

PRESIDENT JOE SCHAFFER'S ANNUAL PERFORMANCE EVALUATION

FY 2015-2016

Instructions: Please rate President Schaffer on the following criteria by circling the appropriate number following each answer.

SCALE

3 = Exceeds Expectations – Performance of responsibilities exceeds expectations.

2 = Meets Expectations – Performance of responsibilities meets the required expectations.

1 = Does Not Meet Expectations – Performance is below standard. Improvement is expected.

Mail or Hand-deliver the completed survey: Please mail your completed survey to Tammy Maas, Executive Director, Human Resources, 1400 East College Drive Cheyenne, WY 82007 by end of business Tuesday, June 14th. You may, of course, hand-deliver the completed survey to Executive Director Maas.

The survey begins on the next page.

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I. Demonstrates Commitment to Student Access and Success	Score		
1. President sets goals for the College and himself that clearly reflect a focus on increasing student success.	3	2	1
2. Outcomes related to student success (e.g., transfer, completion, etc.) are positive and improving.	3	2	1
3. Outcomes related to student access (e.g., enrollment, ensuring affordability, etc.) are positive and improving.	3	2	1
Totals			
Median			
Average			
Comments			

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II. Builds Strong Teams	Score		
1. President has built a team of leaders that shares his philosophies and extends his reach across the institution and community.	3	2	1
2. President has demonstrated a commitment and ability to collaboratively work with faculty and staff to improve student success and institutional effectiveness.	3	2	1
3. President has collaborated and created a culture of collaboration to ensure broad agreement about reforms.	3	2	1
4. President is resilient and learns from past mistakes to improve himself.			
Totals			
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III. Establishes Urgency for Improvement	Score		
1. President demonstrates an ability to create urgency for executing strategic and operational plans.	3	2	1
2. President has the capacity to build a shared sense of purpose across the College and/or the community.	3	2	1
3. President has demonstrated a willingness and ability to consistently rally people around a major goal for improvement.	3	2	1
Totals			
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IV. Plans for Sustainable Improvements	Score		
1. President has demonstrated the ability to develop a successful strategy for change that results in college-wide improvements in student success and institutional effectiveness.	3	2	1
2. President has helped lead and/or develop plans that have resulted in scaled, sustainable improvements in student success and institutional effectiveness.	3	2	1
3. President has demonstrated the ability to grow and learn from input by others and personal experiences to lead large-scale change initiatives at the College.	3	2	1
Totals			
Median			
Average			
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V. Is Results-Oriented	Score		
1. President ensures that solid evidence/data on institutional effectiveness, student outcomes, program and service effectiveness, etc., are collected and acted upon.	3	2	1
2. President uses well-defined and widely vetted measures of student success and institutional effectiveness.	3	2	1
3. President evaluates the success of major initiatives and uses information to inform changes in courses, especially when evaluations suggest ineffective, unsustainable, or non-scalable programs.	3	2	1
Totals			
Median			
Average			
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VI. Communicates Effectively	Score		
1. President’s communication style and approach includes a willingness and ability to listen.	3	2	1
2. President provides the Board with information in advance and with adequate explanation.	3	2	1
3. President is able to communicate complex issues in language that is easy to understand.	3	2	1
Totals			
Median			
Average			
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VII. Demonstrates Financial and Operational Ability	Score		
1. President has demonstrated the ability to ensure the fiscal stability of the College.	3	2	1
2. President has demonstrated an ability for ensuring the sufficiency of resources for the College’s operations.	3	2	1
3. President has demonstrated the ability to creatively utilize, allocate, and reallocate resources to achieve established goals or solve problems.	3	2	1
Totals			
Median			
Average			
Comments			

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VIII. Demonstrates Entrepreneurial Fundraiser Ability	Score		
1. President has demonstrated the ability to advocate and secure public funds for the College.	3	2	1
2. President has demonstrated an entrepreneurial capacity to raise or generate funds and other resources from private entities such as corporations, foundations, and individuals.	3	2	1
3. President sets and aligns fund raising and development priorities with the needs of the College.	3	2	1
Totals			
Median			
Average			
Comments			

