

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, January 13, 2015**  
**1:30 p.m.**  
**BOARD ROOM**

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

Guests: Amy Stinson, Dennis McAllister, Sarah Hannes

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Data Tracker – Amy Stinson and Dennis McAllister**

Amy and Dennis joined Cabinet today to discuss the new HR Data Request Form. This form is to be used for all query and report requests that will be using HR data. The goal of the form is to be able to reply in a timely matter with adequate data. The form can be found on EaglesEye, within the HR Community, under the HRIS tab. If submitting the form proves difficult, simply save it and email it to [hris@lccc.wy.edu](mailto:hris@lccc.wy.edu). If there are any questions regarding the form, they can be found under the FAQ's. HR also requests that everyone fill out the survey that is offered. They would love to hear thoughts and ideas on how they can improve.

Carol wondered if outside entities would also be required to use this form. Dennis affirmed that the Data Request form is for **all** data requests, and added that there is an additional area within the form that specifies the urgency of the request. If information is required immediately, that area would need to be marked, and HR would then be made aware of the high priority status. President Schaffer remarked that it might be helpful to have an area on EaglesEye where all forms can be located. James commented that finding information on EagleEye can be difficult, with many clicks to find one item. Kim offered to discuss these concerns with the Institutional Effectiveness team to determine suitable solutions for the concerns raised. President Schaffer thanked Amy and Dennis for their time and all of the work they have been doing for the HR office.

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

#### **2. Request to Fill Vacancy – Administration and Finance Vice President (replacing Carol Hoglund) – President Schaffer**

The VP of Administration and Finance is a critical executive position that leads one of the largest functional groupings of the College. This position is being vacated due to retirement, and will need to be filled as soon as possible. Judy remarked that Carol will definitely be missed.

### **APPROVED**

#### **3. Request to Fill Vacancy – Exercise Science Instructor (9-month faculty) – José Fierro**

This request is to move the interim Exercise Science instructor position to a full-time position. Cindy Henning has justified the need for this position, as a permanent full-time Exercise Science instructor is essential to the optimal functioning and growth of the program. Carol inquired if this position is currently in the budget, and Peggie replied that it is. This is the position that was vacated by Char Langaas's retirement in May of 2014.

## APPROVED

### 4. Professional Development Fund Requests – Balance \$29,115 (*standing agenda item*) – None

Carol has a request from the Children's Discovery Center that she will bring to the next meeting.

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

### 5. Naming of College Spaces Policy 5.5 and Procedure 5.5P – First Reading – President Schaffer

President Schaffer is bringing this policy and procedure forward with the support of the Foundation. One area that has not been addressed, is how to handle donations that include a request for naming rights. In these instances, the Board could plan to hold an Executive Session for approval. For confidentiality purposes, it could also be handled via Executive Counsel. Judy discovered a typo that will be corrected before this is sent for consultative feedback. The plan will be to send it out for consultative feedback with the goal of bringing it before the Board in March.

### 6. Phone System – Judy Hay and Sarah Hannes

Student Services has been attempting to better organize their service delivery to create a One-Stop shop that will be ready to implement with the move into the new building. While they are attempting to create this service without adding additional staff positions, it will require a transfer of positions that are currently available. At this time they are in the process of hiring a One-Stop coordinator, but will need at least two more professional staff to manage the area. The hope is to use a vacated position in records, as well as the switchboard operator position that was recently vacated due to a retirement.

With the loss of the switchboard operator, and the hope of altering that position, a new phone system is being proposed. In the past, the college requested the phone be answered by a human being, and if that is still the case it will require hiring an individual to fill that position. However, if Cabinet agrees to this proposal, an automated phone system will be implemented for individuals that call the main LCCC number. Based on research by the switchboard staff, the top three areas receiving phone calls are Student Records, Financial Aid, and Advising. Therefore, the proposed automated system is as follows:

*Hello and thank you for calling Laramie County Community College. If you know your party's extension, please dial it now.*

- *If you are calling for information on becoming a student, press 1*
- *For the Student Records Office, press 2*
- *For the Financial Aid Office, press 3*
- *For the Advising Office, press 4*
- *For all other inquiries, press 0 to speak to a Student Ambassador who can assist you with your call.*

Ambassador Staff in the Admissions area will still be on hand as the main receivers of phone callers pressing Zero, so that a personal contact will always be an option. President Schaffer recognizes that it may no longer be a reality to have a switchboard operator. Sarah agreed that it would be a difficult position to fill in today's job market. Cabinet agreed with the proposal, but requested more detailed information for each option given, as many times students do not know where their call should be directed.

### 7. Proposal for Funding of Student Activity Travel, Operating Expenses – Judy Hay and Carol Hognlund

This proposal is to request that funding for travel for certain clubs/organizations be funded through general college funds and not student fees. These activity groups will put forth budgets for their travel similar to the

old SFAC process, but this time will go through Student Life as the budgetary oversight body. This would allow for students to choose to allocate a portion of their fees to other endeavors that may better serve current and future students. The groups included in this request are: Choral Music, Horse Judging, Instrumental Music, Livestock Judging, Livestock Show Team, Ranch Horse Team, Speech and Debate, and Theatre.

