

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, July 15, 2014
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: José Fierro

Guests: Jerry Harris

MINUTES

GUEST ITEMS/PRESENTATIONS

1. P-Card Update – Jerry Harris

The following report was given by Jerry.

The Good

- The Program started in August of 2013, so between August and December a total of \$230,391.77 was spent via P-Cards, for a monthly average of \$46,078. In addition, the college received a rebate check in the amount of \$1,825.79.
- Use of the card for January through June improved significantly: a total of \$574,380.54 has been spent for a monthly average of \$95,728; rebate checks are issued annually, so the next check will be in January 2015.
- LCCC was a test program for the “electronic version” of the P-Card program through UMB Bank, and so far the process to date has gone well, with some minor bumps along the way. Presently, the State of Wyoming and UW use the same bank. However, they are still using the old manual P-Card system, which will be converted later this fall because of the success of the LCCC test program.
- Overall, the P-Card program seems to be a success and most cardholders agree that the system is very user friendly and provides them with a simple and efficient system for procurement.

The Bad

- Simply stated, many system users don't follow the P-Card Manual and program requirements, which leads to issues, both major and minor. Examples:
 - Cardholders are either allowing or letting others use their P-Card. For those not familiar with the program, P-Cards are assigned to ONLY one individual whose name is embossed on the Card and ONLY that person can use the card. This misuse has led to some serious issues and without question has placed the College in a high-risk situation.
 - Cardholders not providing timely paperwork, insufficient paperwork, wrong budget numbers, and are completing prohibited purchases. Other issues are also leading to negative impacts.

The Ugly

- Sadly, the “bad” has led to an increased workload in both the accounting and the administrative side of the system and a noticeable increase in frustration for obvious reasons.
- As important, the “bad” is placing the College at higher risk because simple requirements are not being followed.

Summary

- The P-Card Program without question has brought value and efficiency to the College and will be a valuable tool as we move forward; however, given the overall status of the program to date and what has been learned needs to be assessed and improved upon before expansion of the program can occur on a campus-wide basis.

Jerry stated experience has shown the P-Card is not for everyone on campus. He reiterated P-Cards must not be used by anyone other than the person to whom the card is issued and that accountability is a must. If a person doesn't use the P-Card regularly, they shouldn't have one. If the card is not regularly used (timeframe is set by the bank), the account is deactivated by UNB. The more cards issues, the greater the risk. A new training program will be conducted to help resolve the issues.

President's Cabinet commented as follows:

- Need to know where and how often incidents/issues are occurring. The managers are responsible for the cardholder's use of a P-Card.
- The card's distribution needs to be limited and issued to only those persons who would regularly use the card.
- Card use will ebb and flow; e.g., athletics.
- The use of the P-Card is a good productivity tool for managers to monitor expenditures.
- P-Cards have been in the private sector for a long time.
- Use of the P-Card has reduced the number of LPOs and reduced the cost of doing business.
- Need to know from where the LPOs are being generated so will know the persons who should have a P-Card.

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

2. Request to Fill Vacancy – Nursing Instructor (replacing Valerie Millsap)

Valerie has accepted the position of Nursing Director at Hawkeye Community College in Waterloo, Iowa.

APPROVED

3. General Admissions Procedure 3.1P – Temporary Executive Order – President Schaffer

President Schaffer reviewed the policy and procedure process for James Malm, who is the new Associate Vice President of the Albany County Campus and new to President's Cabinet.

Judy explained the revisions and stated she would like to implement the procedure changes effective immediately so students can be admitted under the provisions of the revised procedure.

