

LUBBOCK
CHRISTIAN
UNIVERSITY

*the
Life
Changing
University*

Administrator Performance Review Form

Name: Michele Culpepper

Title: Director of Recreational Life

Evaluation Period: 2011-2012

Date of Evaluation: _____

Area(s) of Responsibility: Recreational Life, including intramurals, free play, fitness center, group fitness classes, facility rental/reservations, and rock wall

1. Planning Component—List goals for administrator's area this year:

Used Goals established from 2011 evaluation.

- Work within budgetary means, we spent \$25,000 out of Rec Life operating budget for facility needs, such as back boards, bleachers, TV's, lock room equipment, etc. We would be right on target with our budget if we would not have spent the \$25,000.
- Work to open Rec Center with best trained staff possible. Established policies and best practices for RPRC. Completed this prior to opening the facility in the Fall 2011. Continuously evaluated policies and made changes as needed. Hired 64 staff members for the Recreation Center. Developed a staff training process and staff manual for all program areas. Staff were required to attend monthly staff meeting/trainings.
- Evaluate 2011-2012 programs and work on areas needing improvement. Realized that our intramurals department still needed structure and better policies we have aligned our structure, policies and sport rules to that with NIRSA. We have also increased the number of offerings for the Rec Center.
- Work to improve student life. This year we offered social-type recreational activities to be more inclusive of all of our students.
- Provide support for other SA areas. We became the host site for the health fair and should continue this. Rec Life professional staff are also encouraged to attend all other SA department functions, such as out of the darkness.
- Establish a purchasing plan. We are currently in the process of re-inventorying all purchases from the past year and attaching an "expected life span" and replacement cost on all purchases that over \$50.00.
- Work to promote/market new programs. We have marketed the Rock Wall, boot camp classes and personal training. These offering have picked up slightly, but should increase in the Fall 2012.
- Continuously provide support for our students, spiritually through connecting them to each other, our LCU community as a whole and to other faculty and staff on campus. I have worked to encourage our student staff to make

connections with students who use our facility regularly to foster community. I have also connected students with faculty and staff members who have the same spiritual focus, when needed.

2. Effectiveness Component—List accomplishments for administrator’s area this year:

- Successfully opened the RPRC with trained staff with standards and best practices for facility maintenance and cleaning.
- Employed 64 student worker staff for all of Rec Life programs.
- Offered additional intramural sports and activities, thus increasing participant numbers.
- Updated/purchased equipment for facility and intramurals program areas.
- Expanded offerings in fitness to include personal training, boot camp classes and equipment orientations.
- Established partnerships with ACE and NETA fitness.
- Offered Rock Climbing competition
- Assisted Medical Clinic and Counseling Center with the annual Health Fair.
- Hired two professional staff members.
- Began facility rentals and reservations.
- Established a best practices for the Rock Wall, developed a three tiered certification process.

3. Evaluation and Use of Results Component:

Lessons learned:

- Need to focus on developing professional staff in administrative areas, such as budgeting, conflict management and supervision.
- Need to give student leaders more responsibilities, such as basic administrative functions.
- Need to continue to develop rock wall and outdoor pursuits programs.
- Our “membership” data base could be improved upon, to include others.
- We use a lot of paper, and need to figure out better ways to go paperless with some administrative functions. Looking into software.

Challenges and needs:

- Exterior lighting and building completed.
- Getting all staff CPR and first aid trained.
- Establishing a set protocol for selling alumni memberships in the future.
- Recreational software program.

Area goals for next academic year:

- Work with in budgetary means.
- Develop outdoor program
- Establish group fitness program
- Plan two to three special events.
- Offer memberships for alumni.
- Develop a better system for equipment usage tracking and participant usage tracking.

5. **Overall rating of performance for Administrator**—circle the rating that most closely describes the administrator's overall performance.

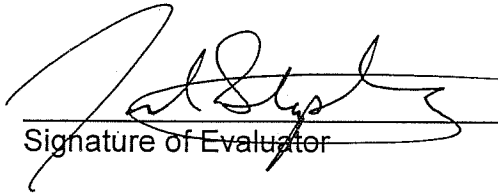
EXCEPTIONAL—performance consistently exceeds all defined expectations.

EXCEEDS STANDARD—most performance objectives exceed expectations.

MEETS STANDARD—performance is competent and effective.

IMPROVEMENT NEEDED—performance falls below expectations on one or two job requirements.

UNSATISFACTORY—performance falls below expectations on most critical job requirements.



Signature of Evaluator



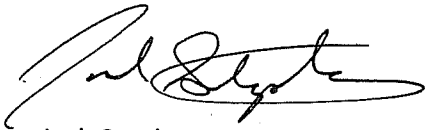
Signature of Reviewed Administrator

Date: 5/14/12

Administrator Review: Michele Culpepper- Director of Recreational Life

Michele continues to do a great job for LCU's students, faculty, and staff. The opening of the Recreational Center has been welcomed by all. Michele has done a great job with programming in the Rec Center and I know opportunities will continue to open up for her as the building becomes fully operational. Michele has done an outstanding job of training our Rec Center/Fitness Center staff and our students have been better served under Michele's supervision.

I appreciate Michele's attitude and commitment to excellence. She has done a great job leading the Rec Center Staff. I look forward to seeing great things this coming year!

A handwritten signature in black ink, appearing to read "Josh Stephens", with a stylized flourish at the end.

Josh Stephens
Dean of Students
Lubbock Christian University