

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, April 14, 2015
1:30 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Kim Bender, James Malm,
Lisa Murphy

Guests: Jenny Hargett

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Organizational Charts – Jenny Hargett

Copies of the drafts of the revised organizational charts were distributed with a request of President's Cabinet to provide updates to their respective charts.

Kari Brown-Herbst and Jenny Hargett updated the organizational charts that contain full-time employees only. Jenny looked at position descriptions and compared them with actual practice within the College's organizational structure. She asked Cabinet members to please contact her with questions and to send the organizational charts back to her by the EOB today a following a quick look. She would also like to be made aware of any temporary appointments. HR and Colleague data will be updated when the organizational chart is finalized. President Schaffer noted credentials have to be listed in the catalogue for accreditation purposes.

2. Marquees – Ty Stockton

Ty Stockton could not be present, so Lisa gave a brief synopsis of the condition of the marquees. The software company Daktronics can no longer support the 15-year old-software of the marquees. Andrew Brewerton and Physical Plant staff have kept them running. Ty contacted Daktronics and asked about options. The average cost for two marquees is \$75,000. The new marquee systems are all color billboards. Lisa will have to seek permission from WYDOT to install the new marquees because of the upgraded color display. President Schaffer will take a recommendation to the Board to have them replaced. The cost of the marquees will be funded out of this fiscal year's budget. If the Board agrees, an official recommendation will be taken to the Board for final approval. This agenda item will be brought forward at the next President's Cabinet meeting for a more in-depth presentation.

ACTION ITEMS (*Items on which President's Cabinet will take action.*)

3. Professional Development Fund Requests – Balance \$0 (*standing agenda item*)
None

DISCUSSION ITEMS (*Items needing discussion by most or all of President's Cabinet.*)

4. Non-Academic Program Review Policy No. 10.3 – 1st Reading – Kim Bender

APPROVED for consultative feedback through May 1st.

5. Non-Academic Program Review Procedure No 10.3P – 1st Reading – Kim Bender

President's Cabinet discussed the membership of the proposed Program Review Committee and how those members would be appointed. The determination was made that the Program Review Committee Chair would be appointed by President's Cabinet and the Program Review Committee Co-Chair would be appointed by College Council from that membership. As a College Council member, the Program Review Committee Co-Chair would serve as a conduit for the campus-wide dissemination of information concerning non-academic program continuous improvement. The Program Review Committee will submit its program evaluations to President's Cabinet for approval.

APPROVED for consultative feedback through May 1st.

6. College Council Procedure 1.1.5P – Revised – 1st Reading – Kim Bender

Will not be amended to include College Council subcommittees, such as the Non-Academic Program Review Subcommittee.

7. Americans with Disabilities Act (ADA) Student Grievance Policy 3.20 – 1st Reading – Judy Hay

APPROVED for consultative feedback through May 1st.

8. Americans with Disabilities Act (ADA) Student Grievance Procedure 3.20P – 1st Reading – Judy

The procedure now states the ADA Coordinator and not the Dean of Students is the person who receives the complaint.

APPROVED for consultative feedback through May 1st.

9. April 15th Board Agenda – President Schaffer

A first reading of the FY 2016 budget will be presented to the Board in a combined dinner and Board meeting beginning at 5:30 p.m. in the Center for Conferences and Institutes, Room CCI 130. The full agenda may be found here http://lccc.wy.edu/about/board/meetings_and_minutes.aspx.

INFORMATION ITEMS (*Items not needing large discussion but are important for the Cabinet's awareness.*)

10. Enrollment Report – President Schaffer

- Spring Enrollment Report – After End-of-Term – May 18, 2015
- Summer and Fall – After First Day of Registration – April 22, 2015

11. HR Recruitment (Position Vacancy Status) Report – President Schaffer

Recruitments are in various stages of hiring for 20 positions.

12. Lightning Round (Area Updates – FAST)

- José – A productive meeting was held today with the division chairs, who are being indoctrinated in their new non-faculty duties. Concerning the programs that were approved by the Board on March 4th, President Schaffer stated they can be advertised with a disclaimer that the programs have been approved by the Board of Trustees and the Wyoming Community College Commission and are awaiting the Higher Learning Commission's approval. Judy has coached the admissions recruiters on how to share information on the anticipated program approvals for fall enrollments. The HLC's approval is needed on new programs but not on curriculum changes.

