

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA  
JANUARY 8, 2014**

NOTICE OF ANNUAL GOVERNING BOARD MEETING

5:30 p.m.  
District Office  
Community/Board Room  
4905 E. Broadway  
Tucson, AZ 85709-1010

AGENDA FOR MEETING\*

General Matters

1. Call to Order
2. Pledge of Allegiance

New Business

3. Election of Board of Governors' Officers 2014
  - The specific officers to be elected for a one-year term are Chairperson and Secretary.
4. Election of Arizona Association of District Governing Board's Representative 2014
  - Elect a representative for the Arizona Association of District Governing Board (AADGB).
5. Proposed Annual Calendar of Regular Board Meetings, 2014
  - List of the Regular Board Meeting dates for 2014 and January 2015. The dates proposed are: January 8, 2014; February 5, 2014; March 12, 2014; April 16, 2014; May 14, 2014; June 11, 2014; July 9, 2014; August 13, 2014; September 10, 2014; October 8, 2014; November 12, 2014; December 10, 2014 and January 14, 2015

Recess

NOTICE OF REGULAR GOVERNING BOARD MEETINGAGENDA FOR MEETING\*General Matters

1. Call to Order

Public Comment

2. 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.

Reports

3. Governing Board Member Reports
  - The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.
4. Chancellor's Report
  - Chancellor Lee Lambert may report on current events at or involving the College. The 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.
    - Legislative Priorities
    - Disruptive Students Process Update
    - Safety Assessment Report
    - Human Resources New Performance Evaluation System
5. Reports by Staff Representatives
  - Staff Representatives Amy Parker and Benetta Jackson will provide highlights from the Staff Council meeting of December 6. Highlights will include: Chancellor's Report, Provost's Report, Liaison Report and Employee Reports (AFSCME and ACES and Campus District Reports).

Reports (Continued)

6. Reports by Student Representatives
  - There will be no report. The next student report will be given at the February Board Meeting.
7. Reports by Faculty Representatives
  - There will be no report. The next faculty report will be given at the February Board Meeting.
8. Academic Reports
  - HLC Progress
  - Developmental Education Update
9. Financial Report — November 2013 Financial Statements and Annual Financial Report for fiscal year 2013
  - Preliminary fiscal year 2013-14 results through November 2013 and overview of results from fiscal year 2013 Comprehensive Annual Financial Report

Information Items

10. Separations from Employment
  - Information item listing retirements and separations from employment: Randy Hum, Patrick Nugent.
11. Student Aide Placements
  - Information item listing student aide placements: Marena Bedoya, Richard Brisley, Casandra Coronado Lara, Michael Cox, Kerisha Coyle, Elena Dosamantes, Lucy Harrison, Jaclyn Hunt, Erica Jameson, Zena Khalel, Maritza Lara, Rhiana Manaloto, Andrea Medrano, Letecia Miles, Jeremy Nava, Andrew Nguyen, Marisol Norzagaray, Diana Quijada, Edwin Rodriguez, Gilberto Rodriguez, Daniel Rogers, Tony Stallone, Kayla Stiles, Amber Tackett, Jude Valencia, Elena Vasquez and Jimmy Zepeda.
12. BP-1403: Records Management, Retention and Disposition – Second Reading
  - Administration submits the second reading of Board Policy 1403: Records Management, Retention and Disposition
13. BP-3105: Curriculum – First Reading
  - Administration submits the first reading of Board Policy 3105: Curriculum
14. BP-3106: Curriculum Development – First Reading
  - Administration submits the first reading of Board Policy 3106: Curriculum Development

Information Items (Continued)

15. BP-3107: Degrees and Certificates – First Reading
  - Administration submits the first reading of Board Policy 3107: Degrees and Certificates

Action Items

16. Approval of Minutes of the following meetings:
  - A. Special Meeting to conduct Executive Session on August 28, 2013
  - B. Study Session of October 9, 2013
  - C. Regular Meeting of October 9, 2013
  - D. Study Session of October 17, 2013
  - E. Study Session of October 30, 2013
  - F. Study Session of November 7, 2013
  - G. Special Meeting to conduct Executive Session on November 13, 2013
  - H. Regular Meeting of November 13, 2013
  
17. Consent Agenda
  - 17.1 New Appointments
    - Administration is requesting approval to hire the following individuals: Benjamin Mendiola
  
  - 17.2 Adjunct Faculty Appointments
    - Administration is requesting that the individuals listed as certified adjunct applicants be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors: Arsenio Ayala, Aviation; Otila C. Barbu, Ph.D., Psychology; Serge Delage, Culinary; Carolyn L. Marietta, Social Services; Parker P. Owan, Computer Aided Drafting; Tanya Renner, Ph.D., Biology; Carol Sciannameo, Administration of Justice, Management, Crime Scene Management; Robin Steinberg, Mathematics; Margaret M. Storm, Respiratory Therapy and Kay A. Tetrault, Medical Lab Technician.
  
  - 17.3 Temporary Appointments
    - Administration is requesting that the individuals listed be employed as temporary employees. Individuals may be used as a pool of employees for current and future temporary assignments: Moises Ambriz, Workforce Trainer; Lucas Bulau, Tutor I; Jose Celaya-Alcala, Tutor I; Sara Collins, Laboratory Assistant; Alexandra Franz, Tutor I; Alayne Jacobs, Tutor II; Vincent Leonard, Tutor II; Brian McDowell, Instructor; Jeanine Pinkney, Tutor II; John Sweeney, Laboratory Assistant and Karen Ward, Laboratory Assistant.

Action Items (Continued)

- 17.4 Intergovernmental Agreements: Dual Enrollment for Charter Schools
- Administration is requesting approval of the agreements between Pima County Community College District and Academy of Tucson.
- 17.5 Intergovernmental Agreements: Dual Enrollment for Public School Districts
- Administration is requesting approval of the agreements between Pima County Community College District and Pima County Joint Technical Educational District (JTED); Mammoth – San Manuel Unified School District #8 (Pinal County) and Sunnyside Unified School District #12.
- 17.6 Contract: Disabled Student Resources – Communication Arizona Interpreting Services – FY 2014
- Administration is requesting approval of the agreement with Arizona Interpreting Services for the provision of interpreting services for the deaf and hard of hearing to Pima Community College for January 1, 2014 through June 30, 2014 for an amount expected to exceed \$100,000.
- 17.7 Contract: Disabled Student Resources – Communication Access Real-time Translation – FY 2014
- Administration is requesting approval of the agreement with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for January 1, 2014 through June 30, 2014 for an amount expected to exceed \$100,000.

Other Action Items

18. Preliminary Budget Parameters for fiscal year 2014-2015
- Administration is requesting authorization for staff to develop the fiscal year 2014-2015 budget based upon preliminary budget assumptions, parameters, and guidelines for projected revenue and expenditure priorities.
19. Revision of BP-1101: Prime Policy
- Administration is requesting approval to revise Board Policy 1101: Prime Policy to require one reading only while retaining the policy development process.

Adjournment

Regular Meeting  
February 5, 2014, 7:00 p.m.  
District Office  
Community/Board Room  
4905 E. Broadway Blvd.  
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.

\* The Governing Board reserves the right to take action on any agenda item.

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

\* To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

Members of the Governing Board may participate by telephone, video or internet conferencing.

# Annual Meeting

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**GENERAL MATTERS**

**Meeting Date: 1/8/14**

**Item Number: 1-2**

<b>Item Title</b>	<b>Contact Person</b>
General Matters/Reports	Chancellor's Office (206-4747)

1. Call to Order
2. Pledge of Allegiance

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.



**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 3

<b>Item Title</b>	<b>Contact Person</b>
Election of Board of Governors' Officers 2014	Chancellor's Office (206-4747)

According to Article IV of the Board Bylaws (as attached), officers shall be selected from and elected by the members of the Board of Governors. The Board shall conduct this election at the Annual Meeting as specified in Article VI, Section 3, of the Bylaws. The specific officers to be elected for a one-year term are Chairperson and Secretary.

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**Approval**

Chancellor \_\_\_\_\_  
Dr. Lee D. Lambert



# PimaCountyCommunityCollegeDistrict Board Bylaws

*Bylaw Article Title:*                   **Officers**

*Bylaw Article Number:*               IV  
*Adoption Date:*                       11/15/78, 12/12/13  
*Revision Date(s):*                   12/9/13  
*Motion Number:*                   1516, 1518  
*Legal Reference:*                   ARS 15-1443

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Section 1. The officers of the Board shall be the Chair of the Board and Secretary of the Board. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Board.

Section 2. The Board shall nominate and elect officers for a term of one year at the annual meeting (Article VI, Section 3). Board members shall rotate through these offices based on their original swearing-in date. Exceptions can be made to this section by majority vote.

Section 3. Vacancies for the unexpired term of an officer shall be filled by the Board at any regular or special meeting.



# PimaCountyCommunityCollegeDistrict Board Bylaws

<i>Bylaw Article Title:</i>	<b>Meetings</b>
<i>Bylaw Article Number:</i>	VI
<i>Adoption Date:</i>	11/15/78; 12/11/13
<i>Revision Date(s):</i>	11/21/79; 2/18/81; 5/18/83; 4/19/89; 2/8/95; 9/21/11; 12/9/13
<i>Motion Number:</i>	1520; 1522; 1944; 2418; 3296; 4405; 5300
<i>Legal Reference:</i>	ARS 15-1443(B); ARS 38-431 through 38-431.03

Section 1. The regular meetings (as specified in ARS 15-1443) shall be held on the second Wednesday of every month at such time and place as the Board determines, unless otherwise ordered by the Board.

Section 2. Special meetings may be held at the request of the Chancellor, the Board Chair or upon request in writing by two Board members. The purpose of special meetings shall be to transact business or to study and discuss issues brought to the Board.

Section 3. In January of each year, the Board shall hold an annual meeting, as specified by ARS 15-1443(B), for the purpose of electing officers and conducting such other business as may be necessary. The annual meeting will be the first Governing Board meeting in January, unless the Chancellor and Board Chair designate a different January meeting as the annual meeting. The Board may also select representatives to various organizations and discuss the parameters of that appointment.

Section 4. A majority of all members of the Board shall constitute a quorum for the transaction of any business. A majority vote of the Board members present shall be required for any action to be taken. However, action may be taken only at meetings called pursuant to sections 1, 2 and/or 3 of this article; Board members

may participate by phone, online or by any other electronic means; no action shall be taken at meetings of advisory committees appointed by the Governing Board.

Section 5. Any Board member can request agenda items by forwarding them to the Board Chair and the Chancellor.

Section 6. The order of business for regular and special meetings shall be determined by the Chair and the Chancellor. The order of business and supporting materials shall be distributed to members of the Board five days in advance of the meeting, but in no case less than 24 hours prior to the meeting.

Section 7. The Chancellor of the College, or his or her designee, shall attend each regular and special meeting of the Board for the purpose of presenting business items and reports of interest to the Board.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 1/8/14

**Item Number:** 4

Item Title	Contact Person
Election of Arizona Association of District Governing Board's (AADGB) Representative 2014	Chancellor's Office (206-4747)

The AADGB is one of three organizations which assist in coordination of the Arizona Community Colleges. The other two are the Arizona Community College Council and the Arizona Community Colleges Presidents Council. All other Arizona Community Colleges are members of AADGB.

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#### Approval

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 5

<b>Item Title</b>	<b>Contact Person</b>
Annual Calendar of Regular Meetings, 2014	Chancellor's Office (206-4747)

The attached *proposed* annual calendar of Regular Board Meeting locations for 2014 and January 2015 is submitted for review and approval.

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**Board of Governors**  
**PROPOSED Annual Calendar of Meetings &**  
**Locations for the Year 2014 & January 2015**

January 8, 2014	<u>Annual &amp; Regular Meetings</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
February 5, 2014	<u>Regular Meeting</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
March 12, 2014	<u>Regular Meeting</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
April 16, 2014	<u>Regular Meeting</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 14, 2014	<u>Regular Meeting</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
June 11, 2014	<u>Public Hearing, Special and Regular Meetings</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
July 9, 2014	<u>Regular Meeting</u> <b>District Office</b> Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010

August 13, 2014

Regular Meeting

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

September 10, 2014

Regular Meeting

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

October 8, 2014

Regular Meeting

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 12, 2014

Regular Meeting

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

December 10, 2014

Regular Meeting

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

January 14, 2015

Annual & Regular Meetings

**District Office**

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

Special Meetings will be held as necessary.



# Regular Meeting

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### GENERAL MATTERS

Meeting Date: 1/8/14

Item Number: 1-2

Item Title	Contact Person
General Matters	Chancellor's Office (206-4747)
1. Call to Order	
2. Public Comment	

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#### Approval

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**REPORTS**

**Meeting Date: 1/8/14**

**Item Number: 3-8**

<b>Item Title</b>	<b>Contact Person</b>
Reports	Chancellor's Office (206-4747)
3. Governing Board Member Reports	
4. Chancellor's Report	
5. Reports by Staff Representatives	
6. Reports by Student Representatives	
7. Reports by Faculty Representatives	
8. Academic Reports	

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**Approval**

Chancellor\_\_\_\_\_

Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**REPORTS**

**Meeting Date: 1/8/14**

**Item Number: 9**

<b>Item Title</b>	<b>Contact Person</b>
Financial Report – November 2013 Financial Statements and Annual Financial Report for Fiscal year 2013	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

**Recommendation:**

Attached are the financial statements showing preliminary fiscal year 2013-14 results through November 2013. The fiscal year 2013 Comprehensive Annual Financial Report will be summarized. Time will be provided to discuss College fiscal matters.

**Justification:**

*Statement of Revenues, Expenses and Changes in Net Position:*

The preliminary results indicate that Pima Community College concluded November with a year-to-date increase in net position through month end of approximately \$20.8 million. This is a decrease from the previous year's increase of \$21.7 million mostly due to a decrease in tuition and fees revenue.

*Summary of Expenditures – General and Designated Funds:*

In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 38.1 percent of budget, which is the same as the previous year. In absolute terms, Personal Services expenditures were \$45.8 million, which is slightly higher than the same period of fiscal year 2012.

