Laramie County Community College
Cheyenne, Wyoming

February 2, 2011
Commission Work Session

The February 2, 2011, 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, Charlene Bodine, Jack Russell, Steve Skordas and Wendy Sweeny.

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 Ann Noble asked for introductions, welcomed visitors and called the work session to order.

STRATEGIC PLANNING AND FINANCE

1. 2010 Summer Enrollment Report: Jim Rose directed commissioners to the narrative explanation and enrollment report provided in Commission packets. He said the report is in a slightly different format. Commissioner Atwell asked about the new numbers reported of students taking less than one credit. Jim said these classes take different forms. Some are for purposes of enrichment or additional training (i.e., a new version of software) and other classes meet only once on a full day. These classes are counted because they are offered for credit and therefore pertinent to the funding formula.

2. Financial Report: Matt Petry presented the Financial Report, highlighting the following information by budget:
   a. Administration: The projected balance of $30,621 will be zeroed out by the end of the biennium.
   b. Economic Benefit Study: This contract is underway, and we will have a draft of the work by mid-March. Each college contributed $6,000 toward the project, and the balance is contributed by the Commission.
c. Health Insurance: This projected surplus does not yet reflect increases in premiums that were effective January 1.
d. Library Funding: This budget will be spent by the end of the biennium.
e. Even Start: The projected balance of $591,729.82 for state grant payments will be expended by the end of the biennium.
f. Adult Basic Education: The projected balances in Grant Payments and Contractual Services will be used to set up the budget for 2012.
g. GED Program: The projected surplus in the Salaries category for this program reflects a vacant position of approximately four months.
h. WYIN Program: This program is under-utilized; however, the appropriation will carry-over until the appropriation is fully expended.
i. Post Secondary Education Options Study: This budget supports an in-depth examination of concurrent & dual enrollment. We anticipate a reversion of approximately $24,000.

3. 2010 College Audit Report: Matt Petry presented the 2010 College Audit Report, noting that the report is in a more user-friendly format, particularly because definitions of standard audit terms are provided. He also recognized Wayne Herr from the accounting firm McGee, Hearne & Paiz, LLP, for his help in developing the report. The report indicates that:
   a. All seven colleges and WPTV received an unqualified opinion on the audited financial statements.
   b. All seven colleges received an unqualified opinion on compliance with requirements for major federal programs.
   c. Two colleges received repeat findings, one college received a new finding, and at one college two new deficiencies were noted. In all cases, corrective action plans were submitted and implemented to address these areas.

   Commissioner Russell said he was appreciative of the definitions and thought the report was more understandable this year. Chairwoman Noble invited Mr. Herr to comment. He said that the colleges utilize three different firms for audit services and the three firms conduct audits in slightly different ways. The terminology – which can be misleading to a lay person – is required by federal regulators. Commissioner Skordas agreed that the report was easier to understand this year and commended the colleges on mostly positive audit reports.

Jim Rose asked Mr. Herr whether his firm has encountered additional complexities as a result of the change in student loan administration, which now occurs at the federal level. Mr. Herr responded that so far he has not heard from the federal government on direct lending. He said that most of the findings are related to the federal education loan program because of its complexity and reporting of student status changes. The biggest problems occur when students do not go through the formal withdrawal process; they just stop attending. Mr. Herr said he predicts there will be more accountability placed on the colleges, especially in the reporting of withdrawal dates of students who do not finish the semester.

4. Legislative Update: Jim Rose reported that there are a number of pieces of legislation pending. He updated Commissioners on the following:
a. H.B. 120: This bill effects how public meetings are conducted, especially for executive sessions. This bill has passed in the House.

b. H.B. 195: This bill deals with motor vehicle fees. It would dramatically reduce license fees and will affect community college revenue. The bill has been referred to committee.

c. H.B. 196: This bill would provide $500 per student when a student is enrolled in a high school out of the college’s district, and is taking a dual enrollment course via distance education. This bill was referred to the House Education Committee.

d. H.B. 214: This bill is on general file in the House. It provides further restrictions on use of the Hathaway Opportunity Scholarship. Students applying for the lowest level of the Hathaway scholarship would only be able to use the scholarship at community colleges.

