

**PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD OPEN MEETING NOTICE AND AGENDA
FEBRUARY 17, 2016**

NOTICE OF REGULAR GOVERNING BOARD MEETING

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

AGENDA FOR MEETING*

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]

- Introduction of Dr. Reginald Nnamdi Oputa, Fulbright Scholar in Residence
- Legislative update-Michael Peel/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 –
- Staff – Michael Tulino
- Adjunct Faculty – Carlo Buscemi

- Faculty – Mays Imad
- Administrator – Brian Stewart

2.2 Administration Reports

- PCC Foundation Update – Michael Finkelstein
- Accreditation Update – Bruce Moses
- Student Success Showcase – Stella Perez
- Community College Survey of Student Engagement (CCSSEE) update-Nic Richmond
- Tucson Electric Power Joint Training Program-Lorraine Morales

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 — November 2015 Financial Statements and Comprehensive Annual Financial Report for Fiscal year 2015
- 3.2 Employment Information
- 3.3 Adjunct Faculty Appointments
- 3.4 All College Council Meeting Minutes
- 3.5 Administrative Procedure Changes

4. Action Items

4.1 Consent Agenda

- (1) Approval of Minutes of the following meetings:
 - A. Special Meeting to conduct Executive Session on January 13, 2016
 - B. Annual/Regular Meeting of January 13, 2016
- (2) Contract: Architects Selection for Multi-term Open-Ended Contracts [Selection of consulting architects to provide architectural services for College capital projects. Costs included with proposed capital outlay projects presented during the annual capital budget process]
- (3) Contract: Dual Enrollment [Dual Enrollment contract with Mountain Rose Academy Charter High School for the term of August 1, 2015 through June 30, 2018. Fiscal considerations for this Contract are summarized as reciprocal services.]

- (4) Contract: Access and Disability Resources – Communication Access Real-time Translation-FY 2015-2016 – Increase of contract amount [Contract to provide Communication Access Real-time Translation and Transcription services to students with disabilities. Requesting additional \$200,000 for fiscal year 2015-2016; contract not expected to exceed the additional \$200,000.]
- (5) Curriculum Recommendation: Multiple Program Inactivations [Surface Mining Technology-Associate of Applied Science for Direct Employment (AASSMT), Advanced Surface Mining Technology-Certificate for Direct Employment (CRTSMA), Basic Surface Mining Technology-Certificate for Direct Employment (CRTSMB), Structured English Immersion (SEI)-Post-Degree Certificate for Direct Employment (CRDESE), and Digital Arts-Post Degree Certificate for Direct Employment (CRDDAR)]
- (6) Proposition 301 Capital Funding: West Campus Dental Studies [Purchase a Dental Platinum Sensor X-Ray System. Cost of item is \$137,500. The actual cost of the purchase is \$122,000 and a yearly licensing cost of \$1500.00]

4.2 Other Action Items

- (1) Amendment to Board Bylaws [In accordance with Board Bylaw, Article IX: Amendment to Bylaws, Section 1, the Board has requested to consider and vote on proposed amendments to the Bylaws]
- (2) Board of Governors' Human Resource Advisory Committee Charter and Appointment to Board of Governors' Human Resource Advisory Committee [To approve the Committee Charter to the Board of Governor's Human Resources Advisory Committee and to approve the appointment of three community representatives and two Board Members to serve on the Board of Governor's Human Resource Advisory Committee.]
- (3) Lease Agreement: North Arizona University [Lease agreement with Northern Arizona University for NAU's Nursing Program to be housed at West Campus.]
- (4) Board Policy Substantive Changes, Deletion and New Board Policy-Final Reading [BP 8.08: Firearms and Other Weapons]

Adjournment

Regular Meeting
March 9, 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.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

GENERAL MATTERS

Meeting Date: 2/17/16

Item Number: 1

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: 2/17/16

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

REPORTS

Meeting Date: 2/17/16

Item Number: 3.1

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

Recommendation:

Attached are the financial statements showing preliminary 2015/16 results through November 2015. The fiscal year 2015 Comprehensive Annual Financial Report will be summarized. Time will be provided to discuss College fiscal matters.

Justification:

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

The November preliminary results indicate that total year-to-date revenue has exceeded total year to date expenditures by about \$30.5 million compared to approximately \$26.9 million in the previous year.

The preliminary results indicate that the College concluded November with total revenues in General and Designated funds that were lower than the previous fiscal year by \$864 thousand. Specifically, tuition and fees revenue has increased slightly by \$179 thousand. In addition, property taxes have increased by \$2.6 million and state appropriations have decreased by \$3.5 million due to the elimination of state aid. Overall, year-to-date actual revenues are lower than the year to date adjusted budget revenues by \$5.6 million as shown in the accompanying chart.

Compared with the same time period in fiscal year 2015, actual expenditures have decreased by about \$4.5 million. When compared to the same time period of the previous fiscal year, personal services decreased by \$3.0 million due in part 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 \$1.5 million. Overall, as shown in the accompanying chart, year to date actual expenditures are lower than the year-to-date adjusted budget expenditures by \$8.8 million.

Statement of Revenues, Expenses and Changes in Net Position:

The preliminary results indicate that the College concluded November with a year-to-date increase in net position of about \$25.6 million. This is an increase compared to the previous year's increase of \$21.9 million, primarily due to the decrease in personal services expenditures.

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

(Continued)

In terms of budget to actual performance, General and Designated Fund revenues and expenditures are in line with budget. Personal Services expenditures are 35.0 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 \$43.6 million, which is \$3.0 million lower than the same period of fiscal year 2015.

Services and Supplies expenditures are approximately 33.5 percent of the budget, which is lower than the previous year. In absolute terms, Services and Supplies expenditures were \$11.3 million, which is \$1.2 million lower than the \$12.5 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 November was \$93.6 million, which is a decrease of about \$135.5 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', which 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

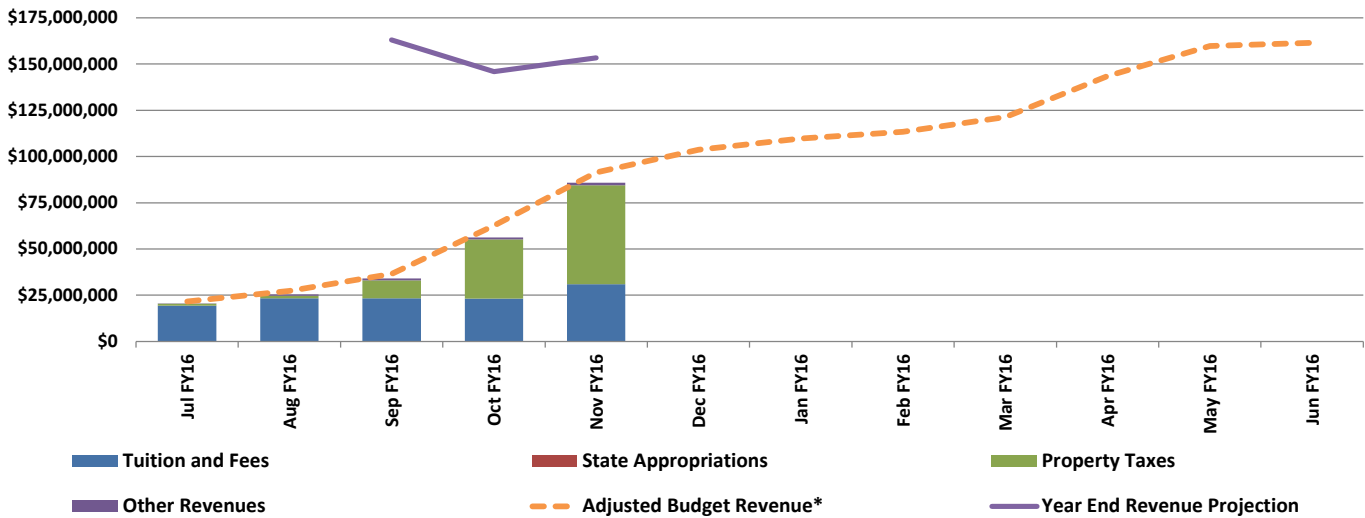
Summary of Revenues & Expenditures - General & Designated Funds - Actuals vs. Budget

Year to Date For the Five Months Ending November 30, 2015

(Preliminary)

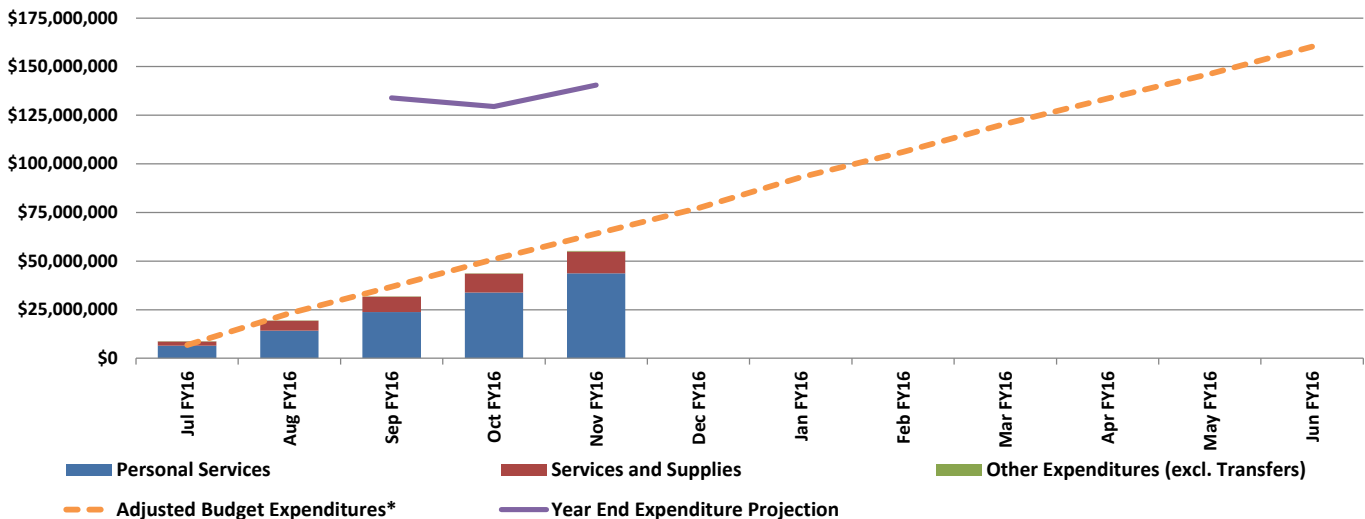
	FY 2015/16			FY 2014/15	
	Adjusted Annual Budget	Year to Date Actuals	%	Year to Date Actuals	%
Revenues					
Tuition and Fees	\$ 53,740,350	\$ 30,969,429	57.6 %	\$ 30,790,065	58.1 %
State Appropriations				3,546,750	54.6 %
Property Taxes	104,315,000	53,410,605	51.2 %	50,778,577	50.6 %
Other Revenue	3,448,000	1,464,158	42.5 %	1,592,910	43.3 %
Total Revenues	\$ 161,503,350	\$ 85,844,192	53.2 %	\$ 86,708,302	53.0 %
Expenditures					
Personal Services	124,602,511	43,642,931	35.0 %	46,645,528	38.7 %
Services and Supplies	33,713,218	11,310,598	33.5 %	12,472,366	38.8 %
Other Expenditures (excl. Transfers)	2,001,844	347,507	17.4 %	672,029	38.6 %
Total Expenditures	\$ 160,317,573	\$ 55,301,036	34.5 %	\$ 59,789,923	38.7 %

