

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
APRIL 8, 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. Governing Board Recognition and/or Awards
[The Governing Board formally recognizes and/or presents awards to employees, students and community members as a result of outstanding achievements.]
4. Public Comment – Call to Audience

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

5. 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

6. Employment Information
7. Adjunct Faculty Appointments

Information Items (Continued)

8. Financial Report — February 2015 Financial Statements
9. All College Council Meeting Minutes
10. Board Policy Substantive Changes – First Reading
[BP-1101: Prime Policy]
11. Partnership with Tucson Hispanic Chamber of Commerce
[To create start-up services for new businesses, offer business consulting and export readiness consulting (due to the proximity to the Mexican border).]
12. Osher Lifelong Learning Institute-University of Arizona,
Green Valley Campus (OLLI-UA/GV) Agreement
[Negotiations with the Osher Lifelong Learning Institute-University of Arizona, Green Valley Campus (OLLI-UA/GV) to utilize classroom and office space at the PCC Green Valley Learning Center (GVLC).]

Action Items

13. Approval of Minutes of the following meetings:
 - A. Study Session of March 2, 2015
 - B. Study Session on March 9, 2015
 - C. Special Meeting to conduct Executive Session on March 11, 2015
 - D. Regular Meeting of March 11, 2015
14. Consent Agenda
 - 14.1 Board Policy Substantive Changes and Deletion — Final Reading
[BP-1601: Athletics]
[BP-3103: Student Attendance and Participation]
[BP-3105: Curriculum]
[BP-3504: Student Conduct and Ethics]
[BP-3604: Library Services]
[BP-3114: Development Education/College Preparatory Programs]
 - 14.2 Public Safety Personnel Retirement System Local Board Membership
[Appointment of Michelle Nieuwenhuis, Police Commander; Daniel Berryman, Vice Chancellor for Human Resources; and Gwen Goodman, Director of Employee Services to the Public Safety Personnel Retirement System local board.]
 - 14.3 New Positions – Student Services
[10 new Student Services positions for the Veterans and Military Services program]

Action Items *(Continued)*

- 14.4 New Position – Director of International Programs and Recruitment
[International Students]
- 14.5 New Position – Chief of Staff
[Chief policy advisor and strategist]
- 14.6 Intergovernmental Agreement: Tucson Unified School District
[To provide non-credit classes]
- 14.7 Title III Project: Instructional Laptops and Laptop Ovens
Fiscal Year 2014-15
[Purchase laptops, ovens and switches. The total purchase amount is \$190,000.00. Vendors have not yet been selected.]

Other Action Items

15. Personnel Governance Task Force
[Establishment of a Personnel Governance Task Force]
16. Disposition of Step Progression Plans and Related Funding

Reports

17. 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
18. 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.]
 - Diversity Report
 - Affirmative Action Plan
 - Employee Position Update
 - General Education Outcomes

Adjournment

Regular Meeting
May 13, 2015, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

- * **Option to recess into legal advice executive session** — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.
- * The Governing Board reserves the right to take action on any agenda item.
- * **Additional Information** — Additional information about the above agenda items can be found in the Governing Board packet that is available for review at the Campus Libraries and on the College's website at www.pima.edu/board/packets.
- * To request a reasonable accommodation for individuals with disabilities, a minimum of 5 business days before the event is requested. Contact Phone: (520) 206-4539; Fax: (520) 206-4567.

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

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

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 4/8/15

Item Number: 1-5

Item Title	Contact Person
General Matters	Chancellor's Office (206-4747)
1. Call to Order 2. Pledge of Allegiance 3. Governing Board Recognition and/or Awards 4. Public Comment 5. Remarks by Governing Board Members	

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/8/15

Item Number: 6

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

Information:

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

Staff:

Langlois, Joseph

Title: Laboratory Specialist
Rate of Pay: \$18.83
Start Date: 3/23/2015
Highest Degree Earned: Associate of Science, Science
Awarding Institution: Pima Community College
Most Recent Previous Job: Laboratory Specialist

Matchett, Eric

Title: Business Systems Principal Analyst
Rate of Pay: \$63,726
Start Date: 5/04/2015
Highest Degree Earned: Bachelor of Arts, Theater
Awarding Institution: Ginnell College
Most Recent Previous Job: Senior Software Application Specialist

Quinonez, Nilda

Title: Student Services Advanced Specialist
Rate of Pay: \$21.71
Start Date: 3/23/2015
Highest Degree Earned: Master of Business Administration
Awarding Institution: University of Phoenix
Most Recent Previous Job: Insurance Agent/Marketing Representative

Sauceda, Fernando

Title: Information Technology Principal Analyst
Rate of Pay: \$63,726
Start Date: 3/23/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A

(Continued)

Most Recent Previous Job: Network Technician

Stein, Robin

Title: Access Assistant
 Rate of Pay: \$13.54
 Start Date: 3/23/2015
 Highest Degree Earned: Associate of Arts, Liberal Arts
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Auxiliary Aide

Venalonso, Yvonne

Title: Support Technician
 Rate of Pay: \$14.61
 Start Date: 3/23/2015
 Highest Degree Earned: Associate of General Education
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Support Technician

Williams, Leann

Title: Instructor
 Rate of Pay: \$50,305
 Start Date: 3/16/2015
 Highest Degree Earned: Diploma, Surgical Technology
 Awarding Institution: Bryman Technical College
 Most Recent Previous Job: Surgical Technology Department Chair

Wright, Laurie

Title: Advanced Program Manager
 Rate of Pay: \$50,383
 Start Date: 4/13/2015
 Highest Degree Earned: Bachelor of Science, Business Management
 Awarding Institution: University of Phoenix
 Most Recent Previous Job: Grants Management Coordinator

Administrators:

Craig, James

Academic Dean, Health Related Professions

Salary: \$108,085
 Effective: 5/04/2015
 Education: Bachelor of Science, Systems Engineering, Master of Business Administration, University of Arizona
 Experience: Mr. Craig has three years of experience as dean of academic affairs for Carrington College, Sacramento, California. He also has ten years of experience as faculty and college campus chair for the University of Phoenix, Tucson, Arizona.

Recruitment Overview:

An external recruitment was conducted. Eight candidates were invited to interview. Three candidates were invited to interview and participate in forums. The finalist was recommended by Dr. Lou Albert, West Campus President.

(Continued)

Acting Assignments:**Maultsby, Desiree**

Effective: 3/16/2015
 From: Student Services Advanced Specialist
 To: Student Services Advisor

Temporary:**Beaver, William**

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 4/09/2015
 Highest Degree Earned: Master of Science, Geographic Information Systems Technology
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Programmer

Becerra, Saul

Title: Auxiliary Aide
 Rate of Pay: \$8.05
 Start Date: 3/04/2015
 Highest Degree Earned: Bachelor of Arts, Spanish
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Maintenance Technician

Bernini, Brook

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 4/09/2015
 Highest Degree Earned: Master of Arts, Geography
 Awarding Institution: University of Minnesota
 Most Recent Previous Job: Immigration Case Manager

Christensen, Kathy

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 4/09/2015
 Highest Degree Earned: Master of Arts, Biological Sciences
 Awarding Institution: The State University of New York at Stony Brook
 Most Recent Previous Job: Teacher

Churilla, Emily

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 4/09/2015
 Highest Degree Earned: Bachelor of Arts, Philosophy
 Awarding Institution: Western Michigan University
 Most Recent Previous Job: Research and Development Strain Technician

Davis, Ron

Title: Workforce Trainer
Rate of Pay: \$23.70
Start Date: 3/07/2015
Highest Degree Earned: Master of Arts, Humanities
Awarding Institution: Louisiana State University
Most Recent Previous Job: Deputy

Farias, Laura

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Teaching and Teacher Education
Awarding Institution: University of Arizona
Most Recent Previous Job: Math Teacher

Hussain, Hayder

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Education, Educational Leadership
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Substitute Teacher

Johnson, Nicole

Title: Support Specialist
Rate of Pay: \$17.77
Start Date: 3/16/2015
Highest Degree Earned: Bachelor of Arts, Anthropology
Awarding Institution: University of Arizona
Most Recent Previous Job: Research Associate

Kasper, Julie

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Arts, Teaching English to Speakers of Other Languages
Awarding Institution: Columbia University
Most Recent Previous Job: School Coordinator

Lopez, Dianette

Title: Office Aide
Rate of Pay: \$8.05
Start Date: 4/01/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: N/A

Makowsky, Jennifer

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Fine Arts, Creative Writing
Awarding Institution: University of Arizona
Most Recent Previous Job: Substitute Teacher

Mamadou, Amadou

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Science, Public Health
Awarding Institution: University of Arizona
Most Recent Previous Job: Certified Surgical Technologist

Root, Melissa

Title: Instructor
Rate of Pay: \$21.38
Start Date: 4/09/2015
Highest Degree Earned: Master of Education
Awarding Institution: Northern Arizona University
Most Recent Previous Job: Adjunct Faculty

Salzer, Timothy

Title: Tutor I
Rate of Pay: \$8.05
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Arts, English
Awarding Institution: University of Minnesota Twin Cities
Most Recent Previous Job: Communications Assistant

Stehler, Timothy

Title: Laboratory Assistant
Rate of Pay: \$13.54
Start Date: 4/09/2015
Highest Degree Earned: Bachelor of Fine Arts
Awarding Institution: University of Arizona
Most Recent Previous Job: Barista

Taylor, Aaron

Title: Tutor II
Rate of Pay: \$8.05
Start Date: 4/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Day Stocker

Waring, Lance

Title: Instructor
Rate of Pay: \$21.38
Start Date: 3/12/2015
Highest Degree Earned: Master of Arts, Teaching English to Speakers of Other Languages
Awarding Institution: University of Southern California
Most Recent Previous Job: Superintendent

Yordani, Genevieve

Title: Office Aide
Rate of Pay: \$8.05
Start Date: 4/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Student Aide

Retirements:

McCoskey, Sandra L.

Instructor
CC – Workforce and Business Development
Start Date: 3/14/2011
End Date: 3/3/2015

Separations:

Case, Chris P.

Information Technology Supervisor
DO – Campus Staff
End Date: 3/13/2015

Rosas, Mary Louise

Support Technician
DO – Financial Aid
End Date: 3/13/2015

Vasquez-Cordero, Inti

Student Services Specialist
DO – Financial Aid Operations
End Date: 3/27/2015

Approvals

Contact Person _____

D.C. Berryman

Chancellor _____

Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 7

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

Recommendation:

The Chancellor recommends these individuals as certified adjunct faculty applicants. The Chancellor also recommends these individuals be approved for use as a pool of employees for current and future adjunct faculty assignments and as temporary non-credit instructors in areas for which they are qualified.

Justification:


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

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

Name: Caldwell, Ellen F.
Discipline(s): Mathematics (Academic)
Start Date: 2/25/15
Education: Bachelor of Arts, Math, Randolph-Macon College, Lynchburg, Virginia; Master of Science, Mathematics, University of Wyoming, Laramie, Wyoming
Experience: Full-time faculty for Pima College teaching mathematics for over 31 years.

Name: Harper, Judith H.
Discipline(s): Literature (Academic); Writing (Academic)
Start Date: 8/26/15
Education: Bachelor of Arts, English, Writing, California State University, Northridge, California; Master of Arts, English, California Polytechnic State University, San Luis Obispo, California
Experience: Seven years of teaching English and Linguistic courses to undergraduate students at San Jose State University, San Jose, California.

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: 4/8/15

Item Number: 8

Item Title	Contact Person
Financial Report – February 2015 Financial Statements	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

Attached are the financial statements showing preliminary 2014/15 results through February 2015. Also included is a new report, recommended by the Board of Governors' Finance and Audit Committee, which provides a comparison of actual and budgeted revenues & expenditures for the General & Designated Funds for the current and prior years. This new report is intended to provide an "at-a-glance" overall summary of the College's operational budget and includes both an additional text component (see below) and a separate page with a new data table and two charts. The charts provide a visual of how the College's revenues and expenditures compare to the budget year-to-date along with an ongoing projection for year-end. Time will be provided to discuss College fiscal matters.

Justification:

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

The preliminary results indicate that the College concluded February with total year-to-date revenues lower than the previous fiscal year by about \$660,000. Not unexpectedly, lower tuition and fees revenue were partially offset by higher property tax revenue. Overall, year to date actual revenues are lower than the adjusted budget revenue level as shown in the accompanying chart.

Compared with the same time period in fiscal year 2014, actual expenditures have decreased by about \$4.5 million. When compared to the same time period of the previous fiscal year, both personal services and services and supplies expenditures have together increased by about \$2.2 million. However, other expenditures have decreased by about \$6.7 million mainly due to a decrease in expenses for Operation and Maintenance of Plant due to costs related to the new Northwest Campus building that were incurred in fiscal year 2014. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the adjusted budget expenditures level.