e. H.B. 237: This bill would extend eligibility for the Veterans’ Tuition Assistance Program. It carries a significant fiscal note and would affect management of the program through WCCC. The bill has been referred to the Transportation and Military Affairs Committee.

f. S.F. 29: This bill requires the Commission to work with community colleges to develop a certificate program for Behavioral Specialist. The bill was referred to Senate Appropriations Committee.

g. S.F. 101: This bill would extend eligibility for the Hathaway Scholarship Program for up to eight semesters. The bill passed the Senate unanimously and was referred to the House Education Committee.

h. S.F. 118: This bill would provide additional state funding for WIA training grants at the Department of Workforce Services. It carries a $2 million appropriation and was referred to the Senate Appropriations Committee.

i. S.F. 144: This bill modifies hiring requirements for resident contractors, sub-contractors, material suppliers and design professionals. It is a temporary bill that lasts until the end of the biennium.

5. State Fiscal Stabilization Fund:

a. Jim Rose shared a copy of an update that was received by the Construction Management Division on the major maintenance portion of SFSF. He said that the Construction Management Division established deadlines that have to be met in order to utilize these funds. The colleges are working on goals and required completions. Larry Buchholtz explained that colleges must have projects out to bid by March 15, or the money will be released for re-allocation. Commissioner Atwell asked when the funds have to be spent. Mr. Buchholtz said that construction projects must be 100% completed by September 30, 2011; and the colleges have until December 16, 2011, to submit their final reimbursement request.

CURRICULUM COMMITTEE

1. GED Official Practice Test Study: Jim Rose reported that the staff person who was working on this project has moved out of state, and the study is not finished. We do have the data needed to complete the study and will report recommendations at the next meeting.

2. GED Cheating and Forgery Policy: Jim Rose reported that we periodically encounter situations where students present forged transcripts. As a result, this proposed policy on cheating and
forgery is pending Commission approval. The Attorney General has reviewed and approved the policy. Commissioner Sweeny asked if there had been any feedback from the field. Gail Anderson said we had not received feedback from the field except to say that local GED examiners knew that a policy was necessary. In the past, she said, private companies offered what they said was a GED, when it really was not a GED as defined and sanctioned by the state program. In some cases, what looks like a forgery may be a certificate issued by one of these rogue companies, and the student has reason to believe that their certificate is authentic. In other cases, students have egregiously created a forged document with Photoshop. For these reasons, it was decided that the state office should consider potential forgeries on a case-by-case basis.

Commissioner Bodine expressed concern that the policy bars a candidate from re-testing for six months. She questioned whether such a sanction was necessary. Jim Rose explained that the sanction was meant to be a punishment and that it was WCCC’s obligation under its contract with GED Testing Services to protect the integrity of a nationally sanctioned test. Commissioner Skordas asked what other options were considered. Ms. Anderson said that staff had the same concerns as Commissioner Bodine and struggled with appropriate wording. What weighed on her mind was that the GED is not just a test, but something that results in a credential issued by the state. Under our contract with GED Testing Services, cheating on a test constitutes a test compromise, and especially because the GED is a high stakes test, there had to be a consequence in the policy. Many states ban re-testing for a year, others for six months, and three states ban re-testing permanently.

OTHER

1. Strategic Plan Progress: Jim Rose provided a progress report on activities in Exhibit 38 of the Statewide Community College Strategic Plan.
2. Regional Community College Summit in San Diego: Jim Rose reported that we received ten slots for representatives from Wyoming to attend. Seven people have offered to participate in the Summit. Dr. Rose noted that because of the current economy, many states are struggling with severe budget deficits. If the representatives want to submit ideas for a position paper, he offered to facilitate the process and suggested attendees submit their ideas to him through email. He will put those ideas together and send it to attendees prior to the summit.

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

February 2, 2011
Commission Business Session

Commission Chair Ann Chambers Noble called the business session to order.

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

APPROVAL OF THE AGENDA

By consensus, the Election of Officers for the interim period between now and the April meeting was added to the agenda.

