

**C OCC Board of Directors  
President Evaluation Committee  
Meeting Agenda  
May 4, 2026  
3:00 – 4:00 p.m.  
Remotely via Zoom**

**Attendees: Erica Skatvold (Chair), Jim Porter, Laura Craska Cooper, Kyle Matthews (Recorder)**

- 1. Call to Order**
- 2. Review Evaluation Tool – Items 2.1-7**
- 3. Requesting Feedback on President’s Performance**
- 4. Next Meeting (To Be Determined)**
- 5. Adjourn**

Central Oregon Community College Board of Directors  
**PRESIDENT’S EVALUATION GUIDELINES**

BPR 3: EVALUATING PRESIDENTIAL PERFORMANCE - The Board of Directors’ will review and evaluate the President’s performance at the \_\_\_\_\_, 20\_\_ Board meeting.

The President's job duties and responsibilities can be stated as performance in the following major areas:

1. Fidelity to Organization’s Mission, Vision and Values
2. Performance of Board Goals and Objectives
3. Implementation of the Strategic Plan
4. Relationship with the Board of Directors
5. Operational Skills and Services
6. Professional and Leadership Activities
7. Knowledge, Skills and Abilities
8. Performance on Presidential Goals agreed upon with the Board

The form used to prepare the evaluation shall seek details and conclusions on the following criteria: (a) to compare the President’s performance with the requirements stated in the Presidential job description adopted by the Board; (b) to evaluate the success of the College in meeting its strategic objectives as set forth in the adopted Strategic Plan, and the President’s role in such success or lack of success; (c) to evaluate the President’s performance in carrying out specific goals and tasks assigned by the Board; and (d) to evaluate such other aspects of the President’s performance as the Committee deems relevant.

Please score on a scale of 1 – 5 where 1 represents a low/poor score (e.g. Not at all or Never or None) and 5 represents a high/good score (e.g. Always or High Marks)

		<b>SCALE OF 1-5</b>	<b>Comments</b>
GP 1	Mission: COCC promotes student success and community enrichment by providing quality, accessible, lifelong educational opportunities. <b>To what extent has the President taken the necessary actions to promote the organization’s Mission?</b>	—	
GP 1	<b>VISION:</b> To achieve student success and community enrichment, COCC fosters student completion of academic goals, prepares students for employment, assists regional employers and promotes equitable achievement for the	—	

		SCALE OF 1-5	Comments
	diverse students and communities we serve. <b>To what extent has the President taken the necessary actions to promote the organization’s Vision?</b>		
GP 1	<b>VALUES:</b> The Strategic Plan states that COCC embraces the following values: <ul style="list-style-type: none"> <li>• Student-focused in all that we do</li> <li>• Open door philosophy</li> <li>• Caliber of faculty and staff</li> <li>• Diversity</li> <li>• Comprehensive Service</li> <li>• Innovation</li> <li>• Reputation</li> <li>• External connections</li> <li>• Internal connections</li> <li>• Campus traditions</li> <li>• Work-Life balance</li> </ul> <b>To what extent has the President upheld these organizational values?</b>	—	
BPR 1	The President is authorized to establish all procedures, make all decisions, take all actions and develop and implement all activities as long as they are consistent with the Board's direction and policies. This includes specific goals set by the Board on an annual basis. <b>To what extent were the procedures, decisions, actions and activities taken by the President consistent with the Board’s direction and policies?</b>	—	
	<b>STRATEGIC PLAN ELEMENTS</b>		
	<b>Student Success:</b> Provide resources and support to facilitate increased student persistence and educational goal attainment. <b>To what extent has the President helped to promote this goal?</b>	—	
	<b>Student Experience:</b> Provide core academic offerings and support at all campuses and online. <b>To what extent has the President helped to promote</b>	—	

