

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Study Session of the Pima County Community College District Governing Board was held on Monday, May 22, 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

Sylvia Lee

Luis Gonzales

#### **Recording Secretary**

Andrea Gauna

#### **Administration**

Lee Lambert, Chancellor

1. Call to Order  
Mark Hanna called the meeting to order at 4:03 pm.
2. Review of Robert's Rules of Order

Susan Segal, JD, Gust Rosenfeld, P.L.C. discussed Robert's Rules and ways the Board can have more productive meetings. Ms. Segal noted that Pima's Board is considered a small Board and that Robert's Rules should be used as a template or a resource and they must follow the Arizona Open Meeting Law.

Board Chair Hanna would like Jeff Silvyn, General Counsel to consult with the other Board members to develop a standard set of procedures to follow during meetings which will help to run more effective and efficient meetings.

3. College Legal Services Model  
Presentation and discussion regarding how legal services are provided for educational institutions, particularly those with an in-house legal department – Susan Segal, JD, Gust Rosenfeld, P.L.C.

Ms. Segal noted that if there is a request of information from one Board member the information should be made available to the other Board members.

Ms. Segal noted that the in-house attorney may advise the top administrator. This does not mean the attorney has breached the attorney/client privilege. The college district is the client.

Ms. Segal discussed the model of an in-house attorney and his/her role as an administrator. She noted that the in-house attorney's role is to weigh each claim presented, get into the legal issues and explain the exposure; a lawyer must give his best advice.

Ms. Segal reported that sometimes there may be a need to bring in another attorney for a second opinion. She also noted that having two attorneys, one to represent the Board and one to represent the administration, could be costly and unnecessary. Ms. Segal suggested that if the Board would like a second opinion on a particular case, the Board may contact the in-house attorney to request an outside counsel to evaluate. If the in-house attorney refuses, the Board may put this on an agenda and vote to hire an attorney to review.

Ms. Segal is able to create a policy that the Board could adopt that would give the Board some latitude to allow them to get outside opinions.

This must be done by majority vote or by direction to the attorney, in Executive Session, to get outside opinions.

Board member Lee would like a copy of the job description for the general counsel and deputy general counsel's position. A copy will be sent to the full Board.

#### 4. Student Success and Guided Pathways

Presentation will focus on the introduction and implementation of guided pathways. In particular, it will explore the national trends and data along with initiatives to improve student success under the Game Changers Model as introduced by Complete College America-Gregg Busch, Vice President of Instruction

Mr. Busch discussed the importance of making necessary curriculum changes as well as a redesign of advising in order to make guided pathways successful. It will require a reshaping of the college and the way it does business. Mr. Busch reported that guided pathways has increased graduation rates, closed the achievement gap, and has resulted in lesser or fewer credits. This will also lower student debt.

Mr. Busch provided the Board with samples of block schedules used by many community colleges and careers across the country. These models are an important key point to the pathways success.

Mr. Busch has spoken with all six campuses, Faculty Senate, PCCEA, the counselors, staff, and administrators about this model and what is necessary in its implementation. The next steps are to review the curriculum to make sure it is in alignment. Necessary changes will be made to create occupational degrees that will transfer to universities. This process will take place in the fall.

The student advising areas are currently upping the number of advisors and an e-advising system. This system is similar to one that Arizona State is implementing. The advisors will be trained on the new system by fall and faculty by spring. By next fall of 2018, the college will be ready to roll out the components of guided pathways.

The meeting adjourned at 6:14 p.m.

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Secretary

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Date