

Chabot-Las Positas Community College District
Administrator Performance Evaluation
ADDENDUM TO FORM A

Directions: The Goals and Priorities for the CLPCCD Board of Trustees, Chancellor, and LPC President are listed on the next several pages. For each of your goals, please indicate the Board of Trustee/Chancellor goals to which it relates. This form should be included, and attached to Form A, with each annual review.

Name of Employee Being Evaluated: _____

Title: _____

Department/Division: _____

Evaluation Year: From _____ Through _____

Check One: **Annual Evaluation** **Comprehensive Evaluation**

Name of Evaluator: _____ **Title:** _____

Evaluatee Signature _____ Date _____

Evaluator Signature _____ Date _____

Goal #	Goal	Board/Chancellor Goal/Priority
1		
2		
3		
4		
5		



Chabot-Las Positas Community College District Administrator Performance Evaluation Goals and Priorities: 2021 - ADDENDUM TO FORM A

Board of Trustees: **BLACK Bold Font**

Chancellor: **BLUE Bold Font**

LPC President: **RED Bold Font**

1. Monitor the progress of the Chancellor's implementation of district priorities:
 - a. Develop a system of student support that provides access and equity of outcomes for all students.
 - i. Provide leadership and direction to colleges towards meeting college established Vision for Success goals, achieving goals by targeted date of 2022.

Provide leadership and support for the implementation of AB 705 and the college's guided pathways framework through institutional change to assist in meeting established Vision for Success Goals.

Ensure a sense of urgency about equity by providing leadership and direction in response to systemic racism.

Provide leadership and support to optimize technology to improve institutional efficiency, effectiveness, and processes that support student achievement.

- ii. Administratively support implementation of revised District Budget Allocation Model, AB 705, Vision for Success goals and guided pathways initiatives.

Ensure fiscal efficiency and stability through effective budget planning and monitoring.

Provide leadership and support for the implementation of AB 705 and the college's guided pathways framework through institutional change to assist in meeting established Vision for Success Goals.

- iii. Work with k-12 and 4-year educational partners on increasing enrollment and transfers. For example, reverse transfer program with CSU.

Collaborate with K-12 partners, 4-year educational partners, business, and industry partners to provide educational opportunities that best serve the needs of our students and our community.

- b. Develop a system of effective communication.
 - i. Continue with established means of communication and attend at least one college event, per college per month.

Maintain effective communication with the campus community. This is to be achieved through Open Office Hours, Monthly Town Meetings, LPC Connection, and regular LPC Community emails.

- ii. Continue practice of weekly Friday Letters to Board, unless on vacation or should extenuating circumstances exist preventing the ability to get the letter completed (i.e. commencement week).
 - iii. Continue to participate in statewide committees and initiatives that formulate state policy and implementation practices impacting CLPCCD (i.e. SCFF implementation taskforce).
- c. **Create a culture of collaboration, equity and inclusion among staff and the community.**
- i. Working directly with constituent groups, further an environment of trust and collaboration. This is to be achieved through regular and effective communication practices and by attending district, college, and community events.
 - Develop a campus culture of care and empathy where employees and students feel valued, supported, and respected. This is to be achieved by continuing to model the “Students First” philosophy and recognizing the work of employees during Town Meetings, the LPC Connection, and end of the year recognition events.
 - Ensure a sense of urgency about equity by providing leadership and direction in response to systemic racism.
 - Provide leadership and support for focused professional development opportunities for faculty, classified staff, and administrators across the campus.
 - ii. Consistent with the achievement of the district’s Vision for Success goals (goal I.a.ii), support the development and implementation of initiatives that are directed at closing the achievement gap that exist within our minority student groups.
 - Provide leadership and support for the implementation of AB 705 and the college’s guided pathways framework through institutional change to assist in meeting established Vision for Success Goals.
 - Ensure a sense of urgency about equity by providing leadership and direction in response to systemic racism.
- d. **Continue developing systems that support student achievement.**
- i. Provide guidance and leadership in the creation of the District’s new strategic plan and colleges’ educational master plans.
 - Ensure institutional stability and long-term institutional health by providing leadership and support for the college’s accreditation process, educational master planning process, and implementation of the facilities and security master plans
 - ii. Provide leadership and direction to colleges towards meeting college established Vision for Success goals.
 - Provide leadership and support for the implementation of AB 705 and the college’s guided pathways framework through institutional change to assist in meeting established Vision for Success Goals.
 - iii. Approve and monitor annual SCFF goals regarding FTES, supplemental

allocation, and student success allocation.

iv. **Work with constituents and shared governance committees to reform our shared governance structure for better and more efficient recommendation making processes.**

v. **Accreditation**

- **Ensure colleges continue to prepare for the 2021 accreditation visit.**
- **Monitor colleges' compliance with accreditation standards. Where recommendations exist, monitor and support efforts to address recommendations.**

Ensure institutional stability and long-term institutional health by providing leadership and support for the college's accreditation process, educational master planning process, and implementation of the facilities and security master plans.

e. **Provide effective management of District fiscal resources and priorities.**

i. **Ensure district and colleges maintain fiscal integrity and stability by monitoring budget versus spending. Working with respective college president and/or vice chancellor, review areas under their direct responsibility.**

Ensure fiscal efficiency and stability through effective budget planning and monitoring.

ii. **Alert and advise the Board of Trustees, where necessary, on instances of concern or overspending.**

iii. **Work with constituents and our Planning and Budget Committee (PBC) to revise our District's Budget Allocation model to better serve the needs of our colleges and provide for a better planning and budget integration processes.**

iv. **Bring to the Board quarterly and annual financial reports showing the fiscal condition of the district.**

v. **Provide direction and guidance in pursuit of increasing student equity and success, supporting Board goal 1.a.**

2. **Support/facilitate Board pursuit of meeting Board's established goals.**

- Ensure the district maintains fiscal responsibility.**
- Maintain advocacy at state and national level on matters of importance to the district.**
- Ensure community connectivity by supporting and attending various community events.**
- Full participation in CCLC's Excellence in Trusteeship Program.**
- Review accreditation standards and practices for good governance and use them as part of the Board's annual self-evaluation process.**
- Create new trustee orientation program.**