



Maricopa County Community College District Governing Board Agenda November 24, 2015

vision A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

mission The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through: University Transfer Education, General Education, Developmental Education, Workforce Development, Student Development Services, Continuing Education, Community Education, Civic Responsibility, and Global Engagement.

AGENDA REVIEW

4:30 P.M.

District Support Services Center | 2411 W 14th Street | Tempe, AZ 85281-6942 | Governing Board Room—Second Floor

CALL TO ORDER

AGENDA REVIEW FOR THE DECEMBER 8, 2015 REGULAR BOARD MEETING

ADJOURNMENT

- vision** A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.
- mission** The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through: University Transfer Education, General Education, Developmental Education, Workforce Development, Student Development Services, Continuing Education, Community Education, Civic Responsibility, and Global Engagement.

REGULAR MEETING

6:30 p.m.

District Support Services Center | 2411 West 14th Street | Tempe, AZ 85281 | Governing Board Room—Second Floor

GENERAL

Governing Board Members, the Chancellor, and representatives of various groups may each present a brief summary of current events. The Governing Board will not propose, discuss, deliberate or take legal action on any matter presented in a summary.

1. Call to Order
2. Pledge of Allegiance
3. Student Life Reports
 - 3.1 Phoenix College
4. College Reports
 - 4.1 Year Up Arizona Presentation, GateWay Community College
5. Faculty Executive Council Report
6. Adjunct Faculty Association Report
7. Emeritus, Awards, and Recognition
 - 7.1 Emeritus Distinction Award, Paradise Valley Community College (2)
8. Citizens Interim

This is an opportunity for members of the public to address the Governing Board. In compliance with the Open Meeting Law, the Governing Board will neither discuss nor take action on issues raised during this portion of the agenda. When necessary, issues will be taken under advisement and placed on a subsequent agenda. Presenting concerns to the Board and the free expression of ideas should be communicated with decorum and respect. Uncivil or disorderly conduct is not permitted. The use of derisive or insulting language or the direction of remarks that defame, attack, or harass an individual may serve as cause for the Board's President to direct that the speaker immediately conclude his or her remarks.
9. Chancellor's Report
10. Employee and Constituency Group Reports

APPROVAL OF THE ORDER OF THE AGENDA

The order of agenda items is subject to change.

CONSIDERATION OF CONSENT AGENDA ACTION ITEMS

All items with an asterisk are consent matters unless they are removed from the Consent Agenda at this time. Any item may be removed from the agenda by the Chancellor as a matter of administrative prerogative, or by the Governing Board upon motion duly made, seconded, and approved. Consent Agenda items will be approved by one motion (Note: a second to the motion shall not be needed) and there will be no specific discussion of these items. Items removed from the Consent Agenda will be approved during the consideration of the Non-Consent Agenda.

ACTION

11. MINUTES
 - *11.1 Take action on the minutes of the *November 24, 2015 Regular Board Meeting* and *November 24, 2015 Agenda Review*

- 12. CHANCELLOR
 - *12.1 Take action on Emeritus Distinction Paradise Valley Community College (PVCC)
 - *12.2 Take action on Emeritus Distinction Paradise Valley Community College (PVCC)
- 13. ACADEMIC AND STUDENT AFFAIRS
 - *13.1 Take action on Curriculum
 - *13.2 Take action on Arizona Small Business Development Center Network—Arizona Procurement Technical Assistance Center
- 14. BUSINESS SERVICES
 - *14.1 Take action on Drainage Easement to the City of Scottsdale for a Relocated Retention Basin at Paradise Valley Community College Black Mountain Campus
 - *14.2 Take action on Utility Easement to the City of Scottsdale for Water Meters Installation and Water Line Extension at Paradise Valley Community College Black Mountain Campus

CONSIDERATION OF NON-CONSENT ACTION ITEMS

- 15. CHANCELLOR
 - 15.1 Take action on Approval for District-Wide Web Architecture and Redesign
- 16. BUSINESS SERVICES
 - 16.1 Take action on Ground Lease Agreement between MCCC at the Maricopa County Regional School District
 - 16.2 Take action on Campus Repainting Chandler-Gilbert Community College Pecos Campus
 - 16.3 Take action on Construction Contract Award for New Classroom and Engineering Lab Building at Chandler-Gilbert Community College Williams Campus

INFORMATION ITEMS

- 17. HUMAN RESOURCES
 - 17.1 Review of Employments (Regular, Short-Term, and Specially Funded) (November)
 - 17.2 Review of Separations (November)

MONITORING REPORTS

- 18. BUSINESS SERVICES
 - 18.1 Budget Analysis Report, Fund 1—General Unrestricted Fund, for the Five Months Ending November 30, 2015

COMMUNITY LINKAGE

- 19. Governing Board Reports
- 20. Vice Chancellor Reports
- 21. External Community Reports
 - 21.1 Arizona Association of District Governing Boards (AADGB)
 - 21.2 Arizona School Boards Association (ASBA)
 - 21.3 Association of Community College Trustees (ACCT)

ESTABLISHMENT OF NEXT MEETING DATES, TIMES AND PLACES (TENTATIVE UNTIL APPROVED)

- 22. January 12, 2016, 5:00 p.m., Policy Committee Meeting, Governing Board Room
- 23. January 12, 2016, 6:00 p.m., Agenda Review, Governing Board Room
- 24. January 12, 2016, 7:00 p.m., Election of New Officers and Board Retreat, Governing Board Room
- 25. January 26, 2016, 5:00 p.m., Budget and Finance Committee Meeting, Governing Board Room

26. January 26, 2016, 6:30 p.m., Regular Board Meeting, Governing Board Room

ADJOURNMENT

EXECUTIVE SESSION

Immediately following the Regular Board Meeting

District Support Services Center | 2411 West 14th Street | Tempe, AZ 85281 | Maricopa Room—First Floor

CALL TO ORDER

APPROVAL TO GO INTO EXECUTIVE SESSION

1. Discussion with designated representatives for the Board xxx—ARS §38-431.03.A.7—xxx

EXECUTIVE SESSION

ADJOURNMENT



Maricopa County Community College District Governing Board Minutes November 24, 2015

A regular meeting and an Executive Session of the Maricopa County Community College District Governing Board were scheduled to be held beginning at 6:30 p.m. at the District Support Services Center, 2411 West 14th Street, Tempe, Arizona, pursuant to ARS §38-431.02, notice having been duly given.

GOVERNING BOARD

Tracy Livingston, President
Johanna Haver, Secretary
Doyle Burke, Member
Alfredo Gutierrez, Member
John Heep, Member
Jane McGrath, Member
Dana Saar, Member

ADMINISTRATION

Rufus Gasper
Maria Harper-Marinick
Debra Thompson
LaCoya Shelton-Johnson
Edward Kelty
Mary O'Connor (Interim)
Lee Combs
Bill Guerriero (Interim)
Ernie Lara
Steven Gonzales
Irene Kovala
Shouan Pan
Paul Dale
Chris Haines (Interim)
Chris Bustamante
Jan Gehler
Shari Olson
Gene Giovannini

CALL TO ORDER

The Regular Board Meeting was called to order at x p.m.

SUBSTITUTIONS

There were x substitutions for members of the CEC.

PLEDGE OF ALLEGIANCE

The assembly pledged allegiance to the United States of America led by Mr. Saar.

CLASS ACKNOWLEDGEMENTS

There were no classes present.

STUDENT LIFE REPORTS

Mr. Mike Ho, Director of Student Life and Leadership at Paradise Valley Community College (PVCC), introduced members of PVCC's Student Government and Student Leaders to the Board. PVCC sponsored a Mental Health Awareness Day this past September to address how anxiety and depression are two of the most prevalent mental illnesses found on college campuses and not enough students search for the help they need. Free screenings were offered, along with speaker presentations, to help minimize the stigma associated with mental health diagnoses. Over 200 participated in events and 70 students were screened with Counselors. They would like to broaden the scope of the project district-wide. Phi Theta Kappa organized an international festival paired with Student Life to make this year's Spirit Week internationally themed. Hundreds of students participated in events and activities and reported this was their favorite Spirit Week theme. They hope to continue this legacy of diversity inclusion on campus. PVCC celebrated the First Annual Nontraditional Student Week this past November, hosting a coffee house event, campus pizza party, essay contest (awarding two scholarships to two non-traditional students), and ending the week with a celebration lunch with a keynote speaker who is a non-traditional student. PVCC hopes to recognize all non-traditional students across all campuses in the district. The spring semester will focus on Positive Social Change.

PVCC Presenters: Mike Ho, Director of Student Life and Leadership; Oscar Hernandez, President of Student Government; Lauren Mitchell, Psychology Club; Sawsan Abdurrahman, President of Phi Theta Kappa; and Don Lant, President of the AWARE Club

COLLEGE REPORTS

Dr. Ernie Lara, President of Estrella Mountain Community College, announced EMCC was presented with the *Best of the West Award* for ...

FACULTY EXECUTIVE COUNCIL (FEC) REPORT	Ms. Salina Bednarek, President of the Faculty Association, reported ...
ADJUNCT FACULTY ASSOCIATION (AFA) REPORT	Mr. Leo Valverde, Adjunct Faculty Association President, reported ...
EMERITUS, AWARDS, AND RECOGNITION	<p>Dr. Shouan Pan, President of Mesa Community College (MCC), presented a faculty emeritus distinction award to Mr. Richard Felnagle. Mr. Felnagle was full time faculty for 25 years. He taught online for 15 years and served two years as adjunct faculty. He was part of the Faculty and Professional Learning Community that won the Innovation of the Year in 2007. He co-chaired the Ocotillo Committee on Intellectual Rights and helped develop the Mesa Independent Learning Option (MILP). He was instrumental in rewriting the competencies for ENG101 and ENG102 while a member of the MCC Composition Committee. He wrote and published two plays, a textbook, and <i>MCCCD's History: Maricopa's Community Colleges; The Turbulent Evolution of an Education Giant</i>. Last, but not least, Mr. Felnagle scripted and edited six student video guides for Canvas that were adopted district-wide.</p> <p>Mr. Felnagle ...</p>
CITIZEN'S INTERIM	<p>There were x requests to address the Board.</p> <ol style="list-style-type: none"> 1. x (copy of presentation included in appendix) <p>x</p>
CHANCELLOR REPORT	Dr. Rufus Glasper reported ...
EMPLOYEE GROUP REPORTS	There were no reports.
APPROVAL OF THE ORDER OF THE AGENDA	President Livingston then requested a motion to approve the Order of the Agenda.
MOTION	<p><u>Motion 10350</u> Board Member x made a motion to approve the Order of the Agenda. Board Member x seconded. Motion passed x.</p>
APPROVAL OF CONSENT AGENDA	<p>President Livingston asked if anyone wanted to remove any items from the consent agenda. No items were removed.</p> <p>The following items were included in the Consent Agenda:</p> <p>11.1 TAKE ACTION ON THE MINUTES OF THE OCTOBER 27, 2015 REGULAR BOARD MEETING, NOVEMBER 3, 2015 ANNUAL OUTCOMES MONITORING RETREAT, AND NOVEMBER 10, 2015 AGENDA REVIEW</p> <p>12.1 TAKE ACTION ON EMERITUS DISTINCTION MESA COMMUNITY COLLEGE (MCC)—recommend that the Governing Board award Emeritus Distinction to Richard Felnagle for his meritorious contributions to the students of the Maricopa County Community College District (MCCCD).</p> <p>13.1 TAKE ACTION ON CURRICULUM—The curriculum proposals attached have been processed through all procedures established by the Maricopa County Community Colleges. It is recommended that the proposals be approved as submitted.</p> <p>13.2 TAKE ACTION ON SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY GRANT (SRPMIC)—accept the grant of \$112,000 from the Maricopa Community Colleges Foundation. This grant was made to the Maricopa Community Colleges Foundation by the Salt River Pima Maricopa Indian Community to benefit American Indian students.</p> <p>13.3 TAKE ACTION ON SUBAWARD AGREEMENT BETWEEN CENTRAL ARIZONA COLLEGE AND GATEWAY COMMUNITY COLLEGE/MARICOPA SKILL CENTER—accept the subaward agreement from Central Arizona College to GateWay Community College/Maricopa Skill Center in the amount of \$355,886 for Year 2 of this four-year project with effective dates of October 1, 2015 through September 30, 2016.</p> <p>13.4 TAKE ACTION A SOUTHWEST COORDINATED INFRASTRUCTURE FOR NANOTECHNOLOGY, EDUCATION AND ENTREPRENEURSHIP SUBAWARD THROUGH ARIZONA STATE UNIVERSITY—</p>

accept a subrecipient grant of \$168,032 from Arizona State University for the Maricopa ATEC (MATC) to support a National Science Foundation grant establishing academic and career opportunities through pathways in nanotechnology. The project period is from 10/1/2015 through 9/30/2020.

13.5 TAKE ACTION ON U. SUBAWARD AGREEMENT BETWEEN CENTRAL ARIZONA COLLEGE AND ESTRELLA MOUNTAIN COMMUNITY COLLEGE—accept the subaward agreement from Central Arizona College to Estrella Mountain Community College in the amount of \$508,327 for Year 2 of this four-year project with effective dates of October 1, 2015 through September 30, 2016.

14.1 TAKE ACTION ON LEASE AGREEMENT BETWEEN AZ SWIMMING GAUCHOS (ASG) AND GLENDALE COMMUNITY COLLEGE (GCC)—approve a new lease to the Arizona Swimming Gauchos under which it will continue to operate the swimming pool at Glendale Community College. The new lease term runs from January 1, 2016 through December 31, 2018 and is a payment of \$2,100/month from the Gauchos.

14.2 TAKE ACTION ON LEASE OF SUITES D105, D106, D107 AND D108 AT RIO SOUTHERN TO CONSUMER ADVOCACY PROJECTS, INC.—authorize the lease of the Suites D105, D106, D107 and D108 (4,105 SF) located at Rio Salado College - Southern, 3330 South Price Rd., Tempe, AZ 85282 to Consumer Advocacy Projects, Inc. (CAP). The lease term begins the later of when tenant improvements are complete or January 1, 2016 and is for 60 months with an option to extend the lease for another 36 months. The monthly rate will be \$2,822.19 or \$8.25 per SF, triple net, for the first 12 months with annual 2.5% increases. The rate for the extension period that follows the initial 60-month term will be market rate at that time. Additionally, an amount of \$855.21 per month will be charged for maintenance of common areas

MOTION**Motion 10351**

Board Member x moved for approval of the Consent Agenda. Board Member x seconded. Motion passed x.

15.1 TAKE ACTION ON EMERGENCY MASS NOTIFICATION- ALERTUS—approve this request to procure Alertus indoor and outdoor audio and visual notification devices, such as: beacons, emergency call boxes, high power outdoor loud speakers, etc. for the dissemination of emergency messaging to reach the entire campus community. Alertus also integrates existing devices and systems, such as: fire attenuators, VoIP, public address systems, marquees, etc. Those who must be notified include vision impaired, hearing impaired and mobility impaired individuals who are inside buildings as well as all persons who are outdoors in common areas, parking lots, athletic fields, etc. Implementation is intended at all District-owned properties and will complement and enhance the Rave project, which is another Board action item. Each fulfills a mandatory Federal obligation under the Clery Act.

MOTION**Motion 10352**

Board Member x moved for approval of Item 15.1. Board Member x seconded. Motion passed x.

15.2 TAKE ACTION ON EMERGENCY MASS NOTIFICATION-RAVE—approve this request to enter into a multi-year contract with Rave Mobile Safety, the successful emergency notification vendor selected by a competitive Request for Proposal process (RFP #3318-5). Rave Mobile Safety (Rave) has been under contract by Maricopa County Community College District since July 1, 2009 to provide emergency notification via email and text messages. The new contract with the same vendor will expand the message dissemination modes to include voice, social media and the Rave Guardian App, which transforms a smartphone into a personal safety device. This App can provide critical life-safety information to the public safety communications center when the user pre-enters this information. Rave is complimentary to, and enhances another Board action item, Alertus to provide a comprehensive and robust emergency notification system. The cost is \$77,630 for the first year and drops to \$74,930 for the remaining four years of the contract, with option to renew at the same cost for an additional five years.

MOTION**Motion 10353**

Board Member x moved for approval of Item 15.2. Board Member x seconded. Motion passed x

15.3 TAKE ACTION ON STUDENT SUCCESS AND SCALING MODEL CONSULTANT—approve the award for Student Success and Scaling Model Consultant to X for \$X to begin on November 25,

2015 or date of award.

MOTION**Motion 10354**

Board Member x moved for approval of Item 15.3. Board Member x seconded. Motion passed x.

15.4 TAKE ACTION ON SHARED USE LEASE AGREEMENT BETWEEN MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT/ ESTRELLA MOUNTAIN COMMUNITY COLLEGE AND WESTERN MARICOPA EDUCATION CENTER NO. 42— approve the Shared Use Lease Agreement between Maricopa County Community College District/Estrella Mountain Community College and Western Maricopa Education Center (West-MEC) for shared used of the Energy Building and associated student support spaces located at 500 North Verrado Way, Buckeye, Arizona 85326. The District shall prepay all base rent due for the lease term of 9 years and 364 days paying to West-MEC, on or before the effective date of the agreement, the sum of \$2,000,000.00.

MOTION**Motion 10355**

Board Member x moved for approval of Item 15.4. Board Member x seconded. Motion passed x.

15.5 TAKE ACTION ON CONSULTANT SELECTION FOR CLOUD SONG CENTER PROJECT AT SCOTTSDALE COMMUNITY COLLEGE— approve the selection of Architekton to provide architectural and engineering consulting services for the Cloud Song Center Project at Scottsdale Community College with a design fee of \$1,177,505, including reimbursable expenses.

MOTION**Motion 10356**

Board Member x moved for approval of Item 15.5. Board Member x seconded. Motion passed x.

15.6 TAKE ACTION JOB ORDER CONTRACTING PURCHASE ORDER TO REPLACE MECHANICAL SYSTEM VALVES AT PHOENIX COLLEGE—approve a Job Order Contract (JOC) purchase order in the amount of Four Hundred Ninety Five Thousand, Six Hundred Thirty-Eight Dollars and No Cents (\$495,638.00) to DL Withers Construction for installation of new mechanical system valves at Phoenix College.

MOTION**Motion 10357**

Board Member x moved for approval of Item 15.6. Board Member x seconded. Motion passed x.

15.7 TAKE ACTION ON APPROVAL OF TECHNOLOGY AND FURNITURE FOR MARICOPA CORPORATE COLLEGES NEW LOCATION—approve this recommendation for technology improvements and furnishings for Maricopa Corporate College (MCOR) at their new leased facility at 1050 West Washington Street, Tempe AZ at a total cost not to exceed \$800,000.

MOTION**Motion 10358**

Board Member x moved for approval of Item 15.7. Board Member x seconded. Motion passed x.

INFORMATION ITEMS

16.1 REVIEW OF EMPLOYMENTS (NEW HIRES, SPECIALLY FUNDED, AND SHORT-TERM)—in accordance with employee group policies, the listed personnel actions were approved (October 1-31, 2015). Budget approvals have been granted and are on file for the recommended personnel actions in this item.

16.2 REVIEW OF SEPARATIONS—in accordance with employee group policies, the listed personnel actions were approved (October 1-31, 2015). Budget approvals have been granted and are on file for the recommended personnel actions in this item.

MONITORING REPORTS

17.1 BUDGET ANALYSIS REPORT, FUND 1—GENERAL UNRESTRICTED FUND FOR THE FOUR MONTHS ENDING OCTOBER 31, 2015—Expenditure analysis indicates X% of the budget has been expended this year as compared to X% expended at this same point last year. X% of the budget remained unexpended or unencumbered compared to X% in the prior year. Revenue analysis indicated that X% of the budget has been recognized as compared to X% in the prior year. The projected fund balance will increase by ~\$4.4M this fiscal year and the projected ending fund balance for June 2016 is \$173.3M. The District should meet its financial stability requirements.

BOARD MEMBERS

Mr. Burke reported ...

Mr. Gutierrez reported ...

Mrs. Haver reported

Mr. Heep reported ...

- Mrs. McGrath reported ...
Mr. Saar reported ...
Mrs. Livingston reported ...
- VICE CHANCELLOR** There were no reports.
- AADGB** The AADGB met on November 12, 2015. ...
- ASBA AND ACCT** Mr. Saar reported ...
Mr. Saar reported ...
- NEXT BOARD MEETINGS** President Livingston then announced the following future meetings.
- December 7, 2015, 5:00 p.m., Board Budget and Finance Committee Meeting, Governing Board Room
 - December 8, 2015, 5:00 p.m., Board Policy Committee Meeting, Governing Board Room
 - December 8, 2015, 6:30 p.m., Regular Board Meeting, Governing Board Room
- ADJOURNMENT** President Livingston adjourned the regular board meeting at x p.m.
- EXECUTIVE SESSION** An Executive Session scheduled for the discussion with designated representatives for the Board to consider its position and instruct its representatives regarding negotiations for the purchase and sale of real property—ARS §38-431.03.A.7—Sale/Lease of Surprise Community (Rio Salado) and discussion with designated representatives for the Board to consider its position and instruct its representatives regarding negotiations for the purchase and sale of real property—ARS §38-431.03.A.7—Purchase of land for Phoenix College was called to order at x p.m.
- MOTION** **Motion 10359**
Board Member x moved to go into Executive Session. Board Member x seconded. Motion passed x.

Johanna Haver, Governing Board Secretary

Appendix

Citizen's Interim

draft



**Maricopa County Community College District
Governing Board Minutes
November 24, 2015**

Agenda Review of the Maricopa County Community College District Governing Board was scheduled to be held beginning at 4:30 p.m. at the District Support Services Center, 2411 West 14th Street, Tempe, Arizona, pursuant to ARS §38-431.02, notice having been duly given.

