

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, August 5, 2014
1:30 p.m.
BOARD ROOM

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

Guests: Terry Cook, Jenny Hargett, Aimee Inama, Jill Koslosky, Tim Macnamara, James Miller, and Ty Stockton

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Military Fees – Terry Cook

A 2013 decision to not fund Tuition Assistance (TA) for the military was reversed along with some major programmatic changes. Although the Air Force is not mandating that service members pursue their professional, accredited, Community College of the Air Force (CCAF) Associates Degree, they are certainly “strongly” indicating that this path is their preferred process by making this option an extremely user-friendly process. The Department of Defense (DOD) Memorandum of Understanding (MOU) stipulates that TA can only be used to pursue one Associates degree, and this TA funding cannot include fees. The DOD MOU also provides the College a gateway to continued access to the Base provided the terms of the MOU are honored. In the past LCCC has applied the following status to military members pursuing their CCAF Associates Degree: General Education, Non-declared Transfer Student, or Non-Degree Seeking. The new DOD MOU does not affect veterans or guard and reserves military personnel.

Although the Air Force has not stated they are encouraging students to consider taking classes with institutions that do not charge fees so that no money comes out of their pockets, the current DOD-wide policy certainly seems to have that effect. The gateway for military students to be eligible for Federal Financial Aid is to be “degree seeking” with LCCC and then by filing a FAFSA. Any additional funding received could be used to cover the “fee” portion of attendance costs. Currently the majority of LCCC’s WAFB students receiving tuition assistance are non-degree seeking. One suggested solution is for LCCC to offer some type of “General Education Military” degree that also includes awarded credit for military experience and military credits already earned. Military members could then stay enrolled in their CCAF degree and also enroll in the LCCC “General Education Military” degree or certificate. Another option would be to consider enrolling them in one of revised General Education degrees and then track how this group impacts completion rates. Active duty military members who are degree-seeking are eligible for financial aid as well as other federal financial aid. These students, who have a completion rate of 97%, are also included in the College’s “completion” agenda assessments.

The current recommended solution is to waive the fees at an approximate cost of \$28,000 to \$32,000 per year (60 to 80 students and approximately 200 courses per semester) for the 2014/2015 academic year and then work toward some other type of long term solution during the same academic year. Any solution that we may come up with may or may not be a long-term commitment as the Department of Defense has changed its position several times and may do so again. Terry shared that the waiver of fees for active duty military members and veteran’s is common among colleges and universities nationwide.

President Schaffer stated the CCAF core and the College's Gen Ed core are very similar. However, some philosophical differences probably exist. Judy suggested creating a different fee structure where no fees are charged for those courses offered on the Base. Terry stated military students take a lot of courses on the LCCC campus as well and civilians take classes on base, so setting up a different fee structure would probably not work. President Schaffer then noted a fee waiver and not a tuition waiver is needed for active duty military students. Noting scholarship monies have not yet been awarded, Judy said the monies could be carved out to cover the fees. She will present the proposal to her staff and get back to Terry by the end of the week. After the work has been done to establish some type of "Military" type degree/certificate, the next step for degree-seeking, active military students will be to file a FAFSA, and if they are awarded any funding through this process (most likely a Pell grant) this funding could be used to pay for the fees. Terry continued by saying that the DOD MOU is directly tied to this process because TA billing (tuition and no fees) facilitates the operational funding process within the DOD MOU. President's Cabinet needs to make a decision as soon as possible so he can press ahead with submitting the five-year DOD MOU. Judy added for clarification that waiving the fees is a one-year solution. President Schaffer concluded the conversation stating that pending the information from Judy, he will accept Terry's recommendation verbatim and then determine over the next year if a fee waiver will be implemented for this group of students in the future.

2. **New Website** – Aimee Inama, Ty Stockton

President's Cabinet received an overview of the new website. Content coordinators will now make changes directly on the page(s) for which they are responsible. Because the new content management system is easy to navigate and update, the website will have a lot more updated content. The search feature within the LCCC website searches only the LCCC website, which limits the number of results. At the Cabinet's request, the plus sign on the drop down menus will be changed to read "View More". For more easy access the "Report a Concern" link that goes to the "Incident Reporting" page where the reporting form is located will be added under "CONTACT" at the bottom of the Home Page. Noting many links are still broken, Aimee stated a little time is needed for Google to crawl the entire Internet. She has fixed many of the broken links and asked the Cabinet to email her any they encounter. President Schaffer concluded the migration is a great start and requested the Cabinet provide Aimee with any additional feedback.

3. **New Employee Orientation (NEO)** – Jenny Hargett

Some Facts

- First event was in August 2013.
- 53 employees have attended.
- All full-time employees who started after January 1, 2013, have been invited to attend a NEO session.
- Typically, orientation occurs on the first day of work.

