to the Arizona Legislature from the Board of Governors expressing strong support for the state to provide the required match funds for the FY2014 Adult Education program to allow the state to access \$12.5 million in federal funds.

#### Justification:

In Arizona where more than 800,000 adults lack a high school diploma, Adult Education is a pathway for these individuals who seek to better their lives to enter into immediate employment, job training and or pursue higher education as well as filling workforce needs of our community.

The Adult Education system in Arizona is composed of 25 distinct programs statewide with Pima and Maricopa being two of the largest programs in the state. The system requires a \$4.5 million match funds to allow the state to access \$12.5 million in federal funds. Over the past five years however, the \$4.5 million state appropriation that funds this program has been reduced and then eliminated. It is the intent of the letter from the Board of Governors to encourage the legislature to provide the needed match funds this FY2014 to prevent any further reductions in service of this program.

#### College Plan Initiative:

Initiative 4: Expand Educational and Workforce Opportunities

Strategy 4.2 – Strengthen community partnerships for student career readiness.

#### Financial Considerations:

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

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#### Approvals

Interim Chancellor

  
Dr. Suzanne L. Miles

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 4/10/13

**Item Number:** 21

<b>Item Title</b>	<b>Contact Person</b>
Purchase Order Change Request: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona	Dr. Suzanne Miles, President, Community Campus (206-6577)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors approve the Community Campus purchase order change request, raising the purchase order for Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona, from \$50,000 to \$200,000. The purchase order increase continues a program the College has conducted since February, 2013 to provide technical training for employers identified by the Pima County One Stop. The purchase order will run from April 11, 2013 through June 30, 2013.

#### **Justification:**

The Pima County One Stop, using funding provided by a U. S. Department of Labor \$1,318,362 Southern Arizona Technical Career Pathways Grant, and authority under the Pima County Community College District and Pima County Intergovernmental Agreement, requests that PCC's Workforce and Business Development Division offer a program of noncredit classes for incumbent workers of employers approved for training by the One Stop. The grant requires that all training be administered by a regionally accredited institution of higher learning.

Roughton Investments Inc., DBA New Horizons Learning Centers of Arizona has been approved as a One Stop training provider by the State of Arizona, through the Arizona Workforce Connection system. New Horizons is the only local provider of the required technical training offered in a short term, accelerated, classroom based delivery, a format and timeline most convenient for incumbent workers and not offered by the College. The One Stop pays the College a fee to organize, manage and deliver the training, and the College issues a purchase order to the approved training provider to conduct the training. In addition, this vendor has met the requirements of a noncompetitive purchase request, due to the following:

- Vendor is requested by the One Stop and required by the grant
- Uniqueness or exclusive capability to offer the required training locally
- Compatibility or continuity with existing items or services
- Vendor was selected after testing and evaluation, as an approved training provider to prepare students for industry standard certification exams

The target employers are in the aerospace/defense and high-technology sectors. Typical trainings include information security, certified ethical hacking, and vendor-specific computer

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networking. The goals of the grant are to include at least 20 companies in the trainings, to train at least 200 participant incumbent workers, and have at least 180 of them complete a course of instruction that leads to a credential. The credentials obtained by completing instruction offered by New Horizons include A+ Certification, Certified Ethical Hacker, Interconnecting Cisco Networking Devices, Security +, VMware Sphere and Windows Server Network.

**College Plan Initiative:**

These purchase order activities support the 2011-2013 College Plan Initiative 4, "Expand Educational and Workforce Opportunities," Strategy 4.1, "Improve our workforce through career readiness," item 4.1.2, "Develop, expand and implement options designed to prepare students with career-focused skills," and item 4.1.5, "Meet with business and industry to better understand future job needs." They also support Strategy 4.2, "Strengthen community partnerships for student career readiness" and Strategy 4.5, "Design new partnerships."

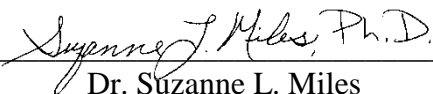
**Financial Considerations:**

The purchase order limit is requested to be raised to \$200,000.00. If approved, this will allow the College to partner with the One Stop and New Horizons to help meet the goals of the Southern Arizona Technical Career Pathways Grant. The College will invoice Pima County for all expenses incurred for the requested training.

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

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**Approvals**

Interim Chancellor   
Dr. Suzanne L. Miles