

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, September 16, 2014
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: Vicki Boreing

Guests: Jennifer Thompson

GUEST ITEMS/PRESENTATIONS

None

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

1. Request to Fill Vacancy – Administrative Assistant, Student Planning & Success (replacing Cheryl Collins) – Judy Hay

Cheryl Collins has retired. This position has been slightly altered to be more supportive of the Advising Center.

APPROVED

2. Request to Fill Vacancy –Part-Time Counselor, Student Services (new position) – Judy Hay

This position was originally a part-time position and has been divided to include a part-time nurse practitioner as well as this counseling position. Having an additional counselor will better accommodate student counseling needs and allow for more student body programming from CCW.

APPROVED

3. Request to Fill Vacancy -- Student Support Leader, GEAR UP (new position) – Jose Fierro

This request is a merging of two part-time positions. If is fully funded by the GEAR UP WY grant and is needed during the 2011-2018 cycle. The position will be working with high school students to help them make a transition plan to enter college. The current year budget will cover the position as long as the current part-time position is removed.

APPROVED

4. Professional Development Fund Requests – Balance \$31,114 (*standing agenda item*) – No Requests

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

5. 11 Policies and Procedures – Consultative Feedback ended – 2nd Reading

- **Academic Program Review Policy 10.2 and Procedure 10.2P**
- **Academic Standards Committee Procedure 2.12P (revised)**

- **Campus Printing Copy Policy 7.2 and Procedure 7.2P**
- **Complaint Policy 9.7 and Procedure 9.7P**
- **Student Fees Policy 4.10 and Review and Approval of Student Fees Procedure 4.10P**
- **Tuition Policy 4.9 and Procedure 4.9P**

During consultative feedback the only procedure that received comments was the Academic Standards Committee Procedure 2.12P. There were a few grammatical errors which have been corrected, and another request that will not be included. All 11 policies and procedures will now go forward to College Council for approval.

APPROVED

6. Debrief and Process Improvement for Start-up of Fall Semester – President Schaffer

What can be improved:

- Pre-semester communications with students, especially continuing, on major changes (e.g., date changes for drop for non-payment).
 - The Cabinet agreed that for at least the next few semesters we will have a plan to have at least five communication touches with students about important deadlines or major changes. These may include but aren't limited to:
 - Paper bill mailed to students stating drop date for non-payment
 - Reminder post card sent to students about date
 - Facebook/Social Media postings
 - Email notifications (Eagles Eye and perhaps D2L)
 - At Orientation and at Advising sessions
 - On Digital Signage
- Critical Hours of Operation - Plans for evening and/or extended hours during the first week of class will be moved to the week before classes start. That seems to be where the primary need was.
- Adjunct Appointments – This is transitional as we work on a new process to align with the new procedures. Will be improved and streamlined for next semester.
- Student Worker Hiring – There is still some confusion as to the process for requesting, authorizing, posting, and hiring of student workers. These stem from changes to the process for identifying federal work study positions and candidates, as well as students holding multiple jobs at the College. Clarification is in process and Financial Aid, Human Resources, and Payroll are going to work through the detailed aspects to make this clearer to managers hiring student workers.
- Late Additions of Sections – Academic Affairs really stepped up to ensure we were able to add course sections as student enrollment demanded. With these late additions, some areas were identified for improvement (i.e. making book orders and book identification easier for students). Academic affairs is already working on improving these areas.
- Student Enrollment Activities – as new processes are implemented to ensure degree-seeking students are working with advisors as they make course selections, it seems some of the non-degree seeking students may be caught up in requirements that may not be conducive to their educational goals or needs.
- Using Customized Schedules at ACC to align with UW (this was actually discussed at the previous Cabinet meeting) – ACC will be looking to better align a class schedule that aligns with UW to accommodate for dually enrolled students. Small numbers of courses were piloted this year along these lines, but taking this approach to scale will be explored.

What went well:

- Increased online registrations resulting in far fewer lines and registration hold ups.
- Incredible increase in students filing the FAFSA and financial aid engagement!
- Arguably the best Residence Hall Move In day ever, with Student Life, Financial Aid, Student Accounts, Campus Safety, and so many others working collaboratively and efficiently.
- Campus Grounds looked great.
- Excellent "Week of Welcome" events and activities.
- Student Accounts Cashier in Welcome Center in Student Services was very well received and helped us be even more student-centered.
- Engineering program transition to UW has been well received by UW and seems to have gone smoothly. Same with the UW Math Lab and courses we teach there.
- Academic Affairs responsiveness to adding course sections on short notice to accommodate student needs.
- Admissions phone-a-thons to work with current and applying students – hundreds of students contacted.
- Orientations – more, better, and targeted ones (e.g., online orientation, etc.)
- Much, much more

7. Human Resources Payroll Discussion – President Schaffer

To mitigate the issues surrounding the hiring of individuals who may hold multiple jobs at LCCC, the Cabinet agreed to the following process for part-time hiring's:

- Job Descriptions for all positions will be developed and submitted to HR. From that a Vacancy Announcement will be created.
- HR will put more specific screening questions on applications to capture information pertaining to current LCCC employment.
- All individuals interested in the position must submit an application.
- Hiring managers will review all qualified applications.
- If a current employee is identified in the applicant pool, the Hiring manager will consult with HR to discuss implications and potential solutions.
- Managers will be able to see all hours worked for all positions held by employees in the time clock system.

8. 9/17/14 Board Meeting Agenda – President Schaffer

Seven faculty members are planning to attend the dinner. No other comments.

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

9. Enrollment Report – President Schaffer

These numbers will be adjusted to reflect the UW numbers as well as concurrent enrollment.

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

Searches are active for eight positions; interviews are in progress for two other positions.

11. Lightning Round (Area Updates – FAST)

- Judy distributed a new poster that will be replacing the view book. Josh Thein did a fantastic job!

- Please let President Schaffer know if you are interested in attending the FFA Banquet on October 11. LCCC has a table of 10 for the event.

Respectfully submitted,
Jennifer Thompson