

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
JANUARY 14, 2015**

NOTICE OF ANNUAL GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

General Matters

1. Call to Order
2. Pledge of Allegiance

New Business

3. Election of Board of Governors' Officers 2015
4. Proposed Annual Calendar of Regular Board Meetings, 2015
5. Proposed Annual Calendar of Board Study Sessions, 2015
6. Election of Arizona Association of District Governing Board's Representative 2015

Recess

NOTICE OF REGULAR GOVERNING BOARD MEETINGAGENDA FOR MEETING*General Matters

1. Call to Order
2. Public Comment – Call to Audience

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

3. Governing Board Member Remarks
 - The Chairperson, Secretary and/or members of the Governing Board may comment on recent events at or involving the College.

Information Items

4. Employment Information
5. Adjunct Faculty Appointments
6. Financial Report — October 2014 Financial Statements and Comprehensive Annual Financial Report for Fiscal Year 2014
7. Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment
8. Governance Council Meeting Minutes

Action Items

9. Approval of Minutes of the following meetings:
 - A. Special Meeting to conduct Executive Session on November 19, 2014
 - B. Regular Meeting of November 19, 2014
 - C. Study Session of December 1, 2014

Action Items (Continued)

10. Consent Agenda
 - 10.1 Grant Proposal: Hearst Foundation, PCC Foundation and East Campus Faculty Professional Development Program
 - 10.2 Intergovernmental Agreement: Green Valley Fire District
 - 10.3 Contract: Talent Management Software
 - 10.4 Federal Perkins Loan Program Liquidation
 - 10.5 Curriculum Recommendations: Program Inactivation – Crime Scene Management - Certificate for Direct Employment
 - 10.6 SAP Business Object Licensing
 - 10.7 New Position

Other Action Items

11. Review/Update of Human Resources Advisory Team

Reports

12. Reports by Representatives to the Board
 - The representatives to the Board will provide highlights of their group's activities during the preceding month(s).
 - Student – Alec Moreno
 - Temporary Staff – Joe Langlois
 - Staff – Don Harp
 - Adjunct Faculty – Carlo Buscemi
 - Faculty – Kimlisa Salazar Duchicela
 - Administrator – Nancee Sorenson
13. 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.

Adjournment

Regular Meeting
February 4, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

- * **Option to recess into legal advice executive session** — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.
- * The Governing Board reserves the right to take action on any agenda item.
- * **Additional Information** — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College's website at www.pima.edu/board/packets.
- * 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.

Meeting presentations will be posted within a reasonable time following the meeting.

ANNUAL MEETING

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 1/14/15

Item Number: 1-2

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

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 3

Item Title	Contact Person
Election of Board of Governors' Officers 2015	Chancellor's Office (206-4747)

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

Approval

Chancellor _____
Dr. Lee D. Lambert



PimaCountyCommunityCollegeDistrict Board Bylaws

Bylaw Article Title: **Officers**

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

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

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

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



PimaCountyCommunityCollegeDistrict Board Bylaws

<i>Bylaw Article Title:</i>	Meetings
<i>Bylaw Article Number:</i>	VI
<i>Adoption Date:</i>	11/15/78; 12/11/13; 2/5/14
<i>Revision Date(s):</i>	11/21/79; 2/18/81; 5/18/83; 4/19/89; 2/8/95; 9/21/11; 12/9/13; 1/14/14
<i>Motion Number:</i>	1520; 1522; 1944; 2418; 3296; 4405; 5300
<i>Legal Reference:</i>	ARS 15-1443(B); ARS 38-431 through 38-431.03

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

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

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

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

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

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

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

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

Section 8. Minutes of regular Board meetings will be approved at the next regular Board meeting. Minutes of special meetings shall come to the Board for approval as soon as possible, and not later than sixty (60) calendar days. All minutes are posted to the College website following approval.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 4

Item Title	Contact Person
Annual Calendar of Regular Meetings, 2015	Chancellor's Office (206-4747)

The attached *proposed* annual calendar of Regular Board Meeting locations for 2015 and January 2016 is submitted for review and approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Governors
PROPOSED Annual Calendar of Meetings &
Locations for the Year 2015 & January 2016

January 14, 2015	<u>Annual & Regular Meetings</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
February 4, 2015	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
March 11, 2015	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
April 8, 2015	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 13, 2015	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
June 10, 2015	<u>Public Hearing, Special and Regular Meetings</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
July 8, 2015	<u>Special Meeting/Working Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010

August 12, 2015

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

September 9, 2015

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

October 21, 2015

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 18, 2015

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

December 9, 2015

Special Meeting/Working Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

January 13, 2016

Annual & Regular Meetings

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

Special Meetings will be held as necessary.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 5

Item Title	Contact Person
Calendar of Study Sessions for 2015	Chancellor's Office (206-4747)

The attached *proposed* calendar of Study Sessions for 2015 is submitted for review and approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Governors
PROPOSED Calendar of Study Sessions for 2015

February 4, 2015, 1:30 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
March 2, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
April 1, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 4, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
June 1, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
June 29, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
August 3, 2015, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010

August 31, 2015, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

October 12, 2015, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 9, 2015, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 30, 2015, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

Study Sessions will be held as necessary.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 6

Item Title	Contact Person
Election of Arizona Association of District Governing Board's (AADGB) Representative 2015	Chancellor's Office (206-4747)

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

Approval

Chancellor _____
Lee D. Lambert, J.D.

REGULAR MEETING

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 1/14/15

Item Number: 1-3

Item Title	Contact Person
General Matters	Chancellor's Office (206-4747)
1. Call to Order 2. Public Comment 3. Governing Board Member Remarks	

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/14/15

Item Number: 4

Item Title	Contact Person
Employment Information	Charlotte Fugett Vice Chancellor for Human Resources (206-4586)

Information:

For your information and in accordance with BP-4101 and SPG-4201/BA, the Chancellor submits the following employment information:

Staff:

Armenta, Brenda

Title: Fiscal Support Specialist
Rate of Pay: \$18.83
Start Date: 12/01/2014
Highest Degree Earned: Associate of Applied Science, Translation and Interpretation
Awarding Institution: Pima Community College
Most Recent Previous Job: Fiscal Support Technician

Casares, Zerina

Title: Public Safety Dispatcher
Rate of Pay: \$17.77
Start Date: 12/01/2014
Highest Degree Earned: Bachelor of Science, Criminal Justice
Awarding Institution: University of Texan Pan American
Most Recent Previous Job: Public Safety Dispatcher

Espinoza, Yolanda

Title: Director, Admissions and Records
Rate of Pay: \$91,877
Start Date: 01/05/2015
Highest Degree Earned: Master of Education, Education and Human Resource Studies
Awarding Institution: Colorado State University
Most Recent Previous Job: Director of Enrollment Services and Registrar

Lightfoot, Andrea

Title: Program Manager, Wellness
Rate of Pay: \$63,726
Start Date: 12/01/2014
Highest Degree Earned: Master of Administration, Health Promotion/Science
Awarding Institution: Northern Arizona University

(Continued)

Most Recent Previous Job: Senior Benefits Analyst

Rorabaugh, Michele

Title: Support Specialist (Master Scheduler)
 Rate of Pay: \$17.77
 Start Date: 12/01/2014
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Student Aide

Administrators:

Berryman, Daniel

Vice Chancellor for Human Resources

Salary: \$170,576 District Office
 Effective: 02/09/2015
 Education: Bachelor of Arts, Sociology, University of California; Master of Arts, Human Resources Management, Pepperdine University
 Experience: Mr. Berryman has two years experience as assistant vice chancellor, human resources for The University of Tennessee and four years experience as assistant vice president for human resources for Gonzaga University. He has two years experience as deputy division leader, human resources for Los Alamos National Laboratory and three years experience as vice president, human resources for Siemens Transportation Systems, Inc. Mr. Berryman also has ten years experience in human resources as director with Siemens Transportation Systems, Inc. and Motorola, Inc.

Recruitment Overview:

An external recruitment was conducted. Three candidates were invited to interview and participate in forums. The finalist was recommended by Chancellor Lee Lambert.

Castro-Salazar, Richard

Acting Vice President for International Development

Salary: \$116,559 West Campus
 Effective: 01/08/2015
 Education: Bachelor of Science, Management, Technological Institute of Sonora; Master of Arts, Education, La Salle University; Master of Arts, International Relations, University of Amsterdam; Master of Arts, Latin American Studies, University of Arizona; Doctor of Education, Durham University
 Experience: Dr. Castro-Salazar has four years experience as dean of instruction and ten years experience as a faculty member with Pima Community College. He has held various positions in his twenty years with the College to include executive assistant to the chancellor, business department chair, administrative appointee, foreign exchange and special projects coordinator, and assistant to the director. He also has six years experience as an associate researcher and adjunct lecturer with University of Arizona.

Recruitment Overview:

Experience: Dr. Thies has four years of experience as a dean of academic studies with Lee College. He also has ten years of experience as district chair of sports and fitness, athletic director, district chair of mathematics, chair of science and mathematics, mathematics faculty, and developmental specialist with Central Arizona College. Additionally, he has four years of experience as a K-12 mathematics teacher with Gilbert Public Schools and Tempe Union High School District.

Recruitment Overview:

An external recruitment was conducted. Seven candidates were invited to interview. Three candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Erica Holmes, Provost, District Office.

