

**LARAMIE COUNTY COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Tuesday, September 17, 2013**  
**1:30 p.m.**  
**BOARD ROOM**

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Lisa Murphy, Kathleen Urban

Cabinet Excused: Kim Bender (on part-time contract until 9/30/13); Peggie Kresl-Hotz

Guests: Jerry Harris, Meghan Kelly, Edie Miller, Luzette Miller

## **MINUTES**

### **GUEST ITEMS/PRESENTATIONS**

#### **1. Holiday Gala Location – Lisa Murphy**

President's Cabinet considered the College's Dining Hall as the location for the 2013 Holiday Gala, so that the staff and faculty who have to be on campus could attend and so that champagne could be served during the event. *Campus Alcohol Policy* 5.4 allows for alcohol to be served on campus for some activities and/or events in accordance with *LCCC Alcohol Exceptions Procedure* 5.4P. (<http://policies.lccc.wy.edu/5.shtml>) The Foundation has offered to pay for the alcohol.

A survey monkey was proposed to solicit employee preference for the location of the Holiday Gala.

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

Lisa reported the campaign is fully activated. Radio and TV interviews, division/department and SGA visits, Farmers' Market, Zombie Fest and neighborhood canvassing, mailings, yards signs and posters, a social media campaign, letters to the editor, testimonial ads are planned or have already taken place. A "Building Forward" link has been added on the College's home page along with a "Vote" button on the "Building Forward" page that provides polling place information and a sample ballot. Early and absentee voting begins September 26<sup>th</sup>. Voting information is also being placed on the D2L site. On October 3<sup>rd</sup> the Laramie County Clerk's Office staff will be on campus to register voters.

President Schaffer noted the vacated Student Services space would be used for swing space when areas are transitioning from one physical space to another. Permanent use of the space will be determined after the relocations are completed.

The next Steering Committee meeting will be Wednesday, September 25, at 1:30 p.m. in the Board Room.

#### **3. Dashboard – Edie Miller**

Edie reported the SQL migration from Query Builder is done and the fallout has subsided. Work is nearing completion on student and financial pieces and on state-required reports for Perkins and longitudinal studies. A learning curve is being experienced with the reporting differences between Query Builder and CROA (Colleague Reporting and Operating Analytics). Data input to Query was immediately available. Whereas, CROA information is static; i.e., the data is updated as of 1:00 a.m. each morning and remains the same until

the next daily update. Another piece of the SQL migration will be determining what data should be retrieved from Colleague (now Ellucian) and into what format so that people can query on it. The last piece of the migration is Dashboard, which came with the SQL package and would allow people to see in picture form the data available from Colleague. The implementation of Dashboard requires a license. Each individual using Dashboard must also have a license. The College has 8 licenses available, having named 27 of its 35 available licenses. President's Cabinet was asked to consider whether the general Query reports are more likely to be used over those of Dashboard. The level of customization of the Dashboard reports is being determined. A Dashboard demonstration will take place on September 30<sup>th</sup>.

President's Cabinet also considered internally building a CROA system, and other programs and platforms are being examined. All require some kind of query language and calculations.

President's Cabinet agreed any decision on what reports would be advantageous and how those reports might be used would need to be made following the September 30<sup>th</sup> demonstration. If Dashboard proves to be a user-friendly system, then more licenses might be beneficial. Edie noted that implementation of Dashboard as part of the SQL package would be done at a greater savings than if done later and independently from the SQL migration. President Schaffer asked Edie to update President's Cabinet on the transfer of data from Query Builder to CROA. He also asked that hands-on training on Dashboard be provided for those with earmarked licenses to get some feedback of what they believe might be useful from the Dashboard system.

#### **4. Purchasing Presentation – Jerry Harris**

Carol prefaced the presentation stating the information presented will become procedure and that Jerry and Luzette are giving the most salient information possible at this time.

Jerry and Luzette provided an overview of the contracting and procurement processes. Among the points covered were signature and approval authority, procurement basics, contracting basics, purchasing options and types and distribution of forms (Limited Purchase Orders, Blanket Purchase Orders, Purchase Orders, Vouchers, Petty Cash Receipts, P-cards, and Travel Requests/Expense Forms). Also noted was the College is Wyoming state tax exempt and that Accounting processes checks on Wednesdays and Fridays. Jerry and Luzette will be making the same presentation to divisions, departments, and LLT.

#### **5. Verizon Wireless Cell Tower Memo and Leases – Jerry Harris**

Property owners charge cell tower rent to a cell tower company for the use of their land. Although rental rates may be compared, each cell tower site has a unique value based on supply and demand. Because of this, properties should be evaluated for cell tower suitability. President's Cabinet was provided with typical cell tower rental rates ranging from \$760/month to \$3,333/month depending on the location and usage demand. Also provided were the rates being charged by the City of Cheyenne for five terms of one to five years per term ranging from \$15,000 for the first term to \$20,032 for the fifth term. Points to consider:

- What should be received for escalation and how often?
- Should revenue sharing be requested if another user utilizes the tower?
- When more than one company's antennas are located on a tower, it is referred to as collocation.

The Cabinet also received a copy of an article "Cell Towers Leases" (Brandon Wills, 2010).

President's Cabinet asked Jerry to move ahead on the lease, so the College does not lose the opportunity.

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

#### **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. September 18 Business Meeting Agenda** – President Schaffer

Approval of the College's strategic plan will be considered by the Board. The full 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.)*

**8. Enrollment Report** – Problems were experienced when trying to produce the enrollment report last Friday. Ann is hoping to have those problems corrected by EOB Wednesday. If so, she will email the report then.

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

National and Local searches are active for nine positions.

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

- José
  - Met with Chad Marley about the analytics package for D2L; the package price was negotiated down from \$20,500 to \$16,500.
  - Faculty Senate will be making a decision regarding the College's academic calendar this Friday, September 20<sup>th</sup>.
- Carol
  - A revised "Application and Approval Form for Electronic Device Allowance" will be emailed to Vicki and will be attached to Procedure 4.1.1P Cellular Phones. The procedure has been through consultative feedback and will be presented for ratification at the next College Council meeting.
  - One-time funding monies will be reallocated in the spring if purchases using the monies are not documented by the end of December. A recommendation will be made to move leftover monies to document imaging funding.
  - No financial aid and audit findings are being reported.
  - A purge for nonpayment has not been done. Students will be sent an email warning them they will be dropped if payment is not made or payment plan is not set up.
- Kathleen
  - The September 11<sup>th</sup> student fair was well-attended by students and vendors.
- Judy
  - Financial Aid Director Julie Wilson recently gave a presentation at a Colleague conference. A Dashboard-like system will be implemented for financial aid. Students are responding well to the financial aid automation.
  - Title 4 will soon be available online.
- Meghan
  - Faculty Senate endorsed the strategic plan.

Respectfully submitted,

Vicki Boreing