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 September 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 Five Months Ending November 30, 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 November 30, 2014
Operating Revenues					
Tuition and Fees	\$ 30,969,429	\$ 925	\$ 793,651	\$ 31,764,005	\$ 31,632,163
Contracts	1,202,272			1,202,272	1,177,096
Auxiliary Enterprises		478,257		478,257	480,729
Commission and Rents	15,000	143,372		158,372	140,674
Other Operating Revenues	131,410	171,901		303,311	392,441
Total Operating Revenues	32,318,111	794,455	793,651	33,906,217	33,823,103
Nonoperating Revenues					
State Appropriations					3,546,750
Property Taxes	53,410,605		(2,081)	53,408,524	50,841,443
Federal Grants		19,606,541		19,606,541	20,023,874
State and Local Grants		727,588		727,588	676,011
State Shared Sales Taxes		740,024		740,024	776,353
Gifts					
Investment Income	115,476	2,041		117,517	234,942
Net Nonoperating Revenues	53,526,081	21,076,194	(2,081)	74,600,194	76,099,373
Total Revenues	\$ 85,844,192	\$ 21,870,649	\$ 791,570	\$ 108,506,411	\$ 109,922,476
Operating Expenses					
Educational and General					
Instruction	17,487,469	1,423,303	144,755	19,055,527	21,470,203
Academic Support	8,927,799	1,471,308	306,827	10,705,934	10,036,564
Student Services	9,684,028	992,702	32,867	10,709,597	10,679,538
Institutional Support	13,494,830	(129,718)	958,292	14,323,404	16,711,833
Operation and Maintenance of Plant	5,125,302	333,360	956,458	6,415,120	7,068,638
Depreciation			3,289,350	3,289,350	3,159,426
Student Financial Aid	581,608	17,571,571		18,153,179	18,428,672
Auxiliary Enterprises		224,993		224,993	448,832
Contingency					
Total Operating Expenses	\$ 55,301,036	\$ 21,887,519	\$ 5,688,549	\$ 82,877,104	\$ 88,003,706
Income Before Other Expenses	\$ 30,543,156	\$ (16,870)	\$ (4,896,979)	\$ 25,629,307	\$ 21,918,770
Transfers	2,334,800	(3,125,800)	791,000		
Capital Appropriations					
Capital Gifts and Grants			5,000	5,000	5,000
Increase (Decrease) in Net Position	\$ 32,877,956	\$ (3,142,670)	\$ (4,100,979)	\$ 25,634,307	\$ 21,923,770
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	\$ (43,252,584)	\$ 10,712,666	\$ 126,160,169	\$ 93,620,251	\$ 229,150,708
Total Net Position - End of Period: Current Year vs. Prior Year					\$ (135,530,457)



Pima County Community College District

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

Year To Date For Five Months Ending November 30, 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	\$ 58,175,032	\$ 17,487,469	30.1 %	\$ 40,687,563	\$ 19,571,655	34.5 %
Academic Support	25,271,524	8,927,799	35.3 %	16,343,725	8,810,286	35.4 %
Student Services	28,756,562	9,684,028	33.7 %	19,072,534	9,448,470	36.6 %
Institutional Support	38,050,664	13,494,830	35.5 %	24,555,834	16,087,886	45.6 %
Operation and Maintenance of Plant	14,346,533	5,125,302	35.7 %	9,221,231	5,310,984	38.1 %
Student Financial Aid	1,224,646	581,608	47.5 %	643,038	560,642	49.9 %
Other Expenses						
Transfers	(2,335,000)	(2,334,800)	100.0 %	(200)	3,186,000	99.7 %
Fund balance reserved for contingency	3,409,038			3,409,038		
Total Expenditures by Function	\$ 166,898,999	\$ 52,966,236	31.7 %	\$ 113,932,763	\$ 62,975,923	36.3 %
Expenditures by Account						
Personal Services						
Administrative Personnel	\$ 6,566,292	\$ 2,567,199	39.1 %	\$ 3,999,093	\$ 2,559,593	38.9 %
Faculty	24,236,500	7,729,767	31.9 %	16,506,733	9,250,438	40.1 %
Additional Compensation - Faculty	1,391,136	407,983	29.3 %	983,153	366,730	29.1 %
Adjunct Faculty	11,732,504	4,649,680	39.6 %	7,082,824	4,897,237	40.0 %
Classified Staff	47,746,064	16,912,970	35.4 %	30,833,094	16,752,996	38.0 %
Other Compensation	4,228,745	1,439,137	34.0 %	2,789,608	1,690,744	37.7 %
Student Employment / Workstudy					(61)	
Fringe Benefits	28,701,270	9,936,195	34.6 %	18,765,075	11,127,851	38.8 %
Total Personal Services	124,602,511	43,642,931	35.0 %	80,959,580	46,645,528	38.7 %
Services and Supplies						
Communications and Utilities	6,257,647	2,071,585	33.1 %	4,186,062	2,357,891	38.4 %
Travel	2,963,921	598,542	20.2 %	2,365,379	676,295	25.2 %
Contractual Services	13,906,191	4,934,767	35.5 %	8,971,424	5,757,576	45.6 %
Supplies and Materials	6,747,511	1,481,534	22.0 %	5,265,977	1,764,532	25.2 %
Student Financial Aid	1,225,000	581,608	47.5 %	643,392	560,642	43.1 %
Current Fixed Charges	2,612,948	1,642,562	62.9 %	970,386	1,355,430	57.1 %
Total Services and Supplies	33,713,218	11,310,598	33.5 %	22,402,620	12,472,366	38.8 %
Capital Equipment	509,280	156,275	30.7 %	353,005	178,778	39.8 %
Transfers	(2,335,000)	(2,334,800)	100.0 %	(200)	3,186,000	99.7 %
Other Expenditures	1,492,564	191,232	12.8 %	1,301,332	385,473	29.8 %
Contingency and Reserves	8,916,426			8,916,426	107,778	0.7 %
Total Expenditures by Account	\$ 166,898,999	\$ 52,966,236	31.7 %	\$ 113,932,763	\$ 62,975,923	36.3 %



Pima County Community College District

Statement of Net Position

November 30, 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 November 30, 2014
Assets					
Current Assets					
Cash and Cash Equivalents	\$ 25,427,252	\$ 9,958,438	\$ 18,897,326	\$ 54,283,016	\$ 49,181,499
Short-term Investments	25,125,399			25,125,399	25,122,217
Receivables:					
Property Taxes	4,348,517		33,802	4,382,319	4,443,461
Accounts (net of allowances)	10,626,307			10,626,307	12,480,426
Government Grants and Contracts		693,354		693,354	1,315,245
Student Loans			2,684	2,684	13,070
Other	1,027,601	61,351	28	1,088,980	621,170
Inventories	132,386			132,386	123,137
Prepaid Expenses	793,275		39,887	833,162	951,937
Total Current Assets	67,480,737	10,713,143	18,973,727	97,167,607	94,252,162
Noncurrent Assets					
Restricted Cash and Cash Equivalents			428,603	428,603	1,854,749
Notes Receivable (net of allowances)					505,780
Other Long-term Investments	30,859,532			30,859,532	30,795,443
Investments in Capital:					
Land			15,291,311	15,291,311	15,291,311
Buildings & Leasehold improvements (net of depreciation)			85,693,498	85,693,498	91,026,938
Construction in Progress					
Equipment (net of depreciation)			5,218,213	5,218,213	5,185,950
Library Books (net of depreciation)			1,814,123	1,814,123	1,837,572
Total Noncurrent Assets	30,859,532		108,445,748	139,305,280	146,497,743
Total Assets	\$ 98,340,269	\$ 10,713,143	\$ 127,419,475	\$ 236,472,887	\$ 240,749,905
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	1,648,704			1,648,704	3,510,402
Accounts Payable and Accrued Liabilities	60,868	472	863,500	924,840	(178,515)
Deposits Held in Custody			395,806	395,806	413,508
Current Portion of Long-term Liabilities	4,494,530			4,494,530	4,296,437
Total Current Liabilities	6,204,102	472	1,259,306	7,463,880	8,041,832
Noncurrent Liabilities					
Unearned Revenue	5,250	5		5,255	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	5		130,286,085	3,557,365
Total Liabilities	\$ 136,490,182	\$ 477	\$ 1,259,306	\$ 137,749,965	\$ 11,599,197
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			108,017,145	108,017,145	113,341,771
Restricted for:					
Loans			170,583	170,583	1,536,582
Debt Service			66,479	66,479	1,820,718
Other (Capital Projects)					
Grants and Contracts		1,430,182		1,430,182	547,489
Unrestricted	(43,252,584)	9,282,484	17,905,962	(16,064,138)	111,904,148
Total Net Position	\$ (43,252,584)	\$ 10,712,666	\$ 126,160,169	\$ 93,620,251	\$ 229,150,708
Total Net Position: Current Year vs. Prior Year					\$ (135,530,457)

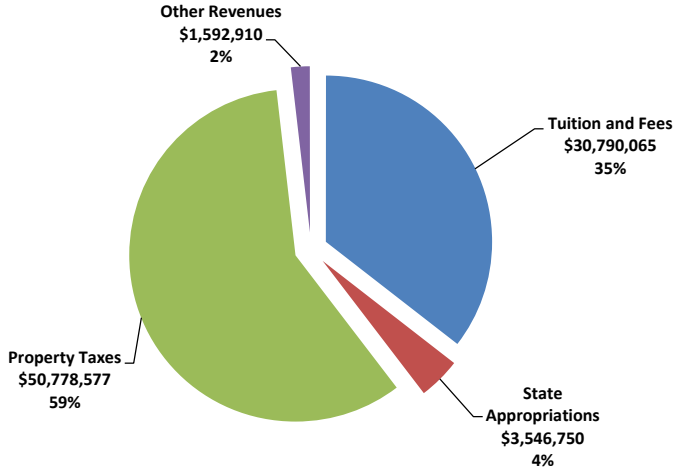


Pima County Community College District

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

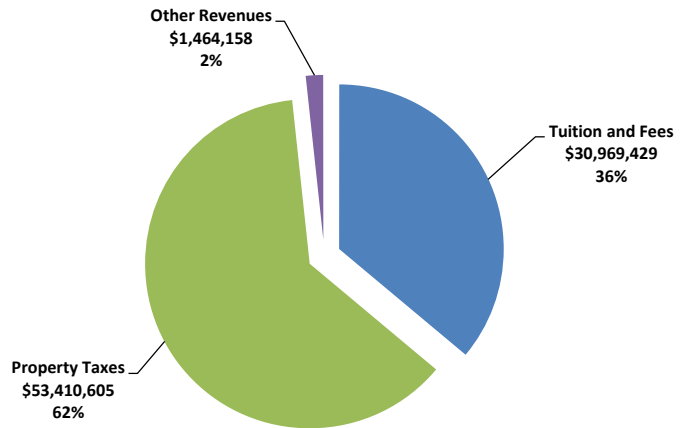
General & Designated Funds YTD Revenues - FY15 - Prior Year

