The June 7, 2012, Commission meeting was called to order by Commission Chair Wendy Sweeny at 9:00 a.m.

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

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Fiscal Operations Team Manager Larry Buchholtz, Programs Team Manager Joe McCann, and Administrative Services Manager Claire Smith.

A roll call was taken. A quorum was present. Due notice had been published.

Commission Chair Sweeny asked for introductions and welcomed visitors.

APPROVAL OF THE AGENDA

Motion: Motion was made by Commissioner Lovercheck and seconded by Commissioner Russell to change the agenda to include an update on the status of the Adult Basic Education Program during the Executive Director’s report, to include an update on the course completion conference during updates and reports, and to consider a capital construction authorization from Eastern Wyoming College under other business. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETING

Motion: Motion was made by Commissioner Atwell and seconded by Commissioner Meyer to accept the minutes of the April 20, 2012, meeting. Motion passed unanimously.

ORGANIZATIONS

1. Wyoming Association of Community College Trustees: Executive Director Steve Bahmer thanked the Commission for the change in layout of seating and for everyone’s efforts during the joint meeting between the colleges, the WCCC and the WACCT. The WACCT has met with college presidents and vice presidents to consider an agenda on what items they will take to the legislature next session, considering budget restrictions and legislative turnover. They determined their focus will be on educating legislators on the value the colleges provide to the state and the students they serve. The WACCT will be sending a candidate questionnaire to
incumbent legislators again, as they have in the past, to determine where candidates stand on community college issues. This will also serve to educate those candidates on who WACCT is and what they do. The results will be posted on their website and shared with all interested parties. The Education Committee will be having video conference educational sessions this summer that all trustees can participate in from their local college. Commissioner Lovercheck asked if any changes will be made to the legislative agenda based on the previous day’s meeting. Mr. Bahmer stated that going forward, the presidents, trustees, Dr. Rose and commissioners will all be involved in creating the agenda.

2. Wyoming Department of Education: No one was present from the WY Department of Education.

3. President’s Council: President Leach thanked President Nolte for hosting everyone for four days of meetings. The presidents held their 2nd annual planning retreat and discussed the items that are impacting the operations of the colleges. The main focus has been institutional research due to the installation of Colleague and SQL. The data consistency process started last year and has previously required Commission staff to pull information from seven different sources to create a collective picture. The system that is being implemented will provide a uniform system for gathering information. The colleges assume they will be expected to present information around September 2013 on the progress of the Statewide Longitudinal Data System (SLDS) project so they will remain focused on that also. President Leach congratulated the Commission on maintaining the IT Manager and System Administrator positions, stating that this is one of the most strategic wins that the Commission could have had. She thanked Commissioner Meyer for attending a number of graduations and encouraged others to do the same next year. She then thanked everyone for the efforts of the last two days and encouraged everyone to share the discussions with their staff and hold leadership teams and paid staff accountable to maintain the standard of communication that was discussed. She asked that everyone keep in mind that their activities continue to be closely analyzed so the focus of their actions should be on the collaborative side of their jobs, as opposed to the political side. Commissioner Meyer stated that it was a privilege to be at the graduations and thanked the colleges for the invitations.

4. Wyoming Faculty Alliance: The Good News Report is attached to these minutes. Jeff Schmid stated that the report does not include all colleges, since summer schedules prevented data collection from some. The Alliance is working on the following items:
   a. Concurrent enrollment: many states are facing issues regarding concurrent enrollment, but a trend exists to get students some college credit before leaving high school. He stated that students are more marketable even if they do not go to college but have some college credit from high school. The concern is that this doesn’t happen at the cost of academic excellence. They will be doing research on concurrent enrollment, focusing on what other states are doing and best practices and will create a report and share with the academic officers. There are three things required to make concurrent enrollment successful: faculty needs to have input in who teaches, making sure the person has adequate credentials; a mentoring process needs to exist to ensure the same course competencies are met; and an assessment tool needs to be used to measure the program.
b. Proposed 8% budget cuts: The Alliance would like to see the Commission, presidents and trustees maintain a focus on investing in people, ensuring student success and concentrate any budget cuts in areas that do not affect student success.

