

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, November 11, 2014**  
**1:30 p.m.**  
**BOARD ROOM**

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

Cabinet Excused: Carol Hoglund

Guests: Jill Koslosky

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

- 1. Incident Reporting** – Carol Hoglund and James Crosby – Carol was ill, so this item was postponed to the 11/18/14 President's Cabinet meeting.

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

- 2. Shipping, Receiving, and Mail Services Procedure 5.1.3P – 2<sup>nd</sup> Reading** (consultative feedback closed 11/7/14 – Feedback Received) – Carol Hoglund

The procedure will be considered approved after Carol confirms the incorporation of the proposed changes received from consultative feedback. Vicki will follow up with Carol.

**APPROVED** with recommended changes for College Council consideration on 11/21/14.

- 3. Scholarships and Waivers Policy 3.2 – 2<sup>nd</sup> Reading** (consultative feedback closed 11/7/14 – No feedback received) – Judy Hay (replaces 5510)

**APPROVED** for College Council consideration on 11/21/14.

- 4. Scholarships and Waivers Procedure 3.2P – 2<sup>nd</sup> Reading** (consultative feedback closed 11/7/14 – Feedback Received) – Judy Hay (replaces 5510)

Feedback: 4.0 A. – Suggested changing “academic” with “educational.” Decision: A fundamental difference exists between educational and academic achievement. For purposes of this procedure, “academic” is the preferred term.

Feedback: 5.0 First Paragraph – Suggested changing “worthy” to “applicable.” Decision: This change will be made.

**APPROVED** with recommended changes for College Council consideration on 11/21/14.

- 5. Request to Fill Vacancy – Coordinator, Disability Support Services (replacing Tammie Keney) – Judy Hay**

**APPROVED** pending HR review of position description. The position title will remain the same. Judy will send the updated position description to Vicki to forward to HR along with the request to fill vacancy.

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

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

**7. Student Activity Fee Allocation Committee Procedure (replaces Student Fee Allocation Committee Procedure 5956) – 1<sup>st</sup> Reading – Judy Hay**

The procedure eliminates the disconnects that existed with Student Fee Allocation Committee Procedure 5956 and has been assigned a new title that recognizes the purpose of the fee. The procedure cites an Albany County Campus Student Fee Allocation Committee and designates the membership of that committee. The procedure also defines which organizations and clubs are eligible for student fee funding.

**APPROVED** for consultative feedback through Friday, November 21<sup>st</sup>.

**8. Counseling and Campus Wellness Policy No. 3.19 (replaces Counseling Services Policy and Procedure 5600) – 1<sup>st</sup> Reading – Judy Hay**

**APPROVED** for consultative feedback through Friday, November 21<sup>st</sup>.

**9. Counseling and Campus Wellness Procedure No. 3.19P (replaces Counseling Services Policy and Procedure 5600) – 1<sup>st</sup> Reading – Judy Hay**

The procedure denotes standards of practice that LCCC provides for its students. The procedure defines what counseling is and what counseling is not on the LCCC campus. LCCC's counselors will not be primary providers. LCCC's counselors will aid students who need to transition to long-term care.

President Schaffer asked that the language "who are not benefited employees" be stricken, stating the College should allow currently enrolled students, who are also benefited employees, access to other services the College provides.

Language that allowed LCCC employees to seek counseling has been removed. The EAP (Employee Assistance Program) covers anyone in employment status and their dependents and offers remedies for employee counseling needs. Employees have counseling sessions available under their benefit plan as well. The EAP may be accessed at [www.eapbda.com](http://www.eapbda.com). Login: standard and Password: eap4u. An employee may also call 888-293-6948.

Titanium is a secure system specifically for keeping counseling notes and HIPPA (Health Insurance Probability and Accountability Act of 1996) records. Only licensed counselors have access to the information. The system can report data out.

**APPROVED** for consultative feedback through Friday, November 21<sup>st</sup>.

**10. Student Discipline Adjudication Policy No. 3.16 (Revised) – 1<sup>st</sup> Reading – Judy Hay**

**RECOMMENDED BE RE-WRITTEN.** The policy will be re-written from the Board's perspective as a Board policy statement.

**11. Student Discipline Adjudication Procedure No. 3.16P (Revised) – 1<sup>st</sup> Reading – Judy Hay**

The revised procedure is a civil rights model that places the practices and processes of student discipline adjudication (Title 9, general student conduct) into one policy and procedure. The procedure provides for

more interaction and opportunity for resolution. The adjudication process is diagramed on page 8 of the procedure. Counsel Tara Nethercott has reviewed the procedure.

Discussion was held concerning nonacademic and academic sanctions. Sanctions are outlined in this procedure according to the Title IX process. The sanctions for misconduct in this procedure could also be included in Academic Appeals Procedure 2.16P. A sanctions book has been created and shared with the Albany County Campus for consistency in application. An academic approach should be pursued concerning performance issues, which is inherent in the way students are evaluated and graded. Misconduct occurs when a student violates the Student Code of Conduct, whether the misconduct is academic or nonacademic related. The procedures are the same, and the rights of the student are the same. However, the persons handling the process would be different.

