



QUICK SURVEY RESULTS **Presidential / Board Evaluations**

February 17, 2020

A total of 17 colleges/districts responded to ICCTA's Quick Survey on *PRESIDENTIAL / BOARD EVALUATIONS*.

1. DOES YOUR BOARD EVALUATE THE COLLEGE PRESIDENT? WHAT METHOD/TOOLS ARE USED?

Yes -- 16

- Danville: Annually, typically in November, the president is evaluated by the Board. The primary tool is a form with 20 statements measured on the Likert Scale as well as open-ended areas for written comments. Board Members fill out the evaluation in advance of a special meeting and then discuss the outcome of the evaluation privately (without the president present) before inviting the president into the room for more discussion.
- DuPage: Annual written evaluation based upon pre-established goals and a pre-determined instrument
- Elgin: The Board evaluates the President, annually. An evaluation tool has been developed based on Board Policies. Individually, Board members complete the evaluation document. The average and all comments are shared with the president in closed-session with all trustees present.
- Harper: The college President completes a self-evaluation that is sent to the Chair, who distributes it to the other trustees. The Board reviews in closed session. Then the Chair and Vice Chair meet with the President for the evaluation.
- Highland: The Board's Presidential Annual Review Committee, comprised of four trustees, begins the evaluation process with the President. The College uses a SurveyMonkey survey, which is sent by our HR department to the President's Cabinet, trustees, and key stakeholders in the district. The President also completes a self-evaluation survey. While the survey questions are similar, they are tailored to each group. Once completed, the survey results are sent by HR to the Committee Chair, and the committee reviews the results and uses them as a basis for discussions with the President on strengths, areas for improvement, goals, new opportunities, etc. The information is then shared with the full Board for discussion prior to completing the annual evaluation process.
- Illinois Central: An administrative assessment tool and outcomes document.
- Illinois Eastern: Each Board member submits a written evaluation of the CEO's job performance.
- John Wood: The President provides a year-end review document to all trustees in March. They then evaluate him on the information from that document and other categories outlined in the Performance Review form. Those categories include presidential job description, administration of the budget, Supervision/Leadership, Strategic Planning, Board relations, community relations, community growth, compliance, professional development, and the form end with overall comments. The rating scale is 1 (unsatisfactory) through 5 (superior) or Not applicable. The form concludes with overall comments. They normally discuss at the Spring Retreat.

- Kankakee: The Board reviews the college president's performance via a hard copy survey. The survey uses a rating system in various categories and allows for comments re: areas of strength and areas of improvement in each category.
- Kishwaukee: The President is evaluated yearly and is on a multi-year contract. During the evaluation, the Board discusses and sets goals with the President for the upcoming year. The evaluation is done in closed session following a regularly scheduled Board meeting.
- Lake County: A survey developed in partnership with ACCT was used for the president's evaluation. The survey was completed by all Board members and by the president. Data was compiled by ACCT then shared with Trustees and the president by an ACCT representative. This is the current president's first year and this was the first time this method was used.
- Lake Land: The Lake Land College Board of Trustees conducts an annual performance evaluation of the college president. The process begins with the president completing a self-evaluation in coordination with our HR Department. His self-evaluation is submitted to the board chair for review. The board chair then leads a process in which each trustee is asked to complete a performance evaluation form (Word document) for the president. The evaluation form solicits a rating and any supporting comments for performance of the essential job functions, identified goals the year in review, and identification of goals for the coming year. Individual responses are compiled by the board chair into the president's official evaluation which is reviewed with the president and filed with our HR Department.
- Logan: A questionnaire is completed by each board member following by discussion and interview.
- Parkland: ACCT Template
- Southwestern: Per Board Policy 3030 as adopted by the SWIC Board of Trustees
- Triton: Each Trustee fills out an evaluation form, they are compiled, and then presented/discussed in a meeting with the President.

No -- 1

- Malcolm X

2. DOES YOUR BOARD CONDUCT A SELF-EVALUATION? IF SO, HOW OFTEN? WHAT METHOD/ TOOLS ARE USED?

Yes – 12

- Danville: During the same special meeting for evaluating the president, the Board also reviews the results of their self-evaluation. The primary tool is a form with 20 statements measured on the Likert Scale as well as open-ended areas for written comments. The president is present when the Board discusses the results.
- DuPage: Evaluation process was led by the Illinois Community College Trustees Association. Evaluated on an annual basis.
- Elgin: The Board conducts a self-evaluation, annually in June. The tool was developed based on Board Policies. In addition, the Board sets Goals, each year, which are also reviewed for status/completion at intervals during the year and fully evaluated by the Board annually in June.
- Harper: Each board member completes an evaluation form. The results are compiled by the college and sent to the Chair. This is reviewed by the Board in closed session and used to develop new annual goals.
- Highland: Our Board policy requires that a self-evaluation be conducted at a quarterly Board retreat in even calendar years so that new trustees have at least 10 months of experience before going through the evaluation process. The Board has chosen to have a representative of ICCTA conduct the self-evaluation, which is done in closed

session. At the Board's direction, the Executive Assistant to the President/Board Secretary works with ICCTA on issues trustees have indicated they would like to be discussed, so that the self-evaluation may be tailored to address these areas. This process has worked well for the College, and the Board has been pleased with the services provided by ICCTA.

- John Wood: Normally the Board of Trustees does a self-evaluation each year in February. They review the outcomes at their Spring retreat. They have developed a Performance Review form on the categories of Mission, Vision, Values and Goals, Board policies, Board leadership and roles, performance of Board's organization and performance at Board meetings, Board relations with president within the district, Board advocating for the College, Operations, Institutional performance, Board's education. They also provide comments on the strategic goals, their greatest strength, improvements, major accomplishments from the past year, any changes they would like to see the following year in the operation of the Board, identify a goal of the board for the next year, and end with overall comments. Rankings are 1-3: 1 (needs improvement) – 3 (proficient). They also have the category of Not applicable.
- Kishwaukee: The Board conducts a yearly self -evaluation during closed session with representative of a statewide association of which the public body is a member.
- Lake Land: The Lake Land College Board of Trustees has partnered with ICCTA to conduct a self-evaluation. Our goal is to do this at least once every two years. We also utilize an annual retreat to reflect on ways to enhance board performance.
- Logan: The College has utilized a representative of the Illinois Community College Trustees Association in the past for self-evaluation during a Board Retreat. There is no set frequency for this evaluation.
- Malcolm X: Annual evaluation. Unsure of the tools outside of surveys and Chancellor/President input.
- Parkland: ACCT Template
- Triton: Board Self-Evaluations are conducted annually. Each Trustee fills out an evaluation form, they are compiled, and then discussed during a Special Board Meeting/Board Retreat.

No -- 5

- Illinois Central
- Illinois Eastern
- Kankakee
- Lake County: Not at this time, but it is a point of discussion.
- Southwestern

COMMENTS

Harper: With a new president, it is possible that some of this process may change moving forward.