

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, September 30, 2014
2:00 to 3:00 p.m.
BOARD ROOM

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

Excused: Lisa Murphy, James Malm

GUEST ITEMS/PRESENTATIONS

None

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

1. Approval of Radiography Raffle

This raffle is done every year. The students will pool their own money to purchase the large prizes for the raffle. Other prizes may be donated based off of information received from Brenda Laird on acceptable merchants.

APPROVED

2. Professional Development Fund Requests – Balance \$31,115 (*standing agenda item*) – No Requests

Carol will be bringing forward a request for Professional Development Funds at the next meeting. Upon approval, Workforce Development will offer a CPR training for staff that would drop the price from \$40 per person to \$10 per person. They would expect to have about 100 people participate.

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

3. 9/24/14 Casper Meeting with Executive Council – President Schaffer

Dr. Schaffer gave a brief update from the Executive Council meeting:

○ **Performance Funding Metrics**

During the meeting, a few simple metrics were nailed down. These metrics were not influenced or connected to the CCW metrics. They did seek to align the metrics with the Commission's Strategic Plan, so there are three metrics that match the four P's from the plan. They are a progress metric, a placement metric, and a performance metric. There will also be a course completion metric, a progress milestone metric, and a transfer metric. There is still a long way to go on determining how to fund these metrics. For the next three years they will be escalating the percentage of funds that are based on course completions. Everyone at the meeting agreed that it should shift during this next fiscal year to match enrollment calculations. Judy expressed a concern about tying funding to performance. What will happen if there are institutions that are always doing well, and others that are not? If we tie performance to money – what does maximum performance look like? According to Dr. Schaffer, the tool to influence

performance is their Strategic Plan. Dr. Schaffer has sent an email to the Cabinet members discussing these metrics in greater detail.

- **Legislative Agenda**

The plan is to ask for more endowment funds this year. The information on benefit changes has been sent out to employees. This will be a tough hit for many of them, so there may also be a request for another raise.

- **Complete College Wyoming**

Dr. Schaffer will be replacing Tom Armstrong in this group. The plan is to reexamine the metrics, and have another conversation about who they are and what they want to do. Complete College Wyoming will also attempt to become in line with the Commission's Strategic Plan.

- **SLDS**

The state CIO Flint Waters has pulled the plug on the Statewide Longitudinal Data System. The state is thinking that they will do it themselves or build their own. So now we are back to square one getting a SLDS system put in place. We did have some money that was being held over for the analytics piece of Colleague that could be used to build the system. We cannot wait four years for this to happen.

- **Colleague**

LCCC seems to be ahead of other campuses in terms of utilizing colleague, although different campuses have different pockets of expertise. The Commission may allot some funds to hire a third party to come in and study all seven colleges to determine what works well, what doesn't work, etc. Once that data has been collected, we could do a re-set of the entire system. At that time we can discuss building expertise around the model, because everyone will have the same model to work from. Each campus plans to go back to their leadership teams to get a feel for how this would work. We may ask the legislature for some money to make this happen. The CIO group will get together to discuss plans for how this will work. This analysis will be done in the next year.

4. **Campus Alcohol Policy 5.4 and Alcohol Exceptions Procedure 5.4P** – President Schaffer

This policy was adopted in 2013. Since then, there have been requests by outside entities to serve alcohol and wine on campus during their events. According to the current procedure, only events that are sponsored by the College and/or the Foundation will be allowed to serve alcohol on campus. President's Cabinet agreed to leave this policy as is.

5. **10/1/14 Board Meeting Agenda** – President Schaffer

WACCT Executive Director, Steve Bahmer, will be attending the dinner to discuss the 2015 Legislative session.

