

COAHOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Self-Evaluation Results: 2018-19

Completed by the Board of Trustees on June 2019

2018-19 OVERVIEW

Purpose of Board of Trustees Self-Evaluation:

The purpose of the Board of Trustees Self-Evaluation is for the governing board to define and regularly evaluate its responsibilities and expectations.

Summary of Board of Trustees Evaluation of the Chief Executive Officer:

Coahoma Community College's Board Executive Secretary administered the evaluation during the monthly board meeting in June 2019. A total of 8 out of 9 or 89% of the Board members participated and responded to the majority of the questions. Per request of the President, the Director of Research, Assessment, and Strategic Initiatives compiled the results.

Components of the Board of Trustees Self-Evaluation:

The Board of Trustees measures their performance in the areas of *Mission and Planning, Board – CEO Board Relations, Community Relations and Advocacy, Educational Programs and Quality, Fiduciary Role, Human Resources and Staff Relations, Board Leadership, Board Meetings, Board Education and Ethics*. The scale ranges from 5.0 (strongly agree) to 1.0 (strongly disagree). The participants also provided additional *comments* at the end of the survey. The Board of Trustees will use a Board Self-Evaluation Performance Development Assessment Plan to make necessary improvements based on each overall ratings per area and individual questions that rates below 87.5%.

Year One Results:

The Board's written comments are on pages 2 through 4. Table I on pages 5 through 12 will show the ratings for each area evaluated for year 2018-19.

BOARD MEMBERS' COMMENTS

Additional Open-Ended Questions (Individual Trustees Response)

What are the Board's greatest strength?

- The ability of the board members to process the information presented and make decisions based on that information.
- The ability to cooperate and make sound decisions on challenging issues.
- College ability, respect for others.
- The Board works together as a cohesive unit, dedicated to the advancement of the institution.
- Good working relationship and knowledge of our community needs.
- Board has a strong working relationship.
- Being able to work together with one voice and making sound decisions.
- Our greatest strength includes working with the community to improve the number of individuals that have a post-secondary diploma.

What are the major accomplishments of the Board in the past year?

- Our fund-raising activities, supporting improvement of the college grounds and changing contractual employee system.
- Opening up the new health science building and the storm shelter that is located on campus.
- Handling several crisis-embezzlement by staff, guns found on campus, construction of fence and gate.
- Maintaining strong educational programs in all departments and up grading buildings and grounds.
- Helping to move the institution forward through increasing services being offered.
- Making improvement to the campus for housing, education, enrollment, security and adding new programs.
- One of major accomplishment of the board in the past year is beautifying and making the campus safe by adding a fence and partnering with Coahoma County Sherriff Department.

What are areas in which the Board could improve?

- Being more familiar with the responsibilities of each department head.
- Improve on making motions relative to executive sessions.
- More in-depth information about academic programs would assist us in improving quality rather than only enrollment numbers.
- Students' recruitment, in-service and communication.
- Training is always important and helpful.
- N/A (5 count)
- Increase attendance at student activities, support fund raising activities and help increase student enrollment.
- As a board member, I can improve upon my attendance at the college's events.

As a Board of Trustee, I am most pleased about.

- The vision that President Towner has for the future of CCC.
- Good working relationship among board members and a very concerned and energetic president of the college.
- College expanding its reach-more diverse students, more contact with the community and workforce needs.
- The direction this institution is heading.
- President leadership ability in carrying out the college mission need goals.
- I am pleased about the programs that the college has made under the leadership of Dr. Towner

As a Board of Trustee, I am most concerned about.

- Overall progress of student services and courses offered as well as the financial position of the institution.
- Dormitory quality, cafeteria or dining hall facility, and student union.
- Not having enough living quarters for students who have desire to live on campus.
- Oversight of spending due to recent embezzlement changes, overall financial condition going forward with dwindling population in the counties.
- Maintaining financial stability to attract and retain the highest quality facility and staff.
- Increasing the enrollment and becoming even more diverse.
- Loss of money in the financial department.
- I have growing concerns regarding dwindling attendance and adequate housing for students.

