

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, May 20, 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: Jill Koslosky, Sabrina Lane, and James Miller

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Title IX Presentation – Judy Hay, Jill Koslosky, Sabrina Lane, James Miller

- Title IX (a civil rights law – parameters are established by case law): “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal financial assistance.”
- Title IX applies to all persons, employees and students equally, so the process on campus must work for all.

Judy, Jill, Sabrina, James and Peggie attended the January 27-30, 2014, ATIXA (Association of Title IX Administrators) Conference in New Orleans. Professional Development Funds were used to fund their attendance at the conference that focused on a “Title IX Coordinator and Administrator Training & Certification Course”. Judy, Jill, Sabrina, James and Peggie shared information gleaned from that conference on definition, laws and compliance, stats and current investigations; Title IX requirements to be overseen by the T9 Team (listed below); recommendations for campus employees and students (training already is taking place once a year; a “not alone” video is used to inform students during orientation); and additional online resources. A campus climate survey designated by ATIXA is being administered to students through June 1, 2014, specifically on Title IX.

LCCC T9 (Title IX) Team

T9 Coordinator: Judy Hay

T9 Deputies: Jill Koslosky, Peggie Kresl-Hotz, Nycole Courtney, Sabrina Lane, and James Miller (The deputies were chosen because of personal qualities not because of their position.)

T9 Team Members: Jason Ostrowski, Danielle Saulsberry, and James Crosby

Six more members will be chosen in May 2014 to be investigators and board members.

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

2. Request to Fill Vacancy – Cashier/Student Accounts (replacing Kelly Svenkesen, Financial Aid Technician) – Judy Hay

Through a collaborative discussion with Judy Hay and Julie Wilson, agreement was reached to repurpose the Financial Aid Technician position from one currently in the Financial Aid Office to one in the Accounting

Office. The transfer of this position will support the movement to a one-stop model. Students and parents have been very receptive to the location of a cashier in the “Welcome Center.”

APPROVED

3. Request to Fill Vacancy – Program Manager – Outreach and Workforce Development: Life Enrichment (replacing Susan Maxwell) – José Fierro

In addition to the SEEK program, various youth camps, senior classes, outdoor offerings utilizing the College’s BLM land, and many other life enrichment offerings will be explored.

APPROVED

4. Request to Fill Vacancy – Program Assistant – LCCC Outreach Site on WAFB (replacing Olivia Williams) – José Fierro

APPROVED

5. General Admissions Procedure 3.1P Revised – Feedback Received (consultative feedback period 5/1/14 – 5/16/14) – Judy Hay

Feedback was received from Terry Cook concerning the impact of a limited number of credit hours on military transfer students.

The procedure was approved to go to College Council on a date to be set in June.

6. In-Kind Donation – 1994 Isuzu Amigo – Lisa Murphy

According to IRS rules, a vehicle has to be owned by the College for three years before it can be sold.

APPROVED

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

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

8. Academic Probation and Suspension Procedure 3.10P Revised – Judy Hay

President's Cabinet had no problem with the concept changes. James will forward the tracked changes to Vicki. Because the procedure revisions updated employee titles and corrected grammatical errors only, the procedure was approved without having to go through the consultative feedback process.

9. Commencement Debrief – Joe Schaffer

Feedback included:

- One person reported they were sitting at the top of the bleachers and could not hear.
 - o Lisa said Ty tested the sound equipment prior to commencement and determined the sound was audible in all areas of the gymnasium.
- Widen the space between chairs.
- Coordinate graduations and pinnings so they do not overlap.
- Train students more extensively on where the next row starts during the processional.

- Add a color guard and singing of the national anthem.
- Gently encourage students going through pinning ceremonies to attend commencement.
- Consider the addition of projection screens.
- The reception was well-attended, probably due to the earlier time of day.
- The backdrops and floral arrangements added class and color.