Acting Assignments:

Cruz, Susanna

Effective: 12/15/2014
 From: Program Assistant
 To: Student Services Advanced Specialist

Findley, Jan

Effective: 11/10/2014
 From: Assistant Program Manager
 To: Student Services Manager

Hauser, Christopher

Effective: 12/15/2014
 From: Program Coordinator
 To: Instructional Designer

Madrid, Jennifer

Effective: 11/10/2014
 From: Student Services Advanced Specialist
 To: Student Services Coordinator

Munoz, Fabiola

Effective: 12/15/2014
 From: Student Services Advanced Specialist, Community Campus
 To: Student Services Advanced Specialist, East Campus

Ruiz, Nelson

Effective: 12/08/2014
 From: Fiscal Support Specialist
 To: Fiscal Analyst

Valdez, Sandra

Effective: 12/15/2014
 From: Fiscal Support Specialist
 To: Fiscal Advanced Analyst

Temporary:**Abbot, Aaron**

Title: Tutor I
 Rate of Pay: \$8.05
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Assistant Manager

Berry, George

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: Associate of Applied Science, Fire Science and Emergency
 Medical Technology
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Engine/Training Captain

Bishop, Brittany

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Firefighter/Paramedic

Cavaletto, Christopher

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: Associate of Applied Science, Fire Science and Emergency
 Medical Technology
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Captain C.E.P

Comaduran, Phillip

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: Associate of Applied Science, Fire Science and Paramedicine
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Captain C.E.P

Commerford, Heather

Title: Substitute Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Arts, Speech Communications
 Awarding Institution: University of Minnesota
 Most Recent Previous Job: Office Specialist

Contreras, David

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Art, Education/ Bachelor of Studio Art 2D
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Sales Associate

DeSylvester, Amy

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Master of Physical Education, Physical Education
 Awarding Institution: Arizona State University
 Most Recent Previous Job: Online Faculty

Dore, John

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Doctorate, Psycholinguistics
 Awarding Institution: Vity University of New York
 Most Recent Previous Job: Professor

Du, Ester

Title: Nursing Instructor
 Rate of Pay: \$33.26
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Science, Nursing
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Research Nurse Coordinator

Frelke, Lauren

Title: Tutor II
 Rate of Pay: \$8.05
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Science, Physiology
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Certified Pharmacy Technician

Gorushi, Olivia

Title: Tutor I
Rate of Pay: \$8.05
Start Date: 01/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Sales Associate

Hamlin, Samantha

Title: Substitute Instructor
Rate of Pay: \$21.38
Start Date: 01/15/2015
Highest Degree Earned: Bachelor of Arts, Cultural Studies
Awarding Institution: Columbia College Chicago
Most Recent Previous Job: Assistant Teacher

Hatton, Christopher

Title: Information Technology Technician
Rate of Pay: \$17.77
Start Date: 01/15/2015
Highest Degree Earned: Bachelor of Science in Business Administration, Management Information Systems
Awarding Institution: University of Arizona
Most Recent Previous Job: iOS at Home Advisor

Hopf, Jonathan

Title: Instructor
Rate of Pay: \$21.38
Start Date: 01/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Accounting Assistant

Johnson, Laura

Title: Tutor I
Rate of Pay: \$8.05
Start Date: 01/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Target Team Member

Lynn, Judy

Title: Workforce Trainer
Rate of Pay: \$15.00
Start Date: 01/15/2015
Highest Degree Earned: Bachelor of Science, Health Sciences- Paramedic Care
Awarding Institution: Northern Arizona University

Most Recent Previous Job: Prehospital Specialist and Emergency Management Coordinator

McCord, Jordan

Title: Substitute Instructor
Rate of Pay: \$21.38
Start Date: 01/15/2015
Highest Degree Earned: Bachelor of Arts, English Literature
Awarding Institution: Dickinson College
Most Recent Previous Job: English Tutor

Molina, Henry

Title: Workforce Trainer
Rate of Pay: \$15.00
Start Date: 01/15/2015
Highest Degree Earned: Associate of Applied Science, Emergency Medical
Technology/Paramedic
Awarding Institution: Pima Community College
Most Recent Previous Job: Senior Paramedic

Moore, Paul

Title: Workforce Trainer
Rate of Pay: \$15.00
Start Date: 01/15/2015
Highest Degree Earned: Bachelor of Science, Nutritional Sciences
Awarding Institution: University of Arizona
Most Recent Previous Job: Paramedic/Fire Fighter

Neeper, Allen Troy

Title: Workforce Trainer
Rate of Pay: \$15.00
Start Date: 01/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Paramedic/Fire Fighter

Ong, Mary Anne

Title: Van Driver
Rate of Pay: \$10.31
Start Date: 01/15/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Hair Stylist

Price, Leondra

Title: Fiscal Support Specialist
 Rate of Pay: \$18.83
 Start Date: 01/15/2015
 Highest Degree Earned: Bi Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Fiscal Support Specialist

Row, Jeffrey

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Police Officer

Symons, Karen

Title: Office Aide
 Rate of Pay: \$8.05
 Start Date: 01/15/2015
 Highest Degree Earned: Associate of Applied Art, Therapeutic Recreation
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Studio Art Assistant

Szarke, David

Title: Laboratory Technician, Welding
 Rate of Pay: \$15.65
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Arts, English/Philosophy
 Awarding Institution: University of Minnesota
 Most Recent Previous Job: Staff/Host

Tomasello, Jenna

Title: Classroom Model
 Rate of Pay: \$10.00
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Painting/Artist Assistant

Todirita, Katherine

Title: Substitute Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Arts, Architecture
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Office Manager

Vasquez, Yaritza

Title: Tutor I
 Rate of Pay: \$8.05
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: N/A

Vinas, Ana

Title: Substitute Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Master of Arts, Educational Administration
 Awarding Institution: New Mexico State University
 Most Recent Previous Job: Teacher

Westphal, Craig

Title: Workforce Trainer
 Rate of Pay: \$15.00
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Science, Accounting
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Paramedic

Williams, Leann

Title: Instructor
 Rate of Pay: \$25.41
 Start Date: 01/15/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Program Director

Williamson, Theresa

Title: Nursing Instructor
 Rate of Pay: \$33.26
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Science, Nursing
 Awarding Institution: Excelsior/Regents College
 Most Recent Previous Job: Infection Control & Prevention Specialist

Wolfe, Chris

Title: Substitute Instructor
 Rate of Pay: \$21.38
 Start Date: 01/15/2015
 Highest Degree Earned: Bachelor of Science, Engineering Physics
 Awarding Institution: University of Oklahoma
 Most Recent Previous Job: Business Owner

Wright, Kristen

Title: Program Coordinator
Rate of Pay: \$21.38
Start Date: 01/15/2015
Highest Degree Earned: Master of Science, Outdoor Recreation
Awarding Institution: Southern Illinois University- Carbondale
Most Recent Previous Job: Staff Graphic Designer

Student Aides:

None to report

Retirements:

Burton, Phillip R.

Trades/Maintenance Technician
DO – Plant Operations
Start Date: 11/1/04
End Date: 1/9/15

Caldwell, Ellen F.

Instructional Faculty
WC – Mathematics
Start Date: 8/15/83
End Date: 12/19/14

Feuling, Katherine I.

Instructional Faculty
EC – Life and Physical Sciences
Start Date: 1/10/90
End Date: 1/16/15

Franklin, Anne R.

Instructional Faculty
DC – Mathematics
Start Date: 8/21/89
End Date: 12/19/14

Helm, Roger W.

Information Technology Technician
DC – Campus Staff
Start Date: 7/15/02
End Date: 1/2/15

Loya, Bruno A.

Trades/Maintenance Supervisor

DO – Plant Operations

Start Date: 11/15/83

End Date: 1/2/15

Murphy, Brigid K.

Vice President

DC – Instruction/Academic Services

Start Date: 8/18/99

End Date: 1/9/15

Paez, Raymond V.

Materials Management Specialist

DO – Plant Operations

Start Date: 8/9/93

End Date: 1/9/15

Sexton, Christie J.

Support Coordinator

DO – Academic Services Operations

Start Date: 10/15/07

End Date: 1/2/15

Separations:

Hinton, Corey

Instructor

DV – Center for Training and Development

Effective: 10/23/14

Horton, Renee S.

Student Services Advisor

NW – Enrollment Services

Effective: 11/07/14

Horton, Scott D.

Program Specialist

DO – Athletics Operations

Effective: 11/25/14

Lauver, Stacy D.

Director

DO – Maintenance and Security Operations

Effective: 1/2/15

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 5

Item Title	Contact Person
Adjunct Faculty Appointments	Dr. Erica Holmes Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends these individuals as certified adjunct faculty 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 temporary non-credit instructors in areas for which they are qualified.

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.

The current rate of pay for adjunct faculty is \$800.00 per load hour.

Name: **Alessandro, Brian A.**

Discipline(s): Psychology (Academic)

Start Date: 1/20/15

Education: Bachelor of Fine Arts, Communication Arts, New York Institute of Technology, Old Westbury, NY; Master of Arts, Psychology in Education, Teacher's College, Columbia University, New York, New York

Experience: Taught high school students for over 14 years.

Name: **Bertrand, Richard W.**

Discipline(s): Computer Information Systems, Computer Software Applications (Occupational/Workforce)

Start Date: 1/20/15

Education: Bachelor of Science, Computer Information Systems Business, Bellevue University, Bellevue, Washington

Experience: Worked as information technology principal analyst for more than 12 years.

Name: **Cassia, Antonella**

Discipline(s): German (Academic)

Start Date: 1/20/15

Education: All But Dissertation (ABD): German, University of Arizona, Tucson, Arizona

Experience: Teaches GER as a teaching assistant at The University of Arizona for 7 years

(Continued)

Name: D'Ambrosio, DDS., Joseph A.

Discipline(s): Dental Hygiene; Dental Assisting (Occupational/Workforce)

Start Date: 1/20/15

Education: Doctor of Dental Surgery, State University of New York, Buffalo, New York

Experience: Worked as Associate Professor and Chairman-Oral Medicine for 25 years

Name: Everson, Beverley A.

Discipline(s): Geology (Academic)

Start Date: 1/20/15

Education: Master of Science, Earth Science, Northern Arizona University, Flagstaff, Arizona

Experience: Over 30 years' experience as a Geologist and taught for Pima Community College from 1983-2001

Name: Hallberg, Ph.D., Jerome R.

Discipline(s): Physics (Academic), Math (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Physics, Arizona State University, Tempe, Arizona; Master of Science, Physics, Arizona State University, Tempe, Arizona; Doctor of Philosophy, Physics, Arizona State University, Tempe Arizona

Experience: Over 25 years of work as a systems engineer. No prior adult teaching experience

Name: Lopez, Maribel

Discipline(s): Education; Education-General/Post Degree (Academic)

Start Date: 1/20/15

Education: Bachelor of Arts, Low-Residency Undergraduate, Prescott College, Prescott, Arizona; Master of Education, Bilingual & Multicultural Education, Northern Arizona University, Flagstaff, Arizona

Experience: Over six years experience as a school principal and train teachers for Florence Unified School District

Name: Martinez, Nicole

Discipline(s): Theater (Academic)

Start Date: 1/20/15

Education: Bachelor of Fine Arts, Drama, Carnegie Mellon University, Pittsburgh, Pennsylvania; Master of Fine Arts, Yale School of Drama, New Haven, Connecticut

Experience: Taught children's art and dance program progressing to head creative drama and art teacher over period of three years

Name: Murashige, Linda S.

