

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING April 11, 2019

The April 11, 2019 regular Commission meeting was called to order by Interim Commission Chair Jackie Freeze at 8:40 a.m. at Casper Community College, Casper, Wyoming.

Commissioners present: Jackie Freeze, Kay Dooley, Ember Oakley, Julia Newman, Dennis Boal and via telephone Craig Frederick.

Commission staff present: Executive Director Dr. Sandy Caldwell, Deputy Director and Chief Financial Officer Matt Petry, Chief Operating Officer Larry Buchholtz, Chief Technical Officer Andy Corbin, and Director of Business Operations Cayse Cummings.

A roll call was taken. A quorum was present. Introductions were made. Due notice had been published.

Commissioner Freeze thanked the large group attending by phone and said she will try to check in periodically to get any questions. The weather presented quite a challenge this morning.

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

A. Swearing in of New Commissioners: Commissioner Freeze mentioned the swearing in of the commission happens to be a constitutional and statutorily required process. Commissioners are appointed by the Governor and confirmed by the Senate. We have new, reappointed and returning Commissioners. State Constitution 6-20 and State Statutes 9-1-102 indicate each state officer shall take and subscribe the oath of office.

Scott Skavdal, United States District Judge administered the oath of office. Returning Commissioners Jackie Freeze, Kay Dooley, and by phone Craig Frederick as well as newly appointed Commissioners, Ember Oakley and Dennis Boal repeated and affirmed the oath of office.

B. Election of Officers: Commissioner Freeze opened nomination of officers for a 2 year period and stated nominations could be made by any Commissioner, and they can nominate themselves, and may opt to decline a nomination.

A nomination was made for Jackie Freeze as Chairman and Kay Dooley for Vice Chairman. **All in favor, none opposed, election carried.**

COMMISSIONER TRAINING: ELECTRONIC PACKETS

Larry Buchholtz provided a refresher from the last meeting explaining that after the Commission packets are ready, Commissioners will receive an email from Commission staff advising them their secure folders have been updated along with a direct access link. The Commissioner can then comment or add notes to

the agenda and no one else can see what is in their private folder. There will also be a folder for public viewing, but no editing will occur in this folder. Supporting documentation will be provided via a specific link for each agenda tab item. George Eckman, Board of Trustees President at WWCC, requested the Commission packet pages be numbered for easier reference. Larry Buchholtz said the Commission would take the request under advisement.

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Ernie Over welcomed the new Commissioners, staff and extended his congratulations to Jackie Freeze for her election as Commission Chairman. The WACCT meeting yesterday had excellent attendance even with the poor weather. They are starting the budget process and will be meeting soon with the executive committee. Feedback received regarding annual awards has been to make them more centered on students and student achievement. Mr. Over will keep the Commission informed as to the progress of these topics. There were two special presenters yesterday, Dr. Karla Leach and Dr. Paul Young who provided support for the ongoing efforts of Erin Taylor in channeling more of her attention to WACCT. She has been working with Dr. Leach on the upcoming fall conference. Executive Director, Erin Taylor mentioned WACCT has been looking at how they can increase legislative presence due to the tremendous support for colleges. Community colleges are the #1 priority for the Interim Education Committee. The annual conference is tentatively planned for the fall in conjunction with the Joint Education meeting in Cody on September 26th and 27th. The WACCT meeting will be two days prior. This will enable them to bring in experts concerning the big issues such as Wyoming Tomorrows and Baccalaureate degrees. Ms. Taylor stated she plans on getting around to more college boards and attend meetings between colleges and legislators to increase presence and build relationships. She extended her thanks to all for the action alert to contact legislators; the college community responded. Chairman Freeze said to look to the Commission for assistance as well as to have them be more proactive in addressing questions and to be involved.

2. Wyoming Department of Education: WDE School Support Director Shelley Hamel, designee to the commission for Superintendent Balow, stated they will be working on Perkins V to prepare a solid five year plan. Road trips across the state have been occurring to encourage stake holder involvement and get as much information, ideas and partnerships as possible. Computer science standards were recently presented to the State Board of Education and a few changes were requested and suggestions provided by stakeholders. They want to make standards more accessible, especially in the early grades. The WDE is eager to see these move forward and allow school boards time for implementation. A call for speakers was made to both UW and the community colleges for the upcoming fall *Innovations in Learning* conference.

3. Presidents' Council: Dr. Darren Divine, President, Casper College, extended his thanks to all for attending. He said comments from the presidents acknowledge Erin Taylor's help during the legislative session and what can be pulled together as we enter this very busy time of year. The presidents are preparing to say, "until later" to Dr. Leach and Dr. Young and also look forward to meeting successors. The council is cognizant the Wyoming economy has gotten better but still isn't in a boom period and they must be mindful of this in planning for the future. The collaboration among the colleges has been amazing and has gotten stronger during these last four years. Dr. Devine welcomed Commissioners Boal and Oakley, letting them know any president would gladly open their campuses to enable them to learn more.

