

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
JANUARY 13, 2016**

NOTICE OF ANNUAL GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

General Matters

1. Call to Order
2. Pledge of Allegiance

New Business

3. Election of Board of Governors' Officers 2016
4. Proposed Annual Calendar of Regular Board Meetings, 2016
5. Proposed Annual Calendar of Board Study Sessions, 2016
6. Election of Arizona Association of District Governing Board's Representative 2016

Recess

NOTICE OF REGULAR GOVERNING BOARD MEETINGAGENDA FOR MEETING*1. General Matters

1.1 Call to Order

1.2 Public Comment – Call to Audience

The Pima Community College Board of Governors welcomes public comment on issues within the jurisdiction of the College. Comments will 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.

1.3 Remarks by Governing Board Members

[The Chairperson, Secretary and/or members of the Governing Board may comment or provide summaries of recent College-related activities]

- Chair – Notice of intent to amend Board Bylaws Article IV Officers and Article V Duties of Officers to modify the title of Secretary to add “Vice Chair.”
- Legislative strategy and 2016 legislative issues-Jonathan Paton

2. Reports

2.1 Reports by Representatives to the Board

[The representatives to the Board will provide highlights of their group’s activities during the preceding month(s) and issues and suggestions for consideration]

- Student – Liz Pennington
- Temporary Staff – Imelda Cortez
- Staff – Don Harp
- Adjunct Faculty – Carlo Buscemi
- Faculty – Mays Imad
- Administrator – Brian Stewart

2.2 Administration Reports

- Accreditation Update – Bruce Moses
- Student Success Showcase – Stella Perez

Reports (Continued)

- 2.3 Chancellor's Report
[Chancellor Lambert may report on current events at or involving the College; Legislative and Budget Updates and recent activities such as: community meetings, presentations and conferences]

3. Information Items

- 3.1 Financial Report — October 2015 Financial Statements
- 3.2 Employment Information
- 3.3 Adjunct Faculty Appointments
- 3.4 All College Council Meeting Minutes

4. Action Items

4.1 Consent Agenda

- (1) Approval of Minutes of the following meetings:
 - A. Study Session of November 2, 2015
 - B. Special Meeting to conduct Executive Session on November 18, 2015
 - C. Regular Meeting of November 18, 2015
 - D. Study Session of November 30, 2015
 - E. Study Session of December 7, 2015
 - F. Special Meeting of December 9, 2015
- (2) New Position – Advanced Program Coordinator Carl Perkins IV Grant
- (3) Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
[BP 1.19: Naming Opportunities] — Revision
- (4) Data-Sharing Agreement: Local High School Districts
[Delegate authority to enter Data-sharing agreements with interested school districts that conform to the agreement template; no requests for funding associated with this agreement]
- (5) Intergovernmental Agreement: Arizona Small Business Development Center (AZSBDCN) on behalf of Maricopa County Community College District
[The cost of hosting is shared with the AZSBDCN contributing \$153,759 towards staffing cost. PCC will provide match funds of \$104,750 per year]

Action Items (Continued)

- (6) Sub-recipient Grant Award: Pima County Community Services Department, Pima County One Stop
[The grant performance period: October 1, 2014 through September 30, 2018, totaling \$275,626.00]
- (7) Contract: West Campus STEM Biology Classroom
[Construction contract to use grant funding for the West Campus Title III HIS STEM grant to renovate a Biology classroom totaling \$114,967]
- (8) Contract: West Campus Title V Dental Clinic Grant
[Construction contract to combine grant and capital funding for the West Campus Title V Dental Clinic and Lab totaling \$1,109,200]
- (9) Contract: Desert Vista Campus Title V CIMA Center for Integrated Learning Grant
[Construction contract for the Desert Vista Campus Title V CIMA Integrated Learning Center totaling \$748,790]

4.2 Other Action Items

- (1) Appointment to the Board of Governors' Finance and Audit Committee
[Appointment of one new community representative to serve on the Board of Governors' Finance and Audit Committee and one Board Member]

Adjournment

Regular Meeting
February 17, 2016, 5:30 p.m.
District Office
Community/Board Room
4905 E. Broadway Blvd.
Tucson, AZ 85709-1010

*** Option to recess into legal advice executive session** — Pursuant to A.R.S. §38-431.03(A)(3) the Governing Board may vote to go into executive session for the purpose of obtaining legal advice from its legal counsel with respect to any item listed on this agenda or any addendum thereto.

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

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

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

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

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

ANNUAL MEETING

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 1/13/16

Item Number: 1-2

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

1. Call to Order
2. Pledge of Allegiance

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 3

Item Title	Contact Person
Election of Board of Governors' Officers 2016	Chancellor's Office (206-4747)

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

Approval

Chancellor _____
Dr. Lee D. Lambert



PimaCountyCommunityCollegeDistrict Board Bylaws

Bylaw Article Title: **Officers**

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

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

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

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



PimaCountyCommunityCollegeDistrict Board Bylaws

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

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

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

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

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

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

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

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

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

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

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4

Item Title	Contact Person
Annual Calendar of Regular Meetings, 2016	Chancellor's Office (206-4747)

The attached *proposed* annual calendar of Regular Board Meeting locations for 2016 and January 2017 is submitted for review and approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Governors
PROPOSED Annual Calendar of Meetings &
Locations for the Year 2016 & January 2017

January 13, 2016	<u>Annual & Regular Meetings</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
February 17, 2016	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
March 9, 2016	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
April 13, 2016	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 11, 2016	<u>Regular Meeting</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
June 8, 2016	<u>Public Hearing, Special and Regular Meetings</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
July 13, 2016	<u>Special Meeting/Working Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010

August 10, 2016

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

September 14, 2016

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

October 12, 2016

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 16, 2016

Regular Meeting

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

December 14, 2016

Special Meeting/Working Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

January 11, 2017

Annual & Regular Meetings

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

Special Meetings will be held as necessary.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 5

Item Title	Contact Person
Calendar of Study Sessions for 2016	Chancellor's Office (206-4747)

The attached *proposed* calendar of Study Sessions for 2016 is submitted for review and approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
Board of Governors
PROPOSED Calendar of Study Sessions for 2016

February 1, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
February 29, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
April 4, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 2, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
May 31, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
July 5, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010
August 1, 2016, 4:00 pm	<u>Study Session</u> District Office Community/Board Room 4905 East Broadway Tucson, AZ 85709-1010

September 6, 2016, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

October 3, 2016, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

November 7, 2016, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

December 5, 2016, 4:00 pm

Study Session

District Office

Community/Board Room

4905 East Broadway

Tucson, AZ 85709-1010

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 6

Item Title	Contact Person
Election of Arizona Association of District Governing Board's (AADGB) Representative 2016	Chancellor's Office (206-4747)

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

Approval

Chancellor _____
Lee D. Lambert, J.D.

REGULAR MEETING

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 1/13/16

Item Number: 1-3

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

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

REPORTS

Meeting Date: 1/13/16

Item Number: 2

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

2.1 Reports by Representatives to the Board

2.2 Administration Reports

2.3 Chancellor's Report

Approval

Chancellor _____
Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/13/16

Item Number: 3.1

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

Recommendation:

Attached are the financial statements showing preliminary 2015/16 results through October 2015. Time will be provided to discuss College fiscal matters.

Justification:

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

The October preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by about \$12.5 million compared to approximately \$13.3 million in the previous year.

The preliminary results indicate that the College concluded October with total revenues in General and Designated funds that were lower than the previous fiscal year by \$4.5 million. Specifically, tuition and fees revenue has increased by \$691 thousand. However, property taxes have decreased by \$1.4 million, and state appropriations have decreased by \$3.5 million due to the elimination of state aid. Property taxes are lower compared to last year due to timing and we expect that result to change in the next month or two. Overall, year to date actual revenues are lower than the adjusted budget revenue projection by \$6.3 million as shown in the accompanying chart.

Compared with the same time period in fiscal year 2015, actual expenditures have decreased by about \$3.7 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$2.7 million. This decrease is due to the alignment of faculty pay schedules with the academic calendar and a change in year-end accounting for fringe benefits. Services and supplies expenditures and other expenditures excluding transfers have decreased by \$974 thousand. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the adjusted budget expenditure projection by \$7.1 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded October with a year-to-date increase in net position of about \$7.4 million. This is lower than the previous year's increase of \$9.2 million, primarily due to the decrease in state appropriations revenue and timing of property tax receipts.

(Continued)

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 27.1 percent of budget, which is lower than the previous year due to the alignment of faculty pay schedules with the academic calendar and a change in year-end accounting for fringe benefits. In absolute terms, year to date Personal Services expenditures were \$33.8 million, which is \$2.7 million lower than the same period of fiscal year 2015.

Services and Supplies expenditures are approximately 29.0 percent of the budget, which is lower than the previous year. In absolute terms, Services and Supplies expenditures were \$9.7 million, which is lower than the \$10.5 million from the same period of fiscal year 2015. Transfers are lower than the previous year due to a \$3.8 million decrease in transfers out for capital expenditures and a \$1.7 million increase in transfers in from Debt Service.

Statement of Net Position:

As shown in the *Statement of Net Position*, the total net position at the end of October was \$75.4 million, which is a decrease of about \$141.1 million compared to the same time last year. Of this decrease, \$131.8 million is due to a required accounting change, GASB ‘Statement No. 68, Accounting and Financial Reporting for Pensions’, that was implemented June 30, 2015. This accounting change impacts the way the College accounts for its share of pension liability for the two defined benefit retirement plans that the College contributes to: the Arizona State Retirement System (ASRS) and the Public Safety Personnel Retirement System (PSPRS).

The College’s accounting policies conform with standards set forth by the Governmental Accounting Standards Board (GASB), the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments, and this accounting change is summarized in GASB’s ‘Statement No. 68, Accounting and Financial Reporting for Pensions’. According to GASB, “The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities.”

All government entities must now report their net pension liability which is the difference in the total pension liability and the fair value of the pension plan assets. This accounting change may be identified on the accompanying *Statement of Net Position* as ‘Deferred Outflows Related to Pensions’, ‘Net Pension Liability’, and ‘Deferred Inflows Related to Pensions’.

Approvals

Contact Person _____



David Bea, Ph.D.

Chancellor _____

Lee D. Lambert, J.D.

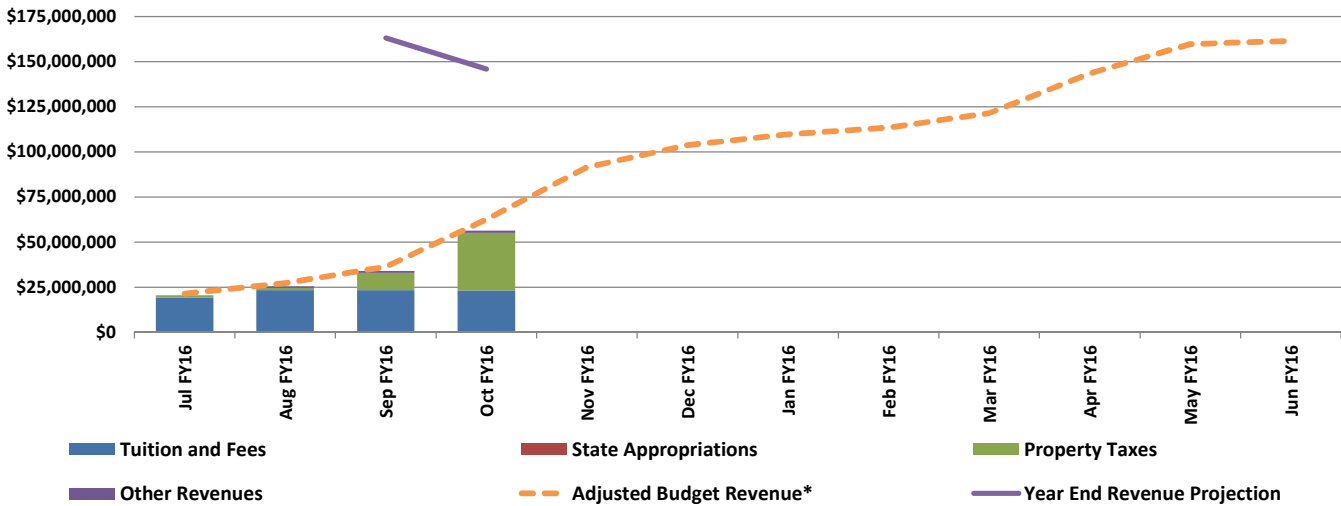
PimaCountyCommunityCollegeDistrict

Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget Year to Date For the Four Months Ending October 31, 2015

(Preliminary)

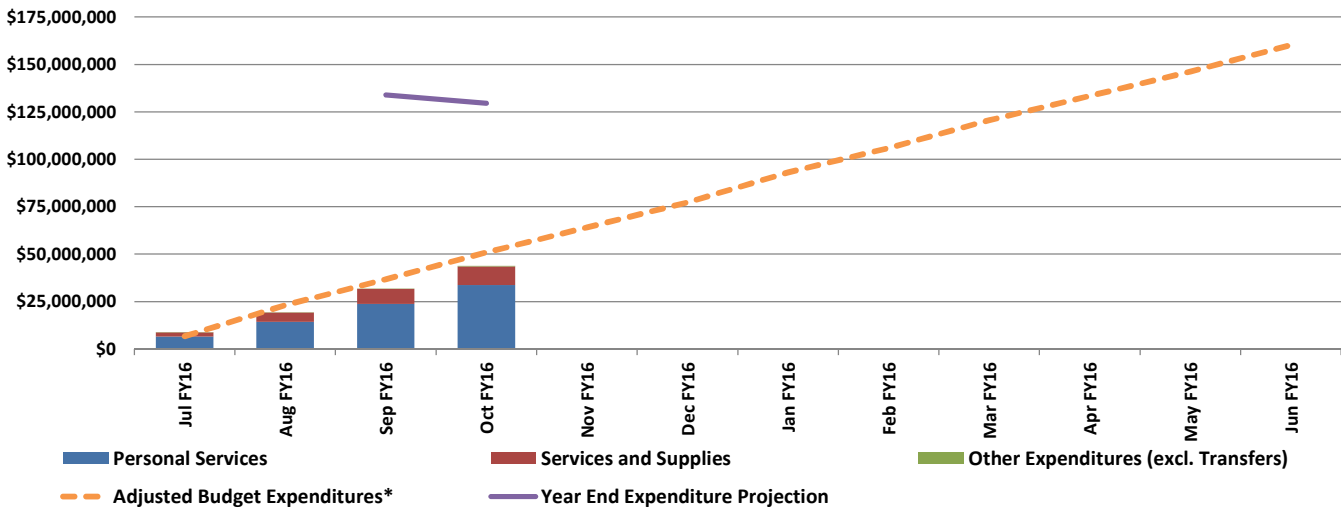
	FY 2015/16			FY 2014/15	
	Adjusted Annual Budget	Year to Date Actuals	%	Year to Date Actuals	%
Revenues					
Tuition and Fees	\$ 53,699,000	\$ 23,233,967	43.3 %	\$ 22,543,072	42.6 %
State Appropriations				3,546,750	54.6 %
Property Taxes	104,315,000	31,913,108	30.6 %	33,278,332	33.2 %
Other Revenue	3,448,000	1,114,974	32.3 %	1,419,283	38.6 %
Total Revenues	\$ 161,462,000	\$ 56,262,049	34.8 %	\$ 60,787,437	37.2 %
Expenditures					
Personal Services	124,765,425	33,757,719	27.1 %	36,482,165	30.3 %
Services and Supplies	33,414,500	9,705,456	29.0 %	10,532,386	32.9 %
Other Expenditures (excl. Transfers)	2,020,096	295,466	14.6 %	442,333	25.1 %
Total Expenditures	\$ 160,200,021	\$ 43,758,641	27.3 %	\$ 47,456,884	30.8 %

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

Note: Year End Projections are only provided October through June for both revenue and expenditures due to data limitations.