Discipline(s): Sign Language (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Physical Education, Gallaudet College, Washington D.C.; Master of Arts, Education/Special Education, California State University, Northridge, California

Experience: Taught for 23 years at the Arizona School for the Deaf and the Blind in Tucson, Arizona

Name: Sherif, Souad

Discipline(s): Agriculture and Economics

Start Date: 01/20/15

Education: Doctor of Philosophy, Renewable Natural Resource Studies, University of Arizona, Tucson, Arizona

Experience: Over 11 years' experience as a economics instructor and a consultant

Name: Tavormina, Marie

Discipline(s): Interpreter Training Program

Start Date: 01/20/15

Education: Master of Public Administration, Public Administration, University of Arizona, Tucson, Arizona

Experience: Worked as an interpreter for over 5 years

Name: Thompson, Mary Jo (MJ)

Discipline(s): Dental Assisting

Start Date: 11/3/14

Education: Associate of Science, Northwestern Michigan College, Traverse City, Michigan

Experience: Worked as a dental assistant for 20 years

Name: Vasquez, David

Discipline(s): Building Construction Technology & Electrical Utilities Technology

Start Date: 01/20/2015

Education: Bachelor of Science, Business Administration, University of Phoenix, Phoenix, Arizona

Experience: Over five years' experience working as a construction manager

Name: Waldrip, William "Ross"

Discipline(s): Geology (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Biology, University of New Mexico, Albuquerque; Master of Arts, Biology, University of California-Santa Cruz, Santa Cruz, CA; Master of Science, Geosciences, University of Arizona, Tucson, AZ

Experience: Currently the Arizona LaserChron SEM Lab Manager, Department of Geosciences, University of Arizona. Over nine years of experience teaching for Pima Community College and the University of Arizona

Name: Wilson, Thomas M.

Discipline(s): Pharmacy Technology (Occupational/Workforce), Health Information Technology (Occupational/Workforce)

Start Date: 1/20/15

Education: Associate of Applied Science, Health Information Technology, Pima Community College, Tucson, Arizona

Experience: Over sixteen years of work as a pharmacy technician. No prior adult teaching experience.

Approvals

Contact Person _____



Erica Holmes

Chancellor _____

Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/14/15

Item Number: 6

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

Recommendation:

Attached are the financial statements showing preliminary 2014/15 results through October 2014. The fiscal year 2014 Comprehensive Annual Financial Report will be summarized. Time will be provided to discuss College fiscal matters.

Justification:

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that Pima Community College concluded October with a year-to-date increase in net position through month end of approximately \$9.2 million. This is a decrease from the previous year's increase of \$11.0 million. The decrease in net position is mainly due to a decrease in tuition revenue from a decline in enrollment.

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 30.3 percent of budget, which is slightly higher than the previous year. In absolute terms, year to date Personal Services expenditures were \$36.5 million, which is higher than the same period of fiscal year 2014. This increase is mainly due to there being an additional pay period in 2014 versus 2013 as of the date of this financial report.

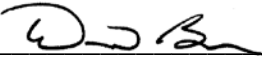
Services and Supplies expenditures are approximately 32.9 percent of the budget, which is higher than the previous year. In absolute terms, Services and Supplies expenditures were \$10.5 million, which is higher than the amount from the same period of fiscal year 2014. Transfers are lower than the previous year due to a reduction in the transfers needed for capital projects.

Statement of Net Position:

As shown in *The Statement of Net Position*, the total net position at the end of October was \$216.5 million, which is a decrease of about \$9.8 million compared to the same time last year. This represents a decrease in total assets of \$9.9 million offset by a decrease in total liabilities of \$154 thousand.

(Continued)

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)

October 31, 2014

(Preliminary)

	FY 2014/15				FY 2013/14
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Total All Funds Prior Year as of October 31, 2013
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 28,242,021	\$ 6,543,089	\$ 6,244,363	\$ 41,029,473	\$ 42,868,780
Receivables:					
Short-term Investments	25,056,754			25,056,754	34,960,457
Property Taxes	4,337,510		105,951	4,443,461	4,135,689
Accounts (net of allowances)	5,658,990			5,658,990	5,553,911
Government Grants and Contracts		2,544,572		2,544,572	2,704,151
Student Loans			13,070	13,070	61,292
Other	279,187	282,814	2,619,518	3,181,519	5,013,456
Inventories	123,137			123,137	480,964
Prepaid Expenses	863,491		9,337	872,828	857,876
Total Current Assets	64,561,090	9,370,475	8,992,239	82,923,804	96,636,576
Noncurrent Assets					
Restricted Cash and Cash Equivalents			(532,634)	(532,634)	(1,229,306)
Notes Receivable (net of allowances)			513,493	513,493	463,245
Other Long-term Investments	10,736,065		20,000,000	30,736,065	30,546,974
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			91,465,985	91,465,985	85,795,557
Construction in Progress					3,851,831
Equipment (net of depreciation)			5,261,759	5,261,759	4,257,288
Library Books (net of depreciation)			1,837,572	1,837,572	1,832,591
Total Noncurrent Assets	10,736,065		133,837,486	144,573,551	140,809,491
Total Assets	\$ 75,297,155	\$ 9,370,475	\$ 142,829,725	\$ 227,497,355	\$ 237,446,067
Liabilities					
Current Liabilities					
Accrued Payroll and Benefits	2,949,085	35		2,949,120	1,851,770
Accounts Payable and Accrued Liabilities	(283,311)	4,419	87,741	(191,151)	38,553
Deposits Held in Custody			411,219	411,219	418,324
Current Portion of Long-term Liabilities	4,296,437			4,296,437	4,219,839
Total Current Liabilities	6,962,211	4,454	498,960	7,465,625	6,528,486
Noncurrent Liabilities					
Unearned Revenue	5,250	189		5,439	17,933
Long-term Liabilities	3,551,926			3,551,926	4,630,752
Total Noncurrent Liabilities	3,557,176	189		3,557,365	4,648,685
Total Liabilities	\$ 10,519,387	\$ 4,643	\$ 498,960	\$ 11,022,990	\$ 11,177,171
Net Position					
Net Investment in Capital Assets			113,856,627	113,856,627	109,673,578
Restricted for:					
Loans			1,537,107	1,537,107	1,445,668
Debt Service			1,781,616	1,781,616	2,289,199
Other (Capital Projects)					
Grants and Contracts		551,312		551,312	1,144
Unrestricted	64,777,768	8,814,520	25,155,415	98,747,703	112,859,307
Total Net Position	\$ 64,777,768	\$ 9,365,832	\$ 142,330,765	\$ 216,474,365	\$ 226,268,896
Total Net Position: Current Year vs. Prior Year				\$ (9,794,531)	



Pima County Community College District

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Four Months Ending October 31, 2014

(Preliminary)

	FY 2014/15				FY 2013/14
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of October 31, 2013
Operating Revenues					
Tuition and Fees	\$ 22,543,072	\$ 570	\$ 619,946	\$ 23,163,588	\$ 24,851,662
Contracts	1,067,880			1,067,880	915,025
Auxiliary Enterprises		446,574		446,574	489,660
Commission and Rents	12,500	102,132		114,632	171,570
Other Operating Revenues	130,717	210,015	492	341,224	713,015
Total Operating Revenues	23,754,169	759,291	620,438	25,133,898	27,140,932
Nonoperating Revenues					
State Appropriations	3,546,750			3,546,750	3,568,300
Property Taxes	33,278,332		23,766	33,302,098	34,399,050
Federal Grants	9,458	18,741,986	139	18,751,583	18,983,141
State and Local Grants		606,975		606,975	585,470
State Shared Sales Taxes		582,286		582,286	513,707
Gifts					
Investment Income	198,728	1,066	36	199,830	447,824
Net Nonoperating Revenues	37,033,268	19,932,313	23,941	56,989,522	58,497,492
Total Revenues	\$ 60,787,437	\$ 20,691,604	\$ 644,379	\$ 82,123,420	\$ 85,638,424
Operating Expenses					
Educational and General					
Instruction	14,636,723	1,247,183	287,256	16,171,162	16,256,378
Academic Support	7,050,746	960,057	20,885	8,031,688	7,998,948
Student Services	7,428,901	859,937	751	8,289,589	8,545,071
Institutional Support	13,628,312	(168,482)	656,959	14,116,789	13,201,519
Operation and Maintenance of Plant	4,152,201	240,995	1,239,353	5,632,549	6,939,107
Depreciation			2,525,774	2,525,774	2,410,216
Student Financial Aid	560,001	17,166,239		17,726,240	18,878,613
Auxiliary Enterprises		387,202		387,202	390,369
Contingency					
Total Operating Expenses	\$ 47,456,884	\$ 20,693,131	\$ 4,730,978	\$ 72,880,993	\$ 74,620,221
Income Before Other Expenses	\$ 13,330,553	\$ (1,527)	\$ (4,086,599)	\$ 9,242,427	\$ 11,018,203
Transfers	(3,186,000)	(4,016,300)	7,202,300		
Capital Appropriations					
Capital Gifts and Grants			5,000	5,000	
Increase (Decrease) in Net Position	\$ 10,144,553	\$ (4,017,827)	\$ 3,120,701	\$ 9,247,427	\$ 11,018,203
Net Position					
Total Net Position - Beginning of Year	54,633,215	13,383,659	139,210,064	207,226,938	215,250,693
Total Net Position - End of Period	\$ 64,777,768	\$ 9,365,832	\$ 142,330,765	\$ 216,474,365	\$ 226,268,896
Total Net Position - End of Period: Current Year vs. Prior Year					\$ (9,794,531)



Pima County Community College District

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

Year To Date For Four Months Ending October 31, 2014

(Preliminary)

