

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION

Community College Regular Meeting

April 16, 2020

The April 16, 2020 Commission Meeting was called to order by Commission Chair Dr. Jackie Freeze at 8:30 am. The entire meeting was held remotely via Zoom.

A roll call of voting members was taken. A quorum was present. Due Notice had been published. Introductions were made.

Commissioners Present: Greg Blikre, Dennis Boal, Vice Chair Kay Dooley, Dr. Craig Frederick, Chair, Dr. Jackie Freeze, Julia Newman and Ember Oakley

Ex Officio Present: Governor Mark Gordon or Lachelle Brant – Not Present
State Superintendent Jillian Balow or Shelly Hamel – Not Present

Commission Staff Present: Dr. Sandy Caldwell, Executive Director, Dr. Ben Moritz, Deputy Director, Larry Buchholtz, Chief Financial Officer, Paris Edeburn, Chief Technology Officer, and Rob Dennis, Policy Analyst.

I. CALL TO ORDER

Convene Executive Session

To obtain legal advice or to discuss litigation or other legal matters, in accordance with W.S. 16-4-405(a) (ix)

Commissioner Freeze offered to entertain a motion to adjourn the regular session and convene an executive session for the purpose to discuss legal matters or obtain legal advice in accordance with W.S. 16-4-405 (a.IX). Included in attendance at the Executive Session would be Executive Director Sandra Caldwell, Deputy Director Ben Moritz, Chief Financial Officer Larry Buchholtz, and Chief Technology Officer Paris Edeburn as well as McKenzie Williams.

Commissioner Boal moved to adjourn a regular session and convene in executive session, **Commissioner Oakley seconded**. No discussion. **Vote passed unanimously**.

Meeting adjourned to Executive Session at 8:35 AM

II. COMMISSIONER DEVELOPMENT WORKSHOP

Commissioner Freeze opened the Development Workshop with a brief welcome. She noted that the meeting had already been opened and is now reconvening after Executive Session.

Commissioner Freeze also added an item to the agenda which was the public dissemination of a memorandum received from the Attorney General's office related to funding requests. She entertained a motion to release the memorandum to the general public. Commissioner Oakley moved, Commissioner Dooley seconded. Vote passed unanimously. Commissioner Freeze noted this particular item was related to the Budget Development Workshop.

Dr. Caldwell recognized Mr. Larry Buchholtz to new role as Chief Financial Officer. Dr. Caldwell then preceded to review slide presentation highlighting Commissioner roles and responsibilities and it is shared in a public format. She highlighted how the Commission and colleges are laid out in statute. Statutes, primarily Title 21 and Chapter 18, outline the Commission as a separate state agency throughout the statutes. There are seven appointed commissioners confirmed by the Senate. All 7 were in place or were appointed in 2019. Commissioner Blikre's appointment was confirmed in 2019. Commissioners can serve for a maximum of two terms. The Commission does not include any with commissioners with expired terms and all are from throughout the state with three or four from a taxing district. No more than five are from same party. The Governor and Superintendent of Public Instruction are Ex Officio. Meetings occur at least quarterly. Meetings have commenced more frequently than quarterly as per special needs and topics. Commissioners are subject to open meetings law and bound by the disclosures act.

The Mission of community colleges for the state is laid out and guides the commission and colleges in their efforts. The focus is around five primary points: Educated Residents, Diversified Economy, Workforce Development, Effective and Efficient Systems, and Accountability and Improvement. Dr. Caldwell noted that she continues to recognize that the work of everyone (colleges, commissioners, college presidents, etc.) centers around the five primary points.

Dr. Caldwell noted the most important work is the learning that takes place at the seven colleges, 43 locations, and among the almost 30,000 credit students across the state. Dr. Caldwell went on to review Commissioner roles, responsibilities, and functions (general, coordinating, administrative, review, report, implement, and biennial budget, statewide strategic plan) as related to statute 21-18-101. Budget authority is located within agency and agency authority extends to budgets for adult education, public TV, and high school equivalency. The agency is small, with 13 positions and currently 11 employees, a great big footprint.

