

Requirement 3.2.10

Governance and Administration: Administrative staff evaluations

The institution evaluates the effectiveness of its administrators on a periodic basis.

Judgment

Compliant Partial Compliance Non-Compliant Not Applicable

Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.2.10.

Haywood Community College has well-defined policy and associated procedures for employee evaluations ([Employee Evaluation Policy](#)). As such, the College strives to evaluate the performance of all employees at least annually, including all administrators and the President. North Carolina law requires that the Board of Trustees evaluate the College President ([NCAC 23.02C.0209, Evaluation of President](#)) and report to the North Carolina Community College System (NCCCS). This is also specified in the [Board of Trustees By-Laws, Article III, Section 4, p. 8, Evaluation of President](#), and documentation is provided to indicate that this occurs ([Confirmation of President's Evaluation from HCC Board of Trustees to NCCS](#)). The President, as part of her evaluation process, provides the Board of Trustees with an Annual Report and a summary of goal attainment ([HCC Annual Reports: 2006](#) and [2007](#)) ([President's Goals and Summary 2006/07](#)).

College performance reviews/employee evaluations processes are posted on the HCC Web site ([HCC Human Resources Web site Screen Shot](#)) with links to the HCC [Policies Manual and HCC Procedures](#), which contain specific information about annual employee evaluations/performance reviews. This information is also referenced in the [HCC Faculty and Staff Handbook 07-08, Employee Evaluation Process, p. 30](#). The Human Resources office oversees administration and documentation of all employee evaluations, with the exception of the President's, which is handled by the Board of Trustees and the Secretary to the Board of Trustees.

In addition to the evaluation of the President, documentation is provided for the evaluation of the same senior administrative and academic leaders presented in HCC's response to **Comprehensive Standard 3.2.8**. Evaluation documents are available in the Office of Human Resources for all other employees. The following table provides a summary of the most recent evaluation activity of the senior administrative and academic leaders. Click on the name of each person for access to the evaluation documents.

Table 1. Evaluation of the Senior Administrative and Academic Leaders. (See the Faculty Credentials link at the bottom of the screen, as College Administrators' credentials were included, or see the CD sent with HCC Compliance Certification Documents on DVD for credentials and selected completed evaluations.)

Position	Person	Evaluator	Evaluation Date
College President	Rose Johnson	HCC Board of Trustees	May 24, 2007


Vice President of Academic and Workforce Development	Bill Rhodarmer	President	June 25, 2007
Vice President Student Development Services	Janice Gilliam	President	June 25, 2007
Executive Director of Business Operations	Karen Denney	President	June 25, 2007
Executive Director of Technology and Instructional Support Services	Annemarie Timmerman	President	New Employee Probationary Evaluation
Executive Director Administrative Services	Debbie C. Trull	President	April 26, 2007
Executive Assistant to the President	Teresa Melton	President	June 25, 2007
Director of Institutional Advancement	Meg White	President	New Employee Probationary Evaluation
Director of Marketing and Communications	Debra M. Davis	President	June 25, 2007
Co-Chair of College Advisory Council	Margaret Studenc	Department Chair, Humanities and Fine Arts	March 1, 2005
Department Chair/Instructor Advanced Technologies	Thomas W. Clements	Vice President of Academic and Workforce Development	April 23, 2007
Department Chair/Instructor Arts and General	Steven T. Heulett	Vice President of Academic and Workforce	April 23, 2007

Education		Development	
<p>Department Chair/Instructor</p> <p>Business and Entrepreneurship</p>	David L. Forester	Vice President of Academic and Workforce Development	April 12, 2007
<p>Department Chair/Instructor</p> <p>Creative Arts</p>	Robert E. Blanton	Vice President of Academic and Workforce Development	April 23, 2007
<p>Department Chair/Instructor</p> <p>Health and Human Services</p>	Bill Rhodarmer, Interim	<p>Vice President of Academic and Workforce Development</p> <p>(President during Interim Appointment)</p>	(Noted above)
<p>Department Chair/Instructor</p> <p>Natural Resources - Interim</p>	Milton E. Tignor, Interim	<p>Evaluation as instructor conducted by Department Chair, Natural Resources (Dept Chair: VP of Academic and Workforce Development)</p>	Interim assignment-- TBA
<p>Director, Community and Economic Development</p>	Laura Leatherwood	Vice President of Academic and Workforce Development	June 25, 2007
<p>Coordinator, Education and Career Development</p>	Nicole Franklin	Vice President Student Development Services	New Employee Probationary
<p>Director, Enrollment Management</p>	Jennifer D. Herrera	Vice President Student Development Services	New Assignment Probationary
<p>Director, Financial Aid</p>	Kathy G. Lovedahl	Vice President Student Development Services	April 16, 2007

Director, Student Success Services	Elaine D. Barnes	Vice President Student Development Services	New Assignment Probationary
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As noted in the evaluation documents, strategies for improvement are provided as needed. The administrators who report directly to the President also provide her with strategic goal status ([HCC Strategic Plan](#)) as part of the evaluation process. Each leader provides the President with his/her strategic goals at the beginning of the performance review period. The President then includes goal attainment as part of the annual performance review. The College also conducts an [annual college-wide satisfaction survey of services](#). The President and Administrative Council members implement strategies for making improvements as needed. (Please see HCC's response to **Core Requirement 2.5** for Improvement Strategies Submitted by President and Administrative Council and for further discussion of strategic planning by departments.

Supporting Documents

 23_NCAC_02C-0209_Eva of President
 Annual_Service_Satisfaction_Survey
 Corresp_State_Bd_070907
 HCC_Strategic_Plan_2007-10_021608_final
 human_resources_website
 Trustee_President_Goals
 BOT_By-Laws_0208 (page 8)
 Faculty_Staff_Handbook_2007 (page 30)
 HCC_POLICY_EMPLOYEE_EVALUATION_PROCESS
 President_Report_to_community_08
 President_Report_to_community_2006