



Gateway Performance Evaluation of the President Committee Report

The Performance Evaluation of the President Committee, including Chair Ken Paul, members DaShawntae Durham, Amber Decker and Julie Smith-Morrow met November 5, 2014 and, along with board chair Jeff Groob, again on January 6, 2015. The Committee reviewed the purpose, resources and time frame established for conducting previous annual reviews of our Gateway president, Dr. Ed Hughes. Since the January Committee meeting, Jeff Groob requested that another Committee member serve as chair of the Evaluation Committee because Ken Paul also chairs Finance and Facilities Committee; Julie Smith-Morrow agreed to serve in the Evaluation Committee chair role.

The information the Committee reviewed confirmed the Gateway Board of Directors will conduct an annual review of its president and CEO per KRS 164.600 as amended by HB 1, First Extraordinary Session 1997 and Kentucky Community and Technical College System Board of Regents policies. Gateway Board Bylaws Article II, Section 2 provides that the board must "Evaluate the community college president and CEO, and advise the Kentucky Community and Technical College System president of the college president's performance. The president of the Kentucky Community and Technical College System has final authority for the appointment and termination of the community college president."

Resources reviewed by the Committee included Dr. McCall's 2013-2014 evaluation of Dr. Hughes; the Gateway president's position description; the 2013-2014 Gateway board's review of Dr. Hughes' "goals and general leadership effectiveness;" Dr. Hughes' 2015 annual goals; the Gateway vision/mission/core values statement; and NKU dashboard and evaluation tools.

We acknowledged that it is not practical for our new board to complete a 2014 mid-year review. We decided to focus in early 2015 on completing an annual review of Dr. Hughes' performance that will include: (1) board members' evaluations per agreed upon leadership standards and previously established goals, (2) Dr. Hughes' self-evaluation compared to the same standards and goals, (3) a board discussion with Dr. Hughes regarding performance and goals, and (4) timely submission of a summary statement of Dr. Hughes' standards and goals performance to the KCTCS president.

The proposed next steps are for the Committee and Dr. Hughes to review, and revise as needed, our two-part evaluation and goals instrument. The Committee wants to ensure that the board annually and consistently evaluates Dr. Hughes' performance against presidential leadership standards that are aligned with the authority of the Gateway board. I have asked Dr. Pam Fisher (our retreat facilitator) for tool samples used by other Community and Technical Colleges; she's referenced an ACCT sample evaluation instrument containing some potentially appropriate standards. Dr. Hughes is also asking other KCTCS system community and technical colleges if they have tools to share. The second or "Goals" section of our evaluation will look at those previously set and recommend the next year's goals for the president. A request is being sent for meeting with Committee members and Dr. Hughes in early March; the purpose of that meeting will be to firm up the instrument, process and timeline for completing the 2015 presidential evaluation.

Submitted by Julie Smith-Morrow 2-18-15