2014-15 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. Reviews short and long term institutional Strategic Plan annually.	Integrated Strategic Plan was reviewed and approved by Board of Trustees on 06/25/13.	Completed and ongoing.	✓ ✓ ✓ ✓	✓	✓ ✓
2. Reviews Policies.	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. Receives sufficient preparatory materials to make competent decisions.	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.	✓ ✓ ✓ ✓ ✓	✓ ✓	
4. Acquires input from constituencies.	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.	✓ ✓ ✓ ✓	✓ ✓ ✓	
5. Acts in a timely manner.	Board Minutes provide the documentation that the Board acts in a timely manner.	Completed and ongoing.	✓ ✓ ✓ ✓	✓ ✓	

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Comments:

1. **BOT provided oversight and received regular reports on progress of the 2014 Institutional Self-Evaluation Report for reaffirmation of accreditation as required by ACCJC, and participated in the site visit on March 10-13, 2014.**

- Ms. Woods: A.1. – Integrated Strategic Plan is forthcoming.
- Ms. Rodriguez: A.1. – At the Board Meeting on September 23, 2014, it was commented that the Integrated Strategic Plan needs to be reviewed. President Wallace stated it would be reviewed in near future. Date of last review and approval was June 25, 2013.
- Mr. Lewis: I feel I could do a better job of understanding and researching issues. In response to comment #1 above - unaware of deficiencies until after the fact; did not push for understanding of issues.
- Mr Arneson: A.3. – Sometimes Board information is lacking and does not give enough information to make Trustees full aware of situations.

*One Trustee did not answer question #5.

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.	Board members meet with the S/P regularly, and the Board supports the operational decisions and actions of the S/P.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓ ✓		✓
2. Evaluates performance of S/P annually.	Completed evaluation of S/P for the 2013-14 academic year on September 23, 2104.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓	✓ ✓	
3. Identifies Superintendent/President annual goals.	Superintendent/President annual goals were received and reviewed on October 14, 2014, and accepted on November 18, 2014.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓	✓ ✓	

Comments:

- Ms. Woods: I believe the President gives enough information for agenda items to pass, put doesn't list the outcomes of those decisions.

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GOAL C. Board-Employee Relationships

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	**MEASUREMENT**	**STATUS**	**VERY GOOD**	**GOOD**	**NEEDS TO IMPROVE**
1. Reviews changes to the CTA and CSEA contracts as needed.	Various MOUs were reviewed and approved for CTA and CSEA during this period.	Completed and ongoing.	✓ ✓ ✓ ✓	✓ ✓	✓
2. Meets with the S/P to establish negotiations parameters.	Legal counsel provided training on negotiations in preparation for upcoming negotiations.	Completed and ongoing.	✓ ✓ ✓	✓ ✓	✓ ✓
3. Receives complaints from employees and provides information regarding the complaint resolution process.	The Board received no complaints from employees during this evaluation period.	N/A	✓ ✓ ✓	✓ ✓ ✓	
4. Supports employee professional development and evaluation.	As noted in Board agendas, travel for professional development is reported to and supported by the Board.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓ ✓		✓

Comments:

- Ms. Woods: C.1. – No documentation on retro pay increases.
- Ms. Woods: C.4. – Managers training, but what about other staff?
- Mr. Lewis: C.3. – I have perception that employees are not authorized to complain to Board members.
- Mr. Arneson: Board receives positive and negative challenges being experienced by associations at Board meetings. Good communication.

*One Trustee did not answer question #3.

