

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, October 15, 2013
1:30 p.m.
BOARD ROOM

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

Excused: Vicki Boreing

Guests: Meghan Kelly, Jennifer Thompson

MINUTES

GUEST ITEMS/PRESENTATIONS

None

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

1. Request to Fill Vacancy – Head Volleyball Coach (Interim Cindy Henning) – Judy Hay

Not having a permanent coach this year for recruiting resulted in a small team. Cindy Henning does not want this position full-time, thus the need to resume a full search.

APPROVED

2. Request to Fill Vacancy – Academic Advisors (two new positions) – Judy Hay

With the Board's budget approval, Judy and her committee designed these positions to encompass the direction the college is taking as we move forward, including the implementation of the holistic advising program. These positions are part of the Strategic Plan to help retain students, and boost their completion goals. Joe questioned the required and preferred recommendations, and Judy explained that they hoped it would broaden the field of applicants.

APPROVED

3. In-Kind Donation – (2005 Toyota Avalon XLS) – Lisa Murphy

The acceptance form was missing signatures, and the Cabinet is not sure they want to take on another vehicle.

Placed on hold

4. Professional Development Fund Requests – Balance \$37,718 *(standing agenda item)*

Jose explained that in order to continue the accreditation of the automotive program, all instructors will need 20 hours of continuing education. Jose will attempt to cover as much of this as he can, but

requested the use of Professional Development Funds for the rest. The total cost for the entire faculty combined should be between \$5,000 and \$7,000.

Jose also questioned if we will be sending Kim to NCA HLC. Kim would like to attend if there are funds. Jose thinks he has the money.

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

5. Staff Senate Representative Support – President Schaffer

The Staff Senate is requesting the support of the Cabinet to fill 12 representative positions that will encompass the entire campus and ACC. This is due to the lack of staff involvement and the lack of mid-level management encouragement. Discussion was held regarding the allowance of flexibility for classified staff to attend these meetings and activities. Kathleen was concerned about her staff having to travel here for the meetings, and Joe recommended the use of tele-video for ACC. The Cabinet is in support of this, with the understanding that supervisors may currently have different priorities for certain staff members and may not wish for them to participate at this time.

6. October 23rd Board Business Meeting Agenda DRAFT – President Schaffer

Lisa requested that the addition of “Go Vote” be added to the agenda. The October 23rd 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.)*

7. WACCT Nominations – President Schaffer

WACCT receives nominations in six categories; Student, Trustee, Foundation Volunteer, Faculty member, Professional Employee, and Classified Employee. The banquet will be held in February, and nominations are due by December 6, 2013. In order for the Cabinet to have these nominations ready by December, names of nominees must be submitted by October 29, 2013. SGA (Danielle Saulsberry) will be responsible for the student nomination. The Foundation Board will take care of the nominee for the Foundation Volunteer. Jose will take the lead on getting the Faculty nomination. Input can come from LLT, Faculty Senate, and students. Joe will take the lead on nominations for the Professional and Classified Employees. Staff Senate and Faculty Senate will need to forward a list of candidates to the Cabinet, and the Cabinet will have the final say. Finally, the Board will nominate a Trustee.

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

A brief discussion took place regarding the feedback we have been receiving from voters. At this time there have been roughly 600 early votes cast. There has been plenty of positive feedback, but also some negative. There was discussion about enrollment numbers being down, but based on high school graduation projections, as well as the current stress on elementary schools, we can show voters that the need for growth is now. Carol mentioned that this information should be up on the website. Joe indicated that he would work on getting this accomplished. Also, November 5 is not a federal election, so employees will NOT receive an hour off to vote. They will either need to do so before or after work, or during their lunch hour. The polls are open from 7 a.m. to 7 p.m. so this should not be a problem. Peggie will send out an election notice about this issue to the Cabinet members, and they can pass it along from there. Lisa is also encouraging people to vote early!!!

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

National and local recruitments are active for four positions.

10. Lightning Round (Area Updates – FAST)

Among the items shared were:

- President Schaffer – Most of the cabinet will be attending the 3rd Annual Summit for Community Colleges on Thursday. Joe, Carol, Judy, and Jose will also be attending Friday's WCCC meeting. During this meeting discussion will occur pertaining to Complete College Wyoming. Joe's paper has also been dispersed to the Commission, but he will not have time to actually present it. If there are questions after he has left, Jim Rose will take care of it.
- Jose – Student Services is doing a great job of distributing information on Complete College Wyoming, and a meeting will be taking place on November 12. An offer was made for the Instructional Design position and has been accepted.
- Kathleen – Kudos to Mary Henning for her work on setting up the presentation, "Glimpsing Home" at ACC this week. The event was well done, and very well attended! Also, the AVP Search Committee has been established. Joe will plan a time to meet with them.
- Peggie – Tomorrow is the last day for employees to receive their harassment training! Also, a Sabbatical Committee has been formed including; five faculty, one professional, and one administrator. Peggie will be sending out an informative email about sabbatical requirements and the process for application.
- Lisa – The Literary Connection was very well attended—kudos to Lisa T. for her hard work in pulling off this successful event! The rodeo fundraiser was also a success and will help them to reestablish the ranch horse team. Thank you to Chuck Brown for bringing the Bar J Wranglers to us at no cost! Finally, the Scholarship Luncheon is this Friday. Kudos to Brenda Laird for her hard work putting this together. Lisa stressed the amount of work that the Foundation and PR folks have been doing—a special thank you will be given to Lisa T., Josh T. and Troy R. after the election.
- Judy – Will be out next week. Stacy Maestas will be the point person while Judy is gone. The search for the Dean of Students has been narrowed down to two, and they will be on campus the last week of October for interviews. Kathryn Flewelling started this week and impresses everyone she meets! All other areas seem to be doing well, or are at least being handled. Crystal Corbin and only one other part-time person are running counseling.
- Carol – The notice went out today regarding the Retention Incentive! Carol has received plenty of positive feedback. Next up...time keeping.
- Kim – A draft format was established for Innovation Funds quarterly progress reports, and a final draft will be put together. Joe and Kim will review the first reports in January and meet with the project leaders to give them feedback. In the fall Kim plans to offer a colloquium for participants to present their experiences. Jose questioned Kim about the accountability piece and Joe mentioned that if they fail to submit these reports, they will lose funding.

Reminder: No meeting next week!

Respectfully submitted,

Jennifer Thompson