

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
APRIL 16, 2014**

NOTICE OF REGULAR 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
3. Governing Board Recognition and/or Awards
The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements as shown on the attached Exhibit A.

Public Comment

4. Public Comment – Call to Audience

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

Reports

5. Governing Board Member Reports
 - The Chairperson, Secretary and/or members of the Governing Board may report on recent events at or involving the College.

Reports (Continued)

6. Chancellor's Report
 - Chancellor 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.
 - Safety and Security Report
 - Meet and Confer Update
 - Northwest Campus Building Update
7. Reports by Representative to the Board
 - The representatives to the Board will provide highlights of their group's activities during the preceding month(s).
 - Student – Aaron Dinius
 - Temporary Staff – Joe Langlois
 - Staff – Don Harp
 - Adjunct Faculty
 - Faculty – Kimlisa Salazar Duchicela
 - Administrator – Michael Tulino
8. Academic Reports
 - HLC Progress
 - Developmental Education Update
9. Financial Report — February 2014 Financial Statements
 - Preliminary fiscal year 2013-14 results through February 2014.

Information Items

10. Separations from Employment
 - Information item listing retirements and separations from employment: Dorothy D. Cook, Cynthia J. Dooling, Robert J. Fullerton, Lucinda N. Kincaid, Kyle J. Mutz, Kevin J. Prater, Matthew W. Quay, Ev-Lyn Shaw, and Luis A. Vega.
11. Student Aide Placements
 - Information item listing student aide placements: None to report.

Action Items

12. Approval of Minutes of the following meetings:
 - A. Study Session of March 3, 2014
 - B. Special Meeting to conduct Executive Session on March 12, 2014
 - C. Regular Meeting of March 12, 2014
 - D. Special Meeting to conduct Executive Session on March 26, 2014
 - E. Study Session of April 1, 2014

Action Items (Continued)

13. Consent Agenda

13.1 New Appointments

- Administration is requesting approval to hire the following individuals: Eric Aldrich, Instructional Faculty – Writing – DC; Jenna Ausema, Fiscal Support Specialist – DO; Deborah Cutler, Instructional Faculty – Spanish – DV; Michelle Dicus, Instructional Faculty – Chemistry – EC; Karen Donderewicz, Student Services Specialist, HPOG – DV; Margaret Eagleton, Instructional Faculty – Teacher Education – CC; Gina Fajardo, Fiscal Support Specialist – DO; Nancy Gamboian, Instructional Faculty – Fitness and Sports Science – WC; Lynne Gillette, Instructional Faculty – Physics – WC; Dianne Gregory, Instructional Faculty – Writing – DC; Corey Hinton, Instructor, Surgical Technology – DV; Jonathan Meair, Instructional Faculty – Physics/Mathematics – DV; Bethany O’Brien, Human Resource Specialist-DO; Shelbie Perrin, Fiscal Principal Analyst – DO; Mano Sotelo, Instructional Faculty – Art – EC; Nikki Magtoto, Public Safety Dispatcher – MS; James Monaco, Head Football Coach – WC; Ryn Shane-Armstrong, Instructional Media Specialist – CC; Stephanie Slaton, Instructional Media Specialist – CC.

13.2 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: Kenneth Brouillette, Fire Science; Angelina Lin Hannum, Dance; James D. Hansel, Fire Science; Darryl L. King, Education, Music; William Kowalski, Management; Robert Kuester, Veterinary Technology; Lee E. Muscarella, Fire Science; Nathan L. Pillman, Writing; Scott A. Robb, Fire Science and Jose R. Solis, Jr., Speech.

13.3 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: Summar Alsemeiry, Laboratory Assistant – Writing; Fernando Andrade, Office Aide – Science; Marco Arredondo, Non-Credit Instructor-Pima for Kids; Elizabeth Burke, Office Aide – Science; Juan Cabrera, Van Driver – Upward Bound; Angelica Figueroa, Substitute Instructor – Adult Education; LaDonna Gabrielson, Interpreter – Disabled Student Resources; Emily Godlove, Non-Credit Instructor – Adult Education; Joseph Long, Substitute Instructor – Adult Education; Ralph Arthur Lurvey, Tutor II – Mathematics; Francisco Montoya, Office Aide – Science; Daniel

Action Items (Continued)

Mulholland, Laboratory Assistant – Writing; Stacy Naughton, Student Services Specialist – Project SOAR; Marisol Norzagaray, Office Aide – Science; Tara Rayan, Non-Credit Instructor – Pima For Kids; Melissa Root, Non-Credit Instructor – Pima For Kids; Justin Strong, Substitute Instructor – Adult Education; Matthen Swanson, Non-Credit Instructor – Pima for Kids; Mark Weiss, Non-Credit Instructor – Adult Education and Dan You, Tutor II – Accounting.

13.4 Administrator Appointment

- Administration is requesting approval to hire the following individuals: Manuel Amado, Executive Director, Public Safety, Terra Benson, Executive Director, Financial Aid and Karrie Mitchell, Assistant Vice Chancellor, Student Services.

13.5 Intergovernmental Agreements: Dual Enrollment

- Administration is requesting approval of the Intergovernmental Agreements to provide high school students dual enrollment credit or college level courses that may be counted towards both high school and college graduation. Fiscal considerations for these Agreements are summarized as reciprocal services.

13.6 Intergovernmental Agreement: Pima County Sheriff's Department Pima County Jail

- Administration is requesting approval of a one-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College Adult Education will provide High School Equivalency test preparation classes at the Main Jail and at MSF (Minimum Security Facilities).

13.7 Contract: Employee Life Insurance for Fiscal Year 2014-2015

- Administration is requesting approval of a renewal of an agreement with Minnesota Life for basic and optional life insurance coverage for employees for the 2014-2015 fiscal year, the fourth renewal year of the College's four-year option. No changes to plan design or rate structures are recommended at this time.

13.8 Library Participation in Cooperative Buying Program with the Community College Library Consortium

- Administration is requesting approval of continued Library participation in the Community College Library Consortium (CCLC) and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed \$175,000 for 2014-2015.

Action Items (Continued)

- 13.9 BP-1101: Prime Policy – Final Reading
 - Administration submits the final reading and Board approval of Board Policy 1101: Prime Policy

- 13.10 BP-1103: Delegation of Authority to the Chancellor – Final Reading
 - Administration submits the final reading and Board approval of Board Policy 1103: Delegation of Authority to the Chancellor

- 13.11 Final Reading for Deletions of Board Policies 1201, 1301 and 5501
 - Administration submits the final reading and Board approval of the deletion of Board Policies 1201, 1301 and 5501

- 13.12 Changes in Administrator Contracts
 - Administration is requesting changes in administrator contracts: Nicola Richmond, Assistant Vice Chancellor, Planning and Institutional Research and Heather Tilson, Executive Director, Enrollment Management.

Other Action Items

- 14. Personnel Policy Changes
 - Administration is requesting approval of the changes to the 2014/2015 Personnel Policy Statement for College Employees to modify the language.

Adjournment

Regular Meeting
May 14, 2014, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

* **Option to recess into executive session to obtain legal advice** — 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.

* 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.

EXHIBIT A

- Bryce Morthland: Received the following awards from the National Council for Marketing and Public Relations: Gold Medallion Awards for the Continuing Education brochure series; All College Day “Together for Change” logo and (original photography category) Aviation cockpit photo for Career Focus cover; the Silver Medallion Award for the PCC 2013 calendar illustration; PCC 2013 activity folder; Spring 2013 Enrollment Postcard and the 2013/14 Student Handbook/Planner
- Josh Lamoreaux: Received the Bronze Medallion Award for the Facebook table tents from the National Council for Marketing and Public Relations.
- Gloria Durazo: Received the Arizona Association for Lifelong Learning (AALL)'s Support Staff of the Year award
- Pedro Flores Gallardo: Awarded the 2014 Leadership Development Award by the Younger Chemists Committee of the American Chemical Society
- Sean Mendoza: Successfully defending his doctoral paper “Massively Multiplayer Online Games as a Sandbox for Leadership: The relationship between in and out of game leadership behaviors” and was encouraged by his committee to convert its contents into a book
- Robert Carey: Selected to serve as a Phi Theta Kappa Faculty Scholar for the Society’s Honors Institute
- Catalina Llamas: Recipient of the Arizona Association for Lifelong Learning Student of the Year
- Jasmin Alcorn: Recipient of the National Adult Education Honor Society award
- Cristal Fonseca: Recipient of the National Adult Education Honor Society award
- Yolanda McIvers: Recipient of the National Adult Education Honor Society award
- Jennifer Bice: Recipient of the National Adult Education Honor Society award
- Mike Casares: Recipient of the National Adult Education Honor Society award
- Guadalupe Greif: Recipient of the National Adult Education Honor Society award
- Joelle Tchoukwedi: Recipient of the National Adult Education Honor Society award
- Michael Encinas: Recipient of the National Adult Education Honor Society award
- Javier Rodriguez: Recipient of the National Adult Education Honor Society award
- Jose Sebastian-Rubio: Recipient of the National Adult Education Honor Society award
- Jing Sing: Awarded the Communicate with Confidence Award in the Arizona Adult Literacy Week Contest
- Alejandra Centeno: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Brenda Griffin: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Brenda Keener: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Dana Benz: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Daniel Hurtado: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Federico Garcia: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Francisco Urquidez: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Jennifer Bice: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Jose Kiko Alcantar : Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Mark Blaine: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest

- Mayra Alejandra Quintero: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Oscar Perez, Jr.: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Sarah Gardner: Received the ADE-AES Partner award for *Stepping Out and Moving Forward* in the Arizona Adult Literacy Week contest
- Nadia Acuna: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Mahli Arias: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Veronica Barron: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Alejandra Castellanos: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Tereza Chol: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Nydia Diaz-Soto: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Cristal Fonseca: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Silvia Gutierrez Fonseca: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Yasmin Ibarra: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Natalina Malai: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Claudia Medina: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Lorenia Oliver: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Gloria Orantex: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Miriam Perez: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Ricci Pineda: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Ana Ramirez: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Ariel Ramirez: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Nadia Razo Siqueiros: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Athieng Riiny: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Geiny Rodriguez: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Mashishi Rosette: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Maria S. Soriano: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Raquel Valenzuela: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.

