

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, August 11, 2015**  
**1:30 p.m.**  
**BOARD ROOM**

Cabinet Present: President Schaffer, Terry Harper, Judy Hay, Rick Johnson, Kim Bender, Tammy Maas, James Malm, Lisa Murphy

Guests: Mike Randall

## **MINUTES**

President Schaffer introduced Tammy Maas, the newest member to the executive team, who assumed her duties as Human Resources Executive Director on Monday. Tammy will be meeting with the Cabinet members to learn more about their individual area responsibilities and structures.

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Ellucian Go App Demonstration – Mike Randall**

Ellucian, who is the software developer for the Colleague student information employee resource management system, also produces an app available in App Stores called Ellucian GO for Android and iOS (iPhone, iPad) devices; the app is not available for Blackberry or Windows phones. Mike provided instructions for how to download the Laramie County Community College version of the app. The app has a basic street view of the Cheyenne and Laramie campuses from Google Maps and does not require signing in with a login and password. The app also provides a Building List that lists each of the campuses' buildings, its address, its Google Maps location, and directions. All of the push pins on the Google maps are geocache coordinates that show the campus building locations for which the Wayfinding Committee has designated signage. Mike advised turning on location services but noted that doing so will significantly reduce battery life because the phone is continually trying to ping satellites. He also proposed having Trent Morrell's GPS class do the geocaching for the app to more closely pinpoint locations. Google Maps does not provide the detail necessary to pinpoint classroom locations inside of buildings. By summer 2016, the buildings listed in the app will be labeled as they appear on the campus map. Mike pointed out, however, students may find the full names more helpful. Options for providing instructions to new students on how to use the Ellucian Go App could include doing so during orientation and the COLS 1000 class. Mike will work with Troy Rumpf to replace the app's current logo with the College's logo and also with Troy and Ty Stockton to place a link to the app on EaglesEye. LCCC and Central Wyoming College are the only two community colleges to have introduced the Ellucian Go app.

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

#### **2. Executive Order to Implement Medical Amnesty Policy 3.21 and Procedure 3.21P and Student Discipline Adjudication Procedure 3.16P – President Schaffer and Judy Hay**

The approval of Medical Amnesty Policy and Procedure is pending College Council's recommendations during their September 25<sup>th</sup> meeting. If the Council's recommendation is to approve both, the procedure may be signed by President Schaffer at his discretion and is approved with his signature. However, the procedure does not become effective until the Board approves the overarching policy after two readings in two separate meetings, which may push the policy's approval out as far as the latter part of October. (NOTE: The policy and procedure have already been submitted for consultative feedback.)

Revisions to Student Discipline Adjudication Procedure 3.16P must be submitted for consultative feedback, which will occur from August 31<sup>st</sup> through September 11<sup>th</sup> after the faculty return. President's Cabinet will review the feedback, if any, on 2<sup>nd</sup> Reading at a Cabinet meeting following the end of the consultative feedback period. If no substantial changes are required based on the feedback, the procedure will be presented to College Council on September 25<sup>th</sup> for consideration of recommendation to approve along with the Medical Amnesty Policy and Procedure.

President Schaffer reviewed the policy and procedure approval process for Rick and Tammy, who are new to the College, and noted how a deadline such as that for the Student Handbook, can be facilitated by executive order. In this case, adopting the Medical Amnesty Policy and Procedure and the revisions to the Student Discipline and Adjudication Procedure 3.16P by executive order is important so the information can be included in the 2016-2017 Student Handbook. In accordance with Policy Development and Approval Procedure 1.2.11P found at <http://policies.lccc.wy.edu/1.shtml>, the Medical Amnesty Policy 3.21 and Procedure 3.21P and the revised Student Discipline Adjudication Procedure 3.16P will be effective for 120 days through December 8<sup>th</sup>. The policy and procedures must be formally adopted within the 120-day timeframe in order to remain effective.

The Medical Amnesty Policy 3.21 and Procedure 3.21P and Student Discipline Adjudication Procedure 3.16P will be uploaded to the Policy and Procedure website with a disclaimer that they are in effect by executive order for 120 days through December 8<sup>th</sup>.

