

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

Cabinet Present: President Schaffer, Terry Harper, Judy Hay, Rick Johnson, Kim Bender, Tammy Maas, James Malm, Lisa Murphy

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

1. Drawing of President's Cabinet Area for Annual Events – President Schaffer

Lisa Trimble will oversee the planning and preparation for these events. The Albany County Campus was not included in the drawing, because the ACC holds other events for which they are exclusively responsible. Human Resources and Institutional Advancement/Public Relations were also not included in the drawing. Human Resources had already been asked to organize the Employee Reception and Recognition Event. Institutional Advancement and Public Relations provides printing services and other promotional items for all events. The remaining Cabinet areas were chosen by placing each Cabinet area's name in a hat and drawing a name. The President's Office and the Office of Institutional Effectiveness were combined for the purpose of this drawing.

A. Employee Reception and Recognition Event

Human Resources will organize this event with the assistance of additional persons as the HR staff deems appropriate. President Schaffer said HR's taking the lead on this event would give that area a visible presence that will be a positive engagement with the campus. Tammy will use the Master Schedule to find a date that will work. The Master Schedule may be accessed by clicking on Master Schedule at the following link <http://lccc.wy.edu/events/index.aspx>. It can also be accessed from the Home Page by scrolling down to Events and clicking on View More > Master Schedule.

B. Holiday Gala and Employee Picnic

- Holiday Gala – Academic Affairs – December 4th (tentative) – Old West Museum (The storage of additional carriages is limiting the space to 100 persons.)
- Employee Picnic – Student Services

C. Adopt-A-Highway (July) and Campus Spring Clean Fling – Administration and Finance

2. New LCCC Action Projects for AQIP, 2015-2016 – Kim Bender

The following is a list of the current four projects. Kim asked that reports for these projects be forwarded to him, so he can upload them on the HLC's action project site.

- A. Carnegie Pathways Program for Math
- B. Starfish Retention Implementation Project
- C. LCCC Curriculum Redesign Project
- D. Develop a Non-Academic Program Review Process

Kim reported the deadline to identify the next projects is September 19th. AQIP requires the College have three active projects per year. He suggested the Cabinet consider the following:

- 1) Student Planning
- 2) ACC Environmental Scan
- 3) Institutional Project Management Process (Institutional Project Coordinator)
- 4) Recruiter
- 5) Technology Plan and Oversight Committee

President Schaffer explained for those Cabinet members who may not have been directly involved in accreditation that the College's accreditation pathway is AQIP (Academic Quality Improvement Program). In order for an institution to demonstrate a commitment to continuous improvement, it must always have three active action projects for which planned processes for improvement are being determined and implemented. The College's strategic directives, annual goals, and priorities are areas from which to draw potential action projects. Kim further explained one of the criteria speaks to how much the project involves institutional collaboration. Additionally, the AQIP process also requires project completion and reporting.

Suggested Projects

- Curriculum Redesign – The goals could be expanded to include implementation of CurricUNet, monitoring of developmental re-design success, and the completion of articulation agreements.
 - o President Schaffer did not believe shifting from implementation to monitoring would satisfy the AQIP criteria. Kim noted a Phase II project for Curriculum Redesign could be a possibility.
- ACC Environmental Scan
 - o President Schaffer stated the inclusion of the ACC Environment Scan would draw the Albany County Campus into the AQIP process. Kim added the project could also include the Economic Modeling Specialists survey that is underway and addresses economic impact. James shared the report would be relative to the Albany County Campus expansion.
- Student Academic Plans (electronic)
 - o Judy stated “Recruiter” is a piece of the recruitment tool box and is part of a larger student planning project that involves more people. Referring to the Student Academic Plans project, Kathryn Flewelling would probably be the project lead. President Schaffer suggested having the co-lead be someone from the academic side would be an opportunity to build a bridge between Student Services and Academic Affairs. Terry believed the co-lead should be a dean and will follow up with a recommendation. President Schaffer explained the action project would involve the development of a process that ensures every student has an academic plan by the end of their first semester. The project should facilitate a way for the academic plan to be created, stored, reviewed, updated, and easily accessed.
- HR Payroll Process Improvement
 - o President Schaffer pointed out the goal for the HR Payroll Process Improvement project is probably more to improve the process and interaction between two functional areas. Rick observed the intent is more of a low-level project in scope. Tammy added the short-term goal is collaboration. The project's systems' issues will be the next goal and might serve as an AQIP action project for the following year.
- Compensation Study
 - o President Schaffer stated that although an external contractor will likely be hired to assist with the compensation study, the goals for an action project would need to be well-defined and achievable within the timeframe. Knowing this, the compensation study is likely to become a project that cannot fit into the AQIP-defined action project timeline.