Taken as a whole, the February preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by almost \$5.0 million.

Statement of Revenues, Expenses and Changes in Net Position:

(Continued)

The preliminary results indicate that Pima Community College concluded February with a year-to-date decrease in net position through month end of approximately \$713 thousand. This is an increase from the previous year's decrease of \$4.1 million. The increase in net position is primarily due to a \$6.8 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:

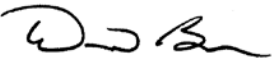
In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 66.7 percent of budget, which is slightly higher than the previous year. In absolute terms, year to date Personal Services expenditures were \$80.8 million, which is higher than the same period of fiscal year 2014.

Services and Supplies expenditures are approximately 56.9 percent of the budget, which is higher than the previous year. In absolute terms, Services and Supplies expenditures were \$18.3 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 February was \$206.5 million, which is a decrease of about \$4.6 million compared to the same time last year. This represents a decrease in assets of \$4.6 million to pay costs related to the new Northwest building.

Approvals

Contact Person _____  _____

Chancellor _____
Lee D. Lambert, Ph.D.

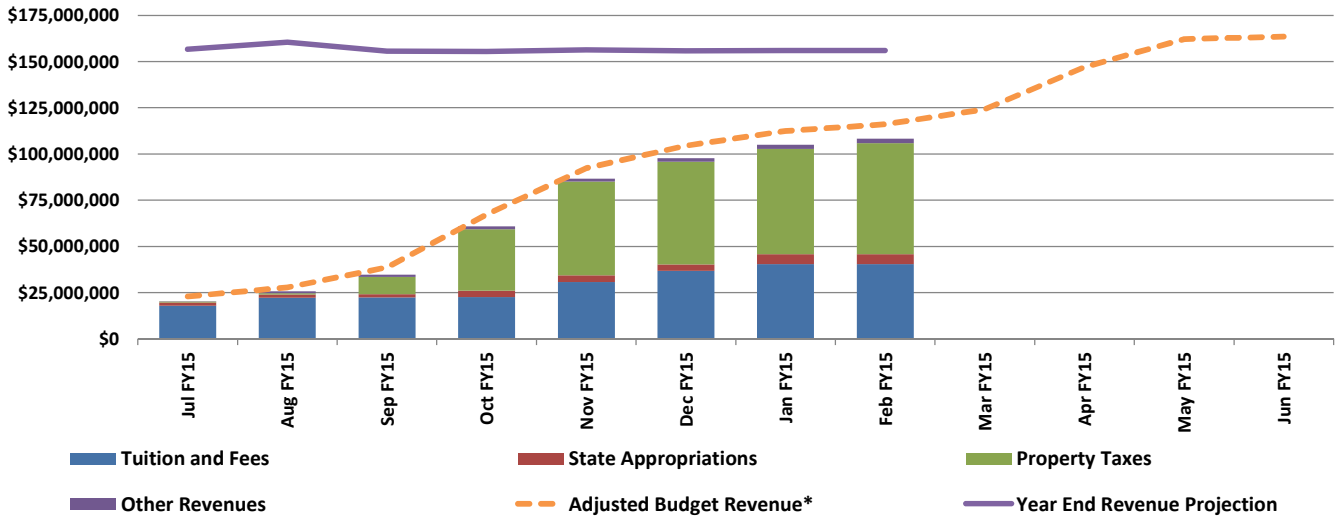
PimaCountyCommunityCollegeDistrict

Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Eight Months Ending February 28, 2015

(Preliminary)

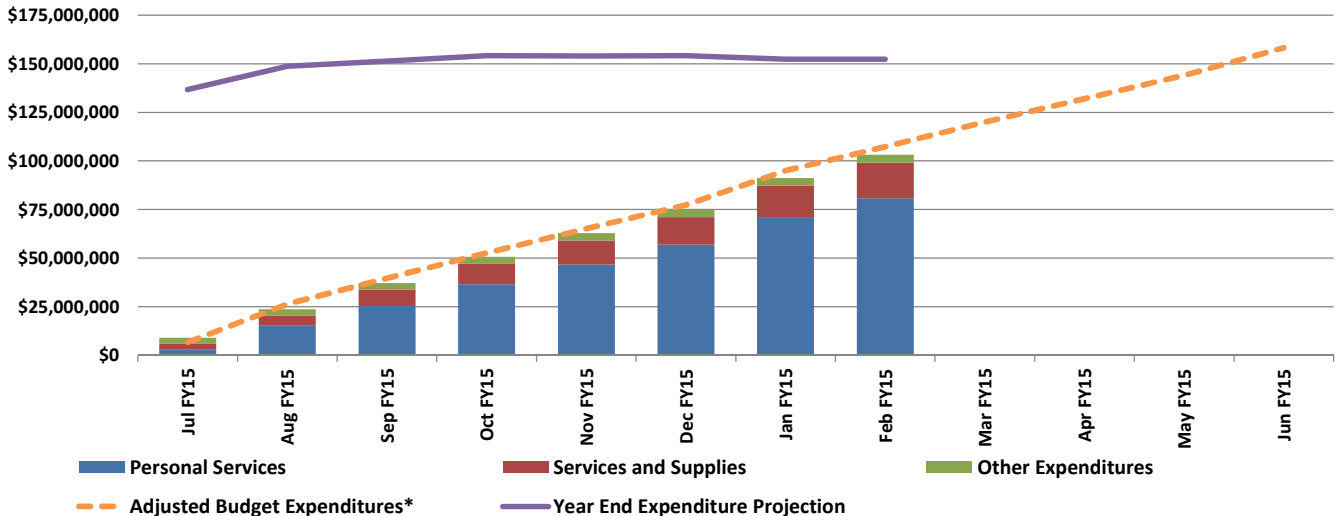
	FY 2014/15			FY 2013/14	
	Adjusted Annual Budget	Year to Date Actuals	%	Year to Date Actuals	%
Revenues					
Tuition and Fees	\$ 52,975,370	\$ 40,423,738	76.3 %	\$ 42,886,834	78.8 %
State Appropriations	6,493,000	5,320,125	81.9 %	5,352,450	75.0 %
Property Taxes	100,327,000	60,046,375	59.9 %	58,080,278	60.3 %
Other Revenue	3,676,124	2,496,198	67.9 %	2,625,355	75.0 %
Total Revenues	\$ 163,471,494	\$ 108,286,436	66.2 %	\$ 108,944,917	67.5 %
Expenditures					
Personal Services	121,078,823	80,817,347	66.7 %	79,596,628	66.5 %
Services and Supplies	32,182,886	18,322,231	56.9 %	17,342,930	54.7 %
Other Expenditures	4,935,999	4,151,051	84.1 %	10,885,741	90.3 %
Total Expenditures	\$ 158,197,708	\$ 103,290,629	65.3 %	\$ 107,825,299	66.0 %

General & Designated Funds YTD Revenues vs. Budget



*Adjusted Budget Revenue Excludes Fund Balance

General & Designated Funds YTD Expenditures vs. Budget



* Adjusted Budget Expenditures Excludes Contingency & Reserves



Pima County Community College District

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Eight Months Ending February 28, 2015

(Preliminary)

	FY 2014/15				FY 2013/14
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of February 28, 2014
Operating Revenues					
Tuition and Fees	\$ 40,423,738	\$ 1,020	\$ 1,120,172	\$ 41,544,930	\$ 44,124,680
Contracts	1,879,949	525		1,880,474	1,762,991
Auxiliary Enterprises		790,746		790,746	860,760
Commission and Rents	22,500	163,892		186,392	191,759
Other Operating Revenues	296,371	320,495	116,171	733,037	2,023,700
Total Operating Revenues	42,622,558	1,276,678	1,236,343	45,135,579	48,963,890
Nonoperating Revenues					
State Appropriations	5,320,125			5,320,125	5,352,450
Property Taxes	60,046,375		72,907	60,119,282	58,939,761
Federal Grants	9,458	37,161,171	139	37,170,768	39,413,215
State and Local Grants		958,855		958,855	1,166,028
State Shared Sales Taxes		1,390,831		1,390,831	1,319,941
Gifts					37,210
Investment Income	287,920	2,079	39	290,038	492,549
Net Nonoperating Revenues	65,663,878	39,512,936	73,085	105,249,899	106,721,154
Total Revenues	\$ 108,286,436	\$ 40,789,614	\$ 1,309,428	\$ 150,385,478	\$ 155,685,044
Operating Expenses					
Educational and General					
Instruction	35,171,689	2,542,401	586,266	38,300,356	38,478,089
Academic Support	14,639,338	2,087,339	61,950	16,788,627	16,772,430
Student Services	15,777,448	2,221,176	652,417	18,651,041	17,605,675
Institutional Support	24,768,577	(328,127)	1,530,790	25,971,240	26,668,130
Operation and Maintenance of Plant	8,795,196	240,995	2,353,136	11,389,327	18,215,157
Depreciation			5,303,429	5,303,429	4,946,423
Student Financial Aid	952,381	33,178,890		34,131,271	36,496,215
Auxiliary Enterprises		668,376		668,376	630,264
Contingency					
Total Operating Expenses	\$ 100,104,629	\$ 40,611,050	\$ 10,487,988	\$ 151,203,667	\$ 159,812,383
Income Before Other Expenses	\$ 8,181,807	\$ 178,564	\$ (9,178,560)	\$ (818,189)	\$ (4,127,339)
Transfers	(3,186,000)	(4,028,766)	7,214,766		
Capital Appropriations					
Capital Gifts and Grants			105,000	105,000	
Increase (Decrease) in Net Position	\$ 4,995,807	\$ (3,850,202)	\$ (1,858,794)	\$ (713,189)	\$ (4,127,339)
Net Position					
Total Net Position - Beginning of Year	54,633,215	13,383,659	139,210,064	207,226,938	215,250,693
Total Net Position - End of Period	\$ 59,629,022	\$ 9,533,457	\$ 137,351,270	\$ 206,513,749	\$ 211,123,354
Total Net Position - End of Period: Current Year vs. Prior Year					\$ (4,609,605)



Pima County Community College District

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

Year To Date For Eight Months Ending February 28, 2015

(Preliminary)

	FY 2014/15				FY 2013/14	
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 57,034,617	\$ 35,171,689	61.7 %	\$ 21,862,928	\$ 35,467,685	61.0 %
Academic Support	25,322,142	14,639,338	57.8 %	10,682,804	14,516,908	58.4 %
Student Services	26,055,168	15,777,448	60.6 %	10,277,720	14,761,740	61.6 %
Institutional Support	35,172,808	24,768,577	70.4 %	10,404,231	23,552,702	65.6 %
Operation and Maintenance of Plant	13,916,529	8,795,196	63.2 %	5,121,333	8,257,225	61.2 %
Student Financial Aid	1,124,000	952,381	84.7 %	171,619	1,015,962	156.1 %
Other Expenses						
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Fund balance reserved for contingency	11,611,738			11,611,738		
Total Expenditures by Function	\$ 173,432,002	\$ 103,290,629	59.6 %	\$ 70,141,373	\$ 107,825,299	61.0 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,759,768	\$ 4,436,824	65.6 %	\$ 2,322,944	\$ 4,443,602	66.4 %
Faculty	23,296,573	17,046,946	73.2 %	6,249,627	16,787,282	74.1 %
Additional Compensation - Faculty	1,180,060	692,449	58.7 %	487,611	607,814	44.3 %
Adjunct Faculty	12,303,140	8,486,070	69.0 %	3,817,070	8,362,493	66.6 %
Classified Staff	44,288,731	28,666,128	64.7 %	15,622,603	27,404,028	65.5 %
Other Compensation	4,490,244	2,762,493	61.5 %	1,727,751	2,928,131	54.9 %
Student Employment / Workstudy		(61)		61		
Fringe Benefits	28,760,308	18,726,498	65.1 %	10,033,810	19,063,278	65.1 %
Total Personal Services	121,078,824	80,817,347	66.7 %	40,261,477	79,596,628	66.5 %
Services and Supplies						
Communications and Utilities	6,146,188	3,752,812	61.1 %	2,393,376	3,359,565	59.0 %
Travel	2,743,605	1,043,683	38.0 %	1,699,922	1,093,434	45.1 %
Contractual Services	12,684,762	8,140,591	64.2 %	4,544,171	7,612,130	57.2 %
Supplies and Materials	6,935,434	2,584,675	37.3 %	4,350,759	2,525,589	34.7 %
Student Financial Aid	1,302,064	952,381	73.1 %	349,683	1,015,962	156.1 %
Current Fixed Charges	2,370,833	1,848,089	78.0 %	522,744	1,736,250	73.8 %
Total Services and Supplies	32,182,886	18,322,231	56.9 %	13,860,655	17,342,930	54.7 %
Capital Equipment	450,097	280,201	62.3 %	169,896	272,855	62.9 %
Transfers	3,195,000	3,186,000	99.7 %	9,000	10,253,077	100.0 %
Other Expenditures	1,290,902	577,072	44.7 %	713,830	242,725	19.6 %
Contingency and Reserves	15,234,293	107,778	0.7 %	15,126,515	117,084	0.9 %
Total Expenditures by Account	\$ 173,432,002	\$ 103,290,629	59.6 %	\$ 70,141,373	\$ 107,825,299	61.0 %



