

**LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

Tuesday, July 14, 2015

1:30 p.m.

BOARD ROOM

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

Guests: Ann Murray, Steve Soltesz, and Victoria Steel

MINUTES

GUEST ITEMS/PRESENTATIONS

President Schaffer introduced newly hired Vice President of Administration and Finance Rick Johnson, who said he is happy to be at LCCC. The Cabinet members introduced themselves and spoke briefly to the areas they supervise. President Schaffer explained the Cabinet operates on a consensus basis with the exception of the approval items.

1. SmartSheet Software Application Demonstration – Ann Murray, Sarah Smith, Steve Soltesz

SmartSheet is a work collaboration tool that helps to better manage workloads by tracking, documenting, and managing team projects, task lists, and event schedules. SmartSheet exists in a centralized location that can be accessed from anywhere that Internet access is available. Information accessed from SmartSheet may be printed, emailed, or otherwise disseminated.

Ann said the reason for bringing SmartSheet information to President's Cabinet was to gain a more broad-based thinking for implementing the program and to determine who else might be interested in using SmartSheet, so she can better determine the usage cost. In response to Kim's question regarding calendar capability, Ann responded a monthly calendar could be developed denoting projects by color. The calendar could also be downloaded on EaglesEye. Steve will find out how often updates are released. The use of Smart-Sheet would be helpful with articulations. Terry stated CurricUNET is used for curriculum projects so she did not believe SmartSheet software would be.

SmartSheet Benefits include:

- User-Friendly
- Cloud-based
- Access – Desktop, IPAD Interface, AP (Android Application)
- Web Based Project Form – Include Attachments, Notes
- Workload and Project Management Templates
- Transparency
- Alerts and Reminders
- Resource Management
- Reporting Features – Criteria-Based Information
- Summarized Reports
- Price: Non-Profit Enterprises for a team of three users – estimated at \$33.25 per month or \$399 annually
 - Additional users can be added at \$9 per month per user if more than three users. An unlimited number of users are allowed.

President Schaffer asked that SmartSheet be implemented and tested on a trial basis and then a live demonstration be brought back to President's Cabinet in the fall. So President's Cabinet may have access to additional information, Ann will send the URL to Vicki to forward to the Cabinet. (POSTSCRIPT TO MINUTES: The URL below was forwarded to President's Cabinet on 7/14/15.

<https://www.youtube.com/watch?t=42&v=TGDBApo3DU4>)

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

2. Request to Fill Vacancy – HSEC Examiner (replacing Judith Reuland) – Terry Harper

APPROVED

3. Request to Fill Vacancy – Academic Advisor (replacing Barbara Hopkin) – Judy Hay

APPROVED

4. Request to Fill Vacancy – English Instructor (replacing Nicole Bryant) – Terry Harper

President Schaffer stated if a position is being filled on interim basis and existing employees have voiced an interest in the interim position, the filling of that position does not need to come to President's Cabinet.

APPROVED

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

None

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

6. July 15th Board Meeting Agenda (5:30 p.m., Little America Big Horn Room) – President Schaffer

The Board will consider the approval of the FY 2016 budget along with President Schaffer's FY 2016 goals. The full 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.*)

7. Enrollment Report – President Schaffer

Lisa stated the newly approved programs have been included in all of the regularly printed materials. Lisa will follow-up with Ty Stockton and Troy Rumpf on special advertising. Terry will follow up as well.

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

Recruitments are in process for 14 regular benefited positions.

9. Lightning Round (Area Updates – FAST)

- Judy – The Student Services Council, made up of the state's community college Student Services vice presidents and Joe McCann at the Wyoming Community College Commission, will discuss residence guideline documents on Thursday. President Schaffer noted that due to a change in Commission's rules undocumented students who graduate from a Wyoming high school will now be eligible for in-state tuition at a Wyoming community college. The change will also provide for in-state tuition for veterans who have been discharged under certain circumstances; this provision was a federal mandate. President Schaffer continued that the hope is Wyoming's community colleges will use the University of Wyoming's guidelines, so that there is one process for the state's post-secondary students. *** Orientation and advising experience a large number of students needing these services this time of year.

