

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, May 12, 2015**  
**2 p.m.**  
**BOARD ROOM**

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

Guests: Rick DelaCastro, Dorothy Moen, Tara Rood, Ty Stockton

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Marquees – Ty Stockton**

Daktronics staff were on campus today and demonstrated the video capability of a proposed new marquee with a 20 mm resolution and color capability. Judy, José, and Lisa attended the demo and believed the 20 mm was sufficient. The current models have a 34 mm resolution, so the 20 mm would almost double the resolution quality of the marquees needing to be replaced. A higher quality 16 mm resolution was also shown at an estimated cost of \$112,000 for two marquees. The Daktronics' model has protection against hail and extreme cold and heat along with a five-year warranty on parts, which are easily replaced. Schlosser Signs' technicians install the marquees; a one-year warranty accompanies the installation. Also noted, the current models operate off of 2003 XP software for which parts are no longer available and have no security, leaving the marquee displays vulnerable to hacking. President's Cabinet agreed to proceed with a request for bid for two new marquees with a 20 mm resolution at an estimated cost of \$76,000. Ty will work with Procurement and Contracting Director Jamie Spezzano to execute the bid process.

#### **2. Salary Schedules – Compensation Placement and Classification – Rick DelaCastro, Dorothy Moen, Tara Rood**

Conversation was held about what the College's current salary schedules for administrators and professionals suggest and what past practice has been. Discussion was also held concerning whether a phased and structured transition of the compensation policy and procedure should take place in lieu of a complete overhaul.

#### **Observations**

- Titles of professional staff positions are appropriate but the placement of some professional staff on the administrator salary schedule is a misnomer.
- The College has five levels of administrators and two levels of professional staff. A greater stratification level (more levels) for professional staff needs to be in place. Compressing levels would result in the salary schedule layers getting wider.
- Remove one or two administrator salary levels and add one salary level to the professional staff salary schedule. Place professional staff on a salary level based on the complexity of their work and then apply advanced education and years of experience.
- The administrator and professional staff salary levels need to be adjusted by July 1.
- Internal equity must be taken into consideration when making adjustments.
- Funds will need to be dedicated for the adjustments. Market and compression inversion modifications will be the most needed and hopefully can be addressed through targeted adjustments. Adjustments may be also made as positions need to be filled.
- A banded rather than hourly approach of the step and grade model should be considered for faculty.

- "Professional" and "Administrator" will need to be defined. As an example for defining an administrator, if the employee will be administering multiple, unique complex areas that would require hiring persons who are subject matter experts in those areas, then that person is probably an administrator. Most likely, some directors will be classified as professional staff where others, such as described above, will be classified as an administrator.
- Whether or not an employee's title is a property right will also need to be clarified.

President Schaffer will ask the Human Resources staff to: 1) move the current compensation policy and procedure over to a new one; 2) adjust or at least look at the administrator and professional staff salary levels and develop a new framework for those levels using the CUPAHR (College and University Professional Association for Human Resources) and MSACC (Mountain States Association of Community Colleges) salary data; and 3) develop an operational procedure for use within the Human Resources office that denotes the steps for determining a position's classification (administrator or professional staff), the level of classification, and then the level of compensation. He noted that some of the aforementioned may need to wait until the new Human Resources Executive Director is hired.

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

- 3. Request to Fill Vacancy – Permanent Part-time Custodian (replacing Steve Cousins) – General Fund – Carol Hoglund**

**APPROVED**

- 4. Request to Fill Vacancy – Career Resources Specialist – New – Judy Hay**

**APPROVED**

- 5. Request to Fill Vacancy – Children's Discovery Center Lead Teacher (replacing Beth Storer) – Auxiliary Fund – Carol Hoglund**

**APPROVED**

- 6. Americans with Disabilities Act (ADA) Student Grievance Policy 3.20 – 2<sup>nd</sup> Reading – Judy Hay**  
o Feedback thru 5-8-15 – No Feedback

**APPROVED** for College Council consideration.

(POSTSCRIPT TO MINUTES: The Americans with Disabilities Act (ADA) Student Grievance Policy 3.20 will be emailed to College Council for electronic approval. If approved, the policy will be presented to the Board on first reading during their May 27<sup>th</sup> Board meeting.)

- 7. Americans with Disabilities Act (ADA) Student Grievance Procedure 3.20P – 2<sup>nd</sup> Reading – Judy Hay**  
o Feedback thru 5-8-15 – No Feedback

**APPROVED** for College Council consideration.

(POSTSCRIPT TO MINUTES: The Americans with Disabilities Act (ADA) Student Grievance Procedure 3.20P will be emailed to College Council for electronic approval.)

- 8. Non-Academic Program Review Policy 10.3 – 2<sup>nd</sup> Reading – Kim Bender**  
o Feedback thru 5-8-15 – No Feedback

**APPROVED** for College Council consideration.

(POSTSCRIPT TO MINUTES: The Non-Academic Program Review Policy 10.3 will be emailed to College Council for electronic approval. If approved, the policy will be presented to the Board on first reading during their May 27<sup>th</sup> Board meeting.)

