

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**COLLEGE COUNCIL**

**Friday, October 17, 2014**  
**3:15 p.m. to 5:00 p.m.**  
**Center for Conferences and Institutes**  
**CCI 121**

**MINUTES**

**AN ATTENDANCE LIST IS ATTACHED.**

**CALL TO ORDER** of the October 17, 2014, College Council Meeting – Chad Marley, Co-chair

College Council Co-chair Chad Marley called to order the October 17, 2014, College Council Meeting at 3:10 p.m.

**APPROVAL OF THE MINUTES**

1. **Approval of the College Council [September 22, 2014, Minutes](#)** – Chad Marley, Co-chair

Aaron Casteel moved and Melvin Hawkins seconded,

**MOTION:** That the College Council approves the September 22, 2014, Minutes as written.

**MOTION CARRIED** unanimously.

**ACTION ITEMS** (*Items on which College Council will make recommendations.*)

None

**DISCUSSION ITEMS** (*Items needing discussion by College Council.*)

The Council moved to agenda Item No. 3. Fall Employee Survey.

2. **[Spring 2014 Communication Focus Group Report](#)** – President Joe Schaffer

President Schaffer stated Board Chairwoman Carol Merrell gave her permission for releasing the “Summary of Comments from LCCC Employees: Campus Climate Survey Issues” report compiled by Lundy Professional Development Resources, Inc., April 14, 2014. Only 58 employees (16%) participated in the survey. The participation rate appeared to be an opportunity to share unvalidated statements. The Board’s general consensus was the survey probably gave cause to a small group of employees’ negative responses. Some “nuggets of things” that inform or continue to inform consistency have been implemented; e.g., College Council and President’s Cabinet minutes are now available on EaglesEye (they have always been available and continue to be available on the website at <http://lccc.wy.edu/about/president/cabinet/minutes.aspx> and [http://www.lccc.wy.edu/about/council/agendas\\_and\\_minutes.aspx](http://www.lccc.wy.edu/about/council/agendas_and_minutes.aspx)), hiring processes have been documented in policy and procedure, and screening committee and hiring manager trainings are being scheduled. José stated other demonstrated responses to the survey include more academic school websites being created, more academic school and division meetings being held, supervisors attending more meetings, more email communications being sent by President’s Cabinet members, and video updates being shared by President Schaffer.

College Council members discussed the pros and cons of preparing a formal response to the College community on improvements resulting from the survey. A question of whether to focus on this survey or on the new survey to be released in November was also a conversation point. "Closing the loop" on this one was voiced as a priority by some, believing doing so would create "a lot of good will" and possibly facilitate a greater response on the next one, which would benefit the usefulness of the results. Also questioned was what could be done differently in the future to encourage greater employee participation in the survey. President Schaffer stated that he and the trustees remain interested in getting a valid analysis of the campus climate. He proposed giving a video update to close the loop on the spring 2014 survey results, highlighting the areas on which action has taken place, and advising of the fall 2014 survey to be released before Thanksgiving. Judy suggested his update also note the College is moving toward a national product to provide benchmark data. (POSTSCRIPT TO MINUTES: The survey window will be the week before Thanksgiving, November 17-23.) President Schaffer also noted that the Council's discussion demonstrates why the College Council and its broad representation are so useful to the College from a governance perspective.

The Council moved to Item No. 4. College Council Subcommittees.

3. **Fall Employee Survey** – Ann Murray

Ann Murray explained the Campus Climate Survey was internally developed with a focus on leadership and communication. This survey, which had been previously administered during the spring semester, was moved to the fall in 2013 to establish a fall delivery schedule. In line with that schedule, Ann proposed the Noel-Levitz College Employee Satisfaction Survey, the cost of which has been budgeted and produces national benchmarking information, be distributed before Thanksgiving this semester. Benefitted employees who have been employed by the College at least a month before the survey's distribution will be asked to participate in the survey, which is consistent with the distribution of the Fall 2013 Campus Climate Survey. The survey responses will be submitted online. Reminder emails will be sent to employees during the time the survey instrument is available. A compilation of the survey's results will be received in early 2015. Next year, the Noel-Levitz survey will be distributed in October 2015; the College's portfolio priorities delayed the survey's distribution this fall.