President Schaffer noted Procedure 1.2.1P Policy Development and Approval, Section H. Temporary Executive Order states:

At times, the President may determine there is a need for an immediate adoption of a new, amending an existing, revoking an existing or part of an existing Board Policy and/or Administration procedure, or the same to an older policy and procedure yet to be updated to fit the format and structure defined in this procedure. This need may be based on changes in state statute or rule, federal law, judicial order, College investigation of an emerging problem, or other need in the best interest of the institution as a whole. If the President finds such a need as identified immediately above, he/she may dispense with all or parts of the process outlined in this procedure and adopt changes on an emergency basis. Such an adoption is only temporary, and the President has no more than 120 days to formalize these changes through the entire process outlined within this procedure. If formal adoption is not completed within that timeframe, the policy or procedure defaults back to its original.

General Admissions Procedure 3.1P will be forwarded to College Council in mid-September for consideration of approval of its revisions. The mid-September date falls within the 120 days cited by Section H. Temporary Executive Order above. President Schaffer has the authority to make the decision but for the record brought forward for President's Cabinet information and approval, if the

Cabinet deemed necessary. President's Cabinet had no objection to enacting the temporary executive order and agreed for future temporary executive orders that President Schaffer should take action and inform the Cabinet.

4. Professional Development Fund Requests – Balance \$50,000 (*standing agenda item*) – No requests

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

5. Campus Printing Copy Procedure 7.2P – 1st Reading – Lisa Murphy

Discussion postponed until August 5th President's Cabinet meeting.

6. July 11th President's Cabinet Retreat – Additional Thoughts? – President Schaffer

President's Cabinet will hold quarterly retreats. The next ones will occur in the fall 2014 and spring and summer 2015. James stated he would like one of the retreats to be held in Albany County and will scope out a location.

7. July 16th Annual Public Budget Hearing and Board Meeting Agenda – President Schaffer

The FY 2015 Budget will be presented for Board approval.

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

8. Enrollment Report – President Schaffer

Final numbers from a previous summer enrollment report showed the summer headcount was slightly down but the FTE was slightly up, which is evidence of students taking more classes and making progress toward their degree. The “Fall 2014 Enrollment Monitoring – Six Weeks Prior to Start of Term” report was reviewed by the Cabinet. A positive observation was that no specific demographic (age or type) is showing significant change, and a decline in the number of transfer students is small. Statewide, Wyoming community colleges are all experiencing a downward trend in enrollment. The University of Wyoming is also experiencing a decrease and have eliminated the \$40 application fee to encourage students to enroll. Low unemployment numbers may be a factor in decreased enrollment. Additionally, enrollment numbers when compared with those the same time last year may be showing a marked decrease because of new orientation, registration, and advising requirements that are delaying student enrollments. Of the total 509 students who have gone through orientation, 379 have registered. Those students who have not yet enrolled are now “owned” by advising is following up. Judy also reported that “new transfer and re-enrolled students are in the admissions funnel” and that an additional focus is being placed on continuing students. Some 1,380 students have applied for admission but have not signed up for orientation. Admissions “owns” these students and is following up. Ann Murray compiled a report of 2,865 students who attended LCCC in the spring but have not yet re-enrolled for fall. Judy stated many of these students may have since registered or may have earned enough credits to graduate. President Schaffer asked for the report to be sent to him and suggested a mailing to an updated list of these students (i.e., those who still have still not registered and are in process of completing a degree), stating the College is aware they registered in the spring and are making good academic progress and letting them know they may be eligible for a progress grant, which could award them up to \$500 per semester.

9. Human Resources Vacancy Report – Peggie Kresl-Hotz

The search process of advertising, screening, and interviewing is active for 22 positions. James reported a meeting the math faculty search committee is scheduled for tomorrow and he is hoping some decisions will be made soon. Social sciences faculty have been hired.

