



Laramie County Community College

# EMERITUS DESIGNATION

## Nomination and Application Form

The designation of Emeritus Status is an honorary designation, in title alone, awarded by the Board of Trustees of Laramie County Community College (LCCC) to retirees who have been nominated for demonstrated exemplary contributions to the College.

To nominate an individual for emeritus status designation, please complete this form in its entirety. Faculty nominations should be advanced to the appropriate dean of the school the faculty member last served in. For staff, nominations should be advanced to the appropriate member of the President's Cabinet with oversight of the area/position the staff nominee last served in. Nominations for Trustee should be advanced to the Executive Assistant to the President/Board Secretary.

A completed, draft resolution should also be submitted with this form. An example of content and format of a resolution for the Board of Trustees' consideration is included below.

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### Nominee: Kathleen Urban

Nominator: Board of Trustees' Emeritus Committee

Date: 10/27/23

Proposed For: ☐ Trustee Emeritus ☐ Administrator, Professional Staff, Classified Staff Emeritus  
☒ Faculty Emeritus

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### Criteria

Nominees must have a record of distinguished service to LCCC. Depending upon the category, distinguished service to the College may be evidenced by the following. Check all that apply.

- ☐ A record of excellence in performance of professional responsibilities (appropriate to the candidate's category). Please check all that apply.
- ☒ Teaching and the facilitation of learning;
- ☒ Other instructional or instructional-related services (e.g., Library, etc.); or
- ☒ Professional performance within the candidate's job responsibilities.

### Please provide a detailed explanation of how the Nominee meets the checked areas:

Kathleen was the first full-time instructor and faculty advisor for the new Legal Assistant/Paralegal program which she lead from 1988-1998. She developed the curriculum, taught courses, and acquired/evaluated adjunct instructors for the program. Additionally, she developed a legal internship program for majors with local attorneys in public and private practice. These internships continue to provide authentic experiences for program students today.

- ☐ Meaningful contributions resulting in significant, positive changes to the College, Academy, curriculum or specific programs/services.

**Please provide a detailed explanation of how the Nominee meets this criteria:**

Kathleen had numerous contributions resulting in positive changes for the College and the Legal Assistant/Paralegal program. She participated in the Annual Meeting of the Wyoming State Bar. She received both the Faculty Award for Teaching Excellence in Social Sciences and the Burlington Northern Teaching Award for the Academic Year 1990-1991. Kathleen also received the Howard Major First Amendment Guardian Award from Wingspan, our students' print publication in 2014. She served on the editorial board for the NEA Higher Education Journal, "Thought and Action." Most importantly, Kathleen was responsible for guiding the Legal Assistant/Paralegal program through the process of receiving and maintaining the American Bar Association's (ABA) approval. Her efforts ensured our students were enrolled in a program recognized by the appropriate national board for meeting their expectations for quality.

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- ☐ Record of sustained involvement and activity that has contributed to the candidate's relevant profession or discipline.

**Please provide a detailed explanation of how the Nominee meets this criteria:**

Kathleen held several positions throughout her tenure(s) at LCCC. They are listed below chronologically.

1. Instructor Legal Assistant/Paralegal 08.1988 – 08.1998
2. Dean, Social Sciences Division 08.1998 – 06.2003
3. Dean, Health Sciences & Agriculture 07.2003 – 06.2004
4. Adjunct Instructor 08.2004 – 08.2006
5. Interim Dean, Art & Humanities 03.2006 – 08.2006
6. Adjunct Instructor 08.2006 – 06.2010
7. Dean, School of Arts & Humanities 06.2010 – 07.2013
8. Interim Associate Vice President 08.2013 – 06.2014

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- ☐ Commitment to and participation in shared governance and service to the College.

**Please provide a detailed explanation of how the Nominee meets this criteria:**

Kathleen served as the first woman Faculty Association President during the 91-92 Academic Year. She also served as chair of LCCC's North Central Association (NCA) Accreditation team from 1999-2000. Kathleen served on various college committees, such as the Cultural Committee, the Deans' Committee, College Council, the Faculty Association, and the President's Council. Additionally, she served on various Faculty and Administrator committees. Remarkably, between 1998 and 2014, Kathleen served as either an interim or permanent administrator for three divisions and the Albany County Campus.

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- ☐ Additional areas of excellence specific to the candidate's category.

**Please provide a detailed explanation of how the Nominee meets this criteria:**

Kathleen served LCCC continuously in some capacity for 26 years, first as a faculty member, and the first full time instructor/advisor in the newly opened Paralegal/Legal Assistant program. She then served several periods as Dean, as well as an adjunct faculty member. In addition, she participated in the following projects and initiatives:

- Campus Master Plan – In her last term of service as Associate Vice President at the Albany County Campus, Kathleen served on the Campus Advisory Committee for the Campus Master Plan.
- Developed and Implemented an Honors Program – In 2002-2003 Kathleen formed a committee of faculty to investigate development of an honors programs at LCCC. She worked with the director of the University of Wyoming's honors program to ensure LCCC honors students could seamlessly transfer into UW's honors program. The honors program was implemented in 2003.
- In addition to position-specific participation and service, Kathleen engaged deeply in several areas of the College. She was a costumed participant in the Madrigal Dinners during the late 1990's and into the 2000's. She auditioned for and earned a role singing with Cantorei during this same period and later joined the Chamber Singers.

**TO BE COMPLETED BY HUMAN RESOURCES:**

Hire/Elected Date: 8/22/1988

Retirement Date: 6/30/2014

- ☒ Nomination received from an eligible LCCC employee, student or Trustee
- ☒ Nominee is retired from full-time service at LCCC as an employee or Trustee
- ☒ Nominee held the appropriate role for proposed emeritus designation
- ☒ Nominee meets the required service duration for proposed emeritus designation

**REQUIRED APPROVALS**

Dean Signature (if Faculty Nominee)

Date

11/8/23

Cabinet Member Signature

Date

11.09.2023

President's Signature

Date

11/14/2023

President's Recommendation: ☒ Approve

☐ Decline

Trustees Signature

Date



## **RESOLUTION FOR EMERITUS STATUS**

**WHEREAS**, starting in 1988 and continuing for 26 years, Kathleen Urban faithfully served LCCC, first as the first full-time instructor and faculty advisor for the new Legal Assistant/Paralegal program. After ten years in that capacity, for the next 16 years she served in various administrator positions, while also serving as an adjunct instructor at times; and

**WHEREAS**, she made significant contributions resulting in positive changes for the College and the Legal Assistant/Paralegal program; and

**WHEREAS**, with dedication, she developed the curriculum, taught courses, acquired/evaluated adjunct instructors for the program, developed a legal internship program for majors with local attorneys in public and private practice, which continues to provide authentic experiences for program students today; and

**WHEREAS**, she provided many years of distinguished contributions and through dedicated service as a faculty member, and the first full time instructor/advisor in the newly opened Paralegal/Legal Assistant program; and

**WHEREAS**, she guided the Legal Assistant/Paralegal program through the process of receiving and maintaining the American Bar Association's (ABA) approval; and

**WHEREAS**, she was instrumental in the development and Implementation of an Honors Program, working with LCCC faculty and the director of the University of Wyoming's honors program to ensure LCCC honors students could seamlessly transfer into UW's honors program.

**WHEREAS**, she ably served the professional community as a member of various LCCC committees, including, as the first woman Faculty Association President, chair of LCCC's North Central Association (NCA) Accreditation team, the Cultural Committee, the Deans' Committee, College Council, the Faculty Association, and the President's Council; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees recognizes Kathleen Urban for her distinguished service to LCCC with the title Faculty Emeritus.