**RECOMMENDED BE RE-WRITTEN** so that one procedure includes language that sets forth the initial intake process and cites the persons responsible for determining whether the misconduct falls under academic or nonacademic misconduct. Processes for academic and nonacademic misconduct will be included in the same procedure.

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

**12. 11/12/14 Board Agenda** – President Schaffer

The 2014 College audit and Flex-Tech Building design schematics will be presented to the Board for approval. The full agenda may be found at [http://lccc.wy.edu/about/board/meetings\\_and\\_minutes.aspx](http://lccc.wy.edu/about/board/meetings_and_minutes.aspx).

**13. Enrollment Report** – The end-of-term fall enrollment report is scheduled for distribution on December 15<sup>th</sup>. The first spring enrollment report will be available November 12<sup>th</sup>.

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

Vetting for 13 searches is in process—4 are being advertised; 1 has completed vetting; 2 have interviews in progress; and 1 has a recommendation for hire.

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

- Kim – The College's systems portfolio was submitted electronically on Friday, October 31<sup>st</sup>, and is now on line. The Higher Learning Commission's systems appraisal feedback report is anticipated in February 2015 based upon when the last systems appraisal was received. Current and completed action projects may be found on EaglesEye, Campus Offices, the Office of Institutional Effectiveness. The information will be updated on an annual basis. The development of a diagram of the AQIP (Academic Quality Improvement Plan) process with links to the portfolio sections is planned.

The first training sessions for program review for all academic programs took place in September. A second round of sessions is taking place now, and a third cycle will be scheduled in December. A fourth session will occur during the spring in-service. The program reviews will be due February 2, 2015. Assessment training is also ongoing. Follow-up training will take place in December with the same deadline of February 2<sup>nd</sup>. The hope is a critical mass of program reviews and assessment plans will result.

- James – The ACC's emergency closure procedure is being updated. Public Relations will be asked to assist in "getting the word out" on EaglesEye, Campus Cruiser, the College's webpage and notifying the local media.

Conversations have begun with the City of Laramie regarding the purchase of the eight or nine acres next to the Albany County Campus.

The City of Laramie has responded via email with an MOU on water testing.

- Lisa – Close to \$10,000 has been received for the Al Wiederspahn scholarship.

Some ten photos and a shadow box will be displayed on an Arp and Hammond wall that will have a vintage appearance. The wall is located in the area between the Student Services Building and the Arp Building. The Arp and Hammond hardware store families were involved in the original donation of land to the College. The Lummis family urged the donation of the land. Medallions worn by Doran and Enid Lummis during the dedication of the Arp Building will also be displayed.

The renewal of the three-year MOU between the Foundation and College is coming due. A new MOU will propose a five-year agreement. The Foundation completed the \$1.25 million match with the State in just five months.

WACCT Executive Director Steve Bahmer and the community colleges and will be proposing a \$25 million request during the upcoming 2015 general legislative session. LCCC's share could be as much as \$3.5 million and maybe more. The College would like to have five years to match the \$3.5 million.

The Curt Kaiser Ethics Speaker Series is sponsoring this evening's "Trust me! Insights to Ethical Leadership" by Frank Bucaro.

- Peggie – An email will be sent to President's Cabinet asking them to remind faculty that sabbatical applications are due November 15<sup>th</sup>.

The first offering of hiring manager training is scheduled for later this week. Tara Rood will give a presentation on the hiring manager training during next week's November 18<sup>th</sup> President's Cabinet meeting. Brown bag workshops on position descriptions are also coming up later this week. Training calendars are available on EaglesEye.

- Judy – Registration has begun. A six-credit rule has been implemented that limits non-degree seeking students to six credits and also requires these students to meet with an advisor. Kathryn Flewelling will be notifying faculty that they can now access their advisor account to see which students are attached to them.

Because of some technical issues and a lack of confidence in the data, no holds will be placed on student accounts/registrations for not having completed the "Think About It" survey.

- José – He has met with Carol, Peggie, Chad Marley, and Edie Miller on an assignment contracts module. A baseline has been developed from the information they provided. Meetings will begin next week or the week after with a potential completion date of June 30, 2015. Chad and Edie have tested the security feature of the module. Some cleanup of data needs to take place in Colleague, and some connections between budgets and workloads also need to be established.
- President Schaffer – The LEADS workforce study will roll out on November 19<sup>th</sup> from 4 to 5 p.m. in CCI 130. Because the study pertains to the College's programming, President's Cabinet and School Deans are being encouraged to attend. Ty Stockton and Troy Rumpf may find it useful to attend as well.

Also on November 19<sup>th</sup>, a meeting on the Passport project is scheduled at UW with UW and WICHE representatives. Judy Hay, James Malm, Kari Brown-Herbst and Stacy Maestas have been asked to attend. Location and 11:00 a.m. start time will be confirmed. The purpose of the meeting will be focused on convincing UW to fully commit.

A Board orientation program where Trustee Barker, III, will spend about an hour with each President's Cabinet member will be scheduled on the Cheyenne and Laramie campuses.

Acting President coverage for the Thanksgiving holiday will be determined later.

President Schaffer asked the Cabinet to remind their staff to fill out incident reports even if the incident appears to be inconsequential.

Respectfully submitted,

Vicki Boreing