As a Board of Trustee, I would like to see the following changes in how the board operates:

- I do not have an answer for this question at this time.
- None that I am aware of.
- I would like to see, several days ahead of meetings, every contract and proposal presented to more reports and us to view from executive team members.
- I am OK with the working relationship of our board.
- No change in the board at this time.
- N/A

I recommend that the Board have the following goals for the coming year:

- Have more walk through, more presentations by department heads and seek more community involvement.
- To seek and secure funding for an additional dorm and upgrade to the cafeteria.
- Become more educated about academic programs and goals and become more involved in fundraising, all should contribute.
- Increase recruitment efforts and more visibility at campus events.
- There can never be too much training for board members.
- Student achievement increase enrollment and maintain sound finances.
- Increase student enrollment, provide housing for students and teachers, provide a better feeding program for students and cut the cost of the college utility bills.
- I would like our goals to include providing an increase in salaries for all employees and obtain adequate housing to recruit more students.

**TABLE I: BOARD OF TRUSTEES SELF-EVALUATIONS SUMMARY
YEAR 2018-19**

AREA EVALUATED	RESULTS:			
	# Responded	% Rated "Strongly Agree and Agree"	AVG.	Median
1. Mission and Planning				
1. Board members are knowledgeable about the culture, history, and values of the college.	8	87.5%	4.6	5.0
2. The board regularly reviews the mission and goals of the institution.	8	87.5%	4.3	4.5
3. The board spends adequate time discussing future needs and direction of the college.	8	87.5%	4.6	5.0
4. The board assures that there is an effective planning process and is appropriately involved in the process.	8	100%	4.5	4.5
5. The board assures that college plans are responsive to community needs.	8	87.5%	4.5	5.0
6. The board has adopted and monitors the implementation of the college's strategic, educational and facilitates master plan.	8	100%	4.6	5.0
7. The board clearly understands its policy role and differentiates its role from those of the CEO and college staff.	8	100%	4.5	4.5
8. The board clearly assures that the college complies with relevant laws, regulations and accreditation standards.	8	100%	4.5	4.5
9. The board's policy manual is up-to-date and comprehensive.	8	87.5%	4.3	4.0
10. The board policies aid in making decisions and in guiding the work of the college.	8	100%	4.4	4.0
MISSION AND PLANNING OVERALL RATING		93.8%	4.48	4.60

AREA EVALUATED	RESULTS:			
	# Responded	% Rated "Strongly Agree and Agree"	AVG.	Median
2. Board – CEO Relations				
11.The board maintains a positive working relationship with the CEO	7	100%	4.9	5.0
12.The board clearly delegates the administration of the college to the CEO.	8	100%	4.8	5.0
13.The board sets and communicates clear expectations for CEO performance.	8	87.5%	4.5	5.0
14.The board regularly evaluates CEO performance.	8	100%	4.5	4.5
15.The board periodically reviews the CEO contract to assure appropriate support and compensation.	8	100%	4.6	5.0
BOARD – CEO RELATIONS OVERALL RATING		97.5%	4.6	4.9

AREA EVALUATED	RESULTS:			
	# Responded	% Rated "Strongly Agree and Agree"	AVG.	Median
3. Community Relations & Advocacy				
16. Board members act on behalf of the public and citizens in the college when making decisions.	8	100%	4.3	4.0
17. Board members are active in community affairs.	8	100%	4.5	4.5
18. The board advocates on behalf of the college to local, state, and federal governments.	8	100%	4.5	4.5
19. The board actively supports the college's foundation(s) and fundraising efforts.	8	100%	4.5	4.5
COMMUNITY RELATIONS & ADVOCACY OVERALL RATING		100%	4.5	4.4

