

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, April 15, 2014
1:30 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Kim Bender, Lisa Murphy, Kathleen Urban, and Peggie Kresl-Hotz

Guests: None

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

1. **Request to Fill Vacancy – Administrative Assistant – BATS (replacing Peri Jessel)** – José Fierro

APPROVED

2. **Request to Fill Vacancy – Grounds Maintenance Assistant (replacing Bill Porter)** – Carol Hoglund

APPROVED

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

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

4. **FY 2015 Positions** – President Schaffer

Positions approved through the Human Resources Priority Plan process will be searched and filled pending the Board's budget approval. The budget for the positions is \$281,998. Peggie she has not received any communications concerning the College Council's action on April 10th.

Welding Instructor – The Welding Program has only one instructor, so no backup instructor is available. José has a position that was approved for the current year but has not been filled. The Wind Energy position vacated by John Lamorie could be moved to the Welding Program. However, José's preference would be to use a vacant math position for an interim Welding instructor and wait a year to fill the math position until the math curriculum is re-designed. President Schaffer stated neither the Welding Program nor the Process Technology Program have been formally approved by the Board. The Welding Program will grow and will need to grow. The Flex-Tech Building will take one plus years to build. His inclination is to hire an adjunct in Welding until the Flex-Tech Building's construction begins and the program is formally approved. Also, if the Perkins grant is expanded, the position may be funded through the grant. Further, since the Welding position ranked poorly among those considered during the Human Resources Priority Plan process, an internal reallocation would be more readily accepted. Kim interjected the College is trying to build the integrity of the strategic resource distribution. President's Cabinet determined to search for an adjunct Welding instructor first before repurposing the math position. If an adjunct faculty is not found, then the math position could be re-allocated through the fall semester for a temporary position.

Biology Instructor – José would like the position to be for a Microbiology/Biology instruction, noting someone who is certified to teach microbiology is usually certified to teach biology. President's Cabinet had no objections to the change.

Career Resources Specialist – Rhonda Priest is currently in this position, which is grant-funded. Approval of the position will move the position to the General Fund. If not approved, career services would have to be discontinued. President's Cabinet concurred on moving with the position.

Center for Teaching & Learning Chair/Director – President Schaffer stated the Center has experienced many positive outcomes and is just scratching the surface of what can be accomplished. The position should be listed as the first priority and filled by a non-teaching faculty. The vast majority of the non-teaching faculty's time should be to direct the Center. President's Cabinet readily agreed.

Co-Chair/Curriculum Specialist – The position will continue to be filled by a faculty member with release time and therefore will not be included as a new position for FY 2015.

Research Analyst – President Schaffer stated a high-level analyst is needed. President's Cabinet recommended the position be funded for FY 2015.

Custodian – President Schaffer commended the position's justification, noting with the new building constructions phasing in additional custodian positions is smart. However, the Grounds Assistant position is needed with the campus improvements such as the two new gateways and wayfinding additions. Lisa commented on productivity levels and expectations of custodians. Carol explained different levels of clean are common to the industry and that the College has a level two (orderly tidiness). She will follow up on Lisa's comments with Jim Wilkinson. José noted there is a difference between maintenance and custodial duties. President Schaffer suggested Jim visit directly with the divisions. He also commended a training idea shared by Peggie. President Schaffer stated that regardless if it's perception or reality he would trust Jim Wilkinson and Bill Zink to determine training and scheduling solutions.

Grounds Assistant – President's Cabinet agreed this position is needed.

Administrative Assistant – IR – Reallocation opportunities of campus resources need to be examined at before hiring another administrative assistant.

Business Analyst, Technology Specialist – Kim stated a synergy can be obtained if the two positions—Research Analyst and Business Analyst—are working in tandem, plus the two positions serve the entire institution. Additional software has been purchased that will provide a lot more information for such areas as assessment and program review.

