



2017 Annual Evaluation Form - Senior Administrators

Review Period 1/1/2017 - 12/31/2017



REVIEWER

Bryan Maggard (Manager), Ernest Savoie (Indirect Manager)

Jessica Leger

999340|Deputy Director, Athletics
Position

Overview

Task Instructions

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Executive Goals 2017

Directions

Please provide a rating for each goal.

Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved.
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget

Describe your accomplishments for Calendar year 2017 and provide an overall rating.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	████

Comments

Jessica Leger (Self):

- Served as Interim Director of Athletics until March 1, 2017
- In the capacity of Director of Athletics, I oversaw the successful completion of Russo Park at Tigue Moore Field. This included a communication plan to fans detailing a general admission ticket policy while the facility was completed during the season. Attendance at weekly construction meetings ensured all expectations were met.
- Worked collaboratively with Human Resources to update job descriptions for all Athletics Employees to determine proper FLSA classification. Further communication with Human Resources led to reclassification of employees and greater control over the budget limiting the potential for overtime hours to be earned.
- Following an NCAA Major Infractions Case in 2016, I began working with the University's legal team to facilitate a law

suit against ACT. My deposition and numerous collaborative meetings with the NCAA and ACT provided Dr. Savoie support to improve NCAA Eligibility Certification processes which rely on the validation and secure processes of ACT. Our goal is to improve communication between the aforementioned parties and NCAA member institutions to better navigate initial eligibility certification in a timely fashion.

- Assisted with the National Search to hire a new Director of Athletics. Bryan Maggard became the Director of Athletics on March 1, 2018.
- Assisted the Director of Athletics in his transition, providing knowledge of the history of the department and best practices for navigating the University's policies and procedures.
- Displayed great leadership skills that prompted the AD to assign additional areas of oversight to me including Strength and Conditioning and Sports Medicine.
- Served as Sport Program Administrator for Softball, providing oversight and assistance to a new coaching staff and to all student-athletes.
- Hired and trained our first Director of Diversity, Leadership, and Education to direct the Geaux Cajuns Program and to increase total development opportunities for all student-athletes.
- Worked with our Geaux Cajuns Program to provide student-athletes with multiple community outreach opportunities. Efforts included collecting diapers in conjunction with the college of Nursing, supporting flood victims impacted by Hurricane Harvey, raising money to support local teachers through the Extra Yard for Teachers Program, visiting local hospitals for Halloween, and sponsoring a family in need for Christmas. Throughout the 2017 year, student-athletes donated 8,630 hours of their time.
- Invested in Academics with the addition of the first Learning Specialist for Student-Athlete Academic Services.
- Continued to invest in Academics with the initial phases of building a new Academic Facility in Dupre Library. Worked with Architects and design teams to finalize plans, oversaw the bidding process, and began construction of the new facility.
- Restructured the staff in our Strength and Conditioning Department to separate football from Olympic Sports. A committee of Head Coaches and Support Staff participated in a Search to hire the Director of Olympic Sports.
- Once hired, the Director of Olympic Sports and I worked diligently to expand Strength and Conditioning to Athletic Performance with a vision to create a Nutrition Department and provide quality nutrition options to all student-athletes.
- Worked with the Director of Athletics and Deputy Director of Athletics for External Affairs to revise the department's organization chart. This entailed revising job descriptions, job titles, and creating a salary structure that was consistent with titles.
- Revised the department's performance evaluation instrument and educated all employees on the formal evaluation process.
- Assisted with a successful transition of our softball and football coaching staffs.
- Worked with consultants to complete an AD Folio for the Director of Athletics and Development Staff to utilize when meeting with investors.
- Worked with consultants to implement a reporting structure that provides Presidential Leadership and Oversight to Athletics. Specifically, I trained the head of each department to complete monthly quick sheets. Using these quick sheets, I create an Operations Report for the AD and President to review monthly depicting the accomplishments of every department within that month.
- Worked with consultants to implement a reporting structure for Sport Program Administrators to document monthly the main areas of interest for a particular sport program. Sport Program Administrators were then trained to properly collect and report this information following regular meetings with Head Coaches.

- Assisted in reformatting the structure of All-Staff meetings to better engage all departments throughout the University. Guest speakers are now invited monthly to share best practices for collaboration between their department and Athletics. The Director of Diversity, Leadership, and Education was also added to the monthly agenda to provide a motivational presentation. The Video department was also asked to create a highlight video each month to conclude the All-Staff meeting with inspiration to continue to strive for success.
- Participated in the Acadiana Outreach Tour, visiting local parishes to improve the Athletic Department's visibility and partnerships.
- Supported the University's mission to educate by teaching a UNIV 100 course to a class comprised of freshmen student-athletes and non-student-athletes.
- Represented our University as the Chair of the Senior Women Administrators Committee for the Sun Belt Conference.

Bryan Maggard (Manager):
Accomplishments met.

Executive Competencies

Directions

Please provide a rating for each of the core competencies.

Click the down arrow and then Details to view the items associated with each competency.

Click the conversation icon to view a list of behaviors by rating associated with each competency.

