

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

**Friday, May 2, 2014**

**8:30 to 10:30 p.m.**

**Center for Conferences and Institutes**

**CCI 129**

## **MINUTES**

**AN ATTENDANCE LIST IS ATTACHED.**

**CALL TO ORDER** of the May 2, 2014, College Council Meeting – Co-chair Kari Brown-Herbst

Co-chair Kari Brown-Herbst called to order the May 2, 2014, College Council meeting at 8:35 a.m.

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

None

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

1. [College Council Membership 2014-2015](#) (Expiring terms are highlighted in blue.) – Co-Chair Kari Brown-Herbst

Co-chair Kari Brown-Herbst noted the positions that have terms expiring spring 2014. SGA representative Katie Wells announced the three 2014-2015 student representatives will be Ali Briggs, Tzetz Mendez, and Hailie Pragnell. Jodi stated Staff Senate met yesterday and will be determining their classified and professional staff representatives. New members need to be in place for the August 2014 meeting. (POSTSCRIPT TO MINUTES: No meeting was held in August.)

2. Human Resources Priority Plan – President Schaffer (email attachment)
  - A. [New Positions to be Added](#) (Positions to be added are highlighted in yellow.)

During the April 10<sup>th</sup> College Council meeting, members agreed because the meeting was running beyond 5:00 p.m. to have President's Cabinet review the positions during their April 15<sup>th</sup> meeting and bring their recommendations to College Council. The five recommended positions were:

- Chair/Director, Center for Teaching and Learning
- Microbiology Instructor
- Research Analyst
- Career Resources Specialist
- Grounds Assistant

President Schaffer noted the positions are approved contingent upon the Board's approval of the budget on July 16<sup>th</sup>.

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

**3. FY15 Budget** – President Schaffer, Jayne Myrick (email attachments)

- A. [FY15 Budget Assumptions](#)
- B. [FY 15 Budget \(Trend Data\)](#)

Jayne reported one change to the FY 2015 budget has been made since the last College Council meeting on April 10<sup>th</sup>. Because President Schaffer is very interested in offering a full benefit package, he and Peggie Kresl-Hotz pursued and secured a short-term disability insurance plan for full-time, benefited employees at an annual cost to the College of \$64,000. Employees will be automatically covered under this involuntary benefit but will need to fill out the coverage paperwork during the fall 2014 open enrollment. The coverage will start in January 2015. Because the short-term disability insurance will be in effect for one-half of the 2015 fiscal year, the amount budgeted for FY 2015 is half of \$64,000 or \$32,000. The College will pay 100% of the short-term disability premium on behalf of the employee; the College pays 75% of long-term disability insurance coverage. Short-term disability kicks in to cover 66 2/3% of an employee's salary after a ten-day absence and continues coverage for 90 days. This is a companion piece to the long-term disability that is provided by the same insurer. Short-term disability may be used by an employee who is sick or injured or for the first six weeks of maternity leave. It does not allow for vacation or sick leave to be used in addition to the short-term disability to make up the remaining 33 1/3% of an employee's salary.

Chad Marley moved and Judy Hay seconded,

**MOTION:** That the College Council approves the FY15 Operating Budget, based on the Budget Assumptions and Trend Data, and recommends the President advance these to the Board of Trustees for their consideration and approval.

**MOTION CARRIED** unanimously.

**4. Policies and Procedures** – President Schaffer (email attachments)

- A. [Policy 6.2 Nondiscrimination Anti-Harassment](#) (no feedback received)
- B. [Procedure 6.2P Nondiscrimination Anti-Harassment](#) (no feedback received)

Stacy Maestas moved and Terry Harper seconded,

**MOTION:** That the College Council ratifies Nondiscrimination Anti-Harassment Policy 6.2 and Procedure 6.2P and recommends the President approves Procedure 6.2P and advances Policy 6.2 to the Board of Trustees for their approval.

**MOTION CARRIED** unanimously.

- C. [Policy 6.3 Sexual Misconduct](#) (no feedback received)
- D. [Procedure 6.3P Sexual Misconduct](#) (no feedback received)

Stacy Maestas moved and Jodi Weppner seconded,

**MOTION:** That the College Council ratifies Sexual Misconduct Policy 6.3 and Procedure 6.3P and recommends the President approve Procedure 6.3P and advances Policy 6.3 to the Board of Trustees for their approval.

**MOTION CARRIED** unanimously.

- E. [Policy 1.2.2 Membership of the Board](#) (no feedback received)

Katie Wells moved and Kylie Foster seconded,

**MOTION:** That the College Council ratifies the amended Membership of the Board Policy 1.2.2 and recommends the President advances the policy to the Board of Trustees for their approval.

**MOTION CARRIED** unanimously.

- F. [Policy 2.2 General Education](#)

- G. [Procedure 2.2P General Education](#) (feedback)

Co-chair Kari Brown-Herbst stated the procedure was edited based on feedback from the Academic Standards Committee. Terry shared one of the issues was how many credits to include in the Gen Ed Transfer Block. The first proposal was 30 to 31 credits; the Academic Standards Committee passed 27 to 28 credits. The Gen Ed certificate's name was changed from Gen Ed Core to Gen Ed Transfer Block because the latter would be more effective when seeking gainful employment. Although UW seems receptive to accepting this as a completed block, the University is not currently accepting the block transfer as completed unless it is contained within an awarded AA or AS degree. Judy stated the certificate is not Title IV financial aid eligible so will not have to be reported as gainful employment. The Gen Ed Block Transfer will not be represented as a program.

