

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, September 8, 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

Guests Present: Nate Huseman (Faculty Senate)

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

- 1. Request to Fill Vacancy – Part-time Office Support – Eastern Laramie County Campus (Replacing Alicia Michaud)** – Terry Harper

APPROVED

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

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

- 3. Arp 123 Adjunct Office** – Terry Harper

Terry stated Kathy Hathaway and Erin Palmquist had resided in this space but moved to an office area in the Science Center previously occupied by former Athletic Director Pete Cautilli, who is no longer with the College. Terry noted she is aware that when a space is vacated, it is typically refreshed. However, no renovations are being requested for the space. Tammy recommended the space be examined for HVAC and electrical connections. Rick followed that according to Tim Macnamara the offices are ADA compliant. President Schaffer addressed the protocol for space requests. In general, construction/renovation projects are requested once a year and any such requests that occur after that time are then brought to President's Cabinet. In terms of space usage requests, though, when a space has a different occupant, the use code may have to be changed, which will change the space utilizations for the campus that are used in other calculations such as those for the capital construction and major maintenance at the State level. President Schaffer asked the Cabinet to consider what the process should be for re-purposing vacated or otherwise not used space. Rick noted the request brought to President's Cabinet today is pretty inert; however, others may not be and may put the College at risk for ADA issues and State calculations that affect the College's project approval and funding. He also noted that Tim was unaware that Kathy and Erin had moved, which Terry clarified was a decision made prior to her assuming the duties of interim vice president. President Schaffer stated, as an example, that the space requested is currently designated as office support space. However, if adjunct faculty move into that space, it would then be categorized as instructional support space. In this case the change is pretty insignificant, but the broader issue of how to request the use of space needs clarification.

President's Cabinet agreed to allow Arp 123 to be converted to an adjunct office. President's Cabinet also agreed that requested renovations, including the one that will be brought forward from the Albany County

Campus, should come to Cabinet. President Schaffer stipulated further that any requests for re-purposing space also be brought to President's Cabinet for awareness and discussion. In addition, President Schaffer advised that Tim will continue to send out his annual spring request for construction/renovation projects so that planning in advance for these can take place.

4. October 2nd President's Cabinet Retreat – President Schaffer

President Schaffer stated he would prefer strategic issues not be included on the retreat agenda. Instead, the Cabinet should denote regular Cabinet meeting time to discussing these issues. Judy asked that the items chosen be given enough time to complete their conversations. In general, the Cabinet suggested big picture topics be addressed in the morning and area specific topics be discussed in the afternoon. President's Cabinet priorities will also be a topic during the retreat. The retreat will begin at about 8:30 a.m. and end around 4:00 p.m.

Joe will finalize the agenda and distribute it to the Cabinet. The location is being determined. (POSTSCRIPT TO MINUTES: The retreat was held at Little America on Friday, October 2nd, in the Wind River Room.)

5. 9/9/15 Board Agenda – President Schaffer

The Board 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.)*

6. President's Cabinet 2015-2016 Priorities – President Schaffer

The Cabinet members' priorities that are the most significant from an institutional perspective will be on the October 2nd retreat agenda.

7. Construction Update – Rick Johnson

In general, most of the construction is involving concrete work and precast panels, sanitary sewer, water lines, and storm drain installations.

Flex-Tech Building – Of 11 alternate bids, 2 have been accepted. One is for a fully-adhered roof (\$8,700) and the other is for a combined project that will include re-routing the Bauman Loop road and installing additional parking (\$800,000). Because of the \$800,000 cost, rebidding the combined project to reduce the cost was considered. However, history has shown new bids are usually higher. Of the remaining 9 alternative bids, the following are being considered:

- an additional parking area where the wind blade is located (the two new parking areas would add 25 more parking spaces) – Cost: \$224,000
- the base landscaping package (one of three) that must be completed according to county code – Cost: \$240,000

The total is a little over \$1 million for the above-mentioned alternate bid projects not including the additional parking where the wind blade is located. Monies totaling \$1.4 million have been moved from the One Mill Fund balance (the remaining funds available total \$1.6 million). President Schaffer stated the inclination is to have the additional parking area (where the wind blade is located), the other two landscaping packages, and the exterior storage yards for trades materials also installed. The “long and short of it” is the alternative bid projects are running about \$686,000 short of funds necessary to complete all the projects for which alternative bids have been received. President Schaffer will ask the Board to authorize an expenditure of up to an additional \$500,000 of One Mill Fund balance to cover the cost of the Flex-Tech Building's alternative bids.

