

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation

Effective and efficient Governing Board operations are an integral part of creating a successful educational program. In order to evaluate progress towards its stated goals, the Board will annually schedule a time and place at which all of its members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance. The Board members shall develop goals against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and not goals set for the District.

Each Board member will complete a self-evaluation instrument independently. In addition, the Board will seek staff, faculty, student and community input through a representative sampling of each group. The sampling should be by position (example – President of the Faculty Senate) to remove sampling bias from their selection. The ensuing evaluation will be based on the resulting composite picture of the Board strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The Board shall select a sub-committee to review and tabulate the results. Each Board member will receive a complete copy of the initial survey data.

The evaluation process shall include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the following year's evaluation.

**CALENDAR**

July Meeting (2000)	Approve the evaluation instrument, process and calendar. Plan a study session to develop the year's board goals.
April Meeting (2001)	Distribute evaluation instrument to board members and to survey participants.
May Study Session (Not the regular meeting)	Review and discuss evaluation data and establish the board's goals for the following year at a special meeting of the Board.
June Meeting	Discuss the outcomes of the evaluation at the public meeting and adopt goals for the following year at the regular June meeting.

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

July Meeting (2001)

Approve the evaluation instrument, process, and calendar. Finalize and adopt the year's board goals.

Adopted: August 15, 2000

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

1009 Board Self Evaluation

Purpose:

The purpose of the board self-evaluation is to identify areas of board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive working group. At the end of the evaluation discussion, board members should have:

- identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- an understanding of what they expect from themselves and each other to be an effective board; and,
- a summary of accomplishments and characteristics of which they can be proud.

The evaluation is not an evaluation of individual board members.

Evaluation Process:

1. Who is involved? Each board member, including the student trustee. The board will solicit input from faculty, staff, and student groups. The Superintendent/President is an important resource and provides essential information and assistance.
2. What is the process? Evaluation begins at the beginning of a year with the process, the evaluation instrument(s) the calendar, who is involved, the expectations and the outcomes outlined.

Calendar:

July Meeting (This year)	Approve the evaluation instrument, process, and calendar. Plan a study session to develop the year's board goals.
April Meeting (2001)	Distribute evaluation instrument to board members and to survey participants.
May Study Session (Not the regular meeting)	Review and discuss evaluation data and establish the board's goals for the following year.

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

June Meeting	Discuss the outcomes of the evaluation at the public meeting and adopt goals for the following year at the regular June meeting.
July Meeting (2001)	Approve the evaluation instrument, process, and calendar. Finalize and adopt the year's board goals.

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

1009 Governing Board Self Evaluation

Questionnaire

Please complete and return anonymously to the President's office by \_\_\_\_\_.

I am a                      \_\_\_ Board Member                      \_\_\_ Faculty Member  
                                 \_\_\_ Classified Staff                      \_\_\_ Administrator  
                                 \_\_\_ Student    \_\_\_ Community Member

A. Board Organization and Operation

- \_\_\_ 1. Are the Board meetings conducted in such a manner that the purposes are achieved efficiently and effectively?
- \_\_\_ 2. Does the Board act with a spirit of harmony and cooperation, giving each member courteous consideration of his/her opinion?
- \_\_\_ 3. Is confidentiality of privileged information maintained?
- \_\_\_ 4. Is the role of the Chair clear?
- \_\_\_ 5. Does the Board understand its role and that of the President, faculty, and staff?
- \_\_\_ 6. Does the Board maintain current policies for the guidance of the President, faculty, and staff?
- \_\_\_ 7. Does the Board establish annual goals for itself?

Place the corresponding number by each statement:

1 – Performed Well. 2 - Performed Satisfactorily. 3 - Needs Improvement. 4 – Don't Know.

Comments:

---

---

---

---

---

---

---

---

---

---

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

B. Educational Programs and Services

- \_\_\_ 1. Does the Board weigh decisions in terms of what is best for students?
- \_\_\_ 2. Is equality of opportunity for all students assured?
- \_\_\_ 3. Does the Board understand the college's educational programs and services?
- \_\_\_ 4. Has the Board adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met? (Subject to limitations by the college's mission and funding realities.)

Place the corresponding number by each statement.

1 – Performed Well. 2 – Performed Satisfactorily. 3 – Needs Improvement. 4 – Don't know.

Comments:

---

---

---

---

C. Board Relationships with the President, Faculty, and Staff

- \_\_\_ 1. Is the Board's emphasis on the establishment of policy and does the Board hold the President and his/her staff accountable for the administration of college programs and services?
- \_\_\_ 2. Is the Board committed to shared governance and does the Board appropriately involve the faculty and staff in decision making?
- \_\_\_ 3. Is the Board committed to equal opportunity and the college's Affirmative Action Plan?
- \_\_\_ 4. Does the Board provide the support necessary for the President to be effective in carrying out his/her responsibilities in institutional leadership?
- \_\_\_ 5. Does the Board provide the President with a clear statement of the expectations, of performance and personal characteristics, against which he/she is periodically evaluated?

Place the corresponding number by each statement.

1 – Performed Well. 2 – Performed Satisfactorily. 3 – Needs Improvement. 4 – Don't Know.

Comments:

---

---

---

---

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

D. Community Relations and Representation

- \_\_\_ 1. Does the Board encourage support for and interest in the college?
- \_\_\_ 2. Are all Board deliberations and discussions conducted in open meetings, except where a closed session is necessary and allowed by the Brown Act?
- \_\_\_ 3. Does the Board encourage community participation in an advisory capacity in the solution of specific problems?
- \_\_\_ 4. Does the Board actively foster cooperation with the news media for the dissemination of information regarding the college?
- \_\_\_ 5. Does the Board direct concerns, complaints, and criticisms of the college (anonymous feedback will not be utilized) through the President for study and reporting back to the Board if action is required?

Place the corresponding number by each statement.

1 – Performed Well. 2 – Performed Satisfactorily. 3 – Needs Improvement. 4 – Don't Know.

Comments:

---

---

---

---

E. Fiscal Responsibilities

- \_\_\_ 1. Does the Board make provisions for long-range planning for the acquisition of sites and facilities?
- \_\_\_ 2. Does the Board adopt a realistic annual budget, which supports the college's mission, priorities, and programs?
- \_\_\_ 3. Does the Board monitor the budget and spending patterns to assure fiscal integrity?
- \_\_\_ 4. Does the Board establish written policies to ensure efficient administration of purchasing, accounting, risk management, and other applicable procedures?
- \_\_\_ 5. Does the Board provide leadership in promoting and securing community and legislative support for adequate funding for the college?

Overall performance (circle one):

1 – Performed Well. 2 – Performed Satisfactorily. 3 – Needs Improvement. 4 – Don't Know.

MONTEREY PENINSULA COLLEGE  
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self Evaluation (continued)

Comments:

---

---

---

---

---

Prepared: August 15, 2000