



ADMINISTRATIVE PROCEDURES

No. 212.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EVALUATION PROCEDURE SUPERINTENDENT/PRESIDENT

As set forth in the employment agreement:

- a. This procedure shall be mutually agreed to by the Board of Trustees (Board) and the Superintendent/President annually and shall comply with any requirements set forth in the employment agreement.
- b. If the Superintendent/President takes office between July 1 and December 31, the first evaluation will be completed at the conclusion of the fiscal year in which the Superintendent/President is employed. The Board and Superintendent/President will meet at the conclusion of the fiscal year in which the Superintendent/President is employed to discuss the Superintendent/President's work performance for that fiscal year and to establish the performance objectives for the following year.
- c. If the Superintendent/President takes office between January 1 and June 30, the first evaluation will be completed at the conclusion of the first full fiscal year following employment. The Board and Superintendent/President will meet at the conclusion of the first full fiscal year following employment to discuss the Superintendent/President's work performance for that fiscal year and establish the performance objectives for the following fiscal year.

Procedure

1. Annually by May 1, the Board President and Vice-President will meet with the Superintendent/President to mutually agree to the evaluation procedure, including the survey when one is used (See #4).
2. One week prior to the June Board meeting, the Superintendent/President will provide the Board with a written self assessment regarding: (a) carrying out the duties included in the job description; (b) progress in achieving the performance objectives established with the Board; and (c) leadership provided to the District in pursuing the Strategic Goals and Directions during that fiscal year. The format of this written report will be at the discretion of the Superintendent/President.
3. In June, the board will meet with the Superintendent/President in Closed Session to discuss this written assessment.
4. By the conclusion of the first full year of employment and every third year thereafter, the Board will conduct a survey of College constituents, as follows, to be considered by the Board in assessing the leadership of the Superintendent/President:
 - a. In early May, the Board President will send the Evaluation Survey, along with a stamped return envelope addressed to the board President, to the following: Board members; those positions which directly report to the Superintendent/President; the President and

Vice-President of the Academic Senate, Classified Senate, the Management/Confidential group, and the Student Senate; Deans; Directors; the President of the Mendocino College Foundation; and three members each of the full-time faculty, part-time faculty, and classified staff mutually selected by the Board President and the Superintendent/President.

- b. Completed surveys will be signed and returned to the Board President in the sealed envelope by the date indicated on the survey. Unsigned responses will not be considered. The Board President and Vice-President will review the responses and may elect to seek clarification in some instances. The Superintendent/President will not have access to these responses. All responses will be destroyed after the Board President and Superintendent/President sign the final evaluation report.
5. Annually, in June, the Board President and Vice-President will draft an evaluation report based on the Superintendent/President's written assessment, the survey when conducted, and Board discussions. The report will: (a) recognize the strengths and successes of the Superintendent/President in providing leadership to the College and (b) address any areas which may require professional growth, including suggestions as appropriate.
6. In July, the Board will meet in Closed Session to review and revise, if necessary, the draft evaluation report and develop suggestions for the Superintendent/President's performance objectives for the next fiscal year.
7. The Board President and Vice President will share the evaluation report and the suggested performance objectives for the next fiscal year with the Superintendent/President.
8. Prior to the time the evaluation report is finalized, the Superintendent/President may direct any comments regarding the report to the Board President and Vice-President.
9. In August, the Board will meet in Closed Session with the Superintendent/President to discuss the final evaluation report and agree to the performance objectives for the next fiscal year.
10. The final evaluation report will include the signatures of the Superintendent/President and the Board President. The Superintendent/President may submit a written response which will be attached to the evaluation report.
11. The evaluation report will be forwarded to Personnel Services for inclusion in the Superintendent/President's personnel file.
12. The Board or the Superintendent/President may request mid-cycle review/observations as needed.
 - 12.1 When requested by the Board, the Board will meet in closed session without the Superintendent/President to arrive at a consensus of the points to be discussed with the Superintendent/President. At the next closed session, the Board President will verbally review the Board's review/observations with the Superintendent/President present. Individual trustees will refrain from adding comments that would not necessarily reflect the opinion of the Board as a whole.

- 12.2 When requested by the Superintendent/President, the Superintendent/President will meet with the Trustees in closed session to address issues related to job performance. The Trustees may ask questions and then discuss the issues in the absence of the Superintendent/President. At the next closed session, the Board President will verbally review the Board's review/observations with the Superintendent/President present. When conducting the formal annual evaluation, the Board shall determine whether to incorporate any informal reviews or observations into the evaluation.

Adopted: June 5, 1991

Revised: 5/6/92, 6/2/99, 3/6/02, 4/2/03, 3/3/04, 8/6/05 (accepted by Board 9/21/05)

Revision adopted by Board: July 11, 2007