

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, March 17, 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: Sabrina Lane, Chad Marley, Amy Stinson, Bill Zink

MINUTES

GUEST ITEMS/PRESENTATIONS

1. High Tech Fee Discussion – Chad Marley (*Information was emailed on Monday, March 16th.*)

The following are excerpts from Chad Marley's March 13, 2015, memo to President's Cabinet.

Introduction

Fees are a significant source of revenue for Laramie County Community College; they are used to fund a variety of services, supplies and technology for the campus community, specifically the students. While the amount of fees can be a concern for our students, they allow us to enhance the student experience on our campus and provide opportunities not available at other institutions. It is also important to analyze the impact fees have on our campus, alternatives for utilizing the fee revenue, and verifying that the fee is set at the appropriate level. This analysis includes details for the ITS budget, which provides additional justification for evaluating the current fee processes and structures. The following information is intended to assist with determining if the technology related fees being collected are adequate to meet the goals of their intended purpose given the current climate of our campus.

Summary of Fees

The High Tech (HT) mandatory fee charged to the students of LCCC is currently set at \$10 per credit hour and there is no cap on the fee. The \$10 per credit hour has not changed, since July of 2009. This is different from the other mandatory fees, which are capped at 12 credit hours. In addition the Online Course fee is a non-mandatory fee that is charged for online courses and this fee is not part of the available HT funds for ITS. The Online Fees are distributed to the budget of the school that is offering the online course(s). The Online fee is \$10 per credit hour and is not capped based on the number of credit hours taken by a student. The table below is a snapshot of the FY 2014 mandatory fees and the Online Course non-mandatory fee, which were provided by the Budget Office. There are other non-mandatory fees charged to the students; however, those fees are not part of this analysis.

Summary and Options to Consider

Presented below are several options for your consideration and there are sure to be other options that may be considered or introduced. There is a myriad of possibilities within each of the options presented; however, these options are intended to provide alternatives to current processes and to generate dialog. While not listed below, one of the options available is to do nothing with the current fee structures and processes.

1. Increase the High Tech fee from the current level of \$10 per credit hour. Through this analysis, the current high tech expenses are underfunded by approximately \$240,000. Modifying the High Tech fee \$3.00 to \$3.50 per credit hour will generate an additional \$238,443 to \$278,124, using the estimated credit hours of 79,481.

2. Allocate the Online fee to ITS to pay for the technology used to provide distance learning. The three-year average revenue for the Online Course fee is \$183,433. This fee could pay a significant portion of \$212,500 annual maintenance expenses for ***D2L, Tegrity, and Blackboard Collaborate***. While this change alone does not cover the shortage in the High Tech area, it does provide a significant portion of the deficit. This shift of revenue would create an issue for the schools that are currently receiving the fee revenue in their budgets, and solutions will need developed to address these shortfalls.
3. Increase the High Tech fee to \$15.50 per credit hour, with no cap on the number of credit hours. This would allow for the elimination of the Online Course fee. An increase of \$5.50 per credit hour would increase High Tech revenue by more than \$437,145; however, the net revenue increase would be \$253,712 after eliminating the \$183,433 from the Online Course fee. These revenue figures are projected from the Budget Office projection of credit hours for FY 2015 and FY 2016 – 79,481. The additional revenue covers the High Tech shortage, allows for distribution back to schools to cover their lost revenue, and potentially allows for sharing of excess funds with other departments heavily involved in distance learning, such as Center for Learning Technologies or Center for Teaching and Learning. This option allows for the creation of sub-categories for the High Tech Fee, similar to the structure that exists for mandatory fees.
4. Create new “Core Technology” or “Infrastructure” fee. The new fee needs to generate enough revenue to cover the Core technology expenses discussed in this analysis. Combining the “Core” costs from High Tech and General ITS budgets, \$1,085,052, would require a fee of \$13.75 per credit hour, based on 79,481 credit hours. The existing High Tech and Online Course fees would need adjusted accordingly or eliminated. This essentially would be renaming the High Tech fee and splitting into sub categories, but it may be a more accurate method to identify the use of the fees.

Following an in-depth discussion of fee tracking, fees impacting students, in what budgets fees are housed, and fee revenues versus expenditures, President's Cabinet agreed that because the College and trustees have no control over tuition, the College's fees should be adjusted to cover the expenditures rather than shifting the uncovered expenditures to the General Fund. President Schaffer asked that an analysis be run to determine what the fees need to be to cover the expenditures for FY 2016 if only two fees were charged—a Technology Infrastructure Fee (for across-campus technology managed by IT) and a Student Technology Fee (for technology that touches students but is managed by a functional area). He will work on the fee definitions. He also asked President's Cabinet members to send Chad the major IT installations that are currently housed in their respective operating budgets.

In summary, President Schaffer stated the IT fee expenditures will be modeled, which will give an idea of what the revenues needs to be, then the fees will be set so they will generate the revenue needed to cover the expenditures. The requested analysis will be brought back to President's Cabinet on March 24th.

