NOTICE OF REGULAR GOVERNING BOARD MEETING

7:30 p.m.
May 8, 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

Public Comment and Reports

3. Public Comment – Call to Audience

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

4. Reports by Staff Representatives
   - Representatives Amy Parker and Robert Ramirez will provide highlights from the Staff Council meeting of May 3. Highlights will include: Provost’s Report; Interim Chancellor’s Report, Liaison Report, Employee Reports (AFSCME, ACES, Campus and District Reports).

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

6. Reports by Faculty Representatives
   • Faculty Representatives Kimlisa Salazar Duchicela and Patricia Figueroa will provide highlights from the Faculty Senate meeting of May 3. Highlights will include: Interim Chancellor’s Report, Provost’s Report, PCCEA Report, and Faculty Senate President’s Report.

7. Governing Board Member Reports
   • The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
     ▪ Chancellor Search Process
     ▪ Meetings of Staff and Community Groups Report

8. Chancellor’s Report
   • Interim Chancellor Zelema Harris 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.
     ▪ Adult Education Presentation
     ▪ Meet and Confer Presentations
       ○ Meet and Confer teams for the three employee groups ACES, AFSCME and PCCEA will present their activities and proposals.
     ▪ HLC Update
     ▪ The Return of the Corn Mothers Exhibit

   • Preliminary 2012/13 fiscal year results through March 2013

Information Items

10. Separations from Employment
    • Information item listing retirements and separations from employment: Matthew S. Benander, Vivian G. Lueck, Catherine Yager and David Zavala

11. Student Aide Hires
    • Information item listing student aide appointments: Juan Chamorro, Erica Jameson and Carina Melgarejo

12. Employee Assistance Program
    • The Employee Assistance Program (EAP) is a College paid benefit for employees, dependents, spouse or domestic partner. In January 2013, the College sought proposals from qualified firms to provide an Employee Assistance Program. Representatives from the Benefits Committee and Human Resources evaluated the bid proposals received.
Information Items (Continued)

13. Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2013-2014
   - Administration is requested approval to award a contract to Signature Offset for printing services and delivery of the Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2013-2014. The estimated total amount required is $67,664.

Action Items

14. Approval of Minutes of the following meetings:
   A. Special Meeting of March 29, 2013 (5:00 pm)
   B. Special Meeting of March 29, 2013 (5:30 pm)
   C. Special Meeting of April 2, 2013
   D. Special Meeting of April 10, 2013
   E. Regular Meeting of April 10, 2013
   F. Special Meeting of April 14, 2013

15. Consent Agenda

15.1 New Appointments
   - Administration is requesting approval to hire the following individuals: Susan Celeste Blackwell, Instructional Media Specialist; Christopher Cabello, Instructional Faculty; Tyler Moore, Instructional Media Specialist; Teddi Schnurr, Instructional Faculty; Trina Shartsis, Instructional Faculty; Natalie Shue, Student Services Advanced Specialist; Eric Stallard, Support Technician and Ira Zarin, Library Services Specialist.

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: Terry R. Bailey, Nursing (Academic Limited Exemption); Sawhney Vien Belcher, Nursing (Academic Limited Exemption); Diana K. Dawson, Biology (Academic); Chemistry (Developmental); Raymond Klein, Fire Science (Occupational/Workforce); Zacharias Knickerbocker Behavioral Health Services (Occupational/Workforce) and Social Services (Academic); Sharon L. Parker, Ph.D., Art (Academic) and Holly M. Rupert Journalism (Academic), Speech Communication (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: Katie Anderson, Instructor; Melissa Bouey, Tutor I; Salvador Camarena, Van Driver; Daniel Kane, Laboratory Technician; Cassandra LaFaye, Instructor; Blake Maddox, Tutor I; Andrew Marshall, Instructor; Sandra Pelter, Instructor; Daniela Romero, Laboratory Technician; Erica Trentham, Office Aide; Maria Vargas, Office Aide; Sean Watkins, Instructor and Justin Zebb, Workforce Trainer.

15.4 Faculty Administrative Appointment Renewal
- Administration is requesting that the individual listed be renewed for an additional academic year: Rita Lennon; Instructional Faculty, Clinical Research Trial Coordinator.

15.5 Grant Sub-Award: Wellness Coalition/Corporation for National and Community Service, AmeriCorps State and National Grants
- Administration is requesting approval of the partnership between the Downtown Campus and the Wellness Coalition for the “AmeriCorps State and National Grants” grant proposal; and if funded, acceptance of the sub-award from the Corporation for National and Community Service through the Wellness Coalition. If funded, the grant performance period will be September 1, 2013 through August 31, 2016. The total grant match required from PCC-Downtown Campus is $24,000 for a 3-year period.

15.6 Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, Higher Education Multicultural Scholars Program (MSP), A Multicultural STEM Incubator for Diverse and Innovative Solutions
- Administration is requesting approval of the partnership between the West Campus and the University of Arizona for the “A Multicultural STEM Incubator for Diverse and Innovative Solutions” grant proposal; and if funded, acceptance of the sub-award from the U.S. Department of Agriculture (USDA) through the University of Arizona. If funded, the grant performance period will be June 1, 2013 through May 31, 2016. The total amount requested is $27,000.

15.7 Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, An HSI STEAM Consortium for Sustainable Technology & Development
- Administration is requesting approval of the partnership between the West Campus and the University of Arizona for the “An HSI STEAM Consortium for Sustainable Technology & Development”
Action Items (Continued)

grant proposal; and if funded, acceptance of the sub-award from the U.S. Department of Agriculture (USDA) through the University of Arizona. If funded, the grant performance period will be September 1, 2013 through August 30, 2017. The total amount requested is $91,649.

15.8 Grant Proposal: U.S. Department of Agriculture, Hispanic-Serving Institutions Education Grants Program (HSI), Pima Environmental Sciences Transition Program (PESTP)
- Administration is requesting approval of the Desert Vista Campus “Pima Environmental Sciences Transition Program (PESTP)” grant proposal; and if funded, acceptance of the grant award from the U.S. Department of Agriculture. If funded, the grant performance period will be October 1, 2013 through September 30, 2015. The total amount requested is $220,159.

15.9 Grant Proposal: American Association of Community Colleges, Plus 50 Encore Completion Program
- Administration is requesting approval of the East Campus “Plus 50 Encore Completion Program” grant proposal, and if funded, acceptance of the grant award from the American Association of Community Colleges. If funded, the grant performance period will be April 1, 2013 through March 31, 2016. The total amount requested is $16,200. Total institutional support is $220,376, of which $190,984 is in-kind support. The remaining $29,392 is direct support over the three years which will be paid by East Campus to create and support these programs and services.

15.10 Intergovernmental Agreement: Pima Community College/Marana School District “Adopt-a-School” Partnership

15.11 Library Participation in Cooperative Buying Program with the Community College Library Consortium
- Administration is requesting continued Library participation in the Community College Library Consortium (CCLC) and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed $170,000 for 2013-2014.
Action Items (Continued)

15.12 2014-2015 Academic Calendar
• Administration is requesting approval to accept the proposed 2014-2015 Academic Calendar. The calendar may be subject to revision if necessary.

15.13 Contract: Short Term Disability Insurance
• Administration is requesting approval to renew the short term disability insurance contract with Assurant Employee Benefits for the period July 1, 2013 through June 30, 2014, the third renewal year of the College's four-year option. The cost for fiscal year 2014 is not expected to exceed $110,000.

15.14 Contract: Bus Services
• Administration is requesting approval to increase the purchase order contract with South of the Border Tours to provide bus services in the amount not to exceed $160,000.

Other Action Items

16. Fiscal Year 2014 Proposed Budget
• Administration is requesting the fiscal year 2014 proposed budget to be published in the Arizona Daily Star on May 24 and June 4, 2013 according to statutory requirements; and if needed, to conduct a public hearing and a special board meeting for the purpose of adopting the budget on June 12, 2013

17. Modification to Salary Increase for Fiscal Year 2013-2014
• Administration is requesting an adjustment to the fiscal year 2014 salary pool adopted at the April 19, 2013 Board meeting to modify the salary increase for the exempt staff and for the Board to authorize the meet and confer teams to submit their recommendation for how the salary increase should be allocated between the salary schedule lift and steps.

18. Contracts: Legal Services for Fiscal Year 2013-2014
• Administration is requesting approval to award contracts for legal services with three Arizona law firms for fiscal year 2013-14. 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.
Adjournment

Public Hearing  Special Meeting  Regular Meeting
June 12, 2013, 6:30 p.m.  June 12, 2013, 6:45 p.m.  June 12, 2013, 7:00 p.m.
District Office  District Office  District Office
Community Board Room  Community Board Room  Community Board Room
4905 E. Broadway  4905 E. Broadway  4905 E. Broadway
Tucson, AZ 85709-1010  Tucson, AZ 85709-1010  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.
# GENERAL MATTERS/REPORTS

**Meeting Date:** 5/8/13  
**Item Number:** 1-8

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Matters/Reports</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
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</tbody>
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1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Reports by Staff Representatives
5. Reports by Student Representatives
6. Reports by Faculty Representatives
7. Governing Board Member Reports
8. Interim Chancellor’s Report

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**Approval**

Interim Chancellor ________________________________  
Dr. Zelema Harris
**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

## GENERAL MATTERS/REPORTS

<table>
<thead>
<tr>
<th>Meeting Date: 5/8/13</th>
<th>Item Number: 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Title</strong></td>
<td><strong>Contact Person</strong></td>
</tr>
</tbody>
</table>
| Financial Report – March 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 March 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 March. As indicated in the *Statement of Revenues, Expenses, and Changes in Net Assets*, the year-to-date decrease in net assets through month end is approximately $3.1 million, a change from the previous year’s gain of $2.3 million. The decrease is primarily due to a $3.3 million decrease in tuition revenue and a $4 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 92 percent of budget, which is higher than the previous year. Services and supplies expenditures and commitments are approximately 74.5 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 March were $214 million, which is a decrease of about $4.7 million compared to the same time last year.

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**Approvals**

Contact Person  
Dr. David Bea

Interim Chancellor  
Dr. Zelema Harris
# PIMA COUNTY COMMUNITY COLLEGE DISTRICT

## Statement of Net Assets

March 31, 2013

(Preiliminary)

### ASSETS

#### Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$5,915,883</td>
<td>$104,570,785</td>
</tr>
<tr>
<td>Receivables</td>
<td>$7,409,980</td>
<td>$75,199</td>
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<tr>
<td>Property Taxes</td>
<td>$4,097,828</td>
<td>$4,747,153</td>
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<tr>
<td>Accounts (net of allowances)</td>
<td>$9,088,254</td>
<td>$4,612,427</td>
</tr>
<tr>
<td>Government Grants and Contracts</td>
<td>$2,011,739</td>
<td>$2,003,633</td>
</tr>
<tr>
<td>Student Loans (net of allowances)</td>
<td>$1,766,242</td>
<td>$2,630,308</td>
</tr>
<tr>
<td>Other</td>
<td>$1,255,522</td>
<td>$1,394,305</td>
</tr>
<tr>
<td>Inventories</td>
<td>$194,841</td>
<td>$241,856</td>
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<tr>
<td>Prepaid Expenses</td>
<td>$174,125</td>
<td>$233,018</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>$65,813,051</td>
<td>$122,508,684</td>
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#### Noncurrent Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$2,452,942</td>
<td>$1,810,793</td>
</tr>
<tr>
<td>Notes Receivable (net of allowances)</td>
<td>$989,147</td>
<td>$1,114,584</td>
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<tr>
<td>Other Long-term Investments</td>
<td>$20,000,000</td>
<td>$771,975</td>
</tr>
<tr>
<td>Investments in Capital</td>
<td>$15,291,311</td>
<td>$15,291,311</td>
</tr>
<tr>
<td>Land</td>
<td>$88,718,426</td>
<td>$94,090,246</td>
</tr>
<tr>
<td>Buildings &amp; Leasehold improvements (net of depreciation)</td>
<td>$1,450,322</td>
<td>$171,778</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>$1,930,370</td>
<td>$2,349,710</td>
</tr>
<tr>
<td>Library Books (net of depreciation)</td>
<td>$1,876,567</td>
<td>$1,930,512</td>
</tr>
<tr>
<td><strong>Total Noncurrent Assets</strong></td>
<td>$10,522,364</td>
<td>$117,530,909</td>
</tr>
</tbody>
</table>

**Total Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Assets</strong></td>
<td>$76,335,415</td>
<td>$240,039,593</td>
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### LIABILITIES

#### Current Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Payroll and Benefits</td>
<td>$6,533,445</td>
<td>$5,997,914</td>
</tr>
<tr>
<td>Accounts Payable and Accrued Liabilities</td>
<td>(1,207,716)</td>
<td>(1,594,877)</td>
</tr>
<tr>
<td>Deposits Held in Custody</td>
<td>443,263</td>
<td>443,263</td>
</tr>
<tr>
<td>Current Portion of Long-term Liabilities</td>
<td>4,142,048</td>
<td>5,109,263</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>9,467,777</td>
<td>9,959,723</td>
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#### Noncurrent Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue</td>
<td>5,367</td>
<td>5,250</td>
</tr>
<tr>
<td>Long-term Liabilities</td>
<td>3,558,364</td>
<td>10,858,400</td>
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<tr>
<td><strong>Total Noncurrent Liabilities</strong></td>
<td>3,563,731</td>
<td>10,863,650</td>
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**Total Liabilities**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$13,031,508</td>
<td>$20,823,373</td>
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</tbody>
</table>

