

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, April 29, 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 – Student Planning & Success Advisor** (follow-up on email request for approval)  
– Judy Hay

The position is being funded 50% from equine/show team coach and 50% from Sandy Brammeier's position. Sandy Brammeier's position number will be used to move the budget dollars and then the position will be assigned a new number.

#### **APPROVED**

- 2. Requests for Preliminary Approval to Pursue Ongoing Grant\$ Funding** – Kim Bender
  - A. ABE State and Federal – Cheyenne and Laramie – \$314,397

#### **APPROVED**

- B. EL Civic State and Federal – Cheyenne and Laramie – \$28,017

#### **APPROVED**

- 3. Professional Development Fund Requests – Balance \$0** *(standing agenda item)* – No requests

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

- 4. College Council's Friday, May 2, Agenda** – President Schaffer

The College Council May 2, 2014, agenda may be found at <http://www.lccc.wy.edu/about/council/minutes>.

- 5. May 7<sup>th</sup> Board Meeting Agenda Draft** – President Schaffer

The agenda will include a review of the Level I studies for the Physical Education Building Renovation and the Ludden Library and Learning Commons Renovation and Expansion and a first reading of the following policies: Membership of Board Policy 1.2.2 (revised), General Education Policy No. 2.2, Nondiscrimination and Anti-Harassment Policy No. 6.2, and Sexual Misconduct Policy No. 6.3.

The final May 7, 2014, Board Meeting agenda will be posted at <http://www.lccc.wy.edu/about/board/meetings>.

## 6. Open Discussion

- Commencement – May 10 – Storey Gym

New to the commencement setup will be a backdrop drape, a big photo booth, and a new recessional traffic pattern. The Student Government Association is in charge of the faculty awards. Special guests on the stage will be Mayor Rick Kaysen, Wyoming Community College Commission Chairman Larry Atwell, Wyoming Community College Commission Executive Director Jim Rose, and LCCC Trustee Ex Officio Butch Keadle. President's Cabinet is expected to be at commencement; the other graduations/pinnings are optional. The Public Relations staff is working all three graduations— Commencement at 10 a.m., Nursing Pinning at 1 p.m., and High and School Equivalency Certificate (GED) at 3 p.m. A Physical Therapist Assistant pinning is also scheduled on May 10<sup>th</sup> at 1:30 p.m.

- Policies and Procedures

The old policy/procedure site at <http://www2.lccc.wy.edu/policies/index.html> still has policies and procedures that are in effect. These policies and procedures will eventually be updated and moved to the new site at <http://policies.lccc.wy.edu/>. Until then, the old site will continue to exist. The following procedures will be deleted from the old site because they are either no longer applicable or their content has been incorporated into a new policy and/or procedure:

- 4100 Recruitment, Hiring & Types of Appointment
- 4110 Nepotism
- 4120 Leaves of Absence
- 4130 Employee Dismissal, Suspension, Termination, Reduction in Force, and Discipline
- 4131 Employee Conduct
- 4140 Retirement
- 4145 Transitional Opportunities Plan
- 4450 Shared Position
- 4500 Communicable Diseases
- 4760 Educational Benefits
- 6190 Continuing Education/Community Services
- 6401 Snow Days Make-Up
- 6525 Compensatory Time
- 6551 Sabbatical Leave
- 6554 Leaves of Absence
- 6730 Textbook Orders
- 6913 Articulation: Four-Year Institutions

Priority One – Delete the policies and procedures from the old site that have been incorporated into new policies and/or procedures.

Priority Two – Determine which policies and procedures on the old site can be moved to the new site with minimal editing/change.

Priority Three – Determine which policies and procedures need to be completely revamped and submitted to the entire policy and procedure approval process.

Judy asked about the General Admissions Procedure's status. The procedure was distributed for consultative feedback from May 1 through May 16. The consultative feedback, if any, will be reviewed by President's Cabinet at a meeting after May 16<sup>th</sup>; College Council will act on it at their next meeting thereafter.

José stated the membership of a Program Review Committee is nearly complete. Two representatives, one from Administrative Services and one Student Services, are still needed for the Program Review Committee, which Kim is chairing. As chair of the Program Review Committee, Kim also serves on the

Academic Standards Committee. Members serve a one-year term beginning in the fall. James Miller is writing a policy and procedure for program review.

- Retreat Date – July 11<sup>th</sup> – Location TBD

President's Cabinet will hold their retreat on Friday, July 11<sup>th</sup>, at the Nagle-Warren Mansion Bed & Breakfast.

- Complete College Wyoming

A concern is how the Complete College Wyoming statewide task force work in areas they determine will increase student completions will affect performance funding. These areas include program pathways, student services, monitoring performance, gateway courses within a year, developmental education reform, policy development to help students complete, and focus on outcomes. LCCC is already working on these and the seven community colleges have agreed to an annual five percent increase in credentials, so the emphasis placed on the same by the task force may serve as nothing more than a distraction. Additionally, Complete College Wyoming has no governance role and no policy implications currently exist. Some inference has been made concerning the use of metrics for the expanded performance funding. The concept is great and the task force work needs to be kept on the College's radar. However, a question remains as to what value is being served.

- Searches

President Schaffer stated comprehensive referencing on dean candidates will be performed by the Pauly Group. School of Math and Sciences has one candidate and School of Arts and Humanities has two. Kathleen updated the Cabinet on the Albany County Campus Associate Vice President search. Peggie stated the position had 104 original applicants; four of those withdrew their application.

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

**7. Enrollment Report** – President Schaffer

Enrollment reports for first day summer and fall 2014 were provided with the agenda.

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

Search process of advertising, screening, and interviews is underway for 22 positions.

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

- Peggie – Jenny Hargett will be meeting with employees to advise them of the Human Resources policies and procedures changes effective April 2<sup>nd</sup>. A mandatory, in depth training will be held late summer or early fall for supervisors and managers.
- Kathleen – ACC Business Instructor Amber Mercil has accepted a position with the University of Wyoming. The Albany County Campus will not have an academic director for a while.
- Lisa – The \$1.25 million endowment match money is going fast. The allotment for scholarships is \$700,000 and \$500,000 has already been received. The corporate money allotment is \$300,000.

Respectfully submitted,

Vicki Boreing