Services and Supplies expenditures are approximately 35.9 percent of the budget, which is slightly higher than the previous year. In absolute terms, Services and Supplies expenditures were \$11.3 million, which is slightly higher than the amount from the same period of fiscal year 2012. Transfers are less than the previous year due to the transfer made last fiscal year in July of \$3.4 million from the General fund to complete the payment for the lease / purchase of the Northwest Campus building A. This transfer was not required this fiscal year.

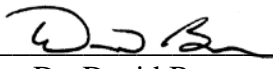
*Statement of Net Position:*

As shown in *The Statement of Net Position*, the total net position at the end of November was \$236 million, which is a decrease of about \$3.2 million compared to the same time last year. This decrease in net position is primarily due to construction costs for the new Northwest campus building.

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**Approvals**

Contact Person  \_\_\_\_\_  
Dr. David Bea

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.



# Pima County Community College District

## Statement of Net Position (formerly Statement of Net Assets)

November 30, 2013

(Preliminary)

	FY 2013/14				FY 2012/13
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Total All Funds Prior Year as of November 30, 2012
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	\$ 25,225,099	\$ 8,448,960	\$ 14,085,787	\$ 47,759,846	\$ 43,047,862
Receivables:					
Short-term Investments	34,960,457			34,960,457	45,105,449
Property Taxes	3,997,738		137,951	4,135,689	4,278,921
Accounts (net of allowances)	12,147,542			12,147,542	13,214,824
Government Grants and Contracts		917,129		917,129	(229,104)
Student Loans (net of allowances)			400,339	400,339	313,495
Other	487,618	41,693	1,289	530,600	1,119,402
Inventories	480,964			480,964	194,841
Prepaid Expenses	935,626		2,250	937,876	189,396
<b>Total Current Assets</b>	<b>78,235,044</b>	<b>9,407,782</b>	<b>14,627,616</b>	<b>102,270,442</b>	<b>107,235,086</b>
<b>Noncurrent Assets</b>					
Restricted Cash and Cash Equivalents			3,335,525	3,335,525	3,665,190
Notes Receivable (net of allowances)			483,769	483,769	1,026,041
Other Long-term Investments	10,433,889		20,000,000	30,433,889	28,955,520
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			85,359,622	85,359,622	90,458,529
Construction in Progress			3,851,831	3,851,831	1,450,322
Equipment (net of depreciation)			4,156,924	4,156,924	2,581,906
Library Books (net of depreciation)			1,832,591	1,832,591	1,876,567
<b>Total Noncurrent Assets</b>	<b>10,433,889</b>		<b>134,311,573</b>	<b>144,745,462</b>	<b>145,305,386</b>
<b>Total Assets</b>	<b>\$ 88,668,933</b>	<b>\$ 9,407,782</b>	<b>\$ 148,939,189</b>	<b>\$ 247,015,904</b>	<b>\$ 252,540,472</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accrued Payroll and Benefits	2,208,376			2,208,376	3,052,427
Accounts Payable and Accrued Liabilities	(604,621)	20,839	35,546	(548,236)	(1,229,583)
Deposits Held in Custody			411,487	411,487	438,222
Current Portion of Long-term Liabilities	4,219,839			4,219,839	4,142,048
<b>Total Current Liabilities</b>	<b>5,823,594</b>	<b>20,839</b>	<b>447,033</b>	<b>6,291,466</b>	<b>6,403,114</b>
<b>Noncurrent Liabilities</b>					
Unearned Revenue	17,933			17,933	5,367
Long-term Liabilities	3,275,752		1,355,000	4,630,752	6,838,364
<b>Total Noncurrent Liabilities</b>	<b>3,293,685</b>		<b>1,355,000</b>	<b>4,648,685</b>	<b>6,843,731</b>
<b>Total Liabilities</b>	<b>\$ 9,117,279</b>	<b>\$ 20,839</b>	<b>\$ 1,802,033</b>	<b>\$ 10,940,151</b>	<b>\$ 13,246,845</b>
<b>Net Position</b>					
Net Investment in Capital Assets			109,137,278	109,137,278	108,378,634
Restricted for:					
Loans			1,445,629	1,445,629	1,847,849
Debt Service			2,513,909	2,513,909	2,920,840
Other (Capital Projects)					
Grants and Contracts		791,506		791,506	(578,560)
Unrestricted	79,551,654	8,595,437	34,040,340	122,187,431	126,724,864
<b>Total Net Position</b>	<b>\$ 79,551,654</b>	<b>\$ 9,386,943</b>	<b>\$ 147,137,156</b>	<b>\$ 236,075,753</b>	<b>\$ 239,293,627</b>
<b>Total Net Position: Current Year vs. Prior Year</b>					<b>\$ (3,217,874)</b>



# Pima County Community College District

## Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Five Months Ending November 30, 2013

(Preliminary)

	FY 2013/14				FY 2012/13
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of November 30, 2012
<b>Operating Revenues</b>					
Tuition and Fees	\$ 32,306,537	\$ 810	\$ 915,794	\$ 33,223,141	\$ 35,652,881
Contracts	1,059,989			1,059,989	873,209
Auxiliary Enterprises		522,919		522,919	609,464
Commission and Rents	15,000	176,114		191,114	179,901
Other Operating Revenues	185,363	163,407	481,008	829,778	237,787
<b>Total Operating Revenues</b>	<b>33,566,889</b>	<b>863,250</b>	<b>1,396,802</b>	<b>35,826,941</b>	<b>37,553,242</b>
<b>Nonoperating Revenues</b>					
State Appropriations	3,568,300			3,568,300	3,676,750
Property Taxes	49,003,670		716,329	49,719,999	48,328,972
Federal Grants	8,594	20,886,679	192	20,895,465	22,334,850
State and Local Grants		826,151		826,151	699,256
State Shared Sales Taxes		705,816		705,816	642,318
Gifts		(50)		(50)	2,135
Investment Income	496,514	521	642	497,677	287,834
<b>Net Nonoperating Revenues</b>	<b>53,077,078</b>	<b>22,419,117</b>	<b>717,163</b>	<b>76,213,358</b>	<b>75,972,115</b>
<b>Total Revenues</b>	<b>\$ 86,643,967</b>	<b>\$ 23,282,367</b>	<b>\$ 2,113,965</b>	<b>\$ 112,040,299</b>	<b>\$ 113,525,357</b>
<b>Operating Expenses</b>					
Educational and General					
Instruction	19,903,559	1,451,498	353,754	21,708,811	22,954,654
Academic Support	8,661,551	1,129,183	101,808	9,892,542	9,974,441
Student Services	8,790,425	1,461,309	297,910	10,549,644	9,138,670
Institutional Support	14,468,513	(164,155)	2,056,670	16,361,028	16,445,190
Operation and Maintenance of Plant	4,985,512	9,178	4,601,464	9,596,154	7,811,969
Depreciation			3,014,739	3,014,739	2,908,265
Student Financial Aid	601,879	19,064,534		19,666,413	22,216,317
Auxiliary Enterprises		425,908		425,908	330,720
Contingency					
<b>Total Operating Expenses</b>	<b>\$ 57,411,439</b>	<b>\$ 23,377,455</b>	<b>\$ 10,426,345</b>	<b>\$ 91,215,239</b>	<b>\$ 91,780,226</b>
<b>Income Before Other Expenses</b>	<b>\$ 29,232,528</b>	<b>\$ (95,088)</b>	<b>\$ (8,312,380)</b>	<b>\$ 20,825,060</b>	<b>\$ 21,745,131</b>
Transfers	(10,253,077)	(2,821,861)	13,074,938		
Capital Appropriations					
Capital Gifts and Grants					
<b>Increase (Decrease) in Net Position</b>	<b>\$ 18,979,451</b>	<b>\$ (2,916,949)</b>	<b>\$ 4,762,558</b>	<b>\$ 20,825,060</b>	<b>\$ 21,745,131</b>
<b>Net Position</b>					
Total Net Position - Beginning of Year	60,572,203	12,303,892	142,374,598	215,250,693	217,548,496
<b>Total Net Position - End of Period</b>	<b>\$ 79,551,654</b>	<b>\$ 9,386,943</b>	<b>\$ 147,137,156</b>	<b>\$ 236,075,753</b>	<b>\$ 239,293,627</b>
<b>Total Net Position - End of Period: Current Year vs. Prior Year</b>					<b>\$ (3,217,874)</b>



# Pima County Community College District

## Summary of Expenditures - General & Designated Funds - Actuals vs. Budget

Year To Date For Five Months Ending November 30, 2013

(Preliminary)

	FY 2013/14				FY 2012/13	
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
<b>Expenditures by Function</b>						
<b>Educational and General</b>						
Instruction	\$ 58,178,622	\$ 19,903,559	34.2 %	\$ 38,275,063	\$ 20,841,528	33.7 %
Academic Support	24,502,144	8,661,551	35.4 %	15,840,593	8,522,572	36.1 %
Student Services	23,999,425	8,790,425	36.6 %	15,209,000	7,946,378	36.1 %
Institutional Support	36,236,760	14,468,513	39.9 %	21,768,247	13,948,598	34.8 %
Operation and Maintenance of Plant	13,470,606	4,985,512	37.0 %	8,485,094	5,076,730	39.1 %
Student Financial Aid	650,760	601,879	92.5 %	48,881	631,769	57.1 %
<b>Other Expenses</b>						
Transfers	10,253,000	10,253,077	100.0 %	(77)	12,286,342	100.0 %
Fund balance reserved for contingency	9,501,684			9,501,684		
<b>Total Expenditures by Function</b>	<b>\$ 176,793,001</b>	<b>\$ 67,664,516</b>	<b>38.3 %</b>	<b>\$ 109,128,485</b>	<b>\$ 69,253,917</b>	<b>37.7 %</b>
<b>Expenditures by Account</b>						
<b>Personal Services</b>						
Administrative Personnel	\$ 6,853,273	\$ 2,541,470	37.1 %	\$ 4,311,803	\$ 2,443,339	38.4 %
Faculty	22,646,594	9,097,901	40.2 %	13,548,693	9,194,329	40.2 %
Additional Compensation - Faculty	1,359,365	298,940	22.0 %	1,060,425	283,444	21.9 %
Adjunct Faculty	12,553,463	4,849,761	38.6 %	7,703,702	6,199,348	40.3 %
Classified Staff	42,019,261	16,061,632	38.2 %	25,957,629	15,013,787	38.2 %
Other Compensation	5,306,033	1,795,515	33.8 %	3,510,518	1,718,474	34.5 %
Student Employment / Workstudy						
Fringe Benefits	29,278,177	11,105,875	37.9 %	18,172,302	10,533,477	36.6 %
<b>Total Personal Services</b>	<b>120,016,166</b>	<b>45,751,094</b>	<b>38.1 %</b>	<b>74,265,072</b>	<b>45,386,198</b>	<b>38.1 %</b>
<b>Services and Supplies</b>						
Communications and Utilities	5,773,185	2,012,152	34.9 %	3,761,033	2,247,806	39.7 %
Travel	2,375,583	679,185	28.6 %	1,696,398	601,139	21.7 %
Contractual Services	12,920,789	4,851,519	37.5 %	8,069,270	4,385,477	36.1 %
Supplies and Materials	7,411,456	1,712,998	23.1 %	5,698,458	1,851,697	25.0 %
Student Financial Aid	650,760	601,879	92.5 %	48,881	631,769	57.1 %
Current Fixed Charges	2,309,314	1,424,100	61.7 %	885,214	1,493,822	49.6 %
<b>Total Services and Supplies</b>	<b>31,441,087</b>	<b>11,281,833</b>	<b>35.9 %</b>	<b>20,159,254</b>	<b>11,211,709</b>	<b>34.9 %</b>
Capital Equipment	434,049	181,661	41.9 %	252,388	158,006	37.5 %
Transfers	10,253,000	10,253,077	100.0 %	(77)	12,286,342	100.0 %
Other Expenditures	1,235,000	196,851	15.9 %	1,038,149	211,663	-138.3 %
Contingency and Reserves	13,413,699			13,413,699		
<b>Total Expenditures by Account</b>	<b>\$ 176,793,001</b>	<b>\$ 67,664,516</b>	<b>38.3 %</b>	<b>\$ 109,128,485</b>	<b>\$ 69,253,917</b>	<b>37.7 %</b>

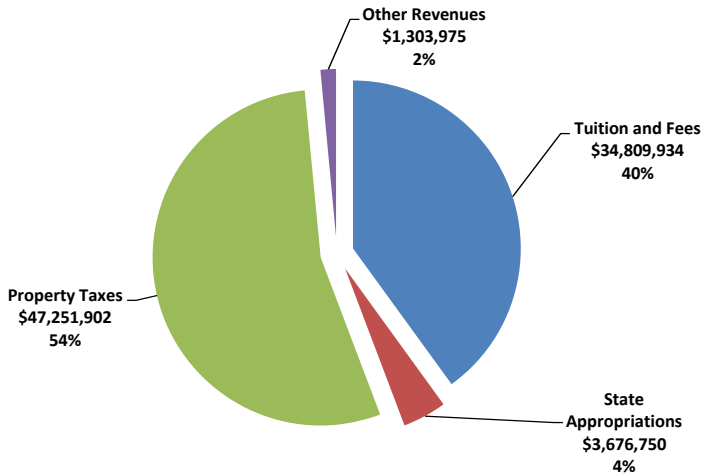




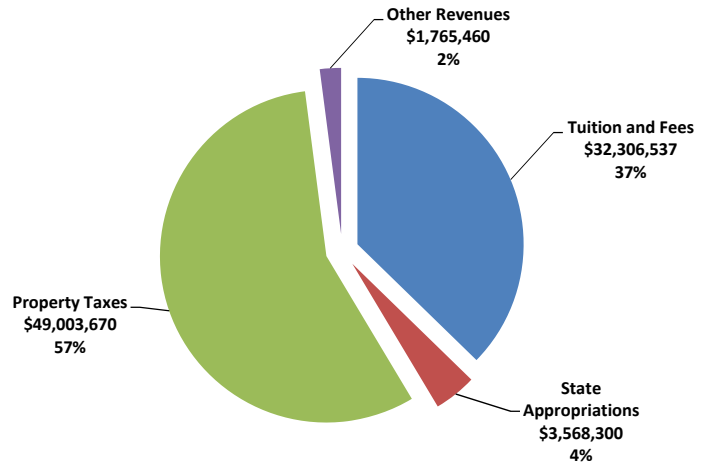
# Pima County Community College District

