



Mason County Promise Zone Executive Committee
Proposed Meeting Minutes
Tuesday July 28, 2020 @ 9AM
Conference Call per Governor's Executive Order 2020-154

Members Present: Monica Schuyler, Andrea Large, Ed Makowicki, Fabian Knizacky

Members absent:

Staff Present: Jody Maloney, Brandy Miller, Kelly Parker

Call to Order: Schuyler called the meeting to order at 9:06am

1. Limited Public Comment: No comments were made

2. Approval of the Agenda:
Motion to approve by Knizacky, Support-Large; Motion carried.

3. New Business:

Employee Review: Jody Maloney, Coordinator

1. Miller proposed a template evaluation form to use moving forward for annual reviews. Schuyler discussed that for this review, we would walk through the Job Description and evaluate if Maloney is meeting expectations.

Principal Responsibilities

Leadership:

Maloney has exceeded expectations in this area. Maloney has done well in introducing herself to the community and getting to know the board, partners, and scholars.

Programming:

Maloney has been working to learn the field and what has already been going on to build relationships and partnerships. This is more of a long term area that the Board would not have expected to move much in this section. Maloney has still done a great job jumping in and laying the ground for programming. Maloney has done a great job of keeping the Board engaged as well as the college each step of the way to work together and work effectively with all partners. The Board would like to set some goals and guidance in the section for long term annual planning.

Administration and Data Management:

Maloney has done a fantastic job, jumping in and familiarizing with the Promise data and trying to find ways to refine the tedious. Maloney has handled the state reporting very well and learned how to troubleshoot. Maloney is meeting and exceeding expectations. It's exciting and

nice to have her leadership with data management. The Board is appreciative of Maloney's help on the financial side as her responses have always been quick and accurate. Maloney has also done a great job of helping secure additional financing and partners.

Marketing and Communications:

The Board was very excited and pleased to see the Promise and LCAN as being more out there and present as far as having some face-to-face and virtual opportunities to connect with students with regular updates on Facebook, and grateful for establishing the systems and protocol.

Goals moving forward: Schuyler asked for what 6-month or longer goals could be incorporated into the review moving forward.

1. Establishing data benchmarks and success measures to support the Board's vision for growth.
2. Working with the Board to establish an annual budget process, and related system for identifying financial priorities.
3. Establishing clear roles and responsibilities: Maloney would like to see Board clarity with regards to what the Board's wishes for the Coordinator role moving forward, regarding whether the Board would prefer a Coordinator who is more independent and leadership focused, with the Board serving in a more advisory capacity, or a coordinator that facilitates and has a focus on executing the wishes of the Board, with the Board serving as Directors. Knizacky said it was a good idea to let the Board decide as some Boards want an administrator and others want a facilitator. The Committee expressed a need for more clarity of Board and Committee roles, more training, and documents that cover roles and responsibilities to support transitions for new Board members.
4. Creating a policy & procedure manual for the Promise Zone: Maloney expressed that she would like to add the goal of creating a procedure manual for the Promise Zone. Knizacky stated that having a policy handbook for approved practices would be much more efficient than searching through minutes. Large added that a digital Board Handbook with rules and approved policies over the years that is posted and accessible electronically would be beneficial for questions during meetings.
5. Student Success goals will be needed for programming. Maloney suggested that a minimal goal of holding monthly meetups for Promise Scholars, virtual or in-person, to build belonging is a good place to start.

Schuyler stated that when clarifying roles and responsibilities for the board, it should be clear that Board members should be expected to read meeting materials and come prepared for meetings, and that reading reports should be replaced with time for follow-up questions about reports. Knizacky added that the Board should trust its committee's recommendations. Generally, the Committee expressed a need to streamline Board meeting time and increase focus so that previously resolved issues are not rehashed.

Schuyler asked Maloney about the 60/40 split with Mason County Promise and Mason County College Access activities. Maloney felt that 75/25 would be more accurate, but stated it may be premature for her to answer, because the LCAN will eventually do a relaunch. The time split is dependent on how closely the Board aligns the two organizations over the next year.

4. Old Business: None

5. Other Business:

- a. Makowicki expressed that as a Board member who is a representative of the public, rather than an administrator, he would like to thank the Coordinator and the Promise Leadership for their work.

b. Schuyler stated that the next steps were to write up the review for the Board.

6. Limited Public Comment: No comments were made

7. Adjourn: Schuyler moved for adjournment at 9:56am

Mason County Promise Zone

Coordinators Performance Evaluation

Time Frame of Evaluation: Annual Review (November 2020)

Name of Individual Completing the Evaluation:

The following Performance Evaluation tool will be used to assess the performance of the Mason County Promise Coordinator. In addition to narrative comments, a numerical rating system will also be used, as follows:

| RATING | CATEGORY | DEFINITION |
|----------------------|-----------------|--|
| Outstanding | 1 | Indicates the employee significantly exceeded expectation and made extraordinary contributions. |
| Exceeds Requirements | 2 | Indicates the employee surpassed expected levels of results. |
| Meets Requirements | 3 | Indicates the employee achieved expected levels of results. |
| Needs Improvement | 4 | Indicates a plan to improve is needed because the employee did not achieve expected levels of results. |

SECTION I: COMPETENCIES - Weighted as 25% of the entire Performance Evaluation

| COMPETENCY | RATING | | | | COMMENTS |
|---|---------------|--|--|--|-----------------|
| Planning and Organizing <ul style="list-style-type: none"> Effectively manages a variety of tasks simultaneously. Manages time and resources to be responsive to organizational needs and outcomes. Prioritizes efforts to achieve the most valuable short and long term results. | | | | | |
| Initiative <ul style="list-style-type: none"> Takes appropriate independent action; attempts to influence events to achieve results and seizes opportunities in a responsive manner. | | | | | |
| Creative/Innovativeness <ul style="list-style-type: none"> Generates new ideas and innovative approaches that have practical application. | | | | | |
| Communication <ul style="list-style-type: none"> Expresses thoughts in a thorough and concise manner in both oral and written form. | | | | | |
| Leadership <ul style="list-style-type: none"> Develops and implements organizational systems and procedures which are in concert with the organization's mission, vision, values and goals | | | | | |
| Office Administration <ul style="list-style-type: none"> Develops and implements office systems to most appropriately manage resources and accomplish key processes which are effective. | | | | | |