The October 28, 2011, Commission meeting was called to order by Commission Chair Wendy Sweeny at Eastern Wyoming College, Torrington, Wyoming.

Commissioners present: Chairman Wendy Sweeny, Commissioners Larry Atwell, Charlene Bodine, Bruce Brown, Saundra Meyer and Jack Russell

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Financial Team Manager Larry Buchholtz, 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 Wendy Sweeny asked for introductions and welcomed visitors.

APPROVAL OF THE AGENDA

Commission Chair Wendy Sweeny announced two changes in the agenda. The report by Casper College students will be moved under Organizations and Alliances; and the Budget Update will be an action item as opposed to a report.

Motion: Commissioner Russell moved and Commissioner Atwell seconded a motion to amend the agenda as proposed. Motion passed.

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Commissioner Russell asked that a change in wording be made to the last sentence on page 3, paragraph 1, to read: “Recently, residence halls have not been considered eligible for maintenance funding.”

Motion: Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the minutes of August 19, 2011, as amended. Motion passed.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee Sherri Lovercheck thanked Commissioners for the practice of meeting with boards of trustees at each Commission meeting. The trustees at EWC were appreciative of the productive discussion and the meetings are important for building relationships and clarifying issues. She reported that the trustee association met on October 26 and formulated suggestions for improving the capcon project. Seven key points came out of the discussion. A written report was provided and is attached to these minutes.
WACCT Executive Director, Steve Bahmer reported on organizing the first Community College Summit. Over 100 people have registered for the event. The governor has been very supportive and agreed to speak at the summit. There will also be a panel of students comprised of one student from every college. The panel will be moderated by Commission Chair Wendy Sweeny.

2. Wyoming Department of Education: Guy Jackson reported that the State Directors of Career and Technical Education met recently in Baltimore. The future direction of Career and Technical Education programs mostly depends on the reauthorization of the Perkins Act. The Department of Education will be sending out requests for proposals for partnership grants between school districts and community colleges to partner with business and industry to join the six current Career and Technical Education demonstration projects. Colleges should receive the RFP in the next few weeks.

3. Presidents’ Council: President Paul Prestwich gave the Good News Report, which is attached to these minutes. Eastern Wyoming College presented additional, college-specific information with a slideshow on the history of the college, which began as a University outreach center.

4. Community College Faculty Alliance Report: Heidi Edmunds presented the Community College Faculty Report highlighting faculty activities at each of the colleges. The report is attached to these minutes.

5. Wyoming Public Television: General Manager, Ruby Calvert shared a packet of information on recent WPBS activities. She also reported that she anticipates a substantial need for equipment replacement over the next two to five years, because the digital equipment does not have the longevity that the analog equipment had. The program is sadly saying goodbye to Geoff O’Gara, who will be leaving soon, and hiring a new public affairs producer in January. In December, the station will begin outsourcing its programming schedule.

6. Presentation of Casper College Study on the Tuition Cap: President Nolte recapped the reason for the study and introduced Brook Russell and Ray Steinbacher, both instructors in the statistics department. A special topics class was developed for students to learn survey methodology and statistical analysis around two questions: Would students who are currently enrolled more than 12 credit hours reduce their credit load if the tuition cap were raised? and What would affected students do to obtain the additional funds needed to defray the increased cost of attendance? Six students registered for the class for the spring semester. Two students, Elizabeth Davis and Carrie Gomez, presented the study design and its results. A publishable report written by the students was distributed and is attached to these minutes. The results of the study showed that 42% of students would drop credits if the tuition cap were increased. The study also found that students would seek additional scholarship funds, student loans, employment or additional work hours. Commissioners thanked the students and instructors for their diligent and professional approach to this project and felt the information will be valuable when the Commission meets in December to discuss the tuition cap.