Pima County Community College District

Statement of Revenues, Expenses and Changes in Net Position

Year To Date For Four Months Ending October 31, 2015

(Preliminary)

	FY 2015/16				FY 2014/15
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Prior Year Totals as of October 31, 2014
Operating Revenues					
Tuition and Fees	\$ 23,233,967	\$ 835	\$ 591,904	\$ 23,826,706	\$ 23,163,588
Contracts	900,730			900,730	1,067,880
Auxiliary Enterprises		438,679		438,679	446,574
Commission and Rents	12,500	133,184		145,684	114,632
Other Operating Revenues	105,766	142,903		248,669	341,224
Total Operating Revenues	24,252,963	715,601	591,904	25,560,468	25,133,898
Nonoperating Revenues					
State Appropriations					3,546,750
Property Taxes	31,913,108		(2,114)	31,910,994	33,302,098
Federal Grants		17,803,948		17,803,948	18,751,583
State and Local Grants		637,877		637,877	606,975
State Shared Sales Taxes		550,428		550,428	582,286
Gifts					
Investment Income	95,978	1,848		97,826	199,830
Net Nonoperating Revenues	32,009,086	18,994,101	(2,114)	51,001,073	56,989,522
Total Revenues	\$ 56,262,049	\$ 19,709,702	\$ 589,790	\$ 76,561,541	\$ 82,123,420
Operating Expenses					
Educational and General					
Instruction	12,849,293	1,176,576	110,154	14,136,023	16,171,162
Academic Support	7,239,069	1,174,976	106,815	8,520,860	8,031,688
Student Services	7,696,722	763,951	28,287	8,488,960	8,289,589
Institutional Support	11,307,349	(111,247)	933,184	12,129,286	14,116,789
Operation and Maintenance of Plant	4,086,091	329,989	814,561	5,230,641	5,632,549
Depreciation			2,631,913	2,631,913	2,525,774
Student Financial Aid	580,117	17,238,875		17,818,992	17,726,240
Auxiliary Enterprises		188,668		188,668	387,202
Contingency					
Total Operating Expenses	\$ 43,758,641	\$ 20,761,788	\$ 4,624,914	\$ 69,145,343	\$ 72,880,993
Income Before Other Expenses	\$ 12,503,408	\$ (1,052,086)	\$ (4,035,124)	\$ 7,416,198	\$ 9,242,427
Transfers	2,334,800	(3,125,800)	791,000		
Capital Appropriations					
Capital Gifts and Grants					5,000
Increase (Decrease) in Net Position	\$ 14,838,208	\$ (4,177,886)	\$ (3,244,124)	\$ 7,416,198	\$ 9,247,427
Net Position					
Total Net Position - Beginning of Year	(76,130,540)	13,855,336	130,261,148	67,985,944	207,226,938
Total Net Position - End of Period	\$ (61,292,332)	\$ 9,677,450	\$ 127,017,024	\$ 75,402,142	\$ 216,474,365
Total Net Position - End of Period: Current Year vs. Prior Year					<u>\$(141,072,223)</u>



Pima County Community College District

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

Year To Date For Four Months Ending October 31, 2015

(Preliminary)

	FY 2015/16			FY 2014/15		
	Adjusted Annual Budget	Year to Date Actuals	%	Available Budget	Year to Date Actuals	%
Expenditures by Function						
Educational and General						
Instruction	\$ 58,232,489	\$ 12,849,293	22.1 %	\$ 45,383,196	\$ 14,636,723	25.8 %
Academic Support	25,154,097	7,239,069	28.8 %	17,915,028	7,050,746	28.1 %
Student Services	29,099,782	7,696,722	26.4 %	21,403,060	7,428,901	29.1 %
Institutional Support	38,028,827	11,307,349	29.7 %	26,721,478	13,628,312	38.5 %
Operation and Maintenance of Plant	14,346,533	4,086,091	28.5 %	10,260,442	4,152,201	29.6 %
Student Financial Aid	1,224,646	580,117	47.4 %	644,529	560,001	49.8 %
Other Expenses						
Transfers	(2,335,000)	(2,334,800)	100.0 %	(200)	3,186,000	99.7 %
Fund balance reserved for contingency	3,291,626			3,291,626		
Total Expenditures by Function	\$ 167,043,000	\$ 41,423,841	24.8 %	\$ 125,619,159	\$ 50,642,884	29.2 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,581,753	\$ 2,111,504	32.1 %	\$ 4,470,249	\$ 2,065,480	31.3 %
Faculty	24,376,684	5,678,627	23.3 %	18,698,057	6,998,161	30.2 %
Additional Compensation - Faculty	1,391,136	326,745	23.5 %	1,064,391	285,131	22.5 %
Adjunct Faculty	11,761,000	3,321,066	28.2 %	8,439,934	3,480,499	28.4 %
Classified Staff	47,715,897	13,486,252	28.3 %	34,229,645	13,356,125	30.3 %
Other Compensation	4,239,594	1,090,353	25.7 %	3,149,241	1,317,570	29.5 %
Student Employment / Workstudy					(61)	
Fringe Benefits	28,699,361	7,743,172	27.0 %	20,956,189	8,979,260	31.3 %
Total Personal Services	124,765,425	33,757,719	27.1 %	91,007,706	36,482,165	30.3 %
Services and Supplies						
Communications and Utilities	6,254,228	1,687,849	27.0 %	4,566,379	1,904,794	31.0 %
Travel	2,751,195	404,878	14.7 %	2,346,317	516,906	19.3 %
Contractual Services	13,813,676	4,409,217	31.9 %	9,404,459	4,839,824	38.7 %
Supplies and Materials	6,759,705	1,131,963	16.7 %	5,627,742	1,469,144	20.9 %
Student Financial Aid	1,225,000	580,117	47.4 %	644,883	560,001	43.0 %
Current Fixed Charges	2,610,696	1,491,432	57.1 %	1,119,264	1,241,717	52.3 %
Total Services and Supplies	33,414,500	9,705,456	29.0 %	23,709,044	10,532,386	32.9 %
Capital Equipment	512,108	134,995	26.4 %	377,113	139,904	29.8 %
Transfers	(2,335,000)	(2,334,800)	100.0 %	(200)	3,186,000	99.7 %
Other Expenditures	1,507,988	160,471	10.6 %	1,347,517	302,429	23.4 %
Contingency and Reserves	9,177,979			9,177,979		
Total Expenditures by Account	\$ 167,043,000	\$ 41,423,841	24.8 %	\$ 125,619,159	\$ 50,642,884	29.2 %



Pima County Community College District

Statement of Net Position

October 31, 2015

(Preliminary)

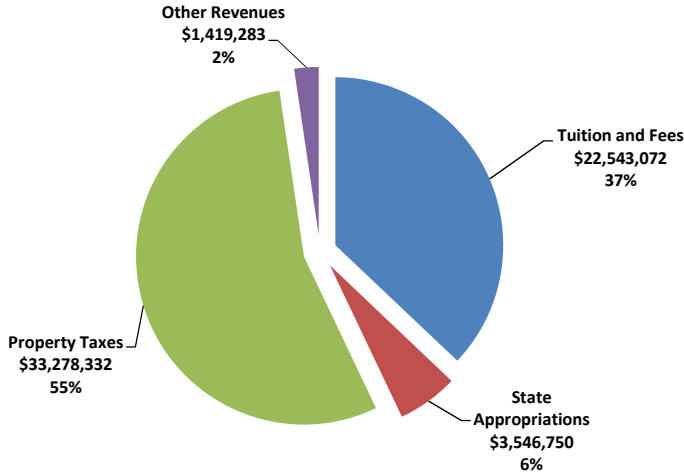
	FY 2015/16				FY 2014/15
	General & Designated Funds	Auxiliary & Restricted Funds	Plant & Other Funds	Total All Funds	Total All Funds Prior Year as of October 31, 2014
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 33,601,884	\$ 7,779,030	\$ (846,933)	\$ 40,533,981	\$ 41,029,473
Short-term Investments	25,125,957			25,125,957	25,056,754
Receivables:					
Property Taxes	4,348,517		33,802	4,382,319	4,443,461
Accounts (net of allowances)	5,176,762			5,176,762	5,658,990
Government Grants and Contracts		1,492,682		1,492,682	2,544,572
Student Loans			2,684	2,684	13,070
Other	807,031	428,434	3,036,188	4,271,653	3,181,519
Inventories	132,386			132,386	123,137
Prepaid Expenses	800,217		39,887	840,104	872,828
Total Current Assets	69,992,754	9,700,146	2,265,628	81,958,528	82,923,804
Noncurrent Assets					
Restricted Cash and Cash Equivalents			(2,584,318)	(2,584,318)	(532,634)
Notes Receivable (net of allowances)					513,493
Other Long-term Investments	10,839,976		20,000,000	30,839,976	30,736,065
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			86,147,233	86,147,233	91,465,985
Construction in Progress					
Equipment (net of depreciation)			5,384,009	5,384,009	5,261,759
Library Books (net of depreciation)			1,814,123	1,814,123	1,837,572
Total Noncurrent Assets	10,839,976		126,052,358	136,892,334	144,573,551
Total Assets	\$ 80,832,730	\$ 9,700,146	\$ 128,317,986	\$ 218,850,862	\$ 227,497,355
Deferred Outflows of Resources					
Deferred Outflows Related to Pensions	16,340,337			16,340,337	
Total Deferred Outflows of Resources	\$ 16,340,337	\$ -	\$ -	\$ 16,340,337	\$ -
Liabilities					
Current Liabilities					
Accrued Payroll and Benefits	1,174,076			1,174,076	2,949,120
Accounts Payable and Accrued Liabilities	1,067,705	21,957	881,778	1,971,440	(191,151)
Deposits Held in Custody			419,184	419,184	411,219
Current Portion of Long-term Liabilities	4,494,530			4,494,530	4,296,437
Total Current Liabilities	6,736,311	21,957	1,300,962	8,059,230	7,465,625
Noncurrent Liabilities					
Unearned Revenue	5,250	739		5,989	5,439
Long-term Liabilities	3,552,922			3,552,922	3,551,926
Net Pension Liability	126,727,908			126,727,908	
Total Noncurrent Liabilities	130,286,080	739		130,286,819	3,557,365
Total Liabilities	\$ 137,022,391	\$ 22,696	\$ 1,300,962	\$ 138,346,049	\$ 11,022,990
Deferred Inflows of Resources					
Deferred Inflows Related to Pensions	21,443,008			21,443,008	
Total Deferred Inflows of Resources	\$ 21,443,008	\$ -	\$ -	\$ 21,443,008	\$ -
Net Position					
Net Investment in Capital Assets			108,636,675	108,636,675	113,856,627
Restricted for:					
Loans			170,583	170,583	1,537,107
Debt Service			66,446	66,446	1,781,616
Other (Capital Projects)					
Grants and Contracts		435,945		435,945	551,312
Unrestricted	(61,292,332)	9,241,505	18,143,320	(33,907,507)	98,747,703
Total Net Position	\$ (61,292,332)	\$ 9,677,450	\$ 127,017,024	\$ 75,402,142	\$ 216,474,365
Total Net Position: Current Year vs. Prior Year					\$ (141,072,223)

PimaCountyCommunityCollegeDistrict

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

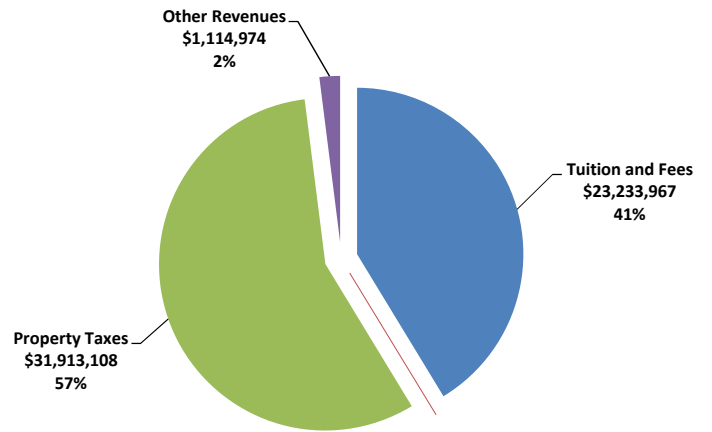
General & Designated Funds YTD Revenues - FY15 - Prior Year