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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.	All programs are reviewed and 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	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.	Completed and ongoing.	✓ ✓	✓ ✓ ✓	✓ ✓
3. Maintains currency on K-12 & PVC joint projects.	The current PVCCD and PVUSD agreement for high school students attending PVC was Board approved fall 2014. 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.	✓	✓ ✓ ✓ ✓	✓
4. Keeps abreast of student support programs & services and student activities.	Presentations are made to the Board for all student services programs. Program Reviews are approved by the Board. The SSSP plan was reviewed and approved on 10/14/15 and the Student Success Scorecard was reviewed and accepted on 3/10/15. The Vice President of Instruction & Student Services reports on Student Services at Board meetings.	Completed and ongoing.	✓ ✓ ✓	✓ ✓ ✓ ✓	

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Comments:

- Ms. Woods: D.1. – How many students are on campus vs. prisons? Or at IEC or FIELD?
- Ms. Woods D.2. – Student Scorecard knowledge? SLO's are doing better. What was retention rate?
- Ms. Rodriguez: D.2. – Needs to improve because of 2013-2014 Self Evaluation (as of Sept. 2013). SLO's were to be brought to the level of proficiency/continuous quality no later than March 15, 2015. Realize Academic Senate is hard at work on this in preparation for the next accreditation visit.
- Mr. Lewis: D.2. – I feel SLO's are not fully explained nor do they evidently meet accreditation requirements. There has been much talk about K-12 and PVC joint projects; but other than in Blythe, very little accomplished.
- Mr. Arneson: D.1. – Board receives information down the line rather than at the front of planning.
- Mr. Arneson: D.2. – Student Learning Outcomes continue to be in progress.

*One Trustee did not answer question #3.

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 via civic, organizational, and volunteer activities.	Board continues to attend and participate in College, Foundation, and community events, representing the Board.	Completed and ongoing.	✓ ✓ ✓ ✓	✓ ✓	✓
2. Holds at least one community meeting/ town hall in Blythe and Needles.	Board meetings are open to the community and input from community members is encouraged on any topic. Board meetings are held in both Blythe and Needles each semester.	Completed and ongoing.	✓ ✓ ✓	✓ ✓ ✓	✓
3. Serves as an ambassador for PVC in promoting enrollment and events.	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:

- Mr. Gonzales: All goals need to improve for Needles Center.

*One Trustee did not answer question #3.

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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. Maintains proficiency in understanding the District budget, revenues, and challenges.	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. Monthly Report of Purchases and Warrants are reviewed by the Board.	Completed and ongoing.	✓ ✓ ✓ ✓	✓ ✓ ✓	
2. Reviews College list of unmet needs, Educational and Facilities Master Plan annually.	The budget process and updates were reviewed by the Budget Committee, Board Finance and Audit Committee, and the Board. The proposed budget was presented at the budget workshop held May 26, 2015. The proposed adopted budget will be reviewed on August 25, 2015 and approved on September 8, 2015. There were no changes to the Educational and Facilities Master Plan. The plan is scheduled for updating in Academic Year 2015-16 and will be reviewed by the Board in Spring 2016.	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 Measure P, and provided regular reports to the Board as evidenced by the minutes.	Completed and ongoing.	✓ ✓ ✓ ✓	✓ ✓ ✓	
5. Reviews and updates Finance related policies and procedures.	All fiscal policies and procedures were reviewed, updated, and approved during the prior period. Policy review is ongoing as needed.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓	✓ ✓	

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Comments:

1. **BOT requires a 13% reserve balance.**

- Ms. Woods: F.2. – New manager was not in unmet needs for Business Services.

G. Professional Development of the Board

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	**MEASUREMENT**	**STATUS**	**VERY GOOD**	**GOOD**	**NEEDS TO IMPROVE**
1. Maintains currency of Board roles and responsibilities.	Attended Board workshops and study sessions throughout the year as well as seminars and conventions. Board members also maintain currency through publications from ACCT and CCLC.	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 and approximately half of the Board members attended CCLC conferences and training throughout the year.	Completed and ongoing.	✓ ✓ ✓ ✓ ✓	✓ ✓	

Comments:

- Mr. Gonzales: The Board performed very well during the 2014-2015 year as rated as "very good" in all of the evaluation form.

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