- 9. Non-Academic Program Review Procedure 10.3P – 2<sup>nd</sup> Reading – Kim Bender**  
o Feedback thru 5-8-15 – Feedback Received

**APPROVED** for College Council consideration with changes posed from feedback and accepted by President's Cabinet.

(POSTSCRIPT TO MINUTES: The Non-Academic Program Review Procedure 10.3P as changed from feedback received will be emailed to College Council for electronic approval.)

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

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

- 11. College Closure Time for Annual Staff Picnic – June 5<sup>th</sup> – President Schaffer**

The College Catalog states “June 5 – College closed Noon – 5 p.m. No classes (afternoon only).” During previous years, the College closed at 11:30 a.m. President's Cabinet agreed because the catalog states “12 noon” that the College will close at that time and the marquee will display that closure time.

Classified Staff who will be clocking out to attend the picnic are to have their time at the picnic denoted as “Closure Pay.” This is applicable ONLY if they are attending the picnic. Those not attending the picnic are expected to work or take leave time to cover their absence. They also agreed that area supervisors would make decisions about whether or not to release employees earlier than 12 noon—11:30 a.m. has been a past practice. Arrangements for coverage until the official closing time of 12 noon must be made. If supervisors agree to excuse employees earlier than 12 noon, classified staff employees are to be paid for this time as well, again provided they are attending the picnic and coverage for their area has been arranged.

- 12. Tuesday, July 21, Thunderbirds Practice Performance – President Schaffer**

President's Cabinet agreed to continue to hold the Volunteer and LCCC Family BBQ in conjunction with the practice performance. Cabinet members will be asked to demonstrate their grilling skills during the July 21<sup>st</sup> Volunteer and LCCC Family BBQ and the June 5<sup>th</sup> summer picnic. Sodexo will place tents over the food.

- 13. Medical Amnesty Policy and Procedure – 1<sup>st</sup> Reading – Judy Hay**

**APPROVED** for consultative feedback.

Carol shared James Crosby's question about how would disclosure of law infractions be handled in the Clery Report. Judy will pose the question to the College's counsel Tara Nethercott. (POSTSCRIPT TO MINUTES: no changes to the policy or procedure were determined to be necessary. The policy and procedure were distributed for consultative feedback through Friday, May 29<sup>th</sup>.)

**14. May 6<sup>th</sup> Board Meeting – Any Additional Thoughts? – President Schaffer**

The Board requested no follow-up action for President's Cabinet consideration. Foundation attorney Greg Dykeman will work with College attorney Tara Nethercott to edit the Foundation Operating Agreement. The agreement will be presented to the Foundation Board on May 14<sup>th</sup>.

The Board agreed the Fine and Performing Arts Building Level I plan's square footage and resulting cost need to be reduced from the plan's \$22 million to no more than \$18 million.

The Board concurred the College administration should fund a one percent salary adjustment, which would net approximately \$50/person. The question then was do we move the salary schedules or apply the one percent to the base. From a simplicity standpoint the recommendation was to adjust the salary schedule. A Personal Action Form (PAF) would need to be generated for each employee, and Human Resources staff have agreed to do this and then send the forms to be signed to campus employees, including part-time, non-benefited classified staff. Part-time adjunct faculty will not receive an increase. Even though "the transaction costs" for adjusting the salary schedule are high, the Cabinet believed the cost was worth the goodwill the increase will generate.

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

**15. Enrollment Report – President Schaffer**

Summer FTE is slightly up, perhaps in part due to the availability of scholarship funds. Enrollment reports will be generated as follows:

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

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

Recruitments are in process for 20 positions as follows:

- Advertised – 11 positions
- Vetting – 2 positions
- Screening – 1 position
- Initial Interviews – 3 positions
- Interviews – 1 position
- Final Interviews – 1 position
- Offers Pending – 1 position

**17. Lightning Round (Area Updates – FAST)**

- James – Discussion continues concerning the Turner Tract. The Albany County Campus message has been taken to the Laramie Chamber Business Alliance Board. The message being conveyed by the Albany County Campus is about getting Spradley Barr to where they need to be and not about whether they should be in the Turner Tract. Spradley Barr Owner/General Manager Bob Womack was not at the recent meeting with the Laramie Chamber Business Alliance Board. He did attend the Turner Tract Association meeting.
- Kim – Assessment plans are under review; 42 plans are ready for review and 8 are under development.
- Judy – The Student Services staff admirably administered their day-to-day duties while she was visiting her family. She was very proud of their maintaining a smooth operation in her absence.

- Carol – The Flex-Tech Building pre-bid meeting was held and six contractors attended. The architect's vehicle broke down and so could not be in attendance.
- José – Recruitment and hiring for faculty vacancies is in process.
- Lisa –The “Sam Mihara: Memories of Heart Mountain” cultural series event at East High School had huge attendance. Paper surveys have been conducted to solicit public feedback on event and location preferences. Responses showed no preference for location. The ten endowed accounts earmarked for the cultural series events must be shepherded well, so three to five large events instead of several smaller events may receive strong consideration in future planning.
- President Schaffer – Interim options are being contemplated for the soon-to-be vacated Academic Affairs Vice President position. The Cabinet's 360 evaluation survey will be released soon.

Respectfully submitted,

Vicki Boreing