The June 24, 2011, Commission meeting was called to order by Interim Commission Chair Wendy Sweeny at Casper College, Casper, Wyoming.

Commissioners present: Interim Chairwoman Wendy Sweeny, Commissioners Larry Atwell, Charlene Bodine, Bruce Brown, Sandi McCormick, 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.

Chairwoman Sweeny asked for introductions, welcomed visitors and called the meeting to order.

APPROVAL OF MINUTES: Commissioner Atwell requested the minutes be corrected to reflect that in response to a question he posed, Mr. Buchholtz indicated that 100% of SFSF funds will be spent. He also requested that under Item #6, it should be noted that the Paulien evaluation tool is a decision-making tool—not the decision maker—for capital outlay discussions. Commissioner Sweeny asked that the spelling of her name be corrected and that the minutes should reflect Dr. Leach’s presentation on the Summit. In addition, it should be reflected that Commissioner Russell attended the meeting by telephone. **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the minutes with corrections. Motion passed.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Trustee Lovercheck thanked Casper College for hosting the meeting, and said the association had a productive meeting yesterday. The association is planning to host a Governor’s Summit on Community Colleges. Steve Bahmer is currently working with the governor’s office to develop an agenda. The governor has asked that the summit emphasize what community colleges do in the area of workforce training. In addition, the association discussed the threat to Pell grants in light of federal budget cuts, and will be contacting Wyoming’s congressional delegation to encourage their support to keep Pell grants at current levels.
2. Wyoming Department of Education: Guy Jackson reported that WDE has been working on technical skill assessments for Career and Technical Education courses in the state. Competencies have been completed in several career cluster areas. He also reported that the department is providing a professional development event for teachers and instructors in welding. The training will be held at CWC from July 24-30. The cost will be covered by federal Perkins money. Similar trainings will be held for different career clusters over the next two years.

3. Presidents’ Council: President Leach presented the Good News report, which is attached to these minutes. She added that the presidents have been working closely with Commission staff on capital construction and in developing a business case for the administration computing system. Commissioner Brown congratulated Gillette and Casper colleges for their performance at the national college rodeo finals.

4. Community College Faculty Alliance: Jeff Schmidl reported that a statewide meeting was held on May 25th in Riverton. Mr. Schmidl will continue as president of the alliance. The association is still re-organizing, but held a lengthy discussion on what to include in reports to the Commission. The faculty assembly discussed the new legislation on dual and concurrent enrollment. The primary concern is about teaching and monitoring, because the faculty wants to insure that teaching and program quality are consistent with what the colleges offer. Monitoring may require additional staff time or resources. Commissioner Russell shared information about the PISA assessment, which measures how students learn.

5. Wyoming Public Television: Jay Nielsen of CWC reported that the production truck is being updated again and the college hopes to construct a small building for parking the truck. Dr. Rose explained that commissioners should be cognizant of the separation of the WPBS budget from the rest of the Commission’s budget request. The budget for WPBS is approved by Central Wyoming College’s Board of Trustees, and the Commission is simply a conduit to carry the budget to the legislature.

**ELECTION OF OFFICERS**

Commissioner Bodine nominated Commissioner Atwell as chairman. Commissioner Brown seconded the nomination. Commissioner Russell nominated Commissioner Sweeny as chairwoman. Commissioner McCormick seconded the nomination. The ballot was closed, a vote was taken, and Commissioner Sweeny will serve as chairwoman for the next two years.

Commissioner Atwell nominated Commissioner Bodine as vice chairwoman. Commissioner Meyer seconded the nomination. There being no further nominations, the ballot was closed, a vote was taken, and Commissioner Bodine will serve as vice-chairwoman for the next two years.
UPDATES AND REPORTS

1. **Financial Report**: Matt Petry presented the Financial Report, highlighting the following information by budget:
   
