



**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
Schuyler, Brown, Morgan, Scott, Cass
and State of Illinois**

Proposed Process for the evaluation of the president.

1. Board members and President agree upon form/instrument that will be used.
2. Board chair sets the evaluation timeline.
3. Board chair appoints a board member (designee) to compile and tabulate the evaluation data.
4. Each Board member completes his/her individual evaluation of the President and turns it in to the designee to tabulate the data according to the agreed upon timeline.
5. Designee compiles evaluation data, noting especially areas in which there is a great divergence of scores.
6. Board chair schedules a special meeting for the purpose of reviewing the compiled evaluation data, forming an evaluation committee (if needed), and reaching some level of consensus on the performance of the president and future goals. This meeting is usually a closed meeting.
7. Board chair (and Evaluation Committee if desired) meets with the president to review the Board evaluation of the president.
8. President and Board utilize agreed-upon goals as the metric for the next year's evaluation of the president.



PRESIDENTIAL EVALUATION FORM 2023

PART 1

Please rate the effectiveness of the President of the Community College utilizing the following criteria by placing an X above the corresponding number according to the scale below. To clear an X hit the undo bottom on the task bar.

If you create any category at two (2) or lower, or at five (5) or higher, please include a specific explanation in the *Comments* area following each section.

<u>BOARD DEVELOPMENT</u>	N/A	Not Effective					Highly Effective
1. Reports to the Board are complete, accurate, and of high quality.	_____	_____	_____	1	3	3	
		1	2	3	4	5	
2. Information is given to the Board soon enough to be read and assimilated.	_____	_____	1	_____	3	3	
		1	2	3	4	5	
3. Keeps lines of communication between Board and President open and clear.	N/A (2)	_____	_____	_____	2	3	
		1	2	3	4	5	
4. Is honest and forthright in his/her dealings with the Board.	_____	_____	_____	_____	2	5	
		1	2	3	4	5	
5. Carries out Board directives/policies.	_____	_____	_____	1	3	3	
		1	2	3	4	5	
6. Effectively and ethically utilize College staff to clarify issues and encourages staff members' open discussion of such issues.	N/A (1)	_____	_____	_____	2	4	
		1	2	3	4	5	
7. Supports Board policy and actions in public private, and to the staff.	_____	_____	_____	_____	3	4	
		1	2	3	4	5	
8. Remains impartial toward the Board, treating all Board members alike.	_____	_____	_____	_____	3	4	
		1	2	3	4	5	

COMMENTS SECTION ONE:

- Question 1.** *Dr. Renfro's reports are always complete and timely.*
- Question 2.** *We hear from the president on a regular basis as well as when input or information is needed.*
- Question 3.** *This item is specific to who is the chair of the Board – (Bob Rhea)*



Question 6. *No. 6 Dr. Renfro has been working to meet with all groups to establish dialog – relationship building is a strong trait.*

Overall Comments:

- *Too early to tell about some of these issues.*
- *Information for Board Retreats need to be given to board members well before the meeting if opinions are requested about substance of initiatives expressed in the written reports.*
- *Would there be value for a written president report for the packet?*
- *Bryan has engaged with many staff individuals and groups effectively for immediate positive impact.*
- *Should Question 6 be in another section?*
- *Communication with staff appears to be going well. I appreciate the open discussions that have been taking place with everyone.*
- *I would like to see potentially a weekly communication note to the Board just to help keep pace with what is happening between board meetings. – Just a suggestion.*



REACHING OUT

	N/A	Not Effective					Highly Effective
		1	2	3	4	5	
9. Maintains positive relations with legislators, effectively communicating The College's position on legislative matters.	_____	_____	_____	_____	_____	_____	_____
		1	2	3	4	5	1
10. Maintains positive relations with local communities through the media, educational institutions, governmental agencies, and business and industry.	_____	_____	_____	_____	_____	_____	_____
		1	2	3	4	5	2
							5

Comments Section Two:

- Question 9 *We have a good start, results too early to tell*
- Question 9 *I don't know but it appears the effort is there.*
- Question 10 *Seems to be productive since image of the College is positive.*
- Question 10 *I have seen and heard President Renfro on several occasions effectively communicating with community members through media such as TV and radio.*

Overall comments:

- *Dr. Renfro is working to grow relationships with legislators– Tracy Orne is helping with this task to keep JWCC on the front burner w/local legislators.*
- *The Renfro Rundown has been a great addition.*
- *The FAME program has been a wonderful relationship builder with business and industry.*
- *Need a couple more topics in this section.*
- *Ryan has made friends in the right places quickly – recent media coverage superb!*
- *What I hear from friends and neighbors sounds good; however, since I am not on the Executive Committee I am not as close to the knowing as much about the total effectiveness of the President-but my image is very positive.*
- *President Renfro is off to a strong start! His ability to communicate to various groups appears very effective.*
- *Really appreciate the uptick in communication with the pubic. Lots of good messages going out on various platforms.*



