



ADMINISTRATIVE LEADERSHIP PERFORMANCE ASSESSMENT

Administrator Name: Jeff Silvyn

Title: General Counsel

Campus/Department: Chancellor's Office

Date of Review: _____

Reviewer: Lee Lambert

Title: Chancellor

Instructions: Comments should focus on competency in meeting the College's Strategic Plan, Chancellor's Goals and Objectives listed below, and Campus/Department goals, as they align with the mission and vision of the College.

- Goal 1: Engage the College community in efforts to "Reaffirm HLC accreditation and fully commit to the HLC guiding values."
Goal 2: Facilitate programs and services leading to increased focus on access and student success.
Goal 3: Increase the level of community engagement by the Board of Governors, the Chancellor and administrative leadership team to foster partnerships and strengthen educational opportunities in response to community needs.
Goal 4: Enhance and improve the College's engagement, alignment and responsiveness to the needs of the business community, and to economic development opportunities.
Goal 5: Strengthen, enhance and increase diversity, inclusion and global education.
Goal 6: Strengthen, enhance and develop a culture of organizational and employee learning, accountability, compliance and professional development that supports student success, community engagement and diversity.
Goal 7: Strengthen the College's financial position by searching and establishing partnerships to attract more resources at the local, state, national and international levels in support of its vision, mission and strategic directions.
Goal 8: Assess, review and strengthen the College organizational structure, facilities and operations in order to fulfill its mission.

Administrator Self-Assessment (attainment of Goals 1, 2, 3, 4):

For goals 1-4, most of my work related to Goal 1. Please see attached for a summary of the objectives for 2014-15 along with their status and related activities. For some objectives, the original completion date proved unrealistic but the objective was still accomplished prior to the end of the fiscal year.

Reviewer's Assessment of Administrator (attainment of Goals 1, 2, 3, 4):

[Empty box for Reviewer's Assessment of Administrator]

Administrator Self-Assessment (attainment of Goals 5, 6, 7, 8):

Most of my work relates to Goals 6 and 8. Please see attached for a summary of the objectives for 2014-15 along with their status and related activities. As noted above, some objectives took longer to complete than the original forecast.

Reviewer's Assessment of Administration (attainment of Goals 5, 6, 7, 8):

[Empty box for Reviewer's Assessment of Administration]

logged 10-8-15 BOB

Instructions: *Comments should focus on competency in meeting the Chancellor's Expectations for Successful Leadership, as they align with the College's Strategic Plan, Chancellor's Goals and Objectives, and Campus/Department Goals, and the mission and vision of the College.*

- *Open & Honest Communication*
- *Fair, Reasonable & Consistent Policies, Procedures, Practices & Processes*
- *Informed Decision-making & Planning*
- *Accountability*
- *Leadership & Management*

Administrator Self-Assessment (Open & Honest Communication):

These are attributes I generally apply with active listening, being as open as possible, and seeking to understand and resolve conflicts. There are certainly times when in retrospect I could have listened more effectively or responded more constructively. In situations in which I recognize I might not have conveyed sufficient openness to a different perspective or used tone or language that might discourage input, I follow up with the individual to express appreciation and encourage their continuing input. It is my goal to be viewed as approachable.

Reviewer's Assessment of Administrator (Open & Honest Communication):

Administrator Self-Assessment (Fair, Reasonable & Consistent Policies, Procedures, Practices & Processes):

In my role as an advisor, I focus on encouraging good decision-making process and consistent application of standards, through the use of critical questions. Asking for comparable situations to use as guides is a frequent habit. While I am not generally in a position to assign work, when in a group I encourage assignment of tasks to the person best suited to the task and identification of specific deliverables.

Reviewer's Assessment of Administrator

(Fair, Reasonable & Consistent Policies, Procedures, Practices & Processes):

Administrator Self-Assessment (Informed Decision-making & Planning):

I generally follow the principles for this category. I am still learning to improve decision-making from situations in which hindsight demonstrated an important perspective or step was not included. As someone not particularly knowledgeable about how to establish appropriate metrics, I recognize their value and the importance of working with others who have expertise in this area.

Reviewer's Assessment of Administrator (Informed Decision-making & Planning):

Administrator Self-Assessment (Accountability):

While I don't remember to do so in every instance, I try to regularly seek input from others I work with to find out whether my work has met their needs and expectations and what could be improved. Similarly, I try to be mindful to recognize the contributions of others and provide constructive feedback.

Reviewer's Assessment of Administrator (Accountability):

Administrator Self-Assessment (Leadership Management):

A significant aspect of my role requires providing support during times of crisis and contributing to strategic thinking and change management (i.e. meeting HLC criteria, re-aligning the budget, dealing with significant student conduct issues). While I have been able to contribute positively in these areas, all are challenging, require reflection, and identification of more effective approaches.

Reviewer's Assessment of Administrator (Leadership Management):

Jeff has been an invaluable advisor to the senior executive leadership team and College. His knowledge of the law coupled with a thoughtful, approachable and reasonable style allows him to be effective in addressing concerns. His self-reflective manner is an important strength.

Jeff will be an important part of the College's change efforts. As an advisor, his perspective of the law and policy, will be critical in assisting the senior executive leadership team manage through a difficult period of transition. I encourage Jeff never to hesitate to check-in with me and others in developing strategies to address challenges facing the College.

Overall Assessment / Comments:

Jeff Silbyn

Administrator: Print Name



9/29/2015

Administrator's Signature / Date

Lee D. Lambert

Reviewer: Print Name



Reviewer's Signature / Date