Four Action Projects Chosen

- 1 – ACC Environmental Scan (Project Co-leaders: Nycole Courtney and Shawn Holz)
- 2 – Institutional Project Management Process (Project Co-leaders: Kim Bender and the Institutional Project Coordinator)
- 3 – Technology Plan and Oversight Committee (Project Leader: Chad Marley)
- 4 – Student Academic Plans (Project Co-leaders: Kathryn Flewelling and One Academic Dean to be named by Terry)

President Schaffer stated four action projects is ideal, so if Tammy proposes an action project other than the Compensation Study, then one of the above four projects would need to be dropped. President Schaffer and Kim agreed the chosen action projects for the most part fit within the College's strategic plan.

3. Transitional Opportunity Plan (TOP) Recommendation FY 2016 – President Schaffer

President Schaffer explained for the Transitional Opportunity Plan is a phased-out retirement incentive introduced in 1992 for employees hired prior to April 11, 1991. The historical benefit is highly limited in eligibility with a remaining 27 employees meeting qualifications. The Employment Benefits Procedure No. 6.4P states "...the number of available TOP 'slots' will be limited and determined on an annual basis." Functionally, the number of slots is based on what the budget will allow. Tammy stated the number of TOP slots has been 16 for five years. She also shared historical information regarding the number of employees who submitted applications and were approved for TOP payments as follows:

- 2004 – 15
- 2007 – 11
- 2013 – 9

PRESIDENT'S RECOMMENDATION: That the President's Cabinet approves no more than 16 slots be open and made available for TOP-qualified employees during the current fiscal year of 2015-2016.

APPROVED

4. Professional Development Fund Requests – Balance \$40,793 (standing agenda item) – None

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

5. Banners – Effective? – Terry Harper

Overall, President's Cabinet believed the banners are effective. The following were noted:

- The building code on each banner coincides with the same code on the campus map.
- The design is appealing.
- They appear to be as durable as hoped.

Lisa thanked Terry for her suggestion to purchase the banners, Ty Stockton for his research and purchase of the banners, and the Physical Plant staff for their installation of the banners on T-posts. Referring to other flag opportunities, Lisa suggested flag signage (blue and gold with the eagle) be purchased again for the mall to add vibrant color to the mall. The flags could be left up until the first snow and then put back up in the spring. The signage would serve as fanfare not building indicators. President's Cabinet agreed to have Lisa obtain pricing for the flags.

6. Student Parking During Construction and Community Events – Terry Harper

President's Cabinet discussed whether some events scheduled between 8 a.m. and 5 p.m. should be cancelled or rescheduled because of the parking restrictions during the construction of the two new buildings. Because only five events would possibly impinge on available parking, the consensus was that the fall events already scheduled should be left intact. Overflow parking area options were also discussed. Among the areas were the non-paved areas on the south side of the campus (accommodates 28 cars), the overflow parking area west of the North Plant, and an area on the north end of campus where the horse trailers are parked. The two-lane loop drive around the North Plant could be reduced to one lane, and the other lane striped for parallel parking. Some expense would be incurred for reactivating the transformer to support lighting for the overflow parking area west of the North Plant. Because parking will most likely be needed for events on the south side of the campus, the overflow parking suggestions on the north end of campus would not be convenient. Plenty of parking should be available for sports events, because those attending these events usually park on the north side of the campus. Also discussed was the installation of signage urging employees to park in other areas when large events are being held on campus.

Following a lengthy discussion, the Cabinet agreed that a campuswide email will be sent on behalf of President's Cabinet on the day prior to an event that is being held between the hours of 7 a.m. and 5 p.m. and will have a large number of attendees. The email will ask those who usually park in the CCI and Administration parking lots to please find an alternative parking space on these days. President Schaffer noted that so far parking has not been an issue, and this will hopefully prevent any parking issues. He also stated that asking students to find alternative parking would not be consistent with the College's mission. President Schaffer asked that a link be added to the Master Calendar on the Home Page that can be accessed by scrolling down to the Events box located on the face of the page. <http://lccc.wy.edu/events/index.aspx>. He will email the campus a parking update based on the Cabinet's discussions and include the link to the Master Calendar and instructions on where to find it. He asked Terry to follow up with Maryellen Tast and Arlene Lester, letting them know the Cabinet's decision on email notifications to campus prior to largely attended events and also that Public Relations will script the language for the email notification.

7. In-Service Week Debrief – President Schaffer

Cabinet members discussed the week's activities, attendance, and the malfunction of the audio in the Centennial Room during Tuesday's convocation. The sound system was tested early on the day of the convocation. Kudos were given to Arlene Lester and Austin Mathews, who scrambled to fix the sound problems that were a result of the Wingspan running their audio through the mixer. The convocation's shorter length was well-received. Wednesday's conference sessions for the most part were well-attended, and employees appeared to enjoy the positive, upbeat nature of the day. James Miller is collecting comment via a survey that will be compiled for consideration when planning future convocations. Feedback directly shared with some Cabinet members indicated too many sessions may have been scheduled.

James Malm stated their kick-off on Friday also went well. Attendance incentives for the ACC adjunct faculty, of which only about half of the new hires attended the kick-off, is a dilemma and no viable solution is currently foreseen.

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

8. Construction Update – Rick Johnson (*standing agenda item*)

As of today, the projects are on schedule. The Construction Update site is located on the College's home page.