### NET ASSETS

#### Invested in Capital Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>$105,986,995</td>
<td>$105,986,995</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$1,842,064</td>
<td>$1,856,078</td>
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<tr>
<td>Other (Capital Projects)</td>
<td>$3,134,371</td>
<td>$3,804,315</td>
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<tr>
<td>Grants and Contracts</td>
<td>698,974</td>
<td>434,714</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>63,303,907</td>
<td>108,002,556</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>$63,303,907</td>
<td>$219,216,220</td>
</tr>
</tbody>
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### PIMA COUNTY COMMUNITY COLLEGE DISTRICT

**Statement of Revenues, Expenses and Changes in Net Assets**

For Nine Months Ending March 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>$46,853,532</td>
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<tr>
<td>Auxiliary and</td>
<td>$1,144,305</td>
<td>$1,765,497</td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and Other Funds</td>
<td>$47,997,837</td>
<td>$2,067,494</td>
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<tr>
<td>All Funds</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$48,970,230</td>
<td>$51,299,269</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational and General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>41,172,870</td>
<td>44,008,131</td>
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<tr>
<td>Academic Support</td>
<td>15,716,610</td>
<td>20,195,559</td>
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<tr>
<td>Student Services</td>
<td>15,061,533</td>
<td>17,572,070</td>
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<tr>
<td>Institutional Support</td>
<td>22,860,384</td>
<td>23,273,915</td>
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<tr>
<td>Operation and Maintenance of Plant</td>
<td>9,218,883</td>
<td>14,553,625</td>
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<tr>
<td>Depreciation</td>
<td>5,272,460</td>
<td>5,213,163</td>
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<tr>
<td>Student Financial Aid</td>
<td>1,090,887</td>
<td>53,511,733</td>
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<tr>
<td>Auxiliary Enterprises</td>
<td>494,635</td>
<td>452,091</td>
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<tr>
<td>Contingency</td>
<td></td>
<td>153,686</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>$105,121,167</td>
<td>$178,933,973</td>
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<tr>
<td><strong>Net Operating Gain (Loss)</strong></td>
<td>$(56,150,937)</td>
<td>$(123,298,285)</td>
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<tr>
<td><strong>NONOPERATING REVENUES (EXPENSES)</strong></td>
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<td></td>
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<tr>
<td>State Appropriations</td>
<td>$5,515,125</td>
<td>$5,359,800</td>
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<tr>
<td>Property Taxes</td>
<td>60,400,415</td>
<td>60,270,775</td>
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<tr>
<td>Federal Grants</td>
<td>8,208</td>
<td>56,974,980</td>
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<tr>
<td>State and Local Grants</td>
<td>760,456</td>
<td>1,563,924</td>
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<tr>
<td>State Shared Sales Taxes</td>
<td>1,434,690</td>
<td>1,368,591</td>
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<tr>
<td>Gifts</td>
<td>24,086</td>
<td>(32,828)</td>
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<tr>
<td><strong>Net Nonoperating Revenues</strong></td>
<td>$66,436,406</td>
<td>$125,554,757</td>
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<tr>
<td>Income before Other Revenues, Expenses, Gains, or Losses</td>
<td>$10,285,469</td>
<td>$2,256,472</td>
</tr>
<tr>
<td>Transfers</td>
<td>(12,286,342)</td>
<td>14,828,342</td>
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<tr>
<td>Capital Appropriations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Gifts and Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$(-2,000,873)</td>
<td>$2,256,472</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Net Assets - Beginning of Year</td>
<td>65,304,780</td>
<td>216,959,748</td>
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<tr>
<td>Net Assets - End of Period</td>
<td>$63,303,907</td>
<td>$219,216,220</td>
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### EXPENDITURES BY FUNCTION

#### Educational and General

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<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$62,105,812</td>
<td>$49,147,672</td>
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<tr>
<td>Academic Support</td>
<td>23,817,803</td>
<td>20,047,605</td>
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<tr>
<td>Student Services</td>
<td>22,182,473</td>
<td>19,602,594</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>34,247,999</td>
<td>29,490,687</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>12,954,401</td>
<td>11,610,615</td>
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<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>1,090,887</td>
</tr>
</tbody>
</table>

**Other Expenses**

- Transfers: 12,286,342 | 12,286,342 | 100.0 | 5,095,668 | 100.0 |
- Fund balance reserved for contingency: 9,192,871 | 9,192,871 | 153,686 | 3.0 |

**Total Expenditures by Function**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$177,893,701</td>
<td>$143,276,402</td>
</tr>
</tbody>
</table>

### EXPENDITURES BY ACCOUNT

#### Personal Services

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>$6,374,811</td>
<td>$6,374,811</td>
</tr>
<tr>
<td>Faculty</td>
<td>23,147,771</td>
<td>23,046,148</td>
</tr>
<tr>
<td>Additional Compensation - Faculty</td>
<td>859,988</td>
<td>761,743</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>13,695,878</td>
<td>13,695,878</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>39,703,056</td>
<td>39,433,699</td>
</tr>
<tr>
<td>Other Compensation</td>
<td>5,146,114</td>
<td>4,801,623</td>
</tr>
<tr>
<td>Student Employment / Workstudy</td>
<td>12,000</td>
<td>12,000</td>
</tr>
</tbody>
</table>

**Total Personal Services**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$117,686,832</td>
<td>$108,242,846</td>
</tr>
</tbody>
</table>

#### Services and Supplies

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications and Utilities</td>
<td>5,670,711</td>
<td>4,076,807</td>
</tr>
<tr>
<td>Travel</td>
<td>2,832,369</td>
<td>1,435,010</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>12,601,918</td>
<td>10,710,186</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>7,200,618</td>
<td>4,266,681</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>1,106,000</td>
<td>1,090,887</td>
</tr>
<tr>
<td>Current Fixed Charges</td>
<td>2,668,793</td>
<td>2,305,546</td>
</tr>
</tbody>
</table>

**Total Services and Supplies**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$32,080,409</td>
<td>$23,885,117</td>
</tr>
</tbody>
</table>

#### Contingency and Reserves

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Equipment</td>
<td>427,731</td>
<td>427,731</td>
</tr>
<tr>
<td>Transfers</td>
<td>12,286,342</td>
<td>12,286,342</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,374,765</td>
<td>1,697,802</td>
</tr>
<tr>
<td>Contingency and Reserves</td>
<td>14,037,622</td>
<td>13,216,189</td>
</tr>
</tbody>
</table>

**Total Expenditures by Account**

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012/13</th>
<th>FY 2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$177,893,701</td>
<td>$143,276,402</td>
</tr>
</tbody>
</table>
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

COMMITMENTS FOR INSTITUTIONAL SUPPORT

COMMITMENTS FOR OPERATION & MAINTENANCE OF PLANT

COMMITMENTS FOR STUDENT FINANCIAL AID
INFORMATION ITEM

Meeting Date: 5/8/13

Item Number: 10

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

Information:

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

**Separations from Employment**

**Benander, Matthew S.**
Instructional Faculty - Mathematics
NW - Mathematics
Effective: 5/16/13

**Lueck, Vivian G.**
Public Safety Dispatcher
DO – Public Safety Operations
Effective: 3/24/13

**Yager, Catherine**
Instructional Faculty – Computer Software Applications
DC – Computer Software Applications
Effective: 4/26/13

**Zavala, David**
Police Officer
DO – Public Safety Operations
Effective: 3/26/13

---

**Approvals**

Contact Person ________________________________
Janet L. May

Interim Chancellor ________________________________
Dr. Zelema Harris
### INFORMATION ITEM

**Meeting Date:** 5/8/13  
**Item Number:** 11

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

**Information:**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamorro</td>
<td>Juan</td>
</tr>
<tr>
<td>Jameson</td>
<td>Erica</td>
</tr>
<tr>
<td>Melgarejo</td>
<td>Carina</td>
</tr>
</tbody>
</table>

**Approvals**

Contact Person:  

Janet L. May

Interim Chancellor:  

Dr. Zelema Harris
INFORMATION ITEM

Meeting Date: 5/8/13  
Item Number: 12

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

Information:

The Employee Assistance Program (EAP) is a College paid benefit for employees, dependents, spouse or domestic partner. In January 2013, the College sought proposals from qualified firms to provide an Employee Assistance Program. Representatives from the Benefits Committee and Human Resources evaluated the bid proposals received.

Jorgensen Brooks Group, a local Tucson vendor with three sites, will be the new EAP provider effective July 1, 2013. Among the services offered, the Jorgensen Brooks Group will provide a full range of confidential counseling and referral services, financial counseling and basic legal assistance, health and wellness consultative services, workplace seminars, supervisory training and video library, conflict management and off site mediation.

Approvals

Contact Person _________________________________ Janet L. May

Interim Chancellor _______________________________ Dr. Zelema Harris
INFORMATION ITEM

Meeting Date: 5/8/13  
Item Number:  13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2013-2014 | C.J. Karamargin  
Vice Chancellor for Public Information & Federal Government Relations  
(206-4850) |

Recommendation:

The Interim Chancellor recommends that the Board of Governors award a contract to Signature Offset for printing services and delivery of the Combined Credit/Non-Credit Schedules of Classes for Fiscal Year 2013-2014.

Justification:

The Purchasing Department, on behalf of the Public Information Department, conducted a bid process to obtain the best-possible pricing for printing and delivery of all editions of the 2014 Combined Credit/Non-Credit Schedules of Classes. The bid process was completed in April 2013. Three bids were received.

Signature Offset submitted the low bid. The recommendation to award the contract for printing of the Combined Credit/Non-Credit Schedules of Classes is based on pricing and on a review of the printer’s effectiveness. The College evaluated the printer’s performance using the following criteria: 1) ability to meet deadlines; 2) the quality of the finished product, including trimming and legibility of print; and 3) ability to meet distribution requirements.

College Plan Initiative:

This recommendation supports Initiative 5: Enhance Operations, Strategy 5.1, Improve communication, of the 2011-2013 College Plan.

Financial Considerations:

The estimated total amount required is $67,664. Of this amount $61,512 is for printing, delivery, and applicable taxes, and $6,152 is for contingency funding for printing and delivery (use limited to an amount that is justified by cost increases in materials and services only).
Approvals

Contact Person  C.J. Karamargin
C.J. Karamargin

Interim Chancellor  Dr. Zelema Harris
ACTION ITEM

Meeting Date: 5/8/13  
Item Number: 14A

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of March 29, 2013 (5:00 pm)</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Special Meeting of March 29, 2013 (5:00 pm) are submitted for approval.

Approval

Interim Chancellor__________________________________________________________

Dr. Zelema Harris
PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Friday, March 29, 2013 at 5:00 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

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

RECORDING SECRETARY

Gabriela De Echavarri

LEGAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lou Albert, President, West Campus
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)
Aubrey Conover, Vice President of Student Development
Nina Corson, Academic Dean
Dolores Durán-Cerda, Senior Assistant to the Provost (Acting)
Mary Beth Ginter, Academic Dean
William Howard, Assistant Vice Chancellor, Business Services
Rachelle Howell, Assistant Vice Chancellor, Grants and Planning & institutional Research
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Services
Jerry Migler, Provost and Executive Vice Chancellor
Lorraine Morales, Vice President of Instruction
Anna Reese, Executive Director, Financial Aid
Stan Steinman, Academic Dean
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Chancellor
General Matters

Call to Order

Brenda Even called the meeting to order at 5:00 p.m.

Pledge of Allegiance

Scott Stewart led the Pledge of Allegiance.

Action Items

Suspension of Language in SPG-3501/AA: Admissions and Registration

Motion No. 7166

Marty Cortez – M, David Longoria – S, to suspend the language in SPG-3501/AA in Section I. (Eligibility for Admissions) that refers to minimum level scoring on assessment examinations for one year.

Sylvia Lee – M, that the Pima Community College Board of Governors acknowledges the findings in the HLC report for Criterion One and that the Board of Governors endorses reinstating the Admissions and Standard Practice Guide 3501/AA dated May 27, 2009, to become effective immediately.

Vote: Motion died for lack of second.

Vote on original motion to suspend the current language in SPG-3501/AA: Board members present other than Board member Scott Stewart voted “aye” by voice vote. Scott Stewart opposed. Motion carried.

Adjournment

The meeting adjourned at 5:30 p.m.

___________________________________________

Secretary

___________________________________________

Date
**ACTION ITEM**

**Meeting Date:** 5/8/13  
**Item Number:** 14B

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of March 29, 2013 (5:30 pm)</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of March 29, 2013 (5:30 pm) are submitted for approval.

---

**Approval**

Interim Chancellor

Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Friday, March 29, 2013 at 5:30 p.m., in Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

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

Recording Secretary
Gabriela De Echávarri

Call to Order
Brenda Even called the meeting to order at 5:35 pm.

Motion to conduct
Motion No. 7167
Executive Sessions
PASSES
Sylvia Lee – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — (personnel) and A.R.S. § 38-431.03(A)(3) (legal advice).

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 5:36 p.m.

Resumption of Open Session
The Board resumed Open Session at 9:59 p.m.

Adjournment
The meeting adjourned at 10:00 p.m.

__________________________________________
Secretary

__________________________________________
Date
ACTION ITEM

Meeting Date: 5/8/13

Item Number: 14C

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of April 2, 2013</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

Recommendation:

The unapproved minutes of the Special Meeting of April 2, 2013 are submitted for approval.