Ann asked Council members, who she believes are the primary consumers of the survey information, to consider adding items to the upcoming Fall 2014 Noel-Levitz survey from a list of items from the Fall 2013 Campus Climate Survey—28 items may be added. Items from the Fall 2013 Campus Climate Survey that were duplicates of those already included in the Noel-Levitz College Employee Satisfaction Survey were not included in the list. She stated that having an external survey instrument adds an element of reliability and validity as well as the ability to benchmark. Both surveys' items are used in the KPI system, and the KPI system is externally benchmarked when possible. External benchmarks are strongly desired by the Board.

Because a concern about the survey's length was expressed, Ann clarified no items have to be added to the survey. And, no items may be removed the Noel-Levitz Survey instrument purchased by the College. However, for analysis purposes, she would like for items that distinguish between professional and classified staff to be included because significant statistical differences have been found in these two areas in the past. Interest was also expressed in having open-ended questions for qualitative analysis. Ann stated the Noel-Levitz survey has four open-ended questions pertaining to goals and campus culture and politics. A plan for transitioning the survey instrument could include dropping the items added to this fall's survey instrument from the Fall 2015 survey if enough value is drawn from this fall's Noel-Levitz survey results. The inclusion of Fall 2013 Campus Climate Survey items in the 2014 Fall Noel-Levitz survey as determined by the Council will provide continuity during the transition from the Fall 2013 survey to the Fall 2014 survey and will be evaluated as to their usefulness after the survey results are received and prior to the distribution of next fall's survey.

Co-chair Chad Marley suggested the Council take action on their recommendation for determining the survey's content.

Jeff Shmidl moved and José Fierro seconded,

**MOTION:** That the College Council approves the inclusion of the internal items from the Fall 2013 survey proposed by Ann Murray.

**DISCUSSION:** During the follow-up discussion, Ann answered Council concerns. She explained the additional items were chosen by comparing last year's survey instrument with the Noel-Levitz instrument. Items were deleted the items that were the same or similar, and items were chosen for possible inclusion that made the best sense to her in the available categories of campus culture and policies and work environment. Adding 26 items would add another 25% to the survey. A question was asked as to whether the survey design would allow a participant to stop and then resume taking the survey. Ann stated she would have to consult Noel-Levitz on that question. The survey items serve more as a measure of the things the College is trying to improve; i.e., a way of monitoring improvement measures rather than a way of suggesting improvement measures. Ann also shared survey design suggests asking questions in different ways is good for validating responses. Following the continued discussion, a determination was made that since the Council will not be meeting again until November 21<sup>st</sup>, a subcommittee should be organized to determine what items from the list provided by Ann will be included in the survey. Noting this, Jeff said he would withdraw his motion and José agreed with the motion's withdrawal.

Terry Harper moved and Judy Hay seconded,

**MOTION:** That the College Council approves forwarding the survey and proposed list of additions to a subcommittee to complete a final evaluation of items to be included in the final survey.

**DISCUSSION:** Co-chair Chad Marley asked for committee volunteers to be chaired by Ann.

**MOTION CARRIED** unanimously.

Aaron Casteel, Jeff Shmidl, Mohamed Chakhad, and Melvin Hawkins volunteered. Ann will send a meeting request shortly following the College Council meeting with the intent of having a decision by October 30<sup>th</sup>.

The Council returned to Item No. 2 Spring 2014 Communication Focus Group Report.

4. **College Council Subcommittees** – President Joe Schaffer
  - A. Institutional Effectiveness Subcommittee – Ann Murray
  - B. Budget Resource Allocation Subcommittee – Jayne Myrick
  - C. Planning Subcommittee – Joe Schaffer

The Budget Resource Allocation Committee continues to be active and will be retained. The Institutional Planning Subcommittee has not been utilized, so will not be retained. The Institutional Effectiveness Subcommittee (IES) was formed to focus on the KPIs, which have now been instituted, and the Institutional Effectiveness division has since been established, so this committee will not retained. An Institutional Research Council will be organized to assist in decision-making.

5. **Issue/Concern Feedback Site on EaglesEye** – President Joe Schaffer  
EaglesEye, Dashboard, My Communities, College Council (left-hand column), Submit an Issue Form (bottom of page)

The site was developed by John Sanford when the previous College Council was active. College Council agreed that since the site is not being used, it should be removed. Vicki Boreing, who is the web coordinator for the site, will remove it.

