

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, April 3, 2012**  
**1:30 p.m.**  
**BOARD ROOM**

Cabinet Present: President Joe Schaffer, Carol Hoglund, Stan Torvik, Grant Wilson, Lisa Murphy, and

Cabinet Excused: Peggie Kresl-Hotz and Marlene Tignor

Guests/Visitors: Cindy Henning, Dara Lawyer, Arlene Lester

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

**1. PE Building Hours – Cindy Henning (See the attached report.)**

Three options addressed extended hours, use of the weight room, and associated liability issues. Monies from the wellness fee would be sufficient to cover additional monitor costs. Carol stated that from a risk perspective a waiver needs to be signed by those utilizing the weight room especially if spotters are not going to be on site and suggested users of the weight room could sign the same waiver required for use of the climbing wall. Cindy agreed and said this would be very doable, adding a database is maintained with the names of those signing a waiver. President's Cabinet acknowledged Cindy's proposal as a good step in the right direction and agreed Option 2 would be the best approach for immediate implementation and will provide Cindy with a sense of the facility's usage. President Schaffer asked Cindy to email the Cabinet's decision to ASG President Alex Barker and copy him.

**2. Employee Recognition Awards & Reception Proposal – Dara Lawyer (See the attached report.)**

Dara presented Little America's proposal for reserving the Grand Ballroom on Friday, May 11, for hors d'oeuvres at 6 p.m. and awards at 7 p.m. A cash bar will also be available. She explained the Plains Hotel was already booked on May 11<sup>th</sup> and that she had received no response from the Holiday Inn. She explained further that this year's finals' schedule, early commencement, and other competing events in April eliminated other date possibilities for the reception. The Faculty Senate, ESSC, and EXCEL Committee are working together to promote and provide a successful event. Jeff stated the Faculty Senate decided as a Senate that May 11<sup>th</sup> would be OK even though the faculty are off contract at that time. Jeff clarified the awards given at this reception are separate from the faculty teaching excellence awards given during commencement; these are teaching-based awards. This year, a separate staff peer award will be given. The award's criteria has been developed by Dara and Arshi Nisley and is being reviewed by the ESSC. ESSC is now reviewing the proposed criteria. Staff nominations may be submitted by any employee for this award, which is a peer recognition award. Retiree awards, years-of-service longevity awards, and adjunct faculty of the year awards will also be presented; and the Wyoming Association of Community College Trustees nominees and award recipient will be acknowledged as well. A .pdf invitation with an electronic response is being considered for the recognition event. President's Cabinet asked Dara to contact the Holiday Inn again about their availability. (POSTSCRIPT TO MINUTES: The Holiday Inn was booked on May 11<sup>th</sup>. Therefore, the Little America has been officially reserved.)

**APPROVED with follow-up requested.**

**3. Thunderbirds' Volunteer BBQ** – Arlene Lester (See attached report.)

The Thunderbirds' practice performance is tentatively scheduled for Monday, July 23<sup>rd</sup>, along with the annual BBQ for College employees, their families and the volunteers who make up the grounds crew for the Thunderbirds' Cheyenne Day performance. This is the 14<sup>th</sup> year the College will host the BBQ and the 59<sup>th</sup> year the Thunderbirds will be performing on Cheyenne Day, Wednesday, July 25<sup>th</sup>. Arlene will keep the campus informed if the practice schedule changes, so College Drive closures will be known in advance, and the LCCC family and volunteers can make plans to attend the practice performance and barbecue.

**APPROVED**

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

- 4. Application for Raffle Approval – Phi Beta Lambda** (Tanya Griffith, Advisor) – The raffle will be held April 5 through April 12<sup>th</sup>. The raffle proceeds will be used to offset the costs for members to attend the Phi Beta Lambda National Conference and competition in San Antonio, Texas, June 21-28.