Orientation includes Information about:

- Benefits
- Harassment Prevention, FERPA, Employee Conduct
- LCCC General Information
- Getting Things Done
- Safety
- Quarterly Breakfast with the President

Workplace Learning Data is collected on a new employee's reaction to learning materials, knowledge of information location (e.g., policies and procedures), and behavior and results of participation (e.g., read position description, reviewed same with supervisor, set goals with supervisor). The data is collected during the breakfast with the President and new employees.

The next steps for the New Employee Orientation during the next year will be to:

- Design and implement an orientation for part-time employees (still in a needs assessment stage)
- Provide training for all new supervisors (those who are current supervisors but are new to LCCC and those who are new to the supervisory role) – Jenny said position descriptions and performance management will be a big part of supervisory training and noted further *The One Minute Manager* by Ken Blanchard is a good resource for supervisors and she would be happy to share this information while formalized training is being developed.
- Perform evaluation at the next results level (current level is three; next level is four)

Kim suggested a conversation with new employees about communication expectations be added to the criteria. President Schaffer stated much thought has been given to the orientation process, materials, and the use of data to promote continuous improvement. Lisa also commended Jenny's presentations on policies and procedures.

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

4. Request to Fill Vacancy – Nursing Instructor (interim, full-time position, replacing Marie Koenings) – José Fierro

The position was previously funded by CRMC and that funding is no longer available. José approved the request with two conditions: 1) increase the enrollment by eight students, which is the decrease the nursing program has experienced and 2) submit a position request during the next fiscal year budget's Human Resources Prioritization Plan process for a permanent position within the General Fund. Peggie confirmed the position was created specifically as a CRMC-funded position. José added 40% of the position's cost (\$25,000) already exists for the first part of the year, and the balance of the position's cost will be funded from vacancy savings.

APPROVED

5. Request to Fill Vacancy – ACC Accounting/Business Instructor (replacing Amber Mercil) – James Malm

James reported he has a full schedule of accounting classes with 60 students for which the instructor is needed.

APPROVED

6. Request to Fill Vacancy – ACC Advisor (replacing Mitch Gerharter) – James Malm

Mitch Gerharter left ACC and came to Cheyenne. The position has a workload of 300 students per advisor and without a replacement for Mitch Gerharter would have 600 students per advisor. Judy pointed out the position description includes numerous duties and suggested those duties be prioritized. President Schaffer suggested when the position description and announcement are prepared that any changes to the duties be made at that time.

APPROVED

7. Professional Development Fund Requests – Balance \$50,000 (*standing agenda item*)

A. Annual NaBITA (National Behavior Intervention Team Association) Conference and Campus Threat Management Institute - \$14,721.36 – Judy Hay

CARE Team members from the Cheyenne and Laramie campuses would attend the conference and institute.

APPROVED as submitted for no more than \$14,721.36 with a request that the cost be lowered where possible

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

8. Complaint Policy 9.7 – 1st Reading – James Miller, Jill Koslosky

Kim provided an updated copy of the proposed Complaint Procedure 9.7P and noted the Higher Learning Commission's policy (excerpt below) requires the College to collect, respond, and analyze complaints for continuous improvement.

“The institution provides clear information regarding its procedures for receiving complaints and grievances from students and other constituencies, responds to them in a timely manner, and analyzes them to improve its processes.” <http://policy.ncahlc.org/Policies/assumed-practices.html> (A. Integrity: Ethical and Responsible Conduct, 4.)

Complaints play a big role in an institution's resiliency and also its adaptive capacity for managing change. Part of the College's feedback system goes beyond assessment planning for faculty and program reviews to include a complaint process. The key point is Procedure 9.7P's definition of "Complaint" that states "A grievable offense is any alleged action that violates or inequitably applies written College policies or procedures." This statement also appears on the Maxient complaint form that is being created specifically for complaints. Where the form will be housed on the College's website is yet to be decided.

President Schaffer asked that the mechanisms for reporting complaints at <http://lccc.wy.edu/about/president/> and <http://lccc.wy.edu/about/feedback.aspx> remain there. Any complaints received via these mechanisms or in written form are to be entered into Maxient via the complaint form that is being developed. The complaints will be audited by the Office of Institutional Effectiveness staff on an annual basis to determine if any complaints are reoccurring.

APPROVED for Consultative Feedback 8/25/14 – 9/12/14

A. Complaint Procedure 9.7P – 1st Reading – James Miller, Jill Koslosky

- 4.0 Definitions: Delete 4.0, F. – This information is covered under the definition of *Constituencies*.
- 5.0 Procedures, A., 1), a.: Move "formal complaints may be accomplished by following policies 6410/6415" to 5.0, A., 2), c.
- 5.0 Procedures, A., 2: Add URL following "...the on-line complaint form located on the LCCC website."

