

## MINUTES

### WYOMING COMMUNITY COLLEGE COMMISSION MEETING April 27, 2018

The April 27, 2018 regular Commission meeting was called to order by Commission Chair Sandra Meyer at 8:00 a.m. at Eastern Wyoming College, Torrington, Wyoming.

**Motion:** Commissioner Freeze moved and Commissioner Atwell seconded a motion to move to executive session to discuss personnel issues. **Motion passed unanimously.**

**Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to adjourn the executive session at 9:00. **Motion passed unanimously.**

The regular Commission meeting reconvened and was called to order by Commission Chair Sandra Meyer at 9:30a.m.

Commissioners present: Commissioners Larry Atwell, Bruce Brown, Kay Dooley, Craig Frederick, Jackie Freeze, Sandra Meyer and Julia Newman.

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

A roll call was taken. A quorum was present. Due notice had been published. Commissioner Meyer asked for introductions.

**Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the agenda. **Motion passed unanimously.**

#### CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

**Motion:** Commissioner Brown moved and Commissioner Dooley seconded a motion to accept the minutes of the February 22, 2018 commission meeting. **Motion passed unanimously.**

#### ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Ernie Over, CWC, informed the Commissioners they have started the evaluation process of Executive Director Erin Taylor and will request their input. They are in the process of planning trustee education and their budget for the coming year. Ms. Taylor said the education committee recommended school safety and security be the focus for the fall conference, not just guns on campus but also whether or not we have the right resources. They hope to host the meeting at CWC during the week of October 15. They would like the focus of the February trustee education session to be on the roles and responsibilities of commissioners and WCCC staff. They are having discussions about how the outside world views WACCT and how to better communicate their message. They are looking for new resources for trustee education. Legislative interim topics are not out yet but Ms. Taylor is aware of a number of topics in which we will be involved

including school safety, Excellence in Higher Education Endowment fund, technology requirements and rates, the common transcript with UW and the WY unified network.

2. Wyoming Department of Education (WDE): Brent Bacon, Chief Academic Officer for WDE, said Perkins funding is increasing by \$475,000 for the state this year and colleges should already have their allocations. The WY TOPP assessment rolled out this year and while there have been a few hiccups, there have been no major issues. Computer science has been added to graduation requirements. WDE has a goal to have 500 teachers certified to teach computer science. The Professional Teaching Standards Board and UW are prepared to help certify more teachers. We will need to have more conversation on this in future meetings and determine how we can leverage the Canvas learning management system to assist in this effort. There are currently 22 school districts, five colleges and UW using the system. The STEM conference will be held August 1-3 at Gillette College. WDE will also be studying school safety issues. The WY Innovation Conference is a collaboration with WYDEC, the community colleges, UW and the state library and will be held in November in Evanston. They are in need of proposals for session topics.

3. President's Council: Dr. Schaffer updated the commissioners on recent events. They will be meeting with the Wyoming congressional delegation staffers on the reauthorization of the Higher Education Act and with presidents from the Scenic West Athletic Conference on partnering with Wyoming colleges for athletic competition. The presidents met with Jerimiah Rieman yesterday to discuss post-legislation and what ENDOW looks like for the community colleges. There will be an ENDOW: ENGAGE youth summit in Laramie on June 9<sup>th</sup> focused on 16-35 year olds, in an attempt to engage them in ENDOW. UW submitted an application to WICHE, on behalf of Wyoming higher education, to be part of a higher education attainment gap project. We were selected along with Utah and Arizona to receive assistance with identifying strategies to close our attainment gap. There will be a meeting May 15-16 to start developing strategies. UW wants to continue to collaborate with the colleges and has some specific areas they want to address. The presidents will need to figure out how to incorporate those areas with the work of the WCCC, the colleges and our strategic plans to determine priorities. The presidents want to be proactive contributors to the tuition study retreat in June. They are working on a white paper from the college perspective of what is critical in terms of principles and what they would like to see addressed. They also want to help guide rules development around the dormitory loan program.