Terry Harper moved and Judy Hay seconded,

**MOTION:** That the College Council ratifies Policy 2.2 and Procedure 2.2P and recommends the President approves Procedure 2.2P and advances Policy 2.2 to the Board of Trustees for their approval.

**MOTION CARRIED** unanimously.

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

5. [Enrollment Report](#) – Ann Murray

Ann stated the point-to-point numbers are skewed because of the new registration process that designates two first days of registration—one exclusively for continuing students and one for new students. Additionally, mandatory orientation is required of new students before they can register, which delays these registrations showing in the enrollment numbers. As a result, the enrollment information is probably not useful until more historical comparisons with these same parameters are available. Academic deans are aggressively working to increase the summer enrollment numbers. To assist with retention efforts, enrollments numbers for continuing students and new students are now populated on page 3 of the report.

Mandatory orientation sessions are frequently scheduled, usually a couple each week, and are added as needed. At least 20 students are attending each orientation session, which are capped at 25 students. Orientation sessions include an overview, advising, and EaglesEye and Title IX training. Students who have applied receive automatic communications that guide them through the registration process. Because students are being encouraged to use EaglesEye as their official communications link, Judy asked that personal emails not be used. Students may forward their EaglesEye email to their personal account, but they must communicate with the College using their EaglesEye email address. As an aside, the committee overseeing the revamping of EaglesEye has students on that committee.

Judy stated financial aid dollars are available for tuition, fees, and books for the summer semester. A separate summer aid application needs to be filled out in addition to the FAFSA form.

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

Peggie stated the HR Recruitment report is being produced in a new format pulled directly from iCIMS (Internet Collaborative Information Management Systems). A column may be added showing how many applicants have applied for a position.

Peggie also explained the Human Resources Assistant Director position is the same as the compliance and compensation position and still includes the compliance and benchmarking components. Only the title has changed and is similar to what other community colleges are titling similar positions. The newly titled position will hopefully draw a different candidate pool.

**7. Set Next Meeting**

The next meeting will be scheduled at a later date.

**8. Constituent Feedback**

None

**ADJOURNMENT** of the May 2, 2014, College Council Meeting – Co-chair Kari Brown-Herbst

College Council Co-chair Kari Brown-Herbst adjourned the May 2, 2014, College Council meeting at 9:15 a.m.

Respectfully submitted,

Vicki Boreing  
Recorder

		Member	Representative Area	Term Start Date	Term End Date
1.	By Phone	President Joe Schaffer	President – ex officio (non-voting)	N/A	N/A
2.	P	Jennifer Anderson	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2012	Spring 2014
3.	P	Kim Bender	President's Cabinet	N/A	N/A
4.	P	Kari Brown-Herbst	Faculty – Elected at Large	Fall 2012	Spring 2014
5.	P	Aaron Casteel	Classified Staff – Elected at Large	Fall 2012	Spring 2014
6.	E	Burt Davis	Faculty – Appointed by Faculty Senate	Fall 2012	Spring 2014
7.	E	Amy Ehlman	Classified Staff (replaced Classified Staff President Kim Adams)	Fall 2012	Spring 2014
8.	P	José Fierro	President's Cabinet	N/A	N/a
9.	P	Kylie Foster	SGA (Student Government Association); Elected by SGA	Fall 2013	Spring 2014
10.	P	Terry Harper	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2013	Spring 2015
11.	P	Judy Hay	President's Cabinet	N/A	N/A
12.	P	Carol Hoglund	President's Cabinet	N/A	N/A
13.	P	Peggie Kresl-Hotz	President's Cabinet	N/A	N/A
14.	E	Arlene Lester	Professional Staff – Elected at Large (replaced Chrissy Renfro SP '14)	Fall 2012	Spring 2014
15.	P	Stacy Maestas	Professional Staff – Elected at Large	Fall 2013	Spring 2015
16.	P	Chad Marley	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2012	Spring 2014
17.	P	Lisa Murphy	President's Cabinet	N/A	N/A
18.	P	Ann Murray	Institution Research Manager – ex officio (non-voting)	N/A	N/A
19.	P	Jayne Myrick	Budget Coordinator – ex officio (non-voting)	N/A	N/A
20.	E	Daniel (Dan) Russell	SGA (Student Government Association); Elected by SGA	Fall 2013	Spring 2014
21.	E	Jeff Shmidl	Faculty – Elected at Large	Fall 2013	Spring 2015
22.	P	Kathleen Urban	President's Cabinet	N/A	N/A
23.	P	Katy Wells	SGA (Student Government Association); Elected by SGA	Fall 2013	Spring 2014
24.	P	Jodi Weppner	Professional Staff Vice President	Fall 2012	Spring 2014
25.	P	Dawn Williams	Classified Staff – Elected at Large	Fall 2013	Spring 2015
26.	P	Vicki Boreing	Recorder (non-voting)	N/A	N/A
27.					
28.					
*Key: P – Present E –Excused UE – Unexcused					
VISITORS – None					