Approval

Interim Chancellor

Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Board of Governors was held on Tuesday, April 2, 2013 at 5:15 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**BOARD MEMBERS**

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

**RECORDING SECRETARY**

Gabriela De Echavarri

**LEGAL COUNSEL**

Jeffrey Silvyn

**ADMINISTRATION**

Lou Albert, President, West Campus  
Stella Bay, Executive Director of Public Safety  
David Bea, Executive Vice Chancellor, Finance  
Johnson Bia, President, Desert Vista Campus  
Luba Chliwniak, President, Downtown Campus  
Aubrey Conover, Vice President of Student Development  
Imelda Cuyugan, Assistant Vice Chancellor, State Government Relations  
Dolores Durán-Cerda, Senior Assistant to the Provost (Acting)  
Charlotte Fugett, President, East Campus  
Jerry Haynes, Vice President of Student Development  
Donna Gifford, Vice President of Instruction  
Mary Beth Ginter, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services  
Rachelle Howell, Assistant Vice Chancellor, Grants and Planning & Institutional Research  
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services  
Janet May, Vice Chancellor, Human Resources  
Keith McIntosh, Vice Chancellor, Information Technology  
Leticia Menchaca, Assistant Vice Chancellor, Student Services  
Jerry Migler, Provost and Executive Vice Chancellor  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Anna Reese, Executive Director, Financial Aid  
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  
Deborah Yoklic, Assistant Vice Chancellor
Call to Order

Brenda Even called the meeting to order at 5:15 p.m.

Pledge of Allegiance

Marty Cortez led the Pledge of Allegiance.

Employment/Appointment of an Interim Chancellor

Motion to Appoint

Motion No. 7168

Zelema Harris as Interim Chancellor

David Longoria – M, Marty Cortez – S, to approve the appointment of Zelema Harris as Interim Chancellor of Pima Community College until June 30, 2013.


Adjournment

The meeting adjourned at 5:25 p.m.
Meeting Date: 5/8/13
Item Number: 14D

Item Title: Unapproved Minutes of the Special Meeting of April 10, 2013
Contact Person: Chancellor’s Office (206-4747)

Recommendation:
The unapproved minutes of the Special Meeting of April 10, 2013 are submitted for approval.

Approval

Interim Chancellor: Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, April 10, 2013 at 4:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

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

Recording Secretary
Gabriela De Echávarri

General Counsel
Jeffrey Silvyn

Administration/Staff
Lou Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Luba Chliwniak, President, Downtown Campus
Charlotte Fugett, President, East Campus
Alex Kajstura, President Northwest Campus
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology

Call to Order
Brenda Even called the meeting to order at 4:30 pm.

Employee Salaries for FY 2013-2014
Dr. David Bea, Executive Vice Chancellor for Finance and Administration presented options for employee salaries for FY 2013-2014.
Motion to conduct Executive Sessions
PASSES

Motion No. 7169

Scott Stewart – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(3) (legal advice). A.R.S. § 38-431.03(A)(4) (consultation and legal advice) and A.R.S. §38-431.03(A)(5) (consultation and direction to negotiation representatives).

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 5:00 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:59 p.m.

Adjournment

The meeting adjourned at 7:00 p.m.

______________________________
Secretary

______________________________
Date
# ACTION ITEM

**Meeting Date:** 5/8/13  
**Item Number:**  14E  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Regular Meeting of April 10, 2013</td>
<td>Chancellor’s Office</td>
</tr>
<tr>
<td></td>
<td>(206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Regular Meeting of April 10, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor  

Dr. Zelema Harris
A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, April 10, 2013 at 7:00 p.m., in the Community/Board Room at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

BOARD MEMBERS

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

BOARD REPRESENTATIVES

Amy Parker, Staff
Robert Ramirez, Staff
John Valenzuela, Student
Kimlisa Salazar Duchicela, Faculty
Patricia Figueroa, Faculty
Charlotte Fugett, President, East Campus
Deborah Gaddy, Academic Dean
John Gillis, Academic Dean
Mary Beth Ginter, Academic Dean
Donna Gifford, Vice President of Instruction
Diane Groover, Assistant Vice Chancellor, Finance
Patricia Houston, Academic Dean
William Howard, Assistant Vice Chancellor, Business Services
Alex Kajstura, President Northwest Campus
Janet May, Vice Chancellor, Human Resources
Keith McIntosh, Vice Chancellor, Information Technology
Leticia Menchaca, Assistant Vice Chancellor, Student Development
Jerome Migler, Provost/Executive Vice Chancellor
Lorraine Morales, 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
Anne Vosberg, Vice President of Student Development
William Ward, Vice Chancellor, Facilities
Daniel Wright, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

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
Aubrey Conover, Vice President of Student Development
Nina Corson, Academic Dean
Imelda Cuyugan, Assistant Vice Chancellor, State Government Relations
Dolores Durán-Cerda, Senior Assistant to the Provost (Acting)
Call to Order

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

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Recognition Awards

Executive Vice Chancellor David Bea welcomed the honorees and recognized their achievements. Awards were presented to students, employees and community members. Dr. Bea thanked everyone for being there.

Chairperson Even introduced Dr. Zelema Harris, incoming Interim Chancellor, who joined the meeting via Skype. Dr. Harris thanked the Board for giving her an opportunity to utilize her skills and experiences to help sort out and respond to the concerns mentioned by the HLC. Dr. Harris noted she is looking forward to working with all.

Public Comment and Reports

Public Comment

Joe Labuda, WC Library Director, addressed the Board regarding the suspension of the Chancellor search and asked Board members Marty Cortez, Brenda Even, David Longoria, Scott Stewart and Interim Chancellor Suzanne Miles to resign.

Mykle Zoback, Staff Council Chair, read a statement released on March 29 about suspending the search for a Chancellor and asking Marty Cortez, Brenda Even, David Longoria and Scott Stewart to resign immediately.

Virginia Ortega, AFSCME Chairperson addressed the board asking Board members Marty Cortez, Brenda Even, David Longoria, Scott Stewart and Interim Chancellor Suzanne Miles to resign.

Georgia Brousseau addressed the Board on behalf of POAC regarding the HLC report and the Prep Academy and asked for the suspension of the open admission policy.

Sterling Vinson addressed the Board regarding the HLC concerns and asked the four senior Board members of the Board to resign.
Jason Brown, ACES President, addressed the Board about the HLC report and asked Board members to resign.

Alfonso Valenzuela from C-FAIRR, addressed the Board regarding the HLC report and its recommendations.

Rosalinda Gallardo addressed the Board regarding open admissions and asked that the HLC report be taken seriously.

Scott Collins spoke on behalf of PCCEA, he thanked Suzanne Miles for her efforts during the last 13 months to move the College in a new direction. He recognized the rapidity in which a new Interim Chancellor was appointed. He asked senior Board members to resign.

Brian Basgen, Acting Assistant Vice Chancellor for IT, addressed the Board regarding his support for faculty and staff to constructively move this institution forward based on the HLC report.

Bret Linden, former Information Technology employee, addressed the Board in regards to the culture of fear exercised at the college.

Joe McGrath, PCC student, addressed the Board regarding the status of the College and asked Board members to resign.

Cort Chalfant addressed the Board about leadership and asked Board members Even, Longoria, Stewart and Cortez to step down.

Kelly Ponzie addressed the Board regarding her story so success stories continue to be created at Pima Community College and asked Board Members Even, Longoria, Cortez and Stewart to step down.

**Staff Representatives**

Staff Representative Robert Ramirez reported on the Staff Council meeting of April 5. Highlights included the following: *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 reminded everyone that changes have been made to the registration and placement guidelines. She also stated that three state universities have sent letters saying they will continue to accept the College’s transfer
credits without reservation. **Chancellor’s Report:** Interim Chancellor Miles announced that Dr. Zelema Harris, new Interim Chancellor, will start on April 15. **Liaison Report:** Janet May, Vice Chancellor for Human Resources, reported on recruitment statistics. Internal Auditor, Lori Cox, gave an update on EthicsPoint. Terra Benson, Director of Admissions, presented the draft of the new 2014-15 academic calendar. **AFSCME Report:** Rose Bolz reviewed the names of officers and stewards. **ACES Report:** Jason Brown announced that the group is working through some final Meet and Confer issues and should conclude soon. **Campus/District Reports:** The Multicultural Convocation will be held May 9 at West Campus. **Council Report:** New Staff Representative Amy Parker was introduced.

**Student Representatives**

Student Representative John Valenzuela reported on recent events from each campus. Highlights included: **Community Campus:** Students from all three Adult Education Learning Centers are participating in the first ever “Community Gardening Club”. **Desert Vista Campus** is hosting the Sexual Assault/Domestic Violence Awareness Month. **Downtown Campus** held the event Bike Fest 2013. **East Campus:** Student Life will participate in the Alberding Amble Fun Run/Walk. **Northwest Campus** hosted an Open House featuring the professional programs offered at the Campus. **West Campus** will be hosting the PLI Bronze Level II 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 April 5 meeting. Highlights included the following: Dr. Brenda Even visited the Senate and addressed issues pertaining to the HLC report and announced that Interim Chancellor Harris would begin on April 15, 2013. **Faculty Senate President’s Report:** Joe Labuda announced Dr. Harris, incoming Interim Chancellor, will be joining the next Board meeting via Skype. **PCCEA Update:** Perry Higgins gave an update on Meet and Confer. **Chancellor’s Report:** Dr. Jerry Migler, Provost, gave an update on salary increases, Prep Academy and reminded everyone of the Board recognition event to be held at the next Board meeting. **Provost’s Report:** Dr. Dolores Durán-Cerda,
on behalf of Provost Migler reported on the latest registrations changes.

**Governing Board Member Reports**

*Chairperson’s Report:* Chairperson Even informed we should receive the HLC report within six to ten days. Dr. Even noted Dr. Zelema Harris will start on April 14.

Marty Cortez noted the Board is not indifferent to the comments of the community and appreciates the time everyone takes to share their concerns.

Scott Stewart noted that he is taking the HLC report seriously.

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

**Interim Chancellor’s Report**

Jeff Silvyn, General Counsel, on behalf of Interim Chancellor Miles introduced Dr. Johnson Bia. Dr. Johnson Bia, Desert Vista Campus President and Ted Roush, Vice President of Instruction gave an update on the Aviation Program.

**Report — February 2013 Financial Statements**

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

**Information Items**

*Separations from Employment*

*Executive Administrator Contract Fiscal Year 2013/2014 & 2014/2015*

*Personnel Policy Statement for College Employees Appendix H*

These items were noted as information items.
Action Items

Motion to Approve Meeting Minutes

PASSES

Approval of Minutes

Motion No. 7170

Scott Stewart – M, Sylvia Lee – S, to approve the minutes of the following meetings: Special Meeting of March 16, 2013; Special Meeting of March 20, 2013; Regular Meeting of March 20, 2013 and the Special Meeting of March 25, 2013.

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

Consent Agenda

Motion to Approve Consent Agenda

PASSES

Motion No. 7171

Scott Stewart – M, Marty Cortez – S, to approve the Consent Agenda as presented.

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

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

Changes to Personnel Policy Statement for College Employees and Administrative Personnel Policy Statement

Motion No. 7172

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.

Vote: Board members present other than Board Member Stewart voted “aye” by voice vote. Scott Stewart – opposed. Motion carried.

Fiscal Year 2013-14 Employee Salary Increases

Motion to Table this Item
PASSES

Motion No. 7173

Marty Cortez – M, Sylvia Lee – S, to table discussion on this item.

Vote: Board members present voted “aye” by voice vote. Scott Stewart opposed. Motion carried.

Capital Budget Plan for Fiscal Years 2014 and 2015

Motion to Approve
Capital Budget Plan for Fiscal Years 2014 and 2015
PASSES

Motion No. 7174

Sylvia Lee – M, Marty Cortez – S, to approve the 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.

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

Contract: Legal Services for Fiscal Year 2013-2014

Motion to Table this Item
PASSES

Motion No. 7175

Marty Cortez – M, David Longoria – S, to table discussion on this item.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.
State Match Funding for Adult Education

**Motion No. 7176**

David Longoria – M, Sylvia Lee – S, to approval 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.

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

**Purchase Order Change Request: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona**

**Motion No. 7177**

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

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

**Adjournment**

The meeting adjourned at 9:40 p.m.

___________________________________________
Secretary

___________________________________________
Date
# ACTION ITEM

**Meeting Date:** 5/8/13  
**Item Number:** 14F  

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unapproved Minutes of the Special Meeting of April 14, 2013</td>
<td>Chancellor’s Office (206-4747)</td>
</tr>
</tbody>
</table>

**Recommendation:**

The unapproved minutes of the Special Meeting of April 14, 2013 are submitted for approval.

---

**Approval**

Interim Chancellor:  
Dr. Zelema Harris
A Special Meeting of the Pima County Community College District Governing Board was held on Sunday, April 14, 2013 at 5:30 p.m., in Room C-239, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-5000.

Persons in Attendance

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

Recording Secretary
Gabriela De Echávarri

Administration/Staff
Zelema Harris

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

Motion to conduct Executive Sessions
Motion No. 7178
Scott Stewart – M; Sylvia Lee – S; to conduct Executive Sessions pursuant to A.R.S. §38-431.03(A)(1) — Discussion or consideration of personnel issues, concerning the Interim Chancellor employment and assignment.

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

Recess into Executive Sessions
The Board recessed into the above referenced Executive Sessions at 5:41 p.m.

Resumption of Open Session
The Board resumed Open Session at 7:29 p.m.
Adjournment

The meeting adjourned at 7:30 p.m.

