LARAMIE COUNTY
COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT
Dr. Joe Schaffer

MEMORANDUM

DATE: July 15, 2015

TO: LCCC Board of Trustees

CC: President's Cabinet

FROM: Dr. Joe Schaffer, President

RE: President's FY16 Personal Goals

First, thank you for taking a proactive approach to the evaluation of my performance over the last fiscal/academic year, as well as your judicious consideration of my personal goals for the coming year (FY16). Per our discussion, in the following I will expand on the goals you have set for me in the coming year to better define and delineate the effort and expected outcomes.

LCCC President's FY16 Personal Goals

1. **Update the Campus Master Plan**
   Per state statute, the community colleges are required to update their campus master plans every five years. LCCC's most recent one was updated in the Fall of 2011, shortly before I began my tenure at LCCC. Thus, the master plan will need to be updated by the Fall of 2016, necessitating work on this during the Spring and possibly Summer of 2016. I will work to shepherd the process and engage the campus and you, the Trustees, through an update to our master plan. We may also choose to update the "Building Forward" facilities plan in conjunction with this.

2. **Develop an LCCC succession planning process**
   It has become a national agenda to better prepare for significant transitions in community college leadership. LCCC is not immune to this, and the Board clearly, and rightfully desires a planned approach to mitigating reductions in institutional performance and stability when vacancies occur, as well as to provide incentives for employees to further develop themselves professionally.

   In the coming year, I will work with LCCC leadership, and the Trustees as appropriate, to develop a Succession Planning Process and document it clearly to aid in implementation. This process should include items such as abilities and attributes profiles for leadership positions at the College, as well as suggesting different approaches for internal professional development of employees, who may aspire to take on increasing responsibilities and/or levels of leadership, and institutional approaches to tracking and inventorying skills and attributes developed.

3. **Continue to strengthen and improve key student services, with specific focus given to the new LCCC Advising Model and Center.**
   Last year was the first full launch of the new advising model and center at LCCC. As with any new program or service, initial implementation is never perfect from the onset and can always be improved. This is inherent in our commitment to continuous improvement. In the coming year I will work closely with leadership in student services to improve and strengthen the most recent high impact practices in the area of student advising and student engagement, with specific attention given to areas such as student and advisor interaction, academic plans, orientation, etc. The Board can expect to see reported outcomes pertaining to student reported satisfaction on early connections, advising and such.

4. **Continue to improve communication within the College, specifically focusing on the sustainment of major change efforts (e.g., strategic plan).**
   Communication requires constant attention, especially in times of change. I will continue to focus on improved communication, both formally and informally, especially where it centers on major change initiatives of the institution. Through the continued practices started this previous year, as well as new approaches to change management planned for the coming year, I am committed to working with the LCCC leadership to improve and maintain sound communication.

5. **Incorporate a compensation analysis component into the LCCC budget development process.**
   Personnel, specifically in the areas of compensation and benefits, make up nearly 80 percent of the College's annual operating budget. This past year the College has participated in various salary/wage studies, and the consideration of compensation and benefits adjustments - whether cost of living, market, or merit - continue to arise and give reason for consideration. Over the next year, I will work with LCCC leadership to develop and implement a component into the budget development process that would assess for needed adjustments to employee compensation and benefits. This may include market analyses, inflationary assessments, or merit-based compensation components. This goal also ties nicely to our planned work in updating the College's compensation policy, procedure and practices.

6. **Continue to advance articulation agreements with regional institutions.**
   LCCC has taken on a leadership role in the state with regard to curriculum alignment and articulation with our educational partners. This has been driven by elements of our strategic plan, goal two, pertaining to student transitions. In the coming year I will work with the campus to continue the formalization of programmatic articulation agreements, as well as alignment with K12. In addition, this goal will lead us to better documentation, reporting, and promotion of articulated pathways and academic partnerships.