

MAINE COMMUNITY COLLEGE SYSTEM

ORGANIZATION AND GOVERNANCE
Section 107

SUBJECT: SYSTEM PRESIDENT: ANNUAL EVALUATION

PURPOSE: To establish a process for annually evaluating the System President

A. Introduction

The MCCS Board of Trustees (“Board”) shall annually evaluate the performance of the System President (“President”). The Board’s Chair (“Chair”) and Executive Committee (“Committee”) shall, consistent with the *Board of Trustees Bylaw 3.1.3*, lead the evaluation. The Committee and Board shall perform their work under this policy in executive sessions as required or permitted by law.

B. Focus and Content of Evaluation

The evaluation shall prioritize the President’s most significant contributions and strengths, and most significant opportunities for improved performance and development. The evaluation shall consider the President’s performance in the following areas:

1. Leadership and Vision;
2. Planning and Organization;
3. Results;
4. Communication;
5. Judgment;
6. Constituency Relations;
7. Presence and Confidence;
8. Conflict Resolution;
9. Resource Development and Oversight;
10. Board Relations; and
11. Values and Ethics.

The attached *Appendix A* further defines these *Core Leadership Characteristics* and shall guide the Committee and Board in their evaluation.

C. Process for the Evaluation

The Committee shall, when practicable, apply the following process. The Committee may also proceed in a different manner provided that any such differences are reasonable and not prejudicial to the Board’s or President’s meaningful opportunity to be heard.

1. Prior to Board’s Annual Meeting in June, the Chair shall receive from the President a succinct self-assessment (*Appendix B*) of the President’s most significant:

- a) Accomplishments and challenges during the past year; and
 - b) Goals, challenges and opportunities for improved performance and professional development for the upcoming year.
2. At the Board's Annual Meeting in June, the Board shall meet to discuss the President's self-assessment and the Trustees' oral evaluations.
 3. After the Board's Annual Meeting, the Committee shall determine a final evaluation and any compensation adjustment. The Committee, or the Chair on the Committee's behalf, shall discuss these with the President. If the President questions the Committee's determinations, the President may request a meeting with the full Board.

REFERENCES: 20-A M.R.S.A. §12706 (1) and (11), §12708 and §12709; MCCS Policy 106; former MCCS Procedure 106.1; MCCS Board of Trustees Bylaw 3.1.3

DATE ADOPTED: March 22, 2017

DATE(S) AMENDED: April 26, 2017

APPENDIX “A” TO MCCS POLICY 107

CORE LEADERSHIP CHARACTERISTICS

1. **Leadership and Vision:** Provides the energy, dedication and enthusiasm necessary to effectively lead the Maine Community College System (MCCS). Demonstrates the ability to inspire and motivate others to understand and achieve the organization’s mission and strategic objectives. Practices and encourages innovation. Knows where s/he is trying to take the organization and can effectively communicate that vision to others.
2. **Planning and Organization:** Sets objectives, anticipates changes, manages resources, establishes priorities, and follows through to achieve results.
3. **Results:** Understands and applies the knowledge to achieve the objectives defined in the system’s strategic, financial and annual business plans
4. **Communication:** Has effective verbal and written communication skills; keeps the Board, Administrative Team, and employees informed on relevant MCCS issues.
5. **Judgment:** Makes sound and timely decisions and choices, given the circumstances. Able to evaluate situations, assess relevant factors and develop solutions and approaches for action. Seeks advice and counsel appropriately; considers political ramifications and perceptions.
6. **Constituency Relations:** Recognizes the perspectives of others and works well with various groups. Is approachable, listens well and genuinely solicits and considers viewpoints and ideas from others such as employees; governor, cabinet and legislators; business leaders; higher education and other community partners.
7. **Presence and Confidence:** Presents oneself in a confident and professional manner; demonstrates willingness to take an independent position in the face of opposition.
8. **Conflict Resolution:** Openly deals with issues in a direct and timely manner; provides direct, honest feedback and constructive criticism; is not conflict-avoidant.
9. **Resource Development and Oversight:** Provides strong budgeting and financial management. Develops and supports effective strategies for attracting funds to the System through state appropriations and bonding, federal grants, and philanthropy.
10. **Board Relations:** Offers professional advice to the Board on items requiring Board action, with recommendations based on sound educational principles and thorough analysis that includes as many staff and external points of view, issues, and options as needed for informed Board decision making. Prepares for meetings and provides effective support. Keeps the Board informed and accepts constructive criticism.
11. **Values and Ethics:** Behaves ethically and honestly; supports workplace diversity; balances work life issues; fosters trust in relationships; uses and allocates resources effectively and ethically; accepts responsibility for own decisions and actions.

**APPENDIX “B” TO MCCS POLICY 107
SYSTEM PRESIDENT SELF-EVALUATION**

Name: _____

I. During the Past Year, my most significant:

A. Accomplishments

1)

2)

3)

B. Challenges

1)

2)

3)

II. For the Upcoming Year, my most significant:

A. Goals

1)

2)

3)

B. Challenges

1)

2)

3)

C. Opportunities for Improved Performance and Professional Development

1)

2)

3)

III. Other Comments

Signature: _____

Date: _____