

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA  
FEBRUARY 4, 2015**

NOTICE OF REGULAR GOVERNING BOARD MEETING

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

AGENDA FOR MEETING\*

General Matters

1. Call to Order
2. Pledge of Allegiance
3. Public Comment – Call to Audience

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

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

Information Items

5. Employment Information
6. Adjunct Faculty Appointments
7. Faculty Regular Appointments for Fiscal Year 2015-2016

Information Items (*Continued*)

8. Financial Report — November 2014 Financial Statements and Budget Scenario Planning FY 2016
9. Governance Council Meeting Minutes
10. Board Policy Substantive Changes — First Reading

Action Items

11. Approval of Minutes of the following meetings:
  - A. Special Meeting of January 14, 2015
  - B. Special Meeting to conduct Executive Session on January 14, 2015
  - C. Annual/Regular Meeting of January 14, 2015
12. Consent Agenda
  - 12.1 Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
  - 12.2 Non-substantive Changes to Board Policies
  - 12.3 Contract: Marketing and Advertising Services, Fiscal Year 2014-2015
  - 12.4 Contract: Security Services
  - 12.5 Contract: Consultant Services for a Facilities College Wide Master Plan
  - 12.6 Contract: Third Party Evaluator for Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program
  - 12.7 HomeGoods, Inc. Foreign Trade Zone Intergovernmental Agreement

Other Action Items

13. Appointments to the Board of Governors' Finance and Audit Committee
14. Amendment to Optional Retirement Plan for College Employees
15. College Planning Parameters

## Reports

16. 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 – Mays Imad
    - Administrator – Brian Stewart
  
17. 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  
March 11, 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](http://www.pima.edu/board/packets).
  
- \* To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

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

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

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### GENERAL MATTERS

Meeting Date: 2/4/15

Item Number: 1-4

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

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Governing Board Member Remarks

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#### Approval

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

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### INFORMATION ITEM

Meeting Date: 2/4/15

Item Number: 5

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:

#### Faculty:

##### **Bakehouse, Derek**

Title: Instructional Faculty, 1-semester Provisional Appointment  
Rate of Pay: \$43,580  
Start Date: 1/20/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Adjunct Instructor

##### **Karlberg, Kathy**

Title: Instructional Faculty  
Rate of Pay: \$57,032  
Start Date: 1/20/2015  
Highest Degree Earned: Master of Science, Nursing  
Awarding Institution: Grand Canyon University  
Most Recent Previous Job: Registered Nurse

##### **Rocci, Keith**

Title: Educational Support Faculty, 1-year Provisional Appointment  
Rate of Pay: \$50,555  
Start Date: 11/17/2014  
Highest Degree Earned: Master of Education, Educational Leadership  
Awarding Institution: Northern Arizona University  
Most Recent Previous Job: Instructional Designer

##### **Taylor, Joanne**

Title: Instructional Faculty, 1-semester Provisional Appointment  
Rate of Pay: \$43,580  
Start Date: 1/12/2015  
Highest Degree Earned: Master of Arts, History  
Awarding Institution: East Carolina University

(Continued)

Most Recent Previous Job: Adjunct Instructor

**Staff:**

**Burke, Brandi**

Title: Student Services Advanced Specialist  
 Rate of Pay: \$21.71  
 Start Date: 1/20/2015  
 Highest Degree Earned: Master of Science, Counseling  
 Awarding Institution: California State University  
 Most Recent Previous Job: Pathway to Academic Success Probation Program Coordinator

**Carillo, Carlos**

Title: Information Technology Advanced Analyst  
 Rate of Pay: \$56,308  
 Start Date: 1/05/2015  
 Highest Degree Earned: Master of Business Administration  
 Awarding Institution: University of Phoenix  
 Most Recent Previous Job: CampusVue Applications Analyst II

**Cota, Karla**

Title: Laboratory Technician  
 Rate of Pay: \$15.65  
 Start Date: 1/20/2015  
 Highest Degree Earned: No Post- Secondary Degree  
 Awarding Institution: N/A  
 Most Recent Previous Job: Laboratory Technician

**Joyce, Kathleen**

Title: Fiscal Support Specialist  
 Rate of Pay: \$18.83  
 Start Date: 1/05/2015  
 Highest Degree Earned: Bachelor of Arts, Liberal Arts  
 Awarding Institution: Sarah Lawrence College  
 Most Recent Previous Job: Fiscal Support Specialist

**Lorien, Misty**

Title: Advanced Program Coordinator  
 Rate of Pay: \$50,383  
 Start Date: 1/20/2015  
 Highest Degree Earned: Bachelor of Science, Biology  
 Awarding Institution: Sacred Heart University  
 Most Recent Previous Job: Corresponding Secretary

**Murphy, Chris**

Title: Program Specialist  
 Rate of Pay: \$50,383  
 Start Date: 1/20/2015  
 Highest Degree Earned: Bachelor of Science, Athletic Training  
 Awarding Institution: Northern Arizona University  
 Most Recent Previous Job: Athletic Trainer/Athletic Director

**Van Scoyk, James**

Title: Information Technology Supervisor  
 Rate of Pay: \$56,308  
 Start Date: 1/05/2015  
 Highest Degree Earned: No Post-Secondary Degree  
 Awarding Institution: N/A  
 Most Recent Previous Job: Information Technology Manager

**Weirich, Kurt**

Title: Senior Auditor  
 Rate of Pay: \$63,726  
 Start Date: 1/20/2015  
 Highest Degree Earned: Master of Business Administration  
 Awarding Institution: University of New Mexico  
 Most Recent Previous Job: Information Technology Compliance and Audit Manager

**Wellborn, Dan**

Title: Fiscal Advanced Analyst  
 Rate of Pay: \$56,308  
 Start Date: 1/05/2015  
 Highest Degree Earned: Bachelor of Science, Business Administration  
 Awarding Institution: Northern Arizona University  
 Most Recent Previous Job: Investor Services Professional

**Administrators:****Moses, M.A, Bruce****Assistant Vice Chancellor for Accreditation**

Salary: \$131,235 District Office  
 Effective: 3/02/2015  
 Education: Bachelor of Business Administration; Bachelor of Science, Administrative Management; Master of Arts, Educational Leadership in Higher Education; Eastern Michigan University.  
 Experience: Mr. Moses has eight years experience as a consultant for the Higher Learning Commission. He has seven years experience as administrative manager and director of continuous improvement and planning for Eastern Michigan University, Ypsilanti, Michigan. He also has two years experience as executive director of institutional effectiveness for Northwest Arkansas Community College, Bentonville, Arkansas.

**Recruitment Overview:**

An external recruitment was conducted. Nine candidates were invited to interview by phone/video. Four candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Erica Holmes, Provost.

**Roark, Ph.D Ian****Vice President of Workforce Development**

Salary: \$134,384

Community Campus

Effective: 3/02/2015

Education: Bachelor of Music, Music, Angelo State University; Master of Education, Educational Leadership, University of Texas of the Permian Basin; Doctor of Education, Educational Leadership, University of Texas at San Antonio.

Experience: Dr. Roark has four years experience as executive dean of career technical & workforce education with Odessa College, Odessa, Texas. He has four years experience as director of career & technical education/P-16 coordinator with Ector County Independent School District, Odessa Texas. He also has three years experience as social studies coordinator for Ector County Independent School District, Odessa, Texas.

**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. Lorraine Morales, President, Community Campus.

**Zirbes, Ph.D Darla****Acting Campus President**

Salary: \$155,138

East Campus

Effective: 2/09/2015

Education: Associate of Arts, Liberal Arts, Bismarck State College; Bachelor of Science, Elementary Education, Moorhead State University; Master of Education, Elementary Education, Northern Arizona University; Doctor of Philosophy, Literacy, Language Acquisition, and Education, University of Arizona.

Experience: Dr. Zirbes has four years experience in multiple capacities with Pima Community College to include vice president of instruction, vice president of student develop and acting campus president. She has five years experience as director of Pima County programs with the University of Arizona. She also has over ten years experience teaching in K-12 and higher education.

**Recruitment Overview:**

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



**Acting Assignments:****Sotomayor, Alba**

Effective: 1/12/2015  
 From: Fiscal Support Specialist, Accounts Payable  
 To: Fiscal Support Specialist, Purchasing

**Urbalejo, Carissa**

Effective: 2/02/2015  
 From: Program Assistant, Faculty Resource Center  
 To: Program Assistant, Center for Learning Technology

**Temporary:****Anderson, Robyn**

Title: Tutor II  
 Rate of Pay: \$9.50  
 Start Date: 2/12/2015  
 Highest Degree Earned: Associate of Arts, Liberal Arts-Political Science  
 Awarding Institution: Pima Community College  
 Most Recent Previous Job: Recreation Aid Instructor

**Bain, Corrie**

Title: Instructor  
 Rate of Pay: \$21.38  
 Start Date: 1/12/2015  
 Highest Degree Earned: No Post-Secondary Degree  
 Awarding Institution: N/A  
 Most Recent Previous Job: Barista

**Barrett, James**

Title: Tutor II  
 Rate of Pay: \$9.50  
 Start Date: 2/12/2015  
 Highest Degree Earned: Associate of Applied Science, Paramedicine  
 Awarding Institution: Pima Community College  
 Most Recent Previous Job: Business Development Manager

**Bays, Kevin**

Title: Instructor  
 Rate of Pay: \$21.38  
 Start Date: 1/5/2015  
 Highest Degree Earned: Master of Information, Resources and Library Science; Master of Arts, History  
 Awarding Institution: University of Arizona  
 Most Recent Previous Job: Public Program Specialist II

**Brooks, Kristin**

Title: Tutor II  
 Rate of Pay: \$9.50  
 Start Date: 2/12/2015  
 Highest Degree Earned: Associate of Applied Arts, Fashion Design  
 Awarding Institution: Pima Community College  
 Most Recent Previous Job: Embroiderer

**Culver, Dobbin**

Title: Workforce Trainer  
 Rate of Pay: \$15.00  
 Start Date: 2/12/2015  
 Highest Degree Earned: Associate of Applied Science, Fire Science  
 Awarding Institution: Pima Community College  
 Most Recent Previous Job: Firefighter/EMT

**Dougall, Richard**

Title: Instructor  
 Rate of Pay: \$21.38  
 Start Date: 2/12/2015  
 Highest Degree Earned: Bachelor of Science, Engineering  
 Awarding Institution: University of Anchorage  
 Most Recent Previous Job: Business Owner/CEO

**Kent, Ann**

Title: Tutor II  
 Rate of Pay: \$9.50  
 Start Date: 2/12/2015  
 Highest Degree Earned: Bachelor of Arts, Political Science  
 Awarding Institution: University of Arizona  
 Most Recent Previous Job: Records Manager

**Li, Chun Wing**

Title: Tutor  
 Rate of Pay: \$8.05  
 Start Date: 2/12/2015  
 Highest Degree Earned: No Post-Secondary Degree  
 Awarding Institution: N/A  
 Most Recent Previous Job: N/A

**Lindflott, Aaron**

Title: Tutor II  
 Rate of Pay: \$9.50  
 Start Date: 2/12/2015  
 Highest Degree Earned: No Post-Secondary Degree  
 Awarding Institution: N/A  
 Most Recent Previous Job: Metalworker

**Otero, Xavier**

Title: Workforce Trainer  
Rate of Pay: \$15.00  
Start Date: 2/12/2015  
Highest Degree Earned: Bachelor of Science, Finance  
Awarding Institution: University of Arizona  
Most Recent Previous Job: Firefighter

**Pelphrey, Keri**

Title: Tutor  
Rate of Pay: \$8.05  
Start Date: 1/13/2015  
Highest Degree Earned: No Post-Secondary Degree  
Awarding Institution: N/A  
Most Recent Previous Job: Bookkeeper

**Spanarella, John**

Title: Workforce Trainer  
Rate of Pay: \$15.00  
Start Date: 02/12/15  
Highest Degree Earned: Associate of Applied Science, Fire Science  
Awarding Institution: Pima Community College  
Most Recent Previous Job: Fire Captain/Training Officer

**Retirements:**

**Freitag, David A.**

Information Technology Principal Analyst  
DO – Development Services  
Start Date: 10/19/09  
End Date: 1/9/15

**Grimm, Lori**

Instructional Faculty  
DV – Languages, Reading, Cultural and Culinary Arts  
Start Date: 8/19/96  
End Date: 1/16/15

**Gutierrez, Guadalupe A.**

Instructional Faculty  
WC – Nursing  
Start Date: 8/21/89  
End Date: 5/21/15

**Lindbeck, Lee Ann**

Fiscal Advanced Analyst  
DO – Grants Resource Office  
Start Date: 2/19/07  
End Date: 1/9/15

**Ramirez, Cecilia G.**

Advanced Program Coordinator  
CC – Adult Education  
Start Date: 7/15/02  
End Date: 11/21/14

**Reynolds, Carolyn M.**

Campus Director  
WC – Administrative Services  
Start Date: 11/25/84  
End Date: 3/3/15

**Sorenson, Nancee J.**

Deputy Executive Administrator  
EC – Enrollment Services  
Start Date: 11/30/92  
End Date: 1/9/15

**Strong, Carolyn B.**

Instructional Faculty  
WC – Nursing  
Start Date: 8.15/12  
End Date: 1/13/15

**Separations:**

**Alba, Ruben A.**

Trades/Maintenance Technician  
DO – Plant Operations  
Effective: 1/16/15

**Blumberg, Daniel E.**

Business Systems Principal Analyst  
DO – Human Resources  
Effective: 1/9/15

**Karamargin, Constantine J.**

Administrator  
DO – Public Information  
Effective: 1/21/15

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**Approvals**

Contact Person Charlotte Fugett  
Charlotte Fugett

Chancellor Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 6

Item Title	Contact Person
Adjunct Faculty Appointments	Dr. Erica Holmes Provost (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:** Anderson, Svea L.  
**Discipline(s):** Education (Academic)  
**Start Date:** 1/20/15  
**Education:** Bachelor of Arts, Social Thought and Political Economy, University of Massachusetts, Amherst, Massachusetts; Master of Education, Early Childhood, Antioch University New England, Keene, New Hampshire  
**Experience:** Elementary school teacher for over fourteen years.

**Name:** Aquino, Michael, A.  
**Discipline(s):** Sociology (Academic)  
**Start Date:** 1/20/15  
**Education:** Bachelor of Arts, Psychology, Saint Vincent College, Latrobe, Pennsylvania; Master of Arts, Applied Sociology, Northern Arizona University, Flagstaff, Arizona  
**Experience:** Taught sociology courses as in both Arizona and Virginia over a five years period.

**Name:** Bearce, Dylan V.  
**Discipline(s):** Electrical Utilities Technology (Occupational/Workforce)  
**Start Date:** 1/20/15  
**Education:** High School Diploma, Shadle Park High School, Spokane, Washington

(Continued)

Experience: Power plant equipment operator and then, power generation supervisor over a ten year period.

**Name: Berg, Ph.D., Gregory K.**

Discipline(s): Education; Psychology (Academic)

Start Date: 1/20/15

Education: Bachelor of Arts, Psychology, California State University, Fullerton, California; Master of Arts; and Doctor of Philosophy, Psychology, University of Arizona, Tucson, Arizona; Graduate credits, National University, La Jolla, California

Experience: Taught various psychology and education courses as an adjunct faculty at various universities and colleges in the State of California over a twenty year period.

**Name: Binger, Carl W.**

Discipline(s): Nursing (Academic)

Start Date: 1/20/15

Education: Associate in Applied Science, Nursing, Rock Valley College, Rockford, Illinois; Bachelor of Arts, Business Administration, Carthage College, Kenosha, Wisconsin; Bachelor of Science, Nursing, Grand Canyon University, Phoenix, Arizona

Experience: Has worked as a registered nurse with various employers in Tucson area and in the state of Illinois over a nine year period.

**Name: Bowersock, Jason R.**

Discipline(s): Aviation Technology (Occupational)

Start Date: 1/20/15

Education: Associate in Applied Science, Instructor of Technology and Military Science; Associate in Applied Science, Aviation Maintenance Technology, both degrees obtained from Air University, Community College of the Air Force; Bachelor of Science, Technical Management, Embry-Riddle Aeronautical University.

Experience: Has served in aerospace propulsion and aircraft maintenance with the United States Air Force for a period of twenty years.

**Name: Colombi, Erika**

Discipline(s): Dance (Academic)

Start Date: 8/26/14

Education: Bachelor of General Studies; Master of Science, Physical Education, both degrees obtained from University of Idaho, Moscow, Idaho; Master of Fine Arts, Dance, University of Arizona, Tucson, Arizona

Experience: Teach dance courses at the University of Arizona, Idaho State University, Ballet Rincon Company, and Corpus Christi Ballet Works for Kids for a period of fourteen years.