GOVERNING BOARD

Tracy Livingston, President
Johanna Haver, Secretary
Doyle Burke, Member
Alfredo Gutierrez, Member
John Heep, Member
Jean McGrath, Member
Dana Saar, Member

ADMINISTRATION

Rufus Glasper
Maria Harper-Marinick
Debra Thompson
LaCoya Shelton-Johnson
Ed Kelty
Mary O'Connor (Interim)
Margaret McConnell for Lee Combs

AGENDA REVIEW

Agenda Review began at x p.m. Board President Tracy Livingston then took the assembly through the proposed agenda for the December 8, 2015 Regular Board Meeting. Clarification was asked on a few items as they were presented; below are requests made by Board Members for additional information.

CONSENT AGENDA

- ITEM x
 - x

NON-CONSENT AGENDA

- ITEM X
 - x

INFORMATION ITEMS

- ITEM X
 - x

ADJOURNMENT

Agenda Review was adjourned at x p.m.

Johanna Haver
Governing Board Secretary

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
12.1	Emeritus Distinction Paradise Valley Community College (PVCC)	Dr. Rufus Glasper Dr. Paul Dale

Recommendation

In accordance with the Governing Board Policy, it is recommended that the Governing Board award Emeritus Distinction to Nancy Kolakowsky’s for her meritorious contributions to the students of the Maricopa County Community College District (MCCCD).

Justification

Nancy Kolakowsky’s inexhaustible dedication to teaching has left a legacy of educational enrichment throughout the Maricopa Community College District. A leader and innovator, Nancy served as Residential Faculty at both Estrella Mountain and Paradise Valley Community Colleges for a total of thirteen years. She has taught a wide gamut of classes in the field of mathematics from College Algebra, Introductory Algebra, to Plane Trigonometry.

At the District level, she participated in the committee that developed the current Course Competencies and Course Outline for College Algebra/Functions. She researched math placement exams for Maricopa Colleges and served on the District committee comprised of administrators, faculty members, and staff that selected ALEKS, a Web-based, artificially intelligent assessment tool that revised District math placement policies. She co-chaired the implementation team, wrote website pages and handouts (many still in use today although the placement instrument has changed), and facilitated training sessions for faculty, testing personnel, counselors, and academic advisors.

At Paradise Valley, Nancy served as Course Coordinator for College Algebra for approximately ten years. A proponent of collaborative learning, Nancy invited residential and adjunct faculty to participate in the original development and subsequent revisions of a common final exam, a common general education problem-solving assessment, and several practice problem-solving projects. She also helped develop and implement modules for Introductory and Intermediate Algebra, Tutored Math (MAT108), and a tool for students to clarify math offerings that included a mathematics course flowchart, an explanation of the numbering system for math courses, and definitions and descriptions of types of courses available (face-to-face, hybrid, online) that helped students select appropriate math courses at Paradise Valley.

In 2004, Nancy joined the Assessment Committee (then known as SAAAC – Student Academic Achievement Assessment Committee) at PVCC. She co-chaired the committee, later known as AAT (Academic Assessment Team) for five years. Nancy helped develop the Problem Solving and Critical Thinking rubrics, as well as facilitating the revisions of several other General Education rubrics.

continued...

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

It was inevitable that Nancy's communication skills, leadership abilities, and organizational acumen would propel her into the role of General Education Assessment Team Facilitator at PVCC. As such, she worked to clarify the meaning, value, and purpose of general education assessment and to promote a culture of assessment at PVCC. She facilitated AAT meetings, General Education Problem-Solving Team meetings, Study Halls, and Learning Sessions. She wrote newsletters, attending out-of-Class Assessment Team (OCAT) meetings, and facilitated one of the six annual CSPP meetings to explain PVCC's assessment processes. In doing so, Nancy's expertise was invaluable in helping new faculty develop a general education assessment. She assembled and distributed a packet entitled Assessment of General Education Learning Outcomes, Guidelines for PVCC Adjunct Faculty. Nancy facilitated CAT scoring workshops to engage PVCC faculty in assessment and to develop strategies to improve student learning. She wrote the History of Assessment at PVCC. This work will prove invaluable to future faculty leaders.

Working tirelessly to communicate the importance and process of effective assessment, Nancy was instrumental in developing the PVCC Assessment Handbook and redesigning the Assessment website. She solicited feedback on PVCC assessment processes, informally as well as through a "Compelling Questions" assessment for divisions to complete, and a SWOTT analysis. In order to help faculty enter assessment data online and to increase flexibility of use and accuracy of results, Nancy was instrumental in developing GEA (General Education Assessment) online. This tool allowed ease in compilation and analysis of data. It allowed faculty to obtain immediate feedback and the ability to compare their results from year to year. It also promoted sharing of assessment results. It is not surprising that GEA subsequently won the District's Innovation of the Year award.

Nancy's contributions and accomplishments have enriched student learning, strengthened faculty effectiveness, and provided a springboard for future success in PVCC's quest to be a leader in learning centered education. Her accomplishments both in and beyond the classroom have been recognized on the national stage. In 2008, Nancy received the NISOD Excellence Award (National Institute for Staff and Organization Development) in recognition of her extraordinary work on PVCC's campus. In addition, The Higher Learning Commission selected PVCC's assessment of student learning outcomes as a particular strength at PVCC, and Nancy Kolakowsky stands, in no small measure, as the backbone of that effort.

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
12.2	Emeritus Distinction Paradise Valley Community College (PVCC)	Dr. Rufus Glasper Dr. Paul Dale

Recommendation

In accordance with the Governing Board Policy, it is recommended that the Governing Board award Emeritus Distinction to Dr. Hank Mancini for his meritorious contributions to the students of the Maricopa County Community College District (MCCCD).

Justification

With his 18-year career as a full-time faculty member at Paradise Valley Community College, Hank Mancini left his mark on students, on PVCC, on MCCCD, and on the community. He lived the MCCCD Mission Statement. He was instrumental in establishing partnership programs with various universities for seamless university transfer; he was involved in general education and its effectiveness via assessment methods; he worked on building the Science Division's programs from developmental through advanced courses; and he was involved in many outreach activities that included student development services, continuing education, community education, civic responsibility, and global engagement.

Prior to his tenure at PVCC, Hank worked for 17 years in the industrial world developing soft contact lenses. He co-authored 4 patents during his 17-year tenure. He then spent 6 years as an independent consultant in the areas of Environmental issues and FDA compliance. These years of experience provided him the ability to bring real world examples into the classroom for his students.

Hank began his teaching career as an adjunct faculty member at Glendale Community College. He taught Fundamental and General Chemistry (CHM130, CHM130LL, CHM151, and CHM151LL) from 1988 until 1994. In 1994, he was offered a full-time teaching assignment at PVCC, and one of his tasks was to develop an Organic Chemistry program. At PVCC, he taught Fundamental Chemistry (CHM130), Fundamental Chemistry Laboratory (CHM130LL), Fundamental Organic Chemistry (CHM230), Fundamental Organic Chemistry Laboratory (CHM230LL), General Organic Chemistry I (CHM235), General Organic Chemistry I Laboratory (CHM235LL), General Organic Chemistry II (CHM236), and General Organic Chemistry II Laboratory (CHM236LL).

In the spring of 1995, Hank established the 1st Annual Science Symposium. His Organic Chemistry students were to research a topic of science approved by him. The students were then required to compose a 6-to-10-page research paper on their chosen topic. Selected papers (chosen by the students themselves via a voting process) were then presented to other students, faculty, and the community. This

continued...

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

opportunity allowed these students to create an original paper on their topic, read current research in their field, and present their results by giving an oral presentation. The Annual Science Symposium (renamed the Annual Mancini Science Symposium) is now entering its 22nd year. There were a few years where participants from Phoenix College and South Mountain Community College participated. The first symposium publication contained a total of 14 papers. The most recent symposium publication had a record total of 85 papers. The symposium publication originally contained papers from Chemistry. It has now expanded to include Chemistry, Astronomy, Biology, Engineering, and Physics.

In the summer of 1996, Hank was named as a Motorola Ambassador in a program between MCCC and faculty and Motorola. The Motorola-College Ambassador program was designed to bring educators together to learn about the kind of training necessary for students to become viable candidates to work for Motorola. Four community colleges were involved in this program (GCC, GWCC, PVCC, and SCC). As a result of this program, Maricopa faculty developed the Oral Presentation Initiative, or the OPI. The OPI's mission was to enhance employability and improve oral communication skills of the second-year students through team presentations in math and science classes. PVCC students won the Motorola Ambassador Cup 8 out of 10 times during its 5-year run.

In 1999, Hank was instrumental in working with Midwestern University in Glendale to offer PVCC students a pre-pharmacy track, leading to a doctoral degree in pharmacy. After completing the two-year prerequisite program at PVCC, the pre-pharmacy student attends Midwestern University for an additional three years to obtain the doctoral degree.

Hank established a committee to assist pre-health career students in 2001. This committee was composed of faculty from Counseling, English, Math, and Science. This group of faculty would assist students with interview skills and how to write a personal statement (required with all graduate school applications). Committee members would act as mentors to these students. Membership was by application and approval of the committee members. This group was named the Professional Scientist Preparation Program (PSPP). This committee is still in existence and has assisted over 100 students.

Hank conceived and developed a transfer program for pre-medical students. He developed the curriculum, and MCCC and the Universidad Autonoma de Guadalajara Medical School in Guadalajara, Jalisco, Mexico, approved it. Within this program, students follow a curriculum of Science, Math, and General Education courses adding to 93 credits. If they achieve a GPA of 3.0 or better and score a 25 or better on the MCAT, these students will be granted an interview for admission to this medical school. The transfer program was signed and implemented in 2002.

During the 2002-2003 Academic Year, Hank served as Faculty Senate President. During his term as Senate President, he formed a committee to review the structure of the campus Divisions. At the time, there were only six Divisions. The campus was experiencing rapid growth in student enrollment as well as faculty hires. The results of the yearlong study indicated that the 6 Divisions should be divided into 10 smaller, more efficient Divisions. These results were presented to College President Dr. Gina Kranitz, who approved the structural change.

Hank was elected Science Division Chair in 2004. He would remain Chair of the Science Division until his retirement in June 2012. One of the first things he accomplished as Chair was to lobby the Administration to fund a microbiology program. PVCC's Nursing students, as well as pre-pharmacy, pre-dental, and pre-medical students are required to take microbiology. At the time, it was not offered at PVCC. Hank put forth an argument that the lure of a vibrant Microbiology program would attract more full-time students to our campus. The Administration approved this, and the program was developed in 2004-2005 and classes offered Fall 2005 for the first time.

As Science Division Chair, Hank served on the committee for the development and construction of the Life Sciences building. He was instrumental in guiding the Biology faculty in their efforts to design this building. He also helped acquire cadavers for the Anatomy & Physiology program. Other activities that he achieved during his tenure as Science Division Chair included the development and implementation of the Scale Model Solar System (SMSS). The SMSS was implemented spring 2008 and is visited by students, staff, and community members. It is also used in Astronomy and Physics classes.