### **APPROVED**

### **3. Request to Fill Vacancy – Administrative Assistant – Institutional Research, Grants and Special Projects – Part-time (non-benefited) – Kim Bender**

President Schaffer shared three process points: 1) requests to fill an existing position's vacancy are brought to President's Cabinet for approval so that a discussion can be held about whether the resources being used to fund the position should be shifted elsewhere to more strategically leverage the College's resources, 2) ongoing part-time positions (benefited and unbenefited) such as those for Campus Safety are brought to President's Cabinet for approval (seasonal part-time positions, such as those for summer grounds work are not brought to President's Cabinet), and 3) positions not approved through the HR Priority Plan process are also brought to President's Cabinet for approval, provided resources exist in the respective budgets to fund the positions on an ongoing basis.

Kim stated this position is funded equally from the Institutional Research Office and Grants and Special Projects Office budgets and that rationale for the position was included in the FY 2016 Trend Data. The person in this position will provide administrative support for ensuring completion of numerous and diverse processes, reporting, and compliance activities (tracking and monitoring).

President Schaffer explained that even though this position was not vetted and approved through the HR Priority Plan process, additional funds for the position were requested through the annual budget development process and can be tracked through the Institutional Research and Grants and Special Projects FY 2016 Trend Data line item's rationale and justification. He emphasized, however, division operating budgets should not be liquidated to fund a part-time position for one year followed by a request for monies to replenish that amount in their budgets the next fiscal year. For Rick, who asked about positions for which a critical need is determined following the completion of the HR Priority Plan and budget resource allocation processes, President Schaffer stated a repurposing of existing funds would have to occur versus the request for allocation of new funds. An interim appointment would likely be made followed by a request for the position to be competed on its own merit during the next fiscal year's position priority and budget allocation processes. He added that if the decision is made to move this administrative assistant position from part-time to full-time, the full-time position will need to be submitted through the HR Priority Process.

### **APPROVED**

**4. Request to Fill Vacancy – Tool Room Attendant (New) – Part-time (non-benefited) – Terry Harper**

Terry stated the funds were requested and approved during the FY 2016 budget process and that the position is necessary to assure the expensive tools used by students in the Automotive and Diesel Technology programs are safeguarded for those programs.

In other discussion, Rick asked if cost information should be included on the Request to Fill Vacancy form for President's Cabinet's use. Terry suggested conversations about the cost of a position is a supervisory function, and President Schaffer added Human Resources staff have a dialogue with supervisors to determine the appropriate salary level. Tammy shared that Dorothy Moen has developed a spreadsheet that could be used to help facilitate conversations about a position's cost. President Schaffer stated, as a matter of historical information, one problem the College has encountered was the hiring of an employee in more than one area that caused their aggregate hours to move them to benefited status.

**APPROVED**

**5. Request to Fill Vacancy – Assistant Registrar (Replacing Student Records Specialist – International Position held by Matt Hooley) – Judy Hay**

The position has a title change only. The position description was modified to reflect that title change.

**APPROVED**

**6. Professional Development Fund Requests – Balance \$46,800 (standing agenda item)**

President Schaffer explained \$75,000 is budgeted each year for professional development. Of that amount \$25,000 is set aside for professional development training through the School of Community and Workforce Development; e.g., last year's customized Certified Public Manager program for leadership development. The balance is used to fund professional development opportunities that may not be planned or clearly connected to specific positions. Requests for these funds are submitted to President's Cabinet for approval and may be fully or partially funded for professional development opportunities that align with the direction of the institution based on the College's strategic planning goals. Professional development and continuing education funds are also available at the operational budget level.

**A. National Behavioral Intervention Team (NaBITA) Association Conference – San Antonio – \$6,507 – Amanda Brown, Brynn Elliott, and James Miller – Judy Hay**

Judy explained Amanda Brown, Brynn Elliott, and James Miller are members of the College's Campus Assessment, Response, and Evaluation (CARE) team who have not attended the National Behavioral Intervention Team (NaBITA) Association Conference. The other CARE team members attended last year's conference. She further explained that the CARE team is a group of people whose expertise in areas such as counseling, campus safety, and disability services is extremely critical to solving a number of student issues and that their caseload has doubled. Representatives from the Laramie County Sheriff's Office are also members of the CARE Team. Because \$500 is being paid from Jill Koslosky's budget for Brynn Elliott and from Terry Harper's budget for James Miller, President's Cabinet approved the request contingent upon \$500 also being paid from Kathryn Flewelling's budget for Amanda Brown.

**APPROVED** in the amount of \$6,007

**7. Academic Management Institute Nominations – 2015-2016 – Deadline September 1, 2015 (\$900 Fee Paid from Professional Development Funds) – President Schaffer**

President's Cabinet members will forward nominations to President Schaffer by Monday, August 17<sup>th</sup>, who will make the final selection.

Past participants included:

2003 - Marlene Tignor & Phyllis Jones  
2004 - Cara Fearneyhough & Mary Hart  
2005 - Debbie Major and Starla Mason  
2006 - Arlene Lester & Sara Fleenor  
2007 - Karen Lange & Holly Allison  
2008 - Amanda Hubbard & Amy Perea  
2009 - Pam Babcock & Edie Miller  
2010 - Nycole Courtney and Pam DeMartin  
2011 - Lisa Murphy and Jayne Myrick  
2012 - Cassie Eliasson and Danielle Saulsberry  
2013 - No requests for nominees were received.  
2014 - Mary Henning, ACC Librarian

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

**8. August 19<sup>th</sup> Board Agenda DRAFT – President Schaffer**

President Schaffer stated President's Cabinet members are not required to attend Board meetings except when an agenda item is anticipated to generate additional questions that may require the expanded knowledge of a specific Cabinet member. He is comfortable with navigating Board questions in the absence of Cabinet members and want the trustees to work through him. Judy believed the Board is accustomed to having the vice presidents at their meetings and that she prefers attending so she is aware of the discussion dynamics. Terry stated that when she accepted her position as Interim Vice President of Academic Affairs she did so with the expectation that she would be attending the Board's meetings. President Schaffer explained the ex officio trustees do not have voting rights but do have the privilege of the floor when recognized by the Board Chair. Terry asked if the Board will request an update on the Academic Affairs goals. President Schaffer said the Board's future meeting topics for the fall semester will be discussed during the August 19<sup>th</sup> meeting and asked Vicki to forward the list of meetings and topics to the Cabinet members. A review of the Academic Affairs goals is not among the topics.

The final August 19<sup>th</sup> Board agenda may be found at [http://lccc.wy.edu/about/board/meetings\\_and\\_minutes.aspx](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.*)

**9. Enrollment Report – President Schaffer**

No discussion

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

Recruitments are in process for seven positions.

## 11. Additional Items – President Schaffer

Adjunct Faculty Tuition Waiver – When the benefits piece of the HR procedures was updated in 2012, the long-standing adjunct faculty waiver was not included because the waiver had not been offered to all part-time employees. Terry stated a similar situation arose last year with clinical instructors, who work with students on a one-on-one basis and who were previously being provided that benefit. However, the benefit has since been determined to be a non-fundable initiative, the premise for which being the clinical instructors are not College employees. President Schaffer stated that although the clinical instructors are most-deserving of the tuition waiver it should remain a compensable benefit at this time. Judy pointed out that a lot of part-time employees are non-work study students (vs. work study students who are paid from federal funds) and these students' employee status is not distinguishable from part-time employees who are not students. Kim asked whether the benefit should be offered to non-College faculty who need to meet minimum faculty qualifications in order to teach concurrent enrollment courses (courses taught in high schools by high school instructors for high school and college credit). President Schaffer explained accreditation requirements necessitate the College's faculty have a master's degree in the field of study in which they are teaching as opposed to a bachelor's or master's degree in education. President Schaffer didn't believe the tuition waiver should be used for this purpose but suggested maybe the Foundation would be a viable resource for funding a tuition waiver. He added earning credits through the College would be considered under-graduate not graduate credits.

Following discussion, President's Cabinet agreed all part-time employees, their spouses, and dependents should be eligible for a tuition waiver of three credits/semester at \$10/credit. President Schaffer asked Judy to follow up with Julie Wilson and Tammy with Dorothy Moen to determine if any big issues would emerge concerning students who are also employees in part-time positions. President Schaffer also noted that a series of edits to the HR procedures will probably take place over the next few months.

May Employee Recognition and June Employee Picnic – Because their numbers are few, the Staff Senate officers asked that consideration be given to finding an alternative for planning the Employee Recognition and Employee Picnic events other than through their efforts. President Schaffer asked the Cabinet to consider perhaps a committee for planning these events. The request will be re-visited at a future meeting.

President's Cabinet Retreat – Because attendance at the AACC's High Performance Team Leadership Training has been postponed until spring, President Schaffer would like to schedule a retreat off-site in September or October that will focus on team building and the College's strategic planning goals. He will ask Jennifer Thompson to send Cabinet members a Doodle scheduling survey.

