

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, October 14, 2014
1:30 p.m.
BOARD ROOM

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

Guests: Dorothy Moen

GUEST ITEMS/PRESENTATIONS

1. LCCC Benefit Fair Preview – Dorothy Moen

Dorothy joined President's Cabinet today to discuss Open Enrollment and all of the changes that are taking place this year. On October 6, Employees' Group Insurance held a meeting to describe these changes. The biggest change is that insurance rates will be increasing by approximately 15%. LCCC will be picking up the bulk of the increase, and employees will see their rates go up between \$17 and \$39.40 per month. In addition, there will now be a cap on prescription charges, and the Wyoming Health Fair blood draw incentive will be eliminated. Finally, LCCC will be adding two new benefits for all employees. An Employee Assistance Program (EAP) and short-term disability will be automatically added to each employee benefit package. All of these changes will be effective starting January 1, 2015. The Benefit Press that describes this information has been distributed to all employees.

The 2nd Annual Benefit Fair will be held on October 20 in CCI 130 from 1:00-4:00 p.m. Representatives from Wyoming Retirement System, Medicare, TIAA-CREF, EGI, CIGNA, and Delta Dental will be on hand to visit with employees. There will be door prizes as well. Dorothy is looking for a cash donation to purchase a Fit Bit as the grand prize. *President's Cabinet agreed to purchase the Fit Bit through the Foundation discretionary fund.* The blood draw will be held on October 24. This will be the last opportunity for the \$25 cash incentive. The blood draw and flu shot are free to all participants in the health plan. Finally, open enrollment will end on November 25, 2014.

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

2. Request to Fill Vacancy – Surgical Technology Director / Faculty (replacing Kathy Snyder) – José Fierro

The Surgical Technology program was placed on in-active status. They would like to redesign the program, but there is no one in house that can work on this. The plan will be to attempt a national search to find an individual that fits the requirements for this position.

APPROVED

3. Request to Fill Vacancy – Music Instructor (replacing Gary Hall) – José Fierro

Beginning this search now should allow plenty of time to hire for this position. The interim position is currently under contract for the year.

APPROVED

4. Raffle Application – Sonography Program – José Fierro

This raffle will be handled the same as last year. The money comes out of the club account, and Jose will be the sponsor. The Sonography program has done this before, and are aware of all of the steps that need to be taken.

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.)

None

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

6. 10/8/14 and 10/9/14 Community College Summit and 10/10/14 WCCC Meeting

LCCC had a great presence and this event. The agenda was fantastic, and there was engaging conversation at each table.

7. Board 10/15/14 Agenda – President Schaffer

An Executive Session will be held at 6:00 p.m. The Board will get their dinner and meet in the Board Room.

8. Enrollment Report – President Schaffer

Because last week was the seventh week after the start of the fall semester, there is no enrollment report. The next enrollment report will be sent Monday, October 20th. The end-of-term fall enrollment report is scheduled for distribution on December 15th. The first spring enrollment report will be available on November 12th. Priority registration for the spring semester begins on November 11, 2014.

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

Currently there are ten advertised positions, and eight that are in interviews.

10. Lightning Round (Area Updates – FAST)

Carol

- There was a meeting yesterday regarding the Student Center. Jose brought in the Science faculty and they were very excited about the opportunities for their programs. We are now in the design/development phase. There will be one final opportunity to make last minute changes, and then it is a go!

Kim

- AQIP update – Thank you to everyone for getting their sections turned in. Eleven sections have been sent out to Eagles Eye for feedback, and the other twelve will be sent out today. Jose's section will be added tomorrow. Campus has until the end of business on Friday to add their feedback. Kim will then centralize the comments from EaglesEye into single documents per section. These will need to be finished by Monday and sent to the editor by Tuesday. The rough timeline depends mostly on the capacity of the editor, as she will need to complete roughly 30-36 pages per day. Once we have received the portfolio back from the editor, a small team will do a final edit for content. The portfolio will go to PR on Thursday, October 30, for the cover page and table of contents. Finally, Kim will submit the portfolio as a PDF to HLC on Friday afternoon. The actual deadline is not until Monday.

- Kim has also done some training on assessment and program review with the school chairs. There will need to be additional discussion on if we will be desegregating the AAS and AS degrees, or leaving them together.

Lisa

- The Scholarship Luncheon will be held on October 24. Please let Brenda Laird know if you plan to attend.
- December 5 will be the Holiday Gala for employees. The celebration will be from 6-9 pm, and employees are welcome to bring their families. The theme is a Country Christmas. We will need help to remind everyone that the concert at the Civic Center will be the following night. Dr. Schaffer will graciously allow employees to leave by 3 pm that afternoon, so that they can get ready. It will be handled in the same way as the picnic. The gift this year will be a gold ornament that lights up!

Peggie

- This is the 2nd Benefits Fair that we have held at LCCC. Peggie would appreciate support for all employees to be able to attend.
- Sabbatical information (including the revised form) went out to employees today. We as an institution win when our employees take advantage of sabbatical leave. Individuals that think they may be eligible can contact HR.
- Additional forms have been added to EaglesEye, including a Request to Fill Vacancy form.
- The draft HR development calendar that Jenny put together has been sent out. It includes new employee orientation, screening committee training, and hiring manager training. Once these calendars become established, they will be handled on a rotating basis.

Judy

- We are currently struggling to fill the nurse position. Judy will be working with Tara to make the position more appealing
- Thank you for all of the participation in the Homecoming events. A wonderful staff recognition was held during the Volleyball game.
- Next Thursday and Friday will be a Title IX investigator training. There will be other colleges participating as well.

Jose

- Faculty are working hard on program revisions and alignments.
- Things seem to be going well!

President Schaffer

- The Commission is currently discussing how they plan to handle tuition rates. Some individuals believe tuition should be equal to tuition rates for Colorado. Dr. Schaffer noted that the Wyoming constitution states that higher education should be as free as possible, and we must also look at state funding. Ultimately Dr. Schaffer believes they need to wait until after the Legislature meets before they make any decisions.
- The State Building Commission will meet tomorrow and the following day.
- Dr. Schaffer will be in Casper next Thursday for the Interim Education Committee meeting.
- The Lumina Foundation has funded \$2.8 million for phase II of the WICHE Passport Project. This "passport" will allow students to move between colleges based on competencies. If students complete certain steps at one college, they will be issued a passport stating that they have completed the expected requirements, and can take this passport to other colleges, including out of state. Dr. Schaffer will have Ty get this information out to the public.

Respectfully submitted,
Jennifer Thompson