

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, August 26, 2014
1:30 p.m.
BOARD ROOM

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

Cabinet Excused: José Fierro, Judy Hay

Guests: None

GUEST ITEMS/PRESENTATIONS

None

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

1. Academic Management Institute 2014-2015 – President Schaffer

The AMI is based out of Colorado, and is a management institute for women in Higher Education. LCCC supports it every year by nominating one or two women to attend. Past attendees were Starla Mason, Arlene Lester, Karen Lange, Edie Miller, Nycole Courtney, Pam DeMartin, Lisa Murphy, Jayne Myrick, and Danielle Saulsberry. For the 2014-2015 Institute, Carol would like to nominate Sabrina Lane. If Sabrina is not able to attend, then James recommends ACC librarian Mary Henning. Carol will check with Sabrina and if she can attend; she will be the official 2014-2015 Academic Management Institute nominee.

2. Professional Development Fund Requests – Balance \$ 34,379 (*standing agenda item*)

A. 28th Annual Conference of the American Evaluation Association – Victoria Steel - \$2,887 – Kim Bender

The American Evaluation Association holds a conference every year, and Kim has been very impressed with their work. They speak to many different areas of evaluation and run a large spectrum of training. The Office of Institutional Effectiveness would like Victoria to attend this conference, as it would strengthen our evaluation capacity as an institution. It would also serve to help evaluation development in grants and other areas. The conference is held in Denver, thus is not a large travel expense.

Carol reminded Cabinet members that the Board has requested criteria for spending Professional Development funds. She also expressed the concern that there is still travel money in most of these accounts. Victoria currently has enough in her travel budget to cover this expense. Dr. Schaffer wondered if she had any future travel pre-planned that would spend down that fund. For future reference, Dr. Schaffer noted that it would be wise for individuals to spend down their travel budgets before requesting Professional Development funds. He mentioned that there has been discussion about heading towards a professional development plan, which could be built into the budget cycle. At this time President's Cabinet agreed to pay for ½ of the request with the idea that Victoria spend down her travel budget with the other half.

APPROVED \$1443.50

B. National Council of Marketing and Public Relations (NCMPR) District 4 Conference – Josh Thein and Troy Rumpf \$1,820 – Lisa Murphy

The Foundation was asked to present at both the regional and national conference this year. Only two individuals can attend the district conference, and they have requested scholarships to cover their registration fees. If they receive the scholarships, the cost will come down by \$500. During the national conference in March, Lisa would like to take a larger group. This upcoming trip will exhaust Institutional Advancement's travel funds for the year. Due to the travel funds already being earmarked for future travel, President's Cabinet approved the entire request.

APPROVED

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

3. New HLC Action Projects – Kim Bender

Every year the institution maintains three (or more) action projects with AQIP. At the end of the year a report is submitted that details the activity on the projects over the course of the year. The current action projects are the Holistic Advising Model, Finalizing our KPI system, and Developmental English Program Revision. Developmental English has completed their report, and the other two are currently working on theirs. All three of the projects will be completed this year, so new action projects need to be determined. Kim has a few ideas, but is hoping to work with President's Cabinet to determine a list. Dr. Schaffer noted that as we implement a model of continuous improvement, it shouldn't be difficult to determine action projects. Also, since the projects are published on the HLC website, it is important for the person at the helm of these projects to be proactive and willing to do the additional work required for documentation.

Peggie commented that non-academic program review would be a good place to start, and that doing these analyses could spur future action projects through the process. Kim suggested a co-leadership for this project. Jill Koslosky comes to mind as they are working with student services, and Carol offered to help with the administration side. Kim also noted that two of the projects must relate to the AQIP category, "Helping Students Learn". Carol suggested that Judy and Jose should offer their opinions on these projects. Dr. Schaffer suggested the STATWAY Project, with Dean McIntyre and Shannon Zavorka as team leaders. Kim wonders if there is enough development in the process for it to be a current action project. The program curriculum that will be designed over the next year would also be a pretty significant action project. Jose and Terry Harper/Crystal Stratton as chairs of the Academic Standards committee could head it. Dr. Schaffer also wondered if Starfish would be an appropriate action project. Kim and Dr. Schaffer will plan to talk to Jose and Judy after the meeting for final discussion as to the action projects.

