

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, June 2, 2015
1:30 p.m.
BOARD ROOM

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

Guests: Pam DeMartin, Sabrina Lane, and Chad Marley

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Accounting Software from Ellucian – Kim Bender, Pam DeMartin, Sabrina Lane, and Chad Marley

“Colleague Projects Accounting offers a better way to accurately budget, forecast, and track the cost of projects. Projects Accounting is an add-module that delivers a single, accurate view of all grant- and project-related activities by budget period, fiscal year, or inception-to-date. Even better, that information is available anytime, anywhere—to make sure you don’t overspend on your grants or projects.” (Cabinet Guest Item Presentation: Accounting Software from Ellucian by Kim Bender)

Sabrina stated the software will help significantly with grants compliance. Pam shared automation of CIP (Construction In Progress) information will greatly reduce the time to manually record the information. Kim reported he spoke with one of Ellucian’s references, who stated the software has been used since 2003 in the areas of grants, construction, student activity, and foundation events accounts. Also noted were the strengths of the general ledger feature that aligns well with Human Resources by tracking the costs of personnel and benefits and applying leave, benefits, and taxes where appropriate. The software costs would be funded from the remaining Campus Labs budget under Institutional Effectiveness. The College must commit to the purchase by June 30th in order to receive discounts. The annual maintenance fee is \$1,800; the fee is expected to increase around 5% each year.

President Schaffer stated the Cabinet’s formal approval is not required because the funds are in place and can be expended and also because staffing capacity exists to implement the software. Chad will take the contract to Contracting and Procurement Director Jamie Spezzano for signature.

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

2. LCCC Grant Application or Proposal Response Approval

A. Wyoming Family Literacy Program (Continuation Grant – Non-competitive) – Carol Miyake – \$28,525 – James Malm

APPROVED

B. Wyoming Distance Education Grant – Les Balsiger – \$19,800 – José Fierro

APPROVED

3. Medical Amnesty Policy 3.21 – 2nd Reading – Judy Hay

○ Feedback thru 5-29-15 – No Feedback Received

APPROVED to go forward to College Council.

4. Medical Amnesty Procedure 3.21P – 2nd Reading – Judy Hay

- o Feedback thru 5-29-15 – Feedback Received

Cabinet determined “community Members” should be stricken from the procedure. Vicki will make the change.

APPROVED to go forward to College Council.

5. Request to Fill Vacancy – Instructor, Welding Technology – New (approved in FY 2016 HR Priority Plan) – José Fierro

APPROVED

The position will be advertised pending Board approval of FY 2016 budget.

6. Request to Fill Vacancy – Math Instructor – New (approved in FY 2016 HR Priority Plan) – José Fierro

APPROVED

The position will be advertised pending Board approval of FY 2016 budget.

7. Request to Fill Vacancy – ACES Instructor (replacing Interim Adam Winn) – José Fierro (emailed 6/1/15)

President Schaffer asked José to confirm whether or not the position is grant-funded.

APPROVED

8. Professional Development Fund Requests – Balance \$0 (standing agenda item)

None

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

9. One Percent COLA Implementation – President Schaffer

The salary scales will be moved 1% increase to help offset the increased insurance costs. The increase is a COLA adjustment not a pay increase so employees who are redlined will receive a 1% increase to their base salary. Even though part-time employees are not covered by insurance, for simplicity the salary scales for these employees will also move 1%. The increase will not impact adjunct faculty because they are on a payment-per-credit schedule. A PAF (Personnel Action Form) will not be produced for each eligible employee for the 1% increase. Instead, a memo from President Schaffer will go into everyone's file in lieu of a PAF.

10. Staffing Updates/Searches – President Schaffer

President Schaffer updated the Cabinet on the Human Resources Executive Director search and a replacement for José. The HR Executive Director search is ongoing; some applicants have already accepted other jobs. An interim may be hired to replace José as Academic Affairs Vice President.

11. Community Events and Their Impact on Parking During Construction – President Schaffer

President's Cabinet discussed how the construction sites and the need for additional area for building materials will reduce parking for students, College employees, and community members attending special events. Options such as temporarily removing some fencing on pasture land and graveling the area

were discussed. Carol stated she has negotiated a site for the building materials with Dean Hawkins where the hay is stored, so did not believe additional pasture land should be procured. She noted further that pasture land takes a long time to recover. President Schaffer stated in order to preserve as much parking as possible, the scheduling of events during peak hours should be carefully considered, adding though, he would not want to turn away paying customers. He suggested waiting to see how the parking shakes out before making any decisions concerning the scheduling of events on campus.