General & Designated Fund Revenue Year to Date  
Comparison with Prior Year

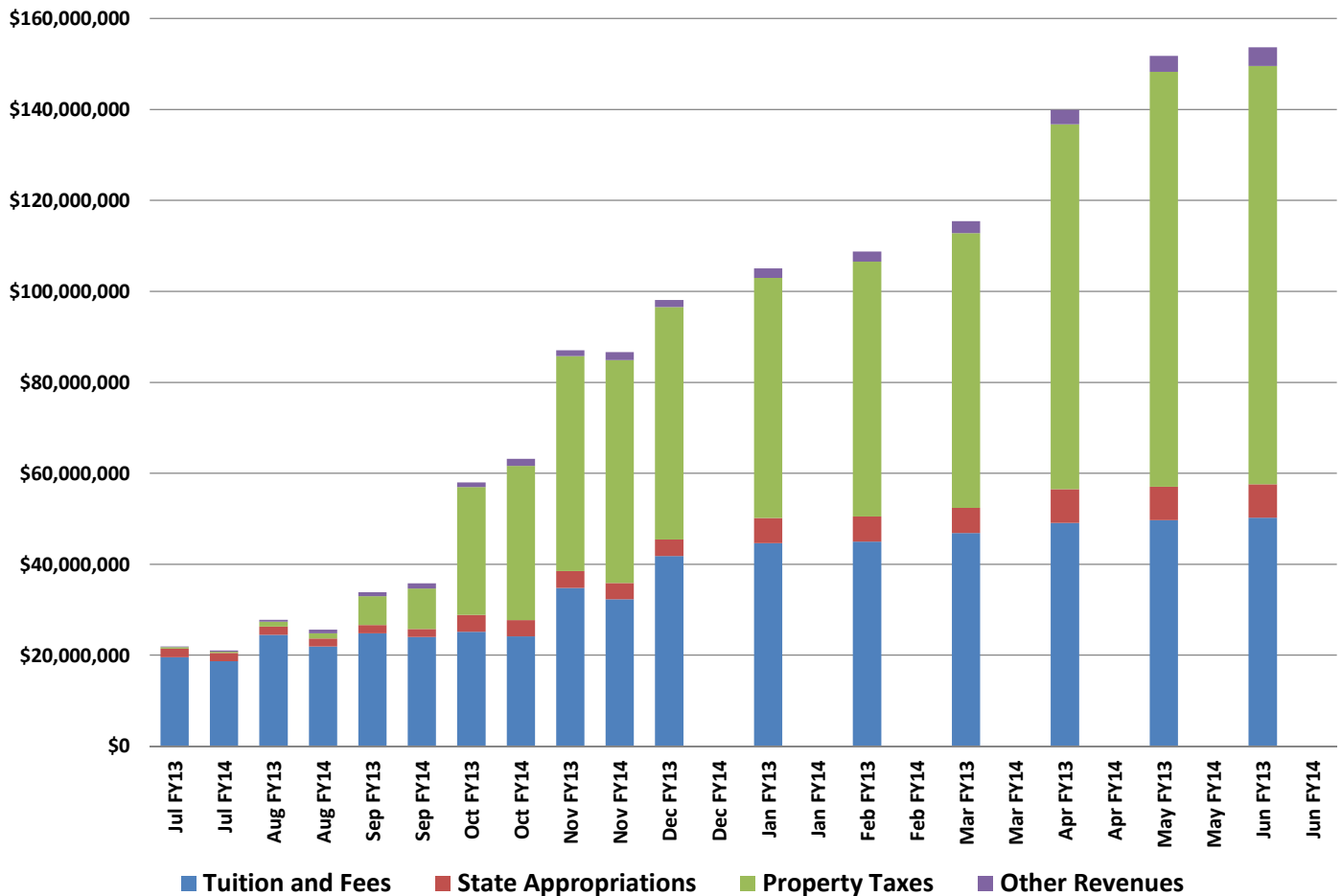
**General & Designated Funds YTD Revenues - FY13 - Prior Year**  
For the Five Months Ending November 30, 2012



**General & Designated Funds YTD Revenues - FY14 - Current Year**  
For the Five Months Ending November 30, 2013



## General & Designated Funds YTD Revenues



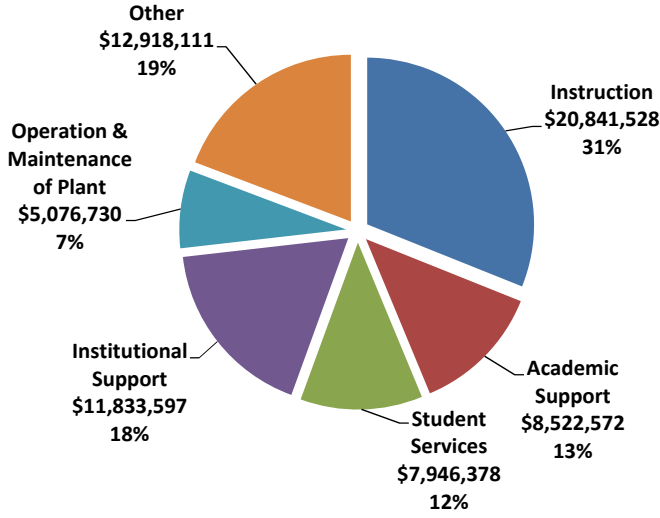


# Pima County Community College District

General & Designated Fund Expenditures Year to Date  
Comparison with Prior Year

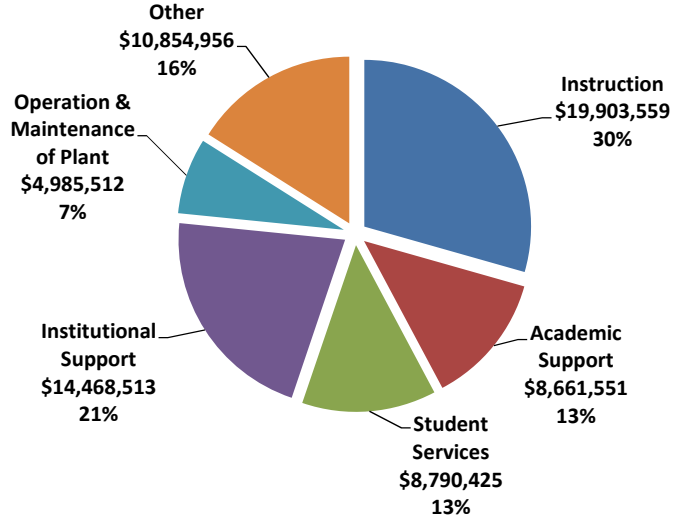
**General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year**

