A Special Meeting-Working Session of the Pima County Community College District Governing Board was held on Monday, March 25, 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**
Suzanne Miles  
Jerome Migler  
Keith McIntosh

1. Call to Order  
Brenda Even called the meeting to order at 4:20 pm. Chairperson Even noted there will be no action taken at this meeting.

2. Emergency Communication Process  
Keith McIntosh, Vice Chancellor for Information Technology, provided an overview of the emergency communications management which provides broad based notification to pertinent on-and-off campus communities in the event of an emergency. He also presented the emergency notification system which is concerned with policies, procedures and operations that function in concert with an ENS.

3. Legal Services  
Jeffrey Silvyn, General Counsel, provided a brief history of what has been done in the past in regards to acquiring legal service. The College has done about one hundred percent of outsourcing. He also noted that depending on the legal issue General Counsel will assess
who of the external counsel will be used. Mr. Silvyn informed there is a Request for Proposals. He also noted General Counsel is to be used for day-to-day operations.

4. HLC Response
Jeffrey Silvyn, General Counsel, discussed the development, tone and goal of the response from the College to the HLC report. He noted that feedback from members of Faculty Senate, Staff Council and the community should be considered. 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. Admissions Policy
Dr. Suzanne Miles, Interim Chancellor, and Dr. Jerome Migler, Provost, recommended the College suspends provisions of SPB3501/AA: Admissions and Registration to explore better ways to serve students.

Motion to Recess into Executive Session
PASSES

Motion No. 7165
Marty Cortez – M, Scott Stewart – S, to recess into Executive Session.

Vote: All Board members present voted “aye” by voice vote. None were opposed. Motion carried.

Resumption of Open Session

The Board resumed Open Session at 6:45 p.m.

Adjournment

The meeting adjourned at 6:46 p.m.

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Secretary

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Date