

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, September 9, 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: Meghan Kelly

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

- 1. Request to Fill Vacancy – Wind Energy Instructor (replacing John Lamorie)** – José Fierro
Two Wind Energy Instructor positions are vacant. One has been filled by Bryan Boatright on an interim basis.

APPROVED

- 2. 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.*)

- 3. Changes to Cabinet Agenda Setting** – Joe Schaffer

President Schaffer noted a lot of the Cabinet's meetings are eking past three hours. Substantial information is often brought at the last minute and then the Cabinet spends meeting time reviewing the information. President Schaffer will work with Vicki to call for agenda items on a Thursday so that the agenda can go out on Friday. Peggie stated she would appreciate the advancing of agenda items, specifically when personnel impact is involved.

- 4. Debrief and Process Improvement** – President Schaffer

At President Schaffer's request Cabinet members will ask their key and front-line employees what challenges or issues they are hearing from students as well as other staff members and will bring back a list of those concerns. The Cabinet will devote a future meeting to discussing "why it happened" and "how to fix it." He emphasized the purpose of compiling the challenges or issues is not to provide thoughts on who is to blame. José stated last minute changes in textbooks are creating problems. Judy has set up a team to debrief on the beginning of the semester activities. The Cabinet asked for additional time to gather the information. (POSTSCRIPT TO MINUTES: Although originally scheduled to come back to cabinet on September 16th, the discussion was postponed until another time.)

- 5. President's Cabinet Retreat – Set date for late September or early October** – President Schaffer

The retreat was scheduled for October 13th in Health Sciences Room 309. (POSTSCRIPT TO MINUTES: Because University/Student Center group meetings at which many Cabinet members would need to be present were later scheduled on October 13th, the retreat was postponed to a later date.)

6. September 17th Board Meeting Agenda DRAFT – President Schaffer

WACCT Executive Director Steve Bahmer has been asked to update the Board during the dinner hour on legislative agenda/issues. New faculty members will be invited to join the trustees during dinner as well. The full agenda may be found at http://lccc.wy.edu/about/board/meetings_and_minutes.aspx.

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

7. Innovation Fund Proposals (Submittal deadline was 9/5/14; awards date is 9/26/14) – Kim Bender

Six Innovation Fund proposals have been submitted. The proposals will be emailed to College Council along with a rubric to score each of the proposals. College Council will recommend which proposals are to be funded during their September 22nd meeting (the meeting date was finalized after the Cabinet meeting). José asked if the “Walk While You Work” proposal should be forwarded to College Council. Although the proposal has merit, little evidence is provided to support innovation. President Schaffer stated if the proposal meets the basic qualifications, it should be advanced to College Council. The High-Definition Student Media Broadcasting Initiative proposal is on its third submission and includes a lot more references to student learning and provides references to applied situations. The LCCC Summer Theatre proposal is based on four-year institution summer theatres and is requesting funding for a professional LCCC summer theater. The Center for Teaching and Learning proposal is requesting continued funding to support the Center's second phase, to provide NFL (New Faculty Learning) for two cohorts, and to develop a third proposal for 2015. The Developmental Math proposal, if funded, would provide an applied experience for students through online video instruction. Students would be required to come to class for assignments. The approval of the Collaborative Model for Online Innovation proposal would provide funding for the second phase of this project.

(POSTSCRIPT TO MINUTES: Funding awards were announced by President Schaffer in an email on Tuesday, September 30th. All proposals with the exception of “Walk While you Work” were funded.)

8. Enrollment Report – President Schaffer

The “Fall 2014 Enrollment Monitoring – Two Weeks after Start of Term” enrollment report was provided for the Cabinet's information. The FTE and headcount numbers should adjust upward as students enroll for classes in the late-start semesters. Engineering students from Saudi Arabia will be enrolling for math classes at the Albany County Campus. Matt Hooley is working with these students to get them registered. James was uncomfortable with point-to-point comparison decreases. Noting the ACC has a sizable UW population, James stated many of those students were not aware that the ACC semester started one week earlier than the University's and so were unable to register for ACC classes. Anticipating UW's start date, some of these students were not even in town yet. President Schaffer observed that the Albany County point-to-point headcount numbers to which James referred as showing a decrease were demographic numbers and not the actual Albany County Campus enrollment numbers. He added, though, that James' points are valid and coordinating the ACC's schedule with that of the University or creating a UW student block of courses should probably be considered. He also shared that UW's enrollments are fluctuating with drop/adds and flat enrollments are predicted. José concurred that block course scheduling would benefit later registrations. James pointed out that as much as he would like to schedule the blocks of courses, doing so causes space availability issues. José suggested online or hybrid courses might be another option. James was open to this suggestion and believed more learning might be accomplished. He will follow up with José.

Judy pointed out that the new student enrollments increased by 5.86% when compared to the same enrollments one year ago. The increase is remarkable because of all the changes implemented for new students, such as mandatory orientation and advising. President Schaffer added the retention of continuing students will hopefully increase with the addition of the progress scholarship.