__________________________________________
Secretary

__________________________________________
Date
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  Faculty Administrator Appointment Renewal  
15.5  Grant Sub-Award: Wellness Coalition/Corporation for National and Community Service, AmeriCorps State and National Grants  
15.6  Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, Higher Education Multicultural Scholars Program (MSP), A Multicultural STEM Incubator for Diverse and Innovative Solutions  
15.7  Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, An HSI STEAM Consortium for Sustainable Technology & Development  
15.8  Grant Proposal: U.S. Department of Agriculture, Hispanic-Serving Institutions Education Grants Program (HSI), Pima Environmental Sciences Transition Program (PESTP)  
15.9  Grant Proposal: American Association of Community Colleges, Plus 50 Encore Completion Program  
15.10 Intergovernmental Agreement: Pima Community College/Marana School District “Adopt-a-School” Partnership  
15.11 Library Participation in Cooperative Buying Program with the Community College Library Consortium  
15.12 2014-2015 Academic Calendar  
15.13 Contract: Short Term Disability Insurance  
15.14 Contract: Bus Services
**Pima County Community College District**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 5/8/13  
**Item Number:** 15.1

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

**Recommendation:**

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

**Justification:**

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

**Faculty:**

<table>
<thead>
<tr>
<th>Cabello, Christopher</th>
<th>Instructional Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $50,450</td>
<td>Desert Vista Campus – Chemistry</td>
</tr>
<tr>
<td>Effective: 8/21/13</td>
<td></td>
</tr>
<tr>
<td>Education: Bachelor of Science, Chemistry, University of Arizona, Tucson, Arizona; Master of Science, Chemistry, University of Michigan, Ann Arbor, Michigan</td>
<td></td>
</tr>
<tr>
<td>Experience: Mr. Cabello has two years experience as a chemistry instructor for Cochise College in Sierra Vista, Arizona. He also has four years experience as an adjunct chemistry instructor for Pima Community College and two years experience as an academic tutor for Varsity Tutors, LLC, both located in Tucson, Arizona.</td>
<td></td>
</tr>
</tbody>
</table>

**Recruitment Overview:**

An external recruitment was conducted. Forty applications were received and reviewed. Fifteen candidates were invited to interview. The finalists were interviewed by Dr. Johnson Bia, Desert Vista Campus President and Dr. Alex Kajstura, Northwest Campus President.

<table>
<thead>
<tr>
<th>Schnurr, Teddi</th>
<th>Instructional Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: $45,229</td>
<td>Desert Vista Campus – Early Childhood Education</td>
</tr>
<tr>
<td>Effective: 8/21/13</td>
<td></td>
</tr>
<tr>
<td>Education: Bachelor of Arts, Social Ecology, University of California, Irvine, California; Master of Social Work, University of Michigan, Ann Arbor, Michigan; Master of</td>
<td></td>
</tr>
</tbody>
</table>
Education, Early Childhood Education, Northern Arizona University, Flagstaff, Arizona

Experience: Ms. Schnurr has one year experience as an administrative appointment in early childhood education, seven years experience as an adjunct early childhood development instructor, one year experience as program coordinator and ten years experience as program manager for the child development center all at Pima Community College. She also has two years experience as director for Angel Children’s Center and two years experience as a child protective services specialist for the Department of Economic Security, all located in Tucson, Arizona.

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

**Shartsis, Trina**  
**Instructional Faculty**

Salary: $43,489  
Northwest Campus – Chemistry

Effective: 8/21/13

Education: Bachelor of Science, Chemistry, Idaho State University, Pocatello, Idaho; Master of Science, Chemistry, University of Nevada Reno, Reno, Nevada

Experience: Ms. Shartsis has one year experience as an administrative appointment in chemistry, three years experience as an adjunct chemistry instructor and two years experience as a laboratory specialist for Pima Community College. She has one year experience as a science instructor for Greenfields Country Day School located in Tucson, Arizona. She also has two years experience as a graduate teaching assistant at the University of Nevada in Reno, Nevada and one year experience as a supplemental instructor for Idaho State University in Pocatello, Idaho.

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

**Staff:**

**Blackwell, Susan Celeste**  
**Instructional Media Specialist**

Hourly Rate: $16.98  
Center for Learning Technology

Effective: 5/13/13  
Selected to fill an open position

Education: Bachelor of Arts, Political Science, Marymount Manhattan College, New York, New York

Experience: Ms. Blackwell has two years experience as a project consultant with the HITECH grant program with Pima Community College. She also has two years experience as a customer solutions consultant for Google London in London, United Kingdom and DoubleClick in Hamburg, Germany

Recruitment Overview:
An external recruitment was conducted. Eleven applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Dr. Daniel Wright, Dean of Online Development, Community Campus.

**Moore, Tyler**  
**Instructional Media Specialist**  
Hourly Rate: $16.98  
Effective: 5/13/13  
Education: Bachelor of Arts, English, Indiana University, South Bend, Indiana  
Experience: Mr. Moore has one year experience as an instructional media designer for the Southwest Applied Technology College in Cedar City, Utah.

Recruitment Overview:
An external recruitment was conducted. Eleven applications were received and reviewed. Six candidates were invited to interview. The finalists were interviewed by Dr. Daniel Wright, Dean of Online Development, Community Campus.

**Shue, Natalie**  
**Student Services Advanced Specialist**  
Hourly Rate: $20.75  
Effective: 5/13/13  
Education: Bachelor of Arts, Psychology, University of Arizona, Tucson, Arizona; Master of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona  
Experience: Ms. Shue has one year experience as a senior academic advisor, one year experience as an academic advisor and three years experience as recruitment program coordinator for the University of Arizona in Tucson, Arizona. She also has two years experience as an admissions counselor for A.T. Still University in Mesa, Arizona.

Recruitment Overview:
An external recruitment was conducted. One hundred twenty-one applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

**Stallard, Eric**  
**Support Technician**  
Hourly Rate: $13.96  
Effective: 5/13/13  
Education: Bachelor of Arts, Animation, The Art Center Design College, Tucson, Arizona  
Experience: Mr. Stallard has two years experience as an office assistant for Canyon Building and Design and two years experience as an office manager for Southwest Solutions in Tucson, Arizona.

Recruitment Overview:
An external recruitment was conducted. Fifty-one applications were received and reviewed. Ten candidates were invited to interview. The finalists were interviewed by Dr. Jerry Migler, Provost and Executive Vice Chancellor.
Zarin, Ira    Library Services Specialist
Hourly Rate:    $16.98    Downtown Campus
Effective: 5/13/13 Selected to fill an open position
Education: Bachelor of Arts, Sociology, University at Buffalo, The State University of New York, Buffalo, New York; Master of Arts, Sociology, University of Arizona, Tucson, Arizona
Experience: Mr. Zarin has one year experience as a library associate and one year experience as an office support clerk for the Pima County Library in Tucson, Arizona
Recruitment Overview: An external recruitment was conducted. One hundred twenty-one applications were received and reviewed. Thirteen candidates were invited to interview. The finalists were interviewed by Dr. Louis Albert, West Campus President.

Approvals

Contact Person _________________________________
Janet L. May

Interim Chancellor_______________________________
Dr. Zelema Harris
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: Bailey, Terry R.
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $735.00 per load hour
Education: Bachelor of Science, Nursing, University of Phoenix, Phoenix, Arizona
Experience: Ms. Bailey has been working as a registered nurse for Tucson Medical Center in Tucson, Arizona for more than thirty-four years. She has more than five years of teaching experience.

Name: Belcher Sawhney, Vien
Discipline(s): Nursing (Academic Limited Exemption)
Salary: $735.00 per load hour
Education: Bachelor of Science, Nursing, University of Texas, Pan American, Dr. Edinburg, Texas
Experience: Ms. Belcher Sawhney has been working for St. Joseph’s Hospital in Tucson, Arizona as a Registered Nurse for more than five years. She has one year of teaching experience.
Name: **Dawson, Diana K.**  
Discipline(s): Biology (Academic); Chemistry (Developmental)  
Salary: $735 per load hour  
Education: Bachelor of Science, Biochemistry, Arizona State University, Tempe, Arizona; Master of Science, Physician Assistant Studies, University of St. Francis, Joliet, Illinois  
Experience: Ms. Dawson worked for more than one year as a Donor Care Specialist-Phlebotomist at United Blood Services in Phoenix, Arizona. She has no formal adult teaching experience.

Name: **Klein, Raymond**  
Discipline(s): Fire Science (Occupational/Workforce)  
Salary: $735.00 per load hour  
Education: Associate of Applied Science, General Studies, Fire Science and Emergency Medical Technology, Pima Community College, Tucson, Arizona; Bachelor of Science, Public Safety and Emergency Management, Grand Canyon University, Phoenix, Arizona; Master of Science, Leadership, Grand Canyon University, Phoenix, Arizona  
Experience: Mr. Klein worked for twenty years as a deputy chief for the City of Tucson Fire Department in Tucson, Arizona. He taught emergency medical technology courses for seven years at Pima Community College.

Name: **Knickerbocker, Zacharias**  
Discipline(s): Behavioral Health Services (Occupational/Workforce) and Social Services (Academic)  
Salary: $735.00 per load hour  
Education: Bachelor of Science, Social Work and Sociology, Indiana Wesleyan University, Marion, Indiana; Master of Science, Social Administration, Case Western Reserve University, Cleveland, Ohio  
Experience: Mr. Knickerbocker has been the director of clinical services for three years at the University of Arizona Medical Center, Tucson, Arizona. Prior to that, he worked as a vice president of operations & performance improvement for Compass Health Care, Tucson, Arizona. He has no formal teaching experience.

Name: **Parker, Sharon L., Ph.D.**  
Discipline(s): Art (Academic)  
Salary: $735.00 per load hour  
Education: Bachelor of Arts, English Literature, Portland State University, Portland, Oregon; Master of Arts, Art History, Doctor of Philosophy, Comparative Cultural and Literary Studies, University of Arizona, Tucson, Arizona  
Experience: Dr. Parker was the assistant professor and co-chair of art and design at Zayed University in Abu Dhabi, United Arab Emirates for more than six years. She taught art and humanities from 1998 through May 2005 at Pima Community College.
Name: Rupert, Holly M.
Discipline(s): Journalism (Academic), Speech Communication (Academic)
Salary: $735 per load hour
Education: Bachelor of Arts, Speech & Dramatic Art, Mercer University, Macon, Georgia; Master of Arts, Mass Communication, University of Florida, Gainesville, Florida
Experience: Ms. Rupert was Programming Content Manager for two years at Family Life Communications in Tucson, Arizona. She has one year of formal adult teaching experience.

Approvals

Contact Person _________________________________
Janet L. May

Interim Chancellor_______________________________
Dr. Zelema Harris
**ACTION ITEM**

**Meeting Date:** 5/8/13  
**Item Number:** 15.3

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

**Recommendation:**

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

**Justification:**

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

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

**Anderson, Katie**  
**Instructor**  
**NW**

**Effective:** 5/9/13  
**Duration:** 2012-2013 Fiscal year  
Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.

**Hourly Rate:** $20.83  
**Education:** Bachelor of Arts, English, University of Arizona, Tucson, Arizona  
**Experience:** Ms. Anderson has six years experience as a teacher for Marana Unified School District in Marana, Arizona.

(Continued)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Effective Date</th>
<th>Program</th>
<th>Duration</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barr, Joy</td>
<td>Program Coordinator</td>
<td>DC</td>
<td>5/9/13</td>
<td>Upward Bound</td>
<td>2012-2013 Fiscal year</td>
<td>$20.83</td>
<td>Bachelor of Arts, Management, University of Phoenix, Tucson, Arizona</td>
<td>Ms. Barr has thirteen years experience as a transitional services coordinator and instructor for Presidio School in Tucson, Arizona. She also has seven years experience as an instructor for Chaparral College in Tucson, Arizona.</td>
</tr>
<tr>
<td>Bouey, Melissa</td>
<td>Tutor I</td>
<td>WC</td>
<td>5/9/13</td>
<td>Mathematics</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Bachelor of Science, Elementary Education, Arizona State University West, Phoenix, Arizona; Master of Education, Mathematics Education, Arizona State University, Tempe, Arizona</td>
<td>Ms. Bouey has four years experience as a math tutor for Paradise Valley Community College in Phoenix, Arizona.</td>
</tr>
<tr>
<td>Camarena, Salvador</td>
<td>Van Driver</td>
<td>NW</td>
<td>5/9/13</td>
<td>Upward Bound</td>
<td>2012-2013 Fiscal year</td>
<td>$8.30</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Mr. Camarena has four years experience as an event assistant for Pima Community College. He has submitted a clean driving record for the past three years from the Department of Motor Vehicles.</td>
</tr>
<tr>
<td>Kane, Daniel</td>
<td>Laboratory Technician</td>
<td>DV</td>
<td>5/9/13</td>
<td>Mathematics</td>
<td>2012-2013 Fiscal year</td>
<td>$14.95</td>
<td>Bachelor of Arts, Economics and Business Administration, Monmouth College, Monmouth, Illinois</td>
<td>Mr. Kane was interviewed and recommended by Dr. Darla Aguilar, Mathematics Instructional Faculty. He has no formal experience.</td>
</tr>
</tbody>
</table>
LaFaye, Cassandra   Instructor    NW
Effective: 5/9/13   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, Physical Science Education, Southern Utah University, Cedar City, Utah; Master of Arts, Teaching and Teacher Education, University of Arizona, Tucson, Arizona
Experience: Ms. LaFaye has eight years experience as a teacher for Marana Unified School District in Marana, Arizona.