APPROVED for Consultative Feedback 8/25/14 – 9/12/14 with requested editing changes

9. Curriculum Development and Approval Policy 2.3 – 1st Reading – James Miller

President Schaffer stated the above policy will be the umbrella policy for the following procedures:

- Program Development and Approval
- Course Development and Approval (to be developed)
- Course and Program Termination and Moratorium (to be developed)

APPROVED for Consultative Feedback 8/25/14 – 9/12/14

A. Program Development and Approval Procedure 2.3.1P – 1st Reading – James Miller for Maryellen Tast

James presented the procedure on behalf of Maryellen Tast who was out of town. The following observations and recommendations were made:

- Better documentation and direction is needed on what goes into a business plan and a needs analysis budget.
- The procedure reads pretty heavily from a workforce development perspective.
- The items listed under the Pre-Program Development Procedure and Program Development Procedure should include all the necessary steps and be listed in the order they should occur.
- The outcomes and objectives should appear in the proposal.

President Schaffer asked that the procedure be tabled until the above can be addressed and that additional comments and suggestions be emailed to James. José will re-send the procedure that will include the stages of pre-program and program approval and an explanation of what is to be included in the business plan and a needs analysis budget to the deans of schools for their input.

TABLED

10. Academic Standards Committee Procedure Revised 2.12P – 1st Reading – James Miller

James stated the procedure institutionalizes the program review role in the Academic Standards Committee. José added the term of the Academic Standards Committee Chairman has been extended to two years.

APPROVED for Consultative Feedback 8/25/14 – 9/12/14

11. Campus Printing Copy Policy 7.2 – 1st Reading – Lisa Murphy

APPROVED for Consultative Feedback 8/25/14 – 9/12/14 with President Schaffer's re-write of the policy statement from the Board's point of view.

A. Campus Printing Copy Procedure 7.2P – 1st Reading – Lisa Murphy, Ty Stockton

Ty explained the procedure states “Most jobs will be direct-billed to the central budget.” However, department budgets will be requested for tracking copying requests. The billing process change will result in less work for administrative assistants and Accounting Office staff because there will be less moving around of monies from department to Campus Printing budgets. Concerning the procedure's edict for disciplinary action when the procedure is violated, Peggie stated the complaint or concern would go to the supervisor of the employee and the supervisor would be responsible for any disciplinary action. José suggested in lieu of disciplinary action, requiring administrator approval for large color print jobs and/or charging the cost of those jobs back to the requesting department may be an alternative. Another suggestion was to have the Public Relations Director approve large or unnecessary color print jobs. President Schaffer asked that the procedure be revamped and emailed to the Cabinet for electronic approval.

APPROVED for Consultative Feedback 8/25/14 – 9/12/14 pending President's Cabinet's electronic approval of the revised procedure.

12. Risk Control Analysis by  – President Schaffer

Recommendations for improved risk control were made for the Children's Discovery Center, Auto Diesel Shop, Fine Arts, Kiln Operation, NFPA (National Fire Protection Association) Diamonds (a standard system for the identification of hazards of materials for emergency response), and campuswide.

A written response on the College's plans of action to remedy the discoveries must be submitted within 45 days of the August 1, 2014, report. Not complying may result in higher insurance premiums or the carrier's refusal to continue to cover the College.

President's Cabinet's review noted the following on each of the recommendations:

13-04 – Clean Agent Total Flooding System – The recommendation for an approved, clean agent, total-flooding gaseous fire extinguishing system...” in the main computer room may qualify for major maintenance funds under fire protection. President Schaffer asked Tim to follow up with Chad Marley on the recommendation.

14-01 – Daycare Center – The recommendation was to install a central station smoke detection system in the younger child section of the Center. Tim noted Building Code does not require this for the College's new smoke detection system.

14-02 – Auto Diesel Shop – The recommendation is for an annual inspection of the heavy chain on the hoist. Tim will visit with Dean Hawkins about the recommendation.

14-03 – Campus Wide Recommendations:

- Coffee pots must have an automatic turn off. Any coffee pot that does not have this capability must be replaced by one that does.
- Blinds need to be installed on all windows that are on an exterior wall of computer labs. These blinds must be closed before employees leave at the end of their work day. Tim will work with Chad Marley to order blinds, which will be charged to the IT budget.

14-04 – Fine Arts – José will ask Matt West to remove the bikes that are suspended from the acoustical tile grid.

14-05 – Kiln Operation – An internal procedure for operation and supervision is under development.

14-06 – NFPA (National Fire Protection Agency) Diamonds – The current signs will be replaced with signs that reflect the new internationally approved symbols where “1” now represents most hazardous through “4” which represents least hazardous.

13. August 20th Board Meeting Agenda DRAFT – President Schaffer

The agenda is still being developed. At this time a request for Board approval of an Accounting Operational Review is the only item on the agenda in addition to the regular Finance and Facilities Committee reports.

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

14. Enrollment Report – President Schaffer

President's Cabinet reviewed the point-to-point and final enrollment comparisons of Fall 2013 and 2012 to Fall 2014.

15. Human Resources Vacancy Report – Peggie Kresl-Hotz

Searches are active for 18 positions.

16. Lightning Round (Area Updates – FAST)

Time did not allow for lightning round discussion.

Respectfully submitted,

Vicki Boreing