

Meeting Notes

Nov 7, 2017

Present: Janis, Leo, Solomon, Stephanie, Bill, Michele

- Reviewed comments on the 2008 and 2012 VP Administration and Finance surveys
- Edited VP Administration and Finance job description for presentation in Qualtrics
- Edited VP Administration and Finance survey items in Qualtrics based on job description
- Agreed to add question: Given this job description, rate your ability to evaluate the Vice President of Administration and Finance, Steve Bolyai on 5-point scale: very good (+2) to very poor (-2) or insufficient knowledge to evaluate.
- Those with insufficient knowledge would not complete survey.
- Created two categories of questions: Leadership and Communication/Interpersonal Skills. Leadership questions parallel job description. In general, Communication/Interpersonal Skills questions same across all VPs. Response options for questions: 5-point scale, very good (+2) to very poor (-2) or insufficient knowledge to evaluate.
- Agreed to include one overall evaluation closed-ended question and one open-ended question to comment on VP performance.

Additional VP Survey assignments as follows:

Janis - Pam Ferguson, Institutional Advancement

Stephanie - Reginald Ross, Enrollment Mgmt

Solomom - Miki Cammarata, Student Devt.

Leo - Stu Goldstein, Marketing & PR

Bill – edit/review survey drafts.

Next meeting Monday, Nov 20, 10-12 Paterson Room Library

Prepared by: Michele Cascardi