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

    - 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.

    - 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 Biology; Evart 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 Rodriguez, 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.

   - 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.

* 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
- 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
**Meeting Date:** 4/10/13  
**Item Number:** 10

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
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| Financial Report – February 2013 Financial Statements | Dr. David Bea  
Executive Vice Chancellor for  
Finance and Administration  
(206-4519) |

**Recommendation:**

Attached are the financial statements showing preliminary 2012/13 fiscal year results through February 2013. Time will be provided to discuss College fiscal matters.

**Justification:**

Pima Community College is continuing the year largely as expected, with positive net assets reported through the end of February. As indicated in the *Statement of Revenues, Expenses, and Changes in Net Assets*, the year-to-date increase in net assets through month end is approximately $8.3 million, a change from the previous year’s gain of $13.5 million. The decrease is primarily due to a $3 million decrease in tuition revenue and a $3.5 million increase in institutional support expenses.

In terms of operational performance, General Fund revenues and expenditures are in line with budget and our expectations. Personal services expenditures and commitments are 87.6 percent of budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 71.1 percent of the budget, which is lower than the previous year.

*Statement of Net Assets*

As shown in *The Statement of Net Assets*, total net assets at the end of February were $226 million, which is a decrease of about $4.7 million compared to the same time last year.

**Approvals**

- **Contact Person**  
  Dr. David Bea

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

**February 28, 2013**  
*(Preliminary)*

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>CURRENT FUNDS</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
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<tr>
<td><strong>General</strong></td>
<td><strong>Auxiliary and Restricted</strong></td>
<td><strong>Plant and Other Funds</strong></td>
<td><strong>Total All Funds</strong></td>
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<tr>
<td>Assets</td>
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<tr>
<td><strong>Current Assets</strong></td>
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<tr>
<td>Cash and Cash Equivalents</td>
<td>$12,767,121</td>
<td>$7,670,822</td>
<td>$12,485,719</td>
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<td>Receivables</td>
<td>45,137,654</td>
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<td>Property Taxes</td>
<td>4,097,828</td>
<td>181,093</td>
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<tr>
<td>Accounts (net of allowances)</td>
<td>8,873,624</td>
<td>2,521</td>
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<tr>
<td>Government Grants and Contracts</td>
<td>1,582,581</td>
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<td>Student Loans (net of allowances)</td>
<td>1,374,136</td>
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<td>Other</td>
<td>1,036,260</td>
<td>86,181</td>
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<td>Inventories</td>
<td>194,841</td>
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<td>Prepaid Expenses</td>
<td>179,859</td>
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<td><strong>Total Current Assets</strong></td>
<td>$72,287,187</td>
<td>$9,339,584</td>
<td>$14,063,864</td>
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<td>Noncurrent Assets</td>
<td></td>
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<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$2,734,308</td>
<td>$2,734,308</td>
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<td>Notes Receivable (net of allowances)</td>
<td>$990,691</td>
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<tr>
<td>Other Long-term Investments</td>
<td>10,495,262</td>
<td>20,000,000</td>
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<tr>
<td>Investments in Capital</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Land</td>
<td>15,291,311</td>
<td>15,291,311</td>
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<tr>
<td>Buildings &amp; Leasehold improvements</td>
<td>89,153,452</td>
<td>89,153,452</td>
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<td>Construction in Progress</td>
<td>1,450,322</td>
<td>1,450,322</td>
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<td>Equipment (net of depreciation)</td>
<td>2,091,192</td>
<td>2,091,192</td>
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<td>Library Books (net of depreciation)</td>
<td>1,876,567</td>
<td>1,876,567</td>
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<td><strong>Total Noncurrent Assets</strong></td>
<td>10,495,262</td>
<td>133,587,843</td>
<td>144,083,105</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>$82,782,449</td>
<td>$9,339,584</td>
<td>$147,651,707</td>
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## Liabilities

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$3,301,134</td>
<td>$3,301,134</td>
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<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(1,183,714)</td>
<td>35,879</td>
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<tr>
<td>Deposits Held in Custody</td>
<td>448,190</td>
<td>448,190</td>
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<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
<td>4,142,048</td>
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<td><strong>Total Current Liabilities</strong></td>
<td>$6,259,468</td>
<td>$35,879</td>
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<tr>
<td>Noncurrent Liabilities</td>
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<td>Deferred Revenue</td>
<td>5,367</td>
<td>5,367</td>
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<tr>
<td>Long-term Liabilities</td>
<td>3,558,364</td>
<td>3,280,000</td>
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<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,563,731</td>
<td>3,280,000</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>$9,823,199</td>
<td>$35,879</td>
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## Net Assets

