

## PROCESS TO CONDUCT GOVERNING BOARD EVALUATION

The evaluation of the Governing Board consists of an annual self-evaluation and a biennial evaluation that includes the self-evaluation and participation by employees and others who regularly attend Board meetings.

The annual Board self-evaluation will include a review of the evaluation results and the identification of Board priorities for the coming year. The priorities will be designed to further progress on the District Strategic Plan and to respond to the results of the previous-year Board self-evaluation.

1. At the annual Board self-evaluation retreat, the Board Chair will appoint an ad hoc committee of no more than two Board members to draft criteria for the next Board self-evaluation, in consultation with an external evaluator. The criteria will be derived from the priorities identified at the self-evaluation discussion and in strategic plan reviews. Board tasks and roles will be specified.
2. After its annual retreat, the Board ad hoc committee will present the criteria to the Board for approval at a regular meeting of the Board.
3. The Board will appoint an external evaluator to assist with the evaluation, in consultation with the Chancellor and Board Chair.
4. In May of each year, the Chancellor's Office will distribute an evaluation form to all Board members based on criteria developed the previous year. The form shall also include open-ended questions to gather accomplishments, strengths, areas for improvement, and suggested priorities for the coming year.
5. Board members shall submit their evaluations to the external evaluator in June (deadline date to be determined each year). The external evaluator will compile the results and distribute the summary to Board members and the Chancellor.
6. The results will be discussed at the annual Board self-evaluation workshop in June-July.

Every two years, the Board evaluation will include a participatory component wherein employees and others who regularly attend Board meetings participate in the evaluation of the Board. The following process will be used in conducting that portion of the evaluation.

1. Biennially, in May, in open session, the Board shall identify participants in the survey of its performance, including District staff, constituency and union leaders, community members, and others who have regularly attended Governing Board meetings during the evaluation period.
2. Working with the Chancellor and the Governing Board Chair, the external evaluator will distribute the surveys to the participants, collate and summarize the results.
3. The external evaluator will present the results to the Governing Board for discussion and review in its evaluation retreat in June-July.

Accreditation Standard IV.B.1. e, g

Related Board Policies:  
Board Policy 1015

**Governing Board Evaluation Survey Form**

You have been selected to participate in the evaluation of the Contra Costa Community College District Governing Board. Please rate the Board’s performance on each item and factor listed below. **In the space following the factor, make specific comments that support the rating.** If not applicable, so indicate.

- Rating Scale:** 4 Strongly Agree  
 3 Agree  
 2 Disagree  
 1 Strongly Disagree  
 N/A Unable to evaluate

CRITERIA	RATING
1. The Board understands its policy role and differentiates its role from those of the CEO and college staff.	
<b>Comment:</b>	
2. The Board assures that there is an effective planning process and is appropriately involved in the process.	
<b>Comment:</b>	
3. The Board’s policies are regularly reviewed and are up-to-date. They effectively guide college operations.	
<b>Comment:</b>	
4. The Board sets clear expectations for and effectively evaluates the CEO.	
<b>Comment:</b>	
5. Board members represent the interests and needs of the communities served by the college.	
<b>Comment:</b>	
6. The Board advocates on behalf of the college to local, state, and federal governments.	
<b>Comment:</b>	
7. Board members are knowledgeable about the District’s educational programs and services.	
<b>Comment:</b>	
8. The Board understands the budget and fiscal status of the college.	
<b>Comment:</b>	

CRITERIA	RATING
9. Board decisions assure the fiscal stability and health of the District.	
<b>Comment:</b>	
10. The Board effectively monitors implementation of institutional plans.	
<b>Comment:</b>	
11. The Board respects faculty, staff, and student participation in college decision-making.	
<b>Comment:</b>	
12. Board members refrain from attempting to manage or direct work or activities of college employees.	
<b>Comment:</b>	
13. Board member behavior sets a positive tone for the District.	
<b>Comment:</b>	
14. The Board regularly reviews and adheres to its code of ethics or standards of practice.	
<b>Comment:</b>	
15. Board members maintain confidentiality of privileged information.	
<b>Comment:</b>	
16. Board meeting agendas include sufficient information and the topics reflect Board responsibilities and tasks.	
<b>Comment:</b>	
17. Board meetings are conducted in an orderly, respectful manner; sufficient time is provided to explore and resolve key issues.	
<b>Comment:</b>	
18. The Board evaluation process helps the Board enhance its performance.	
<b>Comment:</b>	

**For Governing Board members only:**

19. The Board clearly delegates authority to and supports the CEO.

**Comment:**