

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

**Friday, January 16, 2015**  
**3:00 p.m. to 5:00 p.m.**  
**Health Sciences Building**  
**HS 311**

**MINUTES**

**AN ATTENDANCE LIST IS ATTACHED.**

**CALL TO ORDER** of the January 16, 2015, College Council Meeting – Chad Marley, Co-chair

College Council Co-chair Chad Marley called to order the January 16, 2015, College Council meeting 3:08 p.m.

**APPROVAL OF THE MINUTES**

1. **Approval of the College Council December 19, 2014, Minutes** – Chad Marley, Co-chair

Terry Harper moved and Melvin Hawkins seconded,

**MOTION:** That the December 19, 2014, minutes be approved as written.

**MOTION CARRIED** unanimously.

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

2. **Academic Standards Committee Procedure No. 2.12P** (*Brought forward from the 9/22/14 College Council meeting with revisions.*) – José Fierro

Vice President Fierro stated modifications to the procedure were necessary as the College moves forward with program and course changes. The procedure as revised addresses all the concerns expressed by College Council during the September 22, 2014, College Council meeting.

Terry Harper moved and Stacy Maestas seconded,

**MOTION:** That the College Council recommends ratification of Academic Standards Committee Procedure No. 2.12P for President Schaffer's signature.

**DISCUSSION:** Following discussion concerning the committee's membership and member voting status, Vice President Fierro agreed to make the following additional changes.

**Comments/Clarifications**

- Voting status of members is stated in 5.0 Procedures, B. Membership of the Committee, 2<sup>nd</sup> paragraph.
- One librarian from the Ludden Library will be listed as a faculty member of the Committee, and will therefore, be elected. The Associate Dean of the Ludden Library will remain an ex officio.
- The Center for Learning Technologies will be added with the Director of the Center for Learning Technologies as an ex officio.

Terry Harper stated she would like action on the procedure to be tabled until the next College Council meeting to make sure the changes are made.

Vice President Fierro suggested electronic approval be requested of the revised procedure in lieu of tabling the procedure's approval.

Terry Harper agreed with Vice President Fierro's suggestion and withdrew her original motion. Stacy Maestas agreed with the withdrawal of the motion. Terry then stated she would like to have the procedure revised with the changes discussed during today's College Council meeting and then sent to College Council for electronic approval. Vice President Fierro will provide Vicki Boreing with the revised procedure, and she will request electronic approval by the College Council members. (POSTSCRIPT TO MINUTES: The Academic Standards Committee Procedure No. 2.12P received approval via electronic request.)

3. **New Position Request Process (HR Priority Plan)** – Peggie Kresl-Hotz (*Supporting documents will be emailed by Thursday, January 15.*)

Peggie Kresl-Hotz asked the Council to set the schedule for the new position request process and provided the suggested timeline below. The position requests and scoring and processing forms are located on EaglesEye. Peggie noted that several managers are already working with HR on position descriptions in anticipation of the opportunity for submitting position request(s).

- February 13 – Deadline for submitting position requests to Human Resources
- February 18 – New Position Request Process info is disbursed to College Council.
- March 13 – Deadline for College Council to return scoring and process forms.
- March 20 – College Council discusses the results of the scorings.

Dates Added

- March 31 – President's Cabinet review of the prioritizations
- April 15 – Board's first reading of budget

Terry Harper moved and Jeff Shmidl seconded,

**MOTION:** That the College Council accepts the proposed timeline.

**DISCUSSION:** President Schaffer stated the New Position Request Process is an exercise to help understand what the College's human resource needs will be in the future. Vice President Fierro and Ann Murray questioned whether a budget projection for new positions should be established prior to approving positions. President Schaffer stated resources will be reallocated to the priorities of the institution. He also explained for Ann that positions requested but not funded are not grandfathered as priorities for the next year.

Terry Harper and Jeff Shmidl agreed to a friendly amendment of the original motion as follows.

**FRIENDLY AMENDMENT:** That the College Council accepts the proposed timelines changing the College Council March 20<sup>th</sup> date to March 27<sup>th</sup> and adding President's Cabinet's review of the prioritizations on March 31<sup>st</sup>.

**ORIGINAL MOTION CARRIED** unanimously with the addition of the friendly amendment.

NOTE: The March 20<sup>th</sup> meeting was moved to March 27<sup>th</sup>, because March 20<sup>th</sup> falls during spring break. Vicki Boreing will send an e-vite rescheduling the March 20<sup>th</sup> meeting to March 27<sup>th</sup>.

