

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, June 16, 2015**  
**1:30 p.m.**  
**BOARD ROOM**

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

Guests: Dave Curry, Pam DeMartin, Ann Murray, Jayne Myrick, Sarah Smith, Steve Soltesz, Victoria Steel, and Bill Zink

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

- 1. AiR Forum – May 26-29, 2015, Denver, CO (Attendees: Ann Murray, Sarah Smith, Steve Soltesz) – Ann Murray**

Ann, Sarah, and Steve reported the highlights from the 2015 AiR (Association for Institutional Research) Forum. Their attendance at the May 25-29, 2015, forum in Denver was paid from professional development funds. Ann stated that the sessions gave her a clearer idea of how to structure data governance at LCCC in conjunction with the Data Standards Oversight Committee (DSOC). Sarah shared three key takeaways: Qualitative Research Teams (QRT), a vision for IR Office information sharing, and student flow modeling for developing predictive analytics. Steve stated his gain from the forum was a wide breadth of information and resources he can use on a daily basis.

In other conversation, Ann suggested she return to President's Cabinet over the summer to find out what the research requests will be over the next three years.

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

- 2. Request to Fill Vacancy – Part-time Certified Public Manager (replacing Veronica Pedersen) – José Fierro**

#### **APPROVED**

- 3. Professional Development Fund Requests – Balance \$0 (*standing agenda item*)**  
None

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

- 4. Campus Key Control Procedure 5.1.2P – 1<sup>st</sup> Reading** (*This procedure is being re-routed through the approval process.*)  
– Carol Hoglund

**APPROVED** for consultative feedback August 31 through September 11.

- 5. Hazardous Materials Communication Program Procedure No. 5.3.2P – 1<sup>st</sup> Reading** (*This procedure is being re-routed through the approval process.*) – Carol Hoglund

The procedure was re-written with Victoria Steel's and Dave Curry's assistance.

Discussion was held on who would provide initial training and would those responsible for the securing of hazardous materials receive separate pay. Human Resources would not be expected to roll this training program as has been done with Title IX compliance. Carol proposed a new director of Risk Management would develop and facilitate training. José pointed out substantially different training would be required for all aspects of hazardous materials. Dave stated only 24 state plans exist. President Schaffer suggested the community colleges could share a resource of one person to oversee the training and compliance. Management by committee might also be an option.

**APPROVED** for consultative feedback August 31 through September 11.

**6. Budget Development and Management Policy No. 4.8 – 1<sup>st</sup> Reading – Carol Hoglund**

The policy basically states the College does develop and manage a budget in compliance with Wyoming state statute.

**APPROVED** for consultative feedback August 31 through September 11.

**7. Budget Development and Management Procedure No. 4.8P – 1<sup>st</sup> Reading – Carol Hoglund**

Carol stated a lot of the Budget Development and Management Procedure language comes from the budget process manual prepared every year and the budget process map. A self-service component will be implemented that will allow a much more user-friendly viewing of budgets.

“Budget Allocation and Resource Committee” will be changed to “Budget Resource and Allocation Committee” (BRAC) on page 3. With Carol’s impending retirement, Jayne will shepherd the policy and procedure through the remainder of the approval process.

**APPROVED** for consultative feedback August 31 through September 11.

**8. Business Function Procedure 4.1.3P – 1<sup>st</sup> Reading – Carol Hoglund (emailed 6/16/15)**

Carol stated the procedure defines what is an acceptable business function and how that expense is paid. President's Cabinet discussed the need for consistent application of business function procedures. Pam stated a business purpose is to be included for any expenditure including the purchase of food. She noted further the reason for this inclusion is to protect the College should it come under scrutiny of the expenditure of public funds and not to deter College business. President Schaffer suggested those using P-cards be provided refresher training to reinforce what must be submitted with monthly P-card statements. Because the late submission of P-card reports causes subsequent reporting and payment to be delayed by Accounting Services staff, Pam sent an email to P-card holders stating effective July 1<sup>st</sup> a P-card will be deactivated if the P-card holder’s report is not received by the 8<sup>th</sup> of each month. President Schaffer observed flexibility has to be balanced with internal controls but noted further that a plan to remedy the issues regarding P-cards is needed. President's Cabinet supported cutting off a P-card from an employee who is not complying and emphasized noncompliance becomes a performance issue.

Carol said the item referring to Event Representative Contact Person will be removed. With Carol’s impending retirement, Pam will shepherd the policy and procedure through the remainder of the approval process.

**APPROVED** for consultative feedback August 31 through September 11.

**9. June 17<sup>th</sup> Board Meeting with Laramie County School District No. 2 at Burns High School –**  
President Schaffer

The Board will hold both a joint meeting with Laramie County School District No. 2 and a regular Board meeting on June 17<sup>th</sup> at Burns High School.

**10. WCCC Meeting in Sheridan –** President Schaffer

The Commission will meet on June 26<sup>th</sup> in Sheridan. An agenda for that meeting may be found at <http://communitycolleges.wy.edu/commission-meetings.aspx>.

**11. Strategic Plan Refresh –** President Schaffer

President Schaffer will rough out a timeline and agenda for refreshing the strategic plan. He will also email members of the strategic planning committee that participated in the development of the 2013-2020 Strategic Plan to see if they are interested in continuing on a committee that will refresh that strategic plan.

**12. Construction Updates –** President Schaffer, Judy Hay

The Cabinet discussed ways to communicate construction updates to campus. Among the suggestions were the digital message signs, orientation, D2L, social media, EaglesEye, and the College's website (a "slideout"). Kim will follow-up with his ITS staff and Lisa with her Public Relations staff on these and other suggestions.

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

**13. Enrollment Report –** President Schaffer

Time constraints did not allow for enrollment discussion.

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

Recruitments are in process for 20 positions.

**15. Lightning Round (Area Updates – FAST)**

Time constraints did not allow for Lightning Round updates.

Respectfully submitted,

Vicki Boreing