	FY 2014/15				FY 2013/14	
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 56,791,841	\$ 14,636,723	25.8 %	\$ 42,155,118	\$ 14,940,907	25.7 %
Academic Support	25,106,000	7,050,746	28.1 %	18,055,254	6,990,247	28.6 %
Student Services	25,487,870	7,428,901	29.1 %	18,058,969	7,028,624	29.3 %
Institutional Support	35,355,745	13,628,312	38.5 %	21,727,433	11,979,079	33.5 %
Operation and Maintenance of Plant	14,023,513	4,152,201	29.6 %	9,871,312	3,946,028	29.3 %
Student Financial Aid	1,124,000	560,001	49.8 %	563,999	603,887	92.8 %
Other Expenses						
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Fund balance reserved for contingency	12,348,032			12,348,032		
Total Expenditures by Function	\$ 173,432,001	\$ 50,642,884	29.2 %	\$ 122,789,117	\$ 55,741,849	31.5 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,592,516	\$ 2,065,480	31.3 %	\$ 4,527,036	\$ 2,014,633	31.2 %
Faculty	23,176,985	6,998,161	30.2 %	16,178,824	6,892,122	30.4 %
Additional Compensation - Faculty	1,267,169	285,131	22.5 %	982,038	227,246	16.5 %
Adjunct Faculty	12,254,995	3,480,499	28.4 %	8,774,496	3,457,813	26.0 %
Classified Staff	44,095,339	13,356,125	30.3 %	30,739,214	12,757,495	30.4 %
Other Compensation	4,473,311	1,317,570	29.5 %	3,155,741	1,414,344	26.7 %
Student Employment / Workstudy		(61)		61		
Fringe Benefits	28,654,442	8,979,260	31.3 %	19,675,182	8,802,174	30.1 %
Total Personal Services	120,514,757	36,482,165	30.3 %	84,032,592	35,565,827	29.6 %
Services and Supplies						
Communications and Utilities	6,139,892	1,904,794	31.0 %	4,235,098	1,608,181	27.8 %
Travel	2,678,806	516,906	19.3 %	2,161,900	552,502	23.2 %
Contractual Services	12,505,163	4,839,824	38.7 %	7,665,339	4,135,842	32.0 %
Supplies and Materials	7,014,166	1,469,144	20.9 %	5,545,022	1,443,220	19.0 %
Student Financial Aid	1,302,064	560,001	43.0 %	742,063	603,887	92.8 %
Current Fixed Charges	2,372,259	1,241,717	52.3 %	1,130,542	1,264,526	53.7 %
Total Services and Supplies	32,012,350	10,532,386	32.9 %	21,479,964	9,608,158	30.3 %
Capital Equipment	469,869	139,904	29.8 %	329,965	129,923	29.8 %
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Other Expenditures	1,294,000	302,429	23.4 %	991,571	184,864	15.0 %
Contingency and Reserves	15,946,025			15,946,025		
Total Expenditures by Account	\$ 173,432,001	\$ 50,642,884	29.2 %	\$ 122,789,117	\$ 55,741,849	31.5 %

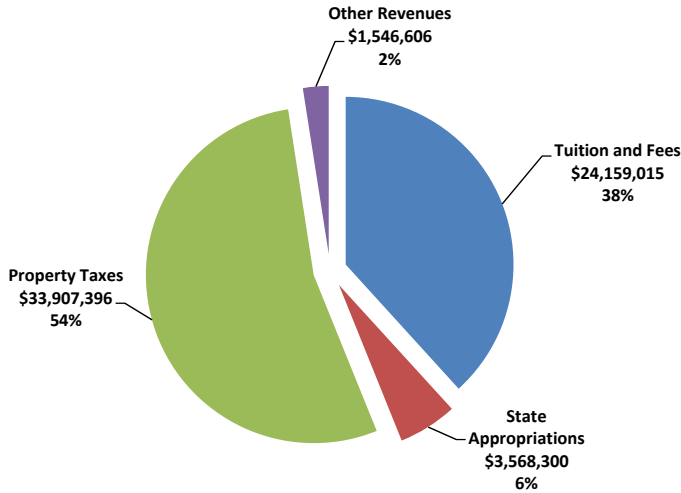


Pima County Community College District

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

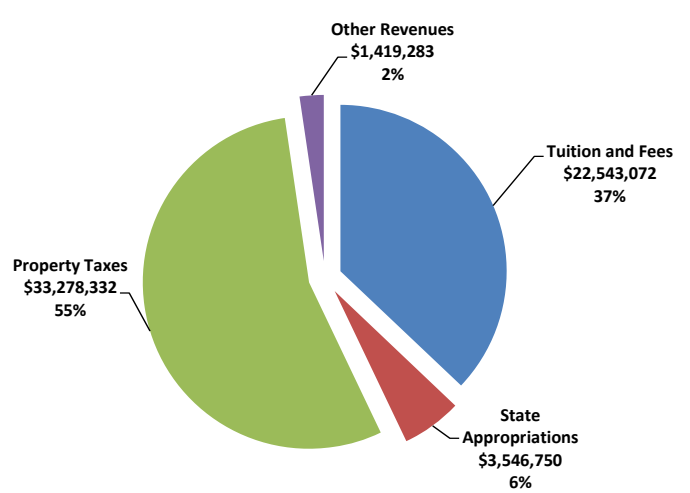
General & Designated Funds YTD Revenues - FY14 - Prior Year

For the Four Months Ending October 31, 2013

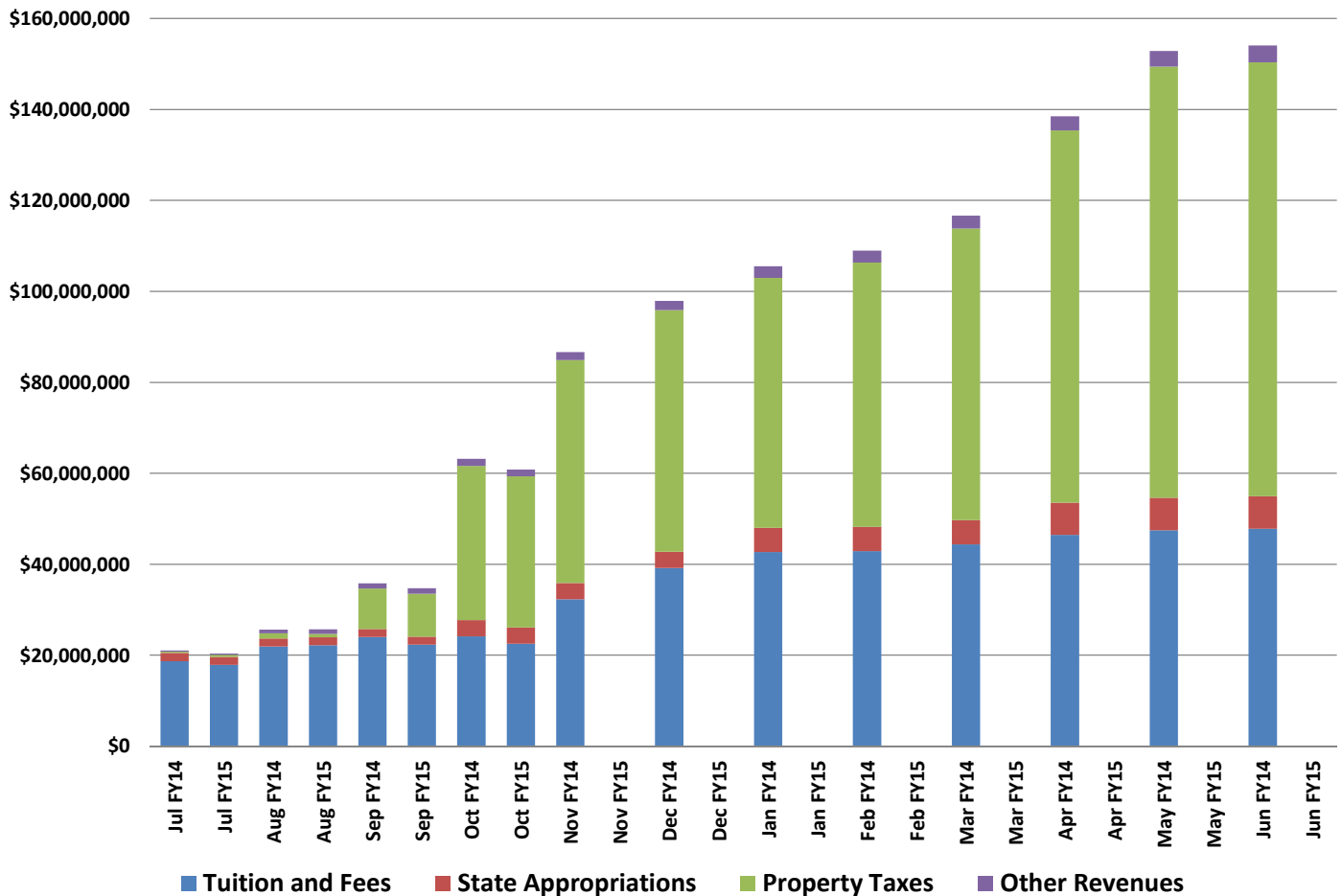


General & Designated Funds YTD Revenues - FY15 - Current Year

For the Four Months Ending October 31, 2014



General & Designated Funds YTD Revenues



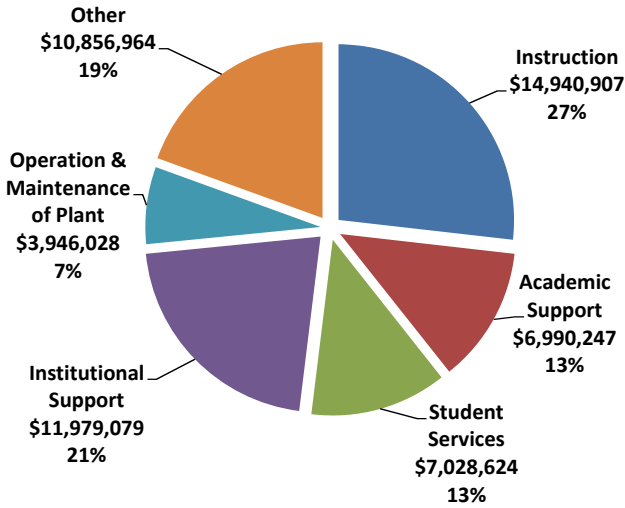


PimaCountyCommunityCollegeDistrict

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

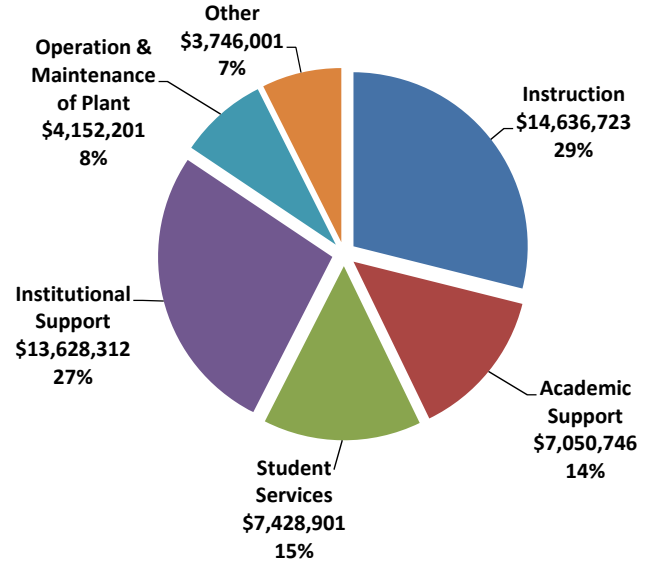
General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year