**Name: Cox, Ph.D., Jonathan T.**

Discipline(s): Biology (Academic)

Start Date: 1/20/15

Education: Bachelor of Arts, Geography; Bachelor of Science, Molecular & Cellular Biology, both degrees obtained from University of Arizona, Tucson, Arizona; Master of Philosophy, Epidemiology & Public Health; Doctor of Philosophy ,

Epidemiology & Public Health, both degrees obtained from Yale University, New Haven, Connecticut

**Experience:** Works as a research associate at the University of Arizona. Taught a biology course at PCC Northwest campus as a PERT scholar for one semester Conducted research wrote grants and trained students for oral presentation at Texas Biomedical Research Institute, San Antonio, Texas for one year.

**Name:** **Creigh, Wesley F.**

**Discipline(s):** Theatre (Academic Limited Exemption)

**Start Date:** 1/20/15

**Education:** Bachelor of Arts, Liberal Arts, Public Art, Prescott College, Prescott, Arizona

**Experience:** Has worked as a painter, conservation technician and fine artist performing design, painting, restoration and art for a period of five years.

**Name:** **Detta, Neha K.**

**Discipline(s):** Chemistry (Academic); Health Education (Occupational/Workforce)

**Start Date:** 8/26/14

**Education:** Bachelor of Science, Molecular and Cellular Biology; Master of Public Health, both degrees obtained from University of Arizona, Tucson, Arizona

**Experience:** Two years working as a nutrition specialist for Pima County. Two years working as a Health and Well-Being instructor and Diabetes Prevention Program for YMCA.

**Name:** **Diaz, Kathlyn S.**

**Discipline(s):** English as a Second Language (Developmental)

**Start Date:** 1/27/15

**Education:** Bachelor of Arts, Communication, Maryhurst University, Maryhurst, Oregon; Master of Science, Education: Policy Foundation and Administration, Portland State University, Portland, Oregon; Doctor of Philosophy, Second Language Acquisition and Teaching, University of Arizona, Tucson, Arizona

**Experience:** Has been an adjunct faculty teaching undergraduate students at the University of Arizona, Tucson, Arizona for a period of seven years.

**Name:** **Dickerson, PhD, David E.**

**Discipline(s):** Literature (Academic); Writing (Academic)

**Start Date:** 01/20/2015

**Education:** Bachelor of Arts, Creative Writing; Master of Fine Arts, Creative Writing, both degrees obtained from University of Arizona, Tucson, Arizona: Doctor of Philosophy, Creative Writing, Florida State University, Tallahassee, Florida

**Experience:** Taught at Florida State University for one year and a professional storyteller for over 6 years.

**Name:** **Freitag, David**

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

**Start Date:** 01/20/2015

**Education:** Master of Science, Academic Advising, Kansas State University, Manhattan, Kansas: Bachelor of Science, Computer Science, Middle Tennessee State University, Murfreesboro, Tennessee



Experience: Over twenty-five years' experience in the computer software industry with the last seven years working for Pima Community College. Taught MS-Excel at the University of Arizona and professional development classes to staff at Pima Community College

**Name: Garcia, PhD, Samuel R.**

Discipline(s): Culinary (Occupational/Workforce), Animal Science (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Veterinary Science; Master of Science, Animal Sciences, Doctor of Philosophy, Animal Sciences, all three degrees obtained from University of Arizona, Tucson, Arizona

Experience: Teaching assistant, lab technician and now program manager for University of Arizona Meat Laboratory over period of nine years. Ranch hand and animal handler on cattle ranch for nineteen years.

**Name: Goodner, D.D.S., Wayne K.**

Discipline(s): Dental Hygienist (Occupational/Workforce)

Start Date: 1/20/15

Education: Doctor of Dental Surgery, Washington University of Dentistry, St. Louis, Missouri.

Experience: Arizona State Board certified and practicing Periodontics for over 32 years.

**Name: Griggs, Chanel A.**

Discipline(s): Biology (Academic)

Start Date: 1/20/15

Education: Bachelor of Chemistry, Grinnell College, Grinnell, Iowa; All but dissertation (ABD) in Pharmacology, University of Arizona, Tucson, Arizona

Experience: Chemistry and Pharmacology research assistant for more than four years. She was a tutor, class grader and teaching assistant in Chemistry each for one semester.

**Name: Guedon, Ph.D., Janet K.**

Discipline(s): Biology (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Biological Sciences, University of Maryland; Doctor of Philosophy, Molecular Microbiology and Immunology, Johns Hopkins University, Baltimore, Maryland

Experience: Over two years as a visiting adjunct professor with Duquesne University, Pittsburgh, Pennsylvania.

**Name: Inman, Natalie E.**

Discipline(s): Nursing (Academic Limited Exemption)

Start Date: 1/20/15

Education: Associate of Applied Science, Nursing, Pima Community College, Tucson, Arizona; Bachelor of Science in Nursing, Grand Canyon University, Phoenix, Arizona

Experience: Worked as a staff registered nurse in pediatrics for over ten years.

**Name: Just, Dennis W.**

Discipline(s): Astronomy (Academic); Physics (Academic)

Start Date: 8/26/14

Education: Bachelor of Science, Astro &amp; Astrophysics, and physics, The Pennsylvania State University, University Park, Pennsylvania; Master of Science; and Doctor of Philosophy, Astronomy, University of Arizona, Tucson, Arizona

Experience: Worked as a researcher in astronomy at the University of Toronto. Worked five years as a research assistant, the Steward Observatory, University of Arizona

**Name: Kievit, Reem K.**

Discipline(s): Education (Academic)

Start Date: 3/23/15

Education: Bachelor of Science, Psychology, Eastern Michigan University, Ypsilanti, MI; Master of Arts in Education, Elementary Education, University of Phoenix, Phoenix, Arizona

Experience: Elementary school teacher for more than eight years.

**Name: Latini, Twila J.**

Discipline(s): Sign Language (Academic)

Start Date: 1/20/15

Education: Bachelor of Arts, Early Childhood Education; Master of Arts, Deaf Education: Special Program in Deafness, both degrees obtained from Gallaudet University, Washington, District of Columbia

Experience: Have worked as elementary school teacher for more than five years.

**Name: Leeson, Carol A.**

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

Start Date: 1/24/15

Education: Bachelor of Science, Educational Studies; Master of Education, Teaching and Learning, both degrees obtained from the University of Oregon, Eugene; Master of Education, Educational Leadership, University of Arizona, Tucson

Experience: Over seven years as an Instructional Coach with the Tucson Unified School District.

**Name: Lo, Thomas, Ph.D.**

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

Start Date: 1/20/15

Education: Bachelor of Science, Physics, University of Southern California, Los Angeles, California; Doctor of Philosophy, Solid State Physics, University of California, Berkeley, California

Experience: Over 28 years of work as a principal engineer and as a consultant. Adjunct associate professor teaching experience

**Name: Lookingbill, Derek L.**

Discipline(s): Digital Arts (Occupational/Workforce)

Start Date: 1/20/15

Education: Associate of Applied Arts, Digital and Film Arts, Pima Community College, Tucson, Arizona

Experience: Film company co-owner and producer for more than fifteen years. Digital video media lab aide at Pima Community College for three years

**Name: Mahat, Shreeram**

Discipline(s): Phlebotomy (Occupational)

Start Date: 12/10/14

Education: Bachelor in Humanities and Social Science, Tribhuvan University, Katmandu, Nepal

Experience: Over 16 years' experience as a phlebotomist and a lab assistant. Four years teaching experience in Kathmandu, Nepal.

**Name: Moreno, Robert A.**

Discipline(s): Fitness and Wellness (Occupational/Workforce)

Start Date: 1/20/15

Education: Diploma, Tucson High School, Tucson, Arizona

Experience: Golf professional for more than fourteen years.

**Name: Motzkin, Brianne E.**

Discipline(s): Behavioral Health Services (Occupational/Workforce)

Start Date: 1/20/15

Education: Bachelor of Social Work, Northern Arizona University, Flagstaff, Arizona; Master of Social Work, Arizona State University, Tempe, Arizona

Experience: Counselor in public schools and social worker in health care setting for more than ten years.

**Name: Northrup, Charles (Scott)**

Discipline(s): Electrical Utilities Technology (Occupational/Workforce)

Start Date: 1/20/15

Education: High school diploma, Saguaro High School, Tucson, Arizona

Experience: Electric power plant operator for more than sixteen years.

**Name: O'Hara, Melanie H.**

Discipline(s): Nursing (Academic); Nursing Assistant (Occupational/Workforce)

Start Date: 1/20/15

Education: Bachelor of Science, Nursing, Arizona State University; Bachelor of Arts, English Literature, University of Pittsburgh, Pittsburgh, PA; Master of Science, Nursing, University of Phoenix, Phoenix, AZ

Experience: Worked for 15 years as Cancer Care Coordinator, Staff Nurse, and Clinical Instructor at Scottsdale Healthcare in Scottsdale, AZ

**Name: Ortiz, Michelle**

Discipline(s): Journalism (Academic), Speech Communication (Academic)

Start Date: 01/20/2015

Education: Bachelor of Arts, Latin American Studies, Communication; Master of Arts, Communication; Doctor of Philosophy, Communication, all three degrees obtained from University of Arizona, Tucson

Experience: Worked four years as Assistant Professor at the Ohio State University School of Communication in Columbus, OH.

**Name: Patton, Celeste A.**

Discipline(s): Literature (Academic); Writing (Academic)

Start Date: 02/03/2015

Education: Bachelor of Arts, Language and Literature, Pennsylvania State University, University Park; Master of Arts, English Language and Literature, University of Michigan, Ann Arbor; Doctor of Philosophy, English, Pennsylvania State University, University Park

Experience: Over 11 years of experience teaching English at the university level.

**Name: Pelan, Nichole**

Discipline(s): Nursing (Academic Limited Exemption)

Start Date: 1/20/15

Education: Bachelor of Science, Nursing, Grand Canyon University, Flagstaff, Arizona

Experience: Has worked as a registered nurse in clinical setting for more than 4 years

**Name: Reveal, Marjorie**

Discipline(s): Business, Management (Academic)

Discipline(s): Dental Hygiene (Occupational)

Start Date: 01/20/2015

Education: Bachelor of Science, Health Education, University of Oregon, Eugene, Oregon; Master of Business Administration, Portland State University, Portland, Oregon; Master of Science, Health Education, University of Oregon, Eugene, Oregon;

Experience: Over seven years' experience in general dentistry and dental hygiene. Over 10 years teaching experience for Northern Arizona University, Dental Department.

**Name: Rhoades, DVM, Ashleigh M.**

Discipline(s): Veterinary Science (Academic)

Start Date: 1/20/15

Education: Bachelor of Science, Veterinary Science, University of Arizona, Tucson, Arizona; Doctor of Veterinary Medicine, University of Florida, Gainesville, Florida

Experience: Dr. Rhoades has been an emergency veterinary associate in an emergency center for more than three years.

**Name: Shapiro, Barbara J.**

Discipline(s): Computer Software Applications (Occupational/Workforce); Writing (Developmental)

Start Date: 1/20/15

Education: Bachelor of Arts, English, University at Buffalo, Buffalo, New York

Experience: Several years combined work as sales administrator, territory manager, and account manager. Taught Computer Software Applications courses at PCC for one year

**Name:** Wilsey, Karen E.

**Discipline(s):** Student Success (Academic), Education (Academic), English as a Second Language (Developmental)

**Start Date:** 1/20/15

**Education:** Bachelor of Education, Secondary Education, University of Hawaii, Manoa, Hawaii; Master of Arts, Education, Chapman University, Orange, California

**Experience:** Middle school and high school counselor for more than eighteen years.

**Name:** Winchester, Amy E.

**Discipline(s):** Nursing (Academic Limited Exemption)

**Start Date:** 1/20/15

**Education:** Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona

**Experience:** Has worked as a registered nurse in clinical setting for more than 24 years.

**Name:** Wing, David L.

**Discipline(s):** Digital Arts (Grandfathered Occupational)

**Start Date:** 1/20/15


**Education:** Bachelor Fine Arts, General Fine Arts Studies; Master of Arts, Drama, both degrees obtained from University of Arizona, Tucson, Arizona

**Experience:** Taught digital arts as a Full time faculty for thirty years.

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**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:** 2/4/15

**Item Number:** 7

Item Title	Contact Person
Faculty Regular Appointments for Fiscal Year 2015-2016	Charlotte Fugett, Vice Chancellor for Human Resources, Interim (206-4586)

#### **Information:**

For your information and in accordance with BP-4101 and SPG-4201/BA, the Chancellor submits the following faculty regular appointments for Fiscal Year 2015-2016.

#### **Background:**

As stated in the 2014/2015 *Faculty Personnel Policy Statement*, “a faculty member shall be offered a new contract for the ensuing academic or fiscal year unless s/he received notice otherwise on or before March 1.”

Instructional and Educational Support Faculty have been evaluated through student feedback. This part of the program will be followed by an annual performance evaluation conducted by supervising deans. The ongoing feedback and evaluation process is designed to strengthen instruction and educational support services at Pima Community College. The evaluation emphasizes responsiveness to student needs, support of successful instructional, counseling and library methods, and provides guidance toward continual improvement in teaching and other faculty work.

The Instructional and Educational Support Faculty listed on the attached pages are current full-time regular faculty and are recommended for regular appointment for Fiscal Year 2015-2016. The contract, when issued, will stipulate appropriate terms and conditions, including but not limited to, salary, days of accountability and designation of instructional or educational support faculty status.

(Continued)

**NAME**

Aguilar EdD, Darla J  
Aldrich PhD, Eric J  
Allen, Jacqueline Leigh  
Amavizca, Carmen F  
Anderson, Brooke D  
Anderson, Michele  
Andujo, Emilia  
Arbogast, Jean Marie  
Armstrong, Alexandra E  
Arroyo, Antonio P  
Atwell, Max R  
Backes, Mark  
Baddar PhD, Maha  
Bandaranayake PhD, Hema Anura  
Baron, Glenn  
Barrowman, John Lloyd  
Bautista, Yuko E  
Becker Jr, Charles Henry  
Beckman PhD, Kristina I  
Bejarano, Sandra M  
Berger, James B  
Bessette, Bruce D  
Bice, Kenneth J  
Bishop, David R  
Blake PhD, Cheryl K  
Bock, Donald C  
Boguszak, Matej  
Brewer, Joseph McAdams  
Brito, Monica Jean  
Broneck PhD, Katherine L  
Brown, Gigi  
Brown, Theresa A  
Brubaker, Galen W  
Buck-Rodriguez, Margaret R  
Bulikowski, Ellyn E  
Burge, April A  
Burke PhD, Lonnie Dean  
Cabello PhD, Christopher M  
Campbell PhD, Teresa  
Carranza PhD, Olga  
Carreras, Mariana  
Carrillo, Roman K  
Casper, Roberta L  
Castro-Salazar EdD, Ricardo  
Challenger, Kathryn Lynch  
Christensen PhD, Ann  
Christie PhD, Nancy G  
Christofferson, Carol  
Cochran, Joshua Daniel  
Cohen, Rebecca Andrea  
Collins, John S  
Comport, Eric R  
Cook, Victoria  
Cooper PhD, Gary A  
Cortes, Barbara  
Cortes-Torres PhD, Mayra Eliz  
Couston, Rosanne M  
Coyne, Janet B  
Cramer PhD, Amy S  
Cruikshank PhD, Guadalupe A  
Cruz MD, Timothy E  
Cueva, Carmen Elena  
Cunningham, Robert F  
Cutler, Deborah A  
Dal Pra, Joseph  
D'Angelo, Fred Michael  
Davis, Amy Catherine  
De La Rosa PhD, James  
Deering, Susan Jo  
Delaune, James  
Delgado-Duran, Francisco  
Denfeld, Mic  
Desjardin, Suzanne J  
Di Pierro, Kathryn A  
Dings, Randall D  
Dobyns PhD, Susan D  
Doran, Edward M  
Dorsey, Shelly K  
Drewek, Amy H  
Dreyfus, Dino L  
Duchicela, Kimlisa S  
Duek PhD, Jody Lee  
Duwel, Matthias  
Dworin PhD, Joel E  
Eagleton PhD, Margaret B  
Eichelberger, Erin  
Elgutaa, Barbara E  
Elias, Erika E  
Evans PhD, Ronald J  
Evans, John J  
Fay PhD, Noah P  
Federico, Melania  
Felty, Christina  
Fiello, Julia B

(Continued)

