



Alaska Commission on Postsecondary Education

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MEMORANDUM

TO: Members, Alaska Commission on Postsecondary Education
THROUGH: Diane Barrans, Executive Director
FROM: Worth Barthel, Human Resource Officer
DATE: July 11, 2014
SUBJECT: Human Resources/Administrative Services Report

I am very pleased to report we have finalized the new ACPE performance evaluation template. As I draft this memo the finalized evaluation language is with our Quality Assurance team who are actively working to make the document visually pleasing and easy to use. The collaborative process taken to finalize this performance evaluation template, while time consuming, has greatly added to the quality, and hopefully acceptance, of the final product. I expect to report we have published and implemented use of this performance evaluation template by the time you convene later this month.

As the institution of an agency-wide performance evaluation template project completes, I am shifting my focus to agency-wide succession planning. The agency is anticipating several key retirements beginning as early as 2016 and progressing over the succeeding six years. We are fortunate Chair Jim Johnsen has extensive professional experience in leading organizations' succession planning efforts. In mid-July the Senior Management team will commence this project by reviewing our staff and identifying positions which pose potential "Single Point of Failure (SPOF)" risk. SPOF is defined in this context as situations where "...one person in an organization has the knowledge or ability to support a given process or technology..." and their departure thus places the organization at risk. The next stage of this project will identify "High Potential (HiPO) employees" and their individual timeline to be sufficiently prepared to be viable candidates for SPOF positions. Once knowledge/skill gaps are identified between our HiPO staff and the SPOF positions they seek to fill, staff development plans can be identified.

As you are aware, activities are under way to complete the Executive Director's annual performance evaluation. Thank you to Commissioners who have already taken time out of their busy schedules to complete the Executive Director performance evaluation survey. This survey will be open until close of business Thursday, July 31, 2014 so there is still time to provide your valued feedback if you have not yet had the chance.

I participated, along with the rest of the senior management team, in a strategic planning session held in early June. This was a very productive continuation of our on-going strategic planning for the organization. We already have follow-up meetings scheduled and, along with my work on succession planning, I anticipate working with managers to create unit-level key performance

indicators (KPI) to increase clarity and understanding around how staff efforts connect to our mission and strategic goals.

It continues to be a real pleasure serving our Executive Director and the Commission. Please do not hesitate to contact me if there is any way I can be of assistance or if you have any questions on the contents of this report.