UPDATES AND REPORTS

1. Financial Report: Matt Petry presented the financial report, noting that:
a. Administration: The agency will be making hardware purchases throughout the biennium, which will reduce line item 0242.
b. Marketing: We have broken this amount into a separate budget so that expenditures can be more easily distinguished from the Administration budget.
c. Health Insurance: There will be a significant reversion in this budget, which is the result of a rate holiday for all employees. We expect to transfer $200,000 of these funds to cover the anticipated shortfall in the Veteran’s Tuition Waiver Program.
d. Library Funding: Given the libraries’ rate of spending for the first 15 months of the biennium, this budget should be fully expended.
e. Family Literacy: All federal funds for FY 2010 and 2011 have been expended.
f. Contingency Reserve: We have just received this appropriation and payments will be sent next week.
g. Incentive Funds: The $17,513 projected balance will probably revert.
h. WyIN Nursing Loan & Grant Program: $77,000 had to be moved from Scholarships & Educational Assistance to Contractual Services in order to cover increased loan service fees brought on by increased banking regulation. The projected balance in this budget will carry over.
i. Veterans Tuition Waiver Program: We are seeking permission from the Budget Division and the Governor’s Office to transfer $200,000 from the projected surplus in Health Insurance to cover the projected deficit.
j. Post Secondary Options Study: The balance of $36,132 has reverted.
k. Wyoming Public Television: This appropriation was increased by $70,000, recognizing anticipated investment income for the full biennium.

**Motion**: Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the Financial Report as presented. Motion passed.

2. Budget Update: Jim Rose said that when we receive the governor’s recommendations on the budget request, we will send them to Commissioners. The standard budget was approved by the Budget Division, however there were considerable changes to the exception budget. Due to the results of the most recent CREG report, there is a conservative approach to exception budget requests. He said that all of the exception budgets related to external cost adjustments were denied. The exception request for a new administrative computing platform was approved by the CIO and the Budget Division. The exception request for Wyoming Family Literacy was not approved by the Budget Division, but the governor seemed interested in data that Jim provided regarding the underserved population and desire to partner this program with our Adult Basic Education Program. Commissioner Atwell commented that the governor seemed to be receptive to Dr. Rose’s comments at the budget meeting.

Jim Rose also reported that after the meeting in Worland and receiving feedback from policymakers, he revisited the strategic objectives in our Strategic Plan. With an educated citizenry as a prominent objective in the plan, he introduced a fourth category to the weighting criteria of the capcon model that splits special usage from general usage. The spreadsheet provided to Commissioner shows the new category with a weighting factor of .4, which elevates facilities that are predominantly classrooms and laboratories to a level that changes the priority listing. The last column in the spreadsheet shows the new ranking order. Dr. Rose recommended that Commissioners adopt six projects for a two-fold budget request: the first would be to allocate costs for full funding of Level 3 design; and the second to request a pool of funds to cover the six construction projects based on the Level 3 design of each project. He recommended that the Commission forward the top six projects in the new ranking order, combining the CWC Riverton/Lander projects. He reported that the presidents discussed the recommendation and
chose not to vote on it, though there was a unanimous consensus that such a request would be appropriate, and they would support it.

**Motion:** Commissioner Brown moved and Commissioner Atwell seconded a motion to request funds through Level 3 design in the amount of $4,795,797 for the following six projects:
- a. LCCC: Center for Higher Education and Community Learning
- b. CWC: Academic Space Improvement Riverton
- c. CWC: Academic Space Improvement Lander
- d. NWC: Yellowstone Academic/Workforce Training Building
- e. EWC: Douglas Outreach Center
- f. WWCC: Wellness/Athletic/Math and Science Facility Expansion

Motion passed.

**Motion:** Motion was made by Commissioner Brown and seconded by Commissioner Bodine to request a pool of funds in the amount of $43,564,431 for capital construction of the following projects:
- a. LCCC: Center for Higher Education and Community Learning
- b. CWC: Academic Space Improvement Riverton
- c. CWC: Academic Space Improvement Lander
- d. NWC: Yellowstone Academic/Workforce Training Building
- e. EWC: Douglas Outreach Center
- f. WWCC: Wellness/Athletic/Math and Science Facility Expansion; to be jointly monitored and administered by the Construction Management Division and the Community College Commission. Motion passed.