c. Commissioner Russell asked if the Alliance is considering the work on dual and concurrent enrollment that another committee is working on for the legislature. Dr. Rose explained that Commissioner Russell is referring to the consultants that were hired for the post-secondary options program who have already created and submitted a report to the legislature on this issue. The consultants have been asked to formulate additional data, including the requirement of minimum faculty qualifications. They have worked with college presidents and the Academic Affairs Council and will be issuing an independent report at the end of June. The report will be shared with everyone once received. The Commission is adding an area on their website for dual and concurrent enrollment so that students can easily access what is available for dual and concurrent enrollment options. Commissioner Russell commented on the topic of student success that was covered in the previous Commission meeting. He stated that the Commission became aware that there are many aspects to student success that we do not know how to measure and this would be an ongoing measurement process and therefore appreciates the Alliance for joining them in the process. Commissioner Atwell encouraged the Alliance to work with the post-secondary options consultants now in finalizing the upcoming report.

5. Wyoming Public Television: General Manager Ruby Calvert thanked Mr. Bahmer for the work he is doing with new legislators. WPTV’s Chief Development Officer Steve Young passed away and WPTV has been aggressively searching for his replacement, hoping to fill the position soon. There have been a number of other positions vacated, but despite the budget crunch, the positions are critical to the operations of WPTV and efforts will continue to fill those positions. Younger generations are watching content on other media sources so the web master position will be critical to the future of WPTV. They will follow CWC’s lead to stretch their $71,000 cut over two years. For FY13, the cuts will be shifted to the community service grant. FY14 will be more difficult since they are expecting federal budget cuts also, but they are hoping that the foundation’s fundraising efforts will increase. She stated that they will have a supplemental budget request which will include the deferred maintenance projections that she was asked for during her last budget hearing. They have no resources to replace any equipment. By 2014-2015 they will be in a difficult position of maintaining statewide service if they have no way to replace aging equipment. The WPTV financials are available on their website for review. They plan to cover the primary debates in August and the general election debates in October for the next election. They are working on a new documentary on the Union Pacific line and have asked the colleges for aerial footage of their campuses. Commissioner Sweeny suggested that Ms. Calvert create a white paper to summarize the impact of budget cuts so new legislators will have it available. Commissioner Atwell stated that many cities and counties do aerial footage in their planning departments. A copy of Ms. Calvert’s full report is attached to these minutes.
1. Budget revisions – 8% reductions: Dr. Rose explained that agencies are required to provide 4% budget cuts based on legislation passed in the last session. Governor Mead has also requested 8% budget cut scenarios due to the continuing decline in extracted minerals. The 8% scenarios are informational only and nothing definitive has happened regarding them. The governor will have a great deal of input on what is presented to the 2013 legislature. The Joint Appropriations Committee (JAC), along with the legislature, will have different members and therefore we will be dealing with a different constituency than those we have dealt with previously.

The Commission has received notification from the Legislative Services Office (LSO) that the JAC has requested a significant amount of data from the colleges for the JAC budget meetings to be held in July. The data includes salaries by program and by classification going back to 2002. UW has been asked to work with us so that our data are presented in a manner similar to theirs. We are working with LSO and UW to develop a template, considering that we have seven different structures to consider and that some data are not available or will have to be manually gathered. The template will be shared with the colleges as soon as it is available.

Matt Petry gave an overview of the BFY13 budget cut spreadsheet that is part of this packet. Commissioner Atwell asked if this is the standard budget for fiscal years 2013 and 2014 and not just a single year. Matt verified that the standard budget in the spreadsheet does reflect both years. Commissioner Lovercheck asked if we are able to pull any of the proposed budget cut from the $1,500,000 that we will be reverting from our health insurance appropriation. Mr. Petry explained that the current biennium reversions cannot be applied to future budget cut scenarios. Commissioner Lovercheck then asked if we could propose a cut larger than 8% in health insurance from the next biennium to offset cuts elsewhere. Mr. Petry advised against doing this because the next appropriation is closer to the actual amount that will be needed and therefore we are not likely to have a large reversion for the next biennium. The increased amount in what we are receiving for health insurance is due to projected premium increases, and even that may not be enough to cover the entire biennium. Mr. Petry then explained the budget allocation spreadsheet included in this packet.