For the Four Months Ending October 31, 2013

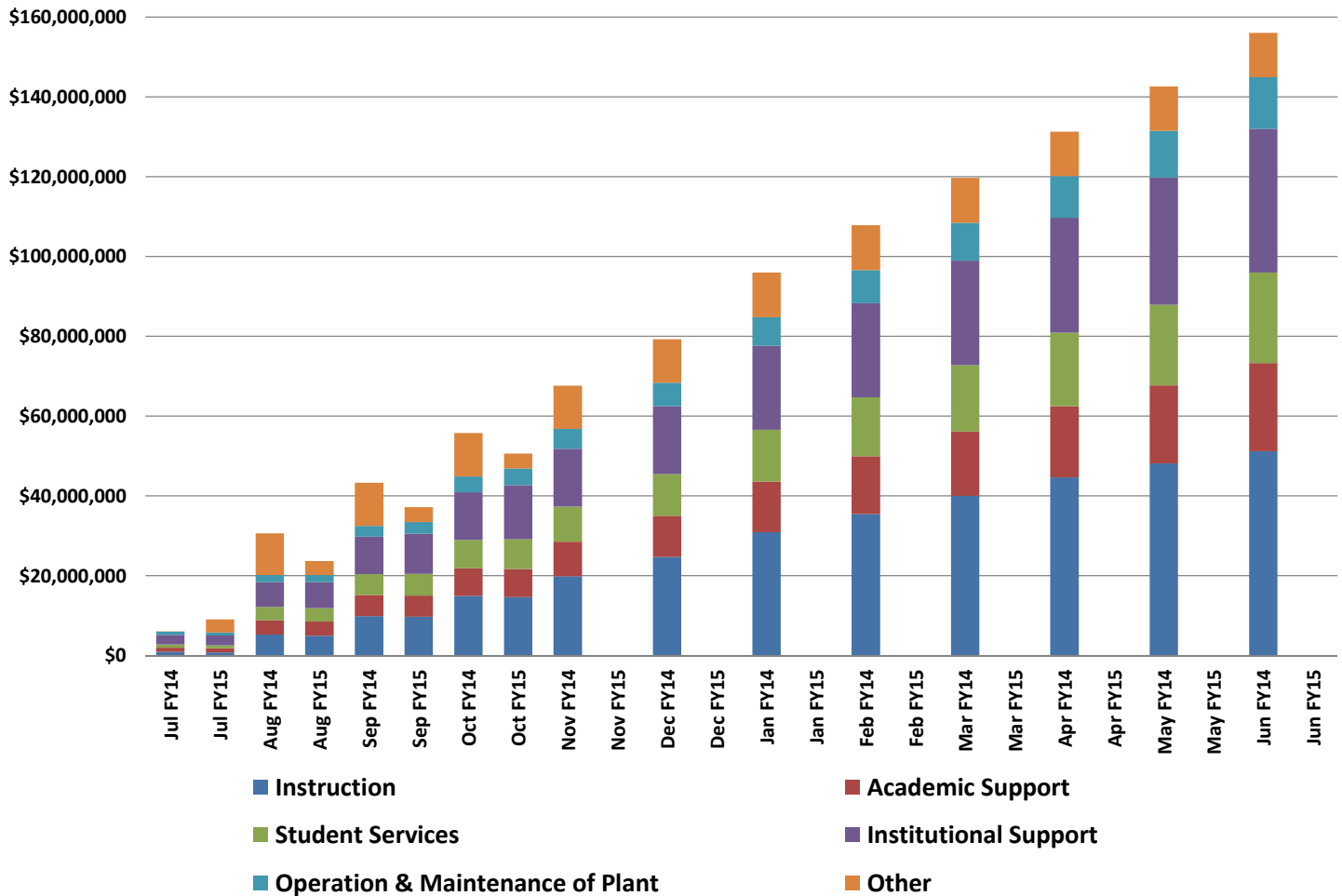


General & Designated Funds YTD Expenditures by Program - FY15 - Current Year

For the Four Months Ending October 31, 2014



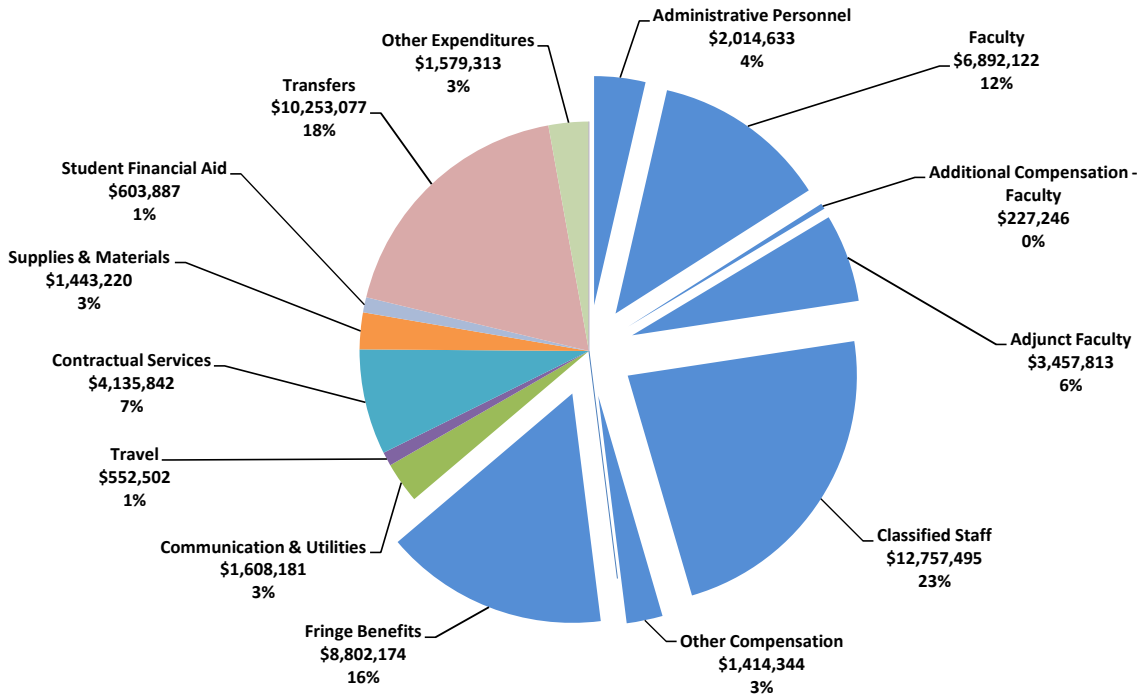
General & Designated Funds YTD Expenditures by Program



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

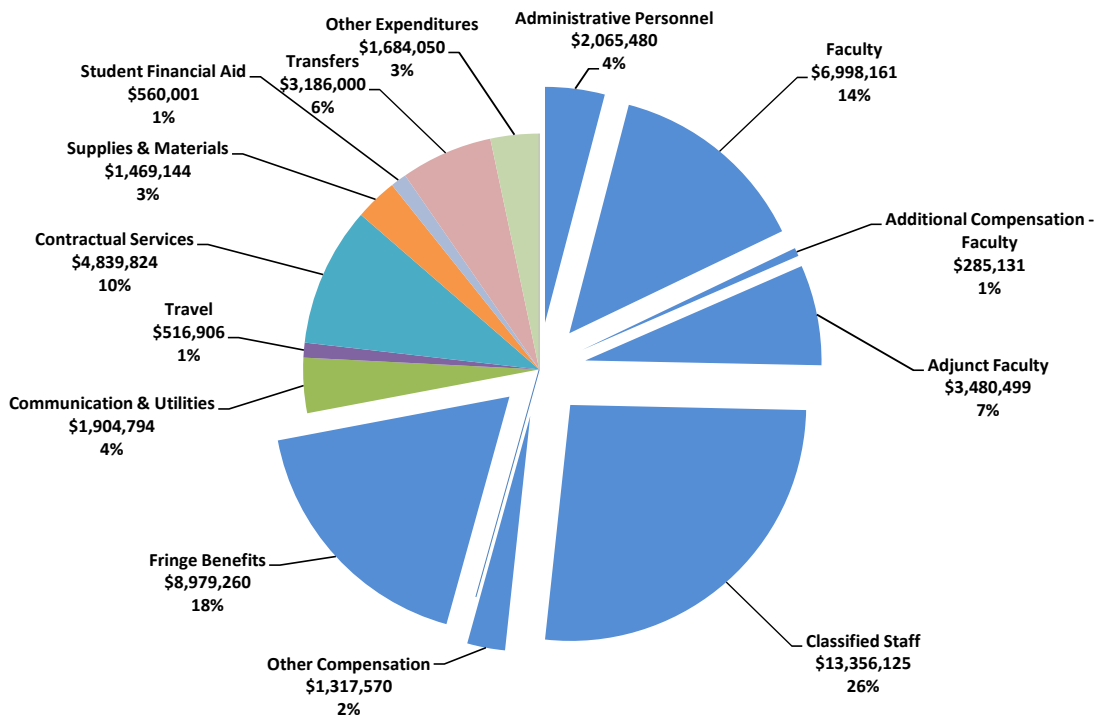
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year

For the Four Months Ending October 31, 2013



General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 15 - Current Year

For the Four Months Ending October 31, 2014





Pima County Community College District

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.



