

LARAMIE COUNTY COMMUNITY COLLEGE
COLLEGE COUNCIL

Friday, March 29, 2013
2:00 to 4:00 p.m.
Training Center
TC 120

MINUTES

An attendance list is attached.

APPROVAL ITEMS *(Items on which College Council will take action.)*

College Council Co-Chair Kari Brown-Herbst called to order the March 29, 2013, College Council meeting at 2:03 p.m.

1. [Approval of the College Council February 8, 2013, Minutes](#) – Kari Brown-Herbst (email attachment)

Chad Marley moved and Jennifer Anderson seconded,

MOTION: That the College Council approves the February 8, 2013, minutes as written.

APPROVED

DISCUSSION ITEMS *(Items needing discussion by College Council.)*

2. **Human Resources Priority Task Force** – Human Resources Priority Task Force

The following revised forms were provided as handouts and emailed to College Council on 3/29/13.

- A. [HR Task Team Process Roll-Out](#)
- B. [Process Workflow](#)
- C. [Form No. 1 – Position Request Rationale](#)
- D. [Form No. 2 – Position Request Review Rubric Score](#)
- E. [Form No. 3 – CC Member Rationale Review](#)
- F. [Form No. 4 – CC Summary Ranking](#)

The Human Resources Priority Task Force Team members were Roger Findley, Peggie Kresl-Hotz, Chad Marley, Dennis McAllister, Jayne Myrick, Crystal Stratton, and Kay Wagner. Task Force members credited Peggie Kresl-Hotz for her guidance and knowledge during the development of the Phase I position prioritization process. The team was charged with developing objective criteria for submitting position requests with the goal of moving away from the current subjective process. The HR Priority Task Force developed a process that is seamless, objective, documented, transparent, justified with consistent data, and tied to the College's strategic plan. A "Full-Time Position Request, Review, and Ranking Process Workflow" flowchart was distributed. College Council's function in the prioritizing of positions was depicted in that graph. The prioritization process, that will be first piloted, is outlined below.

- A. HR Task members partner with managers to assist and guide pilot process implementation.
- B. Completed Position Request Rationale forms are forwarded to individual College Council members.

Items underlined and in [blue text](#) had corresponding attachments on the original agenda, which may be found at <http://www.lccc.wy.edu/about/president/council/minutes>.

- C. HR Task Team members partner with individual College Council members for rationale review to assist and guide process implementation.
 - D. College Council members electronically discuss and/or hold secondary meeting to discuss outcome of ranking the submitted positions.
 - E. College Council submits ranked positions to President's Cabinet for inclusion in FY 2014 budget request.
 - F. HR Task Team members gather feedback regarding process pilot, implementation, forms, etc.; process will be revised as deemed appropriate.
- [HR Priority Task Team Process Roll-Out]

Comments and Clarifications

- The hiring manager uses the scoring rubric to validate from numerical and descriptive perspectives the pre-scoring of each position. The hiring manager's pre-scoring may then be compared to the College Council Sub-Committee's pre-scoring to see if a major disconnect exists between the two. President's Cabinet has the final authority. President's Cabinet will make the final recommendation on which positions will be included in the budget process.
- Even though only a brief turnaround times exists for this year's position(s) prioritization, the process will be implemented this year so that improvements can be made.
- The process shared today is Phase I of a three-phase rollout. Phase I is for new positions only. The filling of existing position vacancies will be considered in another phase. Available funding and position reconfigurations (e.g., combining two half-time positions into one fulltime) will be factors in assessing the need for filling an existing position vacancy and therefore the ranking of that position.
- The forms will be available online. Completed forms will be filed in the Human Resources Office.
- A College Council Subcommittee will be organized within the next two weeks. Kari will poll College Council members via email to learn who is interested in serving on the subcommittee.
- The HR Priority Task Force members will explain the new process rationale and the form completion process to hiring managers and the newly organized College Council subcommittee members.

3. Budget Resources Allocation Committee Overview and Recommendations – Jayne Myrick and Cindy Henning

- A. Overview and Recommendations
- B. Recommended One-time Requests

The Budget Resources Allocation Committee members were Arlene Lester, Bill Zink, Dennis McAllister, Chad Marley, Roger Findley, Jayne Myrick, Cindy Henning, Jodi Weppner, Dan Russell, and Trina Kilty.