For the Five Months Ending November 30, 2012

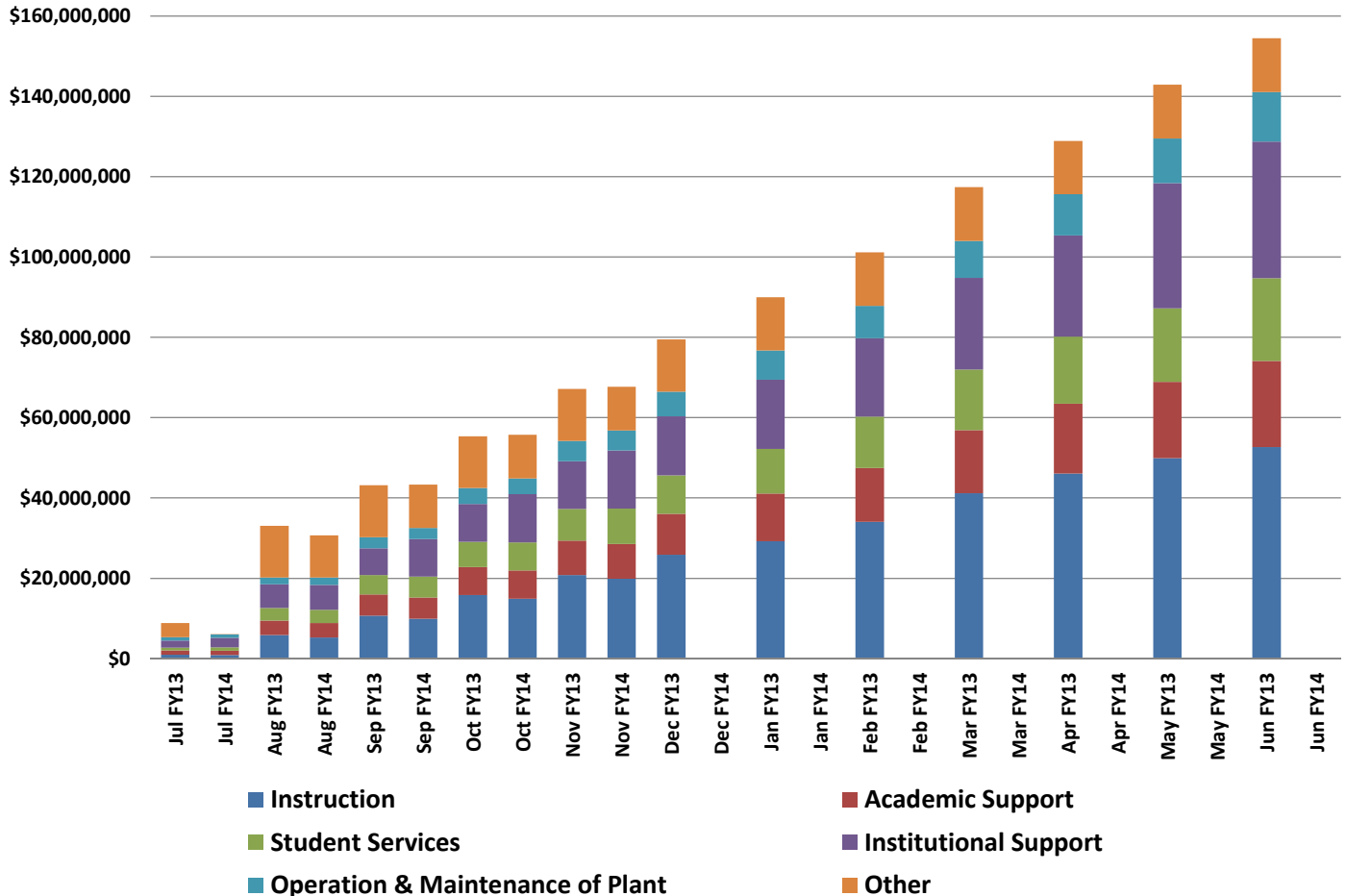


**General & Designated Funds YTD Expenditures by Program - FY14 - Current Year**

For the Five Months Ending November 30, 2013



**General & Designated Funds YTD Expenditures by Program**



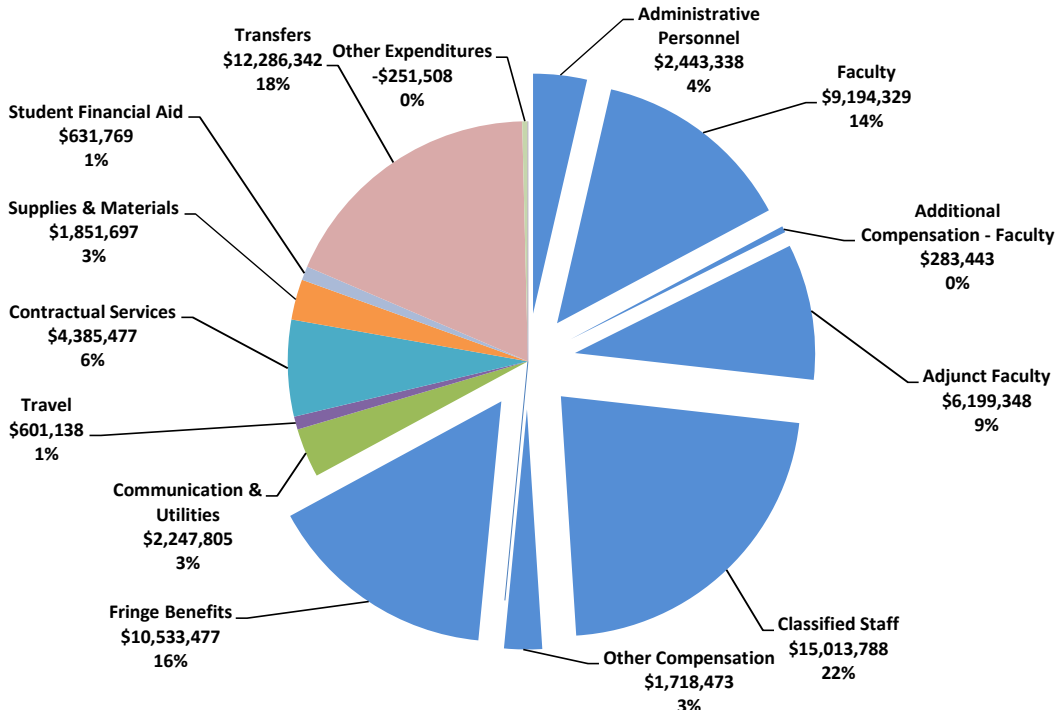


# Pima County Community College District

General & Designated Fund Expenditures Year to Date  
Comparison with Prior Year

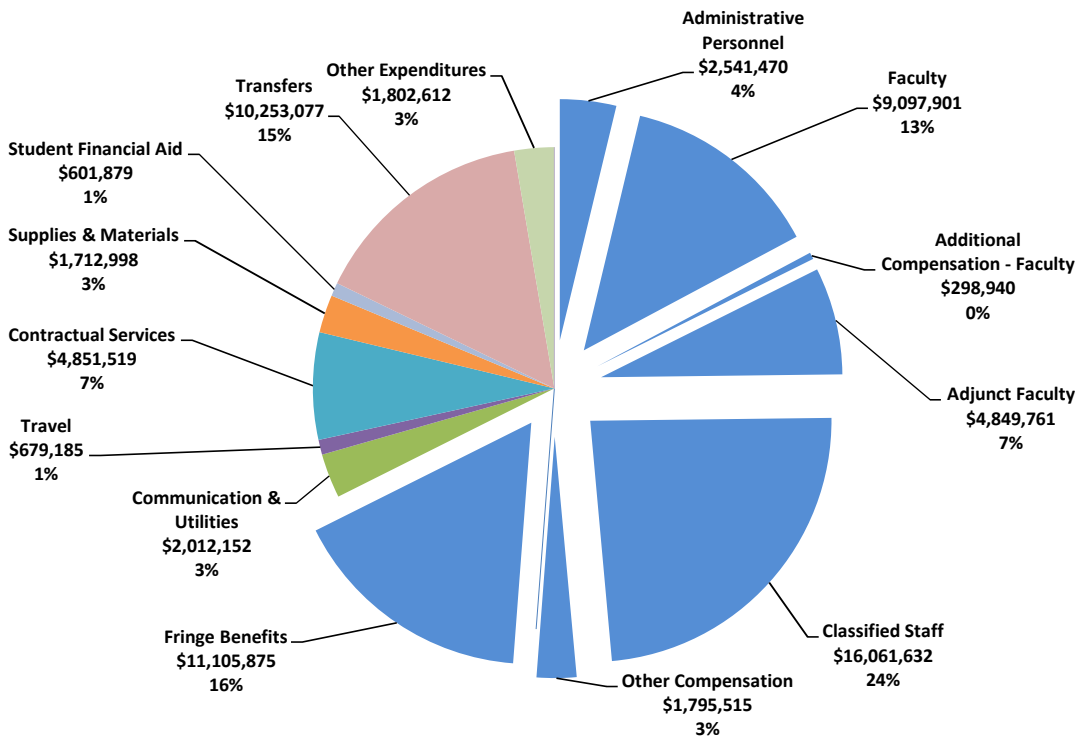
## General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY13 - Prior Year

For the Five Months Ending November 30, 2012



## General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 14 - Current Year

For the Five Months Ending November 30, 2013







# Pima County Community College District

## Glossary for Financial Reports

### Statement of Net Position

<b>Assets</b>	
<b>Current Assets</b>	Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.
Cash & Cash Equivalents	Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.
Receivables	A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.
Short-term Investments	Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College's additional short-term investments. The duration of the investments is less than one year.
Property taxes	The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.
Accounts	Student account receivables. Student receivables arise from transactions related to tuition and fees. It's normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student's parents, or a third party (e.g., the student's employer).
(net of allowances)	The collectibility of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.
Government Grants & Contracts	Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College's government grants. The grants are applied to students' accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.
Student Loans	Various federal loan programs are available to students who meet eligibility requirements. Part of the loan receivable is for National Direct Student Loans (NDSL)/ Perkins where the College is responsible for collecting the balance due. The remaining loans are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by the College. These loans are also applied to the student's account and the College is reimbursed after the fact.
Other	Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.
Inventories	Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.
Prepaid Expenses	Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.



# Pima County Community College District

## Glossary for Financial Reports

<b>Noncurrent Assets</b>	Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.
Restricted Cash & Cash Equivalents	If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College's restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.
Notes Receivable	The College's notes receivable is the long-term principal portion of the National Direct Student Loan / Perkins loans.
Other Long-term Investments	Investments have maturities greater than one year. For example, coupon bonds with maturities greater than one year. RBC Global Asset Management manages the College's other long-term investments. The maturities are generally from one to three years.
Investments in Capital	Assets of a durable nature that are used to provide economic benefits for more than one year including the following categories: land, buildings, and leasehold improvements, construction in progress, equipment, and library materials.
Land	This category includes all land that is purchased or acquired by gift or bequest. The institution must have title to the land. Land is not depreciated.
Buildings & Leasehold improvements	This category consists of all structures used for operating purposes. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. Building improvements are capitalized if they extend the asset's useful life.
Construction in Progress	This category includes the cost of construction work, which is not yet completed. The item is not depreciated until the asset is placed in service. Normally, upon completion, a construction in progress (CIP) item is reclassified, capitalized, and depreciated. Costs associated with the construction of a new building would be included in this category.
Equipment	Equipment represents personal property that is movable. Examples of movable equipment include furniture, teaching equipment, laboratory equipment, and motor vehicles. The College's capitalization threshold is \$5,000.
Library Books	The College considers library books to be a group asset and capitalizes each year's additions and adjusts for deletions to the holdings.
(net of depreciation)	Buildings and building improvements, equipment and library books are depreciated over their useful lives. This adjustment is netted with the value of the asset reported in the categories above.
<b>Liabilities</b>	
<b>Current Liabilities</b>	Current liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.
Accrued Payroll & Benefits	Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College's payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.
Accounts Payable & Accrued Liabilities	When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.



# Pima County Community College District

## Glossary for Financial Reports

Deposits Held in Custody	These are funds held by the institution for others. The institution handles these accounts as agency funds. The College's deposits held in custody include the Federal Direct Loans and Federal Family Educational Loans, third party scholarships and student club funds. The College is a pass-through agency holding the funds temporarily.
Current Portion of Long-term Liabilities	This category includes the portion of long-term liabilities that are expected to be paid within the current operating cycle. The College's current portion of long-term liabilities includes a portion of the compensated absences. A liability is accrued for compensated absences that have been earned based on services already rendered and that are not contingent on a specific event outside the control of the employer or employee. This includes the dollar value of employee vacation and sick leave.
<b>Noncurrent Liabilities</b>	Noncurrent liabilities are the portion of obligations (amounts owed) not due to be paid within the current operating cycle.
Unearned Revenue	Unearned revenue results when payments have been received for services or goods not yet delivered. The College's main source of unearned revenue is generated by prepayments of tuition and fees by students, third parties, or financial aid.
Long-term Liabilities	Public institutions often issue long-term debt to finance construction or acquisition of academic, student service, or auxiliary enterprise facilities. Long term liability accounts are the portions of debts with due dates greater than twelve months.
<b>Net Position</b>	Net position is the calculation of assets, plus deferred outflows of resources, minus liabilities, minus deferred inflows of resources. The College does not currently have deferred outflows or inflows of resources. This title and definition of Net Position was changed with Governmental Accounting Standards Board (GASB) Statement No. 63, previously it was titled Net Assets.
Net Investment in Capital Assets	The net invested in capital assets includes the institution's carrying value of capital assets (cost minus accumulated depreciation) net of any debt outstanding that was used to finance the construction or purchase of such assets.
Restricted Assets	Restricted net assets is the portion of net position subject to externally-imposed constraints placed on their use by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments. The College has restricted net assets for loans, debt service, grants, and contracts.
Unrestricted Assets	Unrestricted net assets consist of net assets that do not meet the definition of restricted or invested in capital assets, net of related debt.

## Statement of Revenues, Expenses and Changes in Net Position

<b>Operating Revenues</b>	Revenues resulting from the normal operations of a business.
Tuition & Fees	All tuition and fees assessed for educational purposes.
Contracts	All amounts earned on contracts or agreements from other governmental or nongovernmental organizations. The College has instructional contracts with numerous outside entities.
Auxiliary Enterprises	An auxiliary enterprise is an entity that exists to furnish a service to students, faculty, or staff and charges a fee for the use of goods and services. Examples of auxiliary enterprises include bookstores and food services. Revenue associated with these auxiliary enterprises includes commissions.
Commission & Rents	Includes additional income earned from rent of College space including rent revenue from the College renting space for cellular phone towers, leasing building space, and other facility rentals.



# Pima County Community College District

## Glossary for Financial Reports

Other Operating Revenues	Includes non-sufficient funds (NSF) check fees, payment installment plan fees, international student insurance fees, miscellaneous copy and printing charges and miscellaneous ticket revenue.
<b>Nonoperating Revenues</b>	Generally nonexchange revenues in which the institution receives values without directly giving equal value in return.
State Appropriations	Funds appropriated to the College through the State budget process.
Property Taxes	Funds levied and received by the College through Pima County property taxes as authorized by the Arizona Revised Statutes.
Federal Grants	Includes all amounts earned on grants from federal agencies. The grant funds are restricted in their use by grant agreements. The College must fulfill the terms of the grant to be eligible for the funding.
State & Local Grants	Includes all amounts earned on grants from state, local government and nongovernmental organizations.
State Shared Sales Taxes	Shared state sales taxes are provided by the Arizona Revised Statutes for workforce development. These funds are also known as Proposition 301 funds.
Gifts	Contributions are voluntary non-exchange revenues, which are recognized when all applicable eligibility requirements are met. Scholarships that the Foundation provides to students are an example of this type of nonoperating revenue.
Investment Income	Includes dividends, interest, or royalties and gains or losses on investments.
<b>Operating Expenses</b>	Expenses related to normal daily business operations such as wages, rent, advertising, insurance, etc.
Instruction	Includes expenses for all activities that are part of an institution's instruction program. For example, faculty salaries are included in the Instructional expenses.
Academic Support	Includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes the following activities: <ul style="list-style-type: none"><li>• The retention, preservation, and display of educational materials, such as libraries, museums, and galleries</li><li>• Media, such as audio-visual services, and technology, such as computing support</li><li>• Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions</li><li>• Separately budgeted support for course and curriculum development</li></ul>
Student Services	Includes expenses incurred for the offices of admissions and the registrar and activities that, as their primary purpose, contribute to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).
Institutional Support	Includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; administrative information technology (when not accounted for in other categories); employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.





# PimaCountyCommunityCollegeDistrict

## Glossary for Financial Reports

Operation & Maintenance of Plant	Includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; emergency preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.
Depreciation	Includes both depreciation of the institution's plant, property, and equipment, and amortization of assets acquired by capital lease.
Student Financial Aid	Includes expenses for scholarships - from restricted or unrestricted funds - in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source.
Contingency	Commitments and contingencies that could materially affect the financial condition of the entity as reflected in its financial statements.
Transfers	Funds moved from one fund type to another, for example general fund support for capital projects.
Capital Appropriations	The capital appropriations category includes all appropriations from legislative acts of the federal, state, or local governments or by a local taxing authority specifically for capital expenditures. The state has suspended capital appropriations to community colleges for the last several years.
Capital Gifts & Grants	Restricted gifts or grants for capital purposes, for example a donation to construct an arts center.

*Definitions adapted from the Financial Accounting & Reporting Manual for Higher Education, a NACUBO online subscription service.*

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date: 1/8/14**

**Item Number: 10**

<b>Item Title</b>	<b>Contact Person</b>
Separations from Employment	Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4740)

**Information:**

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

**Retirements**

**Hum, Randy**

IT Analyst

DO – Security Services

Initial Hire Date: 11/24/75

Last Day of Work: 11/12/13

**Separations from Employment**

**Nugent, Patrick**

Program Coordinator

DO – Athletics

Effective: 12/13/13

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**Approvals**

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



Mark D. Ziska

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### INFORMATION ITEM

Meeting Date: 1/8/14

Item Number: 11

Item Title	Contact Person
Student Aide Placements	Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4586)

#### Information:

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

Bedoya	Marena	Nava	Jeremy
Brisley	Richard	Nguyen	Andrew
Coronado Lara	Casandra	Norzagaray	Marisol
Cox	Michael	Quijada	Diana
Coyle	Kerisha	Rodriguez	Edwin
Dosamantes	Elena	Rodriguez	Gilberto
Harrison	Lucy	Rogers	Daniel
Hunt	Jaclyn	Stallone	Tony
Jameson	Erica	Stiles	Kayla
Khalel	Zena	Tackett	Amber
Lara	Maritza	Valencia	Jude
Manaloto	Rhiana	Vasquez	Elena
Medrano	Andrea	Zepeda	Jimmy
Miles	Letecia		

#### Approvals

Contact Person   
Mark D. Ziska

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.





# PimaCountyCommunityCollegeDistrict Board Policy

<i>Board Policy Title:</i>	<b>Records Management, Retention and Disposition</b>
<i>Board Policy Number:</i>	BP-1403
<i>Adoption Date:</i>	
<i>Revision Date(s):</i>	
<i>Schedule for Review &amp; Update:</i>	Every three to five years
<i>Unit Responsible for Review &amp; Update:</i>	Chancellor
<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Motion Number:</i>	
<i>Legal Reference:</i>	ARS §41-151.14
<i>Cross Reference:</i>	

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The Board of Governors delegates to the Chancellor the authority to establish and maintain an active, continuing program for the economical and efficient management, retention and disposition of the public records of the College, in accordance with the requirements and schedules established by the State of Arizona and the United States government. The Chancellor may delegate this responsibility to another appropriate office.





# Pima County Community College District Board Policy

**Recommendation: Combine BP-3105, BP-3106 and BP-3107**

<i>Board Policy Title:</i>	<b>Curriculum</b>
<i>Board Policy Number:</i>	BP-3105
<i>Adoption Date:</i>	4/15/81
<i>Revision Date(s):</i>	12/20/00, 1/13/12, <u>11/19/13</u>
<i>Schedule for Review &amp; Update:</i>	Annually
<i>Unit Responsible for Review &amp; Update:</i>	Provost/ Executive Vice Chancellor for Academic and Student Services
<i>Sponsoring Unit/Department:</i>	Provost/ Executive Vice Chancellor for Academic and Student Services
<i>Motion Number:</i>	2500
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	BP-3104, <del>BP-3106</del> , <del>BP-3107</del> , BP-3116, and BP-3117

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Pima Community College will strive to evaluate the educational needs of its constituencies, develop appropriate instructional courses and programs to fill these needs, and eliminate those which are no longer meeting a significant need.

