

**Delta College**  
**Board of Trustees Special Meeting – Evaluation and Compensation Committee**  
**Delta College Board Room B-151**  
**Tuesday, May 2, 2023**  
**3:00 pm**

<b>Board Committee Members Present</b>	D. Middleton, M. Thomas, M. Wood
<b>Other Board Members Present</b>	A. Clark
<b>Others Present</b>	T. Brown, S. DuFresne, 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 3:05 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 2022-2023 Academic Year</b>	<p>Committee Chair, D. Middleton said that the purpose of this meeting was to discuss the timeline and process to be used for Dr. Gavin’s evaluation.</p> <p>A draft timeline was distributed. It allows for two full weeks for the trustees to complete the evaluation tool for M. Gavin. The full board would then conduct M. Gavin’s evaluation the week of June 5. The Evaluation and Compensation Committee would then meet again to determine compensation.</p> <p>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.</p> <p>The committee members discussed specific dates for the meetings. They agreed to meet on Monday, June 12, to develop a compensation recommendation for Dr. Gavin. Due to schedules, the committee agreed to conduct the president’s evaluation on May 23. Therefore, the evaluation would close a few days early on Sunday, May 21.</p> <p>M. Wood made a motion to update the timeline so that the survey would open on Wednesday, May 10, and close on Sunday, May 21 and that the president’s evaluation would take place on Tuesday, May 23, with the time to be determined. M. Thomas seconded the motion.</p> <p>M. Wood provided a friendly amendment to his original motion to include the Compensation and Evaluation Committee meeting on Monday, June 12 with the time to be determined. M. Thomas accepted the friendly amendment.</p>

The motion passed unanimously.

The updated timeline and process will be shared with the full Board at next week's regular meeting.

The president's compensation will be voted on by the full Board at the June 13, regular board meeting. His goals will also be presented at this meeting.

**Review of  
President's Draft  
Goals for the 2023-  
2024 Academic  
Year**

A. Ursuy on behalf of M. Gavin, noted that the president's goals have been informed by cabinet members and are in alignment with the new strategic plan. M. Gavin has also noted that in the future he would like to move back the approval of his goals (to March or April) so that they would align with the approval of the strategic plan and the establishment of employee goals. M. Thomas asked about the measurables. A. Ursuy believes that the goals align to the key performance indicators (KPI's) of the strategic plan. A dashboard is being developed to allow us to track the KPI's.

**Trustee Comments**

M. Wood said thank you for allowing him to be part of this process.

M. Thomas says that she was glad to be part of this committee as well. She also extended a thank you to D. Middleton and the staff for their work.

**Chair Comments**

D. Middleton thanked everyone for their time. She noted that evaluating the president is an important role for the board. She also noted the direct alignment with M. Gavin's goals and the strategic plan.

**Adjournment**

There being no further business, Committee Chair, D. Middleton adjourned the meeting at 3:36 pm.

---

Talisa Brown, Assistant Board Secretary