

**Board Self-Evaluation Committee
April 9, 2015**

Supplemental Information Distributed at Meeting

Agenda Item II.A

Discuss Board Self-Evaluation and Related Matters

Houston Community College

Board Self –Evaluation Statement of Work - Framework

The following framework serves the purpose of seeking clarifications on functional aspects of the work that will be required so that a statement or work/specification can be developed meeting the needs of the client department.

Instruction: Please fill in as much information as possible under the “description” column so that we may be able to help develop a final statement of work that can be included in the final solicitation document.

Task	Description
<p>1. Purpose</p> <p><i>Provide a general description of the project objective as related to the Board Self-Evaluation work that needs to be sourced.</i></p>	<p>To identify areas of Board functioning that are working well, and those that may need improvement.</p>
<p>2. High Level Objectives</p> <p><i>Describe the high level objectives that are anticipated, provide as much detailed information available; list any correlated information or known requirements.</i></p>	<p>Plan and facilitate a visioning and planning retreat, providing for open and candid discussion about Board and Trustee responsibilities, and trustees’ interests and desires for the college</p> <p>Develop and utilize an assessment process and tool useful to the Board of Trustees in assessing its own performance</p>
<p>3. Detailed Deliverables</p> <p><i>List all deliverables that will be required in order to consider the “work” complete to the satisfaction of the client; think in terms of singular task or objectives and list all that are known. Where possible group into common categories or task.</i></p>	<p>A summary of what the Board does well and its accomplishments</p> <p>An understanding of what is needed from each Trustee to be an effective Board</p> <p>An assessment of progress from prior year’s Board goals, and identification of items to be completed</p> <p>A list of goals and tasks for the coming year related to Board performance, aligned with and supportive of the goals and metrics which have been set for the Chancellor during his evaluation process</p>
<p>4. Measure for Assessing Deliverables</p>	<p>Successful completion of objectives as listed in Item 2 and deliverables as listed in Item 3</p>

<p><i>For the deliverables listed in item 3 above, list how you will measure/assess the deliverable has been completed. Task can easily be measured when completed, but think of what quality aspects may be important in defining the task (for example, the creation of a survey vs. effectiveness of the question set included and survey response rate).</i></p> <p><i>List all reports and any special reporting requirements, formats or delivery instructions that are required; include any in person report or work that will be expected vs online or via video conference.</i></p>	
<p>5. Schedule for Completion</p> <p><i>List all incremental deadlines that are expected (x days after execution of agreement) and specific deadline for final report.</i></p> <p><i>Be specific as to final report due not later than June 1 (example).</i></p>	<p>Process to begin by May 1, 2015 and be completed by May 31, 2015 (date of retreat to be selected by Board of Trustees)</p>
<p>6. Method for Completion</p> <p><i>Detail any work that is expected to be done in person on site (include any known quantity and or minimum meeting duration).</i></p> <p><i>List any work that may reasonably be considered to be done through the use of multimedia/online technology (which may reduce cost).</i></p> <p><i>List all minimum in person meetings that may be required and where (assuming not at HCC).</i></p>	<p>Meeting(s) to be held with the Board of Trustees, as needed to complete the objectives and deliverables</p>
<p>7. Special Requirements</p> <p><i>Provide any additional information or requirements that you deem relevant and important and we will help to create into the most appropriate category to ensure we meet the needs of the client.</i></p>	