~~Pima Community~~ The College ~~will~~ offers the following types of credit courses: transfer, occupational, special interest, developmental, and workforce response and non-credit courses. The College offers the following types of non-credit courses: clock-hour, continuing education, adult education, and community education.

The College offers the following credit program credentials: associate degrees and certificates. The College offers the following non-credit, clock-hour credential: certificates. Specific course requirements necessary to obtain a degree or certificate shall be outlined in the College catalog.

The Board of Governors shall approve all new and deleted programs. The Board of Governors delegates to the Provost/Executive Vice Chancellor the responsibility to review and approve, on behalf of the District, all new, modified and deleted courses, and modifications to programs.

~~The College will strive to evaluate the educational needs of its constituency, develop appropriate instructional courses and programs to fill these needs, and eliminate those which no longer are meeting a significant need.~~







# Pima County Community College District Board Policy

**Delete BP-3106 as it is recommended to be combined with BP-3105**

*Board Policy Title:* ~~\_\_\_\_\_~~ **Curriculum Development**

*Board Policy Number:* ~~\_\_\_\_\_~~ BP 3106

*Adoption Date:* ~~\_\_\_\_\_~~ 3/18/81

*Revision Date(s):* ~~\_\_\_\_\_~~ 12/20/00, 1/13/12

*Schedule for Review & Update:* ~~\_\_\_\_\_~~ Annually

*Unit Responsible for Review & Update:* ~~\_\_\_\_\_~~ Provost/ Executive Vice Chancellor for  
Academic and Student Services

*Sponsoring Unit/Department:* ~~\_\_\_\_\_~~ Provost/ Executive Vice Chancellor for  
Academic and Student Services

*Motion Number:* ~~\_\_\_\_\_~~ 2460

*Legal Reference:* \_\_\_\_\_

*Cross Reference:* ~~\_\_\_\_\_~~ BP 3105, BP 3107 and BP 3117

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~~The Board of Governors shall approve all new programs, courses, pilot courses, modifications, and deletions to the curriculum.~~





# Pima County Community College District Board Policy

**Delete BP-3107 as it is recommended to be combined with BP-3105**

~~Board Policy Title: Degrees and Certificates~~

~~Board Policy Number: BP 3107~~

~~Adoption Date: 4/15/81~~

~~Revision Date(s): 1/13/12~~

~~Schedule for Review & Update: Annually~~

~~Unit Responsible for Review & Update: Provost/ Executive Vice Chancellor for  
Academic and Student Services~~

~~Sponsoring Unit/Department: Provost/ Executive Vice Chancellor for  
Academic and Student Services~~

~~Motion Number: 2501~~

~~Legal Reference:~~

~~Cross Reference: BP 3117~~

~~The Pima County Community College District offers programs of study that lead to the following credentials:~~

- ~~1. Certificate. (Technical, Basic, Advanced) granted upon successful completion of a prescribed short-term program of study (less than 60 credit hours), of which at least six semester hours must be completed at Pima Community College.~~
- ~~2. Associate degree. (Associate of Arts, Associate of Science, Associate of Applied Arts, Associate of Applied Science, Associate of General Studies) a program of study of 60 or more credit hours, 15 hours of which must be earned at Pima Community College.~~

~~Specific course requirements necessary to obtain a certificate or degree shall be outlined in the College catalog.~~

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16A

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting to go into Executive Session on August 28, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved Minutes of the Special Meeting to go into Executive Session on August 28, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD SPECIAL EXECUTIVE MEETING MINUTES**  
**August 28, 2013**

A Special Executive Meeting of the Pima County Community College District Governing Board was held on Wednesday, August 28, 2013 at 5:15 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

**Board Members**

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

**Recording Secretary**

Gabriela De Echávarri

**General Counsel**

Jeffrey Silvyn

**Administration/Staff**

Lee Lambert

**Call to Order**

Brenda Even called the meeting to order at 5:19 pm.

**Motion to conduct  
Executive Sessions  
PASSES**

**Motion No. 7228**

David Longoria – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s 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 3:41 p.m.

Resumption of Open Session

The Board resumed Open Session at 7:18 p.m.

Adjournment

The meeting adjourned at 7:20 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16B

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Study Session of October 9, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Study Session of October 9, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.



**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD OPEN STUDY SESSION**  
**MINUTES**  
**October 9, 2013**

A Study Session of the Pima County Community College District Governing Board was held on Wednesday, October 9, 2013 at 3:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**

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

**General Counsel**

Jeffrey Silvyn

**Recording Secretary**

Gabriela De Echávarri

**Administration/Staff**

Lee Lambert

**Call to Order**

Brenda Even called the meeting to order at 3:10 pm. Chairperson Even noted there will be no action taken at this meeting.

1. Debrief of American Association of Community Colleges (ACCT) Annual Leadership Congress and ideas for use at the College.

Board members shared impressions from the ACCT Leadership Congress.

Marty Cortez commented the Board should start looking into implementing a participatory system with clear expectations, clear lines of communication and clear line of authority.

Brenda Even suggested to look at other community colleges' models and implement what its best for at PCC.

David Longoria stated to have a system in which students, staff and faculty engage in key issues so they can play a more visible role.

Brenda Even noted that it would be important not only to hear the highlights of events from representatives reports but also for them to have an opportunity to share concerns. She also mentioned that it would be good to clarify the exercise of limitations “dos” and “don’ts”.

Brenda Even informed the Board is moving forward with its Bylaws and Policies revisions. She also mentioned the hiring of a writer to assist with the revisions.

David Longoria mentioned moving towards change by codify the groups to work with them in a more formal way.

Sylvia Lee asked if a consultant was being used to develop a presidential and a Board self-assessment reviews. David Longoria noted ACCT is being used and the forms will be tailored to the College.

Scott Stewart noted he concurs with the instruments developed by ACCT and that evaluations of the Board should be done right away and evaluation for the CEO in 6 months.

Chancellor Lambert will contact ACCT to see who will be facilitating the Board’s evaluation.

Brenda Even asked if someone was to come and work with the Board on Shared Governance, Scott Stewart asked if a team could come instead of only one person. Chancellor Lambert noted that will be all right but the group needed to keep finance in mind.

Chairperson Even asked the Board members to consider five goals and send them to her by Monday.

Chancellor Lambert noted the Board should have meetings with the community. Marty Cortez mentioned the Board should assess the community and ask what they need for the College to do. David Longoria mentioned the Board should look at the community demands and to see what is the current state of affairs in the region. The Board will try to have a meeting with an automotive advisory committee and tour the automotive facilities at the Downtown Campus.

Chancellor Lambert the Board could have an open meeting to communicate to the community what the Board has learned in this preliminary stage concerning and where Board wants to take the College.

The Chancellor also mentioned that all activities the Board is undertaking regarding its development should be uploaded on the College’s website.

Chancellor Lambert noted the College should re-position itself with legislative liaisons. He mentioned he should be spending more of his time in legislative lobbying for the College.

Marty Cortez commented the Board could host meetings with legislators.

Adjournment

The meeting adjourned at 4:30 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16C

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Regular Meeting on October 9, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Regular Meeting of October 9, 2013 are re-submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, October 9, 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**

Benetta Jackson, Staff  
Amy Parker, Staff  
Colin Lynch, Student  
April May Ramey, Student  
Patricia Figueroa, Faculty  
Kimlisa Salazar Duchicela, Faculty

**RECORDING SECRETARY**

Gabriela De Echávarri

**GENERAL COUNSEL**

Jeffrey Silvyn

**ADMINISTRATION**

Lee Lambert, Chancellor  
Manny Amado Executive Director Public Safety (Acting)  
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)  
David Bea, Executive Vice Chancellor, Finance and Administration  
Nina Corson, Academic Dean  
Charlotte Fugett, President, East Campus  
Donna Gifford, Vice President of Instruction  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services

C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations  
Darla Jansen Lammers, Vice President of Instruction  
Mary Ann Martinez Sanchez, Vice Provost and Assistant Vice Chancellor, Academic Services  
Leticia Menchaca, Assistant Vice Chancellor of Student Development  
Keith McIntosh, Vice Chancellor, Information Technology  
Jerome Migler, Provost/Executive Vice Chancellor  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Ann Parker, Vice President of Student Development  
Anna Reese, Executive Director, Financial Aid  
Nicola Richmond, Academic Dean  
Ted Roush, Vice President of Instruction  
Robert Simpson, Vice President of Instruction (Acting)  
Nancee Sorenson, Vice President of Student Development  
Edgar Soto, Executive Director of Athletics  
Stan Steinman, Academic Dean  
Michael Tulino, Vice President of Student Development  
Anne Vosberg, Vice President of Student Development  
William Ward, Vice Chancellor, Facilities  
Deborah Yoklic, Assistant Vice Chancellor  
Darla Zirbes, President, Northwest Campus (Acting)

## **GENERAL MATTERS**

### Call to Order

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

### Pledge of Allegiance

Scott Stewart led the Pledge of Allegiance.

## **Public Comment**

### Public Comment

Rita Flattley, Psychology faculty member, thanked the Board for being able to sit in the Board's Study Session. She mentioned she was impressed with the Board's work on shared governance ideas, approving programs and moving the College forward to the next level. She thanked everyone who is working hard on HLC issues ably led by Provost Migler. She also mentioned faculty have deep faith in Dr. Migler's leadership and support him. She informed Meet and Confer teams should be announced by November 15. PCCEA will be led by Duffy Galda, Bardo Padilla, Nan Schmidt, Kris Swank, Makyla Hays and Kimlisa Duchicela.

## **Reports**

### Governing Board Member Reports

*Chairperson's Report:* Brenda Even spoke about how the college can be more specific about "Together for Change" and how the College is moving forward for students. She informed about the different sessions the Board is holding in regards to Board development, including their attendance to the ACCT Annual Leadership Congress in early October. She also mentioned the Board is looking into ways how the College can be of better service to our students. Chairperson Even noted the following areas will be looked at: HLC process, College structure, systems efficiency, community needs, enrollment management and retention, workforce development, mission's revision, policy and governance structure and Chancellor and Board evaluations.

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

Chairperson Even asked Board members if they had any comments.

Scott Stewart informed about the sessions he attended while at the ACCT Annual Leadership. He mentioned the focus was on completion.

Sylvia Lee mentioned the Keynote speaker was Bill Gates and commented on the extensive involvement he and his wife Melinda have with community colleges. She also talked about MOOCs (Massive Open Online College Courses). She also noted at the conference it was reiterated Boards make decisions as a body not as individual members. She spoke about her comments made in the spring and how they might have affected other Board members; she noted she wants to make sure they know she is committed to moving the College forward and working with them.

Marty Cortez commented she attended pre-conference sessions and that she was impressed with the quality of the conference and the number of people who attended. She noted Board members did not attend the same sessions; therefore, they will have different perspectives and share information among themselves. She said she was particularly impressed with the many different modes of meeting student needs.

David Longoria mentioned the biggest takeaway from attending the congress is the overall changing face of community colleges nationwide; the common element is that community colleges have to change. He commented those who are innovative and willing to take the risks and willing to be at the forefront of this change will be the leaders of the future. He noted he is excited about opportunities Pima has along the cutting edge

Chancellor Lambert spoke about the remarks made at the conference by Jamie Merisotis, President and CEO of Lumina Foundation. Mr. Merisotis, 5 key points were need for change in new ways and new approaches: 1-, all about talent, 2- re-design systems with the focus on quality centered on students. 3-High quality, low cost accelerated programs. He provided the example of Ivy Tech which has created an AA degree that can be done in 12 months. That is a great example of a high quality, low cost program. 4- Emphasis on data and embracing student success. 5-Ultimately responsibility is to our students and that we should never lose sight of it. The Chancellor noted that states which have been more effective in receiving revenue enhancements from legislators have a key message to develop the talent, and that his colleagues from other Arizona community colleges are working on that. He also informed that Walter Bumphus, President of AACC (American Association of Community Colleges), is planning to visit PCC in December. Chancellor Lambert is the Chair of the Executive Committee for Program and Initiatives,

which oversees the workforce development programs for the entire AACC members.

### Chancellor's Report

Chancellor Lambert informed he attended the Art Exhibit at the West Campus and said that PCC faculty are showing their work in the community, around the country and around the world and PCC should be very proud of that. He mentioned that cabinet members will be on point to drive his goals and objectives. Once members are identified he will inform the Board. He informed Congress and the President have passed into a Law the Affordable Care Act and students have been informed about their rights and responsibilities. He created a video with the City Mayor and HHS Regional Director, Herb Shultz, to ensure students and employees know about their options for the Affordable Care Act. They also held a press conference at the East Campus to announce publicly what students' rights, responsibilities and options are under the Affordable Care Act. He noted he visited the West Campus Tutoring Center during Tutors' Appreciation Week. He also visited with students from a Journalism class and the Aztec Press, and commended them for their efforts and recognitions they have received. He informed everyone they are revising Veterans Services to better meet the needs of our veterans. He visited Vail School District with C J Karamargin and was very impressed with the few resources they have and how well they are at working on student success.

He informed about the luncheon he had with superintendents. He noted two areas of concern are assessments and dual enrollment for students. The College will be looking at ways to better meet the local schools' needs. He stated superintendents are asking PCC to consider some other options to assess students. He also informed the College will be working on improving its relationship with school district superintendents and that College needs to find a way to meet their needs.

He noted there are many positive things at PCC but there is a lot room for improvement; the College should not lose sight of this and find a balance. He mentioned he has been here for three months, which have been challenging but rewarding and that he proud to be the College's Chancellor.