Fiero DA, Brad C  
Figueroa, Patricia  
Fike, Carolyn Gay  
Files, Margaret K  
Fitzpatrick, Joseph B  
Flasch, Paul A  
Flattley, Rita V  
Foege, Andrea  
Foth, Robert A  
Frailey, Martha L  
Franz, Melinda E  
Fraychineaud, Kathy A  
Gabbitas PhD, Jeffrey W  
Galda, Duff C  
Gall, Joy G  
Gamboian PhD, Nancy L  
Gardiner, Patricia A  
Gerard, John James  
Gers, Simone M  
Gillette, Lynne Montana  
Glisovic Bensa, Mirjana  
Goldkuhl, Bryan C  
Golston, Margaret S  
Gonzales PhD, Gail  
Gotwalt PhD, Eugene W  
Gousseva PhD, Julia V  
Graham, Andrea M  
Graham, Darryl E  
Grajeda, Elena M  
Grede, Stephen T  
Gregory, Dianne K  
Grill PhD, Mischala A  
Guajardo, Jennifer L  
Haber, Ann E  
Hacker PhD, Wayne  
Hackett, Stacey Lynne  
Halvorson, Emily Margaret  
Hamadou, Nancy  
Han PhD, Chien  
Harmelink, Virginia Ann  
Harras, Jennifer Nichole  
Harris, Marianne  
Hays, Makyla Marie  
Hellman PhD, Shawn I  
Heywood, Mark R  
Higgins, Perry  
Hinojosa PhD, Manuel Matthew  
Hodgkins, Lisa-Anne R

Holmberg, Maria A  
Hong PhD, Lazaro M  
Howe, Cynthia M  
Ibanez-Murphy PhD, Carolina  
Imad PhD, Mays  
Infanti, Helen M  
Infuso, Barry T  
James Hernandez PhD, Francisca L  
Jimenez, Anna Maria  
Jones, Mary Ann  
Jordan DC, Thomas Todd  
Jurkowitz PhD, Lisa A  
Katcher, Jennifer B  
Kaye, Debra Ann  
Kelley PhD, Colleen  
Kern PhD, Jacqueline Diane  
Knight, James Lawrence  
Kolchens PhD, Silvia  
Kooshian, Andrea R  
Krone DVM, Timothy M  
Kuklin JD, Susan Beverly  
Kusnir, Stephen J  
Labuda, Joseph K  
Lancaster, Cynthia A  
Landry, Dennis C  
Lang, William John  
Lawless, Patrick J  
Lawrence PhD, Lisa Ann  
Leon, Luis A  
Levendusky, Mickey  
Leverentz, Patricia L  
Ley, Sandra Jean  
Loumeau, Gregory J  
Loustaunau, Sylvia Miriam  
Lovio, Roxanna C  
Ludt, Cydnee  
Lueck PhD, Wade Christian  
Lussier, Diane Cass  
Mackie, Steven A  
Mantilla PhD, Ana M  
Marcelli, Jolene Wiczorek  
Marcus, Sarah A  
Marks, Linda C  
Martin, Erica A  
Martin, William B  
Martinez, Uvaldo  
McCloy, Molly A  
McCoy-Stokes, Yolanda C

(Continued)



Mcilwaine PhD, MaryKris  
McLaughlin, Barbara J  
McLaughlin, Robert J  
McNearney, Christina  
Meair, Jonathan Isaac  
Mechler PhD, Gary E  
Mehtlan, Kirk D  
Menendez PhD, Jose Maria  
Meyers PhD, Karie A  
Miller JD, John A  
Miller, Jeffrey J  
Miller, Patricia L  
Miller, Tommie Regena  
Milliken PhD, Josie L  
Mills, Darrell K  
Minke PhD, Mary A  
Moellenhoff PhD, Mark Stephen  
Montano, Richard John  
Moore, Becky J  
Morales, David A  
Morales, Rosa I  
Morris EdD, Frank Stanton  
Morrison, Deborah K  
Morrison, Eric  
Munsen EdD, Randal H  
Munter, Kathleen A  
Murphy, Timothy Gary  
Nair PhD, Padma  
Nelson DMA, Mark A  
Neubauer PhD, Jeffrey P  
Ngovo EdD, Bernard L  
Nolan, Michael J  
Nuanes PhD, Luvy  
O'Brien, Catherine M  
O'Hara, Sarah  
O'Keefe, Kelly H  
Olson PhD, Steven J  
Osborn, James G  
Otero, Inoka Hapugoda  
Padilla, Bardo Daniel  
Parker PhD, Michael L  
Paulick, Sandra R  
Pawlicki, Reinhard S  
Pereira PhD, Maria J.R.R.  
Perry Schwartz, Eileen P  
Petrites, Taralynn W  
Pickard PhD, Frank  
Porter DA, Diann Renee

Pritchett, Susan M  
Pyevich PhD, Caroline Marie  
Radloff PhD, Michael E  
Randolph Jr, Wright N  
Rangel PhD, Liz Consuelo  
Raymond, David John William  
Reeve, Catharine J  
Repp PhD, Dianna L  
Richard, Renee  
Richards, Donna Lynne  
Riel, Theresa M  
Roberts Sr, Donald R  
Rodieck PhD, Nahal  
Rodriguez, Monique Apollonia  
Rollins, Elizabeth Page  
Romaniello, Stephen  
Rosales, Anne Marie  
Rosen JD, Richard P  
Ross, Eric W  
Rubenstein PhD, Carin  
Sadatmousavi, Mehdi  
Salazar, Tommy Moreno  
Salmoni PhD, Steven Jay  
Salzer PhD, Maureen  
Sampogna, Michael  
Sandmann, Lloyd J  
Sandoval, Yvonne  
Saphir, Erich  
Schmidt PhD, Nancy  
Schmidt, Russell William  
Schmidt, Susi  
Schnurr, Teddi G  
Schoonmaker, Duke G  
Scott DC, Kenneth Thomas  
Segers, Kyley Faith  
Segura, Abbie S  
Selegue PhD, Thomas J  
Sharp PhD, Leta  
Shartsis, Trina A  
Shayevich PhD, Alexander  
Shelor EdD, Mary D  
Sibayan, Mary F  
Siddall, Delisa Y  
Simmons-Myers, Ann  
Slaney, Todd M  
Smith, Edward D  
Solorzano, Rosalia  
Sotelo, Carolyn S

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**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date: 2/4/15**

**Item Number: 8**

<b>Item Title</b>	<b>Contact Person</b>
Financial Report – November 2014 Financial Statements and Budget Scenario Planning for Fiscal Year 2016	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

**Recommendation:**

Attached are the financial statements showing preliminary 2014/15 results through November 2014. Time will be provided to discuss College fiscal matters.

**Justification:**

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

The preliminary results indicate that Pima Community College concluded November with a year-to-date increase in net position through month end of approximately \$21.9 million. This is an increase from the previous year's increase of \$20.8 million. The increase in net position is primarily due to a \$2.5 million decrease in expenses for Operation and Maintenance of Plant. This decrease in expenses is due to costs related to the new Northwest building that were capitalized later in fiscal year 2014.

*Summary of Expenditures – General and Designated Funds:*

In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 38.7 percent of budget, which is slightly higher than the previous year. In absolute terms, year to date Personal Services expenditures were \$46.6 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 38.8 percent of the budget, which is higher than the previous year. In absolute terms, Services and Supplies expenditures were \$12.5 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.

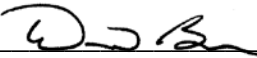
*Statement of Net Position:*

As shown in *The Statement of Net Position*, the total net position at the end of November was \$229.2 million, which is a decrease of about \$6.9 million compared to the same time last year. This represents a decrease in total assets of \$6.3 million along with an increase in total liabilities of \$659 thousand.

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**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)

November 30, 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 November 30, 2013
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	\$ 35,415,956	\$ 8,008,309	\$ 5,757,234	\$ 49,181,499	\$ 48,698,318
Short-term Investments	25,122,217			25,122,217	34,960,457
Receivables:					
Property Taxes	4,337,510		105,951	4,443,461	4,135,689
Accounts (net of allowances)	12,480,426			12,480,426	12,147,542
Government Grants and Contracts		1,315,245		1,315,245	917,129
Student Loans			13,070	13,070	61,027
Other	295,652	51,992	273,526	621,170	919,703
Inventories	123,137			123,137	480,964
Prepaid Expenses	942,600		9,337	951,937	937,876
<b>Total Current Assets</b>	<b>78,717,498</b>	<b>9,375,546</b>	<b>6,159,118</b>	<b>94,252,162</b>	<b>103,258,705</b>
<b>Noncurrent Assets</b>					
Restricted Cash and Cash Equivalents			1,854,749	1,854,749	2,397,053
Notes Receivable (net of allowances)			505,780	505,780	433,978
Other Long-term Investments	10,795,443		20,000,000	30,795,443	30,433,889
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			91,026,938	91,026,938	85,359,622
Construction in Progress					3,851,831
Equipment (net of depreciation)			5,185,950	5,185,950	4,156,924
Library Books (net of depreciation)			1,837,572	1,837,572	1,832,591
<b>Total Noncurrent Assets</b>	<b>10,795,443</b>		<b>135,702,300</b>	<b>146,497,743</b>	<b>143,757,199</b>
<b>Total Assets</b>	<b>\$ 89,512,941</b>	<b>\$ 9,375,546</b>	<b>\$ 141,861,418</b>	<b>\$ 240,749,905</b>	<b>\$ 247,015,904</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accrued Payroll and Benefits	3,510,367	35		3,510,402	2,208,376
Accounts Payable and Accrued Liabilities	(216,633)	7,638	30,480	(178,515)	(548,236)
Deposits Held in Custody			413,508	413,508	411,487
Current Portion of Long-term Liabilities	4,296,437			4,296,437	4,219,839
<b>Total Current Liabilities</b>	<b>7,590,171</b>	<b>7,673</b>	<b>443,988</b>	<b>8,041,832</b>	<b>6,291,466</b>
<b>Noncurrent Liabilities</b>					
Unearned Revenue	5,250	189		5,439	17,933
Long-term Liabilities	3,551,926			3,551,926	4,630,752
<b>Total Noncurrent Liabilities</b>	<b>3,557,176</b>	<b>189</b>		<b>3,557,365</b>	<b>4,648,685</b>
<b>Total Liabilities</b>	<b>\$ 11,147,347</b>	<b>\$ 7,862</b>	<b>\$ 443,988</b>	<b>\$ 11,599,197</b>	<b>\$ 10,940,151</b>
<b>Net Position</b>					
Net Investment in Capital Assets			113,341,771	113,341,771	109,137,278
Restricted for:					
Loans			1,536,582	1,536,582	1,445,629
Debt Service			1,820,718	1,820,718	2,513,909
Other (Capital Projects)					
Grants and Contracts		547,489		547,489	791,506
Unrestricted	78,365,594	8,820,195	24,718,359	111,904,148	122,187,431
<b>Total Net Position</b>	<b>\$ 78,365,594</b>	<b>\$ 9,367,684</b>	<b>\$ 141,417,430</b>	<b>\$ 229,150,708</b>	<b>\$ 236,075,753</b>
<b>Total Net Position: Current Year vs. Prior Year</b>				<b>\$ (6,925,045)</b>	



# Pima County Community College District

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

Year To Date For Five Months Ending November 30, 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 November 30, 2013
<b>Operating Revenues</b>					
Tuition and Fees	\$ 30,790,065	\$ 630	\$ 841,468	\$ 31,632,163	\$ 33,223,141
Contracts	1,177,096			1,177,096	1,059,989
Auxiliary Enterprises		480,729		480,729	522,919
Commission and Rents	15,000	125,674		140,674	191,114
Other Operating Revenues	157,685	234,756		392,441	829,778
<b>Total Operating Revenues</b>	<b>32,139,846</b>	<b>841,789</b>	<b>841,468</b>	<b>33,823,103</b>	<b>35,826,941</b>
<b>Nonoperating Revenues</b>					
State Appropriations	3,546,750			3,546,750	3,568,300
Property Taxes	50,778,577		62,866	50,841,443	49,719,999
Federal Grants	9,458	20,014,277	139	20,023,874	20,895,465
State and Local Grants		676,011		676,011	826,151
State Shared Sales Taxes		776,353		776,353	705,816
Gifts					(50)
Investment Income	233,671	1,233	38	234,942	497,677
<b>Net Nonoperating Revenues</b>	<b>54,568,456</b>	<b>21,467,874</b>	<b>63,043</b>	<b>76,099,373</b>	<b>76,213,358</b>
<b>Total Revenues</b>	<b>\$ 86,708,302</b>	<b>\$ 22,309,663</b>	<b>\$ 904,511</b>	<b>\$ 109,922,476</b>	<b>\$ 112,040,299</b>
<b>Operating Expenses</b>					
Educational and General					
Instruction	19,571,655	1,559,673	338,875	21,470,203	21,708,811
Academic Support	8,810,286	1,196,878	29,400	10,036,564	9,892,542
Student Services	9,448,470	1,187,323	43,745	10,679,538	10,549,644
Institutional Support	16,087,886	(204,859)	828,806	16,711,833	16,361,028
Operation and Maintenance of Plant	5,310,984	240,995	1,516,659	7,068,638	9,596,154
Depreciation			3,159,426	3,159,426	3,014,739
Student Financial Aid	560,642	17,868,030		18,428,672	19,666,413
Auxiliary Enterprises		448,832		448,832	425,908
Contingency					
<b>Total Operating Expenses</b>	<b>\$ 59,789,923</b>	<b>\$ 22,296,872</b>	<b>\$ 5,916,911</b>	<b>\$ 88,003,706</b>	<b>\$ 91,215,239</b>
<b>Income Before Other Expenses</b>	<b>\$ 26,918,379</b>	<b>\$ 12,791</b>	<b>\$ (5,012,400)</b>	<b>\$ 21,918,770</b>	<b>\$ 20,825,060</b>
Transfers	(3,186,000)	(4,028,766)	7,214,766		
Capital Appropriations					
Capital Gifts and Grants			5,000	5,000	
<b>Increase (Decrease) in Net Position</b>	<b>\$ 23,732,379</b>	<b>\$ (4,015,975)</b>	<b>\$ 2,207,366</b>	<b>\$ 21,923,770</b>	<b>\$ 20,825,060</b>
<b>Net Position</b>					
Total Net Position - Beginning of Year	54,633,215	13,383,659	139,210,064	207,226,938	215,250,693
<b>Total Net Position - End of Period</b>	<b>\$ 78,365,594</b>	<b>\$ 9,367,684</b>	<b>\$ 141,417,430</b>	<b>\$ 229,150,708</b>	<b>\$ 236,075,753</b>
<b>Total Net Position - End of Period: Current Year vs. Prior Year</b>					<b>\$ (6,925,045)</b>



# Pima County Community College District

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

Year To Date For Five Months Ending November 30, 2014

(Preliminary)

	FY 2014/15			FY 2013/14		
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
<b>Expenditures by Function</b>						
<b>Educational and General</b>						
Instruction	\$ 56,721,351	\$ 19,571,655	34.5 %	\$ 37,149,696	\$ 19,903,559	34.2 %
Academic Support	24,917,148	8,810,286	35.4 %	16,106,862	8,661,551	35.4 %
Student Services	25,786,009	9,448,470	36.6 %	16,337,539	8,790,425	36.6 %
Institutional Support	35,303,501	16,087,886	45.6 %	19,215,615	14,468,513	39.9 %
Operation and Maintenance of Plant	13,955,767	5,310,984	38.1 %	8,644,783	4,985,512	37.0 %
Student Financial Aid	1,124,000	560,642	49.9 %	563,358	601,879	92.5 %
<b>Other Expenses</b>						
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Fund balance reserved for contingency	12,429,225			12,429,225		
<b>Total Expenditures by Function</b>	<b>\$ 173,432,001</b>	<b>\$ 62,975,923</b>	<b>36.3 %</b>	<b>\$ 110,456,078</b>	<b>\$ 67,664,516</b>	<b>38.3 %</b>
<b>Expenditures by Account</b>						
<b>Personal Services</b>						
Administrative Personnel	\$ 6,587,771	\$ 2,559,593	38.9 %	\$ 4,028,178	\$ 2,541,470	37.1 %
Faculty	23,052,550	9,250,438	40.1 %	13,802,112	9,097,901	40.2 %
Additional Compensation - Faculty	1,261,857	366,730	29.1 %	895,127	298,940	22.0 %
Adjunct Faculty	12,244,489	4,897,237	40.0 %	7,347,252	4,849,761	38.6 %
Classified Staff	44,136,602	16,752,996	38.0 %	27,383,606	16,061,632	38.2 %
Other Compensation	4,483,734	1,690,744	37.7 %	2,792,990	1,795,515	33.8 %
Student Employment / Workstudy		(61)		61		
Fringe Benefits	28,703,384	11,127,851	38.8 %	17,575,533	11,105,875	37.9 %
<b>Total Personal Services</b>	<b>120,470,387</b>	<b>46,645,528</b>	<b>38.7 %</b>	<b>73,824,859</b>	<b>45,751,094</b>	<b>38.1 %</b>
<b>Services and Supplies</b>						
Communications and Utilities	6,139,892	2,357,891	38.4 %	3,782,001	2,012,152	34.9 %
Travel	2,683,486	676,295	25.2 %	2,007,191	679,185	28.6 %
Contractual Services	12,619,193	5,757,576	45.6 %	6,861,617	4,851,519	37.5 %
Supplies and Materials	7,004,040	1,764,532	25.2 %	5,239,508	1,712,998	23.1 %
Student Financial Aid	1,302,064	560,642	43.1 %	741,422	601,879	92.5 %
Current Fixed Charges	2,373,029	1,355,430	57.1 %	1,017,599	1,424,100	61.7 %
<b>Total Services and Supplies</b>	<b>32,121,704</b>	<b>12,472,366</b>	<b>38.8 %</b>	<b>19,649,338</b>	<b>11,281,833</b>	<b>35.9 %</b>
Capital Equipment	448,749	178,778	39.8 %	269,971	181,661	41.9 %
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Other Expenditures	1,294,000	385,473	29.8 %	908,527	196,851	15.9 %
Contingency and Reserves	15,902,161	107,778	0.7 %	15,794,383		
<b>Total Expenditures by Account</b>	<b>\$ 173,432,001</b>	<b>\$ 62,975,923</b>	<b>36.3 %</b>	<b>\$ 110,456,078</b>	<b>\$ 67,664,516</b>	<b>38.3 %</b>