The Committee met the challenge of their two charges, which was to prioritize and make recommendations for onetime fund allocations and balance the 2013-2014 budget. The broad representation on the Committee was beneficial, giving committee members' insight to other areas. Committee members worked together to advance the budget recommendations in the interest of the College as a whole. Committee recommendations were based on trend data, and budget priorities were set according to student and infrastructure needs (e.g., health/safety issues).

All requests were examined and ranked. Budget determinations were made relative to monies available and not the perceived importance of the requests submitted. Budget reductions focused on the areas of operating budgets, adjunct faculty, and student salaries. One-time requests were ranked and broken down into one-time, infrastructure, and Perkins grant funds. One-time requests for more than \$50,000 were not considered, because the amounts would significantly reduce the funds available, thereby limiting the requests that could be funded. In addition, one-time requests less than or equal to \$2,000 were also not considered, because the Committee believed these requests could be purchased from individual department or area budgets. Cost center managers were contacted for additional budget support information, and a justification was provided for any request recommended for denial.

The Committee is in the process of evaluating this year's process and will compile a list of improvements to be incorporated into next year's budget and resource allocation process. One of the suggestions was to move the initial distribution of budget information to the fall with budget responses due to Jayne by the first of February. Another recommendation was to have more than one student on the Committee to assure at least one student will be able to attend the Committee meetings in the event of a class schedule conflict. Email communications assured all committee members were receiving the same information; the language of the emails will be modified and clarified. Jose suggested the questions that were received the most often be incorporated into the budget information distributed, so that the Committee is provided the answers at the onset of the process. Other areas to be addressed in the next budget process are notification of those whose budget requests were denied and the inclusion of budget request limitations with the distribution of budget materials.

The FY14 budget will be presented to the Board during their April 3rd Study Session for consideration of all budget recommendations.

ACTION ITEMS *(Items on which College Council will make recommendations.)*

4. FY 14 Budget for Ratification – President Schaffer

- A. FY14 Budget Assumptions
- B. FY 14 Budget (Trend Data)
- C. Recommended One-time Requests

President Schaffer reviewed the proposed distributions and estimated funds available for an FY 14 budget of \$2,529,838. Highlights included:

Funds Available

- State Aid for Employee Retention Appropriation	\$130,869
- State Aid for .25% Retirement Increase	\$25,444
- One-time Enrollment Growth Funds	\$831,270
- Position Vacancies	\$461,753
- 5% Tuition Increase.....	\$150,000
- Local Appropriation	\$256,346
- One Mill	\$50,000

Proposed Distribution

- Compensation Package (includes a 2.5% salary increase for benefitted employees)	\$918,581
- Academic Affairs (includes four new faculty positions).....	\$438,000
- Student Services (includes a new advising model)	\$200,000

Comments and Clarifications

- The .25% retirement increase in the retirement contribution, part of which will be funded from State aid, will be deducted from the employee's payroll beginning in September.
- The work the campus did to cut their budgets more than justifies the 2.5% cost of living increase for benefitted employees.
- The structure for the distribution of the incentive bonus will be determined.
- \$2.5 million was put on the table to be reallocated.
- The employee retention bonus will be distributed according to the existing pay plan.
- The \$200,000 reduction in scholarships is due to the sun setting of the Golden Eagle scholarship.
- The College's employees' efforts to cut their budgets campuswide by \$2.5 million for reallocation more than justifies the 2.5% cost of living increase for benefitted employees.

Items underlined and in **blue text** had corresponding attachments on the original agenda, which may be found at <http://www.lccc.wy.edu/about/president/council/minutes>.

- The campus will be notified after the Board approves the budget at their July 17th business meeting when requests will be accepted for the allocation of strategic initiative monies. A request and justification process, that will include a review by President's Cabinet and approval by College Council, will be identified for the allocation of these funds. Strategic marketing, pilot program initiatives, program startup, and space renovation are examples of how strategic dollars are to be used.
- Requests for monies from the equipment repair line will come to President's Cabinet from an operational standpoint.
- The FY 2014 budget is balanced. However, the budget includes about \$20,000 for ongoing expenditures for which liquid funds will need to be found for inclusion in the next fiscal year's budget.
- The student fees that are disseminated through the Student Fee Allocation Committee are included in the Agency Budget, which is not part of the operating budget presented to the College Council. A discussion about the allocation of student fees will be held throughout the year. A reduction in student fees will be one topic of conversation during those discussions.

