

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Budget Retreat – Board of Trustees
Distance Learning Room, Library 113
411 Central Avenue
Salinas, California

September 14, 2011

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

ROLL CALL Erica Padilla Chavez, President
Candi DePauw
Patricia Donohue
Elia Gonzalez-Castro
Dr. Phoebe K. Helm, Superintendent/President

ABSENT Bill Freeman
Kevin Healy, Vice President
Ray Montemayor
Juan M. Gutierrez, Student Trustee – (advisory vote per Board Policy 1030)

PUBLIC COMMENTS There were no public comments.

BOARD DEVELOPMENT Trustee Padilla-Chavez stated that the purpose of this Retreat is a direct result of the August 23rd Study Session where the Board learned more about their role and responsibility in the accreditation process. At that session, the Board identified board policy gaps and determined they needed to begin to address these gaps. The Board decided this work could best be accomplished by scheduling a working session (Saturday or an evening) by full board participation, and through the assistance of a facilitator.

Trustee Padilla-Chavez welcomed Dr. Pamila Fisher, Consultant with the Association of Community College Trustees (ACCT) and thanked her for being with the college this evening. Dr. Fisher served the Yosemite CC District for more than 30 years, including the last 18 as Chancellor. She is nationally known for her leadership development with trustees as well as faculty and staff.

Dr. Fisher thanked the Board for the opportunity to work with them and stated the two goals for this evening were to address good trusteeship and identify elements of best practices to be included in the policies identified for development as required by accreditation. She stated that due to the shortage of time that she would limit her work to four of the seven policies identified by the Board as gaps needed to meet accreditation requirements. These four were: CEO selection, Evaluation, Board Self Evaluation and Board Development.

She began by talking about best practices that lead to effective trustees and stated that the best boards of all boards continue their development throughout their service and commended those members in attendance because it's not only a

trustee's responsibility, but it's a requirement of accreditation that boards continue its own development on a regular basis.

She then discussed the six essentials of good board/CEO relationships and stressed its importance stating that this relationship makes the board and the college effective.

These six essentials are: 1) good board-president relations begin, continue, and end with ethical behavior; 2) The board and president must communicate with each other openly, appropriately, and even-handedly; 3) the board and president must each know their separate responsibilities; 4) The board and president should be evaluated annually; 5) the board and president encourage each other; 6) facilitating the board process is the sixth essential.

Next, Dr. Fisher addressed the roles and responsibilities of a trustee and stated the board acts as a unit with one voice, represents the common good, sets the policy direction, employs, evaluates and supports the chief executive officer, defines policy standards for the college operations, creates a positive climate, monitors performance, supports and advocates for the college, and leads as a thoughtful educated team.

Dr. Fisher then reviewed a sample code of ethics and stated that this Board's ethics policy includes a sanction process as required by accreditation and is well written. She stressed the importance of members holding each other accountable under this policy.

The Board then reviewed sample policies on selecting a CEO, evaluating the CEO Board self-evaluation and Board development. Based on discussion, the Board directed Dr. Helm to draft policies and bring back to the Board for first reading at the October meeting.

Selecting CEO: Use a national firm that has reputation that provides evidence to diversity and collaboration, provides training to those involved, and does not represent any applicant.

Evaluating CEO: This should be done annually using a mutually agreed process. Within the first 30-60 days of hiring a CEO, schedule a retreat to set up goals against which the CEO would be evaluated in that first year. The CEO should write an annual report and that this process be calendared with the board-self evaluation.

Board Self-Evaluation: This should be done annually using a mutually agreed process and calendared with CEO evaluation. After conducting a self-evaluation, a discussion should be done in public and facilitated by someone other than the CEO or board president.

Board Development: It was decided that the policy sample from CCLC is a good example to use, but include additional language regarding continuous improvement and engage in various processes for growth and development through study sessions, conferences, workshops and retreats. She encouraged retreats for the Board and the CEO as well and suggested that one be held within

60 days of the election or appointment of a new trustee. Also, she recommended retreats that included the Board and the leadership of the college (administration and shared governance groups).

Dr. Fisher suggested that the Board may want to review their current goals and consider adding goals for themselves as a Board. Noted that goals fall into three categories: goals for the Board, the CEO, and the College.

Dr. Fisher wished the Board well and the Board thanked Dr. Fisher spending an engaging evening with them.

Dr. Helm thanked the administration for being present and stated that she believes it's important for the administration to understand that it takes both the Board and the Administration to provide strong leadership and that understanding roles is basic to that success.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Erica Padilla-Chavez
Board of Trustees President

Phoebe K. Helm
Board Secretary