3. **2011 Spring Enrollment Report:** Dr. Rose reported that he had nothing to add to the information provided by Cayse Cummings on the salient points.

**Motion:** Commissioner Russell moved and Commissioner Meyer seconded a motion to approve the 2011 Spring Enrollment Report. Motion passed.

4. **2010-11 Annual Enrollment Report:** No additional information was presented beyond the written summary report provided by Cayse Cummings.

**Motion:** Commissioner Bodine moved and Commissioner Russell seconded a motion to approve the 2010-2011 Annual Enrollment Report. Motion passed. Dr. Rose noted that we have included in this report information on enrollment growth comparisons on weighted credit hours as requested by the Budget Division.

5. **Discussion of Update to WCCC Strategic Plan:** Dr. Rose asked for input from Commissioners on conducting a periodic review of the strategic plan. One of the elements in the plan is that we implement by July 2012 a means to collect data necessary to comply with the directive that ten percent of the variable cost portion of the funding model be based upon completion. He said one of the components of that will be the adoption of an accepted definition of completion. The National Community College Benchmark Project provides two definitions:
   - a. “Completer success rate” is defined as the number of students who receive a passing grade at the end of the course (A, B, C, S, P) divided by the total number of students enrolled at the census date, minus those who have withdrawn; and
   - b. “Enrollee success rate,” which does not subtract the withdrawals from the denominator in the proportion.

Dr. Rose recommended option B, the “Enrollee success rate.”

**Motion:** Commissioner Atwell moved and Commissioner Bodine seconded a motion that we establish the definition of completion for purpose of the funding model as that of the NCCBP.
“Enrollee success rate,” which does not subtract withdrawals from the denominator in the proportion. Motion passed.

6. SFSF Update: Larry Buchholtz reported that since the spreadsheet in the packets was printed, an additional $4.3 million has been claimed and reimbursed to the colleges raising the overall percentage of reimbursement from 61.64% to 87.01%. He also recognized that Eastern Wyoming College was the first college to close out its major maintenance grant. All funds were obligated by June 30, 2011; all projects were completed by September 30, 2011; and reimbursements continue to come in. All colleges will make the December deadline for reimbursements.

7. Partnership Report: Dr. Rose said that the Partnership Report exceeds 130 pages. Rather than print the report, it was posted on the Commission’s website and Commissioners were provided a URL address.
   Motion: Commissioner Meyer moved and Commissioner Atwell seconded a motion to approve the Partnership Report. Motion passed.

8. Accreditation Report: Dr. Rose noted that like the Partnership Report, this report is also statutorily required. Colleges have the opportunity to choose the method of accreditation, and not all colleges are on the same schedule.
   Motion: Commissioner Bodine moved and Commissioner Russell seconded a motion to approve the Accreditation Report as presented. Motion passed.

CONSIDERATION OF NEW PROGRAM PROPOSALS

a. Casper College
   (1) Automation, Certificate (35 credits): The Electronics, Robotics and Manufacturing Technology programs at Casper College have recently been combined into one department, providing new opportunities for collaboration. After research and discussion both internally and externally with an advisory board, the proposed certificate in automation was identified to fill an existing gap in offerings. This program would complement certificates already offered in robotics and manufacturing. Anticipated enrollment in the program is 2, 2 and 4 students for the first, second and third year respectively.
   (2) Computer Security, AAS (64 credits), AS (64 credits), Certificate (30 credits): The Business Division at Casper College has recently attained specialized accreditation through the Accreditation Council for Business Schools and Programs (ACBSP) and the Business Information Systems Department has been tasked with expanding offerings. After research and discussion, the emerging discipline of Computer Security was identified as an area of need. This takes the place of programs in Cisco and Microsoft, which were discontinued over the past three years. Anticipated enrollment in the programs combined is 7, 7 and 15 students for the first, second and third year respectively.
   (3) Wastewater Collection System Operations, Certificate (9 credits); and Wastewater Treatment Plant Operations, Certificate (12 credits): The Environmental Science Department at Casper College has coordinated training for operators in Wyoming for many years. Over the past three years, the advisory board for the Water Quality program has discussed the potential of shorter certificates focused on specific areas of the profession. Last year, two short certificates were implemented focusing on water treatment and distribution. These two certificates complement the first two. Anticipated
enrollment in the combined programs is 6, 8 and 12 students for the first, second and third year respectively.