For the Four Months Ending October 31, 2014
Total of \$60,787,437

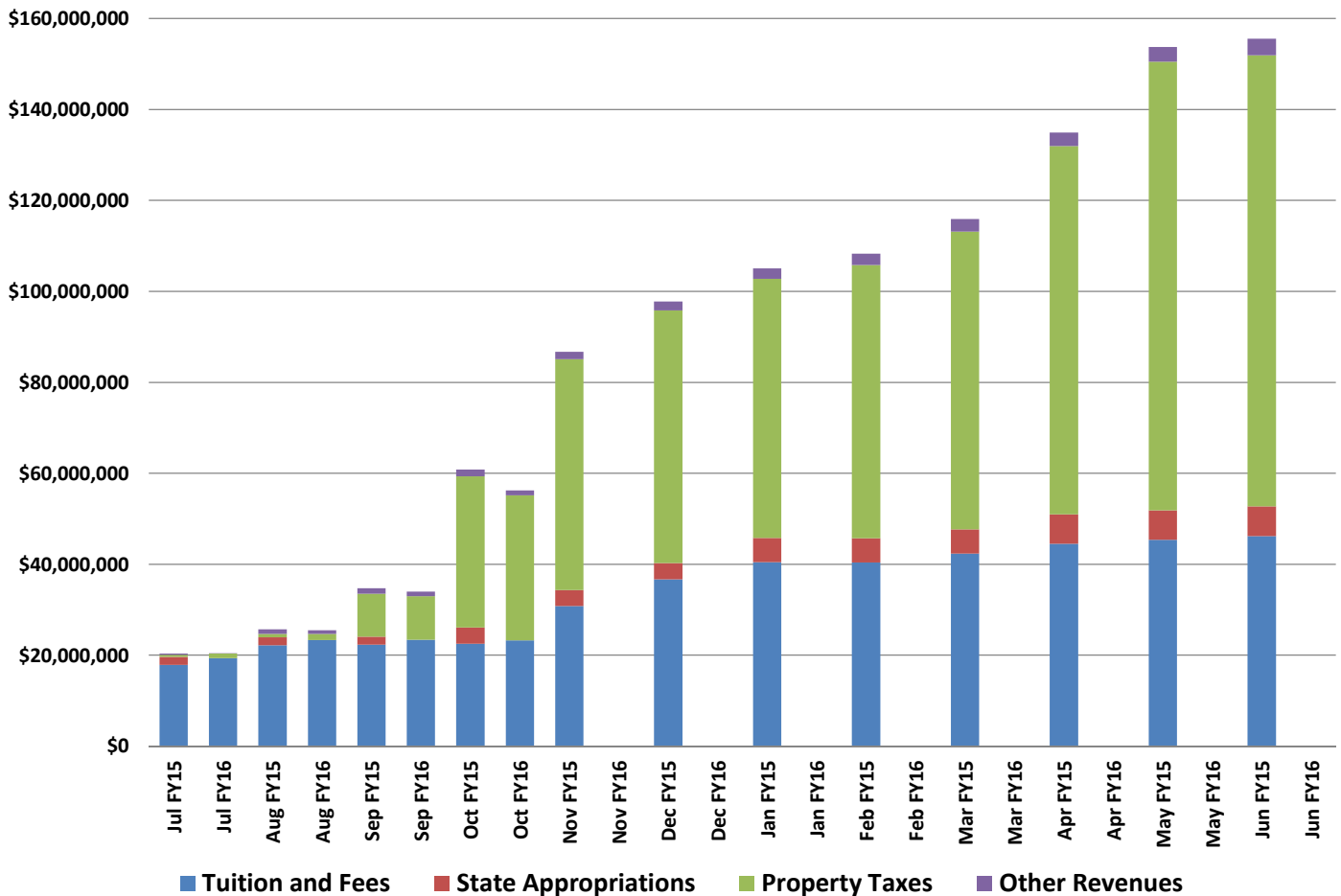


General & Designated Funds YTD Revenues - FY16 - Current Year

For the Four Months Ending October 31, 2015
Total of \$56,262,049



General & Designated Funds YTD Revenues



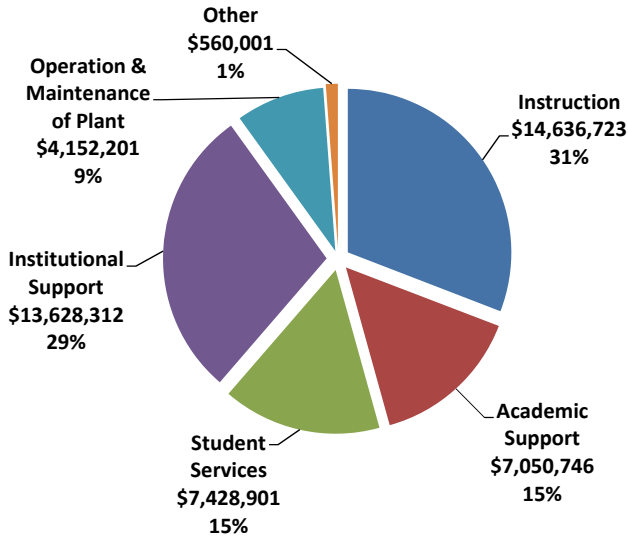


Pima County Community College District

General & Designated Fund Expenditures Year to Date (excluding Transfers)
Comparison with Prior Year

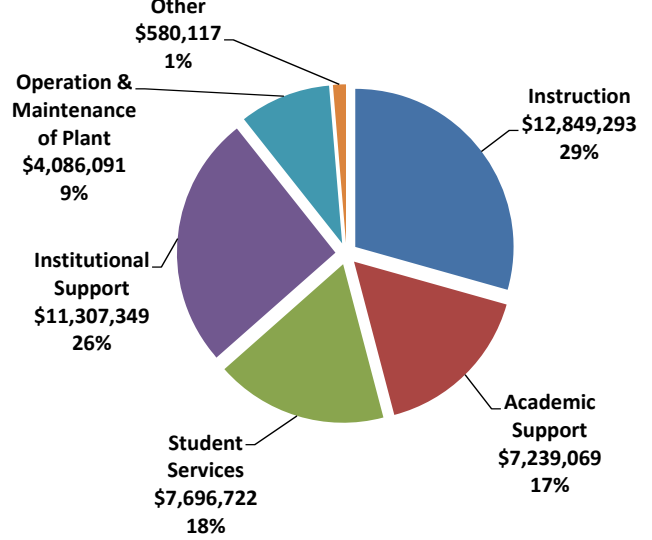
General & Designated Funds YTD Expenditures by Program - FY15 - Prior Year

For the Four Months Ending October 31, 2014
Total of \$47,456,884

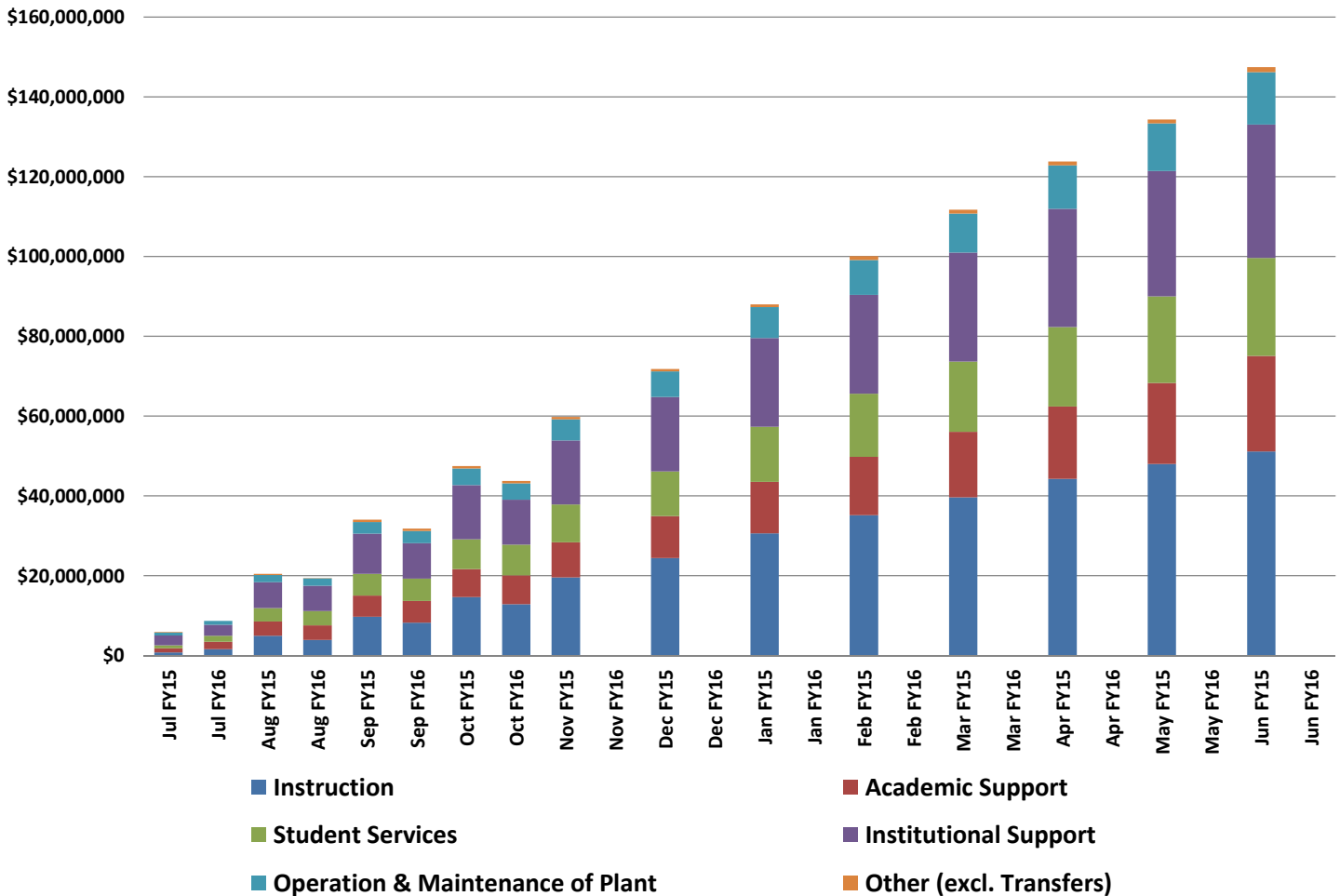


General & Designated Funds YTD Expenditures by Program - FY16 - Current Year

For the Four Months Ending October 31, 2015
Total of \$43,758,641



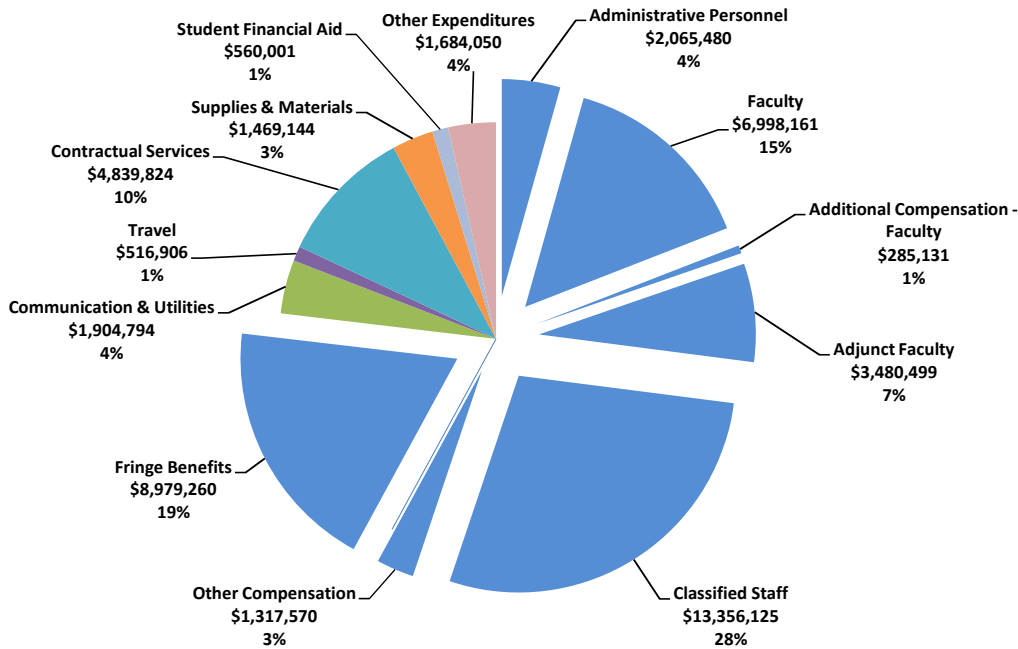
General & Designated Funds YTD Expenditures by Program



General & Designated Fund Expenditures Year to Date (excluding Transfers)
 Comparison with Prior Year

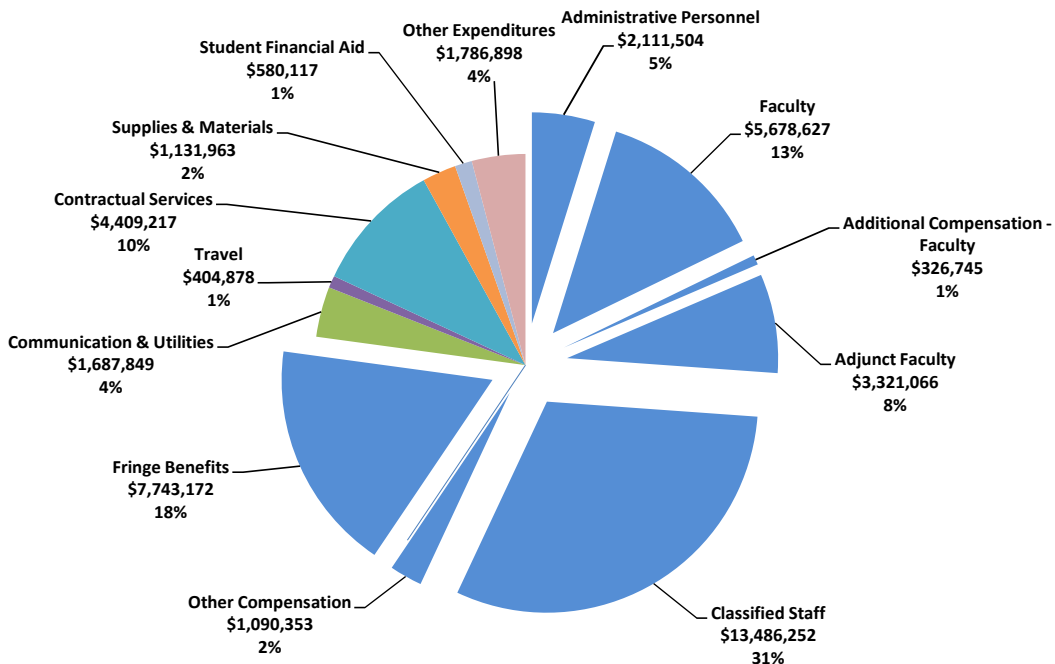
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY15 - Prior Year

For the Four Months Ending October 31, 2014
 Total of \$47,456,884



General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY 16 - Current Year

For the Four Months Ending October 31, 2015
 Total of \$43,758,641





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.
Deferred Outflows of Resources	The consumption of net position by the college that is applicable to a future reporting period.
Deferred Outflows Related to Pensions	The consumption of net position related to pensions arising from certain changes in the net pension liability.
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.



Pima County Community College District

Glossary for Financial Reports

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.
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 Pension Liability	The liability to employees for benefits provided through a defined benefit pension plan.
Deferred Inflows of Resources	The acquisition of net position by the college that is applicable to a future reporting period.
Deferred Inflows Related to Pensions	The acquisition of net position related to pensions arising from certain changes in the net pension liability.
Net Position	Net position is the calculation of assets, plus deferred outflows of resources, minus liabilities, minus deferred 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.



Pima County Community College District

Glossary for Financial Reports

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.
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



Pima County Community College District

Glossary for Financial Reports

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

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

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/13/16

Item Number: 3.2

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

Information:

For your information and in accordance with BP 2.02 and SPG-4201/BA, the Chancellor submits the following employment information:

Faculty:

Troncoso, Robin

Title: Educational Support Faculty, Counselor, 1-year Provisional Appointment
Rate of Pay: \$43,580
Start Date: 01/04/2016
Highest Degree Earned: Master of Counseling, Education
Awarding Institution: University of New Mexico
Most Recent Previous Job: Program Coordinator

Staff:

Besich, Emily

Library Services Specialist
Rate of Pay: \$17.77
Start Date: 01/04/2016
Highest Degree Earned: Master of Arts, Humanities
Awarding Institution: University of Chicago
Most Recent Previous Job: Library Services Technician

Caraballo, Monica

Work (Key) Control Specialist (Support Specialist)
Rate of Pay: \$17.77
Start Date: 01/04/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Student Services Technician

Foglia, Christina

Student Services Advanced Specialist, Veteran Services
Rate of Pay: \$21.71
Start Date: 01/04/2016
Highest Degree Earned: Master of Business Administration
Awarding Institution: University of Phoenix

(Continued)

Most Recent Previous Job: Financial Aid Officer

Linker, Leslee Trades Maintenance Specialist
 Rate of Pay: \$16.70
 Start Date: 12/07/2015
 Highest Degree Earned: Associate of Occupational Studies
 Awarding Institution: Universal Technical Institute
 Most Recent Previous Job: Dental Repair Technician

Seliga, Christine Library Services Specialist
 Rate of Pay: \$17.77
 Start Date: 12/07/2015
 Highest Degree Earned: Master of Library Science
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Librarian

Administrators:

Desjardin, Suzanne Acting Dean of Student Development

Salary: \$100,663 Northwest Campus
 Effective: 12/09/2015
 Education: Bachelor of Arts, Communication, University of Arizona; Master of Counseling, Community Counseling, University of Phoenix; Master of Arts, Curriculum and Instruction, Arizona State University
 Experience: Ms. Desjardin has over eighteen years experience in multiple capacities with Pima Community College to include acting vice president of student development, educational support faculty, advisor, and adjunct faculty.

