BOARD OF TRUSTEES

2014-2015 PERFORMANCE GOALS

2014-2016 BOARD INSTITUTIONAL GOALS

2013-2014 SELF EVALUATION

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY 2745

Board Self-Evaluation

Reference: Accreditation Standard IV.B.1.e, g

The Board is committed to adherence to Accreditation Standards applicable to Board evaluation assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

1. The timeline for the Board's Self-Evaluation is as follows:
   a. April:
      The Board shall determine the instrument, survey tool if applicable, and process to be used in board's annual self-evaluation.

   b. June:
      The Board shall receive copies of Board's Performance Goals and supporting documentation as provided by the Superintendent/President for the evaluation period.

   c. July:
      Superintendent/President to prepare survey instrument in anticipation of dissemination in August if applicable.

   d. August:
      Constituent groups may be asked to complete a survey in regards to providing input to the Board applicable to the Board. Superintendent/President shall tally survey results for Board review and use in finalizing their self-evaluation.

   e. August/September:
      At Regular or Special Board meetings, Board reviews survey results if applicable, status of goal completion as provided by the Superintendent/ President, and Self-Evaluation Form components.

   f. September:
      Board members complete and submit their Self-Evaluation forms to the Superintendent/President for compilation.

   g. October:
      Self-evaluation summary form is reviewed by the Board and made public once finalized.

   h. October:
      Board reviews and revises if necessary, Performance Goals for current year.

   i. October/November:
      Board Performance Goals are approved through Board action as a resolution.

2. Any evaluation instrument shall incorporate criteria contained in these board policies regarding the board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

3. The process for evaluation shall be recommended to and approved by the Board.

4. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Secretary of the Board.

5. A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

(Formerly a part of PVC Board Policy 7010)

08/13/13 Board Second Reading and Approval
06/25/13 Board First Reading (Revision)
01/24/06 Board Second Read and Approval
01/14/06 Board First Read

PALO VERDE COLLEGE

BOARD OF TRUSTEES 2014-15 PERFORMANCE GOALS

Self-Evaluation Goal: A. Policies, Guidance, and Decision-Making

1. Reviews short and long term institutional Strategic Plan annually.
2. Reviews Policies.
3. Receives sufficient preparatory materials to make competent decisions.
4. Acquires input from constituencies.
5. Acts in a timely manner.

Self-Evaluation Goal: B. Relationships with the Superintendent

1. Supports the operational decisions and actions of the Superintendent/President.
2. Evaluates performance of Superintendent/President annually.
3. Identifies Superintendent/President annual goals.

Self-Evaluation Goal: C. Board-Employee Relationships

1. Reviews changes to the CTA and CSEA contracts as needed.
2. Meets with the Superintendent/President to establish negotiations' parameters.
3. Receives complaints from employees and provides information regarding the complaint resolution process.
4. Supports employee professional development and evaluation.

Self-Evaluation Goal: D. Relationships with the Educational Program/ Students

1. Keeps abreast of instructional program offerings.
2. Supports Student Learning Outcomes.
3. Maintains currency on K-12 & PVC joint projects.
4. Keeps abreast student support programs & services and student activities.

Self-Evaluation Goal: E. Board/Community Relationships

1. Maintains community contact via civic, organizational, and volunteer efforts.
2. Holds at least one community town hall/meeting hall in Blythe and Needles.
3. Serves as an ambassador for PVC in promoting enrollment and events.

Self-Evaluation Goal: F. Business and Financial Management

1. Maintains proficiency in understanding the District budget, revenues, and challenges.
2. Reviews College list of unmet needs, Educational and Facilities Master Plan annually.
3. Obtains specificity/clarity on the budget development process.
4. Board Finance & Audit Committee meets no less than 4 times/year and makes regular reports to the Board.
5. Reviews and updates Finance-related policies and procedures.