- Verano Vargas-Mercado: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Lizbeth Zurita: Received the award for *Distinguished Merit* for their project, *Hopes and Dreams for my Child*, in the Arizona Adult Literacy Week contest.
- Andrea Vazquez Mata: Named to the 2014 All-Arizona Academic Scholars First Team for the Community Campus
- Isabel-Rose Babasa: Named to the 2014 All-Arizona Academic Scholars Third Team for the Desert Vista Campus
- Sussette Enriquez: Named to the 2014 All-Arizona Academic Scholars Second Team for the Desert Vista Campus
- Madel Martinez: Named to the 2014 All-Arizona Academic Scholars Third Team for the Downtown Campus
- April May Ramey: Named to the 2014 All-Arizona Academic Scholars First Team for the Downtown Campus
- Pamela Contreras: Named to the 2014 All-Arizona Academic Scholars First Team for the East Campus
- Eric Humphrey: Named to the 2014 All-Arizona Academic Scholars First Team for the East Campus
- Dakota Hogeboom: Named to the 2014 All-Arizona Academic Scholars Third Team for the Northwest Campus
- Colin Lynch: Named to the 2014 All-Arizona Academic Scholars Third Team for the Northwest Campus
- Zujaila Ornelas: Named to the 2014 All-Arizona Academic Scholars Second Team for the West Campus
- Marquita Wallace: Named to the 2014 All-Arizona Academic Scholars Third Team for the West Campus
- Jasper Melton: Received the Arizona Association for Lifelong Learning (AALL)'s Volunteer of the Year award

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 4/16/14

Item Number: 1-4

Item Title	Contact Person
General Matters	Chancellor's Office (206-4747)

1. Call to Order
2. Pledge of Allegiance
3. Governing Board Recognition and/or Awards
4. Public Comment

Approvals

Chancellor_____

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 4/16/14

Item Number: 5-8

Item Title	Contact Person
Reports	Chancellor's Office (206-4747)
5. Governing Board Member Reports	
6. Chancellor's Report	
7. Reports by Representatives to the Board	
8. Academic Reports	

Approvals

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 4/16/14

Item Number: 9

Item Title	Contact Person
Financial Report – February 2014 Financial Statements	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2013/14 results through February 2014. 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 February with a year-to-date decrease in net position through month end of approximately \$4.1 million. This is a decrease from the previous year's increase of \$6.2 million. Principally, this is due to increases in expenditures for the new NW Campus building of \$6 million and in salary and fringe expenses of \$4.7 million due to three pay periods in January 2014 versus two pay periods in January 2013. The calendar related payroll period timing difference will be normalized in the March preliminary financial statements.

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 66.5 percent of budget, which is higher than the previous year. In absolute terms, year to date Personal Services expenditures were \$79.6 million, which is higher than the same period of fiscal year 2013. This is due to the additional pay period in January described above.


Services and Supplies expenditures are approximately 54.7 percent of the budget, which is slightly higher than the previous year. In absolute terms, Services and Supplies expenditures were \$17.3 million, which is slightly higher than the amount from the same period of fiscal year 2013. 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.

(Continued)

Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of February was \$211 million, which is a decrease of about \$12.6 million compared to the same time last year. This represents the net decrease for the last 12 months and is primarily due to increases in expenditures for the new NW Campus building and the capitalization of these expenses which has not yet occurred for this fiscal year.

Approvals

Contact Person  _____
David Bea, Ph.D.

Chancellor _____
Lee D. Lambert, J.D.



Pima County Community College District

Statement of Net Position (formerly Statement of Net Assets)

February 28, 2014

(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 February 28, 2013
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 15,917,943	\$ 7,740,375	\$ 7,709,191	\$ 31,367,509	\$ 32,923,662
Receivables:					
Short-term Investments	35,100,803			35,100,803	45,137,654
Property Taxes	3,997,738		137,951	4,135,689	4,278,921
Accounts (net of allowances)	7,380,133			7,380,133	6,761,145
Government Grants and Contracts		2,168,804		2,168,804	1,582,581
Student Loans (net of allowances)			1,076,030	1,076,030	1,374,136
Other	387,328	44,991	1,289	433,608	1,142,836
Inventories	480,964			480,964	194,841
Prepaid Expenses	803,976		2,250	806,226	179,859
Total Current Assets	64,068,885	9,954,170	8,926,711	82,949,766	93,575,635
Noncurrent Assets					
Restricted Cash and Cash Equivalents			2,776,387	2,776,387	2,734,308
Notes Receivable (net of allowances)			465,833	465,833	990,691
Other Long-term Investments	10,432,380		20,000,000	30,432,380	30,495,262
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			84,042,482	84,042,482	89,153,452
Construction in Progress			3,851,831	3,851,831	1,450,322
Equipment (net of depreciation)			4,179,323	4,179,323	2,091,192
Library Books (net of depreciation)			1,832,591	1,832,591	1,876,567
Total Noncurrent Assets	10,432,380		132,439,758	142,872,138	144,083,105
Total Assets	\$ 74,501,265	\$ 9,954,170	\$ 141,366,469	\$ 225,821,904	\$ 237,658,740
Liabilities					
Current Liabilities					
Accrued Payroll and Benefits	6,122,447			6,122,447	3,301,134
Accounts Payable and Accrued Liabilities	(813,844)	8,390	122,162	(683,292)	(780,619)
Deposits Held in Custody			403,554	403,554	448,190
Current Portion of Long-term Liabilities	4,219,839			4,219,839	4,142,048
Total Current Liabilities	9,528,442	8,390	525,716	10,062,548	7,110,753
Noncurrent Liabilities					
Unearned Revenue	5,250			5,250	5,367
Long-term Liabilities	3,275,752		1,355,000	4,630,752	6,838,364
Total Noncurrent Liabilities	3,281,002		1,355,000	4,636,002	6,843,731
Total Liabilities	\$ 12,809,444	\$ 8,390	\$ 1,880,716	\$ 14,698,550	\$ 13,954,484
Net Position					
Net Investment in Capital Assets			107,842,538	107,842,538	106,582,843
Restricted for:					
Loans			1,442,812	1,442,812	1,840,700
Debt Service			2,623,277	2,623,277	3,026,242
Other (Capital Projects)					
Grants and Contracts		1,094,975		1,094,975	559,013
Unrestricted	61,691,821	8,850,805	27,577,126	98,119,752	111,695,458
Total Net Position	\$ 61,691,821	\$ 9,945,780	\$ 139,485,753	\$ 211,123,354	\$ 223,704,256
Total Net Position: Current Year vs. Prior Year					\$ (12,580,902)



Pima County Community College District

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Eight Months Ending February 28, 2014

(Preliminary)

	FY 2013/14				FY 2012/13
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of February 28, 2013
Operating Revenues					
Tuition and Fees	\$ 42,886,834	\$ 1,710	\$ 1,236,136	\$ 44,124,680	\$ 46,074,666
Contracts	1,762,991			1,762,991	1,463,035
Auxiliary Enterprises		860,760		860,760	1,017,975
Commission and Rents	22,500	169,259		191,759	229,390
Other Operating Revenues	340,938	299,571	1,383,191	2,023,700	447,973
Total Operating Revenues	45,013,263	1,331,300	2,619,327	48,963,890	49,233,039
Nonoperating Revenues					
State Appropriations	5,352,450			5,352,450	5,515,125
Property Taxes	58,080,278		859,483	58,939,761	57,342,279
Federal Grants	8,594	39,404,429	192	39,413,215	43,392,789
State and Local Grants		1,166,028		1,166,028	755,004
State Shared Sales Taxes		1,319,941		1,319,941	1,246,490
Gifts		37,210		37,210	24,086
Investment Income	490,332	1,485	732	492,549	490,573
Net Nonoperating Revenues	63,931,654	41,929,093	860,407	106,721,154	108,766,346
Total Revenues	\$ 108,944,917	\$ 43,260,393	\$ 3,479,734	\$ 155,685,044	\$ 157,999,385
Operating Expenses					
Educational and General					
Instruction	35,467,685	2,398,648	611,756	38,478,089	37,364,426
Academic Support	14,516,908	1,993,547	261,975	16,772,430	15,541,071
Student Services	14,761,740	2,519,015	324,920	17,605,675	14,973,585
Institutional Support	23,552,702	(275,837)	3,391,265	26,668,130	25,692,042
Operation and Maintenance of Plant	8,257,225	50,754	9,907,178	18,215,157	12,377,527
Depreciation			4,946,423	4,946,423	4,683,474
Student Financial Aid	1,015,962	35,480,253		36,496,215	40,760,681
Auxiliary Enterprises		630,264		630,264	450,819
Contingency					
Total Operating Expenses	\$ 97,572,222	\$ 42,796,644	\$ 19,443,517	\$ 159,812,383	\$ 151,843,625
Income Before Other Expenses	\$ 11,372,695	\$ 463,749	\$ (15,963,783)	\$ (4,127,339)	\$ 6,155,760
Transfers	(10,253,077)	(2,821,861)	13,074,938		
Capital Appropriations					
Capital Gifts and Grants					
Increase (Decrease) in Net Position	\$ 1,119,618	\$ (2,358,112)	\$ (2,888,845)	\$ (4,127,339)	\$ 6,155,760
Net Position					
Total Net Position - Beginning of Year	60,572,203	12,303,892	142,374,598	215,250,693	217,548,496
Total Net Position - End of Period	\$ 61,691,821	\$ 9,945,780	\$ 139,485,753	\$ 211,123,354	\$ 223,704,256
Total Net Position - End of Period: Current Year vs. Prior Year	\$ (12,580,902)				



Pima County Community College District

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

Year To Date For Eight Months Ending February 28, 2014

(Preliminary)

