The June 25, 2009, Commission meeting was called to order by Commission Chair Ann Chambers Noble at Eastern Wyoming College, Torrington, Wyoming.

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 and Executive Assistant 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.

STANDING COMMITTEE REPORTS

1. Financial Report: Budget and Finance Director Matt Petry presented the Financial Report, noting that the budget reports reflect cuts from the Governor’s office. A new budget has been added to the report entitled House Bill 114, which contains the two new positions that were vacant on May 31, 2009. It also contains the fixed and variable cost study and the capital construction asset study. Mr. Petry also reported that:
   a. The Administration budget was reduced by slightly over 10%.
   b. There was a net reduction to the State Aid budget of 9.19%.
   c. All funds remaining in the Health Insurance budget will revert at the end of the biennium.
   d. The Contingency Reserve budget will experience the deepest cut. The Governor will withhold payments in October from this budget rather than apply a budget cut to Major Maintenance.
   e. The Incentive Fund budget will be eliminated to minimize cuts to State Aid.
   f. In the WYIN Nursing Loan & Grant Program, cuts were made primarily in scholarships.
   g. It is anticipated that the Veterans Tuition Waiver Program will have another shortfall this year of about $65,000.
   h. Wyoming Public Television will retain their full $1.5 million endowment.
   i. The Major Maintenance budget will be $1.6 million less next year.
2. **Budget Update:** Matt Petry updated Commissioners on the most recent information on proposed budget cuts. He also provided a copy of the Governor’s news release on the budget cuts and the finalized spreadsheets for WCCC budgets. Jim Rose added that economic issues will continue to plague us for the next two years. The Governor has stated that he will not look kindly on exception budgets during the new biennium planning period. Jim said it is important that our strategic plan receives the endorsement necessary, allowing it to become the keystone supporting the entire budget, including exception requests.

3. **Strategic Plan:** Jim Rose reported that the consultants had a meeting with the Advisory Council in Casper, which was productive in terms of defining a strategic plan framework. MPR continues to assemble data and is meeting with other constituent groups. On July 23rd and 24th, the draft plan will be presented to the new task force, the advisory council, representatives from the Governor’s Office and select members of the Joint Appropriations Committee.

4. **Permanent Rules – TSLRP:** Jim Rose explained that the Commissioners need to formally approve these rules because the emergency rules will expire soon. We have begun the process of various agency notifications. There are no changes from the emergency rules that were approved earlier.

CURRICULUM COMMITTEE

1. **New Program Approvals:**
   
a. **Casper College:**
      
      (1) **Architectural Graphics and Design: Certificate (31 credits).** Anticipated enrollment for this program is 5, 5 and 5 students in the first, second and third years respectively.

      (2) **Mechanical Graphic and Design: Certificate (31 credits).** Anticipated enrollment for this program is 5, 5 and 5 students in the first, second and third years respectively.

      (3) **Renewable Energy Technology: Certificate (30 credits), AAS Degree (64.8 credits).** The Trades and Technology Division has worked for several years to develop this program, which complements the Electric Power Technology program. Critical partnerships have been formed with the Rocky Mountain Oil Field Testing Center and Pacific Power. Anticipated enrollment for this program is 7, 10 and 15 students in the first, second and third years respectively.

      (4) **Gender Studies: Certificate (16-18 credits).** This program is intended to provide an area of specialization for an associated degree or certificate, for workforce development, or for employment within the possible areas of advocacy, communication, employment training, support services, politics, social research, reproductive rights and health, law enforcement and policy, administration or management.

   b. **Central Wyoming College:**
      
      (1) **Photography: AAS Degree (64 credits).** This program is designed to train students interested in employment opportunities in the photography field with career options that include portrait, studio and photojournalism. Anticipated enrollment for this program is 2, 4 and 6 students in the first, second and third years respectively.
(2) **Athletic Training: AAS Degree (66 credits).** This program is designed to prepare students for appropriate procedures in the prevention, care and rehabilitation of athletic injuries. Anticipated enrollment for this program is 10, 15 and 20 students in the first, second and third years respectively.

c. Laramie County Community College

(1) **Medical Laboratory Technician: AAS Degree (75-77 credits).** This program will pursue accredited status with the intent to being fully accredited within two years of program start up. Anticipated enrollment is 8, 18 and 24 students in the first, second and third years respectively.

d. Northern Wyoming Community College District:

(1) **Biotechnology: Certificate (21 credits).** Delivery of this program is built on existing staffing and technology resources. The program was developed in collaboration with regional professionals to address workforce needs.

