

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, June 11, 2013**  
**1:30 p.m.**  
**BOARD ROOM**

Cabinet Present: President Schaffer, Judy Hay, Carol Hoglund, Stan Torvik, Lisa Murphy, Lynn Stalnaker, and Peggie Kresl-Hotz

Cabinet Excused: Jose Fierro

Guests Present: Jenny Hargett

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. New Employee Orientation Overview – Jenny Hargett**

Jenny updated President's Cabinet on her research, shared recommendations, and asked President's Cabinet for suggestions. Except where otherwise indicated, the highpoints of Jenny's comments included:

- Employees do appreciate the orientation they are getting, would like an orientation early in their employment, and prefer face-to-face with video and documentation provided.
- The new employee orientation will begin with new fulltime employees and expand to other employee groups.
- The new employee orientation shortens the time it takes to contribute value and enhance productivity to the organization and increases the probability of retention.
- The new concept will be a three-phased approach.
- Phase I will include the following with target implementation July and August 2013.
  - o two morning sessions offered twice a month when new employees have been hired
  - o one to two additional hours of online content
  - o quarterly meeting opportunity with President or President's Cabinet
  - o resources packets for supervisors and new employees
- Phases II and III will include the following with implementation Fall 2013 and Spring 2014.
  - o supervisory training
  - o faculty information
  - o policy and procedure
  - o soft skills, written and verbal communication
  - o Colleague user training, if applicable
  - o cash and records handling
- President's Cabinet Recommendations
  - o address probationary period for faculty, staff, and administrators
  - o promote new employee engagement; assign a "friend" to the new employee
- Melissa McAllister and Kari Brown-Herbst are working on faculty orientation.
- Harassment training will be conducted in the fall for all employees and will be part of the new employee orientation.

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

#### **2. Request to Fill Vacancy – Administrative Assistant, School of Workforce Development and Outreach (replacing Jeanne Wickard) – Stan Torvik**

**APPROVED.** The position will be advertised internally.

3. **Request to Fill Vacancy – Lead Instructor, ESOL (replacing Marianne Schomaker) – Stan Torvik**

**APPROVED**

4. **Request to Fill Vacancy – Wind Energy Instructor (replacing David Kelley) – Stan Torvik**

**APPROVED** to be filled for one year and funded by an NSF grant.

5. **Academic Standards Policy and Academic Standards Committee Procedure – Feedback Deadline 6/7/13 – No Feedback Received – Jose Fierro**

**APPROVED** to go forward to College Council on June 14<sup>th</sup> for ratification.

6. **Strategic Course Enrollment Policy and Course Enrollment Management Procedure and Feedback – Feedback Deadline 6/7/13 – Jose Fierro**

**APPROVED** to go forward to College Council on June 14<sup>th</sup> for ratification. President Schaffer will respond to the one comment received in EaglesEye.

7. **Professional Development Fund Requests – Balance \$4,463 (standing agenda item) – None**

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

8. **Position Prioritization – FY 14 Budget – Peggie Kresl-Hotz**

The position prioritization committee will meet Thursday to discuss their rationale prior to bringing their recommendations to College Council on Friday. President Schaffer emphasized the pilot process is one of guidance and not final determination. He also noted funds available in area budgets will be an additional parameter in determining whether a position is funded. College Council recommendations will be brought back to President's Cabinet on June 18<sup>th</sup>. Committee members commented they relied heavily on the submission of supporting data.

9. **June 13<sup>th</sup> Special Board Business Meeting – 6 p.m. – Board Room – Approval of Contract with Komada for the Student Lounge and Bookstore Renovations – Construction Start Date of June 17<sup>th</sup> – Projected Completion Date of August 2<sup>nd</sup>**

The Special Board Business Meeting agenda may be found at <http://www.lccc.wy.edu/about/board/meetings>.

10. **June 14<sup>th</sup> College Council Agenda DRAFT – President Schaffer**

The finalized College Council agenda may be found at <http://www.lccc.wy.edu/about/council/minutes>.

11. **June 19<sup>th</sup> Board Business Meeting Agenda DRAFT – President Schaffer**

The finalized Board Business Meeting agenda may be found at <http://www.lccc.wy.edu/about/board/meetings>.

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

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

National and local recruitments are active for 20 positions.

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

- Carol – The audit is proceeding.
- Peg – Contracts will be in the mail by June 15<sup>th</sup>.
- Stan – Next week is SEEK; 600 kids will be on campus.
- Lisa – ALIGN has the results from the Capital Campaign focus groups ready. The steering committee will meet to review the results. The Public Relations Director Search Committee met and has 49 qualified applicants to consider.
- Judy – Julie Wilson has been hired as the new Financial Aid Director and will begin her duties on July 8<sup>th</sup>.
- Joe – Finance and Facilities Committee met today. Options for the distribution of the 2.5% pay increase were discussed.

Respectfully submitted,

Vicki Boreing