

2013 GBC Administrator Work Performance Evaluation Survey Overview

An Administrator Work Performance Evaluation Survey had not been conducted at GBC for several years due to retiring and interim Presidents. Once President Curtis was hired the summer of 2012, the Faculty Senate Evaluation Committee drafted and moved forward a recommended survey for all GBC employees to provide feedback on the work performance of each of GBC’s administrators – the President, three Vice Presidents, two Deans, and the Chief Development Officer. After discussion and input from the Faculty Senate and the Classified Staff Committee, it was approved by the President’s Council, and the Office of Institutional Research and Effectiveness entered the survey instrument into SurveyMonkey and opened it to all GBC employees on March 11, 2013. The link to the web-based survey was sent out via email and paper copies were made available to employees who don’t normally have access to computers, such as the buildings and grounds crew. All employees were informed that the Academic Success Center was prepared to assist anyone wishing to take the survey and had Spanish tutors on hand if they were needed as well. Three email reminders followed and the survey closed on March 27, 2013.

In response to some employee concerns, every effort was made to ensure both the anonymity and confidentiality of individual responses. The survey was designed to not collect any individually-identifiable information, such as email or computer IP address, and only the Director of Institutional Research and Effectiveness has access to the raw data. 182 employees responded out of approximately a total of 492 with a response rate of about 37%. Employees were asked to identify their primary role at GBC.

Table 1. Self-identified primary role of survey respondents and survey response rates.

Primary Role	No. Responding	No. Employed Fall 2012	Response Rate
Full-time teaching faculty	53	63	84%
Adjunct teaching faculty	25	140	18%
Classified staff	45	65	69%
Administrator/Director or higher	18	224	26%
Non-teaching faculty or professional contract	41		
Total	182	492	37%

The summarized results by administrator include an overall summary of the responses for each person, including all comments on individual strengths and suggestions on what each could do to improve upon to be more effective. The results are also summarized based on how each respondent characterized the level of knowledge concerning the specific duties, responsibilities, and constraints of each position, so that the results for those who are highly knowledgeable about the position, for

example, could be compared to the results for those who are moderately or minimally knowledgeable. Groups of questions were asked on organizational leadership, values, personal integrity, and human relations. Finally, respondents were asked to provide any additional comments at the end of the survey. See the attached blank survey instrument for details on all questions.

Table 2. Number of survey respondents providing input on work performance by administrator.

GBC Administrator	No. Responding to questions on each administrator
President Mark Curtis	39
Vice President Academic Affairs, Mike McFarlane	71
Vice President Business Affairs, Sonja Sibert	39
Vice President Student Services, Lynn Mahlberg	54
Dean Health Sciences and Human Services, Kris Miller	24
Dean Career and Technical Education, Bret Murphy	33
Chief Development Officer, John Rice	21

President Curtis plans to use the summarized results to inform the annual evaluations for GBC administrators and will share the results with each individually when they meet over the summer.