

EVALUATION SYSTEMS COMMITTEE MEETING

November 14, 2006

The Evaluation Systems Committee met Tuesday, November 14, 2006 at 3:00 p.m. in the conference room of Building 1. Those present were Wesley Beddard, Barbara Francisco, Betsey Lee Hodges, Ben Morris, Joyce Pitt, W. Romance Slade, Doug Stalls, and Dorie Richter. Those unable to attend were Joshua Allen, Sue Brookshire, Gregg Allinson, and Chet Jarman.

The Evaluation Systems Committee Chair, Dorie Richter, called the meeting to order. Betsey Lee Hodges replacing Jack Pyburn, Ben Morris replacing Bill Cantwell, and Wesley Beddard representing Chet Jarman were welcomed. Returning members were also welcomed. The agenda topics were:

I. Employee Performance Evaluations – Review and Approval

First of all the Committee reviewed the Instructor Evaluation by Supervisor and recommended the following changes

Section INSTRUCTION – #5. to read “~~Provides~~ **Facilitates** an atmosphere that encourages students to work effectively.

Section ADVISORY ROLE – #4. to read “Serves as a professional reference for students, **as appropriate.**”

Betsey Lee Hodges made the motion to accept the Instructor Evaluation by Supervisor as amended; Joyce Pitt seconded the motion. The motion carried.

Next, the Committee reviewed the Supervisor Evaluation by Employee and the Administrator Evaluation by Supervisor. Following a lengthy discussion of both instruments, a motion was made by Betsey Lee Hodges to accept the Supervisor Evaluation by Employee as presented; Ben Morris seconded the motion. With no further discussion the motion carried. Wesley Beddard then made the motion to accept Administrator Evaluation by Supervisor as presented; Romance Slade seconded the motion. With no further discussion, the motion carried.

Finally, the Committee reviewed the Staff Evaluation by Supervisor and recommended the following changes

Section KNOWLEDGE OF THE JOB – to read “Employee knows and ~~demonstrates~~ **performs** all phases of assigned work.”

Section SERVICE TO THE COLLEGE – to read “Employee is involved in campus committees and activities, civic/community activities ~~and~~ **and/or** state/national associations.”

Ben Morris made the motion to accept Staff Performance Evaluation by Supervisor as amended; Barbara Francisco seconded the motion. The motion carried

Since a major change was made to the rating scale three years ago, Dorie Richter asked the Committee again their opinion of the rating scale - after it had actually been used for a few years. Following a lengthy discussion, Barbara Francisco made a motion to keep the rating scale “as is” for this year. The motion was seconded by Romance Slade. With no further discussion, the motion carried.

II. Employee Performance Evaluation Guidelines – Review and Approval

The Committee reviewed the Employee Performance Evaluation guidelines. A motion was made by Wesley Beddard and seconded by Romance Slade to accept the guidelines with the following changes

Page 1, SECTION I. PHILOSOPHY – to read

Evaluation is viewed by the administration, faculty, and staff of Beaufort County Community College as a positive, on-going process. The evaluation process reflects the ~~purpose~~ **mission** of the institution, the goals of each program, and assesses the capabilities and expertise of the personnel.

Employee evaluation is designed and developed to:

Promote fairness and equity of performance appraisal and enhance mutual trust and open communication.

Provide information relevant to re-appointment ~~merit pay~~, and salary adjustments.

Demonstrate the College's accountability to the citizens of the BCCC service area, the Board of Trustees, and external agencies.

With considerable discussion, the motion carried.

Dorie distributed a timetable for this year's evaluations noting the instruments up for review in January. Wesley Beddard discussed the Advisory Committee/Employer Survey that will be administered Thursday November 16, 2006. (The Advisory Committee/Employer Survey once conducted by the NCCCS is now a task of each individual college in the community college system. Results are submitted to the NCCCS as part of each college's required performance standards accountability.)

Dorie thanked the Committee for their time and work this afternoon. Romance Slade made a motion to adjourn; Barbara Francisco seconded the motion. Having no further business, the meeting adjourned at 4:30 p.m.