



MEMORANDUM

Date: November 4, 2014

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Pima Community College District Adult Education Annual Report**

You may recall that the County provides \$250,000 to Pima Community College (PCC) through an Intergovernmental Agreement administered by the Superintendent of Schools to provide adult education services. Attached for your information is PCC's Annual Report for Fiscal Year 2013/14, during which the program served 5,622 students.

Please let me know if you require any additional information about this program.

CHH/anc

Attachment

c: The Honorable Linda Arzoumanian, School Superintendent



PimaCountyCommunityCollegeDistrict

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**ADULT EDUCATION
ANNUAL REPORT
PIMA COUNTY BOARD OF SUPERVISORS
FISCAL YEAR 2013-2014**

Pima Community College Mission:

The mission of Pima Community College is to develop our community through learning.

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This report is provided to the Board of Supervisors as an annual update and describes specific metrics of performance and services to Pima County residents during fiscal year 2013-2014 as part of an Intergovernmental Agreement (IGA #01-38-P-127464-0700) between Pima County and Pima Community College District that moved Adult Education from the County Superintendent of School's Office and the County Board of Supervisors.

CLERK'S NOTE:
COPY TO SUPERVISORS
COUNTY ADMINISTRATOR

DATE 10-30-14 BR

**ANNUAL REPORT
PIMA COUNTY BOARD OF SUPERVISORS
FISCAL YEAR 2013-2014**

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HIGHLIGHTS OF FY 2013-2014

National Adult Education Honor Society: 10 PCAE students were inducted into the National Adult Education Honor Society in recognition of outstanding student. It was incredibly inspiring to hear the voices of the teachers and students talking about their successes in adult education and their plans for the future.

PCC gets a new Chancellor: Students, staff and the community have had regular access, including meetings, with Pima College's new Chancellor, Lee Lambert. This has given Adult Education new significance within the college, including an increased integration of student services for students, and for the first time since joining the college, adult education students will walk in the PCC graduation of 2015. The new Chancellor has written about adult education several times in his first year already. All of the Chancellor's blog entries can be found at: <http://pimachancellor.wordpress.com/tag/adult-education/>

Assistant Secretary of Education visits Tucson: In September, staff, community members, partners, policymakers, Ambassadors, student leaders, and former adult education students participated in a Roundtable Discussion with the Assistant Secretary of Education, Brenda Dann-Messier, at El Pueblo-Liberty Adult Learning Center. The visit included a tour of the Ocotillo Family Literacy Program site. We were very proud to have been chosen for the visit by the Department of Education.

Office for Career, Technical and Adult Education Regional Focus Group: In March, more than 50 students, staff and community partners attended an Adult Education Regional Focus Group to assist in the Development of a National Action Plan for Office of Career, Technical and Adult Education (OCTAE). In preparation for the event, student leaders organized focus groups at all three adult education learning centers. These discussions yielded insightful and substantial input that was incorporated into the national action plan as well as PCAE's own strategic planning.

AmeriCorps Celebrates 20 Years: AmeriCorps celebrated and recognized alum for the 20 years of service. 20 AmeriCorps alumni from across the nation received a National Leadership Award from the organization as part of its 20th anniversary celebration. Adult Education AmeriCorps alumnus Deenie Espinoza, who became an AmeriCorps member in 1994, was among the top 20 recognized nationally, and alums Blasita Aguilar, Cynthia Brewer, Consuelo Carrillo, Alma Hernandez, Ana Robles de Monge and MaryAnn Phininzy also received the Arizona AmeriCorps Local Leadership Award. <http://twenty.americorpsalums.org/meet-ameri-corps-alums>

PROGRAMS AND SERVICES

Students Served: Despite funding cuts and numerous administrative changes at the College, Adult Education served 5,622 students. Pima’s program accounts for nearly one quarter of all the state students.

Fiscal Year	Total Students Enrolled in Classes	ABE Students Served	ESL Students Served	Passed GED® Test
2013-14	5622	3066	2557	1380

Transition to Pima Community College: Transition staff meet with students to help them maneuver through all the various academic and vocational programs, provide information on educational, training and employment opportunities, referrals to community agencies and institutions, academic and career advice and planning, financial aid, assessments, goal setting, campus tours and presentations, as well as scholarship opportunities.