Pima County Community College District

Statement of Net Position (formerly Statement of Net Assets)

February 28, 2015

(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 February 28, 2014
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 25,177,184	\$ 7,286,521	\$ 2,989,248	\$ 35,452,953	\$ 32,319,947
Short-term Investments	25,092,219			25,092,219	35,100,803
Receivables:					
Property Taxes	4,337,510		105,951	4,443,461	4,135,689
Accounts (net of allowances)	7,091,176			7,091,176	7,380,133
Government Grants and Contracts		2,209,847		2,209,847	2,168,804
Student Loans			13,060	13,060	60,893
Other	239,692	47,867	621,041	908,600	1,497,250
Inventories	123,137			123,137	480,964
Prepaid Expenses	880,773		9,337	890,110	806,226
Total Current Assets	62,941,691	9,544,235	3,738,637	76,224,563	83,950,709
Noncurrent Assets					
Restricted Cash and Cash Equivalents			1,497,550	1,497,550	1,823,949
Notes Receivable (net of allowances)			(3,366)	(3,366)	417,328
Other Long-term Investments	10,850,454		20,000,000	30,850,454	30,432,380
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			89,538,391	89,538,391	84,042,482
Construction in Progress					3,851,831
Equipment (net of depreciation)			5,954,511	5,954,511	4,179,323
Library Books (net of depreciation)			1,837,572	1,837,572	1,832,591
Total Noncurrent Assets	10,850,454		134,115,969	144,966,423	141,871,195
Total Assets	\$ 73,792,145	\$ 9,544,235	\$ 137,854,606	\$ 221,190,986	\$ 225,821,904
Liabilities					
Current Liabilities					
Accrued Payroll and Benefits	5,672,000	35		5,672,035	6,122,447
Accounts Payable and Accrued Liabilities	637,510	10,607	109,554	757,671	(683,292)
Deposits Held in Custody			393,782	393,782	403,554
Current Portion of Long-term Liabilities	4,296,437			4,296,437	4,219,839
Total Current Liabilities	10,605,947	10,642	503,336	11,119,925	10,062,548
Noncurrent Liabilities					
Unearned Revenue	5,250	136		5,386	5,250
Long-term Liabilities	3,551,926			3,551,926	4,630,752
Total Noncurrent Liabilities	3,557,176	136		3,557,312	4,636,002
Total Liabilities	\$ 14,163,123	\$ 10,778	\$ 503,336	\$ 14,677,237	\$ 14,698,550
Net Position					
Net Investment in Capital Assets			112,621,785	112,621,785	107,842,538
Restricted for:					
Loans			1,038,620	1,038,620	1,442,812
Debt Service			1,830,760	1,830,760	2,623,277
Other (Capital Projects)					
Grants and Contracts		507,583		507,583	1,094,975
Unrestricted	59,629,022	9,025,874	21,860,105	90,515,001	98,119,752
Total Net Position	\$ 59,629,022	\$ 9,533,457	\$ 137,351,270	\$ 206,513,749	\$ 211,123,354
Total Net Position: Current Year vs. Prior Year				\$ (4,609,605)	

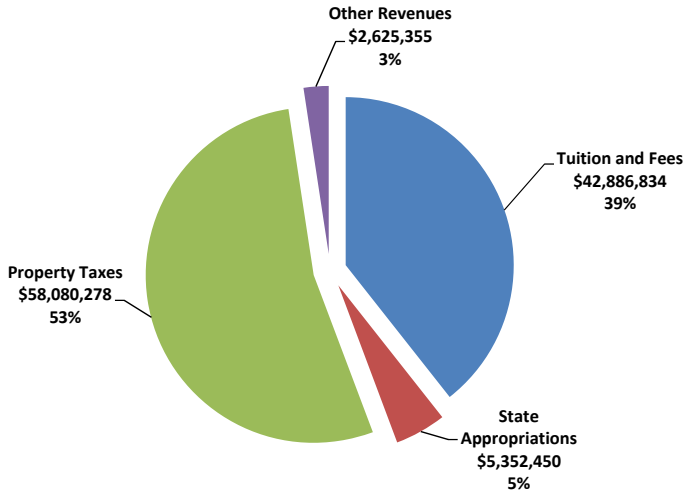


Pima County Community College District

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

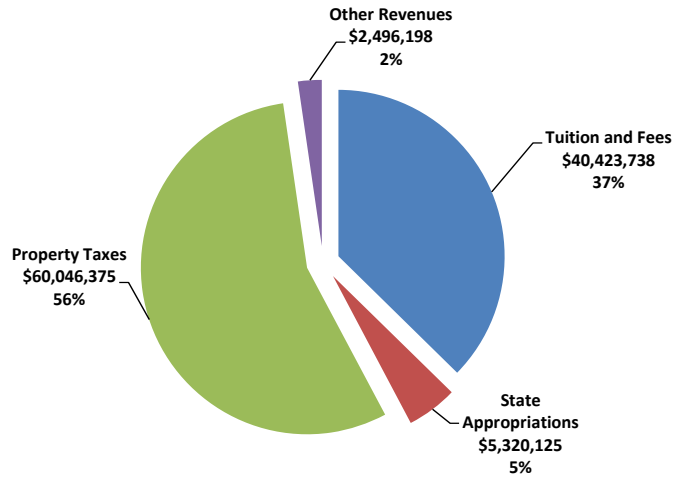
General & Designated Funds YTD Revenues - FY14 - Prior Year

For the Eight Months Ending February 28, 2014

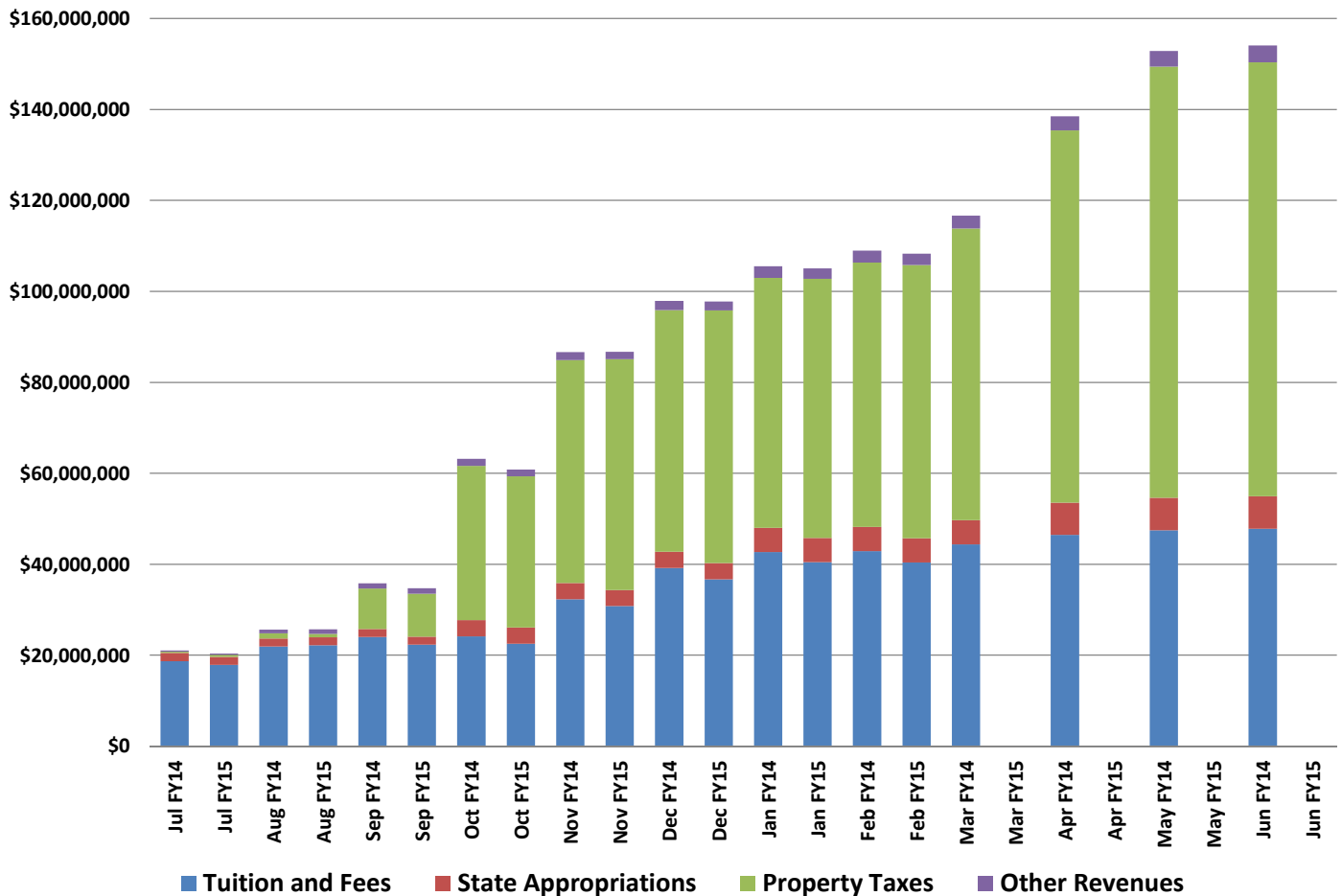


General & Designated Funds YTD Revenues - FY15 - Current Year

For the Eight Months Ending February 28, 2015



General & Designated Funds YTD Revenues



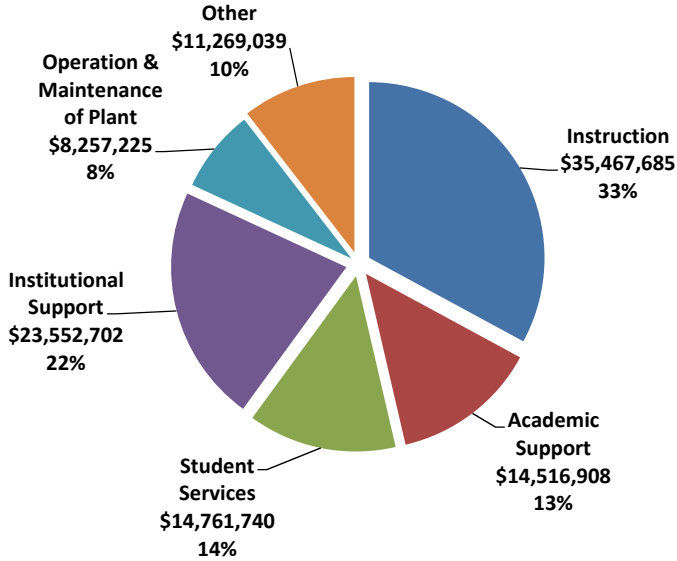


Pima County Community College District

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

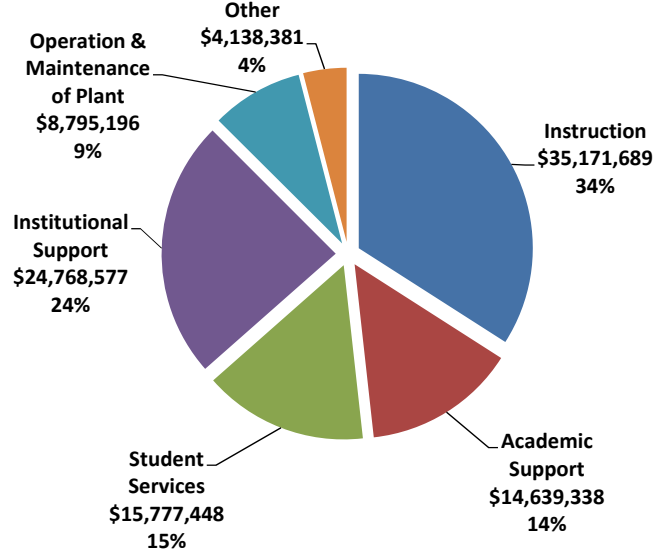
General & Designated Funds YTD Expenditures by Program - FY14 - Prior Year

