

## MINUTES

### WYOMING COMMUNITY COLLEGE COMMISSION MEETING

April 28, 2017

#### Teleconference

(Scheduled for Northwest College but weather prevented on-site attendance for some participants.)

The April 28, 2017 regular Commission meeting was called to order by Commission Chair Sandra Meyer via teleconference at 9:00 a.m.

Commissioners present: Commissioners Larry Atwell, Bruce Brown, Kay Dooley, Craig Frederick, Jackie Freeze, Sandra Meyer and Julia Newman.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Leader Joe McCann, Fiscal Team Leader Larry Buchholtz and Administrative Services Manager Claire Smith.

A roll call was taken. A quorum was present. Due notice had been published. Commissioner Meyer asked for introductions.

**Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the agenda. **Motion passed unanimously.**

#### CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

**Motion:** Commissioner Dooley moved and Commissioner Atwell seconded a motion to approve the minutes of the February 9, 2017 commission meeting with a correction to the Coders of the West program name noted by Superintendent Balow. **Motion passed unanimously.**

#### ELECTION OF OFFICERS

**Motion:** Commissioner Atwell moved and Commissioner Frederick seconded a motion to reelect Commissioner Meyer as chair and elect Commissioner Brown as vice chair. No other nominations were put forth. **Motion passed unanimously.**

#### ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Walt Wragge welcomed new commissioners. The next national ACCT leadership conference will be September 25-28, 2017 in Las Vegas. The annual WACCT conference (formerly the Summit) will be held mid-October in Casper. Colleges will be asked to present one or more best practices during the conference. Executive Director Erin Taylor thanked everyone for their help during the legislative session. Their efforts were successful, including the partnership with UW on issues affecting higher education. The focus for the interim will be K-12 funding but she will remain involved with legislators as needed. She has been involved in conversations with other lobbyists on how to informally educate the education committee on important issues. WACCT is considering having a follow-up meeting to the Governance Institute for

Student Success (GISS) training from last June. It will be held summer 2018 and she will provide more information at a later date.

2. Wyoming Department of Education (WDE): Superintendent Jillian Balow said she appreciates being able to work with the colleges and UW. The Learning Management System (LMS) is the next step in their virtual education goals and they feel the project is worth pursuing. The design phase should be done by the end of summer 2017 and rollout will be fall 2018. They will ask for funding from the legislature to pay for the LMS. She understands it will be a joint effort with higher education and will state this in the business case.

The WDE has developed a draft state plan for the Every Student Succeeds Act and is working with communities across the state to finalize it. This provides an opportunity to leverage federal funds and gives the state more authority over testing, standards and accountability. The State Board of Education voted to align the state accountability system with the federal accountability system into a single coherent system. The system will value career readiness to a greater degree and will treat it the same as post-secondary readiness in the accountability system.

Hathaway scholarships were adjusted slightly to address some students not previously covered, specifically those seeking career pathways/career concentrators. The WDE is providing technical assistance to school districts across the state as they implement budget cuts. They will work closely with post-secondary education on computer science (coding and programming) as an essential skill for all students. Other interim topics will include education and the military as well as the WY Unified Network, ensuring broadband is available for students. Math standards are being reviewed. WDE will identify gaps between what is taught at high schools compared to the community colleges and UW, specifically addressing what skills are lacking and how to move forward.

3. President's Council: President Dr. Young gave the new commissioners a brief background on the purpose of the President's Council. They have been working on a project to create a shared data warehouse to serve reporting and analytical needs of the commission and colleges. This effort is now moving into advanced reporting tools. They are also working on a shared LMS with WDE and UW, which has an added advantage of pooling our purchasing power.

4. Community College Faculty Alliance: No one was present for this report.

5. Wyoming Public Television: General Manager Terry Dugas discussed the FCC spectrum auction. There were no bids on our bandwidth or frequencies. They are trying to fill a position for the Wyoming PBS Foundation executive director. They have been able to stream some legislative meetings and look forward to streaming committee meetings of statewide interest. They have added additional modules to the Wind River education project.

6. Complete College Wyoming (CCW): Shawn Powell, VP for Academic Affairs at Casper College, thanked Commissioner Freeze for her past leadership with CCW. Patrice Noel, Director of Transfer Relations at UW, and Dr. Powell will be co-chairs going forward. He said commission staff have taken on the responsibility of maintaining the CCW website. Several meetings have taken place between college and high school faculty on the meaning of college-readiness, with a focus on math and English. They are trying to increase the number of faculty representatives on the CCW team. Placement coordination efforts are on-going. They are working on creating common cut scores for gateway math and English courses. The next Complete College America meeting is Nov 29 – Dec 1, 2017 in New Orleans.