9. Human Resources Vacancy Report – Peggie Kresl-Hotz

Searches are underway for ten positions. Three of those positions have interviews in progress. The other seven are being advertised. Over 55 employees have completed screening committee training.

10. Lightning Round (Area Updates – FAST)

- Lisa – The volleyball team is 14 and 0. Lisa distributed pocket schedules that list home games for women's volleyball and women's and men's soccer teams. The Greek Festival organizers selected LCCC as their philanthropy of choice this year. The Student Government Association, Campus Activities Board, and Ranch Horse team will be helping set up the event this weekend. Institutional Advancement staff and Arshi Rizwani-Nisley have also volunteered. Proceeds from the event will go to scholarships. Visit Cheyenne loaned the College a phone charging system with ten portals. The system was located in the Student Lounge and was well-received, so Visit Cheyenne will be purchasing one for the College's use during activities held in the Student Lounge, the Multi-purpose Room, and other areas on campus. Expected delivery is within the next couple of weeks.

Lisa distributed a flier showing a campaign strategy for promoting the College's Mission Statement. The Mission Statement has been added to the website, is being added to all printed materials, and will be displayed in large vinyl lettering in the Student Lounge. Fundraising has reached \$1.33 million with a goal of \$3 million this year, which would set a record. However, only 20% of employees have given to the Foundation this year for a total of \$70,000. Previously the number of employees was as 48%. The Scholarship Lunch is Friday, October 24, at the Little America. Last year's Price is Right was highly successful and is scheduled again this year for an encore performance.

Lisa asked that employee engagement be added to the Cabinet's October 13th Retreat agenda. Employee participation in events such as the annual Highway Cleanup has dropped significantly from as many as 120 to 20 this year. Roger Findley's students joined the employees raising the number to a little over 40.

- Judy – Today is the first day of financial aid distribution that will account for \$4.6 million going out the door. One hiccup was experienced and that was aid could not be distributed if a program is not in the catalogue built in Colleague. These students will not be able to get their disbursements today. The processing of book charges went smoothly, and new student orientation is going well. Students are undergoing federally mandated drug and alcohol and sexual misconduct prevention awareness training. Student Services staff are working with the training provider to make the content more appropriate for community colleges.
- James – Handed out a campus briefing that he gives every other Friday to the Albany County Campus. James was voted onto the Laramie Plains Civic Center Joint Powers Board by the Laramie City Council. He's also received a second invitation to visit with UW President McGinity and has had a second visit with WyoTech President Guy Warpness.
- Kim – Campus Labs is getting ready to roll out with all faculty, assignments and permissions loaded in the system. The system includes detailed instructions that will enable faculty to see their assessment plan and to fill in their content. Also, ten self-studies have been uploaded for program review. The deans' viewing capacity for the self-studies has been assigned, and program leaders have been assigned to do program review self-studies. Program review training is scheduled for Thursday and Friday, September 18 and 19, from 2 to 3 and on Thursday, September 25, from 2 to 4 in the Training Center. President Schaffer suggested training sessions be scheduled through the Center for Teaching and Learning to gel the concepts

of institutional effectiveness and assessment with ongoing faculty development. Candidates are being interviewed for the research analyst position.

- Carol – New supervisors on the Cheyenne and Laramie campuses are being trained this week on the time clock system. Some 167 part-time employees and 121 full-time employees are now on the time clock system. Most of the part-time employees are students and they are quickly adapting to the process. The Steering Committee for the University/Student Center received the schematic design on Friday. The design's non-program space still needs to be reduced by approximately 10,000 sq. ft. Dennis Egge with the State's Construction Management Division is studying the schematics for design alternatives that will reduce the square footage. CTA has been selected as the architect for the Flex-Tech Building Committee. The architects will be meeting with the steering committee and users of the building next week. The Flex-Tech Building's completion timeline is on schedule. The University/Student Center's is about six weeks behind.
- President Schaffer – The LEADS' first report on industry and workforce analysis has been received. Some interesting analyses concerning programming and growth areas in Laramie County are included in the report. The report cited one of the biggest challenges for retaining a workforce is the lack of affordable housing. The community college presidents will be meeting in Casper on September 23rd and 24th on performance funding. The Wyoming Community College Commission is planning on shifting about 40% of the community colleges' funding to a performance-based (persistence, completions per FTE, etc.) distribution. Research is showing that performance-based funding does not influence student success but rather just equalizes the system, which is currently being equalized by community college enrollments.
- José – Amy Ehlman, Michelle Kallhoff, Maryellen Tast, and Kari Brown-Herbst have put together professional development training sessions for administrative assistants. The sessions will be led by Jan Felton and will be held during the lunch hour. Those attending will be considered "on the clock." The training will target areas such as specialized skills (e.g., Excel and Access data bases), problem solving, working collaboratively, understanding your boss, and dealing with different personalities. The New Faculty Leadership (NFL) group met for the first time and are starting to get some traction.

Respectfully submitted,

Vicki Boreing