(2) **Industrial Electricity: Certificate (33.5-34.5 credits).** Delivery of this program is built on existing staffing and technology resources. The program was developed in collaboration with regional professionals to address workforce needs.

e. Western Wyoming Community College:

(1) **Industrial Health and Safety: AAS Degree (64 credits).** This program responds to a growing demand for safety in the Oil and Gas industry and the Mining industry. It will serve a very small, targeted audience of working adults. Only two new classes will be developed. Anticipated enrollment for this program is 2, 2 and 2 in the first, second and third years respectively.

(2) **Digital Design Technology: Certificate (20 credits).** This program will give students experience creating digital content and knowledge of and experience with the industry standard digital design software programs. Anticipated enrollment for this program is 10, 12 and 15 students in the first, second and third years respectively.

**OTHER BUSINESS**

1. **Discussion of Commission’s Role in Program Approvals:** In response to a concern expressed by Commissioner Atwell on program approvals, Jim Rose explained that the new law requires that (1) the Commission approve all new programs qualifying for state funding pursuant to the statewide community college system’s strategic plan and (2) review existing programs, determine the most effective and efficient delivery of programs qualifying for state funding pursuant to the statewide community college system’s strategic plan. It also says, “and terminate state funding for those programs which are inconsistent with the community college system strategic plan.” He said he thought the colleges do a very good job at monitoring their own programs and courses in terms of enrollment. They are the best determiners of whether a program should continue or not. Periodically he receives notice when a college takes action to eliminate a program. He has been satisfied with the way colleges respond to finite resources and regularly assess program offerings.
The challenge as we move forward is how do we discern – when a program is presented – what is really in the state’s interest?

Commissioner Atwell expressed concern that other areas that may be impacted are not addressed in the approval process. For instance, if a college wanted to start a Wind program and a major capital outlay was necessary to do that, would it impact major maintenance or some other area? Those types of questions, he said, are not discussed in the current approval process. Jim Rose added that another point of concern for us is that major maintenance is chronically underfunded. If one of our emerging programs has to have a very expensive piece of equipment, that piece of equipment is not calculated in major maintenance because it is not part of building value.

Commissioner Russell said that criteria will come into play in any conversation about program approval or capital construction or prioritizing exception budgets. As seen earlier, programs can be developed for as few as two students or as many as 42 students. “Numbers” is not the criteria, but what is the criteria?

President Hammon stated that he does not know of anything that is done at Laramie County Community College that is not in the state’s interest. Everyone believes that an educated citizenry is desirable. Community colleges are very involved with their communities and employers in developing educational and cultural programs.

President Nolte expressed his concern that campus master plans may not be aligned with the state plan. He also said that developing some new programs takes a significant investment in time working with community leaders and employers, and others take very little time. If the college has invested a lot of time developing a program that does not get Commission approval, the community partners and the college would be very upset.

President McFarland assured Commissioners that all programs submitted for approval are thoroughly vetted before the Commission sees them. The college curriculum committee, administration and trustees have reviewed and approved the programs, and then they are reviewed and approved by the AAC and Executive Council.

Jim Rose said that he is working with staff to develop rules for program approval. The statute allows funding for pilot programs. If a pilot program fails to achieve the objectives the college has laid out, they will not want to continue it anyway. The draft rules will be shared through the consultation policy and necessary changes made through an open process.

2. August Commission Meeting: The August meeting for the Commission was scheduled for August 18, location to be announced.

There being no further business, the work session adjourned and Commissioners recessed to an Executive Session.
CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Motion: Commissioner Distad moved and Commissioner Russell seconded a motion to approve the minutes of April 22, 2009, with minor changes. Motion passed.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee Sherri Lovercheck provided the report on behalf of President John Freeman. The WACCT recognizes the importance in keeping an eye on funding the system during this legislative session and the need for communicating as a system. The WACCT has asked Bob Cox to work with the presidents to develop a brochure for legislators as well as the general public. She also acknowledged Bob Cox as an important player in bringing the colleges together to tell their story in one voice. She also thanked Jim Rose for his work in advocating for the community colleges.

2. Wyoming Department of Education: Superintendent Jim McBride explained that there is a movement across the nation for an in-school option for the GED. He said he was satisfied with the status quo and would like the community colleges to continue offering the GED. He said that one of the reasons that the graduation rate has gone down is because the calculation has become more stringent. The Department of Education has no intention of establishing GED programs within the K-12 system.