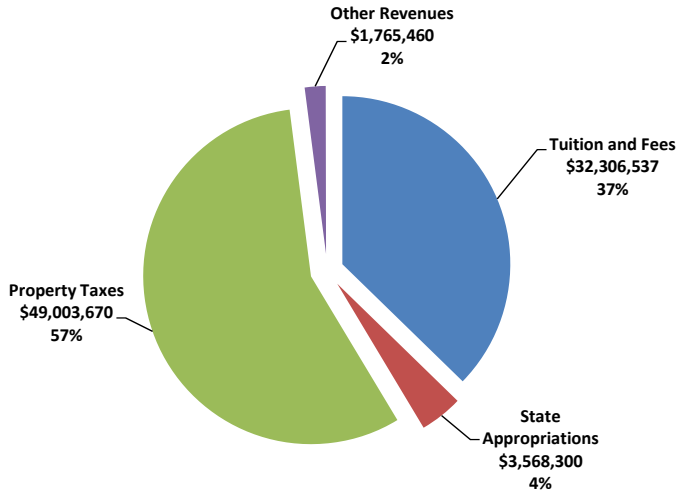


# PimaCountyCommunityCollegeDistrict

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

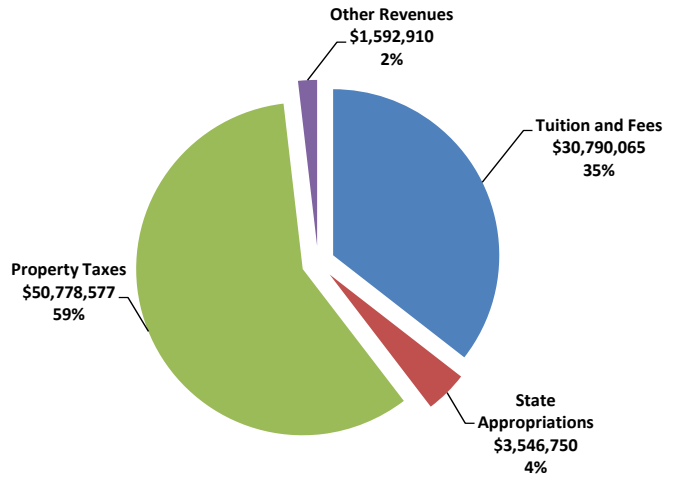
## General & Designated Funds YTD Revenues - FY14 - Prior Year

For the Five Months Ending November 30, 2013

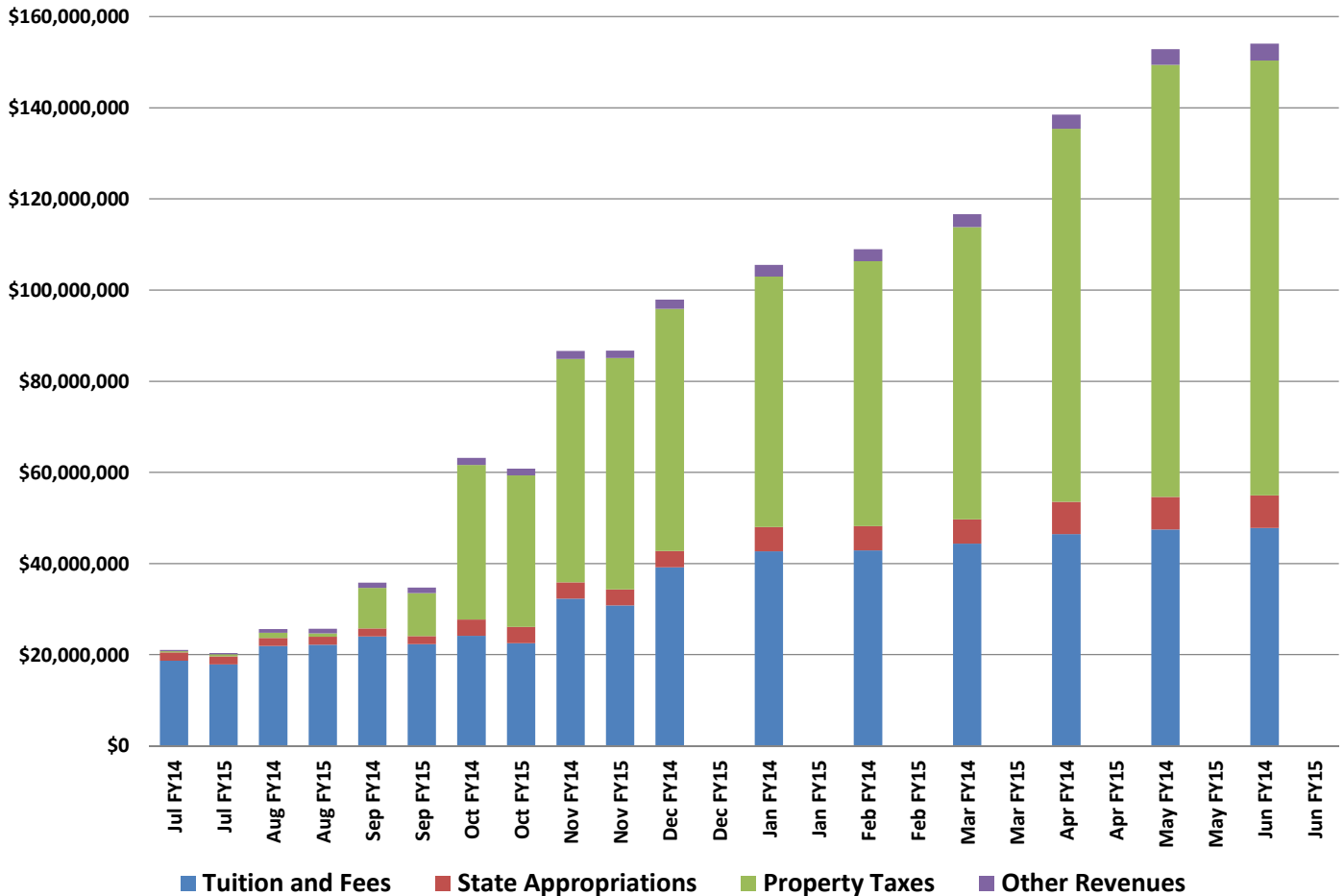


## General & Designated Funds YTD Revenues - FY15 - Current Year

For the Five Months Ending November 30, 2014



## General & Designated Funds YTD Revenues





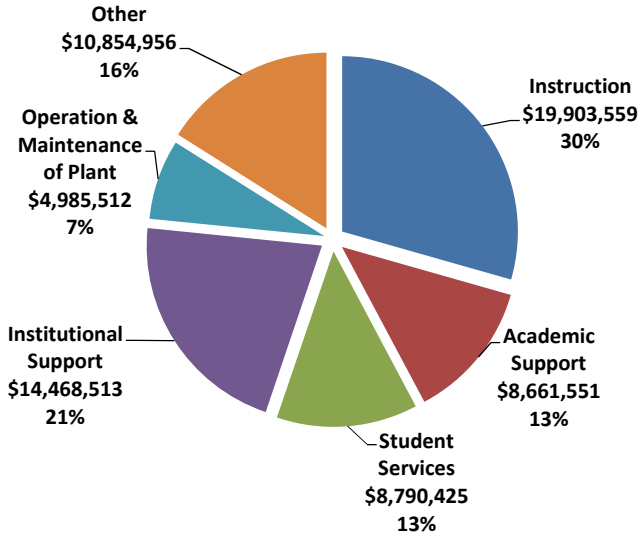


# Pima County Community College District

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

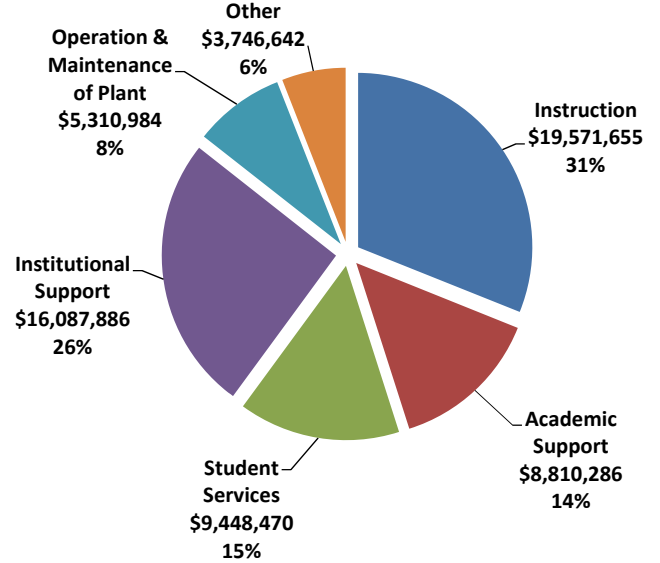
## General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year