10. Federal Compliance – Student Grievances and Appeals – Systems Portfolio – Kim Bender, José Fierro, and Judy Hay

President Schaffer stated AQIP accreditation standards require the College to have a process for tracking and responding to student complaints. Kim elaborated that a centrally coordinated file for the complaints must be established; so that when the next site visit occurs in 2019 the College can provide the accreditation team, who may be accompanied by a special federal compliance team, a ten-year list of complaints. The team will also want to see a list of recurring issues, resolutions, and how the College is using those to improve. In question is whether the College has a central file for grievance documentation and annual or periodic analysis of those grievances that will inform the College of needed improvements, if any. President's Cabinet discussed possible depositories such as Maxient for collecting formalized concerns and what constitutes a formal complaint. Feedback received via the electronic forms on the President's Office and Your Feedback web pages can also be used to collect external stakeholder complaints. The Maxient system would be an appropriate depository because the system could filter out the complaints into AQIP-defined categories for students and key stakeholders. The process needs to be connected to a College policy and procedure such as 6410 Instructional Grievance Procedure and 6415 Grievance Procedure for a Contested Grade. President Schaffer suggested a policy and procedure is needed that defines student and external complaints, addresses key processes of how those complaints are collected, and how the College uses the information from the complaints for continuous improvement. In general, the procedure should state, for example, the College receives complaints and resolution of those complaints is attempted at the lowest level. No formalized mechanism is in place for collecting these complaints. Some complaints rise to a significant level at which time the student or external community member is directed to the appropriate grievance or appeals process.

President Schaffer stated the College will not be able to produce ten years' of complaint records but will be able to show a system is now in place for maintaining and monitoring complaints and will be able to provide some historical data. Jill Koslosky and James Miller will craft the policy statement and accompanying procedure to be placed under the category 9.0 General Policies. The use of Maxient will be researched further. José will visit with the deans of schools and Judy with the Student Services Leadership Team to determine what is being collected from whom and where that information is being stored. President Schaffer and Lisa will gather the information submitted electronically under President's Office and Your Feedback. Kim reaffirmed the start date for the collection of the complaint information is October 2012.

11. Transition Rollout for Change in Vacation Accrual from Annual to Monthly – Carol Hoglund

The accruals are now defined in [6.6.1P Leaves of Absence - Paid Leave Procedure](#). Vacation will accrue on a monthly basis beginning as follows:

Legacy Administrators – July 2014
 Legacy Professional Staff – January 2015
 Legacy Classified Staff – January 2015

The leave will accrue on the first of the following month after it has been earned.

Newly hired administrators will be granted pro-rated leave through June 2014. Their leave accrual will then transition to an annual accrual as of July 1, 2014.

Newly hired professional and classified staff will be granted pro-rated leave through December. The leave accrual will then transition to an annual accrual effective January 1, 2015.

The time clock process will conform to the transition plan.

President Schaffer requested the transition plan be shared with administrators. Functionally, no change will be seen by professional or classified staff until January.

12. Student Employment at LCCC – President Schaffer

The Student Exception to FICA Tax regulation reads:

Student Exception to FICA Tax

FICA (Social Security and Medicare) taxes do not apply to service performed by students employed by a school, college or university where the student is pursuing a course of study. Whether the organization is a school, college or university depends on the organization's primary function. In addition, whether employees are *students* for this purpose requires examining the individual's employment relationship with the employer to determine if employment or education is predominant in the relationship.

President's Cabinet held a conversation about what is meant by student employment and jobs at LCCC. President Schaffer asked if the College has jobs that are only student jobs. The distinction is important because it makes it easier for the College to meet the requirements of federal work study and tax regulations. From an in-depth discussion about federal work study and FICA qualifications, applications, salary, hours worked, procedure versus guidelines, the following were determined:

- The College is trying to utilize institutional dollars to leverage federal work study dollars to provide more dollars for students to work and be on campus so they stay more connected to the College.
- A student in a federal work study position must be paid “the going rate” instead of minimum wage. The same applies to a student in a campus employment position. Students who do not qualify for a federal work study position may apply for campus employment. Most federal work study positions pay \$8/ and \$10/hour.
- FICA exception does not apply if the student works hours during the summer or works enough hours to be benefited.
- Students are required to complete a job application. A student may request ADA accommodations regardless of what position they hold or the funding source for their payment, so a job description must be on file.
- A student’s level of expertise is a concern.
- When a student holds more than one position, do FICA rules require the hours be combined? If so, then would the combined hours make them no longer eligible for the FICA exemption?
 - o “Safe Harbor Standards” have a couple of different thresholds. One of those is what qualifies for federal work study position. Another is a student position that might qualify for the FICA exception, which may or may not be a federal work study position. If a person in this position works enough hours to become benefit eligible or works during a class break, such as summer, then the FICA exemption does not apply. Additionally, some truly part-time positions may also be filled by students.

- Jenny Hargett is working on an FAQ (Frequently Asked Questions) with Julie Wilson and Dennis McAllister about student employment under federal work study.
- Specific parameters exist for federal work study positions, such as:
 - o A person can only work a certain number of hours.
 - o The position cannot be essential to the College's operation. If a student is filling a job that is essential to the College's operation, then those students must be treated as a part-time employee.
 - o The position should be clearly aligned with some program of study.
- Sometimes a student will hold a federal work study position and then when those monies are exhausted, moves to a campus employment position during the academic school year, and then when the year ends moves into a part-time position for the exact same job duties.
- The technicality of the student position being an at-will, intermittent position remains the same.
- Because changes occur in the work study amounts that can be awarded, guidelines for the three funding sources rather a policy and procedure would allow the flexibility the College needs to manage student employment dollars.

President Schaffer stated the following are needed:

- Job descriptions
- A process to expedite the job search for student employment
- Clarification of the types of jobs and the sources of funds for those jobs

Peggie will develop guidelines for the three funding sources and send those guidelines to President's Cabinet.

13. LCCC FY15 Development Priorities for the LCCCF – President Schaffer, Lisa Murphy

Pursuant to section 6.0, sub-section 6.1 Funding Priorities of the operating agreement between Laramie County Community College and the Laramie County Community College Foundation, President Schaffer must provide the Foundation with a list of priorities by May 31st of each year. The five priorities listed below will be presented to the LCCC Board for information on June 18th and to the LCCC Foundation Board for acceptance on September 11th.

Priority No. 1 – Final Fundraising and Naming of Student/University Center and Flex-Tech Building

Priority No. 2 – Strengthen LCCC Athletics through Private Giving

Priority No. 3 – Ludden Library and Learning Commons

Priority No. 4 – Growing New Institutional Scholarship Programs

Priority No. 5 – Cultivating New Donors, Strengthening Existing

14. Location and Topics for Cabinet Retreat (July 11th) – Joe Schaffer

The Cabinet will hold their retreat at the Nagle-Warren Mansion Bed & Breakfast beginning at 8:30 a.m. on Friday, July 11th. Discussion topics will be determined prior to the retreat.

15. Board Retreat (July 18th) – Joe Schaffer

The Board will hold a retreat on Friday, July 18th, at 8 a.m. in the Petersen Board Room. Discussion topics known at this time will be the April 14th Campus Communications Survey responses and President Schaffer's 2014-2015 goals.

16. May 21st Board Meeting Agenda – President Schaffer

A public hearing on Chapter I Rule of Practice for Contested Cases will be held prior to the meeting. The Board will consider approval of a bond resolution for the sale of bonds, Chapter I Rule of Practice for

Contested Cases, policies 1.2.2 Membership of Board, 2.2 General Education, 6.2 Nondiscrimination and Anti-Harassment, and 6.3 Sexual Misconduct. Approval will also be requested for the General Education Transfer Block and Level I studies for the Physical Education Building Renovation and the Ludden Library and Learning Commons Renovation and Expansion. Additionally, an update on the FY 2015 budget will be presented during the Board's meeting and a presentation on the Developmental English Redesign project funded by Innovation Funds will be given during the dinner meeting. The agenda may be found at: <http://www.lccc.wy.edu/about/board/meetings>.