4. Educational Attainment Executive Council (EAEC): Dr. Caldwell provided the following updates:

- A recently completed formal report will be submitted by Dr. Nichols and Dr. Hicswa to the Commission since it is required of the EAEC to report to the WCCC.
- The EAEC has now been codified in legislation this year.

- Thanks and appreciation were extended to Erin Taylor for her outstanding work. There were many other bills related to educational attainment that center on community colleges and connect K12, UW, Workforce Services and the community colleges.
- SLDS also codified, and again, centered through the community colleges. Recognition extended to Andy Corbin from the Commission staff for his outstanding leadership on this.
- The transcript and transfer process enacted last year received funding this year, which will enable this to move forward.
- Great success with WYIN, (Wyoming Investment in Nursing) grant in having the sunset date repealed.
- Wyoming Works allows consortiums throughout the state for noncredit and CTE.
- Bachelor of Applied Science degrees passed this year.
- Hathaway bills that impact participation, especially around CTE and a Hathaway scholarship that brings students from out of state.
- The EAEC identified for the state plan four big areas; alignment of workforce, workplace and post-secondary programs, access and infrastructure, funding and affordability, and college-going culture. The next EAEC meeting will be May 23rd at Sheridan College.
- Governor Gordon appointed Michelle Brant as the new Education Policy Advisor, she will be joining the next EAEC meeting in May, as well as the next Commission meeting.

5. Community College Faculty Alliance: Terry Rogers reported LCCC is establishing a new wellness center and the Faculty Senate continues to work on the continuous improvement plan. NWCCD is working on the presidential search and are also developing a rank and tenured plan that looks at salary, benefits and step increases for faculty as well as increasing health care premium contributions. EWC is working on the implementation of new faculty and professor titles, and faculty are addressing workload and overload issues. At NWC the structure of the faculty organization is moving toward a faculty senate model as of next academic year. This new structure will include a welfare committee to work on policy review and salary concerns as well as committees to address faculty development, morale, academic freedom and grievance procedure. Also at NWC, they have established a Teaching and Learning Center to inspire innovative scholarly teaching pursuits. At Casper College, the previous workload committee has moved to a committee for compensation and equitability across faculty ranks, looking at overload pay and adjunct pay. Another committee is looking at ways to systemize rotation of committee chairs and members to encourage leadership across their campus. In addition, CC just finished their standardized teacher observation format. Regarding the State Faculty Organization, Mr. Rogers mentioned since his meeting with the Commission in July 2018, his goal has been to reinvigorate this organization. Looking for the organizations constitution and by-laws has been difficult, but he did find one from 1999. The group met in October at a faculty association summit, hosted by Dr. Divine. Dr. Caldwell presented at the summit with discussions regarding Commission expectations and models of governance. All agreed to keep the organization moving forward. The alliance met last week to revise and update the constitution. Meetings will be once per semester with one face to face, probably in the fall. Election of Officers included Terry Rogers, Casper College, as President for two years, Brent Heusinkveld, NWCCD, as Vice-President and Kelly Strampe, EWC, as Secretary/Treasurer. All three of these officers want to be a voice to the Commission and also be of help at any time. Chairman Freeze acknowledged the importance of this organization and thanked Mr. Rogers' reenergizing efforts.

7. Wyoming Public Television (WPTV): Chairman Freeze commented that manager Terry Dugas was unable to attend however everyone present received a WPTV video. Additional information is provided in the packets and questions can be directed to Terry Dugas.

LEGISLATIVE UPDATE

1. Pending and Potential Legislation: Dr. Caldwell recognized the effort by WACCT and Executive Director Erin Taylor, whose guidance and input was very valuable to be able to provide needed information. The college presidents provided outstanding insight as to the experience of the students and what that means on a college level. Success and the amount of legislation passed was due to the tremendous work of Erin Taylor, college presidents and trustees. Dr. Caldwell recognized the Commission staff, Deputy Director Matt Petry, Chief Operations Officer Larry Buchholtz, and Chief Technology Officer Andy Corbin, who dealt with the complexity of technology related legislation. Thanks to everyone's efforts that led us to this place of successful legislation. Dr. Caldwell mentioned the budget bill included a few SLDS positions, as well as partial funding for the insurance premium gap and salary increases. The codification of the Attainment Council includes new reporting requirements but remains housed at the Commission. Funding for college transcripts, which is really about the transfer and reverse transfer processes was passed and also extends the date to get this done. The sunset date was removed for WYIN. Wyoming Works, fantastic work by Erin Taylor and college presidents in moving this through. Dr. Caldwell said the Bachelor of Applied Science program is very exciting and has been a long time coming. There has been a change in major maintenance and how it will be distributed, as well as raising the reserve limit colleges can carry-over from one biennium to the next. Hathaway bills that passed provide an opportunity for CTE students. While Capitol Construction (CapCon) bills go through the state construction department, all college requested projects went through, including level three funding for NWCCD and CWC, and the capitol renewal at WWCC, which gives the pathway to get that completed. There will be significant rules writing, particularly around Wyoming Works and the Bachelor of Applied Science. Emergency rules around Wyoming Works, as well as existing rules regarding residency and the program approval process will be presented in June. Modifications of the funding allocation model, strategic plan and definition for capital renewal, which will come from the State Construction Department, will also be coming forward. With regard to interim topics, there are nine different reports that must be developed by the Commission regarding recent legislation.