Maddox, Blake   Tutor I    DV
Effective: 5/9/13   Mathematics
Duration: 2012-2013 Fiscal year
   Additionally, at the end of the current assignment, employee will be placed in a temporary pool to be available for eighteen months.
Hourly Rate: $7.80
Education: Coursework, Pima Community College, Tucson, Arizona
Experience: Mr. Maddox is currently attending Pima Community College and has been interviewed and recommended by Dr. Darla Aguilar, Mathematics Instructional Faculty.

Marshall, Andrew   Instructor    NW
Effective: 5/9/13   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, Physics, Iowa State University, Ames, Iowa
Experience: Mr. Marshall has two years experience as a teacher for Marana Unified School District in Marana, Arizona and Berlitz in San Luis Potosi, Mexico.

Pelter, Sandra   Instructor    NW
Effective: 5/9/13   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, Business Management, University of Phoenix, Denver, Colorado; Master of Education, Teaching and Teacher Education, University of Arizona, Tucson, Arizona
Experience: Ms. Pelter has two years experience as a teacher for Marana Unified School District in Marana, Arizona.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Effective Date</th>
<th>Duration</th>
<th>Hourly Rate</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Romero, Daniela</td>
<td>Laboratory Technician</td>
<td>DV</td>
<td>5/9/13</td>
<td>2012-2013 Fiscal year</td>
<td>$14.95</td>
<td>Associate of Science, Systems Engineering, Pima Community College, Tucson, Arizona</td>
<td>Ms. Romero was interviewed and recommended by Dr. Darla Aguilar, Mathematics Instructional Faculty. She has no formal experience.</td>
</tr>
<tr>
<td>Trentham, Erica</td>
<td>Office Aide</td>
<td>NW</td>
<td>5/9/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Ms. Trentham has eight months experience as a Federal Work Study office aide for Pima Community College in Tucson, Arizona.</td>
</tr>
<tr>
<td>Vargas, Maria</td>
<td>Office Aide</td>
<td>NW</td>
<td>5/9/13</td>
<td>2012-2013 Fiscal year</td>
<td>$7.80</td>
<td>Coursework, Pima Community College, Tucson, Arizona</td>
<td>Ms. Vargas is has three months experience as a Federal Work Study student aide and was interviewed and recommended by Diana Morris-Murphy, Program Manager.</td>
</tr>
<tr>
<td>Zebb, Justin</td>
<td>Workforce Trainer</td>
<td>CC</td>
<td>5/9/13</td>
<td>2012-2013 Fiscal year</td>
<td>$23.00</td>
<td>Public Safety and Emergency Services Institute</td>
<td></td>
</tr>
</tbody>
</table>
Temporary Appointments

Education: Bachelor of Arts, Diplomacy and World Affairs, Occidental College, Los Angeles, California
Experience: Mr. Zebb has three years experience as a firefighter for Golder Ranch Fire District in Tucson, Arizona.

Approvals

Contact Person _________________________________
Janet L. May

Interim Chancellor_______________________________
Dr. Zelema Harris
ACTION ITEM

Meeting Date: 5/8/13
Item Number: 15.4

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

Recommendation:

The Interim Chancellor recommends that the Board approve the renewal of the Instructional Faculty Administrative Appointment for an additional academic year and requests that the Board authorizes the Interim Chancellor or designee to sign the employment contracts on behalf of the College District.

Lennon, Rita
Instructional Faculty
Salary: $43,489
Effective: 8/21/13
Education: High School Diploma, Mountain View High School, Tucson, Arizona
Experience: Ms. Lennon has one year experience as a clinical research trial coordinator administrative appointment at Northwest Campus at Pima Community College and six years experience as a certified clinical research coordinator and department manager for the Rocky Mountain Eye Center in Missoula, Montana. She also has ten years experience as chief ophthalmic photographer, department manager and study coordinator assistant for the Retina Centers in Tucson, Arizona, Glaser Murphy Retina Treatment Center in Baltimore, Maryland and Baltimore Washington Eye center in Glen Burnie, Maryland. Ms. Lennon is a certified clinical research coordinator, certified ophthalmic technician, and certified ophthalmic assistant.

Recruitment Overview:
This is a renewal of an administrative appointment.

Approvals
Contact Person _________________________________ Janet L. May
Interim Chancellor _________________________________ Dr. Zelema Harris
ACTION ITEM

Meeting Date: 5/8/13  
Item Number: 15.5

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Sub-Award: Wellness Coalition/Corporation for National and Community Service, AmeriCorps State and National Grants</td>
<td>Dr. Luba Chliwniak, President, Downtown Campus (206-7100)</td>
</tr>
</tbody>
</table>

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the partnership between the Downtown Campus and the Wellness Coalition for the “AmeriCorps State and National Grants” grant proposal; and if funded, acceptance of the sub-award from the Corporation for National and Community Service through the Wellness Coalition. Downtown Campus will host two part-time AmeriCorps members each year, which will allow for veterans helping veterans in the Downtown Campus Veteran Center. If funded, the grant performance period will be September 1, 2013 through August 31, 2016. The total grant match required from PCC-Downtown Campus is $24,000 for a 3-year period.

Justification:

Pima Community College (PCC) Downtown Campus proposes to partner with the Wellness Coalition’s 2013 proposal for the AmeriCorps National Direct Program by hosting two part-time (900 hours per year) AmeriCorps members for three years.

PCC will be part of the “Southwest Veterans Opportunity Network", which will engage 50 veterans and military family members in national service opportunities that help enhance and expand programs supporting veterans and military family members at 20 Community Partner Service Sites in urban and rural areas of Arizona, New Mexico and Texas. The Wellness Coalition, a regional nonprofit organization headquartered in Silver City, New Mexico, in partnership with other nonprofit organizations, educational institutions, and community members will replicate its successful regional service site model. Members will enhance and expand current programs for veterans, coordinate 2,000 volunteer opportunities for veterans and military family members and provide financial literacy training to 400 veterans and military family members in the communities they serve.

Pima Community College, University of Arizona and Cochise College will represent Arizona in this partnership.

PCC-Downtown Campus is very excited and committed to becoming a community service site. Upon award, a Community Partner Service Site Agreement between PCC- Downtown Campus and the Wellness Coalition will be initiated.
The Wellness Coalition will be responsible for all recruitment and management of PCC-Downtown Campus’ AmeriCorps members including administering grant funds for members’ living allowance, insurance, training, travel, and other member support costs. The Wellness Coalition will monitor the AmeriCorps member and complete all grant reporting requirements.

PCC-Downtown Campus will assign a supervisor and provide desks, computer access, and phones and resources for the AmeriCorps Cadre. PCC is requesting two part-time AmeriCorps members to be located at the Downtown Campus.

**College Plan Initiative:**

This program supports the 2011-13 College Plan:

- Initiative 4: Expand Educational and Workforce Opportunities,
  - Strategy 4.5: Design new partnerships
    - Action 4.5.4: Investigate new training partnerships with business, industry, and government.
  - Strategy 4.6: Strengthen connections between the College and community
    - Action 4.6.3: Leverage the internal and external connections for mutual benefit.

**Financial Considerations:**

The total grant match required from PCC-Downtown Campus is $24,000 for a 3-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Cost</th>
<th>College match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Part-time members (900 hours per year) - program</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>match fee ($4,000 for each part-time member x 3 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

The College is responsible for a program match fee of $4,000 for each half-time member or $8,000 per year, totaling $24,000 for the 3-year program. PCC – Downtown Campus will have the option to opt-out of the agreement if the program is not beneficial to the College. Institutionalization of the program is not required as a condition of the grant.

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

**Approvals**

Contact Person ________________________________

Dr. Luba Chliwniak

Interim Chancellor ________________________________

Dr. Zelema Harris
ACTION ITEM

Meeting Date: 5/8/13  
Item Number: 15.6

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Sub-Award: University of Arizona/U.S. Department of Agriculture, Higher Education Multicultural Scholars</td>
<td>Dr. Louis Albert, President, West Campus (206-6752)</td>
</tr>
<tr>
<td>Program (MSP), A Multicultural STEM Incubator for Diverse and Innovative Solutions</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:**

The Interim Chancellor recommends that the Board of Governors approve the partnership between the West Campus and the University of Arizona for the “A Multicultural STEM Incubator for Diverse and Innovative Solutions” grant proposal; and if funded, acceptance of the sub-award from the U.S. Department of Agriculture (USDA) through the University of Arizona. The partnership would allow the Pima Community College (PCC) West Campus to serve on the proposal Academic Advisory Committee to recruit up to three students who are in their final year at PCC and provide a tuition waiver for one year at PCC. If funded, the grant performance period will be June 1, 2013 through May 31, 2016. The total amount requested is $27,000.

**Justification:**

The goal of the Multicultural Scholars Program (MSP) proposal is to provide financial, professional, and academic resources in support of the recruitment, retention and training of underrepresented students in the USDA priority areas of Human Sciences Training and Food Science and Human Nutrition Training. Objectives for MSP students include completing coursework, engaging in professional learning experiences, and developing a portfolio of skills and products (deliverables) while working collaboratively to solve contemporary agricultural challenges.

Pima Community College District (PCCD) and the University of Arizona (UA) already have a 2+2 program in place, where students complete two years at PCCD and transition into a four year degree program at the UA. The MSP has partnered with PCC in an arrangement to recruit top students from specific PCCD academic programs. The MSP will recruit up to three students who are in their final year at PCCD and will provide a tuition waiver for the one year at PCCD and two years at UA. Specific recruitment areas include the PCC Department of Biology Honors Program, PCC’s BIO 201 and 202 (Anatomy/Physiology), and students who volunteer as tutors in their course laboratories, as the student volunteers must have a 3.5 overall in their Biology classes. Other key classes of recruitment include BIO 127IN (Nutritional Science) and GEO 250IN (Medical Geography), both lab science classes that are aligned with the MSP. PCCD also offers higher-level classes, such as BIO 181/182, CHM 151/152, which are major level courses, proving a source of top end students. If funded, PCCD will participate in the proposed Academic Advisory Committee.
College Plan Initiative:

This program supports the 2011-13 College Plan:

- Initiative 4: Expand Educational and Workforce Opportunities,
  - Strategy 4.1: Improve workforce through career readiness
    - Action 4.1.3: Integrate career awareness skills and standards into the curriculum when appropriate and possible.
  - Strategy 4.5: Design new partnerships
    - Action 4.5.1.: Expand and enhance education for students regarding new and changing university articulation and transfer opportunities
    - Action 4.5.3: Expand partnerships with universities
    - Action 4.5.4: Investigate new training partnerships with business, industry, and government.
  - Strategy 4.6: Strengthen connections between the College and community
    - Action 4.6.3: Leverage the internal and external connections for mutual benefit.

Financial Considerations:

The total grant amount being requested is $27,000 for a one-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($6,500 @ 3 students)</td>
<td>$19,500</td>
</tr>
<tr>
<td>Cost-of-Education ($2,500 @ 3 students)</td>
<td>$ 7,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,000</strong></td>
</tr>
</tbody>
</table>

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

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

Approvals

Contact Person ____________________________
Dr. Louis Albert

Interim Chancellor ____________________________
Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the partnership between the West Campus and the University of Arizona for the “An HSI STEAM Consortium for Sustainable Technology & Development” grant proposal; and if funded, acceptance of the sub-award from the U.S. Department of Agriculture (USDA) through the University of Arizona. The partnership would improve preparation in educational resources for undergraduate and graduate students learning the complex agricultural and economic factors underlying the interrelationships and duality of food security and obesity in the U.S. and abroad. If funded, the grant performance period will be September 1, 2013 through August 30, 2017. The total amount requested is $91,649.

Justification:

The University of Arizona and Pima Community College will together form a Science, Technology, Engineering, Agriculture, and Mathematics (STEAM) coalition that will leverage the intersection of the unique strengths of the individual institutions to enhance STEAM-centric educational opportunities and improve the communities in which students live and work. The proposed program seeks to recruit and retain a multicultural student body with a particular emphasis being placed on Hispanic students located in communities positioned along the U.S-Mexico border. The goal is to provide these students with the diverse training needed to contribute to the betterment of their border communities through development and implementation of innovative and entrepreneurial approaches to agriculture and food distribution. The program will utilize experiences in community-based learning, research rotations and internships to prepare students for entry into the workforce and/or graduate-level programs.

PCCC is prepared to partner in the above-mentioned project by delivering approximately 5 students the first two years of a curricular pathway that will prepare the students to transfer directly into the Sustainable Technology and Development track of the Bachelor of Applied Sciences (BAS) degree program to be offered by the University of Arizona-Sierra Vista campus. PCC faculty and/or administrators will consult with faculty at UA-Sierra Vista and the UA-Main Campus (a sub-contracted participant in the project) to integrate the necessary biology and chemistry courses into the AAS curriculum in order ensure the PCCC students are fully prepared for transfer into the Sustainable Technology and Development specialty track of the BAS program.