<table>
<thead>
<tr>
<th>NET ASSETS</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
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</thead>
<tbody>
<tr>
<td>Invested in Capital Assets</td>
<td></td>
<td>$106,582,843</td>
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<tr>
<td>(net of related debt)</td>
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<td></td>
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<tr>
<td>Restricted for:</td>
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<tr>
<td>Loans</td>
<td>1,840,700</td>
<td>1,840,700</td>
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<tr>
<td>Debt Service</td>
<td>3,026,242</td>
<td>3,026,242</td>
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<tr>
<td>Other (Capital Projects)</td>
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<td>Grants and Contracts</td>
<td>559,013</td>
<td>559,013</td>
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<tr>
<td>Unrestricted</td>
<td>72,959,250</td>
<td>8,744,692</td>
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<tr>
<td><strong>Total Net Assets</strong></td>
<td>$72,959,250</td>
<td>$9,303,705</td>
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## Statement of Revenues, Expenses and Changes in Net Assets
For Eight Months Ending February 28, 2013

### Current Funds

<table>
<thead>
<tr>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td><strong>Prior Year Totals as of February 29, 2012</strong></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 44,971,500</td>
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<tr>
<td>Contracts</td>
<td>1,463,035</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>1,017,975</td>
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<td>Commission and Rents</td>
<td>20,000</td>
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<tr>
<td>Other Operating Revenues</td>
<td>240,564</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$ 46,695,099</td>
</tr>
</tbody>
</table>

### Educational and General

| Instruction | 34,067,381 | 37,364,426 | 36,420,001 |
| Academic Support | 13,410,645 | 15,541,071 | 17,002,089 |
| Student Services | 12,746,142 | 14,973,585 | 14,906,714 |
| Institutional Support | 19,532,657 | 23,577,042 | 20,061,858 |
| Operation and Maintenance of Plant | 8,044,705 | 17,777,527 | 13,116,636 |
| Depreciation | 4,683,474 | 4,683,474 | 4,638,833 |
| Student Financial Aid | 1,037,771 | 40,760,681 | 51,198,674 |
| Auxiliary Enterprises | 450,819 | 450,819 | 410,836 |
| Contingency | 153,686 | 153,686 |
| **Total Operating Expenses** | $ 88,839,301 | $ 17,753,882 | $ 153,128,625 | $ 157,909,327 |

### Net Operating Gain (Loss)

| $ (42,144,202) | (45,410,456) | (13,279,380) | (108,766,346) | (118,391,404) |

### Nonoperating Revenues (Expenses)

| **State Appropriations** | $ 5,515,125 | $ 5,515,125 | $ 5,359,800 |
| **Property Taxes** | 56,073,467 | 57,342,279 | 55,791,981 |
| **Federal Grants** | 8,208 | 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 | 410,836 |
| **Investment Income** | 488,214 | 490,573 | 44,998 |
| **Net Nonoperating Revenues** | $ 62,085,014 | $ 108,766,346 | $ 118,391,404 |

### Income before Other Revenues, Expenses, Gains, or Losses

| $ 19,940,812 | $ (12,008,504) | $ 8,270,760 | $ 13,542,295 |

### Increase (Decrease) in Net Assets

| $ 7,654,470 | $ 2,819,838 | $ 8,270,760 | $ 13,542,295 |

### Net Assets

| Net Assets - Beginning of Year | 65,304,780 | 140,736,463 | 217,548,496 | 216,959,748 |
| Net Assets - End of Period | $ 72,959,250 | $ 143,556,301 | $ 225,819,256 | $ 230,502,043 |
**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

