

February 21, 2024

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Section B—Record job strengths and superior performance incidents

In her first year as Administrative Assistant in the Office of Instruction, ██████ gained a deeper understanding of the college's institutional processes around instruction and learned her role in making these processes run smoothly. What ██████ brings to the position is a calm, competent, kindly demeanor that helps her deal effectively with students, faculty, staff, and administrators. In this year in particular, she has also had to learn all of the tasks, workflows, forms, and responsibilities of the office of instruction and has been very gracious about accepting direction and very willing to accept change.

Section C—Record progress achieved in attaining previously set goals for improved work performance, for personal, or job qualifications.

Although this is her first year and there are no previously set goals for this position per se, ██████ increased her knowledge, skills, and accesses in Banner and purchasing functions. She accepted a higher level of purchasing responsibilities. She increased her budget management knowledge and skills by learning to manage several budgets for the instruction office team (not just the vice president ██████ supports the dean of letters and sciences and the institutional research office). She survived the firehose that is learning all the processes that support faculty and their students in an instructional capacity. In addition, ██████ has assisted in the revival of the Classified Senate and taken on the role of VP. In October of 2023, she completed the Accessibility Basics Course.

Section D—Record specific goals or improvement programs to be undertaken during next evaluation period.

Over the next year, ██████ hopes to achieve the following goals and improvements:

1. Work through the WebAIM Accessible Documents course through USU, scheduled for completion in December 2023.
2. Improve organization and access to working documents by moving files in her U:drive to online folders in Microsoft 360 and Teams—this is an Office of Instruction goal
3. Continue to work on her professional development by completing 2 courses in the CCC Vision Resource Center by December 2024.

evaluation continued (7/9/2024):

Section B--Record job strengths and superior performance incidents

began as an Educational Advisor at the IWV campus in January 2024. He is working with the general student population and is also the dedicated military and veteran's advisor. is personable and can easily develop rapport with students and staff. has been actively participating in training for his position, asks appropriate questions, and engages in activities to further learn advising practices. He has been quick to learn many of the general advising activities required of an EA, and continues to further his development to learn more complex tasks.

has connected with A&R to partner in efforts for Military & Veterans Affairs and participated in several outreach activities this Spring for the college and local high schools. He is enthusiastic about his position, professional development, and participating in activities presented to him.

is continuing to further develop his knowledge and expertise in advising students and processes for the department. He is generally quick to learn and ask questions when needing further information. He is a valued addition to the counseling department.

Section C--Record progress achieved in attaining previously set goals for improved work performance, for personal, or job qualifications

Working on initial goals listed below.

Section D--Record specific goals or improvement programs to be undertaken during next evaluation period

Goal 1: Continue to build knowledge and understanding of advising practices, Cerro Coso programs, policies, and procedures to effectively advise students around military and veteran's advising, course registration, student success and retention activities, and education planning. This can be achieved through self-study, meeting with counselors, advisors, and the director, shadowing, and professional development.

Goal 2: Participate in college's Credit for Prior Learning workgroup and activities. Assist Director with department activities as it relates to Credit for Prior Learning.

Goal 3: Assist with the re-establishment and coordination of the Veteran's Club and participate in club meetings and activities.