Recruitment Overview:
 Ms. Desjardin was directly appointed by Chancellor Lambert.

Nieuwenhuis, Michelle Acting Chief of Police (Executive Director)

Salary: \$100,663 College Police
 Effective: 12/09/2015
 Education: Bachelor of Science, Administration of Justice Studies, Western New Mexico University; Master of Education, Northern Arizona University
 Experience: Ms. Nieuwenhuis has over twenty years of experience in various positions in law enforcement; including over two years as police commander, all with Pima Community College.

Recruitment Overview:
 Ms. Nieuwenhuis was directly appointed by Chancellor Lambert.

Direct Appointments:

Anduaga, Leticia
 Effective: 12/09/2015
 From: Human Resources Advanced Analyst
 To: Human Resources Program Manager, Acting

Temporary:**Alfrey, Adam**

Title: Tutor I
 Rate of Pay: \$8.05
 Start Date: 12/10/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Cook

Aminazong, Willibroad

Title: Tutor
 Rate of Pay: \$8.05
 Start Date: 01/14/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Behavioral Health Technician

Anguiz, Michael

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Produce Assistant

Baker, Kendra

Title: Tutor I
 Rate of Pay: \$8.05
 Start Date: 12/10/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Peer Mentor

Beatty, Jeremy

Title: Workforce Trainer
 Rate of Pay: \$23.70
 Start Date: 10/03/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Captain/Paramedic

Burke, Gerardo

Title: Assistant Coach
 Rate of Pay: \$10.00
 Start Date: 11/14/2015
 Highest Degree Earned: Associate of Arts

Awarding Institution: Pima Community College
 Most Recent Previous Job: Assistant Coach

Chomiak, Collin

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Web Content Specialist

Daniels, Denise

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Teacher Assistant

Duback II, Kent

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Sales Associate

Hernandez, Xail

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/04/2016
 Highest Degree Earned: Bachelor of Arts, Anthropology
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Senior Sales Associate

Holland, Eric

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Phone Technician

Johnson, Robert

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Senior Tax Consultant

Jolly, James

Title: Workforce Trainer
 Rate of Pay: \$23.70
 Start Date: 01/04/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Investigator

Kincel, Alexander

Title: IT Help Desk Student Assistant
 Rate of Pay: \$9.50
 Start Date: 01/04/2016
 Highest Degree Earned: Associate of Applied Science, Systems Administration/Networking
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Freelance Computer Technician

Leslie, Michael

Title: Workforce Trainer
 Rate of Pay: \$23.70
 Start Date: 01/04/2016
 Highest Degree Earned: Associate of Applied Science
 Awarding Institution: Pima Community College
 Most Recent Previous Job: Firefighter/Paramedic

Lieneke, Karen

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/04/2016
 Highest Degree Earned: Bachelor of Arts, English
 Awarding Institution: University of Missouri-KC
 Most Recent Previous Job: Secondary Teacher

London, Matt

Title: Tutor II
 Rate of Pay: \$8.25
 Start Date: 01/14/2016
 Highest Degree Earned: Bachelor of Arts, Mathematics and Statistics
 Awarding Institution: Miami University
 Most Recent Previous Job: Self-Employed

Long, Kathleen

Title: Instructor
Rate of Pay: \$21.38
Start Date: 01/04/2016
Highest Degree Earned: Master of Science, Education
Awarding Institution: University of Rochester
Most Recent Previous Job: Teacher

Long, Steven

Title: IT Help Desk Student Assistant
Rate of Pay: \$9.50
Start Date: 01/04/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Office Assistant

Martinez, Athena

Title: Student Services Specialist
Rate of Pay: \$18.83
Start Date: 11/12/2015
Highest Degree Earned: Associate of Arts, Liberal Arts
Awarding Institution: Blinn College
Most Recent Previous Job: Assistant Registrar

Martin, Sean

Title: IT Help Desk Student Assistant
Rate of Pay: \$9.50
Start Date: 01/04/2016
Highest Degree Earned: Associate of Applied Science, Network System Administration
Awarding Institution: DeVry University
Most Recent Previous Job: IT Assistant

Morris, Timothy

Title: Tutor I
Rate of Pay: \$8.05
Start Date: 11/09/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Aerospace Propulsion Specialist

Noll, Daniel

Title: IT Help Desk Student Assistant
Rate of Pay: \$9.50
Start Date: 01/04/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A

Most Recent Previous Job: Associate Systems Consultant

Ortiz, Maria Alejandra

Title: Assistant Coach
Rate of Pay: \$10.00
Start Date: 08/08/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Assistant Coach

Port-Dean, Cynthia

Title: Instructor- Nursing
Rate of Pay: \$33.26
Start Date: 11/30/2015
Highest Degree Earned: Master of Nursing
Awarding Institution: Aspen University
Most Recent Previous Job: Adjunct Instructor

Romero, Nidia

Title: Support Technician
Rate of Pay: \$14.61
Start Date: 12/07/2015
Highest Degree Earned: Bachelor Science, International Business
Awarding Institution: University of Arizona
Most Recent Previous Job: Office Manager

Schied, Charles

Title: Tutor
Rate of Pay: \$8.05
Start Date: 11/30/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Lifeguard

Seawaters, Tiffany

Title: Tutor
Rate of Pay: \$8.05
Start Date: 08/26/2015
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Restaurant Host

Strouse, Tracy

Title: Office Aide
Rate of Pay: \$8.05
Start Date: 01/04/2016
Highest Degree Earned: Associate of Arts, Human Resource Management

Awarding Institution: Community College of the Air Force, Maxwell Air Force Base
Most Recent Previous Job: Command Staff Superintendent

Sweety, Zachary

Title: Assistant Coach
Rate of Pay: \$10.00
Start Date: 08/22/2015
Highest Degree Earned: Associate of Science, General Education
Awarding Institution: Pima Community College
Most Recent Previous Job: Assistant Coach

Williams, Carrie

Title: Facilitator
Rate of Pay: \$50.00
Start Date: 01/04/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Applications Instructor

Retirements:

Bennett, Jr.. Prentiss H.

Instructor
CC – Adult Education
Start Date: 04/14/1990
End Date: 12/04/2015

Davila, Naomi C.

IT Advanced Analyst
DO – Technical Services Staff
Start Date: 03/24/1986
End Date: 03/24/2016

Flattley, Rita. V.

Instructional Faculty
EC – Social and Cultural Studies
Start Date: 01/02/1985
End Date: 01/20/2016

Graham, Darryl E.

Instructional Faculty
EC – Social and Cultural Studies
Start Date: 08/21/1995
End Date: 01/12/2016

Irvine, Diane R.

Program Assistant

DO – Facilities Planning

Start Date: 10/14/1986

End Date: 01/08/2016

Kelliher, Timothy T.

Laboratory Specialist

DC – Building and Construction Technologies

Start Date: 02/01/1996

End Date: 01/04/2016

Reeve, Catharine J.

Instructional Faculty

EC – Communications

Start Date: 08/20/2009

End Date: 01/12/2016

Roberts, Donald R.

Instructional Faculty

EC – Business, Computer Science and Travel

Start Date: 08/23/1982

End Date: 01/13/2016

Shelor, Mary D.

Instructional Faculty

EC – Communications

Start Date: 08/20/1997

End Date: 01/12/2016

Separations:

Barajas, Victoria

Program Coordinator

DV – Center for Training and Development

End Date: 12/04/2015

Jones, Jesse D.

Trades/Maintenance Technician

DO – Plant Operations

End Date: 11/13/2015

Keating, Colin T.

Police Officer

DO – Public Safety Operations

End Date: 01/08/2016

Mendoza, Sean H.

IT Advanced Analyst
DO – Client Services
End Date: 01/04/2016

Rosen, Richard P.

Instructional Faculty
DC - Business
End Date: 12/18/2015

Snellen, Adrian A.

IT Principal Analyst
DO – Network Services
End Date: 01/04/2016


Toth, Carolyn B.

Advanced Program Coordinator
CC – Workforce and Business Development
End Date: 02/01/2016

2014-17 Strategic Plan:

Employment Information not applicable

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: 1/13/16

Item Number: 3.3

Item Title	Contact Person
Adjunct Faculty Appointments	Dr. Dolores Durán-Cerda Acting 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: Apodaca, Jason A.

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

Start Date: 11/3/15

Education: Bachelor of Science, Human Services, University of Phoenix, Phoenix, Arizona

Experience: Over eight years' experience as a high school basketball coach.

Name: Buchanan, Wanda E.

Discipline(s): Student Success (Academic)

Start Date: 01/23/16

Education: Bachelor of Science, Psychology, Park University, Parkville, Missouri; Master of Arts, Counseling, Chapman University, Orange, California

Experience: More than four years' experience as a counselor and two years' experience as the principal of a charter school.

Name: Dickson, Reed

Discipline(s): Writing (Academic)

Start Date: 01/20/16

Education: Bachelor of Art, English Secondary Teach, Purdue University, West Lafayette, Indiana; Master of Fine Arts Creative Writing, Antioch University, Los Angeles, California

(Continued)

Experience: Over five years' experience as an Early Academic Outreach Coordinator with the University of Arizona. A new Curriculum Coordinator with Pima Community College.

Name: Halford, Melissa R.J.

Discipline(s): Astronomy (Academic)

Start Date: 01/19/16

Education: Bachelor of Arts, Astronomy, Cornell University, Ithaca, New York.; Master of Science, Astronomy, University of Arizona, Tucson, Arizona

Experience: Over ten years' research experience in physics and astronomy. Over six years' teaching experience in both formal and informal settings.

Name: Huth, Anne M.

Discipline(s): Geography, Geology (Academic); Environmental Technology (Occupational/Workforce)

Start Date: 02/02/16

Education: Bachelor of Science, Geology, Bowling Green State University, Bowling Green, Ohio; Doctor of Philosophy, Hydrology, University of Arizona, Tucson, Arizona;

Experience: Over ten years' experience as a science educator.

Name: Idoux, Marybeth

Discipline(s): Fitness and Sports Science (Academic), Fitness and Wellness (Occupational/Workforce)

Start Date: 01/19/16

Education: Bachelor of Science in Education, Sport Science, University of Kansas, Lawrence, Kansas; Master of Science in Education, Sport Science, Lawrence, Kansas

Experience: Over ten years' experience as a fitness instructor.

Name: McCallion, Nancy

Discipline(s): Writing, Literature (Academic)

Start Date: 1/19/16

Education: Bachelor of Arts, Elementary Education, University of Arizona, Tucson, Arizona; Master of Arts, English, Northern Arizona University, Flagstaff, Arizona

Experience: Over ten years' experience teaching music and language arts.

***Name: Naish, Michael A.**

Discipline(s): Aviation Technology (Occupational/Workforce)

Start Date: 4/11/16

Education: Bachelor of Science, Manufacturing Technology, Southwestern College, Winfield, Kansas; Master of Aeronautical Science, Embry-Riddle Aeronautical University – Worldwide, Daytona Beach, Florida

Experience: Over 26 years' experience as an avionics technician and engineer.

Name: Phillips, Jennifer

Discipline(s): History, Social Services (Academic), Behavioral Health Services (Occupational/Workforce)

Start Date: 01/23/16

Education: Bachelor of Science, History and Political Science, University of Montevallo, Alabama; Master of Arts, History, University of Alabama, Birmingham, Alabama; Master of Social Work, Social Work, University of Alabama, Tuscaloosa, Alabama

Experience: Over three years' experience as a social worker and one year experience as a graduate teaching assistant.

Name: Poole, Robert E.

Discipline(s): English as a Second Language, Writing (Developmental)

Start Date: 2/11/16

Education: Bachelor of Science, Management; Bachelor of Arts, English; Master of Arts, English as a Second Language, all degrees awarded by University of Alabama, Tuscaloosa, Alabama.

Experience: Over nine years' work experience in teaching English and English as a Second Language at the undergraduate level.

Name: Rome, Frances S.

Discipline(s): Medical Laboratory Technician (Occupational/Workforce)

Start Date: 1/13/16

Education: Bachelor of Science, Medical Technology, West Virginia University, Morgantown, West Virginia

Experience: Over 30 years' work experience as a medical technologist.

Name: Stroupe, Caylin

Discipline(s): Nursing (Academic); Health Care; Health Continuing Education; Medical Assistant; Nursing Assistant (Occupational/Workforce)

Start Date: 8/26/15

Education: Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona ; Master of Science, Public Health, Grand Canyon University, Phoenix Arizona

Experience: Over three years' experience as a registered nurse.

Name: Travelbee, Cynthia

Discipline(s): Psychology (Academic)

Start Date: 02/02/16

Education: Bachelor of Science, Psychology, Texas Christian University, Fort Worth, Texas; Master of Science, Psychology, Texas Christian University, Fort Worth, Texas

Experience: Over thirty years' experience teaching psychology courses for higher education institutions.

Name: Vanegas, Maria

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

Start Date: 3/21/16

Education: Bachelor of Arts, Hampshire College, Amherst Massachusetts; Doctor of Education, New Mexico State University, Las Cruces, New Mexico

Experience: Over thirty years' experience as a teacher with the Tucson Unified School District.

Name: **Wager, Eugene E.**

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

Start Date: 01/19/16

Education: Bachelor of Science, Business Administration: Finance, California State
University, Northridge, California

Experience: Over eighteen years' work experience in computer related programming and
database development and management.

Approvals

Contact Person _____

Dolores Durán-Cerda

Dolores Duran-Cerda, Ph.D.

Chancellor _____

Lee D. Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 1/13/16

Item Number: 3.4

Item Title	Contact Person
All College Council Minutes	Stella Perez Interim Vice Chancellor for Operations (206-4792)

Information:

For your information, the Chancellor presents to the Board of Governors minutes of All College Council meetings from the following date:

November 23, 2015

Approvals

Contact Person _____  _____
STELLA A. PEREZ, Ph.D.

Chancellor _____
Lee D. Lambert, J.D.

(Continued)

All College Council
Monday, November 23, 2015
3:00pm-5:00pm
District Office, B218

Minutes

In Attendance: Carlo Buscemi, Imelda Cortez, Don Harp, Mays Imad, Joe Labuda, Nick Meyers, Lorraine Morales, Bruce Moses, Stella Perez, Paul Schwalbach, Jeff Silvyn, Weston Stegall, Brian Stewart, Mykle Zoback

Not in Attendance: Lee Lambert, Liz Pennington

Guests: Dean Anderson

Notetaker: Keri Hill

1. Introductions

Introductions were made.

2. Agenda Modifications

Agenda approved with no modifications.

3. Approval of Minutes of 10/26/15

Minutes approved.

4. Marketing and Enrollment

Dean Anderson, Adjunct Faculty member, gave a presentation. He stated that the problem is low enrollment, and the solution is to increase enrollment by:

- Creating faculty heroes - collecting biographical content for all faculty as part of Enrollment Management and continuous improvement efforts. What are their academic and nonacademic accomplishments? How are they involved with the community? We should include portraits and action shots in the profiles. Additional recommendations include providing training to the faculty to assist them in representing PCC; increasing marketing exposure using Faculty Heroes; and inviting local high profile alumni to teach.
- Student involvement - Give class credit/extra credit to students for brainstorming; information collection/research projects; production projects; public relations projects. Students already use the language of prospective students, so we could hold a competition for new logos and slogans. We should use the networks that students use. For example: ratemyprofessor.com - ask students to vote for favorite instructors and/or courses.
- Inclusive outreach to the community - Focus on outreach, not recruitment, and provide training to support Enrollment Management efforts. Look to recent alumni who are active in relevant professional communities (learn employer needs, adapt SLOs, create internship/career opportunities for students). We can invite critics to be part of the solution, and to look at communication from student to student, parent to parent, military to military. We could also invite famous Tucsonans to support PCC enrollment efforts.