Hank was also instrumental in achieving another transfer program with a local university. A 3 + 1 transfer program with Grand Canyon University (GCU) was developed and implemented in 2008. He developed a curriculum in which students would earn 90 credits of study at PVCC and then transfer to GCU for the remaining 30 upper division credits. Hank spent countless voluntary hours putting on evening recruiting sessions for high school students and their parents. Students who complete this program are awarded a transfer Associate degree for MCCCDC and a Bachelor's degree from GCU. This transfer program was designed specifically for pre-pharmacy, pre-dental, and pre-medical students. This program can also be adjusted for pre-veterinarian students.

Around 2009, Hank worked with the College of Public Health at the University of Arizona to develop a 2 + 2 transfer program. The College of Public Health at UA was interested in having more MCCCDC students enter their program. This program would allow MCCCDC students to take two years (over 63 credits) of a designed curriculum and have all these credits accepted by the College of Public Health at UA for transfer. Students would then finish their last two years at UA and receive their Bachelor's degree in Public Health.

After his retirement, Hank continued to make contributions to PVCC. He co-developed and co-coordinated STEM Summer Boot Camps. Summer camps were offered to high school sophomores and juniors. Five camps in total were offered. Each camp ran for two weeks and occurred during the month of June in 2012, 2013, and 2014. These camps attracted students from 7 different high schools. There were lectures and hands-on activities related to the STEM field. Each camp was designed to attract students to PVCC, to the STEM field, and to immerse them in PVCC's state-of-the-art facilities.

Hank was named a Who's Who Professor three times and in 2012 received the MCCCDC Employee Recognition Award.

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
13.1	Curriculum	Dr. Maria Harper-Marinick

Recommendation

The curriculum proposals attached have been processed through all procedures established by the Maricopa County Community Colleges.

It is recommended that the proposals be approved as submitted.

AGENDA HIGHLIGHTS: Please refer to the curriculum summary starting on page 2 for a complete listing of all program and course proposals.

Justification

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

GBA December 8, 2015 MCCC D Governing Board Action Items
Curriculum Summary

COURSE PROPOSALS:

Course Modifications.....page 5

- GC ECE105, JRN101
- GW CRE201, NUC112, NUC140, NUC150, NUC260, NUC262, NUC272, NUC282
- MC AGL189, AGL190, AGL282, AGS260
- PC DHE227, TEC125
- PV THP268
- RS AIR127, AIR128, AIR129, HSA113, HSA116, HSA118, HSA127
- SC CUL101, CUL102, CUL103, CUL104, RDG100AA, RDG100AB, RDG100AC

New Courses.....page 13

- GW EPS151, EPS152, NCE207
- MC AGB231
- SC ART295XA, ART295XB, ART295XC

PROGRAM PROPOSALS:

Occupational Program Modifications (OPM).....page 15

- | | | | |
|----|-------------------|-------------------------------------------------------------|----|
| EM | AAS/3151 | Culinary Studies | 15 |
| GC | CCL/3131 | Accounting Paraprofessional | 15 |
| | *CCL/5858 | Automotive Engine Performance | 15 |
| | *CCL/5860 | Automotive Heating, Ventilation and Air Conditioning (HVAC) | 16 |
| | *CCL/5856 | Automotive Maintenance and Light Repair | 16 |
| | *CCL/5862 | Automotive Technology | 16 |
| | AAS/3674 | Public Relations | 17 |
| | Shared by: GC, MC | | |

Note: *Indicates addition of an Occupational Program through the Occupational Program Modification process

GBA December 8, 2015 MCCC CD Governing Board Action Items
Curriculum Summary

PROGRAM PROPOSALS:

Occupational Program Modifications (OPM) - continued

GW	AAS/3587	Air Conditioning/Refrigeration/Facilities	17
	AAS/3688	Nuclear Medicine Technology	18
MC	AAS/3014	Agribusiness	18
	CCL/5744	Fire Investigation	19
	Shared by: CG, EM, MC, PC, PV		
	CCL/5124	Network Administration: Microsoft Windows Server	19
	Shared by: CG, GW, MC		
	AAS/3244	Welding	19
	CCL/5444	Welding	20
PC	*CCL/5854	Fashion Design: Entrepreneurship	20
SC	AAS/3073	Culinary Fundamentals	20
	CCL/5532	Culinary Fundamentals	21

Note: *Indicates addition of an Occupational Program through the Occupational Program Modification process

CURRICULUM ACTIVITY: COURSES FOR December 8, 2015

Total Course Proposals Submitted (38 with 0 X-refs added and, 0 X-ref deleted)												
Proposal Type/Outcomes	CGCC	EMCC	GWCC	GCC	MCC	PVCC	PC	RSC	SCC	SMCC	Dist	Totals
Course Deletions (CD)												0
New Course (NC)			3		1				3			7
Course Modification (CM)			8	2	4	1	2	7	7			31
New Courses from CM (Cross-References, Modules or Suffixes Courses)												
Total Courses College Columns	0	0	11	2	5	1	2	7	10	0	0	38

*Exp = Experimental Courses # = AES or MIR (Aerospace Studies or Military Science)

CURRICULUM ACTIVITY: PROGRAMS FOR December 8, 2015

Total Program Proposals Submitted (17 with 5 Program Addition(s))												
Proposal Type/Outcomes	CGCC	EMCC	GWCC	GCC	MCC	PVCC	PC	RSC	SCC	SMCC	Dist	Totals
Occupational Program Deletions (OPD)												0
New Occupational Program (NOP)												0
Occupational Program Modification (OPM)		1	2	2	5				2			12
OPM-Program Additions New Programs Created				4			1					5
OPM-Change in Availability New Programs Created										1		1
Academic Program Deletions (APD)												0
New Academic Program (NAP)												0
Academic Program Modification (APM)												0
APM-Program Additions New Programs Created												0
APM-Change in Availability New Programs Created												0
Total New Program	0	0	0	4	0	0	1	0	0	1	0	6
Total Modified Programs	0	1	2	2	5	0	0	0	2	0	0	12
Total Programs College Columns	0	1	2	6	5	0	1	0	2	1	0	18

Shared Programs include programs offered by two or more colleges and District Wide Programs are offered by all 10 colleges.

**ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15**

<u>AIR127</u>	Airline Customer Relations I	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC 3.0	3.0	3.0

Proposed Changes: Description, Competencies, Outline

Overview of airline customer relations and the passenger name record. Includes policies and procedures as well as reservations, routing, coding, and travel awards.

Prerequisites: None.

Type: O College: RS Effective: 2016 Spring

<u>AIR128</u>	Airline Customer Relations II	L+L	3.0	4.0	3.7

Proposed Changes: Description, Competencies, Outline

Advanced airline customer relations. Communication skills for effective customer service, as well as, techniques to assist with customer checklist, travel vouchers, and service requests. Airline ticketing systems and flight operations included.

Prerequisites: AIR127.

Type: O College: RS Effective: 2016 Spring

<u>AIR129</u>	Airline Customer Relations Lab	LAB	2.0	6.0	4.8

Proposed Changes: Description, Competencies, Outline

Application of airline customer relations procedures. Use of airline computer systems emphasized. Includes customer service and the processing of tickets, coding, reservations, files, and vouchers.

Prerequisites: AIR128.

Type: O College: RS Effective: 2016 Spring

<u>CRE201</u>	Critical Reading and Writing in a Global Society	LEC	3.0	3.0	3.0

Proposed Changes: Description, Requisite, Competencies, Outline

Critical evaluation of writings of authors from a variety of countries and cultures in order to gain a more global perspective of both universal and contemporary issues. Analysis, synthesis, and evaluation of various contemporary cultural viewpoints through at least two substantial writing and/or speaking tasks.

Prerequisites: A grade of "C" or better in (ENG101 or ENG107) and (CRE101 or exemption by score on the reading placement test).

Type: A College: GW Effective: 2016 Summer

**ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15**

<u>CUL101</u>	Culinary Fundamentals: Culinary Basics	<u>ACT</u>	<u>CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC	3.0	3.0	3.0

Proposed Changes: Credits, Periods, Load

Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation.

Prerequisites: None.

Type: O College: SC Effective: 2016 Fall

<u>CUL102</u>	Culinary Fundamentals: Hot Foods	LEC	3.0	3.0	3.0
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Proposed Changes: Credits, Periods, Load

Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces, and soups. Study of butchering, yields, purchasing and grade classification.

Prerequisites: None.

Type: O College: SC Effective: 2016 Fall

<u>CUL103</u>	Culinary Fundamentals: Breakfast and Garde Manger	LEC	3.0	3.0	3.0
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Proposed Changes: Credits, Periods, Load

Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapes and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches.

Prerequisites: None.

Type: O College: SC Effective: 2016 Fall

<u>CUL104</u>	Culinary Fundamentals: Bakery and Pastry	LEC	3.0	3.0	3.0
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Proposed Changes: Credits, Periods, Load

Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts.

Prerequisites: None.

Type: O College: SC Effective: 2016 Fall

ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

<u>DHE227</u>	Dental Anesthesia	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC 2.0	1.0	1.0
		LAB 0.0	3.0	2.4

Proposed Changes: Activity Type, Credits, Competencies

A comprehensive lecture and laboratory course providing concepts and techniques for the administration of local anesthetic agents and nitrous oxide. Experience gained in medical history review, record keeping, patient management and hands on experience administering local anesthetics and nitrous oxide in a clinical setting.

Prerequisites: DHE119 and current CPR certification.

Type: O College: PC Effective: 2016 Spring

<u>ECE105</u>	MATLAB Programming	L+L	1.0	2.0	1.7
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Proposed Changes: Activity Type, Periods, Load, Description, Requisite, Competencies, Outline

Use MATLAB to solve engineering problems. An overview of programming, including matrices, structures, strings, functions, control flow, file management, data analysis, graphing capabilities, and mathematical calculations

Prerequisites: [(MAT150 or MAT151 or MAT152) and MAT182] or MAT187 or higher level mathematics course.

Type: A College: GC Effective: 2016 Fall

<u>HSA113</u>	Family Assistance Administration (FAA) Introduction	LEC	2.0	2.0	2.0
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Proposed Changes: Title, Description, Competencies, Outline

Overview of the Department of Economic Security and Family Assistance Administration (DES FAA). Covers Federal and State policy and regulation. Emphasis in eligibility processing procedures and system management.

Prerequisites: None.

Type: O College: RS Effective: 2016 Spring

<u>HSA116</u>	Nutrition Assistance Determination	LEC	3.0	3.0	3.0
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Proposed Changes: Description, Competencies, Outline

Overview of Federal and State policies and procedures for determining eligibility. Includes Nutrition Assistance payments eligibility determination, expedited services, presumptive eligibility, recertification applications, and eligibility reviews.

Prerequisites: HSA113.

Type: O College: RS Effective: 2016 Spring

**ATTACHMENT: CM
 COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
 MCCCDC GOVERNING BOARD DATE: 12/8/15**

<u>HSA118</u>	Medical Assistance Determination	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC 3.0	3.0	3.0

Proposed Changes: Description, Competencies, Outline

Overview of the Arizona Health Care Cost Containment System (AHCCCS) and the health services and programs provided. Covers Federal and State policies and procedures for determining medical eligibility. Includes medical assistance eligibility process and application procedures, non-financial and financial eligibility factors, services for nonqualified non-citizens, duration of coverage, and renewal process.