Trustee Chris Plant from WWCC addressed the Commission and asked if the colleges could include in the data submitted to the legislature how many hours professors teach, to show the contrast with UW. Dr. Rose said that he would defer to the presidents to make that decision. Trustee Ed Mosher from LCCC stated that it would be easy to contrast community college professors to UW professors if we can gather the data, but at a minimum we should provide a general statement covering the differences. Trustee James Roth from WWCC stated that we could accomplish this with only one year’s data on professor’s hours. He also expressed concern on the timing of getting the template to the colleges due to the short time frame for gathering the information. Dr. Rose said that he received UW’s template the previous night and will distribute it to the colleges later in the day. President Nolte stated that he has asked his staff to
keep track of the hours spent compiling this information. Commissioner Bodine addressed the issue of presenting the hours that professors teach and stated that it needs to include all of the colleges in order to show support as a group.

2. Enrollment audit report: Dr. Rose explained that Commission staff has completed one round of audits and is now on the second round. Additional parameters to be reviewed have been added. He will provide details at the next Commission meeting on how the enrollment audit mandate is being accomplished and how we will refine the process.

3. Capital construction prioritization process data collection: Dr. Rose explained that the summary attached to these minutes shows the data elements that will be incorporated into the capcon model in order to refine the model. Commissioner Atwell asked for clarification on certain numbers, which Larry Buchholtz explained were weighting factors. The current weighting for classroom utilization makes it impossible to get to a score of 5. Mr. Buchholtz explained that the Commission will need to decide during a later Commission meeting how they would like to change these factors.

Dr. Rose explained that the capcon prioritization process is different from the process of refining the model. The prioritization process consists of two pieces. The first piece is that the Commission is required by statute to gather lists from the colleges on the projects they wish to submit to the legislature for funding as their one-year priorities. Our recently approved rules state that the colleges can present however many projects they wish, but projects need to be far enough along in level 1 in order to update the model. The Commission will use the college’s five-year master plans to present a picture of the four years beyond the upcoming year, but the additional four-year projects will not be prioritized and do not need to be through level 1. The second piece of the capcon process is the decision that the commissioners must make on which projects they wish to bring to the legislature to request funding. Our rules dictate that we submit proposals for level II and level III planning during a budget session and projects that have been approved for levels II and III planning that are ready for level III construction funding during the general session. Commission Chair Sweeny asked if any colleges have presented projects that they feel they need to request funding for in the supplemental budget. Dr. Rose said that they have not but requested that the colleges give their input on the matter. He shared with the commissioners that the governor’s office is going to be very careful on what they request in the budget and they have stated that they do not want to see capcon projects included in agency requests. Commission Chair Sweeny asked Dr. Rose to clarify what action needed to be taken. Dr. Rose stated that the decision to be made at this meeting is whether or not they want to consider projects at the August meeting to present to the legislature, so that the appropriate information can be gathered if they do wish to prepare a capcon budget request.

Motion: Commissioner Brown moved and Commissioner Russell seconded that the Commission not consider additional projects at the August meeting. Discussion:
Commissioner Atwell expressed concern about deciding not to put any projects forward without getting input from the colleges first. Commissioner Bodine then requested that the colleges provide input on the matter.

- President Young from NWCCD stated that, in his opinion, this would not be a good time to present projects. His college does have a capcon need that they will bring to the commissioners in August but they will fund it themselves and will only need authorization. Commission Chair Sweeney clarified that they wanted to hear only about projects that need funding. President Young said that presidents want to be involved in the discussion on how the model works and what the weightings should be. Commissioner Atwell asked if projects that just need authorization need to be looked at in August and Dr. Rose verified that they do.

- President Armstrong from EWC explained that they will need to build a livestock training center and would like the Commission to consider that request at this meeting for authorization only. Funding will come from foundation and local funds. He reminded the Commission that the Douglas building ranked fifth in the prioritization list but only four were funded. In discussion with key figures, he has been told that it would be a good candidate for supplemental funding and would still like the Commission to consider it.

- President McFarland from CWC discussed their need for additional space in Teton County and that they are in discussion with their legislators about requesting funding for levels I and II planning. This may mean that the Commission needs to consider a wider range of items at the August meeting.

