

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING October 12-13, 2017

The October 12-13, 2017 commission meeting began with an executive session on October 12, 2017. The meeting was called to order by Commission Chair Sandra Meyer at Northern WY Community College - Sheridan College, Sheridan, Wyoming at 3:02 p.m. **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to recess to executive session to discuss personnel issues. **Motion passed unanimously.** No action was taken during the meeting. Commissioner Meyer adjourned the executive session at 4:45 p.m.

The regular Commission meeting reconvened and was called to order by Commission Chair Sandra Meyer at 8:30 a.m. on October 13, 2017.

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 and Administrative Services Manager Claire Smith.

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

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

CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

Motion: Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the minutes of the June 27, 2017 commission meeting and the August 28, 2017 commission teleconference. **Motion passed unanimously.**

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): Walt Wragge, WACCT President, said the trustee education day and legislative reception will be on February 21, 2018 along with a WACCT board meeting. While the GISS Institute held last year was helpful, they have decided not to do an in-person follow-up so those funds can be used in other ways, but they will ask ACCT to provide follow-up information in a different format. The resolution on outreach campuses approved at their last meeting has been set aside but work may continue at a later date. Erin Taylor, WACCT Executive Director, said presentations from the WACCT conference are on their website. They conducted a legislative panel with Speaker Harshman, Senator Landon and Senator Perkins and discussed how the colleges fit into the state's future and into the ENDOW initiative. At an annual meeting between the presidents and WACCT board, they discussed how they are moving forward as a group with one voice, how to be ready for possible actions from the governor's budget, and how they might deal with more cuts. They discussed their role with ENDOW and their partnerships with industry. Among the items on the legislative agenda

are health insurance funding, longitudinal data system, WYIN program funding, and possibly guns on campus. They also discussed development of a long-term communication strategy.

2. Wyoming Department of Education (WDE): Brent Bacon, Chief Academic Officer, said there will be an Innovations in Learning conference in November, a collaboration between K12 and postsecondary organizations. The Canvas learning management system is now in place and they hope to have schools across the state offering on-line courses by next year. Legislative conversations are taking place about adding a computer science requirement for students. Perkins allocations have been revised by Congress but as a minimally funded state, Wyoming will not be affected. Many organizations are pushing for Perkins reauthorization at pre-sequester levels of funding. The reauthorization of Perkins will be called the *Strengthening Career and Technical Education in the 21st Century Act*. The WY-TOPP assessment will be used in grades 9 and 10 for accountability and ACT will be used in grade 11 for college readiness in reading, math, writing and science. WorkKeys is optional for 11th and 12th graders. Conversations are also taking place with the Legislature and WY Military Department on the Cowboy Challenge program and how credits will transfer. Recalibration efforts are underway but no update is yet available.

3. Complete College Wyoming (CCW) –Shawn Powell, VP for Academic Affairs CC, said he and co-chair Kyle Moore, Assistant VP for Enrollment Management UW, have discussed plans for the coming year. There will be a teleconference in the next few weeks and a team will attend the Complete College America (CCA) convention in November. Several colleges have implemented CCA initiatives such as guided pathways, co-requisite remedial education models, and math pathways. There was an articulation meeting with UW and K12 in September regarding math and what it means to be college ready. They hope to have a booth at the Wyoming School Boards Association meeting in Casper and to do a presentation on the CCW initiative.

4. President's Council: Joe Schaffer, President LCCC, said they met with Governor Mead about the biennial budget request and talked about the implications of the implementation of HB80. They realize decreased enrollment may result in a \$4.6M reduction to state aid. They also talked about the colleges' role in helping the state with economic diversification. There was a meeting earlier in the week between the college presidents and Lauri Nichols, President UW, to talk about the establishment of a higher education attainment goal for the state and the draft report on recruitment and retention efforts. Five themes have developed for the recruitment report: creating a college-going culture, removing barriers to college participation, building a pipeline for WY colleges, developing a pathway for reentry into college, and building pathways to completion. Commissioner Meyer said Speaker Harshman has emphasized the colleges will benefit from ENDOW because money will come to the colleges to gear up quickly to accommodate industries interested in moving to Wyoming.

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

6. Wyoming Public Television (WPTV): Terry Dugas, General Manager, said they are looking forward to implementation of Canvas. WY PBS intends to put all of its learning objects and lesson plans in Canvas so any school or college using Canvas will have access to them. They now have an employee in Cheyenne who will cover the Legislature in depth. The education hearings are streaming live this week and will be available in the WY PBS archives. *Painting the Falls of Yellowstone* has been distributed nationwide to public broadcasting stations and three of the top ten stations have already broadcast it. They received a \$10,000 grant from the Montana Humanities Council to support production of the Bozeman Trail, along with a matching pledge from the Wyoming Humanities Council. They now have funding for approximately 80% of the cost. WPTV does not receive fees for the broadcast of its shows.