President Schaffer stated the Priority Plan gives ranking to the priorities but other considerations need to be evaluated. Position prioritization recommendations should be used to inform the President's Cabinet's decisions and not considered to be a directive. Kim observed monies should be set aside for core services. Kathleen concurred noting the College needs to assure monies are budgeted for the cost of doing business. Judy proposed setting aside these monies is generally in response to growth, which the College is currently not experiencing. Additionally, the College's strategic direction is changing. Peggie stated the prioritization form was designed with the expectation that managers would have to work very hard to justify a position. The priority plan process is intended to help form, not make, the final decision on the positions to be included in the next fiscal year's budget. Additionally, the funds available for positions should be considered as budget decisions. Managers and supervisors should be the best resource for staffing needs and are responsible for providing the data to justify a position. Kathleen suggested a longer time frame is needed for

the HR Priority Plan Process so that more input and justification can be gathered. Carol concurred saying the process has been shoe-horned into a budget number. Peggie said the BRAC (Budget Resource and Allocation Committee) will be asked to consider moving the position request process much earlier in the budget cycle, possibly in the fall so that the position requests may be fully vetted. Training sessions for managers and supervisors will also be part of the priority plan process (e.g., how to request a position; how to manage staffing and planning; how to score position requests). All suggestions considered, José stated the HR Priority Plan Process is much better than the previous method of requesting position approval. Kim stated the BRAC developed a much greater understanding of the scoring process (one-time proposals, interrelated liability, and outlier scoring) during numerous meetings prior to actually scoring the position requests. Carol recommended this position priority list have a “statute of limitations” so that decisions are made relevant to current need and monies available. President Schaffer agreed and stated the positions will remain under consideration through the end of the biennium.

In summary, the following positions were approved for inclusion in the FY 2015 budget.

- 1 Center for Teaching and Learning Chair/Director - \$73,000
- 2 Microbiology/Biology Instructor - \$73,000
- 3 Research Analyst (IR) - \$58,500
- 4 Career Resources Specialist - \$56,500
- 5 Grounds Assistant - \$35,100

Total \$296,100 (\$14,102 over budget)

Jayne will adjust the budget to accommodate the total new position allocations of \$296,100.

5. Student Exit Assessment – José Fierro

José asked if the data from the Student Exit Assessment exam is being used. He was concerned about the assessment exam being an additional requirement for graduation if the data from the assessment exam is not being used. Students are not required to pass the exam, just take it and are confused about what the test is and why they have to take the test. Kim stated an ETS (Educational Testing Service) Assessment Committee was formed because of José's concern. Among those on the Committee were faculty from the College's four schools. During the committee meeting a strong consensus was reached for questioning the validity of the assessment. A strong consensus was also reached for sustaining the assessment for one more year to create a bridge for continuity and compliance with the Systems Portfolio. The College cannot be totally without a benchmarking tool within the College's institutional competencies and processes. The College uses the short version of the ETS assessment exam and the data is not filterable by program. Additionally, the assessment exam doesn't tie to the institutional outcomes, and faculty are not using the data to change their curriculum. The ETS Assessment Committee was in favor of doing away with the assessment exam but not abruptly doing so. The assessment exam, which does provide a benchmark in the KPIs, will be addressed in the Systems Portfolio. Students who take the assessment exam can earn a completion certificate. The certificate is evidence of the student's completion of, and score on, the exam. Kim would prefer the College develop and use its own assessment exam. President Schaffer observed the assessment exam is more of a validation than an assessment tool. President's Cabinet agreed to continue the exam another year while an internal process for the exam is being developed.

6. Holiday Calendar – Peggie Kresl-Hotz

Peggie distributed a draft of the Holiday Calendar and noted a date correction. The calendar document does not have a summer hours' statement, so managers need to be prepared to answer questions about flexible

scheduling. Past practice of the College recognizing summer hours goes back to 1987. Joe stated the College needs to maintain the service hours that accommodate customers—students and community members. Peggie said the College maintains institutional primary operating hours of 8 a.m. to 5 p.m. throughout the year. Managers are allowed to offer flexible hours as long as the operating hours are covered. Peggie will have Dorothy distribute the Holiday Calendar memo to the campus a week from tomorrow, April 23rd.

