

**LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING**

Tuesday, October 7, 2014

1:00 to 3:00 p.m.

BOARD ROOM

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

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

- 1. Preliminary Grant Approval - Meeting High Demand Occupations thru Technical Career Pathways – Maryellen Tast – \$125,000 (LCCC portion is \$40,000 for 24 months.) – Kim Bender**

APPROVED

- 2. Professional Development Fund Requests – Balance \$31,115 (*standing agenda item*)**
 - A. CPR Training for Staff through Workforce Development – \$2,000 – Carol Hoglund

This request will fund continuous training for those who have not yet had CPR training and for those who must be re-certified each year.

APPROVED

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

- 3. LCCC Single Sign On (SSO) (*Brought forward from the 9/30/14 President's Cabinet meeting.*) – Kim Bender**

Chad Marley would like a listing of resources that are preferred to have SSO. President Schaffer said he is more concerned about the student preference for SSO. Starfish and Aquila should be priorities for SSO. Some costs could be associated with the SSO, depending on the vendor.

- 4. Connecting HR Employment Policy 6.1 with the Personnel Action Form (PAF) – Peggie Kresl-Hotz**

Peggie explained the PAF (Personnel Action Form) is a simple tool used to document personnel or action changes. Although new to LCCC, the PAF is commonly used in higher education, the Office of Personnel Management, and private industry. The latest version of this form and any other HR forms are available on EaglesEye in HR Office – Hiring Recruitment. As position descriptions are approved, they will be housed on EaglesEye. These position descriptions will be tied to a position rather than a person. Organizational charts and listings will also be available on EaglesEye. The PAF form is intended to be completed and submitted electronically and includes fillable fields. Fields in red are required. Some fields include dropdown boxes from which a choice is to be made. Most of the PAF information may be found on the corresponding position description. After the PAF is submitted, a manager/supervisor may maintain either an electronic or hard copy. In the future, HR would like to implement Adobe EchoSign, which is a system that allows institution-wide saving and tracking of approved and signed Adobe documents. Carol noted extra care needs to be given to assuring the grade/step, exempt (annual salary) or nonexempt (hourly salary) status, and budget code

match. HR Staff will work with individuals or small groups to further understanding of why the PAF is necessary and how it is to be completed. Peggie asked that she be contacted to setup these training sessions.

Peggie explained both an appointment form and the PAF are needed. The appointment form is used by Payroll staff to track when incremental salary payments are made. The PAF, which outlines employment status, is used by HR but could be used for both purposes, thereby eliminating the appointment form. Referring to agenda Item No. 7 Assignment Contract Project, José offered to lead the project for combining the information on the appointment form and PAF into one form, which will require Colleague training. President Schaffer asked that the administrative assistants along with representatives from HR and Payroll be included in the project discussions. Peggie supported the project, noting one form would decrease redundancy and turnaround time and increase accuracy. Discussion was also held about using a faculty workload module in Colleague to record information currently being gathered through the use of several forms.

President Schaffer asked the Cabinet to forward the information provided by Peggie to the administrative assistants (have already received the "How to PAF" document), deans, directors, managers, and supervisors as appropriate and also share the Cabinet's discussion. Noting the HR forms are a work in progress, he also asked the Cabinet to point out the most recent iterations of these forms are housed on EaglesEye. Any questions or suggestions should be directed to Peggie. James asked for a Word format of the PAF to use for merging information.

5. Coordinating the Timing of New Employee Orientation (NEO) and Employee Start Dates – Peggie Kresl-Hotz

Coordinating new employee orientations and common start dates was discussed. The coordination has three objectives: 1) to set a common start date to accomplish new employee onboarding and orientation, 2) to accommodate managers' needs, and 3) to insure employees are paid. A window of three to four days during and first and third week is being considered for new employee orientations. Wednesday/Thursday or Thursday/Friday have been determined to be better days for the orientation sessions instead of Monday. President Schaffer suggested Thursday/Friday would be better orientation days. The common start dates typically occur on a Monday twice a month to allow minimal lag time in initial salary/wage placement. Manager feedback has indicated that two start dates per month is good but the current timing of the two dates can be problematic. A window of start dates is now being recommended that would include the first three days during the first and/or third week of a month. President's Cabinet agreed with the proposed new employee orientation and dates and the proposed window of common start dates.

Also discussed was a twice-a-month pay period (not every two weeks). President's Cabinet members were not opposed to a twice-a-month pay schedule but did offer some countering comments such as the impact on Payroll staff, who are already processing seven payrolls per month, and Accounting Services staff. Statutory limitations on pay periods would also need to be examined. President Schaffer stated he would like to see greater consistency in payrolls, which he believed would likely reduce the number of payrolls to be processed. He asked Cabinet members to visit with their employees about their interest and receptiveness to being paid twice a month.

