



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: 8-15-2017 Date of This Proposal: 8-5-2017

SUBJECT (item as it will appear on agenda):

Approval of Board of Trustee Evaluation

RECOMMENDATION:

Recommend the Board of Trustees approve an evaluation instrument and process to assess board effectiveness as a unit. Draft Process and Evaluation Instrument are attached for review.

BACKGROUND/RATIONALE:

At the July meeting, the Board of Trustees discussed the value of evaluation and the need to review board performance. Board members asked for time to review the proposed instrument and process and reconsider at the August 15, 2017 board meeting. The intent of the evaluation is to **assess board performance as a unit.** The focus of a board self-evaluation is not on the performance of individual members, but on how they work together to govern the college. The evaluation focuses on board policies and practices and the role of the board in representing the community, setting policy direction, working with the CEO, and monitoring institutional effectiveness.

While the purpose of board self-evaluation is to identify areas of board functioning that are working well and those that may need improvement, the importance is now underscored by the Southern Association of Schools and Colleges Commission on Colleges June 2017 Proposed Revisions to the Principles of Accreditation. The proposed revision includes a new mandate for board evaluation (Proposed Section 4. Governing Board 2. g.) stating that "The governing board defines and regularly evaluates its responsibilities and expectations (Board evaluation)". The institution's compliance reporting should include evidence that the board has defined a policy and procedure and has conducted regular evaluations.

Estimated Cost and Budgetary Support (how will this be paid for?): \$0

RESOURCE PERSON(S)

Betty McCrohan, President

Scott Glass

Monty Merecka

SIGNATURES:

Originator

Date

Betty A. McCrohan

8-7-17

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty A. McCrohan

8-7-17

Reg 113

6-21-95, 12-16-99

Board Evaluation

PURPOSE:

The annual board evaluation is intended to measure board performance by looking at the board as a unit. The focus of this evaluation is not on individual board members but on how they work together to govern the college. The evaluation focuses on board policies and practices and the role of the board in representing the community, setting policy direction, working with the CEO, and monitoring institutional effectiveness. The results of the evaluation will be used to enhance board effectiveness.

GUIDELINES:

- The Wharton County Junior College Board of Trustees will assess the board's performance on an annual basis.
- Prior to the date of the assessment, the members will approve the method of evaluation.
- Regardless of the technique, the means of evaluation, process, and outcomes will be documented in writing.
- The results will be used for improvement.

PROCESS:

- Method of evaluation is approved
- Timeline is approved
- Responsibility for administering the evaluation is approved
- Summary of the outcomes is discussed
- New goals for improvement and required actions are approved

DESIRED OUTCOMES (*Reference Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation*):

"The desired outcomes of a board self-evaluation include:

a summary of what the board does well and its accomplishments;

a better understanding of what is needed from each trustee and the CEO to be an effective board and board/CEO team;

an assessment of progress on the prior year's goals and identify what needs to be completed; and

goals and tasks for the coming year related to board performance and its leadership for college goals."



The Evaluation Instrument is Designed to Assess Performance as a Unit

WCJC – Board of Trustees - Board Evaluation

Rankings go from 1 = Low/Disagree up to 5 = High/Agree

		LOW				HIGH
		1	2	3	4	5
<u>Board Activity</u>						
1. The board operates under a set of policies, procedures, and guidelines with which all members are familiar.						
2. Standing committees are a means for board member communication and engagement and are of benefit to the members.						
3. Board meetings are well attended, with near full turnout at each meeting.						
4. Nomination and appointment of board members follow clearly established procedures using known criteria.						
5. Newly elected board members receive adequate orientation to their role and what is expected of them.						
6. Each board meeting includes an opportunity for learning about the organization's activities.						
7. The board fully understands and is supportive of the strategic planning process of the college.						
8. Board members receive meeting agendas and supporting materials in time for adequate advance review.						
9. The board adequately oversees the financial performance and fiduciary accountability of the organization.						

LOW		HIGH		
1	2	3	4	5

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|-----|---|--|--|--|--|--|
| 10. | The board receives regular financial updates and takes necessary steps to ensure the operations of the organization are sound. | | | | | |
| 11. | The board actively engages in discussion around significant issues. | | | | | |
| 12. | The board chair effectively and appropriately leads and facilitates the board meetings and the policy and governance work of the board. | | | | | |

Mission and Purpose

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|----|---|--|--|--|--|--|
| 1. | Statements of the organization's mission are well-understood and supported by the board. | | | | | |
| 2. | Board meeting presentations and discussions consistently reference the organization's mission statement. | | | | | |
| 3. | The board evaluates the organization's performance on a regular basis by comparing the stated mission to actual operational achievements. | | | | | |

Governance / Partnership Alignment

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|----|---|--|--|--|--|--|
| 1. | The board exercises its governance role:
Ensuring that the organization supports and upholds the mission statement, core values, vision statement, and partnership policies. | | | | | |
| 2. | The board reviews its own performance and measures its own effectiveness in governance work. | | | | | |
| 3. | The board is actively engaged in the board development processes. | | | | | |

LOW				HIGH
1	2	3	4	5

Board Organization

1. Information provided by staff is adequate to ensure effective board governance and decision-making.

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2. The committee structure as defined in board policy logically addresses the organization's areas of operation.

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3. The committee structure as defined in board policy addresses issues of substance.

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Board Meetings

1. Board meetings are frequent enough to ensure effective governance.

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2. Board meetings are long enough to accomplish the board's work.

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3. Board members fully and positively participate in discussions.

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Board Membership

1. The board has a range of talents, experience, and knowledge to accomplish its role.

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2. The board uses its members' talents and skills effectively.

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Administration and Staff Support

LOW				HIGH
1	2	3	4	5

1. Communication is strong and clear between the board and president.

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2. Staff support before, during, and after-board meetings is effective.

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Please make any other comments about the work and effectiveness of our board:
