

Board of Trustees

San Joaquin Delta Community College District
5151 Pacific Avenue, Stockton CA 95207

**NONCON F 1.1
ACTION**

SUBJECT: Consideration of Proposed Board Policy
BP 2746 "Superintendent/President Evaluation"
and BP 2746.1 "Superintendent Evaluation Questionnaire"
(Second Reading)

DATE: April 7, 2009

A. NAME OF AGENDA ITEM

Consideration of proposed Board Policy 2746 "Superintendent/President Evaluation" and BP 2746.1 "Superintendent Evaluation Questionnaire" (Second Reading).

B. STATEMENT OF ISSUE/PURPOSE

1. Purpose and Background:

- 1.1 The College has been revising its policies and administrative procedures to fit a new numbering format and language proposed by the Community College League of California (CCLC). BP 2746 establishes an annual process for evaluating the Superintendent/President and the participation of shared governance groups in the evaluation process.

2. Status:

- 2.1 The policy has been reviewed by governance groups, the Policy and Procedures Review Committee, and was endorsed by the President's Council. At first reading on February 27, 2009 the Board established an ad hoc committee to revise the proposed policy and suggested evaluation questionnaire before Second Reading. Revisions have now been completed and the policy is being brought forward for approval on Second Reading.

C. RECOMMENDATION

It is recommended that the Board of Trustees accept the Second Reading of proposed Board Policy 2746 "Board of Trustees Self Evaluation" and Board Policy 2746.1 "Board Self Evaluation Questionnaire" as shown on the following pages.

RECOMMENDED:


MATTHEW WETSTEIN
Executive Secretary
Policy & Procedures
Committee

APPROVED FOR
CONSIDERATION:


RAÚL RODRIGUEZ
Superintendent/President



**Board Policy 2746 – Evaluation of the Superintendent/President
NONCON F 1.2**

1 **PROPOSED NEW POLICY**
2

3 **Reference: California Education Code Section 70902**
4 **WASC/ACCJC 2002 Standard IV.B.1.j**
5
6

7 **2746 Evaluation of the Superintendent/President**
8

- 9 1. The Board of Trustees expects excellence from each employee of San Joaquin Delta
10 College. In furtherance of this expectation, it shall be the policy of the Board of
11 Trustees to evaluate the Superintendent/President periodically and use the results of the
12 evaluation as bases of improvement and positive corrective actions for future
13 performance.
14
- 15 2. The annual evaluation of the Superintendent/President shall take place in June of each
16 year. The evaluation shall comply with any requirements set forth in the contract of
17 employment with the Superintendent/President. The evaluation will be based on the
18 performance of duties contained in the job description of the Superintendent/President
19 and on progress made in achieving the goals and objectives developed annually by the
20 Superintendent/President with approval from the Board.
21
- 22 3. In June of each year, the Superintendent/President shall prepare a written self
23 evaluation, a list of accomplishments, and the proposed goals and objectives for the next
24 academic year.
25
- 26 4. In April of each year, The Board of Trustees shall work with the
27 Superintendent/President to select a facilitator to assist the Board in its evaluation of the
28 Superintendent/President. In May of each year, the facilitator will be responsible for
29 administering a questionnaire to the leadership representatives from each shared
30 governance and collective bargaining group. Sample questions for the questionnaire are
31 provided in Board Policy 2746.1 (Superintendent Evaluation Questionnaire). The
32 Board and Superintendent/President will determine the content of the questionnaire
33 through a process of collaborative agreement. The questions should be geared to solicit
34 input on the following items relating to the Superintendent/President's performance:
35
- 36 a. student success
 - 37 b. leadership
 - 38 c. strategic planning and budgeting
 - 39 d. fiscal and operational management



**Board Policy 2746 – Evaluation of the Superintendent/President
NONCON F 1.3**

- 40 e. community and shared governance/group relations
41 f. relationships with the Board
42
43 5. The facilitator will compile the results of the questionnaires completed by constituent
44 group which will be provided as input to the Board of Trustees.
45
46 6. Each member of the Board of Trustees will independently complete the questionnaire
47 which will be compiled by the facilitator.
48
49 7. The facilitator, shall consolidate the mean scores and written comments from the
50 questionnaires completed by the Board of Trustees into one written report.
51
52 8. The Board and the Superintendent/President will meet in Closed Session to review the
53 performance of the Superintendent/President, and the written report from the facilitator,
54 and set expectations and goals for the next review cycle. The compiled results of the
55 questionnaires completed by the Board of Trustees may be used for any changes in the
56 contract extension and compensation.