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

2. **Grant Application and Proposal Response Approval – Leading Youth Forward Everyday (LYFE) (Kelly Willmarth) – \$24,458 – Department of Workforce Services – José Fierro**

APPROVED

3. **Grant Application and Proposal Response Approval – Plumbing Apprenticeship Program (Department of Workforce Services Pre-hire Grant) (Maryellen Tast and Dave Curry) – \$35,220 – Department of Workforce Services – José Fierro**

APPROVED

4. Request to Fill Vacancy – Technical Support Specialist (replacing Glenda Melendez) – José Fierro

José explained Dean Hawkins agreed to moving the position to the Center for Learning Technologies (CLT), so it can be repurposed. The person in this position will have basically the same job duties as Tamarra Holmes. The CLT workload has grown such that Tamarra is having difficulty maintaining regular hours. The position was not submitted to the HR Priority Plan process because the position was intended to be shown as a vacancy savings in the budget. Discussion was held concerning the funding of positions through the reallocation of existing funds or with new funds. Repurposing a position within a division requires a reallocation of funds within that division, whereas the repurposing of a position from one from division to another may require budget monies to be moved between divisions, and this is not consistent with budget protocol. José noted that although the position is being moved from one academic division to another, that this position's training, support, and course development duties serves all academic areas. Changes to the budget procedure regarding the funding of positions through re-allocations versus new money will need to be clarified prior to the initiation of the FY 2017 budget process.

APPROVED

5. Request to Fill Vacancy – Bus Driver (New–2 positions) – Carol Hoglund

Carol explained the problems being experienced with non-exempt employees driving vehicles for the College. Peggie noted the job description for a driver may have different minimum qualifications. Carol will ask Bill Zink to provide two job descriptions, one for a bus driver and another for a general driver.

APPROVED one bus driver and one general driver position.

6. Request to Fill Vacancy – HRIS/Records Management Specialist (replacing Dennis McAllister) – Peggie Kresl-Hotz

APPROVED

7. Board Committees Policy No. 1.2.6 – Revised – 2nd Reading – No feedback received – President Schaffer

APPROVED for College Council consideration on March 27th.

8. Student Account Automatic Payment Plan Policy No. 4.11 – 2nd Reading – No feedback received – Carol Hoglund and Sabrina Lane

APPROVED for College Council consideration on March 27th.

9. Student Account Automatic Payment Plan Procedure No. 4.11P – 2nd Reading – No feedback received – Carol Hoglund and Sabrina Lane

APPROVED for College Council consideration on March 27th.

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

10. Esther Clay Artwork (Sky Drama and Still Life #107 purchased for LCCC; Still Life #3 is on loan.) – Lisa Murphy

The artwork was created during the Esther and John Clay Watercolor Workshop. Public Relations will determine where to display the artwork and will send the Clay's a thank you note for their donation.

11. ACC Student Patio Project Proposal – James Malm

The ACC CAB (Campus Activities Board) has \$120,000 in fees they would like to make available to cover the cost of an outdoor living and learning space. This sort of “atrium without a roof” would include extending and filling in the concrete platform around the eagle, would be used for concerts, seminars, and student relaxation, and would also create a beautiful entry to the ACC building. Carol stated if the project moves forward, it will need to be outsourced and that if the total project cost is over \$100,000, it would have to go to the Wyoming Community College Commission. A request for bids had not yet been issued, pending Cabinet discussion and approval, so the actual cost was not known. Carol said about \$70,000 is in the fund balance, and \$50,000 is in the carryover fund. She also stated research needs to be done to assure the Turner Tract Association has no objection to the addition of the patio. James said he was up-to-date on Turner Tract requirements. President Schaffer asked James to seek bids for contracting out the work. Carol proposed the request for bids be one of the first duties assigned to the incoming Procurement and Contracting Director Jamie Spezzano, who begins her duties on April 6th. Although the ACC CAB requested the project be completed prior to graduation, this cannot happen given the staff, architect, bid, and construction time needed. James suggested a groundbreaking ceremony could still be held that would include the display of some artist renderings at the proposed location.

In other discussion, Judy stated she has no opposition to the project but suggested a conversation be held about the equitable distribution of student fees between the two campuses. She noted that because the ACC is a non-residential campus the campus receives a “huge chunk of fees.” Student fees are also being freed up for other uses because they are no longer being used to pay the costs of some student services. She also remembered that approximately \$100,000 had been spent just prior to James coming on board to pay for the student lounge renovation. Noting the fees for this project are already on the books, President Schaffer agreed a future conversation should be held and suggested the conversation include the Laramie and Cheyenne Campus Activity Boards, as well as the Student Government Association. At James request, Judy will help craft an agenda for that meeting.

APPROVED – President's Cabinet approved the ACC Student Patio Project proposal for a living and learning outdoor space. Funds for the patio will come from the ACC's student fees.

