A Study Session of the Pima County Community College District Governing Board was held on Monday, March 24, 2015 at 5:00 p.m. in the Community/Board Room, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**
Sylvia Lee, Chair
Marty Cortez, Secretary
Mark Hanna
David Longoria
Scott Stewart

**General Counsel**
Jeffrey Silvyn

**Recording Secretary**
Denise M. Dudoit

**Administration**
Lee Lambert, Chancellor
Morgan Phillips, President, Desert Vista Campus
Nic Richmond, Assistant Vice Chancellor Planning and Institutional Research

1. **Call to Order**
   Board Chair Sylvia Lee called the meeting to order at 4:39 pm.

2. **Calendar of Reports to Board**
   Board Member Scott Stewart and Nic Richmond presented a draft of the Board Report Calendar. The purpose of the report calendar is to ensure the College is in compliance with accreditor and funding agency requirements, state and federal laws and regulations, and the community’s performance expectations. This is the first review of the report calendar and suggestions consistent with the stated purpose are welcomed.

   There will be two to four reports each month that fall into one or more of the following categories: Compliance; Mission Fulfillment; Strategic plans, Goals, Priorities; Academic Performance; and Operational Performance. Reports will typically be written and reviewed during study sessions, although some may be public presentations during Board meetings. Reports should include sufficient detail to be useful to the decision makers and as evidence to accreditors while not consuming excessive resources.

   An itemized list of monthly reports was provided and discussed; many of these reports are already generated by Planning and Institutional Research although those produced by Human Resources will necessitate a stronger connection between departments. It was also suggested a template be designed so the reports have a similar look and feel.
Adjournment

The meeting adjourned at 5:10 p.m.

________________________________________
Secretary

________________________________________
Date