

**LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

**Tuesday, May 5, 2015
3:00 to 4:30 p.m.
BOARD ROOM**

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

Guests: Jenny Hargett

Cabinet Excused: Judy Hay

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Albany County Campus Organizational Chart – James Malm, Jenny Hargett

The organizational chart depicts the matrix management under which the ACC is operating and represents a structure of organizational relationships where everyone has two reporting lines. Solid lines connect the ACC employee to the person to whom they are accountable. The dotted lines connect the ACC employee to the person that has authority over the position. President Schaffer suggested the dotted reporting line may be more explanatory if it connects the ACC employee to the person who directly oversees an area of expertise—the subject matter expert; e.g., instead of Robert Hing connecting to Kim Bender, perhaps he should be connected to Chad Marley. Kim stated the protocol philosophy offered by President Schaffer makes sense to him.

The recommended changes for the dotted line reporting included connecting:

- Bob Hing to Chad Marley
- Bill Gallatin and Charles Nickerson to James Crosby
- Mary Henning to Karen Lange
- Carol Miyake – Remove the dotted line.
- Glenn Dorminey – Remove from the org chart. The person who responds to maintenance issues varies depending on the need.

James suggested the dotted lines and solid lines denote college accountability and campus authority, respectively. President Schaffer suggested function (dotted lines) and management reporting (solid lines) better define the purpose of the two lines and offered to write definitions of “function” and “management” as they pertain to the org chart. Cabinet agreed.

Jenny reported the College’s organizational charts are complete and may be found on EaglesEye under the Human Resource Community. She also credited Kari Brown-Herbst who assisted in the preparation of the org charts. Jenny will be updating the org charts once a month and asked that any changes or corrections be sent to her. An organizational structure chart will be prepared to be attached to the Board’s [1.1.6P LCCC Organizational Chart Procedure](#).

Lisa Murphy stated an online Personnel Directory is being developed by Stacy Shultz-Bisset that will include pictures. Employees may opt out of having their photo appear in the directory.

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

2. **Grant Application or Proposal Response Approval – ABE and EL-Civics** – José Fierro

APPROVED

3. **Request to Fill Vacancy** – Children's Discovery Center – Teacher – Carol Hoglund (will be emailed when received)

APPROVED

4. **Request to Fill Vacancy** – Program Manager (replacing Nicole Sackrider) – José Fierro

APPROVED

5. **Professional Development Fund Requests – Balance \$0** (*standing agenda item*)

None

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

6. **Academic Standards Procedure (Revised) – 1st Reading** – José Fierro (email attachment)

The revisions would add an instructional designer to the committee's membership and suggested some grammatical changes. Both were approved by President's Cabinet as editorial changes, so the procedure will not need to be submitted to the full approval process.

APPROVED

7. **May 6th Board Meeting Agenda** – President Schaffer

The Board will consider on first reading three Level I plans and a Foundation Operating Agreement. The Level I plans are for the Ludden Library and learning Commons, Residence Hall and Children's Discovery Center, and the Fine and Performing Arts Building and Western Fine Arts Renovation. They will also consider the approval of two policies—Board Committees Policy No. 1.2.6 Revised and Student Account Automatic Payment Plan Policy 4.11. 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.*)

8. **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

Ideas

- Can we fast-track high achievers who are financially able to pay their tuitions? President Schaffer asked James to put together a proposal.
- Reconcile the anecdotes to what is turning away students.
- Enrollment issue is more cyclical.
- Those enrolled during the growth years were more the at-risk students.

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

The recruitment process is underway for 22 positions as follows:

- Advertised – 14
- Vetting – 3
- Initial Interviews – 1
- Interviews – 2
- Final Interviews – 2

10. Lightning Round (Area Updates – FAST)

- Lisa – The cost of the two marquees increased to \$111,000 from \$75,000 due to changing from an 8 mm to a 16 mm display for higher quality. The purchase will be brought to the Board on May 27th if the cost and specifics have been finalized. Both models will be demonstrated next Monday.
- Groundbreaking for Flex-Tech Building is set for June 3rd at 10:30 a.m. Governor Mead confirmed he is available. The University/Student Center groundbreaking will take place during the week of July 6th.
- President Schaffer – Suggested a 1% pay increase be modeled. Cabinet agreed. Even though it is a token amount, the increase may cover the retirement increase that will be passed on to employees.

Respectfully submitted,

Vicki Boreing