Laramie County Community College
Cheyenne, Wyoming

February 20, 2009
Commission Work Session

The February 20, 2009, Commission meeting was called to order by Commission Chair Ann Chambers Noble at Laramie County Community College, Cheyenne, Wyoming.

Commissioners present: Chairman Ann Chambers Noble, Commissioners Larry Atwell, Lois Distad, Don Bryant, Jack Russell, Steve Skordas and Jack States.

Commission staff present: Executive Director Jim Rose, Deputy Director Jim Heck, Director of Budget and Finance Matt Petry, Executive Assistant Gail Anderson, Enrollment Auditor Cayse Cummings, Workforce Coordinator Amy Brockel and GED Program Manager Carolyn Chelsvig.

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

Commission Chair Ann Noble welcomed visitors and called the work session to order. Motion: Motion was made by Don Bryant and seconded by Jack Russell to approve the agenda as distributed. Motion carried.

STANDING COMMITTEE REPORTS

1. 2008 Summer Enrollment Report: Enrollment Auditor Cayse Cummings presented the 2008 Summer Enrollment Report noting that:
   a. Part-time credit headcount has increased 17% over the 2007 summer report
   b. There is an increase of 32% in the number of students age 50-59.
   c. There is a 15% increase in the number of non-resident students.
   d. NWCCD experienced a 251% increase in workforce development headcount for students taking one course.
   e. There has been a 27% increase over last year in the number of Level III courses.

2. Financial Report: Budget and Finance Director Matt Petry presented the Financial Report, noting that the format changes mentioned at the last meeting are complete and fully in place. The reports do not reflect the five- and ten-percent proposed budget cuts requested by the Governor’s Office. In the Even Start, LEAP, WYIN and ABE programs, appropriations have been carved into separate budgets to insure that we are in compliance with federal and state spending restrictions. He also pointed out that a new budget is included in the report that reflects House Bill 17. This
budget includes the Enrollment Auditor position and monies set aside for development of the strategic plan. Another new budget, for WPBS, has been established to receive interest earnings from endowment funds.

3. **2008 College Audit Report:** Matt Petry presented the College Audit Report, which summarizes the results of college audits for F.Y. 2007-08. He noted that all colleges received an unqualified opinion on the audited financial statements, and all colleges received an unqualified opinion on compliance with requirements for major federal programs. Deficiencies were found in the audits for Central Wyoming College and Eastern Wyoming College in internal control over major federal programs, but the deficiencies were not considered material weaknesses. In addition, auditors for Central Wyoming College, Eastern Wyoming College and Laramie County Community College identified reportable areas of noncompliance related to reporting of student status changes. Corrective action plans were submitted and implemented to address areas of noncompliance.

4. **Legislative Update:** Jim Rose reported that the budget bill has passed third reading in both houses and there will be a conference committee. House Bill 33, to provide funding for pilot programs for at-risk students, has made it through the House and Senate Education Committees. House Bill 114 was considered by the Senate Education Committee on Tuesday and will go to the Senate Appropriations Committee next week. The engrossed bill that went to the Senate Education Committee was mostly in its original form. Amendments have since been made that change the provisions of hold harmless. House Bill 163, for a physician assistant school, requires UW and WCCC work together to research feasibility of establishing a school in the state. It has made its way through the House and is now in the Senate. We are also closely watching Senate File 99, which provides for the Department of Workforce Services to engage with community colleges and other providers for specified training. This bill may impact funds available for workforce training. Jim will keep Commissioners posted on how that bill progresses.

5. **Strategic Plan:** Jim Rose reported that the seven presidents have met with MPR, and MPR will meet with the advisory council all day tomorrow. There are 15 members of the advisory council. Additionally, MPR has initiated a website specifically designed for receiving input from stakeholders. Information promoting the website and describing the planning process will also be included in a newsletter. The website will also be a good vehicle to report on campus visits and advisory council activities. Commissioner Atwell asked if Commission members would receive information regularly to keep up to speed on progress. Jim said that the consultant will provide monthly progress reports, which will be forwarded to Commissioners.