- 1156 students were served individually and over 3819 students in groups.
- 13 students received GED® Test fee scholarships
- 12 students received \$250 merit scholarships to attend credit classes at PCC

Citizenship: PCAE currently has 12 classes on the Rights and Responsibilities of Citizenship, all taught by volunteers. Our Citizenship Program also enjoys a strong collaboration with the Pima County Public Library System where 6 of the 12 Citizenship classes are located. One of those also includes a well-attended *Spanish only* class for students who are eligible to take the Citizenship test in their native language. Volunteers, in collaboration with the Pima County Recorder’s Office also staff a voter registration table at the four monthly Naturalization ceremonies conducted at the DeConcini Federal Courthouse.

Refugee Education Program (REP): REP contracts with AZ DES to provide English Language Training to refugees resettled in Pima County. The program offered eleven English classes of different levels from Pre-Literacy through Intermediate to 626 refugees. The refugees are referred to the program by three resettlement agencies: International Rescue Committee, Refugee Focus and Catholic Community Services. REP also offered VESL (Vocational English as a Second Language) classes for refugees at International Rescue Committee and Refugee Focus resettlement agencies.

Annual Report to the Pima County Board of Supervisors: FY 2013-2014

Family Literacy Program: PCAE's comprehensive Family Literacy Program (FLP) supports adults and their children with a multiple component model that includes adult education, parenting education, home visits, early childhood education, parent and child together time, and volunteer service in the community. The FLP partners include Child Parent Centers Inc. (Head Start), Sunnyside Unified School District, Pima County Public Library, Literacy Volunteers of Tucson (Literacy Connects), Make Way for Books and Tucson Unified School District. Family Literacy served a total of 64 families and parents were in class more than 7500 hours. In addition, they completed more than 2387 hours of volunteer and community service.

AmeriCorps Program: 14 AmeriCorps members provided service to over 12 organizations across Pima County including the Literacy Connects, Reading Seed, libraries, schools, and non-profit organizations. They helped tutor and mentor children, youth and adults in literacy activities, raise funds, staff booths, cleaned and painted over graffiti at parks and neighborhoods, trained and worked with youth developing leadership through service learning projects, helped disabled and homeless veterans, participated in national days of service such as Martin Luther King Day, Make a Difference Day, Cesar Chavez Day, Global Youth Service Day, and 9/11 activities, and attended numerous trainings. Additionally, AmeriCorps Members joined the Tucson Community Emergency Response Team (CERT) which prepared them for disaster services. This is all in addition to the service they provide staff and students within adult education. Four AmeriCorps members received their HSE Diploma, one was the student speaker of graduation and eight members enrolled and started attending classes at PCC.

Volunteer Program: PCAE had 55 volunteers for FY 2013-2014. Most serve as tutors working one-on-one or with small groups for individualized instruction. Volunteers are pre-screened, oriented, trained and placed within all of various programs. Volunteer orientation includes the history of Adult Education, its place within Pima College and the community, the nature of adult learners and keys to success as a volunteer. Volunteers provided 5000 hours of service during this fiscal year. Volunteers worked with students in ELAA, HSE Math and writing, Citizenship, digital stories and as Student Success Coaches.

Student Success Coach Pilot: Early in 2014, a team of coordinators/managers, instructors, volunteers and students began meeting to plan and implement the Student Success Coach pilot. The goal of this program was to increase student retention, persistence and motivation as well as increasing the rates of transition into college and or careers. Seven coaches were given two days of training, and in April, 2014 began meeting with a small group of High School Equivalency students from the El Rio Learning Center. While the numbers were small, the impact on students participating was substantial. Plans call for the pilot to continue into the next fiscal year at El Rio with additional program expansion into the 29th St. and El Pueblo-Liberty Learning Centers.

Bridge to College & Career: The new Bridge to College and Career (BCC) program was launched with the hiring of a Program Coordinator and the piloting of a Math Bridge class at East Campus. The BCC program builds a bridge for students with basic skills into credit programs at PCC, and onto new occupational tracks, through accelerated Bridge classes and IBEST programs on PCC campuses. Unique curriculum was developed, contextualizing the math to college and career readiness, and integrating regular visits from student services and faculty from key occupational tracks at East Campus. Multiple presentations on the BCC program were delivered college-wide to student services groups, faculty leaders and college committees, significantly increasing awareness of Adult Education programs and building stronger relationships between our programs. Additional Bridge classes are being planned for early next year, as well as the launch of the college's first IBEST program in partnership with the Hotel and Restaurant Management Certificate program at Northwest Campus.

