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LARAMIE COUNTY COMMUNITY COLLEGE
COLLEGE COUNCIL
Friday, November 21, 2014
3:15 p.m. to 5:00 p.m.
Center for Conferences and Institutes
CCI 130

</div>

MINUTES

AN ATTENDANCE LIST IS ATTACHED.

CALL TO ORDER of the November 21, 2014, College Council Meeting – Chad Marley, Co-chair

College Council Co-chair Chad Marley called to order the November 21, 2014, College Council meeting at 3:15 p.m.

APPROVAL OF THE MINUTES

1. **Approval of the College Council October 17, 2014, Minutes** – Chad Marley, Co-chair

   Melvin Hawkins moved and Aaron Casteel seconded,

   MOTION: That the College Council approves the October 17, 2014, minutes.

   DISCUSSION: Ann Murray asked that on page 2 the last sentence before the Postscript "Judy suggested his update also note the College is moving toward a more bench marketable product." be changed to read "Judy suggested his update also note the College is moving toward a national product to provide benchmark data." Hawk and Aaron accepted the revision as a friendly amendment.

   MOTION CARRIED unanimously to approve the minutes as amended.

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

2. **Shipping, Receiving, and Mail Services Procedure 5.1.3P** – Feedback Received and Incorporated – Carol Hoglund

   Carol Hoglund stated the procedure's major change states employee personal packages will no longer be mailed. Citing the proposed revision from Caroline Ross below in **purple**, she noted the procedure should be revised to also include the language below in red.

   Caroline could not be present at the meeting, so she emailed the proposed revision in **purple** below to Vicki Boreing. Her reasoning for the revision was: "At the beginning of every semester, I have over 50 chemistry kits, 25 astronomy kits, 25 geography kits and 25 geology kits that could be sent out (max has been 15 total for all 125 kits but I need help OR the equipment to haul them to mail services). Note: if asked we hold an orientation where those who live in Cheyenne or the surrounding area need to attend to pick up their kit. Cuts down on mailing them out."

   Tim Macnamara and Dave McVay then added the language in red.

Proposed Revisions: Parcels and packages to be shipped will be delivered to**, or picked up by,** Mail Services, when adequate advance notice is given, at the time mail is delivered. All parcels and packages shall be boxed, taped, addressed and ready to go.

Stacy Maestas moved and Carol Hoglund seconded,

MOTION: That the College Council recommends approval of the Shipping, Receiving, and Mail Services Procedure 5.1.3P with the recommended changes for President Schaffer's signature.

DISCUSSION: None

MOTION CARRIED unanimously with the proposed amendments to the procedure. Proxy votes for approval were received from Caroline Ross (with the proposed revision) and Jodi Weppner.

3. **Scholarships and Waivers Policy 3.2** (replaces 5510) – No Feedback Received – Julie Wilson
4. **Scholarships and Waivers Procedure 3.2P** (replaces 5510) – Feedback Received and Incorporated – Julie Wilson

Melvin Hawkins moved and Aaron Casteel seconded,

MOTION: That the College Council recommends President Schaffer advances the Scholarships and Waivers Policy 3.2 for Board approval and signature and recommends approval of the Scholarships and Waivers Procedure 3.2P for President Schaffer's signature.

DISCUSSION: Ann suggested the following revision to 4D. in the procedure:

From: "*Employee or Dependent Benefit* – Waivers extended to eligible employees, spouses and/or dependents at LCCC, University of Wyoming and/or City of Laramie. These waivers, because they are part of employee benefits, are not limited by available funds."

To: "*Employee or Dependent Benefit* – Waivers extended to eligible employees of LCCC, UW, and/or the City of Laramie, and their spouses and/or dependents. These waivers, because they are part of employee benefits, are not limited by available funds."

Hawk and Aaron accepted the suggested changes as a friendly amendment.

MOTION CARRIED unanimously with the accepted friendly amendment. Proxy votes for approval were received from Caroline Ross and Jodi Weppner.

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

5. **Budget Decision-Making Rubric** (Budget Process Advisory Committee: Kim Bender, Melvin Hawkins, Chad Marley, Mary Martin, Starla Mason, Dana McCammon, James Miller, Jayne Myrick, Denise Rogers, Caroline Ross, Shannon Zavorka and Jean Zlomke) – Kim Bender

Jayne thanked and recognized the Budget Process Advisory Committee (BPAC) members for their work this fall. A subcommittee was formed to review the rubric and make changes that would help those submitting budget requests. The BPAC uses the rubric to evaluate and prioritize budget requests. Kim explained the rubric language and that some of the strategic plan strategies have been refined and clarified. Because the strategies are abbreviated, Jennifer Thompson will be adding links to the strategies within the Laramie County Community College 2013-2020 Strategic Plan, so the full strategy will be easily accessed. Links will also be added to the KPI's, KPI Manual, and AQIP action plan projects. The reference to the Wyoming Performance

Indicators (Complete College Wyoming) in Trait 2 will be dropped because the indicators have not yet been developed.

Feedback from rubric users resulted in the inclusion of an example of a successful budget request. The example of a one-time budget request shows how the request's rationale is related to a strategy within the College's strategic plan and also to three trait definitions. When staff analysis of the strategies is completed, Ann Murray will produce a list of those strategies and will gray out the completed strategies in the rubric so the remaining active strategies are apparent.

