

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, August 18, 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: Ty Stockton

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

- 1. Request to Fill Vacancy – Specialist, HR Development and Training Program Management – Tammy Maas**

Position description has been updated.

APPROVED

- 2. Request to Fill Vacancy – Specialist, Systems & Technology Support (replacing Andrew Brewerton) – President Schaffer for Kim Bender**

APPROVED

- 3. Professional Development Fund Requests – Balance \$40,793 (*standing agenda item*) – None**

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

- 4. Banners for Buildings (*Brought forward from 8/11/15 President's Cabinet meeting.*) – Terry Harper**

President's Cabinet discussed the possibility of using banners to identify buildings during the first two weeks of the semester. The cost, production time, locations, materials and how to affix the banners were considered. President Schaffer stated the UW campus buildings have banners, and they are easily seen and read. Ty said he has requested quotes based on a \$2,500 budget from sign companies for mesh and vinyl signs but has not yet received any responses.

President's Cabinet agreed that Ty should pursue quotes for 22 signs, emphasizing the short timeframe in which the signs must be produced before the first day of class. Ty asked Terry to send him the building names for which banners would be purchased. President Schaffer asked that Sarah Hannes also be included in the discussion about which buildings should have banners. Rick will ask Bill Zink about affixing the signs to the building as opposed to attaching to a fence post. President Schaffer stated that depending on the feedback from students and parents, the use of banners may become a long-term addition to the welcome activities at the beginning of a semester. Ty, Troy Rumpf, and Greg Flores were recognized for their quick response to questions concerning the usage of banner signage during the first couple of weeks of the semester.

In other discussion, President's Cabinet learned the wayfinding project's timeline for the installation of signage will likely be delayed until the end of November and maybe as long as May of next year. A meeting will be held Thursday morning with Schlosser, the contractor for the signage project, to determine next steps.

5. **Coordination of Employee Recognition Event** – President Schaffer
6. **Coordination of Employee Picnic** – President Schaffer

President's Cabinet considered options for organizing the annual Employee Recognition and Reception event (last of April or first of May), the Holiday Gala (first of December), and the Employee Picnic (first Friday in June) and what is involved—location, food and drink, set-up, take-down, decorations, party favors, invitations, programs, slideshows, PowerPoints. Staff Senate officers approached President Schaffer about assistance with the planning for these events because their new structure focuses on professional development. They will continue their responsibility for the fall Chili Cook-off, the spring Ice Cream Social, and the annual Staff Retreat. Among the ideas presented by Cabinet members were reintroducing an EXCEL Committee, incentives to excite participation, rotating the responsibility among the Cabinet areas, and choosing one point person to oversee each event's planning and preparation. President Schaffer stated valuing and recognizing employees is essential to promoting employee development and healthy organizations.

President's Cabinet agreed on the following:

- Employee Recognition and Reception Event – Human Resources will organize this event with the assistance of additional persons. President Schaffer said HR's taking the lead on this event would give that area a visible presence that presents a positive engagement with the campus.
- Holiday Gala and Employee Picnic – A Cabinet area responsible for these events will be chosen at the next President's Cabinet meeting. The selection will be made by placing Cabinet area names in a hat and drawing a name. The President's Office and the Office of Institutional Effectiveness will be combined for the purpose of this drawing. A staff person will be chosen to oversee the planning and preparation for these events.

The EXCEL Committee concept may be re-visited.

7. **August 19th Board Agenda** – President Schaffer

Tim Macnamara will provide the construction update during this Board meeting; Rick will do so at the next meeting. (POSTSCRIPT TO MINUTES: Rick provided the update.) The Board will be asked if written updates in lieu of verbal reports will be acceptable.

The Board's agendas, supporting documents, and minutes may be found at 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.*)

8. **Construction Update** – Rick Johnson (*standing agenda item*)

University/Student Center – The concrete pouring on the west side for the elevator and the stairwell is finished. Today, footings on the east side for the stair towers are being poured—approximately 130 yards of concrete. Rick met some of the principal parties with FCI today as he toured the site.

Flex-Tech Building – Pouring of concrete for the footings continues. Once the footings on the north are complete within the next four to five days, the pouring of footings on the south pod will begin. The detention pond is dug and shaped. The trench to the northwest of the site for the sewer line is done. After the concrete is poured, the parking that was closed off will be re-opened.

Terry asked about adding parking information to the campus and faculty bulletins. President Schaffer stated Kari Brown-Herbst is working with Tim Macnamara to develop some language that denotes where parking will be available. The construction areas will be fenced off, so students and employees can park anywhere other than these restricted areas or the Residence Hall parking lot. Some recommendations may be made for parking based on where classes are located. Judy suggested friendly messages be left on the windows of cars that are parked in "no parking" areas, that are welcoming but also indicate another parking spot should be chosen. President Schaffer asked that suggestions and concerns be emailed to Carol Hogle, who has the responsibility for communication during the construction; she is on campus Tuesdays and Thursdays. Carol is already working with Public Relations on messaging and is preparing written updates that will be shared with President's Cabinet and can be forwarded on to the Cabinet's respective areas and trustees. Lisa stated 4x8 ft. signs are being produced that will say, for example, "Coming Soon—Student Services Building." She also shared the campus map at <http://lccc.wy.edu/about/maps/index.aspx> shows the two "Under Construction" areas. The map may also be accessed by typing in "campus map" in the search box on the Home Page. In addition, a "CONSTRUCTION UPDATE" box may be accessed by scrolling down the Home Page. Clicking on the box brings up another series of pages with construction information and photos. President Schaffer encourages faculty and staff to give first right to close-up parking to students. He will share this during faculty meetings next week.

In other discussion, Terry asked why a Campus Cruiser Alert was not issued for yesterday's, August 17th, power outage. Although not known for sure, President Schaffer surmised the alert wasn't sent because the outage slowly caused random and small outages instead of an immediate campus-wide blackout. Lisa added that Campus Cruiser alerts issue 4,000+ text messages. She pointed out that all persons (including students) who have opted in to the system may not have needed to know about the power outages, especially students and faculty who are not yet on campus but would still have to pay for the text message (if applicable with their individual cell phone plans). So that the Cabinet can inform each other during a power outage, a list of their cell phone numbers will be emailed to them so a group text could be sent if email is not available.

9. Enrollment Report – President Schaffer

The increased number of continuing students can probably be mostly attributed to advising because the numbers changed over the summer.

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

Recruitments are in process for eight positions.

11. Lightning Round (Area Updates – FAST)

- James – A gun carry request was made by a student at the Albany County Campus. The student handbook says no unauthorized guns but the state law says a gun may be carried on college and university campuses if written consent is given by the security service. President Schaffer stated Campus Safety Director James Crosby is only one who can grant such a request, noting further that historically no requests have been authorized. He added that shared open carry is allowed everywhere. However, concealed carry no longer requires a permit in Wyoming. Legislation has been introduced in recent legislative sessions to repeal the gun free zones. *** A meet and greet luncheon was held with Senator Phil Nicholas and one is scheduled with Rep. Kermit Brown on Thursday. Sen. Nicholas offered advice on how to approach funding for the University of Wyoming/ACC Joint Facility that had not previously received legislative support. James invited Sen. Nicholas to serve as an ex officio on the ACC Advisory Board. Sen. Nicholas currently serves as the President of the State Senate. He shared with James that legislative tradition has established that once a state senator serves as president of the State Senate he/she

does not run for re-election. Rumor has it that both Sen. Nicholas (Albany County) and Sen. Ross (Laramie County) will not seek re-election.