Self-Evaluation Goal: G. Professional Development of the Board

1. Maintains currency of Board roles and responsibilities.
2. Attends CCLC or other Board-related professional development meetings to stay current on Board issues.

PALO VERDE COLLEGE BOARD OF TRUSTEES

2014-16 BOARD INSTITUTIONAL GOALS

GOAL 1: Through conscientious collegiality and transparency, ensure that the College District's budget effectively addresses the current fiscal operations, provides fiscal stability to maintain instructional, student support, and operational integrity, and provides planning for long-term financial stability.

GOAL 2: Ensure full restoration of Accreditation status and continue to use Accreditation Standards to guide integrated strategic planning, program review, SLO assessment, and college operations.

GOAL 3: Ensure the acquisition of sufficient FTES to meet targeted goals.

GOAL 4: Explore options for the optimization of facilities at the campus in Blythe and at the Needles Center, including but not limited to, classroom and college facilities, college properties, land development, and advancements in utilizing the Fine and Performing Arts Center.

GOAL 5: Taking into consideration continued fiscal challenges, develop a plan to identify the PVCCD focused educational Mission for the Blythe and Needles' sites which meet the needs of the citizenry served while maintaining enrollment stability.

GOAL 6: Optimize resources through continued and conscientious energy and product conservation efforts.

GOAL 7: Consider options for the generation of new sources of revenue for and through programs, partnerships, and grants.

GOAL 8: Continue development of integrated data systems that provide information for measurable and data-driven decision-making.

GOAL 9: To support instructional, student support, and operational effectiveness, ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.

GOAL 10: Ensure the effective and efficient provision of instructional, student support, and operational programs and services by qualified faculty, staff, and managers, through a deliberate model of human resource management.

2013-14 PVCCD Board of Trustee Self-Evaluation Form

GOAL A. Policies, Guidance, and Decision-Making

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓ in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Review annually short and long term institutional Strategic Plan. (A-1)	Integrated Strategic Plan was reviewed and approved by Board of Trustees on 06/25/13.	Completed and ongoing.	X X X X	X X X	
2. Review Policies (A-2)	Reviewed policies throughout the year as presented by Administration. Policies are updated according to CCLC model policies and according to required timelines.	Completed and ongoing.	X X X X X X X		
3. Identify Superintendent/President annual goals. (A-3)	This item is covered in section B and should probably be removed from section A.	N/A (see B-3)	X X X X		
4. Receive sufficient preparatory materials to make competent decisions. (A-4, 5, 6)	Materials and back-up information related to Board meetings and/or Study Sessions have been provided and are maintained on the web for informed decision-making.	Completed and ongoing.	X X X X X	X X	
5. Acquire input from constituencies. (A-7, 8)	Through the collegial consultation process, constituency leadership is provided the opportunity to report and provide input to the Board at every Board meeting. Minutes of such reports are included in the minutes which are available on the web for public access.	Completed and ongoing.	X X X X	X X X	

6. Act in a timely manner. (A-9)	Board Minutes provide the documentation that the Board acts in a timely manner.	Completed and ongoing.	X X X X X	X X	

Comments:
Mr. Arneson: A.1. – Do not think I have read this.

GOAL B. Relationships with the Superintendent/President

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	MEASUREMENT	STATUS	VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Supports the operational decisions and actions of the S/P. (B-1)	Board Minutes provide documentation that the Board supports the operational decisions and actions of the S/P. Board members consistently contact the S/P regarding questions or concerns and generally do not get involved in day-to-day operations.	Completed and ongoing.	X X X X X X X		
2. Annual 360 S/P evaluation.(B-2)	Due to the transition from the IS/P to the new S/P, no evaluation was done during this period. However, the Board is currently in process of completing the S/P evaluation for the 2013-14 academic year, which is due by September 30, 2104.	In process.	X X X	X X X	
3. Identify Superintendent/President annual goals. (B-3)	Superintendent/President annual goals were received and reviewed on October 8, 2013, and accepted on November 12, 2013.	Completed and ongoing.	X X X X X X	X	

Comments:
Mr. Gonzalez: B.2. – did not score because it is difficult to observe the Superintendent/President on a day-to-day basis.