Dr. Rose clarified that the colleges are required to pay for level I planning since that provides the information that then feeds into the capcon model and is used to create the levels II and III funding priority list. There is not enough time before the August meeting to gather the salary information requested by the JAC and refine the capcon model, with the attention that it needs, before another priority list is created. He recommended that the commissioners not consider any projects for funding at the August meeting and only consider those needing authorization. Commissioner Lovercheck stated that she feels they should give the colleges the opportunity to discuss their needs even with the economic and political restrictions. Commissioner Brown asked for clarification on whether or not there were any projects that are going to require funding requests and Commission Chair Sweeney stated that EWC had one such project. Commissioner Meyer expressed her concern that the capcon model as it stands now is not good enough to consider new projects. Commissioner Atwell said that he is not prepared to tell the colleges that they should not have any projects but hopes that the colleges have heard the message from Dr. Rose and the governor and consider that in whether or not they request projects to be considered. Dr. Rose clarified that if the commissioners decide to consider capcon requests at the August meeting, they have to use the model to do so, but the model needs to be refined before it is used again and that is what everyone involved will have limited time to do, since the salary project also has to be done.
President Young asked for clarification on what would happen in the situation where the message is that there is no money available for capcon projects but certain legislators want a project that was included in the previous prioritization list to move forward anyway. Dr. Rose explained that the project could be presented to the legislature by those legislators and that would be outside the law that the Commission is required to follow. A project like the Douglas facility has already been authorized and approved and could move forward. Projects could come to the Commission in August for authorization only.

President Armstrong asked for clarification on his project that has already been authorized but funding is being requested. Conversations have taken place with some legislators to bring this forward in the supplemental budget, but he will confirm that this is the case before asking for consideration in August and will ensure that he is following the process that has been set for capcon projects. Commissioner Brown asked Dr. Rose if he could change his motion to read ‘no new projects will be presented to the Commission in August, but the Douglas project can be considered since it has already been through the model.’ Dr. Rose explained that we would not be following the law exactly since we are required to update the model in order for it to be current for considering any projects. This could create problems for the Commission at a later date.

**Motion:** Commissioner Brown moved and Commissioner Russell seconded an amended motion not to ask for additional capcon requests that will require additional funding for FY13 supplement budget. Commissioners Lovercheck and Atwell opposed the motion. Motion passed.

Dr. Rose gave an update on the opinion that we have requested from the Attorney General on specific sections of our rules. In regards to major maintenance funding, we are required to follow requirements established for K-12, though they are not a good fit for the colleges. Those requirements exclude leased buildings from the funding calculation and establish an escalating determinant for when projects that are newer than seven years become eligible for major maintenance. Because these requirements have not been followed before now, the Commission will need to work with UW to bring forth legislation to clarify this matter. Since next year’s appropriation has already been made, we are not anxious to raise the red flag regarding this matter but it will need to be dealt with eventually. We are also waiting for an opinion from the Attorney General regarding the difference of opinion between the State Auditors Office and the Construction Management Division on how disbursement of capcon funds is to be made.

4. **Budget update:** Dr. Rose explained that by law we are directed to assemble an exception budget request for enrollment growth and an External Cost Adjustment (ECA), but the Commission can decide whether or not they wish to put the requests forward. He feels that the enrollment growth is still is a valid need and should be put forth since the current model is enrollment driven and it is a legitimate request.
5. Report from Student Services group regarding Jackson conference: Jason Wood from CWC presented a brief update on the conference. All colleges were represented, with over 120 staff in attendance. The conference included speakers from other colleges discussing their experience with student success. Their comments will be considered in the colleges’ strategic planning. There were a number of groups that worked on various topics such as how academic and student service groups can collaborate and how the colleges will implement those plans. Breakout sessions were provided by college employees. A full report will be provided by the August meeting.

The meeting broke for lunch at noon and Commissioner Brown departed at this time.

PRESENTATION BY CASPER COLLEGE

President Nolte presented a slide show on Casper College.

EXECUTIVE DIRECTOR’S REPORT

Dr. Rose discussed the strategic plan, pointing out that some progress is still being made. The plan is now two years old and an update will need to be done in the near future. A work session will be arranged for the commissioners to work on the plan, determining what areas of the plan they would like to adjust. Another work session will be set up after that for trustees and presidents to participate and provide input, but any recommendations will be considered before that second session.

