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

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. 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.			
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.			
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.			

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. 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			
2. Meets with the S/P to establish negotiations parameters. (C-2)	There were no negotiations during this evaluation period.	N/A			
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			

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.			

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. 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.			
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.			
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	Completed and ongoing.			

	College with the local USDs for the provision of adult education.				
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.			

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. Maintains community contact. (E-1)	Board continues to attend and participate in College, Foundation, and community events, representing the Board.	Completed and ongoing.			
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.			
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.			

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. 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.			
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.			
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.			
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.			
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.			

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. 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.			
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.			

Comments: