

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, July 28, 2015**  
**1:30 p.m.**  
**BOARD ROOM**

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

Cabinet Excused: Kim Bender

Guests: Tim Macnamara, Bill Zink

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Physical Plant – Planned Electrical Outages and Electrical Feed Options – Tim Macnamara**

- A. Planned electrical outages on Aug 3 and 5 to repair the west campus electrical switch
- B. Consideration of options to energize two distinct campus electrical feeds so as to create a redundant system and load testing of older electrical lines

Tim reported the College is faced with issues and opportunities regarding the campus's electrical infrastructure. Cheyenne, Light, Fuel and Power (CLF&P) needs to work on the metering switch on the west side of the campus. That electrical feed switch will need to be shut off while the work is taking place. In order for electrical power for both the west and east sides of the campus to continue, the east side switch will need to feed the entire campus. And, in order for this to be done, power to the entire campus will need to be shut off while the west end electrical feed is switched to the east end. Tim proposed a campus-wide power outage be scheduled from 5:30 a.m. to 7:00 a.m. on Monday, August 3<sup>rd</sup>, for about an hour while the electrical feed is switched over. The opposite would take place on Wednesday, August 3<sup>rd</sup>. Tim noted CLF&P would not consider transfer of the switch over a weekend and that the current plan is based on CLF&P's anticipation that the east side switch can support both the east and west sides of the campus. He also indicated the College's generators will not provide the electricity load necessary. Following discussion of other scheduling options and the possibility of stresses on the College's electrical power that might cause a longer outage timeframe, President's Cabinet agreed with Tim's recommendation. Tim will email the campus a notification of the power outages on August 3<sup>rd</sup> and 5<sup>th</sup>.

In follow-up discussion, Tim stated a plan needs to be devised to assure the electrical system is reliable by systematically replacing the existing old wire. President Schaffer suggested the replacement of the electrical wiring be included in the update of the Campus Master Plan that is to take place in 2016. Tim recommended the process start sooner to determine how large a problem replacement of the old wire may cause. With the Cabinet's agreement, he will contact MKK Engineers to determine more specifically what might be involved with the replacement of the old wire campus-wide. In other discussion, Tim stated some of the water lines will require replacement as well, and major maintenance funding has been set aside for that project. However, because of the anticipated construction of the Flex-Tech Building and University/Student Center, the project has been postponed.

#### **2. Construction Update – Rick Johnson and Tim Macnamara (*standing agenda item*)**

Tim said both projects are underway and that the earth work for digging the basement for the University/Student Center construction has been in process for about three weeks. Ground water is being extracted, and the foundation will be under construction beginning next week. The Flex-Tech Building's

earth work began yesterday. The area east of the Auto Body Building is now closed to traffic. The first water outage will take place on Thursday, July 30<sup>th</sup>, from 7 a.m. to 11 a.m. and will affect the Career and Technical, Auto Body, and Physical Plant buildings.

President Schaffer stated Carol Hoglund will begin her contractual duties in support of the construction project on Monday, August 10<sup>th</sup>. Some of her responsibilities will include providing "blog entries" on the College's website that will update the campus on the construction projects. Her office will be located next to Campus Safety in Student Services. Lisa added that the cameras for live streaming the construction will be installed soon by IT staff.

President Schaffer reported the Wyoming Business Council did not recommend funding of the College's \$1.3 million grant request for the Flex-Tech Building. Therefore, he will likely pull the College's grant from funding consideration after he seeks Board Chair Mosher's input. He advised some legislators do not believe community colleges should have access to that funding even though the grant criteria indicates the funds may be used for educational infrastructure purposes.

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

**3. Professional Development Fund Requests – Balance \$46,800** (*standing agenda item*)  
None

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

**4. In-service Week One-pager** – Terry Harper

Terry explained the reasoning behind a one-page document proposed by Kari Brown-Herbst and Jonathan Carrier and also reviewed the suggested format of its content, which would include a one-page synopsis of campus updates as a walk-a-way document. Separate one-page documents are proposed for the convocation and the faculty assembly. The Cabinet liked the one-page idea so that the convocation would not be taken up with area updates. Terry asked for recommendations on how and what information should be solicited. President Schaffer suggested producing the convocation's one-pager from the breakout sessions' information, which would be applicable to the entire campus. Judy observed that the volume of people participating in the breakout sessions indicates those are being well-received. President Schaffer also suggested using color-coded agendas or some other designation that would denote the campus group to which agenda applies. Chairman Mosher requested a few minutes at the beginning of the convocation to express the Board's support of the College employees' work and what is being done with the strategic plan.

President Schaffer shared that on the morning of Monday, August 24<sup>th</sup>, the Joint Appropriations Interim Committee (JAIC) is scheduled to unveil draft legislation on community college funding model changes in Casper. Since he was not available to attend the previous meeting in Buffalo on July 17<sup>th</sup>, he believes his attendance is warranted at the August 24<sup>th</sup> JAIC meeting. Knowing this, he asked if the Monday, August 24<sup>th</sup>, convocation could be moved to Tuesday, August 25<sup>th</sup>. James said the ACC can adjust their schedule, and Terry believed that the schedule, which is still in process, could also be changed. She stated that because the convocation will be moved to Tuesday, August 25<sup>th</sup>, the faculty work days will be Monday, August 24<sup>th</sup>, and Friday, August 28<sup>th</sup>, adding a comprehensive agenda will be distributed after the details are decided, possibly early next week.

**5. Certified Public Manager (CPM) Program** – Terry Harper

Rhonda Priest, who has been hired as the CPM Program Manager replacing Veronica Pedersen, is preparing the CPM Manager program for the outside cohort. Maryellen Tast would like Cabinet's direction on whether to open the outside cohort to LCCC employees or should an internal cohort be created specifically for the College's employees. President's Cabinet reviewed the nomination process, the curriculum, faculty diversity, outcomes, competencies, capstone projects, and feedback concerning last year's internal CPM Program. They

also considered the program's value related to succession planning. President Schaffer noted completion of the CPM Program is not a guarantee for automatic promotion or advancement on the pay scale. The Cabinet agreed the external cohort should be opened up to internal employees. The program will begin in the fall; the dates are still under consideration.

In follow-up discussion, President Schaffer shared those with whom he has spoken concerning succession planning stated the succession process should be pragmatic, tactical, and experiential, and that it should be purposeful and not equity-based. He stated that the nominations for last year's internal cohort needed to be more strategically qualified and that the program was intended to have more of a positive impact on change at the College. Lisa said she would like to have seen the program's graduates continue as a leadership group on campus. President Schaffer observed recruitments, implementing and managing change, and breaking down silos is getting harder, but that any one program is not going to accomplish a reverse in these trends. Rick said he participated in a system-wide, eight-month intensive Excellence in Leadership Program and offered to provide some of the materials from that program. The program is targeted on professional growth and development, which may lead to succession possibilities within an organization. President Schaffer voiced an interest in having the materials. President Schaffer stated a semester faculty exchange is another opportunity being discussed for professional development. As an aside, President Schaffer stated Leadership Wyoming will be on campus on August 25<sup>th</sup>.

**6. July 15<sup>th</sup> Board Meeting – Additional Thoughts? – President Schaffer**

James stated the *Laramie Boomerang* did successive articles on the July 15<sup>th</sup> Board meeting.

**7. AACC High Performance Teams Training, September 21-24, 2015, Houston, Texas – President Schaffer**  
<http://www.aacc.nche.edu/newsevents/Events/leadershipsuite/Pages/highimpactteam.aspx>

The AACC High Performance Team (HPT) training has been established to assist community college leadership teams with moving into high performance mode or can be used as a way to sustain high performance. The four-day training focuses on individual team assessments to managing the team's performance to implementing change management and assessing institutional health. AACC does not charge a registration fee for the training. President Schaffer asked the Cabinet to consider attending as a team.

