

# Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: July 31, 2024  
Attention: Members of Cradle-to-Career Data Governing Board  
Subject: **Formation of the Executive Director Review Committee**  
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to form the Executive Director Review Committee (Committee) to be responsible for recommending to the Board, and implementing, the process for the annual performance evaluation of the Executive Director.

## Requested Action:

After review and consideration of the Committee charter and the Board members currently serving the Board on various committees, Staff recommends that the Board approve the Committee charter and designate at least five members to form the Committee, including the Board Chair.

- ❖ Move to approve the Committee charter, designate five Board members, including the Board Chair to form the Committee and complete the work as specified by the charter.

## Background:

Page 25 of the [Governance Manual](#) states, “the yearly performance review of the Executive Director is a critical activity of the Board, which is intended to support the individual leading the Office of Cradle-to-Career Data and ensure the data system fulfills its mission. This performance review of an ongoing, forward-looking, and clarifying process between the Board and the Executive Director. Although the performance review is conducted annually, the Board also responds to status updates by the Executive Director at quarterly board meetings and provides timely feedback to the Executive Director about their activities throughout the year”.

The charter, Attachment A, sets forth the purpose, duration, membership, scope of work, activities, and proposed schedule of the Committee. As members consider the formation of the Committee, current memberships of the various Committees should also be reviewed, which can be found in Attachment B.



## 2024-25 Executive Director Review Committee Charter

### Purpose:

[Education Code Section 10866](#) gives the Governing Board (Board) responsibility for the hiring, evaluation, and firing of the 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. The 2024-25 Executive Director Review Committee (Committee) shall convene for the express purpose of evaluating the Executive Director.

### Duration:

This will be a short-term Committee that will sunset after the 2024-25 Executive Director review is finalized by the Board.

### Membership:

The Committee shall consist of at least five Board members, including the Board Chair.

### Scope of Work:

The Committee will be tasked with conducting the performance evaluation of the Executive Director. Tasks include:

- Presenting recommendations or modifications to the current Executive Director performance evaluation survey for approval by the Board;
- Reviewing and providing feedback to the draft performance review written by the Board Chair and determining whether to recommend a salary increase.

### Activities and Proposed Schedule:

The activities and proposed schedule for the Committee is as follows:

- September 12, 2024: The Committee will convene, be reminded of the Executive Director review process, and provide recommendations or modifications to the Executive Director performance review survey.

- November 15, 2024: At the November Governing Board meeting, the Committee will provide an update to the Board regarding the September meeting and seek approval of changes to the survey should any changes be recommended.
- January 16, 2025: In closed session of the Committee, the Committee will consider the draft performance evaluation written by the Board Chair and determine whether to recommend a salary increase.
- February 28, 2025: At the February Governing Board meeting, in closed session, the Board will consider adoption of the Committee recommended performance evaluation.

**Review:**

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

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## 2023-2024 Committee Membership of the Governing Board

### Executive Director Review\*

Robert Tagorda, Chair

Jessica Moldoff, PhD

Gavin Payne

### Governance Manual Review

Robert Tagorda, Chair

Deborah Cochrane

Amy Fong

Chris Furgiele

Gavin Payne

### Selection for Advisory Boards

Gavin Payne, Chair

Ana Luz Gonzalez-Vasquez, PhD

John Ohanian

Javier Romero

Thomas Vu

*\*Only current Governing Board members are listed.*