For the Eight Months Ending February 28, 2014

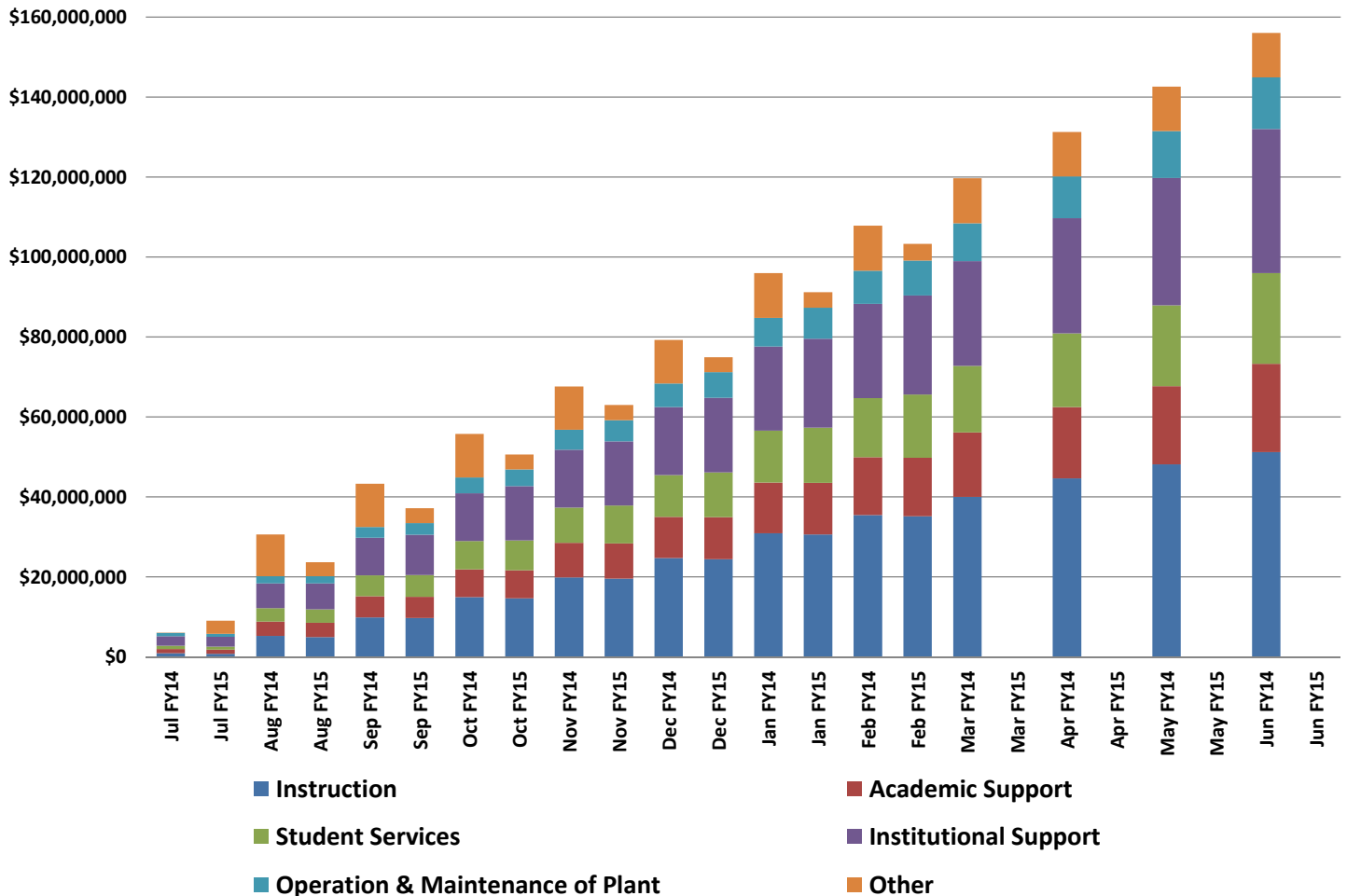


General & Designated Funds YTD Expenditures by Program - FY15 - Current Year

For the Eight Months Ending February 28, 2015



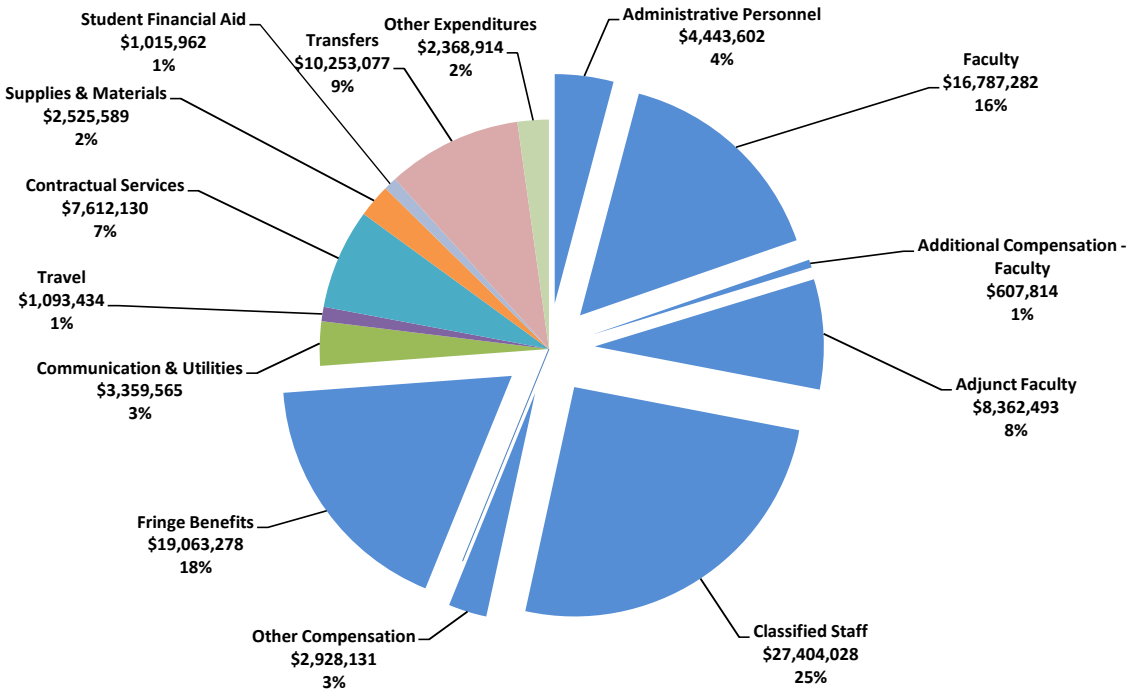
General & Designated Funds YTD Expenditures by Program



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

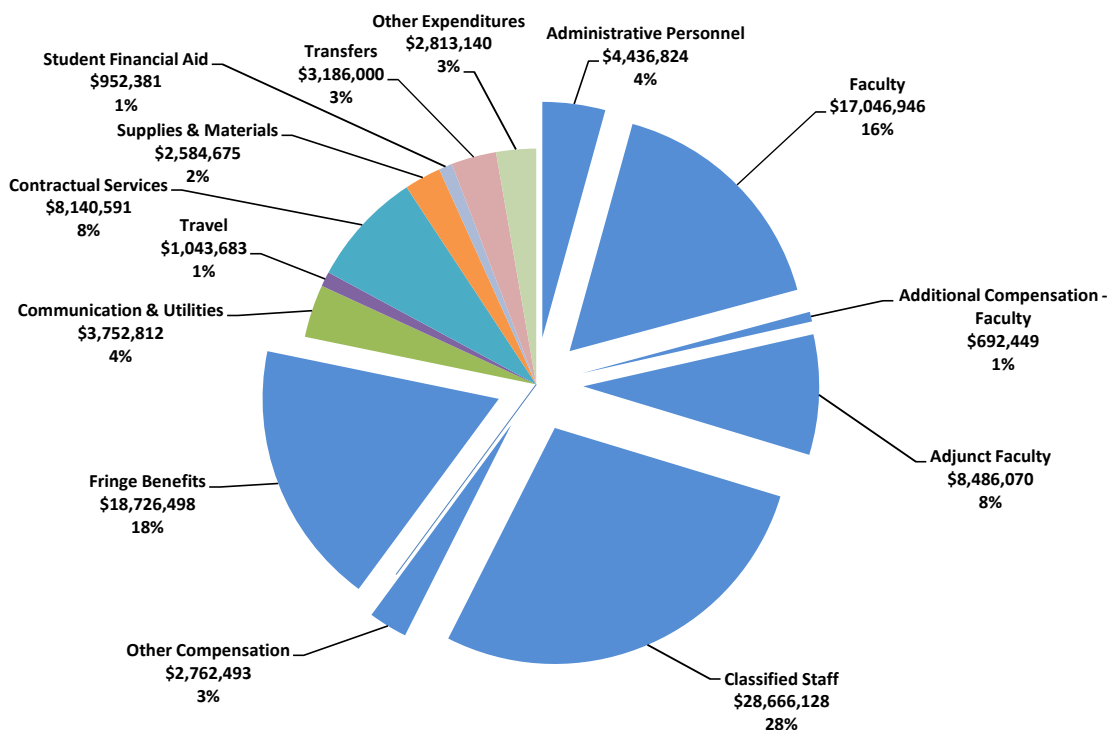
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY14 - Prior Year

For the Eight Months Ending February 28, 2014



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

For the Eight Months Ending February 28, 2015



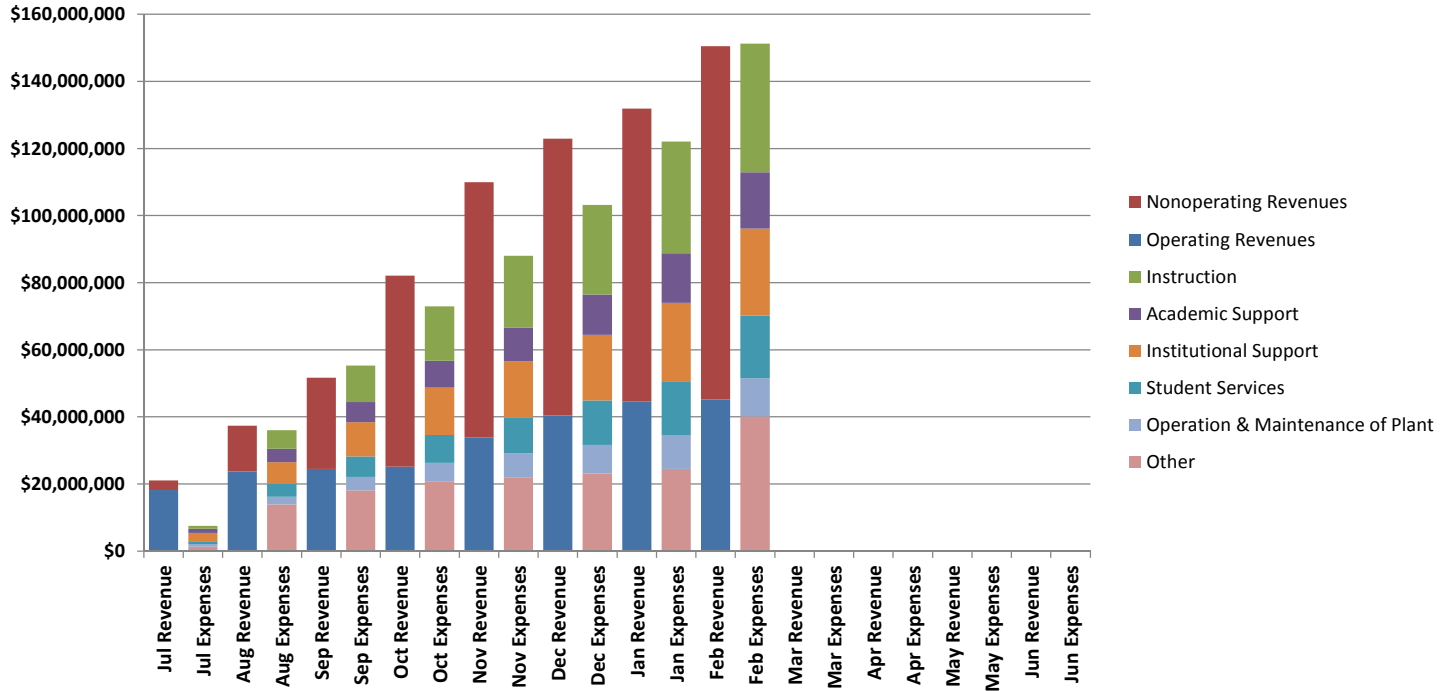


PimaCountyCommunityCollegeDistrict

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

Assets	
Current Assets	Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.
Cash & Cash Equivalents	Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.
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

Noncurrent Assets	Assets that will not be converted into cash or consumed in a relatively short period of time, usually within a year.
Restricted Cash & Cash Equivalents	If cash and cash equivalents are restricted for use, for other than current operations, they should be classified as noncurrent assets. The College's restricted cash includes cash collected for debt payments, cash in the National Direct Student Loan fund and agency cash held for loans, third-party scholarships, and student clubs.
Notes Receivable	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.
Liabilities	
Current Liabilities	Current liabilities are the portion of obligations (amounts owed) due to be paid within the current operating cycle (normally a year) and that normally require the use of existing current assets to satisfy the debt.
Accrued Payroll & Benefits	Institutions collect funds from the employer and the employee each payroll to pay for taxes and benefits. The amount collected and due to the government and vendors creates a liability until the payment is made. The College's payroll liabilities include Federal and State income taxes, FICA, Medicare, health and dental insurance, retirement contributions, medical and dependent care flexible spending plans, etc. A portion of the payable is also deferred pay for faculty.
Accounts Payable & Accrued Liabilities	When goods or services are received, a liability is created, unless cash is paid immediately. The College also records a liability when a payment or financial aid is approved, but not yet applied to a student account.