Lisa Murphy moved and Chad Marley seconded,

MOTION: That the College Council recommends the President approves the Budget and Resource Allocation Committee's recommendations for one-time, strategic investments included within the proposed FY 14 operating budget, and that the President advance the proposed operating budget to the Board of Trustees for their approval.

MOTION CARRIED unanimously.

5. Policies and Procedures for Ratification – Kari Brown-Herbst

- A. Honors [Policy](#) and [Procedure](#) (Feedback due 2/14/13 – No feedback posted.) – Jose Fierro
- B. Library: Patron Privacy [Policy](#) and [Procedure](#) (Feedback due 2/14/13 – No feedback posted.) – Judy Hay
- C. Limited Enrollment Programs Admission [Policy](#) and [Procedure](#) (Feedback due 2/14/13 – No feedback posted.) – Judy Hay
- D. [Alcohol Free Campus Policy](#) and [Alcohol Exceptions Procedure](#) – Lisa Murphy
(The policy and procedure were forwarded to College Council members following President's Cabinet review on Tuesday, March 26th. No additional feedback was received prior to the March 28th deadline.)

Chad Marley moved and Alex Matthews seconded,

MOTION: That the College Council ratifies the Honors, Library: Patron Privacy, Limited Enrollment Programs Admission Policies and Procedures and the Alcohol Free Campus Policy and Alcohol Exceptions Procedure.

MOTION CARRIED unanimously.

INFORMATION ITEMS (Items not needing large discussion, but are important for College Council's awareness.)

6. [College Council Committees – Description of Purpose](#) – President Schaffer

Budget Resource and Allocation

This committee is responsible for providing a college-wide perspective on the budget development process, offering objective, unbiased review of budgets of individual areas on campus, providing support for those areas in completing required forms, examining areas for efficiency or needs, and initially forming a recommendation for the College's budget to College Council and the President. This group also facilitates the process for collecting, examining, and ranking requests for one-time and/or strategic initiative funds. The committee may facilitate the process for collecting, examining, and ranking requests for new staff.

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Institutional Planning

This committee works with schools, divisions and departments to craft operational and strategic initiatives as well as the appropriate budgetary requests to fund them as needed. The committee also plays an integral role in the development of the College's Strategic Plan, and ensuring other plans on campus are driven/connected to it. The committee will identify and recommend those initiatives of the College that should be reported as AQIP action projects for accreditation purposes.

Institutional Effectiveness

The institutional effectiveness committee is responsible for monitoring and evaluating the performance of the institution, and/or campus AQIP, operational plan, and strategic initiatives through the collection and analysis of evidence and data related to these activities. A key component of this committee is to collect, analyze and inform the planning and resource allocation process based on the performance of the institution as measured by the College's Key Performance Indicators.

The above College Council committees and their memberships may be found at <http://www.lccc.wy.edu/about/president/council/committees>.

7. Enrollment Report – Ann Murray

The March 18, 2013, “Spring 2013 Enrollment Monitoring – End of Term” report shows both Headcount and FTE are down 6% when compared to Spring 2012 enrollment. Another comparison noted was Eastern Wyoming College’s FTE is up 200 FTE, whereas, LCCC’s is down 40 or 60 FTE. It was noted that the College needs to make sure it does not lose market trend.

8. Human Resource Recruitment (Position Vacancy Status) Report – President Schaffer for Peggie Kresl-Hotz

The Human Resource Recruitment Report was provided to College Council members for information. The report is also provided to President's Cabinet during their regular meetings. As of March 26th 23 local and national recruitments are active.

9. Constituent Feedback

Constituent feedback was noted on the following:

- People not valued
- Too much change too fast
- Timekeeping system’s changes in pay structure
- Degree and certificate program proposed policies
- Staff’s low morale and participation
- Professional staff’s requirement to attend graduation
 - o It is incredibly important that professional staff employees who have advanced degrees be at commencement.
 - o As a salaried individual, the expectation is that some work responsibilities will occur beyond the 8 a.m. to 5 p.m. work day.
 - o If a professional staff employee cannot attend commencement they should clear their absence with their supervisor.
- Staff not included in decisions
- No signage outside the Health Sciences Building for the Dental Hygiene Clinic

President Schaffer will be attending a staff meeting next week. An explanation of the timekeeping system may be found at <http://www.lccc.wy.edu/about/president/council/faq>. An analysis to show the average fluctuation in a person’s salary may be possible. However, the system details that are needed to analyze the

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information gathered during the piloting of the system are not yet available. A proposal was made to disperse the one-time bonus monies at the same time the timekeeping system is implemented so the bonus monies could offset any adjustment in an employee's payroll during that month. The statute states the bonus is to be given in October. However, a disclaimer exists that leaves the administrative implementation to the discretion of the trustees/college, so providing the bonus in August will be pursued. As a general observation about campus communication, Kari observed College Council members have a responsibility to clean out the rumor mill and not invest in the hearsay of those who are not the source.