<u>FACULTY and STAFF</u>	N/A	Not Effective					Highly Effective
		1	2	3	4	5	
11. Recruits, recommends, and assigns the best available personnel in terms of competence.	1 Too early	1	2	3	4	5	5
12. Exercises good judgment in dealing with sensitive issues.	_____	1	2	3	4	5	3
13. Displays ability to motivate and communicate with administrators, faculty, and classified staff.	N/A (1)	1	2	3	4	5	2
14. Implements established personnel evaluation procedures.	N/A (5)	1	2	3	4	5	2
15. Provides due recognition to faculty and staff accomplishments.	N/A (1)	1	2	3	4	5	6

Comments Section Three:

- Question 11 *Dr. Renfro did an exceptional job on hiring a vice president as well as several other open staff positions.*
- Question 11 *2013 staff changes appear to be very positive.*
- Question 14 *Too early to judge.*
- Question 14 *This appears to be going well but is an area the College certainly needs to step up.*
- Question 15 *Done well so far, will always be key to building trustee.*

Overall Comment:

- *He is great at giving credit for staff contributions and achievements – in my presence I have seen this.*
- *Renfro is working with his leadership team to ensure evaluation practices are consistent and in place.*



<u>FISCAL STABILITY</u>	N/A	Not Effective					Highly Effective
16. Keeps the Board informed on the fiscal State of affairs of the College.	_____	_____	_____	<u>1</u>	2	4	
		1	2	3	4	5	
17. Provides sound fiscal management that achieves efficient and effective use of resources.	2 Too early	_____	_____	1	2	2	
		1	2	3	4	5	
18. Promotes a greater College-wide understanding and accountability of finance as it affects the institution.	N/A (3)	_____	_____	_____	1	3	
		1	2	3	4	5	
19. Has favorable record of working with the foundation in attracting funds to the institution.	_____	_____	_____	_____	4	3	
		1	2	3	4	5	
20. Prepares financial statements according to proper reporting requirements.	N/A (2)	_____	_____	_____	4	1	
		1	2	3	4	5	
21. Links annual operating plan and budget to strategic long-range plans.	N/A (2)	_____	_____	_____	5	_____	
		1	2	3	4	5	

Comments Section Four:

Question 16,17 *We receive monthly fiscal reports at BOT meetings as well as through the finance committee.*

Question 19 *President Renfro has made several excellent changes to the foundation structure and mission.*

- *Time will tell good emphasis!*
- *Strong effort here Bryan has initiated positive movement.*
- *You are off to a great start with the Foundation I appreciate your efforts to grow things with them.*

Question 20 *Should be removed or reworded to being more about compliance.*

Question 21 *better evaluated after 6.30.24*

Overall comment

- *Would like to hear more at board meetings about our fiscal status, with emphasis on those indicators of success and concern.*
- *Dr. Renfro has a strong working relationship with Josh and they are working to fine tune reporting, etc. Dr. Renfro is aware of how the JWCC Foundation needs to grow in support of the College. He is working on this – I would identify this as a goal for the upcoming year.*



<u>FACILITIES, EQUIPMENT, AND TECHNOLOGY</u>	N/A	Not				Highly Effective
		Effective	1	3	4	
22. Develops a program to realistically assess future building needs.	N/A (1)	1	2	3	4	5
23. Maintains and upgrades the physical plant adequately.	N/A (2)	1	2	3	4	5
24. Keeps the Board abreast of physical plant and technology needs.	_____	1	2	3	4	5
25. Maintains capital replacement funds adequately.	N/A (2)	1	2	3	4	5
26. Develops a plan to realistically assess technology needs.	N/A (5)	1	2	3	4	5
27. Maintains and upgrades the IT infrastructure.	N/A (4)	1	2	3	4	5

Comments Section Five:

Question 22 *I believe Bryan understands the importance of a strong up to date IT and financially healthy College.*

- *Should also address execution.*

Question 24. *The President is an excellent communicator and has kept the BOT well informed on building progress as well as curriculum.*

- *I rated this solely on WDC project progress changes and additions.*

Question 26 ,27 *Technology implementation and development are several of President Renfro's specific strengths.*

- *No current knowledge*
- *Work in progress*
- *Also address execution.*
- *Too early to rate this area.*