- Judy – A sand volleyball court is under construction on the west side of the Science Building between the Science Building and the soccer fields and is convenient to residence halls. Water is also available near the sand volleyball court to wash off feet. *** Residence Assistants, Student Government Association Senators, and Student Ambassadors along with student workers in Student Services and the heads of clubs and organizations will be attending a student leadership institute at Estes Park this weekend. Their weekend will start off with a hike at 5:00 in the morning.
- Tammy – In addition to the vacancy report, Tammy would like to share resignations and terminations during each President's Cabinet meeting. The report's information will help her track trends and metrics for turnover and recruitment. *** She would also like to implement structured exit interviews so the time spent with an exiting employee will be more than a venting session and will provide information as to why the employee is leaving. Tammy will bring a proposal for the exit interview structure to a future President's Cabinet meeting. President Schaffer shared Peggie Kresl-Hotz was compiling data on employee turnovers and vacancies as a result of the change in policies and procedures. That information is probably in an electronic file somewhere in the HR office. President Schaffer has a printout of the information that he will share with Tammy. *** Dorothy Moen developed a benefit eligibility worksheet that will be sent to President's Cabinet and posted on EaglesEye under Supervisor Community. The worksheet will assist supervisors in determining benefits cost of part-time positions or those positions sharing cost centers and also the budgets from which the position will be funded. Also in the works is the addition of a budget number category to the request to fill vacancy form. *** Because of the numerous new employees now on campus, Tammy asked President Cabinet members to request their employees wear their name tags. *** New faculty orientation will be held this Friday, August 21st, from 1 to 5 p.m. in B203. New staff orientation is scheduled for Tuesday, August 26th, from 2 to 4 p.m. in B136. *** The annual benefits fair will be held on October 13th. Tammy requested funds to purchase a Fitbit® for a grand door prize. Other door prizes will be sought from local businesses. Monies from the President's budget will pay for the Fitbit®. *** A timely newsletter will be crafted with a catchy name as a proactive approach to improving communications. A brainstorming session was held with Ty Stockton, who has some great ideas. *** President Schaffer asked about the progress made by Dorothy Moen, Julie Wilson, and Pam DeMartin on determining if tuition benefits for part-time employees is financially and administratively feasible. Tammy reported Dorothy Moen will be setting up the initial meeting soon. The tuition benefit is being advertised to the adjunct faculty because the precepts for doing so have been determined.
- Terry – The conference-style schedule for next week's in-service activities has been email distributed. Kari Brown-Herbst created the schedule using <http://anyflip.com>. *** Adjunct faculty orientation is tonight from 5:30 to 8:30 p.m. *** Articulation agreements are complete for English, Elementary Education and Education. Biology is in the works. *** Maryellen Tast bought a table for 10 for Dancing with the Stars of Cheyenne, a benefit for the Boys and Girls Clubs, on Friday, October 2, 2015. Among the dancing stars are Troy Thompson (County Commissioner), Rita Meyer (State Treasurer), Anthony Keith (Channel 5), and Mike Achacoso (Holly Frontier—He has promoted the College's Process Technology Program). At Terry's request, President Schaffer will fill the table. Terry and her husband Joe would like to attend. Lisa and her husband Jim would be open to attending if the table does not fill.
- Lisa – The community college foundation directors from across the state met last Thursday in Casper. Eastern Wyoming College and Central Wyoming College have new foundation directors, and Gillette College's foundation director has been on board for only a year. Western Wyoming Community College, Northwest College, Casper College, and Sheridan College, as well as Laramie County Community

College have veteran foundation directors. Discussion items included similar interests, legislative and community college president priorities, matching funds, and developing a same voice and messaging protocol. *** Lisa will visit with President Schaffer about scheduling a legislative breakfast or lunch in the near future. *** President Schaffer asked Vicki and Lisa to add to their schedule of activities a reminder to send invitations to elected officials and the Foundation Board for the fall kick-off breakfast, convocation, and his State of College address. For this year, Lisa will send e-vites to the Foundation Board and the local legislative delegation and will let President Schaffer know who has RSVP'd to attend.

Josh has produced a video highlighting the big successes of the year played out by campus employees. The video will be played during President Schaffer's State of the College address on Tuesday. Parts of the video will be used throughout the year at community organization meetings. President Schaffer stated the video was designed to let employees represent what has been accomplished. In addition to LCCC employees, UW's Alyson Hagy delivers a message of support during the video. *** A corporate donor list is being developed. The search continues for a Director, Corporate Development and Major Gifts. Several prospects have been interviewed but the right fit has not yet been found. The position may have to be advertised. *** Lisa and Scott Noble will be visiting with donors tomorrow afternoon.

- Rick – He and Tammy are working on a joint meeting of Accounting, Payroll and Human Resources staff. Rick will travel to the ACC tomorrow.
- Joe – Fridays, September 4th and October 2nd, are under consideration for a President's Cabinet retreat. The retreat will be held off campus from 8:30 to 4:00. President Schaffer asked Cabinet members to block both dates. (POSTSCRIPT TO MINUTES: The retreat will be held on October 2nd—location to be determined.) *** President Schaffer reviewed community college funding legislation proposed by a subcommittee of the Joint Appropriations Interim Committee, which is in the beginning stages of development. Currently, the legislation language would not allow community colleges to count concurrent enrollments as FTEs, and legislative approval would be required for career and technical programs. The legislation does propose some quarterly funding for enrichment non-credit courses. President Schaffer and Board Chairman Mosher will attend the Joint Appropriations Interim Committee meeting in Casper on Monday.

Respectfully submitted,

Vicki Boreing