Eyeglass Referrals: PCAE referred 41 pre-screened, low income students for free eye exams and free eyeglass referrals. Participating companies were Lenscrafters, through their Gift of Sight/One Sight program providing the glasses (three local stores), Accent on Vision, and Alvernon Optical providing free exams.

Distance Learning (DL) Program: DL had 242 students in FY14, making educational gains and improvements that exceeded Arizona Department of Education target goals. The DL program is the largest Adult Education DL program in the state, and has also become a model program in the state on how to effectively work with learners at a distance and in hybrid classes.

Software Integration: Instructors have been trained over the past year in how to use the software systems PLATO & AzCIS (Arizona Career Information System) in order to better serve students. PLATO is an online learning platform that has an extensive curriculum for HSE preparation. Using PLATO, students can intensify their instruction and focus more on areas where they need additional help. AzCIS is a tool for helping students find a career that is a good fit for them. It also has a great variety of resources to help students learn more about their skills and aptitudes.

RAISE: The RAISE program contracts with AZ DES – Division of Developmental Disabilities (DDD) to offer classes including Reading, Writing and Math Skills; Computers; Money Management; Language Arts; Social Skills and Expressive Arts to adults enrolled with DDD. The RAISE program offered a total of 19 different classes each week to over 70 adults. Students are referred directly from DDD. Program staff work with DDD staff as well as community partners such as Easter Seals Blake Foundation, Beacon Group, and Goodwill Industries.

High School Equivalency Testing (formerly GED Testing): HSE Testing administered the GED® Test at the Community Campus, as well as administering testing for the Pima County Jail, Las Artes, Brookline College, Marana Correctional Center, Tucson Job Corps, Tohono O’odham Jail in Sells, and the Town of Ajo.

Due to the closeout of the 2002 GED® Test series, the last quarter of 2013 saw a test-taker increase in volume of over double previous years. In January 2014, the new GED® Test was introduced nationwide which included a change in content to align with the Common Core State Standards and a change in format to computer-based administration in an approved testing center. PCC responded to these changes by building out a new testing center at the Community Campus and developing a mobile testing unit that can be taken to correctional facilities and the wider community.

HSE Graduation: Nearly 200 out of 1380 graduates joined community leaders, policy makers, college staff, families and friends at the June 5th High School Equivalency (HSE) Celebration at the TCC Music Hall.

Civics & Student Leadership Program: The Civics & Student Leadership Program works with adult learners, adult educators and community leaders to integrate civic learning and community engagement to promote positive change in our community. We foster civic engagement and student leadership development through various opportunities by bringing adult education into the community and the community into adult education.

Approximately 300 students participated in over 2800 hours of civic and community engagement activities:

- Student leaders have made it possible for 13 of their fellow students to have the financial assistance they need to pay the **GED® test fee**.
- Students developed their technology and writing skills along with a strong voice for topics and themes they care about in two pilot **Digital Storytelling** classes. 31 students participated in over 425.5 hours of programming at 2 learning centers. See the stories here at <http://www.supportadulthoodarizona.com/>
- Law professors from the **University of Arizona Law School Immigration Clinic** facilitated two immigration presentations for students and staff at two Adult Education learning centers during the past year.
- **Black History Art Exhibition** - On February 25th, the student Leadership Council at El Pueblo Liberty Learning Center hosted a Black History Art Exhibition, from Africa to the White House. More than 200 adult education students and student leaders, as well as instructors and staff, viewed the collected artifacts and historic documents of retired instructor and community member Hareld Craig. The items date from the 1700’s to the present. Students also viewed and discussed the local documentary “Barrios and Barriers”, a Tucson Civil Rights History.

- **Civil Rights Restoration Clinic** - Andy Silverman, of the University of Arizona's School of Law, presented the facts and options for civil rights restoration in two adult education classes.
- **Affordable Care Act Presentations and Workshops** - Approximately 500 students attended six presentations on the ACA from PCAP (Pima Community Access Program) at the El Rio, El Pueblo Liberty and 29th St. Coalition Centers on during the months of October and November.
- **Yearly Ambassadors Training** - On January 31st and February 1st select student leadership council members from all three adult education learning centers, Literacy Connects, and Cochise College participated in the yearly Ambassadors Training Program at El Rio Learning Center. At the end of the training Representative Ethan Orr joined the new Ambassadors to discuss what they had learned, and they were able to practice their new skills.
- **Adult Education Ambassador Day at the Capitol** – More than 20 student ambassadors from Pima College, Rio Salado College and Coconino College spent February 13th at the state capitol meeting with more than a dozen state legislators and raising awareness about the benefits and importance of adult education in our state.
- **Pima County Board of Supervisors Meeting** - On May 20th, Ambassador Ana Chavarin, on behalf of all adult education students, spoke at the Pima County Board of Supervisors Meeting to express gratitude for the Board's support of Pima's Adult Education Program.