General Functions are further outlined in statute, Dr. Caldwell highlighted those pertaining to budget authorizations and capital construction.

General Functions:

- Advocacy
- Tuition Rates
- Residency
- Administrative Computing System
- Statewide College System Strategic Plan

Coordinating Functions:

- Data System and IPEDS
- Common Course Numbering

Dr. Caldwell noted our focus will be on the Administrative functions and specifically the funding allocation model. Will focus on Budget preparation and requests: Commission, College, CAPCON and major maintenance as these issues will be faced during the June meeting for the Commission to take action. There will be other areas such as fund disbursement and SARA administration.

Dr. Caldwell quickly reviewed Commission Approval Functions including keeping the strategic plan current and more. She also noted the Review/Report Functions and the implementing functions including advancing legislative proposals, promulgate rules.

Items emphasized throughout statutes: advocacy, statewide priorities, system strategic plan, budget authority, CAPCON prioritization. Budget authority and Capital Construction are outlined and how they must coincide with the Statewide Strategic plan. Statute also outlines that the College's facilities masterplans must be updated every five years.

a. Budget Process--Supplemental Budget Process

Mr. Buchholtz added to what Dr. Caldwell already presented, he noted that handout #2 was a basic timeline and overview. There are certain deadlines that a state agency needs to comply with should they want to submit an exception request. Consequently we review the whole process in April every year. For the June meeting will be bringing forward a preliminary supplemental budget request. Last year's regular budget request was a rather large budget and included the commission's standard budget. Adjustments are made to the budget as it rolls over year to year. The budget system makes automatically adjustments if we overspend and or underspend in one category. The whole budget was presented in a meeting late last summer. The Commission had to adopt a prioritization by standard budget and a request for exception requests. The Commission will be entertaining supplemental budget requests, should there be any, before the new budget starts, which starts July 1, 2020.

One determining factor will be how the Governor releases his instructions. Historically the instructions say the request must be an emergency. If the request cannot be defined as an emergency the request cannot be added to the budget. Mr. Buchholtz does not believe the instructions will be released before the June meeting. It is possible that some things will not make it into the final supplemental budget. Additionally, the Governor has implemented a hiring freeze and directed agencies to review potential budget cuts. The preliminary budget, Mr. Buchholtz added to what Dr. Caldwell already presented, he noted that handout #2 was a basic timeline and overview. There are certain deadlines that a state agency needs to comply with should they want to submit an exception request. Consequently we review the whole process in April every year. For the June meeting will be bringing forward a preliminary supplemental budget request. Last year's regular budget request was a rather large budget and included the commission's standard budget. Adjustments are made to the budget as it rolls over year to year. The budget system makes automatically adjustments if we overspend and or underspend in one category. The whole budget was presented in a

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Commissioner Frederick asked about the impact on enrollment trends during times of high unemployment. Dr. Caldwell noted typically enrollment increases. The colleges have started to see an increase and already started enrollment for both summer and fall. Mr. Buchholtz noted that in 2008 there was an enrollment spike as a result to the economic downturn. The information is available and can be modeled. Dr. Freeze noted a potential need for enrollment review and data given the economic downturn in advance of the budget meeting.

b. Capital Construction Process

Mr. Buchholtz indicated the upcoming presentation was a complete refresher. He further noted capital construction is reviewed using the same process every year, no matter the legislative session. The Commission houses a CAPCON model. Datasets within the CAPCON model are refreshed annually. The model includes data such as building inventory, broken down by room, space, and use code. Data is also refreshed with student headcount and FTE. The model can complete an additional calculation to determine specific and necessary space needs (library, recreational, instruction, support, etc.) The model is currently being refreshed with new data and will be released shortly. The Commission has the ability and authority to change ranking. If there is a compelling reason for model review, Commission staff are available to advise on approval. The Colleges will also have projects in the model needing authorization not requiring matching state funding. All documentation and model information for each project will be included in the June meeting packet.

Mr. Buchholtz noted that before a college can request funding from state and prioritization from the commission, the college must have undertaken a level one study which includes rough estimates of project cost. The study is the first building block needing completion before the project can be presented to the state legislature. Once the Commission takes action on the project list, the agency submits all documentation to the state construction department. The department then subsequently submits everything to the state building commission. The Building Commission is comprised of five elected officials and one member of the House and one from the Senate.