Pima County Community College District

Glossary for Financial Reports

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

Statement of Revenues, Expenses and Changes in Net Position

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



Pima County Community College District

Glossary for Financial Reports

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



Pima County Community College District

Glossary for Financial Reports

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

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

PimaCountyCommunityCollegeDistrict
Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/8/15

Item Number: 9

Item Title	Contact Person
All College Council Minutes	Deborah Yoklic Assistant Vice Chancellor (206-4747)

Information:

For your information, the Chancellor presents to the Board of Governors minutes of the All College Council meeting(s) from the following date(s):

February 23, 2015

Approvals

Contact Person *Deborah Yoklic*
Deborah Yoklic

Chancellor Lee D. Lambert, J.D.

(Continued)

All College Council
February 23, 2015
District Office B-218
3:00-5:00pm

Meeting Notes

In Attendance: Manny Amado, Carlo Buscemi, Kimlisa Duchicela, Don Harp, Joe Labuda, Lorraine Morales, Alec Moreno, Paul Schwalbach, Brian Stewart, Debbie Yoklic

Not In Attendance: Shelby Deibel, Lee Lambert, Joe Langlois, Jeff Silvyn, Mykle Zoback

1. **Agenda Modifications:** None
2. **Approval of Minutes of 2/09/15:** Approved
3. **Continuity of Governance Council Representatives (Kimlisa Duchicela)**
Kimlisa discussed the process of BP-1401 leaving no continuity of Governance Council representation. As of right now, everybody comes on at the same time and everyone falls off at the same time, which Kimlisa stated would leave no continuity in membership. Most standing committees have a two to three year rotation, and then at the end of term a replacement comes in. Kimlisa suggests incorporating a similar model to preserve institutional memory on Council. Kimlisa stated that BP-1401 needs to be adjusted. Lorraine Morales gave feedback stating that a new member to Governance Council can catch up and familiarize themselves with procedures and the College. Debbie let the council know that all 5 Board members agreed on the membership of Governance Council at the time it was created. Joe Labuda stated that he feels it should be the members of Governance Council determining term limits. Debbie discussed with the council that a revision of the SPG could be proposed but the composition cannot be changed without changing Board Policy. Governance Council concurred that the elected faculty Board representative will be seated on Governance Council. Joe Labuda and Carlo Buscemi will continue as the other two faculty representatives on Governance Council.
4. **Governance Council Mission Statement (Lorraine Morales)**
Lorraine Morales updated the council briefly on the survey on Governance Council and members of the community and the feedback that was given. One major suggestion was to improve the way we communicate with our constituents about who we are and what we do. Having Paul Schwalbach participate ensures that the highlights of our meetings will be projected on the Pima website. Another recommendation was to go out to the campuses to let them know about Governance Council. Lorraine stated that Governance Council members are responsible for coming up with a Mission Statement. Lorraine and Debbie reviewed what is written in the Board Policy and the SPG and proposed a draft. Lorraine suggested moving forward to get the Mission Statement completed by creating a small group within Governance Council to work on the Mission Statement and once something is established to bring it back to the whole council for review. Volunteers include Joe Labuda, Debbie Yoklic and Lorraine. Debbie will ask Mykle Zoback and Joe Langlois if they would like to join as well.

5. **Standing Committees (Debbie Yoklic)**

Debbie discussed with the council the suggestions from the standing committee review. Two committees, I.T. and Auxiliary Services, believe they should no longer exist as standing committees. Many of the standing committees feel they should change their charge and make adjustments; most said that they should report to someone other than the Chancellor. The Council agreed to accept the results of the review. Debbie will take the suggestions forward to the Chancellor.

6. **Chancellors Cabinet Leadership Survey**

Debbie let the council know that the survey will be released on February 23, 2015 at 5:00pm.

Meeting Adjourned: 4:30pm

**Future Meetings: 03/09/15, 3-5pm, B-218
 04/13/15, 3-5pm, B-218
 05/11/15, 3-5pm, B-218**



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Prime Policy
<i>Board Policy Number:</i>	BP-1101
<i>Adoption Date:</i>	2/17/82, 1/8/14, 4/16/14, 2/4/15
<i>Revision Date(s):</i>	3/9/94, 6/9/99, 4/29/09, 12/16/13, 3/27/14, 8/21/14, 3/3/15
<i>Review Date(s):</i>	3/3/15
<i>Schedule for Review & Update:</i>	Every three years
<i>Unit Responsible for Review & Update:</i>	Board of Governors/Chancellor
<i>Sponsoring Unit/Department:</i>	Board of Governors/Chancellor
<i>Motion Number:</i>	5928
<i>Legal Reference:</i>	ARS 15-1445(1)
<i>Cross Reference:</i>	BP 1103

PURPOSE

This Prime Policy applies to the development, ~~and creation~~ [revision, and deletion](#) 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 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 ~~AND~~ REVISION/DELETION

Proposed policies subject to this prime policy shall follow the review process ~~outlined below prior to enactment:~~ specified in the Administrative Procedure.

The Board expects Board Policies to be reviewed by the College governance bodies including the governing bodies of students, faculty, and staff; All College Council; other appropriate groups and general counsel. The process shall be led by the sponsoring unit and shall include representatives of pertinent stakeholders.

The Administrative Procedure shall include provisions for the following:

- A. A clearly delineated review process which includes stakeholder input;
- ~~A.B. Submission of proposals to the Chancellor's Office prior to Board review; 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. Presentation by tThe Chancellor or designee of ~~will then present~~ the proposed policy or revision to the Board of Governors at a public meeting for discussion. At this time the Board of Governors and/or the Chancellor may propose further modificationss to the proposed policy;
- D. Presentation of the new or revised Board Policy as an information item at a regularly scheduled Board meeting for its first reading;
- ~~D.E. Presentation of t~~The proposed policy will to governance bodies and ~~posting~~ posting on the Pima Community College website for 21 calendar days for public comment;
- E. Action by tThe Board of Governors ~~shall act upon the proposed policy~~ at the ~~next~~ earliest possible regular meeting after the conclusion of the 21 day comment period, ~~and make such~~ including any modifications ~~as~~ it deems necessary.
- ~~F. ———
The Board of Governors may make exceptions to this review and approval process.~~

The Chancellor and the administration are authorized to prepare and implement administrative procedures necessary to effect all approved policies. Review and revision shall be a collaborative and inclusive process which involves all identified stakeholders. Once these administrative procedures have been finalized, they will be published on the public website and presented to the Board as an information item ~~and posted to the public website.~~

REGULAR REVIEW AND EVALUATION

Policies will be calendared through the Chancellor's office for review, update and possible revision/deletion by sponsoring units at least every three years. Changes to policies may be of two types:

- non-substantive changes are (1) edits that leave the meaning of the policy unchanged, (2) title changes, and/or (3) those that reflect current organizational structure;
- substantive changes modify the policy's intent.

Non-substantive changes may be presented to the Board as part of the consent agenda at any regular Board meeting. Substantive changes are subject to the review process above and that which is specified in the Administrative Procedure.

EVALUATION

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

EXCEPTIONS

The Board of Governors may make exceptions to this review and approval process when deemed necessary by the Board.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/8/15

Item Number: 11

Item Title	Contact Person
Partnership with Tucson Hispanic Chamber of Commerce	Dr. Lorraine Morales President, Community Campus (206-6577)

Information:

The Community Campus Workforce and Business Development Division would like to enter into a partnership with Tucson Hispanic Chamber of Commerce to work on projects designed to promote business development, job creation, and assist with job training.

The Tucson Hispanic Chamber of Commerce applied for a one year Wells Fargo Community Wins Grant for \$300,000 that would create projects designed to promote business development and projects that will aid in local job creation or assist with job training. The Tucson Hispanic Chamber of Commerce asked various partners to participate with this grant and they include Pima Community College, SCORE, THCC Foundation, City of Tucson, and a variety of small businesses. Community Campus would provide co-working space for the Business Incubator and possibly the Small Business Development Center for three years.

Financial Consideration:

This would be an estimated in-kind donation of \$204,666 (4,873 Square Feet at \$14 per S.F. or \$68,222 per year) for the College. Fifty thousand dollars of the grant funds allocated would be used towards renovation of the Community Campus Workforce Development Department space.

The program will generate fees in year one to create a sustainable funding model for year two.

This will be continued each year for continued success of the program.

Justification:

The goal of this project is to create start-up services for new businesses, offer business consulting and export readiness consulting (due to the proximity to the Mexican border).

Approvals

Contact Person 
Dr. Lorraine Morales

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 4/8/15

Item Number: 12

Item Title	Contact Person
Osher Lifelong Learning Institute-University of Arizona, Green Valley Campus (OLLI-UA/GV) Agreement	William Ward II Vice Chancellor for Facilities (206-2610)

Information:

The Vice Chancellor of Facilities, William Ward II and campus President Dr. Morales will represent Pima Community College (PCC) in negotiations with the Osher Lifelong Learning Institute-University of Arizona, Green Valley Campus (OLLI-UA/GV) to utilize classroom and office space at the PCC Green Valley Learning Center (GVLC).

Partnership with PCC

OLLI-UA/GV will work with the President of the Community Campus, Dr. Morales, to conduct a needs assessment of our members in an attempt to determine their educational needs beyond OLLI courses. PCC and OLLI-UA/GV will work cooperatively to identify and implement additional efforts to help ensure the mission and vision of the GVLC and promote PCC's offerings to OLLI-UA/GV members.

If PCC develops a credit recovery program for local high school students, OLLI-UA/GV members will be encouraged to volunteer as tutors/mentors in an effort to strengthen the opportunity for student success. The same would be true for students enrolled in English as a Second Language (ESL) courses.

OLLI-UA/GV is proposing:

- Five (5) year agreement with options for renewal
- \$5,000 contribution per year to PCC
- Pursuing \$8,000 in funding to help with GLVC building improvements.
- Use of four (4) classrooms, one (1) conference room and offices.

OLLI-UA/GV

The Osher Lifelong Learning Institute (OLLI) at the University of Arizona is one of 119 OLLI programs at colleges and universities throughout the nation. OLLI is a membership based educational organization serving over 1000 people in southern Arizona, age 50 and older, with the four campuses located in and around Tucson.

The Green Valley Campus is the largest of the four campuses with 469 members and offering 88 courses spring semester 2015. Enrollment grew 16% from spring 2014 and during the fall Green Valley provided over 5000 hours of instruction. During the year, Green Valley uses 13 different venues to fulfill our instructional mission, thanks to the support of our community partners.

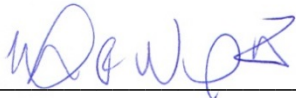
(Continued)

OLLI offers classes two semesters during the academic year and a summer session. OLLI is a volunteer-led organization that depends on members for everything including local coordination, Small Group Leaders (instructors), development, approval and scheduling of the curriculum and information technology support and training. Additionally, OLLI holds several social events throughout the year, including the highly successful Dinners @ Homes program.

OLLI courses are led by peers with backgrounds in business, education, law and medicine among other fields. Additionally a number of current and retired faculty from institutions throughout the country help provide a rich learning environment.

Approval

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: 4/8/15

Item Number: 13A

Item Title	Contact Person
Unapproved Minutes of the Study Session of March 2, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of March 2, 2015 are submitted for approval.