Prerequisites: HSA113.

Type: O College: RS Effective: 2016 Spring

<u>HSA127</u>	Nutrition Assistance Procedures	L+L 2.0	4.0	3.4
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Proposed Changes: Title, Description, Competencies, Outline

Practical application of Family Assistance procedures. Use of the Arizona Technical Eligibility Computer System and Department of Economic Security Family Assistance Administration (DES FAA) policy manual and procedures to complete Nutrition Assistance determinations. Interview and keying techniques and procedures also covered.

Prerequisites: HSA113.

Type: O College: RS Effective: 2016 Spring

<u>JRN101</u>	Professional Writing Fundamentals	LEC 1.0	1.0	1.0
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Proposed Changes: Credits, Periods, Load, Course Type to: Occ, Requisite, Course Notes, Course Repeat, Competencies, Outline

Examines the fundamentals of grammar, punctuation, spelling, style and structure necessary in professional writing fields, including media writing.

Prerequisites: A grade of "C" or better in ENG091 or eligibility for ENG101 as indicated by appropriate English placement test score.

Course Notes: JRN101 may be repeated for a total of three (3) credit hours.

Type: A College: GC Effective: 2016 Spring

<u>NUC112</u>	Nuclear Medicine Laboratory I	LAB 1.0	3.0	2.4
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Proposed Changes: Description, Competencies, Outline

Introduction to the nuclear medicine laboratory rules and equipment. Emphasis on radiation safety, radioactive package check in/out, and assaying a radioactive dose. Quality control procedures for the dose calibrator, well counter, uptake probe, survey meter, and gamma camera. Camera acquisition, processing, and display of uniformity and resolution testing. Acquisition and processing of center of rotation (COR) calibration. Operation of camera and imaging table.

Prerequisites: Admission to Nuclear Medicine Technology program.

Type: O College: GW Effective: 2016 Fall

**ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15**

<u>NUC240</u>	Clinical Pathology for Diagnostic Imaging	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC 3.0	3.0	3.0

Proposed Changes: Number, Description, Competencies, Outline

Causes of disease etiology and impact on the human body. Common physiologic effects of disease on body systems. Correlations of disease, physical findings, clinical laboratory values and diagnostic imaging. Role of Diagnostic Medical Imaging (DMI) modalities in the diagnosis and treatment of selected disease processes as part of the health care team. Cultural implications in the prevention and treatment of disease.

Prerequisites: Admission to Nuclear Medicine Technology program.

Type: O College: GW Effective: 2016 Fall

<u>NUC250</u>	Fundamentals of Computed Tomography for Nuclear Medicine Technologist	LEC 2.0	2.0	2.0
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Proposed Changes: Number, Description, Competencies, Outline

Introduction to principles and operation of computed tomography (CT) scanner. Physics processes, instrumentation components, imaging acquisition, reconstruction and display for computed tomography imaging. Image quality, radiation dose and daily quality control influencing computed tomography.

Prerequisites: Admission to Nuclear Medicine Technology program.

Type: O College: GW Effective: 2016 Summer

<u>NUC260</u>	Imaging Research Methods and Design	LEC 3.0	3.0	3.0
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Proposed Changes: Credits, Periods, Load, Description, Competencies, Outline

Exploration of body of knowledge and effective analysis of resources to promote best practice in imaging professions. Introduction to research design, statistical reasoning, and interpretation of the medical literature. Provide a basis for understanding and interpreting the literature for use in evidence-based practice.

Prerequisites: Admission to Nuclear Medicine Technology program.

Type: O College: GW Effective: 2016 Fall

<u>NUC262</u>	Capstone Practicum	LAB 1.5	9.0	0.0
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Proposed Changes: Credits, Periods, Description, Requisite, Competencies, Outline

Entry level nuclear technologist skill level in the areas of radiation safety, instrumentation and radiopharmacy procedures. Ethical and professional behaviors.

Prerequisites: Admission to Nuclear Medicine Technology program or permission of the Program Director.

Type: O College: GW Effective: 2016 Fall

ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

<u>NUC272</u>	Cardiac Practicum	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LAB 1.0	6.0	0.0

Proposed Changes: Credits, Description, Course Notes, Course Repeat, Competencies, Outline

Comprehensive, advanced level practical experience at a designated outpatient cardiac clinical site. Cooperative work with direct supervision in a coronary care setting. Technical cardiac procedures, patient care, and radiation safety.

Prerequisites: Admission to Nuclear Medicine Technology program or certified by the American Registry of Radiologic Technologists (ARRT) in Nuclear Medicine [R.T. (N)] or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine.

Course Notes: NUC272 may be repeated for a total of three (3) credits.

Type: O College: GW Effective: 2016 Spring

<u>NUC283</u>	PET/CT Practicum	LAB 1.5	9.0	0.0
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Proposed Changes: Number, Title, Credits, Periods, Description, Requisite, Competencies, Outline

Comprehensive, advanced level practical experience at a Positron Emission Tomography (PET) clinical site. Cooperative work with direct supervision in a PET setting. Emphasis on technical components of PET and Positron Emission Tomography/Computed Tomography (PET/CT) procedures and patient care, radiopharmacy and radiation safety specific to PET and PET/CT.

Prerequisites: Admission to Nuclear Medicine Technology program or permission of Program Director.

Type: O College: GW Effective: 2016 Fall

<u>RDG100AA</u>	Successful College Reading - Organizing for Success	LEC 1.0	1.0	1.0
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Proposed Changes: Title, Description, Requisite, Competencies, Outline

Includes goal setting, time management, college orientation, reading content materials. Emphasis on organizational skills and strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to organize and manage college reading assignments, and how to navigate information literacy using campus resources.

Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. **Corequisites:** Any 100-level course in another content area or permission of Instructor.

Type: A College: SC Effective: 2016 Spring

ATTACHMENT: CM
COURSE MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

<u>RDG100AB</u>		<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
Successful College Reading - Notetaking and Studying for Success		LEC 1.0	1.0	1.0

Proposed Changes: Title, Description, Requisite, Competencies, Outline

Emphasis on reading study and notetaking techniques applicable to any introductory class in any subject area. Includes effective use of textbooks, notetaking, and development of academic vocabulary.

Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. **Corequisites:** Any 100-level course in another content area or permission of Instructor.

Type: A College: SC Effective: 2016 Spring

<u>RDG100AC</u>	Successful College Reading - Taking College Exams with Success	LEC 1.0	1.0	1.0
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Proposed Changes: Title, Description, Requisite, Competencies, Outline

Emphasis on successful lecture notetaking and synthesis of information, studying skills and strategies, types of exams, and exam taking strategies for success in any college introductory class.

Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. **Corequisites:** Any 100-level course in another content area or permission of Instructor.

Type: A College: SC Effective: 2016 Spring

<u>TEC125</u>	Fashion Design	LEC 3.0	3.0	3.0
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Proposed Changes: Description, Requisite, Competencies, Outline

Overview of the fashion design industry. Includes terminology, fashion trends, elements and principles of design, sources of inspiration, fabric selection, sketching and costing a collection, an introduction to pattern making techniques, and global fashion centers' design and manufacturing specialties.

Prerequisites: None.

Type: O College: PC Effective: 2016 Fall

<u>THP268</u>	Opportunities in Production	L+L 3.0	6.0	5.1
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Proposed Changes: Periods, Load, Description, Competencies, Outline

Provides the continuing design student, dramaturge, stage management, technical director, and directing students with opportunities to expand the versatility of professional skills. Emphasis on relating their work to the total production process. Linking design ideas to production concept. Maintain dramaturge, stage manager, director documentation. Practical application of student work for portfolio development.

Prerequisites: Permission of Department or Division.

Type: O College: PV Effective: 2016 Spring

**ATTACHMENT: NC
NEW COURSES: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15**

		<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
<u>AGB231</u>	Marketing of Agricultural Products	LEC	3.0	3.0
<p>Principles of agricultural marketing including consumer demand, economic system fundamentals, functions and methods of marketing agricultural commodities, market planning, and promoting and selling in the agricultural domain. Prerequisites: None.</p>				
Type: O	College: MC	Effective: 2016 Spring		
<u>ART295XA</u>	Art Workshop/Seminar: Digital Photography	L+L	1.0	2.0
<p>Advanced level workshop seminar in digital photography disciplines. Prerequisites: ART143 or permission of Instructor. Course Notes: ART295XA may be repeated for a total of four (4) credits.</p>				
Type: O	College: SC	Effective: 2016 Spring		
<u>ART295XB</u>	Art Workshop/Seminar: Digital Photography	L+L	2.0	4.0
<p>Advanced level workshop seminar in digital photography disciplines. Prerequisites: ART143 or permission of Instructor. Course Notes: ART295XB may be repeated for a total of eight (8) credits.</p>				
Type: O	College: SC	Effective: 2016 Spring		
<u>ART295XC</u>	Art Workshop/Seminar: Digital Photography	L+L	3.0	6.0
<p>Advanced level workshop seminar in digital photography disciplines. Prerequisites: ART143 or permission of Instructor. Course Notes: ART295XC may be repeated for a total of twelve (12) credits.</p>				
Type: O	College: SC	Effective: 2016 Spring		
<u>EPS151</u>	Project-Based Entrepreneurship: Community Solutions	LEC	3.0	3.0
<p>Practical experience in applying core entrepreneurial skills and knowledge in a real-world context including innovation and creativity exercises. Application of knowledge and skills from earlier coursework to develop and present solutions to real-world situations currently faced by Entrepreneurs, Community-Based Organizations, Civic or Government Organizations, or College Departments. Prerequisites: EPS150 or permission of Instructor.</p>				
Type: O	College: GW	Effective: 2016 Spring		

**ATTACHMENT: NC
NEW COURSES: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15**

<u>EPS152</u>	Entrepreneurship Around The World	<u>ACT CREDITS</u>	<u>PERIODS</u>	<u>LOAD</u>
		LEC 3.0	3.0	3.0

Experiential learning to develop and apply skills in intercultural communication, global etiquette, teamwork, business and entrepreneurship to solve challenges and collaborate with other students and entrepreneurs throughout the world.

Prerequisites: EPS150 or permission of Instructor.

Type: O College: GW Effective: 2016 Spring

<u>NCE207</u>	Recognition and Nursing Management of the Deteriorating Patient	LEC 0.5	0.5	0.5
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This course will provide a scenario/simulation-based problem solving approach to recognize and manage the patient who has the potential for a deteriorating status in a wide variety of concept-oriented conditions. The ultimate goal is to prevent or reverse the clinical deterioration and achieve optimum patient outcomes.

Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor.

Type: O College: GW Effective: 2016 Spring

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [AAS/3151](#)
Initiating College: **EM**
Program Availability: **College-Specific**

Program Title: **Culinary Studies**
Effective Term: **2016 Fall**

Total Credits: **62-66**
Overall G.P.A.: **2.00**
Instructional Council: **Hospitality (58)**

CIPs Code: **12.0503**
Faculty Initiator: **Steve Griffiths**

Proposed Changes: Total Program Credits, Restricted Elective Credits

Description: The Associate in Applied Science (AAS) in Culinary Studies degree is designed to train students who wish to become professional chefs and cooks. A formal dining room is operated by the program and provides practical work experience for students. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, customer service, and menu planning.

