A Special Meeting-Working Session of the Pima County Community College District Governing Board was held on Wednesday, July 25, 2012 at 12 Noon, in the Board Conference Room, Room C-228, at the District Office, 4905C E. Broadway Blvd., Tucson, AZ 85709-1005.

**Persons in Attendance**

**Board Members:**
Scott Stewart, Chair
Brenda Even, Secretary
Marty Cortez
David Longoria
Sherryn Marshall

**Attorney for the Board**
John Richardson

**Recording Secretary**
Gabriela De Echávarri

**Administration/Staff**
Suzanne Miles
Doreen Armstrong
David Bea
Lori Cox
Janet May
C.J. Karamargin

1. **Call to Order**
Scott Stewart called the meeting to order at 12:15 pm.

2. **Internal Audit Process**
Lori Cox, Internal Auditor, provided an overview of the purpose, mission objectives and scope of work of the Internal Auditor Office. This office is an internal resource serving PCC employees, management, the Chancellor and the Board of Governors which should provide independent objective assessments of PCC’s system of internal control.

3. **Board Self-Evaluation**
Board members looked at different evaluation forms and discussed the concept of the self-evaluation and the manner in which to conduct such evaluation.
4. Grievance Policies and Procedures
   Janet May, Vice Chancellor for Human Resources and Doreen Armstrong, Assistant Vice Chancellor for Employee Services, presented information about the Grievance and Complaint policies and procedures. The intent of this procedure is to provide a method of resolving disputes at the lowest level possible and is recognized as a non-judicial, administrative process.

5. Policy Modifications-Reporting of Known Misconduct
   Janet May, Vice Chancellor for Human Resources and Doreen Armstrong, Assistant Vice Chancellor for Employee Services presented information about possible policy modifications and the process for policy changes. These modifications would improve the Grievance Process and the Complaint Process to include timely reporting, investigation and response.

6. Review of Regular and Adjunct Faculty Hiring Process
   Janet May, Vice Chancellor for Human Resources and Doreen Armstrong, Assistant Vice Chancellor for Employee Services, presented information about the faculty and adjunct faculty recruiting and hiring processes. They outlined timeline, advertisement, advisory group selection, faculty involvement, interviews and certification process.

7. Contract Review Process and Approval
   Dr. David Bea, Executive Vice Chancellor for Finance and Administration discussed contract review and approval processes and related Board Policies. Dr. Bea also explained the noncompetitive purchase requests.

8. Employee Training
   Janet May, Vice Chancellor for Human Resources and Doreen Armstrong, Assistant Vice Chancellor for Employee Services, shared information about employee training opportunities to foster a respectful workplace. This training is offered through instructor-led training and online courses. These informational sessions are accessible to College personnel.

9. Pima College Community Relations
   C.J. Karamargin, Vice Chancellor for Government Relations and Public Information, shared information regarding the venues the College takes to communicate with the College and the Tucson Communities. Dr. Suzanne Miles, Interim Chancellor discussed ways to further approach and inform students and the general public. The possibility of having a community guests to provide information about their organizations during the Chancellor’s Report at Board meetings, was also discussed.

10. Organizational Development
    Board members discussed the possibility of having the Executive Director of the College Foundation to provide an update. The opportunity to have a Financial Aid Office reach out to the community and inform about federal changes and opportunities in regard to financial aid was also discussed.
11. Review of Student Advising/Enrollment Process

The advising and enrollment processes for students were discussed. Dr. Miles responded to questions by Board members regarding the steps the College takes to advise and enroll students.

The meeting adjourned at 5:05 p.m.

__________________________________________
Secretary

__________________________________________
Date