	FY 2013/14				FY 2012/13	
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 58,155,835	\$ 35,467,685	61.0 %	\$ 22,688,150	\$ 34,067,381	54.9 %
Academic Support	24,853,523	14,516,908	58.4 %	10,336,615	13,410,645	56.7 %
Student Services	23,964,719	14,761,740	61.6 %	9,202,979	12,746,142	57.6 %
Institutional Support	35,903,607	23,552,702	65.6 %	12,350,905	21,647,657	63.2 %
Operation and Maintenance of Plant	13,481,197	8,257,225	61.2 %	5,223,972	8,044,705	62.2 %
Student Financial Aid	650,760	1,015,962	156.1 %	(365,202)	1,037,771	93.8 %
Other Expenses						
Transfers	10,253,000	10,253,077	100.0 %	(77)	12,286,342	100.0 %
Fund balance reserved for contingency	9,530,359			9,530,359		
Total Expenditures by Function	\$ 176,793,000	\$ 107,825,299	61.0 %	\$ 68,967,701	\$ 103,240,643	58.0 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,691,300	\$ 4,443,602	66.4 %	\$ 2,247,698	\$ 3,950,328	61.9 %
Faculty	22,667,709	16,787,282	74.1 %	5,880,427	15,838,554	68.8 %
Additional Compensation - Faculty	1,371,902	607,814	44.3 %	764,088	557,644	42.2 %
Adjunct Faculty	12,560,803	8,362,493	66.6 %	4,198,310	9,058,481	61.6 %
Classified Staff	41,808,589	27,404,028	65.5 %	14,404,561	24,137,743	60.9 %
Other Compensation	5,334,258	2,928,131	54.9 %	2,406,127	2,606,454	51.2 %
Student Employment / Workstudy						
Fringe Benefits	29,279,026	19,063,278	65.1 %	10,215,748	16,935,786	58.9 %
Total Personal Services	119,713,587	79,596,628	66.5 %	40,116,959	73,084,990	61.5 %
Services and Supplies						
Communications and Utilities	5,694,848	3,359,565	59.0 %	2,335,283	3,486,121	61.5 %
Travel	2,423,149	1,093,434	45.1 %	1,329,715	1,015,052	36.2 %
Contractual Services	13,310,407	7,612,130	57.2 %	5,698,277	6,885,903	54.8 %
Supplies and Materials	7,288,468	2,525,589	34.7 %	4,762,879	2,830,743	39.1 %
Student Financial Aid	650,760	1,015,962	156.1 %	(365,202)	1,037,771	93.8 %
Current Fixed Charges	2,351,939	1,736,250	73.8 %	615,689	1,821,835	68.3 %
Total Services and Supplies	31,719,571	17,342,930	54.7 %	14,376,641	17,077,425	53.3 %
Capital Equipment	434,049	272,855	62.9 %	161,194	264,109	61.7 %
Transfers	10,253,000	10,253,077	100.0 %	(77)	12,286,342	100.0 %
Other Expenditures	1,235,750	242,725	19.6 %	993,025	395,609	28.8 %
Contingency and Reserves	13,437,043	117,084	0.9 %	13,319,959	132,168	1.0 %
Total Expenditures by Account	\$ 176,793,000	\$ 107,825,299	61.0 %	\$ 68,967,701	\$ 103,240,643	58.0 %

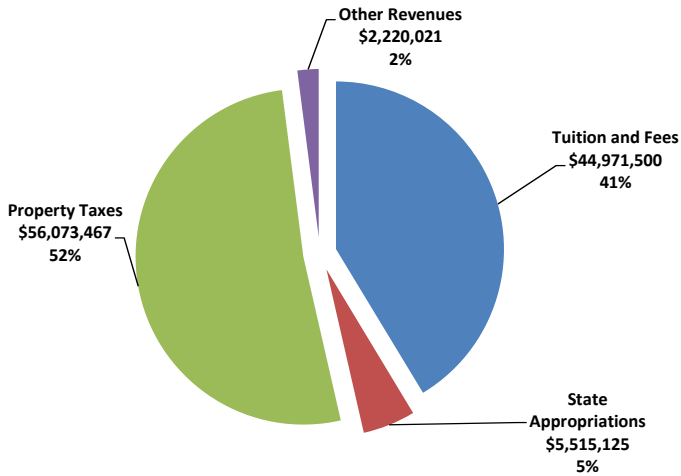


Pima County Community College District

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

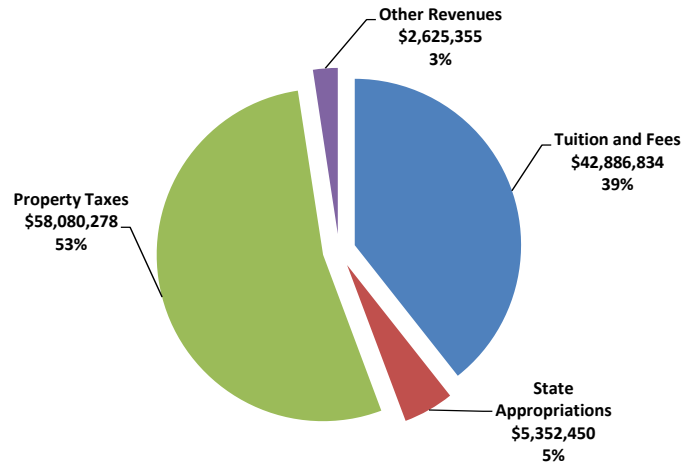
General & Designated Funds YTD Revenues - FY13 - Prior Year