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IX. Develops Effective Partnerships	Score		
1. President has defined student success for the institution that connects to goals such as student employment and transfer to four-year institutions.	3	2	1
2. President has demonstrated the ability in building successful initiatives with organizations essential to students fulfilling their goals (e.g., K12 schools, employers, four-year institutions, etc.).	3	2	1
3. President has a vision for building partnerships with outside entities likely to result in scaled and sustainable opportunity for more students to succeed.	3	2	1
Totals			
Median			
Average			
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X. President Schaffer’s FY 2015-2016 Personal Goals	Score		
<p>1. Update the Campus Master Plan Per state statute, the community colleges are required to update their campus master plans every five years. LCCC’s most recent one was updated in the Fall of 2011, shortly before I began my tenure at LCCC. Thus, the master plan will need to be updated by the Fall of 2016, necessitating work on this during the Spring and possibly Summer of 2016. I will work to shepherd the process and engage the campus and you, the Trustees, through an update to our master plan. We may also choose to update the “Building Forward” facilities plan in conjunction with this.</p>	3	2	1
<p>2. Develop an LCCC succession planning process It has become a national agenda to better prepare for significant transitions in community college leadership. LCCC is not immune to this, and the Board clearly, and rightfully desires a planned approach to mitigating reductions in institutional performance and stability when vacancies occur, as well as to provide incentives for employees to further develop themselves professionally.</p> <p>In the coming year, I will work with LCCC leadership, and the Trustees as appropriate, to develop a Succession Planning Process and document it clearly to aid in implementation. This process should include items such as abilities and attributes profiles for leadership positions at the College, as well as suggesting different approaches for internal professional development of employees, who may aspire to take on increasing responsibilities and/or levels of leadership, and institutional approaches to tracking and inventorying skills and attributes developed.</p>	3	2	1
<p>3. Continue to strengthen and improve key student services with specific focus given to the new LCCC Advising Model and Center Last year was the first full launch of the new advising model and center at LCCC. As with any new program or service, initial implementation is never perfect from the onset and can always be improved. This is inherent in our commitment to continuous improvement. In the coming year I will work closely with leadership in student services to improve and strengthen the most recent high impact practices in the area of student advising and student engagement, with specific attention given to areas such as student and advisor interaction, academic plans, orientation, etc. The Board can expect to see reported outcomes pertaining to student reported satisfaction on early connections, advising and such.</p>	3	2	1

[Continue to Next Page](#)

<p>4. Continue to improve communication within the College, specifically focusing on the sustainment of major change efforts (e.g., strategic plan) Communication requires constant attention, especially in times of change. I will continue to focus on improved communication, both formally and informally, especially where it centers on major change initiatives of the institution. Through the continued practices started this previous year, as well as new approaches to change management planned for the coming year, I am committed to working with the LCCC leadership to improve and maintain sound communication.</p>	3	2	1
<p>5. Incorporate a compensation analysis component into the LCCC budget development process Personnel, specifically in the areas of compensation and benefits, make up nearly 80 percent of the College’s annual operating budget. This past year the College has participated in various salary/wage studies, and the consideration of compensation and benefits adjustments - whether cost of living, market, or merit - continue to arise and give reason for consideration. Over the next year, I will work with LCCC leadership to develop and implement a component into the budget development process that would assess for needed adjustments to employee compensation and benefits. This may include market analyses, inflationary assessments, or merit-based compensation components. This goal also ties nicely to our planned work in updating the College’s compensation policy, procedure and practices.</p>	3	2	1
<p>6. Continue to advance articulation agreements with regional institutions LCCC has taken on a leadership role in the state with regard to curriculum alignment and articulation with our educational partners. This has been driven by elements of our strategic plan, goal two, pertaining to student transitions. In the coming year I will work with the campus to continue the formalization of programmatic articulation agreements, as well as alignment with K12. In addition, this goal will lead us to better documentation, reporting, and promotion of articulated pathways and academic partnerships.</p>	3	2	1
Total			
Median			
Average			
Comments			

XI. Board's Suggested Goals for President Schaffer for FY 2016-2017

1.

2.

3.

4.

5.

Comments