The April 22, 2009, Commission meeting was called to order by Commission Chair Ann Chambers Noble at Gillette College, Gillette, Wyoming.

Commissioners present: Chairman Ann Chambers Noble, Commissioners Larry Atwell (by telephone), Charlene Bodine, Lois Distad, Jack Russell and Wendy Sweeny.

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. She introduced and welcomed our two new Commissioners, Charlene Bodine and Wendy Sweeny.

**Motion:** Motion was made by Jack Russell and seconded by Wendy Sweeny to approve the agenda as distributed. Motion carried.

**STANDING COMMITTEE REPORTS**

1. **2009-2010 Interest Rates for Wyoming Investment in Nursing (WyIN) and Teacher Shortage Loan Repayment Program (TSLRP):** Jim Rose reported that the Western States Learning Corporation has established the percentage rate at 10.75 percent. The interest rate is calculated on the average prime interest rate plus four percent. The rate applies to both the WyIN and TSLRP programs.

2. **Emergency Rules:** Jim Rose introduced the draft for emergency rules that allows the University of Wyoming to implement changes to the TSLRP program, which will expand benefits to include certifications for Reading and English as a Second Language. This program has little impact on the community colleges, because the opportunities are available only to juniors at the University of Wyoming.

3. **Financial Report:** Matt Petry presented the financial report, noting that:

   a. Appropriations from the 2009 legislative session are not yet shown.
b. In the Health Insurance budget, the estimated surplus will revert at the end of the biennium. These funds are not available to ease the budget cuts.

c. The estimated surplus in Library Funding is misleading. The method of spending in this budget is through large contracts and historically this budget is completely spent by the end of the biennium.

d. In the Contingency Reserve budget, the second biennial payment is expected to be made in November 2009.

e. In the LEAP budget, the unencumbered amount will be used to set up the budget for next year.

f. The Incentive Fund budget will be eliminated to offset budget cuts in state aid.

g. In the ABE budget, the surplus appropriations in Salaries, Benefits, Grant payments and Professional Services will be used to set up fiscal year 2010 program funding.

h. The Major Maintenance Budget is not subject to budget cuts.

Jim Rose added that funding for the Veterans Program may be inadequate, because a large proportion of students are in graduate programs.

4. Potential Budget Cuts: Matt Petry presented proposed plans for the five- and ten-percent budget cuts requested by the Governor. Allocation of the cuts in state aid were developed under two different approaches: (1) using the most recent base percentages; and (2) using two years of enrollment percentages. WCCC has consulted with the Attorney General’s office, and distribution via the base percentages method is considered the most equitable. Objections to this decision were expressed by Shelly Andrews, V.P. of Administrative Services, Eastern Wyoming College. She argued that using the percentages for recapture/redistribution, i.e., two years of enrollment, would be more in line with the history of distribution and the spirit of the last two years’ work on the funding model.

President Drumm asked if the Commission would consider reducing budgets by less than the amount the Governor requested. He said that community colleges are counter-cyclical, and in rough economic times they are asked to do more. Other states, he said, are trimming cuts to the community colleges, and some are flat-funding them. Jim Rose responded that in his discussions with the Governor, the subject did come up, but the Governor is not sympathetic to this argument.

Bob Cox, Executive Director of WACCT expressed concern that colleges will also face reductions in local revenues and asked if this had been considered. Matt indicated that although WCCC recognizes that local revenues will have to be addressed, they were not considered in the five- and ten-percent plans.

Jim Rose noted that the Governor expects the budget cuts to be sustainable for at least the next biennium. He said that ARRA funds are mostly designated for the Department of Transportation and other specific categorical issues. In the State Fiscal Stabilization Fund, education funds are very categorical and targeted to K-12. The discretionary component of $15 million will probably go to juvenile detention.
5. **2007-2008 Core Indicator Report:** Enrollment Auditor Cayse Cummings presented the 2007-2008 Core Indicator Report and noted that:
   a. Sixty percent of the students surveyed indicated that their primary goal for attending college was to obtain an Associates’ Degree, which is in line with the national trend.
   b. Of 355 students responding to the transfer students and graduate surveys, 83% of transfer students and 91% of graduate students reported that they accomplished their community college educational goals while attending the community college.
   c. Almost 94% of the respondents said their current job was related to their community college major, compared to 90% last year.
   d. Core Indicator #5: Employer Assessment of Students will probably not be included in future reports.
   e. Wyoming graduates continue to have high pass rates for licensure/certification in areas that traditionally require licensure or certification to obtain a job in that field.
   f. The downward trend in community college transfers to UW was broken in 2007-08.
   g. There is an upward trend in penetration rate for Wyoming, compared to a downward trend for the U.S.