Mr. Buchholtz highlighted a process the College Commission approved at the June 2018 meeting to adjust for inflationary pressures. As per statute, any time project costs increases by 10%, the Commission needs to approve the cost increases. In 2018 voted to adopt a methodology to include an inflationary index to any approved but not completed project. This is a document the agency will continue to complete and will identify a new ceiling of inflationary costs.

Another new process introduced last year was a project prioritized list provided to the Legislature. The list included approved projects still waiting in the que but have yet to be funded. Projects currently not underway or funded will be added to the list.

The Next document details current projects and their priority. This letter includes a request for capital renewal and funding outside of major maintenance or major construction. Created the definition and adoption of capital renewal in Chapter 1 rules. This is the actual document in June 2019 packet which was approved. Dr. Caldwell added that the state building commission asked to change the order. Action in June asked that we not only include priority order in year adopted but what was the actual priority that moved in chronological order. Dr. Caldwell noted that the CAPCON Senate file did not move forward but the prior project order remains. But she anticipates new items on the bill will move forward for adoption in June. Mr. Buchholtz anticipates that the June meeting will occur prior to a Legislative special session.

Dr. Freeze requested if there was any further comment or questions. Since there was no further comment, **Dr. Freeze adjourned the workshop. Dr. Caldwell provided an update that the full public meeting will reconvene at 11 am.**

III. CALL TO ORDER

The April 16, 2020 Commission Meeting was called to order by Commission Chair Dr. Jackie Freeze Kay Dooley at 8:30 am. The entire meeting was held remotely via Zoom.

A roll call of voting members was taken. A quorum was present. Due Notice had been published.

Introductions were made.

Commissioners Present: Greg Blikre, Dennis Boal, Vice Chair Kay Dooley, Dr. Craig Frederick, Chair, Dr. Jackie Freeze, Julia Newman and Ember Oakley

Ex- Officio Present: Governor Mark Gordon and Lachelle Brant State Superintendent Jillian Balow and Shelly Hamel

Commission Staff Present: Dr. Sandy Caldwell, Executive Director, Dr. Ben Moritz, Deputy Director, Larry Buchholtz, Chief Financial Officer, Paris Edeburn, Chief Technology Officer, and Rob Dennis, Policy Analyst.

A. COVID-19 Impacts and Updates (Status Handout)

I. Governor Gordon's Office, Governor Gordon

Governor thanked all for their service, especially at this challenging time. He hoped to provide an overview and then answer some questions. Governor Gordon noted at the end of legislative session COVID-19 started to show up in the state. A few days later Superintendent Balow and Governor Gordon made recommendations to start to close schools and also made a number of orders intended to flatten the curve and protect public safety. The orders were made in a somewhat different way than many of our neighbors but with the same effect. Wyoming has been making progress in flattening the curve. Results are very similar to states with shelter in place orders.

Governor Gordon put in place task forces intended to address immediate concerns on a number of fronts. He asked Secretary of State Edward Gordon to see how to maintain essential state services, deploy state resources, and not endanger employees. The Transportation taskforce was designed around getting supplies into the state and the deployment of testing and supplies around the state. Transportation has just about wrapped up its work and will soon be phased out. He also added an Education Task Force which still has work to do. He also convened, as the Commission is aware an Education task force, which still has work to do. He also has a medical task force. Governor Gordon noted that the state continues to lack and does not have enough testing and personal protection equipment supplies. Every state is in it for themselves. He has also assembled a business task force which has been unemployment, manufacturing and getting other businesses up and running. He has been working with banks to deploy over \$709 million dollars in 5,736 loans to small businesses like a fence contractor to larger companies. The Governor is starting to transition and think about other things to ease restrictions. It has been about managing the economy and revitalize the economy. On 27th of March had 27 rigs running in the state. As of yesterday we had seven and now on the way to zero. Coal has remained a challenge. China provided a large subsidy to the Trona industry. There has been a real compression of economic activity in the state. Most of it has been to the outside going from a record stock price to a precipitous fall. As we look to rebuilding the economy, we need to think about what congress has provided over two trillion or, almost a half a year's budget has been provided through the CARES act. CARES act has some interesting pieces including federal funds provided cannot be used from making up lost state revenues. The state will need to gain a better understanding of how money can be deployed for COVID related activities. Such as for opening schools next fall. How will we have classes, courts conduct jury trials.