6. Statway Travel – José Fierro

President's Cabinet approved Statway travel funds up to \$15,000 and a membership fee up to \$25,000 to be expended from unallocated innovation funds. "Statway is designed to teach mathematics skills that are essential for a growing number of occupations and professions, and are those needed for making decisions under conditions of uncertainty, an inescapable condition of modern life. This is the math that will help students understand the world around them and it is the math they can use right now."

<http://www.carnegiefoundation.org/statway> Statway is an AQIP action project.

José also noted he will need funds for CurricUNET, but will likely cover the cost out of his Academic Affairs budget. CurricUNET is an Internet-based software application designed to automate and enhance the development and approval of curriculum. Faculty use simple menus and a text entry to develop course and program proposals online.

7. Assignment Contract Project – José Fierro

Discussed above.

8. 10/14 Board Meeting – Any Follow-up? – President Schaffer

President Schaffer will revise the Academic Review Policy based on the input received below by Cabinet members. Policy revisions were requested by the trustees during their October 1st Board meeting.

Kim stated annual reports will have executive summaries that will have all the action plan goals and all the patterns that emerge on strengths and weaknesses plus the rubric scores. President Schaffer stated the question then is, what is the Board's role after they receive all of this information? Should the continuous program review improvement process be co-mingled with administrative decisions to terminate or continue programs, or in some cases place a moratorium programs? Kim further observed the Board should either say the process is good and we support it or they should say they don't like it and we want to change some or all of it. As with the Higher Learning Commission, the Board needs to know the College has a program review process, the substance of it, and how it works.

President Schaffer explained the Board and Commission approve new programs under the auspice that they have a fiduciary responsibility to ensure the College's resources are being allocated in a way that meet the institution's mission and the community's needs. The Board has an expectation that: 1) programs are reviewed on a frequent basis to assure the thresholds set within the program are being met and to assess the program's overall efficacy in achieving the College's mission; and 2) if programs are under-performing, plans for improvement are generated. The implementation of improvement plans is an administrative process. Therefore, the Board would not receive a recommendation whether to continue a program but rather a report that demonstrates the process is indeed aligned with their expectation. The review process from a policy perspective would simply include a policy statement that states the Board expects the College will frequently review programs for developing meaningful continuous improvement information. Kim added that if the Board looks at the process and:

- does not see any outcomes from the process;
- does not see how the process is impacting the Board's and the College's knowledge about strengths and weaknesses of the institution; and
- does not see any action being taken on programs that are performing poorly or any follow-up reports, then they should see faults in the process.

9. Holiday Gala

- A. Date – Saturday, December 6th or Friday, December 5th
- B. Location – During the “Pizza with a Purpose” lunch with President Schaffer, classified and professional staff in attendance recommended the College close at 3 p.m. and have the Gala off campus. The recommendation was made with the understanding the Gala would again be held on a Friday.
 - Campus
 - Civic Center in conjunction with Holiday Concert
 - Other?
- C. Gold Ornaments – President's Cabinet agreed with giving out gold ornaments at the Gala.

(POSTSCRIPT TO MINUTES: The Holiday Gala reception for employees and families will be held on Friday, December 5th, from 6 to 9 p.m. at the Old West Museum.)

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

10. Board 10/15/14 Agenda DRAFT – President Schaffer (email attachment)

The Board will hear a review of the FY 2014 Audit Draft by Wayne Herr of McGee, Hearne, and Paiz. They will also consider approval of policies on 2nd reading. Academic Program Review Policy No. 10.2 will be reconsidered with edits proposed during the October 1st Board Meeting. The finalized agenda may be found at http://lccc.wy.edu/about/board/meetings_and_minutes.aspx.

11. Enrollment Report – President Schaffer (Sarah Smith now distributes these on Mondays, so please bring a copy of that report with you to the President's Cabinet meeting. Thanks.)

The number of new students has increased by 7.9% from one year ago, and the number of re-enrolled students has increased by 3.43% during that same timeframe.

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

Recruitment is in process for 17 positions; 13 of those are being advertised; vetting and interviews are proceeding for the remaining 4 positions.

13. Lightning Round (Area Updates – FAST)

- James – Shawn Holz will be assuming the duties of the ACC Director of Academic Affairs. Mr. Holz was the clear and strong candidate.
- Carol – Carol and Herry Andrews are visiting divisions about electronic leave process. The FY 2016 budget process has started.
- President Schaffer – José, Judy, and James will join President Schaffer at the Wyoming Community College Commission meeting on Friday, October 10th.

Respectfully submitted,

Vicki Boreing