For the Eight Months Ending February 28, 2013

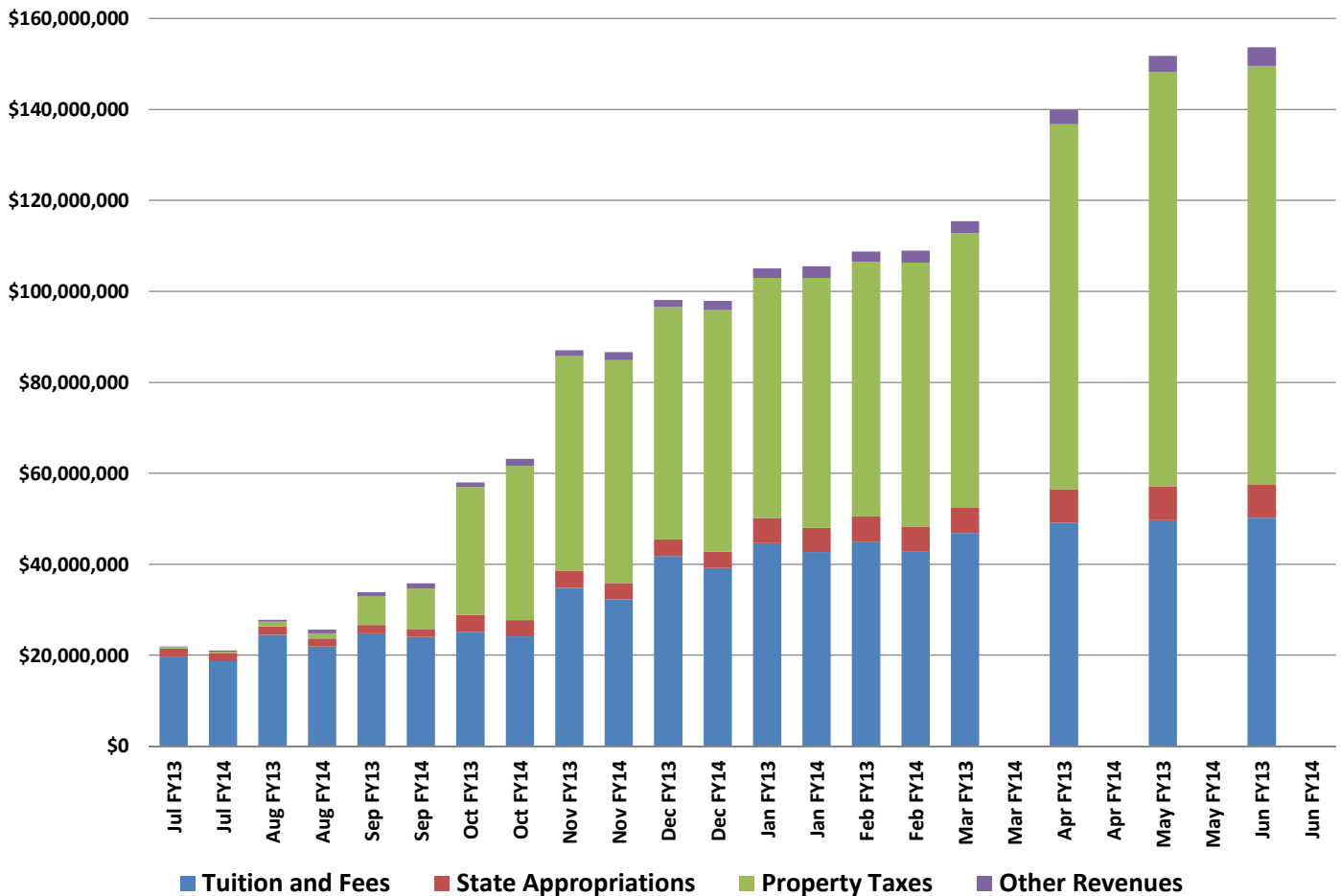


General & Designated Funds YTD Revenues - FY14 - Current Year

For the Eight Months Ending February 28, 2014



General & Designated Funds YTD Revenues



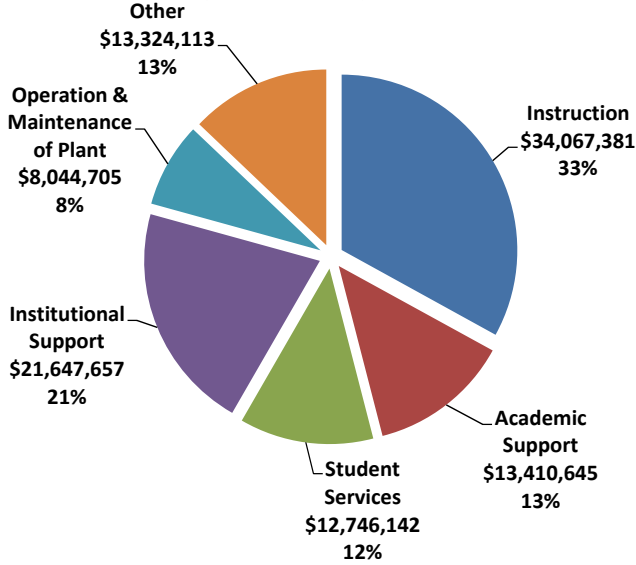


PimaCountyCommunityCollegeDistrict

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

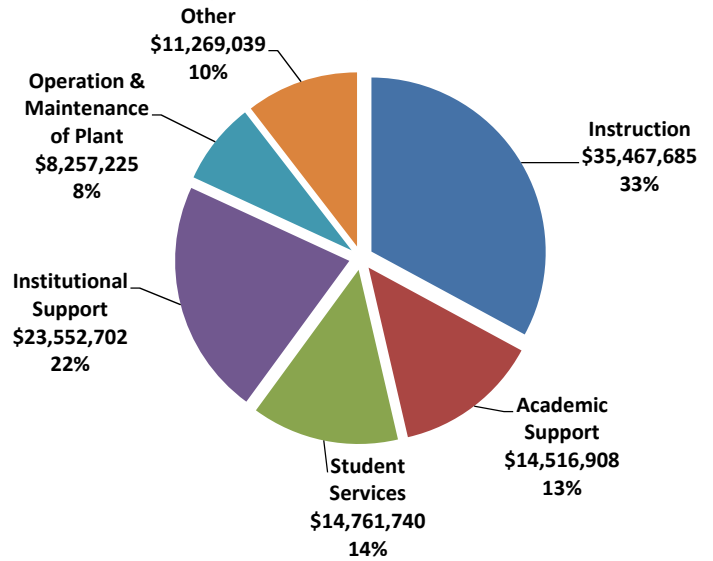
General & Designated Funds YTD Expenditures by Program - FY13 - Prior Year

For the Eight Months Ending February 28, 2013

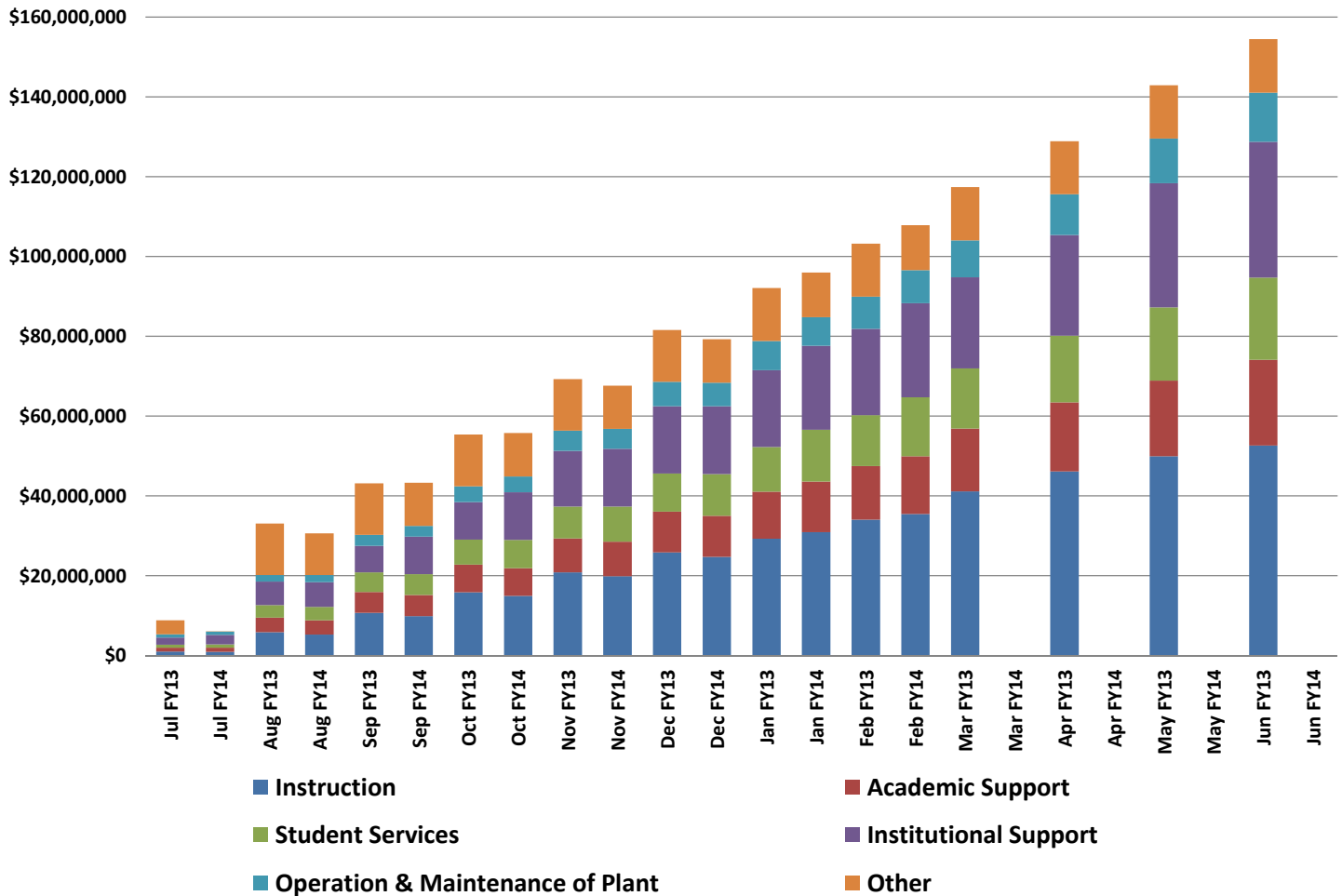


General & Designated Funds YTD Expenditures by Program - FY14 - Current Year

For the Eight Months Ending February 28, 2014



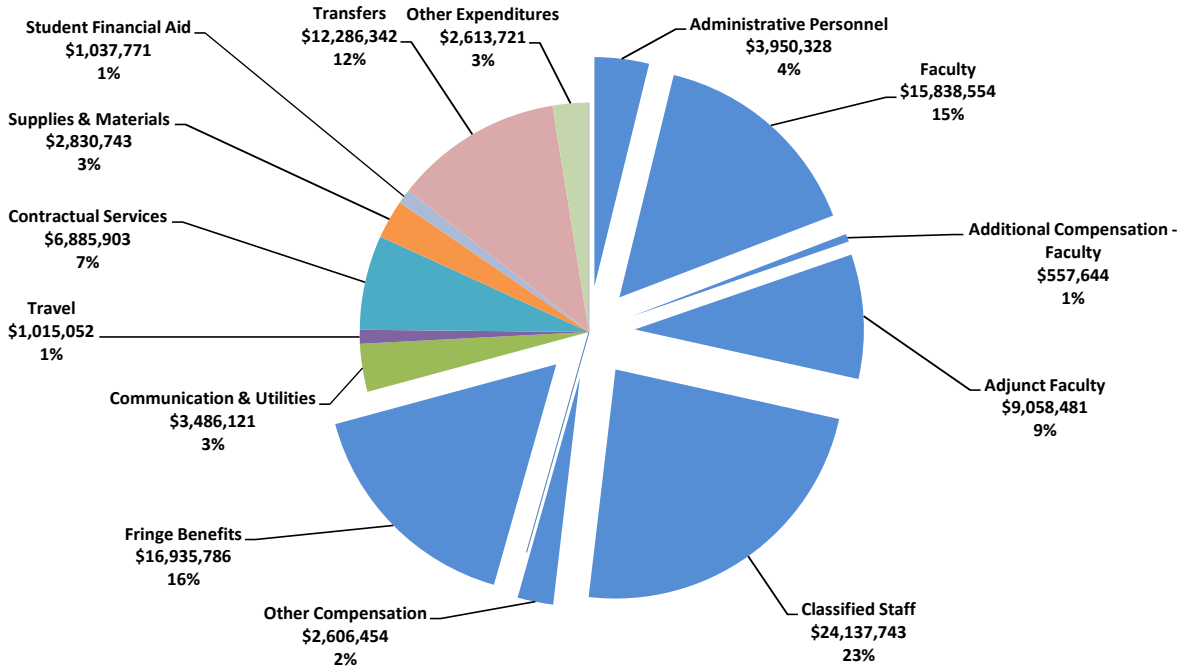
General & Designated Funds YTD Expenditures by Program



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

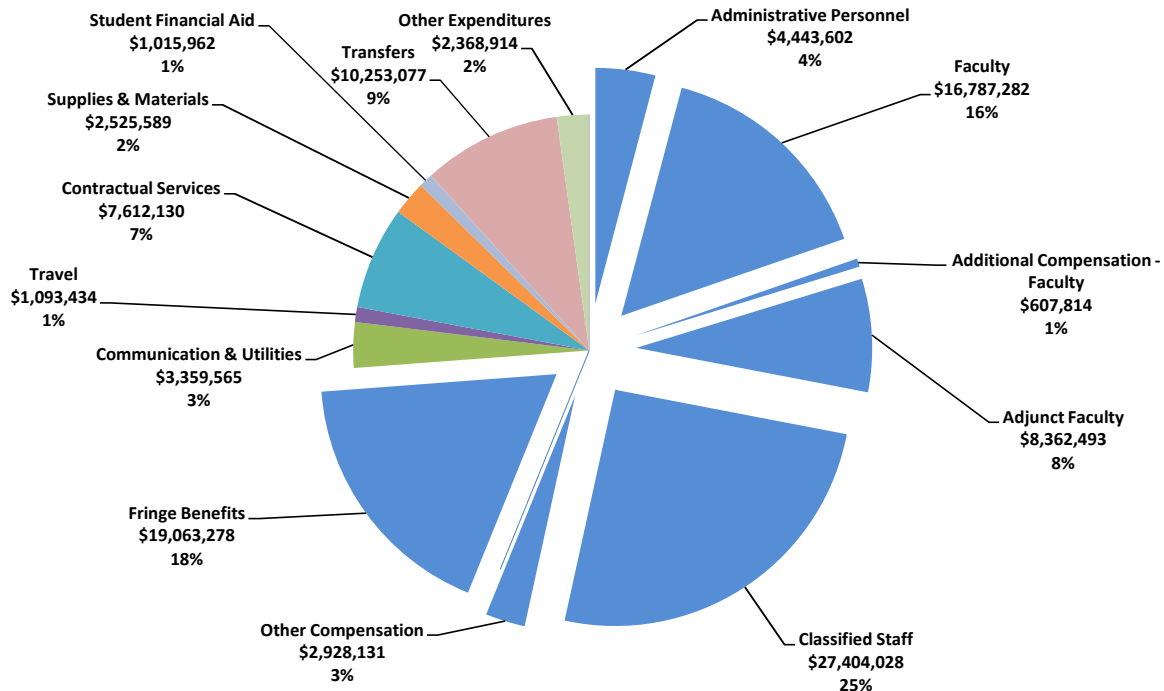
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY13 - Prior Year

For the Eight Months Ending February 28, 2013



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

For the Eight Months Ending February 28, 2014





PimaCountyCommunityCollegeDistrict

Glossary for Financial Reports

Statement of Net Position

Assets

Current Assets

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

Noncurrent Assets	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.
Liabilities	
Current Liabilities	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.
Noncurrent Liabilities	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.
Net Position	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

Operating Revenues	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.
Nonoperating Revenues	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.
Operating Expenses	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">• The retention, preservation, and display of educational materials, such as libraries, museums, and galleries• Media, such as audio-visual services, and technology, such as computing support• Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions• Separately budgeted support for course and curriculum development
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: 4/16/14

Item Number: 10

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

Information:

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

Retirements

Cook, Dorothy D.

