



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Joseph F. Marin
Chief Operations Officer

FROM: Gena Doucet
Chief Human Resources and Development Officer

SUBJECT: Revised Chancellor Evaluation Process

DATE: May 16, 2019

FOR BOARD ACTION

Recommendation: Staff recommends that the Board approve the attached revised Chancellor Evaluation Process (Policy #6.013).

Background: At the end of 2018 the LCTCS Board of Supervisors revised the Board meeting schedule for the 2019 calendar year. The schedule change prompted the review and revisions to the Chancellor Evaluation Process timeline.

The specific changes were (1) propose timeline with general time of year to provide flexibility for the President and Board to manage the process; and (2) the removal of the 2020 vision text and adding in "strategic plan goal". This also allows for flexibility on all future initiatives and strategies.

History of Prior Actions: This policy was last revised in June of 2016. These proposed revisions were presented to the Board for review and advisement at the April 2019 board meeting.

Benefits to System: The proposed changes will bring together the Chancellor Evaluation Process with the Board of Supervisors meeting schedule and allow for future strategic plan goals.

APPROVED
6/12/19
LCTCS BOARD OF SUPERVISORS

Approved for Distribution to the Board
Dr. Monty Sullivan, President

6.12.19
Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.013

Title: Policy Regarding Chancellor/Director Evaluation

Authority: Board Action

Original Adoption: 06/13/2001

Previous Revision Effective:

06/089/2016+0

Last Revision Effective:

06/08/1606/12/2019

Annual Chancellor Evaluation

It is the policy of the Louisiana Community & Technical College System that a performance evaluation be conducted for each Chancellor/Director of the system, on an annual basis, by the System President. This evaluation will take the form of data analysis and review of the accomplishments of the LCTCS Strategic Plan, self-evaluation and goals and action plans for the upcoming year to be submitted to the System President. The System President will provide feedback on the self-evaluation and goals and mutual expectations for annual performance evaluation shall be scheduled on a timeline mutually agreed upon by the System President and College CEOs. will be determined for the upcoming year.

Required Steps/Proposed Timeline:

1. Summer/July: The System President's office calls for initial outcomes and proposed goals for the upcoming year and information is submitted by each college CEO. The data is validated and submitted to colleges.
2. Beginning Fall Semester/August: The System President meets to discuss the previous year's performance and proposed goals for the upcoming year.
3. September/Ending Fall Semester: The System President presents performance evaluation outcomes to the Board.
4. October/November/Calendar Year End: The System President recommends any contractual changes for college CEOs to the system Board of Supervisors.

Components of Chancellor/Director Evaluations:

There will be two important aspects of the college CEO's evaluation:

- 1) The respective college outcomes related to the LCTCS strategic plan (75% of the evaluation)
- 2) The outcomes related to individual college specific goals as negotiated and agreed upon by the System President. (25% of the evaluation)

Considerations for contractual adjustments:

Annually, the President shall make a recommendation to the Board Personnel Committee on contract terms for college CEOs.

A. INSERT: ~~OUR LA2020~~ STRATEGIC PLAN GOAL SHEETS FOR THE RESPECTIVE INSTITUTION

Rating: 3 = exceeded expectations 2 = met expectations 1 = did not meet expectations

B. FULFILLMENT OF POSITION RESPONSIBILITIES

GENERAL POSITION RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Community Relations

One or more of the following: increase in dual enrollment headcount or credits OR serve on the executive committee of at least one local/regional organization OR serve on the board of at least two local/regional organizations OR increase 2+2 or other guaranteed transfer programs with a four-year college or university OR increase in earned media

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

2. Legislative Relations

Two or more of the following: at least 50% of state reps/senators attend annual legislative event OR planned legislative updates OR bring students to the Capitol during the regular session OR students participate in Every Day is Community College Day/Workforce Experience Day in Baton Rouge OR actively liaise with legislators to help advance LCTCS legislative priorities

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

3. Educational Planning

At least two examples of programmatic innovation or scaling innovation across the college AND use of program health index AND at least one presentation by college employees at LCTCS or other conference regarding programmatic excellence

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

4. Budget Control

At least two of the following: positive change in the difference between expenses and revenues OR increased long term external funding (e.g. endowments) OR increase in reserve funds

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self-Rating be higher than 2, please provide detail:

5. Personnel and Relations:

At least two of the following: 100% of employees engage in professional development (e.g. attend a conference or in-house event, additional certification or training) OR faculty/staff morale is positive or improving as measured through appropriate/relevant campus surveys OR increase in percentage or dollars raised through internal giving.

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

6. Management Activities

At least two examples of implementing best practices to improve aspects of the institution OR scaling a best practice throughout the Institution AND all employees complete ethics training on-time.

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

7. Constituency Relations

Demonstrates active involvement in LCTCS committee structure AND actively participates in at least one economic development organization (e.g. Chamber of Commerce) in the college's service area

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

8. Professional Growth

Attends at least one non-LCTCS professional development activity AND presents at LCTCS or other conference

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

9. Strategic Planning

Demonstrates documented institutional improvement as measured by college's strategic plan goals

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self Rating be higher than 2, please provide detail:

10. Institutional Audit

No significant findings or recommendations.

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self-Rating be higher than 2, please provide detail:

11. Fiscal Health Index

All green flags for the last year on the fiscal health index.

President's Rating 3 2 1

Self-Rating 3 2 1

Final Rating:

Should the President's Rating be lower than 2, please provide detail:

Should the Self-Rating be higher than 2, please provide detail:

OVERALL RATING

LA2020-STRATEGIC PLAN RATING:

POSITION RESPONSIBILITES: sum of ratings / 11 :

2020Strategic Plan Rating * .75 + Responsibilities Rating * .25 =