Nick provided some feedback from the student perspective on how to better involve students. There was also some discussion regarding how we can get started with this project and if the presentation can be presented to Faculty Senate.

5. Review ACC Campus/Site Presentations

Lorraine led an overview of the results of the campus/site presentations. Attendance ranged from one person to 15; attendance was boosted at campuses that sent out an all campus email on the day of the meeting.

Stella suggested recording a presentation that can be shared on the web, to be led by three members from the group: a staff member, a student, and a faculty member. The survey administered in November 2014 will be given again in March 2016 to compare the initial results and analyze the differences.

Jeff suggested that we also present or share the video at Staff Council, Faculty Senate, etc. We will also promote the video, the FAQ, and a list of our activities to date and post all of these items to the website.

Lorraine has a draft of a mission statement for the ACC. It will be sent out to the group and discussed at the next meeting.

6. Making Textbooks Affordable to Students

Nick gave an overview of the presentation that was given at last week's BOG meeting. He gave some examples of the cost of textbooks for a community college student during an average semester. He explained that students use the cost of textbooks when determining their course schedule. Lorraine mentioned that sometimes, when speaking with faculty, they are not aware of the cost of the textbooks in their courses.

Nick also provided some information on the cost of textbooks vs. the cost of tuition. Stella spoke from a marketing perspective - how do we market our low tuition when the cost of books is so high? We are very affordable in the state of Arizona, but student make choices based on cost.

To help move the conversation forward towards using a common textbook, faculty need to understand how students select their courses, how the books are used, and how much they cost.

Nick emphasized that this is a national issue and, for courses like writing and math, it may be easier to simplify the number of books used. He also stated that it is important to respect academic freedom as part of this process.

Mays mentioned a study in Michigan regarding textbook costs.

Rio Salado offers online coursework and customized textbooks that are significantly cheaper than the standard books; this is a direct source of competition for PCC and an enrollment issue. A survey will be sent out before classes start.

Recommendations included:

- A textbook task force that includes students
- Streamlined textbook system
- Open Educational Resources (OER)
- Market the idea of "Do not open until the first day of class"
- Instructors should send a pre-semester email to confirm books and syllabus
- Instructors to use course packets when possible

7. Exception Letter for Graduation Applicants

Mykle recently attended a Student Services Symposium and this was a topic of conversation with one of the coordinators in the Registrar's Office. There is a policy that states that you must apply for graduation within one year of completing your coursework, and these applications are examined on a

Information Item

case by case basis (and almost always approved). There was discussion of changing the terms to better fit the type of program (liberal arts, occupational, etc.). There was also discussion of auto-conferring degrees and how this can be updated from a manual, student-initiated process.

8. New Payment Plan Implementation

Mykle led a discussion on the implementation of the new payment plan during the middle of the academic year. This has significantly affected students in programs like Public Safety and Aviation. Several suggestions for solutions are discussed. Brian and Lorraine will have discussion with the staff who advise for these programs.

9. Assessment Testing

Mykle began a discussion on assessment testing. We are currently using COMPASS, but will soon be moving to Accuplacer as the former test is going away nationally. COMPASS tests are automatically synced with Banner; Accuplacer results must be manually input.

Lorraine provided some information about using multiple assessment tools, which is a current topic of discussion and which will be brought forward to the CDACs for the Fall semester. For the Spring semester, this is a valid concern and there will be a need to automatically clear students.

10. Continuity of ACC Membership

The current policy is that members serve a one year term. However, this will not provide for any legacy as we assess and develop evidence to support our HLC activities. Last year was an exception, and the members continued on to provide continuity. The policy of the ACC contradicts the other policies governing the College.

Three members are scheduled to leave in December - Mykle, Don, and Joe. Mykle and Don will help mentor the new Staff Council representatives after they are elected in January.

The website will be updated to refer to the most current policies and the AP will be revised to include a schedule for staggering the terms.

Students will begin serving their terms in September.

The discussion concluded with a conversation regarding the purpose of the All College Council. Joe noted that there has been confusion since day one, and the general consensus was that the Council still needs to better define its purpose.

11. Open Forum (Council members only)

Don led a discussion regarding the new administrative structure. He expressed concern that the Department Chair task force does not have an adequate number of staff included in the decision-making process. [Note: The Department Chair task force has not made their final recommendations yet.] Joe echoed Don's concerns.

Don has received feedback from staff that the potential new structure may be confusing or have individuals in place that do not have supervisory training. There has been discussion on how individuals will become department chairs - will they have to apply for these new positions or will they be reclassified?

Brian described how department chairs are currently elected by the faculty. In the new structure, the department chairs will be hired positions and not elected.

Information Item

Meeting adjourned at 4:47pm.

Future Meetings:

Monday, January 24, 2016 - District Office, B218

Monday, February 22, 2016 - District Office, A206

Monday, March 23, 2016 - District Office, B218

Monday, April 25, 2016 - District Office, B218

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1

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.

- 4.1 (1) Approval of Minutes of the following meetings:
 - A. Study Session of November 2, 2015
 - B. Special Meeting to conduct Executive Session on November 18, 2015
 - C. Regular Meeting of November 18, 2015
 - D. Study Session of November 30, 2015
 - E. Study Session of December 7, 2015
 - F. Special Meeting of December 9, 2015
- 4.1 (2) New Position – Advanced Program Coordinator Carl Perkins IV Grant
- 4.1 (3) Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading
- 4.1 (4) Data-Sharing Agreement: Local High School Districts
- 4.1 (5) Intergovernmental Agreement: Arizona Small Business Development Center (AZSBDCN) on behalf of Maricopa County Community College District
- 4.1 (6) Sub-recipient Grant Award: Pima County Community Services Department, Pima County One Stop
- 4.1 (7) Contract: West Campus STEM Biology Classroom
- 4.1 (8) Contract: West Campus Title V Dental Clinic Grant
- 4.1 (9) Contract: Desert Vista Campus Title V CIMA Center for Integrated Learning Grant

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) A

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

Recommendation:

The unapproved Minutes of the Study Session of November 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, November 2, 2015 at 4:30 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:

Sylvia Lee, Chair
Mark Hanna, Secretary
Martha Durkin
Scott Stewart (by Phone)

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order
Board Chair Sylvia Lee called the meeting to order at 4:35 pm.
2. Action Item
Board Statement regarding October 26 PCCEA Faculty Survey

Chairperson Lee began the discussion of approving the statement to be sent to Faculty by reading a draft of a Board Statement regarding the October 26 PCCEA Faculty Survey. The letter pointed out that there was a concern to the Board of Governors that there was no prior dialogue with the Chancellor or the Board preceding the survey by Faculty leadership.

Chairperson Lee also read from an email sent to PCC Faculty on October 6, 2015 from Ana Jimenez, Co-Vice-President of PCCEA. The email was to inform the faculty that the annual All Faculty Survey would be sent out in late October.

Ana Jimenez then addressed the Board and explained that the survey is created based on faculty concerns and that PCCEA and Faculty Senate want the faculty to be represented properly. She noted there had been questions as such but said she didn't know how many times the survey has been sent in the past.

Chairperson Lee invited attendee Carol Gorsuch to address the Board with any remarks she had. Carol Gorsuch addressed the Board and said the Board's statement is a way of silencing faculty and not allowing them freedom of speech. She asked the Board to think again about pursuing taking action on the statement.

Board Member Martha Durkin noted her concern with the Board's statement was that because the Board had not yet received the results of the survey the Board will not know what the faculty concerns will be until the survey results are in.

Board Member Mark Hanna stated that he encourages the survey but would have liked to have met with faculty to discuss the contents of the survey.

Rosa Morales addressed the Board and explained faculty was improperly represented. Decisions about the survey were made at an Executive Session held by PCCEA and Faculty Senate members only. Ms. Morales said she requested a copy of the questions, before the survey was released but that she was denied that request. Ana Jimenez noted that PCCEA only had a skeleton of the survey and that was the reason why Rosa Morales was not given the questions.

Kimlisa Duchicela addressed the Board and explained that items addressed in Executive Sessions are not to be discussed publicly but did mention that Senate had originally added two questions to the survey but the final decision was to add only one question.

Mays Imad addressed the Board and noted that Senate was not consulted and Senate was not involved with the final decision of the survey. Ms. Imad was surprised by the completed survey; it was not drafted by PCCEA alone. She stressed that Senate did not vote on the survey and the Senate's name should not be associated with it. Ms. Imad proceeded to read an e-mail from a faculty member that stated being surprised about the questions on the survey and being deeply dissatisfied with the survey and questioned why faculty was not involved.

Ana Jimenez asked to address the board and noted she is pleased with the progress administration is doing, she is very pleased with the acting Provost and mentioned the Chancellor is working well with Faculty.

Board member Stewart noted issues need to be moved on the right direction.

Chairperson Lee also added that the Chancellor is doing very well and that Pima Community College is moving in the right direction. She also mentioned there is no time to back-up on any decisions that have been made and that the College needs to stay the course.

Chairperson Lee asked for a motion to approve and send the Faculty statement as is. No one moved.

Motion No. 201511-01

Martha Durkin – M, Mark Hanna – S, to approve a Board Statement to faculty regarding the October 26 PCCEA Faculty Survey. Motioned to include only first and last paragraphs of the statement.

Vote: Board members present other than Board member Scott Stewart voted "aye" by voice vote. Scott Stewart voted "nay".

Motion CARRIED.

3. Update on Financial Aid Review

Karrie Mitchell, Assistant Vice Chancellor for Student Development and Dolores Duran-Cerda, acting Provost and Executive Vice Chancellor reported on Financial Aid and Student Success which included information on student goal attainment and student satisfaction. Ms. Mitchell reported the results of a 2013/2014 Graduate Exit Survey which reflected a decrease in the number of students who felt their federal grant and loans were sufficient to achieve their educational goals, as well as, a decrease in the number of students who felt that their financial aid covered their tuition and fees at PCC. Student costs were discussed in relation to additional money spent on tuition and fees for the most populated programs.

Ms. Mitchell talked about the Student Success Initiative and the College plans for improvement which include student and staff banner controls, a new and more logical admissions application, upgrades to the MyDegree Plan to include academic mapping, Student Success staff training and assigned advising on the Student Management System.

4. Student Success Framework

Focus Areas

Development of Approaches

Lorraine Morales, President and Ian Roark, Vice President of Workforce Development provided a presentation on the Pathways to Prosperity Project. The project is led by the Center for the Future of Arizona (CFA) and Harvard Graduate School of Education, Arizona joined them last year. Shortly thereafter, CFA was selected by the Governor's Office of Workforce Development as Arizona's primary partner.

CFA is leading the Pathways to Prosperity effort in Arizona, working with local educators and employers to build a system of grades 9-14 pathways that combine high school and community college. Students can enter and exit postsecondary education while accumulating college credit and explore the world of work and connect to the future career of their choice. The program offers a strong academic foundation and solid core of technical skills towards technical degrees or industry-specific certificates in areas of high demand. It launches young people into initial careers while leaving open the opportunity for further education.

Mr. Roark talked about how, in Arizona, CFA will initially develop pathways in the Tucson and Phoenix labor market regions in four industry sectors as starting point: advanced manufacturing (Tucson), bioscience/diagnostics (Tucson), energy (Phoenix), and information technologies (Phoenix). These sectors are high-demand and/or high-growth sectors of our economy, and provide great opportunity for young people seeking entry-level jobs with a two-year degree or more.

Adjournment

The meeting adjourned at 6:26 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) B

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to conduct Executive Session on November 18, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to conduct Executive Session on November 18, 2015 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
November 18, 2015

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, November 18, 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
Mark Hanna
Martha Durkin
Scott Stewart

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration/Staff

Lee Lambert
Stella Perez
Gabriela De Echávarri

Call to Order

Sylvia Lee called the meeting to order at 3:05 p.m.

Motion for Executive Session

Motion No. 201511-02

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

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

Recess into Executive Sessions

The Board recessed into the above referenced Executive Sessions at 3:05 p.m.

Resumption of Open Session

The Board resumed Open Session at 5:14 p.m.

Adjournment

The meeting adjourned at 5:15 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) C

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of November 18, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of November 18, 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, November 18, 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
Mark Hanna, Secretary
Martha Durkin
Scott Stewart

REPRESENTATIVES TO THE BOARD

Liz Pennington, Student
Imelda Cortez, Temporary Staff
Don Harp, Staff
Carlo Buscemi, Adjunct Faculty
Brian Stewart, Administrator
Mays Imad, Faculty

RECORDING SECRETARY

Andrea Gauna

GENERAL COUNSEL

Jeffrey Silvyn

ADMINISTRATION

Lee Lambert, Chancellor
Michael Amick, Vice President of Distance Education
David Bea, Executive Vice Chancellor, Finance and Administration
Dan Berryman, Vice Chancellor, Human Resources
Yira Brimage, Vice President of Student Development
Aubrey Conover, Vice President of Student Development
Alison Coulter-Mack, Assistant Vice Chancellor for Human Resources
James Craig, Dean of Health Related Professions
Suzanne Desjardin, Vice President of Student Development, Acting
Cindy Dooling, Interim Vice Chancellor for Information Technology
David Doré, President, Northwest and Downtown Campus
Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services,
Acting
Julian Easter, Assistant Vice Chancellor for Curriculum and Academic Services
Joy Gall, Dean of Instruction and Student Development, Acting
John E. Gillis, Vice President of Instruction, Acting
Patricia Houston, Vice President of Instruction, Acting

Libby Howell, Executive Director for Media, Community and Government Relations
Karrie Mitchell, Assistant Vice Chancellor for Student Development
Lorraine Morales, Campus President
Bruce Moses, Assistant Vice Chancellor for Accreditation
Brian Nelson, Academic Dean, Acting
Ann Parker, Vice President of Student Development
Stella Perez, Interim Vice Chancellor for Operations
Morgan Phillips, President, Desert Vista and West Campus
Nicola Richmond, Assistant Vice Chancellor, Institutional Research & Planning
Ian Roark, Vice President of Workforce Development
Irene Robles-Lopez, Vice President of Student Development
Ted Roush, Vice President of Instruction
Yvonne Sandoval, Academic Dean, Acting
Edgar Soto, Executive Director of Athletics
Jeff Thies, Executive Director of Developmental Education
Bill Ward, Vice Chancellor for Facilities
Greg Wilson, Academic Dean
Dr. Darla Zirbes, Vice President of Instruction

GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:32 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

Governing Board Recognition and/or Awards

Campus President Lorraine Morales welcomed the honorees and recognized their achievements. Awards were presented to students, employees and community members. Chancellor Lambert thanked everyone for attending.

Public Comment – Call to Audience

Mario Gonzales addressed the Board regarding the November 2, 2015 Study Session.

Aurie Clifford gave her support of the Mission and Vision statement and of the Chancellor.

Mykle Zobak presented the Board with over 100 petition signatures supporting the Mission and Vision statement. She also gave her support of the Chancellor and all that he has done for the College.

Ken Rineer addressed the Board regarding the College's Temporary Weapons Policy.