Pima County Community College District

Glossary for Financial Reports

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

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

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/14/15

Item Number: 7

Item Title	Contact Person
Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment	Charlotte Fugett Vice Chancellor for Human Resources (206-4586)

Information:

The Chancellor submits the following information regarding the increase for the Arizona Minimum Wage:

Effective January 1, 2015, the Arizona minimum wage increases to \$8.05 per hour. In order to comply with state law, the Unclassified Pay Schedule for temporary employee pay rates has changed as follows:

Grade	Title	New Rate per Hour
CD	Courier Driver	\$ 8.05
CSO	Community Service Officer	\$ 8.05 - \$10.00
MS	Maintenance Support	\$ 8.05 - \$ 9.50
INSA	Instructional Aide	\$ 8.05
CLER	Office Aide	\$ 8.05
DSS	Auxiliary Aide	\$8.05
TUTR 1	Tutor I	\$8.05
TUTR 2	Tutor II	\$8.05 - \$9.50
RA	Residential Assistant	\$8.05
RS	Residential Supervisor	\$8.15
EA1	Event Assistant I	\$8.05
EA2	Event Assistant II	\$8.05 - \$10.00
PA1	Production Assistant I	\$8.05- \$10.00

(Continued)

Governance Council
October 27, 2014
District Office Videoconference
3:00-5:00pm

Meeting Notes

In Attendance: Carlo Buscemi, Shelby Deibel, Kim Lisa Duchicela, Joe Labuda, Joe Langlois, Lorraine Morales, Alec Moreno, Jeff Silvyn, Debbie Yoklic, Mykle Zoback

Not In Attendance: Manny Amado, Fernanda Gonzalez Van-Pratt, Don Harp, Lee Lambert

1. Introductions:

2. Agenda Modifications: NONE

3. Approval of Minutes of 9/22/14 and 10/13/14: Approved

4. Evaluation of Governance Council - Lorraine

Received feedback on survey questions for Governance Council members and college community. PIR is editing and formatting the survey. Surveys to be sent early next week. Developing and implementing a communication strategy. Establishing timeline for survey/assessment academic. Education plan to be developed based on survey feedback.

Discussion about the number of years serving on the group came up and members agreed that in regards to members serving on the Governance Council some members should serve longer than 2 to transition new members and bring them up to date and to have consistency and continuity within the committee.

5. Committees - Debbie

A) **Review of Standing Committee Structure**-Six weeks ago the Governance Council agreed to attend standing committees to talk and discuss with them, from their point of view, questions such as: what is their purpose? Do they think they should exist? Whom do they think they should report to? Debbie already attended the Safety committee. Debbie created a grid with all the standing committees and asked the members she needs volunteers to attend a number of these standing committees to get feedback. Debbie and members agreed on who would attend what committee meetings including dates and times. This initiative started at the request of the Chancellor. Members agreed that the face to face with these committees will be beneficial and help get Governance Council recognition.

B) **Standing committees vs. Task Forces -**

Debbie and committee members went into discussion about characteristics of both committees as well as pros and cons of both, the following was the outcome:

Standing Committee - They exist until told otherwise; their charges can be out of date. There is a process for selection, with a call for volunteers put out in March; volunteer lists are organized and recommendations are made by Staff Council and Faculty Senate. What are the pros and cons? Standing Committees and Task Forces sometimes overlap in their work. Some standing committees are too large and outcomes may take too long. There needs to be a clearer definition of a standing committee.

Task Forces - They meet for a defined length of time with defined tasks; sometimes task forces transition to a standing committee. There is not a defined process for member selection for Task force committees. What are the pros and cons? Limited time and quicker execution, they need to be smaller. There needs to be a clearer definition of a Task Force. If a Task Force is given an issue, they should be given the authority to see it through and get to the end result.

Debbie recognized that the committee brought up good suggestions; there appears to be consensus that both Standing and Task Forces should both exist. Debbie asked Governance Council members which one they have had more positive experiences with. Members stated that Task Forces are more rewarding to be part of.

6. Role of Governance Council, Continuation - Jeff

Jeff asked the committee what it feels its next move should be following Gwen Joseph's presentation. Members agreed that we do not fit the Ad Hoc model. Jeff mentioned that depending of Governance Council's role we may fit in more than one place. Jeff advised about incorporating a decision flow chart to classify issues/situations to know exactly where they need to go. The purpose of this is if a situation is minor then the people in that department should lead and make a decision, but if it's larger then that person/committee or if it's the Governance Council should be identified. In regards for the Governance Council taking a lead in decision making, a member stated that Governance Council should know the issues that go through Chancellors Executive Cabinet in order to be involved and give our opinion and advice. Jeff stated that Governance Council is still in its early stages where changes can be made; there is room for improvement and direction. Debbie asked the group to review Gwen's PowerPoint once more and see where Governance Council fits. Discussion will continue at the next meeting.

7. Open Forums Items - There were none.

Adjourned - 4:32pm

Next Meetings - November 10, 3-5, DO B218

November 24, 3-5, videoconference locations

Governance Council
November 10, 2014
District Office B-218
3:00-5:00pm

Meeting Notes

In Attendance: Manny Amado, Carlo Buscemi, Kimlisa Duchicela, Fernanda Gonzalez Van-Pratt, Joe Labuda, Joe Langlois, Alec Moreno, Jeff Silvyn, Nancee Sorenson, Debbie Yoklic

Not In Attendance: Shelby Deibel, Don Harp, Lee Lambert, Lorraine Morales, Mykle Zoback

1. **Agenda Modifications:** None

2. **Approval of Minutes of 10/27/14:** Approved

3. **AZ SARA Council representative report - Kate Schmidt**

Kate Schmidt updated the committee on SARA, State Authorization Reciprocity Agreement, which is a voluntary agreement among member states and U.S. territories that establishes comparable national standards for interstate offerings of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. Kate advised that information can be found at the PCC website under new students/Apply/Online students residing outside Arizona. Pima is currently working with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states. SARA meetings will take place in the Spring.

4. **Budget Committee Update - Dave Bea**

Dave let the committee know that a creation of a group is being developed to ensure that budget and planning are integrated. This group is an offshoot of the strategic planning group and will be taking a look at the current process and procedures to ensure there's good integration with strategic planning and establishing criteria with budgeting priorities going forward. The following are items that will be looked into:

-Identifying what things is mission critical; knowing how to establish what is mission critical

-Getting a more inclusive budgeting process

Dave stated that they had an informative conversation with the Board of Governors at the Study Session of November talking about the state of the finances as we enter a challenging time. Two critical keys for this is that the state budget situation is poor and most likely getting worse, and the current year deficit is expected to be around \$500 million. Next year the deficit is expected to be \$800 million.

The governor-elect will be likely fighting the K-12 judgment. Arizona Tax Research Association (ATRA) will be using Community Colleges as one of their legislative platforms and will look at expenditure limitations. This puts a cap on how much you can spend depending on enrollment. ATRA is trying to set it at an accurate actual number. This affects PCC due to the difference between projected enrollment, 23,000 and the actual enrollment of 18,000. Moving forward we will need to recalibrate the budget and come up with strategies for a more realistic budget.

5. Role of Governance Council - Jeff

Jeff wanted the committee to give their opinion on the role of Governance Council and where it fits in the model. Presented by Gwen Joseph, Jeff asked the committee if they have suggestions about what issues they feel Governance Council should look into. Discussion about the development of Governance Councils at each campus came up as well. Members agreed Governance Council should be under District-wide Leadership since we are giving our recommendations to the Chancellor. Debbie has an upcoming meeting with Gwen Joseph and will bring up questions to her at that time.

Nancee Sorenson was introduced to the committee as the replacement for Michael Tulino.

6. Committee Research Update - Debbie

Debbie passed out a grid with all the committee meetings that are remaining. Debbie asked the members who could attend the committees meetings that were left without a person present. Debbie touched base on what questions to ask during these meetings, which includes if they believe that committee should exist? If the charge is right? Is the structure right? Whom do they think they should report to? Etc.

7. Open Forum (Council members only)

Will continue this item for next meeting

Meeting Adjourned at 4:30pm

Future Meetings: 11/24/14, 3-5pm, B-218

12/08/14, 3-5pm, B-218

References: Authorization, The State, and Reciprocity Agreements:. *SARA* (n.d.): n. pag. *Higher Education Needs a New Way for States to Oversee the Delivery of Postsecondary Distance Education*. National Council for State Authorization Reciprocity Agreement. Web. 12 Nov. 2014.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 9A

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on November 19, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on November 19, 2014 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
November 19, 2014

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, November 19, 2014 at 3:00 p.m., in the Board Conference Room, Room C-228, District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1010.

Persons in Attendance

Board Members

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

General Counsel

Jeffrey Silvyn

Recording Secretary

Gabriela De Echávarri

Administration/Staff

Lee Lambert

Call to Order

David Longoria called the meeting to order at 3:10 p.m.

**Motion to conduct
Executive Sessions**

Motion No. 201411-01

Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. A.R.S. § 38-431.03(A)(1) discussion and consideration of personnel issues, A.R.S. A.R.S. § 38-431.03(A)(2) discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law and A.R.S. §38-431.03(A)(3) legal advice, A.R.S. § 38-431.03(A)(4) consultation and legal advice, A.R.S. § 38-431.03(A)(5) discussion regarding

Meet and Confer preparation and A.R.S. § 38-431.01(A)(7) Discussion concerning real property.

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 3:11 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:20 p.m.

Adjournment

The meeting adjourned at 5:21 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 9B

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of November 19, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of November 19, 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, November 19, 2014 at 5:30 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, Secretary
Scott Stewart

REPRESENTATIVES TO THE BOARD

Carlo Buscemi, Adjunct Faculty
Kimlisa Salazar Duchicela, Faculty
Don Harp, Staff
Joe Langlois, Temporary Staff
Alec Moreno, Student
Manny Amado (For Nancee Sorenson),
Administrator

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor,
Finance and Administration
Terra Benson, Executive Director of Financial
Aide
Aubrey Conover, Vice President of Student
Development
Nina Corson, Academic Dean
David Doré, President, Northwest Campus

Cynthia Dooling, Vice Chancellor for
Information Technology, Interim
Dolores Durán-Cerda, Senior Assistant to the
Provost
Charlotte Fugett, President, East Campus &
Vice Chancellor for Human Resources
(Acting)
Mary Beth Ginter, Academic Dean
Diane Groover, Assistant Vice Chancellor for
Finance
Erica Holmes, Provost
Patricia Houston, Academic Dean
William Howard, Assistant Vice Chancellor
for Business Services
Gwendolyn Joseph, President, Downtown
Campus, Interim
C.J. Karamargin, Executive Director for
Public Information and Media Relations
Darla Lammers, Vice President of Instruction
Karrie Mitchell, Assistant Vice Chancellor of
Student Development
Lorraine Morales, President, Community
Campus
Brigid Murphy, Vice President of Instruction
Ann Parker, Vice President of Student
Development
Morgan Phillips, President, Desert Vista
Campus
Nicola Richmond, Assistant Vice Chancellor
for Planning & Institutional Research
Ted Roush, Vice President of Instruction
Mary Ann Martinez Sanchez, Assistant Vice
Chancellor for Academic Services
Edgar Soto, Executive Director of Athletics
Stan Steinman, Academic Dean
William Ward, Vice Chancellor, Facilities
Gregory Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, Vice President of Instruction

GENERAL MATTERS

Call to Order

David Longoria called the meeting to order at 5:35 p.m.

Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

Recognition Awards

Campus President Louis Albert welcomed the honorees and recognized their achievements. Awards were presented to students, employees and community members. Dr. Albert thanked everyone for being there.

PUBLIC COMMENT

Kathleen Baggs addressed the Board regarding Board Policy.
Pamala Beech addressed the Board regarding Adult Education.

REPORTS

Governing Board Members Reports

Chairperson's Report:

Chairperson Longoria reported on his and Board Member Stewart's attendance at the ACCT Annual Leadership Congress. Mr. Longoria also informed that plans continue to go forward with the statewide Governance Institute to be held next year. Mr. Longoria added the importance of the College's budget projection for the upcoming years.

All Board members thanked Board Member Brenda Even for her years of service to the College and the community on her role as a member of the Governing Board of the College. Dr. Even thanked everyone for their words and noted it had been a pleasure being on the College's Board.

Board Member Stewart also mentioned his attendance to the ACCT Annual Leadership Congress.

Board Secretary Lee congratulated Downtown Campus for their 40th Birthday Bash

Chancellor's Report

Chancellor Lambert began his report by thanking Board member Even for her years of service to the College.

Chancellor Lambert recognized the achievements of the men's and women's soccer teams. He also congratulated the Aztec Press for finishing second in the College Media Association's Two-Year Less –Than-Weekly Newspaper of the Year category.

Highlights of Chancellor's report included:

- Visit to El Pueblo Learning
- Visit to Public Safety and Emergency Services Institute
- AACC Fall Conference
- White House College Opportunity Summit
- International Education Week: An Evening with Ambassador Stuart Holliday event
- UA/PCC Breakfast
- Health Care Press Conference
- 40th Anniversary of Downtown Campus

Presentations/Updates

- Nic Richmond, Assistant Vice Chancellor for Planning and Institutional Research presented on Mission, Assessment and Planning Framework
- Debbie Yoklic, Assistant Vice Chancellor provided an update on Temporary/Adjunct Faculty Taskforce Update
- Charlotte Fugett, East Campus President, introduced Tiffany Bledsoe, chemistry student, who presented on the East Campus Chemistry Club being recognized by the American Chemical Society with a National Award
- Lorraine Morales, Community Campus President, provided an update on On-line Education
- Lou Albert, West Campus President, presented on the Internationalizing PCC Business Plan
- Bill Ward, Vice Chancellor for Facilities; Miranda Schubert, Student Services Advanced Specialist, and Yan Xu, presented on the recent trip to China.

Reports by Representative to the Board

Student – Alec Moreno

Student Representative Alec Moreno highlighted student sponsored activities at each of the campuses. Students did not present a recommendation/concern to the Board

Temporary Staff – Joe Langlois

Temporary Staff Representative Joe Langlois presented on the Temporary Staff. Temporary staff did not present a recommendation/concern to the Board.

Staff – Don Harp

Staff Representative Don Harp did not report on Staff Council. Staff Council did not present a recommendation/concern to the Board.

Adjunct Faculty – Carlo Buscemi

Adjunct Faculty Representative Carlo Buscemi did not have a report. Adjunct Faculty presented the following recommendation/concern to the Board: Adjunct Faculty not being considered as internal applicants for regular faculty positions.

Faculty – Kimlisa Salazar Duchicela

Faculty Representative Kimlisa Salazar Duchicela reported on the November 7 Faculty Senate Meeting. Faculty Senate did not present a recommendation/concern to the Board.

Administrator – Manny Amado on behalf of Nancee Sorenson

Administrator Representative Manny Amado, on behalf of Nancee Sorenson Nancee Sorenson, presented the administrators' report. Administrators did not present a recommendation/concern to the Board.

Clarification of the Role of the Representative to the Board

Chairperson Longoria asked General Counsel for clarification on the current policy regarding the role of Board representatives. The current Board Bylaw (Article III) states: the reports at the regular meetings of the Board of Governors will contain brief highlights of their group's activities during the preceding month and any positive recognition. They may also comment on action items on the current agenda, include group concern(s) and offer suggestion(s) for consideration by the Board. Chairperson Longoria then opened the matter for discussion.

During the discussion, it was suggested that reporting on two or three pertinent items should be sufficient. Representatives were reminded to submit their reports in writing and to include their concern(s) and suggestion(s).

Academic Reports

- Dolores Durán-Cerda, Senior Assistant to the Provost, reported on the AZ Developmental Education Summit, provided an update on the Developmental Education Plan and reported on the ArizMATYC Conference.
- Mary Ann Martinez Sanchez, Assistant Vice Chancellor for Academic Services provided an HLC Update.
- Erica Holmes, Provost, presented on the White House Commitment.
- Karrie Mitchel, Assistant Vice Chancellor for Student Services provided an update on the Student Services re-design.

Financial Report – September 2014 Financial Statements

David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the financial statements for the period ending September 2014. Dr. Bea noted that the total net position at the end of September was \$202.3 million, which is a decrease of about \$5.6 million compared to the same time last year.

INFORMATION ITEMS

Employment Information

Adjunct Faculty Appointments

Governance Council Meeting Minutes

First Reading of Board Policy Substantive Changes, New Board Policies and Deletions

These items were noted as information items.

ACTION ITEMS

Approval of Minutes

Motion No. 201411-02

Marty Cortez – M, Sylvia Lee – S, to approve the minutes of the following meetings: Study Session of October 3, 2014; Special Meeting to conduct Executive Session on October 8, 2014; Regular Meeting of October 8, 2014 and the Special Meeting on October 17, 2014.

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

Motion CARRIED.

Consent Agenda

Board Member Even requested that Item 15.5 Intergovernmental Agreement: Avra Valley Fire District be pulled and voted on separately (except for item 15.5).

Motion No. 201411-03

Scott Stewart – M, Sylvia Lee – S, to approve the Consent Agenda as presented.

- 15.1 Grant Proposal: United States Department of Education Student Support Services: Graduation, Retention, Academic Standing, and Transfer (GReAT) Program

- 15.2 Grant Proposal: United States Department of Education Student Support Services: Student Opportunities for Achievement and Retention (SOAR) Program
- 15.3 Grant Proposal: United States Department of Education Student Support Services STEM BLAST (Bridge, Launch, Academic Success, & Transition)
- 15.4 Grant Proposal: Department of Education, Pima College Adult Education (PCAE) Integrated Basic Education and Skills Training (IBEST) Grant (SHANI)
- 15.6 Contract: Roughton Investments, Inc. DBA New Horizons Learning Centers of Arizona Increase
- 15.7 Contract: Grant Writing Consultant
- 15.8 Contract: Portal Replacement
- 15.9 Lease: Aviation Technology Center
- 15.10 Curriculum Recommendations: New Programs – Workforce Response Basic Business and Industry Technology Programs
- 15.11 Curriculum Recommendations: Program Inactivation – Multiple Workforce Response Programs

Vote: All Board members present voted “aye” by voice vote.

Motion CARRIED.

Item 15.5 Intergovernmental Agreement: Avra Valley Fire District that had been pulled from the consent agenda was then addressed.

15.5 Intergovernmental Agreement: Avra Valley Fire District

Motion No. 201411-04

Scott Stewart – M, Sylvia Lee – S, to approve Intergovernmental Agreement: Avra Valley Fire District.

Vote: All Board members present voted “aye” by voice vote with the exception of Brenda Even. Brenda Even abstained.

Motion CARRIED.

ADJOURNMENT

The meeting adjourned at 10:45 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 9C

Item Title	Contact Person
Unapproved Minutes of the Special Meeting of December 1, 2014	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting of December 1, 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 Monday, December 1, 2014 at 4:00 p.m., in the 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

RECORDING SECRETARY

Gabriela De Echávarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor for Finance and Administration
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the Provost
Charlotte Fugett, President, East Campus and Vice Chancellor for Human Resources
Mary Beth Ginter, Academic Dean
Diane Groover, Assistant Vice Chancellor for Finance
Erica Holmes, Provost
William Howard, Assistant Vice Chancellor for Business Services
C.J. Karamargin, Executive Director for Public Information and Government Relations
Karrie Mitchell, Assistant Vice Chancellor of Student Services
Lorraine Morales, President, Community Campus
Brigid Murphy, Vice President of Instruction
Morgan Phillips, President, Desert Vista Campus
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Vice President of Instruction
Nancee Sorenson, Vice President of Instruction
Stan Steinman, Dean of Workforce & Business Development
William Ward, Vice Chancellor for Facilities
Deborah Yoklic, Assistant Vice Chancellor

GENERAL MATTERS

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

INFORMATION ITEMS

First Reading of Board Policy Substantive Changes and Deletions

ACTION ITEMS

Budget Scenario Planning — Fiscal Year 2015-2016

Motion No. 201412-01

Brenda Even – M, Sylvia Lee – S, to approve the Budget Scenario Planning for Fiscal Year 2015-2016.

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

Motion CARRIED.

Contract: Food Services

Motion No. 201412-02

Sylvia Lee – M, Marty Cortez – S, to approve the Contract for Food Service License.

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

Motion CARRIED.

ADJOURNMENT

The meeting adjourned at 4:34 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10

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.

- 10.1 Grant Proposal: Hearst Foundation, PCC Foundation and East Campus Faculty Professional Development Program
- 10.2 Intergovernmental Agreement: Green Valley Fire District
- 10.3 Contract: Talent Management Software
- 10.4 Federal Perkins Loan Program Liquidation
- 10.5 Curriculum Recommendations: Program Inactivation – Crime Scene Management - Certificate for Direct Employment
- 10.6 SAP Business Object Licensing
- 10.7 New Position

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10.1

Item Title	Contact Person
Grant Proposal: Hearst Foundation, PCC Foundation and EC Faculty Professional Development Program	Charlotte A. Fugett President East Campus (206-7619)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Hearst Foundation Grant for \$128,887 for one year starting March 1, 2015 – February 28, 2016 including all capital expenditures and hiring of personnel related to the grant. PCC Foundation will partner with the EC for a Faculty Professional Development Program because the Hearst Foundation requires that the grant flows through a 501(c) 3 organization.

