

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
President - Procedures

Policy Number:
B9

The President's Evaluation Committee will establish the final timeline for the president's evaluation. The following is a suggested guideline.

1. The first week of April, a letter is sent to the President from the Evaluating Committee requesting a list of accomplishments achieved and goals set by the President. This request is due back from the President to the Board's Evaluating team in two weeks.
2. The third week of April, the Board of Trustees receives three documents:
 - A. A copy of the President's accomplishments and goals as requested.
 - B. The Clerk of the Board forwards a copy of the institutions Strategic Plan
 - C. and the official evaluation survey link (Survey Monkey) is sent to the 6 members of the Board of Trustees and to the Vice Presidents.
This survey is due in one week. The results of the survey are tallied and sent back *only to the Board of Trustees* by the end of the third week of April. The Board will read and prepare themselves for a meeting in May.
3. At the REGULAR April Board meeting, the Board determines if a special meeting is necessary. If so, a date is set for a special board meeting to be held mid-May to evaluate the president. The president receives a copy of the survey results to review and prepare at least two days before the board meeting.
4. The third/fourth week of May, if agreed upon at the regular April meeting, the special board meeting is scheduled. This meeting will require at least one Executive Session - non-elected personnel for the board to meet alone and a second executive session - non-elected personnel for the board to meet with the president. It is during this executive session the president will negotiate their contract. The number of executive sessions may vary.
5. At the REGULAR May board meeting, the Board of Trustees takes ACTION to either renew or non-renew the President's position based on findings within the evaluation process.

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
10/14/20	2/23/21			