Lisa Murphy will ask Lisa Trimble to reschedule September 23<sup>rd</sup> and 24<sup>th</sup> "road show" speaking engagements for President Schaffer, so his calendar can be cleared for the week of the conference. Judy pointed out the Community College Summit for Articulation will take place in Laramie on Friday, September 25<sup>th</sup>. In response to Judy's question concerning the fall Community College Summit, President Schaffer stated a conference call on August 5<sup>th</sup> may include discussion of whether Complete College Wyoming will organize this fall's Community College Summit. President Schaffer will submit the required letter of interest for the Cabinet members to attend. (POSTSCRIPT TO MINUTES: Additional scheduling challenges eliminated the possibility of attending this year's AACC High Performance Team Training. Consideration will be given to the opportunity next year.)

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

**8. Enrollment Report – President Schaffer**

The July 20<sup>th</sup> "Fall 2015 Enrollment Monitoring – Six Weeks Before Term" report was discussed. Judy and her staff are reviewing some of the enrollment numbers they believe are not reconciling; the degree-seeking, new student numbers are not necessarily connecting with the enrollments. President Schaffer stated the College should be seeing an increase in the number of new students. He also noted that the returning and re-enrolling student numbers have not stabilized. He shared that while he was in Austin only 2 of some 40 community college presidents stated they are experiencing enrollment increases. Locally, a substantial increase in high school graduates is not expected for another two years.

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

Recruitments are in process for nine positions. Terry reported recruitment for the Welding Technology Program instructor resulted in a failed search of seven candidates. A fast-track interim appointment is under consideration. Christie Goertel, who held the position of Case Manager for A.C.T. Now!, has accepted the position of Life Enrichment Program Manager, replacing Nicole Sackrider.

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

- James, Lisa, and Terry had no additional information to share.
- Judy – Scott Noble is working Greg Flores and Josh Thein on a new format for athletic posters and schedules. \*\*\* A new campaign called “This is your community college.” is underway. \*\*\* Intake advising will be conducted in groups of 10 and possibly more beginning next week.
- President Schaffer – With enough time to still enroll, a marketing push targeting specific programs will be discussed with Lisa Murphy, Ty Stockton, Troy Rumpf, and Sarah Hannes. President Schaffer noted a couple of major layoffs have occurred in the state, which may present an opportunity for some of those being laid off to return to school. He suggested the programs with the strongest articulation agreements and connections to the job market be among the first to be considered for the marketing push. Different class start times, modalities (classroom, online), and pathways (credit certificates/diplomas and degrees) should also be promoted. Terry will follow up with the Academic Leadership Team (ALT) on the programs in which a marketing push would most likely incentivize students to enroll. She believed the decision about which programs to market should be data-driven. President Schaffer said the persons with that data are those who manage the program’s curriculum and instruct the program. Terry will email the Cabinet with any additional marketing suggestions shared during her in follow-up discussions.

President Schaffer distributed 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. Davis Jenkins, one of the authors, has expressed a sincere interest in coming to the campus as a consultant to learn what LCCC is doing on pathways, student success courses that incorporate career exploration, advising, and the case management model; i.e., how students come to understand what they want to do.

- Rick – An update on problems with the north parking lot and who is responsible for correcting the problem (architect or contractor, or both) was provided. A determination is anticipated on Friday. Rick and Jamie Spezzano will be meeting with College Counsel Tara Nethercott on the parking lot dilemma, contracting and procurement, and risk management. President Schaffer shared the seven community colleges may collaborate on one risk management professional to oversee a risk management program for all the community colleges. \*\*\* Discussions are being held with the State’s Construction Management Division on the transfer of monies for the College’s construction projects on Friday at 1:30 p.m. President Schaffer said he would like to attend that meeting. \*\*\* Rick will also be meeting with Kaiser and Company on the bond financing and with the Wyoming Community College Commission. \*\*\* Yesterday, Larry Buchholz at the Commission requested an analysis of the employees impacted by the Affordable Care Act be provided by this Friday. President Schaffer suggested Rick email Dorothy Moen and copy him, because she may know where the analysis done by Peggie Kresl-Hotz is stored. President Schaffer noted that Dorothy is out of the office for a while but may have access to email.

Respectfully submitted,

Vicki Boreing