AREA EVALUATED	RESULTS:			
4. Educational Programs and Quality	# Responded	% Rated "Strongly Agree and Agree"	AVG.	Median
20.The board is knowledgeable about the College's programs and services.	8	100%	4.6	5.0
21.The board is knowledgeable about the educational and workforce training needs in the community.	8	100%	4.8	5.0
22.The board has established expectations or standards that enable it to monitor the quality and effectiveness of the educational program.	8	87.5%	4.1	4.0
23.The board regularly receives and reviews reports on institutional effectiveness.	8	100%	4.5	4.5
24.The board is appropriately involved in the accreditation process.	8	100%	4.6	5.0
25. The board understands and protects academic freedom.	8	87.5%	4.5	5.0
EDUCATIONAL PROGRAMS AND QUALITY OVERALL RATING		95.8%	4.5	4.8

AREA EVALUATED	RESULTS:			
5. Fiduciary Role	No of Responses	% Rated "Strongly Agree and Agree"	AVG.	Median
26.The board assures that the budget reflects priorities in the college's plans.	8	100%	4.6	5.0
27.Board policies assure effective fiscal management and internal controls.	8	100%	4.3	4.0
28.The board regularly receives and reviews reports on the financial status of the institution.	8	100%	4.6	5.0
29.The board reviews the annual audit and monitors responses to recommendations.	8	100%	4.6	5.0
30. The board adopts and monitors the implementation of a facilities master plan.	8	100%	4.5	4.5
31.The board has provided appropriate direction for seeking external funding.	8	87.5%	4.3	4.0
32. The board maintains an adequate financial reserve.	6	100%	4.5	4.5
FIDUCIARY ROLE OVERALL RATING		98.2%	4.5	4.6

AREA EVALUATED	RESULTS:			
6. Human Resources and Staff Relations	No of Responses	% Rated "Strongly Agree and Agree"	AVG.	Median
33. The board's human resources policies provide for fair and equitable treatment of staff.	8	100%	4.8	5.0
34. The board has and follows protocols regarding communication with college employees.	8	100%	4.8	5.0
35. Board members refrain from attempting to manage employee work.	8	100%	4.6	5.0
36. The board expects and supports faculty, staff, and student participation in college decision-making.	8	87.5%	4.5	5.0
HUMAN RESOURCES AND STAFF RELATIONS OVERALL RATING		96.9%	4.7	5.0

AREA EVALUATED	RESULTS:			
7. Board Leadership	No of Responses	% Rated "Strongly Agree and Agree"	AVG.	Median
37. The board understands its roles and responsibilities.	8	100%	4.5	4.5
38. Board members understand that they have no legal authority outside board meetings.	8	100%	4.8	5.0
39. The board regularly reviews its code of ethics or standards of practice and has a policy on addressing violations of the code.	8	87.5%	4.1	4.0
40. Board members uphold and comply with the board's code of ethics.	8	87.5%	4.4	4.5
41. Board members avoid conflicts of interest and the perception of such conflicts.	7	100%	4.6	5.0
42. Board members annually file a statement of economic interests.	8	62.5%	4.1	4.5
43. Once a decision is made, board members uphold the decision of the board.	8	100%	4.8	5.0
44. Board discussions and relationships reflect a climate of trust and respect.	8	100%	4.8	5.0
BOARD LEADERSHIP OVERALL RATING		92.2%	4.5	4.7

AREA EVALUATED	RESULTS:			
8. Board Meetings	No of Responses	% Rated "Strongly Agree and Agree"	AVG.	Median
45. Board meetings are conducted in an orderly, efficient manner.	8	100%	4.9	5.0
46. Board meetings and study sessions provide sufficient opportunity to explore key issues.	8	100%	4.5	4.5
47. Agenda items provide sufficient information to enable good board decision-making.	8	100%	4.6	5.0
48. The board maintains confidentiality of privileged information.	8	100%	4.6	5.0
BOARD MEETINGS OVERALL RATING		100%	4.7	4.88

