

## Performance Evaluation of the President Committee Committee Report

**19 April 2018**

Committee members Daniel Ridley and Julie Smith-Morrow, and ex-officio Ken Paul, met on 27 March 2018 to discuss the process, instrument and timeline for conducting the evaluation of Dr. Fernando Figueroa, Gateway President. All KCTCS College Boards are required, per KRS 164.400 (2) (b), to perform annual evaluations of their respective Presidents.

At the time of this meeting, Ken Paul hadn't yet received communication from Dr. Jay Box about this year's evaluation, but it was expected that the instrument and the process would remain the same as used in the past year. The open question was about the due date for submitting our board's evaluation. Dr. Box has since confirmed use of the same instrument and process, and the summary evaluation is due 1 June 2018.

The instrument consists of four Performance standards and two open ended questions. The Board will also be provided with Dr. Figueroa's 2017-2018 goals that were developed with and approved by Dr. Jay Box. Our process includes distribution of the instrument to board members, who each have the opportunity to complete and return their own confidential, anonymous evaluation of the President to the Committee chair. The entire Committee will review results and prepare a summary evaluation that will be approved by the board and forwarded to Dr. Box.

The Committee approved the following process and timeline for completing the evaluation:

<b>Action</b>	<b>Date</b>
Distribute instrument, goals and instructions to board members	19 April 2018
Request Dr. Figueroa use same instrument to complete self-evaluation	19 April 2018
Board members and Dr. Figueroa complete evaluation and return to JSM (hard or electronic copy)	7 May 2018
Committee reviews results and prepares draft summary evaluation	9 May 2018
Ken Paul and Julie Smith-Morrow review evaluation with Dr. Figueroa, prior to Board meeting	24 May 2018
Committee presents draft summary to Gateway board of directors	24 May 2018
Gateway Board approves summary evaluation	24 May 2018
Gateway Board provides approved summary evaluation to Dr. Jay Box	Due 1 June 2018

Submitted by Julie A. Smith-Morrow