Governor Gordon is excited about what the community colleges can provide for our future. COVID provides an opportunity for Wyoming to pivot to more manufacturing. Governor

Gordon acknowledges that more is needed in distance learning. There is a whole bunch of retraining opportunity.

The Governor is asking the legislature reimagine the state's health care system. The system was built to respond to Anthrax, and torpedoed in later Presidential administrations. The state subsequently found that we didn't have adequate supplies and could not be responsive. The Governor encouraged community colleges to be expansive in thinking and look at manufacturing and provide a value add. What is the workforce needed to stand up? He asked, how the community college system, in its entirety does, look to known challenges which will continue within a year to a year in a half.

Current restrictions are working. Governor Gordon noted the need to continue to be thoughtful and potentially gradual in relaxing some restrictions. Future restrictions will be more dynamic. The state is in relatively good shape.

Questions

Ember Oakley noted they have been following the Governors efforts and wanted to share her appreciation. Governor responded by recognizing the tremendous issues faced in Fremont County with the outbreak.

Commissioner Boal asked if the state will be able to entertain supplemental budget requests this year. Governor Gordon responded that they are looking at 2 or 3 levels of effort. We have to first look at what we do related to COVID by December 31st. The state will receive guidance over the next couple weeks on types of future expenditures. There is discussion on a fourth stimulus bill with potentially more revenue replacement provisions. State revenues will be diminished. There are essential pieces of construction needed. We will need to be cautious and judicious about what those projects are. But there will be opportunities for some supplemental requests. Governor Gordon added he sent a memo yesterday directing all to look at ways to reduce spending.

Dr. Freeze thanked Governor Gordon for his leadership during COVID 19 crisis as well as with the community colleges and higher education.

Governor closed with a thank you to the Commission and commitment to Wyoming, community colleges, and our combined future.

II. Education Taskforce, Superintendent Balow

Commissioner Freeze introduced Superintendent Balow as leading the COVID 19 education taskforce.

Superintendent Balow noted the Governor has shown such steadfast leadership. He has made sensible decisions on behalf of the people of Wyoming, for businesses, and for our education system... It is always an honor to work alongside Governor Gordon. He is a phenomenal leader standing up the five taskforces. The Education Task force hit the ground running and have not looked back. This is a testament to the relationships already established in K-12 and higher education. Superintendent Balow, Dr. Caldwell and Dr.

Theobald, had been meeting regularly over the past four years and already knew enough about each other's systems from sitting on each other's boards and system.

Education Task Force members: Lachelle Brant, Governor's Office; Director Corrine Schmidt, Department of Family Services; Dicky Shanor, Wyoming Department of Education; Dr. Caldwell, Community College Commission, and Dr. Theobald, University of Wyoming. Each member is welcome to bring a proxy or thought leader so when they bring things up they can reach out to their constituencies. Membership is roughly double.

The Task Force purpose initially was communication to make sense for everyone, and leveraging websites. The group visits twice a week and taking messages back to constituencies has been tremendously helpful. There is not one person on the taskforce between Pre-K, K-12, higher education, and workforce are all working together and can take information back regarding COVID 19. The entire education community has been working extremely well together.

COVID 19 has changed this school going generation. The group, as a goal, is exploring how to change education as a system that meets kids where they are, how to make them successful, prepares students, and keeps them on a positive trajectory to whatever milestone reach success, prosperity, and skill. Currently the task force is focusing on two student transitions, into kindergarten and into postsecondary. Stakeholders across the state have been leveraged into two working groups around these themes. The groups are exploring what we need to think about in terms of policy, rules, guidance and how do we message it out. Recommendations are being taken from both groups in formal and informal manner. In postsecondary, WDE just released some pretty significant guidance on the Hathaway scholarship. The Task Force has been very pronounced in bringing forth recommendations due to participants like Dr. Caldwell who is able to come to the table, bringing back community college concerns, solutions, and ideas as task force discusses reopening.