**CURRICULUM COMMITTEE**

1. **Workforce Development Activities Report 2007-08:** Amy Brockel presented the Workforce Development Report, noting that significant shifts have occurred over last year. In particular, she pointed out that:
   a. Credit vocational offerings increased from approximately 14,000 last year to 23,000 this year.
b. Non-credit offerings almost doubled over last year, with the major increase in the manufacturing sector.

c. Headcount enrollment in workforce development classes customized for specific industries more than doubled over last year. The largest increases were in the Transportation & Warehousing category and the Mining/Extraction category.

d. With respect to headcount enrollment for classes offered in partnership with external agencies, the Department of Workforce Services, Small Business Administration, and the Mine Safety and Health Administration showed the largest increases.

2. Report on GED Policy Changes: State GED Program Administrator, Carolyn Chelsvig provided information on a proposed policy that will require all GED candidates to take the Official Practice Test (OPT) prior to sitting for the GED exam. Candidates will have to pass the OPT with minimum scores of 450 on each test and an average battery score of 500. She said that the Official Practice Test is a reliable predictor of success on the GED, and this policy will ensure that candidates are sufficiently prepared prior to taking the GED exam. J.D. Rottweiller, Vice President from Central Wyoming College expressed CWC’s opposition to the new policy because it limits access to the GED by inserting an additional step in the process. Implementation of the policy has been suspended until July 1.

3. Program Approval Requests:

a. Laramie County Community College:

   (1) **Fire Science Technology:** AS degree (83-85 credits), AAS (77-78 credits), Certificate (33 credits). This program will follow the established professional FESHE National Fire Science Curriculum standards. Anticipated enrollment is 20, 30 and 30 students in the first, second and third year respectively.

b. Northwest College:

   (1) **Criminal Justice:** AA degree (64 credits). This program was developed with community input and attention to transfer requirements. Anticipated enrollment is 8, 12 and 15 students in the first, second and third year respectively.

   (2) **Advanced Welding Technology:** Certificate (51 credits). This program is slated to begin in fall 2009. Anticipated enrollment is 10, 12-15, and 16-20 in the first, second and third year respectively.

   (3) **Film, Radio and Television Production:** AA degree with option in Screen Writing or Film Production (60 credits). This program was developed in collaboration with regional professionals to address workforce needs. Anticipated enrollment is 8, 12 and 15 students in the first, second and third year respectively.

   (4) **Radio and Television Production:** AAS degree with option in Radio Production or Television Production (62 credits). This program is designed for students who wish to pursue a degree and immediately enter the workplace. Anticipated enrollment is 8, 12 and 15 students in the first, second and third year respectively.
(5) **Radio Production Comprehensive Skills: Certificate (30 credits).** This program is designed for students interested in radio, DJ, or other audio careers. Anticipated enrollment is 8, 12 and 15 students in the first second and third year respectively.

c. **Western Wyoming Community College:**

(1) **Emergency Management: Certificate (21 credits).** This program is designed to enhance the capabilities of federal, state, local, and tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of natural or human-caused disasters on the public. Anticipated enrollment is 10, 15 and 20 students in the first, second and third year respectively.

(2) **Creative Writing: Certificate (14 credits).** This program will provide an additional option to the existing English program. Anticipated enrollment is 10, 15 and 15 students in the first, second and third year respectively.

OTHER BUSINESS

1. **Discussion of WCCC Meeting Format:** Jim Rose said that several commissioners have expressed interest in changing the format of Commission meetings from the two-day format to a full-day format, accommodating the work session in the morning and the business session in the afternoon. With an all-day meeting, the Commission could meet with the host college’s Board of Trustees the evening prior to the meeting. Commissioner Atwell felt that the proposed format would give Commissioners a better insight on local issues and be the best use of everyone’s time. Commissioner Skordas also like the idea of a pre-meeting with the host college trustees. President Hammon suggested that Commissioners may also want to meet with other community leaders such as chambers of commerce, mayors or city officials.

There being no further business for the work session, the meeting adjourned.

February 20, 2009
Wyoming Community College Commission Work Session

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

**Motion:** Commissioner Bryant moved and Commissioner Russell seconded a motion to approve the agenda as submitted. Motion passed.

**Motion:** Commissioner Skordas moved and Commissioner Distad seconded a motion to approve the minutes of August 18, 2008 and September 25, 2008 with minor changes. Motion passed.

ORGANIZATIONS AND ALLIANCES

1. **Wyoming Association of Community College Trustees:** Trustee John Freeman reported that the WACCT has hired Executive Director Bob Cox for better coordination with legislative activities. The group has also discussed moving the legislative reception to January and hopes the
Commission will follow suit. Mr. Freeman congratulated the association’s vice president, Sherri Lovercheck for receiving the Trustee Of The Year Award. He also thanked Commissioners Don Bryant and Jack States for their service in promoting community college education in Wyoming.