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

<table>
<thead>
<tr>
<th>EXPENDITURES BY FUNCTION</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
</tr>
<tr>
<td><strong>Educational and General</strong></td>
<td></td>
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</tr>
<tr>
<td>Instruction</td>
<td>$ 61,999,495 $</td>
<td>$ 47,061,534</td>
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<tr>
<td>Academic Support</td>
<td>23,672,558</td>
<td>19,267,727</td>
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<tr>
<td>Student Services</td>
<td>22,142,482</td>
<td>18,889,425</td>
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<tr>
<td>Institutional Support</td>
<td>34,261,827</td>
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<td>Operation and Maintenance of Plant</td>
<td>12,934,635</td>
<td>11,026,546</td>
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<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>1,037,771</td>
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<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
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<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
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<tr>
<td>Fund balance reserved for contingency</td>
<td>49,409,361</td>
<td>49,409,361</td>
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<tr>
<td><strong>Total Expenditures by Function</strong></td>
<td>$ 177,893,700</td>
<td>$ 138,135,218</td>
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<table>
<thead>
<tr>
<th>EXPENDITURES BY ACCOUNT</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
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<tbody>
<tr>
<td></td>
<td>ADJUSTED BUDGET</td>
<td>TOTAL COMMITTED AMOUNT</td>
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<tr>
<td><strong>Personal Services</strong></td>
<td></td>
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<tr>
<td>Administrative Personnel</td>
<td>$ 6,379,519</td>
<td>$ 6,379,519</td>
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<tr>
<td>Faculty</td>
<td>23,025,780</td>
<td>22,925,057</td>
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<tr>
<td>Additional Compensation - Faculty</td>
<td>1,322,228</td>
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<td>Adjunct Faculty</td>
<td>14,714,809</td>
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<td>Classified Staff</td>
<td>39,604,954</td>
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<td>Other Compensation</td>
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<td>Student Employment / Workstudy</td>
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<td>Fringe Benefits</td>
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<td><strong>Total Personal Services</strong></td>
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<td>$ 104,219,843</td>
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<td><strong>Services and Supplies</strong></td>
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<tr>
<td>Communications and Utilities</td>
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<td>Travel</td>
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<td>Contractual Services</td>
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<td>Supplies and Materials</td>
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<td>Student Financial Aid</td>
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<td>Current Fixed Charges</td>
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<td><strong>Total Services and Supplies</strong></td>
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<td>Capital Equipment</td>
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<td>Transfers</td>
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<td>Other Expenditures</td>
<td>1,374,763</td>
<td>(1,719,390)</td>
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<td>Contingency and Reserves</td>
<td>12,827,038</td>
<td>132,168</td>
</tr>
<tr>
<td><strong>Total Expenditures by Account</strong></td>
<td>$ 177,893,700</td>
<td>$ 138,135,218</td>
</tr>
</tbody>
</table>
COMMITMENTS FOR INSTRUCTION

FY 13 $47.1 M
FY 12 $45.9 M

COMMITMENTS FOR ACADEMIC SUPPORT

FY 12 $20.7 M
FY 13 $19.3 M

COMMITMENTS FOR STUDENT SERVICES

FY 12 $18.7 M
FY 13 $18.9 M
COMMITMENTS FOR INSTITUTIONAL SUPPORT

FY 12 $25.7 M
FY 13 $28.6 M

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

FY 12 $10.6 M
FY 13 $11 M

COMMITMENTS FOR STUDENT FINANCIAL AID

FY 12 $915 K
FY 13 $1 M
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
Separations From Employment

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

Approvals

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Suzanne L. Miles
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.
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.

(Continued)
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.

Approvals
Contact Person ________________________________
Janet L. May
Interim Chancellor ________________________________
Dr. Suzanne L. Miles
<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Policy Statement for College Employees Appendix H</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**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.

**Approvals**

Contact Person ____________________________
Janet L. May

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

**Meeting Date:** 4/10/13  
**Item Number:** 14A  

<table>
<thead>
<tr>
<th><strong>Item Title</strong></th>
<th><strong>Contact Person</strong></th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting March 16, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

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

---

**Approval**

Interim Chancellor: 

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on 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**
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.

__________________________
Secretary

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

ACTIONS ITEM

Meeting Date: 4/10/13
Item Number: 14B

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<td>Unapproved Minutes of the Special Meeting March 20, 2013</td>
<td>Chancellor’s Office</td>
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<tr>
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<td>(206-4747)</td>
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</table>

Recommendation:

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

Approval

Interim Chancellor

Dr. Suzanne L. Miles
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, 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**
(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.

__________________________________________
Secretary

__________________________________________
Date
**ACTION ITEM**

**Meeting Date:** 4/10/13  
**Item Number:** 14C  

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<td>Unapproved Minutes of the Regular Meeting March 20, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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</table>

**Recommendation:**

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

---

**Approval**

Interim Chancellor  

Dr. Suzanne L. Miles
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, 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 Fulbright 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 2nd 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

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

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

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

Fiscal Year 2013-2014 Student Tuition and Service Fees

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.

___________________________________________
Secretary

___________________________________________
Date
# ACTION ITEM

**Meeting Date:** 4/10/13  
**Item Number:** 14D

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting March 25, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
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</table>

**Recommendation:**

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

---

**Approval**

Interim Chancellor

Dr. Suzanne L. Miles
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 suspends 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.