**APPROVED**

- 5. Professional Development Fund Requests – Balance \$703** (*standing agenda item*) – No requests

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

- 6. Campus Reorganization** (*standing agenda item*) – President Schaffer

President Schaffer said June 30<sup>th</sup> will be the date proposed to the Board for the reorganization recommendations to become official. He clarified the horse show team and Career Center are not “going away,” noting the Career Center is doing very well. Grant concurred and then speaking to the horse show team, he explained the team will move to a club organization over the next year, giving the team time to become eligible for the SFAC process, while transitioning out of Athletics. In response to Jeff Shmidl's question about plans for the Dean of Health Sciences and Wellness position, President Schaffer answered the consensus from the feedback he has received is to hire an interim for that division and keep the Education, Natural, and Social Sciences Division intact. President Schaffer observed the budget language, if not completely understood, could be misconstrued, and suggested a synopsis be sent to the campus, perhaps in a question and answer form, that would explain how the budget's approval will effect change on the campus. Lisa proposed the inclusion of a reminder about the “Your Feedback”

<http://www.lccc.wy.edu/about/feedback> and “Comments and Questions for the President”

<http://www.lccc.wy.edu/about/president> websites would also be helpful to those seeking clarification.

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

- 7. April 4 Study Session Meeting Agenda** – President Schaffer

The April 4<sup>th</sup> Study Session agenda (and future ones as well) may be found at <http://www.lccc.wy.edu/about/board/sessions>. Carol noted the Board will have a first reading of the proposed FY 2013 budget during the May 16<sup>th</sup> business meeting followed by another opportunity for questions during the June 6<sup>th</sup> study session. The budget will be presented to the Board for final approval during their July 18<sup>th</sup> business meeting. A public budget hearing will be held prior to the convening of the business meeting. The third Wednesday of July is set by statute for the budget's public hearing and approval.

## **8. Lightning Round (Area Updates – FAST)**

### Lisa

- Governor Mead confirmed his availability for commencement speaker. YAY!!! Lisa will ask community college founder and former legislator Pete Simpson, who was the back-up commencement speaker, if he would consider being a fall inservice speaker. President Schaffer offered to be in charge of the fall 2012 inservice and will consult with Cora Futa about the scheduling of activities.
- Lisa distributed a March 29<sup>th</sup> *Casper Star-Tribune* article “Coordinated response – Lawmakers scrutinize community colleges’ funding and governance”. President Schaffer stated the article illustrates the basic problem community colleges have trying to explain enrollment growth funding, which is a mechanism the legislature created to provide some flexibility for the appropriation of variable dollars consistent with fluctuations in enrollment.
- Grant was quoted in yesterday’s *Wyoming Tribune-Eagle* concerning a recent Lumina Foundation report, that stated over 60% of the nation’s population needs to have college degrees. The report shows Wyoming is at 38.8%. Grant pointed out the report’s figures do not include certificates of completion, which would add another 5 to 10%. Even so, he agreed more needs to be done to assure students meet the completion agenda standard. President Schaffer noted President Obama issued a similar challenge through the American Graduation Initiative that proposed “a high post-secondary credential” that included a one-year certificate attainment by 2020; Lumina is focused on the associate degree. Stan added the Wind Energy and HVAC certificates fall into the certificate categories.
- Lisa suggested the campus should undergo a refresher training session on the College’s Emergency Response Plan. The training could include information about timely warnings, the College’s crisis communications system—Campus Cruiser (14,000 persons are signed up), text messaging, phone PA system, website announcements, and Channel 11—and an active shooter scenario. President Schaffer said the safety and security assessment will be received soon. After he has reviewed the assessment, opportunities to engage the Sheriff’s office in updated training will certainly be sought. Carol believed a draft of the assessment report will be released next week. Lisa asked that the training be kept in mind for an inservice.