   a. Administration: The anticipated deficit in salaries is the result of a payout of vacation days for an employee who retired. The deficit will be covered by other budgets.
   b. Economic Benefit Study: This appropriation has been spent.
   c. Health Insurance: We have received permission from the Budget Division and the Governor’s Office to transfer $200,000 of this projected surplus to cover the projected deficit in the Veterans Tuition Waiver Program.
   d. Even Start: There will be no additional federal funds for this program, but state funds will continue.
   e. Leveraging Educational Assistance Partnerships: This program will be discontinued effective July 1, 2011.
   f. Incentive Fund: The anticipated surplus of $16,000 will likely revert at the end of the biennium.
   g. Adult Basic Education: The projected balances in this budget will be used to set up the new budget for 2012. Federal funding will continue for next year, although we will be getting slightly less than was originally expected.
   h. GED Program: The projected surplus in salaries may be used to offset the deficit in the Administration budget.
   i. WYIN Program: The projected surpluses in this budget will not revert, but will carry-over to the next biennium.
   j. Teacher Shortage Loan Repayment Program: These funds are available only to juniors, seniors and teachers seeking additional credentials at the University of Wyoming. Funds carry-over from biennium to biennium.
   k. Wyoming Public Television (WPBS): The commission forwards this budget to the legislature, but it is approved by the board of trustees at Central Wyoming College.
   l. Capital Construction Budgets for Casper College, NWCCD and CWC: Payments for these appropriations are made on a reimbursement basis.

   Commissioner Atwell suggested that the WPBS budget be placed at the end of the Financial Report and noted as an information item only.

   **Motion**: Commissioner Bodine moved and Commissioner Meyer seconded a motion to approve the financial report and acknowledge the budget information from WPBS. Motion passed. Commissioner Meyer commended Matt Petry for his understandable presentation of the budget.

2. **Enrollment and Level of Instruction Audit Report**: Jim Rose explained that this is the first audit report, and we feel that the process has been successful. Commissioner Atwell asked whether auditing students were included in the enrollment numbers used in the funding model. Dr. Rose responded that they are not included, because the funding model considers credits awarded.
Commissioner Russell thanked Cayse Cummings for creating the report and thanked the colleges for their cooperation in submitting the data necessary.

3. State Fiscal Stabilization Fund Report: Larry Buchholtz reported that the Construction Management Office confirmed that the program is going well, that 100% of the allocations available to the colleges is under contract, and all projects at the colleges are underway. It is anticipated that at the current rate of completion, all projects should be done by August 15. Discussion was held on a recent article in the Casper Star that contained erroneous information about SFSF funds not being spent. Mr. Buchholtz said that a desk audit is part of the SFSF program, and Casper College and Laramie County Community College were selected to participate in the desk audit. The audit was completed, and as of last Friday, USDE has all of the supporting information.

4. Capital construction prioritization process update/Paulien Associates report: Jim Rose reported that projects have been submitted by the colleges, but the model is not quite ready. He said that by the August meeting, commissioners will receive a prioritized list to consider. He emphasized that it is not the commission’s charge to prioritize capital construction projects at the college level. The local boards of trustees are charged to prioritize their own needs. He hopes that by August we will have a prioritized list of projects that can be forwarded to the legislature with the support of all commissioners and trustees in a united front. Commissioner Bodine said she felt it was important that the legislators be informed of the flow process we are using. Jim Rose said that he is supplying a description of the process to the LSO, and he intends to explain the process to the Joint Appropriations Committee. Commissioner Brown asked if the presidents supported the prioritization process. President Leach replied that the presidents have a healthy skepticism. Until the model is run, the presidents do not know what biases might show up. The presidents intend to meet with Dr. Rose prior to the next commission meeting to discuss prioritization and how the model functions. Commissioner Meyer explained that the legislators are skeptical about community colleges and many feel that community colleges are formed by the communities. The outlook is that legislators do not want all the communities coming to them with their needs. Legislators want a common voice coming to them, and it is the commission that is positioned to do that. While it is true that this prioritization process may not be perfect, it is a good start in trying to work with legislators. Commissioner Atwell noted that the number one priority at each college may not be in the top seven projects on the list. It will be important to be able to justify the list when all the decisions are made.

5. Budget update: Jim Rose said that the 2013-14 budget request is being drafted. We are exploring the administrative computing platform and whether it is still serving our needs. There are many facets to this exploration, but by the August meeting, we will probably have a recommendation for a new administrative platform, which will likely cost about $4.5 million. Some of the exception budget requests are required by legislation. We have been fairly reserved with our exception budgets in the past, but this year our overall request will be ambitious.

6. Strategic Plan Exhibit 38 update: Jim Rose referred to Exhibit 38 in the packet and reviewed the items listed. The gray shaded cells represent areas that have not changed since the April meeting; the light yellow cells represent areas that have had minor adjustments; and the bold yellow cells
are areas where we feel we have made significant progress. Commissioner Russell thanked Dr. Rose for making this a part of our meetings, because it makes meaningful the things that came out of the task force.

7. Complete College America grant application: Dr. Joe McCann reported on progress that has been made on the grant application. Governor Mead’s office put together an advisory group to work on the grant. The colleges provided the necessary metrics under a very short deadline. We should know by July 18 if the grant is successful.