__________________________________________
Secretary

__________________________________________
Date
Meeting Date: 4/10/13  
Item Number: 15

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

Approval

Interim Chancellor______________________________________

Dr. Suzanne L. Miles
Meeting Date: 4/10/13  
Item Number: 15.1

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

<table>
<thead>
<tr>
<th>Allen, Jacqie</th>
<th>Educational Support Faculty</th>
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</thead>
<tbody>
<tr>
<td>Salary: $47,837</td>
<td>Desert Vista Campus – Counselor</td>
</tr>
<tr>
<td>Effective: 7/1/13</td>
<td></td>
</tr>
<tr>
<td>Education: Bachelor of Arts, Psychology; Master of Education, Counseling and Guidance, University of Arizona, Tucson, Arizona</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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.
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 Clarenville, 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 biology laboratory instructor for the University of Arizona.  
(Continued)
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

(Continued)
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  Trades Maintenance Specialist, Structural Systems
Hourly Rate:  $17.99 Maintenance and Security
Effective:  4/15/13 Selected to fill an open position
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.

Lamoreaux, Josh  Graphic Designer/Media Designer
Salary:  $43,329 District Office
Effective:  4/15/13 Selected to fill an open position
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.

Martin, David  Trades Maintenance Technician, Grounds
Hourly Rate:  $12.94 District Office
Effective:  4/15/13 Selected to fill an open position
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-Marah 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.

(Continued)
Petrie, Jessica  
**Support Technician**  
**Hourly Rate:** $13.96  
**Effective:** 4/15/13  
**Desert Vista Campus**  
**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  
**Effective:** 4/15/13  
**Maintenance and Security**  
**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.
Approvals

Contact Person ____________________________
Janet L. May

Interim Chancellor ____________________________
Dr. Suzanne L. Miles
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.

Approvals
Contact Person _________________________________
Janet L. May

Interim Chancellor _________________________________
Dr. Suzanne L. Miles
ACTION ITEM

Meeting Date: 4/10/13

Item Number: 15.3

Item Title: Temporary Appointments

Contact Person: 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
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, 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.
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.
Fielden, Brandi  Laboratory Assistant  EC
Effective: 4/11/13  Emergency Medical Technology
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $12.94
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Ms. Fielden was interviewed and recommended by Wright Randolph, Instructional Faculty, Emergency Medical Technology.

Forrester, Roger  Assistant Program Coordinator  EC
Effective: 4/11/13  Instructional Services
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $15.96
Education: Bachelor of Science, Psychology, University of Wisconsin, Superior, Wisconsin; Master of Arts, Human Resources, University of Minnesota, Minneapolis, Minnesota
Experience: Mr. Forrester has six years experience as program administrator for Pima Council on Aging in Tucson, Arizona.

Gahn, Nate  Assistant Football Coach  WC
Effective: 4/11/13  Athletics
Duration: 2012-2013 Fiscal year
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $10.00
Education: Bachelor of Arts, Sociology, Western New Mexico University, Silver City, New Mexico
Experience: Mr. Gahn has five years experience as teacher and head coach for Tucson Unified School District in Tucson, Arizona and five years as teacher/coach for Prescott Unified School District in Prescott, Arizona.

