2012-13 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)	• Institutional Board Goals developed and discussed at several Board meetings in fall, 2012; 1st Read was November, 2012 and final approval 12/13/12 • College Strategic Initiatives were discussed and disseminated by College Council during spring 2013 and reviewed and approved by the Board on 6/25/13.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓	✓	
2. Review Policies (A-2)	• As directed to the IS/P, policies are being edited by staff with first priority given to those related to finance. • All but 2 financial policies have been revised and reviewed by the Board's Finance & Audit Committee and through College Council. • All policy reviews will be completed and will be presented to College Council for 1st Read and disseminated to the constituencies in August, 2013. • It is anticipated that these policies will be submitted to the Board in their October or November Board meetings for 1st and 2nd Read and final approval. • This will continue to be an on-going process.	Completed and On-Going	✓ ✓ ✓	✓ ✓ ✓ ✓	

3. Identify Superintendent/President annual goals. (A-3)	• Documented list: CEO Goals were developed and discussed at several Board meetings in fall, 2012; 1st Read was November, 2012 and final approval 12/13/12.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓	✓	
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 On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		
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. • A survey regarding the Board's access to the public and applicable to their self-evaluation will be disseminated in August 2013 prior to the Board's Self-evaluation.	Completed and On-Going	✓ ✓	✓ ✓	✓ ✓ ✓
6. Act in a timely manner. (A-9)	• Board Minutes provide the documentation that the Board acts in a timely manner.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		

Comments:

- Goal #5: Due to transitioning of the new Superintendent/President a survey was not conducted. A survey needs to be disseminated in August 2014.

- Goal #1: Review Strategic Plan in late spring 2014, giving Dr. Wallace the opportunity to form his suggestions.

- Decision making is improving. Information supplied to the Board seems to be of greater transparency. Training in budget and responsibilities have been enhanced.

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 the 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 On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		
2. Annual 360 S/P evaluation.(B-2)	• The Interim S/P's evaluation would have been completed had the IS/P stayed through December, 2013 as planned. When the decision was made to hire the permanent S/P in spring 2013 with a start date of July 1, 2013, the IS/P evaluation was no longer needed. • The evaluation for the permanent S/P is on cycle for spring 2014 as noted in the CEO contract and Board Policy.	Not Completed but On-Going	✓ ✓ ✓ ✓ ✓	✓ ✓	
3. Identify Superintendent/President annual goals. (B-3)	• CEO Goals were developed and discussed at several Board meetings in fall, 2012; 1st Read was November, 2012 and final approval 12/13/12.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		

Comments:

- Goal #2: Schedule evaluation of Superintendent/President in spring 2014.
- Excellent rapport.

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. Annual review of changes to the CTA and CSEA contracts. (C-1)	• Changes to the CTA contract were negotiated in May, 2013. These changes were reviewed in Closed Session and discussed with the Board in detail. • The MOU was approved by the Board on June 25, 2013. • CSEA MOU will be completed and reviewed by the Board by June 25, 2013. • Manager/Confidential 2013-14 meet-and-confer proposal was reviewed by the Board (Closed Session) on June 25, 2013.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓	✓	
2. Meets with the S/P to establish negotiations parameter's. (C-2)	• The IS/P and senior staff met in Closed Session on the following dates: March 12, 2013, April 16, 2013, May 14 and 28, 2013, and on June 25, 2013 to discuss and establish the parameters regarding contract negotiations. • Priority was authorized for a process that restores prior salary cuts for all employees as well as maintaining H&W benefits.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		
3. Receives complaints from employees and provides information regarding the complaint resolution process. (C-3)	• Two employee complaints were received in 2012-13 and both were discussed with the Board in Closed Session because they involved potential litigation (October, 2012 and June 2013).	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		

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 approved the Enrollment Fee Waiver Pilot Program for spring 2013 and the Enrollment Fee Waiver Program for 2013-14 providing employee and immediate dependent family access to classes at PVC.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		

Comments:

- Goal #3: PVC has to remember that we must adhere to CCLC Standards with regard to employee concerns and issues, and specifically with regard to classified management employee work ethic, integrity, and work performance.
- Continue with measurements as stated in 1-4.
- Communication with Superintendent/President was excellent. Results were excellent but too many feeling were negatively felt. Trust and cooperation need to improve.

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 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 Interim Vice President of Instructional / Student Services gives an instructional oral report at every Board meeting.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓	✓	

2. Supports Student Learning Outcomes (D-3)	• Board minutes and agendas provide documentation as to the SLO reports and presentations given to the Board as part of all Program Review presentation. • The College Researcher presented the SLO Report and current status update to the Board on June 25, 2013.	Completed and On-Going	✓ ✓ ✓ ✓ ✓	✓	✓
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. • Updates are provided orally to the Board by the IS/P or senior staff as noted in Board minutes.	Completed and On-Going	✓ ✓	✓ ✓ ✓ ✓ ✓	
4. Keeps abreast 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 Interim Vice President of Instructional / Student Services gives student services oral report at every Board meeting.	Completed and On-Going	✓ ✓ ✓ ✓ ✓	✓ ✓	

Comments:

- Goal #2: Student Learning Outcomes are being substantially looked at and reviewed.
- Goal #3: Need to work more closely with Needles High School.
- Goal #3: Establish currency with Needles Unified School District K-12 joint projects with PVC Needles Center.
- Goal #3: Measure not met in Needles. Much improvement is needed in Needles; communication, understanding, evaluations were not adequate for efficient and effective operations.
- Goal #1: Educational offerings not adequate to meet community and student needs.

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 On-Going	✓ ✓ ✓ ✓	✓ ✓	✓
2. Meets as needed with the S/P to establish negotiations parameter's. (E-2)	• The IS/P and senior staff met in Closed Session on the following dates: March 12, 2013, April 16, 2013, May 14 and 28, 2013, and on June 25, 2013 to discuss and establish the parameters regarding contract negotiations. • Priority was authorized for a process that restores prior salary cuts for all employees as well as maintaining H&W benefits.	Completed and On-Going	✓ ✓ ✓ ✓ ✓	✓ ✓	
3. Hold at least one community meeting/ town hall in Blythe and Needles. (E-3,4,5)	• Town Halls were not held in spring 2013 but the Blythe Chamber will be holding a mixer in September, 2013 in which the new S/P will be introduced.	Not Completed but On-Going commitment	✓ ✓	✓ ✓ ✓ ✓	✓

Comments:

- Goal #1: Reorganize for Needles Community.
- Overall good, although improved community contacts are lacking at Needles Center.
- Goal #3: Town meetings and needs assessments not met at Needles Center.

F. Business and Financial Management

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL	**MEASUREMENT**	**STATUS**	**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 in August 2012, February, 2012, and May, 2013 to review fiscal operations relative to Accreditation Standard III. Board *Training Manuals* were provided to Board members which included CCLC Board Finance booklet and materials associated with budget development, etc. The Board's Finance & Audit Committee met twice in fall 2012 and once in spring 2013. Minutes and agendas are posted on the web. All policies and procedures have been reviewed and updated and will go to the Board early fall, 2013.	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		
2. Annually reviews College list of unmet needs, Educational Plan update. (F-2, 3, 4, 7)	Report of the Annual Program Review Snapshot of unmet one-time and ongoing needs was provided to the Board at the budget workshop/special meeting on May 28 and submitted as a handout and reported on at the June 25, 2013 Board meeting	Completed and On-Going	✓ ✓ ✓ ✓ ✓ ✓ ✓		

Comments:

- During 2012-2013 the impetus put on training sessions and direction on Board knowledge of fiscal responsibility via board training manuals and Study Sessions were definitely a plus in understanding fiscal operations.
- Continue measurements as presented in 1-2.
- Excellent training and transparency of financials.

G. Professional Development of the Board

			SELF-EVALUATION Place ✓in the Appropriate Column to Evaluate this Goal		
GOAL SAMPLE	**MEASUREMENT**	**STATUS**	**VERY GOOD**	**GOOD**	**NEEDS TO IMPROVE**
1. Maintains currency of Board roles and responsibilities. (G-1, 2, 3, 4)	CCLC's Trustee Handbook and CCLC's Fiscal Responsibilities was purchased and provided to all Board members. A Training Binder was provided for each Board member.	On-Going commitment	✓ ✓ ✓ ✓ ✓ ✓	✓	

Comments:

- Anticipate that financial conditions will improve where Board members can attend CCLC conferences.