PALO VERDE COLLEGE

BOARD GOALS 2012-2013

INSTITUTIONAL GOALS 2012-2014

CEO GOALS 2012-2013

PALO VERDE COLLEGE

BOARD OF TRUSTEES 2012-13 PERFORMANCE GOALS

BACKGROUND: As noted in the CCLC (Community College League of California) Trustee Handbook, the *Purpose and Outcomes* of the Board's self-evaluation is to, "*to identify areas of board functioning that are working well and those that may need improvement*".

CCLC notes that the result of the Board's Self-Evaluation is that the Board:
• assesses their progress *on the prior year's goals* and identifies what needs to be completed;
• identifies *goals and tasks* for the coming year related to board performance and its *leadership for district goals*. This is the item that supports the development of both Board Performance Goals and Board Institutional Goals.

The process of identifying annual *Board Performance Goals* links their findings from their prior self-evaluation to a documented plan for what they want to accomplish in the coming year.

1ST READING: Continuing to use the Self-Evaluation Form consistent with CCLC's templates, and after lengthy discussion and consideration over the past few months, the following Board Performance Goals were developed and preliminarily agreed upon for 1st Reading.

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

1. Review annually short and long term institutional Strategic Plan. (A-1)
2. Review Policies (A-2)
3. Identify Superintendent/ President annual goals. (A-3)
4. Receive sufficient preparatory materials to make competent decisions. (A-4, 5, 6)
5. Acquire input from constituencies. (A-7, 8)
6. Act in a timely manner. (A-9)

Self-Evaluation Goal: B. Relationships with the Superintendent

1. Supports the operational decisions and actions of the S/P. (B-1)
2. Annual 360 S/P evaluation.(B-2)
3. Identify Superintendent/ President annual goals. (B-3)

Self-Evaluation Goal: C. Board-Employee Relationships

1. Annual review of changes to the CTA and CSEA contracts. (C-1)
2. Meets with the S/P to establish negotiations' parameters. (C-2)
3. Receives complaints from employees and provides information regarding the complaint resolution process. (C-3)
4. Supports employee professional development and evaluation. (C-4)

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

1. Keeps abreast instructional program offerings. (D-1, 2)
2. Supports Student Learning Outcomes (D-3)
3. Maintains currency on K-12 & PVC joint projects. (D-4)
4. Keeps abreast student support programs & services and student activities. (D-5, 6)

Self-Evaluation Goal: E. Board/Community Relationships

1. Maintains community contact via civic, organizational, and volunteer efforts. (E-1)
2. Hold at least one community town hall /meeting hall in Blythe and Needles. (E-3,4,5)
3. Serves as an ambassador for PVC in promoting enrollment and events. (E-3,4,5)

Self-Evaluation Goal: F. Business and Financial Management

1. Proficient in understanding the District budget, revenues, and challenges. (F-1, 3, 4, 5, 6)
2. Annually reviews College list of unmet needs, Educational Plan update. (F-2, 3, 4, 7)
3. Obtains specificity /clarity on the budget development process. (F-6)
4. Board Finance & Audit Committee meets no less than 4 times/year and makes regular reports to the Board. (F-1, 2, 3, 4, 5, 6, 8)
5. Review and update Finance-related policies and procedures. (F-8)

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

1. Maintains currency of Board roles and responsibilities. (G-1, 2, 3, 4)
2. Attends CCLC or other Board-related professional development meetings to stay current on Board issues. (G-2,3,4)

Attached is a reference that links the Board's 2011-12 Self-Evaluation to their proposed 2012-13 Board Performance, along with Performance Measures.

BOARD PERFORMANCE GOALS FOR 2012-13

RELATED TO THE BOARD'S SELF-EVALUATION

Self-Evaluation Goals	Goal	Measurement
A. Policies, Guidance, and Decision-Making		
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.	1. Review annually short and long term institutional Strategic Plan. (A-1)	Date of Plan Review
	2. Review Policies (A-2)	Establish & implement process
	3. Identify Superintendent/ President annual goals. (A-3)	Documented list
	4. Receive sufficient preparatory materials to make competent decisions. (A-4, 5, 6)	Materials
	5. Acquire input from constituencies. (A-7, 8)	Meetings; surveys; etc.
	6. Act in a timely manner. (A-9)	Board Minutes
B. Relationships with the Superintendent		
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.	1. Supports the operational decisions and actions of the S/P. (B-1)	Board Minutes
	2. Annual 360 S/P evaluation.(B-2)	Evaluation Date & document
	4. Identify Superintendent/ President annual goals. (B-3)	Documented list

C. Board-Employee Relationships		
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.	1. Annual review of changes to the CTA and CSEA contracts. (C-1)	Date and materials
	2. Meets with the S/P to establish negotiations' parameters. (C-2)	Date & document
	3. Receives complaints from employees and provides information regarding the complaint resolution process. (C-3)	Documented list
	4. Supports employee professional development and evaluation. (C-4)	- List of professional development - Employee evaluation report
D. Relationships with the Educational Program/ Students		
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.	1. Keeps abreast instructional program offerings. (D-1, 2)	Board Presentations Written Updates VPI/SS Board Reports
	2. Supports Student Learning Outcomes (D-3)	Annual SLO report and presentation Program Review presentations
	3. Maintains currency on K-12 & PVC joint projects. (D-4)	Board Agenda Reports
	4. Keeps abreast student support programs & services and student activities. (D-5, 6)	Board Presentations Written Updates VPI/SS Board Reports
E. Board/Community Relationships		
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.	1. Maintains community contact via civic, organizational, and volunteer efforts. (E-1)	Date and materials
	2. Hold at least one community town hall /meeting hall in Blythe and Needles. (E-3,4,5)	Dates List of feedback obtained
	3. Serves as an ambassador for PVC in	

