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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Joseph F. Marin
Chief Operations Officer

FROM: Gena Doucet
Chief Human Resources and Development Officer

SUBJECT: Revised Evaluation for LCTCS President

DATE: May 17, 2019

APPROVED

Signature and date 6/12/19
LCTCS BOARD OF SUPERVISORS

FOR BOARD ACTION

Recommendation: Staff recommends that the Board approve the attached revised Evaluation for LCTCS President (Policy #6.005).

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 Evaluation for LCTCS President policy timeline.

The specific changes were (1) deadline change for the evaluation of the portfolio; (2) deadline change for the process of the annual evaluation of the President; and (3) deadline change for the process of the contract evaluation and contract consideration of the President.

History of Prior Actions: This policy was last revised in June of 2016.

Benefits to System: The proposed changes will bring together the Evaluation for the LCTCS President and the meeting of the Board.

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

6.12.19
Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.005

Title: EVALUATION FOR LCTCS PRESIDENT

Authority: Board Action

08/09/2000

Original Adoption:

Effective Date:

~~06/08/2016~~ 08/09/2000

Last Revision:

~~05/01/2019~~ 06/08/2016

It is the policy of the Board of Supervisors (Board) of the Louisiana Community & Technical College System (LCTCS) that the performance of the LCTCS President shall be continuously evaluated by the Board with an informal review annually and at least one formal evaluation by the officers of the Board and Personnel Committee of the Board during the tenure of the President's contract.

Such evaluation shall be based upon goals, priorities and strategic initiatives agreed upon by the Board and the LCTCS President each year.

The procedures associated with this evaluation shall be reviewed and agreed upon by the officers of the Board, the Board's Personnel Committee and the LCTCS President.

Evaluation Portfolio

The evaluation portfolio should be prepared and presented to the Personnel Committee by no later than one week prior to the ~~September~~ October meeting of the Board. Each year the LCTCS President will be asked to reflect on his/her achievements of the past year, to indicate future objectives, and to review in detail items of particular interest or concern. The evaluation portfolio is central to the dialogue with the Board in completing the annual and contract evaluations and should focus on the progress toward achieving the goals of the LCTCS strategic plan.

Process for Evaluation of LCTCS President

- The LCTCS President and Board (Personnel Committee, Officers, or full Board, as determined by the Board) agree upon long-term strategic plan or one-year goals in lieu of a long-term strategic plan.
- The Board shall maintain a continuous review of President's work. Two types of evaluations will be conducted:
 1. Contract Evaluation conducted prior to the last year of the contract term

2. Annual Evaluation conducted each year in September prior to the October meeting of the Board.
- Both the contract and annual evaluations shall focus on achievement of the LCTCS strategic plan and shall include input from LCTCS stakeholders such as:
 1. LCTCS Board of Supervisors
 2. LCTCS Foundation Board of Director Chair or Member
 3. LCTCS Legislative, Business, and Community Leaders as determined by the Board Chair and President.

Input shall be collected from aforementioned sources and shall be shared with the Board prior to the completion of the contract and annual evaluation process of the LCTCS President.

The instrument used to gather input from the LCTCS Stakeholders regarding the LCTCS President's Performance shall include, but not be limited to the following criteria: Administrative Effectiveness, Leadership Ability, External Relations, Decision Making/Problem Solving, Fiscal Management, and Overall Effectiveness. The list of suggested evaluation criteria attached as Appendix 1 to this Policy 6.005 shall provide specific expectations for the President in his/her leadership role and shall be used for the formal and annual evaluation processes.

Annual Evaluation

Annual evaluations shall focus on the work completed for the prior year and shall commence in August early fall of each year with the President providing the evaluation portfolio to the Personnel Committee Chair and the Board Chair. Annual evaluations shall include:

1. The Personnel Committee Chair and Board Chair shall meet with the LCTCS President to review his/her evaluation portfolio and input from LCTCS Stakeholders.
2. Personnel Committee Chair and Board Chair shall complete the annual evaluation. The LCTCS President shall receive an advance copy of the annual evaluation and shall have ten (10) days to submit a written response prior to a meeting with the Personnel Committee or the full Board.
3. Based on the outcome of this meeting, the Personnel Committee shall forward its recommendation of the annual evaluation to the full Board during the September/October meeting of the Board~~meeting~~, or thereafter as deemed necessary by the Board Chair in consultation with the President. No formal action by the Board is required.

Contract Evaluation

Contract evaluations shall focus on the achievement of the LCTCS strategic plan over the term of the existing contract and shall commence according to the date set out in the System President's contract but not later than the scheduled termination of the existing contract. ~~no later than August one full year prior to the scheduled termination of the existing contract.~~ The Contract evaluation shall include:

1. The Personnel Committee and Board Chair shall meet with the LCTCS President to review his/her evaluation portfolio and input from LCTCS Stakeholders.

2. The contract evaluation shall be completed by the Personnel Committee Chair and Board Chair. The LCTCS President shall receive an advance copy of the contract evaluation and shall have ten (10) days to submit a written response prior to a meeting with the Personnel Committee or the full Board.

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3. Based on the outcome of this meeting, the Personnel Committee shall forward its recommendation of the contract evaluation to the full Board no later than the October meeting of the ~~September~~ Board meeting in the year prior to the scheduled termination of the existing contract.

Contract Consideration

Based upon results of the evaluation of the President, the Personnel Committee Chair and Board Chair shall negotiate terms for a new contract or for termination of the existing contract as is deemed appropriate by the full Board. By no later than the December meeting of the ~~November~~ Board meeting in the year prior to the scheduled termination of the existing contract, the full Board shall approve a new contract or exercise the termination of the existing contract according to the terms in that document.