For the Five Months Ending November 30, 2013

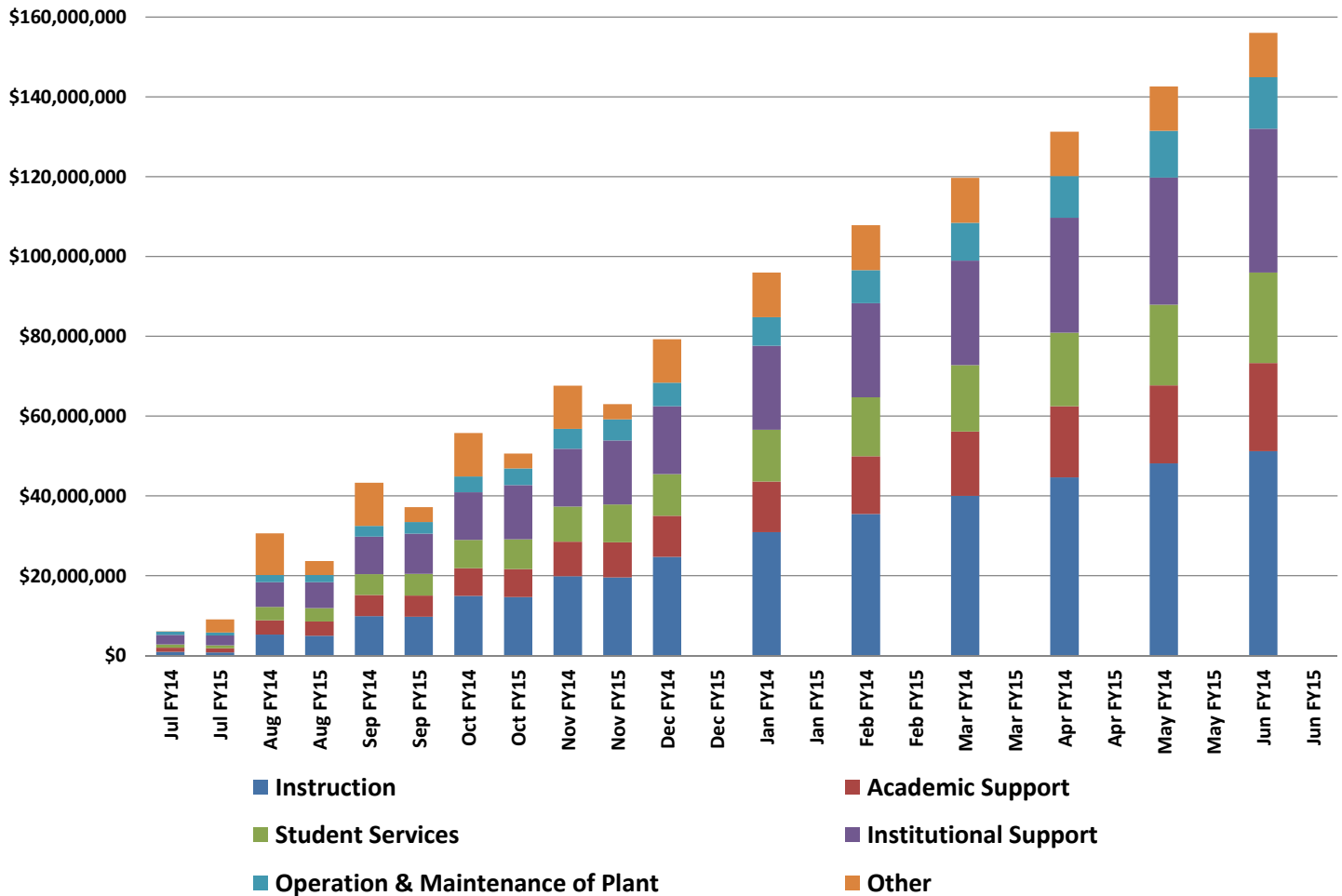


## General & Designated Funds YTD Expenditures by Program - FY15 - Current Year

For the Five Months Ending November 30, 2014



## General & Designated Funds YTD Expenditures by Program



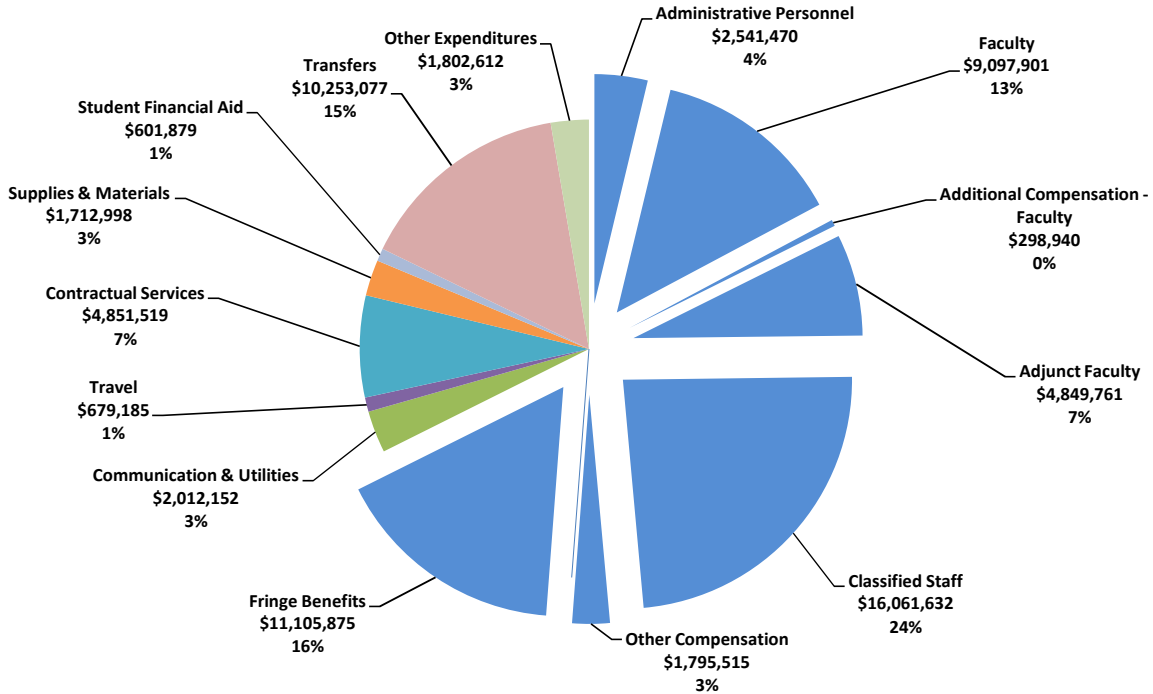


# Pima County Community College District

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

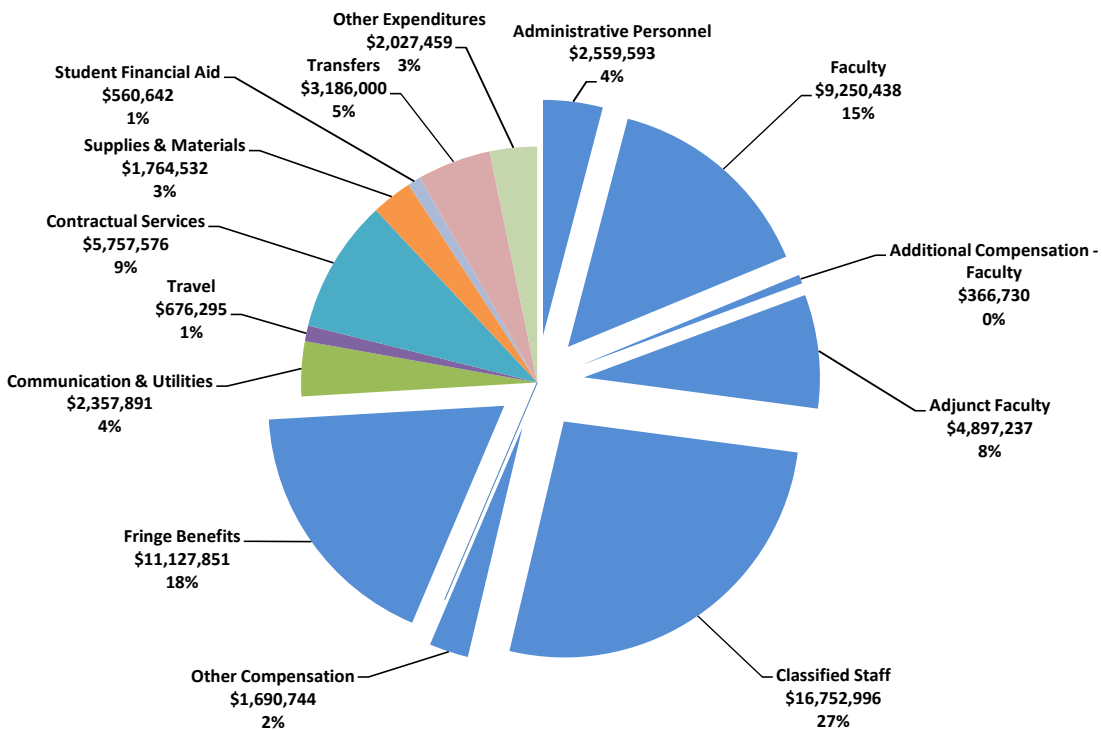
## General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year

For the Five Months Ending November 30, 2013



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

For the Five Months Ending November 30, 2014



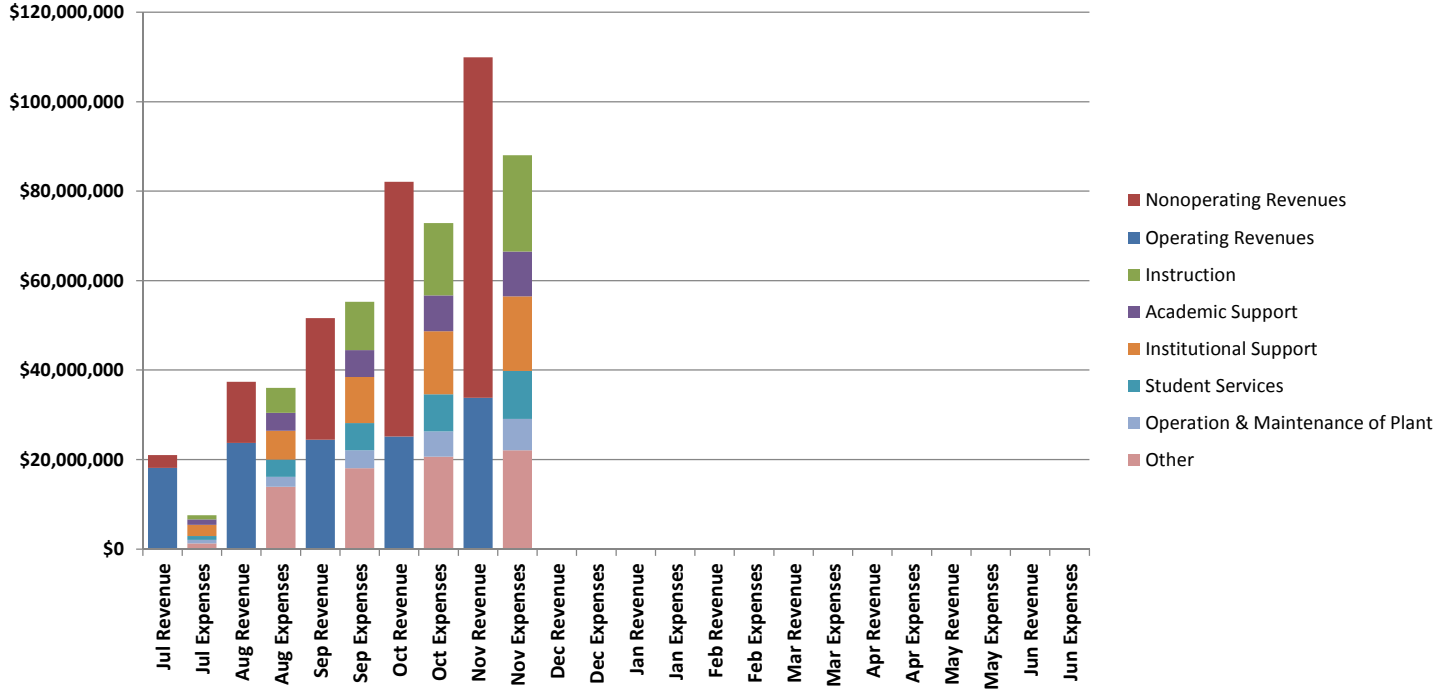


# Pima County Community College District

All Funds Revenue & Expenses Year to Date

Current Year

## All Funds YTD Revenues & Expenses - FY15





# Pima County Community College District

Glossary for Financial Reports

## Statement of Net Position

<b>Assets</b>	
<b>Current Assets</b>	Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.
Cash & Cash Equivalents	Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.
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.
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.
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 collectability 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	Student loans receivable consists of book loans made to students where the College is responsible for collecting the balance due.
Other	Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees. Also included 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 applied to the student's account and the College is reimbursed after the fact.
Inventories	Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.
Prepaid Expenses	Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.



# Pima County Community College District

## Glossary for Financial Reports

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



# Pima County Community College District

## Glossary for Financial Reports

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

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

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



# Pima County Community College District

## Glossary for Financial Reports

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



# 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.*



**Pima County Community College District  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 9

<b>Item Title</b>	<b>Contact Person</b>
Governance Council Minutes	Deborah Yoklic Assistant Vice Chancellor (206-4650)

**Information:**

For your information, the Chancellor presents to the Board of Governors minutes of Governance Council meetings from the following dates:

November 24, 2014

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**Approvals**

Contact Person \_\_\_\_\_  
*Deborah Yoklic*  
Deborah Yoklic

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

(Continued)

Governance Council  
November 24, 2014  
District Office B-218  
3:00-5:00pm

Meeting Notes

**In Attendance:** Manny Amado, Carlo Buscemi, Kimlisa Duchicela, Don Harp, Joe Labuda, Joe Langlois, Lorraine Morales, Alec Moreno, Jeff Silvyn, Nancee Sorenson, Debbie Yoklic, Mykle Zoback

**Not In Attendance:** Shelby Deibel, Fernanda Gonzalez Van-Pratt, Lee Lambert

1. **Agenda Modifications:** None
2. **Approval of Minutes of 11/10/14:** Approved.

3. **Departmental Webpages**

Kimlisa Duchicela discussed issues with the PCC webpage lacking informational character. She said that by incorporating a Facebook page, it will bring in students to PCC and help show promotion of classes being offered. She stated the webpage needs work done; there is lack of pictures, interest and use. Kimlisa feels that we can't promote events with what PCC offers with our current website. Kimlisa stated that the use of the PCC logo is limited, which is due to standards. She showed the committee the webpage/template of Shoreline and Mesa Community Colleges to show examples of what we should aim for. Debbie asked "Who should be responsible for keeping the webpage up"; the committee agreed Faculty/Campus IT, due to the fact that the changes will be occurring at the campuses. The committee agreed that PCC webpages need to all look alike and be cohesive. Kimlisa asked for a review of the policy. Debbie asked if the CDACs would be open to a taskforce to focus on the issue of the webpage, Kimlisa responded that it would be a start and her CDAC would be very open to it.

Debbie then asked the committee if Governance Council would like to make a recommendation to the Chancellor; the committee agreed. The recommendation is to put together a taskforce and to review/revise and update policy and use of the logo.

Debbie asked the team what the purpose of Departmental Webpage should be. The responses include:

- Promotion
- Outreach
- Retention
- Engagement
- Functional

4. **IT Standing Committee Request**

Lorraine Morales is co-chairing the IT standing committee. Lorraine advised the committee that the standing committee's charge is to provide insights and suggestions to the Chancellor. The IT standing committee suggested to Lorraine that they would like to come up with a proposal to no longer be a standing committee but a working group, to function more in a program management role to help prioritize projects for IT that come

up. The standing committee will move forward to become a working group and bring the recommendation to Chancellor's Cabinet. Lorraine let the committee know that it makes the most sense for this working group to report to IT.

#### **5. Governance Council Survey Results**

Lorraine discussed with the committee that in the HLC report there was no evidence about how Governance Council did its work nor how we knew if we were successful. Michael Tulino, Lorraine Morales, Paul Schwalbach and Carlo Buscemi worked as a Fast Action Team to provide a report to HLC. Two surveys were created, one for Governance Council members and another for the College at large. Lorraine then gave some highlights of the two surveys.

##### **College at Large**

- 681 responses were received; 78% don't know who the Governance Council is.
- The 30% who did know said it was because of Chancellor's email, but are not sure of what we do.
- We have to do a better job in communicating who we are and what we do
- Email and @PimaNews were the preferred methods for sharing information about Governance Council.

##### **Governance Council Member Survey**

- We are respectful of each other and transparent.
- This is the beginning stage of the committee; there is room for improvement.

#### **6. SPG-1401/AA**

The Council recommended the name be changed to All College Council.

#### **7. Governance Council Co-Chair**

Members are to send Debbie suggestions for the Co-Chair. The Council will vote if there are two or more candidates.

#### **8. Meeting Schedule for Spring 2015**

Committee agreed that for 2015 face to face are preferred, and agreed to monthly meetings on Mondays 3-5pm. Team agreed on Mondays 3-5 once a month. Debbie will be sending schedules with dates and where we will be meeting via email. The **December 8, 2014 meeting has been CANCELLED** and will meet again until January.

**Meeting Adjourned: 4:50pm**

**Future Meetings: 01/12/15, 3-5 pm, D-225  
02/09/15, 3-5 pm, B-218**

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**INFORMATION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 10

<b>Item Title</b>	<b>Contact Person</b>
Board Policy Substantive Changes — First Reading	Deborah Yoklic Assistant Vice Chancellor (206-4650)

**Recommendation:**

For your information, the Chancellor submits the first reading of the following substantive changes to Board Policies.

- BP-1401 Governance
- BP-4001 Meet and Confer Process
- BP-4201 College Personnel Policy

**Justification:**

Recommended changes result from the comprehensive review and revision of Board Policies currently being undertaken by the Board.

**Financial Considerations:**

None.

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**Approvals**

Contact Person Deborah Yoklic  
Deborah Yoklic

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



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Governance</b>
<i>Board Policy Number:</i>	BP-1401
<i>Adoption Date:</i>	2/19/86, 3/12/14
<i>Revision Date(s):</i>	4/29/09, 3/4/14; <a href="#">1/13/15</a>
<i>Schedule for Review &amp; Update:</i>	Annually
<i>Unit Responsible for Review &amp; Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	3766
<i>Legal Reference:</i>	ARS 15-1445; <i>Tucson Unified School District v. Tucson Education Association</i> , 155 Ariz. 441, P.2d 602 (App. 1987); <i>Godbey v. Roosevelt School District</i> , 131 Ariz. 13, 638 P.2d 235 (App. 1981)
<i>Cross Reference:</i>	PCCCD Board Bylaws Article III

As the legally constituted and final authority for the operation of the Pima Community College District, the Governing Board’s responsibility includes:

- Governing the District as a whole;
- Delegating authority with guidelines to the Chancellor for the daily operation of the District;
- Selecting a governance model for the District.

Further, the Governing Board believes:

- An effective governance model is necessary and vital to the operation of the District, so that the decisions of the Board and Chancellor are fully informed.
- Effective governance is achieved in a College atmosphere emphasizing contribution, cooperation, collaboration, civility, transparency and respect.
- Effective governance involves the College groups - regular and adjunct (part-time) faculty, regular and temporary staff, administrators and students - to provide input, as requested by the Board and Chancellor.

Therefore, the Governing Board delegates to the Chancellor the responsibility for implementing an All-College Governance Council, based on the following principles:

1. For Pima Community College governance is defined as a communication model involving all college groups, as noted above, and an All-College Governance Council.
2. The goal of this governance model shall be mutual accountability both for the College Mission and for student success.
3. Ongoing communication and input into decision-making shall be the driving purpose of governance model. Communication shall be based on critical analyses, ongoing inquiry and continuous learning. The All-College Governance Council shall advise the Chancellor on matters of college-wide importance which are not directly and substantially related to wages, salaries and working conditions.
4. Representatives of College groups, as well as all College employees and students, shall be part of an interactive governance communication and information system.
5. Representatives to the All-College Governance Council shall be responsible for keeping their campuses/members informed and for relaying their constituencies' concerns and recommendations to the All-College Governance Council.

6. The All-College Governance Council shall consist of 12 representatives as follows:
  - 3 Students (the Governing Board representative and two other representatives selected by campus Student Governments)
  - 3 Faculty members (the two Governing Board representatives, one regular faculty and one adjunct faculty; and one additional representative selected by Faculty Senate)
  - 3 Staff members (the two Governing Board representatives, one regular staff member and one temporary staff member; and one additional representative selected by Staff Council)
  - 3 Administrators (the Governing Board representative; 1 Campus President selected by the Presidents, and 1 other administrator selected by the administrators)
7. College employees and students shall be able to express their views in various ways: through representatives of their College campus or College groups, through the Governing Board representatives, or directly to the All-College Governance Council.
8. The All-College Governance Council shall be evaluated each year and modified as necessary.

The Governing Board shall not permit the delegation or dilution of its powers as prescribed by law through any process.



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Meet and Confer <u>Process</u> <del>with Employee Representatives</del></b>
<i>Board Policy Number:</i>	BP-4001
<i>Adoption Date:</i>	2/17/82
<i>Revision Date(s):</i>	9/13/00
<i><u>Review Date</u></i>	<u>11-24-14; 1-13-15</u>
<i>Schedule for Review &amp; Update:</i>	<del>Annually</del> <u>Every three years</u>
<i>Unit Responsible for Review &amp; Update:</i>	<del>Chancellor / VC Human Resources</del> <u>Board of Governors</u>
<i>Sponsoring Unit/Department:</i>	<del>Chancellor / VC Human Resources</del> <u>Board of Governors</u>
<i>Motion Number:</i>	2842, 6066
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

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The Pima County Community College District Board of Governors (the Board) appreciates the benefits of employee input into the decision-making processes of the College. Therefore, the Board ~~permits~~ provides individual employees and employee groups the opportunity to participate in a formally structured meet and confer process to assist ~~it~~ the Board in making its decisions regarding compensation ~~salaries~~, personnel policies, benefits, and terms and conditions of employment.

~~The Board recognizes employee representative groups to provide input for the development of personnel policies directly and substantially related to wages, salaries and working conditions. Such recognition does not preclude input from~~



~~others.~~ The Board expects that each employee group will secure input from all employees in that classification.

~~In order to facilitate employee participation, the Board adopts this meet and confer policy with employee representative groups.~~

The goal of meet-and-confer is to reach consensus. If consensus is not possible, then two or more alternatives, with pros and cons of each, shall be presented to the Board.

