

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, February 24, 2015
1:30 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Kim Bender, and Peggie Kresl-Hotz

Cabinet Excused: James Malm and Lisa Murphy

Guests: Brenda Laird, Sabrina Lane, Veronica Pedersen, Maryellen Tast

GUEST ITEMS/PRESENTATIONS

1. Price is Right on March 25th from Noon to 1:30 p.m. – Employee Giving Campaign – Brenda Laird

Brenda thanked President's Cabinet for their donations for last year's highly successful Price is Right. The donations were used for the purchase of prizes. Because Foundation funds are limited for this use, Brenda asked President's Cabinet members to again personally donate \$100 each for the purchase of prizes for this year's campaign.

2. Grant Application or Proposal Response

A. Daniels Fund Boundless Opportunity Scholarship (Brenda Laird) – \$55,250 – Lisa Murphy and Judy Hay

The request was for \$55,250. If the funds are awarded, they will be processed as “in and out funds” and will not be eligible for endowment and or State match. The monies will be awarded to need-based students after they receive FAFSA and other allocated funds. The additional funds will be a great infusion into the financial aid world. Notice of the grant award is anticipated by the end of March. Judy stated Julie Wilson has been included in conversations about the grant, and the Financial Aid Office can handle the distribution of the additional scholarship monies.

APPROVED

B. US Dept of Ed. – TRiO SSS (Kathryn Flewelling) – \$221,478 – Judy Hay

The grant is on a five-year cycle and is for student support services. The grant was due February 3rd and has been submitted. The grant amount is less than previously requested due to lower enrollments and the reduced number of persons in certain demographic groups. The grant has an August notification date.

APPROVED

President Schaffer asked that the Cabinet's gratification for the processing of the above two grants be shared with Grants and Special Projects Director Victoria Steel for her concentrated effort toward the submission and anticipated success of these two grants. Kim made a note to do so.

3. Student Account Automatic Payment Plan Policy 4.11 – 1st Reading – Sabrina Lane

The Policy and Procedure will replace a Deferred Tuition/Fee Payment Plan No. 5201. The policy and procedure is now tied to the statement of financial responsibility for students and includes the responsibilities students have if they do not follow through with the payment plan. Operational language was added, and “deferred” was changed to “automatic”. “Automatic” refers to the automatic deduction out of the student's

account and doesn't postpone the payment but stretches out the pay-back period. The policy and procedure more clearly defines the automatic payment plan. Judy stated the procedure as changed provides solid processes.

APPROVED for consultative feedback.

4. Student Account Automatic Payment Plan Procedure 4.11P – Sabrina Lane

APPROVED for consultative feedback.

5. Certified Public Managers Program – Next Steps – Veronica Pedersen, Maryellen Tast

The Certified Public Manager (CPM) Capstone presentations took place on January 27th followed by graduation on January 30th. The Cabinet discussed the program, its feedback and how to proceed in the future. President Schaffer stated graduates have provided positive and impressive feedback and that President's Cabinet is committed to the continuation of the CPM program.

Veronica recommended a few changes for the next CPM program. Among the recommendations from the feedback received were:

- Add topics, instructors, and materials, making this internal CPM program more like the open enrollment CPM program. Additional topics would include:
 - o Crucial Conversations (Franchised Training) – Requires a credentialed trainer. The cost would be \$200/person based on 12 participants. The inclusion of this topic would extend the training by one month.
 - o Legal Issues for Managers – Sylvia Hackle, Instructor
 - o Business Writing, Presentations, and Media Relations – Shelly Stuart, Instructor
- Recruit graduates to teach some of the classes.
- Include a book study; e.g., *Four Disciplines of Execution and Leadership*.
 - o President Schaffer asked that the use of this book be put on hold until a determination is made about how its content will be applied to the institution.
- Allow graduates to have a say in who's nominated to participate in the program.
 - o Because the deans of schools have also indicated they would have nominations, Maryellen suggested graduates could advance nominations to President's Cabinet via the deans of schools to avoid duplication of effort.

President Schaffer asked if the CPM program could integrate purposeful conversations on the institutional core and aspirational values included in the College's mission, vision, and values statements. He would like to see these played out in the recruitment, screening, onboarding, and performance management processes. Maryellen suggested the conversation could be threaded throughout the program's curriculum in topics such as Orientation and Leadership, Examining Organizational Culture, Decision-making and Problem Solving, and Visionary Leadership.

President Schaffer suggested that outcomes the graduates should be able to demonstrate from the Cabinet's perspective be considered and offered to draft these outcomes. Judy stated knowing the outcomes would be helpful when developing a topic's content. Maryellen will provide the competencies that are in place for the Certified Public Manager program.

