October 29, 2009
Commission Work Session

The October 29, 2009, Commission meeting was called to order by Commission Chair Ann Chambers Noble.

Commissioners present: Chairman Ann Chambers Noble, Commissioners Larry Atwell, Charlene Bodine, Lois Distad, Jack Russell, Steve Skordas and Wendy Sweeny.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Manager Joe McCann and Commission Liaison Gail Anderson.

A roll call was taken. A quorum was present. Due notice had been published. Commission Chair Ann Noble asked for introductions, welcomed visitors and called the work session to order.

STRATEGIC PLANNING AND FINANCE

1. Financial Report: Matt Petry presented the financial report, noting that:
   a. The projected shortfall in the Administration budget of $89,346 is the result of underfunding and cost increases from primarily Datatel. We will offset this shortfall with the projected balances in other line items.
   b. The Even Start budget was divided into sub-budgets, one representing 2009 funds and the other representing 2010 funds. The 2009 funds will be expended before the 2010 funds are used.
   c. In the H.B. 114 budget, we expect a reversion of approximately $41,000 in the 100 series total.
   d. The Health Insurance Reimbursement budget was overestimated by the Budget Division and the $5.5 million projected balance will revert at the end of the biennium.
   e. The ABE budget was divided into sub-budgets in the same manner as the Even Start budget. The projected shortfall in professional services of $38,421 is an error. We will not overspend in this category.
   f. The GED budget will probably be overspent by the end of the biennium. This budget has been chronically underfunded. We have submitted an exception request to correct the problem.
   g. Once again, the Veterans’ Tuition Program is underfunded. The projected balance showing in the far right column reflects semi-annual invoices, typically received in October and March of each year.
   h. As of August 31, 2009, earnings from the endowment account for Wyoming Public Television were $11,781.

2. Budget Update: Jim Rose updated Commissioners on the formal budget meeting held October 19 with the governor to review the Budget Division’s recommendation to WCCC’s request. He said the
governor’s final recommendations will be released in mid- to late-November. The first four exception budget priorities—all having to do with changes in state aid—were not favorably considered by the governor, because they contained external cost adjustments. At a meeting between the Presidents Council and the governor, a proposal for a one-time adjustment to the funding model in the amount of $980,000 was considered to backfill anticipated losses that would occur for some colleges during the first two years of implementation. The Budget Division did not support that proposal, but we will not know the governor’s final position until his budget is released. The remainder of the exception requests were mixed. One of the curiosities in the discussion centered around the Even Start program. We initially thought that Even Start would be discontinued at the federal level. We formulated an exception budget that would allow Even Start to continue as an integral part of the ABE program. When Even Start came out in the standard budget, we withdrew the exception budget request. The discussion with the governor did not reach any conclusion, but it generated a lot of questions. Subsequent to our meeting, we have been asked for additional information about the program and we are not sure now where that discussion is going.

Matt Petry added that at the meeting with the governor, the Budget Division staff recommended:

a. Approval of the maintenance contract increase (Priority #6), which was to cover anticipated costs for Datatel. They qualified the approval with a recommendation that before the 2013-14 budget cycle, a new RFP be issued to vendors for an administrative computing system.
b. Denial of the exception request for ABE (Priority #7) of $1.3 million, but left the issue open for reconsideration after current information on revenue projections is received.
c. Approval of the exception budget addressing the chronic underfunding in the GED program (Priority #8).
d. Denial of the new program development funding request (Priority #9).
e. Approval of $50,217 for hardware and software (Priority #10) and denial of $12,050 of that request.
f. Denial of the external cost adjustment for WPTV.

3. Consideration of Final Draft of Strategic Plan: Jim Rose explained that we are now at the juncture of approving the final draft document and distributing it to stakeholders. A minimum of four colleges need to approve it, and he asked presidents to be prepared at this meeting to report individually. On November 1, he said, the Commission must present its final draft plan to a group of statutorily prescribed members from the governor’s office, Joint Appropriations Interim Committee, Joint Education Interim Committee and Community College Task Force. Commission Chair Ann Noble opened the floor to the presidents for formal reports. President Drumm noted that the Presidents Council also has a formal report, which he will present after individual reports.