6. **LCCC Single Sign On (SSO)** – Kim Bender

Chad Marley has created a table to describe which applications already have single sign-on and what the options are for the ones that don't. Dr. Schaffer emphasized the fact that we are looking for greater efficiency in our communication with students. The goal would be to push students to a single place that allows access

to everything they might need. A single sign-on to Aquila would be helpful for faculty, but students would not need access. Judy mentioned that faculty would appreciate a single sign-on for Aquila and Starfish. Jose advised that passwords at institutions don't change, so the more times they are used, the greater the security risk. Kim confirmed that this is something that can definitely be addressed. Cabinet agreed to give this some thought and to have discussions within their respective areas to see where the priority levels are.

Along with the discussion of a single sign-on and the importance of communication with students, the question was raised about communication during registration. Kim will plan to ask Chad to send an example of what students see when they register. Currently there are different stages of the registration process that are based upon different scenarios. Students also receive a confirmation email upon registration. It is a fairly comprehensive list of messages that students are receiving. These messages are customizable and can be changed. Dr. Schaffer suggested taking these examples to LLT and the Deans to see what they think of the messages that are being given. Are they adequate? Do we need to add/change anything? Judy recommends having students check to see if their contact information is correct.

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

7. Enrollment Report – President Schaffer

This latest report shows a jump in numbers that helps to stabilize the drop that has been seen. So, even though the numbers are down, they aren't as different as previously reflected. According to this report we are on par with enrollment from fall of 2012.

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

Positions are advertised for 13 positions, and interviews are in progress for one position.

9. Lightning Round (Area Updates – FAST)

Jose

- The open forum went well. There were around 10 people in attendance, and the conversation was positive.
- Starting to select courses for the late start in the spring.
- Jose met with John Lyttle yesterday. They had positive discussion about concurrent enrollment and credentialing faculty – he understands more and is open to discussion about the matter.
- WAFB campus is experiencing problems with their computers. They are planning to request some one-time funding for new computers, but in the meantime may need to replace a few. Jose will check with Chad to see if he has high-tech funds that could cover this.

Peggie

- As of this coming Friday, roughly 130 individuals will have completed the screening committee training. Peggie encourages everyone in leadership positions to attend!
- Hiring manager training will be kicking off shortly.
- Peggie, Amy, Jenny, and Tara are working on putting together a monthly brown bag training to assist with writing position descriptions.
- They will also be offering a 6.1.1P/PAF information session to assist individuals in understanding how to fill out the form. Mindy will be adding a FAQ as well as various other tools into the HR Office on EaglesEye. Mindy has also been doing a great job adding all of the drop downs into the Adobe Form!

Kim

- LCCC has been nominated for a Bellwether Award for the work we have been doing on KPI's. This is a great honor, and Ann Murray is to be commended for all of her hard work!
- All of the new action projects are now up on the HLC website, and we are expecting feedback from AQIP on last years projects.

Judy

- Campus Clarity has now removed their invasive questions from the questionnaire.
- Currently working on finishing the first big clean-up of student data, and the numbers are right where they should be.
- The AAPD retreat was wonderful – a lot of energy went into putting that together!
- FISAP has been completed. Currently 20% of our students are receiving Pell Grants.

Carol

- The Flex Tech building has unofficially moved into the design development phase. They are currently slightly behind on the University Center.
- The Gateways have been completed, with the exception of the spires. They look great, and are especially impressive at night.
- The Wayfinding committee viewed a prototype last week that looks good. They are now getting ready to go out to bid. Carol will plan to bring a prototype to the board meeting.
- The Clery report is due October 1. There were a relatively low number of crimes reported this year.
- LCCC now has an MOU agreement with the sheriff's office allowing them to do their reports on our campus. Currently there is an open office in the modular that will be used for this purpose.

President Schaffer

- The Articulation Summit went well. Great things are being said about what LCCC is doing with transfer!
- Unfortunately LCCC did not receive the TAACCT grant this year, nor did we receive any Passport funding.
- There will be an open forum for staff this Thursday from 11:00-1:00 p.m. President Schaffer plans to host more of these types of meetings throughout the year.
- The Literary Connection is this week.
- There is a nice article in *Currents* magazine regarding the bond campaign.

Respectfully submitted,
Jennifer Thompson