PARTNERSHIPS

Literate Worker Group – Adult Education staff attend a monthly Literate Worker meeting with the library, OneStop, Community Based Organizations like JobPath, and the county’s Faith Based Initiatives Coordinator to share information and cross-refer to classes and activities. The team also looks for ways to ensure programs are not duplicating services and for joint funding opportunities. This team has been meeting since 2007.

The Refugee Education Program – REP established a Refugee ESL provider network that includes representatives of Literacy Connects, Pima County Library, Horizons for Refugee Families, International Rescue Committee, Refugee Focus, and Catholic Community Services.

Literacy Connects (LC) - This is the fifth year that PCC and Literacy Connects partnered to offer students a HSE class at their main location to ensure that students have a clear path to the GED® after receiving one-on-one tutoring and small group instruction. 42 students enrolled in the HSE preparation class.

Literacy Connects partnered with the Family Literacy program to bring *Teach the Parent, Reach the Child* curriculum train-the-trainer workshops into the Literacy Infusion project. They also collaborated to support the Santa Rosa Family Literacy class. Two volunteers worked with the Family Literacy team to ensure that the adult education needs of all parents were met.

El Pueblo Liberty partnered with Literacy Connects to provide College and Career-focused adult education classes at Mission Manor as part of the Literacy Infusion project.

Another creative project was the “Stories that Transform” pilot that combined art, theater techniques and writing to produce an outstanding performance by adult learners on September 20th at the 29th St. Coalition Center. Over 75 community members and supporters came out to see a multi-media production which featured both live skits and digital stories, all based on students’ personal and creative writings

City of Tucson, Mayor’s Initiatives: PCAE developed *Teach the Parent, Reach the Child* curriculum, an 8 session, research-based training series for parents to learn about the importance of reading to their children and help parents build a home library. We received a grant from the Mayor's Education Task Force to do train the trainer workshops in Sunnyside and TUSD schools. Parent leaders and school staff were trained to deliver curriculum. Parent leaders were so excited by the curriculum and the reception from

parents that a training was also completed (by the parent-leaders, on their own!) at a local south side church.

1. Teach the Parent Reach the Child (TPRC): Parents read more than 12,600 children's books to their children. This parent-to-parent training impacted 87 families and 760 children's books were given to TPRC teams to distribute to families to start home libraries.
2. The Mayor also established a HSE / Certification scholarship fund to pay for the GED® Test and/or certification tests that prevent students from getting a job.

JobPath - PCAE collaborated with JobPath to provide English & Job Skills classes for Highly Skilled immigrants. JobPath recruited students from PCAE's classes, as well as from other local organizations, to participate. Students received individual as well as group assistance in developing the skills needed to find a job in their field, as well as advice on networking, preparing resumes and cover letters, and interview skills. The program had excellent outcomes, with over 50% of participants being placed in employment, many of them in professional-level jobs in their professions.

Contracted Classes:

- Two HSE classes are provided at no charge at both Pima County OneStop Centers as part of an IGA between the OneStop and PCC. At the Rio and Kino One-Stop center classes, 108 students were served. It is a great long-term partnership, and one of the many visible ways that Pima County truly supports a One Stop system for job seekers who also need basic skills or a HSE diploma.
- Pima County Adult Detention Center – For over 22 years, the Jail has contracted with Adult Education to provide all their adult education programming. This year the classes served 355 incarcerated students for over 8040 hours.
- Goodfutures: Goodwill received a federal DOL. PCAE provided twelve cohorts of students with adult basic skills instruction targeting youth (18-21) with prior involvement with juvenile justice system. 92 students received a total of 462 hours of direct instruction; 64% had grade level improvements; 5 transitioned to PCC; and 2 reported getting jobs.
- Adult Education also provided a HSE fast-track class for Goodwill employees who were close to being ready to pass the GED® 2002 exam before it expired at the end of 2013. 11 passed the Official Practice Test and 10 passed the GED® exam and received their Arizona High School Equivalency Diplomas.