a. Casper College: President Nolte reported that the college supports the plan and endorses the comments submitted by the Presidents Council. He said he would provide additional written comments prior to the meeting on November 5.
b. Central Wyoming College: President McFarland reported that the Board of Trustees formally approved the final draft at its October 21 public meeting. The board chairman sent a letter to commissioners indicating that they believed the final draft is very much improved over earlier iterations. The letter includes suggestions for program review and capital construction criteria.
c. Eastern Wyoming College: President Armstrong commended the commission staff on all the work that went into the plan. Approval will be formalized on November 17th. He said that most of EWC’s concerns were sufficiently addressed.
d. Laramie County Community College: President Hammon reported the Board of Trustees approved the draft at its most recent meeting. The plan creates credence to community colleges and LCCC continues to focus on the comprehensive nature of community colleges. They believe that implementation of the plan will probably require additional personnel.
e. Northern Wyoming Community College District: President Drumm reported that the Board of Trustees are in favor of the plan and support the Presidents Council document.
f. Northwest College: President Prestwich reported that the Northwest College Board of Directors will hold a special meeting tomorrow to officially weigh in on the plan and will submit official input as soon as possible. President Prestwich said he feels it is a strong document and recognizes the comprehensive nature of community colleges.
g. Western Wyoming Community College: President Leach reported that the trustees approved the plan on October 12. They believe it is a living document and ongoing plan. She added that as a new person in the state, she is impressed and honored to work with her six colleagues and the commission.
h. Presidents Council: President Drumm presented and distributed a written report from the Presidents Council containing commendations, recommendations and conclusion. A copy of the report is attached to these minutes. Overall, he said, the presidents are very pleased with the plan.

4. Community College Planning Task Force: Jim Rose said that reservations have been made for Commissioners in Casper to attend the meeting. We have also made arrangements so that Commissioners will be sitting at a table next to the task force. Questions may be addressed to the Commission as a whole. A luncheon immediately preceding the meeting has been scheduled for last minute discussion. This will be a public meeting, but no action will be taken. Jim suggested that commentary from the Presidents Council and the written submissions from Casper and Central Wyoming College be compiled in a separate document that could be presented to the task force and joint committee at the meeting as an accompanying document, so that it is seen as commentary by important constituents, but it is not necessarily part of the plan. Commissioner Skordas suggested and it was agreed that when the draft is presented, the Commission include a statement that all additional comments will be considered prior to finalizing the draft.

5. Consideration of Rules: Matt Petry explained that in order to submit our budget request for 2011-12, we had to have rules in place, and we are currently working with emergency rules and permanent rules simultaneously. With the emergency rules, we can move forward with the allocation model. The emergency rules are effective for 120 days and can be extended once, for a total of 240 days. These rules went to various state agencies and were filed with the Secretary of State with governor approval on October 12. Prior to the expiration of 120 days, we will request an 120-day extension to get us through the permanent rules promulgation process. Regular rules typically take a minimum of 130 days to get through the process. We have started that process, and the governor gave approval on October 23 to proceed with promulgation. The written comment period for regular rules will run through December 18. The next formal step will be to present the Commission with certification and the governor will have final, signatory approval.

President McFarland suggested that the consultation policy should be included in rules because it is a vital function of the Commission. Given the current recognition and prominence of the importance of consultation, she strongly recommends that the Commission consider placing the entire consultation policy in Chapter 4 of the rules, which relate to the Commission’s coordination function. Dr. Rose said that the rules that are already in process cannot be changed to this extent, but the issue could be considered as a rules change in the future. Dr. Rose noted that references to the Executive Council and consultation policy are already in the rules, so the policy is referenced as a document. He asked for more time to determine whether including the entire policy is advised or necessary.

CURRICULUM

Jim Rose introduced Dr. Joe McCann, who joined the Commission in early October as the Programs Team Manager for the Commission. Dr. McCann will oversee the GED Administration Program,
Workforce Training and Policy Analyst efforts at the Commission and will work with the Academic Affairs and Student Services Councils.

1. 2009 Spring Enrollment Report: Dr. McCann presented the 2009 Spring Enrollment Report, noting that:
   a. The statewide penetration rate is 4.6%.
   b. There was a marked increase in non-resident student enrollment (approximately 11%).
   c. There was an increase of both male and female students, however the number of female students increased by 8.9%, in contrast to male students at 5.4%.
   d. A healthy increase occurred in academic full time students (10.4%) as well as academic part time students (13.3%).
   e. FTE enrollment has increased by 17.4% over the past ten years. In 2009, there was an increase of 7.15%.

2. 2008-2009 Annual Enrollment Report: Dr. McCann presented the 2008-09 Annual Enrollment Report, noting that:
   a. The headcount of full time students increased by 5% over last year, and the headcount of part time students increased by 10.9%.
   b. There was a 6.1% increase over the previous year in total FTE.
   c. Over the last five years, there has been a significant increase in the 25-29 age group and the 40-49 age group, which indicates that colleges are doing a good job at reaching out to the older population. The increase in the 17-24 age group was minimal.
   d. There was a significant decrease in the number of undecided students, which indicates that colleges are doing better at helping students identify their individual goals.
   e. There was an increase of 36% unduplicated headcount in non-credit services.

