

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, March 31, 2015
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: Peggie Kresl-Hotz

Guests: Chad Marley, Jayne Myrick, Amy Stinson (for Peggie Kresl-Hotz)

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

1. Board Committees Policy (*Brought forward with changes from College Council 3/27/15.*) – President Schaffer

The revised language includes a statement that all of the Board's temporary and standing meetings are open to the public.

APPROVED as revised by College Council on March 27th.

2. Request to Fill Vacancy – Dental Hygiene Instructor-Radiology Coordinator (replacing Lynette Weber) – José Fierro

APPROVED

3. Request to Fill Vacancy – Maintenance Technician HVAC-Refrigeration (replacing Tony Pohorelow) – Carol Hoglund

Tony Pohorelow is retiring, and this position needs to be filled as soon as possible.

APPROVED

4. Request to Fill Vacancy – Athletics Trainer (replacing Todd Nalder) – Judy Hay

An interim has held this position during the past year.

APPROVED

5. New Fee Proposals – President Schaffer

President Schaffer proposed changes to the technology fees assessed to students beginning with FY 2016 and academic years 2015/2016. The High Tech Fee and Online Fee would be eliminated and a new Technology Infrastructure Fee and Student Technology Fee would be established. President Schaffer presented the

proposed new fee structure to the Student Government Association on March 26th, during which no objections were raised. College Council reviewed and approved the proposed new fee structure on March 27th.

President's Cabinet discussed raising the TIF and STF by another dollar to cover other expenses that have been made known since the March 27th College Council meeting. However, a change in the recommendation that went to the SGA and the College Council would necessitate proposing the new fees again to these groups. President's Cabinet agreed that because the expenses will be charged to the functional areas and be picked up by the general fund, the fees as recommended will remain at \$9.00 and \$14.00. President Schaffer clarified for Jayne that the fees should be two separate fees. The fee amounts may not be moved between budgets to offset negative balances.

President Schaffer's recommendation:

That the President's Cabinet eliminates the High Tech Fee and Online Fee and establishes a new Technology Infrastructure FEE (TIF) and a Student Technology Fee (Staff Senate). The TIF will be set at \$9.00 per credit up to 12 credits total. The TF will be set at \$14.00 per credit up to 12 credits total. These changes will be effective for the 2015/2015 academic year.

APPROVED

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

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

- 7. FY 16 Budget** (*Brought forward from College Council 3/27/15.*) – President Schaffer

The Cabinet reviewed the proposed distributions of funds and the estimated funds available for FY 2016 and discussed the need for additional funding in Student Services (purchase of a bus or coach and associated driver expenses; Title IX requirement expenses) and Administration and Finance (Campus Safety uniforms, professional development, and salary adjustment; Children's Discovery Center negative balance and additional classroom in Auto-Diesel area; and insurance, natural gas, water and sewer, and electricity cost increases). Even though the funding of the utilities' costs includes projected costs of an additional five percent, Carol asked that any overages in utilities be paid out of the reserve and not the Physical Plant budget. President Schaffer stated he doesn't want the budgets too lean, but conversely, he also does not want to over-budget for actual expenditures. He further noted enrollment and weather will be the two biggest factors impacting the budget and that the Cabinet needs to be prepared to re-work operating budgets if the College does not receive enrollment growth funds. President's Cabinet agreed to have the budget presented to the Board as discussed today. Jayne recorded the specific changes that President's Cabinet made to the budgets.

- 8. HR Priority Plan** (*Brought forward from College Council 3/27/15.*) – President Schaffer

President's Cabinet approved five positions from the data available from the priority plan completions by 13 of 22 College Council members who completed the priority exercise brought forward to the March 27th College Council meeting. Those positions are:

- Welding Instructor
- Nursing Instructor
- Developmental Math Instructor
- Career Resource Specialist
- Project Management Coordinator

In related discussion, President Schaffer stated the Career Resource Specialist and Project Management Coordinator positions are needed to assist in implementing the College's high-impact practices. The Cabinet discussed which position would result in the biggest impact on student success and best facilitate high-impact practices with a more immediate return and concurred the Project Management Coordinator position would probably be more apt to do so with the organization of human effort than the Business Analyst/Application Programmer position. President Schaffer suggested James and Jayne determine if part-time monies exist to fund the ACC ABE position.

President's Cabinet approved the BRAC (Budget Resource and Allocation Committee) and College Council recommendations for one-time expenditures up to \$495,000.

In additional discussion, the Cabinet considered that in the future the BRAC should serve more as an evaluator and present their observations from those evaluations to President's Cabinet. College Council would then make recommendations on the developed budget, and President's Cabinet would take action on those recommendations. The BRAC could also bring forward opportunities to save money. President Schaffer agreed that this structure would probably shift the authority to where it needs to be.

President's Cabinet also considered that assumptions need to be more clearly defined by College Council earlier in the budget process. Carol stated all the facts, such as revenue projections, may not yet be available at the time the assumptions are being set.

9. Survey Recommendations (*Brought forward from College Council 3/27/15.*) – President Schaffer

Discussion of the recommendations brought forward to College Council on March 27th by the Noel-Levitz Survey Analysis Team of Aaron Casteel, Mohamed Chakhad, Melvin Hawkins, Meghan Kelly, Caroline Ross, and Jennifer Thompson were tabled until the next President's Cabinet meeting.

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

10. Enrollment Report – President Schaffer

- Spring Enrollment Report – After End-of-Term – May 18, 2015
- 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 17 positions.

12. Lightning Round (Area Updates – FAST)

Due to the length of the meeting, no lightning round was held.

Respectfully submitted,

Vicki Boreing