

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, June 18, 2013
1:30 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, Judy Hay, Carol Hoglund, Stan Torvik, Lisa Murphy

Cabinet Excused: Jose Fierro, Lynn Stalnaker, Peggie Kresl-Hotz

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

- 1. Request to Fill Vacancy – Campus Safety Officer (replacing Hugh Martin) – Carol Hoglund**

APPROVED

- 2. FY 14 Human Resources Approval** – President Schaffer (email attachments-HR Resource Priority Plan, Board's FY 13 Priorities, Budget Assumptions)

Given the completion of the pilot phase of the new Human Resource Priority Plan process, it was agreed that new staffing decisions need to be made to plan for recruiting and hiring under a tight timeline before the start of fall semester. The pilot process has proved to be a good start toward an improved process for the next fiscal year, and the position ranking will prove useful for this year and in developing the following year's staffing needs. For next year's budget the human resources priorities and the budget assumptions will be timed so that the HR priorities are included in the budget assumptions. Changes to the criteria that would better validate a position request will be made. The positions that will be included in the FY 14 budget have funding available, are responsive to the Board's FY 13 priorities and the College's strategic plan, and will help realize some of the College's reorganization goals.

President's Cabinet approved the position requests to be included in the FY 14 budget as follows:

- Welding Instructor
- Social Sciences Instructor – Albany County Campus
- Faculty Position TBD
- Instructional Designer
- Director of Student Planning & Success
- Two Academic Advisors

The faculty position to be determined will likely be the new developmental mathematics faculty position. It was decided to hold this for the time being as a new dean will take leadership and the College currently needs to replace two existing vacancies in the math department. The Cabinet agreed though this provides a significant opportunity for the math department as new faculty are added into the department.

In consultation with the Dean of Arts and Humanities, and in reviewing enrollment data, the other two faculty positions requested could not be justified in this fiscal year. To keep with the Board's priority of investing in instruction, it was decided to hire one of the instructional designer positions requested, which will not only help with the curriculum redesign over the coming year, but will also allow the College to relieve some of the current faculty who are released for instructional design work, allowing them to focus entirely on instruction.

Although the advising positions did not rank as high as other staff positions on the pilot HR Priority Plan, in light of the Board's priorities and the focus of the institution on establishing the new advising model, the Cabinet felt it was critical to hire these positions in FY14.

APPROVED

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

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

4. June 19th Executive Session and Board Business Meeting – President Schaffer (email attachment)

The 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.*)

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

National, regional, and local recruitments are active for 19 positions.

6. Lightning Round (Area Updates – FAST)

- Carol – The Campus Safety Academy for non-sworn officers has a good advisory committee, and the curriculum and resources to develop the curriculum are being discussed. An application will be submitted for innovation funds to launch the program. Some faculty and staff will be offered targeted training on CPR, AED (defibrillators), basic first aid, and self-defense.

Emails are being sent to advise the campus of shutdowns in areas where renovations are taking place. The last phase of the lighting project is in the mall and is underway; the old horse stalls have been removed; and the Welding Building roof is almost complete. A kickoff meeting and one follow-up meeting have been held on the wayfinding project.

- Stan – This year's SEEK (Summer Educational Experiences for Kids) has again reached full registration, providing a wide range of opportunities for over 600 children ages 5-12. The July 15-19 session will bring another 650 kids to the campus.
- Lisa – Public Relations Director applications have been screened from 51 to 6. Phone interviews will take place on Tuesday, June 25th, and candidates chosen from those interviews will be on campus July 11th and 12th. Lisa will bring forward a Professional Development Funds Request to fund CMS (Content Management System) training for Cassie Eliasson and Scott Souder. A new CMS is being explored and an advisory group for the new CMS has been assembled.
- Judy – Architectural plans for renovating the Student Services space are being finalized.

Respectfully submitted,
Vicki Boreing