A Study Session of the Pima County Community College District Governing Board was held on Monday, December 16, 2013 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

Persons in Attendance

Board Members:
Brenda Even, Chair
David Longoria, Secretary
Marty Cortez
Sylvia Lee
Scott Stewart

General Counsel
Jeffrey Silvyn

Recording Secretary
Gabriela De Echávarri

Administration/Staff
Lee Lambert
Deborah Yoklic

1. Call to Order
Board Chair Brenda Even called the meeting to order at 4:03 pm.

2. STUDY SESSION (open)

2a. Policy Structure and Governance Model
Chairperson Even introduced consultant Dr. Cindra Smith. The group spoke briefly about the Board’s Priorities.

Dr. Smith started by commending the Board for the hard work they have done and for being open. She also mentioned the Board has an excellent set of Board priorities and also a big set of challenges. She also commented that integrating planning with budget is very good and is also recommended by the HLC.

Board member Stewart commented it is a set of long-term priorities.
Board Member Cortez noted Developmental Education is a priority for the Board. Chairperson Even commented Strategic Planning, among other issues are being examined.

Board Member Lee mentioned she asked Dr. Zelema Harris to talking with the Board about strategic planning prior to the kick-off in February 2014. She also mentioned she sees priorities giving direction to the College.

Chairperson Even noted workforce development and other areas at the College are being contemplated for improvement and that the Board is meeting with business and organizations. Board Member Cortez informed internal and external communications are being reviewed. She also noted the Board self-assessment is a good tool.

Dr. Smith noted there will be Board roles depending on priorities.

BYLAWS
Dr. Smith commended the Board for revising the Board Bylaws. Dr. Smith went over the policies and made remarks and recommendations.

Dr. Smith suggested Article I Section 2 include a statement about listening to the suggestions of community members. She commended the Board on Article III-Representatives to the Board- for being clear on policy.

Board member Lee asked who are the representatives at other institutions. Dr. Smith mentioned faculty, staff and students is the most common composition of representatives to the Board. She noted the purpose of shared or participatory governance is for people to have information and to keep the focus on that purpose.

On Article V –Duties of Officers-Section 1.1 Dr. Smith noted it was important that the Chair of the Board and the Chancellor work closely together.

Dr. Smith suggested adding a bylaw on Article VI-Meetings, regarding meeting conduct, set time limits and public participation decorum. She also recommended adding a bylaw regarding minutes. She noted it is very good to have them on the web and have the meetings streamed.

Board member Lee made a remark about most boards having annual chair selection.

Dr. Smith commented Article X-Code of Ethics, is very complete. She noted the good work on updating them. She suggested having a discussion every year or two.

Dr. Smith also recommended the Board establish a protocol on campus visits. The Board should notify campus presidents and the Chancellor when they plan a visit.

On Article X-Code of Ethics, Section 5.c, Dr. Smith also recommended the Board to be careful when they request information from the Chancellor. It is acceptable when
information requested can be provided quickly, but at times requests may take weeks of
someone’s work or requests may cause a big shift of workload. She suggested the Board
should make a decision when a request is not an appropriate use of staff time and should
make a decision setting a priority for such request. She noted this protocol should be clear.

In regards to Article XII-Response to Complaints, Dr. Smith noted it’s good to have Legal
Counsel included when complaints occur.

Dr. Smith suggested the Board self-assessment be included in the bylaws as well as
something in regards to the Board members’ expenses.

GOVERNANCE MODEL

Dr. Smith noted the good work on the governance model and commented she liked the word
“contributory”. She mentioned she had minor remarks and suggestions for the governance
model.

Dr. Smith recommended using the term executive parameters or executive expectations
instead of executive limitations when clarifying the role of the Chancellor. She also
suggested having clarification of the roles of the Board, Chancellor, Contributory Council,
Campuses as well as something related to delegation of power. She also mentioned arrows
going both ways are not clear and can be interpreted in different ways. She noted the Board
should not charge groups directly but GO through the Chancellor.

POLICY CATEGORIES

Dr. Smith suggested adding discrimination under Institutional Effectiveness and work with
Legal Counsel. She noted policies should be easier to find.

Dr. Smith mentioned the Board is on the right path in regards to policies. She suggested
establishing parameters for the Chancellor instead of just referencing the Chancellor.
She also suggested listing the work to be done: Re-organization of Board Policies,
development of Prime Policy, Chancellor’s Policy, incorporate new policies, and review and
revision of policies that are in place.

Jeff Silvyn asked if a list of questions or tips for policy review could be provided. Dr. Smith
will share the information she has with the College.

Dr. Smith recommended having equal representation at meetings and ad hoc committees,
including subject area experts. She noted the good work being done in the Developmental
Education re-design, including faculty, staff and administrators. She noted that is good to
have the right people on committees.
3. Public Comment

Julia Fiello addressed the Board regarding the Meet and Confer process and its functionality. She asked the Board members to consider campus visits having a 2-Board member (no quorum) forums with faculty and staff.

Julie Hecimovich addressed the Board regarding the governance model and thanked the Board for clarifying the term contributory. She noted Board representatives help meet the needs of the College’s employees.

Adjournment

The meeting adjourned at 5:55 p.m.

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Secretary

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Date