

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JANUARY 23, 2013**

**TAB 1**

**REPORT**

**Subject: BOARD MONITORING REPORT (January 2013)**

Attachment

Board Monitoring Report (BMR)—Performance Evaluations

Prepared by: Stephen Smith  
Vice President for Human Resources & Legal Affairs  
Shoreline Community College  
January 18, 2013

**BOARD MONITORING REPORT: PERFORMANCE EVALUATIONS**

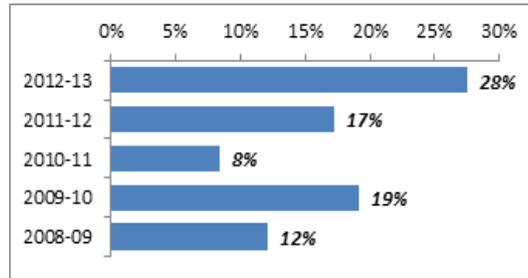
Title: Performance Evaluations	Type: Interim Report
Policy Number: CT-4 (Access and Diversity)	<b>I submit that the findings and data as reported constitute a reasonable interpretation of this policy requirement:</b>
Date of Report: January 22, 2013	_____
<b>Interim Report for Indicator 4.2d</b> (Number and Percentage of staff performance evaluations completed annually)	<b>The Board of Trustees accepts the findings and data as reported:</b>
	_____
	President
	Chair, Board of Trustees

Internal Monitoring Report	
Objective 4.2: The College recruits, employs and develops a diverse college workforce	
<b>Findings:</b> <b>Shoreline Community College is <u>not</u> in compliance with the standards for Indicator 4.2d (Number and percentage of staff performance evaluations completed annually) for classified and administrative/exempt staff.</b>	
• In 2011-12:	<b>The College implemented formal expectations for all supervisors to demonstrate substantial compliance with requirements to complete annual performance evaluations for all classified and administrative/exempt employees, and ensure that faculty evaluations remain current with contractual requirements.</b>
• In 2010-11:	<b>The College reviewed and identified substantial non-compliance in the requirements that classified and administrative/exempt staff be evaluated annually. Faculty evaluations are compliant with contractual requirements.</b>
<b>Applicable Standards:</b>	Classified Employees WFSE CBA Article 6 (Performance Evaluation), the SCCFT Faculty CBA Article 17 (Evaluations), and the Admin/Exempt Conditions of Employment.
<b>Action Items:</b>	-Review expectations with all administrators (both at VP and supervisor level) for timely compliance with bringing all outstanding evaluations current to applicable standards. -Provide recurring training on evaluation forms and procedures for both supervisors and employees (initiated in 2011-12).

A summary of employee performance evaluations completed for the 2011-12 academic year (July 1, 2011 – June 30, 2012) appears below, in addition to the evaluations submitted year-to-date for the current 2012-13 academic year.

**Classified Staff**

AY	# of Evals	# of Staff	%
* 2012-13	41	149	28%
2011-12	26	151	17%
2010-11	13	154	8%
2009-10	30	157	19%
2008-09	20	166	12%



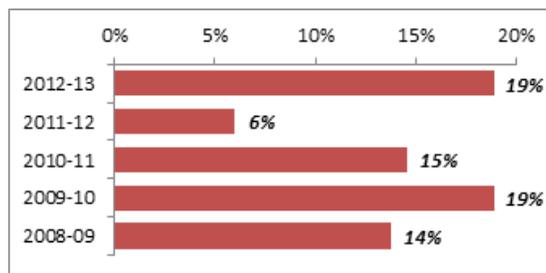
**\*Completed through Jan 15, 2013**

For classified staff evaluations, **please note** the following:

- The previous Board Monitoring Report on this data reflected numbers through 2010-11 and was presented in April 2012.
- Following the April 2012 BOT meeting, administrative directed a target rate of 80% by June 2013.
- The numbers reflected above for 2011-12 were for evaluations submitted before the target rate was issued.
- The numbers reflected above for 2012-13 are *in process* (reported results prior to June 2013 target).

**Administrative Staff**

AY	# of Evals	# of Staff	%
* 2012-13	10	53	19%
2011-12	3	50	6%
2010-11	7	48	15%
2009-10	10	53	19%
2008-09	8	58	14%



**\*Completed through Jan 15, 2013**

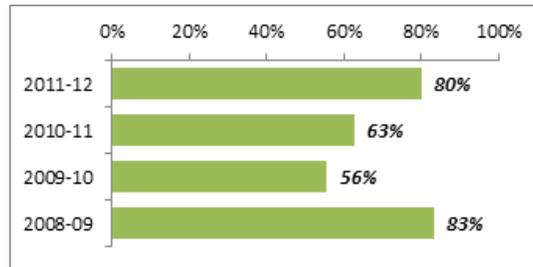
For administrative/exempt staff performance evaluations, **please note** the following:

- The preceding Board Monitoring Report for this data reflected numbers through 2010-11 and was presented in April 2012.
- Following the April 2012 BOT meeting, admin directed a target rate of 80% by June 2013.

- The numbers reflected above for 2011-12 were for evaluations submitted before the target rate was issued.
- The numbers reflected above for 2012-13 are *in process* (reported results prior to June 2013 target).
- The Administrative/Exempt Conditions of Employment require evaluation at least once every *two* years (the data above references an annual requirement).

**Faculty**

* AY	# of Evals	# of Staff	%
2012-13		28	
2011-12	20	25	80%
2010-11	10	16	63%
2009-10	5	9	56%
2008-09	20	24	83%



\*Not Due Until Spring Qtr (Apr-June 2013)

For faculty evaluations, please note the following:

- Deferrals of scheduled Faculty evaluations are made for the following reasons: resignation, medical/other leave of absences, sabbatical, and assignment of administrative or special project duties.
- Faculty evaluations scheduled for each academic year are not due until Spring Quarter.

**ADDITIONAL INFORMATION:**

*Definitions:*

Faculty Evaluation Plan (FEP) – The process completed across 2 quarters every 5 years for post-tenure faculty members evaluating the faculty portfolio of classroom observations, student evaluations, advising evaluations, peer evaluations, and administrative evaluations.

Performance and Development Plan (PDP) – The process utilized for classified staff members at Shoreline Community College in which both prospective position expectations and retrospective position evaluation is identified and discussed on at least an annual basis.

Performance Evaluation Form (PEF) – The form utilized for administrative/exempt staff members at Shoreline Community College which begins with staff self-assessment on their ability in meeting the defined objectives for the completed evaluation period, assessment by the evaluator, and prospective position objective for the upcoming year.