12. Continuation of Military Fee Waiver – José Fierro

José stated the Department of Defense (DOD) discontinued paying for fees for military students in Fall 2014 with the exception of students who had already requested tuition assistance. In response to the DOD's late announcement, LCCC made the decision to waive the fees for military students on August 11, 2014, which totaled \$8,449 for the Fall 2014 and Spring 2015 semesters. Tuition assistance from the DOD during these semesters totaled \$27,415. José confirmed that military students qualify for in-state residence tuition and fees and that Financial Aid Director Julie Wilson budgeted sufficient funding for continuation of the fee waiver. Terry Cook stated in his 5/19/15 email, "The practice is common nationwide and it sends a very clear message to our troops and the community in general that LCCC is living up to its message that 'we care'." President Schaffer expressed concern that military students may enroll in courses to help satisfy their Community College of the Air Force (CCAF) degree requirements, and after having done so will "step out," which will result in them being classified as LCCC non-completers. He asked that Terry Cook, Julie Wilson, and Kathryn Flewelling develop a long-term strategy for documenting the fees waived and advising military students on the importance of being degree-seeking in an LCCC associate of science or associate of arts degree program, where at least they finish the general education courses, and are not just indicating they are degree-seeking for the purposes of financial aid eligibility.

13. ITS New Hire Setup Form and ITS Separation Forms – Kim Bender

ITS staff would like President's Cabinet help encouraging supervisors to complete the ITS New Hire Setup Form and ITS Separation Form that are EaglesEye in the Supervisor Community **under the Other Topics tab**. President Schaffer suggested the new HR Executive Director be engaged in a conversation about a refresher course for hiring managers, because they are ones who have all the new-hire's information and also the mapping of the on-boarding and off-boarding process.

14. 2015-2016 Leadership Cheyenne Nominee – Application Deadline is June 30, 2015 – President Schaffer

Carol will approach James Crosby, and José will ask Dean Hawkins to visit with Bryan Wilson about submitting a nomination application. POSTSCRIPT TO MINUTES: James Crosby had accepted another nomination that precluded his being able to accept this one as well. Bryan Wilson asked to be considered again in 2016. Terry Cook accepted the nomination and will submit an application.

2011 Nomination - Jacob Sones

2012 Nomination - Jodi Weppner*

2013 Nomination - Pete Cautilli and Tucker Stover

2014 Nomination - Kathy Hathaway, M&S Dean 4

15. May 27th Board Meeting – Additional Thoughts? – President Schaffer

President's Cabinet had no follow-up input on Board action during the May 27th Board meeting.

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

16. Enrollment Report – President Schaffer

Summer enrollments are increasing but are still down from previous years.

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

Recruitments are in process for 19 positions.

18. Lightning Round (Area Updates – FAST)

- Carol – Six bids have been received for the construction of the Flex-Tech Building. The lowest bid is \$11,300,00 and the highest is \$12,491,000. The base bid estimate was \$11,600,000. The bids will need to be evaluated for their comparability. *** Depictions of the spires that will be installed on the gateways the end of August were distributed. Ty Stockton is confirming the correctness of the eagle representations on the spires.
- Kim – Public Relations, Financial Aid, and Advising staff have expressed high interest in knowing the status of the Higher Learning Commission's approval of the certificate programs approved by the Board of Trustees on March 4th and subsequently approved by the Wyoming Community College Commission on April 16th. Kim believed a decision to advertise and to enroll students in the certificate programs would be a low-risk choice. The College made a good-faith effort to enter the HLC application process, the application process should be finished this week, the HLC liaisons for advisement were contacted the end of May, and the College should expect a review of the certificate programs within a reasonable timeframe, which have been under consideration by HLC for almost two months. The quality and integrity pieces in the application are limited to 500 characters, which equates to about three sentences and is a superficial content treatment. The reviewers are looking for red flags in the areas of contracted services (courses are not being taught by LCCC faculty), consortium (parts of courses are being taught somewhere else), assumed practices (faculty have control of the development, assessment and continued improvement of the curriculum), and an evaluation piece. The HLC is essentially approving that a program of study leads to a credential. President Schaffer recommended and the Cabinet concurred the Welding, Cyber Security, Construction Management, HVAC, Process Technology, and Industrial Maintenance programs be advertised with the disclaimer "pending approval" and a link to the full curriculum. President Schaffer stated a process map needs to be developed that identifies the program approval steps, adding that the Academic Standards Committee may be working on this. Judy Hay, Sarah Hannes, Stacy Maestas, and Julie Wilson will be copied on the advertisement.
- Lisa – Some 300 booster letters are being sent in anticipation of Scott Noble's on-boarding.
- Judy – A retreat for Student Services managers is scheduled for June 17th. The "Golden Eagle Flight Path" branding experience will be among the retreat topics.

Respectfully submitted,

Vicki Boreing