

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, December 9, 2014**

**1:30 p.m. – Cabinet Meeting**

**3:00 p.m. – Dr. Michael Day, Interim UW Dean of Education**

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

Guests: Chad Marley and Ann Murray were present for the Cabinet meeting. Nicole Bryant, Kathy Hathaway, Damien Kortum, Melissa McAllister, Scott Moncrief, Ann Shelby, and Maryellen Tast were present for Interim UW Dean of Education Dr. Michael Day's visit.

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Data Standards Oversight Committee Recommendation – Ann Murray and Chad Marley**

The Data Standards Oversight Committee was formed last spring to address inconsistent data entry of email accounts. Consistent data entry is needed to make the Colleague system run more efficiently. The issue has become more critical during the last year because more third party software is requiring data feeds from Colleague. Starfish is an example of where the College needs to tie the LCCC Outlook email accounts to calendars. An external email address will not work for this. Because persons may have more than one email, each email must have an email type assigned. The Committee is proposing a person have no more than three emails in the Colleague system and is also proposing guidelines for defining the three different types of email. The three types of email accounts are Outlook, EaglesEye, and an external email account for prospective employees who do not have an Outlook account, new students for whom an EaglesEye email has not yet been generated, and some vendors. A hierarchy will be built into the system, and a data standards manual is being developed. Currently, about 150,000 incorrectly "typed" emails are in the system. The hope is the corrections can be made by programming. If not, the corrections will have to be made manually and that will necessitate a lot of personnel hours. The Committee is seeking President's Cabinet's endorsement of their recommendation in the event manual data entry is required.

President's Cabinet agreed to have the process move forward so that the integration of data may be performed with consistency and integrity.

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

#### **2. Student Activity Fee Allocation Committee Procedure 4.10.2P – 2<sup>nd</sup> Reading** (Feedback 11-18-14 thru 12-5-14 -- Feedback received.) – Carol Hoglund

Judy will follow up with Jill Koslosky on striking activity and athletics from the procedure. The procedure will be sent to Vicki by Friday with any further changes so that it can be included with the December 19<sup>th</sup> College Council agenda. Approximately \$140,000 is available for allocation under this procedure.

**APPROVED** for College Council consideration on 12/19/14.

3. **Counseling and Campus Wellness Policy 3.19 – 2<sup>nd</sup> Reading** (Feedback 11-18-14 thru 12-5-14 – No feedback received.) – Judy Hay

**APPROVED** for College Council consideration on 12/19/14.

4. **Counseling and Campus Wellness Procedure 3.19P – 2<sup>nd</sup> Reading** (Feedback 11-18-14 thru 12-5-14 – No feedback received.) – Judy Hay

The procedure's changes were made so that the procedure's language meets the definition of transitional services. Jill Koslosky, Mitch Gerharter, and Jason Uitterdyk used language that could be understood by most persons. The procedure also includes language that explains the Counseling and Campus Wellness role under Title IX.

**APPROVED** for College Council consideration on 12/19/14.

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. **Hazardous Materials Communication Program Procedure 5.3.2P – 1<sup>st</sup> Reading** – Carol Hoglund

The procedure is required by OSHA for the College's science labs and is similar to what UW has in place. Those who would be affected by the procedure have been consulted. Training will be a big component—who receives training and who does the training. Contact numbers for the Albany County Campus will be added on page 8. Carol will make the changes and send to Vicki.

**APPROVED** for consultative feedback with recommended changes.

7. **12/3/14 Board Meeting Recap** – President Schaffer

President's Cabinet had no additional input regarding the December 3<sup>rd</sup> Board meeting. President Schaffer reminded the Cabinet of his and Brooke's Christmas party at the Surbrugg/Prentice residence on December 17<sup>th</sup>.

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

8. **Enrollment Report** (six weeks out) – President Schaffer

President Schaffer said fluctuations in enrollment are expected. Benchmarking data by program, type and location is now included in the enrollment report's new format. Judy noted students who have not applied for graduation and who are not enrolled for spring will be contacted by their advisor.

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

Interviews are in progress for 5 positions; vetting is in progress for 1 position; and 7 positions are being advertised.

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

- Judy – Calling campaigns are taking place for students not enrolled for spring and also for students who have applied but have not attended an orientation. Recent orientations have had as many as 40 students attend.
- Lisa – The Cheyenne Frontier Days rodeo was selected again as the largest outdoor rodeo of the year.