Pima County Libraries:

- Santa Rosa library provided space for the Family Literacy Program to hold adult education and parenting classes, helping us take full advantage of the Santa Rosa Head Start Center.
- Adult Education instructors and librarians at three libraries coordinated to provide students with library tours and lessons on using electronic resources, and signed students up for library cards.
- Throughout the year librarians came to adult education assemblies/information fairs/classes and taught students various library and literacy skills.
- PCAE and library branches distributed each other's marketing and class offering materials.
- Libraries provided six classroom spaces for PCAE Rights and Responsibilities of Citizenship classes.
- The Library HSE Coordinator and library HSE Homework Tutors participated in PCAE's Teacher In-Services.
- PCAE staff attended Literate Worker meetings and also met with University of Arizona Dean, Library Director, and Literacy Connects to discuss collaboration opportunities.
- PCC's HSE Testing Program coordinated with the Library HSE Instructional Program to share information on student graduation rates from library classes.
- Library HSE students were invited to PCAE's annual HSE Graduation and also had opportunities to apply for PCC scholarships.
- PCC's HSE Testing Coordinator attended bi-annual Library HSE Team meetings to present HSE closeout and GED® 2014 updates and answer questions.
- Santa Rosa Library provides space for the Comprehensive Family Literacy Program serving 32 families.
- The El Rio Public Library held computer classes in the El Rio Learning Center computer lab several times during the past year. Our Adult Education students were informed of the classes and had first priority in filling the seats.

EXCEPTIONAL SERVICE & LEADERSHIP

Awards and Recognitions:

- El Rio Reading and Writing students won an award at the Literacy Week Ceremony for their project, "Stepping Out and Moving Forward", a collection of reflections on school and career goals.
- Adult Education Alumna Ana Chavarin was the recipient of the Soroptimist Women's Support Award. <http://www.soroptimist.org/awards/awards.html>. This scholarship will support Ana, currently enrolled at Desert Vista, as she pursues her degree in psychology.
- HSE graduate and PCAE Ambassador Catalina Llamas won the Student of the Year award at the AALL (Arizona Association for Lifelong Learning) Conference on October 25th, 2013.
- AmeriCorps Members attended the Pima County Board of Supervisors meeting on April 8, 2014, and were presented with a Proclamation for Global Youth Service Day (GYSD).
- Family Literacy students at the Santa Rosa Library site won the Distinguished Merit AALL award at the Literacy Week Ceremony for their project, Hopes & Dreams for My Child
- On May 6th, five student leaders from El Rio Learning Center were awarded certificates of recognition for their participation in the PCC West Campus Emerging Leaders program.
- Chelsea James and Jim Lipson successfully completed the nationally recognized Leadership Excellence Academy training program and will become a Certified Manager in Program Improvement (CMPI).

Staff Participation in the Community – PCAE currently has several staff members serving on various boards and/or participating in key community activities:

- **Arizona Association for Lifelong Learning (AALL)** – The Arizona Association for Lifelong Learning is a 42 year old statewide organization that helps raise awareness about adult education and provides professional development to the adult education field. Anne Petti is the Past President, Laura Porfirio is a new board member and Katy Brown is the Professional Development Chair for the Arizona Association for Lifelong Learning.
- **Commission on Adult Basic Education (COABE)** – COABE is the leading national adult education association that provides leadership, communication, professional development and advocacy for adult education and literacy practitioners in order to advance quality services for all adult learners. Regina Suitt is a Board member and the Public Policy Chair
- Regina Suitt and Laura Porfirio served on the Literacy Connects Advocacy Committee and attended monthly meetings throughout the year.
- Regina Suitt is Board member of Edge Charter H.S.
- Micki Ulrich served as the Vice Chairperson on the board of the Sunnyside Literacy Zone Council.

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- Sarah Fearnow is a widely acclaimed TIAN trainer and is regularly contacted to present and coach other programs and present in other states.
- Mireya Escamilla is on the board of VALUE (Voices of Adult Learners for Education)
- Adult Education Alumni and Ambassador Ana Chavarin was asked to be a board member of the national adult education student organization VALUE.
- Masha Gromyko serves as a co-chair of the Arizona Refugee Resettlement Program Strategic Plan team on Language and Literacy.
- Anne Petti is a member of the Center for English as a Second Language (CESL)'s Advisory Board and represents the College as a member of the Community College Consortium for Immigrant Education's Blue Ribbon Panel.
- Instructor John Hindman represents PCC on the Pima County Reentry Coalition.