More group advising is being scheduled to assist with the additional numbers of students. Orientations are held mornings, afternoons, evenings, and Saturdays to accommodate new students.

President Schaffer asked about the status of the Student Planning Module that was purchased last spring. The intent of the module is to electronically create and manage student academic plans in Colleague. Stacy Maestas is building the new degree audit program and concentration data that has to be completed by August 1st when financial aid is released. President Schaffer stated the College is trying to get students to commit to a program path before the end of their first semester, because students who choose a program and have an academic plan are more likely to succeed. Automated student planning will help facilitate that effort for more than 1,000 students. Kim will follow up with Chad on the status of the Student Planning Module.

- Lisa – The College's first photography workshop sponsored by John and Vanda Eddington Enrichment Fund is taking place this week. *** Some 27 people helped with the July 9th highway cleanup. The cleanup has to take place once a year in order for the College to keep the Adopt-a-Highway sign and is usually done in preparation for the annual Thunderbird performance. Lisa thanked the grounds crew who she observed are doing an amazing job. *** Wednesday's Thunderbird performance was enjoyed by 12,000 to 14,000 people. *** The July 8th University/Student Center groundbreaking event received incredible media coverage. The *Wyoming Business Report*, a statewide publication, covered both the University/Student Center and the Flex-Tech Building groundbreaking events. *** Local Pepsi representatives were invited to a breakfast last week to say thank you for their contracted commissions, which have generated \$83,000 for scholarships in less than two years.
- Terry – Crystal Stratton has release time to work on CurricUNET this summer. The system will be tested over the next year. *** Fall kick-off activities including the convocation will take place August 24th through 28th. The schedule of events will be similar to those held for the Fall 2014 kick-off. Some 30 breakout sessions are planned again for faculty and staff on Wednesday. Faculty will have two days designated to work on their syllabi and courses. (POSTSCRIPT TO MINUTES: The convocation, during which President Schaffer gives welcoming and state-of-the-college remarks, was moved from Monday, August 24th, to Tuesday, August 25th. President Schaffer will be attending a Joint Appropriations Interim Committee meeting on community college funding in Casper on Monday, August 24th.) *** Over one-third of courses are 50 percent filled or higher. At least 50 percent of COLS sections still have room to place new students. President Schaffer noted the new Gen. Ed. program framework and the redesigned developmental English program will be offered for the first time this fall. Terry added Math pathway courses (Quantway, Algebraway, Statway, and STEMway, will also be rolled out this fall. *** Stacy Shultz-Bisset, Stacy Maestas, Amy Ehlman, and Crystal Stratton received kudos for their work on the catalog's review, standardization of program language, and reformatting. Each program of study's information now encompasses an entire page. Judy added that the program's information in Colleague's Degree Audit Module will now more closely match the information in the catalog. *** Terry explained for Kim that time will be set aside during the fall kick-off week for sessions on program assessment and common course assessment data. Kim noted faculty responded favorably about the assessment session(s) held during last spring's kick-off week and will visit further with Terry about their ideas. President Schaffer added that four semesters of course completion data by section/by faculty member is now available. He would like thought given to how that data may be shared with faculty so they are motivated to improve their completion numbers. He added the purpose for sharing the completion numbers is not intended to generate competition between faculty members but rather to create an understanding of what student success is at the most basic level, which is in the classroom, and what changes might be made as they prepare for the 2015-2016 academic year. Sharing the data should also help facilitate a conversation about targets for student success and how that fits within the overall assessment model.
- James – Informal community outreach meetings are being scheduled with the UW deans of schools, all six Albany County legislators, UW Trustee Mike Massey, and new Albany County School District No. 1

Superintendent Jubal Yennie. Lisa and President Schaffer would like to be included in the meetings if they are available. Lisa stated meetings with Albany and Laramie county legislators will be scheduled in the fall after the WACCT has released their legislative agenda. Lisa suggested inviting the Albany County legislators to the ACC donor relations event on September 3rd. James concurred and noted further that the ACC Advisory Board is being reorganized and that those members will also be invited to the September 3rd donor relations event. President Schaffer supported the informal community outreach meetings.