10. Lightning Round (Area Updates – FAST)

- Judy – With the departure of Admissions Director Holly Bruegman, Admissions staff are being offered additional support while a search is taking place for that position. Searches are also in process for an Academic Advisor, Admissions Representative, Financial Aid Assistant Director, Counseling and Campus Wellness Coordinator, Student Services Counselor, and an Admissions and Welcome Center Director. Image Now (digital imaging) software kickoff meeting was held today. A kick-off meeting for the Starfish software was held last week. Starfish has the capability of importing student pictures from Colleague. However, housing the pictures in Colleague and then uploading them to other software programs such as Maxient would probably be more efficient, so that only one software system would need to be updated.
- Peggie – New employees have numerous tasks to perform such as:
 - o Log in to EaglesEye
 - o Read their position description
 - o Review their position description with their supervisor
 - o Set goals with their supervisor
 - o Know where the nearest exit is to their work space
 - o Know where the nearest tornado shelter is

Jenny Hargett will share the data on new employee responses to the above and other tasks during the August 5th President's Cabinet meeting.

- Lisa – The Lummis wagon will be at full capacity for all the CFD parades. President Schaffer and Brooke Schaffer will be riding horses in the Thursday and last Saturday parades. Details for the Thunderbird show are being finalized. A media tent will be located on show center on Wednesday. Ty Stockton, Josh Thein, and Troy Rumpf will be headquartered in the tent. Lisa is Chairman of the CFD Media Committee and will be off campus next week fulfilling those duties. Ty will be photographing barrel racing events, so Josh and Troy will be the Public Relations contacts. President Schaffer confirmed that on Monday, July 21st, the College is open and employees and families are welcome to come to the College for the family and volunteer barbecue. The roads to the College will be closed in advance of and during the Thunderbirds' practice performance.
- James – The Albany County Campus was closed last Friday for Jubilee Days. James and his wife Keli enjoyed many of the Jubilee Days activities including the beer festival, rodeo, arts festival, and Ivinson Mansion tour. He would like to have LCCC represented during the Jubilee Days rodeo perhaps with an LCCC banner and will work with Lisa on that possibility. James also had a visit from the Fire Chief who was concerned the Albany County Campus is no longer going to have an EMT program presence.
- Kim – Two online Campus Labs sites are being developed for annual planning, program review and student learning assessment. Three versions of a banner for the website have been created by Greg Flores. The Cabinet will share with Kim their preference of the three. "AQUILA – Continuous Improvement System" is displayed on the banner. Aquila (a-quill-a) is Latin for Eagle and is also the name of a constellation in the northern sky that represents the bird that carried Zeus/Jupiter's thunderbolts in Greco-Roman mythology. The Institutional Effectiveness staff are credited with the banner's language. President Schaffer said the Campus Labs system will include information and data relevant to the College's initiatives and projects of strategic planning, operational planning, assessment planning, program review, and co-curricular program review and will become synonymous with the College's continuous improvement culture. Additionally, the likelihood of nearly all of the College's employees interacting with the Campus Labs system is pretty high, so the banner should be given thoughtful consideration.
- Carol – Accounting Department staff are closing the books and getting ready for the audit. A great number of purchase orders for the beginning of the fiscal year are being processed, and interviews for an architect for the Flex-Tech Building will be held on July 24th. The dining hall's grill is closing Thursday, July 19th, following lunch, but Arena Concessions at the College will be available for employees during Cheyenne Frontier Days. An email will be sent later this week announcing a procedure change for

mailing personal packages. The mail room will accept personal packages for mailing only if the packages already have postage. The procedure will be effective August 1st.

- President Schaffer – A Board retreat will be held on Friday. Potential trustee candidates have been invited to join the trustees at noon to learn about the responsibilities and expectations of an LCCC trustee. The invitation was published in the *Wyoming Tribune-Eagle*. President's Cabinet members will not need to attend.

The Chamber would like to do reverse endorsements and would like a list of questions to be asked trustee candidates during a public forum they would organize. President Schaffer will be attending a Presidents Academy Summer Institute in California. He will place somebody in charge during his absence beginning Friday afternoon through Monday. President Schaffer reminded Cabinet evaluations are due and asked James to just submit his FY 2015 goals. Jennifer Thompson will begin setting up times for President Schaffer to visit with divisions and departments. The meetings may be accompanied with or without an agenda to be determined by each division and department.

Respectfully submitted,

Vicki Boreing