For the Five Months Ending November 30, 2014
Total of \$86,708,302

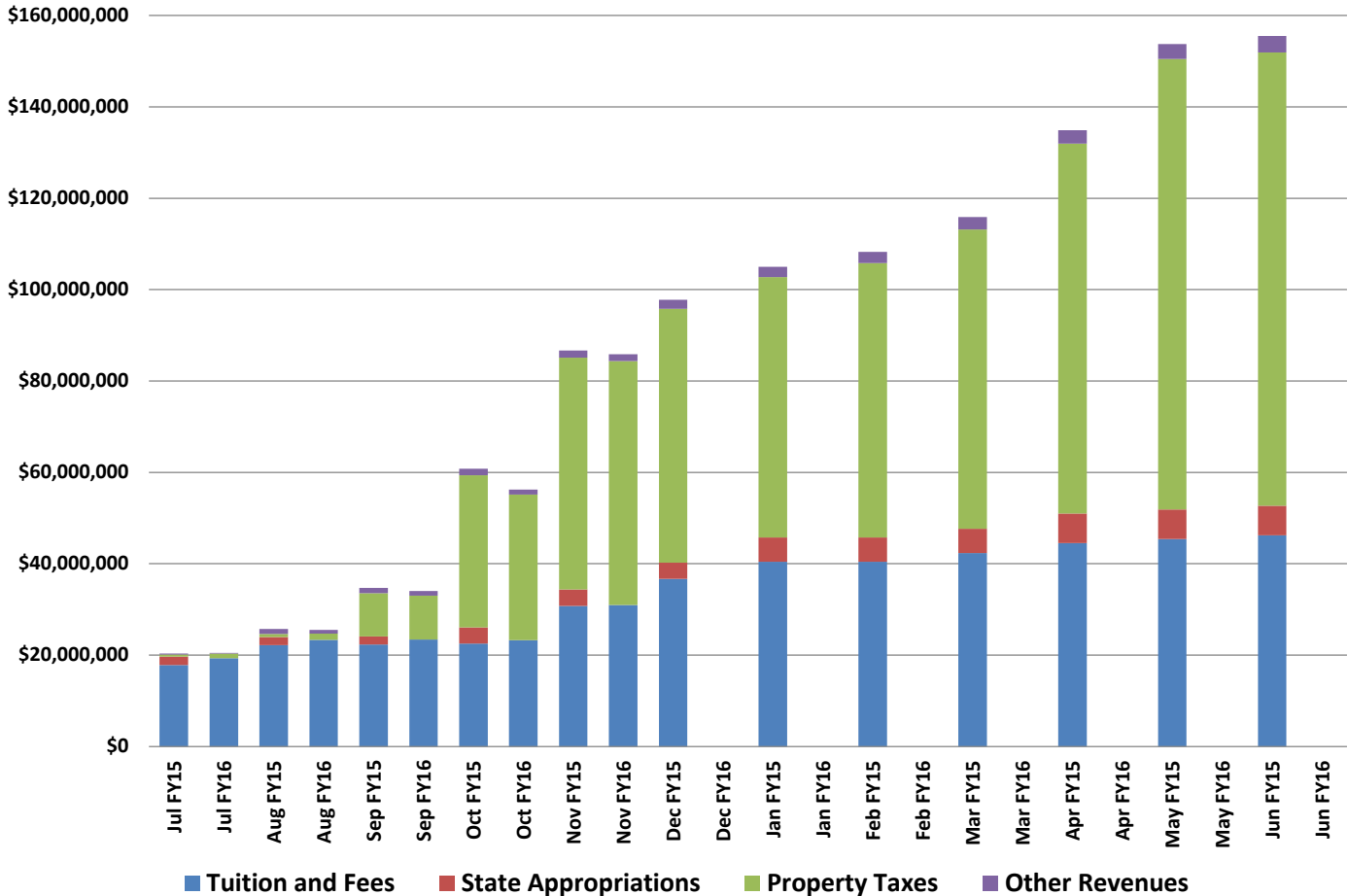


General & Designated Funds YTD Revenues - FY16 - Current Year

For the Five Months Ending November 30, 2015
Total of \$85,844,192



General & Designated Funds YTD Revenues

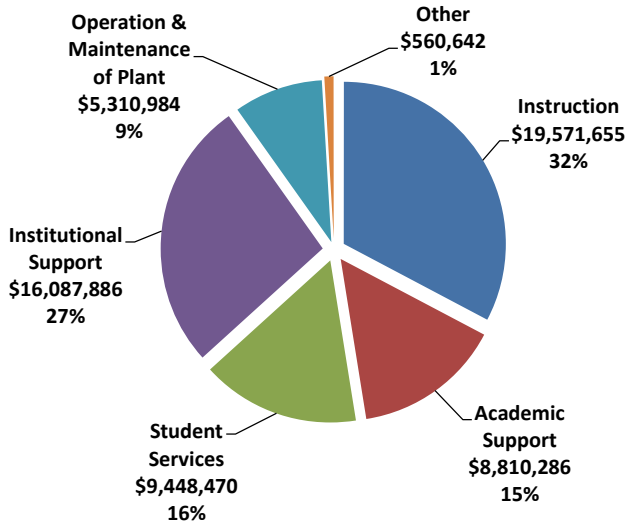


PimaCountyCommunityCollegeDistrict

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

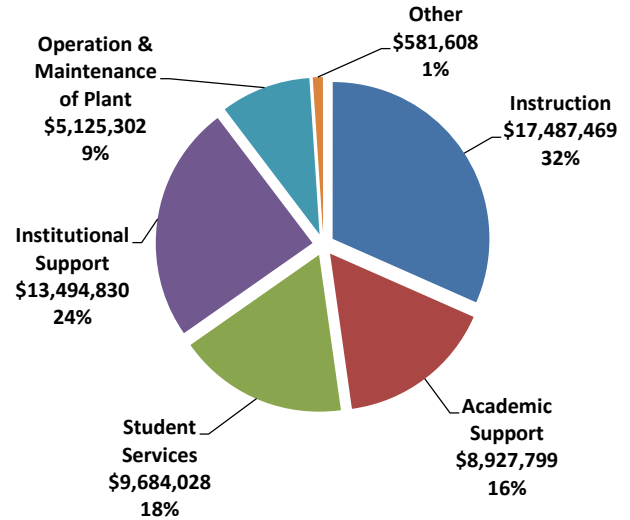
General & Designated Funds YTD Expenditures by Program - FY15 - Prior Year

For the Five Months Ending November 30, 2014
Total of \$59,789,923

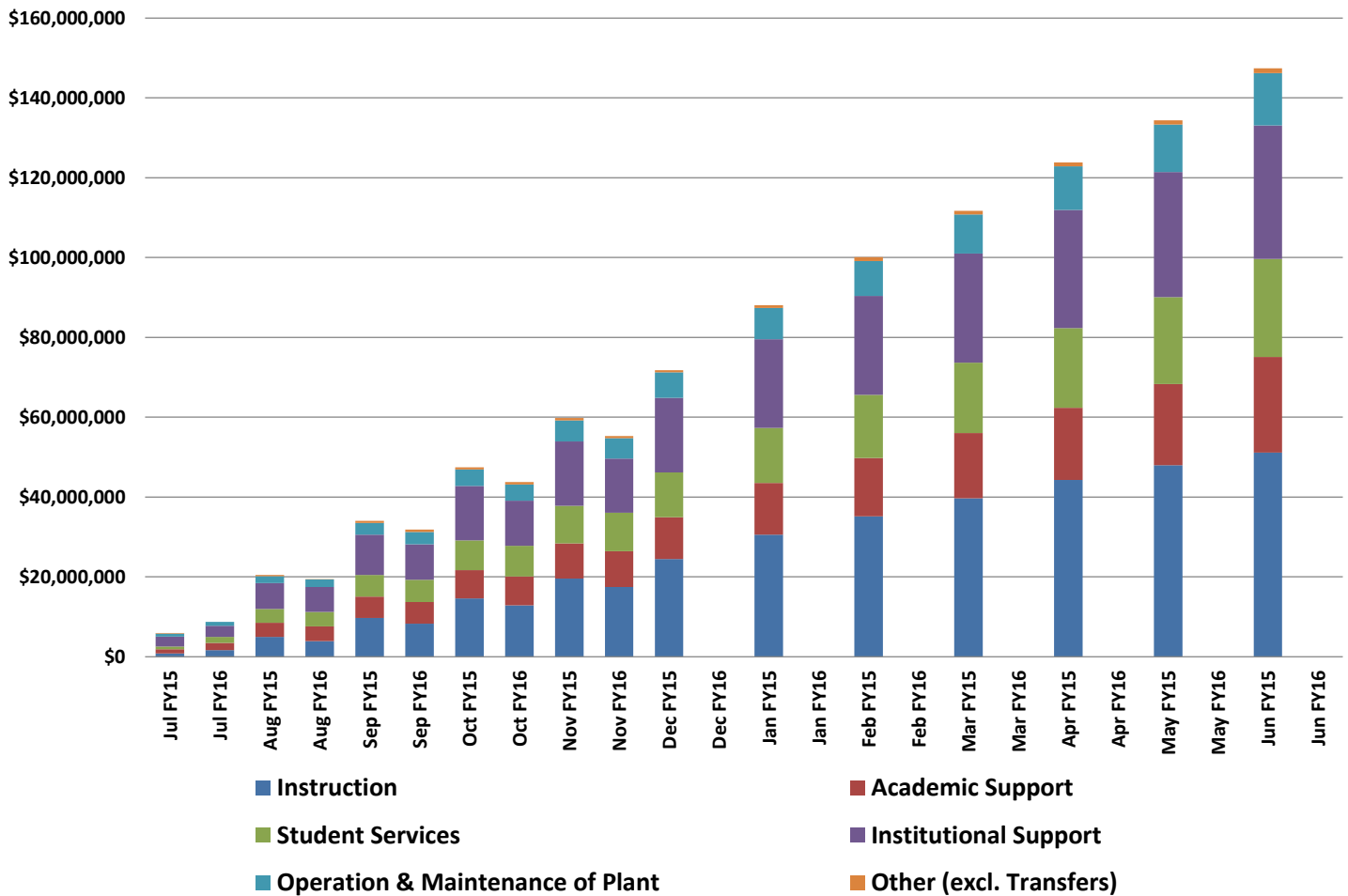


General & Designated Funds YTD Expenditures by Program - FY16 - Current Year

For the Five Months Ending November 30, 2015
Total of \$55,301,036



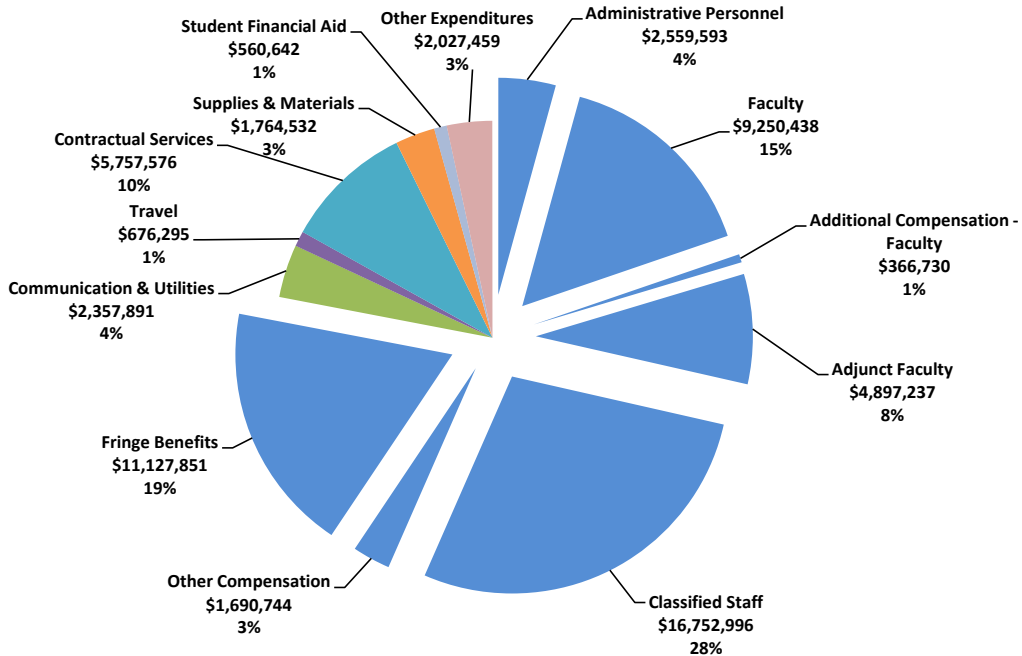
General & Designated Funds YTD Expenditures by Program



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

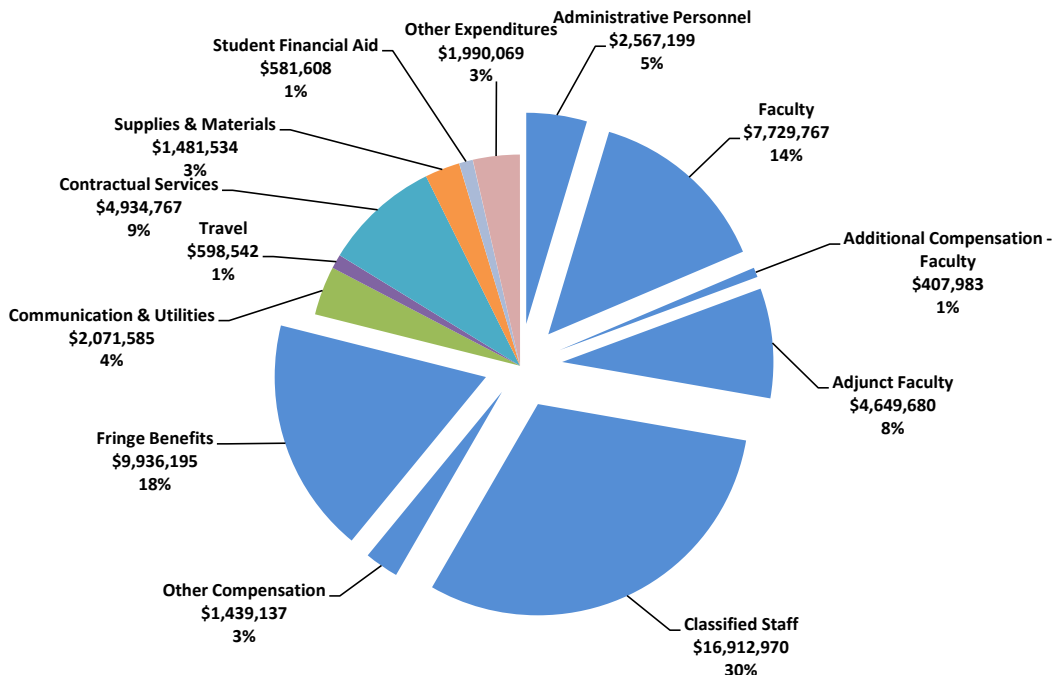
General & Designated Funds YTD Operating and Personnel Expenditures by Account - FY15 - Prior Year