Award/Major Code: [CCL/3131](#)
Initiating College: **GC**
Program Availability: **College-Specific**

Program Title: **Accounting Paraprofessional**
Effective Term: **2016 Spring**

Total Credits: **62-67**
Overall G.P.A.: **2.50**
Instructional Council: **Business/Management (03)**

CIPs Code: **52.0302**
Faculty Initiator: **Scott Stroher**

Proposed Changes: Total Program Credits, Program Notes, Program Prerequisite Credits, Program Prerequisites, Required Courses, Free Elective Credits, First-Year Composition Requirements, Critical Reading Credits, Humanities, Arts and Design Requirements, Program Competencies

Description: The Associate in Applied Science (AAS) in Accounting Paraprofessional program is designed to provide a sound background in fundamental accounting skills for individuals planning to enter the field at the paraprofessional level. Some of the goals of this program are to develop students' abilities (1) to critically and constructively analyze the function of accounting systems in relation to the organization, its management, and its goals (2) to understand accounting management and, in particular, how these roles affect various profiles of the company.

Program Addition to: AAS/3481 Automotive Technology (No Changes to: AAS/3481)

Award/Major Code: [CCL/5858](#)
Initiating College: **GC**
Program Availability: **College-Specific**

Program Title: **Automotive Engine Performance**
Effective Term: **2016 Fall**

Total Credits: **17**
Overall G.P.A.: **2.00**
Instructional Council: **Automotive/Diesel Heavy Equipment Technology (18)**

CIPs Code: **47.0604**
Faculty Initiator: **Jay Covey**

Description: The Certificate of completion (CCL) in Automotive Engine Performance is designed to provide students with the basic knowledge and skills needed by automotive technicians specializing in the areas of automotive electrical/electronic systems and automotive engine performance. This course grouping helps prepare the student for the Automotive Service Excellence (ASE) Automotive Service certification tests in Electrical/Electronic Systems and Engine Performance.

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Program Addition to: AAS/3481 Automotive Technology (No Changes to: AAS/3481)

Award/Major Code: [CCL/5860](#) Program Title: **Automotive Heating, Ventilation and Air Conditioning (HVAC)**
Initiating College: **GC** Effective Term: **2016 Fall**
Program Availability: **College-Specific**

Total Credits: **18** CIPs Code: **47.0604**
Overall G.P.A.: **2.00** Faculty Initiator: **Jay Covey**
Instructional Council: **Automotive/Diesel Heavy Equipment Technology (18)**

Description: The Certificate of Completion (CCL) in Automotive Heating, Ventilation and Air Conditioning (HVAC) is designed to provide students with the basic knowledge and skills needed by automotive technicians specializing in the areas of HVAC. This course grouping helps prepare the student for the Automotive Service Excellence (ASE) Automotive Service certification tests in Electrical/Electronic Systems and Heating and Air Conditioning.

Program Addition to: AAS/3481 Automotive Technology (No Changes to: AAS/3481)

Award/Major Code: [CCL/5856](#) Program Title: **Automotive Maintenance and Light Repair**
Initiating College: **GC** Effective Term: **2016 Fall**
Program Availability: **College-Specific**

Total Credits: **17** CIPs Code: **47.0604**
Overall G.P.A.: **2.00** Faculty Initiator: **Jay Covey**
Instructional Council: **Automotive/Diesel Heavy Equipment Technology (18)**

Description: The Certificate of Completion (CCL) in Automotive Maintenance and Light Repair is designed to provide students with the basic knowledge and skills needed by automotive technicians specializing in the areas of Maintenance and Light Repair. This course grouping helps prepare the student for the Automotive Service Excellence (ASE) Automotive Service Certification test in Maintenance and Light Repair.

Program Addition to: AAS/3481 Automotive Technology (No Changes to: AAS/3481)

Award/Major Code: [CCL/5862](#) Program Title: **Automotive Technology**
Initiating College: **GC** Effective Term: **2016 Fall**
Program Availability: **College-Specific**

Total Credits: **43** CIPs Code: **47.0604**
Overall G.P.A.: **2.00** Faculty Initiator: **Jay Covey**
Instructional Council: **Automotive/Diesel Heavy Equipment Technology (18)**

Description: The Certificate of Completion (CCL) In Automotive Technology is designed to prepare students for employment as automotive technicians. Instruction is given in both the theoretical and practical aspects of automotive operation, maintenance, and service. Directed lab activities provide experience in transmissions, differentials, fuel systems, brakes, air conditioning, automotive electricity/electronics, diagnosis, emission control, engine service, suspension and steering systems. Modern, fully equipped facilities provide students with excellent opportunities for pre-employment experience.

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [AAS/3674](#)
Initiating College: **GC**
Program Availability: **Shared by: GC, MC**

Program Title: **Public Relations**
Effective Term: **2016 Spring**

Total Credits: **61-66**
Overall G.P.A.: **2.00**
Instructional Council: **Journalism and New Media Studies (44)**

CIPs Code: **09.0902**
Faculty Initiator: **Jenna Duncan**

Proposed Changes: Total Program Credits, Required Course Credits, Required Courses, Program Competencies

Description: The Associate in Applied Science (AAS) in Public Relations program provides students with general, practical, and marketable skills that will enable them to seek entry-level employment in public relations, such as press relations, community or consumer relations, market research, in-house publications, political campaigns, fund raising and volunteer recruitment. The program includes development of a portfolio that will exhibit students' ability to write both news and feature stories, to develop and plan events, and to produce brochures, advertisements, or small publications with desktop publishing. The curriculum combines coursework in public relations with a General Education component.

Award/Major Code: [AAS/3587](#)
Initiating College: **GW**
Program Availability: **College-Specific**

Program Title: **Air Conditioning/Refrigeration/Facilities**
Effective Term: **2016 Spring**

Total Credits: **64-72.5**
Overall G.P.A.: **2.00**
Instructional Council: **Applied Technology (57)**

CIPs Code: **47.0201**
Faculty Initiator: **James Staples**

Proposed Changes: Total Program Credits, Program Notes, Gen Ed Total Credits, Gen Ed Core Credits, Mathematics Credits, Mathematics Requirements

Description: The Associate in Applied Science (AAS) in Air Conditioning/Refrigeration/Facilities program is designed to provide training in the areas of heating, ventilation, air conditioning and refrigeration (HVACandR) systems, electricity, electronic controls and instrumentation, hydronics, electro-mechanical devices, and general repair. Students will have an opportunity to learn skills necessary to assess and solve problems quickly in emergency situations, based upon an understanding of regulatory guidelines. The program provides students an opportunity to develop written and verbal communication skills through general education courses.

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [AAS/3688](#)
Initiating College: **GW**
Program Availability: **College-Specific**

Program Title: **Nuclear Medicine Technology**
Effective Term: **2016 Fall**

Total Credits: **108-119**
Overall G.P.A.: **2.50**
Instructional Council: **Allied Health (51)**

CIPs Code: **51.0905**
Faculty Initiator: **Jeanne Dial**

Proposed Changes: Total Program Credits, Program Notes, Program Prerequisite Credits, Program Prerequisites, Required Courses, Restricted Elective Credits, Restricted Electives, First-Year Composition Requirements, Oral Communication Requirements, Program Competencies

Description: The Associate in Applied Science (AAS) in Nuclear Medicine Technology program is designed to prepare students to function as competent members of the healthcare team in the role of nuclear medicine technologists. Employment opportunities exist in hospitals, medical offices and ambulatory clinics. Upon completion of the program, the student will be eligible to apply for the certifying board examination administered by the American Registry of Radiologic Technology [ARRT (N)], the Nuclear Medicine Technology Certification Board (NMTCB) and Arizona State Licensure. The curriculum is structured to provide appropriate didactic instruction, as well as ample supervised clinical exposure, to assure sufficient opportunity to achieve all didactic and clinical requirements.

Award/Major Code: [AAS/3014](#)
Initiating College: **MC**
Program Availability: **College-Specific**

Program Title: **Sustainable Agriculture**
Effective Term: **2016 Spring**

Total Credits: **64-67**
Overall G.P.A.: **2.00**
Instructional Council: **Agriculture/Equine Science (02)**

CIPs Code: **01.0308**
Faculty Initiator: **Peter Conden**

Proposed Changes: Program Title, Total Program Credits, CIPs Code, Program Description, Program Prerequisite Credits, Program Prerequisites, Required Course Credits, Restricted Elective Credits, Free Elective Credits, Gen Ed Total Credits, Gen Ed Core Credits, Mathematics Requirements, Gen Ed Distribution Credits, Social-Behavioral Sciences Credits, Natural Sciences Credits, Program Competencies

Description: The Associate in Applied Science (AAS) in Sustainable Agriculture program focuses on sustainable agriculture, agribusiness, and urban farming. This program is designed to prepare individuals for employment in Agribusiness.

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [CCL/5744](#) Program Title: **Fire Investigation**
Initiating College: **MC** Effective Term: **2016 Spring**
Program Availability: **Shared by: CG, EM, MC, PC, PV**

Total Credits: **12** CIPs Code: **43.0202**
Overall G.P.A.: **2.00** Faculty Initiator: **Sonia Morales-Jones**
Instructional Council: **Emergency Medical Technology / Fire Science Technology (54)**

Proposed Changes: Total Program Credits, Program Description, Admission Criteria, Required Course Credits, Required Courses, Program Competencies

Description: The Certificate of Completion (CCL) in Fire Investigation program is designed to provide the educational credentials needed to become industry certified as Fire Investigators. Fire Investigation series I-IV is the regional standard in Arizona for professional Fire Investigators in the private and public sectors. The Fire Investigation track of the related Associate in Applied Science (AAS) in Emergency Response and Operations degree integrates this CCL's specialized content within a more comprehensive program of study.

Award/Major Code: [CCL/5124](#) Program Title: **Network Administration: Microsoft Windows Server**
Initiating College: **MC** Effective Term: **2016 Spring**
Program Availability: **Shared by: CG, GW, MC, SM**

Total Credits: **18** CIPs Code: **11.0901**
Overall G.P.A.: **2.00** Faculty Initiator: **Robert Danielson**
Instructional Council: **Computer Information Systems (12)**

Proposed Changes: Program Availability to: Shared by: CG, GW, MC, SM (adding SM), Program Prerequisites, Required Courses, Restricted Elective Credits, Restricted Electives, Program Competencies

Description: The Certificate of Completion (CCL) in Network Administration: Microsoft Windows Server program provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. This program also prepares students to complete the required certification tests for Microsoft Administrator.

