



**ADMINISTRATIVE PROCEDURES** NO. 2435.1  
**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

**EVALUATION OF THE SUPERINTENDENT/PRESIDENT**

1. The Superintendent/President shall be evaluated annually.
  - a. If the Superintendent/President takes office between July 1 and December 31, the first evaluation shall be completed at the conclusion of the fiscal year in which the Superintendent/President is employed. The Board and Superintendent/President shall meet at the start of the fiscal year in which the Superintendent/President is employed to discuss the Superintendent/President's work performance for that fiscal year and to establish the performance objectives for the following year.
  - b. If the Superintendent/President takes office between January 1 and June 30, the first evaluation shall be completed at the conclusion of the first full fiscal year following employment. The Board and Superintendent/President shall meet as soon as possible after employment to discuss the Superintendent/President's goals for that fiscal year and establish the performance objectives for the following fiscal year.
2. By March 1, the Board President and/or Vice-President shall meet with the Superintendent/President to mutually agree to the evaluation procedure, including the Evaluation Survey instrument to be used.
3. Each evaluation year, the Board shall conduct a survey of College constituents, as follows, to be considered by the Board in assessing the leadership of the Superintendent/President:
  - a. In April, the Board President or designee shall send an Evaluation Survey instrument to the following: Board members; those positions which directly report to the Superintendent/President; the Presidents of the Academic Senate, Classified Senate, the Management/Confidential group, and Student Senate; the President of the Mendocino College Foundation; and two members each of the management team, full-time faculty, part-time faculty, and classified staff mutually selected by the Board President or designee and the Superintendent/President.
  - b. Completed surveys shall be signed and returned confidentially to the Board President or designee at least one week prior to the May Board meeting. Unsigned responses shall not be considered. The Board President and Vice-President shall review the responses. The Superintendent/President shall not have access to these responses. All responses shall be destroyed after the Board President and Superintendent/President sign the final evaluation report.

*Adopted:* June 5, 1991  
*Revised:* May 6, 1992      June 2, 1999  
              March 5, 2002      April 2, 2003  
              March 3, 2004      August 5, 2005  
              September 21, 2005      July 11, 2007  
              September 14, 2011      April 4, 2016

4. One week prior to the April Board meeting, the Superintendent/President shall provide the Board with a written self-assessment regarding: (a) carrying out the duties included in the job description; (b) progress in achieving the performance objectives and/or priorities established with the Board; and (c) leadership provided to the District in pursuing the Strategic Goals and Directions during that fiscal year. The format of this written report shall be at the discretion of the Superintendent/President. In April, the Board shall meet with the Superintendent/President in Closed Session to discuss this written assessment.
5. In a closed session in May, the Board shall consider the results of the Superintendent/President's self-evaluation and the board and constituent group surveys. The Board may elect to meet in closed session without the Superintendent/President to further discuss the Superintendent/President's performance evaluation. The Board will share their initial assessment with the Superintendent/President and discuss tentative priorities for the coming year.
6. Following the May Closed Session, the Board President and Vice-President shall draft an evaluation report based on the Superintendent/President's written assessment, Board discussion and the evaluation survey responses. The report shall: (a) recognize the strengths and successes of the Superintendent/President in providing leadership to the College and (b) address any areas which may require professional growth, including suggestions as appropriate.
7. Following the May Closed Session, the Board President and Vice President shall share with the Superintendent/President the draft evaluation report and the suggested performance objectives for the next evaluation period.
8. Prior to the time the evaluation report is finalized, the Superintendent/President may direct any comments regarding the report to the Board President and Vice-President for their consideration/inclusion.
9. In June, the Board shall meet in Closed Session with the Superintendent/President to discuss the final evaluation report, confirm the performance objectives for the next fiscal year and the Superintendent/President and Board President sign the final evaluation report.
10. The Superintendent/President may submit a written response which shall be attached to the evaluation report.
11. The evaluation report shall be confidentially delivered to the Director of Human Resources for inclusion in the Superintendent/President's personnel file.
12. The Board or the Superintendent/President may request mid-cycle review/observations as needed.
  - a. When requested by the Board, the Board shall meet in Closed Session without the Superintendent/President to arrive at a consensus of the points to be discussed with the Superintendent/President. While still in Closed Session, the Board President shall verbally review the Board's review/observations with the Superintendent/President present. Individual trustees shall refrain from adding comments that would not necessarily reflect the opinion of the Board as a whole.

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- b. When requested by the Superintendent/President, the Superintendent/President shall meet with the Trustees in Closed Session to address issues related to job performance. The Trustees may ask questions and then discuss the issues in the absence of the Superintendent/President. While in Closed Session, the Board President shall verbally review the Board's review/observations with the Superintendent/President present.

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