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

17. Enrollment Report – President Schaffer

An enrollment report for “Summer 2014 – End of First Day of Term” was reviewed. The increasing FTE and more students taking a full-time load for summer are encouraging.

18. Lightning Round (Area Updates – FAST)

- Carol – Question: Traditionally, employees have had the afternoon off so they could attend the annual picnic. How will their time be recorded with the new timekeeping system?
 - o President Schaffer stated the intent is that employees will receive their full day's pay if they go to the picnic. So, as with the snow day, the “Closure Pay” code 5125 will be used. This code is in line with the new personnel policies. Supervisors will need to add hours to their employee's time (in most cases, the time will be 4 hours for the half day). This can be easily done through “Quick Add Hours” under the Employee tab. Select employees by clicking the box in front of the employee's name on the left side of screen, and then click Process button at bottom of screen. In Quick Add hours, set number of hours to 4 under time sheet option for June 6th (start time would typically be 12 noon). Select job code 5125 (Closure Pay) and type in “Picnic” in the notes section. This will add a new time segment to each employee selected.
- Kathleen – The history and social sciences committee conducted phone interviews yesterday, Monday, May 19th, and screened the number of candidates down three.
- Peg – Tara Rood will be coming from Sierra Trading Post to join the HR staff as an HR Specialist replacing Alex Matthews.
- Lisa – Newspaper articles about the Botanic Gardens and Library were distributed because they spoke to overages being experienced on construction projects and difficulty raising funds. President Schaffer observed funds for these projects would likely come from a different donor pool. He also pointed out the funds being raised for the Library are for operational dollars not construction dollars and that people expect the County Library to pay for itself. Concerning construction overages, the bids for the Botanic Gardens are being sought during the summer, which is the worst time to do so. The College will be seeking bids in January when construction has ebbed.
- Kim – A little progress is being made on Campus Labs. A meeting was held with the implementation team last week. An authentication process is now underway. Ann Murray and Sarah Smith met with Baseline representative today. Baseline has designated two people to assist the College—one with a baseline planning and the other with program review. Operational deadlines have been set: Baseline in early July, assessment in mid-July, and program review in August.
- José – WyDEC (Wyoming Distance Education Consortium) conference ended today with the largest attendance of more than 100 to date. The conference was organized in less than two months by Les Balsiger, Tamarra Holmes, and Rebecca Reese with assistance from Visit Cheyenne. José hopes the College can host a similar but noncompeting event each year. Some 20 to 24 presentations had to be turned down because of time constraints. The feedback received was very positive. As an aside, Lisa stated a charging station has been set up in the Student Lounge.
- Judy – The RMUG (Rocky Mountain Users Group) Conference for Colleague will be held on campus next week. The RMUG event's coordination is also being supplemented by Visit Cheyenne. No

orientation is being held this week because advisors are at an NACADA (National Academic Advising Association) Conference.

- President Schaffer – Lake Area Technical Institute (LATI) in South Dakota has the highest completion rate in the nation with 600+ students graduating out of 1,900 enrolled. President Mike Cartney cited reasons for the high completion rate include offering a limited number of programs of study and requiring students to choose a program of study before they can enroll. President Schaffer noted LATI's program plan is much like the College's proposed academic plan where students know all the courses they need to complete, advising requirements, faculty, student services, etc. LATI's completion/graduation rate in October 2013 was 73.5%.

President Schaffer is working with LEADS to conduct a comprehensive workforce labor study for this region that will focus on recruiting young professionals and revitalizing downtown to address the workforce shortage. A Request for Information (RFI) is being developed for a two- to four-phase project that would include job projections, demographics study, labor market competitiveness, and recruitment strategies and would be extremely useful in guiding the College's educational program development. References are being checked for the AVP candidate for the Albany County Campus.

Respectfully submitted,

Vicki Boreing