Upcoming Dates

April 10th Building Forward Campaign Open House Hosted by the Trustees – 2 to 4 p.m. – CCC 178/179

April 25th Spring Clean fling – Date to be determined. (POSTSCRIPT TO MINUTES: The April 25th Spring Clean Fling was cancelled because of the spring snow storms.)

April 24th Recognition of Excellence Lunch – 11:30 a.m. – CCI 130

May 3rd Employee Recognition Reception and Awards – 5:30 p.m. Reception; 6:30 p.m. Awards – UP Centennial Room

The March 29, 2013, College Council meeting adjourned at 4:23 p.m.

Respectfully submitted,

Vicki Boreing
Recorder

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Training Center

TC 120

	*Key Below	Member	Representative Area	Term Start Date	Term End Date
1.	P	President Joe Schaffer	President – ex officio (non-voting)	N/A	N/A
2.	P	Kim Adams	Classified Staff Vice President	Fall 2012	Spring 2014
3.	P	Jennifer Anderson	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2012	Spring 2014
4.	P	Kari Brown-Herbst	Faculty – Elected at Large	Fall 2012	Spring 2014
5.	P	Aaron Casteel	Classified Staff – Elected at Large	Fall 2012	Spring 2014
6.	E	Burt Davis	Faculty – Appointed by Faculty Senate	Fall 2012	Spring 2014
7.	P	Jose Fierro	President's Cabinet	N/A	N/a
8.	P	Judy Hay	President's Cabinet	N/A	N/A
9.	P	Carol Hوجلund	President's Cabinet	N/A	N/A
10.	P	Meghan Kelly	Faculty – Elected at Large	Fall 2012	Spring 2013
11.	E	Peggie Kresl-Hotz	President's Cabinet	N/A	N/A
12.	P	Tim Macnamara	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2012	Spring 2013
13.	P	Chad Marley	Mid-level Manager (Nominated at Large; Appointed by the President)	Fall 2012	Spring 2014
14.	P	Alex Matthews	Professional Staff – Elected at Large	Fall 2012	Spring 2013
15.	E	Vito Milatzo	Classified Staff – Elected at Large	Fall 2012	Spring 2013
16.	P	Lisa Murphy	President's Cabinet	N/A	N/A
17.	E	Ann Murray	Institution Research Manager – ex officio (non-voting)	N/A	N/A
18.	P	Jayne Myrick	Budget Coordinator – ex officio (non-voting)	N/A	N/A
19.	P	Chrissy Renfro	Professional Staff – Elected at Large	Fall 2012	Spring 2014
20.	E	Daniel (Dan) Russell	SGA (Student Government Association); Elected by SGA	Fall 2012	Spring 2013
21.	P	Lynn Stalnaker	President's Cabinet	N/A	N/A
22.	E	Gary Stecks	SGA (Student Government Association); Elected by SGA		
23.	P	Stan Torvik	President's Cabinet	N/A	N/A
24.	E	Jodi Weppner	Professional Staff Vice President	Fall 2012	Spring 2014

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25.	P	Mike Wyatt	SGA (Student Government Association); Elected by SGA	Fall 2012	Spring 2013
26.	P	Vicki Boreing	Recorder (non-voting)	N/A	N/A
	GUESTS				
P	Kevin Yarbrough for Jodi Weppner				
P	Roger Findley		HR Priority Task Force Committee and Budget Resource and Allocation Committee		
P	Cindy Henning		Budget Resource and Allocation Committee		
P	Dennis McAllister		HR Priority Task Force Committee and Budget Resource and Allocation Committee		
P	Crystal Stratton		HR Priority Task Force Committee		
P	Kay Wagner		HR Priority Task Force Committee		
P	Arlene Lester		Budget Resource and Allocation Committee		
P	Bill Zink		Budget Resource and Allocation Committee		
*Key:	P – Present		E –Excused		UE – Unexcused