The Task Force has three phases where all are completing work. As with any crisis the team is focused on what to do now, what to mitigate and what to bring back. Superintendent Balow recognized that mitigation and recovery are dual efforts. She offered, we need to think about the approach to education in a long term way, childcare through postsecondary and reskilling. Superintendent Balow further noted she is not sure if there will be a back to normal. The crisis has changed the way we approach our life, education, culture, etc. K-12 has leveraged distance and virtual learning like never before. K-12 would be foolish to not incorporate distance learning into the future paradigm. Kids are thriving in current virtual environment, not all but many. Balow questioned how to create a more hybrid system, how can we keep the work of the task force going, and how does the student benefit from an adaptive learning plan? How can we grow our teachers? Balow added, there are lots of questions as we continue to the back to new normal phase.

The team's third focus is sorting through the CARES Act. The Act came on the group like a lightning storm. It made it through congress and signed by President Trump in just a couple of hours. The Taskforce feels a keen obligation that every dollar is spent effectively and to the benefit the entire system. Superintendent Balow noted how education funding can also become economic stabilization funding. The Task Force wants to try to continue to work

together to maximize every dollar to the betterment of everyone not just K-12 or higher education.

Superintendent Balow thanked Dr. Caldwell for her work on the taskforce, her leadership, and work with the Community Colleges.

Commissioner Freeze thanked Superintendent Balow for her educational leadership, passion, and willingness to collaborate over many years. Dr. Freeze on behalf of the Commission noted that we look forward to good things in the future.

Commissioner Newman noted her appreciation for looking at CARES money as supporting K-12 and Higher Ed together. For years she's watched the competition between all parties and has observed the competition being bad. This is a great time for all to take a look at how that money can benefit students from preschool through higher education.

III. Community Colleges, President

Commissioner Freeze noted this was scheduled time for each college to provided updates.

Western Wyoming Community College

Dr. Dale noted WWCC had a challenge in holding spring break sooner than other colleges. They made a decision about campus closure earlier because of student and faculty travel. 185 courses were already online at the time of the closure. They transitioned another 272 courses and launched those March 30th. WWCC will offer 430 courses online by May 14th. Challenges remain related to classes held in lab settings yet they have moved a number of lab classes online. WWCC has received USDOE approval to extend the semester into June, adding B and C block courses in the areas such as industrial maintenance. WWCC is challenged by industry on how to complete certification for employees in the workforce arena. WWCC is partnering with school districts to find solutions for high school students to complete pass fail options. Decisions are forthcoming regarding summer semester. All at the campus have really come together to positively impact student outcomes.

Northwest College

Dr. Hicswa noted NWC is experiencing and implementing many of the same things Dr. Dale detailed. She is proud of NWC's faculty as only a few classes were originally online. Faculty really stood up all of their classes and reached out to students resulting in very little student attrition. Staff have been very creative in their delivery of services. NWC has maintained continuity throughout this transition.

At the last meeting, the Commission approved NWC's BAS program to move forward. The HLC visit has been postponed until the fall semester.

NWC is starting to look towards the summer semester. Since many of NWC's students have worked or will be in Yellowstone over the summer a number of classes are available online. NWC is reviewing decisions regarding summer classes and activities which can be changed to online. The summer transition will not be as heavy of a lift as the spring. Dr. Hicswa thinks students will really benefit if they can leverage online education. NWC will complete

some analysis on how students may ultimately benefit from this new educational environment.

During spring break over the last 6 years, NWC has completed incident command training. Dr. Hicswa is pleased with the team and proud of all they've done.

Northern Wyoming Community College District

Dr. Tribley thanked the Commission for all they have done in extending grace to the colleges for moving classes online and keeping funding consistent. He also added his appreciation for Dr. Caldwell's leadership.