(Continued)
College Plan Initiative:

This program supports the 2011-13 College Plan:
- Initiative 2: Improve the overall success of student learning
  - Strategy 2.3: Effectively engage students in the learning process.
- Initiative 4: Expand Educational and Workforce Opportunities
  - Strategy 4.5: Design new partnerships

Financial Considerations:

The total grant amount being requested is $91,649 for a four-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temp Help (tutors)</td>
<td>$6,406</td>
<td>$6,406</td>
<td>$6,406</td>
<td>$6,406</td>
<td>$25,626</td>
</tr>
<tr>
<td>16 weeks/semester x 2 semesters/yr, 10 hours/week, $20.01/hr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe @ 19.5%</td>
<td>$1,249</td>
<td>$1,249</td>
<td>$1,249</td>
<td>$1,249</td>
<td>$4,997</td>
</tr>
<tr>
<td><strong>Subtotal Personnel</strong></td>
<td>$6,406</td>
<td>$6,406</td>
<td>$6,406</td>
<td>$6,406</td>
<td>$25,626</td>
</tr>
<tr>
<td><strong>Subtotal Fringe</strong></td>
<td>$1,249</td>
<td>$1,249</td>
<td>$1,249</td>
<td>$1,249</td>
<td>$4,997</td>
</tr>
<tr>
<td><strong>Total Personnel and Fringe</strong></td>
<td>$7,656</td>
<td>$7,656</td>
<td>$7,656</td>
<td>$7,656</td>
<td>$30,623</td>
</tr>
<tr>
<td><strong>Supplies and Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$28,800</td>
</tr>
<tr>
<td>Textbooks for 5 students; Anatomical Models for Bio, Anatomy, Physiology, Fitness/Human Nutrition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Supplies and Materials</strong></td>
<td>$7,200</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$7,200</td>
<td>$28,800</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; fees, scholarships</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$14,400</td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td>$3,600</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$14,400</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$18,456</td>
<td>$18,456</td>
<td>$18,456</td>
<td>$18,456</td>
<td>$73,823</td>
</tr>
<tr>
<td><strong>Total Indirect Costs @ 30%</strong></td>
<td>$4,457</td>
<td>$4,457</td>
<td>$4,457</td>
<td>$4,457</td>
<td>$17,827</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td>$22,912</td>
<td>$22,912</td>
<td>$22,912</td>
<td>$22,912</td>
<td>$91,649</td>
</tr>
</tbody>
</table>

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

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

Contact Person  ______________________________
    Louis Albert
    Dr. Louis Albert

Interim Chancellor____________________________
    Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the Desert Vista Campus “Pima Environmental Sciences Transition Program (PESTP)” grant proposal; and if funded, acceptance of the grant award from the U.S. Department of Agriculture. The grant proposes to develop the Pima Environmental Sciences Transitional Program which consists of two main elements: 1) a summer career institute for high school students; and 2) curriculum development in environmental sciences that will create a more seamless transition from Pima Community College to the Environmental Sciences program in the University of Arizona’s College of Agriculture and Life Sciences (CALS). If funded, the grant performance period will be October 1, 2013 through September 30, 2015. The total amount requested is $220,159.

Justification:

Pima Community College – Desert Vista proposes the PESTP project to develop a new Associate of Science program in Environmental Sciences. The project addresses problems of underdeveloped curricular options and barriers to transfer. The PESTP project will increase Hispanic student awareness of careers in agriculture and increase the number of Hispanic students obtaining post-secondary degrees in environmental sciences by creating a pathway to four-year program. The number of students that will benefit from the project include: 55 post-high school students (through the summer career institute) and 65 Pima Community College students who will enroll in an Associate of Science for transfer degree focusing on environmental sciences.

The project will result in developing a summer career institute, four new courses in environmental science, new equipment in soil science, student scholarships, articulation agreements with a university, and recruitment materials. Both the career institute and new courses in environmental science include guest speakers, field trips and other opportunities to engage students and demonstrate the variety of career options available to them. The results and benefits to the students will be access to an environmental science curriculum that will expand opportunities for underrepresented students, particularly Hispanics and those from surrounding rural areas, to pursue careers in this field. Students will have the opportunity to explore environmental sciences careers, learn how to enroll and succeed in college, and benefit from a facilitated transfer process for continuation of their studies to a 4-year baccalaureate degree in environmental science.
College Plan Initiative:

This program supports the 2011-13 College Plan

- Initiative 4: Expand Educational and Workforce Opportunities
  - Strategy 4.1: Improve workforce through career readiness
  - Strategy 4.4: Provide global education opportunities for students
  - Strategy 4.5: Design new partnerships

Financial Considerations:

The total grant amount being requested is $220,157 for a two-year period. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 FTE Project Coordinator</td>
<td>$22,315</td>
<td>$22,984</td>
<td>$45,299</td>
</tr>
<tr>
<td>Faculty SMEs for Course Development</td>
<td>$3,410</td>
<td>$3,410</td>
<td>$6,820</td>
</tr>
<tr>
<td>Course Delivery for Career Institute</td>
<td>$2,205</td>
<td>$2,205</td>
<td>$4,410</td>
</tr>
<tr>
<td>TOTAL Personnel</td>
<td>$27,930</td>
<td>$28,599</td>
<td>$56,529</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Coordinator @ 39% FY1; 40% FY2</td>
<td>$8,703</td>
<td>$9,194</td>
<td>$17,897</td>
</tr>
<tr>
<td>Faculty SMEs @ 20.5% FY1; 21% FY2</td>
<td>$699</td>
<td>$716</td>
<td>$1,415</td>
</tr>
<tr>
<td>Course Delivery Adjunct Faculty @ 9%</td>
<td>$198</td>
<td>$198</td>
<td>$397</td>
</tr>
<tr>
<td>TOTAL Fringe Benefits</td>
<td>$9,600</td>
<td>$10,108</td>
<td>$19,709</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel</th>
<th>Year 1</th>
<th>Year 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Dir./Coord. to New Grantee Meeting (YR1) &amp; Annual Meeting (YR 1 &amp; YR 2)</td>
<td>$3,244</td>
<td>$1,622</td>
<td>$4,866</td>
</tr>
<tr>
<td>3 Students to Annual Meeting</td>
<td>$4,866</td>
<td>$4,866</td>
<td>$9,732</td>
</tr>
<tr>
<td>National/Regional Conf. for Dissemination</td>
<td>$10,460</td>
<td>$10,460</td>
<td>$20,920</td>
</tr>
<tr>
<td>Local Travel for Recruitment</td>
<td>$890</td>
<td>$890</td>
<td>$1,780</td>
</tr>
<tr>
<td>TOTAL Travel</td>
<td>$4,134</td>
<td>$17,838</td>
<td>$21,972</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplies</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Equipment and Course Materials</td>
<td>$7,920</td>
<td>$7,920</td>
<td>$7,920</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Recruitment Materials</td>
<td>$990</td>
<td>$2,100</td>
<td>$3,090</td>
</tr>
<tr>
<td>Summer Career Institute Supplies (incl. entry fees)</td>
<td>$5,500</td>
<td>$6,600</td>
<td>$12,100</td>
</tr>
<tr>
<td>US Forest Service Interagency Annual Pass for Career Institute Enrollees</td>
<td>$2,000</td>
<td>$2,400</td>
<td>$4,400</td>
</tr>
<tr>
<td>Individual soil sample kits for career Institute enrollees</td>
<td>$550</td>
<td>$660</td>
<td>$1,210</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>TOTAL Supplies</td>
<td>$20,960</td>
<td>$12,760</td>
<td>$33,720</td>
</tr>
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</table>

(Continued)
## Contractual

<table>
<thead>
<tr>
<th></th>
<th>HSI</th>
<th>Pima</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Evaluator</td>
<td>$7,500</td>
<td>$7,500</td>
<td>$15,000</td>
</tr>
<tr>
<td>Meta-evaluation requirement</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$7,000</td>
</tr>
<tr>
<td>Workshop Delivery</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>TOTAL Contractual</strong></td>
<td>$8,500</td>
<td>$12,000</td>
<td>$20,500</td>
</tr>
</tbody>
</table>

## TOTAL DIRECT COSTS

<table>
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<tr>
<th></th>
<th>HSI</th>
<th>Pima</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Costs (30%)</td>
<td>$21,337</td>
<td>$24,392</td>
<td>$45,729</td>
</tr>
<tr>
<td>Pre-Scholarship Project Costs</td>
<td>$92,462</td>
<td>$105,698</td>
<td>$198,159</td>
</tr>
</tbody>
</table>

## Scholarships

<table>
<thead>
<tr>
<th></th>
<th>HSI</th>
<th>Pima</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Scholarship Support</td>
<td>$10,000</td>
<td>$12,000</td>
<td>$22,000</td>
</tr>
<tr>
<td>for Career Institute - $400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for tuition, fees, books</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL Project Request**

$$220,159$$

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

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

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**Approvals**

Contact Person: **Johnson Bia**

Dr. Johnson Bia

Interim Chancellor: __________________________

Dr. Zelema Harris
ACTION ITEM

Meeting Date: 5/8/13

Item Number: 15.9

Item Title
Grant Proposal: American Association of Community Colleges, Plus 50 Encore Completion Program

Contact Person
Charlotte Fugett,
President,
East Campus
(206-7619)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the East Campus “Plus 50 Encore Completion Program” grant proposal, and if funded, acceptance of the grant award from the American Association of Community Colleges. The grant proposes to create a Plus 50 Learning Center at Pima Community College’s East Campus. The learning center will serve as an informational and coordinating hub to provide easy access for mature students to navigate the system from beginning through the completion of a certificate or degree in the health-related professions, education, or social services. Funding will cover partial costs of a part-time Assistant Program Coordinator for three years and travel to one American Association of Community Colleges’ event. If funded, the grant performance period will be April 1, 2013 through March 31, 2016. The total amount requested is $16,200. Total institutional support is $220,376, of which $190,984 is in-kind support. The remaining $29,392 is direct support over the three years which will be paid by East Campus to create and support these programs and services.

Justification:

The Plus 50 Learner Center will provide referral services for academic and continuing education programs at all six of our campuses. In addition to funding for a part-time Assistant Program Coordinator and travel, the American Association of Community Colleges will provide marketing collaterals, evaluation expertise, a web-based planning and implementation process, toolkits and resource materials, and the expertise of an experienced Plus 50 college.

College Plan Initiative:

This program supports the 2011-13 College Plan
• Initiative 4: Expand Educational and Workforce Opportunities
  o Strategy 4.1: Improve workforce through career readiness
  o Strategy 4.6: Strengthen connections between the College and the community
• Initiative 5: Enhance Operations
  o Strategy 5.1: Improve communication.

(Continued)
Financial Considerations:

The total grant amount being requested is $16,200 for a three-year period. Pima Community College – East Campus developed a strong proposal with a vast amount of institutional in-kind support. East Campus will cover the amount of $10,731 by way of budget transfer for services rendered by Planning and Institutional Research for years 1, 2, and 3 of the grant. The table below illustrates the expense items to be supported by the grant.

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Source of Funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AACC Grant</td>
<td>Other (Pima Community College)</td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion Coordinator - Advanced Program Manager (.20 of $80,064.00 annual salary)</td>
<td>16,013</td>
<td>16,013</td>
</tr>
<tr>
<td>Fringe for Completion Coordinator (.38 x .20 x $80,064)</td>
<td>6,085</td>
<td>6,085</td>
</tr>
<tr>
<td>Assistant Program Coordinator (15 hours/week @ $15.96/hour for 32 weeks)</td>
<td>6,000</td>
<td>1,661</td>
</tr>
<tr>
<td>Fringe for Assistant Program Coordinator (.38 x $7,661.00)</td>
<td>2,911</td>
<td>2,911</td>
</tr>
<tr>
<td>Support Technician (.10 or 4 hours/week @ 13.96 per hour for 52 weeks)</td>
<td>2,904</td>
<td>2,904</td>
</tr>
<tr>
<td>Fringe for Support Technician (.38 x $2,904)</td>
<td>1,104</td>
<td>1,104</td>
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<tr>
<td>Advisor (.10 of $50,326.00 annual salary)</td>
<td>5,033</td>
<td>5,033</td>
</tr>
<tr>
<td>Fringe for Advisor (.38 x $5,033)</td>
<td>1,913</td>
<td>1,913</td>
</tr>
<tr>
<td>Adjunct Faculty (3 credit hours@ $735.00/hour)</td>
<td>2,205</td>
<td>2,205</td>
</tr>
<tr>
<td>Fringe for Adjunct Faculty (.09 x $2,205)</td>
<td>198</td>
<td>198</td>
</tr>
<tr>
<td>Research Analyst (PIR, 5% of $50,326)</td>
<td>2,516</td>
<td>2,516</td>
</tr>
<tr>
<td>Fringe for Research Analyst (.38 x 2512)</td>
<td>956</td>
<td>956</td>
</tr>
<tr>
<td><strong>Staff Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel for Completion Coordinator to AACC event</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Mileage for Assistant Program Coordinator</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td><strong>Program Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office: Computer, Printer, Phone, Supplies</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>7,200</td>
<td>48,499</td>
</tr>
<tr>
<td><strong>Other</strong>: Campus/District Administrative Oversight and Grant Management (40% of total cost per year)</td>
<td>22,280</td>
<td>22,280</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 Total</td>
<td>7,200</td>
<td>70,779</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion Coordinator - Advanced Program Manager (.20 of annual salary with 3% salary increase from year 1)</td>
<td>16,493</td>
<td>16,493</td>
</tr>
<tr>
<td>Fringe for Completion Coordinator (.38 x .20 x $82,466)</td>
<td>6,267</td>
<td>6,267</td>
</tr>
</tbody>
</table>