CONSENT AGENDA

Chairman Freeze asked if any Commissioner would like to have an item removed from this portion agenda. Commissioner Boal asked about the relevancy of programs as they relate to interest rates. Executive Director Caldwell deferred to the Chief Operating Officer. Larry Buchholtz explained the working methods of WYIN, WAPLR and TSLRP grants or loans and how the interest rate is applied for students who are in non-compliance of the grant or loan terms. The Commissioners must decide these interest rates by the October meeting.

- Approval of minutes of previous meetings
 - February 8, 2019
- Acceptance of reports
 - CapCon Model Review
 - Financial Report
 - Interest Rates for WYIN, WAPLR and TSLRP

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

REGULAR AGENDA

1. College Commencement Ceremonies: Chairman Freeze referred Commissioners to their folders for specific information. Nothing is more fulfilling than to watch students walk the stage. Attending a graduation or multiple graduations would be appreciated.

Chairman Freeze received verification of attendance at the following graduations:

- Casper College- Commissioner Frederick
- CWC- Commissioner Oakley
- EWC- Commissioners Newman and Frederick
- LCCC- Dr. Caldwell and Commissioner Newman
- NWCCD – Commissioners Dooley and Oakley
- NWC- Commissioner Dooley
- WWCC- Commissioners Boal and Freeze

Chairman Freeze mentioned the University of Wyoming graduation does not normally have Commissioner representation, however, Dr. Caldwell will be there this year.

Dr. Leach asked the Commissioners to provide their college and degree obtained to ensure WWCC has the correct regalia for the graduation ceremonies.

2. Future Meeting Dates: Chairman Freeze said this information is located in the Commission packets, tab eight.

Motion: Commissioner Boal moved and Commissioner Newman seconded a motion to approve the meeting dates. Chairman Freeze asked if there were any amendments to this schedule. Commissioner Dooley expressed a concern about the fairness of equally spreading the meetings at all colleges. In the future we need to be cognizant of that. Dr. Caldwell stated weather affected the rotation, as has happened for a previous meeting scheduled for NWC. Commissioner Frederick mentioned WACCT as being a draw to holding Commission meetings at LCCC every year, but they are planning to change their schedule and this could affect the meeting rotation. Dr. Leach said legislators love the awards ceremony and it creates a golden opportunity to speak with them, as well as with the Governor. Chairman Freeze stated it would be best to keep this schedule as agreed upon by the institutions, as well as build in a retreat for June 12th at CWC.

Motion: Commissioner Dooley moved and Commissioner Oakley seconded a motion to amend the meeting schedule to add a retreat meeting on June 12th. **Motion passed unanimously.**

EXECUTIVE DIRECTORS' REPORT

Dr. Caldwell noted a written report is located in the packet. Thanks to Casper College for hosting and Tina Silva for the tremendous amount of work she has put into this meeting. Judy Hay, Student Services VP at LCCC and Gerald Giraud, Academic Affairs VP at NWC, were recognized and thanked for stepping in as liaisons due to the current Commission staff vacancy for the Chief Academic Affairs and Student Service Officer (CASSO). The colleges have been very gracious in having these two step in during this interim period. The CASSO search committee meets this afternoon. Interviews will occur at the end of this month with an announcement by mid-May. The annual update of the strategic plan, both the 2010 version and the 2.0 amendment, will be provided at the June meeting. This summary report is


required in advance of the biennial budget. The Bachelor of General Studies was approved at UW during their March 27th meeting. This degree has 16 different concentration areas and there are plans to have all 16 available fully online in two years. Dr. Leach requested additional information be sent to the college presidents.

OTHER BUSINESS

1. Good News from the Colleges: Chairman Freeze mentioned this report is located in the Commission packet and encourages everyone to read this and stay in tune with the various events occurring at the colleges. Also of note, the Commissioners attended professional development yesterday that covered responsibilities of the Commission, budgeting and CapCon functions. Chairman Freeze welcomed both Commissioner's Boal and Oakley and provided them an opportunity to introduce themselves.

ADJOURNMENT


Motion: Commissioner Boal moved and Commissioner Newman seconded a motion to adjourn the regular commission meeting at 11:17. **Motion passed unanimously.**



Jackie Freeze
Chairman

9-16-19

Date



Sandy Caldwell
Executive Director

6/13/19

Date

X