

MINUTES
WYOMING COMMUNITY COLLEGE COMMISSION MEETING
April 30, 2013

Central Wyoming College
Riverton, Wyoming

The April 30, 2013, Commission meeting was called to order by Commission Chair Wendy Sweeny at Central Wyoming College, Riverton, Wyoming.

Commissioners present: Commission Chair Wendy Sweeny, Commissioners Larry Atwell, Charlene Bodine, Bruce Brown, Sherri Lovercheck, Sandra Meyer and Jack Russell.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, 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 called the meeting to order, welcomed visitors and asked for introductions.

APPROVAL OF AGENDA

Motion: Commissioner Lovercheck moved and Commissioner Russell seconded a motion to approve the agenda as presented. Motion passed.

CONSIDERATION OF THE MINUTES OF THE PREVIOUS MEETING:

Motion: Commissioner Bodine moved and Commissioner Meyer seconded a motion to approve the minutes of February 6, 2013, as submitted. Motion passed. Commissioner Russell reminded the group that when they come to these meetings, they are not always talking about something new. He directed Commissioners' attention to page 4 of the minutes, under the Executive Director's Report, which lists the projects the colleges have begun to address the Complete College America agenda. Motion passed.

2013-14 BIENNIAL BUDGET:

Matt Petry distributed a replacement spreadsheet for Tab 6.

Motion: Commissioner Atwell moved and Commissioner Brown seconded a motion that the current performance distribution model be maintained until a new model that incorporates the Complete College America concepts is developed and established in the rules. Motion passed.

ELECTION OF OFFICERS

Commissioner Bodine nominated Commissioner Atwell as Chairman. Commissioner Brown seconded the nomination. Nominations were closed, election was called, and Commissioner Atwell was elected unanimously. Commissioner Lovercheck and the rest of the Commissioners thanked Commissioner Sweeny for serving as Chair for the past two years and for all of her time and energy. Commissioner Atwell assumed the Chairmanship.

Chairman Atwell asked for nominations for Vice Chairman. Commissioner Sweeny nominated Commissioner Meyer as Vice Chairman. Commissioner Russell seconded the nomination. Nominations were closed, election was called and Commissioner Meyer was elected unanimously.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: Steve Bahmer thanked Commissioner Sweeny for her service on behalf of the community colleges of Wyoming, and congratulated Commissioner Atwell. He also thanked partner and co-host, Eastern Wyoming College, for a job well done as partner and sponsor for the annual conference and legislative reception. The event was well received by members and legislators. WACCT is working on revitalizing the trustee education committee. The advocacy committee will meet monthly to develop an affirmative legislative agenda. It will also be updating legislative committees about the framework and work going on with respect to CCA. Later this year, the WACCT will hold the third annual Community College Summit. It will focus on taking a leadership role on the completion agenda. Dates and times will be announced soon. Sherri Lovercheck thanked Mr. Bahmer for his leadership in the Complete College America agenda.
2. Department of Education: Superintendent Hill was not available to present a report from the Department of Education. This report was deferred.
3. Presidents Council: President Leach congratulated Commissioner Atwell and thanked Commissioner Sweeny for her service. She said community colleges are complex and are becoming more complex. She thanked commissioners for the dialogue yesterday that showed the commissioners were well educated on the issues. This is a tough time for our colleges with violence on our campuses. We are working on safety issues and accreditation, which is implementing new criteria and new assumed practices. These changes put the colleges back in the world of compliance, and college employees will be more involved in non-instructional activities. We are also beta testing for new metrics reporting. President Leach also said the council would like a “Showcase on Host College” as a standard agenda item for Commission meetings. Chairman Atwell asked for an executive summary of the new accreditation criteria.
4. Community College Faculty Report: Faculty member David Grey reported that Heidi Edmonds is the new president of the faculty alliance. Jeff Schmidl will continue working with the alliance as Secretary/Treasurer. Commissioner Lovercheck asked whether the alliance would be working on the Complete College America goals. Mr. Grey said the alliance has been working on concurrent enrollment, but it intends to have discussions

about CCA initiatives in future meetings. He noted that the alliance has been buffeted by funding issues, bills in the legislature to provide developmental ed for free, and it is striving to understand these changes. The group is looking strongly at improving completion through developmental education completion. Moving forward, Mr. Grey said he hopes the Commission will look at initiatives that are already in place. Especially initiatives that help faculty who are trying to understand best practices. There is a need for faculty professional development. We also need to improve dialogue between high school teachers and community college instructors.

5. Wyoming PBS: Ruby Calvert reported that she has decided not to retire. She said PBS had a very good fund raising event. It will be working on a life biography of Dick Cheney. We are completing the Native American virtual museum. We are working with the select committee on capital facilities to build basic infrastructure so that PBS can cover the legislative session after the Capitol is renovated.
6. Special Showcase of Central Wyoming College: A virtual tour of the campus was presented through a video. Commissioners were asked to put a date on their calendars for the dedication of the new health sciences center on September 20, 2013. President McFarland also noted the Connect magazine, which was distributed at the meeting. She said that this Saturday a Powwow is scheduled in the gym focusing on cultural and historical development and sense of place. Additionally, CWC has formed a task force with the eight school districts in their service area called the K-12 transitional alignment task force, which will be working to align standards with core standards at the k-12 level and CWC expectations for entering students.

UPDATES AND REPORTS

1. 2013-14 Interest Rates: Jim Rose said the information provided in the packets is an annual requirement under programs we operate that award loans. The rate calculation is provided in rules and is based on prime interest rate.