### Staff Representatives

Staff Representatives Amy Parker and Benetta Jackson reported on the Staff Council meeting of October 3. Highlights included the following: *Provost and Executive Vice Chancellor's Report*: Dr. Jerry Migler, Provost, gave an update on the status of the HLC. He informed updates are posted regularly on the web page. *Liaison Report*: Irma Federico, Director of Human Resources Services and Strategies, reported on recruitment statistics. *AFSCME Report*: Rose Bolz reported the election results as follows: Valerie Vidal-King, Chair, Walter Silvas, Vice Chair, Steward and Assistant Stewart were also selected. She informed officer elections will be held October 7. *ACES Report*: Julie Hecimovich informed about upcoming fundraiser activities. She also announced Bylaws revisions have been submitted to members for review and vote. *Council Report*: Wendy Turner and Jorge Caballero reported that Bylaws revisions were approved and will be posted on the web site. They also informed the response for AVIVA donations was very good. Benetta Jackson volunteered and was confirmed as the new Board of Governors Representative. *Campus/District Reports*: No reports.

### Student Representatives

Student Representatives April May Ramey and Colin Lynch reported on recent events from each campus. Highlights included: *Community Campus*: On September 11, six Adult Education Student Leadership Council members and former Adult Education Students met with Assistant Secretary of Vocational and Adult Education Brenda Dann-Messier at El Pueblo Liberty Adult Learning Center. *Desert Vista Campus*: Students are partnering with ACES and will assist at the Barbeque event to be held October 30 to collect donations that will go toward sponsoring holiday food baskets for military families. *Downtown Campus* will be hosting the 2013 Fall Transfer Fair on October 23. *East Campus* will be holding the Hispanic Heritage Month Conclusion Celebration on October 17. *Northwest Campus* will be partnering with YMCA to host a safe Halloween for children on October 26. *West Campus* will be celebrating “Coming Out Week” on October 10-17.

### Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela did not provide a report. Kimlisa Salazar Duchicela informed the Board they have a new format and they would prefer to e-mail it to the Board. She noted Faculty Senate didn't have a concern to bring forward to the Board but mentioned she thought the main concern from last Faculty Senate meeting was that a resolution Faculty Senate passed about disruptive students and questionable behavior in the classroom. She noted this was a study done mainly by adjunct faculty leadership. She also commented Faculty should be kept informed until the end of the complaint process.

### Academic Reports

#### Adult Education Report

Laurie Kierstead-Joseph, Anne Petti, Karen Smith and Regina Suitt, Advanced Program Managers, gave an update on Adult Education.

#### Machine Tool Report

Dr. Nicola Richmond, Academic Dean, Don Theriault, President at Industrial Tool, Die and Engineering and Jim Mize, Business Services Manager at Pima County One Stop Career Centers, presented on PCC and Machine Tool Industry collaboration.

#### HLC and Developmental Education Report

Dr. Jerome Migler, Provost, gave an update on the HLC Self-study and on the Developmental Education Redesign.

#### Financial Report – July 2013 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending August 2013. Dr. Bea noted the total net position at the end of August was \$208 million, which is a decrease of about \$7.2 million compared to the same time last year. The term Net Assets has been changed to Net Position in the financial statements due to Governmental Accounting Standards Board (GASB) Statement No 63 which changed the structure of a government balance sheet.

**Information Items**

Separations from Employment

Student Aide Hires

GED Exam Fee Increase to \$150

BP-2304: Smoking, E-Cigarette and Tobacco Product Use  
Limitations on College Property — First Reading

These items were noted as information items.

**Action Items**

Approval of Minutes

**Motion to Approve  
Meeting Minutes  
PASSES**

**Motion No. 7237**

Scott Stewart – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting of August 23, 2013, Special Meeting of September 14, Special Meeting and the Regular Meeting of September 18, 2013.

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

Consent Agenda

Chairperson Even requested that Item 16.6 Intergovernmental Agreement: Pima Community College/Arizona Governor’s Office of Highway Safety and Item 16.7 Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department be pulled and voted separately. Board Member Cortez requested that Item 16.4 Extension of Sub-recipient agreement: Sunnyside Unified School District and Arizona Department of Education, Pima County Community College Adult Education Comprehensive Family Literacy Program be pulled and voted separately.

**Motion to Approve  
Consent Agenda  
PASSES**

**Motion No. 7238**

Scott Stewart – M, David Longoria – S, to approve the Consent Agenda as presented (except for items 16.4, 16.6 and 16.7).

- 16.1 New Appointments
- 16.2 Adjunct Faculty Appointments

- 16.3 Temporary Appointments
- 16.5 Intergovernmental Agreement: Pima Community College/Pima County Regional Wastewater Reclamation Department (RWRD)
- 16.8 Agreement: Pearson VUE Authorized Center Agreement
- 16.9 Contract: Amendment #2 to Operating Agreement for the Operation and Maintenance of the Community Performing Arts and Learning Center in Green Valley

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

Extension of Sub-recipient Agreement: Sunnyside Unified School District and Arizona Department of Education, Pima County Community College Adult Education Comprehensive Family Literacy Program

**Motion to Approve Extension of Sub-recipient Agreement Sunnyside Unified School District and Arizona Department of Education PASSES**

**Motion No. 7239**

David Longoria – M, Marty Cortez – S, to approve a three-year extension of a sub-recipient agreement between Sunnyside Unified School District and the Pima Community College Adult Education Program to provide Comprehensive Family Literacy services for the period July 1, 2013 through June 30, 2016.

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

Intergovernmental Agreement: Pima Community College/Arizona Governor’s Office of Highway Safety

Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department

**Motion to Approve Intergovernmental Agreements: Pima Community College/Arizona Governor’s Office of Highway Safety and Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department PASSES**

**Motion No. 7240**

Marty Cortez – M, David Longoria – S, to approve the Intergovernmental Agreement: Pima Community College/Arizona Office of Highway Safety and the Intergovernmental Agreement: Pima Community College/Pima County Sheriff’s Department

Vote: All Board members present other than Board Chair Even voted “aye” by voice vote. Brenda Even – abstained. Motion carried.

**Motion to Approve Expedited  
Interim Administrator  
Appointments  
PASSES**

Expedited Interim Administrator Appointments

**Motion No. 7241**

David Longoria – M, Scott Stewart – S, to authorize the Chancellor to sign employment contracts for interim administrative personnel on behalf of the college district subject to ratification at the soonest possible board meeting and that this shall expire on June 30, 2014.

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

Contract Award: HLC Project Management Services

**Motion to Approve  
Contract Award: HLC Project  
Management Services  
PASSES**

**Motion No. 7242**

David Longoria – M, Scott Stewart – S, to approve a contract for consultant firms to provide project management assistance for the College’s Accreditation Self-Study project.

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

Adjournment

The meeting adjourned at 9:25 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16D

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Study Session of October 17, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Study Session of October 17, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD OPEN STUDY SESSION**  
**MINUTES**  
**October 17, 2013**

A Study Session of the Pima County Community College District Governing Board was held on Thursday, October 17, 2013 at 5:00 p.m. in the Copper Room, C-181, at the Downtown Campus, 1255 N. Stone Ave, Tucson, AZ 85709-3005.

**Persons in Attendance**

**Board Members:**

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

**Recording Secretary**

Gabriela De Echávarri

**Administration/Staff**

Lee Lambert  
Deborah Yoklic

**Other Attendees:**

Kimlisa Duchicela  
Ana Jimenez

**Call to Order**

Brenda Even called the meeting to order at 5:20 pm. Chairperson Even noted there will be no action taken at this meeting.

Chancellor Lambert thanked Board members for coming to meet with the automotive industry representatives.

The group devoted a good part of the session to review the themes and the assignments. The Board had a discussion regarding the language, syntax and structure of themes and end statements (priorities).

Marty Cortez noted the Board needed to make sure they were covering the needs of the community.

Deborah Yoklic will be assisting the Board on re-structuring the themes.

Adjournment

The meeting adjourned at 6:30 p.m.

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Secretary

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Date



**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16E

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Study Session of October 30, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Study Session of October 30, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD OPEN STUDY SESSION**  
**MINUTES**  
**October 30, 2013**

A Study Session of the Pima County Community College District Governing Board was held on Wednesday, October 30, 2013 at 5:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**

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

**General Counsel**

Jeffrey Silvyn

**Recording Secretary**

Gabriela De Echávarri

**Administration/Staff**

Lee Lambert  
Deborah Yoklic

**Call to Order**

Brenda Even called the meeting to order at 5:05 pm. Chairperson Even noted there will be no action taken at this meeting.

Brenda Even review the training sessions priorities and mentioned the Board will be reviewing Board Priorities first, review Bylaws second, and then Board Policies. She noted there are four different Board Priorities and informed Sindra Smith from ACCT will be coming as part of Board development.

Marty Cortez asked if Angela Wesson could check if videos of the AACC Annual Leadership Congress workshops and sessions are available for purchase.

David Longoria reminded everyone about the Arizona Commission for Postsecondary Education Conference will be held November 22 and 23, 2013 in Phoenix. He noted the ADGB( spell out) Arizona District of Governing Boards will be holding a 1-hour session with trustees and

presidents to address priorities for legislative session. Board members mentioned they will be attending.

Chancellor Lambert commented is good for Board and Chancellor to be attending this type of meetings together so that everyone is on the same page.

Chancellor Lambert asked Mark Ziska, Interim Vice Chancellor for Human Resources, the status of the Human Resources procedures. Mark Ziska informed Human Resources is moving along in looking at processes and procedures for the Human Resources Department.

Chancellor Lambert informed Sheila Ortego, Interim Community Campus President, will work on strengthening Adult Education and On-line courses.

The Chancellor also informed he met with Sylvia Manning, President of the Higher Learning Commission, to discuss the probationary status of the College and the importance of fulfilling its mission. He noted the HLC process is progression and ahead of schedule. Chancellor Lambert also noted the conflict with the firm selected to manage the HLC project and its relation to Mark Ziska. It was declared a failed search and the RFP will be out again.

Chancellor Lambert noted that is no longer enough to focus on access but outcomes, and this issue needs to be taken seriously.

David Longoria commented the College needs to make sure it has robust advising services, scheduling of classes and assure students completability.

Brenda Even asked Board members to review the Boards' Bylaws Article 1 and make suggestions for revisions.

Brenda Even informed the Board will be scheduling study sessions periodically. She noted the next Study Session will be held on November 7 at 4:30 p.m.

### Adjournment

The meeting adjourned at 7:00 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16F

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Study Session of November 7, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Study Session of November 7, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD OPEN STUDY SESSION**  
**MINUTES**  
**November 7, 2013**

A Study Session of the Pima County Community College District Governing Board was held on Thursday, November 7, 2013 at 4:30 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**

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

**General Counsel**

Jeffrey Silvyn

**Recording Secretary**

Angela Wesson

**Administration/Staff**

Deborah Yoklic

1. Call to Order  
Board Chair Brenda Even called the meeting to order at 4:40 pm.
2. Discussion Items
  - a. Priorities for the College  
Chairperson Even and Assistant Vice Chancellor Deborah Yoklic reviewed the modifications to the Board Priorities for the College. Modifications include:
    1. PCC is an open access educational institution that provides many pathways to maximize student success.
      - f. Employment data, including employer surveys – added
      - h. Appropriate policies (e.g., to measure open access) – added
    2. The College regularly develops and implements an evidence-based strategic plan.  
Measurement:
      - c. Appropriate internal and external input **that values creativity and innovation** – added
      - i. Collaboration and alignment with K-16 – added

- j. Emphasis on diversity – added
  - k. Partnerships with business and industry – added
3. The College develops and offers programs to meet present and future workforce, business and community needs locally, nationally and internationally.  
Measurement:
- f. Increase in number of **Pima Community College** graduates – added
4. PCC is accountable for maintaining high performance standards in meeting its legal, fiscal, community and employee responsibilities.  
Measurement:
- f. Maintenance of safe **environment** and updated facilities – added
  - g. Involvement of internal constituencies in decision making in a timely manner through appropriate methods – new
- b. Revision of Board Bylaws  
Chairperson Even with the assistance of General Counsel Jeffrey Silvyn and Assistant Vice Chancellor Deborah Yoklic reviewed the revisions made to the Board Bylaws since the study session of October 30, 2013.

Changes include: Article I and Article VIII have been merged into one. Board Chair noted that an item was added to the November regular meeting agenda to give notice of intent to amend the bylaws. The revised Board bylaws will be approved at the December Special meeting.

Adjournment

The meeting adjourned at 6:20 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16G

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting to go into Executive Session on November 13, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Special Meeting to go into Executive Session on November 13, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD MEETING MINUTES**  
**November 13, 2013**

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, November 13, 2013 at 5:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

**Persons in Attendance**

**Board Members**

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

**Recording Secretary**

Gabriela De Echávarri

**General Counsel**

Jeffrey Silvyn

**Administration/Staff**

Lee Lambert

**Call to Order**

Brenda Even called the meeting to order at 5:17 p.m.

**Motion to conduct  
Executive Sessions  
PASSES**

**Motion No. 7243**

Sylvia Lee – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. §38-431.03(A)(3) (legal advice)and A.R.S. § 38-431.03(A)(4) (consultation and 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 5:18 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:55 p.m.

Adjournment

The meeting adjourned at 6:56 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 16H

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Regular Meeting of November 13, 2013	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved minutes of the Regular Meeting of November 13, 2013 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, November 13, 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**

Benetta Jackson, Staff  
Colin Lynch, Student  
April May Ramey, Student  
Patricia Figueroa, Faculty  
Kimlisa Salazar Duchicela, Faculty

### **RECORDING SECRETARY**

Gabriela De Echávarri

### **GENERAL COUNSEL**

Jeffrey Silvyn

### **ADMINISTRATION**

Lee Lambert, Chancellor  
Louis Albert, President, West Campus  
Manny Amado Executive Director Public Safety (Acting)  
Brian Basgen, Assistant Vice Chancellor, Information Technology (Acting)  
David Bea, Executive Vice Chancellor, Finance and Administration  
Johnson Bia, President, Desert Vista Campus  
Nina Corson, Academic Dean  
Imelda Cuyugan, Assistant Vice Chancellor, Federal Government Relations  
Charlotte Fugett, President, East Campus  
Donna Gifford, Vice President of Instruction  
Diane Groover Assistant Vice Chancellor, Finance

Zelema Harris, Executive Vice Chancellor, Institutional Effectiveness, Interim  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor, Business Services  
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations  
Darla Jansen Lammers, Vice President of Instruction  
Leticia Menchaca, Assistant Vice Chancellor of Student Development  
Keith McIntosh, Vice Chancellor, Information Technology  
Jerome Migler, Provost/Executive Vice Chancellor  
Lorraine Morales, Vice President of Instruction  
Brigid Murphy, Vice President of Instruction  
Sheila Ortego, Interim President, Downtown Campus,  
Ann Parker, Vice President of Student Development  
Kate Schmidt, Dean of Online Development, Acting  
Anna Reese, Executive Director, Financial Aid  
Ted Roush, Vice President of Instruction  
Robert Simpson, Vice President of Instruction (Acting)  
Nancee Sorenson, Vice President of Student Development  
Edgar Soto, Executive Director of Athletics  
Stan Steinman, Academic Dean  
Michael Tulino, Vice President of Student Development  
Anne Vosberg, Vice President of Student Development  
William Ward, Vice Chancellor, Facilities  
Deborah Yoklic, Assistant Vice Chancellor  
Darla Zirbes, President, Northwest Campus (Acting)  
Mark Ziska, Interim Vice Chancellor for Human Resources

## **GENERAL MATTERS**

### Call to Order

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

### Pledge of Allegiance

Marty Cortez 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.

