

Finance Committee
November 2003

Dear MPLA Board members,

Attached please find the Finance Committee report on the new evaluation matrices as developed by the MPLA Finance Committee. As authorized in the July 2003 Board meeting, this evaluation matrix goes into effect after the November Board meetings at the Nevada conference.

The procedure for evaluation of MPLA paid staff was recommended for changes with the beginning of the new MPLA year; inserted below is the detail from the Finance Committee recommendation to the Board.

The Committee offers these recommendations on how MPLA staff are evaluated:

- A rubric should be developed for evaluations with each function area assigned a weight *(complete with this e-mail)*
- Paid staff are to be included in job description revisions as well as the development of evaluation instruments. *(input was sought and received, finalizaion of the Executive Secretary position revisions are on hold pending pilot with Members Click)*
- Executive board members and committee chairs should offer input on the evaluation of staff *(to take effect in the upcoming year)*
- Evaluation ratings and comments by the Board and Committee Chairs should be forwarded to the MPLA Finance and Management Committee prior to the annual evaluation *(to take effect in the upcoming year)*
- The Finance and Management Committee should analyze the results and formulate the final evaluation report for each staff member *(to take effect in the upcoming year)*
- The association president and past-president should conduct in-person evaluation meetings with paid staff at the annual conference. *(this piece has been in effect for the past several years and will continue)*

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Newsletter Editor
MPLA Staff Evaluation Form

Function/Attribute	Rating					Score (weight X rating)
	4.5 - 5.0	3.5 - 4.49	2.5 - 3.49	1.5 - 2.49	1.0 - 1.49	
Administration -10%						
Finance - 5%						
Newsletter publication - 50%						

Board Liaison - 10%					
Performance - 25%					

TOTAL SCORE

Please comment on specific areas of excellence.

Please comment on specific areas of concern.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

consistently exceeds the performance standard and produces outstanding achievements

3.5 - 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards.

2.5 - 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 - 2.49 Meets Some Expectations

Some performance standards are met, however development and/or improvement is required. Performance improvement planning is necessary in some areas.

1.0 - 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.

Executive Secretary
MPLA Staff Evaluation Form

Function/Attribute	Rating					Score (weight X rating)
	4.5 - 5.0	3.5 - 4.49	2.5 - 3.49	1.5 - 2.49	1.0 - 1.49	
Administration - 25 %						
Finance – 40%						
Board Liaison 10%						
Performance - 25%						

TOTAL SCORE

Please comment on specific areas of excellence.

Please comment on specific areas of concern.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

consistently exceeds the performance standard and produces outstanding achievements

3.5 - 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards.

2.5 - 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 - 2.49 Meets Some Expectations

Some performance standards are met, however development and/or improvement is required. Performance improvement planning is necessary in some areas.

1.0 - 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.

Webmaster
MPLA Staff Evaluation Form

Function/Attribute	Rating					Score (weight X rating)
	4.5 - 5.0	3.5 - 4.49	2.5 - 3.49	1.5 - 2.49	1.0 - 1.49	
Administration -15%						
Web Page Maintenance - 50%						
Board Liaison - 10%						
Performance - 25%						
TOTAL SCORE						

Please comment on specific areas of excellence.

Please comment on specific areas of concern.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

consistently exceeds the performance standard and produces outstanding achievements

3.5 - 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards.

2.5 - 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 - 2.49 Meets Some Expectations

Some performance standards are met, however development and/or improvement is required. Performance improvement planning is necessary in some areas.

1.0 - 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.