

**Adopted**

**HARTNELL COMMUNITY COLLEGE DISTRICT**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

July 28, 2007

**CALL TO ORDER** The Special Meeting of the Board of Trustees of Hartnell Community College District was called to order in Conference Room, Courtyard Marriott, 17225 El Rancho Way, Salinas at 9:00 a.m. by Board President, Aaron Johnson.

**PRESENT** Board of Trustees: Bill Freeman, Aaron Johnson, John Martinez, Berna Maya, Brad Rice, Kari Lee Valdés, and Dr. Phoebe Helm, Interim Superintendent/President and Board of Trustees Secretary.

**FACILITATOR** Stephen P. Collins, M. S., C. P. A.

**PUBLIC COMMENTS** There were no public comments.

**PURPOSE OF MEETING** The purpose of meeting is to address the Recommendation #7 from the Western Association of Schools and Colleges, Accrediting Commission for Junior and Community Colleges that recommends the Board complete an ethics statement to include a process for sanctions and trustee development plan.

Board President, Aaron Johnson encouraged Board Members to look on the College website, Accreditation, and read Recommendation #7 of the Accreditation Visiting Team Report. He also encouraged the audience to review the report, especially potential board candidates.

**PRESENTATIONS** Dr. Helm had the Board Members to do an exercise in psycho-geometrics and explained different personality traits. Being mindful of these traits can help communication. She also stated the goal of the day was to develop an ethics statement that includes a process for sanctions.

Additionally, she reminded the Board that they had agreed to voluntarily obtain ethics certification (required by Gov. Code, AB1234 for certain elected officials) as would the college leadership team. Thus, they, as well as members of the leadership team would need to attend one of two ethics certification training sessions that have been scheduled on September 6 and September 12, 2:00-5:00 p.m.

Dr. Helm further stated that the workshop on shared governance requested by the Board is being planned by the College senates, unions and administration using the professional services of Leon Baradet. Dates for these workshops are anticipated for September.

Stephen Collins, Facilitator, began the discussion citing two websites which he believed summarized the ethical behavior of a board. The two websites are [www.acct.org](http://www.acct.org) (Association of Schools Board) and [www.tasb.org](http://www.tasb.org) (Texas Association of School Boards). The concepts include:

- Act as a Unit
- Equity in Attitude
- Trustworthiness in Stewardship
- Honor in Conduct
- Integrity of Character
- Commitment to Service

Each concept was reviewed and Board Members were able to discuss their personal views, provide input and ideas.

A procedure for sanctioning members who commit ethical violations was also reviewed by the Board. For clarification, minor revisions were made to the procedure. Overall, the Board was in agreement with the ethics statement and sanctions process and authorized Dr. Helm to revise Board Policy 1055, Ethical Conduct of the Governing Board to include the concepts and sanction process presented.

The revised policy will go to the August board meeting for its first reading; its second reading in September, and once approved it will be posted on the College website.

There was some discussion on the Board's current vacancy. Dr. Helm stated that the Monterey County Office of Education has informed the District that District 1 cannot be filled by appointment but will be filled in November 2007 election.

**ADJOURNMENT** There being no further business, the meeting was adjourned at 1:00 p.m.

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Aaron Johnson  
Board of Trustees President

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Phoebe K. Helm  
Interim Superintendent/President  
Board of Trustees Secretary