

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Board of Trustees – Special Meeting
CALL 208, Training Room
411 Central Avenue
Salinas, California

November 15, 2011

OPEN SESSION Meeting called to order at 5:50 p.m. by Trustee Padilla-Chavez.

PLEDGE OF ALLEGIANCE Trustee DePauw led the Pledge of Allegiance.

ROLL CALL Erica Padilla Chavez, President
Kevin Healy, Vice President
Candi DePauw
Patricia Donohue
Bill Freeman (arrived at 6:20 p.m.)
Elia Gonzalez-Castro
Ray Montemayor
Juan Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)

Phoebe K. Helm, Board Secretary

PUBLIC COMMENTS There were no public comments

BOARD SELF-EVALUATION Trustee Padilla-Chavez stated that the Board Self-Evaluation is required by Accreditation and that it is important for each member to participate and that this process should be done annually. Year-to-year comparisons help to document the Board's efforts to engage in continuous improvement. Facilitating the discussion was Alison Neufeld, Liebert, Cassidy, Whitmore.

Prior to the meeting, the Board was asked to complete a board evaluation survey (Appendix A) and those results were tallied, summarized, and copies were provided to members of the Board and to the public present. Trustee Padilla-Chavez stated that she received four surveys and that these results would be the basis for this evening's discussion. Although, she encouraged all members to weigh in on the discussion.

Ms. Neufeld stated that the evaluation covered nine areas 1) Board Organization, 2) Policy Role, 3) Community Relations, 4) Policy Direction, 5) Board-CEO Relations, 6) Budget and Finance, 7) Board Leadership, 8) Advocating for the College, and 9) Board Education. In addition, the form included six open ended questions.

Ms. Neufeld read aloud each of the questions under each of the identified areas and at the conclusion of this review, Trustee Padilla-Chavez opened the floor for discussion.

The Board had a lengthy discussion on the survey results (Appendix B) and identified shared governance; the role and relationship with the CEO, and strategic planning (goals for the Board and goals for the college) as areas that should be focused on for Board Development in the coming year. In addition, Trustee Donohue suggested that the Board should not wait to schedule these sessions and recommended an experienced facilitator.

Dr. Helm stated that, from an accreditation perspective, the intent of the Board's self-evaluation is to allow the Board to engage in an open, honest discussion and that the Board decides collectively what the Board should work on and how will they accomplish this work.

**MOVED TO
CLOSED SESSION**

The Board of Trustees and legal counsel, Alison Neufeld, moved to Closed Session at 7:05 p.m. to consider legal, personnel, labor and/or contract matters authorized for Closed Session per Government Code Sections 3549.1, 54956.9, 54957, and/or 54957.6.

1. Performance Evaluation and Contract of Superintendent/President

Later, Dr. Phoebe Helm joined the Board.

**REPORT OUT
FROM CLOSED
SESSION**

Trustee Padilla-Chavez reconvened the regular session at 7:40 p.m. and reported the following:

The Board conducted the evaluation of Superintendent/President.

On a motion by Trustee Healy, seconded by Gonzalez-Castro, by vote of 5-2 (No: Freeman, Montemayor), the Board moved to accept Dr. Phoebe Helm's decision to leave the college (retire) June 30, 2012 (subject to conditions stated in the second motion).

On a motion by Trustee Donohue, seconded by Trustee DePauw, by vote of 5-1 -1 (No: Freeman and Abstention: Montemayor) to launch a national search for the next Superintendent/ President and to extend Dr. Helm's contract to June 30, 2012 or longer if needed to ensure a smooth transition..

ADJOURNMENT

It was motioned, seconded, and carried to adjourn the meeting at 7:45 p.m.

Erica Padilla-Chavez
Board of Trustees President

Phoebe K. Helm
Board Secretary

Board Self-Evaluation

Please rate the Board in the following key functional areas.

SA (Strongly Agree); A (Agree); N (Neither agree or disagree); D (Disagree) SD (Strong Disagree)

Please provide comments to improve the performance of the Board in specific functions of the job.

A. BOARD ORGANIZATION	SA	A	N	D	SD
1. Board officer responsibilities clear.					
2. Board President speaks for the Board.					

COMMENTS:

B. POLICY ROLE	SA	A	N	D	SD
1. Board members understand and support the concept that board policy is the primary voice of the board.					
2. The board has clarified the difference between its policy role and the roles of the CEO and staff.					

COMMENTS:

C. COMMUNITY RELATIONS	SA	A	N	D	SD
1. Board members demonstrate concern for entire community, not just special interest groups or one trustee area.					
2. Board members refer community concerns and complaints to the CEO.					

