

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, March 3, 2015**  
**1:30 p.m.**  
**BOARD ROOM**

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

Cabinet Excused: Lisa Murphy, Vicki Boreing

Guests: None

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

None

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

#### **1. Request to Fill Vacancy – Dental Hygiene Director (replacing Valerie Rodekoehr) – José Fierro**

This position is essential to achieving the ongoing mission of preparing dental hygiene students for their future career. It also involves managing an on-site dental hygiene clinic that provides services to the campus and community. The job description now includes the option to hire either a dentist, or a hygienist. Based on our current budget allocation this is now possible.

#### **APPROVED**

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

#### **2. Laramie County School District Number One Data Sharing Agreement – José Fierro**

Last week we received a draft of the Data Sharing Agreement from LCSD1. Currently it seems as though it is great for us, but does not offer a lot to them in return. The data that we receive from this agreement will allow us to reach out to students much earlier, and will also help us to determine where to place students upon arrival at our campus. Maryellen is currently checking with LCSD1 to make sure that the agreement details what they expect from us. At this time, our responsibility is roughly the same as it has been.

This agreement stems from the Long Beach model, which was a research model that was developed to examine different ways students are placed in college level course work. They evaluated the likelihood of students succeeding in college based on test scores, as well as high school GPA. They found that high school students that had at least a 3.0 GPA did just as well, even with lower test scores. By using this data, the researchers were able to get more students to succeed and complete their college education. With this data sharing agreement, we will have the capability to do the same study. We would have the potential to look at early indicators in 10<sup>th</sup> and 11<sup>th</sup> graders that might not be on track for college readiness, and could reach out with options designed for them individually. Long Beach has all of the information on their website, so we have the potential to follow this quite easily.

The college definitely looks forward to moving ahead with this agreement. Kim suggested sharing the information collected with Ann's Data Sharing committee, and discussing the implications around campus. Jose requested a few more days to make sure the agreement clearly details what the district wants from us.

Carol noted the need for the addition, "Neither party holds the other party responsible". President Schaffer mentioned that Tara Nethercott will look over this agreement to see what (if any) changes would be necessary.

### 3. March 4<sup>th</sup> Board Agenda – President Schaffer

The Board will consider three policies on first reading and receive information on proposed and existing pilot programs. A discussion of the proposed timeline and survey questions for President Schaffer's annual evaluation will also take place. Board agendas and minutes may be found here [http://lccc.wy.edu/about/board/meetings\\_and\\_minutes.aspx](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.*)

#### 4. Enrollment Report – President Schaffer

Our point-to-point head count has jumped significantly. FTE is still down almost four percent. Of the 72 non-degree seeking students, many are attending ACC. A concerted effort will be made to contact these students and assist them in declaring a degree.

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

Recruitments are in process for 17 positions. Of those 17, 12 are being advertised; one is being vetted, two have had interviews completed, and two have interviews scheduled.

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

Carol

- The Student Services building is currently in the construction drawings phase. The contractor is on board, and we will soon have a contractor for Flex Tech.
- Additionally, a Level I is being completed for the Residence Hall, Fine Arts Building, and Learning Commons. The plan will be to ask for 50% state funding for this, and potentially return for bonds in 2016-2017. This will need to be completed by the first Board meeting in May.
- Next year the college will move away from charging fees for the Math lab. Instead of paying a fee for software, students will buy their own access codes and eBooks. Fee decisions will need to be nailed down before students begin to register for classes.

Judy

- Will be traveling to the "League for Innovation" next week with Jose. They will be offering a presentation during the convention titled, "Academic Affairs is from Mars, Student Services is from Venus".

James

- ACC is continuing to reap the benefits of having a Director of Academic Affairs. Shawn has been looking over the course offerings, and determined that a full-time student at ACC could earn 8 different degrees exclusively from them. However, he also determined that based on the current schedules, an Engineering degree would not be possible. Due to his focus, the schedules were corrected, and an Engineering degree is now possible! This message can be shared with the community: "These are the degrees you can get exclusively at ACC!"
- There are currently a few lots behind the campus that are for sale. Butch and James will meet with city planners tomorrow to see if acquiring them would be an option.

- A bus system that has been run by the county needs to be shut down due to loss of money. UW has offered to take it over, with the idea for it to be student focused. If this happens it will be free for students, and ACC students will still be served.

Kim

- Currently working with Jayne and the BRAC committee. The scoring is complete, and they will plan to work on rankings today.
- The Systems Portfolio feedback report has arrived. The report includes three levels of ranking on each of the 21 criteria; low, medium, and high. We received NO low scores! We received scores mostly in the medium range, with the majority of the high scores in the area of mission. Our weak areas consisted of developing processes with no actual data. There is a short period of time to make comments, and then by Friday the report is accepted. Should a memo be sent from the President's Office?

Jose

- The dean interviews concluded last Friday. The next step will be to move a few of the candidates on to their reference checks.
- Program Reviews are going well. They are at a little over 60% completion. Programs have been told that if they do not get their program information in, they will not be in the catalogue. The programs that are missing are experiencing high transition. If the program is not in the catalogue, the classes will still be offered, so there will not be a negative impact on students. In addition, a policy is being established for deactivating programs.
- Conversation is starting regarding a dual enrollment credit for HVAC classes at Triumph High School. Students could potentially enroll in the summer, and be completed by the end of the fiscal year. Students would save one year of their education, as well as one year of their journeyman training. Additionally they would receive a startup kit.

Dr. Schaffer

- The Chamber meeting this month is a Workforce Services luncheon. Ed Mosher would like to attend, therefore LCCC will purchase a table.
- Legislature is winding down. The gun bill was amended last week. It went to the Senate, but needed to pass on the first reading. For all intents and purposes it is probably dead this year
- Five million dollars has been earmarked for Endowment Funds that will be spread across the community colleges.
- The Recalibration Funding Bill 118 passed the house, but has not been introduced into the senate. Two budget amendments were approved.
- The plan is to go back and request 14 million dollars in Enrollment Growth Funds. Currently we have a lot of community college support in the senate.
- Looking forward to the basketball game on Thursday! It would be nice to have TV's in the emporium so we could stream the games.
- Remember to ask students about their graduation plans! If they are not graduating, remind them about summer classes, fall enrollment, etc.

Respectfully Submitted,

Jennifer Thompson