Some of the rubric trait language has also been improved. As examples, Kim highlighted the changes made to Trait 5, Trait 7, Trait 9, and Trait 10. Because collaboration is important to the improvement of services, emphasis was given to collaboration in Trait 5 adding "strengthens collaboration of multiple areas for gains in service performance" under each performance definition. Because AQIP places a lot of emphasis on processes and client needs, "processes" and "client needs" are referenced in Trait 7. Clients include students and community stakeholders. Also in Trait 7, "identification of client needs" was added to the list under the Highest Performance definition. Under Trait 9 "Factors that may improve effectiveness and efficiency include return on investment or a reduction of complexity or added value to client." was added. Under each of the performance definitions "and offers gains for return on investment or a reduction of complexity or added value to clients" was also added. Most of the change occurred in Trait 10. New language was introduced into the Trait 10 definition. "Impact on Campus Infrastructure" was changed to read "Impact on Campus Infrastructure or Core Services." Core services are those that occur daily on the campus and the campus cannot do without them. The performance levels in Trait 10 have a weighted impact twice that of the levels in the other traits. Doing so gives infrastructure items the ability to rise up in the hierarchy of requests. Overall, unnecessary language and punctuation under the performance levels were removed giving the rubric a cleaner look.

A panel discussion and brown bag lunch will take place during the January in-service to provide additional insight on how to develop good rationale by including strategies and trait definitions that supported their requests. On the panel will be some of those who have submitted successful requests.

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

6. **AQIP Systems Portfolio Update** – Kim Bender

Every four years the College develops a kind of self-study of the institution for its accreditation process. The College has chosen the AQIP (Academic Quality Improvement Plan) pathway for accreditation that requires more intense reporting than other pathways that have community colleges submitting reports every ten years. Under AQIP, the College is submitting reports every year on action plan projects. Every four years a self-study document is developed and submitted to the Higher Learning Commission. The College is the first to use the new standards for accreditation specified by AQIP in the development of its 125-page systems portfolio. Laramie County Community College's AQIP Systems Portfolio was electronically submitted Friday, October 31, 2014, and is posted on the College's website at http://www.lccc.wy.edu/about/accreditation/ or go to About, View More, Accreditation. The 2012 Quality Checkup Report is also posted on this website. A portfolio appraisal in which feedback is provided on how to improve the College's processes is expected in February 2015. The College will develop another systems portfolio in 2018 and will have a comprehensive visit following the portfolio's submission.

Chad congratulated Kim and all those who worked tirelessly on the development of the 2014 Systems Portfolio.

7. **Enrollment Report** – Ann Murray

   The end-of-term fall enrollment report is scheduled for distribution on December 15th. The first spring enrollment report became available November 12th. Sarah Smith has substantially revised the 2015 enrollment monitoring report based on suggestions by those receiving the report. Most of the point-to-point comparisons are not available, because this data was not recorded this way a year ago. More end-of-semester comparison data is available. The end-of-semester data provides enrollment targets. The 2015 enrollment reports are available on the Institutional Research Office's EaglesEye site. The reports will be posted once-a-week until the spring semester starts and then less frequently.

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

   Vetting for 12 searches is in process—8 are being advertised and 4 have interviews in progress.

9. **Next Meetings**
   - Friday, December 19th – CCI 130 – 3:15 to 5 p.m. Students Bill Dalles, Hailie Pragnell, and Ali Briggs stated they will not be on campus on December 19th and therefore will be unable to attend.

10. **Constituent Feedback**

    Jayne stated concerns were brought up in a meeting yesterday that some of the employees who have vacation accrual above the maximum allowed have not yet been advised by their supervisors how they will be allowed to take the vacation hours over the maximum so they don't lose the hours they have earned.

    (POSTSCRIPT TO MINUTES: Chad contacted HR Executive Director Peggie Kresl-Hotz following the meeting. She sent him the handout provided during the 10/17/14 College Council meeting and Chad forwarded the information to the College Council members that same afternoon. That handout is attached to these minutes.)

    Carol stated for Ann that the accrual of vacation and sick leave time will occur the last day of the month and that a schedule of when those accruals will be uploaded is being developed. The accrual date will be different each month.

    Ann reminded College Council members the Noel-Levitz survey will be available until Monday, November 24th, and asked the members to encourage their constituents to participate in the survey, noting the greater the response, the more reliable the data. Ann anticipates the results may be received as early as January. The College Council as the client of the survey will receive the results.

ADJOURNMENT of the November 21, 2014, College Council Meeting – Chad Marley, Co-chair

Co-chair Chad Marley adjourned the November 21, 2014, College Council meeting at 3:47 p.m.

Respectfully submitted,

Vicki Boreing
Recorder

Handout from October 17, 2014, College Council Meeting

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:

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

P E UE*	Member	Representative Area	Term Start Date	Term End Date
COLLEGE COUNCIL 11/21/14 ATTENDANCE RECORD				
E	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
E	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
E	José Fierro	President's Cabinet	N/A	N/A
P	Carol Hoglund	President's Cabinet	N/A	N/A
E	Judy Hay	President's Cabinet	N/A	N/A
E	Peggie Kresl-Hotz	President's Cabinet	N/A	N/A
P	James Malm by video conference	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 Amanda Kutsch				