**INFORMATION ITEMS** *(Items not needing large discussion, but are important for College Council's awareness.)*

**6. Transitioning into Compliance with Procedure on Vacation Leave – Peggie Kresl-Hotz**

Human Resources Executive Director Peggie Kresl-Hotz explained vacation leave for administrators and professional and classified staff will no longer be front-loaded in January of each year. Rather the vacation leave will be added as it is accrued. Administrators were shifted to the “as accrued” procedure in July. Professional and classified staff will transition to the “as accrued” procedure on January 1, 2015. The accrued vacation is what is actually owned by administrator and professional and classified staff employees. The accrual level has not been changed and employees who may be in a “use it or lose it” position will be allowed to actively reduce their “use it or lose it” vacation time by July 1, 2015. Managers are being notified, and the reduction in vacation leave is being effected as a manager-supported activity. The “Paid Vacation Leave Transition” handout distributed during the meeting is attached to these minutes. Faculty are not affected by the procedure on vacation leave.

**7. AQIP Systems Portfolio Update – Dr. Kim Bender**

Kim told the Council the College’s portfolio is under development and is about 75 pages over the maximum allowed. The assessment portfolio has 23 sections consolidated into 6 categories. The consultative feedback period has been extended through Tuesday, October 21<sup>st</sup>. Steering Committee members are also providing feedback. Section authors will be integrating the EaglesEye consultative feedback and the Steering Committee’s internal feedback. The portfolio will be sent to a single-voice editor. The edited portfolio will then be reviewed again by College editors to introduce content-related changes. The portfolio containing a maximum of 125 pages will be sent to Campus Printing. A .pdf of the final printed version will be electronically submitted to the Higher Learning Commission on October 31<sup>st</sup>. A peer review team will review the College’s system portfolio. An appraisal feedback report should be received sometime in February 2015. President Schaffer stated the College is developing processes and plans for improvement but the institution’s strategic plan is still too young for summative results. The AQIP peer review team’s review of the College’s portfolio will place the College in one of three levels—integrated, aligned, or systematic. The College will likely be placed in the systematic level. Kim said the College is an institution in transition and so is developing a lot of capacity (e.g., program review, online assessment, position changes, new policies and procedures). The next systems portfolio is due in 2018, and Kim expects the College will move from the systematic to alignment level with the review of the 2018 portfolio.

**8. Centralized Campus Complaints and Grievances Form – Jill Koslosky and James Miller**

A centralized system for reporting complaints has been established in Complaint Procedure 9.7P found online at <http://policies.lccc.wy.edu/9.shtml>. The centralized depository for complaints is an AQIP requirement and provides a method for monitoring complaints to determine if a reoccurring theme is taking place that may need to be addressed through an improvement strategy. A “formal” complaint as defined in Procedure 9.7P is one relating to LCCC policies and procedures documented by the institution for a resolution. Procedure 9.7P allows for tracking of formal complaints in the Maxient System. The resolution of a complaint is dependent upon submitting the Complaints and Grievances form. The complaint may be made in person, via the phone or email, or through the online complaint form located on the LCCC website at [https://publicdocs.maxient.com/reportingform.php?LaramieCountyCC&layout\\_id=2](https://publicdocs.maxient.com/reportingform.php?LaramieCountyCC&layout_id=2). If an LCCC employee receives a complaint via phone, email or in person, the employee is to log the complaint in the Maxient database system. The employee serves only as a conduit for submitting the complaint. James Miller asked that persons who have a “formal” complaint be encouraged to fill out the Complaints and Grievances form. Faculty and staff will be trained on how to document complaints. Jill Koslosky and Jason Ostrowski are working on the training content. Kim Bender stated students should also be encouraged to submit formal complaints using the Complaints and Grievances form, but the responsibility falls on the College’s employees to assure the complaint is filed in the Maxient system. Kim Bender asked that the policy and procedure be linked within the complaint form.

James and Jill will review the complaints filed in Maxient once a week and determine to which department they should be sent via email. The point persons for resolving the complaints are being identified. If the person submitting the Complaint and Grievances form wishes a response, their email address must be included on the form. James or Jill will respond to complaints that are not a “defined complaint”; i.e., their complaint is not a grievable offense that violates or inequitably applies written College policies or procedures, if an email address is provided. For instance, if someone complains about the way their instructor dresses, James or Jill will email the individual that their complaint has been received, but no action will be taken, because the complaint doesn’t violate the College’s policies or procedures.

Two other sites are available for submitting comments, opinions, feedback, etc., some of which may be formal complaints. Those sites are located on the President’s page at <http://lccc.wy.edu/about/president/> and the Public Relations page at <http://lccc.wy.edu/about/feedback.aspx>. A General Feedback option is available on the President’s page. A “College Feedback Form” may be completed and submitted from the Public Relations page. Any comments, opinions, feedback, etc. that are determined to be a formal complaint as defined in Procedure 9.7P are then submitted to the Maxient system via the Complaints and Grievances form by the President’s Office staff or the Public Relations staff.

