

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, November 18, 2014
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: Lisa Murphy

Guests: Tara Rood, James Crosby, Herry Andrews

MINUTES

GUEST ITEMS/PRESENTATIONS

1. Hiring Manager Training – Tara Rood

Tara Rood joined today's meeting to discuss the hiring manager training that kicked off last week. As of this week they have already certified over 150 employees in the screening committee training. The goal of this training is to walk hiring managers through their extensive responsibilities throughout the entire hiring process. Tara makes sure to always reiterate our Mission, Vision, and Values, and noted that all position descriptions are now including these fundamental pieces. The Strategic Plan is also kept in mind. Tara requested Cabinet support during the transition into the new procedures. One new aspect of the training is the focus on diversity of the committee. They would like to have individuals from different departments, as well as different levels on every committee, thus the push for screening committee training. Also, the hiring manager now has the responsibility of choosing the individual to hire. There is no longer a vote on best fit. The hiring manager receives feedback from the committee, but makes the final hiring decision. This explains the importance of conducting two interviews. Hiring managers must also wait until a background check is complete before they can make an offer for the job.

Tara brought the packet that is distributed to each hiring manager during the training, and walked through each piece with Cabinet. The packet includes procedures, forms, sample tools, sample questions, and checklists that hiring managers may find useful. All of the listed procedures and forms are located in the HR office on EaglesEye. HR is currently receiving around 3,000 applications per year, and posting around 300 jobs per year. Currently our own website is the biggest draw for potential employees, followed by employee referrals. Jose would like to see how this compares to the past. Tara mentioned that she would look into finding the answers to this question. There will be three more opportunities for hiring manager training in December, and another three in January. Kim attended the first training and thought it was informative and well organized. Peggie mentioned that HR is working hard to incorporate the vision of the college into the entire process, and would like Cabinet support to develop this further. (A copy of the packet is on file in the President's Office.)

2. Incident Reporting – Carol Hoglund and James Crosby

James Crosby joined the meeting today, to assist Carol in discussing the proper method for reporting incidents on campus. Because there is currently inconsistency regarding incident reporting, James would like to develop one protocol to create continuity campus-wide. Campus Safety seeks to provide documentation for every incident, so it is important that incident reports are filed quickly. When too much time passes, they lose the ability to review data, talk to witnesses, etc. There have been numerous incidents on campus that were not

reported until much later, and the opportunity for documentation was lost. Recently the storage capacity for our security cameras was increased from seven days to 30 days, so that helped enormously. James requested that Cabinet members speak to their groups to reiterate the importance of filing reports immediately after the incident occurs, or as promptly as possible. Dr. Schaffer requested a document that describes what types of incidents require reporting. Carol mentioned that there are different criteria for employees and students. Judy observed that if this information is made public, it may need to be redacted due to the private nature of reports. Carol pointed out that incident reporting is also important to mitigate risk. For instance, if we are finding that specific incidents are occurring on a regular basis, we can look back and identify areas to assist in solving the problem. James would recommend setting up a meeting with Jayne, Tara, and Dorothy to put together a resource that we can share with others about how and when to file incident reports.

3. **Electronic Leave Request Demonstrations** – Herry Andrews

Herry Andrews walked Cabinet through the plans for leave requests in TimeClock. He began by bringing Cabinet up to speed on how things are progressing, and followed that up with a demonstration of what he is sharing during his meetings. Currently he is meeting with all departments to give exempt and benefitted faculty a rundown of the system. He made it perfectly clear that these individuals are not expected to clock in. They will only be using TimeClock to request leave. Moving away from paper requests is easier, faster, and improves our record keeping abilities. It will also be more up-to-date, so individuals will know how much leave they have available through the last posting period. Currently there are 480 employees using the TimeClock system, with around 105 supervisors approving time. The goal is to have all employees in the system by January 1, 2015. There may be a lag of about one month to get all balances up to date.

Dr. Schaffer will check to see if we can get a SSO into TimeClock through EaglesEye. We do want to push employees to use EaglesEye, so maybe there is a way to get EaglesEye to update staff information through the TimeClock data base, rather than Colleague. This way all accruals will match in both systems, with the most accurate information. Herry reminded Cabinet that individuals cannot access TimeClock unless they are on campus, or logged in via Staffblade. When staff members put in a leave request, the supervisor will receive an email to let them know that a request has been made. Herry cautioned individuals not to request more than five days at a time, as it will go consecutively and into the weekend. If more than five days are to be requested, employees should plan to make two separate requests. Jose pointed out that for Professional Leave, employees must specify what the leave is for in the note. Herry reiterated that individuals must also leave notes in TimeClock, and supervisors can stress the importance of notes to their employees.