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

**4. Noel-Levitz Survey – Preliminary Results** – Ann Murray

Ann Murray stated the Noel-Levitz interpretive guide and the preliminary results were sent with the agenda on January 12<sup>th</sup> and on January 13<sup>th</sup> she emailed comparison data showing how LCCC's results compared with that of 41 other two-year colleges who completed the survey within the last three years. The responses to the four open-end questions are forthcoming. Of the 356 benefited employees invited to participate in the survey 176 responded to some or all of the survey. Those invited were employed as of October 1, 2014. Because the margins for error were 5 ¼% to 5 ¾%, the survey's data will give some statistically reliable information upon which to make decisions. Ann indicated, however, that staff are under-represented among the responding population, so this will need to be kept in mind when disaggregating, because the margin for error will go up. Ann noted this is typical with past survey responses.

Ann asked the Council for guidance on prioritizing requests for disaggregation, graphs, frequency tables, and on which piece of the analysis to do next. National comparison data will be used in the College's KPIs (Key Performance Indicators), which will add another benchmark in that system. She suggested looking at the results analytically and then using the open-end comments to develop strategies for improvement. She offered three approaches or any combination of them for consideration.

- Bigger gaps could be a way to start prioritizing. For example, if people think it is really important and are not that satisfied with it, this is a big gap item.
- Satisfaction is another way to start prioritizing. There are some items with which the College would want everybody to be satisfied, and if they're not, then those items could be prioritized.
- National data could be used but this data will not work with the College's internal items. However, last year's responses on internal items could be used for comparison with this year's responses.

Other suggestions included the development of trend lines. Ann cautioned against making decisions solely on trend line indicators because of the change in survey instruments. She suggested using the gap analysis on everything bigger than two and then consider the national comparison and satisfaction rating within that gap analysis to determine how to set priorities. Discussion continued on how much weight to give to the national comparison and how to balance the external and internal survey pieces. President Schaffer observed the survey results show employees are in agreement on what is important but not in agreement on the level of satisfaction. Mohamed Chakhad stated the biggest significant differences will probably correlate with the biggest gaps. President Schaffer suggested if standard deviations (distance from the mean) could be obtained to look at those items with the biggest gaps and the lowest standard deviation on the importance scale. He rationalized this would show the areas that need to be examined. Vice President Fierro suggested consideration should also be given to the human aspect as well as the mathematical aspect. In response, Ann stated a determination could be made concerning which of the four sections of the survey (e.g., Culture) is the most important/critical and then consideration would be given to the biggest gap within that section to give some direction on how to start. Because the "how" is not in the quantitative data, the open-end responses could provide information on how to start addressing the biggest gap. Terry Harper suggested the analysis should be done first and then drill down to some of the more human aspects.

Discussion was also held concerning the release of the open-end comments (raw data) without accompanying that raw data with a framing analysis. Caution was emphasized because the comments from the previous survey were interpreted by some as a trend rather than one individual's comment/opinion. Terry Harper concluded the value of the analysis will be in the time needed to implement changes in response to the survey results. Ann suggested releasing the open-end comments within the next two weeks (pending her completion of other projects already in process), including a statement about how this raw data is going to be used, and noting that although the comments are valuable, they are not statistically valid.

Given the large amount of data to be analyzed, Ann suggested the following regarding the timeline:

- February 20<sup>th</sup> Meeting – Provide general impressions and suggest items to prioritize.
- March 27<sup>th</sup> Meeting – Make recommendations and determine some strategies.

Pursuant to the foregoing in-depth discussion of how to proceed with the survey analysis, the Council concluded a sub-committee chaired by Ann Murray and including Carolyn Ross (professional staff), Mohamed Chakhad (faculty), Melvin Hawkins (administrators), Aaron Casteel (classified staff), and a member from the Faculty Senate and Staff Senate (student representation may be added later) will prioritize the items based on the guidance from the College Council, which is to focus on the biggest gaps in the College's data, look at the satisfaction discrepancies, pull in standard deviations, and finally look at how the national data group might be informative. (POSTSCRIPT TO MINUTES: The Faculty Senate named Meghan Kelly and the Staff Senate named Jennifer Thompson as their external representatives.) Ann will provide the subcommittee members a short paragraph about the analysis expectations along with the Noel-Levitz interpretive guide. President Schaffer noted the subcommittee's initial analysis should be accompanied by a statement that the College Council is not going to make recommendations but rather will look to the College's different employee groups and division and department internal committees to do so. In the interest of expediting the release of the survey and its analysis, President Schaffer suggested the initial analysis be brought to the College Council's February 20<sup>th</sup> meeting and that the survey documents be distributed to campus as soon as the open-end comment section is readied through College Council members. Co-chair Chad Marley suggested the distribution of the survey documents include a statement that further analysis is being performed and therefore the survey data being distributed is not accompanied by any interpretation. The Noel-Levitz interpretive guidelines will also be included with the distribution.