Starting June 8, NWCCD will move all summer courses fully online. They also are offering student services virtually. Most activities have transitioned to a virtual landscape. The entire region is engaged in helping the community respond such as fabricating masks and PPE. Student nurses will graduate on time and all are participating in activation as emergency volunteers. Faculty are also registered for volunteer service. Facilities have been evaluated in Gillette as a potential field hospital. Food service has been modified for students.

Academic Affairs made a heavy lift and covered many details such as adjusting withdrawal dates, etc. Courses that must have a face to face component and for students who are close to graduation and or certificate will be considered for satisfactory/unsatisfactory grade or can change to a letter grade with an extension of the term which will start at the end of the summer term. Concurrent enrolled students are following plans of their K-12 districts. The NWCCD Board took action to help address the situation.

Laramie County Community College

Dr. Schaffer noted that he does not have a whole lot more to share than what others provided. LCCC has had three goals. Focus on students and help them navigate the economic and health challenges and complete their semester successfully. LCCC has made the entire shift virtual. Innovation in virtual student and academic services is inspiring to see how new ways are found to reach students. LCCC is focused on employees and making sure their work is not impacted by the virus. The third goal is maintaining business continuity. Dr. Schaffer noted LCCC is looking to navigate the current situation but thrive into the future, giving students the opportunity to move forward. Dr. Schaffer shared a photo slideshow detailing the progress of students, staff, and faculty. He noted how inspirational faculty and staff are who have stepped up to the plate.

Eastern Wyoming College

Dr. Travers noted EWC also had an early spring break and notified all student to not return until later. Classes resumed March 23rd. Vet tech faculty have been doing all sorts online activities. EWC has concentrated on trying to take care of students. Faculty called all 1500 students (concurrent, dual, full time, part-time, community ed., everyone). Additionally, calls and emails were sent to all employees. Calls and emails are attempted on a weekly basis. Welding (involving 26 students) and cosmetology/barbering programs have been challenged by their need to offer clinical time. Recently EWC assembled a video which was presented to all.

Central Wyoming College

Dr. Tyndall noted CWC has done similar things as others. CWC's big news is HLC's approval of the new BAS program. There has been a significant amount of interest in the program both online and through calls. Nine juniors are already enrolling in the program and plan to take classes this summer.

Central also has an emergency response team. CWC has identified a facility for a field hospital in the event of spill over. CWC marketing staff have done a stellar job. Messaging has been changing multiple times per the three counties and two tribes in CWC's service area. CWC is trying to respect everyone's protocols. Dr. Tyndall has done a couple fireside chats as part of an effort to check in on people and keep the high level of stress and anxiety at bay.

Bringing courses online has been fairly easy. CWC too has had issues with cosmetology. The Economic Development Administration has indicated the potential to fund some major projects through the colleges. The foundations have shifted focus providing additional grant access. CWC has taken a case management approach, in light of the poverty in the region, to working with students by calling every single student. Staff could not connect with about 130 students. CWC found students who suffer most from poverty are those who suffer most in the current health and economic crisis. The crisis has revealed a number of technology gaps around the service area and Fremont County. John Wood has been working with all the technology partners and school districts to identify hotspots. School districts had closed internet access as per the lockdown of services. In disciplines where face to face instruction was required such as welding, safe protocols were explored and an exception request was submitted to the county health officer. Because of virus spikes in Fremont County, CWC retracted the health exception request as virus information changes daily. There is a tremendous amount of effort, such in the area of technology, to set up all so they can work from home.

Casper College

Dr. Devine thanked all for their support and the opportunity to hold the meeting virtually. He summed up for Casper College and all his presidential colleagues, recognizing how amazing everyone's staff has been. Kindness, generosity, professionalism all have really risen to the task of caring for students. Casper's foundation has set up an emergency fund for students. Support has chipped in to provide funding for groceries and rent in some extreme cases. Dr. Devine is really proud of the foundation and staff. He ended quickly by thanking fellow presidents and Sandy. Students are in good hands.

Commissioner Freeze noted that it was important to let everyone have an update on activities and extensive work completed across the colleges on behalf of the students. She thanked the Presidents for their leadership and involvement.