## **Public Comment**

### Public Comment

Jesse Flores addressed the Board regarding his positive experience with PCC Adult Education Program.

Maria Alejandra Salazar, Manuel Natera and Jessica Garcia addressed the Board regarding the In-State tuition for DACA recipients and thanked the Board for their support.

Ana Jimenez addressed the Board regarding representatives to the Board and referred to Board Bylaws pertaining to those Board Representatives. She also noted her concern about the October 9<sup>th</sup> minutes not reflecting the offer made by Board Chair to representatives to bring forward a concern or an idea to the Board at each meeting. She also requested that Board representatives be notified in advance when scheduling Board meetings.

Mary Mitchell addressed the Board regarding Adjunct Faculty not receiving a salary increase this year and asked that they are included in budget considerations in the coming year.

## **Reports**

### Governing Board Member Reports

*Chairperson's Report:* Chairperson Even welcomed Zelema Harris as the new interim Executive Vice Chancellor for Institutional Effectiveness. Chairperson Even also spoke about how the college can be work together towards student success. She informed the Board has been focused on governance, achieving the dream, various HLC presentations. She also noted the Board has had several study sessions. She informed the Board is required by law to provide a 24 hour

notice and commented the Board will try to inform the College through Pima All. She also noted they Board has been working on its' Priorities. She also announce the next study session which the Board will be doing final work on its Bylaws, will be held Tuesday, November 19<sup>th</sup> at 5:00 in the Community Board Room. She also announced a member of the ACCT (American Association of Community College Trustees) will be working with the Board on the aforementioned issues. She announced also there will be a Board meeting on Wednesday, December 11<sup>th</sup>. She wished everyone a Happy Thanksgiving.

Board Member Cortez thanked the DACA and Developmental Education students who addressed the Board. She also expressed the Board is working hard trying to meet all the needs specific at this particular time specially those of the HLC. Ms. Cortes thanked Chancellor Lambert for his effort and guidance. She also thanked Dr. Migler for his efforts to bringing the College at this point on the HLC. Board Member Lee thanked those students who addressed the Board and congratulated the awardees. She also congratulated Regina Suitt and Kate Schmidt for their new dean roles. She also informed that study sessions are open meetings and anyone can attend.

David Longoria noted he embraces and supports the idea of not only shared and participatory but collaborative governance models. He also commented he is open to the idea of having advisory positions adjacent to the Board. Chairperson Even informed the Board will be voting on the Board Bylaws at the December meeting. She thanked Dr. Migler for his efforts and wished him luck.

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

#### Chancellor's Report

Chancellor Lambert thanked those students who addressed the Board. He informed he has been visiting campuses to meet with faculty, staff and students and noted he has encouraged Chancellor's Cabinet members to do the same. He noted the College needs to make sure it provides all resources available for students to pursue their degrees and certificates.

He commented he met with Sylvia Manning, President of the Higher Learning Commission and share with her the work the

Board has been doing. He noted Dr. Manning shared the College has to make sure it provides evidence change and behavior and that it has a system of accountability in place and shows evidence of doing it. He noted the College is moving in the right direction. He informed the Foundation luncheon took place with attendance of over 400 individuals. He noted he talked about the three main challenges the College is facing which are globalization, technology and accountability, trends which continue to grow across all sectors. He noted it is important how the College aligns, engages and performs with issues and noted the college has to do a better job about those three.

Chancellor Lambert informed he travel to Washington, DC to meet with the workforce development councils across the country to talk about best practices to get better performance for our communities. He noted the PIAAC report reveals that the country is getting behind in regards to Adult Education and the College needs to do a better job. He also thanked Adult Education faculty and staff for the great work they do. The Chancellor welcomed Dr. Zelema Harris, Interim Vice Chancellor for Institutional Effectiveness, Dr. Sheila Ortego, Interim Community Campus President and Mark Ziska, Interim Vice Chancellor for Human Resources for joining the College and thanked Dr. Jerry Migler, Provost for all he had done for the College and wished him well.

#### Staff Representatives

Staff Representatives Benetta Jackson reported on the Staff Council meeting of November 7. Highlights included the following: *Provost and Executive Vice Chancellor's Report:* Dr. Jerry Migler, Provost, gave an update on the status of the HLC process. *Liaison Report:* Irma Federico, Director of Human Resources Services and Strategies, reported on recruitment statistics. *AFSCME Report:* Rose Bolz reported there will be a division meeting on November 16 at the West Campus. *ACES Report:* Julie Hecimovich reported on Meet and Confer topics as well as issues and concerns being gathered to report to the Board. *Council Report:* The group discussed what concern or idea they would like to bring forward to the Board. Staff Council Chair, ACES and AFSCME presidents will meet to come up with a concern or idea to present to the Board. *Campus/District Reports:* The Plus50 Program, which aims to help students who are 50 and over, was discussed. Next meeting will be December 5.

Benetta Jackson presented the following recommendation/concern: Staff Council would like to see administration and the Board of Governors establish or increase communication and transparency efforts. The enhancement should include shared governance. When policy is being developed, employee groups should have input on policy decisions.

#### Student Representatives

Student Representatives April May Ramey and Colin Lynch reported on recent events from each campus. Highlights included: *Community Campus*: Approximately 300 students attended the four presentations on the Affordable Care Act presented by the Pima Community Access Program at El Pueblo Library. *Desert Vista Campus*: Will host Coffee on the Go to initiate a meet and greet with staff and faculty. *Downtown Campus* will be sponsoring the Redhouse dancers on November 20<sup>th</sup> to celebrate Native American Heritage Month. *East Campus* will be holding a Veterans Day Pancake Breakfast on November 7<sup>th</sup>. *Northwest Campus* will be hosting a series of Emerging Leaders Workshops during the month. *West Campus* will be hosting multiple events to celebrate Native American Heritage Month. April May Ramey presented the following recommendation/concern: Students have many concerns in general but details are different; therefore, they are asking to be permitted to bring a general concern but with details from individual campuses once a month. She handed out the concerns in writing to the Board.

#### Faculty Representatives

Faculty Representatives Patricia Figueroa and Kimlisa Salazar Duchicela shared information about activities and communications that occurred at the November 1 meeting. Highlights included the following: *Faculty Senate President's Report*: Joe Labuda thanked Perry Higgins and the registration committee. Senate Vice President Jeannie Arbogast gave an update on the pre-requisites committee where two major areas were determined: Banner enforcement of Pre-requisites and Reevaluation of math, reading and writing. *PCCEA Update*: sent out a survey report. PCCEA was asked to start Meet and Confer early. *Chancellor's Report*: Chancellor Lambert introduced the new interim administrators. He also mentioned the Board is transitioning into another model called Policy Governance,

which will focus on accountability and student success.

*Provost's Report:* Provost Migler explained the changes and implantation of SPG-3501/AA. *Other Business:* AVC Deborah Yoklic presented BP-1403 Records Management, Retention and Dispositions. She explained the state requires the College to have a records management program. EVC for Finance Dr. David Bea gave an update on BP-2304 Smoking, e-cigarette and tobacco product use limitations on college property.

Kimlisa Salazar Duchicela noted she had been in attendance at Board' study sessions and would like for an announcement of future sessions dates to be provided in advance. She also commented she would like to have handouts of the materials being reviewed as well as having the opportunity to talk as an advisor at those sessions.

Board Secretary Longoria thanked adjunct faculty members for being at the meeting and addressing the Board.

### Academic Reports

#### HLC Progress

Dr. Jerry Migler, Provost, provided an update on the HLC process. He announced there will be a gathering of the 14 committees to provide a broader context the status of the self-study. The meeting will be held at the 29<sup>th</sup> Coalition Center. Dr. Migler informed the process is on track and ahead of schedule in a number of areas.

Board member Stewart thanked Dr. Migler for his effective leadership on the HLC work.

#### Developmental Education Update

Dr. Jerry Migler, Provost informed a steering committee has been formed by eight individuals which five of those are faculty members. He also noted a series of steps have been identified to work on.

#### Plus50 Program

Charlotte Fugett, East Campus President, and Nancee Sorenson, Vice President of Student Development at East Campus, gave a presentation on the Plus50 Program, an initiative aimed to increase the number of student age 50 and older who complete degrees, certificates and not-for-credit credentials in workforce areas of healthcare, education and social services.



Sprint Program

Chancellor Lambert informed there will not be a report on the Sprint Program.

Financial Report – August 2013 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending September 2013. Dr. Bea noted the total net position at the end of August was \$208 million, which is a decrease of about \$6 million compared to the same time last year.

**Information Items**

Separations from Employment

Student Aide Hires

BP-2304: Smoking, E-Cigarette and Tobacco Product Use Limitations on College Property – Second Reading

BP-1403: Records Management, Retention and Disposition – First Reading

These items were noted as information items.

**Action Items**

Approval of Minutes

**Motion to Approve  
Meeting Minutes  
PASSES**

**Motion No. 7244**

David Longoria – M, Sylvia Lee – S, to approve the minutes of the following meetings: Study Session on September 24, 2013; Special Meeting to conduct Executive Session on October 9, 2013.

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

The minutes from the Regular Meeting of October 9 were not approved due to concerns raised during public comment. These minutes will be resubmitted for approval at a later date.

Consent Agenda

**Motion to Approve  
Consent Agenda  
PASSES**

**Motion No. 7245**

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

- 17.1 New Appointments
- 17.2 Adjunct Faculty Appointments
- 17.3 Temporary Appointments
- 17.4 Administrator Appointments
- 17.5 Intergovernmental Agreements: Dual Enrollment – Public Schools
- 17.6 Intergovernmental Agreements: Dual Enrollment – Charter Schools

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

Internal Audit Plan 2013/2014 Fiscal Year

**Motion to Approve  
Internal Audit Plan  
2013/2014 Fiscal Year  
PASSES**

**Motion No. 7246**

David Longoria – M, Marty Cortez – S, to approve the priorities of the Internal Audit Department consistent with the College’s goals and risks.

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

Board of Governors' Finance and Audit Committee

**Motion to Approve  
Board of Governors’  
Finance and Audit Committee  
PASSES**

**Motion No. 7247**

David Longoria – M, Sylvia Lee – S, to approve the creation of a Board of Governors Finance and Audit Committee and the associated Committee Charter

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

**Motion to Approve  
Board of Governors  
Priorities for the College  
PASSES**

Board of Governors Priorities for the College

**Motion No. 7248**

David Longoria – M, Scott Stewart – S, to adopt the Board of Governors Priorities for the College. These priorities, which constitute a set of values about the intended impacts, outcomes and results of the College

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

Adjournment

The meeting adjourned at 9:25 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date: 1/8/14**

**Item Number: 17**

<b>Item Title</b>	<b>Contact Person</b>
Consent Agenda	Chancellor's Office (206-4747)

**Recommendation:**

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

- 17.1 New Appointments
- 17.2 Adjunct Faculty Appointments
- 17.3 Temporary Appointments
- 17.4 Intergovernmental Agreements: Dual Enrollment for Charter Schools
- 17.5 Intergovernmental Agreements: Dual Enrollment for Public School Districts
- 17.6 Contract: Disabled Student Resources – Communication Arizona Interpreting Services – FY 2014
- 17.7 Contract: Disabled Student Resources – Communication Access Real-time Translation – FY 2014

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**Approval**

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

Meeting Date: 1/8/14

Item Number: 17.1

Item Title	Contact Person
New Appointments	Mark D. Ziska, Interim Vice Chancellor for Human Resources (206-4586)

#### Recommendation:

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

#### Justification:

The positions identified below are necessary for the College to deliver its programs and services. The individuals recommended for hire were selected following a competitive process unless noted otherwise.

#### Staff:

<b>Mendiola, Benjamin</b>	<b>Community Service Officer</b>	<b>\$13.33</b>
Effective: 1/13/14	MS	

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#### Approvals

Contact Person



Mark D. Ziska

Chancellor

Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date: 1/8/14**

**Item Number: 17.2**

<b>Item Title</b>	<b>Contact Person</b>
Adjunct Faculty Appointments	Mark D. Ziska Vice Chancellor for Human Resources, Interim (206-4586)

**Recommendation:**

The Chancellor recommends these individuals as certified adjunct applicants. The 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:**

The positions identified below are necessary for the College to deliver its programs and services. The individuals recommended for hire were selected following a competitive process unless noted otherwise.