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

5. **Enrollment Report** – Ann Murray

The College's headcount of a little over 3,100 is down approximately 14% from a year ago. The next enrollment report will be distributed on Wednesday, January 21<sup>st</sup> following the first day of class. President Schaffer stated the decrease in community college enrollments over the last two years closely follows the recessionary period. In contrast, though, he pointed out that over the last ten years community college enrollments are up 25%. President Schaffer noted orientation and advising requirements are being required for the first time this semester and these first-time requirements along with the College's elimination of late registration are likely contributing to the initial enrollment numbers. He added, however, the enrollments would probably still be down. Mohamed Chakhad observed the College now has classes that start later in the semester in A and B blocks. Ann Murray stated, that in addition to these enrollment numbers, concurrent and UW math class enrollments are also received later in the semester, and therefore she doesn't pay much attention to enrollment reports until mid-semester. Stacy Maestas pointed out the state's community colleges have different start dates, and therefore community college enrollments cannot be strictly compared early in the semester.

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

No questions/comments were asked.

7. **Next Meetings** – All meetings are on the third Friday of each month from 3 to 5 p.m. in HS 311. E-vites for these meetings were sent 12/9/14.

- February 20
- March 20 – RESCHEDULED to March 27<sup>th</sup>.
- April 17
- May 15

## 8. Constituent Feedback

Stacy Maestas stated she has received concerns about the HR Position Process Request form being too complex and too time consuming. Peggie Kresl-Hotz stated HR staff are happy to provide additional information and assistance in completing the form.

President Schaffer provided a legislative update, stating HB 118, the community college's recalibration bill to change the funding model for community colleges, was filed today. The current funding model necessitates the community colleges submit funding requests to the Legislature every session. A supplemental budget request is made during the general session for enrollment growth monies. The current funding model dictates that requests be based on 2004 enrollments. The new legislation would provide for recalibration based on enrollment growth every four years and the monies from that recalibration would go into the standard budget eliminating the need for a supplemental budget request during the legislature's general session. The proposed legislation means the community colleges would submit a budget request every four years. If the legislation passes, the community colleges would have a \$14 million standard budget request for next year.

Also filed today was HB 114 that would repeal all the gun-free zones and allow persons with a concealed weapons permit to carry a gun onto campuses and other current gun-free zones. President Schaffer stated educators are not opposed to the second amendment's right to bear arms. Rather their concern is with the ease in which a concealed weapons permit may be obtained and not knowing if a person is carrying a weapon into areas currently defined as gun-free zones.

A bill eliminating funding for remedial education is expected but has not yet been introduced. Legislation addressing residency proposes a change in residency status for certain groups of veterans so that they are eligible for in-state tuition and fees. That bill will likely move through the legislature with ease.

HB 10 *Education-state authorization reciprocity agreement* provides for licensing of Wyoming's post-secondary institutions in other states and licensing of other states' post-secondary institutions in Wyoming. The Wyoming Community College Commission will oversee the authorization of the licensing agreements. Online students will be affected by this legislation.

**ADJOURNMENT** of the January 16, 2015, College Council Meeting – Chad Marley, Co-chair

Co-chair Chad Marley adjourned the January 16, 2015, College Council Meeting at 4:32 p.m.

Respectfully submitted,

Vicki Boreing  
Recorder

**COLLEGE COUNCIL 1/16/15  
ATTENDANCE RECORD**

<b>P E UE*</b>	<b>Member 22 Voting Members</b>	<b>Representative Areas</b>	<b>Term Start Date</b>	<b>Term End Date</b>
P	President Joe Schaffer	ex officio	N/A	N/A
E	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
P	Caroline Ross	Professional Staff – Elected at Large	Fall 2014	Spring 2016
P	Jodi Weppner	Professional Staff – Appointed	Fall 2014	Spring 2016
E	Mary Ludwig	Faculty – Appointed by Faculty Senate	Fall 2014	Spring 2016
P	Mohamed Chakhad	Faculty – Elected at Large	Fall 2014	Spring 2016
E	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
E	Ali Briggs	SGA (Student Government Association)	Fall 2014	Spring 2015
E	Bill Dalles	SGA (Student Government Association)	Fall 2014	Spring 2015
E	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
P	Carol Hوجلund	President's Cabinet	N/A	N/A
E	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** None