

Tuesday July 13, 2021, Starting at 11:30 a.m.
Originating at: Beale Street Center

1. Call to Order & Pledge of Allegiance

2. Roll Call

Julie Bare
Susan McAlpine
Vance Miller
Ashley Pascual
Judy Selberg

3. **Presidential Evaluation Instrument (Bare)**

At the June 10, 2021 MCCCDGB regular meeting, revisions to the MCC President Evaluation Instrument were proposed after a review by members Susan McAlpine and Judy Selberg in consultation with President Klippenstein. An evaluation of the College President was added to MCC Policy 5.001 by MCCCDGB action on March 12, 2010 (Item VI, D.) with the original instrument developed by members Julie Bare and Dr. Selberg and implemented later that same year.

Proposed revisions include:

1. Adding "President's Professional Goals for This Category" to each section
2. Adding strategic plan alignment verbiage to items I,A,5 and II,5
3. Adding two additional items under IV "Fiscal Management and Budgeting"

Additionally, an expansion of the quantitative metrics has been proposed. The current instrument utilizes "meets" or "does not meet" as a rating. A version has been presented that proposes to utilize: "Exceeds Standard", "Meets Standard", "Developing" and "Needs Improvement"

Motion to

4. Adjournment

The Policy:

5.001: The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years. Under the same statute, the Board has the authority to remove any officer or employee of the college if in the Board's judgment the interests of education in the state are not met. (ARS 15-1444).

The President of the college shall be responsible for the complete organization and administration of the college. The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college. The Board shall be responsible for conducting an evaluation of the College President annually.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

The Process:

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

- State of the College Report
- President's professional goals (format TBD by President)
- President's proposed goals for institution (format TBD by President)
- President's brief summary of info/responses to items on evaluation (self-evaluation)

The following are key tasks upon which the President is evaluated, and are developed from the list of President's Specific Functions as outlined in the Policies and Procedures Manual of Mohave Community College (5.001.01 – President's Specific Functions)

- 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:

District Governing Board members shall meet in executive session to confer and complete the evaluation. The Governing Board Chairman will submit the completed evaluation to the President of Mohave Community College. The evaluation format is both quantitative (meets/does not meet) and qualitative (consensus narrative comments prepared by board).

I. EXECUTIVE DUTIES AND RESPONSIBILITIES

A. PRESIDENT - GOVERNING BOARD RELATIONSHIP

meets	approaches	The President follows adopted policies Comments:
meets	approaches	The President's written and oral presentations to the Board are of substance and accuracy. Comments:
meets	approaches	3. The President keeps the GB members informed on a timely and continuous basis regarding the organization. Comments:
meets	approaches	4. The President has developed and promotes a trusting relationship with the Board. Comments:
meets	approaches	5. The President has established appropriate administrative structures to encourage effectiveness. Comments:

B. PRESIDENT AND COMMUNITIES RELATIONSHIPS (*PROFESSIONAL COMMUNITY, COMMUNITY AT LARGE*)

meets	approaches	The President's professional behavior serves as a role model to not only the professional community, but to the community-at-large. Comments:
meets	approaches	2. The President has developed, and consistently promotes, effective working relationships with community groups, business and industry groups, and professional groups. Comments:
meets	approaches	3. The President has encouraged increased community support of college programs. Comments:
meets	approaches	4. The President interacts and responds to students, employees, and community members in a manner that encourages positive relations pertaining to relevant concerns. Comments:

II. INSTITUTIONAL VISION, MISSION, GOALS AND VALUE STATEMENTS

meets	approaches	The President communicates and promotes the vision, mission, and values of MOHAVE COMMUNITY COLLEGE in a manner that encourages citizens, students, faculty, and staff to become dedicated to the present and future success of MOHAVE COMMUNITY COLLEGE and its strategic plan? Comments:
meets	approaches	2. The President represents MOHAVE COMMUNITY COLLEGE at an appropriate level of membership on community, state, and/or national organizations of mutual concerns. Comments:
meets	approaches	3. The President promotes and supports recruitment of a diverse student and employee population. Comments:
meets	approaches	4. The President promotes conditions that are humane, fair, dignified, and non-discriminatory. Comments:

III. GENERAL MANAGEMENT AND PLANNING

meets	approaches	The President fosters appropriate leadership behavior with all college administrators. Comments:
meets	approaches	2. The President facilitates development of policies and procedures that are fair, effective, and non-discriminatory. Comments:
		3. The President promotes competency and accountability within the senior management team. Comments:
meets	approaches	4. The President has taken corrective personnel actions with the senior administration when appropriate. Comments:
meets	approaches	5. The President promotes collegial and collaborative relationships with employee groups. Comments:
meets	approaches	6. The President promotes and supports staff and faculty development. Comments:
meets	approaches	7. The President ensures that all physical facilities of MOHAVE COMMUNITY COLLEGE are clean and safe – and that long-term maintenance, replacement, and expansion are appropriate considered. Maintenance (Comments): Capital Improvements (Comments):

IV. FISCAL MANAGEMENT AND BUDGETING

meets	approaches	The President provides leadership and foresight to develop and promote financial planning and budgeting practices that further MOHAVE COMMUNITY COLLEGE goals and fiscal integrity. Comments:
meets	approaches	2. The President avoids fiscal jeopardy and material deviation of actual expenditures from the approved budget. Comments:
meets	approaches	3. The President assures that assets have been protected and maintained by avoiding unnecessary risks. Comments:
meets	approaches	4. The President maintains fiscal integrity and public image with respect to employment compensation and benefits by consistently adhering to salary schedules and plans. Comments:

By my signature below, I acknowledge that I have reviewed this performance evaluation and I have received a copy of the evaluation with any related attachments.

Date: _____
Signature of the President of Mohave Community College

Date: _____
Signature of the Chairman of the Governing Board of Mohave Community College

The Policy:

5.001: The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years. Under the same statute, the Board has the authority to remove any officer or employee of the college if in the Board's judgment the interests of education in the state are not met. (ARS 15-1444).

The President of the college shall be responsible for the complete organization and administration of the college. The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college. The Board shall be responsible for conducting an evaluation of the College President annually.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

The Process:

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

- State of the College Report
 - President's professional goals (format TBD by President)
 - President's proposed goals for institution (format TBD by President)
 - President's brief summary of info/responses to items on evaluation (self-evaluation)

The following are key tasks upon which the President is evaluated, and are developed from the list of President's Specific Functions as outlined in the Policies and Procedures Manual of Mohave Community College (5.001.01 – President's Specific Functions)

- 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:

District Governing Board members shall meet in executive session to confer and complete the evaluation. The Governing Board Chairman will submit the completed evaluation to the President of Mohave Community College. The evaluation format is both quantitative (meets/does not meet) and qualitative (consensus narrative comments prepared by board).

I. EXECUTIVE DUTIES AND RESPONSIBILITIES

A. PRESIDENT - GOVERNING BOARD RELATIONSHIP

meets	approaches	The President follows adopted policies Comments:
meets	approaches	The President's written and oral presentations to the Board are of substance and accuracy. Comments:
meets	approaches	3. The President keeps the GB members informed on a timely and continuous basis regarding the organization. Comments:
meets	approaches	4. The President has developed and promotes a trusting relationship with the Board. Comments:
meets	approaches	5. The President has established appropriate administrative structures to encourage effectiveness <u>and strategic plan alignment</u> . Comments:
<u>President's Professional Goals For This Category:</u>		

B. PRESIDENT AND COMMUNITIES RELATIONSHIPS (*PROFESSIONAL COMMUNITY, COMMUNITY AT LARGE*)

meets	approaches	The President's professional behavior serves as a role model to not only the professional community, but to the community-at-large. Comments:
meets	approaches	2. The President has developed, and consistently promotes, effective working relationships with community groups, business and industry groups, and professional groups. Comments:
meets	approaches	3. The President has encouraged increased community support of college programs. Comments:
meets	approaches	4. The President interacts and responds to students, employees, and community members in a manner that encourages positive relations pertaining to relevant concerns. Comments:
<u>President's Professional Goals for This Category:</u>		

