

LARAMIE COUNTY COMMUNITY COLLEGE
COLLEGE COUNCIL
Thursday, April 10, 2014
3:00 to 5:00 p.m.
Training Center
TC 120

MINUTES

An attendance list is attached.

1. Call to Order – Kari Brown-Herbst, Co-chair

College Council Co-chair Kari Brown-Herbst called to order the April 10, 2014, College Council meeting at 3:05 p.m.

APPROVAL ITEMS (*Items on which College Council will take action.*)

2. Approval of the [College Council March 17, 2014, Minutes](#) – Kari Brown-Herbst

Terry Harper moved and Chad Marley seconded,

MOTION: That the College Council approves the March 17, 2014 minutes as written.

MOTION CARRIED unanimously.

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

3. FY 15 Budget – 1st Reading – President Schaffer, Jayne Myrick

A. [FY15 Budget Assumptions](#)

Jayne Myrick gave an overview of the FY 15 Budget Assumptions, and noted that all figures are currently estimates.

- The state aid formula was recalibrated this year with an increase in fixed costs and a decrease in variable costs. This change benefited the college, and results in more funds.
- The enrollment growth funding is one-time only funding based off of successful course completion. It is divided between the seven colleges in Wyoming. Although LCCC's completion rate is at the low end of the seven colleges, our enrollments are high, which lead to us getting a larger share based on volume.
- The Legislature approved a 2% salary increase for all employees and part-time students, excluding adjunct faculty. There will also be a .875% increase in retirement. The state covers 61.59% of these increases, leaving LCCC to cover the remaining expense. Employees will cover .375 % of their retirement increase.
- All of the fees are based on declining enrollment, and have been taken into account on the proposed distribution.
- The local appropriation amount is what we are expecting for this fiscal year. Jayne does not attempt to estimate for the following year in this area.
- The 5% tuition increase amount is based off of our current enrollment.

The College Council minutes may be found at <http://www.lccc.wy.edu/about/council/minutes>.

B. [FY15 Budget \(Trend Data\)](#)

- The proposed distribution includes the amount the college will cover for the 2% salary increase, as well as the employer retirement contribution. The amount for educational advancements and market adjustments are similar to the past few years.
- The custodial services market/equity adjustment was approved to allow LCCC to be competitive with other employers, and to bring the custodial staff up to market. This was done last year for the security staff, and has had a positive impact on applicants and retention. The next reclassification will incorporate a market study with all of the other community colleges to determine specific needs.
- The move of the IT budget to the current fund frees the one mill monies for one-time expenditures, and complies with the Board directive that one mil funds be used for liquid resources.
- The reserve account is zeroed out each year, and the funds are used for one-time only expenses.

4. **Budget Resources Allocation Committee Overview and Recommendations** – Jayne Myrick, Cindy Henning, and Chad Marley

The members of the Budget Resource Allocation Committee are: Kim Bender, Chad Marley, Sabrina Lane, Caroline Ross, Monica Benes, Cindy Henning, Nycole Courtney, Jason Ostrowski, Jodi Weppner, and Bill Zink. Jayne recognized the time and effort that they have given, and thanked them for all of their hard work. BRAC was given the task of reducing the overall operating budget by \$100,000.

A. FY15 Budget Overview and [BRAC Improvement Recommendations for FY16](#)

BRAC has determined some recommendations for committee-process improvement, as well as ways to improve communication to the campus. Their findings were presented to College Council as an information item, and will be forwarded to President’s Cabinet for their consideration.

B. [Recommendation for One-Time-Only Funding Requests \(Memo\)](#)

The BRAC scoring process involved independent scoring of every request by every committee member. They did not consider requests that were under \$2500, as they determined those expenses should fall under their own unit budgets. The decision was made to allocate 60% of the funding to non-infrastructure requests, and 40% to infrastructure requests. The breakdown of this recommendation is as follows:

Non-Infrastructure	\$451,962
Infrastructure	\$298,038
Unfunded Requests	\$164,343

If one-time funds do become available due to funding by Perkins or lower expenditures, the denied requests will be funded in the order indicated by the scoring that was submitted. Additional changes were recommended to the budgets reflecting more than a 3% increase from last year. These included VPAA and Human Resources. Budget requests NOT falling under scrutiny for a greater than 3% increase include Student Services (increases due to scholarships), AVP

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Institutional Effectiveness (first year budget) and VP Administration and Finance (increases reflect utility changes and insurance rate increases). Finally, BRAC recommends that all schools adjust their adjunct faculty lines once accurate needs are assessed.