2. **Wyoming Department of Education**: State Superintendent Jim McBride reported that the P-16 Council continues its work and is moving in the right direction. It is not, however, adequately funded, and Dr. McBride requested approximately $4,000 from each community college to keep that organization up and running. He added that the Department of Education and University of Wyoming are also contributing significant amounts.

Dr. McBride also asked the colleges to make sure they are using the Wiser ID, which is the best way to track students out of high school and into post-secondary institutions. The Wiser ID is also very important in developing a statewide transcripting and database management system. By 2010, WDE expects all high schools to tie into the system.

Dr. McBride informed the group that money from the federal stimulus package is divided in half: the first part of the money will probably come in late spring. WDE expects to see a large increase in Title I funds to local school districts. Federal dollars from the American Recovery and Reinvestment Act (ARRA) will also be available soon. Most of the ARRA money will come in the form of grants.

Dr. McBride described his position in response to this period of financial austerity. He feels that if reductions have to be made, the funding model for K-12 school district should remain intact.

3. **Presidents’ Council**: Darrel Hammon provided the Good News Report, which is attached to these minutes.

4. **Faculty Alliance Report**: Cathy Rogers, President of the Wyoming Faculty Alliance thanked the Commission for its continued support. She reported that the Alliance continues to follow and support education-friendly legislative issues. Ed Mosher from LCCC has been the liaison with the task force and keeps the Alliance abreast of developments. Faculty continues to maintain partnerships with K-12 and the University of Wyoming. Additionally, a professional conference funded by NEA and WEA is scheduled for April 24 and 25 in Casper. Flyers will be distributed on all campuses when they are finalized.

5. **Wyoming Public Television**: Ruby Calbert provided a packet to Commissioners and made an oral report of various activities of WPBS. She thanked Commissioners Bryant and States for serving on the Commission. Ms. Calvert updated the group on satellite carriage process, analog shut-off, the March pledge drive, hiring new personnel and education initiatives. She also updated the group on the endowment and production activities.
STANDING COMMITTEE REPORTS

1. **2008 Summer Enrollment Report:**
   
   **Motion:** Commissioner States moved and Commissioner Russell seconded a motion to approve the 2008 Summer Enrollment Report. Motion passed.

2. **Financial Report:**
   
   **Motion:** Commissioner Atwell moved and Commissioner Skordas seconded a motion to approve the Financial Report. Motion passed.

3. **2008 College Audit Report:**
   
   **Motion:** Commissioner Skordas moved and Commissioner Russell seconded a motion to approve the 2008 College Audit Report. Motion passed.

CURRICULUM COMMITTEE

1. **Program Approval Requests:**

   a. **Laramie County Community College:**
      
      (1) **Fire Science Technology:** AS degree (83-85 credits), AAS (77-78 credits), Certificate (33 credits)
      
      **Motion:** Commissioner Atwell moved and Commissioner Bryant seconded a motion to approve the new program proposed by Laramie County Community College. Motion passed.

   b. **Northwest College:**
      
      (1) **Criminal Justice:** AA degree (64 credits)
      (2) **Advanced Welding Technology:** Certificate (51 credits)
      (3) **Film, Radio and Television Production:** AA degree with option in Screen Writing or Film Production (60 credits)
      (4) **Radio and Television Production:** AAS degree with option in Radio Production or Television Production (62 credits)
      (5) **Radio Production Comprehensive Skills:** Certificate (30 credits)
      
      **Motion:** Commissioner Russell moved and Commissioner Atwell seconded a motion to approve the five new programs proposed by Northwest College. Motion passed.

   c. **Western Wyoming Community College:**
      
      (1) **Emergency Management:** Certificate (21 credits)
      (2) **Creative Writing:** Certificate (14 credits)
      
      **Motion:** Commissioner Atwell moved and Commissioner Bryant seconded a motion to approve the two new programs proposed by Western Wyoming Community College. Motion passed.

OTHER BUSINESS: Commissioner Atwell requested that a further discussion be held at the next meeting regarding the proposed GED policy.
ADJOURNMENT

Adjournment: Commissioner Noble thanked Commissioners States and Bryant for their service on the Commission and said they would truly be missed. She also thanked Laramie County Community College for hosting the meeting and the WACCT for hosting a very nice banquet last night. There being no further business before the Commission, the meeting adjourned.

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