Gill, Jerry  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, Philosophy, Westmont College, Santa Barbara, California; Master of Arts, Philosophy, University of Washington, Seattle, Washington; Doctor of Philosophy, Religion, Duke University, Durham, North Carolina.
Experience: Mr. Gill has seven years experience as a professor for The College of St. Rose in Albany, New York.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
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<tbody>
<tr>
<td>Hruschka, Debra</td>
<td>Instructor</td>
<td>CC</td>
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<tr>
<td>Effective:</td>
<td>4/11/13</td>
<td>Adult Education</td>
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<tr>
<td>Duration:</td>
<td>2012-2013 Fiscal year</td>
<td></td>
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<tr>
<td>Experience:</td>
<td>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.</td>
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<thead>
<tr>
<th>Name</th>
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<th>Department</th>
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<tbody>
<tr>
<td>Kontras, Katherine</td>
<td>Instructor</td>
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<td>Effective:</td>
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<td></td>
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<tr>
<td>Experience:</td>
<td>Ms. Kontras has seven years experience as a site coordinator and adult education instructor for Pima County Adult Probation LEARN Lab in Tucson, Arizona.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koughn, Joseph</td>
<td>Laboratory Technician</td>
<td>DV</td>
</tr>
<tr>
<td>Effective:</td>
<td>4/11/13</td>
<td>Aviation</td>
</tr>
<tr>
<td>Duration:</td>
<td>2012-2013 Fiscal year</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>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.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Loevenguth, Annalisa</td>
<td>Office Aide</td>
<td>WC</td>
</tr>
<tr>
<td>Effective:</td>
<td>4/11/13</td>
<td>Digital Arts Service Bureau</td>
</tr>
<tr>
<td>Duration:</td>
<td>2012-2013 Fiscal year</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>Ms. Loevenguth has one year experience as a Federal Work Study student aide for Pima Community College.</td>
<td></td>
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(Continued)
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Campus</th>
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<th>Duration</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
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<tbody>
<tr>
<td>Lueck</td>
<td>Vivian</td>
<td>Public Safety Dispatcher</td>
<td>DO</td>
<td>4/1/13</td>
<td>2012-2013 Fiscal year</td>
<td>$16.98</td>
<td>High School Diploma, Broken Bow High School</td>
<td>Ms. Lueck has nine months experience as a regular public safety dispatcher for Pima Community College in Tucson and ten years experience as police dispatcher for Chino Valley Police Department in Chino Valley, California.</td>
</tr>
<tr>
<td>Martinez</td>
<td>Luis</td>
<td>Tutor I</td>
<td>DV</td>
<td>4/11/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Associate of Science, Engineering, Pima Community College, Tucson, Arizona</td>
<td>Mr. Martinez has one year experience as a Federal Work Study student for Pima Community College.</td>
</tr>
<tr>
<td>Mobula</td>
<td>Deborah</td>
<td>Instructional Aide</td>
<td>WC</td>
<td>4/11/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Les Loupiots High School, Kinshasa, Zaire</td>
<td>Ms. Mobula was interviewed and recommend by Mary Kay Gilliland, Academic Dean for Science, Technology, Engineering and Mathematics.</td>
</tr>
<tr>
<td>Ortega</td>
<td>Marco</td>
<td>Instructor</td>
<td>DV</td>
<td>4/11/13</td>
<td>2012-2013 Fiscal year</td>
<td>$20.83</td>
<td>Bachelor of Science, Education, Northern Arizona University, Flagstaff, Arizona</td>
<td></td>
</tr>
</tbody>
</table>
Education: Mr. Ortega has five years experience as a teacher for Sunnyside Unified School District in Tucson, Arizona.

Peabody, Brian  
**Head Coach-Men’s Basketball**  
**DO**

Effective: 4/11/13  
Duration: 2012-2013 Fiscal year  
Salary: $2000 per month during season

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

Experience: Mr. Peabody has five years experience as head basketball coach for Ironwood Ridge High School and one year experience as head coach men’s basketball for Pima Community College in Tucson. He also has ten years experience as head men’s basketball coach for Salpointe Catholic High School in Tucson and one year experience as an assistant men’s basketball coach for Western Carolina University in Cullowhee, North Carolina.

Pearlman, Nancy  
**Instructor**  
**CC**

Effective: 4/11/13  
Duration: 2012-2013 Fiscal year  
Hourly Rate: $20.83

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

Experience: Ms. Pearlman has five years experience as a teacher for Sunnyside Unified School District and two years experience as adjunct faculty for Pima Community College.

Ramirez, Brian  
**Head Tennis Coach, Men’s**  
**WC**

Effective: 4/15/13  
Duration: 2012-2013 Fiscal year  
Rate: $2000.00/month

Experience: Mr. Ramirez has four years experience as player development coach for the Tucson Racquet and Fitness Club and four years experience as assistant tennis coach for women for the University of Arizona, both located in Tucson, Arizona.

Reineke, Paul  
**Instructor**  
**CC**

Effective: 4/11/13  
Duration: 2012-2013 Fiscal year  

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

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)
Temporary Appointments

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.

Approvals

Contact Person _________________________________  Janet L. May

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

**Meeting Date:** 4/10/13  
**Item Number:** 15.4

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| 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 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 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.

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#### Approvals

- Contact Person:  
  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
Meeting Date: 4/10/13  

Item Title: Contract: District-wide Security Access System  
Contact Person: 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
Meeting Date: 4/10/13

Item Number: 15.6

Item Title: Contract: Gas Cards

Contact Person: 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.

Approvals

Contact Person: William R. Ward II

Interim Chancellor: Dr. Suzanne L. Miles
Meeting Date:  4/10/13

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

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

Recommendation:

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

Justification:

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

College Plan Initiative:

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

Financial Considerations:

There are no additional funds associated with this action.

Approvals

Contact Person
Janet L. May

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

**Meeting Date:** 4/10/13  
**Item Number:** 15.8

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

**Recommendation:**

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

**Justification:**

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

**College Plan Initiative:**

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

**Financial Considerations:**

There are no additional funds associated with this action.