COMMENTS:

D. POLICY DIRECTION	SA	A	N	D	SD
1. The board is involved in developing and adopting policies.					

COMMENTS:

E. BOARD-CEO RELATIONS	SA	A	N	D	SD
1. A climate of mutual trust and respect exists between the board and the CEO.					
2. The board evaluates the CEO in a manner to assure his/her success in leading the college.					
3. The board clearly delegates the administration of the college to the CEO.					

COMMENTS:

F. BUDGET AND FINANCE	SA	A	N	D	SD
1. The board works to ensure financial stability and approves annual budgets that reflect college priorities.					

COMMENTS:

G. BOARD LEADERSHIP	SA	A	N	D	SD
1. The board works together in spirit of harmony and cooperation.					
2. The board understands its responsibilities.					
3. Board members read agenda materials and address any questions to the CEO prior to the meeting.					
4. Board members operate ethically without conflict of interest.					
5. Board members support the majority of the board.					

COMMENTS:

H. ADVOCATING FOR THE COLLEGE	SA	A	N	D	SD
1. Board members protect the college from liability and work to improve its image.					
2. Board members actively support the foundation's fund raising efforts.					

COMMENTS:

I. BOARD EDUCATION	SA	A	N	D	SD
1. New members participate in an orientation to the Board and the college.					
2. Board members engage in continuous process of training and development.					

A. What are the Board's greatest strengths? _____

B. What are the major accomplishments of the Board in the past year? _____

C. What are the areas in which the Board could improve? _____

D. What are the one or two most important change(s) you think we need to make to improve our Board meetings and/or other functions? _____

E. What three issues do you feel the Board should make its priorities for the coming year?

F. Name two or three areas in which you personally want to learn more, improve or do more in the next year. _____

Submit the completed form in a sealed envelope no later than November 10, 2011. The results will be tabulated and provided to the board for discussion on November 15, 2011 at a special meeting set for that purpose.

SA (Strongly Agree); A (Agree); N (Neither agree or disagree); D (Disagree) SD (Strong Disagree)

2011 Hartnell Community College Board Self Evaluation

4 out of 7 questionnaires returned.

Community Relations:

A	Question	SA	A	N	D	SD
	Q 1	2	2			
	Q 2	2	2			
	Total	4	4			

Policy Role:

B	Question	SA	A	N	D	SD
	Q 1	1	2		1	
	Q 2	1	1		2	
	Total	4	4			

Community Relations:

C	Question	SA	A	N	D	SD
	Q 1	1	2		1	
	Q 2	1	1		2	
	Total	4	4			

Policy Direction:

D	Question	SA	A	N	D	SD
	Q 1	2	2		1	
	Q 2	1	1		2	
	Total	4	4		3	

Board-CEO Relations:

E	Question	SA	A	N	D	SD
	Q 1		2		1	1
	Q 2	1	1	1	1	
	Q3	1	1	2		
	Total	2	4	3	2	1

Budget and Finance:

F	Question	SA	A	N	D	SD
	Q 1	3	1			
	Total	3	1			

SA (Strongly Agree); A (Agree); N (Neither agree or disagree); D (Disagree) SD (Strong Disagree)

G Board Leadership

Question	SA	A	N	D	SD
Q 1	1	2		1	
Q2	2	1		1	
Q3	1	2		1	
Q4	1	2		1	
Q5	1	1	1	1	
Total	5	6	1	5	

H Advocating for the College

Question	SA	A	N	D	SD
Q 1	1	1	1	1	
Q2		2	1		
Total	1	3	2	1	

I Board Education

Question	SA	A	N	D	SD
Q 1				3	1
Q2			3		1
Total			3	3	2

Board Greatest Strengths:

- Passion
- When we set our minds up, we can do great things.
- Sound financial platform of budget oversight
- Despite differences, all seem to care about the college

Major Accomplishments:

- Too many to list
- Sound fiscal situation
- Many grants
- Nursing Program, NASA, Agriculture, ACE, K-16 Bridge
- Elected the right person as chair
- Excellent facilitator for Board Development

SA (Strongly Agree); A (Agree); N (Neither agree or disagree); D (Disagree) SD (Strong Disagree)

Areas of Board Improvement:

- All board members need to remember to be respectful despite disagreement (agree to disagree)
- Continue Team Building
- Unity, Role Fulfillment
- Understanding of Governance
- Accountability

1-2 most important changes you think we need to improve for our board meetings:

- Board Members prepared
- Read Packets
- Board members need to attend board development—create buy-in
- Understand long-term implications of decisions we make

Issues of priority for next year:

- 5/20 year plan of all campuses
- Be on campus more
- Be in the community more
- Increase access for students to attend particularly those in rural areas
- Capital Construction
- Succession Planning
- Learn more about role and function of senate groups
- Would appreciate a strategic planning session regarding the future of the college