

# PALO VERDE COMMUNITY COLLEGE DISTRICT

## SUPERINTENDENT/PRESIDENT- EVALUATION FORM 2010-2011 ACADEMIC YEAR

This instrument is to serve, as a tool for the Board of Trustees, in the evaluation of the performance of the Superintendent/President. The primary focus should be on the Superintendent/President in addressing the established goals and supporting the Board of Trustees in addressing their responsibilities. This form may be used in the closed session evaluation of the Superintendent/President.

How has the Superintendent/President supported the Board of Trustees and the administrative team in each of the areas listed below?

<b>A. Policies, Guidance, and Decision-Making</b>	Very Good	Good	Poor
1. Development of a documented institutional philosophy, long range plan (5-10 years) and near-term objectives (1-3 years).			
2. Written policies on significant phases of operations.			
3. Guidance and direction given to the Board of Trustees.			
4. Communicating with the Board on his recommendations in Board decision-making and policy setting.			
5. Use of administrative staff, faculty, classified staff, and students in Board decision-making and policy implementation.			
6. Receptiveness to suggestions and recommendations.			
7. Awareness of community attitudes and desires of special interest groups.			
8. Willingness to hear and consider all sides of a controversy.			
9. Timeliness of proposing Board actions.			

<p><b>General Comments:</b></p>
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<b>B. Relationships with the Board of Trustees</b>	Very Good	Good	Poor
1. Communicates with the Board about his decisions and actions.  2. Assists in the annual evaluation and discussion of the Board of Trustee performance.  3. Supports the Board by providing information and orientation during Board elections.			

**General Comments:**

<b>C. Employee Relationships</b>	Very Good	Good	Poor
1. Knowledge of collective bargaining and similar management/employee procedures.  2. Fairness of negotiation results to all parties including students and taxpayers.  3. Receptiveness to complaints from employees.  4. Encouragement of employee development and performance evaluation.			

**General Comments:**

<b>D. Relationships with the Educational Program/Students</b>	Very Good	Good	Poor
<ol style="list-style-type: none"> <li>1. Knowledge of the District's instructional program.</li> <li>2. Time and emphasis allowed in Board meetings for discussing educational objectives and instructional programs.</li> <li>3. Interest exhibited in student outcomes.</li> <li>4. Attention given by the Superintendent/President to local intra-schools (college and high schools) educational programs.</li> <li>5. Knowledge of student services.</li> <li>6. Knowledge of student activities.</li> </ol>			

**General Comments:**

<b>E. Superintendent President's Community Relationships</b>	Very Good	Good	Poor
<ol style="list-style-type: none"> <li>1. Communication and publicity program with community.</li> <li>2. Perception of (a) educational needs of the community, and (b) community services.</li> <li>3. Awareness of community attitudes and feelings.</li> <li>4. Effectiveness in securing community support for financing important programs.</li> <li>5. Rapport with local news media.</li> </ol>			

**General Comments:**

<b>F. Business and Financial Management</b>	Very Good	Good	Poor
<ol style="list-style-type: none"> <li>1. Knowledge of revenue sources and judgment of the District's ability to support proposed programs.</li> <li>2. Perception of institutional needs.</li> <li>3. Alignment of the budget to local area educational needs and the Educational Master Plan of the District.</li> <li>4. Provisions for meeting long-term plans.</li> <li>5. Adequacy of financial reserves.</li> <li>6. Involvement in budget study/approval.</li> <li>7. Adequacy of plant/personnel security and insurance.</li> </ol>			

**General Comments:**

<b>G. Professional Development of the Superintendent/President</b>	Very Good	Good	Poor
<ol style="list-style-type: none"> <li>1. Participation in orientation or training for Board members.</li> <li>2. Participation in local, state, and national conferences for CEO's and administration.</li> <li>3. Participation in regional meetings for community college leadership.</li> <li>4. Involved in professional reading about community college education.</li> </ol>			

**General Comments:**

H. To what extent do you feel the Superintendent/President has met the Board's expectations?

General Comments:

I. What specific goals or focus would the Board want to see the Superintendent address in the 2010-2011 fiscal year.

General Comments:

Composite Evaluation Date \_\_\_\_\_

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Ed Gonzales, President

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Millie Rodriguez, Vice President

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Jerry Lewis, Clerk

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Ted Arneson, Trustee

\_\_\_\_\_  
Sam Burton, Trustee

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Lincoln Edmond, Trustee

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George Thomas, Trustee

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James W. Hottois, Supt./President