Ayala, Arsenio	Discipline(s)	Aviation
Barbu, Ph.D., Otila C.	Discipline(s)	Psychology
Delage, Serge	Discipline(s)	Culinary
Marietta, Carolyn L.	Discipline(s)	Social Services
Owan, Parker P.	Discipline(s)	Computer Aided Drafting
Renner, Ph.D., Tanya	Discipline(s)	Biology
Sciannameo, Carol	Discipline(s)	Administration of Justice, Management, Crime Scene Management
Steinberg, Robin	Discipline(s)	Mathematics
Storm, Margaret M.	Discipline(s)	Respiratory Therapy
Tetrault, Kay A.	Discipline(s)	Medical Lab Technician

**Approvals**

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

  
Mark D. Ziska

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

Meeting Date: 1/8/14

Item Number: 17.3

Item Title	Contact Person
Temporary Appointments	Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4586)

#### Recommendation:

The Chancellor recommends these individuals be employed as temporary employees. Once authorized by the Board of Governors, these individuals remain in a pool of employees for current and future temporary assignments for the next eighteen months.

#### Justification:

The College maintains a pool of qualified individuals available to provide services on short notice as the needs of the College change during the course of the fiscal year due to fluctuations in enrollment, program offerings and staffing levels.

Moises Ambriz	Workforce Trainer	Law Enforcement Academy
Lucas Bulau	Tutor I	Mathematics
Jose Celaya-Alcala	Tutor I	Mathematics
Sara Collins	Laboratory Assistant	Therapeutic Massage Program
Alexandra Franz	Tutor I	Writing
Alayne Jacobs	Tutor II	ESL/Reading/Writing
Vincent Leonard	Tutor II	Mathematics
Brian McDowell	Instructor	Truck Driver Training Program
Jeanine Pinkney	Tutor II	Mathematics
John Sweeney	Laboratory Assistant	Therapeutic Massage Program
Karen Ward	Laboratory Assistant	Therapeutic Massage Program

#### Approvals

Contact Person



Mark D. Ziska

Chancellor

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 1/8/14

**Item Number:** 17.4

Item Title	Contact Person
Intergovernmental Agreements: Dual Enrollment — Charter Schools	Dr. Zelema Harris, Interim Provost and Executive Vice Chancellor for Institutional Effectiveness (206-4999)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors approve the Agreements between Pima County Community College District and the following charter school:

Academy of Tucson

The term for this Dual Enrollment Agreement is for July 1, 2013 through June 30, 2018. The tuition rates and scope of work specific to this umbrella Agreement will be reviewed and revised on an annual basis during the Agreement term.

#### **Justification:**

This Agreement and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

The Dual Enrollment Agreement allows juniors and seniors at the district high schools to earn college credit while completing secondary school requirements towards graduation, during the school day. Course offerings include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Under the terms of the Agreement, the school districts will work with the College to meet State requirements for inclusion as college enrollments.

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

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.6.9 which states: Serve as a catalyst and resource for educational innovation through strategic partnerships.

#### **Financial Considerations:**

Fiscal considerations for these Agreements are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the IGAs.

(Continued)





# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 1/8/14

**Item Number:** 17.5

<b>Item Title</b>	<b>Contact Person</b>
Intergovernmental Agreements: Dual Enrollment — Public School Districts	Dr. Zelema Harris, Interim Provost and Executive Vice Chancellor for Institutional Effectiveness (206-4999)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors approve the Agreements between Pima County Community College District and the following public school districts:

Pima County Joint Technical Educational District (JTED)  
Mammoth – San Manuel Unified School District #8 (Pinal County)  
Sunnyside Unified School District #12

The term for this Dual Enrollment Agreement is for July 1, 2013 through June 30, 2018. The tuition rates and scope of work specific to this umbrella Agreement will be reviewed and revised on an annual basis during the Agreement term.

#### **Justification:**

This Agreement and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

The Dual Enrollment Agreement allows juniors and seniors at the district high schools to earn college credit while completing secondary school requirements towards graduation, during the school day. Course offerings include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Under the terms of the Agreement, the school districts will work with the College to meet State requirements for inclusion as college enrollments.

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

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.6.9 which states: Serve as a catalyst and resource for educational innovation through strategic partnerships.

#### **Financial Considerations:**

Fiscal considerations for these Agreements are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each

(Continued)

term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the IGAs.

The College will issue an invoice for payment due on such occasions when a school district requests services from the College that are not reciprocal such as facility rental or adjunct faculty.

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## Approvals

Contact Person *Zelema Harris*  
Zelema Harris

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.





**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date: 1/8/14**

**Item Number: 18**

<b>Item Title</b>	<b>Contact Person</b>
Preliminary Budget Parameters – fiscal year 2014-2015	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

**Recommendation:**

The Chancellor recommends that the Board of Governors initiate development of the fiscal year 2014-2015 budget based on preliminary revenue and expenditure assumptions, and following the budget calendar specified below.

**Justification:**

Annually, the College prepares a budget based upon projected enrollment, revenues, expenses, and strategic priorities. The budget is developed through a series of Board actions and discussions that occur during the second half of the fiscal year. It is ultimately presented to the Board for formal adoption in June. Items that shape the budget include preliminary budget parameters, tuition & fees changes, capital project proposals, and major contracts. The following budget calendar lists various steps taken to finalize the College's annual budget.

Proposed Budget Calendar for fiscal year 2014-2015

- |               |   |
|---------------|---|
| January 2014  | Preliminary fiscal year 2014-15 budget parameters<br>Fiscal year 2013 Comprehensive Annual Financial Report   |
| February 2014 | Property tax levy letter is received from Pima County<br>Board of Governors working session on the budget   |
| March 2014    | Proposed 2014-15 tuition and fees<br>Contracts and premium structures for employee benefits   |
| April 2014    | Proposed fiscal year 2014-15 and 2015-16 capital budget and projects  |
| May 2014      | Fiscal year 2014-15 preliminary proposed budget, tax rate, and tax levy with a request for approval to allow publication according to statutory guidelines. |

The proposed budget and 'Truth in Taxation Notice of Tax Increase' are

(Continued)

published as required and a press release is distributed.

June 2014 The proposed budget and 'Truth in Taxation Notice of Tax Increase' are published for a second time as required by Arizona Revised Statutes.

The Board of Governors schedules a public hearing on the proposed fiscal year 2014-15 budget, property tax rates, and levies. A Special Meeting to vote on property tax levies and rates and the fiscal year 2014-15 budget follows the public hearing. During this Special Meeting, the Governing Board considers a motion by a roll call vote to levy the proposed property tax and the Governing Board considers another motion by a roll call vote to approve the proposed fiscal year 2014-15 budget.

The documents are transmitted to the Property Tax Oversight Commission as required by Arizona Revised Statutes.

July 2014 On July 1, 2014 the fiscal year 2014-15 budget is implemented for the new fiscal year.

The preliminary fiscal year 2014-15 budget parameters include the following General Fund assumptions:

Revenues:

Tax Levy: The preliminary budget will anticipate a two percent increase to the tax levy and will incorporate growth from new property. A two percent increase generates approximately \$1.8 million. The County Assessor releases the new property growth figures in February. Last year the growth figure was 1.9% which represented an increase to the property tax levy of about \$1.8 million. We will conservatively estimate the growth to be slightly lower at 1.5% or \$1.3 million.

Tuition and Fees: Historically, the College has prioritized moderate tuition and fees increases. Over the last ten years, the average annual increase in tuition per credit hour has been less than \$3.00 per year. A detailed tuition proposal will be presented at the March Board meeting following at least one Board work session. Each dollar increase in tuition generates an estimated \$600,000 in revenue. Alternate scenarios will include the possibility of adding a new international tuition rate.

State Appropriations: In October, the Arizona community colleges submitted a request to the State for fiscal year 2014-15 funding. For PCC, this request includes about \$6.5 million for operations funding, which is a decrease of about \$640,000 over current year funding due to a decrease in PCC's enrollment. However, this request also included a funding request for Science, Technology, Engineering, and Math (STEM) workforce programs. PCC's funding share for this area was \$3.1 million. The Arizona Community College

Coordinating Council also submitted a request to the State for \$35 million for permanent funding for the Pathways to Student Success in College and Career Attainment initiative. This request is calculated in two parts. The first allocation is a flat amount of \$1.5 million for each community college and the second allocation is enrollment based and provides additional funding to the College of approximately \$2.9 million for a total of \$4.4 million. Based upon the above information, the total requested State appropriations for the College for fiscal year 2014-15 would be about \$14.0 million, an increase of about \$6.9 million over current year. The Governor’s budget is issued in January and should provide additional information about the requested funding increase.

Expenditure Priorities:

- Mandatory Arizona State Retirement System (ASRS) contributions:      The ASRS Board of Trustees has approved an increase of 0.06 percent to the both the employer and employee contributions. The College’s share of this increase is approximately \$55,000.
- Contractual obligations:      The preliminary budget will include expected increases for mandatory information technology systems maintenance, utilities, and other contractual obligations.
- Employee health benefits:      The College has issued a Request for Proposals (RFP) for our employee medical and pharmaceutical benefits as part of a regular five year review. The resulting benefits contract costs and premium share structure will be presented at the March board meeting. It is anticipated that the implementation of the Affordable Care Act will play a significant role in budget development.
- Salary increases:      The preliminary budget will balance revenues and expenditure obligations with the aim to provide salary and wage increases. The adjunct faculty rate per load hour has been identified as a priority item for the upcoming budget.

As indicated, various components of the budget will be brought for Board approval in the months leading up to the proposed budget presentation in May and adoption in June.


**Financial Considerations:**

The fiscal year 2014-2015 budget governs total revenues and expenditures for the College.



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**Approvals**

Contact Person  \_\_\_\_\_  
Dr. David Bea

Chancellor \_\_\_\_\_  
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict**  
**Board of Governors**  
4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 1/8/14

**Item Number:** 19

<b>Item Title</b>	<b>Contact Person</b>
Revision of BP-1101: Prime Policy	Chancellor's Office (206-4747)

**Recommendation:**

The Chancellor submits revisions to Board Policy 1101: Prime Policy for Board approval.

**Justification:**

Under current policy, the modification of a Board policy usually takes in excess of three months due to the number of readings specified before the Board may take action. Due to faculty schedules, there is a very limited period of time available for the Board to take action on a proposed policy change while faculty are on contract. To strike a more efficient balance, the administration proposes to retain a policy development process in which policies come to the Board for one reading and again for a vote. This would allow for public comment twice prior to Board action and for modification of policies by the Board closer to 30 days rather than 90 days. The ability to adopt policies on a shorter time frame is especially critical this year in order to address the areas necessary to meet HLC self-study requirements.

**Financial Considerations:**

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

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**Approvals**

Chancellor

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Lee D. Lambert



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Prime Policy</b>
<i>Board Policy Number:</i>	BP-1101
<i>Adoption Date:</i>	2/17/82
<i>Revision Date(s):</i>	3/9/94, 6/9/99, 4/29/09, <a href="#">12/16/13</a>
<i>Schedule for Review &amp; Update:</i>	Annually
<i>Unit Responsible for Review &amp; Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

- 1101.01     PURPOSE  
This Prime Policy applies to the development and creation of non-personnel policies and procedures for Pima County Community College District.
  
- 1101.02     DEFINITION  
A Pima County Community College District Board of Governors policy is a statement officially adopted by the Board of Governors at a public meeting that establishes one or more general institutional goals and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional goals.
  
- 1101.03     AUTHORITY  
Policies of the Pima County Community College District are adopted by the Board of Governors under authority granted by the legislature of the State of Arizona.

1101.04 RESPONSIBILITY

The Pima County Community College District Board of Governors is the governing entity of the Pima County Community College District. In this role, the Board of Governors retains authority to enact, rescind or modify all policies governing the District.

1101.05 INITIATION

The policy formulation process may be initiated either by the Board of Governors or by the various college constituencies, i.e., administration, faculty, staff and/or students.

1101.06 FORMULATION AND REVIEW

Proposed policies subject to this prime policy shall follow the review process outlined below prior to enactment:

- A. A proposed policy shall be forwarded to the Chief Executive Officer for review and consultation with appropriate standing committees or administrative heads.
- B. The proposed policy then will be referred to legal counsel for comment.
- C. The resulting proposed policy shall be discussed with the staff of the Chief Executive Officer.
- D. The Chief Executive Officer or a designee shall consider comments from legal counsel and modify the proposed policy, if necessary.
- E. The proposed policy with comments or modification from legal counsel and the staff of the Chief Executive Officer, shall be returned to the initiator(s) of the policy for review.
- F. The initiator(s) then may withdraw the proposed policy or forward it to the Chief Executive Officer to be presented to the major advisory group of the Chief Executive Officer.
- G. Members of the CEO's major advisory group shall discuss the proposed policy with their respective constituencies and it will also be presented to the various councils for input.
- H. At a subsequent meeting of the CEO's major advisory group, the proposed policy will be presented for purposes of discussion and modification, if necessary, based upon the response from the respective constituencies and councils.
- I. If necessary, the proposed policy shall be forwarded to legal counsel for a final review. The Chief Executive Officer may then present the proposed policy to the Board of Governors at a

public meeting. At this time the Board of Governors and/or Chief Executive Officer may propose modification to the proposed policy. The Board may also solicit public comment on the proposed modification.

~~J. The policy resulting from the foregoing Board of Governors' review shall be presented at a subsequent meeting. At this meeting, the Board may solicit public responses.~~

~~KJ.~~ The Board of Governors ~~may shall~~ act upon the proposed policy at the next a third public meeting, and make such modifications as it deems necessary.

~~LK.~~ Exceptions may be made to this review process when such review is deemed inappropriate or unnecessary by the Board of Governors.

~~ML.~~ The administration is authorized to prepare and implement regulations and procedures necessary to effect all approved policies.

#### 1101.07 EVALUATION

College policies subject to this prime policy shall be evaluated periodically by the Chief Executive Officer. The policy manual, in which all college policies are incorporated, shall be updated periodically to reflect any revisions.

#### 1101.08 EXCEPTIONS TO THE REVIEW PROCESS

The Board of Governors recognizes that there may be matters brought to or initiated by the Board of Governors that should not be subject to the review process. This would include but not be limited to the following:

- A. Items that are to be acted upon by the Board of Governors in accordance with local, state and federal laws, rules or regulations;
- B. Board of Governors operating policies, bylaws, and/or standing rules;
- C. Emergency situations that require immediate Board of Governors' action, and
- D. Non-substantive changes to existing policies.