Judy Hay noted Procedure 9.7P relates to the Complaints and Grievances form and not the Person of Interest form that is submitted to the CARE Team via the Maxient system. That form may be accessed at the bottom of the College’s home page by clicking on “Report a Concern,” which is a link to an Incident Reporting Form (for a Person of Interest) at <http://lccc.wy.edu/services/counseling/careteam/referrals.aspx>.

President Schaffer asked Council members to share the availability of the centralized campus Complaints and Grievances Form with their constituents.

- 9. Enrollment Report** – Ann Murray (Because last week was the seventh week after the start of the fall semester, there is no enrollment report for this week. The next enrollment report will be sent Monday, October 20<sup>th</sup>. The end-of-term fall enrollment report is scheduled for distribution on December 15<sup>th</sup>. The first spring enrollment report will be available November 12<sup>th</sup>.)

President Schaffer suggested enrollment information be posted on EaglesEye. Council members believed having the enrollment reports readily available would be beneficial for communicating enrollment changes. Ann will do so beginning with the Spring 2015 monitoring report, which will be available November 12<sup>th</sup>.

- 10. Human Resource Recruitment (Position Vacancy Status) Report** – Peggie Kresl-Hotz

No questions were asked of the report that showed of the 18 active searches, interviews are in progress for 6 positions, advertising is taking place for 10 positions, an offer is in progress for 1 position, and vetting is in progress for another position.

- 11. Next Meetings – The third Friday of the month from 3 to 5 p.m. schedule will be continued through the spring semester.**

- Friday, November 21<sup>st</sup> – CCI 130 – 3:10 to 5 p.m.
- Friday, December 19<sup>th</sup> – CCI 130 – 3:10 to 5 p.m.

- 12. Constituent Feedback**

None

**ADJOURNMENT** of the October 17, 2014, College Council Meeting – Chad Marley, Co-chair

College Council Co-chair Chad Marley adjourned the October 17, 2014, College Council Meeting at 4:40 p.m.

Respectfully submitted,

Vicki Boreing  
Recorder

<b>COLLEGE COUNCIL 10/17/14 ATTENDANCE RECORD</b>				
<b>PE UE*</b>	<b>Member</b>	<b>Representative Area</b>	<b>Term Start Date</b>	<b>Term End Date</b>
P	President Joe Schaffer	ex officio	N/A	N/A
P	Aaron Casteel	Classified Staff – Elected at Large	Fall 2014	Spring 2016
P	Dawn Williams	Classified Staff – Elected at Large	Fall 2013	Spring 2015
P	Amy Ehlman	Classified Staff – Appointed	Fall 2014	Spring 2016
P	Stacy Maestas	Professional Staff – Elected at Large	Fall 2013	Spring 2015
E	Caroline Ross	Professional Staff – Elected at Large	Fall 2014	Spring 2016
E	Jodi Weppner	Professional Staff – Appointed	Fall 2014	Spring 2016
P	Mary Ludwig	Faculty – Appointed by Faculty Senate	Fall 2014	Spring 2016
P	Mohamed Chakhad	Faculty – Elected at Large	Fall 2014	Spring 2016
P	Jeff Shmidl	Faculty – Elected at Large	Fall 2013	Spring 2015
P	Terry Harper	Mid-level Manager	Fall 2013	Spring 2015
P	Melvin “Hawk” Hawkins	Mid-level Manager	Fall 2014	Spring 2016
P	Chad Marley	Mid-level Manager	Fall 2014	Spring 2016
P	Ali Briggs	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Bill Dalles	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Hailie Pragnell	SGA (Student Government Association)	Fall 2014	Spring 2015
P	Kim Bender	President's Cabinet	N/A	N/A
P	José Fierro	President's Cabinet	N/A	N/A
E	Carol Hogle	President's Cabinet	N/A	N/A
P	Judy Hay	President's Cabinet	N/A	N/A
P	Peggie Kresl-Hotz	President's Cabinet	N/A	N/A
P	James Malm	President's Cabinet	N/A	N/A
E	Lisa Murphy	President's Cabinet	N/A	N/A
P	Jayne Myrick	Budget Coordinator – ex officio	N/A	N/A
P	Ann Murray	Institution Research Manager – ex officio	N/A	N/A
P	Vicki Boreing	Recorder (non-voting)	N/A	N/A

