

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, December 16, 2014**  
**1:30 p.m.**  
**BOARD ROOM**

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

Cabinet Excused: James Malm

Guests: Pam DeMartin, Chad Marley

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Ellucian Contract** – Chad Marley, Pam DeMartin

The Ellucian Contract will provide for a new Student Finance Screen that will show charges, pending financial aid, and an estimated refund. The screen can expand to show exactly what the student is being charged and explains why the student is getting less financial aid if applicable. Historical information is also available and shows all the semesters a student has attended, tuition and what year charged, books, financial aid disbursement and loan fees, refunds, how paid (by check), and the date. Statements and detailed registration statements can be provided to the student without the student having to call Accounting Services to have one mailed. The software is being tested with the hope that it can be in place for the spring semester.

Ellucian's policy is to issue two invoices, one for the software and another for services (time and materials). If the signed contract for services is not received by December 30<sup>th</sup>, the discounts of \$40,338 will be removed.

President's Cabinet approved the purchase pending Board notification and approval. President Schaffer will take the request for the software and services totaling \$35,662, depending on the final charges for services, to the Board's Finance and Facilities Committee on Friday, December 19<sup>th</sup>. Purchases over \$30,000 that were not included in the College's fiscal year budget must be approved by the Board. Trustees Don Erickson and Carol Merrell serve on the Finance and Facilities Committee. President Schaffer will email Board Chairman Ed Mosher as he may wish to attend to hear the discussion of the purchasing request. Chad Marley will also attend to explain the contracts.

#### **2. Data Tracker** – Amy Stinson and Dennis McAllister – POSTPONED till 1/6/15 (POSTSCRIPT TO MINUTES: Because the President's Cabinet retreat was scheduled for January 6<sup>th</sup>, the Data Tracker presentation was rescheduled to January 13<sup>th</sup>.)

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

#### **3. Professional Development Fund Requests – Balance \$29,115** (*standing agenda item*) – None

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

#### **4. 12/19/14 College Council Agenda** – President Schaffer

In a follow-up conversation from the December 9<sup>th</sup> President's Cabinet meeting discussions, President's Cabinet concurred that some of the activities funded by student fees that are really College-related activities should be funded from the College's general fund budget. For example, the ranch horse team, livestock

judging team, and forensics team are College-sponsored activities that require certain employees of the College to take on these responsibilities and so should be supported by the general fund and not student fees. President Schaffer asked Carol, Judy, and Jill Koslosky to determine the best process for submitting budget requests this year for these programs. He also suggested that a conversation be held during College Council about the budget requests when the Council is considering a recommendation for approval of the Student Activity Fee Allocation Committee Procedure 4.10.2P.

College Council will also consider recommendations for approval of the Counseling and Campus Wellness Policy 3.19 and Procedure 3.19P.

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

**5. Enrollment Report** – President Schaffer – The End of Full Term Enrollment Report for Fall 2014 (unofficial) will be emailed Monday or Tuesday, December 15 or 16.

President Schaffer noted from the preliminary final for fall 2014 enrollment report that the number of new students has increased by 3.65% and the number of re-enrolled students is also up 12%. In contrast, though, the number of continuing students is down 8%. Judy pointed out that the College graduated more students which may be offsetting the number of students who re-enroll. Carol stated if enrollment continues to decline, revenue numbers may need to be examined. President Schaffer stated enrollment will be a factor if recalibration is introduced in 2016 for the next biennial budget. LCCC may see more of an impact in tuition revenue rather than the State revenue. Allocations based on fixed versus variable costs benefited LCCC during the last round of funding. Course completion funding will slightly increase. Based on the last data from the community college benchmarking project, LCCC completions are at 80%. LCCC will benefit from the next local valuations but may not from the valuations thereafter. Community colleges could see increased enrollments if oil production cuts result in pay freezes and layoffs because those affected by the economic changes often return to school.

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

Hiring is in process for 12 positions—interviews are in progress for 4 positions; a recommendation for hire has been submitted for 1 position, and 7 positions are being advertised.

**7. Project Impact**

President Schaffer asked the Cabinet to share the projects on which their respective areas are working. He expressed concern about the number of projects that are generated to accomplish an initial project. The Cabinet shared which areas are generating the most additional work and which projects impact the entire campus. Among those shared were:

- Replacement of Purchasing Director
- Construction Projects
- Document Imaging
- Starfish
- Website Changes – New Strategic Plan Website
- Advising
- Data Clean-up
- Changes in Student Conduct Policy and Procedure
- Standardization of Student Services Processes and Orientation
- Program Reviews
- Program Assessment
- Academic Standards
- AQIP Action Projects

- Student Course Surveys
- CCSSE (Community College Survey of Student Engagement) Surveys
- Performance Management and Position Descriptions
- Foundation's Fundraising Priorities
- This Spring's Four Cultural Events
- Booster Club – Improve campus and student attendance at activities
- Scanning and Digitizing Donor Files
- Foundation Audit Preparation
- Image Campaign and Social Media
- Curriculum Reform
- Gen. Ed. Program Implementation
- Professional Development for Faculty and Staff
- Enterprise Mapping
- Faculty Job Description, Workload, Promotion
- ACC Significant Reorganization
- ACC Land Acquisition

President Schaffer asked the Cabinet to give considerable thought to the many ongoing projects, the project management required by each, and perhaps a re-prioritization of some. A discussion of their thoughts and conclusions will be held during the January 6<sup>th</sup> President's Cabinet retreat.

#### **8. Lightning Round (Area Updates – FAST)**

Lisa – Invitations have been mailed for the January 5<sup>th</sup> legislative lunch in Laramie. The Foundation Executive Committee will meet on December 18<sup>th</sup> to discuss land ownership. Aimee Inama has been updating the Building Forward website with architectural renderings. The *Talon* should be in mailboxes today.

Carol – Verizon will begin work on the tower on January 5<sup>th</sup>. The project is anticipated to be completed within 30 days. The tower will be located north of the Physical Plant Building. Revenue from the Verizon Tower's site lease will go to student scholarships.

Kim – The Program Review Committee will begin meeting in early January. Committee members are Kim, Lisa, Peggie, Judy, and Carol. Kim would like to expand the Committee membership and asked the current members to give thought to who else should be included on the Committee. He is developing a draft templates for program review and program assessment. Those will be sent to the Committee members before they meet for the first time.

Judy – Grades are being finalized; appeals are due on January 5<sup>th</sup>.

José – Screening of applications is taking place for the Dean of Arts and Humanities. Of the 40 applications received, so far five to ten could potentially be good candidates. If the search is successful, the hiring process should have the Dean of Arts and Humanities on campus by mid-summer. Many of the candidates are displaced due to low enrollment and non-performing programs. President Schaffer noted, too, that some higher level administrators are seeking lower-level positions because of the pressures of the Complete College America agenda.

Respectfully submitted,

Vicki Boreing