President Schaffer reminded the Cabinet that One Mill funds can also be used for the Ludden Library and Learning Commons and PE Building renovations.

Rick suggested the two items below be added to the Construction Update template.

1. Project Timeline. Are we on schedule; have we encountered any timeline slippage; are we ahead of schedule; what is the current projected completion date, etc.?
2. Project Cost. Are we on budget; have we revised cost estimates; what is our projected final costs, etc.?

As a final note, President Schaffer stated parking availability has not been a challenge.

8. Enrollment Report (as of 9/1/15) – President Schaffer

Judy reported coding discrepancies have been found with the help of Sarah Smith and one of the areas from which student category information is pulled is not updated. For example, concurrent enrollment students who have been in the system for some time have not yet been coded as new students, and they should be. Ann Murray and Sarah Smith are visiting with their colleagues across the state on the coding problems and making sure they are not violating any State agreements by accessing information from another data source. If this is not feasible, they will begin populating the screen that has not previously been updated. Judy was pleased that the coding problem has been figured out and that a plan for correcting the problems has been implemented. She added, however, regardless of the action taken, the enrollment bottom line will remain the same.

President Schaffer observed that even though enrollments are fluctuating and will continue to do so with classes starting different times during the semester, the headcount for degree-seeking, full-time students is up 5%. He also pointed out that the number of non-degree seeking students will likely decrease because they are now required to declare a program of study. FTE is only down 1% at this point, which is much better than the double digits previously reported. Overall, the enrollments are not the most desirable. However, the progress being made toward accomplishing the goals for student orientation and advising are periodically reflected in the enrollment numbers for continuing and re-enrolled students.

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

Recruitments are in process for 10 positions. Speaking to recruitment sources, Tammy stated the HR staff is utilizing additional online opportunities like www.indeed.com, the health services website, and SHRM (Society for Human Resource Management). She also shared the Scottsbluff newspaper contacted the HR office about one of the two HR position vacancies.

10. Lightning Round (Area Updates – FAST)

- Terry – Input on the August 18th in-service is being collected via Survey Monkey. When compiled, the survey responses will be distributed. From the responses received so far, employees are generally pleased with the presentations. Some concerns are being expressed about too much scheduled on Thursday.
- Judy – “Sex Week” is the week of September 21st. Posters will be displayed around campus. Counseling is helping students deal with the first-time-away-from-home scenarios. *** Student pictures in Colleague are proving extremely helpful.
- Rick – The bonfire to be held on October 8th has raised some risk management concerns. A meeting will be held today at 1 p.m. with the Fire Department. Fire Department personnel are going to light and

extinguish the bonfire and will remain on campus during the entire event. President Schaffer asked Rick to call the College's insurer who may require the College to pick up an additional insurance rider. The October 8th bonfire will be the first one held during homecoming week and will take place on the dirt road between the west halls and the frontage road.

