

Luna Community College

2019-2020

ANNUAL APPRAISAL OF THE PRESIDENT'S PERFORMANCE AND EFFECTIVENESS

Please rate the President in key functional areas using the following scale:

1 = does not meet expectations; 2 = meets some expectations; 3 = meets expectations;
4 = exceeds expectations; DK = Don't Know

Section A: Strategic Goals

1.	Goal 1: Grow institutional enrollment through a multifaceted recruitment campaign that includes partnerships with regional industry, government and K-12 districts.	1	2	3	4	DK
2.	Goal 2: Increase the percentage of first-time freshmen students completing degrees and certificates by 150 percent of their program duration. Target = 35 percent by 2020.	1	2	3	4	DK
3.	Goal 3: Ensure academic quality through the ongoing evaluation of teaching and learning.	1	2	3	4	DK
4.	Goal 4: Facilitate student success and retention through comprehensive support services and interventions.	1	2	3	4	DK
5.	Goal 5: Increase the percentage of students enrolled as degree-seeking, or who wish to transfer to a four-year institution. Target = 70 percent by 2021.	1	2	3	4	DK
6.	Goal 6: Increase the College's annual sponsored project funding aimed at postsecondary preparation, retention, completion and career placement.	1	2	3	4	DK
7.	Goal 7: Maximize student access through expansive and quality online course and credential offerings.	1	2	3	4	DK
8.	Goal 8: Provide in-demand and quality programs designed for increased transferability and/or employability.	1	2	3	4	DK
9.	Goal 9: Ensure the College conducts itself in a manner that provides for financial solvency and institutional growth and sustainability.	1	2	3	4	DK

Section B: Board of Trustees Relations

10.	Offers professional advice to the Board of Trustees based on thorough study, analysis and sound educational principles on items requiring Board action	1	2	3	4	DK
11.	Carries out Board of Trustees' governance policies in a conscientious manner	1	2	3	4	DK
12.	Communicates with the Board of Trustees to inform and resolve issues of interest	1	2	3	4	DK
13.	Prepares for Board of Trustees' meetings in an effective manner by contributing to the agenda with support and guidance and in compliance with Open Meetings Act.	1	2	3	4	DK
14.	Keeps the Board of Trustees informed of all actual and anticipated litigation, specific community concerns, adverse media coverage, trends, and internal/external changes	1	2	3	4	DK
15.	Provides information to the entire Board of Trustees when responding to requests for information	1	2	3	4	DK
16.	Provides effective support to the operations of the Board of Trustees	1	2	3	4	DK
17.	Possesses a vision, assists the Board of Trustees in establishing goals, and provides leadership for others to make progress toward the vision and goals	1	2	3	4	DK
18.	Maintains high standards for ethics, honesty and integrity in all personal and professional matters.	1	2	3	4	DK

19.	Provides an updated status progress report on each of the five short-term goals due every 1 st and 3 rd Friday of the month.	1	2	3	4	DK
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Section C: President Priorities FA19 and Short-Term Performance Indicators SP20

20.	Develop a plan on how the institution will work to prepare itself for the next HLC site visit and what it will do to ensure that the institution places itself in the best light to meet all five (5) HLC criteria.	1	2	3	4	DK
21.	Develop a plan on how the institution will deal with a. Enrollment and Retention	1	2	3	4	DK
22.	Develop a plan on how the institution will deal with: b. Student recruitment in both service area and metropolitan areas	1	2	3	4	DK
23.	Develop a plan on how the institution will deal with: c. Dual Credit – working with high schools in service area on Dual Credit needs	1	2	3	4	DK
24.	Goal 1: Finalizing the HLC Accreditation Concerns (Chart 1 HLC Institutional Concerns chart)	1	2	3	4	DK
25.	Goal 2: The Institutional Research Director position must be filled no later than March 31, 2020. (Recommendations were provided to guide the quality of staff applicants.)	1	2	3	4	DK
26.	Goal 3: The President must schedule and hold the following Board of Trustees’ trainings before May 2020. (Retreat)	1	2	3	4	DK
27.	Goal 4: Increase the Dual Credit/Concurrent Enrollment Program from the previous fall enrollment. (The President was to schedule meetings with district schools to re-establish relationships and form partnerships)	1	2	3	4	DK
28.	Goal 5: Develop a Satellite Center Master Plan to comply with the objectives: reorganize centers; increase outreach & develop programs unique to each community; increase enrollment, retention rates and graduation rates.	1	2	3	4	DK