---

**Approvals**

Contact Person:  
Janet L. May

Interim Chancellor:  
Dr. Suzanne Miles
Delete BP-1503 as it is recommended to be combined with BP-1501

Board Policy Title: Harassment (Including Sexual Harassment)

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

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

Pima County Community College District is committed to promoting and maintaining a productive work and educational environment free of discrimination and harassment. In keeping with this commitment, Pima County Community College District will not tolerate verbal or physical conduct by an employee or student that harasses, disrupts, or interferes with another’s work performance or education or that creates an intimidating, offensive or hostile work or educational environment.
Employees and students are expected to maintain a productive work and educational environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status or sex. Special attention should be paid to the prohibition of sexual harassment, which includes harassment by members of the same or opposite sex.

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

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

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

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

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age, or military status is also prohibited.
Matters with a sexual connotation or sexual content which occur in legitimate educational curricula or endeavors do not violate this policy unless used excessively or improperly. Although it is not possible to list every act or matter described which can violate this policy, examples include but are not limited to the following:

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

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

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

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

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

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

Retaliation against any member of the College community for filing an internal or external complaint or participating in an investigation is strictly prohibited and
will be grounds for disciplinary action up to and including termination for employees or expulsion for students.

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

Meeting Date: 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.

Approvals

Interim Chancellor

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

**ACTION ITEM**

**Meeting Date:** 4/10/13  
**Item Number:** 16

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Personnel Policy Statement for College Employees and Administrative Personnel Policy Statement 2013/2014 Fiscal Year</td>
<td>Janet L. May, Vice Chancellor for Human Resources (206-4624)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends the Board of Governors approve the 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 multi-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**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Interim Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet L. May</td>
<td>Dr. Suzanne L. Miles</td>
</tr>
</tbody>
</table>
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
     o 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
Meeting Date: 4/10/13  Item Number: 17

Item Title
Fiscal Year 2013-14 Employee Salary Increases

Contact Person
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.
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:

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Cost of 1 percent increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Full Time</td>
<td>$282,000</td>
</tr>
<tr>
<td>Staff Non-exempt</td>
<td>$254,000</td>
</tr>
<tr>
<td>Staff Exempt</td>
<td>$199,000</td>
</tr>
<tr>
<td>Administrators</td>
<td>$79,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$814,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Pool Percent Increase</th>
<th>Cost of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Full Time Faculty,</td>
<td>$814,000</td>
</tr>
<tr>
<td>Staff (Exempt and Non-exempt),</td>
<td>$1,628,000</td>
</tr>
<tr>
<td>Administrators</td>
<td>$2,035,000</td>
</tr>
<tr>
<td>2.5%</td>
<td>$2,442,000</td>
</tr>
</tbody>
</table>

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.

(Continued)
Option 2:

A two percent increase to all regular employee groups: faculty, exempt, non-exempt, and administrators would cost approximately $1.6 million and provide approximately $400,000 for funding other College priorities. 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.

Option 3:

A percent increase structure in which the employee groups are given different pool increases based upon a combination of the average salaries in each employee group. This option would provide slightly higher pool increases to the employee groups with the lowest average salaries and smaller percent increases to the employee groups whose average salaries are the highest.

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Approximate Salary Pool Percent Increase</th>
<th>Approximate Cost of Tiered Salary Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Full Time</td>
<td>2.4%</td>
<td>$676,000</td>
</tr>
<tr>
<td>Staff Non-exempt</td>
<td>2.9%</td>
<td>$736,000</td>
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<tr>
<td>Staff Exempt</td>
<td>2.4%</td>
<td>$478,000</td>
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<tr>
<td>Administrators</td>
<td>2.0%</td>
<td>$159,000</td>
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<tr>
<td>Total</td>
<td></td>
<td>$2,049,000</td>
</tr>
</tbody>
</table>

This option would cost approximately $2 million and would assist employees with paying for rising Arizona State Retirement System contributions, certain employee health benefits costs, and the overall increase in inflation.

College Plan Initiative:

Initiative 5 – Enhance Operations

Financial Considerations:

The cost to the College of employee salary pool increases are specified above. Costs range from $0.00 for no employee salary increases to $2.4 million to the General Fund for a 3% increase, with the final cost to the College dependent upon which option the Board of Governors selects. The salary increases approved for the General Fund will be carried to the other funds.

