

MEMORANDUM

Date: September 29, 2017

To: Board of Education (BOE)
Oregon Coast Community College

From: Joy Gutknecht *Joy Gutknecht*
Human Resources & PI Manager

RE: President Performance Review

President Ryslinge had a performance review in October of 2016 for the time frame of June 1, 2015 to June 30, 2016. This review used the BOE approved President's goals (3-year plan) for 2015-16.

The current contract (effective 06/01/2017) between President Ryslinge and the BOE indicates the following:

3. Performance Review:

The College Board or its duly appointed committee will assess the performance of the President based upon mutually developed clear expectations, goals and standards for performance. During the month of September, the Board will conduct an annual review of the President's performance and together with the President establish goals for the upcoming year which will be the basis for the next year's evaluation.

Performance reviews are a valuable tool for ensuring that agreed upon goals are being met, and that the President's performance is aligned with the goals and the BOE expectations.

Goal setting is essential to the continued growth of the college. It is important that goal setting have the same time and energy as the annual performance assessment.

I recommend the performance review process for the President provide equal time for goal setting and the assessment of the performance.

The performance review would will be most effective if goal setting would target a two (2)-year time frame in odd years and performance assessment would take place in even years. This will allow the BOE to continue to provide guidance in the goals that are being set and ensure the performance of the president is meeting those goals.

Time frame	Activity	Due Date	Cover time frame
2017	Goal Setting	September 2017	2017-18 and 2018-19
2018	Annual Assessment	September 2018	2017-18
2019	Goal Setting	September 2019	2019-20 & 2020-21
2020	Annual Assessment	September 2020	2019-20