

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, March 24, 2015
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: Peggie Kresl-Hotz, Lisa Murphy

Guests: Chad Marley, Jayne Myrick, Tara Rood (for Peggie Kresl-Hotz)

MINUTES

GUEST ITEMS/PRESENTATIONS

1. High Tech Fee (*Brought forward from the 3/14/15 President's Cabinet meeting.*) – Chad Marley

Moved to Agenda Item 2.A. then returned to Agenda Item 1.

Chad examined the fee expenditures within the ITS budget and determined whether they should remain in ITS or fall under the Technology Infrastructure Fee (TIF) or Student Technology Fee (STF). From this determination, he created a model for projecting and distributing the fee to cover associated expenditures including maintenance costs. Chad provided President's Cabinet with a history of fee charges. President's Cabinet discussed which technology fees should be charged to a specific area (e.g., iCIMS to Human Relations; OU Campus Content Management System to Public Relations) and which ones should be charged to the ITS budget, because they are fees for technologies used campus-wide (e.g., Time Clock). The need for a composite list of all technology used on campus was also discussed.

President Schaffer will take the recommended new fee structure to SGA on Thursday. The bottom line is that revenues and expenditures with enrollments must be evaluated to determine if the fees being charged on an annual basis are too little or too much. An annual review of the costs associated with software usage, including a determination if the software has provided the expected result, is needed so that the cost of software contracts terminated upon their expiration can be removed from budgets.

In the interest of moving forward with the recommended fee structure, President Schaffer asked the Cabinet to consider three points.

- 1- The proposed new fee structure of a Technology Infrastructure Fee (TIF) and a Student Technology Fee (Student Technology Fee) seems to make a whole lot more sense than the current fee structure of a high tech fee and an online tech fee.
 - o The proposed model is better because it centralizes and more efficiently manages fees.
- 2- The fee structure may include capped or uncapped fees.
 - o Does an uncapped fee deter students from taking more than 12 credits? The College's average credit load is somewhere between 10 and 11 credits.
 - o Students take more credits because they know they have to complete their degree or they know they can handle the credit load.
 - o A class doesn't cost the College any more after 12 credit hours, so there is no reason to have the fee uncapped; i.e., have the fee attached to every credit hour beyond 12 credits.
 - o Some conversation is taking place at the Commission level about setting a "flat spot" for tuition at 12 credits.

- Tuition and student, wellness, facilities, and athletic mandatory fees are all capped. Does a student use more technology when taking 15 credit hours than when taking 12 credit hours?
- Around 40% of students enrolled for spring are taking more than 12 credit hours.
- 3- The fees may be set with a slight escalator to cover anticipated increases in expenditures or may be set to cover basic expenditures through FY 2016 and then be re-evaluated for FY 2017.
 - Need to resist covering staffing costs with fees.
 - Students are not paying for proctor and AV work study costs.
 - Services need to be separated from tuition.

President's Cabinet agreed to move forward with the Technology Infrastructure Fee (Technology Infrastructure Fee) and Student Technology Fee (STF) model and to retain a capped fee structure. The online and high tech fee will be eliminated. Fee and software costs to be included in the model need to be nailed down. Chad will send a list of the software contracts, and President's Cabinet will send him the software contract dollar amounts. The software contract renewal dates will be added to the model later. Jayne will provide a list of the software contracts in the ITS budget that need to be accounted for in the functional area's trend data. The revenue estimate on the sources and uses piece in the budget will need to be updated with the final fee amount. President Schaffer stated the new [4.10.1P Review and Approval of Student Fees Procedure](#) requires any new proposed fees be taken to the students for consideration and feedback, which is why he will be presenting the new fee model to the SGA on Thursday. He noted, however, students do not have a formal vote on implementation. BRAC recommendations will go to College Council on Friday. President Schaffer commended Chad on his analysis, noting its objectivity and inclusion of the data evidence needed to make the fee modeling decision.

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

2. Professional Development Fund Requests – Balance \$6,266.00 (*standing agenda item*)

- A. WACUBO - Business Management Institute – Sabrina Lane – \$1,362 – Santa Barbara, California – Carol Hoglund, Sabrina Lane

Carol shared the Business Management Institute is one of WACUBO's best four-year training programs and awards an excellent credential in the form of a certificate for completion.

APPROVED

- B. AACC National Convention – President Schaffer - **\$5,000**

APPROVED

MOVED to Item No. 1

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

3. LCCC CPM Internal Group Schedule for 2015-2016 – José Fierro

Following discussion on a schedule and start-up date for the next CPM class, President's Cabinet agreed some structural change to the Capstone projects and changes to the competencies need to be implemented. The cost of the Certified Public Manager's program when compared to that of other professional development activities is reasonable. A little variety needs to exist in the instruction provided in professional development curriculum, so that a person enrolling in more than one program does not experience redundancy in instruction. President's Cabinet will look at setting a fall start date after commencement and decide the extent to which they will be involved in the CPM project selection and curriculum. President Schaffer noted the Cabinet needs to be more vested in the projects.

