

Cradle-to-Career Ad Hoc Committee Charter

2022-23 Executive Director Review

Purpose

The 2022-23 Executive Director Review Ad Hoc Committee shall conduct the annual review for the Office of Cradle-to-Career Data (C2C) Executive Director.

Duration

This will be a short-term committee that will sunset after the 2022-23 Executive Director review is finalized by the Governing Board.

Membership

The Executive Director Review Ad Hoc Committee shall consist of Governing Board members.

Background

[Education Code Section 10866](#) makes the Governing Board responsible for the hiring, evaluating, and firing of the C2C Executive Director. The Governance Manual further makes the Board Chair responsible for conducting the annual review of the Executive Director based on an established performance evaluation process.

Scope of Work

The ad hoc committee would be tasked with conducting the Executive Director performance evaluation including:

- Identifying performance targets related to the annual plan
- Selecting individuals to complete the performance review
- Reviewing the performance review form that was compiled by the Presiding Governing Board Chair
- Participating in the performance review meeting with the Executive Director

Activities

Meetings of this ad hoc committee will be exempted from Bagley-Keene regulations due to the sensitive nature of the content.

September: Ad hoc committee members will draw on the annual workplan to articulate more specific expected outcomes under each of the areas of responsibility listed in the Executive Director's Job Description. The ad hoc committee will also identify at least five individuals to fill out the performance review, drawn from the Governing Board, staff, and other relevant stakeholders.

October: Ad hoc committee members will start gathering information to evaluate the Executive Director's performance.

December: The performance review document will be compiled by the Current Board Chair and reviewed by the Board Chair Elect to assure the performance review form conforms to the expectations of the review process.

January: The ad hoc committee will meet with the Executive Director to share the performance review and finalize the documentation.

February: The ad hoc committee will share the report with the full Governing Board in a closed session.

A majority of the committee members shall constitute a quorum. Decisions of the ad hoc committee can be made by a majority of the quorum.

Review

This information sheet captures information about the ad hoc committee and its creation. The ad hoc committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.

Committee Creation and Scope of Work Review Dates

Committee established on: August 10, 2022.