(Continued)
### Year 1

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours/Week</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Program Coordinator (15 hours/week @ $16.44/hour for 32 weeks with 3% rate increase from year 1)</td>
<td>5,000</td>
<td></td>
<td>7,891</td>
</tr>
</tbody>
</table>

| Fringe for Assistant Program Coordinator (.38 X $7,891.00) | 2,999      |        | 2,999   |
| Support Technician (.10 or 4 hours/week X 52 weeks @$14.38/hour with 3% rate increase from year 1) | 2,991      |        | 2,991   |

| Fringe for Support Technician (.38 x $2,991) | 1,137      |        | 1,137   |
| Advisor (.10 of annual salary with 3% increase from year 1) | 5,184      |        | 5,184   |

| Fringe for Advisor (.38 x $5,184) | 1,970      |        | 1,970   |
| Adjunct Faculty (3 credit hours@ $735.00/hour) | 2,205      |        | 2,205   |

| Fringe for Adjunct Faculty (.09 x $2,205) | 198        |        | 198     |
| Research Analyst (PIR, 0.05 of annual salary with 3% from year 1) | 2,591      |        | 2,591   |

| Fringe for Research Analyst (.38 x 2587) | 985        |        | 985     |

#### Staff Support

- Mileage for Assistant Program Coordinator: 500

#### Program Development

- Office: Computer, Printer, Phone and Supplies: 3,500

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>5,000</th>
<th>50,911</th>
<th>55,911</th>
</tr>
</thead>
</table>

#### Other

- Campus/District Administrative Oversight and Grant Management (40% of total cost per year): 22,364

<table>
<thead>
<tr>
<th>Other</th>
<th>5,000</th>
<th>73,275</th>
<th>78,275</th>
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</table>

### Year 2

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours/Week</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion Coordinator - Advanced Program Manager (.20 of annual salary with 3% increase from year 2)</td>
<td>16,988</td>
<td></td>
<td>16,988</td>
</tr>
</tbody>
</table>

| Fringe for Completion Coordinator (.38 x .20 x $84,940) | 6,455      |        | 6,455   |

| Assistant Program Coordinator (15 hours/week @ $16.94/hour for 32 weeks with 3% rate increase from year 2) | 4,000      |        | 8,131   |

| Fringe for Assistant Program Coordinator (.38 x $8,131.00) | 3,090      |        | 3,090   |
| Support Technician (.10 or 4 hours/week X 52 weeks @$14.82/hour with 3% rate increase from year 2) | 3,083      |        | 3,083   |

| Fringe for Support Technician (.38 x $3,083) | 1,172      |        | 1,172   |
| Advisor (.10 of annual salary with 3% increase from year 2) | 5,339      |        | 5,339   |

| Fringe for Advisor (.38 x $5,339) | 2,029      |        | 2,029   |
| Adjunct Faculty (3 credit hours@ 735.00) | 2,205      |        | 2,205   |

| Fringe for Adjunct Faculty (.09 x $2,205) | 198        |        | 198     |
| Research Analyst (PIR, 0.05 of annual salary with 3% from year 2) | 2,669      |        | 2,669   |

| Fringe for Research Analyst (.38 x 2665) | 1,014      |        | 1,014   |

#### Staff Support

- Mileage for Assistant Program Coordinator: 500

#### Program Development

- Office: Computer, Printer, Phone and Supplies: 3,500

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>4,000</th>
<th>53,373</th>
<th>57,373</th>
</tr>
</thead>
</table>

(Continued)
Other: Campus/District Administrative Oversight and Grant Management (40% of total cost per year) | 22,949 | 22,949
---|---|---
Other | | |
Year 3 Total | 4,000 | 76,322 | 80,322
Grand Total | 16,200 | 220,376 | 236,576

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

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Approvals

Contact Person  **Charlotte Fugett**
Charlotte Fugett

Interim Chancellor  **Dr. Zelema Harris**
Intergovernmental Agreement: Pima Community College/Marana School District “Adopt-a-School” Partnership

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve an intergovernmental agreement between the Marana School District and Pima Community College to establish an “Adopt-A-School” partnership with elementary schools in the Marana School District effective March 15, 2013 through June 30, 2015.

Justification:

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

College Plan Initiative:

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

Financial Considerations:

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

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

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve continued Library participation in the Community College Library Consortium (CCLC) and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed $170,000 for 2013-2014.

Justification:

The Consortium acts as a library “buying club” for the Community College League of California, an organization that represents all 72 districts and 106 community colleges in the state of California. There are also several Arizona community colleges that purchase electronic resources and services through CCLC.

Pima Community College students and faculty benefit from a broader array of electronic resources in all subject areas and new information and discovery tools specifically tailored for community college students as a result of our participation with the CCLC. In addition, staff benefit from streamlined purchasing and invoicing processes.

Pima Community College Library has participated as a member of CCLC since July 2007.

Financial Considerations:

Due to the size and buying power of the Consortium, the prices available through CCLC are significantly less expensive than what we can secure on our own or through another consortium. There is no annual fee associated with being a member of the CCLC. The college has evaluated risks and determined there is no unusual liability or risk to Pima Community College students, employees, or property as a result of continued participation with the CCLC.

Annual expenditures will not exceed $170,000 for 2013-2014.

Approvals

Contact Person  Jerry Migler
Dr. Jerry Migler

Interim Chancellor  Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors accept the proposed 2014-2015 Academic Calendar. The calendar may be subject to revision if necessary.

Justification:

Beginning with the 1999 – 2001 academic years, the College has published a two year academic calendar. It has been carefully constructed to maintain an equitable number of days of instruction among the various terms at the College. The calendar also includes add/drop, withdrawal and refund dates, as well as identification of the 45th day for the spring and fall terms of each year. It was recommended during the 2005-2006 academic year that the College publish a two year rolling calendar by adding a new academic year to the existing calendar each year. The 2014-2015 calendar has been reviewed by the Pima Community College Faculty Senate, PCCEA, Staff Council and approved by the Academic Calendar Standing Committee and Chancellor’s Cabinet.

The academic calendar is a planning tool for students, faculty, administrators and staff and delineates the beginning and ending dates of all primary academic events within the College. The academic calendar is also organized, as is feasible, to coincide with other educational entities in the community.

College Plan Initiative:

The two-year rolling calendar supports the 2011-2013 College Plan Initiative 5: Enhance Operations.

Financial Considerations:

None.

Approvals

Contact Person ________________________________

Interim Chancellor ________________________________

Dr. Zelema Harris
<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2014</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty Accountability Days Begin</td>
<td>Wednesday, August 20</td>
</tr>
<tr>
<td>Faculty Accountability Days End</td>
<td>Friday, December 19</td>
</tr>
<tr>
<td>All College Day (College closed 8am-1pm)</td>
<td>Friday, August 22</td>
</tr>
<tr>
<td><strong>Holidays and Breaks</strong></td>
<td></td>
</tr>
<tr>
<td>Labor Day Holiday (College Closed)</td>
<td>Monday, September 1</td>
</tr>
<tr>
<td>Veterans Day Holiday (College Closed)</td>
<td>Tuesday, November 11</td>
</tr>
<tr>
<td>Thanksgiving Holiday (College Closed)</td>
<td>Thursday, Nov. 27 thru Sunday, Nov. 30</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Wed, Dec. 24 (noon) thru Thursday, Jan. 1</td>
</tr>
<tr>
<td><strong>16 Week Traditional Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, August 26</td>
</tr>
<tr>
<td>Add Period</td>
<td>Tuesday, September 2</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Monday, September 8</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wednesday, November 12</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Friday, Dec. 12** thru Thursday, Dec. 18</td>
</tr>
<tr>
<td>End of Traditional Semester</td>
<td>Thursday, December 18</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Monday, December 22</td>
</tr>
<tr>
<td><strong>1st 8 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>1st 8 Week Session Begins</td>
<td>Tuesday, August 26</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Tuesday, September 2</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wednesday, October 1</td>
</tr>
<tr>
<td>1st 8 Week Session Ends</td>
<td>Monday, October 20</td>
</tr>
<tr>
<td>1st 8 Week Final Grades Due</td>
<td>Friday, October 24</td>
</tr>
<tr>
<td><strong>2nd 8 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>2nd 8 Week Session Begins</td>
<td>Tuesday, October 21</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Monday, October 27</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Wednesday, November 26</td>
</tr>
<tr>
<td>2nd 8 Week Session Ends</td>
<td>Thursday, December 18</td>
</tr>
<tr>
<td>2nd 8 Week Final Grades Due</td>
<td>Monday, December 22</td>
</tr>
<tr>
<td><strong>1st 5 Week Session</strong></td>
<td></td>
</tr>
<tr>
<td>1st 5 Week Session Begins</td>
<td>Tuesday, August 26</td>
</tr>
<tr>
<td>Add Deadline</td>
<td>Wednesday, August 27</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Friday, August 29</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Thursday, September 18</td>
</tr>
<tr>
<td>1st 5 Week Session Ends</td>
<td>Tuesday, September 30</td>
</tr>
<tr>
<td>1st 5 Week Final Grades Due</td>
<td>Monday, October 6</td>
</tr>
</tbody>
</table>

**2nd 5 Week Session**
- Begins: Wednesday, October 1
- Add Deadline: Thursday, October 2
- Drop/Refund/Audit Deadline: Monday, October 6
- Student Withdrawal Deadline: Thursday, October 23
- Ends: Tuesday, November 4
- Final Grades due: Monday, November 10

**3rd 5 Week Session**
- Begins: Thursday, November 6
- Add Deadline: Friday, November 7
- Drop/Refund/Audit Deadline: Wednesday, November 12
- Student Withdrawal Deadline: Wednesday, December 3
- Ends: Thursday, December 18
- Final Grades Due: Monday, December 22

**14 Week 'Late Start' Term**
- Begins: Tuesday, September 9
- Add/Drop/Refund/Audit Deadline: Monday, September 15
- Student Withdrawal Deadline: Friday, November 14
- Ends: Thursday, December 18
- Final Grades Due: Monday, December 22
- Early Registration Payment Deadline: Friday, August 15
- 45th Day Census: Thursday, October 9
- Fall Graduation Application Deadline: Friday, October 17
- Spring Registration Begins: Monday, November 10
- Spring Financial Aid Priority Deadline: Saturday, November 15

**Grading Window Opens for 16 wk, 14 wk, 2nd 8 wk, and 3rd 5 wk**

Of note: Please observe campus specific grading deadlines. Grading due dates shown are District Office processing deadlines.

Refer students to "MyPima" MySchedule channel for course specific drop/refund/withdrawal deadlines.
<table>
<thead>
<tr>
<th><strong>Spring 2015</strong></th>
<th><strong>2nd 5 Week Session</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Offices Re-open</td>
<td>2nd 5 Week Session Begins Monday, March 2</td>
</tr>
<tr>
<td>Faculty Accountability Days Begin</td>
<td>Add Deadline Tuesday, March 3</td>
</tr>
<tr>
<td>Faculty Accountability Days End</td>
<td>Drop/Refund/Audit Deadline Thursday, March 5</td>
</tr>
<tr>
<td>All Faculty Day</td>
<td>Student Withdrawal Deadline Monday, March 30</td>
</tr>
<tr>
<td></td>
<td>2nd 5 Week Session Ends Sunday, April 12</td>
</tr>
<tr>
<td></td>
<td>2nd 5 Week Final Grades due Thursday, April 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holidays and Breaks</th>
<th><strong>3rd 5 Week Session</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr. Holiday (College Closed)</td>
<td>3rd 5 Week Session Begins Monday, April 13</td>
</tr>
<tr>
<td>Rodeo Holiday (College Closed)</td>
<td>Add Deadline Tuesday, April 14</td>
</tr>
<tr>
<td>Spring Break (No classes)</td>
<td>Drop/Refund/Audit Deadline Thursday, April 16</td>
</tr>
<tr>
<td></td>
<td>Student Withdrawal Deadline Tuesday, May 5</td>
</tr>
<tr>
<td></td>
<td>3rd 5 Week Session Ends Sunday, May 17</td>
</tr>
<tr>
<td></td>
<td>3rd 5 Week Final Grades Due Thursday, May 21*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16 Week Traditional Semester</th>
<th><strong>14 Week Late Start Term</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>14 Week Late Start Session Begins Tuesday, February 3</td>
</tr>
<tr>
<td>Add Period</td>
<td>Add/Drop/Refund/Audit Deadline Monday, February 9</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Student Withdrawal Deadline Tuesday, April 14</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>14 Week 'Late Start' Session Ends Tuesday, May 19</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>14 Week Grades Due Thursday, May 21*</td>
</tr>
<tr>
<td>End of Traditional Semester</td>
<td>Early Registration Payment Deadline Friday, January 9</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Spring Graduation Application Deadline Wednesday, February 25</td>
</tr>
<tr>
<td>Thursday, May 19</td>
<td>45th Day Census Thursday, March 5</td>
</tr>
<tr>
<td></td>
<td>Summer Registration Begins Monday, March 16</td>
</tr>
<tr>
<td></td>
<td>Fall Registration Begins Monday, April 6</td>
</tr>
<tr>
<td></td>
<td><strong>Graduation</strong> Thursday, May 21*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st 8 Week Session</th>
<th><strong>Graduation</strong> Thursday, May 21*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 8 Week Session Begins</td>
<td>Fall Financial Aid Priority Deadline Saturday, April 4</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Of note: Please observe campus specific grading deadlines.</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Grading due dates shown are District Office processing deadlines.</td>
</tr>
<tr>
<td>1st 8 Week Session Ends</td>
<td>* Note: Graduation is a Faculty Day of Accountability</td>
</tr>
<tr>
<td>1st 8 Week Final Grades Due</td>
<td><strong>Grading Window Opens for 16 wk, 14 wk, 2nd 8 wk, and 3rd 5 wk</strong></td>
</tr>
<tr>
<td>Thursday, March 19</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd 8 Week Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd 8 Week Session Begins</td>
<td>14 Week Late Start Session Begins Tuesday, February 3</td>
</tr>
<tr>
<td>Add/Drop/Refund/Audit Deadline</td>
<td>Add/Drop/Refund/Audit Deadline Monday, February 9</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>Student Withdrawal Deadline Tuesday, April 14</td>
</tr>
<tr>
<td>2nd 8 Week Session Ends</td>
<td>14 Week 'Late Start' Session Ends Tuesday, May 19</td>
</tr>
<tr>
<td>2nd 8 Week Final Grades Due</td>
<td>14 Week Grades Due Thursday, May 21*</td>
</tr>
<tr>
<td>Thursday, May 21*</td>
<td>Early Registration Payment Deadline Friday, January 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st 5 Week Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 5 Week Session Begins</td>
<td>14 Week Late Start Session Begins Tuesday, February 3</td>
</tr>
<tr>
<td>Add Deadline</td>
<td>Add/Drop/Refund/Audit Deadline Monday, February 9</td>
</tr>
<tr>
<td>Drop/Refund/Audit Deadline</td>
<td>Student Withdrawal Deadline Tuesday, April 14</td>
</tr>
<tr>
<td>Student Withdrawal Deadline</td>
<td>14 Week 'Late Start' Session Ends Tuesday, May 19</td>
</tr>
<tr>
<td>1st 5 Week Session Ends</td>
<td>14 Week Grades Due Thursday, May 21*</td>
</tr>
<tr>
<td>1st 5 Week Final Grades due</td>
<td>Early Registration Payment Deadline Friday, January 9</td>
</tr>
<tr>
<td>Friday, February 27</td>
<td>Spring Graduation Application Deadline Wednesday, February 25</td>
</tr>
</tbody>
</table>