4. **FY16 Budget Incentive Concepts** – President Schaffer

President Schaffer observed the College has been focused on the curriculum and service work needed to recruit, enroll, advise, and establish a pathway to completion for students. Now, the College needs to focus on increasing enrollment. In line with the four disciplines, the College needs to set enrollment goals for the next year. A lot of what the College wants to achieve can be accomplished by revenues from enrollment increases (e.g., a year-end bonus for employees; marketing for, and purchasing by, functional areas). Knowing the College receives approximately \$1,900 of revenue per FTE, goals could be set for the use of the revenue received. President's Cabinet shared the following:

- A boost in enrollment would benefit the College in the performance funding calculations.
- Incentives must be measurable.
- The College has established a culture of completion.
- More focus needs to be on course completion in advance of program completion.
- With the focus on completion, admissions' recruiters are enrolling students for whom the College is the right fit.
- Retention is the work of persons in all areas, and each area has unique responsibilities and offerings that can effect increased enrollment.
- Employees could be trained in behaviors that incentivize.
- A three-phase goal structure could be set up for enrollment, retention, and completion.
- "We need to get competitive with ourselves."

President Schaffer concluded a plan to increase enrollment does not need to be profiled in the budget at this time. The plan could be developed over the summer along with an implementation scheme. Depending on the resources needed to cover the plan's cost, a budget amendment may need to be brought forward.

5. **3/18/15 Board Meeting – Additional Thoughts?** – President Schaffer

No additional thoughts were offered.

6. **3/27/15 College Council Meeting Agenda** – President Schaffer

The College Council will hear a report from the Budget Resource Allocation Committee. The Council will also consider the Human Resources Priority Plan scorings and a recommendation for the timing of future surveys. The final agenda may be found at http://www.lccc.wy.edu/about/council/agendas_and_minutes.aspx.

7. **4/1/15 Board Agenda DRAFT** – President Schaffer

The final Board Agenda may be viewed here http://lccc.wy.edu/about/board/meetings_and_minutes.aspx.

8. **Friday, May 1, Employee Recognition Reception and Awards – Venue and Menu** – President Schaffer

President's Cabinet agreed that because of the difference in cost, the Plains Hotel will be this year's location for this year's Employee Recognition and Awards event.

9. **CFD Proposal** – President Schaffer

The proposal would cost the College \$28,000 and would cover the cost of a Rodeo 101 educational piece that would run prior to each rodeo event during the rodeo week and explain such things as what is unique about the CFD stadium. The College's "brought to you by" video or voice-over marketing piece would follow each of the rodeo events, giving the College exposure nine times a day for eight days. When compared to

advertising costs such as those of the *Wyoming Tribune-Eagle*, the CFD sponsorship cost is fairly reasonable and would be covered by year-end monies rather than placing the expenditure in the operating budget until the return on the sponsorship investment is determined. Lisa Murphy is negotiating the sponsorship cost and perks with CFD on behalf of the College. The sponsorship would also move the College's parade entry up to the front of the parade.

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

10. Enrollment Report – President Schaffer (~~*Will be emailed when received on Monday.*~~)

- o Spring Enrollment Report – After End-of-Term – May 18, 2015
- o Summer and Fall – After First Day of Registration – April 22, 2015

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

Recruitments are in process for 18 positions as follows

12. Lightning Round (Area Updates – FAST)

- José – An offer was made yesterday to one of the candidates for the Dean of the School of Arts and Humanities.
- Judy – A phone tree was implemented three to four weeks ago. This was mentioned in one of her email updates. She asked if any complaints have been received. President Schaffer stated the only complaint he has received is that a call is not being returned after a voice message is left.
- James – The City of Laramie is trying to embrace a tech-hire initiative that came from the Whitehouse a couple of weeks ago. The initiative encourages cities to work with community colleges to establish short-term training programs that will lead to employment in higher paying careers. The City of Laramie is conducting meetings to discuss the initiative and James has been invited to attend. President Schaffer didn't know if grant guidance had been established yet for that project, but agreed James should attend. President Schaffer was also invited by Laramie City Manager Janine Jordan but he was not available on the dates scheduled for the meetings. James also reported on events surrounding Spradley-Barr's attempt to acquire Turner Tract land in Laramie and a push by some for the College to take a position of not supporting the acquisition. The College is remaining neutral and not becoming involved in the controversy.

Respectfully submitted,

Vicki Boreing