A legislative reception is being scheduled for January 5<sup>th</sup> at the Albany County Campus. And, the Foundation has completed the match for \$1.25 million.

- Peg – The second hiring manager training is taking place this afternoon. Split sessions of two hours each are being offered. The training is receiving positive responses.

An Excel spread sheet has been developed that lists those who are certified to sit on a screening committee. The list is posted on EaglesEye, My Communities, Supervisor Community, “Potential Screening Committee Members” and is broken out by functional department and division. The word “diversity” in the context of committee representation refers to the selection of committee members from different functional areas. Also available in the Supervisor Community are many more resources such as iCIMS, Tools and Sample Docs, and FAQs and Diagrams. Some of these are also available under My Communities, Human Resources.

- James – The internal process of organizational analysis and design is ongoing. Consideration is being given to an organizational structure based more on function with an emphasis on the ACC and LCCC campuses operating as one college. For example, English 1010 offered on the Laramie campus should be the same product as that offered on the Cheyenne campus. The Student Services area is the current focus. The ACC faculty and staff are months into it and have months to go.
- Kim – Training on program review and assessment is nearing completion. All faculty completing program reviews have gone through that training twice.
- Carol – Leave requests for exempt employees will be submitted electronically on the time clock system beginning January 1<sup>st</sup>.

Three interviews for the University/Student Center CMAR (Construction Manager at Risk) are being scheduled for December 19<sup>th</sup>. FY 2016 budget documents are being distributed today. Jerry Harris's last day is today.

- President Schaffer – The President's Cabinet retreat scheduled for Friday, December 19<sup>th</sup>, will be rescheduled to Tuesday, January 6<sup>th</sup>, prior to the Friday, January 9<sup>th</sup>, Board Retreat.

A Top Ten Video will be shot on Friday for release on December 23<sup>rd</sup>. The Cabinet suggested the following as possible Top Ten events in 2014.

- Submission of Systems Portfolio
- Legislative funding and approval for buildings
- Largest graduating class
- Gateways
- Student success in ranch horse, livestock, equine, show team programs
- The first full articulation of business programs with UW
- Foundation's \$1.25 million match completed in five months
- The mini one-stop shop in Student Services
- PE Building and Learning Commons renovation projects
- Faculty and staff who have achieved another degree or completed their first degree

The gala event had a great venue and a turnout of 250 including children. The Holiday Concert provided holiday music and entertainment for 223 attendees. The 2015 legislative session convenes at noon on Tuesday, January 13<sup>th</sup>. The nursing pinning ceremony will take place on Saturday, December 13<sup>th</sup>, at 10 a.m. at the Central High School auditorium.

The Executive Council (community college presidents and Wyoming Community College Commission executive director) will be talking about a joint RFP to perform a data integrity analysis on the day-to-day restructure of the Colleague systems to assure data from all seven community colleges will feed into the State's system. Currently, all seven community college campuses are experiencing data integrity issues that will not allow data migration into a State's centralized longitudinal system.

**VISIT WITH DR. MICHAEL DAY, INTERIM UW DEAN OF EDUCATION**

The University of Wyoming is celebrating the 100<sup>th</sup> anniversary of the College of Education, which was formed in 1914. Some 10,000 College of Education alumni still reside in Wyoming. Dr. Day has taken the celebration to Wyoming's preschools (80 to date), school districts, BOCES and BOCHES organizations, and the seven community colleges. He shared the successes, setbacks, and changes in the University's College of Education programs. Discussion was held concerning UW's student teaching program and a need for more flexibility in field placement. The community college's role in concurrent enrollment and compliance with the Higher Learning Commission's assumed practices was another topic of conversation. All seven community colleges are focusing on ensuring their full-time, adjunct, and concurrent enrollment faculty meet minimum faculty qualifications. Community colleges have embraced concurrent enrollment as a way to do early college in the state, and the vast number of college credits earned in high school is through concurrent enrollment. Laramie County Community College, Central Wyoming College, and Western Wyoming Community College are seeking accreditation from NACEP (National Alliance of Concurrent Enrollment Partnerships) to ensure the concurrent enrollment classes are aligned.

Dr. Day thanked President Schaffer for his participation in the current search for the Dean of the College of Education and reissued the invitation to join him at a reception being held that evening beginning at 4:30 p.m. at the Plains Hotel. He also expressed his hope that community college employees will have an opportunity to interact with the Dean of the College of Education candidates.

Respectfully submitted,

Vicki Boreing