Justification:

The goal of the Hearst Foundation grant is to offer Pima Community College Foundation Ltd. East Campus faculty a professional development training series focused on incorporating new technologies, culturally relevant pedagogy, and current modalities into classroom instruction to improve student engagement. At the East Campus (referred from here as EC), the annual operating budget is devoid of funds for professional development activities by individual faculty including professional journal subscriptions, online training and conference attendance costs. With a severe shortage of professional development funds, faculty hasn't received the latest, most innovative training to meet the needs of our unique student population and ultimately the employer community in Tucson. The grant funding will provide the following:

- In depth series of trainings specifically targeted to key areas of learning and engagement
- The creation of a faculty showcase where PCC East Campus invites our local high schools to learn about current trends and practices in instruction at the community college level
- Integration of advanced technologies, culturally relevant pedagogies, and current modalities into targeted classroom instruction
- Increased student persistence based on the incorporation of culturally relevant pedagogy and technologies that aid in student learning

The grant would provide paid training for 50 faculty to attend eight 2 hour workshops. The professional development program will be evaluated by demonstrating an increase in faculty participation, early adoption of training content, and an increase in completion among key student populations.

Financial Considerations:

The total grant amount being requested is \$128,887 for one year. The table below illustrates the expense items to be supported by this grant.

(Continued)

Pima County Community College District

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10.2

Item Title	Contact Person
Intergovernmental Agreement: Green Valley Fire District	Dr. Lorraine Morales President Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the acceptance of a five year IGA for Educational Services to allow Pima Community College's Public Safety and Emergency Services Institute to establish a framework within which both parties will exchange services and/or goods that will benefit Green Valley Fire District and Pima Community College. This includes Fire Science, Emergency Medical Technology, Paramedic Training and Vehicular Rotations.

Justification:


Green Valley Fire District requests that PCC's Public Safety and Emergency Services Institute partner with them to provide Fire Science, Emergency Medical Technology, and Paramedic training to their employees. As part of the IGA, Green Valley Fire District will allow PCC students to participate in vehicular rotations to gain field experience.

Financial Considerations:

Pima Community College will submit quotes to Green Valley Fire District as services are requested. These quotes will be based on current tuition rates as well as miscellaneous fees.

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

Approvals

Contact Person 
Dr. Lorraine Morales

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10.3

Item Title

Contact Person

Contract: Talent Management Software

Charlotte A. Fugett
Vice Chancellor for
Human Resources (206-4624)

Recommendation:

The Chancellor recommends the Board of Governors approve a contract with Ellucian for the provision of a cloud-based, comprehensive talent management software platform. The platform will provide the College with electronic means of managing employee performance and learning plans, development programs, training initiatives, and other initiatives while providing an enhanced applicant and employee experience. This solution will run seamlessly alongside our existing Banner ERP solution while still leveraging existing software assets. Budgeted capital funds have been allocated for implementation and first year's license. Ellucian has quoted implementation and first year's license at a one-time fee of \$254,538 and licensing for each additional year at \$91,200.

Justification:

In September, the District issued a Request for Proposal (RFP) for the provision of a talent management software platform encompassing applicant tracking, performance management, and learning management functionalities. The District currently contracts with PeopleAdmin, Inc. for applicant tracking services and with Skillsoft, Ltd. for learning content. A current contract does not exist for the provision of performance management services, as this function is administered on paper by Human Resources. District staff developed the RFP to identify a qualified vendor to furnish all aspects of an integrated talent management system for the District, as the current systems are not meeting the needs of the College. The District's overall goal in soliciting a vendor was to provide a software solution that would not only run seamlessly alongside our existing infrastructure, but also position the College to be increasingly proactive in attracting, developing, and retaining quality employees. Functionality within the system will also greatly reduce the number of hours our employees spend navigating cumbersome business processes as well as afford an opportunity for a systematic redesign of those processes during implementation. The vendor would demonstrate a strategic approach to talent management, focusing on adaptability, data-driven planning and customer satisfaction.

The District proposed to license to the successful vendor for an initial one-year (1) term with four one-year (1) renewal options identified in the RFP for the vendor to provide a talent management platform. The District expected vendors to showcase a solution that would meet the needs of the ever-changing landscape of the College and provide necessary flexibility. In addition, vendors were expected to demonstrate their solution's ability to integrate with the College's existing assets. Vendors who proposed cookie-cutter, homogenous, one-size-fits-all solutions would not score favorably.

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION

Meeting Date: 1/14/15

Item Number: 10.4

Item Title	Contact Person
Federal Perkins Loan Program Liquidation	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

Administration is requesting authorization to voluntarily withdraw from the Federal Perkins Loan Program and close-out loan assignments to the U. S. Department of Education.

Background:

The U. S. Department of Education (DOE) administers the Federal Perkins Loan Program, which provides low interest loans to assist students with the costs of postsecondary education. The Perkins Loan Program is funded through three sources: (1) Federal Capital Contributions which are loaned to the institution; (2) Institutional Capital Contributions; and (3) loan interest paid by the student borrower.

Increasing loan default rates across the country prompted the DOE to restructure its loan programs in 2010. The Federal government has not appropriated funding for the Federal Perkins Loan Program since Fiscal Year 2009, and the program has repeatedly been considered for elimination. Since the time when the government stopped appropriations the College stopped advancing new loans to students. The Department of Education urges schools to liquidate the Perkins Loan Portfolio if it is no longer advancing Perkins Loan funds to students. The College would benefit from liquidating its Perkins Loan Portfolio because the program is expensive to administer and the historically high default puts pressure on other financial aid programs at the College. Since the restructuring of the Federal Student Loan program in 2010, all federal loans are now processed directly through the Federal Direct Loan Program. This allows the federal government to regulate interest rates and offer more generous repayment terms to students. These benefits make the need for Pima Community College to offer Perkins loans no longer necessary.

The DOE is allowing educational institutions with outstanding student loans to voluntarily withdraw from participation in the Federal Perkins Loan Program. Schools may liquidate their Perkins portfolio by assigning the remaining loans to the DOE. Once the assignment has been accepted by the DOE, the DOE becomes the holder of the loan and the College no longer has responsibility for collection of the outstanding balance. The College remains responsible for the collection of outstanding loans that are not accepted for assignment by the DOE; however, the number of these loans at the College will be minimal.

(Continued)

Closing out the Federal Perkins Loan Program will require an independent Perkins Program Liquidation Audit, which will be included in the fiscal year 2015 year-end financial audit. Audit procedures include a calculation of the final Federal Capital Contribution that is to be returned to DOE. Because of this, there may be a write-off of un-assignable loans. The repayment of the Federal Capital Contribution and write-down adjustment will reduce the fund balance on the Statement of Net Position.

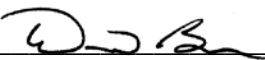
Financial Impact:

The estimated close-out amount is expected to range from \$800,000 to \$1,000,000, the majority of which will be the repayment of the Federal government's share of the Perkins Loan funds.

Timeline (tentative):

<i>September – December 2014</i>	Loan assignments approved by Department of Education
<i>September – December 2014</i>	Notification to students and third party servicer
<i>January 2015</i>	Upon Board approval, submit Intent to Liquidate to DOE
<i>January – March 2015</i>	DOE affirms acceptance of assigned loans
<i>July 2015</i>	Independent Perkins Program Liquidation Audit and close-out
<i>November 2015</i>	Perkins Program Liquidation Audit Report

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: 1/14/15

Item Number: 10.5

Item Title	Contact Person
Curriculum Recommendations: Program Inactivation – Crime Scene Management - Certificate for Direct Employment	Dr. Erica Holmes Provost and Executive Vice Chancellor (206-4999)

Recommendation:

Per Board Policy 3106, Curriculum Development, the Chancellor recommends that the Board of Governors approve the inactivation of Crime Scene Management - Certificate for Direct Employment. The Community Campus has requested inactivation of these programs based on Program Review.

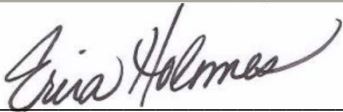
Justification:

The Community Campus requests inactivation of the above programs because of a lack of employment opportunities in Southern Arizona in the field of forensics and crime scene management. The Academic Dean for Workforce & Business Development and PSESI have determined that this program should no longer be a credit certificate program. The student demand for the Crime Scene Management Program has been astronomical since its inception, but it does not result in employment in the community. We are encouraging that these classes become non-credit, personal interest, or continuing education offerings.

Financial Considerations:

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

Approvals

Contact Person 
Erica Holmes

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10.6

Item Title	Contact Person
SAP Business Object Licensing	Cindy Dooling Interim Vice Chancellor for Information Technology (206-4809)

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of additional software licensing from Fusion Consulting, a SAP reseller.

Justification:

SAP is the developer of the software used for Pima Reports. After a recent audit it was determined that additional licensing is required to satisfy our software license agreement. As a SAP Partner Edge Gold partner and the registered reseller for this transaction, Fusion Consulting is provided an exclusive discount for this transaction with Pima Community College.

Financial Considerations:

The total cost for this year is \$183,061.23 and includes taxes, the initial purchase of \$89,511.50 in new licensing, and annual maintenance/support of \$79,832.94. This also results in an annual increase of \$18,053.78 over the existing maintenance and support fees.

Approval

Contact Person: *Cindy Dooling*
Cindy Dooling

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

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/14/15

Item Number: 10.7

Item Title	Contact Person
New Position	Charlotte Fugett Vice Chancellor for Human Resources (206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Director of Assessment position.

Justification:

This is a new position reporting to the Assistant Vice Chancellor, Planning and Institutional Research and will serve as the point-of-contact for all assessment activities including instructional and co-curricular assessments. The Director of the Office of Assessment directs the activities and leads the development of assessment training for the College. Also directs the collection of assessment data; coordinates the administration engagement surveys; and leads the assessment work group.

Duties and Responsibilities:

- Works directly with faculty, staff, and administrators to define learning/success outcomes and to design direct and indirect assessments to contribute to improved student success.
- Develops and coordinates assessment of non-academic operations of the college as part of overall institutional effectiveness processes.
- Creates or identifies qualitative assessment instruments (e.g., surveys, interviews, focus groups) for gathering data to inform the assessment and Institutional Effectiveness processes at all levels.
- Develops a schedule of student surveys and coordinates the administration of institutional survey instruments (e.g. graduating student survey) including entrance, exit, graduate, employer, and transfer surveys.

Financial Considerations:

The salary grade for this position is D61 – Step 1: \$80,033. Allocated to Institutional Support Administration.

Approvals

Contact Person Charlotte Fugett
Charlotte Fugett

Chancellor Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 1/14/15

Item Number: 12-13

Item Title	Contact Person
Reports	Chancellor's Office (206-4747)
12. Reports by Representatives to the Board	
13. Chancellor's Report	

Approval

Chancellor _____
Lee D. Lambert, J.D.