Laboratory Specialist

WC - Nursing

Initial Hire Date: 10/28/03

Last Day of Work: 5/23/14

Dooling, Cynthia J.

Director

DO – IT Client Services

Initial Hire Date: 9/16/82

Last Day of Work: 4/1/14

Kincaid, Lucinda N.

Student Services Specialist

WC – Enrollment Services

Initial Hire Date: 9/12/97

Last Day of Work: 3/7/14

Shaw, Ev-Lyn

Student Services Advanced Specialist

EC – Enrollment Services

Initial Hire Date: 8/10/02

Last Day of Work: 4/10/14

Separations from Employment

Fullerton, Robert J.

Materials Management Supervisor
DO – Maintenance and Security Operations

Effective: 3/21/14

Mutz, Kyle J.

Program Specialist
DO – Disabled Student Resources

Effective: 3/19/14

Prater, Kevin J.

Student Services Coordinator
CC – Enrollment Services

Effective: 2/27/14

Quay, Matthew W.

Support Specialist
CC – Academic Services

Effective: 3/14/14

Vega, Luis A.

Student Services Advanced Specialist
DV – Enrollment Services

Effective: 3/21/14

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: 4/16/14

Item Number: 11

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

Information:

No names for submission.

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: 4/16/14

Item Number: 12A

Item Title	Contact Person
Unapproved Minutes of the Study Session of March 3, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved minutes of the Study Session of March 3, 2014 are submitted for approval.

Approval

Chancellor _____

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN STUDY SESSION

MINUTES
March 3, 2014

A Study Session of the Pima County Community College District Governing Board was held on Monday, March 3, 2014 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

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

General Counsel

Jeffrey Silvyn

Recording Secretary

Gabriela De Echávarri

Administration/Staff

Lee Lambert
Deborah Yoklic

1. Call to Order
Board Chair David Longoria called the meeting to order at 4:04 pm.
2. Board Policy 1401— Governance
Board members reviewed the latest changes made to Board Policy 1401. The group made language, syntax and grammatical changes. It was discussed that each representative group should select their own representative for governance council.
3. Board Policy 1101 — Prime Policy
Board member Even asked Board members to review BP 1101 for language and syntax. The target date for the first reading is planned for March 12. The group discussed that there will be no more Regulations, they will be Administrative Procedures or Operational Procedures.

4. Board Policy 1103 — Delegation of Authority to the Chancellor
Board Member Even, Jeffrey Silvyn and Deborah Yoklic have been working on Board Policy 1103. This policy still has to be revised. The target date for the First Reading is planned for March 12.

6. Chancellor's Evaluation Form
The Chancellor's Evaluation Form is still under review and changes and revisions are being made.

7. Budget/Tuition Discussion
Dr. David Bea, Executive Vice Chancellor for Administration, gave a presentation on revenues and expenses budget parameters for 2015, tuition for next academic year and 2014 Adjunct Faculty load hour rates. He mentioned he presented this information to the Board because the College administration will be asking for direction from the Board at the next regular meeting. Chancellor Lambert mentioned that the College needs to keep up with facilities and technology and College resources should be the focus on these issues. Board members posed questions about the different scenarios for tuition increase.

It was announced that there will be a Special Board Meeting on March 26 to approve medical and pharmaceutical benefits.

Chancellor Lambert noted he would like for the Board to tour campuses' classrooms, laboratories and facilities he has had an opportunity to visit. The Board and the Chancellor will visit the West Campus Math lab, science laboratories and classrooms on March 26, 2014.

Adjournment

The meeting adjourned at 6:25 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 12B

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on March 12, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved minutes of the Special Meeting to go into Executive Session on March 12, 2104 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
March 12, 2014

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, March 12, 2014 at 4:30 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

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

General Counsel

Jeffrey Silvyn

Recording Secretary

Gabriela De Echavarri

Administration/Staff

Lee Lambert

Call to Order

David Longoria called the meeting to order at 4:30 p.m.

**Motion to conduct
Executive Sessions**

Motion No. 201403-01

Brenda Even – M; Sylvia Lee – 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. 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 4:45 p.m.

Resumption of Open Session

The Board resumed Open Session at 6:58 p.m.

Adjournment

The meeting adjourned at 7:00 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 12C

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of March 12, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of March 12, 2014 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 12, 2014 at 7:00 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

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

REPRESENTATIVES TO THE BOARD

Michael Tulino, Administrator
Kimlisa Salazar Duchicela, Faculty
Don Harp, Staff
Aaron K. Dinius, Student
Joe Langlois, Temporary Staff

RECORDING SECRETARY

Angela Wesson

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
Manny Amado, Executive Director Public Safety (Acting)
David Bea, Executive Vice Chancellor, Finance and Administration
Johnson Bia, President, Desert Vista Campus
Aubrey Conover, Vice President of Student Development
Nina Corson, Academic Dean
Dolores Durán-Cerda, Senior Assistant to the Provost

Charlotte Fugett, President, East Campus
Donna Gifford, Vice President of Instruction
Mary Kay Gilliland, Academic Dean
Zelema Harris, Executive Vice Chancellor, Institutional Effectiveness, Interim
Gwendolyn Joseph, President, Downtown Campus, Interim
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Darla Jansen Lammers, Vice President of Instruction
Lorraine Morales, Vice President of Instruction
Brigid Murphy, Vice President of Instruction
Sheila Ortego, President, Community Campus, Interim
Ann Parker, Vice President of Student Development
Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services
Ted Roush, Vice President of Instruction
Kate Schmidt, Dean of Online Development (Acting)
Nancee Sorenson, Vice President of Student Development
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
Brian Stewart, Academic Dean
Heather Tilson, Executive Director, Planning and Institutional Research
Anne Vosberg, Vice President of Student Development
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, Northwest Campus (Acting)
Mark Ziska, Vice Chancellor, Human Resources, Interim

GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 7:05 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

PUBLIC COMMENT

Richard Hernandez addressed the Board about his history with Pima Community College and that a change is necessary.

Rita Flattley responded to a question asked by the Board at their March 3 study session regarding PCCEA financial priorities.

Alfonso Valenzuela addressed the Board about the proposed tuition and property tax increase.

REPORTS

Governing Board Member Reports

Chairperson's Report:

Chairperson David Longoria gave a brief overview of their recent trip to Washington, DC to attend the ACCT National Legislative Summit and thanked Donna Martinez for her help in setting up the various meetings. Chairperson Longoria also noted that the Futures Conference was a success.

Scott Plotts, veteran student, and Raymond Gallardo, TRiO Student Services student, both addressed the Board about their recent trip to Washington, DC to attend the ACCT National Legislative Summit.

Secretary Sylvia Lee reported on the following 2014 Community College Federal Legislative Priorities: restoring the eligibility for year-round Pell Grant for “ability-to-benefit” students; improve Higher Education Act; strengthen workforce development; help community colleges serve veteran students; and pass the Development, Relief and Education for Alien Minors (DREAM) Act.

Board Member Scott Stewart also acknowledged his trip to Washington, DC to attend the ACCT National Legislative Summit and noted that future trips should be focused on meeting with the different agencies.

Board Member Marty Cortez congratulated the two students who accompanied the Board on their recent trip to Washington, DC for the ACCT National Legislative Summit. Ms. Cortez also noted that community colleges are the institutions that are being attended by the majority of Hispanics and minority groups and this will continue to increase.

Board Member Brenda Even reported on the Senate Bills that were discussed at the last AADGB meeting.

Chancellor's Report

Chancellor Lambert began his report by thanking the two students who attended the ACCT Legislative Summit, their families and Donna Martinez.

Dr. Zelema Harris provided an overview of the Futures Conference. She noted that the goal of the conference was to solicit the community's feedback in setting PCC's strategic directions. There were 214 participants, 144 external, representing more than 70 companies, organizations and schools throughout Southern Arizona.

Interim Vice Chancellor for Human Resources Mark Ziska provided an update on Meet and Confer. The employee groups will have an opportunity to present directly to the Board on April 1.

Other highlights included:

- Attended the TUSD Strategic Planning Event where they are seeking input from the community to help the district build a 5-year strategic plan.
- Met with Dr. H.T. Sanchez and Dr. Alan Storm and their teams regarding ways to work together on occupational programs and how we might share resources.
- President Johnson Bia hosted a breakfast with some of the high school superintendents and their teams. We are reaching out to our K-12 partners and are really trying to look at how to work together in support of our youth.
- Met with President Ann Weaver Hart to discuss mutual interests and challenges and how we can do more to move more students from Pima to the UA so that they can accomplish their dreams in acquiring a university degree.
- Invited to testify before the House Higher Education Committee to express our concern that Pima and Maricopa were excluded from any STEM funding which is very vital for us in terms of being able to bring the latest technology into the classroom.
- Dr. Walter Bumphus visited PCC and it was an honor to have someone of his status to visit Pima to talk about the state of community colleges and the future of where

education is going and the role we play as community colleges in helping to address the challenges before our nation.