CURRICULUM COMMITTEE

1. Consideration of new programs:
   a. Central Wyoming College:
      i. **Farm and Ranch Resource Management, AAS Degree (64 credits), Certificate (36 credits); Farm and Ranch Management, Certificate (24 credits):** This program is designed to prepare students for farm and ranch management skills and integrate these skills into the day-to-day farming and ranching practices. Projected enrollment is 15, 25 and 35 students in the first, second and third year respectively.
      ii. **Radio, TV, Film or Communication, AAS Degree (64-66.5 credits):** This program is designed to prepare students for entry level positions in the broadcast, TV, film and communications industry. Projected enrollment is 20, 30 and 40 students in the first, second and third year respectively.
   b. Eastern Wyoming College:
      i. **Aquaculture Technician, Certificate (12 credits):** This program will enable students to work as entry level aquaculture technicians, helping with fish management and providing overall care of the fish and maintaining the aqua systems. Projected enrollment is 8, 10 and 12 students in the first, second and third year respectively.
   c. Laramie County Community College:
      i. **Microsoft Systems and Networks, Certificate (31 credits):** This program provides an in-depth study of the design and implementation of Microsoft systems and networks and offers a solid foundation for learners who plan careers in systems/network administration, engineering, analysis, and management. Projected enrollment is 12, 16 and 20 students in the first, second and third year respectively.

**Motion:** Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the six new program proposals as presented. Motion passed.

COMMISSION CONSIDERATIONS/DISCUSSION

1. Commission Retreat Site and Date: Chairwoman Sweeny said that the next Commission meeting is scheduled for August 19, 2011, in Sheridan. It has been suggested that Commissioners stay for
an additional day (August 20) for the retreat. Commissioner Bodine expressed concern about holding the meeting after the Commission meeting when everyone is tired rather than before the meeting. She suggested that Commissioners come in on the 17th and hold the retreat on August 18th instead. Commissioner Brown said he hoped there would be a structured agenda at the retreat. He feels the charge of the Commission is well-described in legislation and is not inclined to spend a workday in a session designed for Commissioners to learn how to get along with each other. He would prefer a Saturday to a work day. Commissioner McCormick also expressed a desire to hold the retreat on a Saturday. Jim Rose agreed to work on securing a location for the retreat on August 20, 2011.

2. Future meeting dates: Jim Rose explained that a request had been received to change the October meeting from the 27th to the 28th. There being no objections, it was agreed by consensus to hold the October Commission meeting on the 28th.

3. Commission self-evaluation instrument: Chairwoman Sweeny referred to the self-evaluation instrument packets that Commissioner Bodine distributed previously. She asked that comments, changes and concerns be submitted to Jim Rose as soon as possible. Commissioner Bodine suggested that Commissioner Russell’s materials also be considered.

4. Executive director evaluation: Chairwoman Sweeny announced that the Commission would like to have the evaluation forms back no later than July 15.

5. Current and upcoming issues:
   a. Jim Rose reported that he had received a letter from the governor and was asked to pass on information about the Governor’s Business Forum. The Forum will be held November 15-16 and will be sponsored by the Wyoming Business Alliance. As Dr. Rose receives more information, he will pass it on.
   b. GED Testing Service has incorporated as an LLC, and taken over the GED exam from the American Council on Education. GED Testing Service has partnered with Pearson VUE to develop a new computer based test. This will entail a significant cost increase and will probably have other implications as well. Gail Anderson and Troy Tallabas, our GED Program Manager, have begun exploring options for an alternative or parallel credential.

OTHER

1. Referring to the Faculty Alliance Report and its prediction that monitoring dual and concurrent enrollment classes may take additional staff time, Commissioner Meyer asked if there is a related budget implication. Jim Rose responded that most of the monitoring will address teacher qualifications, and there will likely be a period of time for teachers to obtain the necessary qualifications. The study is not yet completed and has yet to be refined.

2. Commissioner Meyer also expressed her continuing concern about the remediation required for students entering the community colleges and asked Dr. Rose to comment on it. He said the issue is referred to in Exhibit 38. The colleges are not yet consistent with common cut scores for the Compass test and ACT in terms of placement into credit-bearing coursework. The Academic Affairs Council is working on the problem.

3. Trustee Sherri Lovercheck asked the Commission to welcome input from the presidents and audience at the point just before a decision is made.
Commissioner Sweeny thanked Casper College for hosting the meeting. There being no further business, the meeting adjourned.

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