Peggie also shared the Human Resources Office has received two more paid leave donations. The process for the paid leave donations appears to be going well and positive comments are being shared. The message is the College is providing additional liberties for its employees.

7. Trustee Orientation Guide Update – President Schaffer

President Schaffer will work with Public Relations Director Ty Stockton on significant updates to the Trustee Orientation Guide.

8. Wednesday's Board Agenda – President Schaffer

The agenda is available online at <http://www.lccc.wy.edu/about/board/meetings>. The FY 2015 budget will be presented on First Reading.

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

9. Enrollment Report – The next Enrollment Report will be distributed by May 6th (Sarah Smith 4/7/14).

Judy stated today is the first day of registration for continuing students. Registration was calm and cool; no voice messages and no emails. Early online registration is new for continuing students.

10. HR Recruitment (Position Vacancy Status) Report – Peggie Kresl-Hotz

Searches are active for four positions. Applications are with committees for four positions. And interviews are being conducted for seven positions.

11. Lightning Round (Area Updates – FAST)

- Judy – The advising day sessions had constant activity all day, but ultimately were not well-attended. Open houses for the Physical Education facility remodel will be tomorrow at 1p.m. and 5 p.m. The proposed renovation plan will be available for perusal and feedback will be encouraged. Student Services staff have been going to conferences to gather the most current information in their perspective areas of responsibility. Some good news: If a cohort of a certificate program does not have 30 graduating students, the College does not have to report on gainful employment. Currently, the College does meet these requirements for reporting. Title IX awareness and compliance continues to be a major focus. Title IX training will be offered to students in the fall. The training will be part of the Student Success course and available online.
- Carol – The budget is coming together nicely. Vicki stated three trustee positions will be on this year's November 4, 2014, ballot instead of four, so the cost of the 2014 election will not be as much as the 2012 election. President Schaffer stated Carol Merrell, Kevin Kilty, and Brenda Lyttle's terms will expire this year. At this time, only Carol Merrell has indicated she will seek re-election.

- Kim – The Higher Learning Commission conference required the hardest work of any he has attended and was very constructive. He met with HLC's Vice President for Accreditation Relations and Open Pathway Director Jeff Rosen, the College's liaison, and Mr. Rosen inquired about the College's pilot programs. Conference work included a review of the AQIP changes for all components. The action projects will also have some changes. The Systems Portfolio now has six categories instead of nine. The criterion for accreditation is aligned better, and a new set of guidelines have been developed using a rubric that will show maturity in process areas. The "November 1 folks" have the option to apply through their liaison to move to the new format. Kim stated the College could stay with the old format but it would behoove the College to move to the new one. The new format will drive the action projects over the next three years, and the appraisal based on the new process will drive planning three or four years after the portfolio.
- Lisa – The Lifetime Heritage event will be held Thursday, April 17th, at Little America at 6:00 p.m. President Schaffer and incoming Foundation President George McIlvaine will give comments, and Ron Rabou's service as Foundation President will be acknowledged. Scholarships and Annual Giving Director Brenda Laird will share highlights of the employee giving campaign and endowment match monies funded by the 2014 Legislature.
- Peg – Alex has moved to Denver. A temporary employee from Express Employment Professionals will assist the office during the transition. The new Recruitment and Hiring Human Resource Specialist will be located in Mindy Layson and Dennis McAllister's office area.
- Kathleen – Albany County Campus Associate Vice President candidate Dr. James Jansen will meet with President's Cabinet on Thursday, April 17th, at 4 p.m. Dr. James Malm will visit the campus on Thursday, April 24th, and meet with President's Cabinet at 4 p.m.
- José – Finalists for the Dean of the School of Arts and Humanities will be coming to campus, and interviews for the Dean of the School of Math and Sciences are underway.
- Lisa – A public records request from Arun Goyal is under consideration by College Counsel Tara Nethercott. Lisa noted the College can only charge for copies and materials.

Respectfully submitted,

Vicki Boreing