Details and Comment Assistant

Rating Scale

Rating	Description
Not Evaluated	
Does Not Demonstrate	Does not demonstrate this competency at the expected level, even with available assistance or direction from others.
Developing	Newly developing in this area; has a general understanding of key principles but limited or no applied experience with this competency. Is capable of using this competency with coaching and support, in simple situations.
Proficient	Has sufficient understanding and experience to operate at a fully professional level with

this broad range of moderately complex situations. Can generalize basic principles to effectively function in both predictable and new situations.

Advanced

Has broad and deep understanding and skills, with substantial expertise and experience in this area. Can apply this competency regularly and independently and display this competency in complex, varied situations. Role model for this competency.

Expert

You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.

Builds Relationships and Fosters Collaboration

Cultivates an active network of relationships inside and outside functional area; fosters collaboration and teamwork by inclusive, supportive, cooperative, and sharing power.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Builds Talent

Attracts and retains high caliber people; develops a leadership team with diverse capabilities; accurately assesses the strengths and weaknesses of staff; develops successors.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Communicates Openly and Listens

Presents ideas effectively gauging the needs of the audience; actively listens and incorporates input from others.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Cultivates Diversity, Equity and Inclusion

Intentionally attracts a team with diverse perspectives; Champions the development of equitable and inclusive policies and procedures inside the functional area; Develops and employs equitable practices in the hiring, evaluation, and promotion of talent; Recognizes and promotes the shared responsibility for diversity, equity and inclusion.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Demonstrates Emotional Acuity

Considers and responds appropriately to the needs and feelings of others; understands impact of own behavior; has a realistic understanding of own strengths and development needs; is committed to continuous learning.

Reviewer	Rating
Jessica Leger (Self)	████
Bryan Maggard (Manager)	██████

Demonstrates Financial Acumen

Understands the meaning and implications of key financial indicators; manages overall financial performance; uses financial analysis to evaluate strategic options and opportunities.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Ensures Alignment

Ensures that University strategies and plans are integrated and aligned for success; supports the President and Board of Regents by providing timely, direct, and critical insights on initiatives, political positioning, and public perception.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Ensures Execution

Anticipates change, conveys clear priorities, and aligns efforts across functions; addresses barriers, takes action, and holds self and others accountable for results.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Establishes Trust

Respects all individuals and treats them fairly; honors commitments to others; models high ethical standards and integrity.

Reviewer	Rating
Jessica Leger (Self)	████
Bryan Maggard (Manager)	████

Influences and Inspires

Promotes ideas and proposals persuasively to shape stakeholder opinion; creates a climate that fosters personal investment and nurtures commitment to a common vision and shared values; inspires action without relying solely on authority.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Leads Change

Uses data-driven decision-making to generate insights, alternatives, and opportunities for success; fosters a continuous improvement environment; makes novel use of existing ideas, approaches, technologies, or products.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Shapes Strategic Focus

Formulates effective and progressive strategies aligned with University mission and values; determines objectives and priorities and acts as a catalyst for institutional innovation and growth.

Reviewer	Rating
Jessica Leger (Self)	██████
Bryan Maggard (Manager)	██████

Goal Planning

Directions

Please enter goals for the coming year.

Data Driven Practices

Utilize data to drive daily practices in all areas of supervision. Communicate findings with head coaches to improve buy-in.

Start Date	Due Date	Progress
8/1/2018	12/31/2019	<div style="display: flex; align-items: center;"> <div style="flex-grow: 1; background-color: #ccc; height: 15px;"></div> 0% </div>
Weight		
0%		

Departmental Policies



Ensure consistency, equity and fairness is incorporated in all policies and procedures while also ensuring coaches/staff are educated on best practices.

Start Date 8/1/2018	Due Date 8/28/2019	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Inspire and Motivate Others

Foster an environment of community in which change is embraced and employees are recognized for their success.

Start Date 8/1/2018	Due Date 8/1/2019	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Leadership

Improve communication with direct reports through the scheduling of bi-weekly meetings. Implement bi-annual performance evaluations when necessary. Improve leadership style to effectively manage direct reports which will improve my ability to plan ahead and not get tied up in the day-to-day tasks.

Start Date 8/1/2018	Due Date 8/1/2019	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Student-Athlete Welfare

Oversee a successful implementation of the Nutrition Department, maximizing the department's commitment to student-athlete welfare.

Start Date 8/1/2018	Due Date 8/1/2019	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Development Planning



Attend Sun Belt Conference Winter, Spring, and Fall Meetings

Item	Type	Due Date
Participate in Learning Initiatives with Peer Institutions in Conference during winter meeting (1/4/19), Spring meeting (5/14-5/17), Fall meeting (10/14-10/15)	Action Step	11/30/2019

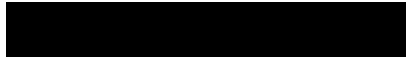
Attend 2019 NCAA Convention

Item	Type	Due Date
Serve as the University's voting delegate for the 2019 National NCAA Convention	Action Step	2/1/2019

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators
Jessica Leger



Signatures

X Jessica Leger
Employee

2/8/2019
Date

X

Second Level Evaluator

Date

X Bryan Maggard
Evaluating Supervisor

2/8/2019
Date