Approvals

Contact Person ________________________________

Dr. David Bea

Interim Chancellor ________________________________

Dr. Suzanne L. Miles
**ACTION ITEM**

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Budget Plan for Fiscal Years 2014 and 2015</td>
<td>Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the 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.
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

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Proposed Fiscal Year 2014</th>
<th>Proposed Fiscal Year 2015</th>
<th>Two Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Funds</td>
<td>$10,795,077</td>
<td>$5,235,056</td>
<td>$16,030,133</td>
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<tr>
<td>Proposition 301</td>
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<td>4,201,248</td>
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<tr>
<td>Grant</td>
<td>251,680</td>
<td>52,000</td>
<td>303,680</td>
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<tr>
<td>Contract</td>
<td>32,000</td>
<td>-</td>
<td>32,000</td>
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<tr>
<td>Auxiliary</td>
<td>125,000</td>
<td>125,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>1,400,000</td>
<td>-</td>
<td>1,400,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,828,298</strong></td>
<td><strong>$7,388,763</strong></td>
<td><strong>$22,217,061</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed Fiscal Year 2014</th>
<th>Proposed Fiscal Year 2015</th>
<th>Two Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety/Code</td>
<td>$2,013,462</td>
<td>$839,000</td>
<td>$2,852,462</td>
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<tr>
<td>Life Cycle</td>
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<td>3,775,735</td>
<td>13,349,272</td>
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<tr>
<td>Program Accreditation</td>
<td>999,500</td>
<td>549,300</td>
<td>1,548,800</td>
</tr>
<tr>
<td>Deferred Maintenance</td>
<td>200,000</td>
<td>66,000</td>
<td>266,000</td>
</tr>
<tr>
<td>Obsolete Equipment</td>
<td>438,892</td>
<td>195,906</td>
<td>634,798</td>
</tr>
<tr>
<td>College Plan</td>
<td>1,602,907</td>
<td>1,962,822</td>
<td>3,565,729</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$14,828,298</strong></td>
<td><strong>$7,388,763</strong></td>
<td><strong>$22,217,061</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Unit</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Campus (CC)</td>
<td>$807,005</td>
<td>$129,741</td>
<td>$936,746</td>
</tr>
<tr>
<td>Downtown Campus (DC)</td>
<td>504,956</td>
<td>98,000</td>
<td>602,956</td>
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<tr>
<td>Desert Vista Campus (DV)</td>
<td>1,449,642</td>
<td>1,627,000</td>
<td>3,076,642</td>
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<tr>
<td>East Campus (EC)</td>
<td>808,440</td>
<td>227,292</td>
<td>1,035,732</td>
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<tr>
<td>Northwest Campus (NW)</td>
<td>726,797</td>
<td>769,587</td>
<td>1,496,384</td>
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<tr>
<td>West Campus (WC)</td>
<td>439,500</td>
<td>404,400</td>
<td>843,900</td>
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<tr>
<td><strong>District Office/College Wide Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration (AD)</td>
<td>415,420</td>
<td>295,000</td>
<td>710,420</td>
</tr>
<tr>
<td>College Wide Projects (CW)</td>
<td>3,380,000</td>
<td>1,050,000</td>
<td>4,430,000</td>
</tr>
<tr>
<td>Human Resources (HR)</td>
<td>90,000</td>
<td>60,000</td>
<td>150,000</td>
</tr>
<tr>
<td>Information Technology (IT)</td>
<td>5,999,251</td>
<td>2,618,770</td>
<td>8,618,021</td>
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<tr>
<td>Provost’s Areas (PR)</td>
<td>207,287</td>
<td>108,973</td>
<td>316,260</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,828,298</strong></td>
<td><strong>$7,388,763</strong></td>
<td><strong>$22,217,061</strong></td>
</tr>
</tbody>
</table>
# \# Unit | Project Title | FY 2014 | FY 2015 | Total | Funding Source | Category
--- | --- | --- | --- | --- | --- | ---
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 | College Plan
9 | CC | El Pueblo Liberty Office Renovation | 324,188 | 324,188 | Capital Funds | College Plan
10 | DV | Nursing Instructor Relocatable Offices | 321,000 | 321,000 | Proposition 301 | College Plan
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 | 160,000 | 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 | Capital Funds | 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 | Life Cycle
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 | Capital Funds | 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 | Capital Funds | Safety/Code
53 | CW | Repair/Replace Sidewalks/Walkways/Stairways | 50,000 | 50,000 | 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 | Capital Funds | 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
<table>
<thead>
<tr>
<th>#</th>
<th>Unit</th>
<th>Project Title</th>
<th>Proposed FY 2014</th>
<th>Proposed FY 2015</th>
<th>Two Year Total</th>
<th>Funding Source</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>CC</td>
<td>Fire Science Safety Gear</td>
<td>37,000</td>
<td>37,000</td>
<td>Proposition 301</td>
<td>Safety/Code</td>
<td></td>
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<td>66</td>
<td>PR</td>
<td>Library Equipment replacement</td>
