

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, July 9, 2013
1:00 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, Jose Fierro, Judy Hay, Carol Hoglund, Lisa Murphy, Lynn Stalnaker, Peggie Kresl-Hotz

Guests: Chad Marley, Meghan Kelly, Edie Miller

MINUTES

GUEST ITEMS/PRESENTATIONS

1. SQL Update – Edie Miller

- SQL is currently in third round of migration testing.
- Users should be testing the system thoroughly and report back by July 12th.
- Migration will begin at 4 p.m. on Wednesday, July 17th.
- Colleague will not be available for business until after the migration is completed and hopefully back up on Monday, July 22nd.
- Anywhere from 76-86 hours are anticipated for data to migrate from current Unix environment to new SQL environment.
- The College's contract programmer will be onsite Wednesday through Sunday to finish programming changes to a few programs.
- Post-install processes will begin sometime early Sunday morning, July 21st.
- HR and Accounting need to set up roles and update employee info before end users will have access.
- Colleague User Group (CUG) members will be called to come in and test their processes and printing.
- Post-migration issues will be handled one-on-one until they are resolved.

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

2. Academic Forgiveness Procedure No. 2.5P Revisions - Feedback due 6-28-13 – No Feedback Received – Judy Hay

APPROVED for College Council consideration of ratification

3. Request to Fill Vacancy – Administrative Assistant (replacing Betsy Krahenbuhl) – President Schaffer

APPROVED

4. Request to Fill Vacancy – History/Sociology Instructor – ACC (new position) – Lynn Stalnaker

APPROVED contingent upon budget approval

5. Request to Fill Vacancy – Human Resources Assistant (replacing Matthew McDaniel) – Peggie Kresl-Hotz

APPROVED

6. Professional Development Fund Requests – Balance \$75,000 (minus \$25,000 for Leadership Academy – internal leadership program???) (standing agenda item) – None

President Schaffer will follow up with Maryellen Tast concerning the continuance of the Leadership Academy. Jenny Hargett is including many of the Leadership Academy topics in the new employee orientation program she is developing. The Certified Managers Program also provides related educational topics.

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

7. July 17th Executive Session, Public Budget Hearing and Board Business Meeting Agenda DRAFT – President Schaffer

The Board will be asked to approve the FY 2014 budget, policies, and a resolution for the dissolution of the Early Childhood Education Joint Powers Board. The finalized agenda will be accessible online at <http://www.lccc.wy.edu/about/board/meetings>.

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

8. HR Recruitment (Position Vacancy Status) Report – President Schaffer

National and local recruitments are active for 17 positions.

9. Lightning Round (Area Updates – FAST)

- José – Dean of Math and Sciences Arun Goyal will be campus on Monday. Dean of Health Sciences and Wellness Terry Harper is on campus as is Dean of Business, Agriculture, and Technical Studies Melvin “Hawk” Hawkins.
- Lynn – The ACC will be closed Friday, July 12, for Jubilee Days. A rough draft of the University of Wyoming/ACC Building's Level I Study is complete. The combined facility has 62,594 gross square feet with 40,685 assignable square feet. The Level I Study proposed an academic commons (library), a student services one-stop area, an Eagles Landing (a convenience store concept design with coffee, food, supplies and kiosks for ordering textbooks), an open computer lab, and advising and testing centers. The cost is estimated at a little over \$29,000,000. The University remains supportive of the combined facility. The final Level I Study will need UW Board and LCCC Board approval.
- Peggie – A pilot session of the new employee orientation (NEO) will take place next week. The HR webpage is being modified and a new landing page for job openings is under construction. Peggie asked that employment verifications please be forwarded to HR.
- Lisa – Highway Cleanup Day will be held tomorrow, Wednesday, July 10, at 1 p.m. With only 19 persons signed up, she asked President's Cabinet to encourage participation. Copies of the Honor Roll “Giving –Building for the Future,” recognizing gifts and commitments from January 1, 2012 through December 31, 2012, were distributed. Employees have given more than a million dollars. The College will have a horse and wagon float in all four CFD parades. Volunteers to ride in the wagon are still needed. Interviews for the position of Public Relations Director will be held Thursday, July 11th and Monday, July 15th.
- Judy – Financial Aid Director Julie Wilson began her duties yesterday, Tuesday, July 8th. Orientation, formerly under Campus Living and Learning, is now under Admissions. A mandatory orientation is being developed with short, quick start sessions for implementation in about a year.

- Carol – The new bookstore kickoff will be tomorrow, Wednesday, July 10th. BBA Solutions and Sodexo are partnering vendors for the new bookstore operation; their contract begins August 1st. The bookstore's construction and technology needs are under a tight timeline for completion. NEBO has taken down their website, so students cannot get the book information they need. The Construction Trades house at the Pointe is sold; closing will take place on the July 18th. The payroll compliance group has begun their wage and hour review.
- President Schaffer – Three candidates for the position of Associate Vice President of Institutional Effectiveness were selected to be interviewed. One of three candidates accepted another job; a second was on campus yesterday; and the last of the three will be on campus Monday, July 29th. The Wyoming Community College Commission approved the inclusion of the ACC in major maintenance funds. If the legislature subsequently approves, the building will be eligible for major maintenance monies. President Schaffer will be traveling the next couple of weeks to the MSACC and WICHE conferences and the AACC President's Academy. Strategic planning is going well. More conversation is needed before a draft plan is ready for release to the campus and the Board.

Respectfully submitted,

Vicki Boreing