Denise Kingman and Robin Larson gave an overview of the Arizona Aviation, Mining and Manufacturing Program (AAMMP Up) Grant and had a student speak about the success he has had with the welding program.

Daisy Rodriguez Pitel addressed the Board to give a highlight of J.A.D.E. (Justice.Advocacy.Dialogue.Empowerment) and talked about the Social Justice Retreat for Building Stronger Leaders.

Frank Velasquez, Jr. addressed the Board to share his thoughts on all of the positive things the Grants Resource Office is doing for the College.

Julie Hecimovich appeared on behalf of Geneva Escobedo to talk about Parent University held at West Campus on November 7th.

Georgia Brousseau shared her positive thoughts on the diversity of opinions shared by individuals at the Colleges on the current changes and is happy that the passion for Pima has not gone away.

Remarks by Governing Board Members

Board member Hanna congratulated Sylvia Loustaunau for being awarded the 2015 Karrie Mitchell Champion for Change Award. She was given this award for her dedication to helping undocumented students transition to colleges and careers. Board member Hanna also congratulated the Fall Sports Teams

Board member Hanna also wanted to recognize Rosa Morales and her students for their work with Candlelighters Childhood Cancer Foundation for Southern Arizona's Cancer on Holiday Party.

Board member Stewart attended the Faculty Senate Meeting to get insight on the current PCCEA survey and the questions on their survey. Board member Stewart feels PCCEA and Faculty Senate should separate and conduct their own surveys in the future. Board member Stewart also complimented the Chancellor on his responses to the Faculty Senate questions regarding his approach to being the Chancellor, his travels to generate partnerships, enhanced limitations and Pima funding.

Chancellor Lambert added that he shared his observations from the Pizza Nights he has attended over the year. Chancellor Lambert feels the academic integrity of the College should be overseen by Faculty Senate and he feels the group is poised enough to handle the responsibility and provide that leadership. Chancellor Lambert would like to work more closely with Faculty Senate and the Provost to figure out the best way to be able to provide that leadership and direction to have Faculty Senate oversee the academic integrity of the college.

Chancellor Lambert talked about the importance of his travel to Washington D.C. to reconnect the College to the nation to nation ties with Mexico and bring a group of students from Mexico (BECALOs) to study at Pima Community College. This has started international relationships with other countries to bring students to study at Pima Community College. He also mentioned his frequent travels to Phoenix; he would like to keep a strong connection with our legislators, the Governor and Governor's office to protect our investments.

Board member Durkin will be attending the Adult Education Civics and Student Leadership Program's final exam for an interview on Saturday.

Board Chair Sylvia Lee and Mark Hanna attended the Business Leader Education Luncheon, sponsored by PCC. The Arizona State Senate President, Andy Biggs, was present to speak to PCC. Board Chair Lee stressed the importance of building relationships with the people at the Capital, especially right now with the threat of Expenditure Limitations.

Board Chair Lee talked about the annual STEM (Science, Technology, Engineering, and Math) fair hosted by PCC. The fair allowed students in grades four through eight to learn more about these fields. Board Chair Lee recognized Mike Tveten, Susan Kramer, Tiffany Hastings-Kibler, and Molly Minke for their help with the event.

Board Chair Lee wanted to congratulate Michael Peel, Michael Tulino and Isaac Abbs, they are being named to Tucson's 40 under 40 award list.

Board Chair Lee would like to give thanks to all PCC employees, faculty, staff, and administration for all of their hard work.

REPORTS

Reports by Representatives to the Board

Student – Nick Myers on behalf of Liz Pennington

Student Representative Nick Myers highlighted student sponsored activities at each of the campuses. Students presented some concerns to the Board regarding the issues with the hours of Sun Tran bus route #5. Students are engaging with city officials to expand the hours of operation. Students are also concerned about not having a one-stop service for printing services. The Students are willing to pay for the services and would like to add debit/credit card as payment for these services. The Students would also like to lower the minimum requirement of enrollment for core/required classes because it creates stressful situations when classes are cancelled and students have to re-organize their schedules. Mr. Myers presented Making Textbooks Affordable for Students.

Chancellor Lambert added that he would like the Provost to work with students to explore the creation of a taskforce to take a look at the student textbook issue. Chancellor Lambert talked about the College already moving toward a guaranteed schedule which would alleviate the course cancellation concern and last minute schedule changes.

Temporary Staff – Imelda Cortez

Temporary Staff held their first meeting on October 30, 2015 to discuss the purpose of the committee, policies, and the structure of orientation for new temporary staff. Temporary Staff did not present a recommendation/concern to the Board.

Staff – Don Harp

Staff Representative Don Harp acknowledged the 1,457 staff members working for Pima Community College. Mr. Harp wanted to express his appreciation for the amazing work the staff does for the College.

Adjunct Faculty – Carlo Buscemi

There was no report. Adjunct Faculty did not present a recommendation/concern to the Board.

Faculty – Mays Imad

Faculty Representative Mays Imad reported on the discussions at Faculty Senate Meeting on November 6th. Faculty Senate discussed the cost of student textbooks and they would like to be involved in finding solutions for the students. Faculty Senate already has some options for the students to save money on textbooks. Other items discussed at the Faculty Senate Meeting were the Mission statement, the Provost Report, All Faculty Day and the Chancellor's Report. Ms. Imad also added that Senators were not aware of the questions on the Faculty survey.

Administrator – Brian Stewart

Administrator Representative Brian Stewart offered the College Administration's condolences and reflection on the attacks in Paris, France. Mr. Stewart also reported on the district reorganization, MyPima Portal, All College Council and Pima's commitment to creating a Culture of Service Excellence. Mr. Stewart also updated us on community appointments and events, the PCC Zoo Lights, instruction and student services, course pre-requisites, and Creating a Culture and Service Excellence from the student lens.

Administration Report

Accreditation Update – Bruce Moses

Bruce Moses, Assistant Vice Chancellor for Accreditation, presented an Accreditation update. Mr. Moses reported that tremendous progress has been made since the HLC report came out Fall 2014 but there is still a lot of work to be done. There are 3-4 key items that the HLC require the College to show evidence, the College will need to be able to concentrate on these items when everyone returns back to school in January 2016. The initiatives are being tracked on a semester basis but we will continue to track it out well into Fall 2016.

Mr. Moses asked to participate in the training for College Climate and Service Excellence and stated that this is the type of training we need the College to be doing, as an organization, around continuous improvement to be able to sustain and feed evidence into our accreditation.

Student Success Showcase – Stella Perez

Stella Perez, Vice Chancellor of Operations presented a video telling the story of Celeste Nunez, a Pima Community College honor student, who is pursuing an Associate's degree in Science. She works full-time as a Clinical Medical Assistant, attends PCC part-time and she is the first student in six decades to serve as a Board member for the Arizona Town Hall.

Michael Peel, Community & Government Relations Advanced Analyst highlighted many of Celeste Nunez's accomplishments and wanted to introduce her to the Board.

Ms. Nunez chose to attend PCC after looking at other colleges and universities and found that Pima's tuition was about a tenth of the cost of other colleges. Ms. Nunez also felt like PCC was less threatening and more welcoming than other schools and she was able to have a full-time job, attend classes and participate in PCC clubs. Ms. Nunez also felt PCC helped her to feel like she belonged and she encourages anyone who may be fearful of attending college to just give it a try.

Ms. Nunez was selected to serve on the Arizona Town Hall Board of Directors after being encouraged by PCC staff to attend a Town Hall Meeting. Ms. Nunez followed up with people she had met at the meeting and was then contacted by the Arizona Town Hall's President, Tara Jackson and offered a seat on the Board.

Board Chair Lee thanked Celeste Nunez for being a reminder to PCC of the real reason we are here.

Student Services Qualification Update –
Lorraine Morales, President presented Student Services Qualifications update.

Dr. Morales started her update by mentioning the Open Educational Resources. The department heads for the Pima Online Program are looking into all of the resources being used for online classes and their goal is to provide a package of classes to include the cost of textbooks.

Dr. Morales reported on the creation of the Academic and Advising Student Support Services Task Force which meets twice a month to review and update the current status action plan of the student services program and the service review that was done last year. The Task Force wants to be sure they are continuing to work on previous plans as new plans are created. The Task Force has taken a step back from concentrating on the individuals advising our students and concentrating more on assessing the academic advising program as a whole.

The Task Force's next meeting will be tomorrow, November 19th. There will be a mini tour of the student services center. The Task Force will be observing the student advising process.

Finally, Dr. Morales added that NCATE review results are in but may not be released. The NCATE results are being used as information to help with identifying all of the pieces that need to be happening when students are being advised.

Chancellor's Report

The Chancellor started his report by saying Season's Greetings to everyone and that everyone should be proud of all the positive things that are happening at the College. PCC has come a long way in a short period of time. The Chancellor mentioned there are still a lot of things to clean up but now PCC is not fearful of addressing the issues and allowing voices to come together to express different points of view.

Highlights of Chancellor's report included:

- Office hours held at each of the campuses
- Meetings with K12, both Charter and publicly funded schools
- PCC staff members greater presence at the national level serving on the American Association of Community Colleges' (AACC) Pathways Commission, College Readiness Commission, Workforce Commission and Global Education Commission
- Improvements to HR procedures and the way HR is communicating with employees
- PCC's mandatory orientation

The Chancellor addressed some of the Faculty Senate concerns and confirmed that he has followed up on these issues; Dolores Duran-Cerda will take a more comprehensive look at the faculty qualification issues, the Chancellor is meeting regularly with PCCEA and Faculty Senate to strengthen SLOs, and has met with Dolores Duran-Cerda and Dave Bea to rethink the Provost Office and its operations.

The Chancellor also thanked everyone for their patience and also wished everyone a Happy Holiday.

INFORMATION ITEMS

Financial Report — September 2015 Financial Statements (Quarterly Update)

Dr. David Bea, Executive Vice Chancellor for Finance and Administration, reviewed the preliminary financial reports through the end of September 2015. Dr. Bea noted that PCC September preliminary results indicate that total year-to-date revenue has exceeded total year-to-date expenditures by about \$2.2 million compared to approximately \$700,000 in the previous year.

Dr. Bea reported that Expenditures have decreased by \$2.2 million. Most of this is in the Personal Services which have been decreased by about \$1.5 million due to the alignment of faculty pay schedules with the academic calendar. In absolute terms, year to date Personal Services expenditures were \$23.8 million, which is \$1.5 million lower than the same period of fiscal year 2015.

Dr. Bea also noted that the total net position at the end of September was \$68.1 million, a decrease of about \$134.1 million compared to the same time last year. This decrease is due to a required accounting change, GASB ‘Statement No. 68, Accounting and Financial Reporting for Pensions’, that was implemented June 30, 2015. This accounting change impacts the way the College accounts for its share of pension liability for the two defined benefit retirement plans that the College contributes to.

Dr. Bea addressed the issue of printing services for students. The College will do a test run of a web-based printing kiosk at the Downtown Campus. The kiosk will print color copies and will give the students the capability of paying for the services through a credit card or PayPal account.

Dr. Bea cleared up the rumors around PCC creating more positions, the travel budget and the cost of using consultants. Dr. Bea added that his team is trying to figure out a way of dispelling unreasonable rumors related to the budget and encourages anyone with questions about the budget to talk with him or his team. The Chancellor added that the College is talking about possibly creating an FAQ section to Pima News to assist with combatting the PCC myths.

Dr. Bea reported on grants activity. PCC currently has 47 active grants totaling a little over \$60 million and \$13.3 million in pending grants. Dr. Bea would like to provide the Board a

more detailed report on grants either monthly or quarterly. The report will also detail if there is a grant match requirement for the college and will also give a summary of the status of the grant.

Employment Information

Chairperson Lee acknowledged Dolores Duran-Cerda, Acting Provost and Executive Vice Chancellor and Michael Finkelstein, Executive Director for the Pima College Foundation on their new positions. Chairperson Lee noted the retirements of John E. Gillis, Brenda Keane, Eileen Oakes, Julia M. Rodriguez, and Mildred A. Ulrich. She thanked them for their service and dedication to the College.

Adjunct Faculty Appointments

This item was noted as an information item.

Summary Report of Active and Pending Grants

This item was noted as an information item.

All College Council Meeting Minutes

This item was noted as an information item.

Unclassified Pay Rates for Temporary Employment-Tutor Pay Rates

This item was noted as an information item.

ACTION ITEMS

Consent Agenda

Note: Action Item 4.1.2 was pulled from the consent agenda to consider separately.
(Temporary Board Policy: Weapons on Campus)

Motion No. 201511-03

Martha Durkin – M, Scott Stewart – S, to approve the Consent Agenda and remove 4.1.2 and discuss as a regular action item.

- 4.1 (1) Approval of Minutes of the following meetings:
 - A. Study Session of October 12, 2015
 - B. Special Meeting to conduct Executive Session on October 21, 2015
 - C. Regular Meeting of October 21, 2015
- 4.1 (3) Curriculum Recommendations: Program Inactivation – Computer Software Application Assistant – Certificate

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

Motion CARRIED.

Bill Ward was asked to address the Board on the reason for creating a temporary board

policy on weapons. Mr. Ward explained because of the recent shootings throughout the United States, the College felt it was necessary in order to ensure our students, faculty and staff is safe. PCC temporary policy is not banning weapons but only proposing that individuals with weapons leave them locked in their vehicles and not allow them on campus. Allowing weapons on campus would require the individual with the weapon to be checked in the weapon with campus police and have the weapon locked up in a facility locker, this would require each campus to purchase lockers for the weapons.

Board Chair Sylvia Lee added that is policy would only be temporary until a standard process for policy is developed.

Temporary Board Policy: Weapons on Campus

Motion No. 201511-04

Mark Hanna – M, Martha Durkin – S, to approve a temporary Board Policy to regulate weapons on PCC campuses district wide while the College develops and adopts a long-term policy

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

Motion CARRIED.

Other Action Items

Internal Audit Plan 2015/2016 Fiscal Year

Kurt Weirich briefly updated the Board on the Internal Audit Plan for fiscal year 2015/2016 on behalf of Lori Cox.

Motion No. 201511-05

Scott Stewart – M, Mark Hanna – S, to approve the 2015/2016 Fiscal Year Internal Audit Plan.

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

Motion CARRIED.

Selection of Board Member to Serve on the Finance and Audit Committee

Board member Scott Stewart nominated Chairperson Lee to serve on the Finance and Audit Committee to replace David Longoria.

Motion No. 201511-06

Mark Hanna – M, Martha Durkin – S, to have Sylvia Lee serve on the Finance and Audit Committee.

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

Proposed Agenda Items

Martha Durkin would like to have a study session on communications.

ADJOURNMENT

Adjournment

The meeting adjourned at 8:59 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) D

Item Title	Contact Person
Unapproved Minutes of the Study Session of November 30, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of November 30, 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, November 30, 2015 at 4:00 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

Mark Hanna, Secretary

Scott Stewart

Martha Durkin

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Dolores Duran-Cerda, Provost and Executive Vice Chancellor, Acting

Bill Ward, Vice Chancellor for Facilities

1. Call to Order

Board Chair Sylvia Lee called the meeting to order at 4:03 pm.

2. Educational and Facilities Master Plan

Bill Ward and Dolores Duran-Cerda introduced members of the SmithgroupJJR and Paulien & Associates, Inc. who will work with Pima Community College to implement their Education and Facilities Master Plan. The planning team includes members from both Smithgroup JJR, one of the largest architecture, engineering and planning firms in the U.S. and Paulien & Associates, Inc., who provides expertise in academic facilities to colleges and universities nationally and internationally.