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.4

Rating Scale

4 = Excellent 3 = Acceptable 2 = Needs Improvement 1 = Unsatisfactory 0 = Unknown

Student Success

QUESTION	0	1	2	3	4
<ul style="list-style-type: none"> ▪ Develops measurable student learning outcomes and has a system in place for reporting and monitoring institutional progress for the following: <ul style="list-style-type: none"> ▪ Career and technical certificates ▪ Transfer preparation rates ▪ AA/AS degree completion rates ▪ Retention and successful course completion rates ▪ Progression and student success within particular programs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Meets goals related to measures of student success. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Establishes and measures the College's commitment to diversity in student learning, student services, and staffing, including contracts. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

1. What are the major strengths of the Superintendent/President in this area?

2. How can the Superintendent/President do a better job in this area?



**Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.5**

Rating Scale

4 = Excellent 3 = Acceptable 2 = Needs Improvement 1 = Unsatisfactory 0 = Unknown

Leadership

QUESTION	0	1	2	3	4
▪ Resolves contract issues based on contract language, policy, and law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has a clear vision for the college and communicates it effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understands his/her own leadership role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Translates the College's mission into realistic goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Keeps the Board of Trustees and all stakeholders within the college and service area of the community advised, in a timely manner, of current trends, issues and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provides leadership and direction on matters of policy development, strategic direction, financial conditions and plans, operational status and changes, and on facility development and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Inspires confidence by performing and communicating in a professional manner,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Creates a college-wide team-oriented culture with management, faculty and classified professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Practices and promotes transparency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Creates harmony throughout the college in the shared governance process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed 12-16-08
Second Reading Changes 04-07-09



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.6

▪ Uses data and evidence to identify areas for programmatic improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p>1. What are the major strengths of the Superintendent/President in this area?</p> <p>2. How can the Superintendent/President do a better job in this area?</p>					



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.7

Rating Scale

4 = Excellent 3 = Acceptable 2 = Needs Improvement 1 = Unsatisfactory 0 = Unknown

Strategic Planning/Budgeting

QUESTION	0	1	2	3	4
▪ Develops plans for facilities throughout the Delta College service area, including Measure L Bond Projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Completes the development and implementation of comprehensive strategic plan closely focused on assessing institutional effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an effective process in place for immediate and long range strategic planning for Delta College.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Develops and implements effective planning and budgeting processes to ensure the successful achievement of strategic, operational planning linked with the budgeting process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has an effective system that links strategic and operational planning with the budgeting process and facilities needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ties college-wide goals and objectives by division and department to measurable objectives and action plans, evidenced by prioritization of the budget in support of objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

1. What are the major strengths of the Superintendent/President in this area?



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.8

2. How can the Superintendent/President do a better job in this area?



**Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.9**

Rating Scale

4 = Excellent 3 = Acceptable 2 = Needs Improvement 1 = Unsatisfactory 0 = Unknown

Fiscal and Operational Management

QUESTION	0	1	2	3	4
▪ Develops and implements effective financial plans and budgets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensures the successful achievement of strategic, operational financial, and facility plans to support Delta College's financial viability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Provides current lists of consultants with scope of work and budget to the Board of Trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Apprises the Board of Trustees about the organization's financial situation, and routinely presents financial reports that accurately represent the current financial status of College activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Uses an accounting system that enhances the Board of Trustees' ability to monitor financial status and make informed financial decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Has sound risk-management policies in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: 1. What are the major strengths of the Superintendent/President in this area?					



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.10

2. How can the Superintendent/President do a better job in this area?



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.11

Rating Scale

4 = Excellent 3 = Acceptable 2 = Needs Improvement 1 = Unsatisfactory 0 = Unknown

Community and Shared Governance/Group Relations

QUESTION	0	1	2	3	4
▪ Practices/models shared governance decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintains a healthy relationship with college staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Maintains a healthy relationship with the service area/community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Communicates and forms linkages with the community and other educational providers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Devotes an appropriate amount of time to developing and implementing communication strategies (including personal appearances) to provide timely information to the community, all college constituents, and the media on programs, services, and issues affecting these stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is well regarded in the service area/community and college community as an ambassador of Delta College.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Takes an active role in college community events and in community leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Is an articulate and knowledgeable spokesperson for the College.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

1. What are the major strengths of the



Proposed Board Policy 2746.1 Superintendent Evaluation Questionnaire
NONCON F 1.12

Superintendent/President in this area?

2. How can the Superintendent/President do a better job in this area?