AREA EVALUATED	RESULTS:			
9. Board Education	No of Responses	% Rated "Strongly Agree and Agree"	AVG.	Median
New members participate in a comprehensive orientation to the board and college.	8	87.5%	3.9	4.0
Board members participate in trustee development activities.	8	87.5%	4.4	4.5
The board evaluation process helps the board enhance its performance.	8	87.5%	4.4	4.5
The board measures its accomplishments against board goals.	8	87.5%	4.1	4.0
BOARD EDUCATION OVERALL RATING		87.5%	4.2	4.3

AREA EVALUATED	RESULTS:						
10. Ethics	No of Responses	% Responded "Yes or No"					
Does the Board of Trustees receive ethics training? If so, is there documentation?				8	<table border="1"> <tr> <td data-bbox="1062 411 1289 443">Yes</td> <td data-bbox="1289 411 1539 443">No</td> </tr> <tr> <td data-bbox="1062 443 1289 489">100%</td> <td data-bbox="1289 443 1539 489">0%</td> </tr> </table>	Yes	No
Yes	No						
100%	0%						
Does the Board sign the Statement of Economic Interest, annually?	6	<table border="1"> <tr> <td data-bbox="1062 489 1289 533">Yes</td> <td data-bbox="1289 489 1539 533">No</td> </tr> <tr> <td data-bbox="1062 533 1289 596">83.3%</td> <td data-bbox="1289 533 1539 596">16.7%</td> </tr> </table>	Yes	No	83.3%	16.7%	
Yes	No						
83.3%	16.7%						
ETHICS OVERALL RATING		91.5%	16.7%				

END OF REPORT

COAHOMA COMMUNITY COLLEGE
BOARD OF TRUSTEES
Self-Evaluation Annual Assessment Plan

A. Board of Trustees Self-Evaluation Period:

Evaluation Start Date: 07/01/2019 Evaluation End Date: 06/30/2019

Reason for Evaluation: Annual ____
Other _____

B. Evaluation Acknowledgement:

The Board of Trustees have reviewed and evaluated the following areas:

- | | |
|--------------------------------------|--|
| 1. Mission and Planning | 6. Human Resources and Staff Relations |
| 2. Board – CEO Board Relations | 7. Board Leadership, 8. Board Meetings |
| 3. Community Relations and Advocacy | 9. Board Education |
| 4. Educational Programs and Quality, | 10. Ethics. |
| 5. Fiduciary Role | |

C. Rating Scale for Evaluation Areas:

The OVERALL rating for each EVALUATION AREAS (1-9) is based on the total number of questions average rating in each area.

- 5.00 – 4.00: Far Exceeds** **3.9 – 3.00: Exceeds**
- 2.9 – 2.00: Meets** **1.9 – 1.00: Meets Some**
- Below 1.0: Does Not Meet**

D. Ethics - Evaluation Area 10:

If the rating is less than **100%** for each question in the area of **Ethics**, a **Performance Development Plan**, completed by the Board of Trustees.

E. Performance Improvement Plan – The Performance Improvement Plan should be completed before the next evaluation period.

Start Period: ____ / ____ / ____ Completion Date: ____ / ____ / ____

Is the OVERALL average of any area rated 1.9 or below? _____ Yes _____ No

If any **Evaluation Area (s)** OVERALL rating is 1.9 or below, a **Performance Development Plan** must be completed by the Board of Trustees.

F. Performance Development Plan:

Evaluation AREAS	Goals to Improvement	Target Date To Complete	Measurable Outcome(s)	Date of Actual Completion
Board Education and Ethics	All Board of Trustees will file a Statement of Economic Interest. Results: 83.3%	August 30, 2019	100% of the Board of Trustees will file a Statement of Economic Interest with the Mississippi Ethics Commission https://www.ethics.ms.gov	

G. Acknowledgement: Review of Results:

We, the President and the Board of Trustees, have reviewed and discussed the Board Self-Evaluation Results for the 2018-19 evaluation year.

President's Signature: _____

Date: ___/___/___

Board of Trustees, Chairperson's Signature: _____

Date: ___/___/___