For the Five Months Ending November 30, 2014
 Total of \$59,789,923



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

For the Five Months Ending November 30, 2015
 Total of \$55,301,036





Pima County Community College District

Glossary for Financial Reports

Statement of Net Position

Assets

Current Assets	Assets that will be converted into cash or consumed in a relatively short period of time, usually within a year.
Cash & Cash Equivalents	Short-term, highly liquid investments that are readily convertible to known amounts of cash and have insignificant risk of changes in value because of changes in interest rates. Generally, only investments of original maturities of three months or less meet this definition. Cash held by external investment managers may be considered to be investments.
Receivables	A financial instrument that gives the institution the right and another party the obligation, to make a payment at a future date, generally of cash.
Short-term Investments	Readily marketable securities that can easily be sold and converted back into cash. For example, coupon bonds that will mature this year. RBC Global Asset Management manages the College's additional short-term investments. The duration of the investments is less than one year.
Property taxes	The amount of property taxes that the College expects to collect in the next month. General Fund property taxes are used to support operations. The Plant Fund property taxes are used to pay down General Obligation bonds.
Accounts	Student account receivables. Student receivables arise from transactions related to tuition and fees. It's normal for students to register for classes in advance of the start of the term without first paying in full. When a student registers for classes a receivable is created. In the majority of instances, a portion of the receivable will be satisfied by financial aid—either in the form of scholarships, grants, tuition waivers, or loans. Any remaining balance is expected to be paid by the student, the student's parents, or a third party (e.g., the student's employer).
(net of allowances)	The collectibility of receivables is reviewed at fiscal year-end and the value of the allowance for doubtful accounts is adjusted as necessary to ensure its adequacy. The allowance is increased or decreased when necessary to adjust the carrying value of receivables to the expected net realizable value.
Government Grants & Contracts	Higher education institutions routinely receive grants and contracts from the federal government or other entities to support research or training. Federal Pell Grants account for the majority of the College's government grants. The grants are applied to students' accounts and the remaining funds are reimbursed to the student. At the same time, a receivable is created to record the funds due the College from the Department of Education.
Student Loans	Various federal loan programs are available to students who meet eligibility requirements. Part of the loan receivable is for National Direct Student Loans (NDSL)/ Perkins where the College is responsible for collecting the balance due. The remaining loans are Federal Family Educational Loans and Federal Direct Loans which are passed through the College to the student but are not managed by the College. These loans are also applied to the student's account and the College is reimbursed after the fact.
Other	Other receivables include refund repayments, third party payments, International Student Insurance Fees, non-sufficient funds (NSF) checks and check fees, and late fees.
Inventories	Facilities maintains parts and tools in inventory that are regularly needed. Facilities personnel manage and track these assets. Once a year for the annual financial report, finance adjusts the inventory value based on the available assets at June 30.
Prepaid Expenses	Prepaid Expenses are assets created by the early payment of cash. For example, an annual insurance payment is made in January that covers 6 months in the current fiscal year and 6 months in the next fiscal year. Half of this type of payment is classified as a prepaid expense.



Pima County Community College District

Glossary for Financial Reports

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



Pima County Community College District

Glossary for Financial Reports

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

Statement of Revenues, Expenses and Changes in Net Position

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



Pima County Community College District

Glossary for Financial Reports

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



Pima County Community College District

Glossary for Financial Reports

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

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

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/17/16

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:

Staff:

Clarke, Jeremy Instructor
Rate of Pay: \$44,463
Start Date: 01/25/2016
Highest Degree Earned: Master of Arts, English
Awarding Institution: Illinois State University
Most Recent Previous Job: English Teacher

De La Torre, Elva Advanced Program Coordinator
Rate of Pay: \$50,383
Start Date: 01/19/2016
Highest Degree Earned: Bachelor of Arts, Communications
Awarding Institution: California State University
Most Recent Previous Job: Program Director

Orozco, Marco Business Systems Principal Analyst, Banner Student
Rate of Pay: \$66,952
Start Date: 01/04/2016
Highest Degree Earned: Bachelor of Science, Management Information Systems and
Operations Management
Awarding Institution: University of Arizona
Most Recent Previous Job: Project Manager

Range-Glenn, Kimberly Advanced Program Coordinator
Rate of Pay: \$50,383
Start Date: 01/19/2016
Highest Degree Earned: Master of Education, Education
Awarding Institution: Arizona State University
Most Recent Previous Job: Language Arts Teacher

(Continued)

Rash, Nancy Fiscal Support Specialist
 Rate of Pay: \$18.83
 Start Date: 01/25/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Accounting Associate III

Sytsma, Angela Program Manager, HPOG
 Rate of Pay: \$65,320
 Start Date: 01/25/2016
 Highest Degree Earned: Master of Education, Human Relations
 Awarding Institution: Northern Arizona University
 Most Recent Previous Job: Director

Temporary:

Alvarez, Marybell
 Title: Assistant Program Coordinator
 Rate of Pay: \$16.70
 Start Date: 01/17/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Pharmacy Technician

Brooks, Cayley
 Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Athlete

Coleman, Matthew
 Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/25/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Student

Djouba Bangloe, Marion
 Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Service Technician

Elsten, Rita

Title: Tutor 0
 Rate of Pay: \$8.25
 Start Date: 01/11/2016
 Highest Degree Earned: Master of Education, Language Reading and Culture
 Awarding Institution: University of Arizona
 Most Recent Previous Job: Adjunct Faculty

Fuentes, Francisco

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/09/2016
 Highest Degree Earned: Master of Education, Education
 Awarding Institution: Northern Arizona University
 Most Recent Previous Job: President CEO/ Education Consultant

Garcia, Diana

Title: Laboratory Technician
 Rate of Pay: \$15.65
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Laboratory/Office Aide

Gomez, Fatima

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/20/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Accounts Payable Clerk

Gordon, Kyle

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Tutor

Hassan, Mubarak

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 02/18/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Office Aide

Hawks, Joshua

Title: Tutor 0
 Rate of Pay: \$8.25
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Logistics

Hernandez, Nicholas

Title: Support Technician
 Rate of Pay: \$14.61
 Start Date: 12/12/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Office Aide

Jimenez, Lilymarie

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 02/18/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Volunteer Tutor

Jimenez, Sam Xavier

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 02/18/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Camp Counselor

King, Matthew

Title: Tutor 0
 Rate of Pay: \$9.50
 Start Date: 01/12/2016
 Highest Degree Earned: Bachelor of Science, Business
 Awarding Institution: University of Phoenix
 Most Recent Previous Job: Property Manager

Klein, Paula

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/19/2016
 Highest Degree Earned: Bachelor of Science, Physical Education
 Awarding Institution: University of Iowa
 Most Recent Previous Job: Adjunct Faculty

LaGosh, Nicole

Title: Tutor 0
Rate of Pay: \$8.25
Start Date: 01/11/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Body Piercer

LePhan, Huy

Title: Tutor 0
Rate of Pay: \$8.05
Start Date: 01/25/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Volunteer Tutor

Lesnewski, Eric

Title: Tutor 0
Rate of Pay: \$8.05
Start Date: 01/25/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Server

Meinhausen, Corinne

Title: Tutor 0
Rate of Pay: \$8.25
Start Date: 01/11/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Barista

Mendoza, Denisse

Title: Tutor 0
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: Cashier

Merz, August

Title: Tutor 0
Rate of Pay: \$8.05
Start Date: 02/18/2016
Highest Degree Earned: No Post-Secondary Degree
Awarding Institution: N/A
Most Recent Previous Job: Library Page

Norman, Roslyn

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/26/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Cashier

Rosas-Rosa, Carlos

Title: Support Technician
 Rate of Pay: \$14.61
 Start Date: 12/07/2015
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Office Aide

Saedi-Marghmaleki, Isaac

Title: Instructor
 Rate of Pay: \$21.38
 Start Date: 01/23/2016
 Highest Degree Earned: Master of Science, Electrical Engineering
 Awarding Institution: California State University, Los Angeles
 Most Recent Previous Job: Communications Systems Engineer

Stroud, Zachariah

Title: Tutor 0
 Rate of Pay: \$8.25
 Start Date: 01/11/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Sales Associate

Wells, Rachel

Title: Support Assistant
 Rate of Pay: \$13.54
 Start Date: 01/19/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Publishing Liaison/CSR

Yanez, Jacqueline

Title: Tutor 0
 Rate of Pay: \$8.05
 Start Date: 01/25/2016
 Highest Degree Earned: No Post-Secondary Degree
 Awarding Institution: N/A
 Most Recent Previous Job: Student

Acting Assignments:

Schmidt, Kate

Effective: 02/01/2016
From: Director, Program and Instructional Support
To: Acting Director of Provost's Office and College Initiatives

Retirements:

Ayala, John W.

Trades/Maintenance Specialist Advanced
DO – Plant Operations
Start Date: 09/19/1983
End Date: 03/22/2016

Colville, Susan M.

Media Specialist
CC – Program Institutional Support Administration
Start Date: 10/07/1985
End Date: 01/04/2016

Contreras, Roberto

Trades Maintenance Technician
DO – Plant Operations
Start Date: 05/18/2002
End Date: 01/25/2016

Graves, Virginia K.

Fiscal Support Specialist
WC – Administrative Services
Start Date: 11/25/1991
End Date: 01/04/2016

O'Brien, Celeste H.

Advanced Program Coordinator
DO – Organizational and Employee Development
Start Date: 03/07/1995
End Date: 03/16/2016

Separations:

Alonzo, Nathan W.

Information Technology Supervisor
CC – Campus Staff
End Date: 12/23/2015

Gonzales, Jr., Carlos
Program Coordinator
DV – Student Development
End Date: 12/21/2015

Harris, Marianne
Educational Support Faculty – Librarian 9M
DC – Instruction/Academic Services
End Date: 12/21/2015

Silveria Rios, Daniel
Trades/Maintenance Technician
DO – Plant Operations
End Date: 12/24/2015

Wheeler, Crystal
Support Coordinator
DO – Financial Operations
End Date: 01/15/2016


Winslow, Jody K.
Fiscal Principal Analyst
DO – Budget and Reporting Operations
End Date: 01/05/2016

Weber, Matthew C.
IT Systems Architect
DO – Security Services
End Date: 01/19/2016

Young, Elsa S.
Human Resources Advanced Analyst
DO – Employee Consulting and Personnel Operations
End Date: 01/04/2016

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: 2/17/16

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: **Beback, Wendy C.**

Discipline(s): Chemistry (Academic)

Start Date: 01/16/16

Education: Bachelor of Science, Biochemistry, and Master of Science, Polymer Materials, all evaluated by Global Credential Evaluators, Inc. College Station, Texas

Experience: Over five years' experience teaching at the community college level.

Name: **Bernadett, Gabriela Maya M.**

Discipline(s): American Indian Studies (Academic)

Start Date: 01/20/16

Education: Bachelor of Arts, History/Science, History/Medicine, Yale University, New Haven, Connecticut; Master of Arts, American Indian Studies, University of Arizona, Tucson, Arizona

Experience: Over two years' experience in higher education student services administration and student organization leadership.

Name: **Brannon, William D.**

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

Start Date: 01/19/16

(Continued)

Education: State certification apprenticeship, Pima Community College, Tucson, Arizona
Experience: Over 44 years of experience working in the electrical utility industry.

Name: Brusa Zappellini, Maureen L.

Discipline(s): Art (Academic Limited Exemption)

Start Date: 01/19/16

Education: Bachelor of Fine Arts, Studio Art and Art History, Tufts University, Medford, Massachusetts

Experience: Over 25 years as a designer metalsmith and jeweler.

Name: Copson, Megan R.

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

Start Date: 01/20/16

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

Experience: Over six years' experience as a registered nurse working in health care settings including hospital and habitation.

Name: Dehghani, Ghazal.

Discipline(s): Mathematics (Academic)

Start Date: 03/21/16

Education: Master of Science, Mechanical Engineering, University of Arizona, Tucson, Arizona

Experience: Over six years' experience as a researcher in a university setting.

Name: D'Elia, William

Discipline(s): Accounting (Occupational/Workforce)

Start Date: 01/19/16

Education: Associate of Science, Accounting, Quinnipiac University, Hamden, Connecticut; Bachelor of Science, Accounting, Quinnipiac University, Hamden, Connecticut; Master of Public Administration, Public Administration, Troy State University, Troy, Alabama

Experience: Over seven years' experience as an internal auditor and has been a certified government financial manager for over thirty years.

Name: French, Katheryn "Decker"

Discipline(s): Astronomy (Academic)

Start Date: 01/19/16

Education: Bachelor of Science, dual degrees: Physics; Earth, Atmospheric, and Planetary Science, Massachusetts Institute of Technology, Cambridge, Massachusetts; Master of Science, Astronomy, University of Arizona, Tucson, Arizona

Experience: Over four years' experience teaching a university undergraduate students, and conducting research as a research assistant at a university setting.

Name: Gervase, Jason N.

Discipline(s): Sign Language (Academic Limited Exemption)

Start Date: 01/19/16

Education: Bachelor of Science, Tourism Development and Management, Arizona State University, Tempe, Arizona; Master of Arts, Curriculum and Instruction – English as a Second Language, Arizona State University, Tempe, Arizona

Experience: Over five years' experience teaching sign language at the community college level.

Name: Gonzales, Tracie L.

Discipline(s): Health Care, Medical Assistant (Occupational/Workforce)

Start Date: 01/14/16

Education: Certificate, Medical Assistant, Apollo College, Mesa, Arizona

Experience: Over five years' experience as a medical assistant and office manager.

Name: Graun, Kenneth C.