II. INSTITUTIONAL VISION, MISSION, GOALS AND VALUE STATEMENTS

meets	approaches	The President communicates and promotes the vision, mission, and values of MOHAVE COMMUNITY COLLEGE in a manner that encourages citizens, students, faculty, and staff to become dedicated to the present and future success of MOHAVE COMMUNITY COLLEGE and its strategic plan ² . Comments:
meets	approaches	2. The President represents MOHAVE COMMUNITY COLLEGE at an appropriate level of membership on community, state, and/or national organizations of mutual concerns. Comments:
meets	approaches	3. The President promotes and supports recruitment of a diverse student and employee population. Comments:
meets	approaches	4. The President promotes conditions that are humane, fair, dignified, and non-discriminatory. Comments:
<u>Meets</u>	<u>approaches</u>	<u>5. The President ensures the College aligns annual strategic action with BG priorities and direction.</u>
<u>President's Professional Goals for this Category:</u>		

III. GENERAL MANAGEMENT AND PLANNING

meets	approaches	The President fosters appropriate leadership behavior with all college administrators. Comments:
meets	approaches	2. The President facilitates development of policies and procedures that are fair, effective, and non-discriminatory. Comments:
		3. The President promotes competency and accountability within the senior management team. Comments:
meets	approaches	4. The President has taken corrective personnel actions with the senior administration when appropriate. Comments:
meets	approaches	5. The President promotes collegial and collaborative relationships with employee groups. Comments:
meets	approaches	6. The President promotes and supports staff and faculty development. Comments:
meets	approaches	7. The President ensures that all physical facilities of MOHAVE COMMUNITY COLLEGE are clean and safe – and that long-term maintenance, replacement, and expansion are

		appropriate <u>appropriately</u> considered. Maintenance (Comments): Capital Improvements (Comments):
<u>President's Professional Goals For This Category:</u>		

IV. FISCAL MANAGEMENT AND BUDGETING

meets	approaches	The President provides leadership and foresight to develop and promote financial planning and budgeting practices that further MOHAVE COMMUNITY COLLEGE goals and fiscal integrity. Comments:
meets	approaches	2. The President avoids fiscal jeopardy and material deviation of actual expenditures from the approved budget. Comments:
meets	approaches	3. The President assures that assets have been protected and maintained by avoiding unnecessary risks. Comments:
meets	approaches	4. The President maintains fiscal integrity and public image with respect to employment compensation and benefits by consistently adhering to salary schedules and plans. Comments:
<u>Meets</u>	<u>approaches</u>	<u>5. 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.</u>
<u>Meets</u>	<u>approaches</u>	<u>5. The President promotes fiscal transparency and strong stewardship of taxpayer funds.</u>
<u>President's Professional Goals For This Category:</u>		

By my signature below, I acknowledge that I have reviewed this performance evaluation and I have received a copy of the evaluation with any related attachments.

_____ Date: _____

Signature of the President of Mohave Community College

_____ Date: _____

Signature of the Chairman of the Governing Board of Mohave Community College

The Policy:

5.001: The Board is authorized under statute to employ a President as the chief executive officer of the college and may enter into an employment contract for a duration of more than one year but no more than five years. Under the same statute, the Board has the authority to remove any officer or employee of the college if in the Board's judgment the interests of education in the state are not met. (ARS 15-1444).

The President of the college shall be responsible for the complete organization and administration of the college. The board delegates to the President, as its chief executive officer, its authority for administering the laws and policies governing the college. The Board shall be responsible for conducting an evaluation of the College President annually.

The President may delegate any powers and duties entrusted to him/her by the board, but he/she shall be specifically responsible to the board for the execution of such delegated powers and duties.

The Process:

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

- State of the College Report
 - President's professional goals (format TBD by President)
 - President's proposed goals for institution (format TBD by President)
 - President's brief summary of info/responses to items on evaluation (self-evaluation)

The following are key tasks upon which the President is evaluated, and are developed from the list of President's Specific Functions as outlined in the Policies and Procedures Manual of Mohave Community College (5.001.01 – President's Specific Functions)

- 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:

District Governing Board members shall meet in executive session to confer and complete the evaluation. The Governing Board Chairman will submit the completed evaluation to the President of Mohave Community College. The evaluation format is both quantitative (meets/does not meet) and qualitative (consensus narrative comments prepared by board).

Performance Ratings:

- E Exceeds Standard: Consistently demonstrates excellence in the competency and the expected behavior under all reasonable circumstances. Job achievements have added significant value to the goals of team, department, and college.
- M Meets Standard: Consistently demonstrates the competency and expected behavior in most situations.
- D Developing: Learning and developing new skills or may be new to the job/function and is moving in a positive direction toward demonstrating the competency.
- N Needs Improvement: Rarely or never demonstrates the competency or requires frequent direction/supervision.