UPDATES AND REPORTS

1. Financial Report: A highlights memo is included in the packet and there were no further questions.

Motion: Commissioner Atwell moved and Commissioner Freeze seconded a motion to accept the financial report. **Motion passed unanimously.**

2. Budget Update: Director Rose said the approved budget put forth to Governor Mead may need to be updated in regards to the state aid narrative, depending on how the budget division handles the state aid adjustment. This will not require further action by the commissioners.

3. Spring 2017 Enrollment Report and 2016-2017 Annual Enrollment Report: Commissioner Meyer thanked Cayse Cummings, Enrollment and Finance Auditor WCCC, for the new format of these reports and Commissioners agreed they are now easier to understand. Director Rose discussed the collaboration between commission staff and staff at the colleges to take the data now available and report it in useful ways. The DGIRC created a data sharing agreement and an ethics statement on how data will be used and how those involved will conduct themselves. The Executive Council approved both DGIRC recommendations.

Motion: Commissioner Atwell moved and Commissioner Newman seconded a motion to approve the Spring 2017 and 2016-2017 Annual Enrollment Reports. Commissioner Frederick asked for clarification on how tuition is handled for high school students in dual or concurrent enrollment. Director Rose explained WY Statute prohibits the colleges from charging those students tuition even though the colleges incur costs to support them. Costs for concurrent classes taught at high schools are divided between the high school and the college. These courses involve coordination between both entities. Dual enrollment courses are offered online or on campus. Some boards of cooperative educational services (BOCES) reimburse the colleges for dual enrollment classes. Schools receive funding for these students through the average daily membership (ADM) and colleges receive reimbursement through the credit portion of the funding allocation model. We are required to do an annual report on the postsecondary education options program. School districts report the data to us but we are not able to validate the information and it contains many discrepancies. Additional discussion took place with input provided by presidents and trustees. **Motion passed unanimously.**

4. Partnership Report: A link to the report is provided as the report is too voluminous to include in the packet. **Motion**: Commissioner Freeze moved and Commissioner Dooley seconded a motion to accept the Partnership Report. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

1. Lumina Goal - The Lumina Foundation did a presentation for the colleges and the UW Board of Trustees in July on creating a goal for a higher level of attainment, an effort they are pushing through the entire United States. By "attainment" they mean the number of adults who have some form of credential beyond a high school diploma. Attainment is not the same as completion, which has been the focus of CCW and our performance metrics. Attainment focuses on high quality credentials or diplomas leading to licensure and employment or transfer to an associates or baccalaureate degree. The current level of adults in WY with some form of post-secondary credential is around 46%, a number comparable to the United States as a whole. This percentage is considered insufficient for what is likely needed in the future in terms of skills achieved beyond the high school level. Lumina encourages states to set their own goal for attainment but to seek to achieve it in an elevated timeframe. Predictions say 2/3 of jobs in WY will require more than a high school diploma.

A draft resolution has been developed for Wyoming's goal, though it is still being edited. President Schaffer explained the process in developing the draft. There are a number of ways the goal can be established at the state level. We are taking the approach of a joint resolution with UW followed by a

proclamation from the governor. Commissioner Frederick asked for clarification on “working” population vs “adult” population since there are some adults who choose not to work or who are unable to work. Those things should be considered when discussing which population to use. Lumina will provide technical assistance on details such as those. Director Rose suggested we stay in sync with the definitions used across the nation so we are working in concert with the ideas of this initiative. It was recommended to use “working” population. **Motion:** Commissioner Frederick moved and Commissioner Brown seconded a motion to adopt the resolution and to give Commissioner Meyer the authority to enter into any joint resolutions going forward on behalf of the Commission. **Motion passed unanimously.**

2. UW Report on Recruitment and Retention – Director Rose said UW has issued a preliminary report on recruitment and retention, with a final report due to the Legislature in December. The report is still being edited and Director Rose will share the report when it is complete. The concern the colleges initially had about sharing their recruitment efforts is no longer an issue. The focus of the report is how they work with UW towards a better level of student success, as opposed to their individual strategies.

3. Education Commission of the States (ECS) technical assistance grant: state funded need-based aid - WY is the recipient of a grant (five states total) to provide guidance on developing need-based student aid. A team from the colleges and UW will meet with the ECS in November in Washington DC to start the process. ECS will pay the cost. Director Rose would like to make this a component part of the ENDOW initiative.

