

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

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Kim Bender, Lisa Murphy, Kathleen Urban, Peggie Kresl-Hotz

Guests: Pete Cautilli, Jerry Harris, Meghan Kelly, Jolene Klumpp, Edie Miller, Tucker Stover, and Human Services Students Felicia Raimondi and Lesley Deason

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

**1. Dashboards** (*follow-up on 9/30/13 Dashboard demonstration*) – Edie Miller

Edie has until Monday to notify the developer that the College is going to implement Dashboard and if so, which of the ten pre-defined reports the College would like to set as priority. Up to 25 reports are available to the College. President's Cabinet expressed concerns that reports in their pictorial form are not detailed enough and that other resources could be found for developing system-wide documents. However, a couple of student reports might be helpful as education tools for the campus. In addition, after College employees are trained, they may have the capability to set up dashboards on their own. However, at this time the College is Ellucian-dependent. At President Schaffer's request Edie will disseminate the forms on which Cabinet members will identify which Dashboard reports might be the most useful and implement those until the College can design and implement its own reports. Edie asked Cabinet members to specify what data unique to them and their area needs to be produced for the report's detail. Concerning licenses, President Schaffer suggested with the limited use and details associated with Dashboard reports that the College maintain the two or three current licenses. Edie clarified that employees with CROA access will also have Dashboard capability.

**2. Campus Beverage Financial Proposal** – Jerry Harris

Jerry reported a committee of Brenda Laird, Pete Cautilli, Justin Dreslinski, Carol Hoglund, Lisa Murphy, Ty Stockton, and Tucker Stover reviewed campus beverage financial proposals from Pepsi and Coke and are recommending that the College enter into a ten-year contract with Pepsi beginning January 1, 2014. The conversion would take place over the holiday break. The machines will be located in high traffic areas (inside and outside of the College and in the Bookstore) and will accept P-cards, \$1, \$5, \$10, and \$20 bills. Following discussion concerning service, product, commission (minimum guarantee), co-branding, and sponsorship, President's Cabinet concurred with the recommendation.

**3. Student Fundraiser Sponsorships** – Lisa Murphy, Jolene Klump, Felicia Raimondi and Lesley Deason (Human Services Students)

Felicia and Lesley asked if students can accept donations/sponsorship funds from merchants like The Redwood, Town and Country Liquors, or Chile's who sell alcohol. Two fundraisers—Change for Change and Sleeping in the Street—are planned to raise awareness about the homeless in Cheyenne. The funds collected from the Change for Change will be split 50/50 between the Foundation for scholarships and Colorado flood victims' relief fund. Sleeping in the Street funds will be parceled between the Foundation for scholarships (10%) and the Comea Shelter (90%). The campus to date has not accepted donations from

merchants who primarily sell either alcohol or tobacco. At the \$250 or above donation level, the College includes the sponsor in their advertising, which can be problematic since the College is a drug-free, smoke-free, alcohol-free campus.

President's Cabinet determined: 1) All donations go through the Foundation and therefore are not accepted on the College side; 2) The Foundation and its board would need to have a policy conversation about accepting donations from merchants whose primary product is alcohol or tobacco; 3) A conversation needs to be held concerning public signage recognizing sponsorships greater than or equal to \$250; 4) Student club monies raised go to the general fund. President Schaffer noted further that the issue is one of liability rather than policy. President's Cabinet agreed donations and sponsorships may be accepted from these merchants and also that a policy conversation about advertising needs to be held and how such a policy might affect Booster Club fund raising efforts.

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

- 4. Preliminary Approval to Pursue Federal Funding – NAEYC National Conference - \$1,856 – Carrie Westling – Carol Hoglund**

**APPROVED**

In other discussion, Carol shared that Victoria Steel will be revising the grants preliminary approval process and form and would like the Cabinet to send her any specifics they would like to have included on the revised form. Carol has requested information concerning cost sharing or any other college commitment such as space be added to the form.

- 5. Raffle Application for Approval – LCCC Radiography Club – Starla Mason – José Fierro**

**APPROVED** pending determination from what fund the raffle items are purchased and clarification of whether or not gift cards may be raffle items.

POSTSCRIPT TO MINUTES: All raffle items, including gift cards, were purchased from personal funds; i.e., no student fees or other public funds were used to purchase the items.

- 6. Professional Development Fund Requests – Balance \$37,718 *(standing agenda item)* – No requests**

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

- 7. PE Center Remodel Proposal – Judy Hay**

The PE Center Remodel project will meet athletic and recreational needs of LCCC and the Cheyenne community. Innovation funds were requested but denied because the project would be long-term and would require additional funding from resources yet to be identified to complete the Level II and III studies and construction. President's Cabinet agreed to move forward with the Level I Study's initial planning for design purposes. A Level I project team will be formed to include employees, students, and community members. An architect will join the team after the old Bookstore renovation is contracted and under construction. The PE Center Remodel and the Learning Commons projects will need to be coordinated. The estimated Level I planning cost of \$27,025 will come from One Mill monies. The Level I drawings will be used when requesting donations for the remodel project. Requests will not be made before the November 5<sup>th</sup> bond election. Four planning projects are ongoing for the Fine and Performing Arts Building, Residence Hall, Learning Commons, and PE Center Remodel. President Schaffer will meet with the Fine Arts group to get an update on the planning for the Fine and Performing Arts Building.