The SmithgroupJJR which includes Doug Kozma, Team Leader, Eddie Garcia, Local Liaison, and Lauren Williams, Project Manager and Frank Markley, Specialist from Paulien & Associates, Inc. presented to the Board the Educational and Facilities Master Plan via video conference. Pima Community College and the planning team are looking at ways to change and improve the culture of the institution.

The planning team described the critical elements that will help determine the success of Pima Community College's strategic plan:

- Reaffirm HLC accreditation and fully commit to the HLC guiding values
- Improve access and student success

- Foster partnerships to strengthen educational opportunities in response to community needs
- Improve responsiveness to the needs of the business community and economic development
- Increase diversity, inclusion, and global education
- Develop a culture of organizational learning, employee accountability and employee development.

Mr. Kozma explained that strong guiding principles, an understanding of space and systems, campus-wide consensus, strategic thinking and implementability are the keys to making a master plan successful. He went on to describe how the plan will be approached. The team is looking at what is important to the college and how it is decided (strategy), what the college currently needs (programming), and what resources we already have (facilities).

Mr. Kozma explained the most serious points the Board will need to consider going into the master plan:

- New or re-tooled academic programs
- Potential program migration
- Repurposed campus space and/or locations
- Expanded space for high demand programs
- Improved space utilization (classrooms & labs)
- New and/or enhanced private partnerships

With these points in mind, the Board must think strategically to make positive changes to the PCC because Colleges are changing and creating more pathways and programming options to fit students' needs throughout their careers.

The planning team did an in depth evaluation of PCC and analyzed its strengths, weaknesses and opportunities. The planning team looked at the changing demographics and occupational demands.

The team also conducted a physical campus comparison to understand what the facilities are across the district in regards to student distribution and resources (e.g., parking, condition of the facilities). They also want see how they are being organized and used. The planning team can make a determination if there are opportunities for additional classrooms or areas for student services.

Frank Markley talked about the utilization findings. The planning team focused on three areas: Weekly room hours, student station occupancy and ASF (amount of space per student) per station. Weekly room hours tells us the average number of hours per week a room is scheduled over a term of semester and the student station occupancy gives the average percent of seats filled when a room is occupied during scheduled use.

Mr. Markley reported the last time a classroom and teaching laboratory utilization analysis was done at PCC was in 2001. The analysis compared year 2001 to year 2014 and the results showed, as compared to 2001, all campuses were using classrooms fewer hours per week for the fall 2014 semester. The teaching laboratory utilization analysis shows the number of teaching labs has almost doubled in the last 13 years but slightly less weekly room hours in 2014 than in 2001. These findings help in understanding why some of the laboratories and classrooms are or are not being used. Part of the planning team's strategy will be to make sure that PCC is using their facilities in the most efficient, effective way. The planning team did a classroom utilization benchmarking study and a comparison of established classroom utilization guidelines study of colleges across the country to see where PCC stands on classroom and laboratory utilization. The findings show PCC has approximately 48,298 ASF of surplus space, greater than the total square footage of the Community Campus.

The planning team talked about the master plan's next steps:

- Occupational Gap Analysis
- Identification of Comparative Institutions
- Survey of Best Practices in Student Services
- Developmental Education Strategies
- Review of Student/Academic Success Center models
- Consideration of Program Migration Opportunities

The planning team's goals are to come back with a greater part of analysis complete and ready to engage the various academic share holders with regards to the analysis that was developed and ready to move forward recommendations in the New Year.

After the presentation, the planning team answered questions from the Board Members and Chancellor Lambert. Discussions covered topics such as using the gap analysis to see future educational trends, planning in regards to 1st generation students and underprepared students, and the creation of Board Policy to develop master plans on a regular cycle.

The planning team would like to be able to wrap up the analysis by end of July/August 2016 and bring to the Board a varied range of recommendations.

Adjournment

The meeting adjourned at 5:05 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) E

Item Title	Contact Person
Unapproved Minutes of the Study Session of December 7, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Study Session of December 7, 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, December 7, 2015 at 4:00 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

Mark Hanna, Secretary

Scott Stewart

Martha Durkin

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

Dr. David Bea, Executive Vice Chancellor

1. Call to Order

Board Chair Sylvia Lee called the meeting to order at 4:02 pm.

2. Mission Fulfillment Framework: Survey Results

Board Member Mark Hanna presented Vision, Mission and Values Survey Results. Board Member Mark Hanna reported that back in October 2015 the Board decided to reopen the Mission and Vision statement for the public to view and provide input. Although the Board felt the Mission Statement was very good and the team did an excellent job, there was one final step at the end that was missing. This study session is to go over the results of the survey and decide whether further changes will be made.

There were 537 responses to the survey; the majority of responders were PCC employees. 423 people responded by saying they liked the statement as it is currently written. The other 21% surveyed that they would like language changes, something in the Mission Statement was missing that should be added, or both.

The statement was broken down into three parts: Mission Statement, Vision Statement and Values. Regarding the Mission Statement, the majority of the comments suggested adding "open admissions" to the Mission Statement.

Although many suggestions were made to make changes to the Vision Statement, the Board was satisfied with its current language.

The Board will consider making changes to the Value Statements: The Board will consider adding open admission and open access, adding "transparency" to the communication statement and some changes to the order of the Value Statements.

Scott Stewart added that the Board should consider making the least amount of changes to the Mission and Vision statement as possible, as the College is on a tight schedule.

3. Preliminary Budget Discussion

Executive Vice Chancellor David Bea reported Fiscal Year 2016-2017 Budget Planning. Dr. Bea reported there are big challenges coming forward regarding Pima Community College's budget. There are several major factors impacting the College's budget; no state appropriations, continued enrollment declines, expenditure limitations, and the ongoing College reorganization.

The expenditure limitation plan included building a budget based on the enrollment decline and the formulas for expenditure limitation. Our current budget is based on an enrollment estimation figure being well above the actual enrollment numbers which could be a problem in future budgeting. We may be looking at the \$5 million hit to the budget over the next couple of years. There are conversations being made with the state to make changes to the expenditure limitation formula to make the hit less destructive.

PCC is looking at many ways to reduce the budget, including raising tuition by \$1.00 a credit or more; this could increase our revenue by up to \$1 million.

Board Member Stewart added that the College will need to build up College equity and reserves. Dr. Bea gave examples of ways the College is trying to do this.

Chancellor Lambert talked about lowering rates for online classes. Lorraine Morales, President added that Rio Solado's online rates are very competitive; lowering PCC rates could potentially increase our enrollment.

Dr. Bea discussed ideas for continued budget reductions, tuition options (e.g., referral programs, marketable out of state tuitions, and tiered tuition), adjunct faculty and the living wage pay options, and the funding model for athletics.

Dr. Bea addressed questions and concerns from the Board about college equity, developing a budget reserve policy, effects of expenditure limitations to the budget, tuition and fees, and reducing personnel costs.

Dr. Bea reported that an in depth study session will happen in February with more information on property taxes and expenditure limitation legislation.

Adjournment

The meeting adjourned at 5:58 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(1) F

Item Title	Contact Person
Unapproved Minutes of the Special Meeting of December 9, 2015	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting of December 9, 2015 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Special Meeting of the Pima County Community College District Governing Board was held on Wednesday, December 9, 2015 at 5:30 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
Mark Hanna, Secretary
Scott Stewart
Martha Durkin

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor
David Bea, Executive Vice Chancellor for Finance and Administration
Cindy Dooling, Interim Vice Chancellor for Information Technology
Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services, Acting
Libby Howell, Executive Director for Media, Community and Government Relations
Karrie Mitchell, Assistant Vice Chancellor of Student Development
Lorraine Morales, Campus President
Bruce Moses, Assistant Vice Chancellor of Accreditation
Stella Perez, Interim Vice Chancellor for Operations
Morgan Phillips, Campus President
Nic Richmond, Assistant Vice Chancellor for Institutional Research, Planning and Effectiveness
Ted Roush, Campus Vice President
Edgar Soto, Executive Director of Athletics
Darla Zirbes, Campus Vice President

GENERAL MATTERS

Chairperson Lee called the meeting to order at 5:34 pm.

ACTION ITEMS

Mission Fulfillment Framework: Survey Results

Motion No. 201512-01

Martha Durkin – M, Mark Hanna – S, to amend the current Mission Statement to say:

"PCC is an open admissions institution providing affordable, comprehensive educational opportunities that support student success and meet the diverse needs of its students and community."

Vote: All Board members present voted: Sylvia Lee- "aye", Mark Hanna-"aye", Martha Durkin-"aye". Scott Stewart-"nay".

Motion CARRIED.

Motion No. 201512-02

Martha Durkin-M, Mark Hanna-S, to amend the current Values Statement to say:

"Open Admissions and Open access: We value open admissions and access to our programs and services for all who may benefit from them, regardless of where they are starting from or what their final goal may be."

Sylvia Lee offered a friendly amendment: To also amend the current Communication to say, "**Communication:** We are committed to sharing information with internal and external stakeholders in a transparent, timely and meaningful way that is open, honest and civil."

Mark Hanna offered a friendly amendment: To also change the order of Values to People, Integrity, Excellence, Communication, Collaboration, Open Admissions and Open Access.

Martha Durkin accepted the friendly amendments.

Vote: All Board members present voted: Sylvia Lee-"aye", Mark Hanna-"aye", Martha Durkin-"aye". Scott Stewart-"nay".

Motion CARRIED.

The Board briefly recessed at 5:47 pm

The Board returned from recess at 5:53 pm

Financial Aid Interim Management Contract

Dr. Karrie Mitchell, Assistant Vice Chancellor of Accreditation was asked to address the Board and give some background to the Financial Aid Interim Management Contract. The Financial Aid Department is asking for an additional contract for Attain LLC to continue with their interim management services until they hire a new Executive Director of Financial Aid.

Motion No. 201512-03

Scott Stewart – M, Martha Durkin – S, to approve the College to enter into an additional contract for Attain, LLC to continue to provide interim management services to the Financial Aid Department.

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

Motion CARRIED.

Board Chair Sylvia Lee urges her successor to move towards electronic books, she would like to see all presentations attached to the agenda items available for everyone to view online. Board Chair Lee also thanked her colleagues for their support over the past year; she found the time as Board Chair to be very interesting and challenging.

Board Chair Sylvia Lee wished everyone a wonderful Holiday Break.

Chancellor Lambert and Board members thanked the Board Chair Lee for her leadership.

Adjournment

The meeting adjourned at 6:07 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(2)

Item Title	Contact Person
New Position – Advanced Program Coordinator Carl Perkins IV Grant	Daniel Berryman Vice Chancellor for Human Resources, (206-4740)

Recommendation:

The Chancellor recommends that the Board of Governors approve the new Advanced Program Coordinator position for the Carl Perkins IV grant program.

This is a new position for an Advanced Program Coordinator for the Carl Perkins IV Grant. The Carl Perkins Basic Grant is a Federal grant administrated by the Arizona Department of Education for district-wide occupational program improvement and for partnerships with industry and secondary school technical education pathways. The position is responsible for writing, collecting reporting documents, tracking, and reporting of all grant activity.

Duties and Responsibilities:

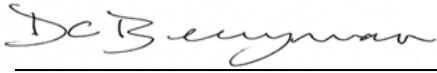
- Assists in the development, implementation, and coordination of grant guidelines, goals and activities.
- Coordinates and consults with deans, faculty, and staff to determine program needs.
- Coordinates, supervises, and evaluates day-to-day operations including tasks related to dual enrollment and programs of study.
- Develops, implements, and monitors grant budgets to ensure compliance; researches budget expenditures; compiles and analyzes reports and correspondence.
- Writes amendments to reallocate funding within guidelines.
- Collects and writes summary of accomplishments: application, mid-year narrative, final narrative, and expenditure supporting documents.
- Coordinates data for annual accountability reporting.
- Writes improvement plan for the grant as required.
- Reports and reconciles monthly expenditures for the College's Grants Resource Office.
- Assists with program of study and serves as point of contact.
- May supervise temporary grant staff to include: prioritizing and assigning work; ensuring staff members are trained; and making hiring, termination, and disciplinary recommendations.

Financial Considerations:

The salary grade for this position is C42 – starting base salary of \$50,383. Allocated to the Carl Perkins IV Grant budget.

(Continued)

Approvals

Contact Person 
Daniel Berryman

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(3)

Item Title	Contact Person
Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading	Chancellor’s Office (206-4650)

Recommendation:

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

BP 1.19 Naming Opportunities

Justification:

Per ARS 15-1444 B. (10) the Board may name buildings in recognition of significant contributions of money or property to the College. Per ARS 15-1444 B. (8), the Board may accept all forms of donation. Establishing naming opportunities allows the College to recognize significant donations and contributions to the College and to promote donations to the College.

Financial Considerations:

None.

Approvals

Chancellor _____
Lee D. Lambert, J.D.



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Naming Opportunities
<i>Board Policy Number:</i>	BP 1.19
<i>Adoption Date:</i>	12/8/99
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	5/12/14, 8/26/15
<i>Revision Date(s):</i>	5/12/14
<i>Sponsoring Unit/Department:</i>	Board of Governors
<i>Motion Number:</i>	5955
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Receipt of Gifts, BP 1.18

The Board of Governors shall approve the naming of existing or new buildings, facilities, ~~or programs~~ [awards, or academic entity \(for example, a program or endowed chair\)](#), when such designations are in the best interests of the College. Nominations shall be submitted to the Board for consideration and approval. Nominations may honor an individual, family, or organization who has ~~ve~~ demonstrated a unique and extraordinary commitment, or who make significant financial gifts, to Pima Community College.

[The Board delegates to the Chancellor or his/her designee, in collaboration with the PCC Foundation, the responsibility for developing nominating processes and criteria for individuals, groups, business or corporations. The Board retains its discretion to make exceptions or alter criteria or conditions as needed and appropriate.](#)

In the event that a naming opportunity results from a financial gift, the receipt of the gift must comply with BP-~~5502~~ [1.18](#).

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(4)

Item Title	Contact Person
Data-Sharing Agreement: Local High School Districts	Dr. Dolores Durán-Cerda, Acting Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors authorize the Chancellor or designee for data-sharing agreements for use with the local high school districts that conform to the template. This template agreement allows the College and interested school districts to share data for research purposes on issues relating to the academic progress of the students attending Pima Community College from those school districts.

Justification:

Pima Community College continues to undertake activities to improve the success of PCC students and share aggregated data on placement and success with the school districts. However, the College's current ability to fully understand the factors that influence student success is limited because PCC does not have student-level data from the high schools. This template agreement provides a mechanism to share student-level data between interested school districts and PCC for the purpose of carrying out research into issues related to the academic progress of students at PCC. The offices of Enrollment Management, Developmental Education, and Institutional Research, Planning and Effectiveness will identify School Districts interested in participating in data-sharing and all agreements will be subject to the Chancellor's signature and approval by the relevant school districts before any data-sharing occurs. The template agreement follows the content of the agreement with Vail Unified School District that was approved by the Board of Governors on June 10, 2015.

Financial Considerations:

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

Approvals

Contact Person Dolores Durán-Cerda
Dolores Duran-Cerda, Ph.D.

Chancellor _____
Lee D. Lambert, J.D.