- Attended the Mayor's State of the City Address.
- Meeting with the Department Chairs in a smaller environment to hear from them. They are committed to working with all of us to make sure we continue to provide a quality education for our students.
- Attended the U.S.–Mexico Bilateral Forum on Higher Education, Innovation and Research Conference and was the moderator for the Workforce Development: Models of Industry and Academic Collaboration
- The Chancellor's Report to the Community will be made available to the public through our website.

Reports by Representative to the Board

Administrator – Michael Tulino

Administrator Representative Michael Tulino highlighted the recent administrator's retreat.

Faculty – Kimlisa Salazar Duchicela

Faculty Representative Kimlisa Salazar Duchicela shared information about the March 7 Faculty Senate Meeting. Ms. Salazar Duchicela noted that the agenda was modified to accommodate a visit from Dr. Walter Bumphus, President of AACC.

Staff – Don Harp

Staff Representative Don Harp reported on the March 6 Staff Council meeting. Mr. Harp also presented a staff concern, which was the ongoing culture of fear, intimidation and retribution among the vertical chain of command.

Student – Aaron Dinius

Student Representative Aaron Dinius highlighted student sponsored activities at each of the campuses. Of note was the Career Days at Northwest Campus and that the Desert Vista Campus will be hosting their 3rd Annual Student Resource Fair.

Temporary Staff – Joe Langlois

Temporary Staff Representative Joe Langlois reported on the recent progress made by the Temporary Staff Task Force who held their first meeting on January 9, 2014.

Academic Reports

HLC Progress

Interim Executive Vice Chancellor for Intuitional Effectiveness Dr. Zelema Harris updated the Board on the HLC Self-Study. She noted that the primary focus for the HLC work is on

closing the gaps – red zones – and that approximately 50% of that work has been completed. The secondary focus is on evaluation of how well we comply with the criteria – primarily yellow zones; approximately 30% of that work has been completed. She also noted that by May 22 a draft document for review and comment will be available. The HLC Management Team would like to schedule a time to meet with the Board to remind them of what the expectations are for the upcoming visit.

Developmental Education Update

Dr. Zelema Harris provided an update on the status of the Development Education Redesign. She noted that proposals are due March 19 and that another consultant would come in to take the groups' work to the next level.

Financial Report – January 2014 Financial Statements

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending January 2014. Dr. Bea noted that the total net position at the end of January was \$222 million, which is a decrease of about \$10 million compared to the same time last year.

INFORMATION ITEMS

Separations from Employment

Student Aide Hires

Fiscal Year 2014-2015 Changes in Cost Recovery Course Fees

Business Intelligence Needs and Requirements Assessment

BP-1101: Prime Policy – First Reading

BP-1103: Delegation of Authority to the Chancellor – First Reading

First Reading for Deletions of Board Policies 1201, 1301 and 5501

These items were noted as information items.

ACTION ITEMS

Approval of Minutes

Motion No. 201403-02

Marty Cortez – M, Scott Stewart – S, to approve the minutes of the following meetings: Study Session of January 27, 2014; the Special Meeting to conduct Executive Session on February 5, 2014 and the Regular Meeting of February 5, 2014

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

Consent Agenda

Board Member Brenda Even requested that Item 17.8 Intergovernmental Agreement: Pima Community College/Green Valley Fire District be pulled and voted on separately.

Motion No. 201403-03

Scott Stewart – M, Sylvia Lee – S, to approve the Consent Agenda as presented with the exception of Item 17.8.

- 17.1 New Appointments
- 17.2 Adjunct Faculty Appointments
- 17.3 Temporary Appointments
- 17.4 Administrator Appointment
- 17.5 Summer Work Schedule for 2013
- 17.6 Sabbatical Approval for Fall 2014 and Spring 2015
- 17.7 Public Safety Personnel Retirement System Local Board Membership
- 17.9 BP-1401: Governance – Final Reading
- 17.10 Contract: Employee Dental Benefits for Fiscal Year 2014-2015

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

Intergovernmental Agreement: Pima Community College/Green Valley Fire District

Motion No. 201403-04

Scott Stewart – M, Sylvia Lee – S, to approve the Intergovernmental Agreement with Green Valley Fire District.

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

Academic Year 2014-2015 Student Tuition and Service Fees

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, provided background information on this item.

Student Representative Aaron Dinius noted that as students they want to see change and see the funds to go important things. The \$5 increase is acceptable to Student Government.

Chancellor Lee Lambert stated that he does not want to raise tuition but will have to in order to move things forward.

Motion No. 201403-05

Brenda Even – M, Scott Stewart – S, to approve a \$5 per-credit-hour increase to in-state resident tuition for the 2014-15 academic year.

Board Member Scott Stewart recommended a \$5 increase this year as well as for the next two years for a total of 3 years.

Board Member Marty Cortez stated that at one time Pima had a robust international program and we are playing catch-up. Ms. Cortez would like to see a 2-year tuition guarantee so that students know for two years what their tuition would be.

Board Member Sylvia Lee noted that a large portion of the tuition increase will go to supporting desperately needed student services and student life on the campuses. She also noted that the student leadership was consulted and they know that the federal government has increased the level of Pell Grant so those that are eligible will have a considerable bump for this upcoming year.

Vote: All Board members present other than Board Chair Longoria voted “aye” by voice vote. David Longoria voted no.

Motion CARRIED.

Board of Governors Meeting Times

Motion No. 201403-06

Scott Stewart – M, Brenda Even – S, to approve 5:30 p.m. as the starting time for regular Board meetings.

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

Motion CARRIED.

Adjournment

The meeting adjourned at 10:25 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 12D

Item Title	Contact Person
Unapproved Minutes of the Special Meeting of March 26, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting of March 26, 2014 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 26, 2014 at 4:00 p.m., in the J-G05 Saguaro Community Room, West Campus, 2202 W. Anklam Rd., Tucson, AZ 85709-0240.

BOARD MEMBERS

David Longoria, Chair
Marty Cortez
Brenda Even
Sylvia Lee (By telephone)
Scott Stewart

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
David Bea, Executive Vice Chancellor, Finance and Administration
William Howard, Assistant Vice Chancellor, Business Services
C.J. Karamargin, Vice Chancellor, Public Information and Federal Government Relations
Deborah Yoklic, Assistant Vice Chancellor

GENERAL MATTERS

Chairperson Longoria called the meeting to order at 4:00 pm.

ACTION ITEMS

Contract: Employee Medical Benefits and Pharmaceutical Benefits for Fiscal Year 2014-2015

Motion No. 201403-07

Sylvia Lee – M, Marty Cortez – S, to approve the Self-funding medical benefits with Blue Cross Blue Shield (BCBS) and with Express Script, Inc. (ESI) for pharmaceutical benefits.

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

Motion CARRIED.

Adjournment

The meeting adjourned at 4:51 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 12E

Item Title	Contact Person
Unapproved Minutes of the Study Session of April 1, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of April 1, 2014 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN STUDY SESSION
MINUTES
April 1, 2014

A Study Session of the Pima County Community College District Governing Board was held on Monday, April 1, 2014 at 4:00 p.m. in Room A-206, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

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

Recording Secretary

Gabriela De Echávarri

Administration/Staff

Lee Lambert

1. Call to Order

Board Chair David Longoria called the meeting to order at 4:05 pm.

2. Meet and Confer Presentations

Representatives of ACES, AFSCME, PCCEA and Management each gave a presentation to the Board outlining the topics they are addressing during this year's Meet & Confer session.

Julie Hecimovich, President, and Jason Brown, Past President, presented on behalf of ACES. They outlined ACES proposals which include changes in the exempt policy manual in regards to probationary period, environmental health and safety, performance evaluation, and leaves and holidays; compensation; salary increase and changes in the exempt policy manual regarding professional development.

Valerie Vidal-King, Division Chair and Mathew Cline, Chief Spoke person, presented on behalf of AFSCME. They stated many of their proposed changes deal with clarifying language on policies. They outlined proposals which include compensation and Step Progression Plans, They also presented topics from last year.

Mark Ziska, Interim Vice Chancellor for Human Resources, presented on behalf of the Management team. He presented the Meet & Confer goals, its scheduled and the groups common interests.

Rita Flattley, Vice President for PCCEA noted their topics focus on compensation, work conditions and faculty employment.

Adjournment

The meeting adjourned at 6:15 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13

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

Recommendation:

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

- 13.1 New Appointments
- 13.2 Adjunct Faculty Appointments
- 13.3 Temporary Appointments
- 13.4 Administrator Appointment
- 13.5 Intergovernmental Agreements: Dual Enrollment
- 13.6 Intergovernmental Agreement: Pima County Sheriff's Department Pima County Jail
- 13.7 Contract: Employee Life Insurance for Fiscal Year 2014-2015
- 13.8 Library Participation in Cooperative Buying Program with the Community College Library Consortium
- 13.9 BP-1101: Prime Policy – Final Reading
- 13.10 BP-1103: Delegation of Authority to the Chancellor – Final Reading
- 13.11 Final Reading for Deletions of Board Policies 1201, 1301 and 5501

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13.1

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

Faculty:

Aldrich, Eric Effective: 8/20/14	Instructional Faculty DC – Writing	\$54,364
Cutler, Deborah Effective: 8/20/14	Instructional Faculty DV – Spanish	\$43,489
Dicus, Michelle Effective: 8/20/14	Instructional Faculty EC – Chemistry	\$52,190
Eagleton, Margaret Effective: 8/20/14	Instructional Faculty CC – Teacher Education	\$52,190
Gamboian, Nancy Effective: 8/20/14	Instructional Faculty WC – Fitness and Sports Science	\$52,190
Gillette, Lynne Effective: 8/20/14	Instructional Faculty WC – Physics	\$43,489
Gregory, Dianne Effective: 8/20/14	Instructional Faculty DC – Writing	\$45,663
Meair, Jonathan Effective: 8/20/14	Instructional Faculty DV – Physics / Mathematics	\$52,190

(Continued)

Sotelo, Mano	Instructional Faculty	\$50,450
Effective: 8/20/14	EC – Art	

Staff:

Ausema, Jenna	Fiscal Support Specialist	\$18.53
Effective: 4/21/14	DO	

Donderewicz, Karen	Student Services Specialist, HPOG	\$18.53
Effective: 4/21/14	DV	

Fajardo, Gina	Fiscal Support Specialist	\$18.53
Effective: 4/21/14	DO	

Hinton, Corey	Instructor, Surgical Technology	\$49,659
Effective: 4/21/14	DV	

Magtoto, Nikki	Public Safety Dispatcher	\$17.49
Effective: 4/21/14	MS	

*Contingent on successful completion of the polygraph examination.