I. EXECUTIVE DUTIES AND RESPONSIBILITIES

A. PRESIDENT - GOVERNING BOARD RELATIONSHIP

E	M	D	N	The President follows adopted policies Comments:
E	M	D	N	The President's written and oral presentations to the Board are of substance and accuracy. Comments:
E	M	D	N	The President keeps the GB members informed on a timely and continuous basis regarding the organization. Comments:
E	M	D	N	The President has developed and promotes a trusting relationship with the Board. Comments:
E	M	D	N	The President has established appropriate administrative structures to encourage effectiveness <u>and strategic plan alignment</u> . Comments:
<u>President's Professional Goals for This Category:</u>				

B. PRESIDENT AND COMMUNITIES RELATIONSHIPS (PROFESSIONAL COMMUNITY, COMMUNITY AT LARGE)

E	M	D	N	The President's professional behavior serves as a role model to not only the professional community, but to the community-at-large. Comments:
E	M	D	N	The President has developed, and consistently promotes, effective working relationships with community groups, business and industry groups, and professional groups. Comments:
E	M	D	N	The President has encouraged increased community support of college programs. Comments:
E	M	D	N	The President interacts and responds to students, employees, and community members in a manner that encourages positive relations pertaining to relevant concerns. Comments:
<u>President's Professional Goals for This Category:</u>				

II. INSTITUTIONAL VISION, MISSION, GOALS AND VALUE STATEMENTS

E	M	D	N	The President communicates and promotes the vision, mission, and values of MOHAVE COMMUNITY COLLEGE in a manner that encourages citizens, students, faculty, and staff to become dedicated to the present and future success of MOHAVE COMMUNITY COLLEGE and its strategic plan? Comments:
E	M	D	N	The President represents MOHAVE COMMUNITY COLLEGE at an appropriate level of membership on community, state, and/or national organizations of mutual concerns. Comments:
E	M	D	N	The President promotes and supports recruitment of a diverse student and employee population. Comments:
E	M	D	N	The President promotes conditions that are humane, fair, dignified, and non-discriminatory. Comments:
E	M	D	N	<u>The President ensures the College aligns annual strategic action with BG priorities and direction.</u> Comments:
<u>President's Professional Goals for this Category:</u>				

III. GENERAL MANAGEMENT AND PLANNING

E	M	D	N	The President fosters appropriate leadership behavior with all college administrators. Comments:
E	M	D	N	The President facilitates development of policies and procedures that are fair, effective, and non-discriminatory. Comments:
E	M	D	N	The President promotes competency and accountability within the senior management team. Comments:
E	M	D	N	The President has taken corrective personnel actions with the senior administration when appropriate. Comments:
E	M	D	N	The President promotes collegial and collaborative relationships with employee groups. Comments:
E	M	D	N	The President promotes and supports staff and faculty development. Comments:
E	M	D	N	The President ensures that all physical facilities of MOHAVE COMMUNITY COLLEGE are clean and safe – and that long-term maintenance, replacement, and expansion are <u>appropriately</u> considered.

				Maintenance (Comments): Capital Improvements (Comments):
<u>President's Professional Goals for This Category:</u>				

IV. FISCAL MANAGEMENT AND BUDGETING

E	M	D	N	The President provides leadership and foresight to develop and promote financial planning and budgeting practices that further MOHAVE COMMUNITY COLLEGE goals and fiscal integrity. Comments:
E	M	D	N	The President avoids fiscal jeopardy and material deviation of actual expenditures from the approved budget. Comments:
E	M	D	N	The President assures that assets have been protected and maintained by avoiding unnecessary risks. Comments:
E	M	D	N	The President maintains fiscal integrity and public image with respect to employment compensation and benefits by consistently adhering to salary schedules and plans. Comments:
E	M	D	N	<u>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.</u>
E	M	D	N	<u>The President promotes fiscal transparency and strong stewardship of taxpayer funds.</u>
<u>President's Professional Goals for This Category:</u>				

By my signature below, I acknowledge that I have reviewed this performance evaluation and I have received a copy of the evaluation with any related attachments.

_____ Date: _____

Signature of the President of Mohave Community College

_____ Date: _____

Signature of the Chairman of the Governing Board of Mohave Community College