President Schaffer shared that one person thought this was a master's degree program and another requested advancement on the pay scale because they thought they had achieved a master's degree. Other discussion was held on the cost-benefit of the CPM program, because some of the Capstone projects were viewed as

duties and responsibilities already part of the employee/student's job description. Veronica explained the Capstone projects could be assigned, thereby eliminating job-duty replication. Currently, the employee's supervisor signs off in support of the project. Peggie proposed the project could be specific to the College's mission, vision, and values statements that will be threaded throughout the curriculum.

The Spring 2015 schedule proposes an April start date. A fiscal year start date was also discussed. Veronica pointed out the schedule is developed so that it accommodates both the faculty and staff. The days of the week that most accommodate faculty and staff were also considered. President Schaffer suggested determining who the participants are first might be helpful in determining the best class days.

Veronica emphasized the program can be tailored any way that is determined to best benefit the College's employees. President Schaffer reiterated the community building and the feedback received were very positive and that he would like to have a conversation about outcomes and projects with the intent of following up as soon as possible.

POSTSCRIPT TO MINUTES: In a February 25th follow-up email, Maryellen addressed the concern that a couple of students thought a Master's Degree would be awarded upon completion of the CPM program.

"We also wanted to let you know that we were very concerned about the issue brought forth that one of the graduates from our first program thought they were going to receive a master's degree upon completion of the program. We wanted to put your minds at ease. We followed up with each student and no one thought that it was a master's degree program or equivalent to a master's degree program. With that being said, we will continue to be diligent on how we word the credentialing. However and for now, that wasn't a concern with anyone in the just completed class. Hope that helps! Maryellen and Veronica"

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

6. Request to Fill Vacancy – Accounting Instructor (replacing Tanya Griffith) – José Fierro

APPROVED

7. Request to Fill Vacancy – Tool Room Attendant (new position) – José Fierro

José explained the new position is needed to facilitate faster set-up and prevent the unauthorized removal of tools. Peggie asked that "permanent" be changed to "regular". Doing so will indicate the position is a regular part-time position and is ongoing. Requests to fill these positions should be brought to President's Cabinet for approval. The positions are built into the operating budget and are not authorized through the HR Priority Plan process. Peggie clarified a temporary, part-time position is one filled for a period of six months or less; e.g., a groundskeeper in the summer. Requests to fill these positions are not brought to President's Cabinet. José noted the position's cost will be paid from the re-allocation of existing funds in the adjunct line.

Action on the request to fill vacancy was tabled, will be brought back after the second reading of the FY 2016 Budget on June 17th, and will be advertised contingent upon the Board's approval of the budget.

8. Professional Development Fund Requests – Balance \$16,434.50 (*standing agenda item*)

A. Annual Association of Institutional Research Forum – May 25-29, 2015 – Denver, CO, \$3,310 (Ann Murray, Sarah Smith, Steve Soltész) – Kim Bender

Total cost for attending the forum is \$5,320. The difference will be paid from the professional development line in Ann's budget.

APPROVED in the amount of \$3,310.

- B. SCCE (Society of Corporate Compliance and Ethics) Higher Education Compliance and HCCA (Health Care Compliance Association) Research Compliance Conferences – May 31-June 3, 2015, Austin, TX – \$3,348.25 (Victoria Steel) – Kim Bender

APPROVED in the amount of \$3,348.25.

- C. Society of Research Administrators International 2015 Midwest/Western Section Meeting – March 29-April 1, 2015, Kansas City, MO – \$2,444.75 (Victoria Steel) – Kim Bender

APPROVED in the amount of \$2,444.75.

- D. Management Concepts Federal Grants Update 2015, Denver, CO – \$1,065.50 (Victoria Steel) – Kim Bender

APPROVED in the amount of \$1,065.50.

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

9. Budget Discussion – Kim Bender

Software Maintenance Costs

Work on the Institutional Effectiveness budget led to this discussion. Chad Marley suggested some software maintenance costs be centralized in the Integrated Technology Services (ITS) budget under Institutional Effectiveness. Examples would be Starfish, D2L (Learning Management System), Campus Labs, and Ellucian (Ellucian costs will begin in FY 16). Doing so would provide for better tracking of software maintenance costs by adding sub-lines for different areas such as Academic Affairs and Student Services. The costs would still be paid out of a software maintenance budget line item. The centralized approach would not apply to grants funding software. These costs would remain disaggregated. The ITS budget is the most variable because of the fluctuation in the High Tech fee. Currently, the ITS budget has a revenue reduction burdened with ongoing expenditures. Therefore, if costs are associated with that fluctuating revenue stream, then increasing the High Tech fee to pay for the costs of software implementation and licensing and maintenance fees needs to be considered. A rationale has to accompany increased tuition and fees that shows the revenue generated from these is not sufficient to cover the costs of what needs to be delivered to students.

