

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

**Tuesday, May 27, 2014**

**1:30 p.m.**

**BOARD ROOM**

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Kim Bender, Lisa Murphy, Kathleen Urban, and Peggie Kresl-Hotz

Cabinet Excused: Carol Hoglund, Vicki Boreing

Guests: Jennifer Thompson, Tim Macnamara, Mike Randall

**GUEST ITEMS/PRESENTATIONS**

**1. CampusCruiser Portal Implementation Summary Report – Mike Randall**

Mike Randall presented the final summary from the team, and included a letter from Jill Ferrie for President's Cabinet to review. The letter covered a few recommendations from Jill including; monthly meetings, on-going training and professional development, and policies and protocols that could be implemented to strengthen the community. Mike also walked President's Cabinet through the portal, and discussed changes that were made. As the main focus of this implementation is on students, many changes were made to give them a broader sense of what is happening on campus. The video campaign from the home page was added, along with graphics and a link to D2L. When students first sign in, an alert will pop up that will allow them to opt in for alert messaging. A student lounge was also created that will be student run, and will include message boards, chat rooms, and student-centered blogs. Consultative feedback will also be added to this area. Each division on campus will have an "office" that students can access to receive announcements, fliers, forms, etc. The offices will be monitored by individual areas, and trainings will be offered through the summer and into next year for individuals to learn how to monitor their site. The final steps for the team are to complete the faculty and staff dashboards. Faculty will go live on June 16, and staff will follow during the first week of July. The official go-live date is June 20. Jose requested that a few students test everything beforehand to make sure that it is all working and up to speed before the start of the fall semester. Mike will return with an update after the go-live date at the end of June.

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

**2. Request to Fill Vacancy – Counselor (replacing Eirin Grimes) – Judy Hay**

**APPROVED**

**3. Request to Fill Vacancy – Coordinator – Counseling and Campus Wellness (replacing Jenny Rigg) – Judy Hay**

**APPROVED**

Eirin Grimes and Jenny Rigg are both leaving, which leaves us with no counselors on deck. Judy would like to staff these positions with a coordinator, as well as a full-time counselor. Judy also explained that the other nine month counselor position that was approved awhile will back be re-purposed into a nurse/counselor position.

**4. LCCC FY15 Development Priorities for the LCCCF – Lisa Murphy**

These priorities had been brought to President's Cabinet at a previous meeting. President Schaffer edited the three scholarships from the Pepsi endowment to include: a Golden Eagle Athletic Endowment, Need-Based financial aid, and an Activities-Based scholarship. These scholarships will go through the financial aid office. Lisa will bring a list of the amounts we have received from Pepsi, as well as contracts for each scholarship to the next meeting.

**APPROVED** to go to the Development Committee on June 9, 2014.

**5. Academic Standards Committee Procedure 2.12P Revisions – José Fierro**

This procedure was approved about a year ago, but because of some changes and new ideas that were brought forward, revision was required. The most important changes that have been made are based on the continuity of the program. Currently there are a Chair, and a Co-chair that serve as leadership on the Academic Standards Committee, but their term is only one year. The Chair is always a faculty member, and the Co-chair is an academic dean. However, by the time that person gets up to speed on the process, their term is over. Thus, the revision has changed their terms to two years. In addition, the procedure did not include a transition time for new Chairs, so they have added a Vice Chair to ensure that training/transition can take place. The Vice Chair will serve a two year term, and will be eligible to assume the Chair's position when their term expires.

Additionally that have found that the work load for the faculty representative for the schools is very large and having them also serve as the Chair was too much work for one individual. The Chair will now become a non-voting member, with voting representatives from each school. Finally there were a few minor changes to the subcommittees. Many of these are flexible and negotiable like the lengths of terms, and who appoints who. President Schaffer would like to clarify in the procedure who votes and who doesn't. He also felt that it might be important to add the Gen Ed committee as a standing subcommittee. Finally there was discussion about setting up the leadership for the subcommittees in much the same way as the Academic Standards Committee. President Schaffer will work with Jose and Kim to incorporate these additions.