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Motion: Commissioner Atwell moved and Commissioner Skordas seconded a motion to approve the minutes of October 26, 2010, December 8, 2010, and December 29, 2010. Motion passed. Commissioner Atwell asked that Commissioner Distad’s attendance by telephone be reflected in the Business Session for the October 26, 2010, meeting.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee Lovercheck provided the report for WACCT. She said that Executive Director Bahmer is working with presidents at the legislature, and keeping trustees updated. She thanked Central Wyoming College for a successful and well-attended legislative reception. In terms of trustee education, quite a bit of progress has been made. Training sessions have been conducted on fiduciary/statutory responsibilities, and Matt Petry presented a very well-received session on community college funding. The association has elected new officers: John Kaiser is the new vice chairman; Caroline Mills, the new secretary; and Norleen Healy, the new treasurer.

2. Wyoming Department of Education: Tom Martin reported the department is in the midst of reorganization. There will no longer be a Deputy Superintendent. Instead, two Instructional Leaders have been appointed by Superintendent Hill. They are Roger Clark of Greybull and Sheryl Lain from Cheyenne. Superintendent Hill will also be moving the outlying office in Laramie to Cheyenne in the near future.

3. Presidents’ Council: President Leach presented the Good News Report, which is attached to these minutes. Additionally, President Nolte reported that he had asked staff advisers and the service learning program at Casper College to study what the impact would be if there was a cap placed on tuition. He expects to have a report back after spring semester and will share the results in early summer. President Leach also reported that the colleges have agreed to work toward an all-state academic team with Phi Theta Kappa, and President Prestwich has taken the
leadership role for this project. President McFarland reported that CWC provided longitudinal salary information to the legislature and Governor’s Office. She said that CWC will continue to put together trend information in the future.

4. Community College Faculty Alliance: Jeff Schmidl, of Laramie County Community College reported that the faculty alliance is resurrected. Mr. Schmidl was elected yesterday as President, Joe Simon, Vice President; and Jane Warren, Secretary-Treasurer. Four colleges were represented at the first meeting. Mr. Schmidl said he expects to have a more complete report at the next meeting.

5. Wyoming Public Television: Ruby Calvert distributed and presented a report that is attached to these minutes, noting that:
   a. The JAC restored the production endowment of $557,707, and truck funding of $412,000, except that the recommendation would be amended to give WPBS only until June 30, 2012 to match the production endowment funding. WPBS will continue to lobby for a change in language to allow for a five-year match.
   b. The one-hour show about Senator Simpson will be airing nationally on February 28.
   c. WPBS received three national awards: one for the promotional plan on the Simpson documentary, one for a music show on the Cheyenne Symphony Orchestra, and one for the educational component on Wind Farms.

STANDING COMMITTEE REPORTS

1. 2010 Summer Enrollment Report:
   **Motion:** Commissioner Atwell moved and Commissioner Russell seconded a motion to approve the 2010 Summer Enrollment Report. Motion passed.

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

3. 2010 College Audit Report:
   **Motion:** Commissioner Bodine moved and Commissioner Sweeny seconded a motion to accept the 2010 College Audit Report as presented. Motion passed.

CURRICULUM

1. GED Cheating and Forgery Policy:
   **Motion:** Commissioner Sweeny moved and Commissioner Skordas seconded a motion to approve the GED Cheating and Forgery Policy as presented. Motion passed.
1. Election of Interim Officers: Commissioners Larry Atwell and Wendy Sweeny were nominated as Interim Chair. After ballots were collected, Commissioner Sweeny was named Interim Chairwoman and Commissioner Atwell as Vice Chair.

2. Recognition of Retiring Commissioners: Jim Rose said he felt considerable regret and a great deal of gratitude to recognize the service of Commissioners Ann Noble and Steve Skordas, who are retiring from the Commission. He extended his unqualified thanks and admiration for their service to the Commission. He encouraged both to look back on their service with a sense of accomplishment and pride for the contributions they made and the legacy they leave in terms of where the Commission is now compared to where it was eight years ago. He presented parting gifts and wished them well in all of their future endeavors.

There being no further business, the meeting adjourned.

Ann Chambers Noble
Commission Chair  

Jim Rose
Commission Executive Director