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

5. Human Resources Priority Plan – Peggie Kresl-Hotz

A. [Process Workflow](#)

Last year an HR Priority Task Team was formed and developed a scoring rubric to rank new position requests to help determine which positions to include in the budget. This year the scoring rubric was altered to include the Strategic Plan Tiers, with a few other minor changes. Sixteen new position requests were submitted to HR by the March deadline. All of the requests were forwarded to College Council members for individual scoring. Eighteen College Council members participated in the scoring, and their combined scores were compiled to create the current prioritized rankings presented at this meeting.

B. [New Position Request Ranking](#)

Today's suggested action will not approve these positions, but will approve the rankings as submitted. Staff will still be able to make recommendations and/or add information for Joe to consider when determining which positions to include in the FY15 budget.

Carol Hوجلund moved and Burt Davis seconded,

MOTION: That the College Council not take action at this time on the Human Resources Priority Plan.

DISCUSSION: There were concerns raised that waiting for an entire month to take action on these rankings could be detrimental. Jeff wondered if we would have to wait for the Board's' approval as well before the jobs could be posted. In the past jobs have been posted with the contingency that they had to have board approval, and can be posted after they have been approved by President's Cabinet. Another concern that was raised was what was done with the comments. Only the scores were presented as part of the ranking, but many felt that their comments were just as important. Carol presented a document showing that since 2010 her area has only added one new position, while Academic Affairs has added 23. Additional comments focused on the incompleteness of some of the applications, and the fear that some scores reflect the poor presentation of the information instead of the need for the position. Jeff suggested going down the list to discuss each position individually. Burt had to leave early, but has doubts about the entire ranking and votes not to approve.

MOTION FAILED.

Jeff Shmidl moved and Terry Harper seconded,

MOTION: That the College Council approves a FY15 HR Priority Plan, and recommends the President take the plan's rankings into consideration when determining any new positions to be included in the FY15 Budget.

The College Council minutes may be found at <http://www.lccc.wy.edu/about/council/minutes>.

DISCUSSION: The highest ranked position was for the CTL Director. A lengthy discussion ensued detailing an accounting of the work of CTL and a list of accomplishments that had been compiled for the Board of Trustees. At this point it became clear that there would not be enough time to go through the entire list, as it was already after 5:00 and many members were leaving the meeting. The option was raised to table the motion and handle the concerns electronically.

FRIENDLY AMENDMENT: Terry Harper recommended an amendment that College Council forward the current HR Priority Plan to President's Cabinet with the caveat that additional comments can be forwarded to President's Cabinet before their meeting on Tuesday.

Jeff Shmidl accepted the amendment.

ADDITIONAL DISCUSSION: All of the comments that were received during the initial scoring will be forwarded, as well as any that came from today's meeting. The comments will be sent to Vicki to be compiled before the next President's Cabinet meeting.

MOTION CARRIED with Jeff Shmidl opposing.

6. One-Time Only Funding Requests – Chad Marley

A. [Recommendation for One-Time Only Funding Requests](#)

As much of the discussion on this took place earlier in the meeting, no further discussion was needed.

Chad Marley moved and Jennifer Anderson seconded,

MOTION: That the College Council recommends the Budget and Resource Allocation Committee's recommendations for one-time, strategic investments to be included within the proposed FY15 operating budget are forwarded to President's Cabinet for approval.

ADDITIONAL DISCUSSION: None

MOTION CARRIED unanimously.

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

7. Enrollment Report – Ann Murray

The next Enrollment Report will be distributed by May 6, 2014

8. [Human Resources Recruitment \(Position Vacancy Status\) Report](#) – Peggie Kresl-Hotz

Searches are active for four positions. Applications are with committees for four other positions.

9. Setting Next Meeting

College Council will plan to meet again in early May.

10. Constituent Feedback

The College Council minutes may be found at <http://www.lccc.wy.edu/about/council/minutes>.

No feedback was presented.

ADJOURNMENT

11. Adjournment – President Schaffer

Hearing no request for further discussion, College Council Co-chair Kari Brown-Herbst adjourned the April 10, 2014 College Council meeting at 5:20 p.m.

Respectfully submitted,

Jennifer Thompson
Recorder

