

## Administrative Support Faculty Annual Review Report

Guidelines: Attach a copy of your current position description.  
The reporting period is from July 1 through June 30  
June 30 - Original due in Human Resources  
June 30 - Place a copy of this report and supporting documentation for this reporting period in your evaluation file and submit to your supervisor.

Name: Joe Mascot

Job Title: Spirit Maker

Division/Dept \_\_\_\_\_

Supervisor \_\_\_\_\_

Reporting period: July 1 through June 30, 1999

### **A. Evaluate goals from the preceding year and list any accomplishments not included in goals.**

#### **Goal:**

Assess the desire for a mascot at Eastern Oregon University by seeking students, alumni, and staffs' opinions. If positive the project will continue. If negative the project will end.

#### **Evaluation:**

*Conducted focus groups with the three groups mentioned above and developed a report entitled; "Eastern's Mascot Vision for the next millennium". The report is attached.*

#### **Goal:**

Research how other schools with mascots have implemented, integrated, and maintained their mascot over the years. Develop an Eastern plan based on this information.

#### **Evaluation:**

*Have identified 20 other schools of similar size that have mascots. Twenty-Five percent of these schools are in the Pacific Northwest. They were sent a detailed questionnaire and those that responded received follow up phone calls to round out the questionnaire. The questionnaire and responses are attached.*

#### **Goal:**

Develop a draft budget that will reflect appropriate funding levels for the implementation of the mascot concept. This should include, but not be limited to, graphic artists fees to develop an image, costume design fees, associated costs for events that the mascot will appear at, compensation schedule for mascot, and public relations budget.

#### **Evaluation:**

*Met with ASEOU, Foundation, Univeristy Relations, Administrative affairs, and Student affairs areas to develop budget. The budget is attached.*

### **B. Establish goals for the upcoming year.**

#### **Goal:**

Develop a broad-based advisory group to facilitate discussions on what an Eastern mascot should be. Include values of the institution and region, benefits/detractors of humanoid vs. animal vs. alien figurines as well as senabilitits to gender in the discussions. Produce a verbal as well as graphical representation of the mascot.

**Goal:**

Develop a five-year phase in and implementation plan for integrating the mascot into all aspects of Eastern's culture.

**Goal:**

Develop bid specifications to hire a design firm to assist with the development of a graphical and customized representation of the mascot.

**Goal:**

Present 5-year budget to the cabinet for approval.

**Goal:**

Develop job description, training, compensation, and work schedules for individuals that will be hired to be the costumed mascot.

**C. Supervisory responsibilities and employee development, if applicable (e.g., annual evaluation completed for all employees, training opportunities provided, etc.)**

This position supervises one clerical specialist and three student employees. Completed clerical performance evaluation in November. Students set objectives at the beginning of each quarter and evaluate them at the end of each quarter.

The Clerical specialist received the following training:

Internal: Banner and FIS

External: Assertiveness Training

The students received training on:

Internal: Time Management

External: None

**D. Leadership responsibilities (e.g., promotion of University mission, affirmative action goals strategic planning, outreach, etc.)**

Having gone to community groups in the 13 counties, 26 total visits, in our mission area to assess and promote the mascot concept as well as the University's programs. These community groups included the Chambers of Commerce, Rotary's, Lions, Soroptimist, county and city governing bodies, and area high schools. Am integrating the mascots five-year plan into the University's strategic promotion and marketing plans.

**E. Special Honors, Professional Activities, Committee Assignments, Training, Professional Development, and Civic Service.**

- Member of the following University committees: Chair-Mascot, Marketing, Enrollment Management, and Athletic.
- Member of the National Association of Campus Identity Development (NACID) and the Association of Alumni Coordinators.
- Coach in the La Grande Soccer league and member of the city's identity Development Committee which is a sub-committee of the Economic Development Team.