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<td>34,073</td>
<td>Capital Funds</td>
<td>Obsolete Equipment</td>
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<tr>
<td>67</td>
<td>DV</td>
<td>Teardown Engine for Aviation program</td>
<td>33,500</td>
<td>33,500</td>
<td>Proposition 301</td>
<td>Program Accreditation</td>
<td></td>
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<tr>
<td>68</td>
<td>EC</td>
<td>Classroom Tables</td>
<td>33,200</td>
<td>33,200</td>
<td>Capital Funds</td>
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<tr>
<td>69</td>
<td>DC</td>
<td>3D inspection and measuring tool</td>
<td>33,173</td>
<td>33,173</td>
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<tr>
<td>70</td>
<td>DV</td>
<td>Replacement Chairs for Writing Classroom</td>
<td>32,400</td>
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<td>Capital Funds</td>
<td>Life Cycle</td>
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<td>71</td>
<td>DC</td>
<td>Automotive Four Wheel Alignment System</td>
<td>30,578</td>
<td>30,578</td>
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<td>Life Cycle</td>
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<tr>
<td>72</td>
<td>CC</td>
<td>Equipment for new GED computer-based testing Hub</td>
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<td>73</td>
<td>CC</td>
<td>Ambulance Simulator</td>
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<td>Program Accreditation</td>
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<td>74</td>
<td>CC</td>
<td>29th Street Coalition Center outdoor learning areas</td>
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<td>75</td>
<td>DV</td>
<td>Surgical Instrumentation for Surgical Tech. program</td>
<td>30,000</td>
<td>30,000</td>
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<td>Program Accreditation</td>
<td></td>
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<tr>
<td>76</td>
<td>DV</td>
<td>Replacement Classroom Tables</td>
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<td>Capital Funds</td>
<td>Life Cycle</td>
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<tr>
<td>77</td>
<td>DV</td>
<td>Aviation 20 foot Scissor Lifts</td>
<td>28,500</td>
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<td>Life Cycle</td>
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<tr>
<td>78</td>
<td>CC</td>
<td>Replacement Instructor and Classroom Furniture</td>
<td>27,000</td>
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<td>Capital Funds</td>
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<tr>
<td>79</td>
<td>CC</td>
<td>Technology and Audience Response System for Classrooms</td>
<td>26,960</td>
<td>26,960</td>
<td>Proposition 301</td>
<td>College Plan</td>
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<tr>
<td>80</td>
<td>WC</td>
<td>Dental Scanner with Software</td>
<td>25,000</td>
<td>25,000</td>
<td>Proposition 301</td>
<td>College Plan</td>
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<td>81</td>
<td>WC</td>
<td>Musician Chairs</td>
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<td>Life Cycle</td>
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<tr>
<td>82</td>
<td>CC</td>
<td>Classroom Equipment Renovation</td>
<td>22,746</td>
<td>22,746</td>
<td>Proposition 301</td>
<td>Life Cycle</td>
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<tr>
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<td>22,300</td>
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<td>Obsolete Equipment</td>
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<tr>
<td>84</td>
<td>CC</td>
<td>Short-throw Projectors w/integrated white boards</td>
<td>22,000</td>
<td>22,000</td>
<td>Capital Funds</td>
<td>Life Cycle</td>
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<tr>
<td>85</td>
<td>WC</td>
<td>Roll Pit Cover for Center for the Arts</td>
<td>22,000</td>
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<td>Contract</td>
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<td>86</td>
<td>DC</td>
<td>AC/DC TIG Welder</td>
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<td>22,500</td>
<td>Proposition 301</td>
<td>Life Cycle</td>
<td></td>
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<tr>
<td>87</td>
<td>WC</td>
<td>Laser Welding System</td>
<td>21,000</td>
<td>21,000</td>
<td>Proposition 301</td>
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Total $ 14,828,298 $ 7,388,763 $ 22,217,061
ACTION ITEM

Meeting Date: 4/10/13
Item Number: 19

Item Title: Contracts: Legal Services for Fiscal Year 2013-2014
Contact Person: 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: DeConcini McDonald Yetwin & Lacy, P.C.  Primary Contact: Lisa Anne Smith, Managing Shareholder
Firm: Gust Rosenfeld P.L.C.  Primary Contact: Timothy Stratton, Partner
Firm: Udall Shumway PLC  Primary Contact: 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.
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.

Approvals

Contact Person ________________________________
Dr. David Bea

Interim Chancellor ________________________________
Dr. Suzanne L. Miles
ACTION ITEM

Meeting Date: 4/10/13  Item Number: 20

Item Title
State Match Funding for Adult Education

Contact Person
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.

Approvals

Interim Chancellor
Dr. Suzanne L. Miles
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
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 [Signature]

Dr. Suzanne L. Miles