6. **Capital Construction Request:** President Drumm presented a capital construction request from Northern Wyoming Community College District for Wyoming Culinary Institute. He said that the kitchen housed in the Watt Agriculture Center was not designed to house a full scale culinary arts program, and does not meet code requirements based on the number of students in the program. The college is requesting additional space in the Big West Center. No state funds are requested in the proposal.

7. **Executive Director Report:** Jim Rose updated Commissioners on:
   a. Strategic Planning: The project is moving on schedule. MPR is planning a face-to-face meeting with the Advisory Council on May 19th and with the Presidents on the 20th. Attendance at Advisory Council meetings has been disappointing, and we are hoping for better attendance in Casper. We are on schedule to present some strategic plan components and a draft at the task force meeting in June. Then, MPR will follow up in July with a full report to all statutory participants.
   b. Bylaws: Our current bylaws were adopted in 2001. Since then, our structure has changed, and the Commission operates as a Committee of the Whole, rather than having two independent committees as defined in the bylaws.
   c. 2009/2010 Meeting Schedule: A draft of the meeting schedule for 2009-10 was shared with Commissioners. He suggested that the October meeting be changed to the October 29, due to conflicts with board meetings at the colleges. The schedule for April is also riddled with conflicts, and it is suggested that meeting be held on April 29. Jim added that the WACCT conference is confirmed for February 15, so WCCC’s Commission meeting will be on February 16. Jim welcomed information from Commissioners on dates to avoid.
8. **Consideration of Changes to Tuition Policy:** President Hammon presented a proposal to change the tuition policy lifting the cap on twelve hours. The LCCC Board of Trustees supports the model used by the University of Wyoming, which is to charge for every credit generated. He said that at LCCC, an expense is generated for every credit. The college has been working on the budget cuts and reviewing revenue sources. Colorado schools charge for all credits, but many other schools charge tuition based on windows, such as 12-15 credits, 15+ credits. If community colleges charged for credits above the 12-hour cap, they would still be a more economical choice for students than the University. Commissioner Noble said that this is a serious issue, and the Commission cannot make decisions without information, and the information has to come from all seven colleges, not just one or two institutions. Consideration for tuition changes is made after data is received from WICHE, which is usually at the October meeting. The biggest concern is access, which is critical for our students. While she understands the challenges colleges face with budget cuts, our students are in a recession as well. She noted that colleges are considering raising fees, and if the Commission raises tuition when colleges are also raising fees, then student access could be negatively impacted. She asked all of the colleges to gather information on this issue and submit it to the Commission. Commissioner Sweeny asked that colleges also talk to local employers and community members. She said a lot of businesses sponsor their employees to go to classes. If we are going to look at increases, she would like input from the community stakeholders as well.

**CURRICULUM COMMITTEE**

1. **2008 Fall Enrollment Report:** Enrollment Auditor Cayse Cummings presented the 2008 Fall Enrollment Report, noting that:
   a. There was a 13.4 percent increase in the number of students aged 35-39 years.
   b. Total headcount for in-state students increased from 18,349 in 2007 to 19,602 in 2008.
   c. Full-time academic headcount increased from 4,906 in 2007 to 5,178 in 2008.
   d. Total credit FTE increased by 4.8 percent over fall term last year.
   e. Over the past ten years, there has been a 23% increase in headcount, and an 18% increase in FTE.

   Commissioner Jack Russell noted from Table 5 of the report that almost 31 percent of students take more than twelve credits. This information, he said, is pertinent to the discussion about raising the cap on tuition.

2. **Consideration of changes to GED policy:** Commissioner Distad thanked all of the colleges for their input on this issue and recommended that we study this issue for a year. She expressed concern about possible bias in the tests that are being proposed, and how that bias may limit opportunities for Native Americans. Commissioner Noble said that after reviewing all the information in the packet, what became clear to her was that we are not all in agreement, and we are struggling with a lack of data. Jim Rose added that in spite of what is being recommended at the national level, we do not have the level or uniformity of data at the State level to make the decision. He recommended that we wait for another year until we can bring forward more comparable data than is currently available. He emphasized that ABE directors will be called
upon to submit comparable data, which they are not doing currently. ABE Director Cathy Vincent addressed the Commission noting that the changes that are proposed affect ABE Programs more than GED centers, and recommended collaboration between the two. She also recommended collecting data for longer than one year.

There being no further business for the work session, the meeting adjourned for lunch, and Commissioners recessed to executive session to discuss personnel.

April 22, 2009
Wyoming Community College Commission Work Session

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Motion: Commissioner Distad moved and Commissioner Bodine seconded a motion to approve the minutes of February 20, 2009, with minor changes. Motion passed.

