

PIMA COUNTY COMMUNITY COLLEGE DISTRICT

A Study Session of the Pima County Community College District Governing Board was held on Monday, January 30, 2017 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:

Mark Hanna, Chair
Demion Clinco, Vice Chair/Secretary
Sylvia Lee
Luis Gonzales

General Counsel

Jeffrey Silvyn

Recording Secretary

Andrea Gauna

Administration

Lee Lambert, Chancellor

1. Call to Order

Mark Hanna called the meeting to order at 4:07 pm.

2. **Discussion of Board meeting procedures**

Jeff Silvyn, General Counsel discussed the basic rules of order for use at Board meetings and provided a handout called Meeting Procedures Overview. This handout can be found on the Governing Board webpage.

Mr. Silvyn discussed articles V and VI from the bylaws that relate to Governing Board meetings. Mr. Silvyn noted that the Board hired an outside counsel, Susan Segal, to work with the Board to make revisions to their bylaws. The bylaws will be reviewed every three years to decide whether changes need to be made. Mr. Silvyn noted that Ms. Segal is highly qualified and an expert, in the State of Arizona, on relationships to educational Boards and their governing documents.

Board member Gonzales noted that he would like to discuss the bylaws and noted a typo that needed correction. Mr. Gonzales has concerns with the bylaws and needs clarity. Mr. Silvyn reminded the Board that this study session is to discuss meeting procedures and Robert's Rules.

Board member Gonzales asked that a review of the bylaws be placed on a future agenda to discuss some of the items he has concerns with. Board Chair Hanna noted that this can be an agenda item for a future meeting but that the bylaws are reviewed every three years.

Board member Lee asked that the Board have a discussion at some point on the bylaws that are inconsistent with the rules contained in the latest edition of Robert's Rules, specifically, a motion requiring a two-thirds vote. Mr. Silvyn noted he would report back to the Board on this issue next month.

Board member Clinco noted that this study session is the perfect time to address any concerns or disagreements that exist now so that when the Board members are in a meeting that they don't run into a quagmire that causes significant delays in moving the meeting forward.

Mr. Silvyn noted that Robert's Rules of Order provides guidance and the Board members are not required to follow every rule as noted.

Board member Clinco noted that he would like a discussion in the future on any special rules the Board is going to adopt and create a process for them.

Board member Gonzales would like Mr. Silvyn to create a cheat sheet for the Board members which will list different types of motions and a voting procedure for each motion.

Mr. Silvyn noted that he will create a chart which will flag issues implicit in Robert's Rules that conflict with how the Board currently operates. Mr. Silvyn will bring the chart back to the board to get some additional input and then the Board can decide how they want to handle it.

3. **Admission and enrollment process review**

Dr. Dolores Duran-Cerda, Provost and Executive Vice Chancellor for Academic and Student Services (Acting) and Dr. Karrie Mitchell, Assistant Vice Chancellor for Enrollment Management and Student Affairs discussed some local and national trends as they relate to student enrollment. Dr. Mitchell reported on why Pima Community College's enrollment has dropped and the College's plans to increase enrollment. Her presentation included data and some institutional strategies.

Board member Lee would like to forward this presentation to some community members and asked if some of the slides used in Dr. Mitchell's presentation could be labeled to specify whether they are related to Pima County or Pima College.

Board member Clinco would like to know how much money was invested in the lifelong learning program, what was done, and what the return on the investment is. Board member Clinco noted that this group was identified as a source that would increase the College's enrollment numbers. He feels it has not gotten the traction the College was hoping for.

Board member Lee noted her concern with the master schedule and suggested possibly hiring an expert to take a look at it. She is concerned that we are dwindling in courses to a point where we are not meeting the needs of the students and our community. Dr. Duran-Cerda noted that the reorganization has helped in this area. Because we have deans over disciplines, they are able to talk with faculty and department chairs and decide what courses are needed.

Board member Gonzales noted that the enrollment numbers don't look good but that the College's issues are being identified and we are coming up with solutions. Board member Gonzales would like to see more data that will give us projections tied to budgetary matters. His concern is if we go any lower in enrollment, at what point, financially, does the College have to start closing doors.

Board member Clinco is glad to see all the data coming to fruition and that the College is able to make strategic and informed decisions. His concern is that everything the College is doing is very long term and foundation building. He would like to see a bold idea come forward to really turn things around for the College. He would like to know what other private or public institutions are doing that's really working.

Board Chair Hanna will forward his questions about this subject to the Chancellor and then have Dr. Mitchell address them. He would like to have another update in 4-6 weeks and would like to hear more about a marketing plan.

Board member Clinco would like to know if comparative colleges in the state and nationally could be added to one of the earlier slides, enrollment declines semester over semester and the tracks up and down.

Board member Hanna would like to invite some of the student services people to a Board meeting to talk about some of their experiences.

The meeting adjourned at 6:17 p.m.

Secretary

Date