Section D: Institutional Leadership, Management, and Performance

29.	Administers the instructional, student services, and business affairs of the College	1	2	3	4	DK
30.	Maintains and supports the value of academic excellence and quality in education within the institution.	1	2	3	4	DK
31.	Develops and executes sound personnel policies and procedures	1	2	3	4	DK
32.	Is innovative in solving problems and dealing with crisis in a timely manner	1	2	3	4	DK
33.	Programs are relevant, and accountability measures are in place to ensure excellence and quality	1	2	3	4	DK
34.	Access to higher education for underserved and minority populations is evident, and programs are in place to ensure their success	1	2	3	4	DK
35.	Develops the technology resources of the College to promote greater efficiency	1	2	3	4	DK
36.	Provides an environment which nourishes student growth and achievement	1	2	3	4	DK
37.	Improves retention and graduation rates for students	1	2	3	4	DK
38.	Provides leadership for the professional development of employees’, and maintains own professional development	1	2	3	4	DK
39.	Is accessible to faculty, staff, students, and Board of Trustees and responds to issues of concern	1	2	3	4	DK
40.	Delegates authority and responsibility appropriately	1	2	3	4	DK
41.	Evaluates administrative staff annually and participates in the evaluation of other staff in accordance with Board policy	1	2	3	4	DK
42.	Effectively recruits and maintains qualified staff	1	2	3	4	DK

43.	Identifies and analyzes problems and issues confronting the institution and recommends and implements appropriate changes and directions	1	2	3	4	DK
44.	Promotes an atmosphere which contributes to positive morale	1	2	3	4	DK
45.	Serves as the Board representative in matters of employer-employee concerns	1	2	3	4	DK

Section E. Budget and Finance Management

46.	Sets fiscal priorities relating to the College mission, vision, and goals.	1	2	3	4	DK
47.	Demonstrates an understanding of the budget and financial position of the institution and ensures fiscal stability of the College by maintaining a balanced budget	1	2	3	4	DK
48.	Prepares an annual budget for the Board of Trustees to review and consider within deadlines	1	2	3	4	DK
49.	Arranges and manages resources in a well-organized and efficient manner to accomplish objectives.	1	2	3	4	DK
50.	Provides sound fiscal management and addresses budgetary matters in a way that achieves more efficient and effective use of resources	1	2	3	4	DK
51.	Manages and controls College property and enters into contracts as authorized by the Board of Trustees	1	2	3	4	DK
52.	Is transparent and promotes College-wide understanding of finance as it affects the institution	1	2	3	4	DK
53.	Works with businesses, corporations, and individuals to create new revenue sources for the College	1	2	3	4	DK
54.	Works to increase funds generated by external grants and contracts.	1	2	3	4	DK

Section F: External Relations

55.	Portrays a positive, progressive, and professional image of the College in the state and local community	1	2	3	4	DK
56.	Works to develop appropriate and constructive relationships with the news media and other public relations vehicles within the community	1	2	3	4	DK
57.	Communicates with and is accessible and involved with the community.	1	2	3	4	DK
58.	Develops and encourages partnerships with the community, business, industry, governmental agencies, and other educational institutions.	1	2	3	4	DK
59.	Represents needs of the College to appropriate federal and state level legislators and agencies to increase appropriations for the institution.	1	2	3	4	DK

Please comment on any aspect of the President's performance and effectiveness/job specific factors

Signature of Evaluator _____

Signature of President: _____

Signature of Chair, Presidential Review Committee: _____