Discipline(s): Psychology (Academic); Mathematics (Developmental)

Start Date: 01/04/16

Education: Bachelor of Science, Applied Mathematics and Physics, University of Wisconsin-Milwaukee, Milwaukee, Wisconsin; Master of Science, Counseling Psychology, University of Southern Mississippi, Hattiesburg, Mississippi

Experience: Over four years' experience teaching psychology, mathematics, physics and other subjects at the college level.

Name: Greenwood, Richard F.

Discipline(s): Art (Academic Limited Exemption)

Start Date: 01/19/16

Education: Redford Union High School, Redford Township, Michigan

Experience: Over two years' experience as a metalsmith and knife maker.

Name: Halsey, Nicholas B.

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

Start Date: 01/26/16

Education: Bachelor of Arts, English Literature, University of Puget Sound, Tacoma, Washington; Master of Arts, English as a Second Language, University of Arizona, Tucson, Arizona; Master of Arts, English, Western Washington University, Bellingham, Washington

Experience: Over five years' experience teaching English at the college level.

Name: Hammond, Lane E.

Discipline(s): Machine Tool Technology (Occupational/Workforce)

Start Date: 01/19/16

Education: Undergraduate coursework, General Studies, Pima Community College, Tucson, Arizona

Experience: Over 25 years' experience as a machinist and instrument designer.

Name: Harmsen, Robert J.

Discipline(s): Non-Didactic Nursing (Occupational/Workforce)

Start Date: 01/20/16

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

Experience: Over three years' patient care experience in both hospital and home-care settings.

Name: Hartzler, Duane

Discipline(s): Business & Finance (Occupational/Workforce)

Start Date: 01/20/16

Education: Bachelor of Science, Business, Fort Hays Kansas State College, Hays, Kansas

Experience: Over forty years' experience in the financial services industry.

Name: Haywood, April

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

Start Date: 01/22/16

Education: Bachelor of Science, Psychology, University of Maryland University College, Adelphi, Maryland; Master of Arts, Counseling Psychology, Bowie, Maryland

Experience: Over ten years' teaching and counseling experience for the United States Air Force personnel.

Name: Ho, Arthur Y.

Discipline(s): Biology, Education, Education-General/Post-Degree (Academic); Chemistry, Mathematics (Developmental)

Start Date: 01/19/16

Education: Bachelor of Science, Biochemistry and Molecular Biophysics; Molecular and Cellular Biology; Bachelor of Science, Chemical Engineering; Master of Education, Teaching and Teacher Education; all degrees granted by the University of Arizona, Tucson, Arizona

Experience: Over eleven years' experience in science teaching and research.

Name: Jones, Elaine G.

Discipline(s): Psychology (Academic)

Start Date: 1/19/16

Education: Bachelor of Science, Nursing, University of Arizona, Tucson, Arizona; Master of Science, major not stated, University of Maryland, Baltimore, Maryland; Doctor of Philosophy, Nursing, University of Arizona, Tucson, Arizona

Experience: Over fifteen years' experience teaching undergraduate and graduate levels nursing courses.

Name: Kelliher, Timothy T.

Discipline(s): Building and Construction Technology (Occupational/Workforce)

Start Date: 1/19/16

Education: Associate of Applied Science, Facility Technologies, Pima Community College, Tucson, Arizona

Experience: Over twenty years' experience of construction in the military and twenty two years' experience as specialist in a construction lab.

Name: Klein, Travis R.

Discipline(s): Economics (Academic Limited Exemption)

Start Date: 5/31/16

Education: Bachelor of Science, Business Economics, University of Arizona, Tucson, Arizona; in the process of obtaining Master of Science, Economics, Purdue University, West Lafayette, Indiana

Experience: Over eight years' experience teaching economics at high school level.

Name: Lalime, Tanya E.

Discipline(s): Respiratory Therapy (Occupational/Workforce)

Start Date: 1/19/16

Education: Associate of Applied Science, Respiratory Therapy, Pima Community College, Tucson, Arizona

Experience: Over twelve years' experience as a respiratory therapist in a hospital setting.

Name: Locke, Joe

Discipline(s): Art (Academic), Arts for Personal Development (Developmental)

Start Date: 2/02/16

Education: Bachelor Science, Studio Art, Florida State University, Tallahassee, Florida; Master of Fine Arts, Visual Arts, Florida State University, Tallahassee, Florida

Experience: Over two years' experience as a photographer and two years' experience as a graduate/field assistant.

Name: Lopez, Julio C.

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

Start Date: 01/11/16

Education: High school diploma, Benning High School, Wilmington, California

Experience: Over 24 years' experience as an automotive mechanic.

Name: Mackelprang, DDS, Clark R.

Discipline(s): Dental Hygiene (Academic)

Start Date: 01/21/16

Education: Bachelor of Science, Biology, Brigham Young University, Provo, Utah; Doctor of Dental Surgery, University of California, Los Angeles, California

Experience: Over three years' experience in general dentistry and periodontics.

Name: Manos, Rebecca

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

Start Date: 01/25/16

Education: Veterinary Technology Certificate, Michigan State University, East Lansing, Michigan

Experience: Over six years' experience as a veterinarian technician.

Name: Olson, Monica M.

Discipline(s): Nursing, (Academic); Health Continuing Education, Health Information Technology, Medical Assistant, Nursing Assistant, Phlebotomy (Occupational/Workforce)

Start Date: 01/20/16

Education: Associate of Science, Nursing, University of South Dakota, Vermillion, South Dakota; Master of Science, Nursing, University of Arizona, Tucson, Arizona

Experience: Over eight years' experience as an orthopedic and emergency room nurse.

Name: Mayfield, Tracie

Discipline(s): Anthropology, Archaeology (Academic)

Start Date: 01/20/16

Education: Bachelor of Arts, Anthropology, DePaul University, Chicago, Illinois; Master of Arts, Historical Archeology, Illinois State University, Normal, Illinois; Doctor of Philosophy, Anthropology, University of Arizona, Tucson, Arizona

Experience: Over four years' experience as a graduate teaching assistant and research assistant for the University of Arizona.

Name: Quiroz, Ricardo T.

Discipline(s): Welding (Occupational/Workforce)

Start Date: 01/22/16

Education: Associate of General Studies, General Studies; Associate of Applied Science, Welding, Digital Electronics Technology; Certificate, General Electronics, all degrees granted by Pima Community College, Tucson, Arizona

Experience: Over twenty years' experience as a welder and business owner. Two years' experience teaching welding classes at Pima Community College.

Name: Siddiqui, Zeshan

Discipline(s): Computer Information System (Occupational/Workforce)

Start Date: 01/19/16

Education: Associate of Arts, Mathematics, Arizona Western College, Yuma, Arizona; Bachelor of Science in Business Administration, Management Information System, University of Arizona, Tucson, Arizona

Experience: Over nine years' experience working as a system analyst, IT Supervisor, and IT Advanced Analyst in different settings including at Pima Community College.

Name: Stall, Roxanne

Discipline(s): Art (Academic); Art for Personal Development (Developmental)

Start Date: 01/19/16

Education: Bachelor of Fine Arts, Studio Art, University of Arizona, Tucson, Arizona

Experience: Over twenty years' experience as an art illustrator. Over five years' experience teaching self-interest classes.

Name: Taylor, Emily

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

Start Date: 01/20/16

Education: Associate of Applied Science, Nursing Salt Lake Community College, Salt Lake City, Utah; Bachelor of Science, Nursing, University of Utah, Salt Lake City, Utah; Master of Science, Clinical Research Management, Arizona State University, Tempe, Arizona

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

Name: Tippett, Faith

Discipline(s): Nursing (Academic), Education (Academic)

Start Date: 01/16/16

Education: Bachelor of Science in Health Sciences, Physical Education, University of Arizona, Tucson, Arizona; Master of Science, Nursing, University of Arizona, Tucson, Arizona; Master of Education, Educational Leadership, Northern Arizona University, Flagstaff, Arizona

Experience: Over three years' experience as a registered nurse. Over 18 years of experience as a middle and high school physical education and health instructor.

Name: Zitko, Troy

Discipline(s): Business & Management (Academic), Finance (Occupational/Workforce)

Start Date: 01/19/16

Education: Bachelor of Science, Finance, Northern Arizona University, Flagstaff, Arizona; Master of Business Administration, Global Management, University of Phoenix, Phoenix, Arizona

Experience: Over fourteen years' experience as a financial analyst manager.

Approvals

Contact Person Dolores Duran-Cerda
Dolores Duran-Cerda

Chancellor Lee Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/17/16

Item Number: 3.4

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

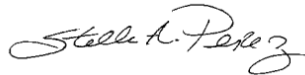
Information:

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

December 14, 2015

Approvals

Vice Chancellor _____



STELLA A. PEREZ, Ph.D.

(Continued)

All College Council
Monday, December 14, 2015
3:00pm-5:00pm
District Office, B218

Minutes

In Attendance: Carlo Buscemi, Mays Imad, Joe Labuda, Nick Meyers, Lorraine Morales, Stella Perez, Paul Schwalbach, Jeff Silvyn, Weston Stegall, Mykle Zoback

Not in Attendance: Lee Lambert, Bruce Moses, Brian Stewart, Mays Imad, Imelda Cortez, Don Harp

Notetaker: Keri Hill

1. **Introductions**

2. **Agenda Modifications**

There were no modifications to the agenda.

3. **Approval of Minutes of 11/23/15**

The minutes from the previous meeting were discussed and there are two corrections. First, regarding feedback on the Department Chair Task Force, the minutes will be adjusted to note that Don expressed concerns, as did Joe. Second, the minutes will be updated to indicate that there was discussion about the confusion over the purpose of the ACC (previously named the Governance Council) that continues to present day. The amended minutes were approved.

4. **Mission Statement**

Lorraine discussed the mission of the ACC and asked for feedback. The Council examined how the use of the word “input” differs from “feedback”. The statement will now include “input and recommendations to the Chancellor”. Nick asked about adding students specifically into the mission statement. Mays stated that the mission of the College already covers students, and Joe agreed. Lorraine asked if we would like to use the wording from the AP in the mission statement; the Council agreed. The final mission statement reads as follows:

The All College Council provides input and recommendations as appropriate to the Chancellor for decision-making based on critical analyses, ongoing inquiry, and continuous improvement, focused on the mission of the College and on student success.

Joe presented the feedback provided by the Faculty Senate. He and Mays both feel that the Faculty Senate will approve the ACC mission statement.

5. **ACC Charter**

Item held for the January meeting.

6. **Summary of ACC Activities**

A summary of ACC Activities to date was presented to the Council by Stella. Activities were organized by date and categorized as either *informational* or *action* items. The Council approved the list as is; it will be presented as part of PCC's HLC evidence.

7. **Review ACC Emails**

Emails that are sent to the PCC-AllCollegeCouncil@pima.edu address will be reviewed at the next ACC meeting. An acknowledgment of receipt will inform the sender of the review date.

8. **ACC Membership**

Joe's time as an ACC representative will end this month. He and Mays discussed the charter and bylaws and noted that there is a conflict of interest with term limits on the Senate versus limits on ACC and BOG representation. Mykle confirmed that this rule is also true for Staff Council. Joe explained why the ACC terms were initially set at one year; previously, there was discussion about providing staggered membership to provide for continuity. Mykle concurred with this overview. Brenda Even, a BOG member at the time the Governance Council was formed, supported one-year limits and was interested in having all terms start in January.

Additionally, the current membership terms do not adequately describe the process for students, who serve through May; elections are held for ICC representatives in the summer and new members begin in August.

Lorraine asked if we should go to the Board with a recommendation to change the one-year term limit. Jeff asked about clarification between types of continuity - ensuring that members are staggered and/or ensuring that there are staggered memberships from each representative group. Joe stated that if we are proposing a change in policy, we should correct both at the same time.

Stella will put a call out to the administrators to confirm the ACC reps (a BOG representative and an administrator at large). Brian already stated that he would be willing to continue.

Lorraine noted that we need to have an orientation for new members; Mays mentioned the video that is planned and how it will help.

9. **Open Forum (Council members only)**

No items.

Meeting adjourned at 3:45pm.

Future Meetings:

Monday, January 25, 2016 - District Office, B218
Monday, February 22, 2016 - District Office, A206
Monday, March 21, 2016 - District Office, B218
Monday, April 25, 2016 - District Office, B218

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

INFORMATION ITEM

Meeting Date: 2/17/16

Item Number: 3.5

Item Title	Contact Person
Administrative Procedure Changes	Chancellor's Office (206-4650)

Information:

For your information, the Chancellor informs the Board of Governors of the following changes to Administrative Procedures. Changes are being made as part of the comprehensive review and reorganization of all policies.

AP 9.01.01 Acceptable Use of Information Technology Resources
AP 9.01.02 Data Trusteeship

Approvals

Chancellor _____
Lee D. Lambert, J.D.