Motion: Commissioner Russell moved and Commissioner Meyer seconded a motion to accept the 2013-14 Interest Rates as recommended. Motion passed.

2. Financial Report: Matt Petry presented the financial report.

Motion: Commissioner Meyer moved and Commissioner Russell seconded a motion to accept the financial report as presented. Motion passed.

3. 2012 Fall Enrollment Report – Jim Rose said he had no further comments beyond those that Cayse Cummings provided in the summary.

Motion: Commissioner Bodine moved and Commissioner Meyer seconded a motion to accept the 2012 Fall Enrollment Report as submitted. Motion passed.

4. 2012 Partnership Report: Dr. Rose noted that this report has been quite large in the past and is easier to access on the web. It is a provision of statute. Joe McCann said the report is a more readable document now, and thanked the AAC for their efforts in streamlining it.

Motion: Commissioner Lovercheck moved and Commissioner Meyer seconded a motion to accept the 2012 Partnership Report. Motion passed.

5. Legislative update:

- a. Jim Rose reported that the Joint Appropriations Committee will meet on June 27, and the subject of major maintenance will be on the agenda. WCCC will have a representative at that meeting. The state budget will not be on the agenda.
- b. Rules: We are in the process of writing rules for the high school equivalency program as well as the adjunct faculty loan program.
- c. Transfer to Construction Management Division: We are still in the position of determining how this will occur.
- d. Complete College America: Work continues in this area through collaboration with the colleges.
- e. Budget preparations: There is still considerable uncertainty as to how the next budgets will be prepared and when they have to be submitted. It has been suggested that they will be due a month earlier than previous years and prepared under a zero-based budgeting method. We will know more when budget instructions are distributed to agencies on May 15.

6. 2015-2016 Biennial Budget:

Motion: Commissioner Sweeny moved and Commissioner Brown seconded a motion that the commission staff develop a budget request to include the enrollment funding per current state statute as either a standard budget revision or a supplemental budget request that includes the distribution in either being done per the performance distribution model. Motion passed.

7. 2013-2014 Biennial Budget:

Motion: Commissioner Sweeny moved and Commissioner Brown seconded to approve the 2013-14 biennial budget allocations to the colleges as presented in our packet under the new information distributed for Tab 6. Motion passed.

8. Exhibit 38: Dr. Rose presented Exhibit 38 and noted that the bright yellow indicates that we are still working according to the action plan. Chairman Atwell asked Commissioners to go through the document item by item and mark whether they feel each item is (1) completed; and (2) whether it is our responsibility. Please return by May 20, and at the June meeting we can have a reduced list and start narrowing the plan down. If you see items that were set aside, please note that as well.
9. Update of Commission members' Orientation Manuals: Updated manuals were distributed to all Commissioners.

NEW PROGRAMS:

1. Casper College: Cognitive Retraining, (Certificate, 31.66 credits): This program is designed to prepare individuals to work with individuals with acquired brain injuries. There are no similar programs in the state.

Motion: Commissioner Sweeny moved and Commissioner Meyer seconded a motion to approve the Cognitive Retraining Program as presented. Motion passed. Commissioners Sweeny and Meyer commended Casper College for showing initiative in this area.

2. Eastern Wyoming College: Veterinary Aide (Certificate, 26 credits): This program will enable students to assist veterinarians, veterinary technicians, and laboratory animal technicians. The program is designed to ladder into the AAS Degree.

Motion: Commissioner Lovercheck moved and Commissioner Meyer seconded a motion to approve the Veterinary Aide Certificate Program as presented. Motion passed.

PILOT PROGRAMS

Two pilot programs were submitted for Commission consideration: (1) LCCC Welding Technology AAS; and (2) Welding Technology Certificate. Dr. Schaffer said both programs have been through the internal processes according to Commission rules. Dr. McCann noted that these programs are presented for the Commission's information and do not require approval.

OTHER BUSINESS


1. 2013-14 Meeting Schedule – A new schedule was provided to reflect the change for the budget meeting from August to July 29. Commissioners also coordinated graduations they would be attending.
 - a. Casper College – Chairman Atwell
 - b. Central Wyoming College – Commissioner Meyer
 - c. Eastern Wyoming College – Commissioner Brown
 - d. NWCCD Gillette College – Commissioners Russell, Bodine and Lovercheck
 - e. NWCCD Sheridan College – Commissioners Bodine and Lovercheck
 - f. LCCC – Commissioner Meyer
 - g. Western Wyoming Community College – Commissioner Meyer
 - h. Northwest Community College – Commissioner Russell
2. Complete College America: Chairman Atwell asked college presidents to list their five favorite ways of being evaluated that show their college is achieving student success. Please forward your information to Matt Petry and Jim Rose. This information will be used to help the Commission move forward on Complete College America planning. Commissioner Sweeny also suggested the Commission hold town hall meetings to gather information on what the students believe is “completion.” Commissioner Lovercheck suggested the colleges approach their student councils for this information. President Nolte suggested that commissioners review other documents that measure success, especially the Joint Commission on Accountability Reporting, Higher Education Unit Record Data System, and Voluntary Framework of Accountability Reporting.
3. Recognition of Gail Anderson: Commissioner Atwell reported that Gail Anderson is retiring and thanked her for her efforts. Commissioners wished her well in all of her future endeavors.

REPORTABLE ITEMS FROM THE EXECUTIVE SESSION

There were no reportable actions from the Executive Session.

ADJOURNMENT

Chairman Atwell thanked everyone for attending and thanked Central Wyoming College for its hospitality. There being no further business, the meeting adjourned.



Larry Atwell
Commission Chair

6/29/13

Date



Jim Rose
Commission Executive Director

Date