GOAL C. Board-Employee Relationships

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Annual review of changes to the CTA and CSEA contracts. (C-1)	There were no changes to the CTA or CSEA contracts during this evaluation period.	N/A	X X X		
2. Meets with the S/P to establish negotiations parameters. (C-2)	There were no negotiations during this evaluation period.	N/A	X X X		
3. Receives complaints from employees and provides information regarding the complaint resolution process. (C-3)	The Board received no complaints from employees during this evaluation period.	N/A	X X X		
4. Supports employee professional development and evaluation. (C-4)	As noted in Board agendas, travel for professional development is reported and supported by the Board. The Board also continued the Enrollment Fee Waiver Program through this evaluation period providing employee and immediate dependent family access to classes at PVC.	Completed and ongoing.	X X X X X X X		

Comments:
Four Trustees did not provide an answer to Goals 1-3 as they were N/A.
Ms. Rodriguez: C.3.- Based on arbitrator's decision taken in August 2014, instead of termination, PVC followed arbitrator's decision to return employee to duty and agreed to 9 month unpaid suspension.

GOAL D. Relationships with the Educational Program/Students

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓ in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Keeps abreast of instructional program offerings. (D-1, 2)	As documented in Board agendas and support documentation, presentations are made to the Board for all instructional comprehensive program reviews and the Program Review is approved by the Board. Curriculum changes are submitted and approved by the Board. Reports and other instructional presentations are periodically presented to the Board. The Vice President of Instruction & Student Services reports on the instructional program at Board meetings.	Completed and ongoing.	X X X X X X	X	
2. Supports Student Learning Outcomes (D-3)	Board minutes and agendas provide documentation as to the reports and presentations given to the Board with regard to SLOs. The Board is extremely knowledgeable and keenly interested in the state of SLOs at PVC, and directs that SLOs be brought up to and maintained at the level of Proficiency/Continuous Quality Improvement no later than March 15, 2015.	Completed and ongoing.	X X	X X X X X	
3. Maintains currency on K-12 & PVC joint projects. (D-4)	The current PVCCD and PVUSD agreement for high school students attending PVC was Board approved fall 2013. The Board was apprised of the AB86 grant that partners the College with the local USDs for the provision of adult education.	Completed and ongoing.	X X X X	X X X	
4. Keeps abreast of student support programs & services and student activities. (D-5, 6)	As documented in Board agendas and support documentation, presentations are made to the Board for all student services comprehensive program reviews and the Program Review is approved by the Board. Reports and other student service presentations are periodically presented to the Board. The Vice President of Instruction & Student Services reports on Student Services at Board meetings.	Completed and ongoing.	X X X X X X X		

Comments:
Mr. Arneson: D.2. – Work needed here as per accreditation.
Mr. Arneson: D.3 – How are we doing here? Need to be more aggressive.
Ms. Rodriguez: D.2. – As indicated in the September 2013 Board Evaluation report, SLO's were to be brought to the level of proficiency/continuous quality no later than March 15, 2015. This is an accreditation issue.

E. Board/Community Relationships

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	MEASUREMENT	STATUS	VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Maintains community contact. (E-1)	Board continues to attend and participate in College, Foundation, and community events, representing the Board.	Completed and ongoing.	X X X X X	X X	
2. Hold at least one community meeting/ town hall in Blythe and Needles. (E-3,4,5)	Blythe Chamber of Commerce held a community mixer in September, 2013 which was attended by Board members and at which the new S/P was introduced. Board members and S/P attended several community functions throughout the year at both Blythe and Needles including the Road to the Centennial Celebration event at the Needles Center.	Completed and ongoing.	X X X X	X X X	
3. Serves as an ambassador for PVC in promoting enrollment and events. (E-3,4,5)	Board members have been active in all events and gatherings of the college and in the community. Board members continually promote enrollment and events on behalf of the college.	Completed and ongoing.	X X X X X	X X	

Comments:
Mr. Arneson: E.3. – Could be better here.
Ms. Rodriguez: E.2. – The Community Outlook Conference held annually gives PVC status to local, county, and state officials.