Refer students to "MyPima" MySchedule channel for course specific drop/refund/withdrawal deadlines.
**Summer 2015**

**Holidays and Breaks**

- Memorial Day (college Closed) Monday, May 25
- Independence Day, Observed (College Closed) Friday, July 3
- Independence Day (College Closed) Saturday, July 4

**Session A**

- Classes Begin Tuesday, May 26
- Add Deadline Wednesday, May 27
- Drop/Refund/Audit Deadline Friday, May 29
- Student Withdrawal Deadline Wednesday, June 17
- Classes End Monday, June 29
- Session A Final Grades Due Friday, July 3

**Session B**

- Classes Begin Wednesday, July 1
- Add Deadline Thursday, July 2
- Drop/Refund/Audit Deadline Tuesday, July 7
- Student Withdrawal Deadline Friday, July 24
- Classes End Wednesday, August 5
- Session B Final Grades Due Sunday, August 9

**Session C**

- Classes Begin (8 week Session) Tuesday, May 26
- Add/Drop/Refund/Audit Deadline Monday, June 1
- Std. Withdrawal Deadline (8 week session) Thursday, July 2
- End of Classes (8 week Session) Tuesday, July 21
- 8 Week Final Grades Due Sunday, July 26

- Classes Begin (10 week Session) Tuesday, May 26
- Add/Drop/Refund/Audit Deadline Monday, June 1
- Std. Withdrawal Deadline (10 week session) Monday, July 13
- End of Classes (10 week Session) Wednesday, August 5
- 10 Week Final Grades Due Sunday, August 9

- Early Registration Payment Deadline Friday, May 15
- Summer Graduation App Deadline Friday, June 26
- Fall Financial Aid Priority Deadline Wednesday, July 1

**Approvals**

- Acad. Calendar Comm. Co-Chair: 3/16/2013
- Acad. Calendar Comm. Co-Chair: 3/16/2013
- PCCEA: 4/5/2013
- Faculty Senate: 4/5/2013
- Chancellor's Cabinet:
- Board of Governors:

**Of note:** Please observe campus specific grading deadlines.
Grading due dates shown are District Office processing deadlines.

Refer students to "MyPima" MySchedule channel for specific course drop/refund/withdrawal deadlines
## ACTION ITEM

**Meeting Date:** 5/8/13  
**Item Number:** 15.13

<table>
<thead>
<tr>
<th>Item Title</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Contract: Short Term Disability Insurance | Dr. David Bea  
Executive Vice Chancellor for  
Finance and Administration  
(206-4519) |

### Recommendation:

The Interim Chancellor recommends that the Board of Governors renew the short term disability insurance contract with Assurant Employee Benefits for the period July 1, 2013 through June 30, 2014. The College’s premium rates have not increased from Fiscal Year 2012-13, which is estimated to be approximately $110,000. This is the third of four annual contract year renewal options as a result of a Request for Proposal during Fiscal Year 2010-11.

### Justification:

Pima Community College currently provides a 100% employer paid short-term disability plan for benefit-eligible employees. The weekly benefit amount is equal to 66 2/3 percent of basic weekly earnings, to a maximum benefit of $1,154 per week for a maximum of four months. Benefits are payable beginning with the 61st day of an accident, illness, or pregnancy. Assurant has been the College’s short-term disability insurance provider since 1998, with a solid history of service with the College. Assurant continues to fully meet the RFP scope of work and continues to have strong financial ratings.

### College Plan Initiative:

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

### Financial Considerations:

The projected premium is based on current covered payroll and is estimated to be $110,000. The contract will be renewable annually at the College’s option for only one additional contract year. Such renewal will be subject to successful negotiations of any modifications in contract terms or price.

### Approvals

Contact Person  
Dr. David Bea

Interim Chancellor  
Dr. Zelema Harris
Meeting Date: 5/8/13

Item Number: 15.14

Item Title: Contract: Bus Services
Contact Person: William Ward II
Vice Chancellor for Facilities
(206-2617)

Recommendation:

The Interim Chancellor recommends that the Board of Governors approve an increase to the contract with South of the Border Tours to provide bus services for the period July 1, 2012 through June 30, 2013. The contract costs will not exceed $160,000 for fiscal year 2013.

Justification:

South of the Border Tours provides bus services for the College. Increased usage by athletics and grant programs have contributed to the need for this increase. The College is in the second year of a five-year competitive bid agreement with South of the Border Tours.

College Plan Initiative:

Initiative 5: Enhance Operations

Financial Considerations:

The contract costs will not exceed $160,000 for fiscal year 2013.

Approvals

Contact Person
William Ward II

Interim Chancellor
Dr. Zelema Harris
Recommendation:

The Interim Chancellor recommends that the Board of Governors approve the fiscal year 2014 proposed budget to be published in the *Arizona Daily Star* on May 24, and June 4, 2013 according to statutory requirements; and to conduct a public hearing and a special board meeting for the purpose of adopting the budget and setting property tax rates and levies on June 12, 2013.

Justification:

The proposed fiscal year 2014 budget is being presented for consideration by the Board of Governors. The process for review and adoption of the District budget is fixed in several sections of State law and is intended to facilitate the public review of all budgets that affect the county taxpayers. *A.R.S. §15-1461* and *A.R.S. §15-1461.01* provide the guidelines each district must follow in terms of the development and public dissemination of its annual budget.

The “Fiscal Year 2014 Proposed Budget” document presented May 8, 2013, will summarize estimated sources of funds and expenditures of funds for the entire District budget. Individual line items may change as the appropriation details are finalized by College administration. By approving the proposed budget for publication, the Board establishes maximum revenue and expenditure amounts and enables the District’s primary and secondary property tax levies to become fixed for taxpayer review. The administration is requesting that the Board approve the proposed budget for publication to meet statutory requirements and approve the following listed activities:

- **May 24**
  - Publish the proposed budget, first public notice of the public hearing and special board meeting, and first Truth in Taxation notice in the *Arizona Daily Star*.

- **June 4**
  - Publish the proposed budget, the second public notice of the public hearing and special board meeting, and second Truth in Taxation notice in the *Arizona Daily Star*.

- **June 12**
  - Conduct a public hearing on the proposed budget and, immediately following the public hearing, conduct a special board meeting for the purpose of adopting the budget.

(Continued)
June 14 Transmit a copy of the Truth in Taxation notice, a statement of publication, and the result of the Board of Governors’ vote to the Property Tax Oversight Commission.

As has been the case over the past number of years, the College budget is focused on keeping expenditure increases to a minimum, incorporating cost reduction strategies first, and mandatory contractual obligations second.

The proposed fiscal year 2014 budget is based on a series of Board actions that have occurred during the 2013 calendar year. These include: approving preliminary budget assumptions and parameters in January; approving a tuition increase in March; approving various contracts and grants; and approving the capital budget and salary increases in April.

In terms of revenue, the proposed fiscal year 2014 budget includes: a 2.0 percent increase to the primary property tax levy of about $1.8 million and a $1.7 million increase from new construction; an increase of approximately $2.4 million from tuition and fees increases; and a decrease of $217,000 in state aid for operations.

In addition, there are numerous mandatory expenditure increases that have been incorporated into the fiscal year 2014 budget including the increase in Arizona State Retirement System contributions. The College’s required contribution rate is expected to increase 0.40 percent, which represents more than $0.3 million in additional personnel costs. As discussed previously with the Board, the budget also includes increases in employee health insurance costs, and system license and maintenance costs. The budget also includes proposed salary increases for regular faculty, staff, and non-executive administrators.

**College Plan Initiative:**

All College Plan Initiatives are supported by this action item.

**Financial Considerations:**

Fiscal Year 2014 proposed budget information will be presented in detail at the May meeting. In addition, at the Board of Governors meeting scheduled for June 12, 2013, the fiscal year 2014 budget is scheduled to be adopted and the College’s fiscal year 2014 property tax rates and levies are scheduled to be approved.

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**Approvals**

Contact Person ________________________________

Dr. David Bea

Interim Chancellor ________________________________

Dr. Zelema Harris
Modification to Salary Increase for Fiscal Year 2013-2014

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

Recommendation:

The Interim Chancellor recommends amending the salary action that occurred at the Special Meeting of April 19, 2013 as follows:

1. Approve an additional 1% for the Exempt employee salary pool, creating parity among the three groups, with all employees except administrators receiving a 3% pool increase.

2. Authorize each employee group to recommend to the Board their preferred distribution for the 3% pool increases. While meet-and-confer is usually concluded by April, the teams involved in the process for both exempt and non-exempt groups have agreed to extend meet-and-confer this year into May, as outlined in BP-4001, Section IX. Faculty has already completed the meet-and-confer process.

Justification:

At the Special Meeting of April 19, 2013, the Pima Community College Board of Governors approved variable percentage raises for the different employee groups: 3% for faculty and non-exempt staff; 2% for exempt staff; 1% for non-executive level administrators; and a 0.5% pay supplement for executive-level administrators. The uses of these additional dollars were specified in this action, exempt staff having a salary schedule lift, faculty funds going to awarding steps, and steps and a lift for non-exempt staff.

Based on the input from employees and from individual Board members, the administration recommends the adjustment to the salary pool for fiscal year 2013-2014 to address employee concerns about parity between employee groups and consistency with typical meet and confer practices.

As noted below, the budget would need to be adjusted in order to maintain the same level of budgeted expenditures. This recommendation assumes a re-allocation of expenditures in the budget.

College Plan Initiative:

Initiative 5 – Enhance Operations
Financial Considerations:

The recommended increase for the exempt staff will cost approximately an additional $200,000 from the General Fund. The budget can be re-allocated in order to maintain the same overall level of General Fund expenditures. Options for the re-allocation are addressed in the agenda item for the Fiscal Year 2014 proposed budget.

Approvals

Contact Person ________________________________
Dr. David Bea

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

ACTIONS ITEM

Meeting Date: 5/8/13  Item Number: 18

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          Primary Contact

DeConcini McDonald Yetwin & Lacy, P.C.  Lisa Anne Smith, Managing Shareholder
Gust Rosenfeld P.L.C.    Timothy Stratton, Partner
Udall Shumway PLC     Denise Lowell-Britt, Partner

Justification:

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

The District issued a Request for Proposals (RFP) to law firms licensed to do business in the State of Arizona with specific expertise in certain key areas of higher education legal advice. The RFP specified service level expectations for all aspects of routine operations as well as Board governance issues. A five-person evaluation committee carefully considered and rated the eight submitted proposals on a set of five specific criteria, which included: firm and staff experience and qualifications; case management practices; financial proposal; references; and billing process and statement format.

As the College is implementing a new in-house General Counsel model, the recommendation is to engage in one year contracts with three separate firms to meet College needs. A multiple-provider approach is recommended to maintain competitive billing rates and provide options for prevention of possible conflict of interest situations during the contract period. As the College
gains experience under the new in-house counsel mode, a new RFP for legal services will be issued in the coming year.

**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.

**Fiscal Year 2014 Hourly Rates**

<table>
<thead>
<tr>
<th></th>
<th>DeConcini McDonald Yetwin &amp; Lacy, P.C.</th>
<th>Gust Rosenfeld P.L.C.</th>
<th>Udall Shumway PLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorneys</td>
<td>$ 205.00 - 215.00</td>
<td>$ 157.25 - 382.50</td>
<td>$ 175.00 - 195.00</td>
</tr>
<tr>
<td>Paralegals / Law Clerks</td>
<td>$ 108.00</td>
<td>$ 136.00 - 148.75</td>
<td>$ 110.00</td>
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</table>

**Approvals**

Contact Person ________________________________
Dr. David Bea

Interim Chancellor______________________________
Dr. Zelema Harris