**APPROVED** for consultative feedback with additional revisions.

**6. Academic Program Review Policy and Procedure 2.4 and 2.4P – Kim Bender**

Kim wanted to recognize James Miller for all of his help with developing the policy and procedure, and his assistance with the formatting. Having this policy/procedure will help us to attain our value of continuous improvement which will help us to become a quality institution. This process will also provide a professional development platform for faculty and staff to build their skills in evaluation. It will have built in resources, and provides a rubric mechanism for scoring. KPI's are also indicated throughout. The procedure serves our mission, as well as Alignment and Integration which is the AQIP piece. Kim walked President's Cabinet through the review process and schedules. The schedules for Program Review are flexible, and Kim would like these reviews to occur immediately following site visits.

Kim is also developing a Program Review manual that mirrors the procedure. Jose recommended attaching the manual and citing it in the procedure document. This will allow the procedure itself to be pared down, and any additional changes that need to be made can be done in the manual only without impacting the procedure. Judy requested that there be consistency in what is being presented to students. President Schaffer

will take a look at the procedure language, and will continue to work with Jose and Kim to get this developed and ready for consultative feedback.

**APPROVED** for consultative feedback with additional revisions.

*(\*\*Postscript to Minutes – President Schaffer, Kim, and Jose decided that this Policy and Procedure needed to return to President's Cabinet for additional review. It was brought back at the June 10, 2014 meeting.)*

**7. Professional Development Fund Requests – Balance \$0** (*standing agenda item*) – No Requests

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

**8. Courier Services** – José Fierro

At this time, Jose's budget covers courier services between Cheyenne and Laramie for two to three days a week. Kathleen feels that daily courier services would be helpful and that ACC could assist with the cost. After discussion, it was decided to renew the current contract as is. Kathleen will talk to her staff to determine if three days a week is enough, and President's Cabinet will revisit this again next year.

**9. May 21<sup>st</sup> Board Meeting Follow-up** – President Schaffer

No comments

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

**10. Facilities Updates** (*standing agenda item*) – Tim Macnamara (for Carol Hoglund)

- **University Student Center** – The group had their first meeting last week. They received a briefing from the architect, and were instructed to reduce some square footage to lessen the cost. The reduction of square feet will put us in line with what we have funded.
- **Flex Tech Building** – Proposals are due June 6 and an architect will be selected this summer.
- **Parking lot** – The west Ag. parking lot will be expanded after Frontier Days. It is expected to be completed by the start of classes.
- **Gateways** – Construction is about ¼ complete. They will start putting stone on this week.
- **Wayfinding** – The committee had a meeting and received a preliminary cost estimate.
- **Learning Commons and PE** – Level I's have been approved and sent off to the state.
- **Residence Hall** – There will not be anything to report until 2015.
- **Fine and Performing Arts** – An advisory committee will be formed this summer to begin the Level I process. Actual construction will not occur until 2015.

**11. Enrollment Report** – President Schaffer

FTE and headcount are up from last year.

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

We will begin receiving these again when Tara Rood starts effective 5/28/14.

**13. Lightning Round** (Area Updates – FAST)

Kathleen

- The AVP has been hired and will begin soon!
- Will be bringing in candidates for Social Sciences next week.

Peggie

- Currently in interview phase for HR assistant.
- Tara Rood starts tomorrow!

Lisa

- The Foundation has received its second estate gift of the year. This money will go towards vocational programs, with another portion going to a veteran's scholarship.
- Will be checking with Riverton to see if they will allow us to assist them with their match dollars. At this time they do not have a director of their foundation.

José

- Kathy Hathaway has been hired as the Dean of Math and Sciences and will begin on June 30. She comes to us from Washington, and will travel to San Francisco for training upon arrival. A press release will be coming out shortly.
- Continuing the search for the Dean of Arts and Humanities. Two more interviews are scheduled, and then will determine next steps.
- Also continuing faculty interviews.

Judy

- Orientations are continuing on schedule, with one tonight and another on Thursday.
- Next week Judy and Jose will be out for the WYSAC conference. Stacy Maestas will serve as AVP for Judy while she is gone.

Kim

- Working through program review and assessment.
- Need to send out the organizational structure of the college to Campus Labs.

President Schaffer

- Traveling to ACC on Friday for their monthly meeting.
- Should have the 360 Review information back from Marti this week.
- Development Goals will go to the Board this week or next.

Respectfully submitted,  
Jennifer Thompson