- University/Student Center – The stairwell is being poured on the west end, and the footings are being finished. More footings will be poured on the east end. The water extraction from the site has been reduced from pumping 9,000 gallons per day to 6 gallons per day.
- Flex-Tech Building – The pouring of footings continues. On September 14th the standing of pre-cast panels will begin.

9. Enrollment Report – President Schaffer

Due to technical difficulties, the enrollment report's production was delayed until Wednesday.

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

Recruitments are in process for 11 positions.

Tammy will ask Tara to put resignations and terminations as of July 1st on the report along with a point-of-contact title and an "as of" date.

11. Lightning Round (Area Updates – FAST)

- Kim – On October 7th Ann Murray, Sarah Smith and Steve Soltesz will be in Las Vegas presenting to the Rocky Mountain AIR Conference. On October 17th Victoria Steel will also be presenting in Las Vegas at the Society of Research Administrators. Victoria will then travel to Washington, DC, to present to the Council for Research Development. *** Room space is being sought for the Institutional Project Coordinator. A list of possible spaces was provided by Tim Macnamara, and Kim will discuss the options during his next update meeting with President Schaffer. The space options will be brought to President's Cabinet at their next meeting.
- Rick – A wayfinding update was provided. *** Rick, James Malm, Tim Macnamara, and Jamie Spezzano met on to discuss the next steps for taking down the windmill at the Albany County Campus. The concrete will not be excavated because of the cost to do so. The concrete is below ground level. The next challenge will be determining who might be interested in salvaging the windmill.
- Lisa – The new *Honor Roll* that highlights donors and students was distributed. The redesigned Game Day Sheet was also distributed along with an ad that has been running in the paper. Lisa and Scott Noble have been meeting with the College's Booster Club members, thanking them for their support, giving them copies of the large athletic posters that have also been distributed on campus, and asking them to move their booster status up to the next donation level. In the next couple of weeks, Lisa and Scott will be seeking new Booster Club members. Additional momentum and support for the College's athletic events and Booster Club were credited to Scott's energy and his contacts. Currently, the College has 31 Booster Club members. *** President's Cabinet received copies of the new view book. The new design is the product of Nathan Huseh, Josh Thein, Troy Rumpf, and Sarah Hannes's creativity and will be used by the College's recruiters. *** The annual Retiree BBQ is tonight in the brick garden between the Administration and CCI buildings. *** On September 3rd a donor reception will be held on the Albany County Campus to thank donors and build those relationships. *** Some new leads for a Corporate Developer are being pursued.
- Tammy – The vacancy announcements will now include the College's mission and vision statements and goals. All HR materials, including the Position Description form, will eventually include the same. *** Any inquiries about former employees should be referred to HR staff, who will provide the dates of employment and the positions held. No comment is to be made on a former employee's re-hire status. At Terry's request this information will be emailed to President's Cabinet members for dissemination to supervisors and managers. *** Tammy asked that the benefits worksheet for part-time employees be distributed to hiring personnel. *** Part-time employees can now contribute to the Wyoming Retirement System or TIAA-CREF. Tammy will be working with Rick and Payroll staff to implement this exciting benefit for part-time employees. Once implemented, a formal announcement will be released.
- Terry – In October, Terry, Dawn Puente, and Ann Siebert will be presenting at the National Council for Workforce Education in Portland on career counseling and student success as it relates to the CHEO (Consortium for Healthcare Education Online) project. *** Terry and Judy are collaborating with LLT

to increase attendance at student events. Judy stated the goal is to get that particular team of people involved in student engagement.

- Judy – The Admissions staff were thanked for the welcome tents. Also thanked were the Cabinet members who attended Move-In Day at the Residence Halls. *** Judy asked that Cabinet make sure their staff are working on compilation of information (materials, web links) for the civil rights review and that they have that information to Brynn Elliott by September 15th. Brynn will be emailing reminders. Deborah Ambroso is also helping with gathering the information.
- James – President Schaffer, Board Chairman Mosher, Ex Officio Trustee Butch Keadle, and James will make a presentation on acquiring land for the Albany County Campus expansion during a second work session of the Laramie City Council on Thursday, September 3rd. James is hopeful price for the land will be determined so the Laramie City Council can vote on the acquisition in October.
- President Schaffer – The draft agenda for the Board's September 9th meeting was reviewed. *** The WACCT meeting will be held on October 19th; the WCCC meeting will follow the next day. Both meetings will be held at the Douglas outreach site. The meetings were moved from the following week to accommodate the legislative meetings scheduled then. Rick was asked to attend the WCCC meeting in President Schaffer's place. Terry also plans to attend. *** President Schaffer will be at the scholarship luncheon on October 22nd. *** President Schaffer asked Cabinet members to text him pictures of any "help wanted" or "now hiring" signs they happened to see. *** The Academic Management Institute nominees for 2015-2016 are Julie Wilson and Dorothy Moen.

Respectfully submitted,

Vicki Boreing