CONSIDERATION OF COMMISSION RULES

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

1. Emergency Rules (Chapters 1 and 5): **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve a second set of emergency rules for chapters one and five. **Motion passed unanimously.**

2. Comments (Chapters 1 and 3): **Motion:** Commissioner Brown moved and Commissioner Newman seconded a motion to approve wording changes as presented based on comments received. **Motion passed unanimously.**

3. Final Regular Rules (Chapters 1 through 8): **Motion:** Commissioner Dooley moved and Commissioner Freeze seconded a motion to approve final regular rules, as adjusted for comments. **Motion passed unanimously.**

CONSIDERATION OF CAPITAL CONSTRUCTION REQUESTS

1. LCCC Residence Hall – President Schaffer explained the additional costs for this project. No state funds are involved but due to the amount of the increase, it must be approved by Commissioners. He discussed the general bond obligation to be voted on in November, which will fund a portion of the costs for three separate projects. The bond will cover \$8M of the \$28M cost of this project and is being requested because of the rising cost of construction. **Motion:** Commissioner Freeze moved and Commissioner Frederick seconded a motion to approve the increased spending authority in the LCCC Residence Hall. **Motion passed. Commissioner Atwell abstained.**

2. LCCC Recreation and Athletics Complex (RAC) – President Schaffer said the scope of the remodel has changed and the increased funding will be provided by the bond. The cost is approximately \$14M but \$3M will come from student fees and the balance will come from the general obligation bond, if it passes.

Motion: Commissioner Brown moved and Commissioner Newman seconded a motion to approve the increased spending authority for the LCCC Recreation and Athletics Complex. **Motion passed. Commissioner Atwell abstained.**

3. CWC Cosmetology Remodel - President Tyndall said CWC had the opportunity to absorb students from a local private cosmetology school that closed. Cosmetology has been approved as a pilot program. The request is for authorization to renovate a portion of the campus Pro Tech building to house the program. **Motion:** Commissioner Frederick moved and Commissioner Dooley seconded a motion to approve authorization of the CWC remodel request. **Motion passed unanimously.**

Karla Leach, President WWCC, and Sheldon Flom, VP for Administrative Services WWCC, presented a power point on issues WWCC is experiencing with the pipes and plumbing in one of their buildings. A study was done on the heating, cooling, electrical, and fire suppression systems and found corrosion in some of the pipes. Though maintenance has been done, there has been enough damage that pipes need to be replaced. The electrical system also has problems needing to be fixed. They have asked for money to replace the pipes and to consult with experts on how to mitigate the problem. President Leach wants the commissioners to be aware of the issue because of the cost involved and because these problems may start to occur at other colleges due to the age of their buildings.

Director Rose said Senator Landon brought up the topic of insufficient major maintenance at a meeting of the Select Committee on School Facilities. Major maintenance has never been sufficient to sustain buildings at a level where these types of problems will not happen. The Legislature needs to discuss where funding for major maintenance will come from since Wyoming will no longer receive coal lease bonus money. There is a focus on maintaining existing buildings as opposed to building new ones.

PROGRAM APPROVAL/CONSIDERATION

New program requests:

1. CC-Personal Trainer Certificate: Mr. Powell said this is a stackable certificate for athletic training and the physical education degree. Fitness, health and wellness centers in Casper have asked for this certification and it will be recognized nationally. Commissioner Frederick suggested interpersonal training/communication classes be included. **Motion:** Commissioner Brown moved and Commissioner Frederick seconded a motion to approve the CC Personal Trainer Certificate. **Motion passed unanimously.**

2. CC-Coaching Certificate: Mr. Powell said this was developed in conjunction with the WY Department of Education and the Professional Teachers Standards Board to allow individuals to qualify to hold a WY coaching certificate so they can work with public school students. It is a stackable credential for education majors. Commissioner Frederick asked if there are any online classes and Mr. Powell said currently there are not, though some could be done online in the future. This would be beneficial for people already in the education system who need a coaching certification but cannot attend classes in person. **Motion:** Commissioner Frederick moved and Commissioner Newman seconded a motion to approve the CC Coaching Certificate. **Motion passed unanimously.**

Pilot programs approved by the Program review Committee: Director Rose reminded commissioners of how the pilot program process works by allowing a college sufficient time to determine interest for a program. A pilot program can run over four academic semesters.

1. CWC Pilot New Media AAS Degree
2. CWC Pilot Communication AA Degree
3. CWC Pilot Film AA Degree
4. CWC Pilot Film AAS Degree

5. WWCC Pilot Business Management AAS Degree
6. WWCC Pilot Application Software Specialist Certificate
7. WWCC Pilot Emergency Medical Services Certificate
8. NWCCD Pilot IT Support Technician Certificate

CONSIDERATION OF ACTION RESULTING FROM EXECUTIVE SESSION

Commissioner Meyer announced Director Rose's retirement effective June 30, 2018. A search committee will be created consisting of Commissioners Atwell, Brown, Freeze and Meyer as well as a college president, a representative from the WDE, a representative from the Governor's Office, and Ms. Smith as a representative from WCCC staff. A national search company will be used to assist with the process.


Motion: Commissioner Freeze moved and Commissioner Dooley seconded a motion to begin the process to pursue a national search for a new executive director, establish a steering committee and consider various options for conducting the search. **Motion passed unanimously.**

ADJOURNMENT

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


Sandra Meyer
Commission Chair

2/22/18
Date


Jim Rose
Commission Executive Director

23 Feb 18
Date