## UPDATES AND REPORTS

1. 2017-2018 Interest Rates for WY Investment in Nursing (WYIN) and WY Adjunct Professor Loan Programs (WAPLR): Dr. Rose explained the 7.52% interest rate is applied to loans when students do not meet program requirements and are therefore required to repay the loans. The method of determining the interest rate is set by statute. This will be effective July 1, 2017. **Motion**: Commissioner Atwell moved and Commissioner Dooley seconded a motion for the interest rate for the WYIN and WAPLR programs to be set at 7.52% effective July 1, 2017. **Motion passed unanimously.**

2. 2016 Fall Enrollment Report: Dr. Rose said commissioners receive this report each semester as well as an annual report once a year. A new sheet of tables will be provided to everyone for minor corrections resulting from data refinement. He further explained the changes as they relate to full time and part time equivalents. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to accept the Fall 2016 Enrollment Report as revised. **Motion passed unanimously.**

3. Financial Report: Financial highlights are part of the meeting packet. Several commissioners expressed appreciation on the new format for providing financial information. Matt Petry clarified one item: the packet notes indicate we are still working through the proposals for the three pieces of the IT initiative but we have selected vendors for two pieces and the software to be used for the remaining piece. Vendors will be notified soon. **Motion**: Commissioner Atwell moved and Commissioner Frederick seconded a motion to accept the financial report. **Motion passed unanimously.**

4. Legislation affecting WCCC and/or colleges: Ms. Taylor provided information on legislative action during her presentation. She has been instrumental in the college system success with the legislature.

## EXECUTIVE DIRECTOR'S REPORT

- Colleges' commencement ceremonies: attendance by commissioners.
  - CC May 12 6:00 Casper Event Center – Commissioner Frederick
  - CWC May 12 7:30 Robert A. Peck Arts Center - Commissioner Freeze
  - EWC May 12 7:00 Fine Arts Auditorium – Commissioner Newman
  - LCCC May 13 10:00 Storey Gym – Commissioner Frederick
  - NWC May 6 10:00 Cabre Gym - Commissioner Dooley
  - NWCCD Sheridan May 13 Golden Dome 1:00 – Commissioner Brown
  - NWCCD Gillette May 12 Pronghorn Center 7:00, dinner at 5:00 – Commissioner Brown
  - WWCC May 19 6:00 Rushmore Gym - Commissioner Dooley
- Upcoming rules revisions – Claire Smith gave an update on coming rules changes, including the addition of a performance metric to the funding allocation model, related definitions, and minor corrections such as statutory reference updates and name corrections. Ms. Smith also explained there will be changes in the residency requirement section of chapter three to remove the reference to UW Regulation 8-1 and replace it with the entire list of residency requirements. This change is being recommended as a result of UW's frequency in regulation updates. In response to Commissioner Dooley's suggestion that UW be involved in our conversation on residency, Dr. Rose said UW does not have the same philosophy as us, especially as it concerns part time students and financial independence, but they can be invited to participate. We are continuing discussions with UW to create a shared enrollment application.
- Future meeting dates:
  - June 27, 2017 CWC (commissioner retreat June 26)
  - October 13, 2017 NWCCD Gillette (WACCT will be in Casper Oct. 11-12)
  - February 22, 2018 LCCC (WACCT will be Feb. 21)
  - April 13, 2018 EWC
  - June 7, 2018 NWC

- 2019/2020 Biennial Budget Review: Dr. Rose said the documents in Tab 6 include a picture of our current budget and how priorities were listed as well as a chronicle of what happened with budget cuts. We need to start building the 2019/2020 budget but we are struggling with obtaining necessary information from one college. Budget creation is dictated by HB80, passed in 2016. Final numbers cannot be entered until we know 4-mill revenue from the colleges, so we will provide up-to-date information at the June meeting but will need a teleconference in July to approve final budget numbers. We do not expect final numbers to be significantly different.

We may need to request exception budget funding for continued IT hardware and software needs for the computing system, which we are required by law to support. The biggest request may be for continued support for the work we have been doing on data management and data analytic reporting. Other exception requests may be needed for Wyoming Investment in Nursing, Wyoming Adjunct Professor Loan Repayment program, and Veterans Tuition. Mr. Petry said the budget division will ask us to list our priorities again and it should look the same as last year but without Wyoming Family Literacy. Further discussion took place on the Veterans Tuition program and college health insurance reimbursement.