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Acceptable Use of Information Technology Resources
<i>AP Number:</i>	AP 9.01.01
<i>Effective Date:</i>	11/13/06
<i>Approval Date:</i>	11/13/06
<i>Review Date(s):</i>	5/27/11, 8/26/15
<i>Revision Date(s):</i>	5/27/11, 8/26/15
<i>Schedule for Review & Update:</i>	Every three years
<i>Unit Responsible for Review & Update:</i>	Information Technology
<i>Policy Title(s) & No(s).:</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this AP is to define and authorize the process of creating and enforcing Acceptable Use Standards. This AP applies to employees and any other authorized users of College technology resources.

SECTION 1: Definitions

- 1.1 Information Technology Resources include all computer and network systems, software, hardware, and audiovisual equipment owned and operated by PCC and/or connected to College equipment.

SECTION 2: Agreement Process and Enforcement

- 2.1 The Assistant Vice Chancellor for Information Technology is responsible for creating an Acceptable Use Agreement.

- 2.2 The employee will initially sign a hardcopy of this Agreement, which will be filed with Human Resources.
- 2.3 All new PCC employees must sign the Agreement before they are given access to Information Technology resources.
- 2.4 The text of the Agreement is to be reviewed and updated every three years or more frequently as needed by the Assistant Vice Chancellor for Information Technology.
- 2.5 The process for completion of the agreement form, maintenance of the list of signers, and exact actions to be taken upon failure to sign are the responsibility of the Vice Chancellor for Human Resources. Refusal or failure to sign the agreement could result in denial and/or revocation of access.



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Data Trusteeship
<i>AP Number:</i>	AP 9.01.02
<i>Effective Date:</i>	11/13/06
<i>Approval Date:</i>	11/13/06
<i>Review Date(s):</i>	5/27/11, 1/27/16
<i>Revision Date(s):</i>	8/16/11, 1/27/16
<i>Schedule for Review & Update:</i>	Every three years
<i>Unit Responsible for Review & Update:</i>	Information Technology
<i>Policy Title(s) & No(s).:</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of this AP is to define the responsibilities of Data Trusteeship and to assign responsibility for data sets to particular units.

SECTION 1: Definition

- 1.1 Data Trusteeship is the association of a set of data with a particular organizational unit within the College, for the purposes of assuring that data are accurate, available and secure, and that use of data conforms to the Data Classification Standards.

SECTION 2: Procedures and Responsibilities

- 2.1 The data and information generated by College processes belong to the College, not an individual unit within the College. All employees have the

responsibility to use data and information as needed to complete job responsibilities.

- 2.2 The accuracy, availability and security of the data within the Enterprise Resource Planning systems are the responsibility of functional units of the College. All student and financial aid data are assigned to the Office of the Provost. All finance, payroll and information technology data are assigned to the Office of the Executive Vice Chancellor of Finance and Administration. All human resources data, except payroll, are assigned to the Vice Chancellor of Human Resources. All facilities and College police data are assigned to the Vice Chancellor of Facilities. All Foundation, Media, and Community and Government Relations data are assigned to the Vice Chancellor for Operations. Any Campus-specific data not already covered above are assigned to the respective Campus President.
- 2.3 The assigned offices are to review the accuracy, availability and security of the data on a periodic basis and effect any required changes to training, data input processes, supervisory review processes and/or any other processes that impact the quality and security of the data.
- 2.4 The assigned offices are responsible for the accuracy, availability and security of reports and published information.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

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. Special Meeting to conduct Executive Session on January 13, 2016
 - B. Annual/Regular Meeting of January 13, 2016
- (2) Contract: Architects Selection for Multi-term Open-Ended Contracts
- (3) Contract: Dual Enrollment
- (4) Contract: Access and Disability Resources – Communication Access Real-time Translation-FY 2015-2016 – Increase of contract amount
- (5) Curriculum Recommendation: Multiple Program Inactivations
- (6) Proposition 301 Capital Funding: West Campus Dental Studies

Approval

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.1 (1)A

Item Title	Contact Person
Unapproved Minutes of the Special Meeting to conduct Executive Session on January 13, 2016	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Special Meeting to conduct Executive Session on January 13, 2016 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD MEETING MINUTES
January 13, 2016

A Special Meeting of the Pima County Community College District Governing Board was held to go into Executive Session on Wednesday, January 13, 2016 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
Demion Clinco
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. 201601-01

Mark Hanna – M; Demion Clinco – 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 5:22 p.m.

Adjournment

The meeting adjourned at 5:23 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.1 (1)B

Item Title	Contact Person
Unapproved Minutes of the Regular Meeting of January 13, 2016	Chancellor's Office (206-4747)

Recommendation:

The unapproved Minutes of the Regular Meeting of January 13, 2016 are submitted for approval.

Approval

Chancellor _____
Lee D. Lambert, J.D.

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

The Annual/Regular Meeting of the Pima County Community College District Board of Governors was held on Wednesday, January 13, 2016 at 5:30 p.m., in the Community/Board Room, District Central Office, 4905C E. Broadway, Tucson, AZ 85709-1010.

BOARD MEMBERS

Mark Hanna
Demion Clinco
Martha Durkin
Sylvia Lee
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
Aubrey Conover, Campus Vice President
Nina Corson, Dean of Business Science and Occupation
Alison Coulter-Mack, Assistant Vice Chancellor for Human Resources

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
Libby Howell, Executive Director for Media, Community and Government Relations
Darla Lammers, Vice President of Instruction
Karrie Mitchell, Assistant Vice Chancellor for Student Development
Lorraine Morales, President, Community and East Campus
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
Ted Roush, Campus Vice President
Brian Stewart, Academic Dean
Jeff Thies, Executive Director of Developmental Education
Bill Ward, Vice Chancellor for Facilities
Darla Zirbes, Campus Vice President

GENERAL MATTERS

Call to Order

Sylvia Lee called the meeting to order at 5:34 p.m.

Pledge of Allegiance

Sylvia Lee led the Pledge of Allegiance.

NEW BUSINESS

Sylvia Lee welcomed new Board member Demion Clinco.

Election of Board of Governors' Officers For 2016

Election of Chair of the Governing Board Motion No. 201601-02

Demion Clinco – M, Martha Durkin – S, that Mark Hanna serve as Chairperson of the Board of Governors of the Pima County Community College District in 2016.

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

Election of Secretary of the Board Motion No 201601-03

Demion Clinco – M, Mark Hanna – S, that Martha Durkin serve as a Secretary of the Board of Governors of the Pima County Community College District in 2016.

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

Proposed Annual Calendar of Regular Board Meetings, 2016

Motion to Adopt Annual Calendar of Regular Board Meetings in 2016 Motion No. 201601-04

Sylvia Lee – M, Martha Durkin –S, to approve the proposed Board of Governors Regular Meeting Calendar for 2016.

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

Proposed Annual Calendar of Board Study Sessions, 2016

Motion to Adopt Annual Calendar of Board Study Sessions in 2016
Motion No. 201601-05

Sylvia Lee – M, Demion Clinco – S, to approve the proposed Board of Governors Study Session Calendar for 2016.

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

Election of Arizona Association of District Governing Board’s Representative
Motion No. 201601-06

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

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

Recess

The meeting recessed at 5:40 p.m.

The meeting resumed at 5:45 p.m.

Incoming Board Chair Mark Hanna welcomed the audience to the first meeting of 2016.

GENERAL MATTERS

Public Comment – Call to Audience

Dominique Lewis and Mariela Yucupicio, Pima Community College (PCC) students addressed the Board on behalf of the Adult Education students and show their appreciation of the Adult Education program at El Rio Center.

Steven Mendoza, Trades/Maintenance Specialist and AFSCME Chair Person, addressed the Board regarding the changes to BP 1.25 (formally 4001).

Victor Gonzalez, Economic Development Manager for Sahuarita, addressed the Board with his support of the Intergovernmental Agreement with the Small Business Development Center (SBDC).

Janice Washington, State Director of SBDC, addressed the Board with her support of PCC becoming a new SBDC host.

Gary Molenda, President of Business Development Finance Corporation, addressed the Board to show his support of the SBDC.

Michael Peel, Community & Government Relations Advanced Analyst, addressed the Board on an update of PCC sustainability efforts.

Geneva Escobedo, Executive Assistant and ACES Board member, addressed the Board about “Celebrating Our Superstars”, an event co-sponsored by PCC to celebrate National Mentoring Month.

Remarks by Governing Board Members

Board Chair Mark Hanna is very grateful to serve as the Board Chair and is looking forward to this coming year. He also wanted to thank faculty, staff and administrators for their hard work this past year.

Board Chair Mark Hanna also wanted to acknowledge the very positive Arizona Daily Star article written by Martha Gilliland. The editorial was very positive and encouraging, this is the type of support the College needs at this time.

Board Chair Mark Hanna also talked about attending the PCC Nursing Program Candlelight Pinning Ceremony and how moved by the experience he was.

Board member Martha Durkin talked how 2016 is a very important year for PCC because of the many deadlines and important events coming up. She will be touring the College along with new Board member Demion Clinco.

Board member Demion Clinco thanked everyone for his warm welcome. He talked about his first experience with PCC was attending an athletic event; he was very impressed with its academic and athletic assemblage. He looks forward to working with the College and meeting everyone.

Board member Sylvia Lee wanted everyone to give a round of applause to the students attending from the Adult Education Program. She also wanted to acknowledge Janice Washington and express how excited she is about partnering with the SBDC.

Board member Scott Stewart wanted to congratulate Mark Hanna for his appointment to Board Chair and Martha Stewart appointment to Secretary. He thanked everyone for their work in 2015.

Board Member Mark Hanna announced that the Board Members would be voting in February to amend the 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
Jonathan Paton, Arizona State Legislature, provided an update on legislative strategy and 2016 legislative issues. He spoke specifically about Expenditure Limitation Legislation and

how it is affecting PCC. PCC could be facing a \$30 million cut to the budget if this bill passes. Mr. Paton reported that State Legislators may be able to kill the expenditure limitation bill this year but PCC may have to face this bill again at some point in the future. Mr. Paton stated that PCC needs to either prepare for a devastating hit to the college with the passing of this bill or PCC needs to stress to community business leaders how important the College is to the development of their businesses and strengthen their support of the College. PCC needs to continue to strengthen our relationships with state legislators as well.

Board Chair Hanna added that more information on expenditure limitations and legislation can be found on the Board website.

REPORTS

Reports by Representatives to the Board

Student – no student representative present

There was no report.

Temporary Staff – no temporary staff representative present

There was no report.

Staff – George Caballero, Acting representative

There was no report.

Adjunct Faculty – no adjunct faculty representative present

There was no report.

Faculty – Mays Imad

Faculty Representative Mays Imad reported on the January 13th Faculty Senate meeting held. New officers were elected and they are currently getting familiar with their new roles. Faculty senate will be reviewing the Faculty Senate charters. They will also be developing a mentor program and on-boarding for new Senators on their new roles and how to communicate with their constituents.

Administrator – Brian Stewart

Administrator Representative Brian Stewart reported on the new MyPima Portal and gave a financial aid update. Mr. Stewart welcomed everyone back from the Holiday break and gave an update on All Faculty Day.

Administration Report

Student Success Showcase – Stella Perez

Stella Perez, Vice Chancellor of Operations presented a video telling the story of a past PCC student, Kevin Keith. Mr. Keith attended PCC in 1986 and left in 1988, two courses short of completing his AAS degree in digital electronics. Even though he had not completed his degree, he still felt he was going to be able to succeed due to the support of two faculty members who continued to keep in contact with Mr. Keith after he left PCC. Because of their support and the education he received, he was able to find work as a repair technician

in a stereo repair shop and local Tucson music stores. After about two years he moved to Los Angeles and immediately landed a job as an instrument technician on a major concert tour. That experience, my electronic background and the recommendation from the two PCC faculty members led him to many positions in the music industry and the ability to start producing music for popular television shows. He has worked for Warner Bros., Google YouTube and he is currently the Worldwide Chief Studio Engineer for Apple Engineering.

Mr. Keith felt he needed to share his story and give back to the school that had given so much to him. He encourages students to pursue something they enjoy and be passionate about their goals.

Accreditation Update – Bruce Moses

Bruce Moses, Assistant Vice Chancellor for Accreditation, presented an Accreditation update. For the sake of the new Board members, Mr. Moses explained the process of updating the Colleges initiatives for the Higher Learning Committee (HLC) efforts. He reviewed the rubric created to highlight the current level of achievements made towards each of the initiatives. Mr. Moses highlighted the many initiatives where PCC is on track with and moving in the right direction.

Assessment of programs has been a problem with PCC and is an area where improvements will take longer to see. The College needs to make assessments a priority. Mr. Moses is encouraging Board members to express to administrators the urgency to this situation. Chancellor Lambert suggested having the departments, with the most identified gaps, present their assessment plans, status and progress to the Board. Mr. Moses will be coming up with a plan to have the departments present their assessment plans to the Board. He also stated that he and his team are reviewing applications for the Director of Assessment position and are hoping to have someone hired within the next 30-60 days.