**Postscript to meeting minutes – Four action projects have been chosen for the 2014-2015 Reporting Cycle. They are:*

- 1. LCCC Curriculum Redesign Project
(Jose Fierro, Terry Harper, Crystal Stratton)*
- 2. Math STATWAY Project
(Dean McIntire and Shannon Zavorka)*
- 3. Starfish Early Alert Implementation Project
(Kathryn Flewelling)*
- 4. Non-Academic Program Review Development Project
(Judy Hay, Carol Hogle, Kim Bender)*

4. Tuition Policy No. 4.9 – 1st Reading – Carol Hogle

A. Tuition Procedure No. 4.9P – 1st Reading – Carol Hoglund

APPROVED for consultative feedback

5. Student Fees Policy 4.10 – 1st Reading – Carol Hoglund

B. Review and Approval of Student Fees Procedure No. 4.10P – 1st Reading – Carol Hoglund

Carol thanked Dr. Schaffer for his assistance in authoring these policies. The Student Fees policy describes our fees and how to keep them low. The procedure is how we track and review the process. Kim requested that a step be added into the procedure that addresses accountability. Carol agreed that students should be able to know what their fees are used for. In the current procedure under review of existing fees, a sentence will be added that states, “this report will be provided on an annual basis by the director of accounting.” It clarifies that fees are being tracked and would be put online for students to be able to review. This is tracking for accountability purposes to show fees are being used in an appropriate manner. Dr. Schaffer also found one typo that Carol will correct.

APPROVED for consultative feedback (with changes)

These two policies will go out for consultative feedback and then return to President's Cabinet for a second reading. They will then progress to College Council for approval.

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

6. Enrollment Report – President Schaffer

Enrollment comparisons of one year ago and two years ago were reviewed. At this time we are down about 11% from last year. We are seeing a drop in the decrease in the traditional age pool, but a larger decrease in the 25-60 age range. This was after 60 students were dropped for non-payment. Since students are still registering for the late start, enrollment numbers are expected to change.

7. Human Resources Vacancy Report – Peggie Kresl-Hotz

The search process is underway for nine positions. Interviews are in progress for three of those; five are being advertised; and one is being prepared for interviews. Around 29 individuals were on-boarded in the past two weeks!

8. Lightning Round (Area Updates – FAST)

James

- It has been a thrill to get the semester up and going. Yesterday was great, watching students drive around the full parking lot. There is a lot of energy with the new faculty, and a very collaborative feeling throughout the campus.
- Tomorrow ACC will be holding an informal meet and greet to welcome James and introduce him to the community. Dr. Schaffer is planning to attend. It is planned during class time to show the flow of students during a typical day.
- The wind turbine is going to be coming down. There is \$10,000 worth of copper cabling and conduit that we can get money for. Carol requested that James make sure Jerry Harris is involved in the process.

Kim

- As a liaison officer for HLC, Kim has been requested to provide information on what kinds of student achievements that we list, and where it is located on our website. Kim plans to list graduation rates, retention rates, degrees, and enrolling success rates. Currently our website page is labeled "Compliance and Consumer information". Kim feels that "consumer" should be listed first, and would like to title the page, "Consumer and Compliance Information". Kim will ask Aimee to make the change, and will also let her know about the broken links that exist in the page. Dr. Schaffer would like to include stories of student success. Would this be a good place to put Josh's videos?

Carol

- The audit field work is done. They had a mini debrief and all seems to be well.
- Sabrina and Pam have been working closely with the Student Services area to make sure all students are getting what they need.
- Carol has heard from many individuals that this is the best move-in that we have had. The only other comment she has heard is that maybe they should have move-in on Saturday instead of Sunday.
- The Children's Discovery Center is currently full with a waiting list.
- Administration and Finance are working hard on their web pages!

Peg

- HR is extremely busy with on-boarding!
- The screening training that Jenny Hargett and Tara Rood held last week had 22 participants. There are various other trainings coming up in the next month.
- Amy Stinson is starting today, and will be making the rounds for introductions.

Lisa

- The website is getting closer to being finished. Please continue sending any broken links to Aimee.
- Wyoming Travel and Tourism is coming through with \$27,000 in sponsorship money for the Shawn Dubie Memorial Rodeo. They are going to support colleges and students, to lift up college athletes and look for upcoming talent.
- Athletics is in full swing, and cultural events are also on the calendar.
- Josh has been working on a series of spotlight videos that match the strategic plan. Lisa would like to invite Josh to a future President's Cabinet meeting to share some footage he has taken with the hobbyist camera.

Dr. Schaffer

- Will be meeting with College Presidents for a retreat on September 23-24 to nail down some Performance Funding metrics for the Commission.
- Registration is open for WACCT 4th Annual Summit on Community Colleges. Dr. Schaffer would like President's Cabinet members to attend if possible.
- Dr. Schaffer will be out next week. Jose will be acting president and will handle internal issues. Lisa will handle anything external that comes up.
- Please write in the System's Portfolio!

Respectfully submitted,

Jennifer Thompson