Dr. Caldwell noted an attached one page summary of all that was just detailed. Commissioner Freeze added the summary would be helpful for the commissioners as they talk with others.

B. PUBLIC COMMENT (Comments should be limited to 3 minutes duration for each agenda item. Please state your name, affiliation, locale, and agenda item(s) to address)

Commissioner Freeze introduced the opportunity to make public comment and that folks wishing to make comment limit that comment to 3 minutes.

Dr. Caldwell provided instructions on ways people can make a public comment.

Ms. Reggie Clark noted that she had just seen where Sen. Barrasso, Sen. Enzi, and Rep. Cheney have all been assigned to President Trump's task force on reopening the economy.

C. ORGANIZATIONS/ALLIANCES:

Wyoming Department of Education

Superintendent Balow reported she thoroughly enjoyed the community college reports. Adding, in so many respects she and WDE look at colleges as a beacon to putting students on the right path.

School was called on March 15 with her and the Governor recommending school closures statewide and districts should continue to work with local health officials. Education aligned with businesses and other closures and restrictions. USDOE has offered waivers from ESSA requirements including the 2020 statewide assessments and accountability. Schools transitioned to plan B in an effort to continue to educate students. Superintendent Balow requested districts find a way to provide adaptive learning plans. Now there are 48 approved and implemented plans across the state. USDOE issued another round of waivers, giving states authority on spending current and future federal funds to help with technology infrastructure. The CARES Act provides \$32.6 million to school districts. WDE will give guidance to make sure K-12 funding aligns with higher education.

The WDE team is primarily teleworking but still focused on early learning, school safety, standards, data to the legislature, funding, etc. Given the projected loss of state revenue (\$550,000 million to \$1.8 billion) a funding hit is expected for education. She further noted Governor Gordon's announcement of a hiring freeze and ceasing all new contracts over \$100,000. Work will slow on assessment systems and recalibration. Superintendent Balow recognized Shelley Hamel for all her work as Chief Academic Officer.

Wyoming Association of Community College Trustees

Mr. Ernie Over, WACCT President was happy to report that there was a WACCT board meeting on April 15, 2020 (yesterday), with excellent representation from every community college district and all board members. The organization received a recommendation from the Transforming Lives Committee and will change awards to be more student centered. There was discussion regarding the impacts of COVID 19 on the colleges. The group received an update from Executive Director Erin Taylor on legislative activities and advocacy

plans. The Board discussed plans for a fall meeting. He further noted CWC's BAS program approval.

Presidents' Council

Dr. Stefani Hicswa, Council President noted she did not have much to add. The Presidents are all working well together, sharing information, and ideas. They have been meeting weekly during the crisis and responding to requests from Dr. Caldwell for both the Education Taskforce and needs for the CARES Act.

Educational Attainment Executive Council

Dr. Stefani Hicswa, Council Co-Chair reported that the EAEC has drafted both 5 & 10 year plans. The public comment period has closed and the committee has incorporated comments into the plans. A plan draft is ready to go to the attainment council for final approval. Unfortunately the April meeting was cancelled, she anticipates a May Zoom meeting.

Community College Faculty Alliance

No Report

Wyoming Public Television

Mr. Terry Dugas, General Manager noted that a DVD has been sent to all which includes projects underway. The original WPTV report was prepared prior to the COVID 19 outbreak. As such partnerships with the UW American Heritage Center and partnership with Mr. William LeClaire of the Eastern Shoshone Tribe have both been put on hold. WPTV facilitated the Governor's last four press conference through WPBS providing live streamed broadcasts across the state. WPTV continues to provide service to the state.

D. LEGISLATIVE UPDATES

I. Federal Stimulus CARES Act

Dr. Caldwell noted several tab components attached in the agenda in the meeting packet related to new Wyoming legislation and the CARES Act. There is also an update from Erin Taylor, Executive Director of the Wyoming Community College Trustees. Included is a proposed list of interim topics. Erin Taylor is currently attending Management Council

Dr. Caldwell noted Superintendent Balow's previous comments on the Education Taskforce regarding the CARES Act. Dr. Caldwell continues to escalate information forward to the full Task Force. The Task Force has escalated information to Senator Enzi, who serves on the Senate Health, Education, and Labor Committee. This committee crafted the initial documentation for the CARES Act. Dr. Moritz is one of the Co-chairs of the subcommittees spoken of by Superintendent Balow. He oversees the Student Affairs and Academic Affairs councils.