Approval

Chancellor _____

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, March 2, 2015 at 2:30 p.m. in the Community/Board Room, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

General Counsel

Jeffrey Silvyn

Recording Secretary

Gabriela De Echavarri

Administration

Lee Lambert, Chancellor
David Bea, Executive Vice Chancellor, Finance and Administration
Deborah Yoklic, Assistant Vice Chancellor

1. Call to Order
Board Chair Sylvia Lee called the meeting to order at 2:37 pm.
2. Budget Scenario 2016
Dr. David Bea, Executive Vice Chancellor for Finance and Administration, presented the Budget Scenario for FY 2016 which included discussions on budget and tuition, general fund budget parameters-revenues and expenses, tuition proposals, tuition and service fees. Dr. Bea also provided a comparison of tuition and fees with other community colleges in the state of Arizona.
3. Program Review/ Program Status
Carol Hutchinson, Director of Program Services, provided a presentation on Program Review which included discussions about program review process, program review schedule, disciplines action plans and recommendations, SLO assessment, program enrollment and program expense summary.

Adjournment

The meeting adjourned at 5:55 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 13B

Item Title	Contact Person
Unapproved Minutes of the Study Session of March 9, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of March 9, 2015 are submitted for approval.

Approval

Chancellor _____

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, March 9, 2015 at 5:00 p.m. in the Community/Board Room, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

General Counsel

Jeffrey Silvyn

Recording Secretary

Angela G. Wesson

Administration

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor, Finance and Administration
Daniel Berryman, Vice Chancellor, Human Resources
Nina Corson, Vice President of Instruction (Acting)
Cynthia Dooling, Interim Vice Chancellor for Information Technology
Mary Beth Ginter, Academic Dean
Rachelle Howell, Vice Chancellor for Institutional Advancement (Acting)
Gwendolyn Joseph, Interim President, Downtown Campus
Lorraine Morales, President, Community Campus
Morgan Phillips, President, Desert Vista Campus
Ted Roush, Vice President of Instruction
Yvonne Sandoval, Academic Dean (Acting)
Stan Steinman, Academic Dean
William Ward, Vice Chancellor, Facilities
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, East Campus (Acting)

1. Call to Order

Board Chair Sylvia Lee called the meeting to order at 5:07 pm.

2. BP-1101: Prime Policy Discussion

Assistant Vice Chancellor Deborah Yoklic noted that no additional changes were received from Faculty Senate, Staff Council or Governance Council. Board Member Mark Hanna questioned who decides what's substantive and what's non-substantive. Board Chair Sylvia

Lee responded that the Board makes the decision. This item will be presented at the March 11 Board meeting for its first reading.

3. Reaction to Baker Tilly report by AFSCME, ACES and PCCEA

Board Chair Sylvia Lee opened the floor for the employee groups to discuss their concerns with the Baker Tilly report.

Julia Fiello, PCCEA President, presented their concerns which included Meet and Confer, compensation alignment and job announcement postings. Board Member Scott Stewart noted that when seeking qualified faculty to replace a 20-30 year employee, starting at Step 6 may not work. He also noted some concerns he has with Meet and Confer and the amount of time and effort it takes to complete.

Hal Melfi, AFSCME Vice Chairperson, commented on the Baker Tilly report noting that Baker Tilly is against organized labor. He is concerned that the college may do away with employee representative groups. He stated that right to work doesn't mean you cannot have representation.

Daisy Rodriguez-Pitel, ACES President, noted that ACES's main concern is about the employees who might be affected by the recommendations.

Chancellor Lee Lambert stated that the HR Advisory Team has been charged with reviewing the recommendations from Baker Tilly and will be prioritizing and creating processes to gather information from the College community.

Board Chair Sylvia Lee questioned if the HR Advisory Team should be structured the same as the Finance and Audit Committee. Board Member Scott Stewart suggested that maybe the HR Advisory Team could be expanded to look at how we are performing academically. Board Member David Longoria commented that the current structure for the HR Advisory Team is an advisory group and the Finance and Audit Committee is more of a citizen advisory taskforce.

Board Member David Longoria noted that the Board is not in favor of eliminating the collaboration process or inclusiveness.

Duff Galda, Instructional Faculty, informed the Board that faculty has a right to fair representation and the information presented tonight does not reflect 100% of faculty. Kimlisa Duchicela responded that not all faculty feel the same way as Ms. Galda.

Adjournment

The meeting adjourned at 6:00 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 13C

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to go into Executive Session on March 11, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to go into Executive Session on March 11, 2015 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
March 11, 2015

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, March 11, 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

Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

General Counsel

Jeffrey Silvyn

Recording Secretary

Gabriela De Echavarri

Administration/Staff

Lee Lambert

Call to Order

Sylvia Lee called the meeting to order at 3:01 p.m.

Motion for Executive Session

Motion No. 201503-01

Scott Stewart – M; Marty Cortez – S; to conduct Executive Sessions pursuant to A.R.S. § 38-431.03(A)(1) discussion and consideration of personnel issues, concerning the Chancellor's employment and assignment. A.R.S. § 38-431.03(A)(3) legal advice. 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 3:02 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:24 p.m.

Adjournment

The meeting adjourned at 5:25 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 13D

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of March 11, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of March 11, 2015 are submitted for approval.

Approval

Chancellor _____

Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, March 11, 2015 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

REPRESENTATIVES TO THE BOARD

Alec Moreno, Student
Joe Langlois, Temporary Staff
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Gabriela De Echavarri

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Louis Albert, President, West Campus
David Bea, Executive Vice Chancellor,
Finance and Administration
Dan Berryman, Vice Chancellor for Human
Resources
Yira Brimage, Vice President of Student
Development
Aubrey Conover, Vice President of Student
Development
Nina Corson, Vice President of Instruction,
Acting

Suzanne Desjardin, Vice President of Student
Development, Acting
Cindy Dooling, Interim Vice Chancellor for
Information Technology
David Doré, President, Northwest Campus
Dolores Durán-Cerda, Senior Assistant to the
Provost
Erica Holmes, Provost
Patricia Houston, Academic Dean
Rachelle Howell, Vice Chancellor for
Institutional Advancement, Acting
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
Bruce Moses, Assistant Vice Chancellor for
Accreditation
Ann Parker, Vice President of Student
Development
Morgan Phillips, President, Desert Vista
Campus
Irene Robles-Lopez, Vice President of
Student Development
Kate Schmidt, Dean of Online Development,
Acting
Stan Steinman, Academic Dean
Jeff Thies, Executive Director of
Developmental Education
Heather Tilson, Executive Director of
Enrollment Management
William Ward, Vice Chancellor, Facilities
Gregory Wilson, Academic Dean
Deborah Yoklic, Assistant Vice Chancellor
Darla Zirbes, President, East Campus, Acting

GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:25 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Public Comment – Call to Audience

Matias Rodriguez and students from El Rio Center Adult Education addressed the Board regarding the good opportunities Adult Education has afforded them to continue their education and thanked Pima College for giving the community hope and opportunities.

Hal Melfi, Trades and Maintenance Supervisor and AFSCME Vice Chairperson, addressed the Board regarding the state budget cuts and Arizona State Retirement System.

Mario Gonzales, C-FAIRR Chairperson, addressed the Board regarding the College's probation and communication with the Board Chair.

Alec Moreno and Yaritza Vasquez, PCC students, provided the Board with a brief report about their attendance to the ACCT National Legislative Summit.

Nancy Schmidt, Faculty and PCCEA Vice President, addressed the Board regarding faculty hiring.

Julia Fiello, Faculty and PCCEA President, addressed the Board regarding improving the College's relationship with legislators and what Faculty can do to assist.

Michael Lopez, Student Life Coordinator, thanked those who helped in getting the College off probation and addressed the Board about the work the College has ahead to become a premier a community college.

Daisy Rodriguez Pitel, Advanced Program Manager and ACES President, addressed the Board regarding State Budget cuts and Board Policy 1601.

Remarks by Governing Board Members

Chairperson Lee requested a moment of silence in memory of Esther Tang, former Board member.

Chairperson Lee acknowledge the fact the College is officially off probation and encourage everyone to work together for the betterment of students. She also spoke about the importance of the State budget cuts.

Chairperson Lee noted there will be an All-College meeting on March 27.

Board member Cortez thanked the Chancellor, Board members and everyone involved in getting the College removed from probation.

Board member Stewart thanked Chancellor Lambert, interim chancellors, past and present Board members and everyone involved in getting the College off probation. Board member Stewart also mentioned he attended the ACCT Legislative Summit and commended the PCC students who attended for their work during the conference.

Board member Hanna also thanked everyone who have worked on removing the College from probation. He also mentioned he continues visiting College facilities. Board member Hanna congratulated students Alec Moreno and Yaritza Vasquez for their excellent work at the ACCT summit which he also attended.

Board Member Longoria mentioned he is grateful to the Chancellor, faculty and staff for their hard work on getting the College off probation. He also spoke about the state budget cuts.

INFORMATION ITEMS

Employment Information

Chairperson Lee acknowledged the retirements of: Grace English and Susan Groover and wished them well in their future endeavors.

Adjunct Faculty Appointments

This item was noted as an information item.

Unclassified Pay Rates for Temporary Employment - Assistant Coach Stipends

This item was noted as an information item.

Financial Report — January 2015 Financial Statements

This item was noted as an information item.

Governance Council Minutes

This item was noted as an information item.

Board Policy Substantive Changes — First Reading

BP-1101 – Prime Policy; BP-3103 – Student Attendance and Participation; BP-3105 – Curriculum and BP-3604 – Library Services were noted as an information items.

Summer Work Schedule 2015

This item was noted as an information item.

Fiscal Year 2015-2016 Changes in Cost Recovery Course Fees

This item was noted as an information item.

ACTION ITEMS

Approval of Minutes

Motion No. 201503-02

Scott Stewart – M, David Longoria – S, to approve the minutes of the Study Session of February 4, 2015; the Special Meeting to conduct Executive Session on February 4, 2015; the Regular Meeting of February 4, 2015 and the Special Meeting to conduct Executive Session on February 24, 2015.

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

Motion CARRIED.

Consent Agenda

Motion No. 201503-03

David Longoria – M, Mark Hanna – S, to approve the Consent Agenda.

- 14.1 Sabbatical Approval for Fall 2015 and Spring 2016
- 14.2 Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
- 14.3 Contract: Customer Relation Management System
- 14.4 Contract: Additional Marketing and Advertising Services to Enhance Enrollment, Fiscal Year 2014-2015
- 14.5 Contract: Life and Accidental Death and Dismemberment Insurance for Fiscal Year 2015- 2016
- 14.6 Contract: Employee Dental Benefits for Fiscal Year 2015-2016
- 14.7 Data Sharing Request: Arizona Department of Economic Security
- 14.8 Library Participation in Cooperative Buying Program with the Community College Library Consortium
- 14.9 Library Purchases through EBSCO Library Services
- 14.10 Curriculum Recommendation: Program Inactivation – Forensics and Crime Scene Technology – Certificate for Direct Employment (CRTFORENSICS)

Note: Item 14.3 will be corrected to reflect FY 2015-16 instead of FY 14/15 on the contract.

David Longoria – M, Marty Cortez – S to amended the original motion to pull BP1601 from item 14.2 for revisions.

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

Motion CARRIED.

OTHER ACTION ITEMS

Academic Year 2015-2016 Student Tuition and Service Fees

Motion No. 201503-04

Marty Cortez – M, Scott Stewart – S, to approve Academic Year 2015-2016 Student Tuition and Service Fees.

Mark Hanna requested for this motion to be withdrawn and that the Board do two separate motions, one on tuition increase and one on fees.

Motion withdrawn by Chairperson Lee.

Motion No. 201503-05

Marty Cortez – M, Scott Stewart – S, to approve a \$5 per-credit-hour increase to in-state resident tuition for the 2015-2016 Academic Year.

Vote: Board members voted by roll call vote. Marty Cortez – “aye”, Scott Stewart – “aye”, Mark Hanna – “nay”, David Longoria – “nay”, Sylvia Lee “aye.”

Motion CARRIED.

Motion No. 201503-06

Scott Stewart – M, Marty Cortez – S, to increase the semester processing fee from \$10.00 to \$15.00, while eliminating the graduation fee of \$15 and the student Identification Card fee of \$2. for the 2015-2016 Academic Year.

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

Motion CARRIED.

Contract: Employee Medical Benefits and Pharmaceutical Benefits for Fiscal Year 2015-2016

Motion No. 201503-07

Sylvia Lee – M, Mark Hanna – S, to approve the Fiscal Year 2015-2016 employee medical and pharmacy benefits agreements including plan design, premium structures, and, employee and College contributions to premiums.