		SCALE OF 1-5	Comments
	<b>this goal?</b>		
	<b>Community Enrichment:</b> Engage as a collaborative and contributing partner with the community. <b>To what extent has the President helped to promote this goal?</b>	—	
	<b>Institutional Efficiency:</b> Strengthen systems, policies, and procedures to create more proactive, responsive, and efficient institutional processes. <b>To what extent has the President helped to promote this goal?</b>	—	
	<b>BOARD EXPECTATIONS OF THE PRESIDENT</b>		
EL 1	General constraints. The president shall neither cause nor allow any practice, activity, decision or organizational circumstance which is imprudent, in violation of commonly accepted business and professional ethics nor in violation of any applicable state or federal law. <b>To what extent has the President met this expectation?</b>	—	
BEP 1	<b>Staff Treatment:</b> With respect to treatment of paid and volunteer staff, the President must ensure that working conditions are fair and dignified at all times. <b>To what extent has the President met this expectation?</b>	—	
BEP 2	<b>Budgeting:</b> Budgeting for any fiscal year shall be consistent with Board priorities and guidance, avoiding unnecessary risk, and generally showing acceptable levels of foresight. <b>To what extent has the President met this expectation?</b>	—	
BEP 3	<b>Financial Condition:</b> The President must ensure that the organization is in strong or at the very least stable financial health.	—	

		SCALE OF 1-5	Comments
	<b>To what extent has the President met this expectation?</b>		
BEP 4	<b>Asset Protection:</b> The President must ensure that material, fiscal, human resource assets are protected, adequately maintained, and not put at unnecessary risk. <b>To what extent has the President met this expectation?</b>	—	
	<b>COMMUNICATION AND COUNSEL TO THE BOARD</b>		
	With respect to providing information and counsel to the board, it is critical that the President keep the Board fully informed. <b>To what extent did the President ...</b>		
	a. Make the Board aware of all relevant trends, anticipated adverse media coverage, information which might have political consequences, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.	—	
	b. On College's performance on outcomes in Strategic Plan: Submit the required monitoring data (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.	—	
	c. Gather for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices, particularly with respect to faculty opinion on instructional matters.	—	
	d. Present information clearly and in a concise format with minimal jargon.	—	
	e. Provide a mechanism for official Board, officer or committee communications.	—	
	f. Communicate with the Board as a whole except when a) fulfilling individual requests for information or b) responding	—	

		<b>SCALE OF 1-5</b>	<b>Comments</b>
	to officers or committees duly charged by the board.		
	g. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.	—	
Additional			
	President has earned the respect and confidence of faculty and staff.	—	
	President has fostered an environment that leads to high morale among faculty and staff.	—	
COCC President's Goals – 2019-2020			
Strategic Goals			
	Implement an Institutional Advancement Model and assess structure of executive-level leadership in light of the model and retirements		
	Assess and continue to strengthen and grow, as appropriate, online and nontraditional delivery methods		
	Assess and continue to strengthen and grow, as appropriate, the Redmond, Madras, and Prineville campuses, as well as assess and ensure that appropriate and equitable COCC service is available throughout the district		
	Assess and continue to strengthen and grow, as appropriate, both credit and non-credit career and technical education offerings		
	Establish and publicize a Communications Plan for the president and executive-level leadership		

		<b>SCALE OF 1-5</b>	<b>Comments</b>
	<p>Communicate proactively with the Board of Directors to ensure the board is well informed and not surprised by events and situations of which members were unaware</p> <ul style="list-style-type: none"> <li>• Conduct weekly phone calls with the Board Chair and Vice-Chair</li> <li>• Conduct monthly meetings with the Board Chair and Vice-Chair</li> <li>• Additionally, communicate with the Board Chair so that the Board is not surprised by situations of which, as elected representatives accountable to the public, they should be aware</li> </ul>		
Operational Goals			
	Ensure continued Implementation of the Strategic Plan		
	Ensure preparation for a successful NWCCU Accreditation Self-Study and Site Visit in April 2020		
	Address and implement, as appropriate, the Oregon Pay Equity Act, changes in PERS legislation, the AJ Gallagher Study, and the Fair Labor Standards Act		
Board Retreat Goals			
	Elevate the financial considerations and long-term solvency of the College in all deliberations		
	Learn about distance learning and alternative modes of instruction; support faculty and staff in order to integrate the positive elements of distance learning into the future		
	Complete charter and advance work of the Student Success Committee		
	Invest in students' non-academic needs		
	Work with community to reassess their current and future		

		<b>SCALE OF 1-5</b>	<b>Comments</b>
	needs, ensuring responsiveness to employers and the region's economic development needs		
	Continue process to better understand and meet needs of our outlying communities		
	Promote the College as a dynamic, engaging, cost-effective option in these times of uncertainty		
	Ensure the safety of employees and students when reopening the College Campus		

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