## GOVERNING BOARD GUIDELINES

### I. EMPLOYEE INPUT

The primary means for employee input shall be through open, scheduled meet and confer sessions between employee groups and management teams. At meet and confer sessions, opportunities for other eligible employees to provide input shall be included. In addition, College-wide information sessions and surveys of all employees will be conducted and documented. At any time during the meet and confer process, employees may provide written comments to their Employee Team or the Board's Management Team. ~~An e~~Employees may ~~only~~ comment only on policies or issues that pertain to ~~his/her~~their employee classification.

### II. DEFINITION AND DELINEATION

~~The issues included in the meet and confer process are~~ The meet and confer process is Board-determined and centers on ~~comprise~~ those personnel policies specific to the responsibilities or contractual obligations, and benefits, compensation, salaries and working conditions for regular, full-time employees' within a particular classification, ~~as well as wages, salaries and working conditions.~~

The meet and confer process does not include personnel policies relating to assignments outside the job descriptions and full-time duties for the classification or which the Governing Board has determined should be applied consistently to more than one employee classification.

Issues outside those covered by the scope of meet and confer ~~definition and delineation~~ may be presented in writing by an individual or the Employee Team to the Board's Management Team. The Board's Management Team will forward these written issues to the Board for determination of appropriate action.

While meet and confer does not include personnel policies or fringe benefits common to all employee classifications, the Board will authorize regular discussions with employee representative groups and other employees on these matters.

Any conflict or disagreement about the issues within the meet and confer process will be solely resolved by the Board of Governors.

### III. MEET AND CONFER TEAMS

Meet and confer shall occur between the Board's Management Team and a team comprised of the representative groups for the employee classification teams (Employee Team). Meet and confer Teams shall have no more than six members. Employee Teams may include one non-College employee who is also a member of the representative group.

The Board of Governors designates the Chancellor as its chief liaison for the meet and confer process. For each employee classification, the Chancellor will appoint a team of administrators and managers to represent the Board (Board's Management Teams). The Chancellor will authorize the Board's Management Teams to facilitate the meet and confer process and report regularly through him/her to the Board.

### IV. EMPLOYEE CLASSIFICATIONS ELIGIBLE TO ELECT EMPLOYEE REPRESENTATIVE GROUPS

Categories of employees eligible to elect an employee representative group to provide advice and counsel to the Board through the meet and confer process are:

- 1) Full-time regular classified employees - non-exempt;

- 2) Full-time regular classified employees - exempt;
- 3) Full-time regular instructional and educational support faculty.

## V. ELECTION OF EMPLOYEE REPRESENTATIVE GROUPS

An employee classification is represented in the meet and confer process by an elected employee representative group. That group will continue to represent the employee classification unless a new employee representative group is elected.

An employee representative group(s) may request an election to represent an employee classification by September 1. The request must contain the signatures of at least 25% of employees within ~~the~~ an employee classification and must be as verified by the Department of Human Resources. The Department of Human Resources will forward the verified request(s) to the Board.

Should the Board determine such an election shall be held, it will be no later than October 1. The election will be administered by a party mutually agreed to by the organizations which appear on the ballot. Should the organizations be unable to agree upon a party to administer the election by September 15, the Board, or its designee, shall appoint such a party.

A majority of the votes cast will determine which organization will become the employee representative group. That organization shall become the employee group representative on January 1. In the event of a tie vote, no change to the existing employee representative group will occur.

Results of the election shall be reported to the Board at the next regular meeting following the conclusion of voting.

## VI. AUTHORITY OF MEET AND CONFER TEAMS

The Board's Management Team, designated by the Chancellor, shall have full authority to meet and confer and sign memoranda of understanding on items agreed to during the meet and confer process. Such memoranda are subject to review by College legal counsel and are not considered College

policy until reviewed and approved by the Governing Board. For those proposals and issues on which there is disagreement, either party may present a brief written statement setting forth its position on the proposal or issue, which will be forwarded to the Board in the manner prescribed in Section II, Paragraph 4.

## VII. LEGAL

All memoranda of understanding shall be submitted to legal counsel for review. Legal counsel shall review such memoranda separately and, at the conclusion of meet and confer and prior to submission to the Governing Board, shall review the ~~policy statement~~ memoranda as a whole.

The purpose of such a review shall be to assure that all provisions are legal and within the authority of the Board. Additionally, counsel shall advise the Board whenever provisions or language may pose potential legal problems.

## VIII. ~~GUIDELINES~~ PARAMETERS

Prior to the commencement of meet and confer, the parties shall establish ~~guidelines~~ the parameters for ~~the conduct of~~ the meet and confer process.

These shall include, but not necessarily be limited to the following:

- meeting dates and times;

- ~~beginning and ending dates of meet and confer;~~

- times for employee comment periods;

- topics and schedules for College-wide information sessions;

- dates of general forums;

- recording of sessions;

- protocols for respectful discussion;

- date on which issues/proposals shall be exchanged; and

- role of spectators.

## IX. TIMELINE

The meet and confer process shall be limited to the time period January through April, but can be extended upon the ~~mutual agreement of the Teams.~~ approval of the Board.

#### X. THIRD PARTY FACILITATION

The Board is in agreement with the concept of third party ~~advice~~ assistance to resolve serious conflicts arising from the meet and confer process.

If at the conclusion of meet and confer, either Team concludes that continuing meet and confer is unlikely to produce agreement on an issue(s), that Team may request facilitation by a neutral third party. If, in its discretion, the Board determines that doing so will more effectively assist ~~it to~~ in ~~facilitate~~ ing the meet and confer process, the Board may elect to engage a neutral third party to facilitate discussion/consultation. However, the Board recognizes ~~the-its~~ responsibility to make final decisions and reserves the right to accept or reject the facilitated discussion.

#### XI. Unit Individuality

The Board recognizes meet and confer as a process whereby each employee representative group or an individual employees can bring forth for discussion issues of importance, ~~recognizing that priorities may differ. Meet and confer agreements related to similar issues may differ among employee representative groups.~~ The Board recognizes that group of individual priorities may differ and that meet and confer agreements related to similar issues among employee representative groups may differ.

### REVIEW OF BOARD POLICY 4001

Board Policy 4001 will be reviewed and any changes will be presented to the Board of Governors no later than the date of the November 2015 Board meeting.



# Pima County Community College District Board Policy

*Board Policy Title:* **College Personnel Policy  
~~Statement for College Employees~~**

*Board Policy Number:* BP-4201

*Adoption Date:* 6/14/95

*Revision Date(s):* ~~Subject to annual revision~~ 5-12-14

*Review Date(s):* 5-12-14

*Schedule for Review & Update:* ~~Annually~~ Every three years

*Unit Responsible for Review & Update:* ~~Assistant Vice Chancellor for~~ Human Resources ~~Finance~~

*Sponsoring Unit/Department:* ~~Assistant Vice Chancellor for~~ Human Resources

*Motion Number:* 5361

*Legal Reference:*

*Cross Reference:* BP 4001, Meet and Confer with Employee Representatives

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~~The Personnel Policy Statement for College Employees is published annually and is posted on the College’s website. The latest edition of the policy statement is available in Human Resources.~~

The Board of Governors reserves and retains the rights and responsibilities to administer, manage, direct and control the activities and work force of the College. The Board directs the Chancellor, or designee, to develop administrative procedures and additional guidance necessary for the purpose of implementing this policy.

Nothing in this policy shall inhibit, restrict, modify and/or supersede the Board's responsibilities and/or authority pursuant to, and in compliance with, any state or federal law, executive order, agency rule or guideline.

The Board further directs the Chancellor, or designee, to annually publish and post on the College's website the five employee handbooks, which are:

1. All College Employees Handbook
2. Administrators Handbook
3. Faculty Handbook
4. Staff, Classified Exempt, Handbook
5. Staff, Classified Non-Exempt, Handbook

Protocols and procedures in the Handbooks are intended to serve as guidelines to assist in the uniform and consistent administration of personnel matters; acquaint employees with procedures and regulations concerning their duties, obligations and privileges; and ensure, protect and clarify the rights and responsibilities of both the employee and the employer. Topics in the Handbooks may include, but are not limited to, compensation, benefits, leaves, conditions of employment, Code of Conduct, discipline and grievance procedures, and professional development programs.

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 11A

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting of January 14, 2015	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved Minutes of the Special Meeting of January 14, 2015 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.



## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Special Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 14, 2015 at 2:45 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  
Sylvia Lee, Secretary  
Scott Stewart

### **RECORDING SECRETARY**

Angela Wesson

### **GENERAL COUNSEL**

Jeffrey Silvyn

### **ADMINISTRATION**

Lee Lambert, Chancellor  
David Bea, Executive Vice Chancellor, Finance and Administration  
David Doré, President, Northwest Campus  
Erica Holmes, Provost  
Cheryl House, Executive Director, PCC Foundation  
Deborah Yoklic, Assistant Vice Chancellor

**GENERAL MATTERS**

Chairperson Longoria called the meeting to order at 2:45 pm.

**NEW BUSINESS**

Swearing In of New Board Member

Dr. Linda Arzoumanian, Pima County School Superintendent, administered the Loyalty Oath to new Governing Board Member Mark Hanna.

**ADJOURNMENT**

The meeting adjourned at 2:50 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 11B

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Special Meeting to go into Executive Session on January 14, 2015	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved Minutes of the Special Meeting to go into Executive Session on January 14, 2015 are submitted for approval.

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**Approval**

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

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD MEETING MINUTES**  
**January 14, 2015**

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, January 14, 2015 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  
Marty Cortez  
Mark Hanna  
Sylvia Lee, Secretary  
Scott Stewart

**General Counsel**

Jeffrey Silvyn

**Recording Secretary**

Angela Wesson

**Administration/Staff**

Lee Lambert

**Call to Order**

David Longoria called the meeting to order at 3:00 p.m.

**Motion for Executive Session**

**Motion No. 201501-01**

Sylvia Lee – M; Scott Stewart – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) (discussion and consideration of personnel issues, concerning the Chancellor’s employment and assignment. A.R.S. § 38-431.03(A)(3) (legal advice). A.R.S. § 38-431.01(A)(4) (consultation and legal advice) and A.R.S. § 38-431.01(A)(5) (meet and confer).

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 3:05 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:27 p.m.

Adjournment

The meeting adjourned at 5:28 p.m.

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Secretary

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Date

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 11C

<b>Item Title</b>	<b>Contact Person</b>
Unapproved Minutes of the Regular Meeting of January 14, 2015	Chancellor's Office (206-4747)

**Recommendation:**

The unapproved Minutes of the Regular Meeting of January 14, 2015 are submitted for approval.

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**Approval**

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

The Annual/Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 14, 2015 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  
Mark Hanna  
Sylvia Lee, Secretary  
Scott Stewart

### **REPRESENTATIVES TO THE BOARD**

Carlo Buscemi, Adjunct Faculty  
Don Harp, Staff  
Joe Langlois, Temporary Staff  
Edgar Soto, Administrator  
Kimlisa Salazar Duchicela, Faculty

### **RECORDING SECRETARY**

Angela Wesson

### **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  
Aid  
Aubrey Conover, Vice President of Student  
Development  
Nina Corson, Academic Dean  
Suzanne Desjardin, Vice President of Student  
Development, Acting  
Cynthia Dooling, Interim Vice Chancellor for  
Information Technology

David Doré, President, Northwest Campus  
Dolores Durán-Cerda, Senior Assistant to the  
Provost  
Charlotte Fugett, President, East Campus &  
Vice Chancellor for Human Resources  
John Gillis, Vice President of Instruction,  
Acting  
Diane Groover, Assistant Vice Chancellor for  
Finance  
Erica Holmes, Provost  
Patricia Houston, Academic Dean  
William Howard, Assistant Vice Chancellor  
for Business Services  
Gwendolyn Joseph, Interim President,  
Downtown Campus  
C.J. Karamargin, Executive Director for  
Public Information and Media Relations  
Darla Lammers, Vice President of Instruction  
Mary Ann Martinez Sanchez, Assistant Vice  
Chancellor for Academic Services  
Karrie Mitchell, Assistant Vice Chancellor of  
Student Development  
Lorraine Morales, President, Community  
Campus  
Morgan Phillips, President, Desert Vista  
Campus  
Irene Robles-Lopez, Vice President of  
Student Development  
Ted Roush, Vice President of Instruction  
Yvonne Sandoval, Academic Dean, Acting  
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 5:37 p.m.

### Pledge of Allegiance

David Longoria led the Pledge of Allegiance.

## **NEW BUSINESS**

### Election of Board of Governors' Officers For 2015

#### **Election of Chair of the Governing Board**

##### **Motion No. 201501-02**

Scott Stewart – M, Marty Cortez – S, that Sylvia Lee serve as Chairperson of the Board of Governors of the Pima County Community College District in 2015.

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

**Motion CARRIED.**

#### **Election of Secretary of the Board**

##### **Motion No 201501-03**

Scott Stewart – M, Sylvia Lee – S, that Marty Cortez serve as a Secretary of the Board of Governors of the Pima County Community College District in 2015.

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

**Motion CARRIED.**

### Proposed Annual Calendar of Regular Board Meetings, 2015

#### **Motion to Adopt Annual Calendar of Regular Board Meetings in 2015**

##### **Motion No. 201501-04**

Marty Cortez – M, Scott Stewart –S, to approve the proposed Board of Governors Regular Meeting Calendar for 2015.

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

**Motion CARRIED.**



Proposed Annual Calendar of Board Study Sessions, 2015

**Motion to Adopt Annual Calendar of Board Study Sessions in 2015**  
**Motion No. 201501-05**

Scott Stewart – M, Marty Cortez – S, to approve the proposed Board of Governors Study Session Calendar for 2015.

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

**Election of Arizona Association of District Governing Board’s Representative**  
**Motion No. 201501-06**

Mark Hanna – M, Sylvia Lee – S, that Scott Stewart serves as representative to the Arizona Association of District Governing Boards (AADGB).

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

Recess

The meeting recessed at 5:40 p.m.

The meeting resumed at 5:45 p.m.

Incoming Board Chair Sylvia Lee welcomed the audience to the first meeting of 2015. She also thanked David Longoria for his year of service as Board Chair. Chairperson Lee also welcomed Mark Hanna and acknowledged Brenda Even for her years of service.

## **GENERAL MATTERS**

### Public Comment – Call to Audience

There were no requests to address the Board.

### Governing Board Member Remarks

Chairperson Sylvia Lee acknowledged the tremendous work that a number of individuals did to put together the institutional response along with the self-study: Michael Parker, lead writer, Terry Hawkins, Dolores Duran-Cerda, Carl Englander, Michael Peel, Nicola Richmond, Mary Ann Martinez Sanchez, David Bea, Rachelle Howell, Jeff Silvyn, Louise Glogoff, archivist, Shannon McBride-Olsen and Bryce Morthland.

Chairperson Lee informed the audience of the following:

- The Chancellor's report will be listed at the end of the agenda to allow him an opportunity to respond to previous discussions or concerns.
- The monthly Financial Statement will be included in each month's packet but Dr. Bea will give a formal quarterly presentation.
- The Chancellor will determine when the Provost will report various updates.
- The development of the Board agenda will include the Board Chair, Board Secretary, Chancellor and General Counsel.
- Meet and Confer – due to the fiscal challenges expected this year for the State and Pima College, the Board will develop parameters for meet and confer to guide discussion topics. We will also be asking that the calendar for meet and confer allow the Board the opportunity to review proposals as the process advances rather than only at the conclusion of the process.

Board Member Mark Hanna stated that it is a privilege and honor to serve and that he promises to help make Pima the respected College it could be. Board Member Hanna noted that he will be visiting all the campuses.

Board Member Scott Stewart thanked David Longoria for serving and welcomed Sylvia Lee as the new Chair.

Board Member Marty Cortez thanked David Longoria for his leadership. She also welcomed Mark Hanna and thanked everyone who has worked hard to move the College forward.

Chairperson Lee thanked the team who attended the HLC Hearing: Charlotte Fugett, Nicola Richmond, Mary Ann Martinez Sanchez and Chancellor Lambert. Chairperson Lee felt the team did an excellent job representing Pima. She stated that the Hearing Committee questioned how the Board was assessing their effectiveness, closing the loop and their goals.

Chairperson Lee also noted that the Hearing Committee felt the College should be further along in Student Learning Outcomes. The Committee felt the College has had over a decade of understanding what student learning outcomes are about and that the faculty should all be on board along with the support of the administration and staff. Pima assured them that we are going to move forward in that area. She mentioned that many faculty are already doing an excellent job in the area of student learning outcomes but we need to make sure every faculty member is looking at student learning outcomes.

## **INFORMATION ITEMS**

### Employment Information

Chairperson Lee acknowledged the retirements of: Phillip Burton, Ellen Caldwell, Katherine Feuling, Anne Franklin, Roger Helm, Bruno Loya, Brigid Murphy, Raymond Paez and Christie Sexton and wished them well in their future endeavors.

