

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, December 2, 2014
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: José Fierro

Guests: Jayne Myrick

MINUTES

GUEST ITEMS/PRESENTATIONS

- 1. Budget Resource Decision-Making Rubric** – Kim Bender, Jayne Myrick, Melvin Hawkins, Chad Marley, Mary Martin, Starla Mason, Dana McCammon, James Miller, Denise Rogers, Caroline Ross, Shannon Zavorka, Jean Zlomke

Jayne Myrick joined Dr. Bender today to discuss the updated Budget Resource Decision-Making rubric with President's Cabinet. She began by explaining the budget process and how they went about the revision process this year. Public Relations revised the process map, taking it down to three pages from five. Kim recognized the members of the sub-committee for their hard work. They worked together well, and their efforts were appreciated. The sub-committee met over a series of four meetings, making some strong revisions to the rubric. This is the second revision that has been done on the rubric, with the bulk of the work occurring last year. A few additional revisions were still needed, including a cover page and instructions for using the rubric. The revised rubric now includes links to the strategic plan, the KPI manual, and our current action projects. Also, the cover page now includes an example showing a successful relationship between the request and traits within the rubric. It gives a better idea of what is expected, which will help the BRAC committee, as the requests will be better defined this year. They also included more information on the strategies to give more clarity as to their definitions. A few trait definitions were also strengthened, and verbiage was inserted to deepen the description and understanding of what the traits entail. The budget documents will be sent out on December 9, and will need to be returned by the middle of February. This is predominately for one-time requests, but can also be used for trend increases.

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

- 2. Request to Fill Vacancy – ACC Proctor (part-time)** – James Malm

This is a part-time position for nineteen hours a week starting at \$12 an hour. The position is currently vacant and needs to be filled. It is essential to continue offering Compass, HiSET, and Distance Education testing to students on the Albany County Campus.

APPROVED

- 3. Request to Fill Vacancy – Director, Center for Secondary Students (replacing Brenda Abbott)** – Dr. Schaffer

Brenda Abbott is retiring this month. This position is integral in all the transitioning activities between secondary education and LCCC including but not limited to: concurrent and dual enrollment, jump start,

GEAR UP, Pathways to Success and new program development. Judy feels that the current screening committee needs more diversity. Human Resources handles this aspect.

APPROVED

4. Request to Fill Vacancy – Contracting and Procurement Director (replacing Jerry Harris) – Carol Hoglund

Jerry Harris is also retiring, and this position is essential to the operation of the college. A few of the screening committee members for this position have yet to go through the screening committee training, but will be doing so this month.

APPROVED

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

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

6. Travel – Employee Procedure 4.4P (non-employees traveling with employees in fleet cars) – Carol Hoglund

This procedure has been brought forward as an information item. The procedure is currently in place, but is not being followed correctly by everyone, most likely due to a lack of knowledge. The procedure states, “When traveling in a College vehicle, non-college individuals may not travel in the vehicle to reduce the liability risk to the College”. If employees are traveling with non-college employees, they can take their own car and will be reimbursed for mileage. In addition, faculty that are driving fleet cars may only drive students that are currently enrolled in the class that is traveling. Please make sure to get this information out to your individual areas, so that everyone is aware.

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

7. 12/3/14 Board Meeting Agenda – President Schaffer

The swearing in of elected Trustees will take place at this meeting. Next, the election of officers will occur, followed by the reports to the Board, and the President's Report. The only other item on the agenda is a 1st reading of the Scholarships and Waivers Policy 3.2. Dr. Schaffer will plan to share what has been happening with the land acquisition meetings that have been taking place with the Foundation.

8. Enrollment Report – President Schaffer

Everything is going smoothly with enrollment, and there is a campaign to have students register early before they leave for break. The first drop for non-payment will be about two weeks before classes start. At the point of registration, it is made very clear how much the student owes, and when payment must occur. Students are required to click/sign a form that states their agreement to pay their bill, and will also receive an email reminder. President's Cabinet agreed that there must be five points of contact, so will need to make sure that this is happening.

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

Currently there are eight advertised positions, and four that are in interviews.

10. Lightning Round (Area Updates – FAST)

Carol

- Public Relations has agreed to print Christmas cards for different areas on campus. Please let them know if you would like cards for your area.
- Justin Dreslinski's last day is December 12. Carol will be meeting with a candidate for his replacement on Thursday. Dr. Schaffer might also stop by for the meeting.

Lisa

- A legislative breakfast and lunch were held today! There was a nice turnout, and the legislative agenda was discussed. Lisa will plan to meet with the individuals that could not make it, and will also be setting up a meeting in Laramie for the legislators over there. The Foundation is hoping that they will approve a large endowment this year.

Kim

- Continuing faculty training on program review and assessment. All ten programs that are doing program reviews have gone through two meetings. They are getting a good feel for what is being requested. Kim has also conquered 30 + assessment meetings, with around fifteen more remaining. Then he will begin the work of scheduling a second meeting for all programs.
- Also working with Aquila to develop an archive, so that when a program review is complete it will be archived, but will be accessible for the next round. Kim would also like to explore keeping the data current on a yearly basis. This keeps it active and becomes a storehouse for data for all programs.

James

- Shawn Holtz has come on board as the new Director of Academic Affairs. He joins us from a tribal college in North Dakota, and is a perfect fit for the Albany County Campus!

Peggie

- Please look over the supervisory area in EaglesEye – the HR crew has done a great job putting it together!

Judy

- We are close to having a pilot of Starfish for the spring. Sarah Hannes is working on a manual for users.
- Had a webinar on the intersection of Title IV and social media that went very well.
- Having the final bookstore and food service meetings for the semester. Both meetings were great and the employees were very responsive.

Dr. Schaffer

- The Board is working to set their retreat date. The rough dates they are looking at are January 9 or 10, or January 15 or 16. The time would be from 9:30-2:30. Dr. Schaffer has requested that they choose a Friday, so that others will be more likely to participate. They will be working through the Strategic Plan.
- Typically Dr. Schaffer sends out a comprehensive list of Cabinet priorities for the year. He will work to pull goals from each evaluation and send that out shortly.
- Filmed a video update yesterday discussing the Lundy report. The update will go out this week. Dr. Schaffer also spoke with a Wyoming Tribune Eagle reporter regarding change and communication, so please be watching for that article.
- The plan for the Cabinet retreat will be to work on communication standards. Will also plan to discuss the strategic plan, and will need to determine "point people" that should/need to be involved in each area. We may want to have Ann Murray and her team there for that portion. Dr. Schaffer would like to do a Strategic Plan update in the spring.
- The National Community College Benchmark arrived in the mail this week. LCCC ranks in the 95 percentile for transfer. Our CCSSE benchmark ranks in the 94 percentile. This is fantastic news and shows what wonderful work is being done at our institution. Dr. Schaffer will make copies of this report and work on getting it out to everyone.

Respectfully submitted,

Jennifer Thompson