

# WISCONSIN INDIANHEAD TECHNICAL COLLEGE

## BOARD'S SUBCOMMITTEE ON THE PRESIDENT'S EVALUATION PROCESS MEETING MINUTES

March 21, 2016

The meeting of the Wisconsin Indianhead Technical College Board's Subcommittee on the President's Evaluation Process was held on Monday, March 21, 2016, at 11:56 a.m. at the WITC-Administrative Office, located 505 Pine Ridge Drive, Shell Lake, WI 54871.

### 1. CALL TO ORDER AND ROLL CALL

Board members Troy Lambert, Brett Gerber, Dave Minor, and Josh Robinson were in attendance at this subcommittee meeting. Cher Vink, Vice President, Human Resources and Risk Management, and Kim Olson, Executive Assistant to the President and Board were also in attendance at this meeting.

### 2. OPEN MEETING STATEMENT

Kim Olson, Executive Assistant to the President and Board read the following open-meeting statement: "The March 21, 2016, Board's Subcommittee on the President's Evaluation Process meeting of the Wisconsin Indianhead Technical College Board, and all other meetings of this Board, are open to the public and in compliance with state statutes. Notice of the meeting was sent to the press on March 15, 2016, in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting."

### 3. REVIEW PROCEDURES FOR THE EVALUATION OF THE PRESIDENT TO INCLUDE PURPOSE, COMPONENTS AND RESOURCES, AND FORMAT FOR THE PRESIDENT'S JUNE EVALUATION TO RECOMMEND TO THE BOARD

The subcommittee was provided with various materials and references for the Board's Subcommittee on the President's Evaluation Process meeting. The Procedures for the Evaluation of the President, Board Evaluation of the President form, President's 360 Survey Planning Timeline, Board's Monitoring Schedule, and other supporting resources were reviewed. The consensus of the subcommittee was to remove the need for a President's Executive Report from the components and resources listed in the procedures and replace it with a President's Summary of Performance Highlights which includes references as described in the revised procedures. Suggested changes by the subcommittee were made to the Board Evaluation of the Presidents form, clarifying the items to evaluate and adding a four-point scale for each item and for the overall evaluation. The subcommittee agreed to recommend deleting the President's 360 Survey Planning Timeline to the Board. The Monitoring Schedule will be updated to reflect the changes that were made to the Procedures for the Evaluation of the President and brought to the Board for approval. Ms. Vink and Ms. Olson will update the documents as recommended and e-mail them to the subcommittee for review prior to the April Board meeting, where they will request approval from the Board.

4. DETERMINE USE OF THE 360 SURVEY FOR PRESIDENT'S EVALUATION TO RECOMMEND TO THE BOARD

As suggested at the February Board meeting, the subcommittee was in agreement to use the new College Employee Satisfaction Survey (CESS) in-lieu-of the 360 survey for the President's Evaluation. Ms. Vink and Ms. Olson will update the Procedures for the Evaluation of the President to reflect this change. The subcommittee will recommend approval of this change at the Board's April meeting.

5. DETERMINE MONITORING SCHEDULE UPDATES TO RECOMMEND TO THE BOARD

The subcommittee reviewed the Monitoring Schedule and the recommended changes relative to the removal of the 360 survey. The subcommittee agreed to the changes; however, they asked Ms. Vink and Ms. Olson to make additional changes to the Monitoring Schedule to align with the removal of the 360 survey from the Procedures for the Evaluation of the President.

6. IF NEEDED, DETERMINE NEXT SUBCOMMITTEE MEETING DATE, TIME, AND TECHNOLOGY

The subcommittee determined that a second subcommittee meeting before the President's evaluation in June was not needed.

7. ACTION OR NEXT STEPS FROM SUBCOMMITTEE

The subcommittee will provide the Board will an update at their April 25, 2016, regular Board meeting. The subcommittee minutes will be included on the agenda for the Board's review and acceptance. Approval will be requested of the revised Procedures for the Evaluation of the President, deletion of the President's 360 Survey Planning Timeline, the revised Monitoring Schedule as it relates to the removal of the 360 survey, and changes to the Board Evaluation of the President form.

8. ADJOURNMENT

Brett Gerber moved, seconded by Dave Minor, to adjourn the subcommittee meeting at 12:55 p.m.

Respectfully submitted,



Troy Lambert

Chair of the Board's Subcommittee on the President's Evaluation Process/Board of Trustees Vice Chair

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