Chancellor's Report

The Chancellor started his report by welcoming everyone back from the Holiday break. Chancellor Lambert thanked each of the Board members for their services and is looking forward to the upcoming year.

Highlights of Chancellor's report included:

- Institute of Mexicans Abroad (IME) Scholarship Ceremony
- MAT 220 class visit-Mollie Minke, NWC
- WIB Annual Meeting
- Meeting with Mayor Rothschild- JTED Program in Hermosillo, Mex.
- Cababi Magazine Launch (April Burge, writing faculty)
- Tucson Values Teachers: Inaugural Summit, Let's Talk Education
- Chilean Automotive Students Welcome
- Japanese Cultural Event Welcome
- M.A.G.I.C Weekend event
- Ted Maxwell's military promotion to Major General

- State’s Legislature Opening & Governor’s State of the State (Sen. Bradley)
- Meeting with Mr. Sooil Choi, Mayor of Ulleung-gun, SK.
- Governor Ducey’s State of the State (Tucson)
- Tucson Young Professionals CEO Roundtable
- PAG-Economic Vitality Advisory Committee Meeting
- Interview with Bill Buckmaster
- Service excellence training

Chancellor Lambert also wanted to reassure everyone that he is very committed to PCC and he plans on staying with the College.

INFORMATION ITEMS

Financial Report — October 2015 Financial Statements

This item was noted as an information item.

Employment Information

This item was noted as an information item.

Adjunct Faculty Appointments

This item was noted as an information item.

All College Council Meeting Minutes

This item was noted as an information item.

ACTION ITEMS

Consent Agenda

Motion No. 201601-07

Sylvia Lee – M, Martha Durkin – S, to approve the Consent Agenda.

- 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

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

OTHER ACTION ITEMS

Appointment to the Board of Governors’ Finance and Audit Committee

Motion No. 201601-08

Board member Lee nominated Board member Clinco to serve on the Board of Governor’s Finance and Audit Committee.

Sylvia Lee – M, Martha Durkin – S, to approve the appointment of Board member Demion Clinco to serve on the Board of Governor’s Finance and Audit Committee.

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

Motion No. 201601-09

Sylvia Lee – M, Demion Clinco – S, to approve new community representative, David Ortega, to serve on the Board of Governor’s Finance and Audit Committee.

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

ADJOURNMENT

Adjournment

The meeting adjourned at 7:38 p.m.

Secretary

Date

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.1 (2)

Item Title	Contact Person
Contract: Architects Selection for Multi-term Open-Ended Contracts	William R. Ward II Vice Chancellor, Facilities (206-2610)

Recommendation:

The Chancellor recommends that the Board of Governors approve the selection of BWS Architects, GLHN Architect and Engineers, Inc., M3 Engineering and Technology Corporation, Swaim Associates, and WSM Architects to provide architectural services for College capital projects.

Justification:

The College uses consulting architects to provide drawings, plans, specifications, estimates and construction observation for College construction projects that require architecture, engineering, assaying, geology, landscape architecture or land surveying. Because capital outlay projects have short timelines for completion, it is not practical to conduct an architect selection process for each capital project.

Arizona Revised Statutes direct the selection process for architects to be based on qualifications. By statute, fees, price, man-hours, or any other cost information cannot be considered until after the highest qualified firm is determined. In accordance with State statutes and College policies, the College issued a Request for Proposals (RFP) for Multi-Term, Multi-Requirement Architectural Services. Multi-Term means that the selected architects are “on-call” to assist the College for a one-year term with the potential to be extended for four additional one-year terms. Multi-requirement means that each architect may be asked to assist with more than one project. The College has no obligation to extend the term, or to assign any projects to any of these firms.

The College received proposals from seventeen (17) architectural firms. A committee comprised of representatives from the College, including a licensed architect screened the proposals using a structured evaluation form and open discussion. The committee selected five firms based on criteria established by the committee, including: firm experience; strength of architectural and engineering teams; design methodology; project history; quality control procedures; firm size; project and schedule management; and references.

(Continued)

The five firms selected are:

- BWS Architects
- GLHN Architect and Engineers, Inc.
- M3 Engineering and Technology Corporation
- Swaim Associates
- WSM Architects

This support the 2014-17 Strategic Plan:

Strategic Direction 1: Reaffirm HLC accreditation and fully commit to the HLC guiding values.

Strategy 1.4: Implement the recommendations from the HLC.

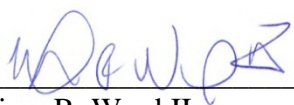
Strategic Direction 2: Improve student access and student success.

Strategy 2.2 Implement changes based on the findings of the Student Services Redesign Committee.

Financial Considerations:

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

Approvals

Contact Person  _____
William R. Ward II

Chancellor _____
Lee D. Lambert, J. D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.1 (3)

Item Title	Contact Person
Contract: Dual Enrollment	Dr. Dolores Durán-Cerda, Acting Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve this Contract between Pima County Community College District and Mountain Rose Academy charter high school. The term for this Dual Enrollment Contract is for August 1, 2015 through June 30, 2018. The tuition rates and scope of work specific to this umbrella Contract will be reviewed and revised on an annual basis during the Contract term.

Justification:

This Contract and its use are mandated under A.R.S. § 15-1821.01(1) and the College and School District are authorized to enter into this Contract pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01.

The Dual Enrollment Contract allows juniors and seniors at the district high schools to earn college credit while completing secondary school requirements towards graduation, during the school day. Course offerings include a variety of general education and occupational courses as agreed upon by administrators of the high school and the College. Under the terms of the Contract, the school districts will work with the College to meet State requirements for inclusion as college enrollments.

College Plan Initiative:

This action supports the 2011-2013 Pima Community College Plan, specifically Initiative 4, Action 4.6.9 which states: Serve as a catalyst and resource for educational innovation through strategic partnerships.

Financial Considerations:

Fiscal considerations for this Contract are summarized as reciprocal services. The College will issue a Statement of Value for Reciprocal Services to the school district at the end of each term that calculates a value of the instructional services provided to students enrolled in Dual Enrollment courses under the Contract.

The College will issue an invoice for payment due on such occasions when a school district requests services from the College that are not reciprocal such as facility rental or adjunct faculty.

Approvals

Contact Person *Dolores Durán-Cerda*
Dolores Durán-Cerda

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/2016

Item Number: 4.1 (4)

Item Title	Contact Person
Contract: Access and Disability Resources – Communication Access Real-time Translation-FY 2015-2016 – Increase of contract amount.	Dr. Dolores Durán-Cerda, Acting Provost and Executive Vice Chancellor (206-4999)

Recommendation:

The Chancellor recommends that the Board of Governors approve the increase of the contract amount with Kimberly Ann August for the provision of Communication Access Real-time Translation (CART) services to Pima Community College for July 1, 2015 through June 30, 2016 for the additional amount of \$200,000.

Justification:

Pima Community College has an obligation to provide reasonable accommodations to students that have a disability including CART. CART services assist the hearing-impaired by translating spoken words into text, giving them personal and immediate access to the communication they need in the classroom. Kimberly Ann August has been providing CART and transcription services to the College for over 15 years. The vendor, Kimberly August, is used because she assigns local transcribers and provides the equipment needed for those using the service. Several other contractors have been contacted. They do not use local transcribers. Instead, they use remote services that Pima Community College is not equipped to handle at this time.

Financial Considerations:

The cost of services has already exceeded the approved amount of \$120,000 and is not expected to exceed the additional \$200,000 that is being requested for fiscal year 2015- 2016.

Approvals

Contact Person _____ *Dolores Durán-Cerda* _____
Dr. Dolores Duran-Cerda

Chancellor _____
Lee D. Lambert, J.D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.1 (5)

Item Title	Contact Person
Curriculum Recommendations: Multiple Program Inactivations: Surface Mining Technology - Associate of Applied Science for Direct Employment (AASSMT) Advanced Surface Mining Technology - Certificate for Direct Employment (CRTSMA) Basic Surface Mining Technology - Certificate for Direct Employment (CRTSMB) Structured English Immersion (SEI) - Post-Degree Certificate for Direct Employment (CRDESE) Digital Arts - Post Degree Certificate for Direct Employment (CRDDAR)	Dr. Dolores Durán-Cerda, Acting Provost and Executive Vice Chancellor (206-4999)

Recommendation:

Per Board Policy 3.25 Curriculum, the Chancellor recommends that the Board of Governors approve the inactivation of the following Programs:

- Surface Mining Technology - Associate of Applied Science for Direct Employment (AASSMT)
- Advanced Surface Mining Technology - Certificate for Direct Employment (CRTSMA)
- Basic Surface Mining Technology - Certificate for Direct Employment (CRTSMB)
- Structured English Immersion (SEI) - Post-Degree Certificate for Direct Employment (CRDESE)
- Digital Arts - Post Degree Certificate for Direct Employment (CRDDAR)

Justification:

Surface Mining Technology - Associate of Applied Science for Direct Employment (AASSMT)
Advanced Surface Mining Technology - Certificate for Direct Employment (CRTSMA)
Basic Surface Mining Technology - Certificate for Direct Employment (CRTSMB)
Desert Vista Campus has requested the inactivation of the three Surface Mining programs due to lack of community need or jobs for graduates. These programs were initiated in 2008 as part of a surface mining program developed in collaboration with Freeport McMoRan. When the mining industry took a downturn, the development of the program was placed on hold. These programs have never run, and have produced no graduates. The courses and programs will be inactivated and held in reserve in the event that the community has a new need for this type of training.

Structured English Immersion (SEI) - Post-Degree Certificate for Direct Employment (CRDESE)

(Continued)

Desert Vista Campus has requested the inactivation of the Structured English Immersion Post-Degree Certificate. As defined by the Arizona Department of Education, Structured English Immersion endorsement for K-12 had, up to summer 2015, consisted of 6 credits of coursework. In summer 2015, the requirement was reduced to 3 credits. Since there are now only 3 credits required for the endorsement, the endorsement as a certificate program will be inactivated. The coursework required for the endorsement will be offered as a 3-credit course.

Digital Arts - Post Degree Certificate for Direct Employment (CRDDAR)

West Campus has requested the inactivation of the Digital Arts Post Degree Certificate program due to lack of community need or sufficient enrollment. There have been less than 5 students completing this program within the past five years.

Strategic Plan Initiative:

This action supports the 2014-2017 Pima Community College Strategic Plan, specifically Strategic Direction 4, which states: Improve responsiveness to the needs of business community and economic development opportunities

Financial Considerations:

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

Approvals

Contact Person *Dolores Durán-Cerda*
Dolores Durán-Cerda

Chancellor _____
Lee Lambert, J.D.

**PimaCountyCommunityCollegeDistrict
Board of Governors**

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.2 (1)

Item Title	Contact Person
Amendment to Board Bylaws	Chancellor's Office (206-4747)

Justification:

In accordance with Board Bylaw, Article IX: Amendment to Bylaws, Section 1, the Board has requested to consider and vote on proposed amendments to the Bylaws.

Approval

Chancellor _____
Lee D. Lambert, J.D.



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; [2/1/16](#)
Motion Number: 1516, 1518
Legal Reference: ARS 15-1443

Section 1. The officers of the Board shall be the Chair of the Board and [Vice Chair](#)/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.



Pima County Community College District Board Bylaws

Bylaw Article Title: **Duties of Officers**

<i>Bylaw Article Number:</i>	V
<i>Adoption Date:</i>	11/15/78; 12/11/13; 2/5/14
<i>Revision Date(s):</i>	2/8/95; 12/9/13; 1/14/14; 2/1/16
<i>Motion Number:</i>	1519; 5300
<i>Legal Reference:</i>	ARS 15-1443 and 15-1445

Section 1. The Chair of the Board shall perform the following duties:

1. In consultation with the Board and the Chancellor, plan the work of the Board and set Board priorities;
2. Preside at all meetings of the Board when possible;
3. Act on behalf of the Board when required by law or at direction of the Board by signing contracts and other official documents in the name of the Board;
4. Ensure that the Board undertakes and completes a yearly self-evaluation prior to the conclusion of the Chair’s term.
5. Sign communications from the Board, except where the Board decides otherwise;
6. Serve as or designate a Board member to represent the Board on occasions prescribed by law, state regulations or when assigned to do so by the Board;
7. Perform such other special duties as shall be prescribed by law or as vested in the Board Chair by the Board;

8. ~~In the~~ During a temporary absence of the Vice Chair/Secretary of the Board, ~~the Board Chair shall be empowered to appoint~~ the Board member present with the longest service on the Board ~~to~~ shall fulfill the obligations of the ~~Office of the~~ Vice Chair/Secretary.
9. After consultation with the Board, appoint members to advisory committees which are created by the Board.
10. Act as the official spokesperson for the Board.