## 12. Lightning Round (Area Updates – FAST)

- President Schaffer – James and Tammy were given copies of *Redesigning America's Community Colleges – a Clearer Path to Student Success*, a collection of works from Columbia University on student success and completion. The other Cabinet members received their copies on July 28<sup>th</sup>.
- Judy – Advising, orientation and phone call volume is increasing dramatically. She asked the Cabinet to let her know of any adverse comments regarding customer service and the timely return of phone calls, the standard for which is all calls will be returned within 24 hours. \*\*\* A group is working on the development of a travel policy and procedure for students and the possible consolidation of student and employee travel policies and procedures. Risk management is the focus of the policy and procedure.
- Tammy – Familiarizing herself with her staff, getting her Blackberry set up with an LCCC account, and deciding on which of the four HR vacancies she should focus are her priorities at this time. Rick DelaCastro, who has assisted in the absence of an HR Executive Director, will be back on Thursday and then she's on her own. Tammy canceled her legislative brief with the National Guard on August 25<sup>th</sup>, so she can attend the College's fall kick-off and convocation.

- Kim – The search process is underway for the Institutional Project Coordinator. Skype interviews are being scheduled for next week. \*\*\* Nonacademic program review staff met yesterday and identified 11 or so programs for review during the 2015-2016 cycle—10 of those programs are confirmed. Kim will introduce Tammy to non-academic program reviews on Friday, August 14<sup>th</sup>.
- Terry – A draft of the Fall 2015 In-service Schedule was distributed to the Cabinet. The formalized schedule will be emailed to the campus tomorrow. Kari Brown-Herbst and Jonathan Carrier have created a professional pamphlet that provides a comprehensive view of what will be offered and when during the fall kick-off week. \*\*\* Terry will be meeting with Brittany at Channel 5 tomorrow morning to talk about the College's programs, enrollment processes, and class start dates. Dave Curry will be holding the same conversation with folks on the radio on Thursday. \*\*\* Work is underway on formalizing and advertising the College's marketing strategic plan with the project's completion targeted for the end of this semester. \*\*\* Terry met with Sarah Hannes this week on developing training for faculty so they can assist with recruitment.
- Rick – The LCCC Building Authority will be presented with a resolution for refunding the 2005 bonds for the newer residence hall during their August 12<sup>th</sup> meeting. The LCCC Board of Trustees will also consider a resolution during their August 19<sup>th</sup> meeting. The refund will save around \$1 million. The bonds have been purchased by local banks. \*\*\* The external wayfinding program is being complicated by the two parties involved—the sign company and the design company. The external signage, which was supposed to be in place by August 14<sup>th</sup>, may not be installed until mid-October or later. No signage will be removed until new signage is installed. President's Cabinet discussed other wayfinding options such as huge banners on building exteriors. Terry will follow-up on this possibility. Judy advised welcome tents will be strategically placed on campus taking into consideration the construction zones. In addition, Admissions representatives, student ambassadors, and other volunteers will be on site to offer assistance.

Piers are being installed for the University/Student Center. A lot of ground water has affected the excavation starting with the footings. The arena parking lot is pretty much complete. Site work continues for the Flex-Tech Building. The water main is being tied in today. The north entry to the Career and Technical (CT) and Auto Body (AB) buildings will be closed for about 10 days while installing the sewer line and digging the foundation footings for the north side of the building. The CT and AB buildings can still be accessed from the southwest part of the campus.

- James – Activity is beginning to stir again on the Albany County Campus. Orientations have been full and the COLS 1000 courses are starting to fill. James thanked Terry for “giving the culinary concept a nudge” and also for helping with the hybrid lab course formulas. \*\*\* Concurrent enrollment “folks” are trying to revitalize that program. \*\*\* The ACC's marketing plan may include some unique advertising focused on UW students. \*\*\* Four more community outreach lunches have been held at the ACC over the last week. The UW Dean of the College of Law Klint Alexander, UW Dean of the College of Business Sanjay Putrevu, UW Trustee Mike Massie, and Representative Charles Pelkey were James' guests. \*\*\* The Laramie City Council has accelerated the time schedule for the College to make a second request for the City of Laramie to donate the land that surrounds the ACC in either late August or early September. \*\*\* The ACC donor recognition event is scheduled for 4 p.m. on Thursday, September 3<sup>rd</sup>. Because those who will want to attend the Laramie City Council work session will be at the donor recognition event, James has requested the September 3<sup>rd</sup> Laramie City Council work session at 7 p.m. for addressing the donation of the City's land.

Respectfully submitted,

Vicki Boreing