#### NEW PROGRAMS

Dr. Rose explained the difference between new program approval and pilot program review. Pilot programs are included in the packet just for informational purposes. The pilot program process allows the colleges to test the program for a period of time before making it a permanent program. If they do not wish to continue the program, they can eliminate it with no further action. To establish a pilot program, the colleges first do a curriculum review and have interdepartmental discussions on the program. Once it has been considered and approved by the college (including board of trustees), it then goes to the Academic Affairs Council (AAC) for approval. The AAC then passes it to the Commission's Program Review Committee (PRC) to review for accuracy and completeness. At this point, the program can be published in catalogs and students may enroll. If the college wishes to make it a permanent program, they must ask for approval from the Commissioners.

The AAC, under the direction of the commission, recently decided programs will be presented only at the April and October meetings in an effort to organize the process and allow for a comprehensive review. Given this timing adjustment, some programs are being presented as both pilot programs and programs needing approval. Had the timing of this process not changed, the pilot programs would have been presented at an earlier commission meeting as they had already been approved by the AAC and the PRC.

- **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the LCCC Technical Agriculture Operations AAS Degree. **Motion passed unanimously.**
- **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the LCCC Building Technology AAS Degree. **Motion passed unanimously.** Dr. Schaffer provided details in response to questions by Commissioner Frederick about apprenticeships.
- **Motion:** Commissioner Dooley moved and Commissioner Newman seconded a motion to approve the LCCC Speech/Language Pathology Assistant AAS Degree. **Motion passed unanimously.**
- **Motion:** Commissioner Atwell moved and Commissioner Freeze seconded a motion to approve the LCCC Theatre AA Degree. **Motion passed unanimously.**
- **Motion:** Commissioner Frederick moved and Commissioner Dooley seconded a motion to approve the WWCC Emergency Medical Services AAS Degree. Discussion took place on the number of credit hours associated with this program. Dr. Leach provided details in response to

questions by Commissioner Frederick on the number of participants in this program and future expansion. **Motion passed unanimously.**

- **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the CC Foundations of Interprofessional Health Care Certificate. **Motion passed unanimously.**
- **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve EWC Barbering Certificate. Dr. Patterson answered questions from Commissioner Frederick about credits per semester. **Motion passed unanimously.**
- **Motion:** Commissioner Frederick moved and Commissioner Brown seconded a motion to approve the LCCC Engine Management/Drivability Certificate. **Motion passed unanimously.**
- **Motion:** Commissioner Atwell moved and Commissioner Newman seconded a motion to approve the LCCC Exercise Science Coaching Certificate. **Motion passed unanimously.**
- **Motion:** Commissioner Atwell moved and Commissioner Frederick seconded a motion to approve the LCCC Automotive Technology Under Car/HVAC Certificate. **Motion passed unanimously.**
- **Motion:** Commissioner Dooley moved and Commissioner Atwell seconded a motion to approve the WWCC Geographic Information Systems (GIS) Certificate. **Motion passed unanimously.**

Pilot programs presented for information purposes:

- LCCC: Pilot Technical Agriculture Operations AAS Degree
- LCCC: Pilot Building Technology AAS Degree
- LCCC: Pilot Speech/Language Pathology Assistant AAS Degree
- LCCC: Pilot Theatre AA Degree
- EWC: Pilot Barbering Certificate
- LCCC: Pilot Engine Management/Drivability Certificate
- LCCC: Pilot Coaching Certificate
- LCCC: Pilot Under Car/HVAC Certificate
- NWCCD: Pilot Medical Assistant Certificate

#### OTHER BUSINESS


Dr. Rose said UW President Laurie Nichols has invited the colleges, trustees and the commission to join UW in a meeting with Lumina Foundation to provide technical assistance on completion and student success. This may take place during the UW retreat in Rock Springs July 18-21. Dr. Rose will provide more information when he receives it. Commissioners agreed to proceed with a meeting. Dr. Rose said we were the first group to meet with Lumina and since then Lumina has talked to Dr. Nichols and Mary Kay Hill in the governor's office. Lumina is a significant leader in the completion agenda.

Dr. Rose provided an update on the Economically Needed Diversity Options for Wyoming (ENDOW) initiative. The governor has appointed an executive council made up primarily of business and industry members. Postsecondary education will be represented on the steering committee.

#### ADJOURNMENT

**Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to adjourn the regular commission meeting at 12:15. **Motion passed unanimously.**

 6/27/17  
Sandra Meyer  
Commission Chair

 6/27/17  
Jim Rose  
Commission Executive Director