Online Course Fee

Kim asked that thought be given to identifying where the online student course fee of \$10/credit hour is going. Currently the online course fee is going to the general fund. The Review and Approval of Student Fees Procedure 4.10.1P states “Revenue from these fees may only be used for expenditures within the specific course and purpose for which they were assessed.”

President Schaffer did not subscribe to the centralization of all software, noting two different categories of software exist: 1) software that impacts the core deliveries on campus and 2) software that functionally resides in a specific area. A working definition of these two categories would provide a platform for budgeting. At President Schaffer's request, Kim will ask Chad if a detailed breakdown of software maintenance fees based on the two categories above can be provided. He would also like to know, for example, how much revenue the High Tech fee generates and what expenditures it pays for. Kim, Carol, Chad, and Jayne Myrick will discuss further.

10. Classroom/Laboratory Access and Oversight – President Schaffer

President Schaffer stated the College has a sliding scale of facilities in terms of complexities and risks. A structure for determining the risk associated with different facility areas and reducing the liability needs to be developed. For example:

- Level 1 – General Classroom – Lowest risk – no supervision required
- Level 2 – Computer Lab – Higher risk because of potential damage to property – currently requires a lab monitor
- Level 3 – An area that has greater risk to a student or damage to equipment – requires staff or trained student monitor
- Level 4 – An area that would have no access unless an employee of the College is present

President Schaffer suggested a committee or team develop an approach on how facility areas are classified and what oversight is required. The Risk Management group was suggested to undertake this. Carol will call a meeting of this group so that President Schaffer can ask the members to take on this project. Judy shared some members were concerned about personal liability that might be generated from policy and procedure development by the group. Carol will follow up on these concerns and assure members they are not at risk of personal liability.

11. Board Committees Policy 1.2.6 – 1st Reading – President Schaffer

APPROVED for consultative feedback.

12. Board Ad Hoc Committee on Academic Affairs and Student Services Agenda – President Schaffer

Program approvals and modifications will be included on the agenda.

13. 2/18/15 Board Meeting – Follow-up Discussion – President Schaffer

No further discussion was deemed necessary.

14. 2/20/15 College Council Meeting – Follow-up Discussion – President Schaffer

No further discussion was deemed necessary.

15. 3/4/15 Board Agenda DRAFT – President Schaffer

The final agenda 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.*)

16. Enrollment Reports – President Schaffer

An enrollment report was provided.

17. HR Recruitment (Position Vacancy Status) Report – Peggie Kresl-Hotz

Recruitments are in process for 12 positions.

18. Lightning Round (Area Updates – FAST)

- Kim – The National Clearinghouse Research Center released a data report on completion/graduation rates of students attending two-year and four-year schools from a national perspective. The data showed students transferring from two-year to four-year schools are succeeding with high graduation rates. Wyoming's completion rate is around 40% overall. <http://nscresearchcenter.org/signaturereport8-statesupplement>
- President Schaffer – Provided a report on the status of legislation affecting community colleges. House Bill 114 “Wyoming Repeal Gun Free Zones Act” remains at the forefront of concern for community colleges.

President Schaffer will be emailing College Council members information intended to clarify myths with the expectation that members will funnel the information to their constituencies, which is their communication role. The brief reports will provide solid information on topics that continue to surface, such as:

1. More Administrators – The College is not hiring more administrators.
2. Faculty Salaries – The College is actually doing pretty good in this area.
3. At-will Positions – Current employees are accepting at-will positions; e.g., Nicole Sackrider, Vito Milatzo, Sarah Hannes.

Children's Museum representatives have approached the College about being a site for a Mobile Children's Museum. President Schaffer agreed to include the College in the Mobile Children's Museum's development and implementation logistics.

President Schaffer asked the Cabinet to let Tim Macnamara know if they are comfortable with the University/Student Center building plans. Carol stated she asked that the windows in the Cashier's Cage be changed from standing to sitting windows, which would allow more room for furniture arrangement.

- Peggie – Distributed “Stop Hiring Turkeys – Find Eagles,” which poses the question: “Why would an ‘A’ player want to work for LCCC?”

Respectfully submitted,

Vicki Boreing