Cabinet needs to make sure that all leave requests are turned in as soon as possible. After that, employees will no longer submit paper requests. Herry plans to send out a series of emails to remind individuals of the upcoming change. Jose wondered about the ability to do an alert system for supervisors to learn when employees are out of leave time. Dr. Schaffer observed that with the current paper process, supervisors have no idea where their employees stand with regards to leave. James wondered about a phone app to be able to check schedules to see who is off each day. Herry explained that TimeClock most likely has these capabilities, they will just need to explore the system a bit more to learn how to make it happen.

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

4. **Academic Standards Committee Procedure No. 2.12P – 2nd Reading** (*follow-up from 10/21/14 College Council discussion*) – José Fierro

This procedure was approved during College Council with a few minor changes. The changes have been made, so this will now move to College Council for ratification.

APPROVED

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. Location of Complaints and Grievances Form Link on Website (*follow-up from 10/21/14 College Council discussion*) – President Schaffer

The link for the complaint process that was discussed during the 10/21/14 College Council meeting is ready to go. Cabinet now must determine the location for the link on the website. After much discussion, the following decisions were made:

- Change the link on the bottom of the home page from “Questions & Feedback” to “Questions, Concerns & Feedback”
- On the Questions, Concerns, & Feedback Page, remove the link to the PDF feedback form. Instead, insert a web feedback form (like the one on the President’s page) with a general description for individuals to fill out the form if they have a question, general feedback, want to give a compliment, etc. Underneath this form, include a section to “submit a complaint” with a general description to guide visitors about what is a formal complaint and what happens when it is submitted. A link to the complaint form should be added as well.
- Additionally, the “Questions, Concerns & Feedback” link should be added to the following pages:
 - President’s home page
 - The Compliance and Consumer Information page
 - The Contact Us page
 - Main page under “Contact”
- Change the link on the main page titled “Report a Concern” to “Report an Incident”.
 - Include a link to the “Questions, Concerns & Feedback” page on the sidebar as well.
- Add a link on the main landing page of Eagle’s Eye to the “Questions, Concerns & Feedback” page.

Dr. Schaffer will get together with Jill, Dorothy, and Tara to streamline the incident reporting page.

7. Reschedule President Schaffer Retreat – President Schaffer

At this time Thursday December 18 or Friday December 19 look to be the best options. Cabinet members will look at their calendars to determine which of these dates would be best.

(POSTSCRIPT TO MINUTES: Upon further discussion, the retreat date was pushed out to January 6, 2015)

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

8. 11/12/14 Board Meeting Follow-up – President Schaffer

Nothing to report.

9. Enrollment Report – President Schaffer

New student registration started today.

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

At this time there are eight advertised positions, and four positions are in interviews.

11. Lightning Round (Area Updates – FAST)

Jose

- Currently working hard on articulation agreements.

- Last Friday a large number of Gen Ed courses were approved. We now have enough courses to approve the Gen Ed transfer block! The team will plan to approve more courses before the end of the year, and will have all of them handled before the beginning of the spring semester.
- Spring will be a tight turnaround for program review and assessment.

Peg

- Please sign up to attend the hiring manager training. There are still certain pockets that have not participated at all in the screening committee training.
- Regular hands-on work sessions will be taking place for writing position descriptions.

James

- James passed around a handout of his November 14, 2014 All Campus Briefing. It included updates from each area of the ACC campus. (A copy of this handout is on file in the President's Office.)

Judy

- Starfish is currently working on the implementation phase. They have begun running into some data issues that are slowing the process down.
- One-Stop Transition is moving along nicely. The plan is to hire a One-Stop Coordinator to set things up and handle orientation.
- Student Life is busily working on Finals Week activities.

Kim

- Currently working with faculty on assessment training in Aquila. At this time all Program Review faculty have met with Kim once, and are in the process of setting up their second meetings. There are a lot of new faculty that haven't done an assessment plan before, so it is a lot of work. The goal is to have all of these meetings scheduled before Christmas.

Carol

- The University/Student Center is in the design development phase, and will be looking at finishes (i.e. carpet, paint, etc.) on Thursday.
- The Flex Tech building is also entering the design development phase.
- The budget documents are scheduled to go out on December 9.

Dr. Schaffer

- Will be heading over to Laramie tomorrow for the WICHE Passport meeting.
- During the Chamber meeting yesterday, they offered to be the conduit to get an employer satisfaction survey out to businesses in Cheyenne. This would fill a gap in our KPI, so this might be something for Ann to work on.
- Will schedule mid-term evaluation check-ups before Christmas or in early January.
- Jennifer will be scheduling meetings for Trustee Barker with each Cabinet member, and will also attempt to schedule a meeting for him over at the Albany County Campus.
- Had a great donor dinner last night with the CEO of West, Inc. Their company does environmental surveying, and would love to have some of our faculty over to tour their facility.
- The Employee Holiday Gala is scheduled for December 5. Dr. Schaffer will plan to allow employees that are attending the gala to leave at 3 pm. This will grant them more than enough time to go home and get themselves and their families ready to be at the Old West Museum by 6 p.m.

Respectfully submitted,

Jennifer Thompson