



## Executive Committee Agenda Item

SUBJECT: Executive Director Evaluation		Month: August	2019
		Item No: IV. K.	
		Attachment: Yes	
DESIRED OUTCOME:	The Executive Committee will discuss and consider for approval the evaluation and process for evaluation for the executive director.	Urgent: No	
		Time Requested: 20 mins.	
CATEGORY:	Action Items	<b>TYPE OF BOARD CONSIDERATION:</b>	
REQUESTED BY:	John Stanskas/Krystinne Mica	Consent/Routine	
		First Reading	
STAFF REVIEW <sup>1</sup> :	April Lonero	Action	X
		Discussion	

*Please note: Staff will complete the grey areas.*

### BACKGROUND:

The Executive Committee will review the proposal for the executive director evaluation process, provide feedback, and consider for approval.

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<sup>1</sup> Staff will review your item and provide additional resources to inform the Executive Committee discussion.

Academic Senate for California Community Colleges  
Executive Director Annual Performance Review

*The nonprofit board's role in growing and developing the organization includes assessment of the Executive Director. The performance review processes should be ongoing throughout the year and should involve: setting goals, clarifying roles and expectations, seeking development opportunities, providing appropriate feedback, and conducting a formal evaluation. At its core, this process is about ensuring high-level leadership capability for the success of the organization.*

Executive Director Performance Review

**Goal**

To provide appropriate feedback to the Executive Director in order to ensure high-level leadership capability and overall organizational success for the Academic Senate for California Community Colleges.

**Process**

**Groups to Provide Feedback**

- The Executive Director (via self-evaluation)
- All Executive Committee members
- Leadership team of employees (staff Directors – Tonya, Alice, and Miguel)
- Selected community leaders – Three chosen by the ED and two chosen by the President – all selections must be approved by Evaluation Committee
- All employees through satisfaction survey – *optional and for info only*

**Timeline:**

1. September: Evaluation Committee is convened to develop forms and materials for evaluation and sets the schedule for the review
2. November: ED drafts and submits self-evaluation
3. November: Evaluation Committee solicits input from “Groups to Provide Feedback”
4. December: Evaluation Committee considers input and drafts evaluation
5. December: Evaluation Committee sends draft evaluation to ED
6. January: ED and Evaluation Committee meet to discuss evaluation
7. February: Evaluation Committee makes any changes and submits evaluation to Executive Committee
8. Evaluation Committee discusses conclusions with Executive Committee, which votes to approve (or modify) by simple majority, and discusses any relevant next steps for the ED

**Process for selecting community leaders:**

The Executive Committee will seek survey results from at least five individuals selected by the President and Executive Director and approved by the Evaluation Committee. These participants will advise the Exec Committee about their perspective on the ED's performance as seen by ASCCC's external stakeholders. The individuals selected should have sufficient exposure to the Executive Director to provide a fair assessment of the Executive Director's skills and performance. The Evaluation Committee

will approve the five individuals; if changes are made to the requested individuals, then the Evaluation Committee must provide information to the ED on why the individuals were replaced and an opportunity for the ED to review the replacements and agree to the final selection.

### **Evaluation Committee**

The Evaluation Committee is comprised of the following:

- The President (acts as Chair of Committee)
- Current Officers of the Executive Committee
- One past-member of the Executive Committee, selected by the President, who has familiarity with the current ED's work
- One staff Director (chosen by the ED and approved by the President)

The Evaluation Committee reviews the evaluation process, gathers information to evaluate the executive director's performance, and makes recommendations to the full Executive Committee.