Dr. Rose then provided an update on the status of Commission staff IT positions. The CIO position and the position currently occupied by Tully Holmes will be retained by the Commission. The SLDS position is currently being advertised. Tyler Christopherson will transfer to ETS.

Status of ABE program: The Commission is working on an alliance between the Adult Basic Education (ABE) program and the WY Family Literacy program. The WY Family Literacy program will be expanding to include a center in every community college district or service area. There are currently four programs and therefore we will be adding at least three more. The General Education Development program is also experiencing some changes. It does not appear that states will be able to continue with the GED as a franchise as it was sold to Pearson VUE, a private for-profit testing company. There is concern about the increased cost to the students and the requirement that the test can only be taken in Pearson VUE certified testing centers. The Commission will look for approval from the legislature to operate an alternative high school equivalency test. Dr. Rose will be attending a meeting in July where discussions will be held with the President of American Council of Education, asking for options for students seeking a GED. The ABE centers continue to broaden their efforts and are improving on developing their staff to assist with students, however for every student that graduates, there are 10 people in need that are not receiving the services.

Commission Chair Sweeny noted that the conference call is still active but no one was on the line at this time.
CONSIDERATION OF NEW PROGRAMS

1. CWC - Entrepreneurship AAS, Certificate I and Certificate II:

Jason Wood from CWC explained the program request. CWC applied for a Trade Adjustment Act Community College Vocation Training Grant with NWCCD and WWCC. CWC’s portion of the grant is to start an entrepreneurship program with an associate degree and two certificate programs. The program is intended to help small business owners take classes on the topics that affect their businesses. There was discussion regarding the level of instruction and Mr. Wood explained that it is consistent with similar courses at LCCC and EWC. Commissioner Atwell expressed concern that this would not be a degree that would allow someone to get a job since it doesn’t show the student was educated in one particular area. He stated that he does not have a problem with the classes but the colleges seem to be proliferating programs that do not provide for adequate levels of program graduates.

2. CWC – Medication Assistant Certificate and Certified Nursing Assistant II Certificate:

CWC has received a grant from the US Department of Labor providing $2.5 million over the next four years. Part of this grant will be used to expand programs in health and sciences area, the first two being those presented here. These programs build on and add to the current nursing program. Discussion took place on the accreditation process and how it involves the State Board of Nursing. Clarification was provided by Kathy Wells, Nursing Program Director at CWC. Commissioner Russell asked where funds would come from beyond the four-year grant period. Mr. Wood stated that the programs will be enrollment driven and if adequate enrollment does not occur, then the programs will be discontinued.

**Motion:** Commissioner Lovercheck moved and Commissioner Bodine seconded a motion to approve all five programs as presented in the packet. Motion passed unanimously.

Commissioner Russell departed at 1:50 p.m.

COMMISSION CONSIDERATIONS/DISCUSSION

Commission Chair Sweeny discussed the need for a neutral location for the August meeting. The agenda will consist of the need for supplemental budget requests and revisions to the capcon model.

OTHER BUSINESS

Commission Chair Sweeny discussed the request from EWC for authorization of the Livestock Barn in Torrington.

**Motion:** Commissioner Bodine moved and Commissioner Meyer seconded a motion to consider authorization of the project. Commissioner Bodine emphasized that the request is complete, the college has the funds and it would not be appropriate to hold the process up. Motion passed unanimously.
President Armstrong provided information on the project, stating that it is part of a larger agriculture complex and will help with blending the agriculture program and the veterinary technician program. The college has the full funding available. Commission Chair Sweeny asked why there was a delay in getting the information to the Commission and what the urgency is. President Armstrong explained that the urgency is a matter of getting the barn built before the fall semester starts and the delay was caused because they were considering alternate funding needs that may not have required Commission authorization. The final approval from the foundation was received the previous Wednesday.

**Motion:** Commissioner Atwell moved and Commissioner Meyer seconded to approve authorization of the project. Commission Chair Sweeny opposed. Motion passed.

Commission Chair Sweeny stated that commissioners are invited to attend the ACCT conference and the Commission’s budget will cover the costs.

**ADJOURNMENT**

Commission Chair Sweeny moved and Commissioner Bodine seconded to adjourn the meeting at 2:12 p.m. Motion passed unanimously.