12. Campus On-Call/Call-Back Compensation Procedure 6.11.2P – First Reading – Peggie Kresl-Hotz

Bill Zink stated a 1982 procedure was developed for Physical Plant employees exclusively and that the procedure before President's Cabinet today is for all non-exempt employees. Amy Stinson added the procedure would provide consistency for all employees who are eligible for on-call/call-back compensation. Employee areas for which the procedure would apply are Integrated Technology Services, Ag, and Physical Plant. In the future, the procedure may apply to employees in other areas if on-call positions are authorized. President Schaffer asked that an appendix that can be referenced and then updated without having to update the procedure be added to the procedure. Peggie stated an overarching compensation policy and corresponding procedure are under development. Compensation Procedure No. 4400 will remain in effect until the new overarching policy and procedure have been adopted. President Schaffer asked Peggie to bring forward the new compensation policy and procedure even if all the components are not in place.

APPROVED for consultative feedback when revisions are received.

13. March 4th Board Meeting – Additional Thoughts? – President Schaffer

No additional discussion was held.

14. March 18th Board Agenda – President Schaffer

The Board will consider on second reading the approval of Curriculum Development and Approval Policy No. 2.3, Student Discipline Adjudication Policy No. 3.16 Revised, and Naming of College Spaces Policy No. 5.5. 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.*)

15. Enrollment Report – President Schaffer (*The report was emailed on Monday, March 16th.*)

No comments or questions were expressed.

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

Recruitment is in process for 21 positions.

17. Lightning Round (Area Updates – FAST)

- José – The College's new programs have been approved by the College's Academic Standards Committee and again today unanimously by the statewide Academic Affairs Council. Joe McCann's program review committee at the Commission should be reviewing the programs soon. *** Good comments are being shared about President Schaffer's open forum. *** An articulation agreement with Southern New Hampshire University for 2+2 programs will offer a lower tuition rate and a 10% discount on the lower tuition rate for employees, students, and families. ***
- Judy – Skype interviews with 11 candidates will be held next week for the Director of Athletics and Campus Recreation.
- Peggie – Asked President's Cabinet to communicate the following to their supervisors, managers, and directors:
 1. FMLA (Family Medical Leave Act) – The College as an employer has an obligation to notify an employee of their rights. If an employee is out for more than three days due to an illness or injury or due to caring for someone else who has an illness or injury, their supervisor, manager, or director must notify Dorothy Moen in Human Resources, who will fulfill the obligation of notifying the employee of their rights under FMLA. They may also notify Mindy Layson who will follow up with Dorothy.
 2. Campus Safety – Accidents and injuries must be reported to Human Resources and Campus Safety, because Human Resources staff are required to fill out reports within a specific time frame. This includes repetitive motion injuries such as carpal tunnel.
 3. Employee Separations – A resignation must be received in writing before a request to fill vacancy is brought forward. If the employee is in an at-will position, requiring a written resignation is a best practice to document the conclusion of the College's employment relationship with the employee. If the employee is in a contracted relationship (professional staff, faculty, administrators, and legacy classified staff), having a written resignation is of paramount importance.
 4. Disciplinary Process – Administrators may coach their supervisors and managers regarding possible action or procedure but cannot give an opinion about what the supervisor/manager should do (e.g., giving an employee a written reprimand). The reason is that the administrator is then ostensibly making the disciplinary decision and he/she must preserve themselves should an appeal process take place. Under the old policies and procedures administrator participation was expected. However, the new policy and procedure language does not allow administrators to make decisions for their supervisors and managers on disciplinary issues. President Schaffer summarized that coaching supervisors and managers on how to facilitate a conversation is acceptable; however, when considering the different levels of disciplinary action, that conversation needs to take place with Human Resources staff. He noted further that because “we” are now part of the appeals process, “we” cannot be involved in any decisions made concerning disciplinary issues involving respective managers/supervisors' subordinates. Peggie stated Human Resources cannot own the decision either.

However, managers and supervisors can be advised on the different types of disciplinary actions and the types of behavior that might warrant a particular action. Questions that might be asked of the manager/supervisor are: "What coaching have you offered?" and "What have you done to clarify expectations?"

- Kim – The Board will consider the new Curriculum Development and Approval Policy No. 2.3 on second reading on Wednesday, March 18th. Language has been added to the policy that states all new degree and certificate programs "shall also be submitted as necessary to the Higher Learning Commission, the College's regional accrediting agency" prior to the first formal offering of the program. Kim noted the HLC approval will likely be faster for a certificate program because no panel participation is required for certificate program approval.
- Lisa – Thanked the Cabinet for donating to the March 25th Employee Giving Campaign's "The Price is Right" event.
- Carol – Jamie Spezzano has accepted the position of Procurement and Contracts Director and will begin her duties on April 6th. Jamie comes to the College from the Department of Corrections.

Respectfully submitted,

Vicki Boreing