Presentations at State and National Conferences – PCAE staff are routinely called in as subject matter experts and to present at conferences.

- Six Adult Education Ambassadors conducted a panel presentation at the National Collegiate Leadership Conference (NCLC) at the University of Arizona on February 15, 2014. Adult Education students presented for a nationally represented audience on the benefits and activities of student leadership councils, the Adult Education Ambassadors Program and Civic engagement.
- Norma Sandoval-Shinn and Cecilia Ramirez attended the National Conference on Family Literacy in Washington DC – February 17 -19, 2014
- Regina Suitt presented for the National Coalition for Literacy (NCL) on PIAAC and advocacy on a live webcast from D.C.
- In December, AmeriCorps members and several staff attended the AZ Summit on Service and Volunteerism in Phoenix. Two members supported a presentation on what Tucson did for Global Youth Service Day.
- Assistant Manager Elva De La Torre participated in the University of Arizona's Social Justice Symposium, and moderated the closing speaker's panel.
- Regina Suitt, Ambassador Ana Chavarin, and former student Jesus Garcia were interviewed on the John C. Scott radio show.
- Regina Suitt, Instructor Phil Ruhl and several HSE students were interviewed in a KVOA story about the new GED® test.

OPPORTUNITIES

Adult Education embarked on a renewed focus on mission, vision and values as part of the larger college's work on strategic planning as an institution. The draft, plan and all the work is on the Dean's blog and includes a vision and mission that demonstrates our focus on adults as engaged learners <http://pccadulthood.wordpress.com/> and supports the college's Strategic Directions.

At the federal level, the Workforce Innovation and Opportunity Act (WIOA) passed. It was a bicameral bipartisan legislation that requires Workforce agencies such as the OneStops, DES, Adult Education and Vocational Rehabilitation to work on a shared vision and state plan with common outcomes. There are also more opportunities for adult education and community colleges to work in partnership with the local Workforce Investment Board to deliver targeted and comprehensive adult education services that directly relate to the workforce needs of our community. With a new PCC Chancellor at the helm who champions the role that Adult Education plays in college and career readiness, PCAE is poised to lead the state in preparing a workforce that is skilled, educated, and 21st-century ready.

In the coming year PCAE plans to leverage volunteers by expanding our Student Success Coach Pilot to 29th Street Coalition Center as well as El Pueblo Liberty Center. The goal of this program is to increase student retention, persistence and motivation as well as increase the rates of transition into college and or careers.

Aligned with the new WIOA goals, PCAE plans to expand its offerings in the Bridge to College & Career (BCC) Program. Through accelerated Bridge classes and IBEST programs on PCC campuses, students will improve basic skills and move into credit programs at PCC and new occupational tracks. Additional Bridge classes are being planned for early next year, as well as the launch of the college's first IBEST program in partnership with the Hotel and Restaurant Management Certificate program at Northwest Campus. PCAE, along with PCC is currently competing for various grants to help fund this growth.

The college is optimistic about being taken off probation. The spotlight will be on PCC for a while, which is not a bad thing. The enhanced scrutiny is an opportunity for a culture of continuous improvement to take an even stronger hold at PCC.

In another challenging year when adult education received the essentially level funding with ever-increasing costs and ever-increasing demand, the support of Pima County has never been more greatly appreciated and more greatly needed. Funding from Pima County has and continues to contribute to the overall success of Adult Education at Pima Community College in achieving its mission.

EXPENDITURES FROM PIMA COUNTY'S CONTRIBUTION

Prioritizing services and programs continues to be difficult, but PCAE remains the largest adult education program in Pima County and the second largest in the state.

The funding that the county appropriates for adult education is essential to serving Pima county residents. The investment that the county makes in adult education has made it possible to provide adult education classes, retain jobs and also protect vital programs such as AmeriCorps and Family Literacy.

The following expenditures were made from the Pima County Board of Supervisors FY 2013-2014 contribution of \$250,000.

2013-2014 Budget

Total Pima County Contribution	\$250,000.00
Salaries for staff and instructors	\$178,658
Employee-related expenses (benefits)	\$63,242
Utilities (phones, Internet access, electricity, postage)	\$5,318
Travel	\$2,680
Instructional and office supplies	\$102
Total Expenditures	\$250,000.00