



ADMINISTRATIVE PROCEDURES

No. 212.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EVALUATION PROCEDURE SUPERINTENDENT/PRESIDENT

1. The Superintendent/President shall be evaluated annually during his/her first three years of employment with the MLCCD. Thereafter, evaluations shall be conducted biennially.
2. If the Superintendent/President takes office between July 1 and December 31, the first evaluation shall be completed at the conclusion of the fiscal year in which the Superintendent/President is employed. The Board and Superintendent/President shall 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.
3. If the Superintendent/President takes office between January 1 and June 30, the first evaluation shall be completed at the conclusion of the first full fiscal year following employment. The Board and Superintendent/President shall 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.
4. By May 1 of each evaluation year, the Board President and Vice-President shall meet with the Superintendent/President to mutually agree to the evaluation procedure, including the Evaluation Survey instrument to be used.
5. Each evaluation year, the Board shall 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 of each evaluation year, the Board President shall send the Evaluation Survey instrument, 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 shall be signed and returned to the Board President in the sealed envelope by the date of the June Board meeting. Unsigned responses shall not be considered. The Board President and Vice-President shall review the responses and may elect to seek clarification in some instances. The Superintendent/President shall not have access to these responses. All responses shall be destroyed after the Board President and Superintendent/President sign the final evaluation report.

6. One week prior to the June Board meeting of each evaluation year, the Superintendent/President shall 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 shall be at the discretion of the Superintendent/President.
7. In June of each evaluation year, the Board shall meet with the Superintendent/President in Closed Session to discuss this written assessment.
8. Following the June Closed Session, the Board President and Vice-President shall draft an evaluation report based on the Superintendent/President's written assessment, the Evaluation Survey responses, and Board discussions. The report shall: (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.
9. In July of each evaluation year, the Board shall 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 evaluation period.
10. Following the July Closed Session, the Board President and Vice President shall share the evaluation report and the suggested performance objectives for the next evaluation period with the Superintendent/President.
11. 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.
12. In August of each evaluation year, the Board shall 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.
13. The final evaluation report shall include the signatures of the Superintendent/President and the Board President. The Superintendent/President may submit a written response which shall be attached to the evaluation report.
14. The evaluation report shall be confidentially delivered to the Director of Human Resources for inclusion in the Superintendent/President's personnel file.
15. The Board or the Superintendent/President may request mid-cycle review/observations as needed.
 - 15.1 When requested by the Board, the Board shall 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 shall verbally review the Board's review/observations with the Superintendent/President present. Individual trustees shall refrain from adding comments that would not necessarily reflect the opinion of the Board as a whole.

- 15.2 When requested by the Superintendent/President, the Superintendent/President shall 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 shall 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
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June 2, 1999
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