5. Rapport with local news media	promoting enrollment and events.	
F. Business and Financial Management		
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. 8. Recency of policies and procedures related to financial operations and fiscal integrity.	1. Proficient in understanding the District budget, revenues, and challenges. (F-1, 3, 4, 5, 6)	• Budget Workshops • Board Audit & Finance Committee Meetings/Minutes • College Budget Committee • Established Board Goals
	2. Annually reviews College list of unmet needs, Educational Plan update. (F-2, 3, 4, 7)	• Planning Workshop/s • Updated master plan • S/P updates and reports
	3. Obtains specificity /clarity on the budget development process. (F-6)	
	4. Board Finance & Audit Committee meets no less than 4 times/year and makes regular reports to the Board. (F-1, 2, 3, 4, 5, 6, 8)	
	5. Review and update Finance-related policies and procedures. (F-8)	
G. Professional Development of the Board		
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.	1. Maintains currency of Board roles and responsibilities. (G-1, 2, 3, 4). 2. Attends CCLC or other Board-related professional development meetings to state current on Board issues. (G-2,3,4)	Annual Board review of CCLC and Accreditation guidelines Attendance at local and state Board meetings Review of materials

PALO VERDE COLLEGE

INSTITUTIONAL GOALS 2012-2014

PALO VERDE COLLEGE BOARD OF TRUSTEES

2012-14 BOARD INSTITUTIONAL GOALS

SOURCE: CCLC (Community College League of California) Trustee Handbook

CCLC provides guidance through Sections 2, 3, 4, 5, 6, and 7 for the development of broad *institutional goals,* from which the College develops their Strategic Planning Goals. The Board serves in a *leadership capacity* for the formulation of these goals.

1ST READING: Using CCLC's templates and support materials, and after lengthy discussion and consideration over the past few months, the following *Institutional Goals* were developed and preliminarily agreed upon for 1st Reading.

1st Reading Draft of PVC BOARD INSTITUTIONAL GOALS FOR 2012-14
as Developed on October 16, 2012

GOAL 1: Through conscientious collegiality and transparency, ensure that the College District's budget effectively addresses the current fiscal crisis, 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 main 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.

PALO VERDE COLLEGE

CEO GOALS 2012-2013

Palo Verde College Board of Trustees
1st Reading: 2012-2013 CEO Goals

BACKGROUND: Based on CCLC, Section 5, Chapter 22 and 23, the Board, in conjunction with identifying broad Institutional Goals, establishes annual CEO goals to hold the CEO accountable

1. Provide on-going Board of Trustee training in the areas of Board leadership and decision-making, Accreditation compliance, budget development and stabilization, and other areas as identified to ensure their effectiveness in making decisions impacting PVC.

2. Provide fiscal leadership to develop a plan that ensures financial stability, addressing the COP annual debt, and including the identification of new sources of revenue, on-going budget reduction maintenance and oversight, alternatives when planning for other State budget reductions, and cash flow stability to alleviate Accreditation and Chancellor Office concerns, and ensuring instructional, student service, and operational integrity.

3. Continue to work in a transparent and collegial process in addressing fiscal measures and the decision-making process consistent with AB1725.

4. Will take the lead in demonstrating Accreditation expertise, addressing the Accreditation sanctions, and in providing leadership in the development of the next Accreditation Self-Study.

5. Provide enrollment management leadership to ensure the acquisition of the targeted FTES required to maintain current levels of funding and target Needles FTES growth to re-acquire the $138,000 in funding associated with their required FTES.

6. Ensure Accreditation compliance in regards to Program Review and SLO standards and timelines, and the link to integrated strategic planning.

7. Provide leadership in the design and implementation of the College's integrated strategic plan, consistent with Accreditation Standards.

8. Provide organizational leadership to redesign an effective classified and management workforce, including maintaining the 50% Law, taking into consideration unmet needs (i.e. an office of institutional effectiveness, research and accountability, grant development and grant management, staff development, SBEDC, Foundation support, non-credit and community service development, M&O supervision, construction, campus security, etc.) to ensure there is sufficient staff to maintain instructional, student support, and operational integrity.

9. Continue to provide leadership and support to the PVC Foundation, including the development of a viable Alumni and Retiree associations.

10. Provide leadership to mitigate the problems associated with DSA and the architects to ensure the opening of the Fine and Performing Arts Complex as soon as possible, and to develop appropriate curriculum consistent with the facility's purpose.

11. Provide leadership for addressing requirements associated with the Student Success Task Force recommendations.

12. Continue to provide leadership regarding energy conservation efforts.

13. Continue to provide leadership relative to information technology advancement, including but not limited to attaining a viable on-line degree.

14. Provide leadership to expand non-credit and community service offerings.

15. Should continue to produce one or more publications—for example, the "President's Letter")—that is a personalized statement from the Superintendent/President about College activities and directed to the College as well as to the communities served by the District.

16. Other goals as identified by the Board of Trustees.