   For this coming year, the Department of Education is focused in four areas:

   a. Distance Education: A blue ribbon panel is working on how to establish a K-12 distance education program. He said the colleges are not participating sufficiently.

   b. Dual and Concurrent Enrollment: The Department is looking at changes to the current statutes and regulations. Dr. McBride invited the Commission and colleges to participate in the process through membership on a task force that will be studying dual and concurrent enrollment over the next several months.

   c. The P-16 Council: This group will continue to work on seamless transitions as well as dual and concurrent enrollment.

   d. Department of Education Strategic Plan: The priority goals include increasing graduation rates, improving attendance rates and adopting/implementing a program to reduce bullying and improve wellness.

   Dr. McBride said that in response to the Governor’s ten percent reduction for next year, the Department of Education’s budget was cut by about $2 million. The school districts were not required to cut their budgets, because the State has adequate revenue for the 2009-10. Revenues for school districts are generated from the previous year. He anticipates that for 2010-11 and 2011-12, the system will be about $200 million short. The state fiscal stabilization fund will make up about $67 million, additional special education money about $26 million and Title I funds about $24 million. He also plans to reduce school construction by $100 million. The objective, he said, is to protect school operations. K-12’s number one priority is to fully fund operations. The second objective is to provide adequate major maintenance, so there is no deterioration in school structures.
3. **Presidents’ Council:** President Hammon provided the Good News Report, which is attached to these minutes.

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

5. **Wyoming Public Television:** On behalf of Ruby Calvert, President McFarland distributed materials and a written report of various activities of Wyoming Public Television. Pledge drives have been very successful and quality programming continues.

**STANDING COMMITTEE REPORTS**

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

2. **Teacher Student Loan Repayment Program Permanent Rules:**
   **Motion:** Commissioner Atwell moved and Commissioner Russell seconded a motion to approve Permanent Rules for the Teacher Student Loan Repayment Program. Motion passed.

**CURRICULUM COMMITTEE**

1 **New Program Approvals:**
   a. **Casper College:**
      (1) **Architectural Graphics and Design:** Certificate (31 credits).
      (2) **Mechanical Graphic and Design:** Certificate (31 credits).
      (3) **Renewable Energy Technology:** Certificate (30 credits), AAS Degree (64.8 credits).
      (4) **Gender Studies:** Certificate (16-18 credits).
      **Motion:** Commissioner Russell moved and Commissioner Sweeny seconded a motion to approve the four program proposals submitted by Casper College. Motion carried.

   b. **Central Wyoming College:**
      (1) **Photography:** AAS Degree (64 credits).
      (2) **Athletic Training:** AAS Degree (66 credits).
      **Motion:** Commissioner Skordas moved and Commissioner Sweeny seconded a motion to approve the two programs submitted by Central Wyoming College. Motion carried.

   c. **Laramie County Community College**
      (1) **Medical Laboratory Technician:** AAS Degree (75-77 credits).
      **Motion:** Commissioner Atwell moved and Commissioner Sweeny seconded a motion to approve the Medical Laboratory Technician program submitted by Laramie County Community College. Motion carried.
d. Northern Wyoming Community College District:
   (1) Biotechnology: Certificate (21 credits).
   (2) Industrial Electricity: Certificate (33.5-34.5 credits).
Motion: Commissioner Atwell moved and Commissioner Sweeny seconded a motion to approve the two programs submitted by Northern Wyoming Community College District. Motion carried.

e. Western Wyoming Community College:
   (1) Industrial Health and Safety: AAS Degree (64 credits).
   (2) Digital Design Technology: Certificate (20 credits).
Motion: Commissioner Bodine moved and Commissioner Atwell seconded a motion to approve the two programs submitted by Western Wyoming Community College. Motion carried.

OTHER BUSINESS:

1. Report from Executive Session: Commission Chair Ann Noble reported that the Commission reviewed the evaluation of its Executive Director Jim Rose. She reported that the Commission is pleased with his performance and opted to continue his employment.

2. In light of the report from Superintendent McBride, Commissioner Russell requested that the colleges reconsider or consider the matter of distance education and provide a report so that the Commissioners can understand their position. He would like that report by the August meeting.

ADJOURNMENT

Adjournment: Commissioner Noble thanked Eastern Wyoming College for hosting the meeting. There being no further business before the Commission, the meeting adjourned.