4. Community College Faculty Alliance: Terry Rogers from CC said shared governance continues throughout the state and faculty alliances and senates are working hard to create connections, advocate for students and explore opportunities to move their institutions forward. Examples include:

- LCCC faculty senate is working with the staff senate to promote several professional and social events and various clubs and forums throughout the year. Over 50 members are participating in a campus-wide book club on redesigning America's community colleges, coinciding with LCCC's efforts in the guided pathways initiative.
- WWCC faculty senate and professional staff are working on updates to policies and procedures. They are submitting written reports to their Board as a permanent record of accomplishments.
- NWC faculty senate has completed a major rewrite of their employment policy handbook and continue to look for ways to improve communication. They are undergoing a comprehensive review of all academic support offices. They are also looking at enrollment goals to improve recruitment success and at academic areas to streamline operations.
- EWC faculty senate gave input on a new academic dean position, leading to a restructure of the current division chair model. They are also updating the tenure process. Higher Learning Commission credentialing of instructors continues to be a focus.
- CC faculty senate appreciates the decision to hold off on removal of the tuition cap. As further exploration happens, they are willing to provide input. They are exploring a workload policy and are working on concurrent enrollment agreements for 40 courses with Natrona County School



District. They conducted a student course offering preference evaluation to see how students would like classes distributed.

- The statewide Faculty Alliance is in the process of electing a chair. They hope to create stronger connections statewide.

5. Wyoming Public Television (WPTV): Terry Dugas, General Manager, said he had nothing to add to the report included in the packet. Commissioner Atwell acknowledged Ruby Calvert's appointment to the national board for public broadcasting.

6. Complete College Wyoming (CCW) –Lori Ridgeway, as the new communication contact for CCW, presented the CCW dashboard and summary. The front page of the dashboard shows the big picture with more granular data following. Degrees and certificates are in alignment with the state's attainment goal. The five-year enrollment decrease is about 12.2% but some colleges are seeing increases in enrollment. We know retention strategies are working and a few colleges are seeing great improvements in this area. Colleges are trying different retention strategies suggested by Complete College America (CCA), especially with nontraditional students. Course completion has a steady rise. The colleges are helping each other with obstacles and issues. Developmental courses show a dramatic change as a result of CCA and CCW strategies. Colleges have changed how they do developmental education by using coaches or one-hour classes as opposed to entire courses. They will have a speaker from CCA at the Student Affairs Conference at CWC on May 31 who will focus on closing achievement gaps and removing barriers for non-traditional students.

#### UPDATES AND REPORTS

1. 2018-19 Interest Rates for Wyoming Investment in Nursing and Wyoming Adjunct Professor Loan Programs. **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the 2018-19 interest rate of 8.1% for Wyoming Investment in Nursing and Wyoming Adjunct Professor Loan Programs. **Motion passed unanimously.**

2. Financial Report: A highlights memo is included in the packet and there were no further questions. **Motion:** Commissioner Brown moved and Commissioner Frederick seconded a motion to accept the financial report. **Motion passed unanimously.**

3. Enrollment and Levels of Instruction Audit Report: Dr. Rose said we are still refining this process. Our allocation model is reliant on levels of instruction, which changed with 2016 legislation when a fourth level was added. Commissioner Brown asked for clarification on levels and the purpose of the audit, which is to ensure all colleges are classifying courses the same.

4. Legislation Affecting WCCC and/or Colleges: Dr. Rose said there is a significant amount of legislation mentioning the community colleges, especially with ENDOW. We need to find out what is implied in the legislation but it shows there is a vital and indispensable role the colleges have in preparing the workforce. We are mandated to work with UW in the development of a common higher education transcript, allowing more visible aspects of transfers of coursework. A report on this work is required to be submitted by Oct 31. The BASS team at the Commission has already created a prototype version. We have had excellent cooperation from UW. The final budget did not require any additional cuts but health insurance will be a concern. We may need a supplemental budget request to cover additional need. Governor Mead recommended significant funding for college capital construction projects.

5. Cap-Con Model Annual Review: Dr. Rose said this is a process we are required to do to ensure the measures adequately represent conditions. All colleges provide input. The packet includes explanations

of measures and a sample of how the model works. We are working with the State Construction Department to delineate our role and their role in the process.