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

Motion CARRIED.

Arizona Association of District Governing Boards (AADGB) Representative

Motion No. 201503-08

David Longoria – M, Marty Cortez – S, to appoint Mark Hanna as an alternate to the Arizona Association of District Governing Boards (AADGB).

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

Motion CARRIED.

Plan to Address HLC Accreditation Criteria

Motion No. 201503-09

David Longoria – M, Marty Cortez – S, to endorse the plan to address the HLC Accreditation Criteria.

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

Motion CARRIED.

REPORTS

Reports by Representatives to the Board

Student – Alec Moreno

Student Representative Alec Moreno highlighted student sponsored activities at each of the campuses. Students presented the following recommendation/concern to the Board: Advisors giving incorrect information, instructors having students grade the work of other students, instructors teaching from students’ notes, students feeling that staff, faculty and administrators show lack of passion when working with students, reluctance in faculty promoting college-wide events. He also noted students are seeking reassurance and clarity about how end of the semester surveys are handled, students discouraged by the instructor from taking notes in class, financial aid coming in too late and instructors hardly use textbooks or don’t use them at all. Alec Moreno noted he is bringing these issues forward in the spirit of constructive engagement.

Temporary Staff – Joe Langlois

Temporary Staff Representative Joe Langlois presented the Temporary Staff’s report. Temporaries did not present a recommendation/concern to the Board.

Staff – Don Harp

Staff Representative Don Harp reported on the March 6 Staff Council meeting. Staff Council did not present a recommendation/concern to the Board.

Adjunct Faculty – Carlo Buscemi — There was no report.

Faculty – Mays Imad

Faculty Representative Mays Imad reported on the February 6 and March 6 Faculty Senate Meetings. Faculty Senate presented the following recommendation/concern to the Board: Faculty is concerned that mandatory orientation would affect enrollment; it appears that administrators' positions are hired at the District level only.

Administrator – Brian Stewart

Administrator Representative Brian Stewart presented the Administrators' report. Administrators presented the following recommendation/concern to the Board: They would like a message that sets a vision and a point beyond stress. A point that moves the College through crisis to the other side.

Chancellor's Report

Chancellor Lambert welcomed Bruce Moses, Assistant Vice Chancellor for Accreditation, Ian Roark, Vice President of Workforce Development and Jeff Thies, Executive Director of Developmental Education.

Presentations/Up Dates:

- Chelsey James, Advanced Program Coordinator for high school equivalency and GED testing presented an update on Adult Education
- Rachelle Howell, Acting Vice Chancellor for Institutional Advancement and Jan Gordley from the Gordley Group, presented on the College's marketing plan.
- Kenneth Vorndran, faculty at Northwest Campus and director gave an update on the Honors Program.

Highlights of Chancellor's report included:

- Meeting with TREO and Governor Ducey. Governor Ducey informed he will be signing the budget tomorrow.
- Attended a Legislative Luncheon with Martha McSally
- Working with legislators in Phoenix meeting there and by telephone on expenditure limitation and the 1% cap.

The Chancellor closed by thanking all those who work to get the College off probation and mentioning he is confident the College will cross the finish line. He also noted there will be an All College meeting, sponsored by the Board of Governors and the Chancellor, on March 27 to address important issues.

ADJOURNMENT

Adjournment

Motion No. 201503-10

Scott Stewart – M, Marty Cortez – S, to adjourn the meeting at 9:24 pm.

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

Motion CARRIED.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14

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.

- 14.1 Board Policy Substantive Changes and Deletion — Final Reading
- 14.2 Public Safety Personnel Retirement System Local Board Membership
- 14.3 New Positions – Student Services
- 14.4 New Position – Director of International Programs and Recruitment
- 14.5 New Position – Chief of Staff
- 14.6 Intergovernmental Agreement: Tucson Unified School District
- 14.7 Title III Project: Instructional Laptops and Laptop Ovens Fiscal Year 2014-15

Approval

Chancellor _____
Lee D. Lambert, J.D.

Pima County Community College District

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.1

Item Title

Contact Person

Board Policy Substantive Changes and Deletion — Final Reading

Deborah Yoklic
Assistant Vice Chancellor
(206-4747)

Recommendation:

For your information, the Chancellor submits the final reading and Board approval of the following Board Policy:

Revisions:

- BP-1601 Athletics
- BP-3103 Student Attendance and Participation
- BP-3105 Curriculum
- BP-3504 Student Conduct and Ethics
- BP-3604 Library Services

Deletion:

- BP-3114 Development Education/College Preparatory Programs

Justification:

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

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>	Athletic Mission and Principles
<i>Board Policy Number:</i>	BP-1601
<i>Adoption Date:</i>	5/12/04
<i>Revision Date(s):</i>	<u>10/29/14</u>
<i>Review Date(s):</i>	
<i><u>Schedule for Review and Update</u></i>	<u>Every three years</u>
<i>Unit Responsible for Review & Update:</i>	<u>Office of the</u> Provost and Executive Vice Chancellor for Academic Affairs
<i>Sponsoring Unit/Department:</i>	<u>Office of the</u> Provost and Executive Vice Chancellor for Academic Affairs
<i>Motion Number:</i>	6530
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

Mission:

The purpose of the athletic program is to reinforce the attitudes, values and overall mission of the College: ~~to~~ which promotes lifelong learning, integrity, leadership, tolerance, good citizenship, diversity, and academic excellence in concert with developing the student-athlete's physical skills and abilities.

Principles:

- The student-athlete's primary responsibility is to academic achievement.
- The coach's primary responsibility is to teach and mentor.
- Recruitment shall focus on Pima County and Southern Arizona student-athletes.
- Academic achievement, citizenship, and athletic ability are the key elements in recruitment.
- The ~~coaches~~ College will adhere to all conference rules and regulations.
- The College will adhere to state and federal ~~Title IX~~ guidelines.

Leadership:

~~The athletic program will be administered by the Provost and Executive Vice Chancellor for Academic Affairs.~~



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Student Attendance and Participation
<i>Board Policy Number:</i>	BP-3103
<i>Adoption Date:</i>	4/15/81
<i>Revision Date(s):</i>	4/7/09, 10/17/14, 3/5/15
<i><u>Review Date(s):</u></i>	3/5/15
<i>Schedule for Review & Update:</i>	1/13/15 and Annually thereafter
<i>Unit Responsible for Review & Update:</i>	Provost
<i>Sponsoring Unit/Department:</i>	Provost
<i>Motion Number:</i>	2499
<i>Legal Reference:</i>	34 CFR 668 (Department of Education Student Assistance General Provisions) 38 CFR 21 (Department of Veterans Affairs Vocational Rehabilitation and Education)
<i>Cross Reference:</i>	Grading, BP-3108 Class Orientation, BP-3113

~~Course attendance and participation are essential to student success. Students are expected to demonstrate participation in and completion of coursework and to adhere to course attendance and participation requirements per course syllabi. Students who fail to meet these requirements may be withdrawn from a course.~~

~~Pima Community College recognizes that federal and state regulations require institutions to have a process to monitor and report student attendance. Students are expected to attend and participate in the course prior to the course drop deadline. Students who fail to meet this requirement will be dropped from a course.~~

~~Students with excessive consecutive absences will be identified using the registration status of RN (Registered but Not Attending). Once the student has been absent for a designated period of time, the student's record will be flagged with the RN status. The College will initiate contact to determine whether the student intends to return to the course. If the College is unable to confirm the student's intent to return, the student will be considered unofficially withdrawn and adverse consequences may result for the student.~~

~~RN is a registration status not a grade. A student can be reinstated upon approved appeal. RN students remain on class rosters and instructors will record a final grade at the end of the semester per BP-3108.~~

Attendance and Participation:

Pima Community College recognizes that federal and state regulations require institutions to have a process to monitor and report student attendance. The College believes that attendance and participation throughout the term are essential to student success. Therefore, students are expected to demonstrate participation in and completion of coursework and to adhere to course attendance and participation requirements per course syllabi.

Drop Period:

During the Drop Period, all students are expected to attend and participate prior to the drop deadline. Students who fail to meet this requirement will be dropped from the class.

Unofficial Withdrawal:

After the drop deadline, students with excessive consecutive absences in the classes for which they are still registered will be identified as an Unofficial Withdrawal and the College will take appropriate actions. Unofficial Withdrawal may result in adverse consequences for the student.



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Curriculum
<i>Board Policy Number:</i>	BP-3105
<i>Adoption Date:</i>	4/15/81, 2/5/14
<i>Revision Date(s):</i>	12/20/00, 1/13/12, 11/19/13, 11/24/14
<i>Schedule for Review & Update:</i>	Annually
<i>Unit Responsible for Review & Update:</i>	Provost/ Executive Vice Chancellor for Academic and Student Services
<i>Sponsoring Unit/Department:</i>	Provost/ Executive Vice Chancellor for Academic and Student Services
<i>Motion Number:</i>	2500
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	BP-3104, BP-3116 and BP-3117

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

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

[Credit degrees shall require a minimum of 60 credit hours, 15 hours of which must be earned at Pima Community College. Certificates shall require no more than 59 credit hours, 6 hours of which must be earned at the College.](#)

The College offers the following credit program credentials: associate degrees and certificates. The College offers the following non-credit, clock-hour credential:

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

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



Pima County Community College District Board Policy

Board Policy Title: **Student Conduct and Ethics**

Board Policy Number: BP-3504

Adoption Date: 12/21/88

Revision Date(s): 3/8/95, 1/13/12, [10/30/14](#)

Review Date(s): [10/30/14](#)

Schedule for Review & Update: ~~Annually~~ [Every three years](#)

Unit Responsible for Review & Update: ~~Provost/Executive Vice Chancellor for Academic and Student Services~~ [Office of the Provost](#)

Sponsoring Unit/Department: ~~Provost/Executive Vice Chancellor for Academic and Student Services~~ [Office of the Provost](#)

Motion Number: 5315

Legal Reference: A.R.S. §13-2911

Cross Reference:

In order to maintain an appropriate learning environment, Pima County Community College District expects students and prospective students to adhere to the highest standards of personal conduct and ethics, while involved in college activities, on the property or under the jurisdiction of the College.

[The College shall make available to the students the Student Code of the Conduct and the Student Rights and Responsibilities.](#)



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Library Services
<i>Board Policy Number:</i>	BP-3604
<i>Adoption Date:</i>	6/9/99
<i>Revision Date(s):</i>	<u>2/12/15</u>
<i>Schedule for Review & Update:</i>	Annually <u>Every three years</u>
<i>Unit Responsible for Review & Update:</i>	<u>Office of the Provost</u>
<i>Sponsoring Unit/Department:</i>	AVC Educational Services <u>Office of the Provost</u>
<i>Motion Number:</i>	5875
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

Pima Community College will provide information resources through library services, without the limits of time, place or distance, in furthering the College's mission. ~~essential support to its educational programs by providing access to information resources which will assist students in achieving educational success. Services will include but not be limited to: collections of materials to support the college curriculum, individual and group instruction to promote research skills and information literacy, and collaborative partnerships with college faculty, staff, administrators and outside educational agencies in order to improve information availability to the students and the community. Library services may be delivered virtually and/or in on-campus libraries.~~ The libraries will support and provide excellent teaching, assisting students in becoming critical thinkers and self-directed learners. The libraries will support students and faculty through, among other methods, collection management of their print and digital resources. Libraries will collaborate with faculty, staff and the community in order to enhance educational opportunities and civic engagement.



Pima County Community College District Board Policy

This policy is being recommended for deletion. Information about curriculum is contained in BP 3105.

~~Board Policy Title: Developmental Education/College Preparatory Programs~~

~~Board Policy Number: BP 3114~~

~~Adoption Date: 2/17/82~~

~~Revision Date(s): 3/10/99, 10/21/03, 1/13/12~~

~~Schedule for Review & Update: Annually~~

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

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

~~Motion Number: 2850, 5849~~

~~Legal Reference:~~

~~Cross Reference: BP 3509~~

~~The College shall provide a systemic, comprehensive and coordinated Developmental Education opportunities, which shall support the College's Student Success Model and include skill development in mathematics, reading, and writing as well as the development of positive self concepts. The College will offer college preparatory programs, which encourage high school students to attend college.~~

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.2

Item Title	Contact Person
Public Safety Personnel Retirement System Local Board Membership	Dr. David Bea Executive Vice Chancellor for Finance and Administration (206-4519)

Recommendation:

The Chancellor recommends that the Board approve the appointment of Michelle Nieuwenhuis, Police Commander; Daniel Berryman, Vice Chancellor for Human Resources; and Gwen Goodman, Director of Employee Services to the Public Safety Personnel Retirement System local board as set forth below.