### Grant

- The earlier deadline of April 2<sup>nd</sup> for ordering caps and gowns did not reduce the number of students (136) choosing to do so. Registration is steady and no long lines are being experienced—a hopeful indication that students are registering online. Also encouraging is the number of students (275) who have already registered online. In addition, several classes were closed with waiting lists by the time the doors were opened at 8 a.m. this morning. Jenny Hargett generates enrollment reports about once a week during peak registration periods.
- Grant interviewed with Channel 13 (NBC out of Casper) today concerning changes in the international students’ program. Grant reported the College is moving through a transitional period of incorporating recommendations from the reorganization assessment that will make the College more efficient. The integration of international students into the fabric of the campus was one of those recommendations. President Schaffer added one of the byproducts of an international study proposal currently being considered is the facilitation of relationships for exchange programs and international study on LCCC’s campus. He reiterated that his interests and the Board’s interests in having a culturally diverse student population are still very high and that they have a shared belief that other ways exist to do so more effectively.

### Stan

- Susan Maxwell, who coordinates the SEEK Program, found some 241 voice mails waiting for her when she arrived today—all from anxious parents and others wishing to enroll children in the 2012 Summer SEEK program. The College’s faculty and school district teachers are among the certified instructors bringing the widely acclaimed SEEK program courses to the community. Registrations cover the course

costs, making the SEEK summer sessions extremely affordable. Ways to convert the hand-generated registrations to an online process are being researched and will hopefully be in place by next year.

Carol

- The proposed FY 2013 budget book is available on EaglesEye; a hard copy is also available in the Library. Multi-year timelines are being developed for the proposed facilities' projects. President Schaffer acknowledged the challenges associated with producing the timelines and commended the tedious work that had been invested in the process.

President Schaffer

- A committee is being assembled to review the requests for proposal submitted for legal services. The legal firm chosen will represent both the Board and the College.

Respectfully submitted,

Vicki Boreing

Since Vice President Tignor was unable to attend this President's Cabinet meeting, I wanted to provide you some additional information as it is my position, the Exercise Science Coordinator who oversees the PE building, work study, and hours of operation.

We average 89.5 users/day (Fall 2011 – Current Spring 2012)

DOES NOT include classes or athletic team practices

Open a total of 76 hours a week for building

Pool & climbing wall added total open hours are 104.5 hours

I have been here approximately 18 months, and during that time we have added usage hours based on student requests in the following areas:

- climbing wall
  - Prior only opened during school week
    - Now opened in the evening, afternoon, and on a weekend day—we did this beginning in the fall semester.
- Swimming pool
  - Prior open on M – TH evening & Saturdays
    - Now opened M – TH evening and both Saturday and Sunday

Weight room has been an issue yet in conversations with administration I was consistently told it was a liability issue.

- this semester tried a longer block of time (11 AM – 2 PM) during the weekdays for users to access the weight room yet maintaining oversight of the liability concerns .
- I support having the weight room more accessible to users

Three options:

- 1) open without a monitor with work study checks every 15 minutes (something they currently do with rest of building) and instructors in/out with students throughout the day
  - No additional cost
  - Brings weight room in line with other areas of building except pool

- 2) add an additional 20 hours/per week with a monitor

Weekly cost would be \$160.00 (\$8.00 X 20)

Additional cost through end of school year \$800.00 (\$160.00 X 5 weeks)

Based on usage outside of current monitored time:

Hours could be (based on data from this springs usage)

Monday:	3:00 PM – 5:00 PM	6:00 PM – 8:00 PM	(+4 hours)
Tuesday:	3:00 PM – 5:00 PM	7:00 PM – 9:00 PM	(+4 hours)
Wednesday:	3:00 PM – 5:00 PM		(+2 hours)
Thursday:	3:00 PM – 5:00 PM	7:00 PM – 9:00 PM	(+4 hours)
Friday:	3:00 PM – 5:00 PM		(+2 hours)
Saturday:	1:00 PM – 3:00 PM		(+2 hours)
Sunday:	1:00 PM – 3:00 PM		<u>(+2 hours)</u>
			20 hours

- 3) Open & monitored during all building open times:

61 additional hours per week of coverage

Weekly cost would be \$488.00 (\$8.00 X 61)

Additional cost through end of school year \$2,440 (\$488.00 X 5 weeks)

Thank you for allowing me to come and speak to you today.