<u>PLANNING FOR CONTINUOUS IMPROVEMENT</u>	N/A	Not Effective				Highly Effective
		1	2	3	4	5
28. Supports efforts to make the Mission and Goals of the College known throughout the College community.	_____	_____	_____	_____	4	3
		1	2	3	4	5
29. Supports the continuing examination of the College philosophy, Mission statement and institutional goals.	_____	_____	_____	1	5	1
		1	2	3	4	5
30. Encourages and promotes long-range planning consistent with institutional needs.	_____	_____	1	_____	5	1
		1	2	3	4	5
• Effectively uses data to improve Institutional needs.	_____	_____	_____	_____	3	4
		1	2	3	4	5
32. Supports the faculty's efforts to use innovative teaching techniques.	N/A (4)	_____	_____	_____	2	1
		1	2	3	4	5
33. Offers to students and potential students up-to-date and realistic counseling services which deal with scholastic, career, and personal needs.	_____	_____	_____	2	2	3
		1	2	3	4	5

Comments Section Six:

Question 28 *I assume so.*

- *This has been an excellent addition to bord understanding.*

Question 29 *Dr. Renfro understands the need for realistic counseling and correct assignment of majors etc. This is a goal area with several aspects already being started.*

Question 30 *Dialog is started.*

- *I see positive momentum with pathways.*

Question 32 *Not aware of this yet.*



<u>PROFESSIONAL PERSONAL CHARACTERISTICS</u>	N/A	Not Effective			Highly Effective	
		1	2	3	4	5
34. Maintains high ethical standards	_____	_____	_____	_____	4	3
		1	2	3	4	5
35. Has the ability to identify and analyze problems and issues confronting the institution.	_____	_____	_____	_____	_____	7
		1	2	3	4	5
36. Delegates responsibilities to appropriate administration/faculty/staff members and supports them in carrying out their responsibilities.	_____	_____	_____	_____	5	2
		1	2	3	4	5
37. Encourages appropriate administrator Faculty/staff and Board participation In decision making.	_____	_____	_____	_____	4	3
		1	2	3	4	5
38. Makes sound, logical decisions even under pressure.	N/A (1)	_____	_____	_____	4	2
		1	2	3	4	5
39. Is a calculated risk-taker	N/A (3)	_____	_____	_____	4	_____
		1	2	3	4	5
40. Uses time and energy effectively.	_____	_____	_____	_____	4	3
		1	2	3	4	5

Comments Section Seven:

Question 35 *Dr. Renfro has been confronted with several unique and troublesome issues and in every case is made excellent decisions and effective corrective actions.*

Overall Comment

- I really don't know the details need to sufficiently answer these questions; however, these are my impressions.
Dr Renfro has hit the ground running. He has accomplished much in a short time. His energy and enthusiasm are contagious and is what is needed to move JWCC forward.*
- At this early moment of Dr. Renfro's presidency, this section is most critical as it form the foundation for all other items. All very positive reviews here. The president must be a decision maker after receiving input sharing why decision made. This has been well done.*
- Note that some ratings are shown as N/A in areas where I don't feel we've had enough time to adequately rate the president.*
- Dr. Renfro has knowledge and experience in a wide array of higher ed issues, strategies, and challenges. I am confident he will lead our college to a strong and more effective future as we strive to fulfill our mission.*
- Hard to rate the above at this time. Next year will be a more accurate.*

PART 2



After reviewing Part 1, the Board and the President, identify goals and objectives to be achieved. (Additional sheets may be attached if necessary)

GOALS AND OBJECTIVE 2023

1. Develop an effective plan for the identification, development, and implementation and new and as well as upgraded instructional programs.
2. Send a communication to board members either weekly or every other week – a one page summary of activities accomplished or some details about activities related to board governance concerns.
3. Growing student support services- identify students’ majors/certifications with clear lines for degree completion and transfer options.
4. Continue to identify and correct staffing issues as they arise at JWCC.
5. Work to provide a structure that allows student discount for in-house dual enrollment.
6. Keep the board up to date on fiscal matters of the College fiscal responsibilities of the college board are critical.
7. Growing the JWCC Foundation with its support financially to the College.
8. Continue to promote the College often and loudly! Love that this has increased since dr. Renfro has joined the College
9. Work on promoting dual-credit certificate programs with area high schools for students who might not traditionally be College bound. Give them a taste and get them in the door.
10. Grow the WDC. Student counts seem low for the facility and programs we offer. Are we meeting the communities needs with our programs? We have a great updated facility – Let’s get the right people and programs in p lace to fill it.
11. Southeast Education Center? Not sure what needs to be done. It just seems empty and sad.
12. Continue to develop successful recruiting tools, especially concentrating in two areas: CTW and Dual Credit/Transfer
13. Encourage and support opportunities for department heads and managers to attend appropriate conferences and network opportunities which result in fresh thinking and new ideas being brought back and implemented.
14. Encourage various departments and admin staff to learn more about each other through occasional social events, perhaps on Thursday or Friday afternoons. It is my belief that our past president inadvertently caused moral amongst employees and instruction staff to plummet.

Dr. Renfro is off to a good start. He has taken things and ran! Continue to build up and promote the College. There is still so much potential!

SIGNATURES:

Chairperson of the Board Date

President

Date