#### EXECUTIVE DIRECTOR'S REPORT

##### 1. College commencement ceremonies - attendance by commissioners:

CC – Commissioner Atwell

CWC – Commissioner Frederick

EWC – Commissioner Newman, Commissioner Brown

LCCC – Commissioner Atwell

NWC – Commissioner Dooley

NWCCD (Sheridan and Gillette) – Commissioner Dooley, Commissioner Brown

WWCC – Commissioner Freeze, Commissioner Meyer

##### 2. Future meeting dates

October WWCC Oct 16, 2018

February LCCC Feb 8, 2019

April CC April 11, 2019

June CWC June 25, 2019

##### 3. Agenda for June retreat – Dr. Rose requested guidance from the commissioners on essential elements to be included in the policy and ideas on data to be provided in June.

- Commissioner Freeze requested tuition analysis for all colleges assuming a linear tuition plan. Include the assumptions used in the analysis. Example: if they took the same number of credits and if they took fewer credits, or credits would go down by x based on trends from other states.
- Commissioner Freeze also requested an analysis from each college, or the data system, based on financial aid and how much change in tuition would be covered by institutional aid. What would the colleges do differently if tuition increased? Example: if you went to a linear model would you still cover athletes? Discuss the big picture on how much money students would have for other things.
- Commissioner Brown asked how fees are affected by what Commissioner Freeze has requested.
- President Leach said the potential taxable nature of Pell grants needs to be considered.
- Commissioner Atwell suggested looking at the six items in the SHEEO report to decide things such as where we want to be in affordability, what do we do to make sure we are affordable, can we meet budgetary needs, what to do if funding changes, etc. It was agreed that data is needed to lay the groundwork for these decisions.
- President Schaffer said the way they compile data will depend on what principles the commissioners wish to build into the tuition policy, such as tuition should be as free as possible. He suggested coming up with the top 5 principles. Commissioner Freeze and Commissioner Brown agreed the intent of the June retreat will be to come up with those principles, but they need initial data to figure out what they should be.
- Commissioner Dooley said we need to determine if tuition will facilitate completion or the creation of revenue. She suggested having someone facilitate the retreat.
- George Eckman, WWCC trustee, asked commissioners to consider not only students we are currently serving but also segments we are not currently serving, ultimately helping communities.
- President Leach suggested the presidents meet to align variables and figure out which data to gather. President Schaffer said they will do some preparatory work based on their own principles and will provide pros and cons commissioners can use in their discussion.
- Dr. Rose said the SHEEO report has components that need to be considered at a general level and the looming attainment goal will need to play into the tuition policy. He asked commissioners to



send him ideas on what resonates with each of them. He will then work with presidents to collect relevant information for the discussion.

- Commissioner Brown asked if we are making the decisions without considering legislature or UW policies and Dr. Rose recommended we ignore those issues in the development of our policy.
- Don Erickson, LCCC trustee, said WACCT will provide input.
- Commissioner Freeze asked for the information well in advance so they can study it before the June retreat.
- Lori Ridgeway suggested looking at the CCW dashboard because CCW goals align with the attainment goal.

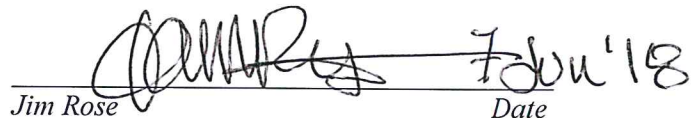
4. Structure for future agendas – Commissioner Meyer said we will change the structure of future meetings to make them more informative. The host college can give tours of their campus or select buildings and provide commissioners with more in-depth information on current events or issues. Routine items will be included on a consent agenda and commissioners can request items to be removed from the consent agenda if they wish to discuss them in more detail. President Divine suggested having presentations on student projects, given by faculty and/or students, limited to five minutes.

#### ADJOURNMENT

**Motion:** Commissioner Brown moved and Commissioner Atwell seconded a motion to adjourn the regular commission meeting at 11:25. **Motion passed unanimously.**

  
Sandra Meyer  
Commission Chair

6/07/18  
Date

  
Jim Rose  
Commission Executive Director

7 Jun '18  
Date