

D R A F T

Delta College  
Board of Trustees Special Meeting – Evaluation and Compensation Committee  
Delta College Board Room B-151  
Tuesday, May 7, 2024  
12:00 pm

<b>Board Committee Members Present</b>	D. Middleton, M. Thomas, M. Wood
<b>Other Board Members Present</b>	None
<b>Others Present</b>	T. Brown, J. Foco, M. Gavin, K. Schuler, A. Ursuy
<b>Press Present</b>	None
<b>Call to Order</b>	Committee Chair, D. Middleton called the meeting to order at 12:02 pm.
<b>Approval of Agenda</b>	M. Wood made a motion to approve the agenda. M. Thomas seconded the motion.  Motion passed unanimously.
<b>Public Comment</b>	Committee Chair, D. Middleton called for public comment.
<b>Discussion of President’s Evaluation Process for the 2023-2024 Academic Year</b>	<p>Committee Chair, D. Middleton distributed a draft timeline. The entire process needs to be completed by July 1, 2024. The President’s compensation would be acted on at the June 11, 2024, regular meeting as well as reviewing his 2024-2025 goals. Prior to that a meeting of the Evaluation and Compensation Committee would happen to develop a compensation recommendation. There would also be a special meeting of the full board to conduct the president’s evaluation. At the end of May, the evaluation would be open for the trustees to complete. Prior to that Dr. Gavin would update his goals with year-end accomplishments and provide a self-reflection. Next week is the regular board meeting where D. Middleton will provide an update to the full board on the process and timeline for the President’s evaluation.</p> <p>The committee worked through the timeline making some adjustments. The evaluation will open on Wednesday, May 15 and close on Tuesday, May 21. The special meeting of the full board to conduct the President’s Evaluation will take place on either Thursday May 23 or Tuesday May 28. The Evaluation and Compensation Committee will meet on June 10, and the regular board meeting will take place on June 11.</p> <p>The committee then reviewed the evaluation instrument. The evaluation tool will include M. Gavin’s self-reflection, each goal with updates as well as the assessment instrument. It will be conducted through SurveyMonkey. No changes were suggested.</p> <p>M. Wood made a motion to accept the instrument with updates to Dr. Gavin’s goals and accomplishments. M. Thomas seconded the motion.</p> <p>The motion passed unanimously.</p>

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**Trustee Comments** M. Wood said he appreciates all the hard work done by Jon Foco, Talisa Brown and Andrea Ursuy to help expedite this process. This process is a major responsibility of the board.

M. Thomas echoed M. Wood’s comments and thanked D. Middleton for chairing this committee.

**Chair Comments** D. Middleton also thanked Andrea Ursuy, Talisa Brown and Jon Foco for all of their work. She also thanked the committee members for their work.

**Adjournment** There being no further business, Committee Chair, D. Middleton adjourned the meeting at 12:28 pm.

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Talisa Brown, Assistant Board Secretary