Section 2. The Vice Chair/Secretary of the Board shall perform the following duties:

1. Sign the minutes and records of meetings of the Board and such other documents as directed by the Board;
2. In the absence of the Board Chair preside at Board meetings and, by action of the Board empowering the Vice Chair/Secretary, assume responsibilities vested in the Board Chair;
3. Perform such other special duties as shall be prescribed by law, determined by lawful regulations or delegated to the Vice Chair/Secretary by the Board.

Section 3. In the absence of both the Chair and Vice Chair/Secretary of the Board, the Board member present with the longest service shall be empowered by the Board to perform the duties of the Board Chair.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.2 (2)

Item Title	Contact Person
Board of Governors' Human Resource Advisory Committee Charter and appointment to Board of Governors' Human Resource Advisory Committee	Daniel Berryman Vice Chancellor for Human Resources (206-4586)

Recommendation:

The Chancellor recommends that the Board approve the Committee Charter to the Board of Governor's Human Resources Advisory Committee, and approve the appointment of three community representatives and two Board Members to serve on the Board of Governors Human Resource Advisory Committee.

Justification:

As part of the College's continued improvements in Human Resources and transparency, the Board approved the creation of a Board of Governors Human Resource Advisory Committee along with the respective Committee Charter.

The Committee was approved to have seven members, including two PCCCD Governing Board Members and three community representatives and PCC General Counsel as Ex-Officio. With the approved Charter composition amendment, the Committee will consist of no fewer than seven but no greater than ten members, including two PCCCD Governing Board Members.

Community Representatives:

Anna Maiden

Education: Master's of Education in Educational Leadership at Northern Arizona University. Bachelor's of Arts in Business Management from Prescott College

Experience: Anna has over 15 years of experience in Human Resources in the public sector and currently serves as the Chief Human Resource Officer for Tucson Unified School District. She has also served as an Assistant Superintendent for Operation and Human Resources and was responsible for overseeing the Facilities/Maintenance, Transportation, Food Services, and Athletics Departments for the Sunnyside School District. She is trained as a mediator with the Attorney General Office, was a former school board member, has served on the board for YWCA and is a current 2nd Vice Chair for Girl Scouts of Southern Arizona. Her extensive knowledge and experience makes her a great asset to Tucson Unified School District.

(Continued)

Rachel Schaming, BS, PCC

- Education: Bachelor of Science; Personnel Administration, University of Florida
Graduate Courses; Organizational Development and Human Resources
Management; University of Michigan and Thunderbird International University
Certified Conflicts Mediator
Certified Professional Coach
- Experience: Rachel is an organizational and individual change leader, accomplished senior human resource professional with 28 years of proven success in leading people, processes, systems and cultures in innovative change initiatives and recently retired as the Human Resources Director for Radiology Limited. Recognized for excellence and innovation in championing organization and individual change, transition, and employee effectiveness, through strategic planning, coaching and development. Solid business manager able to translate business strategic goals into team and individual actions. Multi-faceted experience spanning high technology, legal, medical and aerospace industry – from start-up, reorganization, mergers, acquisitions and downsizing. International coach, consultant, presenter and published author. Rachel has published more than 200 articles. She is a frequent international speaker on organizational development topics.

Sandra B. Lueders

- Education: MS, Industrial Relations, University of Oregon
BA, Psychology, University of Victoria, Canada
Sr. HR Professional (SPHR), HR Certification Institute
Sr. Certified Professional-HR, Society for Human Resources
Certified Chief Executive (CCE), Credit Union Executives Society
- Experience: Sandra has over 25 years' experience in the Human Resources field in the corporate sector. She is an Executive leader and member of senior management team at Vantage West Credit Union. She develops and executes strategic direction for Human Resources and Learning & Development initiatives across the company. Accountable for providing effective, progressive and practical human resources and development programs, which serve the needs of management and employees and support the bottom-line results of the company.

Governing Board Member Representatives:

Mark Hanna, District 1
Martha Durkin, District 5

Financial Considerations:

There are no financial obligations associated with this committee.

(Continued)

**Committee Charter:
Board of Governor's Human Resources Advisory Committee**

Purpose

The purpose of the Human Resources Advisory Committee (HR Advisory Committee) is to assist the Pima Community College Board of Governors' (the Board) oversight and monitoring the responsibilities of Human Resources. The HR Advisory Committee shall keep the Board informed about pertinent HR matters. The HR Advisory Committee will not consider personnel issues specific to a particular individual.

Composition

The composition of the HR Advisory Committee will be as follows:

- PCC Board of Governors members (2)
- Community representatives (at least 3)
- PCC Vice Chancellor for Human Resources
- PCC Assistant Vice Chancellor for Human Resources
- PCC General Counsel (Ex-Officio)

The two Board members will be appointed by a vote of the Board of Governors.

The community representatives shall be professionally knowledgeable about Human Resources' best practices, human capital management, human resource processes, performance evaluation, discipline and grievance procedures, organizational effectiveness of HR, HR as an agent of change, and/or HR as a business partner.

Length of service of community members is expected to be at least one year and no more than three years. The chair position will be for a one year term and be rotated among committee members.

Meetings

The HR Advisory Committee will meet at least quarterly (January, April, July and October) and more often as needed. All members are expected to attend each meeting, either in person or via tele- and video-conference. Meeting agendas will be prepared and provided in advance to members, along with appropriate supporting materials.

State of Arizona open meeting status A.R.S. §§ 38-431 to 431.09 will be applicable.

Objectives

1. The HR Advisory Committee will review in October the HR performance metrics to be reported to the Board of Governors at their November meeting. The HR Advisory Committee may make suggestions or request additional information as appropriate.

(Continued)

2. The HR Advisory Committee will review updates on the continuous improvement of Human Resources, including progress on ongoing recommendations from the Baker-Tilly report and in meeting the requirements of the Higher Learning Commission.
3. The HR Advisory Committee will assist Human Resources in systems review with the goal of looking for ways for HR to be more effective and efficient.

Approvals

Contact Person



Daniel Berryman

Chancellor

Lee D. Lambert, J.D.

(Continued)

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 02/17/2016

Item Number: 4.2 (3)

Item Title	Contact Person
Lease Agreement: Northern Arizona University	William R. Ward II Vice Chancellor, Facilities (206-2610)

Recommendation:

The Chancellor recommends that Board of Governors authorize the College through the Chancellor, the Vice Chancellor for Facilities and College Police, or designee to conclude negotiations with Northern Arizona University (NAU) and to sign a Lease Agreement for space at the West Campus for nursing related programs in conformity with the terms described in this Board report.

Justification:

In an effort to develop a more comprehensive nursing partnership with Pima Community College (PCC) and to serve the workforce needs of the healthcare industry in Pima County, NAU presented a proposal to relocate from its current Tucson North campus and establish a full Bachelor of Science in Nursing (BSN) program offered by NAU on the College's West Campus.

NAU would need approximately 2,600 square feet of dedicated space at the West Campus to relocate the Nursing program. The space would be designed by PCC in partnership with NAU to provide them with the necessary offices and simulation/assessment labs required. In addition to the dedicated space, NAU is requesting shared use of existing conference rooms, computer labs and classrooms. NAU would furnish the renovated space and relocate over \$428,000 in lab equipment to the West Campus to educate nurses in these programs.

NAU currently serves approximately 100 nursing students per year and many, if not all of these students, earn their pre-requisite science courses at PCC. PCC and NAU have already established a partnership to concurrently serve nursing students through the AAS and BSN degree. Each semester students take classes from both institutions and earn both degrees in the same semester. This innovative program streamlines the student's education to meet the Institute of Medicine's (IOM) recommendation that 80% of nurses hold a bachelor's degree by 2020.

Locating the NAU nursing at the West Campus creates many opportunities for both schools to collaborate, share resources and develop more synergies between both programs. This partnership also leverages and maximizes taxpayer resources during challenging times of state and local funding. By approving this lease agreement, PCC is taking steps towards developing a Center of Excellence within the District.

(Continued)

Additionally, NAU offers a Master of Science with a major in Nursing that could help PCC faculty earn this credential and fulfill the guidelines established by The Higher Learning Commission (HLC) for those interested in a nursing faculty role. PCC and NAU are in discussions about how to facilitate this partnership.

PCC and NAU will continue to partner to deliver additional bachelor degree pathways including: Business, Elementary Education, Special Education, Public Administration, Justice Studies and Hotel and Restaurant Management. PCC and NAU have opportunities to co-brand all pathways to local high school students and parents, demonstrating affordable and quality education without having to leave Tucson or Pima County.

Strategic Plan 2014 - 2017:

Strategic direction 2: Improve access and student success within the Department of Nursing by:

- 2.1 Increase interest and recruitment in the ADN program and the CEP program for BSN attainment.
- 2.2 Increase and simplify the rate of transfer for ADN students into a four-year institution.

Strategic direction 3: Foster partnerships to strengthen educational opportunities in response to the needs of the community by:

- 3.4 Engage with community partners to provide a clear and supportive pathway to PCC Nursing Programs.

Strategic direction 4: Improve the responsiveness to the needs of the business community and economic development opportunities by:

- 4.2 Partner with industry to customize, both in content and in format, educational programs that meet the needs of the health care industry.
- 4.4 Develop and foster internal processes that allow the Nursing Program to respond to current and emerging workforce/industry needs in an accelerated manner.
- 4.5 Maintain and increase partnerships with industry leadership to provide the skilled workforce necessary to grow the health care sector.

Financial Considerations:

To accommodate the NAU nursing program PCC will need to cover construction improvements to the dedicated 2,600 square feet of space. Construction costs have been estimated at \$280,000 and operating costs for the next ten (10) years have been estimated at \$208,000. PCC and NAU have agreed to an initial lease rate of \$20 per square foot with annual adjustments that based on College estimates will allow the College to recover its costs and net the College a 6% return over a ten (10) period. The proposed lease rates and increases are based on prior market research

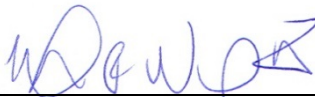
(Continued)

and the rates currently used for other College lease agreements. The lease would establish a five (5) year initial term period with one additional five (5) year renewal period. To cover the initial construction costs, we would ask the Board of Governors to consider utilizing funds from the approved Strategic Initiatives budget. The College will design and construct the facility improvements in such a manner that they will be usable by the College and/or another occupant should NAU's use of the facilities end prior to the ten year expected duration of the Lease Agreement.

Given the needed lead time on plan review and construction, and given that NAU's current lease at their Tucson North campus location will be expiring at the end of April, Board of Governors approval of this Action Item is requested in order to accommodate a July, 2016 relocation. This timeline will ensure that NAU meets their accreditation requirements and that they have no gaps in their service delivery to the enrolled students.

Approvals

Contact Person



William R. Ward II

Chancellor



Lee D. Lambert, J. D.

PimaCountyCommunityCollegeDistrict

Board of Governors

4905C East Broadway/Tucson, Arizona 85709-1010

ACTION ITEM

Meeting Date: 2/17/16

Item Number: 4.2 (4)

Item Title	Contact Person
Board Policy Substantive Changes, Deletion and New Board Policy — Final Reading	Chancellor’s Office (206-4747)

Recommendation:

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

BP 8.08 Firearms and Other Weapons

Justification:

Board Policies 2.01 and 2.05 were reviewed by representatives of relevant stakeholders, Governance Bodies and posted for public comment for 21 days.

Financial Considerations:

None.

Approvals

Chancellor _____
Lee D. Lambert, J.D.



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Firearms and Other Weapons
<i>Board Policy Number:</i>	BP 8.08
<i>Adoption Date:</i>	11/18/15
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Facilities
<i>Motion Number:</i>	201511-04
<i>Legal Reference:</i>	A.R.S. § 12-781; 13-2911; 13-1302; 13-1502 and 13-1503
<i>Cross Reference:</i>	Institutional Security and Safety, BP 8.05

The Board of Governors prohibits the use, possession or display of firearms and other weapons, explosive device, or fireworks on any campus and in all buildings owned or under the control of Pima Community College. Firearms may be stored in a person’s locked and privately owned motor vehicle or in a locked compartment on the person’s privately owned motorcycle in accordance with A.R.S. § 12-781. No concealed carry permit exempts a person from this policy.

If any person requests an exemption from this policy, the Chief of Police of the Pima Community College Police Department has been empowered to review and grant any such requests.

Exceptions

Exceptions to this policy include:

- Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency performing official duties;

- Peace officers certified by the State of Arizona in an off-duty capacity and currently employed by an Arizona law enforcement agency;
- Any law enforcement officer working under their color of authority;
- Firearms and or weapons used in authorized academic programs for which prior approval has been obtained from the Dean or Department Head, Provost, and Chief of Police or their authorized representatives;
- Any other activity that has been given prior written approval by the Chief of Police.