PALO VERDE COMMUNITY COLLEGE DISTRICT

BOARD SELF-EVALUATION FORM
2011-2012 ACADEMIC YEAR

This instrument is to serve, in part, as a guideline by trustees in self-appraising their performance on the Palo Verde Community College District Governing Board. Primary focus should be on the Board in its operation as a body. Parts of this self-evaluation may be helpful to a trustee in strengthening his/her role as a member of the Board. This form will not become a part of the general open meeting board evaluation.

A.	**Policies, Guidance, and Decision-Making**	Very Good	Good	Poor
1.	Documented institutional philosophy, long range plan (5-10 years) and near-term objectives (1-3 years).	✓✓	✓✓✓✓	
2.	Written policies on significant phases of operations.		✓✓✓✓✓	✓
3.	Guidance and direction given to the Superintendent.	✓✓✓	✓✓✓	
4.	Use of Superintendent and his/her recommendations in Board decision-making.	✓✓✓✓✓✓		
5.	Use of administrative staff, faculty, classified staff, and students in Board decision making.	✓✓	✓✓✓✓	
6.	Receptiveness to suggestions and recommendations.	✓✓✓✓	✓	
7.	Awareness of community attitudes and desires of special interest groups.	✓✓✓	✓✓✓	
8.	Willingness to hear and consider all sides of a controversy.	✓✓✓✓✓	✓	
9.	Timeliness of Board actions.	✓✓✓✓✓	✓	

General Comments:

- Long-Range Plan-Financial Sustainability: Do we have the policies we need?
- I do <u>not</u> believe that Board members are <u>actively</u> involved in significant phases of operation. I <u>do</u> believe that we, as Board members, pay attention to the written policies which emanate from the President and other administration heads.
- Although documented, a review conducted to upgrade long-range and near-term objectives is in order.
- Place written policies to assure measures to future fiscal stability.
- Guidance and direction to Superintendent should be clearly documented.
- Although long range plans and written policies are in existence, it probably would be advisable that plans (long range and short range facilities goals and plans, academic plans and policies, financial long range plans, short range and current situations) be reviewed with the board and the appropriate entities.

B.	Relationships with the Superintendent	Very Good	Good	Poor
1.	Support of the Superintendent in his/her decisions and actions.	✓✓✓✓✓ ✓		
2.	Periodic evaluation and discussion with the Superintendent of his/her performance.	✓	✓✓✓✓✓ ✓✓	
3.	Maintenance of Superintendent's salary comparable to similar positions elsewhere.	✓✓✓✓		

General Comments:

- Need for periodic Superintendent evaluation.
- A periodic discussion with the Superintendent in reference to goals set by the Board.

C.	Board-Employee Relationships	Very Good	Good	Poor
1.	Knowledge of collective bargaining and similar management/employee procedures.	✓✓✓	✓✓✓	
2.	Fairness of negotiation results to all parties including students and taxpayers.	✓✓✓✓	✓✓	
3.	Receptiveness to complaints from employees.	✓✓✓	✓✓	
4.	Encouragement of employee development and performance evaluation.	✓✓✓✓	✓✓	

General Comments:

- Understanding and appreciating the process in negotiations would be helpful. Are we bargaining from strengths and values of each, understanding the weaknesses that are apparent or hidden?

D.	**Relationships with the Educational Program/Students**	Very Good	Good	Poor
1.	Knowledge of the District's instructional program.	✓✓✓	✓✓	
2.	Time and emphasis allowed in Board meetings for discussing educational objectives and instructional programs.	✓✓	✓✓✓	
3.	Interest exhibited in student outcomes.	✓✓	✓✓✓	
4.	Attention given by the Board to local intra-schools (college and high schools) educational programs.	✓	✓✓✓	
5.	Knowledge of student personnel services.	✓	✓✓✓	
6.	Knowledge of student activities.		✓✓✓✓ ✓	

General Comments:

- I'm very interested in PVC measures and action taken to improve student learning outcomes.
- Aware of and offering the education and support for student success, meeting education needs and goals, and preparing the student for productive service to self, family and community, and work place is vitally important to the student, college and the board. Although academic and vocational studies and reviews are implemented, our understanding and awareness needs to be expanded and updated with the changes in administration and staff. The cooperation of the faculty and staff is excellent and the process of transparency with each is commendable and should continue.

E.	**Board/Community Relationships**	Very Good	Good	Poor
1.	Communication and publicity program with community.	✓✓✓	✓✓	
2.	Perception of (a) educational needs of the community, and (b) community services.	✓✓✓	✓✓	
3.	Awareness of community attitudes and feelings.	✓✓	✓✓	
4.	Effectiveness in securing community support for financing important programs.	✓✓	✓✓✓	
5.	Rapport with local news media.	✓✓✓✓	✓	

General Comments:

- Good with paper when we write the articles. Don't feel we know how community feels about things.
- The Board has to take more aggressive action to personally get involved by looking through their contacts, friends, social colleagues for individuals whom they feel could support PVC college in securing financial assistance.
- Although relations are good, even very good, the utilization of local media should be improved. A marketing plan for community awareness needs to be established.
- Brd members need to be more visible throughout the communities to enhance public college awareness.

F. **Business and Financial Management**	Very Good	Good	Poor
1. Knowledge of revenue sources and judgment of the District's ability to support proposed programs.	✓	✓✓✓✓✓	
2. Perception of institutional needs.	✓✓	✓✓✓✓	
3. Alignment of the budget to local area educational needs and the Educational Master Plan of the District.	✓	✓✓✓✓✓	
4. Provisions for meeting long-term plans.	✓	✓✓✓✓✓	
5. Adequacy of financial reserves.	✓	✓✓✓✓	✓
6. Involvement in budget study/approval.	✓✓	✓✓✓✓	
7. Adequacy of plant/personnel security and insurance.	✓	✓✓?✓✓	

General Comments:

- This Board must work to become fully aware of revenue, expenditures and the development of a balanced budget that maintains excellent and appropriate learning programs that fulfill student needs.
- Transparency with financials is a must and we are delighted this has been instituted. Auditing firms must show accurate financial picture, also. It is an assumption on my part, that palnt/security and insurance is adequate.
- This board member has stated and acknowledged openly that her knowledge and understanding fiscal matters is limited. However, oral briefings and written materials on the budget, financial reserves and my involvement in budget study/approval has assisted my understanding tremendously. On adequacy of reserves, believe 7% probably will not be adequate – has to be raised yearly.
- Training of PVCC board members has been through excellent meetings/seminars on fiscal measures, how the budget is formed – to assist us in the drastic financial situation the college is in currently. Regional and state –national meetings and participation therein has been limited by fact that local fiscal situation an status of college standing has taken priority.
- We thought we knew—more info recently – need work in Master Plan and budget coordination.

G. Professional Development of the Board	Very Good	Good	Poor
1. Participation in orientation or training for Board service.	✓✓	✓✓	
2. Participation in local, state, and national conferences for Board members.		✓✓✓	? ✓
3. Participation in regional meetings for Board members.	✓	✓✓	? ✓
4. Involved in professional reading about community college education.	✓	✓✓✓	

General Comments:

- Training and participation should be increased. Mileage and meals should be expensed by the college for important board meetings at the Blythe campus for board members traveling from Needles.

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OTHER GENERAL COMMENTS:

- Needles: Strategic planning for the Needles Center and its services to the community. The director for Needles, if qualified, should be a local person to understand and meet community education requirement and to interface with the college. A person who follows board and administration policy and is a team player. Of course under the direction of the Superintendent/ President and the Blythe administration.