

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING June 27, 2017

The June 27, 2017 regular Commission meeting was called to order by Commission Chair Sandra Meyer at Central Wyoming College, Riverton, WY at 8:35 a.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 Newman seconded a motion to approve the agenda. **Motion passed unanimously.**

CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

Motion: Commissioner Freeze moved and Commissioner Frederick seconded a motion to approve the minutes of the April 28, 2017 commission teleconference. **Motion passed unanimously.**

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Walt Wragge said discussion from their retreat last October indicated a number of issues on which they need to focus. The facilitator of the retreat made five recommendations and all have been acted on or resolved. Two of the recommendations were to adopt a new mission statement and to determine what outreach centers should look like, how they should be structured and who they should serve. Mr. Wragge will make the new mission statement and the outreach resolution available to commissioners. Erin Taylor has been approved as Executive Director for another year. Ms. Taylor said the WACCT conference in the fall will focus on education for trustees and how they can be more effective advocates for the colleges. The conference will be October 11-12 in Casper. They will also have an education day in February with a focus on economic diversification.

2. Wyoming Department of Education (WDE): Chief Academic Officer Brent Bacon said the WDE has been working with the community colleges, UW and school districts to acquire a state-wide Learning Management System (LMS) and they are getting close to completion. The Joint Education Committee moved on a five-year plan to redefine computer science, establish rigorous standards, and secure funding for things such as computers, teachers, and professional development. This is an effort to ensure more students take computer science classes as the need for these skills is increasing. Changes are still being made by Congress to the Perkins program and the Perkins grant is open for community colleges to

complete. The new assessment, WY Test of Proficiency and Progress (WY-TOPP), will replace PAWS with full implementation next year for grades 1-10. It is computer based and includes interim assessments to determine what students need before taking the ACT. Going forward the ACT will not be used as an achievement standard, just a readiness assessment and Hathaway requirement. Math standards are open for feedback. The Every Student Succeeds Act state plan has gone through the stakeholder feedback process. Indicators for postsecondary readiness will include college, career and military readiness.

3. President's Council: President Dr. Young explained the written consultation policy to the new commissioners. He stated the councils and leadership at the Commission work on common issues, solving problems, and upgrading functional areas. The Presidents Council is made up of the seven college presidents while the Executive Council is the seven presidents and the Commission Executive Director. The President's Council has not met separately from the Executive Council for many years, which is indicative of how well they are working with Dr. Rose. All of the councils meet on a regular basis.

Dr. Young then gave an update of the projects currently in progress. The colleges all use different tools for online learning but five of the seven colleges are going to switch to Canvas, the LMS used by UW and K12, saving money in the process. There has been a lot of work on this project by the Chief Information Officers Council. For the last several years, the councils have been working on creating a central data warehouse. Commission staff are periodically asked for information from the legislature which they then have to gather from the colleges. This can be problematic because the information may be tracked differently at each college. As a result, the councils have decided on approximately 250 common data elements all colleges will maintain the same way. This data will be maintained in a data warehouse and will allow WCCC to do real time reporting for legislative inquiries. The colleges will have access to this information too. They are also working closely with UW on a number of issues including a revamped bachelors of applied science program, the LMS and many other collaborations. Dr. Schaffer will be the next President's Council president. Dr. Hicswa spoke on behalf of the Presidents Council to thank Dr. Young for his leadership over the last few years.

4. Community College Faculty Alliance: No one was present for this report.

5. Wyoming Public Television: General Manager Terry Dugas said they continue to work on the Bozeman Trail project and should be done next summer. They are also working on a project on the Natural Trap Cave in the Big Horn Mountains, a Paleolithic site with animal remains dating back 25,000 years. The remains recovered from the cave will be housed at UW. The project will be done this fall.

6. Complete College Wyoming (CCW): Shawn Powell, VP for Academic Affairs at Casper College and co-chair for CCW, said they met with Governor Mead a few weeks ago and the governor continues to be supportive of CCW. Governor Mead said the colleges will have a large part in the ENDOW initiative. Data analytics work will continue and CCW will have more involvement with commission staff and UW to develop additional up-to-date data. Patrice Noel is leaving UW in August so the co-chair position will be filled by someone else from UW. The July summit for Complete College America (CCA) will be in Indianapolis. The convening for CCA is in New Orleans in December. CCW members will attend the Lumina meeting at the UW retreat in July.

UPDATES AND REPORTS

1. Accreditation Report: The Commission is statutorily required to report on accreditation and as the report shows, all colleges are accredited. Data in the report augmenting the regional accreditation by the Higher Learning Commission (HLC) details specific accreditation and licensures the colleges hold from other organizations. Commissioner Atwell asked if it matters which accreditation the colleges use on their

programs. Dr. Rose said some colleges seek accreditation by specific national organizations in addition to the HLC because HLC accredits the institution while other organizations accredit programs.

2. Level of Instruction (LOI) Audit Report: Dr. Rose said this report is important to the funding allocation process. Commission staff conducts an LOI audit each year. The report shows the colleges have done a good job of coordinating this information.

CONSIDERATION OF COMMISSION RULES

Explanation for rules changes are included in the packet. Claire Smith explained the actions needed by commissioners related to rules.

1. Emergency Rules: **Motion**: Commissioner Atwell moved and Commissioner Newman seconded a motion to approve emergency rules for chapters one and five. **Motion passed unanimously.**

2. Draft Regular Rules: Commissioner Frederick asked for clarification on how the residency rules work and if the colleges use their own guidelines for determining residency. Dr. McCann spoke about the work the registrars and Student Services Council have done in determining the requirements to be included in the proposed changes, and as a result there has been an addition of a six-month requirement for evidence of residency. Dr. Rose explained there are different levels of jurisdiction on residency requirements: statute, commission rules, and college interpretation. Existing rules within chapter three ensure that if a student is declared a resident at one community college or UW, he will be a resident at all community colleges. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to approve draft regular rules chapters 1 through 8. **Motion passed unanimously.**

CONSIDERATION OF PRELIMINARY 2019/20 BIENNIAL BUDGET

Matt Petry discussed the budget documents included in the packet and provided updated preliminary numbers for the discussion. Items highlighted in yellow are subject to change. We will need to have a teleconference meeting in late July or early August to finalize the budget request. There are two budget items in which our interpretation differs from the Budget Division interpretation: the amount to be used as the starting point for BFY19 state aid and the action needed to recalibrate state aid as a result of 2016 HEA29 (HB80).

The difference in interpretation on the starting point for state aid is based on our view that it should be the dollar amount specifically spelled out in HB80 while the Budget Division feels this number should be reduced by the total of BFY17 penny plan and governor cuts. The action needed to recalibrate the budget for the decrease in enrollment is also in question as we feel the intent of HB80 was to make this an adjustment to the standard budget while the Budget Division feels it should be presented as an exception request. Mr. Petry explained the differences in interpretations as follows:

	WCCC interpretation
Beginning standard budget	\$194,702,131
Portion allocated to retirement	<u>(\$3,627,633)</u>
Standard budget for state aid only	\$191,074,498
<i>Recalibration adjustment</i> for decreased enrollment	<u>(\$4,999,079)</u>
Adjusted beginning standard budget balance for state aid	\$186,075,419
	Budget's interpretation
Beginning standard budget	\$194,702,131
Penny plan (excluding retirement cut)	(\$2,685,984)
Governor cuts (excluding retirement cut)	<u>(\$11,496,006)</u>
Adjusted beginning standard budget balance	\$180,520,141

Portion allocated to retirement	(\$3,627,633)
Adjusted beginning standard budget balance for state aid	\$176,892,508
Exception request for decreased enrollment**	(\$4,627,485)
State aid budget	\$172,265,023

** Amount is different from the amount in the WCCC interpretation because the inclusion of cuts results in a lower base amount in the calculation.

Requiring the adjustment that results from recalibration of enrollment growth to be presented as an exception request does not follow what we feel is the intent of HB80. Budget’s interpretation eliminates the predictability the colleges were seeking and continues to make adjustments debatable by the legislature. Part of the benefit of HB80 was that legislators did not want us presenting exception requests for enrollment growth every two years, but Budget’s interpretation will require us to do so at least once every four years, regardless of whether there’s growth or decline. Not only is this still contrary to the legislature’s intent, but it also further restricts the colleges’ access to the legislature, and practically guarantees funding reductions while subjecting warranted increases to debate.

Health insurance is another area of concern. Statute governs how health insurance should be funded and reimbursed, but the Budget Division has said BFY17 cuts must be sustained and have therefore applied them to our estimated BFY19 need of \$49,378,232, calculated with Budget’s estimate for BFY19 premiums. Taking BFY17 cuts into account, the Budget Division expects our standard budget amount for BFY19 health insurance to be \$42,494,454.

Mr. Petry then explained the items we consider to be exception requests as described on page 2 of the “Exception Requests and Priorities” document in the packet and stated the rest of the budget information in the packet is informational only. Several commissioners and presidents expressed concern over the Budget Division and governor’s office interpretations and agreed a meeting needs to take place with the governor to discuss these issues. Dr. Rose suggested the request for a meeting should come from the presidents and commissioners, as opposed to WCCC staff, and should include policy makers who understand the spirit of HB80. This request should not be made until the Budget Division releases the standard budget.

Motion: Commissioner Atwell moved and Commissioner Frederick seconded a motion to approve the six exception requests in the following order:

1. Administrative computing system maintenance
2. Data services provided by ETS
3. Hardware, software, IT training and consulting
4. College hardware and VMware maintenance
5. Shared statewide LMS recurring costs
6. WY Investment in Nursing program student funding

Commissioner Freeze asked if the amount for the LMS exception request includes funding for only the five colleges who are going to convert to Canvas and Mr. Petry said yes. We could request funding for the remaining two colleges at a later date if they opt to convert. Dr. Rose pointed out this is not the total cost to run the LMS. **Motion passed unanimously.**

The packet includes a list of our programs in the order we prioritized them for the BFY17 supplemental budget. Dr. Rose briefly discussed the logic of the order, as follows:

1. Administration
2. College State Aid
3. College Health Insurance

4. High School Equivalency Certificate Program
5. Adult Education Program
6. WY Investment in Nursing Program – Faculty
7. College Libraries Funding
8. WY Investment in Nursing Program – Students
9. Veterans Tuition Waiver Program
10. WY Adjunct Professor Loan Program
11. Contingency Reserve

Motion: Commissioner Brown moved and Commissioner Atwell seconded a motion to approve the program priorities as presented in the packet. **Motion passed unanimously.**

CONSIDERATION OF CAPITAL CONSTRUCTION PRIORITIZATION AND AUTHORIZATIONS

The NWC project results are from the capcon model and will be forwarded to the State Construction Department. The remaining projects are seeking authorizations only.

NWC: Funding Prioritization – New Visual and Performing Arts Center & New Student Center: These requests are for level two planning funds for two different buildings: expansion and remodel of the Performing Arts Center and a remodel of the Student Center. Dr. Hicswa said both buildings are over 50 years old, have infrastructure issues, no longer meet the needs of students and the projects are part of the master plan. The Performing Arts Center was built in 1965 and will not meet specialty accreditation requirements as the building exists now. There is also asbestos to remove. The Student Center was built in 1966 and is starting to have failure of infrastructure. Commissioner Frederik asked for clarification on costs and location to which Dr. Hicswa explained further. **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the two projects at NWC. **Motion passed unanimously.** The projects will be forwarded in the priority order assigned by the capcon model.

LCCC: Authorization – ACC Classroom Additions: Dr. Schaffer gave a brief explanation of the request. This project was presented for authorization to proceed a year ago but updated estimates have put the cost at approximately \$1,300,000 and therefore it now needs legislative approval. Commissioner Frederick asked if it is common to use student fees for building projects. Dr. Schaffer said it is done on occasion and explained the creation of a student fee structure at the Albany County Campus similar to the Cheyenne campus generated a significant fund balance. They determined this would be a logical use of the revenue. **Motion:** Commissioner Frederick moved and Commissioner Newman seconded a motion to approve authorization of the LCCC ACC classroom additions. **Motion passed unanimously.**

NWCCD: Authorizations – Health Science project and STEM building: Dr. Young said the Health Science project to renovate a portion of this 60 year old building on the Sheridan campus was approved last year but the current estimate of costs is over 10 percent higher. Project delays have caused the price to increase so this request is for authorization of the increased cost. The STEM building is a donation to the Gillette campus and the college has received a grant from the Economic Development Authority to equip the building. **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the NWCCD Health Science project. **Motion passed unanimously.**
Motion: Commissioner Brown moved and Commissioner Frederick seconded a motion to approve the NWCCD STEM building. **Motion passed unanimously.**

CWC: Authorization – Equine Center: Dr. Tyndall said this request is to seek authorization to acquire the Equine Center as a donation from the foundation. **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the transfer of the CWC Equine Center. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

2017/18 Supplemental Budget Footnote – Plan for Recruitment and Retention: Dr. Rose explained the requirement to create a recruitment and retention plan in conjunction with UW. We are incorporated in the language of the footnote but we are not the primary entity responsible for creating the plan for the legislature. Community college and UW presidents met the previous week to discuss their plans. UW presented their plan to the colleges and asked the colleges' to do the same, but the colleges are hesitant to do so as this is an area where there is some competition between colleges.


The Lumina Foundation will be doing a presentation to UW, the colleges, WDE and K12 at the UW retreat on July 20. The topic will be how to increase the number of people in Wyoming who have high level certificates or diplomas. Approximately 46% of the population in Wyoming has some form of credential but the goal is 65%.

OTHER BUSINESS

Dr. Rose thanked Dr. Patterson for his contributions to EWC and his time served. He also thanked Dr. Young for his service as President's Council president and said a large reason we have such a good relationship among our college presidents is due to Dr. Young's leadership.

ADJOURNMENT

Motion: Commissioner Brown moved and Commissioner Atwell seconded a motion to adjourn the regular commission meeting at 11:40. **Motion passed unanimously.**


Sandra Meyer
Commission Chair
Date 10/13/17


Jim Rose
Commission Executive Director
Date 13 Oct '17