**Motion:** Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the new programs presented by Casper College. Motion passed.

b. **Eastern Wyoming College**

(1) **Child Development, Certificate (18 credits):** The program will enable students to work as entry-level child care providers. Students will receive training through coursework and applied experiences working with children, which will allow them to gain employment in an early childhood setting. Anticipated enrollment in the program is 8, 10 and 12 students in the first, second and third year respectively.

**Motion:** Commissioner Meyer moved and Commissioner Brown seconded a motion to approve the new program proposal as presented by Eastern Wyoming College. Motion passed.

**CONSIDERATIONS OF CAPITAL IMPROVEMENTS/EXPENDITURES**

1. **LCCC Health Sciences Building Third Floor Completion:** Jim Rose referred Commissioners to his narrative explaining that the request is appropriate due to a change in the law governing capital construction. He recommended that the Commission approve the request. No state funds are requested for the project.

**Motion:** Commissioner Atwell moved and Commissioner Bodine seconded a motion to approve the request as presented. Motion passed.

2. **NWC Land Purchase**

**Motion:** Commissioner Russell moved and Commissioner Bodine seconded a motion to approve the request from Northwest College to purchase the Heart Mountain Equestrian Center. The purchase would include all structures and 17.5 acres. Motion passed.

**EXECUTIVE DIRECTOR’S REPORT**

Jim Rose informed Commissioners that he met with the Joint Education Interim Committee and provided information on threshold scores for referral into remedial courses in conjunction with the University’s efforts. He added that he thought we were making progress toward achieving common cut scores, which is an objective in the strategic plan. The report to the JEIC was well-received and demonstrated that we are serious about coordinating our efforts.

Dr. Rose also updated Commissioners on WCCC’s request for clarification on whether infrastructure should be considered capital construction. This issue has turned into a quandary for the Attorney General’s Office, because a lot of what is relative to the issue is not in the statute, but in session law, raising the question of whether the law is still intact after the session (biennium) is over. Because of the complexity of the issue, we are still waiting for an opinion.

Progress on the Strategic Plan: Jim Rose described the color coding on Exhibit 38 of the Strategic Plan. There were no questions from Commissioners.

**OTHER BUSINESS**
Jim Rose informed the group that he has a conflict with the next scheduled meeting on February 24th. The meeting is in conjunction with the WACCT Conference. Chair Wendy Sweeny said she also had a conflict, and asked Commissioners to consider changing the meeting to February 22nd. The issue will be revisited at the December meeting.

RECESS TO EXECUTIVE SESSION TO DISCUSS PERSONNEL

Commission Chair Wendy Sweeny thanked the staff at Eastern Wyoming College for hosting the meeting. She also thanked President Nolte for bringing the students to Torrington to report the results of the study on raising the tuition cap.

Executive Session was held from 2:45 p.m. to 3:30 p.m. Personnel issues were discussed. Those present were Commissioners Atwell, Russell, Bodine, Meyer, Brown and Sweeny, as well as Executive Director Dr. Jim Rose.

Commissioner Meyer moved to come out of Executive Session at 3:30 p.m. Commissioner Bodine seconded the motion. Motion carried unanimously.

ADJOURNMENT

Upon returning to the business meeting, Commissioner Atwell moved to adjourn at 3:30 p.m. Commissioner Meyer seconded the motion. Motion carried.

_________________________________                       _________________________________
Wendy Sweeny                        Date                       Jim Rose                                        Date
Commission Chair                                                          Commission Executive Director