INTERGOVERNMENTAL AGREEMENT

Between

Pima Community College District and _____ Unified School District

FOR DATA SHARING OF STUDENT INFORMATION AND RELATED DATA

This Intergovernmental Agreement (hereinafter “Agreement”) is made by and between Pima Community College (hereinafter “PCC”) and _____ UNIFIED SCHOOL DISTRICT (hereinafter “____ UNIFIED SCHOOL DISTRICT ”).

RECITAL

The purpose of this Agreement is to facilitate the sharing of personally identifiable student data from one institution to the other for the sole purpose of researching issues relating to the academic progress of ____ UNIFIED SCHOOL DISTRICT students attending PCC.

PCC, through its Governing Board, and ____ UNIFIED SCHOOL DISTRICT , through its Governing Board, are empowered and authorized to enter into this Agreement pursuant to A.R.S. § 11-952.

PCC and ____ UNIFIED SCHOOL DISTRICT find that it would further the public interest and the educational functions of each party to enter this Agreement;

AGREEMENT

1. Obligations of _____ UNIFIED SCHOOL DISTRICT

A. ____ UNIFIED SCHOOL DISTRICT agrees to provide the following minimum information to PCC regarding ____ UNIFIED SCHOOL DISTRICT students who have enrolled at PCC:

1. Last name
2. First name
3. Middle Initial
4. Date of birth
5. Date of graduation
6. Graduation school
7. GPA
8. Transcript data
9. Senior year full or non-full indicator

B. _____ UNIFIED SCHOOL DISTRICT understands that future data to be shared may include:

1. Parental involvement (if this can be determined meaningfully)

____ UNIFIED SCHOOL DISTRICT understands that the future data referred to in this subsection (B) is not included in the current Agreement and will be incorporated in a new agreement if agreed to by both parties.

- C. ____ UNIFIED SCHOOL DISTRICT agrees to designate a Data Sharing Representative who shall be responsible for managing and supervising ____ UNIFIED SCHOOL DISTRICT's fulfillment of its obligations under this agreement.

2. Obligations of PCC

- A. PCC agrees to provide information and analysis on the following parameters for review by both parties:

1. Placement into developmental education
2. Persistence and retention
3. Student intent (reason for attending PCC)
4. Program information
5. Awards
6. Transfers to the state universities
7. Dual enrollment

- B. PCC agrees to designate a Data Sharing Representative who shall be responsible for managing and supervising PCC's fulfillment of its obligations under this agreement.

3. Mutual Obligations and Understandings of Both Parties

- A. The representatives for each party responsible for managing the data sharing obligations in this agreement will review and jointly discuss all information developed as a result of evaluation of the shared data before presenting that information to either parties' Governing Board, to any community members, or to any other individual or entity who has not been authorized to access data gathered by this program.

- B. This is a fully collaborative effort and both parties will share authorship of all reports or presentations on the information resulting from the evaluation of the shared data.

4. Protection of Personally Identifiable Student Information

- A. Each party shall fulfill its obligations under this agreement in accordance with the Family Educational and Privacy Act (FERPA) and any applicable Arizona state law.
- B. Personally identifiable student information will not be shared with any individual other than personnel authorized by the Parties to access the data shared under this program.
- C. Personally identifiable student information will be transferred and maintained in a secure manner so as to prevent unauthorized physical and electronic access.

- D. Any information that is disclosed or presented to the Governing Boards, community members, or other individual or entity not authorized to access the data shared in this program, shall not contain any personally identifiable student information unless the disclosure is done in a manner that is consistent with FERPA requirements and any applicable Arizona state law.
- E. The requirements of this Article shall survive termination of the Agreement and remain in effect.

2. Funding

Each party shall budget any necessary funds from its own Management and Operation budgeted monies or from other appropriate funds. Each party shall be responsible for payment of its own costs in fulfilling the obligations of this Agreement and expects no reimbursement from the other party.

3. Term of Agreement

The term of this Agreement shall commence when executed by both parties hereto and shall expire four (4) years from the date executed. Either party may at any time cancel this Agreement, with or without cause, by giving ninety (90) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery.

4. Disposition of Property

The parties do not anticipate the joint acquisition of any property during the term of this agreement. Any property acquired by ____UNIFIED SCHOOL DISTRICT shall be retained by ____UNIFIED SCHOOL DISTRICT upon termination of the Agreement. Any property acquired by PCC shall be retained by PCC upon termination of the Agreement.

5. Standard Provisions

- A. Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the parties hereto.
- B. To the extent allowed by law, PCC agrees to indemnify and hold harmless ____UNIFIED SCHOOL DISTRICT from all injuries to persons or property caused by acts or omissions of PCC arising out of PCC's activities under this Agreement. ____UNIFIED SCHOOL DISTRICT agrees to indemnify and hold harmless PCC from all injuries to persons or property caused by acts or omissions of ____UNIFIED SCHOOL DISTRICT arising out of ____UNIFIED SCHOOL DISTRICT's activities under this Agreement. This indemnification provision shall survive termination of the Agreement and remain in effect.

C. Agents or employees of PCC participating in this program shall not be considered employees of _____ UNIFIED SCHOOL DISTRICT, and agents or employees of _____ UNIFIED SCHOOL DISTRICT shall not be considered employees of PCC. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Agreement or its performance except as provided in A.R.S. § 23-1022(D) shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Agreement and the performance thereof, would not in law have such status.

D. This Agreement is subject to the provisions of A.R.S. § 38-511, which provides in pertinent part:

The state, its political subdivisions or any department of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

E. This document contains the entire Agreement between the parties and may not be modified, amended, altered or extended except through a written amendment by the parties.

The parties have executed this Agreement on this ____ day of _____, 2010 by their signatures below.

Signature of Authorized Official,
_____ Unified School District

Signature of Authorized Official,
Pima County Community College District

Name and Title of Authorized Official,
_____ Unified School District

Name and Title of Authorized Official
Pima County Community College District

Date

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(5)

Item Title	Contact Person
Intergovernmental Agreement: Arizona Small Business Development Center Network (AZSBDCN) on behalf of Maricopa County Community College District	Dr. Lorraine Morales President, Community Campus (206-6577)

Recommendation:

The Chancellor recommends that the Board of Governors approve a three year Intergovernmental Agreement with the Arizona Small Business Development Center Network (AZSBDCN) for a cooperative effort to host a Tucson (Pima County) location. With cooperative efforts from Pima County Community College's Workforce Continuing Education Department and the AZSBDCN, the AZSBDCN is the largest and most accessible statewide source of assistance for businesses in every stage of development.

Justification:

The AZSBDCN is a partnership between the U.S. Small Business Administration and eight (8) community college districts throughout Arizona. Pima County Community College District (PCC) has been asked to host a service center at the Community Campus location that will offer administrative oversight and service delivery responsibilities for the respective areas. The service center will provide one-on-one business counseling on a regularly scheduled basis. This partnership will build relationships with local businesses, chambers, and other various interested community parties. This agreement will assist in serving the needs of a critical population in our community.

Financial Considerations:

The cost of hosting is a shared one with the AZSBDCN contributing \$153,759 towards the staffing costs. The IGA will be managed by the Workforce Continuing Education Department and the Community Campus Business Office.

PCC is a sub-recipient and will receive federal pass through reimbursements for expenses from AZBDCN on a regular basis.

Under this Intergovernmental Agreement, PCC will provide Strategic Initiative match funds of \$104,750 per year.

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

(Continued)

Approvals

Contact Person *Lorraine Morales*
Dr. Lorraine Morales

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(6)

Item Title	Contact Person
Sub-recipient Grant Award: Pima County Community Services Department, Pima County One Stop	Ian Roark, Vice-President of Workforce Development Community Campus (206-6424)

Recommendation:

The Chancellor recommends that the Board of Governors approve the Sub-recipient grant award between The Pima County Community Services Department (Pima County One-Stop) and Pima Community College for the “Innovation Frontier Arizona Youth CareerConnect”. The grant performance period is from October 1, 2014 through September 30, 2018, totaling \$275,626.00.

Justification:

Innovation Frontier Arizona (IFA) is proposing a regional Science, Technology, Engineering, and Mathematics (STEM) career-pathways initiative for young adults focused on Southern Arizona’s border economy. Southern Arizona’s high-tech sectors do not have enough highly-skilled technicians to meet demand in critical occupations. The region lacks a reliable pipeline of talent due to disconnects between educators and industry stakeholders.

IFA Youth CareerConnect will build on recent successful efforts by regional partners to align commercial, community-college and baccalaureate-level education and training in high-demand industries and occupations by adding applied education/training pathways for high school youth in the following four H-1B demand industries: 1) Aviation Technology; 2) Biotechnology; 3) Industrial Technology (Health IT and Cyber Security); and 4) Information Technology. According to the Foreign Labor Certification Data Center, close to 85 percent of the H-1B visas requested by employers in Arizona in the last quarter of 2013 were in IFA CareerConnect target industries. U.S. employers may recruit foreign workers to fill vacant, specialty occupations (usually requiring at least a bachelor’s degree) through the H-1B visa program. Specifically, the top 5 requested H-1B visas were for: 1) Computer Systems Analysts; 2) Computer Occupations; 3) Operations Research Analysts; 4) Electronic Engineers; and 5) Biochemists/BioPhysicists.

IFA Youth CareerConnect intends to serve 1,945 students in grades 11–14 at select local education agencies, colleges, and universities in Pima, Yuma, and Cochise Counties that have a current or desired academic and training emphasis in the five identified high-growth H-1B industries. This work builds upon the CTE Dual Credit Academies initiative that has commenced with PCC, JTED, and multiple school districts. As part of this initiative, PCC is establishing early college models in technical fields that allow secondary students to earn college credit toward a certificate or degree as part of a coherent sequence of courses via a guided pathway. This also bolsters PCC’s alignment to and participation in the Pathways to Prosperity initiative—a national effort to establish CTE pathways that are predicated in dual-enrollment.

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(7)

Item Title	Contact Person
Contract: West Campus STEM Biology Classroom	Morgan Phillips, President West Campus (206-5001)

Recommendation:

The Chancellor recommends that the Board of Governors authorize the College to enter into a construction contract in excess of \$100,000 using Title III HSI STEM grant funding to renovate a Biology classroom. The College will follow the standard purchasing procedure that states procurements which exceed an aggregate dollar amount of \$30,000 require competitive sealed bidding or a sealed Request for Proposal (RFP).

Justification:

The Board approved the construction as part of the original grant approval in November 2011. The construction dollars will be used to complete the renovation of an integrated Biology classroom. This will complete the final stage of construction for this grant, which already renovated classrooms to form a Math Learning Center, remodeled two Chemistry classrooms, one physics classroom, and renovated the Physics Open Lab. The grant construction, estimated at \$114,967, provides new, innovation, state of the art spaces for faculty and students.

The contract, to be awarded in April 2016, will complete the renovations for the STEM grant with construction taking place in the summer of 2016.

Strategic Plan

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

Strategy Direction 4.3: Utilize multiple delivery formats, including non-traditional, non-term based and accelerated courses instructional modes as needed based on industry input.

Financial Considerations:

WC Title III HSI STEM Year 5 Construction

Dates	Grant Funded
Year 5 10/1/2015 – 9/30/2016	\$114,967

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(8)

Item Title	Contact Person
Contract: West Campus Title V Dental Clinic Grant	Morgan Phillips, President West Campus (206-5001)

Recommendation:

The Chancellor recommends that the Board of Governors authorize the College to enter into a construction contract in excess of \$100,000 that combines grant and College capital funding for the West Campus Title V Dental Clinic and Lab. The College will follow the standard purchasing procedure that states procurements which exceed an aggregate dollar amount of \$30,000 require competitive sealed bidding or a sealed Request for Proposal (RFP).

Justification:

The Board approved the construction as part of the original grant approval in May 2012. The Board also approved the capital funding in May 2015. The construction dollars will be used to complete the renovation of the Dental Clinic and Lab into an innovative, state of art facility that is 8,032 square feet and will function as a full service Dental Clinic and Lab at completion. Board approval will enable the College to procure services and staff construction in a more timely fashion.

Combining the grant funded resources with the capital funding into a single contract is more efficient and will provide the college an overall savings estimated at \$50,000. The contract, to be awarded in April 2016, will consolidate the grant year 3 funding of \$310,600, the grant year 4 funding of \$188,600, and the capital funding of \$610,000, for an estimated total of \$1,109,200. Construction will take place in the summer of 2016 and 2017.

Strategic Plan

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

Strategy Direction 4.3: Utilize multiple delivery formats, including non-traditional, non-term based and accelerated courses instructional modes as needed based on industry input.

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.1(9)

Item Title	Contact Person
Contract: Authority to issue construction contract for the Desert Vista Campus Title V CIMA Center for Integrated Learning Grant	Morgan Phillips, President, West Campus (206-5001)

Recommendation:

The Chancellor recommends that the Board of Governors authorize the College to enter into a construction contract in excess of \$100,000 for the Desert Vista Campus Title V CIMA Integrated Learning Center. The College will follow the standard purchasing procedure that states Construction contracts to be performed by outside contractors exceeding \$30,000 will be awarded through the process of competitive sealed bidding solicited by an Invitation for Bids or by a Request for Qualifications/Construction Manager at Risk Process.

Background:

The board approved the construction as part of the original grant approval in July 2014. The construction dollars currently estimated to be \$748,790, will be used to completely renovate 18,000 square feet of the 2nd floor of the Plaza Building into a state of the art, technology rich, collaborative learning space. This project will function to infuse active learning, contextualized learning, supplemental instruction, and technology to transform the way the College interacts with students.

Justification:

The college will be funding the project upfront into a single contract so it is more efficient and will provide the college an overall savings estimated of approximately 30 percent. The college will receive reimbursement annually based on the budgeted amounts below, with the final payment in year 5. It is anticipated that the contract will be awarded in February 2016 with an expected completion date by the end of the calendar year.

Strategic Plan:

Strategic Direction 4: Improve responsiveness to the needs of business community and economic development opportunities.

Strategy Direction 4.3: Utilize multiple delivery formats, including non-traditional, non-term based and accelerated courses instructional modes as needed based on industry input.

(Continued)

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 1/13/16

Item Number: 4.2(1)

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

Recommendation:

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

Justification:

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

In November 2015, Nathanael Tarwasokono resigned his seat on the Committee, and subsequently the Committee voted to fill the open seat. After reviewing three submitted letters of interest and résumés from a recruitment conducted in April, the community representative listed below has been recommended by the Committee for appointment by the PCCCD Board of Governors:

Community Representative:

David Ortega

Education: Masters of Business and Administration, Bachelors of Science in Business/Accounting, University of Phoenix.

Experience: Mr. Ortega has 15 years' experience with financial analysis, and management of multi-million dollar contracts. Mr. Ortega worked for Raytheon Missile Systems for 14 years as a Financial Analyst for multiple programs. He is currently the Business Outreach Manager for Tucson Hispanic Chamber of Commerce. Some of Mr. Ortega's activities and recognitions include: several military deployments, Director of Hughes Federal Credit Union Board of Directors, Licensed Registered Securities Representative, and earned Value Management Systems (EVMS) Certified.

(Continued)

Governing Board Member Representatives:

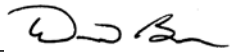
According to the Committee charter, the Board of Governors shall appoint two members of the Board to serve on the Committee including one member serving as the Committee co-chair. In October 2015, Board member David Longoria resigned his seat on the Board thereby vacating his seat on the Committee and initiating the request for appointment of a new Board member representative.

Financial Considerations:

There are no costs associated with this item.

Approvals

Contact Person



Chancellor

Lee D. Lambert, J.D.