F. Business and Financial Management

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓ in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Proficient in understanding the District budget, revenues, and challenges. (F-1, 3, 4, 5, 6)	Special Study Sessions and Budget Workshops were held to review fiscal operations, budget development, and debt mitigation plans. Presentations were made by the College's auditors and financial consultants several times during the year. Minutes and agendas are posted on the web.	Completed and ongoing.	X X X X X	X X	
2. Annually reviews College list of unmet needs, Educational Plan update. (F-2, 3, 4, 7)	The budget process and updates were reviewed by the Budget Committee, Board Audit and Finance Committee and at a Board meeting. At the budget workshop held May 27, 2014, the budget was presented along with notification that the list of unmet needs would be reviewed by the Program Review Committee by July 31, 2014 and any unmet needs after the final budget was completed, would be included in the adopted budget. The adopted budget is due to the Board on September 9, 2014. There were no changes to the Educational and Facilities Master Plan. The plan is scheduled for updating in Academic Year 2014-15 and will be reviewed by the Board subsequent to that.	Completed and ongoing.	X X X X X X X		
3. Obtains specificity/clarity on budget development process.	Board minutes show that the Board is knowledgeable and prepared at each Board meeting to drill down on specifics within the budget and the budget development process.	Completed and ongoing.	X X X X X	X X	
4. Board Finance and Audit Committee meets no less than four times a year/makes regular reports to the Board.	The Board Finance & Audit Committee met monthly during the year to review policies and procedures and plans for a GO Bond Measure, and provided regular reports to the Board.	Completed and ongoing.	X X X X X X	X	
5. Reviews and updates Finance related policies and procedures.	All fiscal policies and procedures were reviewed, updated, and approved during this period.	Completed and ongoing.	X X X X X X	X	

Comments:
Ms. Rodriguez: The college administration continued with excellent training and transparency of fiscal/financial matters.

G. Professional Development of the Board

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓ in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1. Maintains currency of Board roles and responsibilities. (G-1, 2, 3, 4)	Attended Board workshops and study sessions throughout the year as well as seminars and conventions. In the recent accreditation site visit, the Board was judged to have met the standards with regard to Leadership and Governance, which indicates that the Board has been, and continues to be, mindful of its roles and responsibilities.	Completed and ongoing.	X X X X	X X X	
2. Attends CCLC or other Board related professional development meetings to stay current on Board issues.	All Board members attended workshops and study sessions throughout the year with regard to Board related issues. Approximately half of the Board members attended CCLC workshops and seminars throughout the year and brought back and shared information with the full Board.	Completed and ongoing.	X X X X	X X X	

Comments:

2013-14 PVCCD Board of Trustee Self-Evaluation Form

GOAL A. Policies, Guidance, and Decision-Making

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	MEASUREMENT	STATUS	VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
4.					
5.					
Comments:					

GOAL B. Relationships with the Superintendent/President

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
Comments:					

GOAL C. Board-Employee Relationships

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
4.					
Comments:					

GOAL D. Relationships with the Educational Program/Students

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	MEASUREMENT	STATUS	VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
4.					
Comments:					

E. Board/Community Relationships

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	MEASUREMENT	STATUS	VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
Comments:					

F. Business and Financial Management

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
4.					
5.					
Comments:					

G. Professional Development of the Board

GOAL	MEASUREMENT	STATUS	SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
			VERY GOOD	GOOD	NEEDS TO IMPROVE
1.					
2.					
3.					
Comments:					