

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, October 28, 2014**  
**1:00 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: Tim Macnamara, Cindy Madsen, Dave McVay

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

None

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

**1. Requests to Fill Vacancies (3) – Judy Hay (one email attachment)**

A. Financial Aid Support Specialist (replacing Helen Clark)

Helen Clark's half-time receptionist position is being repurposed to a half-time Financial Aid Specialist with no benefits. The person in this position will perform document imaging and front desk and phone services.

**APPROVED**

B. Financial Aid Technician (replacing Vito Milatzo)

**APPROVED**

C. One-Stop Coordinator (replacing Sarah Gossman)

Sarah Gossman's Financial Aid Tech position is being repurposed to a full-time One-Stop Coordinator position in anticipation of the University/Student Center's completion and the startup of the one-stop concept.

**APPROVED**

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

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

**3. Campus Key Control Procedure 5.1.2P - 1st Reading – Carol Hoglund**

The procedure now includes the following statement: Students, including student employees and work studies, are not to be issued keys. Carol and José acknowledged issues have occurred in Dental Hygiene and science labs. However, José pointed out some arrangement needs to be made for students who have to be on campus when the College is closed (e.g., Wingspan students and student checking on cultures in labs). Tim and Cindy both stated employees are not to loan keys to students. President Schaffer asked Carol, José, and Tim to figure out how to accommodate students without compromising access to the College. He also asked that the agreed upon solution be taken to LLT before being brought back to President's Cabinet.

**4. Shipping Receiving and Mail Services Procedure 5.1.3P - 1st Reading – Carol Hoglund**

Carol stated the only change made to the procedure addresses personal mail and parcels. “As a service to College employees, Mail Services will serve as a **drop-off point** for personal mail and parcels....” All personal mail and parcels must have affixed postage. Also, Mail Services will not process personal, certified letters or personal items requiring a return receipt. Mail Services staff will weigh letters and parcels.

**APPROVED** for consultative feedback through Friday, November 7<sup>th</sup>.

**5. Scholarships and Waivers Procedure 3.2P – José Fierro and Judy Hay**

President Schaffer asked that the following changes be made:

- Delete 5. PROCEDURES B. 3) b. City of Laramie Employees, Spouses and Eligible Dependents receive *tuition and fee waivers. City of Laramie Human Resources determine eligibility.*
- Create Sections C. and D. for Special Populations and Employee Benefits/Waivers respectively, removing them from under Section B. Need-Based Aid.
- Renumber 5. PROCEDURES B. 4) Federal Programs (Need) to 5. PROCEDURES B. 2) Federal Programs (Need)

President's Cabinet agreed the procedure would be ready for consultative feedback with the above modifications.

**APPROVED** for consultative feedback through Friday, November 7<sup>th</sup>.

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

**6. Enrollment Report – President Schaffer**

A “Fall 2014 Enrollment Monitoring – Eight Weeks After Start of Term” was included with the agenda for President's Cabinet information. The number of new students has increased by 8.22% over a year ago. The number of re-enrolled students has also increased by 3.85%. José hoped a more efficient method of accounting for concurrent enrollments would report these enrollments earlier in the semester.

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

Searches are active for 14 positions: 10 are being advertised; 3 have interviews in progress; and 1 has interviews completed. José clarified the current interim Physical Therapy Assistant Coordinator is a permanent position and that a search is in process for the Physical Therapy Director position—both faculty positions.

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

- James – The ACC will hold their holiday party at the Union Depot in Laramie on Thursday following the holiday party in Cheyenne on Friday, December 5<sup>th</sup>. President's Cabinet will be invited to the event.
- Judy – Judy expressed her appreciation for the College's IT partners who have helped with preparing financial aid to go live on Friday and readying digital imaging. With IT assistance, Student Records experienced a smooth implementation as well. The piloting of Starfish (early alert retention system) with some faculty in the spring is revving up. \*\*\* Priority student registration begins November 11<sup>th</sup>. New student registration begins the following week.
- Kim – He, President Schaffer, Ann Murray, and Kari Brown-Herbst are busily proofing and finalizing the College's AQIP portfolio.

- Carol – Square footage issues have been resolved for the University/Student Center with changes to the first floor design that mildly affected the upper floors. The architect firm of DLR Group is modifying the drawings to show the new location of elevators that facilitated a new entrance to the bookstore. The February/March timeframe for soliciting bids is still hopeful. The Flex-Tech Building steering committee meets on Thursday. The first real look at that facility's drawings will take place during that meeting. The design development is yet to come. Lisa asked that drawings for both buildings be sent to her so they can be uploaded to the website. The drawings will also be sent to Judy.
- José – This is the time during the semester when finishing up what has been started instead of planning for the next semester is given priority. Schedule plans are being developed for late start Gen. Ed. courses per LLT discussion a couple of weeks ago. Assessing initiatives such as improving communication and planning the spring in-service are in the works. And, a well-articulated assessment plan that is not as confusing as the current one is also under development.
- Peggie – Certifications have been earned by 134 employees who have complete Screening Committee Training. The certification will be a requirement as of January 1<sup>st</sup> to be placed on a screening committee. A screening committee's membership is defined in Employment – Hiring & Recruitment for Vacant Positions Procedure No. 6.1.2P, which states “Committee make-up should include cross-organizational representation, including both vertical and horizontal representation, whenever possible.” Committee members fill a role of service that incorporates the College's mission, vision, values, and strategic initiatives. Peggie stressed “cross-organizational” includes members outside of the immediate function area. Hiring Manager Training is being re-scheduled and will include one 3½ to 4-hour session or two equivalent sessions.
- President Schaffer – On November 19<sup>th</sup>, the LEADS workforce study will be rolled out at the College. The study defines Laramie County industry and workforce opportunities and needs. The study includes “good stuff” for LCCC partnerships and opportunities with the community and the University. The roll-out event is being scaled back from a full-blown social event. Lisa will contact Business Development Specialist Derrek Jerred at LEADS about formulating a press release announcing the roll-out. \*\*\* President Schaffer and José will visit the ACC on Friday. \*\*\* President Schaffer will participate in a conference call with UW administration and staff on the WICHE Passport project that he believes will push the Gen. Ed. alignment with the University. Kari Brown-Herbst will serve as the state passport facilitator. \*\*\* President Schaffer has been invited to serve on the search committee for the UW College of Education Dean. \*\*\* This morning he gave an LCCC update during Sunrise Rotary and accepted a check for \$3,000 for the Sunrise Rotary Scholarship. \*\*\* President Schaffer noted that now is the time to make sure students are encouraged to register for the spring semester. He is also asking students to refer students to a faculty member, dean, or him if they have questions or concerns about registering for the spring semester. Judy stated a Faculty and Advising Connections Day will be held next Tuesday and walk-ins will be welcome in the Advising Center.

Respectfully submitted,

Vicki Boreing