



Gateway Community and Technical College

Board of Directors Annual Performance Evaluation of the President

Report - Proposed Instrument and Process

May 28, 2015

Our Committee including members Dr. Amber Decker, Mr. Ken Paul and Dr. Julie Smith-Morrow met again with Dr. Ed Hughes and Board Chair Jeff Groob on May 14, 2015.

The Committee proposes approval of an instrument and process we developed for the Board of Director's annual performance evaluation of the President of the Gateway Community and Technical College.

The proposed three-part instrument will use (1) eight performance standards, (2) a measure of 2014-2015 goals established solely by KCTCS and (3) two open-ended questions. Hard copies of the draft instrument will be distributed at the May 28, 2015 Board meeting. Once approved the final instrument will be emailed to Board members for their completion.

We propose a process in which the evaluation will be completed, optionally and anonymously, by each board member and unsigned hard copies will be collected by the Chair of the Evaluation Committee at the next Board meeting (June date TBD), sealed and mailed to KCTSC President Box without review.

A summary letter will be prepared by the Evaluation Committee Chair, reviewed and proposed for approved by the Gateway Board at the June Gateway Board meeting. Once approved the summary letter will be submitted along with the individual evaluations to the KCTCS President to be used as part of the President's annual performance evaluation.

Respectfully submitted,

Julie A. Smith-Morrow

Evaluation Committee Chair