- James – Lynnette Doyle and Jason Uitterdyk have resigned. Lynnette is starting her own business selling second-hand children's cloths and Jason is pursuing other interests. Tammy will be visiting the Albany County Campus on Thursday. *** President Schaffer spoke on the acquisition of the Crystal Court parcel of land during the September 3rd Laramie City Council work session. Laramie Mayor Dave Paulekas asked if the City of Laramie could afford the donation of the land and should the City be the only financial supporter. Additional discussion will need to be held on the next actions—does the College present a purchase offer for the 16 acres for City Council action, or does more conversation need to be held about leveraging monies from different entities including the taxpayers of Albany County? James and Mayor Paulekas had lunch today while attending an economic development meeting in Laramie. President Schaffer asked James to secure a time for a meeting with City Manager Janine Jordan, James, and him. A citizen told the Council during their September 3rd public work session that the College pays a poor man's wage. However, the salaries to which he was referring were part-time adjunct faculty salaries. Median and average salaries by employee classification will be provided to the Council via City Manager Jordan during an upcoming meeting to clarify the misinformation. James concluded the College has had great dialogue with the Council since last November when the land acquisition conversations began, and that the progress is good but slow. *** A meeting will be held tomorrow with the Turner Tract Office Park Owners' Association during which approval will be sought for tearing down the windmill and constructing a student outside patio. Once the windmill is decommissioned, options for selling it will be pursued. One option would be to seek bids for the windmill on an auction site.
- Tammy – The Employee Recognition Reception and Awards event will be held on Friday, May 6th. Kiwanis Community House and Little America are some of the venues being considered. A meeting will be held with Sodexo Manager Jacob Menendez about off-site catering options. *** The Request to Fill Vacancy and Request to Initiate Recruitment forms are being revised to include a budget block. The most recent versions of these forms may be found on EaglesEye under the Human Resources Community. *** Tammy and Terry attended the ESGR (Employers Support of the Guard and Reserve) ceremony during which Maj. Robin Duncan and LCCC Nursing Instructor, who is being deployed, was presented with a Patriot Award for her support of the Air National Guard and Reserve. Lisa and Kim commended Tammy on her newsletter, and President Schaffer added he is receiving positive feedback on the newsletter as well.
- Kim – Phase I of the program review process has begun. The Academic Standards Subcommittee members are reviewing Phase II plans. The week of September 21-25 orientations are being conducted for the second cycle of academic program review for 12 programs and for the first cycle of non-academic program review of 11 programs. Approximately 50 plans will soon be populated with course success rates. September 15th is the deadline for populating the course success rates. Faculty are entering responses to peer review comments in the assessment plans. *** Three candidates for the Institutional Projects Coordinator position will be visiting campus on Wednesday, Thursday, and Friday afternoons. A schedule will be emailed to campus.
- Lisa – A video spotlight is being produced by Josh Thein of the UW articulations. *** President Schaffer will soon begin his community road show where he will visit every community group in Cheyenne. *** The Foundation Board meeting will be held this Thursday, September 10th. James and Tammy were invited to attend so they can be introduced as the College's newest Cabinet members. *** Tammy is helping with local recruitment of a development director.

- President Schaffer – He is seeking input on what would be meaningful for the community road presentations. He would like for more LCCC people to be added to the “knife and fork” circuit so the community can hear directly from those responsible for areas of interest—athletics, programs, buildings. *** President Schaffer asked Cabinet members to advise him on what should be covered in his video updates that would help “connect the dots” with what is taking place on campus. The video updates began in June 2014 at the suggestion of a couple of faculty members. *** A strategic plan refresh organizational meeting will be held on Tuesday, September 29th. One of the items of discussion will be how to get updates on strategies during subsequent meetings. The updates are needed to assess how well the College is meeting its goals. President Schaffer would like the strategic plan update to be completed this fall. *** A statewide Economic Impact Study by service area will be conducted again by EMSI (Economic Modeling Specialists, Inc.). The last one was done by EMSI in 2011 for the seven community colleges by community college district. County-impact studies are also being requested by the community colleges; e.g., Northern Wyoming Community College District would like a Sheridan and Campbell counties study, and LCCC would like a Laramie and Albany counties study. President Schaffer would like to submit an addendum to the contract so that the two-county study can be done for LCCC. A program and gap analysis will also be done. A lot of this work was done last year with the workforce study. The study would produce information helpful to deans and faculty showing how their programs align with current and future needs and will also help with impending ACC environmental scan. *** President Schaffer will give a presentation on the future of higher education in Wyoming during the September 25th Leadership Wyoming Challenge Institute that will be held on the College’s campus. *** Some misinformation touted as coming from the Faculty Senate is creating concerns among new faculty about employment stability at the College. President Schaffer stated the message needs to be clear that the College is investing in its employees. Because the misinformation has been said to come from Faculty Senate, President Schaffer plans to attend a Faculty Senate meeting to clarify any concerns about the lack of employment stability. Nate added the new and returning faculty are confusing ranking system and continuing contract.

Respectfully submitted,

Vicki Boreing