Award/Major Code: [AAS/3244](#) Program Title: **Welding**
Initiating College: **MC** Effective Term: **2016 Spring**
Program Availability: **College-Specific**

Total Credits: **67-77** CIPs Code: **48.0508**
Overall G.P.A.: **2.00** Faculty Initiator: **Robert Holmes**
Instructional Council: **Applied Technology (57)**

Proposed Changes: Total Program Credits, Required Course Credits, Required Courses,

Description: The Associate in Applied Science (AAS) in Welding program prepares students to work in the field using oxyacetylene (gas) and electric (arc) processes. The program emphasizes knowledge and skill required to work with modern industrial welding equipment using advanced welding techniques including mig (metal inert gas) and tig (tungsten inert gas).

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [CCL/5444](#)
Initiating College: **MC**
Program Availability: **College-Specific**

Program Title: **Welding**
Effective Term: **2016 Spring**

Total Credits: **32-35**
Overall G.P.A.: **2.00**
Instructional Council: **Applied Technology (57)**

CIPs Code: **48.0508**
Faculty Initiator: **Robert Holmes**

Proposed Changes: Total Program Credits, Program Notes, Required Courses, Program Competencies

Description: The Certificate of Completion (CCL) in Welding develops skills in oxyacetylene (gas) and electric (arc) welding with emphasis on preparing for the American Welding Society Arc certification exam.

Program Addition to: AAS/3355 Fashion Design (No Changes to: AAS/3355)

Award/Major Code: [CCL/5854](#)
Initiating College: **PC**
Program Availability: **College-Specific**

Program Title: **Fashion Design: Entrepreneurship**
Effective Term: **2016 Fall**

Total Credits: **16**
Overall G.P.A.: **2.00**
Instructional Council: **Family & Consumer Sciences (34)**

CIPs Code: **50.0407**
Faculty Initiator: **Sylvia Phillips**

Description: The Certificate of Completion (CCL) in Fashion Design: Entrepreneurship is designed for students who are interested in developing a sustainable fashion design business. Including but not limited to apparel design, construction, and production management skills, textile properties and sourcing components, and other skills necessary for the fashion industry.

Award/Major Code: [AAS/3073](#)
Initiating College: **SC**
Program Availability: **College-Specific**

Program Title: **Culinary Fundamentals**
Effective Term: **2016 Fall**

Total Credits: **60**
Overall G.P.A.: **2.00**
Instructional Council: **Hospitality (58)**

CIPs Code: **12.05.03**
Faculty Initiator: **Karen Chalmers**

Proposed Changes: Required Course Credits, Restricted Elective Credits, Restricted Electives

Description: The Associate in Applied Science (AAS) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

ATTACHMENT: OPM
OCCUPATIONAL PROGRAM MODIFICATIONS: MARICOPA COMMUNITY COLLEGES
MCCCD GOVERNING BOARD DATE: 12/8/15

Award/Major Code: [CCL/5532](#)
Initiating College: **SC**
Program Availability: **College-Specific**

Program Title: **Culinary Fundamentals**
Effective Term: **2016 Fall**

Total Credits: **16**
Overall G.P.A.: **2.00**
Instructional Council: **Hospitality (58)**

CIPs Code: **12.0503**
Faculty Initiator: **Karen Chalmers**

Proposed Changes: Program Notes, Required Course Credits, Restricted Elective Credits, Restricted Electives

Description: The Certificate of Completion (CCL) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
13.2	Arizona Small Business Development Center Network- Arizona Procurement Technical Assistance Center	Dr. Maria Harper-Marinick

Recommendation

It is recommended that the Governing Board approve acceptance of a negotiated contract in the amount of \$400,648 from the U.S. Department Defense Logistics Agency, Office of Small Business Programs, to the Maricopa Community Colleges. The contract was awarded for the Arizona Small Business Development Center Network to operate the Arizona Procurement Technical Assistance Center for the period September 1, 2015 – August 31, 2016.

Justification

Maricopa Community Colleges, the “managing partner” in the Arizona Small Business Development Center Network, has been awarded the contract to operate the Arizona Procurement Technical Assistance Center (PTAC). The Network provides business counseling, training, and information resources to small business owners and prospective owners. The PTAC services are offered in parallel with those of the SBDC Network and they significantly enhance programs and services offered to entrepreneurs and small businesses. The Network’s statewide SBDC infrastructure and partnerships have provided a strong base for the collaborating and leveraging of these additional resources for the benefit of small businesses. For the contract year ended August 31, 2015, the PTAC worked with 225 new businesses with 68 women owned, 174 small and disadvantaged and 32 veteran owned. AZPTAC clients were awarded \$73M in prime and subprime contracts. Since 2012, the AZPTAC has 650 active businesses with more than 1100 in total client base.

Through the PTAC, the Network will be able to provide specialized and professional technical assistance to individuals and businesses that are seeking to pursue and successfully perform under contracting and subcontracting opportunities with the Department of Defense, other federal agencies, and/or state and local governments. This specialized and professional assistance will include targeted outreach and counseling services to small businesses, particularly those that are veteran owned or otherwise underserved.

Funding	Approvals/Certifications
<p><u>Source:</u> Department of Defense</p> <p><u>Account Identification:</u> Restricted</p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

Project Budget Summary

Salaries Position Title <i>Full-time:</i> 1 – Program Manager 2 – Procurement Specialist 1 – Program Assistant Position Title <i>Part time:</i> 5 – Procurement Specialist	\$199,474 \$185,600	\$ 385,074
Benefits Position Title <i>Full-time:</i> 1 – Program Manager 2 – Procurement Specialist 1 – Program Assistant Position Title <i>Part time:</i> 5 – Procurement Specialist	\$54,214 \$18,560	\$ 72,774
Equipment 5 Verizon “Hot Spots” mobile internet access and 2 laptops		\$4,358
Travel Attend client meetings, staff meetings, stakeholder meetings, local and federal government entities. Trips throughout the state of Arizona that include; client meetings, AZPTAC sponsored and participated training/workshops, visit and meet with Federal /Local government entities Airline tickets to APTAC Spring and Fall conferences, hotel accommodations and per diem		\$ 16,801
Materials and Supplies		\$ 26,676
Consultants and Contracts Contractual costs for support staff of the State SBDC Network office for IT, marketing, reporting and administrative support		\$ 13,520
Indirect Costs		\$ 192,537
Total		\$711,740

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

	Item Title	Responsible Agents
14.1	Drainage Easement to the City of Scottsdale for a Relocated Retention Basin at Paradise Valley Community College Black Mountain campus	Ms. Debra Thompson Dr. Paul Dale

Recommendation

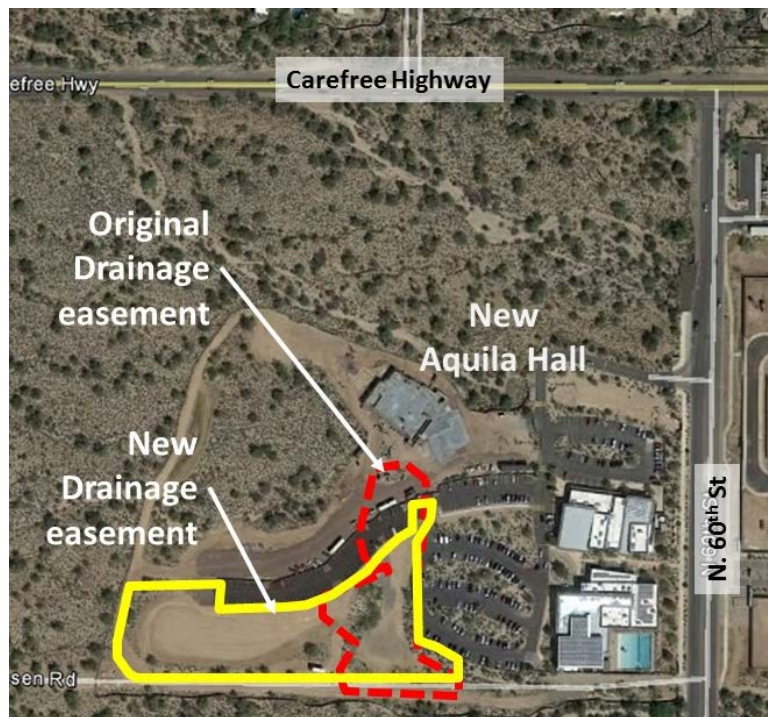
We recommend that the Governing Board (1) release an existing retention basin easement and (2) grant a new easement for a reconfigured retention basin to the City of Scottsdale. The retention basin is required by the City of Scottsdale to for surface water drainage related to the construction of the new Aquila Hall at the Paradise Valley Community College Black Mountain campus.

Justification

The Capital Development Advisory Council (CDAC) reviewed this item at its December 1, 2015 meeting and recommended that it be submitted for Governing Board action.

Proper surface drainage control, including retention basins for runoff water storage, are required for all building developments. As part of the Aquila Hall construction, an existing water retention basin needed to be reconfigured to provide enough space for the new building's site as well as the additional rainwater run off created by the project.

The City Scottsdale first requires a Release of Easement from the District for the existing drainage retention basin that was provided in the 2009 original campus construction. The City then requires a new retention basin easement to be provided for the modified drainage retention area. The new basin increases the capacity for the new building and parking, and assures the City of sufficient storm water retention capacity to protect the downstream property owners.



There is no cost to the District for this easement.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

CONSENT AGENDA ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

	Item Title	Responsible Agents
14.2	Utility Easement to the City of Scottsdale for Water Meters Installation and Water Line Extension at Paradise Valley Community College Black Mountain campus	Ms. Debra Thompson Dr. Paul Dale

Recommendation

We recommend that the Governing Board grant a utility easement to the City of Scottsdale to provide for the installation of two new water utility meters connecting to an existing water line as required by the City of Scottsdale for the new Aquila Hall at Paradise Valley Community College Black Mountain campus.

Justification

The Capital Development Advisory Council (CDAC) reviewed this item at its December 1, 2015 meeting and recommended that it be submitted for Governing Board action.

The City of Scottsdale requests a new utility easement for two new water meters with connection to existing water line to serve for the new Aquila Hall. This easement will provide the City with access to the water meters and public water line for installation of the water meters and future maintenance.

There is no cost to the District for this easement.



Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

NON-CONSENT ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
15.1	Approval for District-Wide Web Architecture and Redesign	Dr. Rufus Glasper Mr. Edward Kelty

Recommendation

Requesting Governing Board approval to engage Palantir to produce district-wide web architecture and redesign. The need to procure external talent for this activity is necessary given the complexity surrounding migrating a disconnected and extensive business operation into a consolidated and seamless environment to improve the user experience. The selected vendor provides MCCCCD with proven expertise on Drupal platforms

The total cost is \$2.475 million; this includes new websites for all colleges, District, and platform development. The cost of this project could be allocated over 2 fiscal years at minimum, or 3 fiscal years at maximum.

Justification

Palantir conducted a four-day intensive on-site visit to Maricopa and a six week discovery and strategy process and found that the student experience is inconsistent, key information is difficult to find and each site looks and communicates differently.

Palantir’s recommendations include a unified look and feel across websites, clean, consistent organization and navigation, and clear messaging that allows prospects to easily find the information that facilitates their enrollment decisions. These recommendations would improve site security, lower hosting and staffing costs and provide a better workflow for standards compliance.