REPORTABLE INFORMATION FROM EXECUTIVE SESSION

Jim Rose noted that there is no reportable information from the executive session, because the only agenda item was a personnel matter.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee John Freeman reported that the WACCT hired Executive Director Bob Cox for better coordination with legislative activities. Wyoming is one of the last states to hire an executive director. Bob Cox served as the Interim Director this year, and the Association is now exploring ways to continue and expand the duties of the position. The goal is to promote policy that will help all seven colleges.

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

3. Presidents’ Council: Kevin Drumm provided the Good News Report highlighting activities at the seven colleges, which is attached to these minutes.

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

5. Wyoming Public Television: Ruby Calvert provided a packet to Commissioners and made an oral report on various activities of WPBS. She welcomed new commissioners and thanked Matt and Jim for their assistance on working through the budget cuts. She updated the group on production activities, the March pledge drive and education initiatives. She also reported that Wyoming PBS received an education award from the Corporation for Public Broadcasting on March 7, 2009 in Washington D.C. To meet the 10 percent budget cut, two position will be eliminated. Some of the duties of those positions will be restructured across existing positions,
but the loss of a production position will have an impact in that WPBS will not be able to produce the same amount of local content.

ELECTION OF OFFICERS

Motion: Commissioner Distad moved and Commissioner Russell seconded a motion to nominate Ann Noble and Steve Skordas, as Chair and Vice Chair respectively, for another year. Nominations closed and the election resulted in approving the slate of officers nominated.

STANDING COMMITTEE REPORTS

1. 2009-2010 Interest Rates for Wyoming Investment in Nursing and Teacher Shortage Loan Repayment Program:
   Motion: Commissioner Russell moved and Commissioner Bodine seconded a motion to accept the new interest rate as calculated by Western States Learning Corporation. Motion passed.

2. Emergency Rules:
   Motion: Commissioner Sweeny moved and Commissioner Distad seconded a motion to approve the emergency rules presented by staff pertaining to the Teacher Shortage Loan Repayment Program. Motion passed with Commissioner Atwell abstaining.

3. Financial Report:
   Motion: Commissioner Distad moved and Commissioner Russell seconded a motion to approve the Financial Report. Motion passed.

4. 2007-2008 Core Indicator Report:
   Motion: Commissioner Atwell moved and Commissioner Sweeny seconded a motion to approve the 2007-2008 Core Indicator Report. Motion passed.

5. NWCCD – Wyoming Culinary Institute:
   Motion: Commissioner Russell moved and Commissioner Sweeny seconded a motion to approve the capital construction request presented by Northern Wyoming Community College District. Motion passed.

CURRICULUM COMMITTEE

1. Fall Enrollment Report:
   Motion: Commissioner Bodine moved and Commissioner Distad seconded a motion to accept the 2008 Fall Enrollment Report, changing the name “Sheridan” college to “NWCCD.” Motion passed.

2. Consideration of changes to the GED policy:
   Motion: Commissioner Russell moved and Commissioner Bodine seconded a motion resolving that: “We need to gather facts and data from the GED and ABE personnel that will allow us to
make an informed and collegial decision on issues surrounding the GED policies.” Motion passed.

OTHER BUSINESS

1. **Potential Budget Cuts:** Jim Rose informed the group that this matter has been referred to legal counsel, and the recommendation from them was as Matt presented. The rules that have been approved in emergency form do not apply to the potential budget cuts. Legal counsel and WCCC as an agency feel that we should use the same method that was used to distribute the biennial appropriation in the first place.  
   
   **Motion:** Commissioner Atwell moved and Commissioner Russell seconded a motion to make adjustments for the necessary cuts in the same proportion to which funds were originally appropriated, assuming flat 4-mill revenue. Commissioner Atwell asked if the same model would be used if there were excess funds. Jim Rose responded that the mechanism that was put into emergency rules did not address the likelihood of reductions. It was meant as a means of distributing additional revenue that was more in concert with the model still being developed. It needs to be understood, he said, that we do not have rules in place that put a model driven by enrollment into effect. The only thing that is enrollment-driven is recapture and redistribution. A vote on the motion was called for and the motion passed.

2. **Executive Director’s Evaluation:** Commissioner Noble announced that input on the Executive Director’s evaluation will be solicited soon, and asked everyone who receives the evaluation to participate. She noted that last year only three presidents returned the evaluation and emphasized the importance of full participation.

ADJOURNMENT

**Adjournment:** Commissioner Noble thanked Northern Wyoming Community College District and Gillette College for hosting the meeting. There being no further business before the Commission, the meeting adjourned.

<table>
<thead>
<tr>
<th>Ann Chambers Noble</th>
<th>Date</th>
<th>Jim Rose</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission Chair</td>
<td></td>
<td>Commission Executive Director</td>
<td></td>
</tr>
</tbody>
</table>