Justification:

In 1991, the Board of Governors approved participation by the District and its eligible full-time police officer personnel in the statewide Public Safety Personnel Retirement System (PSPRS). Under the provisions of Arizona Revised Statutes Title 38, Chapter 5, the administration of the system as it applied to the District is vested in a local board that functions in accordance with the provisions of the state law. The local board consists of five members: the Chair of the Pima County Community College District (PCCCD) Board of Governors, or designee; two members elected by the College members of the Public Safety Personnel Retirement System; and two citizens, one of whom shall be the head of Human Resources at PCCCD, appointed by the Chair of the PCCCD Board of Governors. The terms of these appointments are staggered to assure continuity and overlap of membership.

In lieu of the Chair of the PCCCD Board of Governors, Michelle Nieuwenhuis, Police Commander, is recommended and is willing to be appointed as the Chair designee in this capacity. This appointment requires confirmation by the Board of Governors.

Daniel Berryman, Vice Chancellor for Human Resources, is recommended as the PCCCD Human Resources Department representative and is willing to serve in this capacity. This appointment requires confirmation by the Board of Governors.

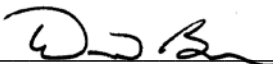
Gwen Goodman, Director of the Employee Service Center, is recommended and is willing to be appointed to serve as a citizen representative. This appointment requires confirmation by the Board of Governors.

Financial Considerations:

None.

(Continued)

Approvals

Contact Person  _____
David Bea, Ph.D.

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.3

Item Title	Contact Person
New Positions – Student Services	Daniel Berryman Vice Chancellor for Human Resources, (206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve 10 new Student Services positions for the Veterans and Military Services program.

Justification:

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College's strategic priorities were properly funded. The alignment of the budget with the College's Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. *Improve access and student success*
- Strategic Direction 5. *Increase diversity, inclusion, and global education*
- Strategic Direction 6. *Develop a culture of organizational learning, employee accountability, and employee development*

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include ten Student Services positions, supporting Strategic Direction 2. Funding for each of these positions in the fiscal year 2015 budget was provided as part of the initiative to enhance support for student services. In addition, going forward, each of these positions will be included as part of the fiscal year 2016 budget.

These new positions will report to the Director of Veterans and Military Services and will serve as School Certifying Officials (SCO) for Veterans Education Benefit recipients in areas of academic admissions, registration, assessment and testing, financial aid, new student orientation, advising, graduation services, and career services.

- Student Services Coordinator (1 position)
- Student Services Advanced Specialist (2 positions)
- Student Services Specialist (8 positions)

Duties and Responsibilities:

- Advising students on policies, procedures, and processes pertaining to student services, as well as regulations pertinent to Veterans Education Benefit recipients.
- Training and assisting students to navigate the student portal and online Student Services processes including Veterans Administration (VA) web portals (VONAPP, va.gov, etc.).

(Continued)

- Serving as case manager for VA sponsored students.
- Assisting with outreach and recruitment of Veterans and Military Affiliated individuals.
- Making presentations to various audiences.
- Assessing and referring students to appropriate grant-related programs and services.

Financial Considerations:

The salary grade for these positions are

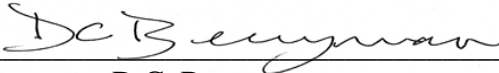
Student Services Coordinator C43 Step 1 - \$56,308

Student Services Advanced Specialist B32 Step 1 - \$21.71/ hour

Student Services Specialist B23 Step 1 - \$18.83/ hour

Allocated to the Veterans and Military Services program budget.

Approvals

Contact Person 
D.C. Berryman

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.4

Item Title	Contact Person
New Position – Director of International Programs and Recruitment	Daniel Berryman Vice Chancellor for Human Resources, (206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Director of International Programs and Recruitment position.

Justification:

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College's strategic priorities were properly funded. The alignment of the budget with the College's Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. *Improve access and student success*
- Strategic Direction 5. *Increase diversity, inclusion, and global education*
- Strategic Direction 6. *Develop a culture of organizational learning, employee accountability, and employee development*

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include a Director of International Programs and Recruitment, supporting Strategic Direction 5. Funding for this position in the fiscal year 2015 budget was provided as part of the strategic initiatives budget line item. In addition, going forward, this position will be included as part of the fiscal year 2016 budget.

This is a new position reporting to the Vice President of International Recruitment and will serve as the Pima Community College (PCC) representative in identifying, recruiting, and enrolling international students. This position has primary accountability for key end results, including major international projects, processes, and services.

Duties and Responsibilities:

- Participates in the development, planning and implementation of campus goals and PCC's international student recruitment objectives.
- Develops contract proposals and manages the selection and deployment of grants and contracts.
- Maintains professional communications with U.S. and foreign embassies and consulates.

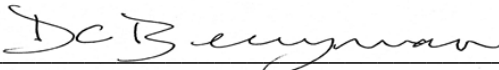
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- Establishes, monitors, evaluates, and improves processes, procedures and/or standards, ensuring alignment with the College’s international mission, values, goals, objectives, and initiatives.
- Directs and supervises the collection of data and the preparation of a variety of reports, statements, and communications impacting students, service providers, vendors and others regarding assigned programs.

Financial Considerations:

The salary grade for this position is D61 – Step 1: \$80,033 – Step 16 \$115,910. Allocated to the strategic initiative budget.

Approvals

Contact Person 
D.C. Berryman

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.5

Item Title	Contact Person
New Position – Chief of Staff	Daniel Berryman Vice Chancellor for Human Resources, (206-4586)

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Chief of Staff position.

Justification:

As part of the fiscal year 2015 budget, numerous strategic priorities were identified that required an allocation of financial resources in order to ensure that the College's strategic priorities were properly funded. The alignment of the budget with the College's Strategic Plan included funding needed for all aspects of the Strategic Plan such as:

- Strategic Direction 2. *Improve access and student success*
- Strategic Direction 5. *Increase diversity, inclusion, and global education*
- Strategic Direction 6. *Develop a culture of organizational learning, employee accountability, and employee development*

In order for the College to properly support these strategic directions and provide mechanisms for accountability, new positions were created that support these Strategic Directions. These new positions include a Chief of Staff, supporting Strategic Direction 6. Funding for this position in the fiscal year 2015 budget was provided through the elimination of two budgeted positions, the Assistant Vice Chancellor for Information Technology and the Assistant Vice Chancellor for State and Local Government Relations. In addition, going forward, this position will be included as part of the fiscal year 2016 budget.

This new position will report to the Chancellor and will serve as chief policy advisor and strategist and is a member of the Chancellor's cabinet. The Chief of Staff provides specialized services and support to the Chancellor and acts as a liaison for the Chancellor and Board of Governors with Executive Administrators, academic units, and functional units. This position has overall responsibility for providing direction to the Chancellor's administrative operations consistent with the College's vision, mission and goals; and is responsible for the central coordination of the Chancellor's office functions, activities, and execution of the day-to-day operations.

Duties and Responsibilities:

- Manages all elements of the Chancellor's office operations and provides strategic leadership and planning of critical business events, projects, and operations to include management of

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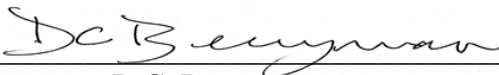
staff, expenses, and administration. Provides coordination and oversight in the development of defined core initiatives for the Chancellor.

- Ensures organizational focus and facilitates collaborative communication with Cabinet and Senior Leadership Team members on strategic planning priorities. Monitors and discusses status of ongoing initiatives, especially those that are cross-divisional in nature. Assists in coordination of initiatives. Provides the Chancellor with activity status and updates. Participates in Cabinet and Senior Leadership Team meetings and records follow-up action plans regarding strategic initiatives.
- Contributes to the transformation of the Chancellor’s office operations to a model that is business focused and accountable; adds value and is aligned with the business of the College; and offers flexibility. Ensures activities are in keeping with philosophical and operational initiatives of the College.
- Serves as the Chancellor’s liaison with the Vice Chancellors and other administrators on matters not directly handled by the Chancellor; handles program activities and matters of institutional significance for the Board of Governors on behalf of, and in concert with the Chancellor.
- Updates the Chancellor on a continuous basis regarding College and external issues and activities. Ensures the Chancellor is aware of relevant information prior to meetings and events. Makes recommendations as appropriate.

Financial Considerations:

The salary grade for this position is E92 – Step 1: \$155,138 – Step 12 \$201,380. Allocated to the Chancellor’s department budget.

Approvals

Contact Person 
D.C. Berryman

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: April 8, 2015

Item Number: 14.6

Item Title	Contact Person
Intergovernmental Agreement: Tucson Unified School District	Dr. Lorraine Morales President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve the acceptance of a five year IGA for Educational Services to allow Pima Community College to establish a framework within which both parties will exchange services and/or goods that will benefit Tucson Unified School District and Pima Community College to provide, build and deliver classes and programming mutually agreed upon by both parties.

Justification:


Tucson Unified School District requests that Pima Community College partner with them to provide noncredit classes that will be offered in topic areas of interest. Classes will be offered in formats and modalities which best meet the operational needs for TUSD, including, but not limited to, cohorts of students taking a course or series of courses, seminars, individual classes or groups of classes, in classroom, online, hybrid or other modalities.

Financial Considerations:

Pima Community College will submit quotes to Tucson Unified School District as services are requested. These quotes will be based on current tuition rates as well as miscellaneous fees.

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

Approvals

Contact Person 
Dr. Lorraine Morales

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 14.7

Item Title	Contact Person
Title III Project: Instructional Laptops and Laptop Ovens Fiscal Year 2014-15	David A. Doré, President Northwest Campus (206-2111)

Recommendation:

The Chancellor recommends that the Board of Governors approve the purchase of 120 laptops, four ovens and four switches, the two wireless access points along with cable and hardware to support instructional improvements at the NWC in classrooms A208 and G105.

Justification:

In October 2011, the Northwest Campus received a Title III Grant from the US Department of Education in the amount of approximately \$400,000 per year or just under \$2 million over a 5-year period to provide faculty professional development, course redesign, student support services, and integration of instructional technology to improve teaching and learning. Ultimately, to improve the completion and persistence rates for students at the Northwest Campus.

The funds are available in the Title III budget, are allowable and reasonable expenses under the grant, and prior approval has been granted from the Grants Resource Office (GRO) for the purchase. Funds to cover the support of the technology have been encumbered from existing budgets in FY 14-15.

Financial Considerations:

The purchase of instructional support technology in the amount of \$190,000 is being made during FY 2014-2015 from the Title III Project. The supporting infrastructure for these student education tools in the amount of \$3,300 will be supplied by vendors Accuvant, Inc. and Arizona Communication Experts, Inc. Both are state contracted vendors with the State of Arizona and funding has been identified from current College general fund sources.

College Strategic Plan:

This recommendation supports Pima Community College's Strategic Direction 2: Improve access and student success.

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 15

Item Title	Contact Person
Personnel Governance Task Force	Deborah Yoklic Assistant Vice Chancellor (206-4747)

Recommendation:

The Chancellor recommends that the Board approve the establishment of a Personnel Governance Task Force.

Justification:

While many aspects of meet-and-confer as currently formulated are effective, other aspects need to be reconsidered. This was noted in the Baker-Tilly recommendations as well as by employees involved in the process. The Chancellor recommends that the Board establish a Personnel Governance Task Force to (1) recommend the most effective procedure for employees to provide input to the Board on terms and conditions of employment; and (2) propose both a Board Policy and an Administrative Procedure to replace BP-4001. The Task Force shall have diverse and inclusive representation from all employee classifications.

While Board endorsement of a task force is not required, it is appropriate in this instance because of the unique nature of BP-4001 and its significance for the College.

Anticipated Next Steps:

1. The Chancellor or designee will determine the composition of the Task Force.
2. The Chancellor or designee will delineate specific tasks to accomplish the mission as outlined above.
3. The Task Force will present its recommendations for discussion by the Board no later than August 31, 2015.

Financial Considerations:

Total compensation to Task Force members is not expected to exceed \$8500.

Approvals

Contact Person Deborah Yoklic
Deborah Yoklic

Chancellor Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 4/8/15

Item Number: 16

Item Title	Contact Person
Disposition of Step Progression Plans and Related Funding	Chancellor's Office (206-4747)

This item will first be discussed in Executive Session. Time is now set aside for discussion and possible Board adoption of disposition of Step Progression Plans and related funding.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 4/8/15

Item Number: 17-18

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

17. Reports by Representatives to the Board

18. Chancellor's Report

Approval

Chancellor _____

Lee D. Lambert, J.D.