PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **2435**

Evaluation of Superintendent/President

Reference: Accreditation Standard IV.B.1

The Board shall conduct an evaluation of the Superintendent/President at least annually, in writing, by September 30 (see BP/AP 2429-PVC). Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430.

See Administrative Procedure 2435

(Formerly a part of PVC Board Policy 7010)

1/14/06 Board First Read
1/24/06 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **2435**

Evaluation of Superintendent/President

Reference: Accreditation Standard IV.B.1

The Board will evaluate the performance of the Superintendent/President based on goals and objectives and other appropriate criteria agreed to by the Superintendent/President and the Board of Trustees. The primary purpose of the evaluation will be to maintain high quality District and college administrative leadership. The evaluation process will be carried out in accordance with the following principles:

- The Superintendent/President and the Board of Trustees shall mutually agree upon the goals and objectives to be considered for the following year as well as the format of any evaluation instruments.
- The annual evaluation shall be scheduled on or before September 30 of each year with a progress review schedule in six (6) months.
- The evaluation will be at a scheduled time and place, with no other items on the agenda.
- The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Superintendent/President. The Board, as a whole, will meet with the Superintendent/President to discuss the final evaluation.
- The evaluation shall include a discussion of both strengths and potential areas for improvement.
- The Board will limit its evaluation to those items that appear on the agreed-upon evaluation form.
- The Board will include in the goals and objectives for the next year those items that appear to have merit for future review.
- Each judgment will be based upon an objective review derived from an examination of available information.
- The evaluation will be signed by all parties when final. A signed copy will be retained by the Superintendent/President and a signed copy will be placed in the Superintendent/President's personnel file.
- All materials pertaining to the evaluation and the Superintendent/President's file will be retained in an "Access by Board Only" file located in the Office of the Superintendent/President.

Three (3) months prior to the scheduled evaluation, the Board will initiate the annual evaluation process. The assessment will be based on a mutually agreeable format and criteria, which will

reflect the goals and objectives of the past year and agreed-upon expectations for Superintendent/President leadership and performance, and other criteria as determined by the Board of Trustees.

An ad hoc committee of the Board may be appointed to develop the format and monitor the process.

A month prior to the evaluation session, the Superintendent/President will meet in closed session with the Board to review information relative to the evaluation criteria. The Superintendent/President may provide a written report pertaining to his or her annual goals and objectives.

Evaluation instruments, if used, will be distributed a month prior to the session, and completed separately by each voting Board member. They will be given to the Board President and committee for processing. The evaluations or a summary will be provided to all Board members to review for discussion in the evaluation session.

If an evaluation instrument is not used, the Board President or committee, in conjunction with the Superintendent/President, will identify the questions and criteria to be used in the evaluation discussion, and provide those to the Superintendent/President and Board members prior to the evaluation.

Mutually agreed-upon goals, priorities, tasks, and/or objectives for the following year will be identified at the close of the annual evaluation process.

11/14/06 Board Information Item

6. Performance Evaluation.

6.1 The Board of Trustees will provide Dr. Wallace with periodic opportunities to discuss the Board and Superintendent/President relationship as specified in Section 3, above.

6.2 Dr. Wallace's performance in carrying out the duties and responsibilities set forth in this Agreement, the goals and priority duties established by the Board, and the performance of other duties for the then current college year will be evaluated by the Board of Trustees each year.

6.3 The evaluation process shall include the Superintendent/President's self-evaluation, assessment of goal accomplishments for the evaluation period, and a 360° evaluation whereby the college community has the opportunity to provide feedback to the Board of Trustees. The evaluation packet shall be compiled by the Director of Human Resources or designee and provided to the Board of Trustee. The evaluation and setting of future goals shall be discussed in Closed Session. As a result of this evaluation process, the Board of Trustees will prepare a confidential written statement of its evaluation of Dr. Wallace's performance for inclusion in Dr. Wallace's personnel file, along with a copy provided to Dr. Wallace. The Board shall complete its evaluation by May 31st of each year to which this Agreement may apply. The Board shall devote a portion of at least one meeting annually to discussing the evaluation with the Superintendent/President.

6.4 Following each evaluation, the Board and Dr. Wallace shall compile an updated set of goals and priority duties for Dr. Wallace for the next college year.

6.5 Any failure to comply with the terms of this Section 6, shall not constitute a material breach of this Agreement.

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **2015**

Student Member

Reference: Education Code Section 72023.5, Constitution of the Associated Students

The Board shall include one (1) non-voting student member. The term of office shall be one year commencing June 1 and ending May 31 of each year.

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall be elected by the Associated Student Government and maintain a minimum cumulative grade point average of 2.0.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to:

1. Participate in discussion of issues and receive all materials presented to members of the Board (except for closed session);

2. The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board;

3. The privilege to make motions;

4. The privilege to receive compensation at 50% of the level of the Governing Board for meeting attendance;

5. Receive any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

It is within the board's discretion to grant privileges to student members. The board is required to decide which privileges as prescribed in Education Code Section 72023.5, if any, will be granted to student members by May 15 of each year.

See Administrative Procedure 2015

(Formerly PVC Board Policy 7060)
(Formerly a part of PVC Board Policy 7030)

BOARD BYLAWS

10/01/02 Policy Revised
10/19/04 College Council approval
10/26/04 Board "First Read"
11/23/04 Board "Second Read" and Approval
09/15/05 Revised
01/14/06 Board First Read
01/24/06 Board Second Read and Approval
09/02/09 College Council Approval
09/22/09 Board First Read
10/27/09 Board Second Read and Approval
05/20/14 College Council Approval
06/10/14 Board First Read
08/12/14 Board Second Read and Approval
11/04/14 College Council Approval
11/18/14 Board First Read
12/09/14 Board Second Read and Approval

PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **2015**

Student Member(s)

Reference: Education Code Section 72023.5, Constitution of the Associated Students

The student member shall have the following responsibilities:

- Attend meetings of the Board of Trustees
- Attend meetings of the Palo Verde College Foundation Board
- Must be a member of the Associated Student Government and attend ASG meetings
- Report to ASG on information received by attending the Board of Trustees and Foundation Board meetings
- Serve as liaison for the ASG to the Board of Trustees and Foundation Board.

Note: Student member eligibility is pursuant to Education Code Section 72023.5; however, it is important to note that clarifications of certain language within Education Code Section 72023.5 have been provided by the Community College League of California (CCLC) Board Policy & Administrative Procedure Service. CCLC Update 1 dated September 2001 clarified the minimum standards for eligibility; and Update 2 dated February 2002 clarified privileges that may be granted to student members, if any, must be reviewed annually by the Board by May 15 of each year.

(Formerly a part of PVC Board Policy 7030)

09/07/10 College Council Approval
10/26/10 Board Information Item
05/20/14 College Council Approval
06/10/14 Board Information Item