If approved, the work would begin immediately, with two-to-three-year completion target.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

NON-CONSENT ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
16.1	Ground Lease Agreement between MCCCCD and the Hope College and Career Readiness Academy	Debra Thompson Dr. Shari Olson

Recommendation

It is recommended that the Governing Board authorize Maricopa County Community College District (MCCCCD) to enter into a long-term ground lease with the Hope College and Career Readiness Academy (HCCRA) for construction and operation of a charter school.

Justification

MCCCCD is the sponsor of a charter school, Hope College and Career Readiness Academy (HCCRA), as authorized by the Governing Board on March 24, 2015 and under Arizona Revised Statutes 15-183-C. Hope College and Career Readiness Academy will serve the large number of displaced youth in Maricopa County. HCCRA is an Arizona not-for-profit corporation. As part of its efforts to support displaced youth, HCCRA wishes to finance and construct a charter school facility on MCCCCD property, utilizing up to approximately 2.85 acres of land on the campus of South Mountain Community College (College).

HCCRA is seeking financing for the construction, most likely through bonds issued by the Industrial Development Authority of the City of Phoenix. The Maricopa County Regional School District (MCRSD) will be a guarantor on the financing with HCCRA. If HCCRA defaults on the financing, the lease will provide rights to the MCRSD as long as it is the guarantor, such as the right to cure the default and to take over the lease.

The proposed ground lease will be for an initial period of thirty-five years with the option of three ten-year renewal terms, subject to conditions. To ensure uses of the MCCCCD land are consistent with MCCCCD's and College's values, the ground lease limits HCCRA's use of the MCCCCD land to the construction and operation of a charter school and related activities. Additionally, it specifies that MCCCCD's obligations as the sponsor of Hope as a charter school are separate from its responsibilities as landlord under the ground lease. The ground lease will also provide that, upon its expiration or termination, subject only to the right of the MCRSD as guarantor to assume the obligations under the ground lease, MCCCCD will take title to the facility.

The ground lease rent will take into consideration the market value of the raw land, which is approximately \$8 per square foot, and will be based on the square footage of the floor plate of the charter school facility. Calculated using that valuation, the ground lease will specify an annual rent that HCCRA will be obligated to pay. However, the lease terms will require that HCCRA permit the College to use the facility's classrooms and laboratory space during the lease term and any renewals at mutually agreed upon times and dates in a frequency that will at least provide MCCCCD with a legal basis for it to waive rent. Specifically, the ground lease will state that MCCCCD will essentially waive the rent (through a credit against rent) that HCCRA owes under the ground lease in exchange for MCCCCD not being obligated to pay facilities use fees for using the facility. The intention is that monies do not exchange hands.

The parties intend to make this an arrangement in which any rent or other amounts owed by HCCRA to MCCCCD are equal to the rent or other amounts owed MCCCCD to HCCRA. There are significant educational benefits to this collaboration, including exposure of displaced youth to college education and life.

Funding	Approvals/Certifications
<p><u>Source:</u> N/A</p> <p><u>Account Identification:</u> NA</p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

NON-CONSENT ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
16.2	Pecos Campus Repainting Chandler Gilbert Community College Pecos Campus	Ms. Debra Thompson Dr. William Guerriero

Recommendation

We recommend that the Governing Board approve a contract award in the amount Five Hundred Thirty One Thousand One Hundred Seventy Six Dollars and Twenty Four Cents (\$531,176.24) to **Skyline Builders and Restoration, Inc.** to provide building exterior repairs and repaint nine buildings on the Chandler-Gilbert Community College Pecos Campus.

Justification

The largest of these buildings, the Library, Cholla Hall and Estrella Hall, were constructed in 1998 and have had only minor painting maintenance. After seventeen years, the paint has deteriorated and in several areas significant corrosion has occurred and in other areas the original colors have faded. Caulk joints on the building and window seams similarly is deteriorated. This work will restore all corroded metal stair landings and steps, correct downspout deficiencies and cracks or damaged areas on the exterior walls, and re-caulk all joints. When complete, the building exteriors will once again be watertight.

This project also considers the aesthetics of the buildings. Colors have been selected based on college-wide student and staff forums and surveys for approval of design alternatives. These alternatives were developed by Dick & Fritsche Design Group, the same architectural firm responsible for the Coyote Center and the Agave Hall Remodel. When complete, the Pecos Campus will have a unified and attractive appearance.

Skyline Builders and Restoration, Inc., under their cooperative purchasing agreement with Arizona State University (#231401) which is available to Maricopa Community Colleges, has submitted a proposal in the amount of \$531,176.24. Work will begin as early as December 15, 2015 and be complete by June 30, 2016.

The Total Project Budget of \$557,735 will be provided from Plant funds, from CGCC Capital.

Funding	Approvals/Certifications
<u>Source:</u> CGCC College Capital \$531,176.24	Chancellor _____ Academic & Student Affairs _____ Business Services _____ Human Resources _____ ITS _____ Res Dev & Cmty Relations _____ College President _____
<u>Account Identification:</u>	

NON-CONSENT ACTION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Title	Responsible Agents
16.3 Construction Contract Award for New Classroom and Engineering Lab Building at Chandler-Gilbert Community College Williams campus	Ms. Debra Thompson Dr. William Guerriero

Recommendation

We recommend that the Governing Board approve a contract award in the amount of One Million Three Hundred Fifty Four Thousand, Eight Hundred Eighty Nine and 00/100ths Dollars (**\$1,354,889.00**) to **DNG Construction, LLC** for a new Classroom and Engineering Lab facility at the Chandler-Gilbert Community College, Williams Campus.

Justification

The Capital Development Advisory Council (CDAC) reviewed this item at its December 1, 2015 meeting and recommended that it be submitted for Governing Board action.

At its June 2015 meetings, CDAC and the Governing Board provided Conceptual Approval for the design and construction of a new classroom and lab building at Chandler-Gilbert Community College, Williams campus. This new facility will be located directly south of the existing Bluford Hall.

The scope of the work includes construction of a new 11,820 square foot building that includes four general classrooms, two engineering and applied technology labs, faculty offices, a conference room and support spaces. Occupancy is projected for the fall semester 2016.

Purchasing publicly advertised the bid and received eight responses on November 19, 2015. **DNG Construction, LLC** submitted the low, responsive, responsible bid proposal of \$1,354,889.00 that includes base bid only. The following represents the bid tabulation:

<u>Company</u>	<u>Amount</u>	<u>Company</u>	<u>Amount</u>
DNG Construction, LLC	\$1,354,889.00	Adolfson & Peterson Construct	\$1,507,000.00
Danson Construction, LLC	\$1,389,900.00	Caliente Construction	\$1,517,000.00
Bayley Construction	\$1,499,000.00	Kinney Construction Services	\$1,535,000.00
SD Crane Builders, Inc.	\$1,504,472.00	Concord General Contracting	\$1,539,000.00

Funding will be provided from Plant and 2004 G.O. Bond funds, from the previously approved multi-funded Total Project Budget of \$2,500,000.

Funding	Approvals/Certifications
<p><u>Source:</u> 2004 G.O. Bond New Construction \$1,354,889.00</p> <p><u>Account Identification:</u> Project #150051.0259</p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>

EMPLOYMENTS

INFORMATION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
17.1	EMPLOYMENTS (New Hires, Specially Funded, and Short-Term)	Ms. LaCoya Shelton-Johnson

Recommendation

In accordance with employee group policies, the following personnel actions were approved. Budget approvals have been granted and are on file for the recommended personnel actions in this item (November 1-30, 2015).

Justification

Funding	Approvals/Certifications
<u>Source:</u>	Chancellor _____
<u>Account Identification:</u>	Academic & Student Affairs _____
	Human Resources _____ ITS _____
	Business Services _____
	Res Dev & Cmty Relations _____
	College President _____

* SALARY PLACEMENT FOR NEW SUPPORT/FACULTY/MANAGEMENT/ADMINISTRATIVE/TECHNOLOGY
PENDING RECEIPT OF OFFICIAL TRANSCRIPTS AND/OR VERIFICATION OF EMPLOYMENT

** CONTINGENT ON RENEWAL OF THE FUNDING SOURCE

Salaries under \$30,000 are due to less than 1 FTE and/or less than a 12 month position

SEPARATIONS

INFORMATION ITEM

Governing Board Agenda

Meeting Date: December 8, 2015

Item Number	Item Title	Responsible Agents
17.2	SEPARATIONS	Ms. LaCoya Shelton-Johnson

Recommendation

In accordance with employee group policies, the following personnel actions were approved. Budget approvals have been granted and are on file for the recommended personnel actions in this item (November 1-30, 2015).

Justification

Funding	Approvals/Certifications
<u>Source:</u>	Chancellor _____
<u>Account Identification:</u>	Academic & Student Affairs _____
	Human Resources _____ ITS _____
	Business Services _____
	Res Dev & Cmty Relations _____
	College President _____

MONITORING REPORT

POLICY TYPE: CHANCELLOR LIMITATIONS

POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES; FINANCIAL PLANNING AND BUDGETING

Governing Board Agenda

Meeting Date: December 8, 2015

ITEM NUMBER	ITEM TITLE	RESPONSIBLE AGENTS
18.1	Budget Analysis Report Fund 1: General Unrestricted Fund For the Five Months Ending 11/30/15	Ms. Debra Thompson Ms. Kim Granio

Expenditure Summary: \$305.1M (year to date)

- Typically evenly spread across each month, as the majority are payroll and benefits which are recorded every two weeks.
- Projected expenditure at year end: \$659.6M
- x% of expenditures have been recognized year to date (versus x% in 12/13, x% in 11/12, and x% in 10/11).
- x% of the budget remains unexpended or unencumbered (versus x% in 12/13, x% in 11/12, and x% in 10/11).

Revenue Summary: \$414.1M (year to date)

- The two major revenues, property taxes and tuition, are collected in cycles. Tuition revenue is generally collected at the beginning of each semester while property tax revenue is mostly collected in the fall and spring when semi-annual payments are due from property owners.
- Projected revenue at year end: \$663.3M
- x% of the budget has been recognized year to date (versus x% in 12/13, x% in 11/12, and x% in 10/11).

Fund Balance and Financial Stability Requirements

- Projections are for the Fund 1 balance to increase by ~\$3.6M (from \$160.0M to \$163.6M) in FY 13-14.
- MCCCDC is required to maintain a financial stability balance equal to 8% of the annual projected revenue. This currently equates to \$53.1M. The remaining fund balance of \$110.5M is comprised of college carryforward, designations for future operations, minimum financial condition measure for future years, allowance for student bad debt, priority initiatives, capital master planning, reserves for potential claims/contingency, enrollment growth/retention, and a projected undesignated balance of \$8.6M.
- Financial activities of the District comply with the Governing Board Policies, Chancellor Interpretations 2.4 and 2.6.

Items of Particular Interest: Substantial Deviations from Budget or Expectations

None.

More information on the Budget Analysis Report access: <http://www.maricopa.edu/business/reporting/reports.html>
This report is also provided to the Audit & Finance Committee quarterly.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Com Relations _____</p> <p>College President _____</p>