There being no further business, the work session adjourned.

October 29, 2009
Commission Business Session

Commission Chair Ann Chambers Noble called the business session to order at 1:30 p.m.

Commissioners present: Chairman Ann Chambers Noble, Commissioners Larry Atwell, Charlene Bodine, Lois Distad, Jack Russell, Steve Skordas and Wendy Sweeney.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Manager Joe McCann and Commission Liaison Gail Anderson.

A roll call was taken. A quorum was present. Due notice had been published.
Motion: Commissioner Sweeney moved and Commissioner Distad seconded a motion to approve the agenda. Motion passed.

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Motion: Commissioner Bodine moved and Commissioner Skordas seconded a motion to approve the minutes of August 17-18, 2009, September 2, 2009 and September 14, 2009 with minor changes. Motion passed.
ORGANIZATIONS/ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee John Freeman reported that the association is moving forward with the hiring of an Executive Director. Interviews are planned for next week in Casper. The trustees are committed to working with the Commission during the implementation of the strategic plan.

2. Wyoming Department of Education: There was no report from the Wyoming Department of Education.

3. Presidents Council: President Drumm presented the Good News Report highlighting activities of the seven colleges, which is attached to these minutes.

4. Community College Faculty Report: There was no report from the Community College Faculty Alliance.

5. Wyoming Public Television: Ruby Calvert presented the report for Wyoming Public Television. She reported that the WPTV production endowment fund is now at $1.12 million, with a match from the state of about $560,000. The on-air fund raising event in September brought in $17,400 in two days.

   Ruby highlighted other activities including:
   a. The National Park Service event in Jackson which was well received, with about 250 people at the reception and 500 people at the screening.
   b. A tail gate party at the University of Wyoming football game.
   c. Partnering with Wyoming Tourism to bring in Ken Burns and Dayton Duncan for the Tourism Conference in February.
   e. Launching a new video player on the website.
   f. Work on PBS digital learning library.
   g. Continued work with education programs.
   h. Two successful grant applications, one to build a new transmitter and one to build nine additional translators.
   i. Production of a new series called Wyoming Chronicle.
   j. A Senator Al Simpson biography screening at the legislature on Thursday, February 11 from 6:00 to 8:30 p.m.
   k. A new wind farm show that will be ready in December.
   l. An increase in viewship for May and July of approximately 31%.

Ms. Calvert also shared comments on the strategic plan. She said that WPBS would like to be included in the plan. She feels that WPTV helps create an educated citizenry and hopes to provide more workforce development. WPTV hopes to maximize the return on the state’s investment, wants to be accountable to the state, legislature and citizens, and wants to be integral to expanding the role of distance learning in the state. The mission and objectives of WPTV and community colleges are closely aligned. Chairman Noble suggested that Ms. Calvert put her comments relating to the strategic plan in written form to be added to the addendum that will be submitted to the task force when the draft plan is presented. Commissioner Sweeny commended WPTV for its successful efforts in fundraising and programming.

STRATEGIC PLANNING AND FINANCE

1. Financial Report
Motion: Commissioner Skordas moved and Commissioner Sweeny seconded a motion to approve the Financial Report with the necessary correction of the error in the ABE budget for contractual services. Motion passed.

2. Consideration of Final Draft of Strategic Plan
Motion: Commissioner Sweeny moved and Commissioner Russell seconded a motion to approve the final draft of the strategic plan for presentation to the task force on November 5, 2009, with any additional written comments received for future consideration, including but not limited to comments submitted by the Presidents Council, individual colleges and WPTV. Motion passed unanimously through a roll call vote.

3. Consideration of Rules
Motion: Commissioner Atwell moved and Commissioner Skordas seconded a motion to move forward with the rules as presented in the Work Session. Motion passed.

CURRICULUM

1. 2009 Spring Enrollment Report
Motion: Commissioner Bodine moved and Commissioner Sweeny seconded a motion to approve the 2009 Spring Enrollment Report. Motion passed.

2. 2008-2009 Annual Enrollment Report
Motion: Commissioner Atwell moved and Commissioner Russell seconded a motion to approve the 2008-2009 Annual Enrollment Report as corrected on page 7, labeling the two tables as Table 9 and Table 10. Motion passed.

ADJOURNMENT

Commissioner Noble thanked everyone for calling in to participate in the meeting. There being no further business before the Commission, the meeting adjourned.

_________________________________                       _________________________________
Ann Chambers Noble                       Date                       Jim Rose                                        Date
Commission Chair                                                          Commission Executive Director