## **8. October 9 Study Session Agenda Draft – President Schaffer**

The final October 9 Study Session Agenda may be found at <http://www.lccc.wy.edu/about/board/sessions>.

## **9. Operationalizing the Strategic Plan – President Schaffer**

President Schaffer asked Cabinet members to be thinking about how to prioritize the strategic plan's goals into immediate, intermediate and long-term actions. Kim Bender and Julie Gerstner will jointly determine how to operationalize the strategic plan at the college level. Operational plans for each "school" and department will likely still be needed to address goals that are specific to those areas and not included in the strategic plan. The process should merge seamlessly with the AQIP action projects, so that the strategies become the AQIP projects. The college operational plan will also be tied to the budget process to assure monies are available to fund the priorities of the institution.

The strategic plan design will be addressed after the spring schedules for credit and non-credit are downloaded. Significant problems are delaying the schedules' download process. President Schaffer asked Kim to visit with Chad about the problems being experienced with the transition of Query Builder reports to the new SQL system.

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

## **10. Building Forward Campaign Update – Lisa Murphy** *(standing agenda item)*

Campaign activities are fully operational. Activities and promotional items include "Build It for Me" t-shirts for CDC children, letters and brochure mailings, yard signs and large signs (10 locations), on-campus registration opportunity, radio and TV ads, fully populated website (includes voter registration information), Eastern Laramie County and community group visits. Neighborhood canvassing on Saturday, October 5<sup>th</sup>, had a great turnout.

Lisa reminded Cabinet members to pass the word that only Foundation employees and Board of Director members can wear the "Vote Yes" buttons on campus. Employees paid from public funds may not wear these buttons while on campus. Also, the "Vote Yes" signs may not be placed on LCCC property.

## **11. Enrollment Report – President Schaffer**

FTE is down 7.39% and Headcount is down 15.79% when compared to enrollment one year ago.

## **12. Human Resources Recruitment (Position Vacancy Status) Report – Peggie Kresl-Hotz**

National and local recruitments are active for eight positions.

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

- Peggie
  - Affordable Care Act (ACA) information has been mailed to employees. Community College human resources personnel participated in a conference call yesterday and will hold a follow-up meeting in Casper in October to figure out how to handle the ACA implications for adjunct faculty. The general opinion at this time is indicative of the IRS recommendations that adjunct faculty will not teach more than nine credit hours per semester.

- Kathleen
  - The deans will visit the ACC on October 11<sup>th</sup>.
  - Mary Henning has arranged with the help of the UW American Indian Studies Program and the State Humanities Council and exhibit of Sarah Wiles' black and white photographs called "Arapahoe Journeys." Ms. Wiles, Patty Kesler (an American studies adjunct instructor at ACC) will be offering workshops over the lunch hour. Sherwin Bitsui, a Navaho poet, will read some of his poetry.
  - The search for a director of academic affairs is underway, and the search for a permanent associate vice president will be initiated by early November.
- Judy
  - Kathryn Flewelling will begin her duties as the Director of Student Planning and Success on October 14<sup>th</sup>.
  - Judy, José, and Julie Gerstner will also visit the ACC on October 11<sup>th</sup>.
  - The annual FISAP (Fiscal Operations Report and Application to Participate) report is due today.
- Carol
  - Letters will be sent tomorrow to each full-time, hourly employee in the timekeeping system pilot group giving each of them options for paying back monies because of an overlap in pay periods. The letter also gives an estimate for the net (take home) pay. A pay schedule has been developed to bring the variance in month-to-month pay periods to one day. The March 2014 payroll for the pay period of February 20 to March 20 is targeted for all hourly employees to be on the new timekeeping system.
  - A joint task force of Human Resource, Payroll, and Instruction Administrative Assistants will be convened to map the adjunct faculty payroll process that will establish firm deadlines for submitting paperwork and determining if the process that occurs in September and January can be made easier.
  - Complaints about the odor emitted by e-cigarettes have been received. Procedure No. 9.2P *Tobacco Use on College Property* includes e-cigarettes among the tobacco products for which restrictions are stated. The procedure may be found at <http://policies.lccc.wy.edu/9.shtml>.
- President Schaffer
  - President Schaffer and Trustees Merrell and Erickson will be attending the October 2-5 ACCT Leadership Congress in Seattle. President Schaffer plans to discuss his white paper on performance funding with Wyoming's community college presidents who are attending the ACCT Leadership conference.
  - Upcoming dates to note: 10/16 – State Building Commission (Cheyenne); 10/17 – 3<sup>rd</sup> Annual Community College Conference (Laramie); 10/17 – Wyoming Community College Commission Meeting (Laramie).

Respectfully submitted,

Vicki Boreing