President Schaffer questioned where to budget for this, and Carol recommended setting aside \$140,000 to establish a base amount that can be altered once actual numbers are in. This way, when a request comes through, the funds will be already be in place. After the first year, these amounts will already be budgeted for. Jill believes that it is appropriate to leave this under Student Life, and could be put into their operating budget. The process remains very similar, however now it will go through the budget process, as opposed to SFAC (now SAFAC). President Schaffer then questioned what the students would do with the additional revenue. Judy explained that the money could be reallocated to another college need, (e.g. the new fitness center). Another option would be to reduce fees. Carol recommended waiting to make any decision on this, due to the fact that enrollment is down, and therefore fees will be down as well. Cabinet supports this request, however President Schaffer does not recommend setting a specific dollar amount.

#### **8. 1/16/15 College Council Agenda – President Schaffer**

With the Noel Levitz results in, there will most likely be an in depth discussion on the responses. There have already been questions from faculty on our plans to release the comments. Jose requested that all Cabinet members become familiar with the survey results before the meeting. Ann Murray will give a report to College Council at this meeting, and President Schaffer will plan to ask for discussion at the next meeting.

#### **9. 1/21/15 Board Meeting Agenda DRAFT – President Schaffer**

No comments.

#### **10. AACC – April 18-21, 2015 – AACC Annual Convention – San Antonio, TX – Who is attending? – President Schaffer**

Please give this some thought, and talk within your areas about who would like to attend the AACC annual convention this year.

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

#### **11. Enrollment Report – President Schaffer**

The spring numbers are in, and are not looking very good. This is the first year that we have implemented mandatory orientation, as well as different start dates. This might make a small difference, but as of now we are down 15% from one year ago. Jose wonders where we are losing the majority of our students. Would it be possible to see actual numbers as well as the percent on the enrollment report? President Schaffer remarked that enrollment is down at community colleges across the state. Enrollment increased from 2000-2009, but has begun to drop since then. Could it be an influence from population? Carol wondered what was learned from the phone bank. Kim also inquired about what advisors can learn from students each semester about their plans to continue. Additionally it would be helpful if our recruiters could get some information from the local area high schools.

Based on these numbers, Jose questioned the need for future planning. Should we look to alter plans for programming, hiring, budgeting, etc.? Do we need a contingency plan? President Schaffer does not feel that it is necessary at this time. It is important to remember that most other community colleges get their enrollment from concurrent enrollment. Additionally, there are many changes being put into place at this time. It would not be beneficial for us to do a large recruitment campaign until these things have been put

into place, as we want to be sure we are offering a quality product. Attrition is expected from fall to spring, but it might be worth asking students their reasoning when they drop. This is definitely not the trend we want to see, but there is not anything jumping out as a specific reason for the decline. We do need to make sure we are not turning students away due to course unavailability.

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

Currently seven positions are advertised, with another two in the interview stage. The list will grow significantly larger as many interim positions open.

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

Carol

- So far the switch to requesting leave in TimeClock has been positive.
- Kim and Jayne held a brown-bag session yesterday on one-time funds. It was well attended with a great panel and plenty of good information. Great job!

Lisa

- Picked up the new Legislative booklet, and brought copies for all Cabinet members.
- A scholarship has been established for Paul and Collin Kaiser. The service will be on Saturday.
- The Foundation is requesting authorization to serve alcohol at the Lifetime Heritage Event. They will not be selling alcohol, and therefore do not need a permit. The cost will be \$75, and they will have tips trained workers pouring the drinks. Cabinet approved the request. (President Schaffer signed his approval after the meeting.)

Peggie

- Dorothy will be out for the next six weeks. The HR office will be covering for her during this time.

Judy

- Need to get the Trio grant written, as it is due on February 3. Will plan to have a work session on Thursday.
- Advising is the big conversation.
- Today Julie Wilson received a letter stating that our Financial Aid problems have been solved. The bill is much less, and we owe nothing. Great news!!! She has gotten us past what happened before she got here – thank you Julie!

Jose

- The question has been raised if we are addressing current needs. Some classes we struggle to open enough sections, and then some classes have little to no interest. We may need to address our course offerings. Jose noted that colleges with limited options – that prepare students to directly enter the workforce - are not experiencing a decline in enrollment.
- Will need Peggie and Kim's help to get adjunct faculty into the system. They will need to have access to their courses, make sure they have email, etc.

Kim

- Still working with Program Review and Assessment. At this point he is tracking the participation and maturity of the work that has been completed thus far. The Deans know exactly where their programs stand. Currently only a few of the programs have reached maturity, with the majority on the low end.

James

- The second semester kick-off went well yesterday. Many adjuncts attended the opening session, and by remaining in Laramie, they were able to get back to work hours earlier.
- There is some unease on campus about the lack of parking problems, no waiting lists...etc. Low enrollment is worrisome.

President Schaffer

- The Legislative session started today and will run through March 6. President Schaffer will monitor the progress and keep Cabinet apprised of what is occurring.

- Conversations are being held with faculty members that are retiring. A common theme that is presenting itself is that employees want to feel valued as individuals, and shown appreciation for their work. They want to feel seen, heard, and supported. As far as celebrating retirees, there was a former Dean that would write a letter that was sent out to campus with stories about the individual. This might be something to consider.
- Speaking of celebrating our employees, President Schaffer will plan to set up a luncheon for individuals who have completed advanced degrees. The plan will be to find a time this spring to celebrate these individuals, and to allow them to discuss their accomplishments.

Respectfully submitted,

Jennifer Thompson