### Adjunct Faculty Appointments

This item was noted as an information item.

### Financial Report — October 2014 Financial Statements and Comprehensive Annual Financial Report for Fiscal Year 2014

Executive Vice Chancellor David Bea presented the Comprehensive Annual Financial Report for Fiscal Year 2014. Dr. Bea noted that Pima has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for 22 consecutive years and that it is the highest form of recognition in governmental accounting and financial reporting.

Dr. Bea also noted that the unqualified opinion from the Arizona Office of the Auditor General indicates the College's financial statements are reliable, fairly presented, and prepared according to accepted accounting principles

### Arizona Minimum Wage Increase for Unclassified Pay Rates for Temporary Employment

General Counsel Jeffrey Silvyn noted that in order to comply with state law, the Unclassified Pay Schedule for temporary employee pay rates changed to match the new required minimum wage rate.

### Governance Council Meeting Minutes

This item was noted as an information item.

## **ACTION ITEMS**

### Approval of Minutes

#### **Motion No. 201501-07**

Scott Stewart – M, Marty Cortez – S, to approve the minutes of the following meetings: Special Meeting to conduct Executive Session on November 19, 2014; Regular Meeting of November 19, 2014 and the Special Meeting on December 1, 2014.

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

**Motion CARRIED.**

### Consent Agenda

Board Member Scott Stewart requested clarification on Item 10.4 Federal Perkins Loan Program Liquidation as to dollar amount. Board Member Stewart also requested a walk-through on the process of Program Review (Item 10.5 Curriculum Recommendations: Program Inactivation – Crime Scene Management - Certificate for Direct Employment).

Board Member Mark Hanna requested clarification on how many students would be affected with the liquidation of the Federal Perkins Loan. No students would be affected. The Government becomes the holder of the loan.

#### **Motion No. 201501-08**

Marty Cortez – M, David Longoria – S, to approve the 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

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

**Motion CARRIED.**

## **OTHER ACTION ITEMS**

### Review/Update of Human Resources Advisory Team

Vice Chancellor Charlotte Fugett provided an update on this item. Vice Chancellor Fugett also requested the Board to name a Board member to replace Dr. Brenda Even.

**Motion No. 201501-09**

David Longoria – M, Marty Cortez – S, to appoint Mark Hanna to serve on the Human Resources Advisory Team.

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

**Motion CARRIED.**

Board Member Marty Cortez noted that the advisory team is moving slowly because they want to make sure the process and structure is properly constructed so it will function without any problems down the road. She also noted that more information will be forthcoming and community members will be added to the advisory team.

**REPORTS**

Reports by Representatives to the Board

*Student – Alec Moreno* — There was no report.

*Temporary Staff – Joe Langlois* — There was no report. Temporary Staff did not present a recommendation/concern to the Board.

*Staff – Don Harp*

Staff Representative Don Harp presented the January 9<sup>th</sup> Staff Council report. Staff did not present a recommendation/concern to the Board.

*Adjunct Faculty – Carlo Buscemi* — There was no report. Adjunct Faculty did not present a recommendation/concern to the Board.

*Faculty – Kimlisa Salazar Duchicela* — There was no report. Faculty did not present a recommendation/concern to the Board.

*Administrator – Edgar Soto on behalf of Brian Stewart*

Administrator Representative Edgar Soto on behalf of Brian Stewart presented the administrators’ report. Administrators did not present a recommendation/concern to the Board.

Chancellor’s Report

Chancellor Lambert welcomed everyone to the New Year. He congratulated Sylvia Lee on being Chair, thanked David Longoria for serving as past Chair and welcomed Mark Hanna.

Chancellor Lambert thanked the members of the HLC Hearing team and noted that the hearing went extremely well and the atmosphere was positive and collegial. He stated that he asked the Hearing Committee to accept the recommendation of the site evaluation team. The Hearing Committee asked a variety of questions covering a number of areas, such as

integrated planning and budgeting, program review, assessment, board governance, leadership transition, and diversity. Chancellor Lambert added that higher education is entering an era of increased scrutiny, one that will demand more accountability, transparency and integrity of all colleges and universities.

Highlights of Chancellor’s report included:

- Thanked Vice Chancellor Charlotte Fugett for all the hard work she has done for the College.
- Thanked Nancee Sorenson for her work.
- Acknowledged Suzanne Desjardin, Acting Vice President of Student Development (NW); Darla Zirbes, Acting Campus President (EC) and Gwen Joseph, Interim Campus President (DC).
- Legislation – Colleges and Universities were not mentioned in the Governor’s State of the State address.
- Expenditure Limitations – there will be a bill that would require Colleges to use actual enrollment instead of projected enrollment.
- Santa Cruz County – looking to become a full-fledged community college.
- Chancellor’s Cabinet Reorganization. Cabinet has been reorganized into two groups: Chancellor’s Executive Council and Chancellor's Operational Cabinet. This change formalizes the Executive Council to separate strategy-related discussions from operational discussions. Executive Council will focus on strategy; the Operational Cabinet will focus on operations.
- Campus administrative structure – we have 4 permanent president appointments and 2 acting. No decision has been made on the future structure of campus administration.

Board Member David Longoria acknowledged Robert Ramirez, PCC Foundation Board Member and President of Vantage West Credit Union.

Board Member Marty Cortez thanked CJ Karamargin for his service to the College.

## ADJOURNMENT

### Adjournment

#### **Motion No. 201501-10**

Scott Stewart – M, Marty Cortez – S, to adjourn the meeting at 6:55 pm.

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

**Motion CARRIED.**

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Secretary

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Date

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

Meeting Date: 2/4/15

Item Number: 12

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.

- 12.1 Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
- 12.2 Non-substantive Changes to Board Policies
- 12.3 Contract: Marketing and Advertising Services, Fiscal Year 2014-2015
- 12.4 Contract: Security Services
- 12.5 Contract: Consultant Services for a Facilities College Wide Master Plan
- 12.6 Contract: Third Party Evaluator for Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program
- 12.7 HomeGoods, Inc. Foreign Trade Zone Intergovernmental Agreement

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#### Approval

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







# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Prime Policy</b>
<i>Board Policy Number:</i>	BP-1101
<i>Adoption Date:</i>	2/17/82, 1/8/14, 4/16/14
<i>Revision Date(s):</i>	3/9/94, 6/9/99, 4/29/09, 12/16/13, 3/27/14, <u>8/21/14</u>
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Unit Responsible for Review &amp; Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	ARS 15-1445(1)
<i>Cross Reference:</i>	

## PURPOSE

This Prime Policy applies to the development and creation of non-personnel policies and administrative procedures for Pima County Community College District.

## DEFINITIONS

A Pima County Community College District Board of Governors Board Policy is a statement officially adopted by the Board of Governors at a public meeting that ~~establishes one or more general institutional priorities and/or stipulates the stance that the Board of Governors directs the institution to maintain in pursuit of approved general institutional priorities.~~ defines general goals and acceptable practices for the operation of the College. Board Policies create frameworks for:

- defining acceptable practices;
- establishing educational and other expectations;

- guiding the actions of those to whom the Board delegates authority and responsibility;
- ensuring compliance with state and federal law.

Administrative Procedures provide specific guidance to district staff in implementing and enacting Board Policies in the day-to-day operations of the College. These are approved through the process detailed in SPG 1101/AA.

Additionally, College units may create Operations Manuals to detail specific processes for implementing Board Policies or Administrative Procedures. The unit is responsible for internal approvals and regular updates of Operations Manuals.

## AUTHORITY

Policies of the Pima County Community College District are adopted by the Board of Governors under authority granted by the legislature of the State of Arizona.

## RESPONSIBILITY

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

## INITIATION

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

## FORMULATION AND REVIEW

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

- A. A proposed policy shall be forwarded to the Chancellor for review and consultation with appropriate standing committees, administrative heads, staff, Chancellor's Cabinet and legal counsel.

- B. The Chancellor or designee shall meet with the initiator(s) to consider all comments and modify the proposed policy as necessary. At this time, the proposal may be withdrawn.
- C. The Chancellor will then present the proposed policy to the Board of Governors at a public meeting. At this time the Board of Governors and/or the Chancellor may propose further modification to the proposed policy.
- D. The proposed policy will then be posted on the Pima Community College website for 21 calendar days for comment.
- E. The Board of Governors shall act upon the proposed policy at the next regular meeting after the conclusion of the 21 day comment period, and make such modifications as it deems necessary.
- F. The Board of Governors may make exceptions to this review and approval process.
- G. The Chancellor and the administration are authorized to prepare and implement administrative procedures necessary to effect all approved policies. Once these administrative procedures have been finalized, they will be presented to the Board and posted to the public website.

### EVALUATION

College policies subject to this prime policy shall be evaluated by the Chancellor or designee at least every three years.



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>College Travel Expenses</b>
<i>Board Policy Number:</i>	BP-2412
<i>Adoption Date:</i>	5/26/93
<i>Revision Date(s):</i>	6/12/02, 1/11/10, <a href="#">9/30/14</a>
<i><a href="#">Review Date(s):</a></i>	<a href="#">9/30/14</a>
<i>Schedule for Review &amp; Update:</i>	Annually
<i>Unit Responsible for Review &amp; Update:</i>	<del>Executive Vice Chancellor for</del> Finance and Administration
<i>Sponsoring Unit/Department:</i>	<del>Executive Vice Chancellor for</del> Finance and Administration
<i>Motion Number:</i>	6310
<i>Legal Reference:</i>	A.R.S. 15-1406
<i>Cross Reference:</i>	International Education, BP-3115

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~~Pima County Community College District may~~ [The Board of Governors delegates authority to the Chancellor of his/her designee to approve payment](#) for the ~~traveling, lodging and other~~ travel-related expenses of Board members (including members-elect), employees and candidates for [District](#) employment ~~with the District according to established travel procedures.~~ [The Chancellor or designee shall establish procedures, consistent with best practices, for paying travel-related expenses.](#)



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Diversity</b>
<i>Board Policy Number:</i>	BP-3121
<i>Adoption Date:</i>	3/13/91
<i>Revision Date(s):</i>	10/21/03, 6/20/14; <a href="#">10/28/14</a>
<i><u>Review Date(s):</u></i>	<a href="#">10/28/14</a>
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Unit Responsible for Review &amp; Update:</i>	<del>Office of the Provost</del> <a href="#">Chancellor's Office</a>
<i>Sponsoring Unit/Department:</i>	<del>Office of the Provost</del> <a href="#">Chancellor's Office</a>
<i>Motion Number:</i>	4874
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment), BP-1501; Student Success, BP-3509

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Pima Community College values its ~~multicultural~~ [diverse](#) student [and employee](#) populations and is committed to providing and supporting programs, ~~and~~ services [and training](#) that will enable all students [and employees](#) ~~from diverse backgrounds~~ to achieve their educational [and career](#) objectives. [The same value will be utilized by PCC in employee recruitment and hiring. In order that College employees reflect the diversity of the students and its community, reasonable good faith efforts will be made to recruit highly qualified and diverse applicants.](#)



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Drug Free <del>Workplace</del> <u>Environment</u></b>
<i>Board Policy Number:</i>	BP-4006
<i>Adoption Date:</i>	5/24/89
<i>Revision Date(s):</i>	6/30/03; <u>7/10/14; 10/29/14</u>
<i><u>Review Date(s):</u></i>	<u>7/10/14; 10/29/14</u>
<i><u>Schedule for Review &amp; Update:</u></i>	<u>Every two years</u>
<i><u>Sponsoring Unit/Department:</u></i>	<del>VC Human Resources</del> <u>Chancellor</u>
<i>Motion Number:</i>	4428
<i>Legal Reference:</i>	Drug-Free Work Place Act of <u>1988; Drug-Free Schools and Communities Act Amendments of 1989; and other related federal and state laws.</u>
<i>Cross Reference:</i>	

## **Purpose**

~~The purpose of this policy is~~ The Board of Governors directs Pima Community College to provide and maintain for employees, students and visitors a safe ~~work~~ environment free from the hazards associated with drugs and alcohol use. ~~This policy is designed to protect the safety of all employees, students, and the general population in the work place.~~ This policy is intended to ensure College compliance also complies with the provisions of the Drug-Free Work Place Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989, which ~~and~~ allows ~~Pima County Community~~ the College ~~District~~ to maintain and certify the drug prevention and a drug-free work place awareness programs.

The College shall adopt procedures as necessary for program-specific requirements.

The Chancellor or designee shall conduct a biennial review of the College's programs to determine their effectiveness, implement changes as needed, and ensure that disciplinary sanctions are consistently enforced.

### **Policy**

~~It is the policy of Pima County Community College District to maintain a drug and alcohol free working environment for its employees, students and visitors. The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on College premises, while conducting College business or at any time which would interfere with the effective conduct of the employee's work for the College.~~

~~The College recognizes drug and/or alcohol dependency as illnesses and major health problems. The College also recognizes drug and alcohol abuse as potential health, safety and security problems. Employees needing help in dealing with such problems are encouraged to seek it, either through their own resources or through the College Employee Assistance Program, which is a regular employee benefit. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel file. As a condition of employment, employees must abide by the terms of this policy. Violations of this policy statement will result in appropriate disciplinary actions, including discharge.~~

~~All employees, including those on a contract or grant, as a condition of employment, must notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after that conviction. Any employee convicted of a criminal drug statute violation occurring in the work place is required to satisfactorily participate in a drug abuse assistance or rehabilitation program.~~

### **Definitions**

- ~~1. **Controlled substance:** any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act.~~
- ~~2. **Employee:** a person employed by the College District or directly engaged in the performance of work under the provision of the grant or contract.~~

- ~~3. **Conviction:** includes pleas of no contest or nolo contendere.~~
- ~~4. **Criminal statutes:** include state and federal prohibitions against the manufacture, distribution, dispensing, use or possession of any controlled substance.~~

### **Distribution**

~~All employees will be provided a copy of this policy statement. New employees will receive a copy of this policy during attendance at the new employee orientation session.~~

### **Education**

~~The Vice Chancellor for Human Resources will establish a drug free awareness program informing employees about the danger of drug abuse in the work place, the policy of maintaining a drug free work place, the availability of drug counseling, rehabilitation, and employee assistance programs, and the penalties imposed for drug abuse violations.~~





# Pima County Community College District Board Policy

This BP is being recommended for deletion; content is covered in BP 2403.

~~Board Policy Title: Warrants and Disbursements~~

~~Board Policy Number: BP 2411~~

~~Adoption Date: 12/17/80~~

~~Revision Date(s): 3/25/02, 1/11/10~~

~~Schedule for Review & Update: Annually~~

~~Unit Responsible for Review & Update: Executive Vice Chancellor for Finance and Administration~~

~~Sponsoring Unit/Department: Executive Vice Chancellor for Finance and Administration~~

~~Motion Number: 4053~~

~~Legal Reference:~~

~~Cross Reference:~~

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~~The Pima County Community College District Board of Governors may expend funds within the Board approved budget to pay for goods and services rendered to and on behalf of the District. In exercising this responsibility, the Board of Governors is empowered to cause checks to be issued for these expenditures. The Board, therefore, authorizes the Chancellor, who may in turn delegate this authority to execute checks and other items of withdrawal for and on behalf of the District to the Executive Vice Chancellor for Finance and Administration. Facsimile signatures may be used.~~



# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<u><a href="#">Policy Transition Period 2015-2016</a></u>
<i>Board Policy Number:</i>	<u><a href="#">BP-1104</a></u>
<i>Adoption Date:</i>	
<i>Revision Date(s):</i>	
<i>Review Date(s):</i>	<u><a href="#">9/3/14</a></u>
<i>Schedule for Review &amp; Update:</i>	
<i>Unit Responsible for Review &amp; Update:</i>	<u><a href="#">Board of Governors</a></u>
<i>Sponsoring Unit/Department:</i>	<u><a href="#">Board of Governors</a></u>
<i>Motion Number:</i>	
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

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[During 2014, the Board of Governors undertook a review, revision and reorganization of all policies. The purpose of this Board Policy is to establish the timeline for the transition from the structure in effect during Fall 2014, consisting of Board Policies \(BPs\), Regulations \(RGs\) and Standard Practice Guides \(SPGs\), to the revised structure, consisting of Board Policies and Administrative Procedures \(APs\).](#)

## [Timeline](#)

### [December 31, 2014](#)

- [All Board Policies will be reviewed and transition to the revised numbering system.](#)

January 2015 through June 2016

- All Regulations and Standard Practice Guides will be reviewed and revised by the responsible unit. RGs and SPGs will be replaced by Administrative Procedures.
- During this time, RGs and SPGs will retain the numbering system in effect during Fall 2014, but will be cross walked to the revised numbering system for BPs.

June 30, 2016

- All RGs and SPGs which have not been reviewed and transitioned to APs will be eliminated.