Respectfully,

*Cindy Henning*

## 2012 Employee Recognition Awards & Reception Proposal

**Date:** Friday, May 11, 2012 (ESSC & Faculty Senate approved)

**Time:** 6:00 pm reception, 7:00 pm awards

**Location:** Little America

The Employee Recognition awards & reception is an annual event that honors employee service awards, adjunct faculty of the year, WACCT Award nominees, and Golden Apple grant recipients. A new award will be given this year, the Staff Employee of the Year award (by service areas).

The ceremony was moved back to campus three years ago to reduce costs. Prior ceremonies were held at the Hitching Post and other Cheyenne locations. The first year on campus there were over 180 attendees as compared to last year's attendance of 127. Last year, the Excel committee recommended that the event be re-structured or discontinued. Participation has dwindled.

Faculty Senate and ESSC have requested that the ceremony be moved off-campus this year. Three venues were contacted, Holiday Inn, Plains Hotel, and Little America. Holiday Inn did not return calls. Plains Hotel quoted \$19 per person but was booked. The following is a quote for 200 people from Little America. The quote may be adjusted once a head count is submitted to Little America.

Both quotes include:

Cash bar set-up & service: \$200

Ballroom: \$250

AV: \$215

20% service charge

Hors d'oeuvres (4 to 5 pieces per person):

\$19 per person (200) = \$3800.00

Service charge = \$760.00

TOTAL: \$5225.00

$5225/200 = \$26.13$  per person

Hors d'oeuvres (10 to 11 pieces per person):

\$25 per person (200) = \$5000.00

Service charge = \$1000.00

TOTAL: \$6665.00

$6665/200 = \$33.33$  per person

There are several plated dinner options that were not explored. Most chicken plated dinners range from \$23 to \$26 per person (excluding room, set-up, and service charges). Buffet dinner options range from \$29 to \$36 per person (excluding room, set-up, and service charges).

April 3, 2012

## VOLUNTEER AND LCCC BBQ

Cheyenne Frontier Days is the first location the USAF Thunderbirds performed publically and they have returned for 59 consecutive years. This will be the 14<sup>th</sup> year LCCC has served as the main viewing area for the USAF Thunderbird Air Show.

As an answer of how to thank the airmen and community volunteers who assist with crowd control and parking for the Thunderbird Air Show, in 2004 President's Cabinet decided to host a hotdog BBQ. It is a great way to host an event for volunteers and College employees and their families, too, and has been a big success.

From the first time the Thunderbirds practiced over LCCC in 1999, employees have been allowed to watch the practice flight, which is longer with more maneuvers than the actual show, which is 20 minutes, plus or minus one minute. The practice performance helps to alleviate some of the traffic on show day, when over 2,500 cars pour onto the LCCC campus. By combining the thank you event with an LCCC family BBQ, we ended up with a fun, social afternoon that is appreciated by all who attend.

Employees, board members, and their families come out to eat and watch the show. Summer semester students also attend. WANG (Wyoming Air National Guard) and FE WAFB personnel, AMR (American Medical Response), LCFD #1, LCFD #2, WANG Fire, FE WAFB Fire are on sight for the show and practice flight. We invite them to stop and have a hotdog before the practice flight begins. The community volunteers and airmen get their lunch and go to an orientation session. After orientation the volunteers go out onto the campus grounds and parking areas to familiarize themselves with their assigned areas.

The BBQ averages 500 picnickers over a two hour span. The cost in 2011 was \$2,625,, charged to the President's Expense budget.

May we continue the wonderful tradition this year?