Monaco, James	Head Football Coach	\$48,449
Effective: 4/21/14	WC	

O'Brien, Bethany	Human Resources Specialist	\$18.53
Effective: 4/21/14	DO	

Perrin, Shelbie	Fiscal Principal Analyst	\$62,908
Effective: 4/21/14	DO	

Shane-Armstrong, Ryn	Instructional Media Specialist	\$17.49
Effective: 4/21/14	CC	

Slaton, Stephanie	Instructional Media Specialist	\$17.49
Effective: 4/21/14	CC	

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: 4/16/14

Item Number: 13.2

Item Title	Contact Person
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.

Brouillette, Kenneth	Discipline(s)	Fire Science
Hannum, Angelina Lin	Discipline(s)	Dance
Hansel, James D.	Discipline(s)	Fire Science
King, Darryl L.	Discipline(s)	Education, Music
Kowalski, William	Discipline(s)	Management
Kuester, Robert	Discipline(s)	Veterinary Technology
Muscarella, Lee E.	Discipline(s)	Fire Science
Pillman, Nathan L.	Discipline (s)	Writing
Robb, Scott A.	Discipline (s)	Fire Science
Solis, Jr., Jose R.	Discipline(s)	Speech

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: 4/16/14

Item Number: 13.3

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.

Summar Alsemeiry	Laboratory Assistant	Writing
Fernando Andrade	Office Aide	Science
Marco Arredondo	Non-Credit Instructor	Pima For Kids
Elizabeth Burke	Office Aide	Science
Juan Cabrera	Van Driver	Upward Bound
Angelica Figueroa	Substitute Instructor	Adult Education
LaDonna Gabrielson	Interpreter	Disabled Student Resources
Emily Godlove	Non-Credit Instructor	Adult Education
Joseph Long	Substitute Instructor	Adult Education
Ralph Arthur Lurvey	Tutor II	Mathematics
Francisco Montoya	Office Aide	Science
Daniel Mulholland	Laboratory Assistant	Writing
Stacy Naughton	Student Services Specialist	Project SOAR
Marisol Norzagaray	Office Aide	Science
Tara Rayan	Non-Credit Instructor	Pima For Kids
Melissa Root	Non-Credit Instructor	Pima For Kids
Justin Strong	Substitute Instructor	Adult Education
Matthew Swanson	Non-Credit Instructor	Pima For Kids
Mark Weiss	Non-Credit Instructor	Adult Education
Dan You	Tutor II	Accounting

(Continued)

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: 4/16/14

Item Number: 13.4

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

Recommendation:

The Chancellor recommends that the Board approve the Administrator appointments and requests that the Board authorizes the Chancellor or designee to sign the employment contracts on behalf of the College District. Employment is contingent upon candidates passing a criminal background check after offers have been made, accepted and before the first day of employment.

Amado, Manuel **Executive Director, Public Safety** **\$99,273**
Effective: 4/17/14 DO
Education: Bachelor of Science, Administration of Criminal Justice, Mountain State University, Beckly, West Virginia; Master of Education, Human Relations, Northern Arizona University, Flagstaff, Arizona
Experience: Mr. Amado has seventeen years experience in various public safety titles starting as a campus police officer and most recently as acting executive director with Pima Community College. He also has six year experience as a homicide detective and narcotics investigator with the Pima County Sheriff's Department in Tucson, Arizona.

Benson, Terra **Executive Director, Financial Aid** **\$106,593**
Effective: 4/17/14 DO
Education: Bachelor of Science, Juvenile Justice and Psychology, Eastern New Mexico University, Portales, New Mexico; Master of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona
Experience: Ms. Benson has two years experience as the director of admissions and registrar with Pima Community College. She also has three years experience as an assistant director, one year experience as a fiscal advanced analyst, and two years experience as a student services specialist in financial aid with Pima Community College.

(Continued)

Mitchell, Karrie **Assistant Vice Chancellor, Student Services** **\$114,950**

Effective: 4/17/14 DO

Education: Bachelor of Science, Exercise Science, Northern Arizona University, Flagstaff, Arizona; Master of Science, Counseling and College Student Personnel Administration, Kansas State University, Manhattan, Kansas; Doctor of Philosophy, Higher Education, University of Arizona, Tucson, Arizona

Experience: Dr. Mitchell has seven years experience as an educational support faculty counselor and four years experience as a program coordinator, student life with Pima Community College. She also has two years experience as a complex coordinator with the University of Delaware in Newark Delaware.

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: 4/16/14

Item Number: 13.5

Item Title	Contact Person
Intergovernmental Agreements: Dual Enrollment	Zelema Harris, Interim Executive Vice Chancellor for Institutional Effectiveness / Acting Provost (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:

Ajo Unified School District #15
Baboquivari Unified School District #40

The term for this Dual Enrollment Agreement is for November 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.

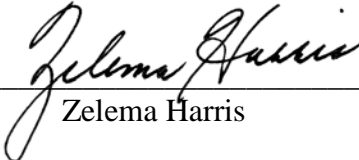
Financial Considerations:

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)

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.

Approvals

Contact Person 
Zelema Harris

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13.6

Item Title	Contact Person
Intergovernmental Agreement: Pima Community College/Pima County Sheriff's Department	Dr. Sheila Ortego, Interim President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve a one-year agreement for the establishment of educational courses and/or training programs whereby Pima Community College Adult Education will provide High School Equivalency test preparation classes at the Main Jail and at MSF (Minimum Security Facilities). In addition, PCC will provide course oversight, Professional Learning for the Instructors, in-take, attendance tracking, and testing. Additionally, PCC will administer the GED exam on-site several times per year.

Justification:

Pima County Sheriff's Department, requests that PCC's Adult Education provide High School Equivalency test preparation classes at the Main Jail and at Minimum Security Facilities. This agreement will assist in serving the needs of a critical population in our community.

College Plan Initiative:

Financial Considerations:

Under this Intergovernmental Agreement, Pima Community College will invoice the Pima County Sheriff's Department quarterly for a total annual amount of \$142,594.

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

Approvals

Contact Person 

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13.7

Item Title	Contact Person
Contract: Employee Life Insurance for 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 approve a contract with Minnesota Life Insurance Company for basic and optional life insurance coverage for employees during the period July 1, 2014 through June 30, 2015. Contract costs to the District are projected to be approximately \$232,400, which is equal to the current year cost.

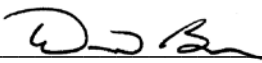
Justification:

The District currently provides benefits-eligible employees with Basic and Accidental Death and Dismemberment term life insurance. The benefit is 1.5 times an employee’s annual salary with a minimum coverage of \$50,000. Employees also have the ability to purchase optional term life insurance coverage for themselves and for their spouse and/or children. The contract with Minnesota Life Insurance Company, which began in fiscal year 2010-11, was originally awarded based upon a Request for Proposal (RFP) issued by the District. The contract provided the District with a three-year rate guarantee; fiscal year 2014-2015 will be the fifth year (of a possible five-year agreement) and will continue the same rate structure.

Financial Considerations:

Based upon an estimate of 1,300 benefits-eligible employees, the District cost is projected to be \$232,400 with a potential total contract value of \$377,000 including employee payments. Projections are based upon current employee counts, salaries, and optional life insurance enrollments and are subject to change based upon employee elections and salary changes. The cost for fiscal year 2015 is projected to be the same as the current fiscal year.

Approvals

Contact Person 
David Bea, Ph.D.

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13.8

Item Title	Contact Person
Library Participation in Cooperative Buying Program with the Community College Library Consortium	Zelema Harris, Interim Executive Vice Chancellor for Institutional Effectiveness / Acting Provost (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve continued Library participation in the Community College Library Consortium (CCLC) and authorizes the PCC Library to renew/initiate database subscriptions through the CCLC in an amount not to exceed \$175,000 for 2014-2015.

Justification:

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

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

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

Financial Considerations:

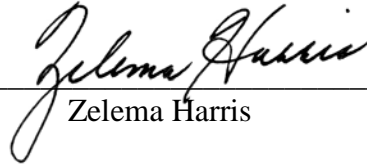
Due to the size and buying power of the Consortium, the prices available through CCLC are significantly less expensive than what we can secure on our own or through another consortium. There is no annual fee associated with being a member of the CCLC. The college has evaluated risks and determined there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

Annual expenditures will not exceed \$175,000 for 2014-2015.

(Continued)

Approvals

Contact Person _____


Zelema Harris

Chancellor _____

Lee D. Lambert, J.D.



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Prime Policy
<i>Board Policy Number:</i>	BP-1101
<i>Adoption Date:</i>	2/17/82, 1/8/14
<i>Revision Date(s):</i>	3/9/94, 6/9/99, 4/29/09, 12/16/13, 2/27/14, 3/27/14
<i>Schedule for Review & Update:</i>	Annually Every three years
<i>Unit Responsible for Review & Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	ARS 15-1445(1)
<i>Cross Reference:</i>	

1101.01 PURPOSE
 This Prime Policy applies to the development and creation of non-personnel policies and [administrative](#) 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~~ [priorities](#) and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional ~~goals~~ [priorities](#).