- Kim – Distributed a graphic representation of the progress Wyoming's community colleges are making toward cleaning up of database inconsistencies. Reducing the number of errors on community college reports containing institutional research data is part of continuous improvement. As of July 1st, LCCC has the fewest error counts. The Data Oversight Committee made up of IT and IR staff is responsible for the correction of errors involving 256 data elements. On campus, email inconsistencies and duplications are also being eliminated, and Stacy Maestas is cleaning up data in conjunction with the degree audit program implementation. *** Mike Randall is developing a common site for forms on EaglesEye called "Campus Forms by Office" that will be found under the Faculty & Staff tab > College Resources > Campus Forms by Office. The site may also be placed under the LCCC Tab > Campus Forms by Office. The forms most heavily used (Human Resources, Student Records, Financial Aid, Institutional Research, etc.) will be uploaded first to this new site. *** Options for construction updates include postings on the website, on an EaglesEye Construction Alert Channel, or by an EaglesEye announcement. More discussion will be held concerning which option(s) to implement. Also discussed was the possibility of installing cameras to film the construction as was done with the Health Sciences Building. IT installed two cameras that took a couple of photos each hour for security purposes. Josh Thein produced a time-lapsed video of the construction project from the camera shots. He is working with IT to do the same for the Flex-Tech Building and the University/Student Center construction projects. President Schaffer stated a "Construction Update" will be added to the President's Cabinet's agendas as a standing agenda item.
- Judy – Feedback received from Kathryn Flewelling indicates the Student Planning Module is on Chad Marley's priority list for next spring. Paper versions of student academic plans will need to be converted to electronic versions, which will rely on extensive staff time to do the conversion. Judy asked that she, Kathryn Flewelling and Julie Gerstner will be included in the project's planning and implementation.
- Rick – His time is being devoted to seeking answers to questions and attending meetings.
- President Schaffer – Thanked Kim, Rick, and Terry, and their staff for helping assemble the information requested by the Legislative Service Office (LSO) on the cost of enrollment and distance delivery. The report compiled of information from all seven community colleges was submitted to the Wyoming Community College Commission today and will be submitted to the LSO tomorrow. A legislative bill that would convert enrollment growth funding to the standard budget will be considered by the Joint Appropriations Interim Committee in Buffalo this Friday, July 17th.
- Lisa – LCCC will have a tent and table set up inside Frontier Park during Cheyenne Frontier Days. The table will be manned by Student Services staff from 10 a.m. until 7:30 p.m. on Tuesday and Friday. Neck wraps and fans with the LCCC logo will be given away. President Schaffer asked Judy to thank her staff for hosting the table.
- President Schaffer – The newly implemented Rodeo 101 video sponsored by LCCC did not replace the pre-rodeo performances by the Saddle Tramps and Foxy Trotters riding groups. Because of a push for the rodeo to start and end on time so that the night show's setup can also begin on schedule, the pre-rodeo entertainment will now be limited to junior barrel racing and the Dandies. The 60- to 90-second Rodeo 101 video was produced by Fanmaker, a Midwestern company, and will be shown prior to each rodeo

event; the video also includes educational and historical information. The CFD announcer will acknowledge Laramie County Community College as the sponsor of the video. Lisa will be the contact for any questions regarding the College's sponsorship. James would like the College to have a visible presence during Laramie's Jubilee Days next year. President Schaffer agreed the College should be a sponsor for this event as well.

Respectfully submitted,

Vicki Boreing