

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, June 10, 2014
1:30 p.m.
BOARD ROOM

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

Guests: Troy Rumpf, Ty Stockton, Josh Thein

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Enrollment – Lisa Murphy, Ty Stockton, Troy Rumpf, Josh Thein

Enrollment strategies were discussed for recruitment and retention. Some good things are happening and we need to get the word out about those things; e.g., a significant boost in the needs-based program for the working adult. Also, recruitment dollars are available for programs in the College's schools. The FAFSA filing rate is being increased so that students have access to those scholarship dollars are available. More coherent aid packages are being assembled so that students do not have to take out loans. A plan needs to be developed to retain students as well. In addition, efforts were made to have students enroll for the fall semester before leaving at the end of the spring semester.

The number of high school graduates will not be the same as a couple of years ago for another year or two. ACT Now and Adelante have some prominent ads. Ads are being submitted to the media—radio, newspaper, and television—and reach as far as northern Colorado and western Nebraska. The College has \$1.8 million in scholarships and \$300,000 in needs-based aid. One message would be that LCCC provides education for less that will benefit students to do more. Scholarship and financial aid promotional information needs to be sent college-wide so that a larger number of persons could answer student questions about available aid. The information along with contact numbers should also be posted on the website.

Three things to do now: 1) send a message to students who have applied but not enrolled or to all applicants with a disclaimer that if they have enrolled, great, if not, here's some more information: 2) contact students who have not re-enrolled from previous semester(s); and 3) initiate updated public awareness campaigns that include needs-based scholarship information. Extra monies have been set aside as of July 1st that can be used for the new promotions. Judy will have Michelle set up a meeting for Monday when July Wilson and Julie Gerstner are back on campus. Lisa, Ty, Josh, and Troy will also be asked to attend.

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

2. Leadership Cheyenne Nominees – Deadline is Friday, June 27th.

President Schaffer asked that nominees be sent to him and he will choose two. Suggested were Terry Harper, Kathy Hathaway, Kathryn Flewelling, Jayne Myrick, Bill Zink.

3. Request to Fill Vacancy – Adult Career and Education System (ACES) Instructor, ABE (incumbent Carla Cathy Herstead) – José Fierro

APPROVED

4. Request to Fill Vacancy – Director, Learning Commons (replacing Dara Lawyer) – José Fierro

The position description will be updated for the vacancy announcement.

APPROVED

5. Professional Development Fund Requests – Balance \$0 (standing agenda item) – No requests

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

6. June 13th Employee Mailing – Peggie Kresl-Hotz

Peggie provided President's Cabinet with anticipated questions and answers that may be asked about the June 13th mailing. Peggie stressed being able to answer questions with accuracy and will be happy to meet with individual divisions. In general:

- All full-time employee will receive the President's Message to inform them of the July 1 increase in retirement contributions.
- Legacy Status Employees will receive President's Message to inform them of the retirement contribution increase, Legacy Status, salary adjustment of 2% etc., plus copy of updated individualized Personnel Action Form (PAF).
- Administrators, Professionals hired after April 2, and Provisional Faculty will receive an individualized contract, copy of accompanying PAF, and President's Message.

7. June 18th One Mill Public Hearing and Board Meeting Agenda Draft – President Schaffer

The Board will consider the following approvals:

- One Mill for July 1, 2014 – June 30, 2016
- Resolution to Accept Best Bid for Bond Sales
- Resolution to Authorize Issuance of Bonds
- 62nd Legislature Endowment Match Funds Resolution
- FY 2014 Budget Amendments

The Board will also receive a presentation on the FY 2015 Laramie County Community College Foundation Development Priorities and the FY 2015 Budget – 2nd Reading.

8. Academic Program Review Procedure No. 10.2P – 1st Reading – President Schaffer, Kim Bender

The procedure will be submitted for consultative feedback August 25 through September 12 following the faculty's return.

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

9. Lightning Round (Area Updates – FAST)

- Judy – Distributed the new Student Planning and Success folders that are being used for advising.
- José – The search for the Arts and Humanities Dean will be re-opened. Nycole Bryant will be asked to continue serving as an interim dean.

Respectfully submitted,

Vicki Boreing