

Exhibit "A"
Proposed Process for
Evaluation of the President

1. Board members and President agree upon form / instrument that will be used.
2. Board Chair sets evaluation timeline.
3. Board chair appoints a board member (designee) to compile and tabulate the evaluation data.
4. Each Board Member completes his/her individual evaluation of the President, and turns it in to the designee to tabulate the data according to the agreed upon timeline.
5. Designee compiles evaluation data, noting especially those areas in which there is a great divergence of scores.
6. Board Chair schedules a special meeting for the purpose of reviewing the compiled evaluation data, forming an evaluation committee (if needed), and reaching some level of consensus on the performance of the President and future goals. This meeting is usually a closed meeting.
7. Board Chair (and the Evaluation Committee if desired) meets with the President to review the Board Evaluation of the President.
8. President and Board utilize agreed-upon goals as the metric for the next year's evaluation of the President.

Presidential Evaluation Form

Part 1

Please rate the effectiveness of the President of the Community College utilizing the following criteria by placing an *X* above the corresponding number according to the scale below.

If you rate any category at two (2) or lower, or at five (5) or higher, please include a specific explanation in the *Comments* area following each section.

Board Development

	N/A	Not Effective			Highly Effective	
1. Reports to the Board are complete, accurate, and of high quality.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
2. Information is given to the Board soon enough to be read and assimilated.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
3. Keeps lines of communication between Board and President open and clear	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
4. Is honest and forthright in his/her dealings with the Board.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
5. Carries out Board directives/policies.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
6. Effectively and ethically utilizes College staff to clarify issues and encourages staff members' open discussion of such issues.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
7. Supports Board policy and actions in public, private, and to the staff.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
8. Remains impartial toward the Board, treating all Board members alike.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Reaching Out

	N/A	Not Effective			Highly Effective	
9. Maintains positive relations with legislators effectively communicating the College's position on legislative matters.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
10. Maintains positive relations with local communities through the media, educational institutions, governmental agencies, and business and industry.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Faculty and Staff

	N/A	Not Effective			Highly Effective	
11. Recruits, recommends, and assigns the best available personnel in terms of competence.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
12. Exercises good judgment in dealing with sensitive issues.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
13. Displays ability to motivate and communicate with administrators, faculty, and classified staff.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
14. Implements established personnel evaluation procedures.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
15. Provides due recognition to faculty and staff accomplishments.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Fiscal Stability

	N/A	Not Effective			Highly Effective	
	-----	-----	-----	-----	-----	-----
16. Keeps the Board informed on the fiscal State of affairs of the College.	-----	1	2	3	4	5
17. Provides sound fiscal management that achieves efficient and effective use of resources.	-----	1	2	3	4	5
18. Promotes greater College-wide understanding and accountability of finance as it affects the institution.	-----	1	2	3	4	5
19. Has a favorable record of working with the Foundation in attracting funds to the institution.	-----	1	2	3	4	5
20. Prepares financial statements according to proper reporting requirements.	-----	1	2	3	4	5
21. Links annual operating plan and budget to strategic long-range plans.	-----	1	2	3	4	5

Comments _____

Facilities, Equipment, and Technology

	N/A	Not Effective			Highly Effective	
	-----	-----	-----	-----	-----	-----
22. Develops a program to realistically assess future building needs.	-----	1	2	3	4	5
23. Maintains and upgrades the physical plant adequately.	-----	1	2	3	4	5
24. Keeps the Board abreast of physical plant and technology needs.	-----	1	2	3	4	5
25. Maintains capital replacement funds adequately.	-----	1	2	3	4	5

Facilities, Equipment, and Technology, continued

26. Develops a plan to realistically assess Technology needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
27. Maintains and upgrades the IT infrastructure adequately.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Planning for Continuous Improvement

	N/A	Not Effective			Highly Effective	
28. Supports efforts to make the mission and goals of the College known throughout the College community,	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
29. Supports the continuing examination of the College's philosophy, mission statement and institutional goals.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
30. Encourages and promotes long-range planning consistent with institutional needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
31. Effectively uses data to improve institutional performance.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
32. Supports the faculty's efforts to use innovative teaching techniques.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
33. Offers to students and potential students up-to-date and realistic counseling services which deal with scholastic, career, and personal needs.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Professional and Personal Characteristics

	N/A	Not Effective			Highly Effective	
34. Maintains high ethical standards	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
35. Has the ability to identify and analyze problems and issues confronting the institution.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
36. Delegates responsibilities to appropriate administration/faculty/staff members and supports them in carrying out their responsibilities.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
37. Encourages appropriate administration/faculty/staff and Board participation in decision making.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
38. Makes sound, logical decisions even under pressure.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
39. Is a calculated risk-taker.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5
40. Uses time and energy effectively.	-----	-----	-----	-----	-----	-----
		1	2	3	4	5

Comments _____

Board Member

Part 2

After reviewing Part 1, the Board and the President, identify goals and objectives to be achieved (attach additional sheet if needed):

1. _____

2. _____

3. _____

4. _____

5. _____

Signatures:

Chairperson of the Board **Date**

President **Date**