**GUESTS**

Teresa Authier, Carolyn Cuestas, Jill Koslosky, James Miller, Dorothy Moen, and Maggie Swanger

## **PAID VACATION LEAVE TRANSITION** October 2014

### **What is changing?**

*There is shift in processing practice from fronting an annual amount to accruing vacation leave on a monthly basis.*

### **Have the maximum accrual levels been reduced?**

*No. The historical maximum accrual levels have been brought forward in the revised/updated procedure. Employees will still accrue vacation up to the same maximum accrual levels.*

### **What are the maximum accrual levels?**

*Here are the historical\* and current\*\* accrual levels and the listed maximum accrual levels:*

<b>Employee Category</b>	<b>Historical Accrual Levels</b>	<b>Historical Maximum Accrual Levels</b>	<b>Current Accrual Levels</b>	<b>Current Maximum Accrual Levels</b>
<b>Administrator</b>	1.75 Days/Mth	42 Days	1.75 Days/Mth	42 Days
<b>Professional Staff</b>	1.75 Days/Mth	42 Days	1.75 Days/Mth	42 Days
<b>ESS/Classified Staff with 0 to 5 years of continuous eligible service</b>	1 Day/Mth	24 Days	1 day/Mth	24 Days
<b>ESS/Classified Staff 5+ to 10 years of continuous eligible service</b>	1.5 Days/Mth	36 Days	1.5 Days/Mth	36 Days
<b>ESS/Classified Staff with 10+ years of continuous eligible service</b>	1.75 Days/Mth	42 Days	1.75 Days/Mth	42 Days

*\* Historical = Per LCCC Procedure 4120*

*\*\* Current = Per LCCC Procedure 6.6.1P*

### **What does this shift in processing practice mean to me?**

*For most employees, the change you will see is that your vacation leave balances will increase on a monthly basis, and correspondingly decrease with usage. The amount of vacation that can be carried forward from one year to the next depends on your maximum accrual level. The vacation leave that will show in your balance should be an accurate representation of the vacation leave that you own, is available for your use, and/or would be paid out to you if you were to leave LCCC employment.*

*For some of our long-term employees who have reached maximum accrual levels, they will no longer see vacation in their balance that is above the (historical and) current maximum accrual level.*



### **When will the shift be finalized?**

*Current employees in the Administrator employee category, have already been shifted from being fronted to accruing on a monthly basis (that shift occurred on July 1, 2014). Tentatively, current employees in the Professional or Classified employee category are scheduled for shifting from being fronted to accruing monthly on January 1, 2015. The outcome of the shift should be fully realized with the start of the upcoming fiscal year, employees eligible for paid vacation leave should see their vacation leave accruing on a monthly basis; the leave balance they see on their pay advice will accurately reflect the vacation balance they have as accrued, earned, and therefore own.*

### **So what if I am one of the employees who has had vacation amounts showing in my leave balance above the listed maximum accrual levels?**

*HR will be in touch with you to set up an appointment walk through your options specific to your accrued balance, employee category, and any fronted amount that may show in your leave balance. We will set up a plan with you to allow for a supported reduction in any leave balance over the maximum accrual levels as specified in both historical and current procedure.*

*It may be necessary to ensure that we involve an employee's immediate supervisor to ensure that the plan is operationally reasonable and achievable.*

### **What Happens Next – Our Action Steps --**

- 1. Audit of current leave balances for all eligible employees.*
- 2. Employees with vacation leave balances over the historical/current maximum accrual levels will be contacted and individualized appointments set up.*
- 3. Personalized worksheets will be prepared and provided to the employee in their individual meetings.*
- 4. Options will be reviewed and individualized tentative plans drafted.*
- 5. As necessary, immediate manager support sought and secured.*
- 6. From July 1, 2015 forward, employees will accrue up to maximum accrual levels as identified in both historical and current procedure.*

### **POLICY STATEMENT REFERENCE:**

*Leaves of Absence Policy 6.6*

*“It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to provide appropriate types of leaves of absence to specified employees in a fiscally and operationally responsible manner; some leaves of absence are granted to eligible employees by the Board of Trustees as institutionally-provided benefit(s) while other leaves of absence are required by applicable statute and/or regulation and are provided in accordance with law. Therefore, the purpose of this policy is to direct the President to implement procedure to carry out this policy.”*