



Clackamas Community College President Performance Evaluation Survey Tool

BOARD POLICY CBG:

The Board will formally evaluate the President's job performance at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the President and/or the Board.

Additional criteria of the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The President will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the President and his/her performance will be conducted in executive session, unless the President requests a session open to the public. Such an executive session will not include a general evaluation of any College goal, objective or operation. Results of the evaluation will be written and placed in the President's personnel file.

At the Board's discretion, it may notify the President in writing of specific areas to be remedied, and the President may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the President's performance remains unsatisfactory, the Board may dismiss or non-renew the President pursuant to Board policy, the President's employment contract and state law and rules. In those situations where the President's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

RELEVANT LANGUAGE FROM PRESIDENT'S EMPLOYMENT CONTRACT:

EVALUATION:

Annually in November, unless a meeting in open session is requested by the President, the Board and the President shall meet in executive session for the purpose of evaluation of the performance of the President by the Board for the previous fiscal year. The Board shall prepare a written document for public disclosure that accurately reflects the character of the Board's evaluation of the



President. This evaluation and assessment shall be based on the responsibilities of the President as provided in Section 4 and the goals and objectives of the college as provided in Section 6 of the employee contract for the year in consideration.

Section 4 (excerpt) - The President shall:

- a) Establish and maintain an appropriate community relations program;
- b) Maintain and improve the President's professional competency by appropriate available means, including (but not limited to) reading appropriate professional journals and participating in the activities of appropriate professional associations;
- c) Present recommendations to the Board on any subject under consideration prior to action being taken by the Board; and
- d) Unless specifically excused by the Board, the President will attend all Board meetings and all Board and citizen committee meetings, serving ex officio on such committees.

Section 6 - GOALS AND OBJECTIVES:

Annually between October and March, the President and the Board shall meet to establish and mutually agree upon college goals and objectives for the ensuing school year. Each year, those goals and objectives shall be reduced to writing and shall be among the criteria by which the President is evaluated as hereinafter provided. Additionally, the President and the Board shall meet annually to establish and mutually agree upon Board goals and objectives for the ensuing school year.



THE EVALUATION PROCESS:

The following are submitted to the CCC Board of Education for consideration prior to the meeting in which the Board completes its evaluation of the President:

- Evaluation Process and Timeline
- Relevant materials including Board policy, President's employment contract, and the year prior's public statement created and presented by the Board.
- President's brief summary of information/responses to items on evaluation (self-evaluation), to include President's proposed professional goals and areas they will focus on over the next year to move the College goals forward (format TBD by President)

The following are key tasks upon which the President is evaluated:

- I Executive duties and responsibilities
- II Institutional vision, mission, goals and value statements
- III General management and planning
- IV Fiscal management and budgeting

Evaluation Process and Format:

Each CCC Board member will be provided with the evaluation survey tool to complete and return by the deadline determined for that year. Then the Board shall meet in executive session to review and discuss results from Board survey, along with materials received from the President. In this executive session the Board shall start to craft a public statement or create a plan for how the public statement will be created. The following month, the Board shall meet in executive session with the President to discuss the evaluation and finish the public statement. The public statement will be read by the Chair or designee during the regular board meeting following the executive session completing the evaluation process. The evaluation format is both quantitative (meets standards, developing) and qualitative (consensus narrative comments prepared by board).



PLEASE COMPLETE THE EVALUATION BELOW AND RETURN IT TO THE BOARD CHAIR AND BOARD RECORDER BY DEADLINE PROVIDED IN EMAIL.

KEY RESPONSIBILITY AREAS (BASED ON POSITION DESCRIPTION)	MET? YES, NO, PARTIALLY	COMMENTS
<i>GOVERNING BOARD RELATIONSHIP</i>		
The President has established appropriate administrative structures to encourage effectiveness and strategic plan alignment.		
The President follows adopted policies.		
The President has developed and promotes a trusting relationship with the Board.		
The President keeps the Board of Education members informed on a timely and continuous basis.		
<i>PRESIDENT AND COMMUNITIES' RELATIONSHIPS (PROFESSIONAL COMMUNITY, COMMUNITY AT LARGE)</i>		
The President's professional behavior serves as a role model to not only the professional community, but to the community at large.		
The President has developed, and consistently promotes, effective working relationships with k-12 partners, community groups, business and industry groups, and other stakeholders with common interests to advance the College's mission and goals.		



The President has successfully promoted community support of college programs.		
The President interacts with and responds to students, employees, and community members in a manner that encourages positive relations pertaining to relevant concerns.		
<i>INSTITUTIONAL VISION, MISSION, GOALS AND VALUE STATEMENTS</i>		
The President communicates and promotes the vision, mission, and values of Clackamas Community College in a manner that encourages citizens, students, faculty, and staff to become dedicated to the present and future success of Clackamas Community College and its strategic plan.		
The President promotes and supports recruitment of a diverse student and employee population.		
The President promotes conditions that are humane, fair, dignified, and non-discriminatory.		
The President represents Clackamas Community College at an appropriate level of membership on community, state, and/or national organizations of mutual concerns.		
The President ensures the College aligns its actions with the Board of Education's priorities and direction.		



GENERAL MANAGEMENT AND PLANNING		
The President fosters appropriate leadership behavior with all college administrators.		
The President facilitates development of policies and procedures that are fair, effective, and non-discriminatory.		
The President promotes competency and accountability within the senior management team.		
The President promotes collegial and collaborative relationships with employee groups.		
The President ensures that all physical facilities of Clackamas Community College are clean and safe – and that long-term maintenance, replacement, and expansion are appropriately Considered.		
The President promotes and supports staff and faculty development.		
FISCAL MANAGEMENT AND BUDGETING		
The President provides leadership and foresight to develop and promote financial planning and budgeting practices that further Clackamas Community College goals and fiscal integrity.		
The President avoids fiscal jeopardy and material deviation of actual expenditures from the approved budget.		

The President assures that assets have been protected and maintained by avoiding unnecessary risks.		
The President maintains fiscal integrity and public image with respect to employment compensation and benefits by consistently adhering to salary schedules and plans.		
The President promotes fiscal transparency and strong stewardship of taxpayer funds.		
The President routinely investigates other fiscal resources to accomplish goals and works with legislative representatives on all policy and fiscal matters that may impact the operations of the College.		
PAST PRIORITIES - <i>Please take a moment to reflect on the President's performance in the three areas the Board of Education asked the President to focus on over the last year.</i>		
1. Continue work toward completion of Bond projects. 2. Maintain and continue to increase the internal and external community connections, industries partnerships, K-12 partnerships, and others. 3. Develop short-term programs that meet the criteria for new Federal Workforce Pell guidelines. 4. Ensure long-term financial sustainability by addressing the structural deficit and potential state budget reduction.		

FUTURE PRIORITIES - *Please take a moment and share the 3 priority areas you would like to see the President focus on in the coming year:*

- 1.
- 2.
- 3.