- Judy – The VPAA and VPSS forum was held yesterday, April 13th, had 15 to 20 attendees. The possibility of a six-month (one term) faculty exchange program was shared. The faculty member would exchange places with another faculty member from around the state to work on a specific project that requires their expertise. The idea has merit, but the logistics could be complicated. Faculty also expressed an interest in seeing success data so they know what their target is for successful course completion. President Schaffer stated the realistic target is the institutional average, which is at about 73% to 74%. *** The College will have a booth at Frontier Park during Cheyenne Frontier Days. The booth will likely be located outside of the exhibit hall so that it doesn't have to be manned until 10:30 p.m., which would be required if located inside the Exhibit Hall. A copy of the contract will be sent to Lisa and she will work with Brandon and possibly Kerry Balcaen at CFD Headquarters to finalize the arrangements for the LCCC booth and the Rodeo 101 video. *** A Medical Amnesty (good Samaritan) policy and procedure are being developed. The purpose of the Amnesty Procedure is to increase the likelihood that students will seek assistance when faced with an emergency relating to the consumption of drugs and/or alcohol. Students would not be disciplined by the College for any violation of the College's drug and/or alcohol possession or consumption policies when a student's health may be in danger related to the consumption of drugs and/or alcohol. *** Only 22% of students who enrolled spring have completed the "Think About It" training on drug, alcohol, and sexual misconduct awareness. A hold has been placed on the registrations of some new 1,200 (78%) students who have not completed the course. President Schaffer asked if a governmental audit would accept a good faith effort as meeting requirements. He believed ensuring students have access to the awareness training would satisfy the requirement. Judy stated that other student services staff in community colleges around the state and other states view holding student registrations as unreasonable. President Schaffer advised the College needs to ensure students have access to the awareness training. Judy assured students are receiving email communications and verbal reminders. Student ambassadors are calling students as well. The advisers are not receiving negative responses from these students who are being urged to complete the training. President Schaffer asked that student completions of the awareness training be monitored closely and that the requirement for students to complete the courses remains firm. He also asked that the focus be on degree-seeking students, those who are actively moving toward completion. *** The time of registration has been changed to 6 a.m. instead of midnight, so that assistance in registering is available.
- Lisa – The Union Pacific Business and Industry Series presents *Career and Industry Growth in Cheyenne* is Thursday, April 16th, at 7 p.m. in the UP Centennial Room. A panel of business industry executives will lead the conversation on "As Cheyenne and the region continue to experience strong business growth and new development, what does it mean for those of us living here?" Sara Thompson Cassidy, who replaced Dick Hartman with Union Pacific, will be in attendance. This is the last of the cultural series events for this semester. A conversation will need to be held with President's Cabinet and the new Dean of the School of Arts and Humanities on the future of the cultural series.
- Kim – The deadline for program reviews is April 15th. Some of the program review comments are very substantive and well-structured.
- Carol – Speaking of the University/Student Center, 65% drawings have been received. Responses to those drawings (some 1,500 total) are due in a week. During a meeting to be held on April 24th, 95% of the drawings for the Flex-Tech Building will be available. These drawings will go out to bid. *** Groundbreaking ceremonies are in the planning stages for both buildings. President Schaffer suggested the groundbreaking for the Flex-Tech Building be scheduled the first week of June. Groundbreaking for the University/Student Center will need to be scheduled a little farther out, perhaps the during the week following the 4th of July. Invitations to dignitaries will need to be mailed soon. Governor Mead has expressed an interest in attending the Flex-Tech Building groundbreaking ceremony. *** Paving of the west arena parking lot has been pushed back to the week of May 4th. The parking lot will be much-needed when construction begins. *** The wayfinding bid will be awarded soon. The bids ranged from

\$350,000 to approximately \$581,000. The spires at the College's entrances will be installed the first part of August.

- Joe – Several administrators and faculty will be leaving Saturday for the AACC 95th Annual Convention in San Antonio. Lisa will be in charge of external communications, and Carol will oversee the College's operations in his absence. *** The College's legal services contract with Woodhouse, Roden, and Nethercott is due to expire. The contract includes an option for three one-year extensions. President Schaffer will recommend renewing the contract for another year. The law firm will not be asking for an increase in payment for their legal services. *** President Schaffer will be contacting commencement speaker CJ Box and asked Judy to follow up with Stacy Maestas on his request for class highlights. *** A 360 component will be included again in the Cabinet's evaluations that will be more global in terms of management skills. President Schaffer asked Cabinet members to email him a list of 8 to 10 persons who have experience working directly with them and to consider a broad diversity of individuals. The deans of schools' evaluations will be left up to José. *** Carol shared that pay raises are being discussed by some of the other community colleges—Casper-2%; WWCC-1% and some steps; Sheridan-none; NWC-steps. President Schaffer would support a 1% increase to help offset the additional cost of the health insurance increase. His worry is that an increase would have to be funded from enrollment growth monies. If those monies are not again funded by the legislature, the salary increases would have to be funded from the College's operating fund.

Respectfully Submitted,

Vicki Boreing