June 30, 2016

- This Board Policy will sunset on June 30, 2016 and will no longer be in effect.





# Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Approval of “In House” Capital Improvement Projects</b>
<i>Board Policy Number:</i>	BP-2504
<i>Adoption Date:</i>	7/16/80
<i>Revision Date(s):</i>	3/1/97, 11/10/09
<i><u>Review Date(s)</u></i>	<u>11/25/14</u>
<i>Schedule for Review &amp; Update:</i>	<del>Annually</del> <u>Every three years</u>
<i>Unit Responsible for Review &amp; Update:</i>	<del>Executive Vice Chancellor for</del> Finance and Administration
<i>Sponsoring Unit/Department:</i>	<del>Executive Vice Chancellor for</del> Finance and Administration
<i>Motion Number:</i>	3012
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

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The Board of Governors delegates authority to the Chancellor ~~Chief Executive Officer~~ to approve and implement capital improvement projects less than \$50,000 in accordance with the annual capital improvement budget as approved by the Board of Governors and in keeping with prudent fiscal practices.



## Pima County Community College District Board Policy

<i>Board Policy Title:</i>	<b>Public Access and Expression on College Property</b>
<i>Board Policy Number:</i>	BP-3605
<i>Adoption Date:</i>	4/11/01
<i>Revision Date(s):</i>	11/17/09; <u>1/13/15</u>
<i>Schedule for Review &amp; Update:</i>	<del>Annually</del> <u>Every three years</u>
<i>Unit Responsible for Review &amp; Update:</i>	<u>Board of Governors</u> <del>Executive Vice Chancellor for Finance and Administration</del>
<i>Sponsoring Unit/Department:</i>	<u>Board of Governors</u> <del>Executive Vice Chancellor for Finance and Administration</del>
<i>Motion Number:</i>	6163
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

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The Governing Board believes that freedom to teach and learn, to express oneself in a visible and accessible way, and the freedom to assemble lawfully and protest peacefully are essential to academic freedom and the continuing function of the College. Further the Board believes in responsible enjoyment and exercise of these rights for all. Time, place, and manner limitations will, therefore, be provided to prevent infringement upon the rights of others or interference with the peaceful and lawful use and enjoyment of College premises, facilities, and programs.



# PimaCountyCommunityCollegeDistrict

4905C East Broadway/Tucson, Arizona 85709-1010

## ACTION ITEM

**Meeting Date:** 2/4/15

**Item Number:** 12.4

Item Title	Contact Person
Contract: Security Services	William R. Ward II Vice Chancellor for Facilities (206-2610)

### Recommendation:

The Chancellor recommends that the Board of Governors approve an increase to the contract with Allied Security Holdings LLC to provide security services for the period July 1, 2014 through June 30, 2015. The contract costs will be increased from \$90,000 to \$180,000 for fiscal year 2015.

### Justification:

Due to a shortage of personnel, the College contracts with Allied Security Holdings LLC to provide security services at the following locations: El Rio Learning Center, El Pueblo Learning Center, 29<sup>th</sup> Street Coalition Center, West Campus, Downtown Campus, Northwest Campus, Community Campus, Desert Vista Campus, East Campus and District Office. The College has contracted with Allied Security Holdings LLC through a state cooperative agreement.

Increased requests for security and delays in filling Community Service Officer positions have led to increasing contracted security services in fiscal year 2015 above anticipated levels.

### Financial Considerations:

The contract costs are not expected to exceed \$180,000 for fiscal year 2015, and will be funded from salary savings, preventing costs from going over-budget.

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### Approvals

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

  
William R. Ward, II

Chancellor \_\_\_\_\_

Lee D. Lambert, J.D.



**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 12.5

<b>Item Title</b>	<b>Contact Person</b>
Contract: Consultant Services for a Facilities College Wide Master Plan	William R. Ward II Vice Chancellor for Facilities (206-2610)

**Recommendation:**

The Chancellor recommends that the Board of Governors approve the selection of SmithGroup JJR to provide master planning services for a Facilities College Wide Master Plan with a contract not to exceed \$500,000.

**Justification:**

The existing facilities master plan documents are in need of updating to further develop and improve the framework which links the College’s mission, assessment and planning efforts. The Facilities College Wide Master Plan will be developed in parallel with the development of the College’s District-Wide Educational Master Plan, the Technology Master Plan, the District Wide Strategic Plan and the College’s Operational Plans. The Facilities College Wide Master plan includes seven tasks for the Consultant’s master planning effort:

- Training, Review Mission Statement and Vision
- Strategic Plan Review
- Functional Analysis and Review and Update of the Educational Master Plan
- Physical Analysis
- Solution Development and Evaluation
- Preparation of Master Plan Document
- Feasibility Study

This framework will respond to the institution’s mission, goals, the strategic plans and timelines, and future growth and programmatic needs by developing recommendations to enhance the physical environment and facilities of the College.

The College issued a Request for Proposal (RFP) for consultant services to prepare a College Wide Master Plan. Following Arizona State Statute requirements, a request for proposal was advertised, and the College received proposals from four (4) consultant firms. A selection committee comprised of representatives from various College campuses and departments screened the proposals using a structured evaluation form and open discussion. The committee subsequently selected three firms for video interviews.

(Continued)

Upon completion of the interviews, the committee selected one firm based on criteria established by the committee, including:

- Firm experience
- Qualifications and availability of Project Team
- Cost
- Understanding and Approach
- References
- Completeness of Proposal including the Attachments

**College Plan Initiative:**

Operational Plan 2014-2015, Strategic Direction 1, 1.4 Facilities

Chancellor's Goals, Objectives and Timelines 2014-2015, Goal 2C, 8A

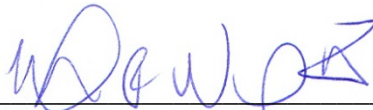
**Financial Considerations:**

The costs associated with this action are included with proposed capital outlay projects presented during the annual capital budget process.

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**Approvals**

Contact Person



William R. Ward, II

Chancellor

Lee D. Lambert, J.D.

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 2/4/15

**Item Number:** 12.6

<b>Item Title</b>	<b>Contact Person</b>
Contract: Third Party Evaluator for Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program	Dr. Lorraine Morales, President Community Campus (206-6577)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors approve the selection of a third party evaluator, through a request for proposal process, for work provided in developing and supporting the U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant at Community Campus (the Arizona Aviation, Mining, and Manufacturing Program (AAMMP Up)). Acquiring the services of an evaluator is required by the grant. The total amount specified in the grant for this service is not to exceed \$160,377. Once an evaluator is selected, the contract will be for services provided from date of award through September 30, 2018.

#### **Justification:**

Pima College is seeking a third-party evaluation contractor who possesses the skills, expertise, experience and resources to design and implement a robust evaluation plan for PCC's recently awarded Federal Department of Labor (DOL) TAACCCT Arizona Aviation, Mining and Manufacturing Program (AAMMP Up) grant. AAMMP Up is a four year grant, beginning on October 1, 2014 and ending on September 30, 2018, with a total budget of \$2,499,997 over the life of the grant. Our expectation is to remain with the same evaluator for the life of the grant, with contracts awarded on a yearly basis.

The External Evaluator will be required to design and implement an independent evaluation of PCC's TAACCCT AAMMP Up grant. All evaluations must include two components: 1) impact or outcomes analysis of participants in grant-funded programs or activities, and 2) a program implementation assessment. The DOL encourages evaluators to propose randomized control trials, however, non-experimental designs may be proposed if they meet certain evidence standards. Alternative methodologies must show that the proposed quasi-experimental design also allows causal inferences about the effect of the program to be drawn.

In addition to a final evaluation report due at the end of the grant period of performance, successful applicants must submit a final evaluation design shortly after award and preliminary or interim reports on evaluation findings during the period of performance. Drafts of all deliverables are to be delivered to PCC for review and comment one month prior to the due date. All deliverables will then be provided to the DOL for review and comment.

(Continued)

Throughout the project, PCC will maintain regular communication with the External Evaluator, who will be required to submit quarterly reports on evaluation activities. PCC and the External Evaluator will adhere to the reporting timeline summarized below. Additionally, the External Evaluator will be required to attend at least one to two in-person conference(s) in Washington, D.C. during the period of evaluation.

Applicants must demonstrate that the selected methodology proposed is the most rigorous and appropriate approach for evaluating the proposed project, given the targeted participant outcomes or impacts and the number of projected participants (including TAA-eligible workers). The applicant must also describe a plan for collecting follow-up data from participants and the control or comparison group.

**Financial Considerations:**

Grant Year	Task 1	Task 2	Task 3	Task 4	Total
	Project Kickoff and Evaluation Design	Data Collection	Analysis and Reporting	Project Management	
1	\$25,000	\$10,000	\$10,000	\$5,000	<b>\$50,000</b>
2	-	\$12,877	\$12,500	\$5,000	<b>\$30,377</b>
3	-	\$12,500	\$12,500	\$5,000	<b>\$30,000</b>
4		\$20,000	\$25,000	\$5,000	<b>\$50,000</b>
<b>Total</b>	<b>\$25,000</b> (16%)	<b>\$55,377</b> (35%)	<b>\$60,000</b> (37%)	<b>\$20,000</b> (12%)	<b>\$160,377</b>

The overall budget for project evaluation is limited to slightly more than seven percent (7.25%) of total modified direct costs, or a total of \$160,377 over the four-year budget period.

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**Approvals**

Contact Person   
Lorraine Morales

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

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### ACTION ITEM

**Meeting Date:** 2/4/15

**Item Number:** 12.7

Item Title	Contact Person
HomeGoods, Inc. Foreign Trade Zone Intergovernmental Agreement	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

#### Recommendation:

The Chancellor recommends that the Board of Governors authorize an agreement with HomeGoods, Inc. specifying that the College will support the HomeGoods, Inc. Foreign Trade Zone sub-zone application. HomeGoods, Inc. will agree to compensate the College for the loss in property tax revenues due to the Foreign Trade Zone sub-zone designation.

#### Justification:

HomeGoods, Inc. (HomeGoods) has been working with Tucson Regional Economic Opportunities (TREO), Pima County, and the City of Tucson, to attain a Foreign Trade Zone (FTZ) subzone classification for its planned operations, to be located west of Alvernon Way and north of Los Reales Road at 3649 E. Corona Road, Tucson, AZ. FTZ is a special zoning designation that allows property to be treated as though it is legally outside of the U.S. Custom's territory. As such, merchandise may be brought in and stored duty-free without full customs formalities. Arizona provides a reduced tax assessment valuation rate for FTZ property. Whereas Class One Arizona commercial property is currently assessed at a rate of 0.185, FTZ property is assessed at a rate of 0.05. This lower assessment rate reduces the property taxes due to local agencies.

All of Pima County is designated a FTZ, however, individual businesses must formally apply to achieve FTZ status and TREO is the grantee of Tucson's FTZ. In order to attain FTZ status, HomeGoods must file an application with TREO and, as part of the federal process, HomeGoods is required to attain letters of support from the local taxing entities that will be affected by the FTZ designation. As specified in the agreement, Pima County and the City of Tucson will provide HomeGoods with certain incentives for reduced property taxes for a specified period of time in exchange for economic performance measures such as capital and equipment investment, levels of employment, benefits, and wages paid to new employees. However, HomeGoods has agreed to annually compensate the College for the loss in property tax revenues due to the FTZ subzone classification using a payment in lieu of taxes (PILOT). The Pima County Board of Supervisors approved the HomeGoods FTZ agreement during their meeting on January 13, 2015. The College has similar existing agreements with Target, Inc. and Ventana Medical Systems, Inc.

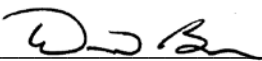
(Continued)

**Financial Considerations:**

Under this agreement, the College will receive annual payments from HomeGoods that replace the lost property tax revenue starting when the property attains FTZ subzone classification and is assessed at the lower valuation rate. Because HomeGoods has not yet expanded operations, an estimate of the value of the FTZ property is unknown and therefore the estimated PILOT to the College cannot be accurately calculated at this time.

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**Approvals**

Contact Person   
Dr. David Bea

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

**PimaCountyCommunityCollegeDistrict  
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 13

<b>Item Title</b>	<b>Contact Person</b>
Appointments to the Board of Governors' Finance and Audit Committee	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

**Recommendation:**

The Chancellor recommends that the Board approve the appointment of one new community representative and two Board of Governors' members to serve on the Board of Governors' Finance and Audit Committee.

**Justification:**

As part of the College's continued improvements in financial accountability and transparency, in fiscal year 2014, the Board approved the creation of a Board of Governors' Finance and Audit Committee (Committee) along with the respective Committee Charter. The Committee Charter states that the Committee will consist of no fewer than seven but no greater than ten members, including two members of the PCCCD Board of Governors. The Committee Charter also states that Committee members must be appointed by the Board of Governors.

In September 2014, Suzanne Roelike resigned her seat on the Committee, and subsequently the Committee voted to fill the open seat. In October, the College disseminated a recruitment request encouraging interested individuals with a professional knowledge of finance, auditing, account, and/or investments to email a letter of interest and résumé to the College. After reviewing two submitted letters of interest and résumés, the community representative listed below has been recommended for appointment to the Committee by the PCCCD Board of Governors:

**Community Representative:**

**Adrienne Regrutto**

**Education:** Masters of Business and Economics, Chapman University, Argyros School of Business and Economics; Bachelors, Political Science, Minor International Relations, University of San Diego.

**Experience:** Ms. Regrutto has 14 years' experience with investment practice strategies; management of million dollar investable assets; evaluating economic data, global credit conditions and risk profiles; portfolio analysis; balanced client portfolios; completed trades for various sponsors. Some of Ms. Regrutto's key accomplishments include: Emerging Leader of the Year Award, Chairman's Circle Award for Portfolio Management Accuracy, and she founded the community educational series, Women and Wealth.

(Continued)

**Governing Board Member Representatives:**

According to the Committee charter, the Board of Governors shall appoint two members of the Board to serve on the Committee including one member serving as the Committee co-chair. Presently, Board Chair Sylvia M. Lee, Ph.D. serves as the Committee co-chair and Board member Scott A. Stewart serves as the other Committee member.

**Financial Considerations:**

The total cost to create and support the committee is not expected to be significant and will be accommodated within the fiscal year 2014-15 and 2015-16 budgets.

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**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:** 2/4/15

**Item Number:** 14

<b>Item Title</b>	<b>Contact Person</b>
Amendment to Optional Retirement Plan for College Employees	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

#### **Recommendation:**

The Chancellor recommends that the Board of Governors approve the amended plan document for the Optional Retirement Plan (ORP) for College employees. This amendment is a procedural update to the plan document to solely add references to the specific Arizona Revised Statutes that authorize the College to offer an ORP. This amendment does not change the plan benefits for employees. The ORP requires that any amendments to the plan be formally approved by the Board of Governors.

#### **Justification:**

Retirement eligible College employees must participate in a retirement plan: either the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP). The ASRS plan is a defined benefit plan and the Optional Retirement Plan is a defined contribution plan. Employees who are newly eligible to participate in the retirement program have 30 calendar days from their hire date to decide whether to participate in ASRS or elect to participate in the ORP. Approximately 100 employees are currently participating in the ORP.

The College is required to have the Internal Revenue Service (IRS) review the ORP plan document on a periodic basis to confirm that the ORP continues to meet the qualification requirements of Section 401 of the Internal Revenue Code. The College was required during this review cycle to make a update to the plan document to add references to the specific Arizona Revised Statutes that authorize the College to offer an ORP. This updated document was submitted to the IRS for review. On November 26, 2014, the College received a favorable determination letter from the IRS on the qualification of the Pima County Community College District Defined Contribution Retirement Plan. The favorable determination letter is valid until January 31, 2019 barring any additional plan amendments.

There are no substantive administrative changes to the ORP plan through the adoption of this amended plan document, and this amendment does not change the plan benefits for employees.

The ORP plan document, Section 9.1 Amendment and Termination, requires that any amendments to the ORP plan document be approved by the Board of Governors.


(Continued)

**Financial Considerations:**

There are no financial considerations associated with this recommendation.

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**Approvals**

Contact Person   
Dr. David Bea

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

**PimaCountyCommunityCollegeDistrict**

**Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

**ACTION ITEM**

**Meeting Date:** 2/4/15

**Item Number:** 15

<b>Item Title</b>	<b>Contact Person</b>
College Planning Parameters	Board of Governors (206-4971)

This item will first be discussed in Executive Session. Time is now set aside for discussion and possible Board adoption of College planning parameters.

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**Approval**

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

# PimaCountyCommunityCollegeDistrict

## Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

### REPORTS

Meeting Date: 2/4/15

Item Number: 16-17

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

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#### Approval

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