

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
PRESIDENT'S EVALUATION PROCESS
WORKSHOP**

March 20, 2000
2:00 P.M.

Administration Bldg., Rm. #200
Cocoa Campus

PRESENT: Eugene C. Johnson, Chairman; Betts O. Silvernail, Vice-Chairman; James W. Handley, Miriam E. Martinez, Dr. Alexandra Penn Williams, Joe D. Matheny, Attorney; Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mr. Johnson, Chairman, called the workshop meeting to order.

2. REVIEW HANDOUT MATERIALS:

Dr. Gamble reported the workshop meeting was to review the format, timing and process of the District President's evaluation. Materials were provided to the Board members regarding the evaluation process.

3. DISCUSSION EVALUATION FORMATS:

Dr. Gamble reviewed the current format and a proposed format for the District President's evaluation. The current format does not refer to the District President's job description, however, the proposed format refers specifically to each item listed: Three items have to be considered by state law, which are 1) accountability, 2) equity, and 3) data base implementation. Dr. Gamble reported most of the literature he has read on evaluations suggests that evaluations should mirror the job description. Mrs. Silvernail stated the Board of Trustees should be provided with information on how the president has met goals if a new form is to be used. However, she felt the first and last page of the current format were adequate. Dr. Gamble stated the Six Months Report of the District President could be used as a tool to answer how job requirements have been met. Mr. Johnson indicated that he had asked the Board members to submit a list of goals for the District President. Further discussion was held on data which could be used in conjunction with the evaluation. Mrs. Martinez provided an evaluation instrument which includes specific objectives as well as general performance dimensions. Dr. Penn Williams stated the current evaluation instrument is really process oriented rather than result focused and needs to be tied into the strategic plan. She felt the article, *Evaluation of the Chief Executive Officer*, had a good format to utilize for the instrument. It was the consensus of the board that baseline data is needed to be able to set various goals.

4. ESTABLISHMENT OF FORMAT TO BE USED FOR 1999-2000/TIMELINE:

It was the consensus of the Board to utilize the same evaluation instrument for the District President as last year, for the 1999-2000 evaluation period due to the required turn around time. The following procedure will be followed:

- a) Ms. Osborne will mail the evaluation package, which will include information from Dr. Gamble regarding his accomplishments for the past year, in April to the Board members.
- b) The Board members will complete the evaluation and send the completed forms to Mr. Johnson by May 1, 2000.
- c) Mr. Johnson will meet with Dr. Gamble to review the evaluations and then forward them to Ms. Osborne for consolidation. Mr. Johnson will provide a summary to accompany the consolidated evaluation which is forwarded to the District President and to the State Board of Community Colleges.
- d) Dr. Gamble will schedule an appointment with each trustee to review the consolidated evaluation and receive a list of goals for the 2000-2001 year from each trustee.

5. FUTURE EVALUATIONS:

After meeting with each trustee and receiving their list of goals, Dr. Gamble will also prepare his goals. All of these goals will be presented to the Board in June or July for prioritizing and will be used as part of the next (2001-2002) evaluation package. Dr. Penn Williams discussed the Accountability Report. She felt with the new statistician on staff that the Accountability Report could be reviewed and compared with what BCC is doing and it could also be tied in with the strategic plan and the evaluation process. Mrs. Martinez felt that the Board must be aware of variables which may make some goals unrealistic. Mrs. Martinez reviewed her proposed format for the evaluation which included two parts; specific objectives and performance. The form calls for evidence to substantiate the rating provided. The evaluation should be a learning experience.

Dr. Gamble felt there should be agreement on the measurement used. In some areas, the college may not have a choice, i.e., addition of courses, due to the fact they must be approved by the state and may not be approved. Mrs. Martinez stated it was important for the Board to obtain data in completing goals and objectives. Dr. Gamble stated when

goals are provided to him he would do the research and provide information to the Board on the accomplishment of that goal.

Mr. Johnson stated that once the 1999-2000 District President evaluation has been completed and Dr. Gamble has met with each trustee and provided a list of goals to the Board for prioritizing, a workshop can be held on the new process.

8. ADJOURNMENT

There being no further business to come before the Board, the workshop meeting adjourned at 3:00 p.m.

APPROVED: _____
Chair, District Board of Trustees

APPROVED: _____
Secretary, District Board of Trustees