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~~ Chancellor for review and consultation with appropriate standing committees, ~~or~~ administrative heads, staff, Chancellor's Cabinet and legal counsel.
- ~~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.~~ B. The ~~Chief Executive Officer~~ Chancellor or a designee shall meet with the initiator(s) to consider all comments ~~from legal counsel~~ and modify the proposed policy, if as necessary. At this time, the proposal may be withdrawn.
- ~~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.~~
- C. The ~~Chief Executive Officer may~~ Chancellor will 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~~ the Chancellor may propose further modification to the proposed policy. ~~The Board may also solicit public comment on the proposed modifications.~~
- D. The proposed policy will then be posted on the Pima Community College website for 21 calendar days for comment.
- ~~J. E.~~ The Board of Governors ~~may~~ shall act upon the proposed policy at the next regular public meeting after the conclusion of the 21 day comment period, and make such modifications as it deems necessary.
- ~~K. — Exceptions may be made to this review process when such review is deemed inappropriate or unnecessary by the Board of Governors.~~
- F. The Board of Governors may make exceptions to this review and approval process.
- L.G. The Chancellor and the administration are is authorized to prepare and implement ~~regulations and~~ administrative procedures necessary to effect all approved policies. Once these administrative procedures have been finalized, they will be presented to the Board and posted to the public website.

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.~~ by the Chancellor or designee at least every three years.

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.~~



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<u>Delegation of Authority to the Chancellor</u>
<i>Board Policy Number:</i>	<u>BP-1103</u>
<i>Adoption Date:</i>	
<i>Revision Date(s):</i>	<u>4/11/14</u>
<i>Schedule for Review & Update:</i>	Annually <u>Every Three Years</u>
<i>Unit Responsible for Review & Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	
<i>Legal Reference:</i>	<u>ARS 15-1444 through 15-1445</u>
<i>Cross Reference:</i>	

[The Chancellor serves as the Chief Executive Officer of Pima Community College, reporting directly to the Board of Governors. On annual basis, the Board, in consultation with the Chancellor, will define the goals for the Chancellor and evaluate the Chancellor’s performance, including the progress in achieving the goals.](#)

[Section 1. The Chancellor’s Role:](#)

[The Board of Governors defines the role of the Chancellor as follows:](#)

- [A. Serves as primary link between the Board and the College’s day-to-day operations.](#)
- [B. Provides information to the Board that is timely, accurate and clear about key issues that impact the College.](#)

- C. Leads the development and execution of short and long term plans of the College.
- D. Provides leadership to the College through academic and resource management, community involvement, fiscal management, relationship building, and strategic planning.
- E. Oversees day-to-day operations of the College.
- F. Serves as the primary spokesperson for the College to students, employees, government authorities, and the public.

Section 2. Powers and Duties of the Chancellor:

The Board delegates to the Chancellor the responsibility to implement and administer the policies governing the College, subject to limitations set in this policy and in Arizona law.

- A. The Chancellor shall design, implement, and evaluate an organizational structure for the College.
- B. The Chancellor shall ensure that the Board receives information that is sufficiently thorough and timely so that the Board may carry out its legal and oversight duties.
- C. The Chancellor is authorized, to the extent permitted by law, to conduct the following on behalf of the College:
 - 1. Execute all contracts up to \$100,000, exclusive of employment contracts, intergovernmental agreements, contracts with architects and bank depositories, and agreements for purchase and sale of real property;
 - 2. Review and sign as lessor all leases of District-owned real property and as lessee all leases of non-owned property, not to exceed an annual rent of \$100,000; and
 - 3. Dispose of equipment, personal property, and supplies which become surplus to the requirements of the District and which either (a) do not exceed a total item value of \$100,000 original cost, or (b) result from a Board-approved capital project, using a process that promotes the best return of value for the College.

4. Apply for external funds provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.

D. The Chancellor is authorized to adopt such administrative procedures, make all decisions, and take all actions as needed to implement the policies adopted by the Board, to achieve the goals set by the Board, and to ensure financial and operational integrity and College compliance with all applicable local, state, and federal laws. In every case, the standard for compliance shall be a reasonable interpretation of the Board Policies by the Chancellor.

E. The Chancellor is authorized to delegate any powers and duties entrusted by the Board to the appropriate member of College administration. While the Chancellor may delegate to others, the Chancellor remains ultimately responsible to the Board.

F. The Chancellor shall ensure that all Board Policies are reviewed and updated at least every three years, or sooner when necessary.

Section 3. The Chancellor's Limitations:

As the Chief Executive Office of the College, the Chancellor shall not cause, create, or allow any decision, activity, practice, or circumstances involving College personnel, students, or resources that are unlawful, imprudent, unsafe, unethical, or in violation of generally-accepted business, professional, and higher-education standards and practices.

Section 4. Monitoring the Chancellor's Performance:

The Board ~~will~~ shall conduct a formal evaluation of the Chancellor on annual basis for the performance during the previous twelve months. In addition to any method of evaluation it may select, the Board shall consider the following:

1. Input from the Chancellor; and
2. Input from the College employees, students, and members of the public.



Pima County Community College District Board Policy

Recommendation: Deletion – information covered by BP-1101 and BP-1103

Board Policy Title: ~~_____~~ **Regulations and Standard Practice Guides**

Board Policy Number: _____ **BP-1201**

Adoption Date: _____ **4/16/82**

Revision Date(s): _____ **6/3/03, 11/5/09**

Schedule for Review & Update: _____ **Annually**

Unit Responsible for Review & Update: _____ **Chancellor / Board of Governors**

Sponsoring Unit/Department: _____ **Chancellor / Board of Governors**

Motion Number: _____ **5400**

Legal Reference: _____

Cross Reference: _____

~~When regulations and standard practice guides are needed to implement board policy, the Chief Executive Officer is authorized to approve such regulations and standard practice guides. The Chief Executive Officer also is authorized to delegate authority to the appropriate Executive Officer to approve standard practice guides for the District Office and the campuses, respectively.~~

~~The Board of Governors shall be informed of all college regulations and an official repository of policies, regulations and all college standard practice guides shall be maintained by the College.~~



Pima County Community College District Board Policy

Recommendation: Deletion – information covered by BP-1103, sections 2.C.2 and 2.D.

~~Board Policy Title: Signature Authority for Leases~~

~~Board Policy Number: BP 1301~~

~~Adoption Date: 4/14/04~~

~~Revision Date(s): 11/23/09~~

~~Schedule for Review & Update: Annually~~

~~Unit Responsible for Review & Update: Board of Governors / Chancellor~~

~~Sponsoring Unit/Department: Board of Governors / Chancellor~~

~~Motion Number: 6521~~

~~Legal Reference: Arizona Revised Statutes 15-1444 B.2~~

~~Cross Reference: Use of Facilities, BP-2503~~

~~The Board of Governors delegates to the Chancellor or designee the authority to review and sign, on behalf of the District, as lessor all leases of District owned property and as lessee all leases on non-owned property. Authorization shall not exceed an annual rent of \$100,000.~~

~~The Chancellor or his/her designee shall develop all necessary procedures to ensure the financial and operational integrity of District leases.~~



PimaCountyCommunityCollegeDistrict Board Policy

Recommendation: Deletion – information covered by BP-1103, sections 2.C.4.

Board Policy Title: ~~_____~~ **Application for Grants**

Board Policy Number: ~~_____~~ BP-5501

Adoption Date: ~~_____~~ 6/18/80

Revision Date(s): ~~_____~~ 11/23/09, 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: ~~_____~~ 2161

Legal Reference: ~~_____~~

Cross Reference: ~~_____~~

~~The Board of Governors authorizes the Chief Executive Officer to apply for external funds provided the purposes of such funds are in keeping with College goals and objectives and that financial requirements can be met.~~

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 13.12

Item Title

Contact Person

Changes in Administrator Contracts

Mark D. Ziska,
Vice Chancellor for
Human Resources, Interim
(206-4586)

Recommendation:

The Chancellor recommends the Board approve these changes in administrator contracts and requests that the Board authorizes the Chancellor or designee to sign the employment contracts on behalf of the College District.

Richmond, Nicola

Assistant Vice Chancellor, Planning and Institutional Research

Salary: \$114,950*

District Office

Effective: 4/17/14

*Salary will be prorated for the remainder of the contract year

Education: Bachelor of Science, Geophysical Sciences, University of Southampton, United Kingdom; Doctor of Philosophy, Earth Sciences, University College London, United Kingdom

Experience: Dr. Richmond was hired as a research program manager in Planning and Institutional Research in February 2008. In 2008, she successfully competed for the Executive Director of Planning and Institutional Research. She has been serving as the Academic Dean of Business, Occupational and Professional Programs since August 2012.

Tilson, Heather

Executive Director, Enrollment Management

Salary: \$101,655*

District Office

Effective: 4/17/14

*Salary will be prorated for the remainder of the contract year

Education: Bachelor of Science, Business Administration, East Carolina University, Greenville, North Carolina; Master of Business Administration, Management, West Chester University, West Chester, Pennsylvania; Doctor of Philosophy, Educational Leadership and Learning Technologies, Drexel University, Philadelphia, Pennsylvania

Experience: Dr. Tilson has been serving as the Executive Director of Planning and Institutional Research since August 2012 and before that from February 2006 to July 2008. She has also served as the Academic Dean for Workforce and Business Development in August 2008. She served as the Senior Assistant to

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/16/14

Item Number: 14

Item Title	Contact Person
Personnel Policy Statement for College Employees 2014/2015 Fiscal Year	Mark D. Ziska, Vice Chancellor for Human Resources, Interim (206-4486)

Recommendation:

The Chancellor recommends the Board of Governors approve the attached changes to the 2014/2015 Personnel Policy Statement for College Employees to modify the language contained in Section V. Code of Conduct/Discipline.

Justification:

A change to the Personnel Policy Statement is warranted in order to reflect the proper reference and title of the College Attorney’s position and the attorney’s role in the investigation process.

The attachment summarizes the proposed change to the policy statement applicable to all College employees. The effective date of these changes will be July 1, 2014.

Financial Considerations:

None.

Approvals

Contact Person 
Mark D. Ziska

Chancellor _____
Lee. D. Lambert, J.D.

(Continued)

**Personnel Policy Statement for College Employees
Proposed Change for 2014/2015**

Miscellaneous

The policy statement is not required to be relettered or renumbered to incorporate approved changes.

Section V. Code of Conduct/Discipline

E. Investigations

- **Investigations** -Strike language indicating Board's attorney and modify language to indicate College attorney.