The CARES Act provides \$37.5 million separate for education stabilization. We think of that as stimulus bill number three. 9.8% or \$4.7million of funding in the bill is awarded to the Governor. A total of \$32.6 million goes to education. Additionally there will be over \$13 million of funding distributed to Wyoming's post-secondary education including private, for

profit, and public institutions. Of that \$6.5 million combined will be distributed to the community colleges. The community college disbursement will be split 50/50. \$3.25 million will be used for student funding, it will not be used for financial aid. The remaining \$3.25 million will be directed to the institutions.

Colleges have made some expenditures on behalf of students. The college's Financial aid workgroup is exploring requirements for funding student grants and will be working with colleagues on the financial aid portion. Institutions started to receive the institutional portion of the student funding on Tuesday and Wednesday. Students will start to receive funding at a later time.

Dr. Caldwell believes the balance of the funding for institutional purposes will be distributed on or before April 24th and no later than the 27th. This funding will go directly to the colleges. The colleges started very early in their COVID related costs and funding needs. Mitigation alone for the colleges would potentially be \$8 to \$9 million. Dr. Caldwell meets weekly with the Presidents and there are multiple impacts and gaps to just mitigate COVID 19. She added that the colleges have \$9 million of costs and only \$3.25 million to cover. Dr. Caldwell highlighted the issues related to CARES in her summary including little institutional relief in a return to Title IV, and flexibility for institutions for things like federal work study.

Some examples of how CARES funding will assist institutions include covering institutional funds for providing prorating housing and dining services. CARES funding can certainly cover the cost of mitigation efforts in light of COVID.

Stimulus package IV is potentially in the works and may include tuition, tuition waivers, and cover the cost of mitigation. The Commission received requests to provide information on student impacts as related to Stimulus package IV.

II. Wyoming New Legislation and Final Budget

a. Budget

Mr. Buchholtz noted the Executive Summary provided a full review of Legislative Session related topics and then provided a brief overview.

The agency budget came through intact, with \$265,000 on the positive side than the Governor's submission. The Legislature funded half of the WYIN faculty shortfall resulting in the additional \$265,000.

Funding did move forward out of the Governor's Office not including an appropriation for the Data Security Expert. Instead the Legislature discussed with Enterprise Technology Services who they felt could provide resources to the Commission to fulfill approximately 70% of an FTE needed within the SLEDS database. With that understanding, the Commission pulled out some data support initially included in the SLEDS grant. Conversations, as late as last week, concluded ETS has capacity to provide only 10% of the support needed. Paris Edeburn will submit a grant variance request to place some of the financial resources into the security service.

Several other things that happened during the budget session, included, global cuts and across the board cuts to all agencies were proposed. Every Commission exception request dealt with critical infrastructure to get STS, CCNS, and SLEDS off the ground. Sen. Kinsky made a motion to exclude the Commission from the global cuts.

In addition to the Commission budget submission, in end the Legislature did recognize the President's \$30 million request, addressing in three different ways. The Legislature made a direct appropriation to the Commission of \$3.5 million directly to the community colleges to be divided equally. They made an additional \$1.5 million appropriation based on fall 2019 student headcount. The Legislature also created a matching fund housed at the State Treasurer's Office. It provides dollar for dollar state match of any equivalent donation to the college starting as early as March 1, 2020. Still waiting on the Treasurer's Office regarding guidance on accounting procedures.

b. Wyoming Works

There were some additional appropriations made including \$1 million for Wyoming Works program funding. The colleges will compete for individual funding. The application deadline for new Wyoming Works programs will be the 2nd Friday after the June 4th commission meeting. The Commission will go through the exact same process used last year to make Wyoming Works program selections. The Wyoming Works program also received \$1.5 million on the student funding side.

During the first semester of the original Wyoming Works program a student eligibility bottleneck was discovered, which was in the original legislation. Senator Kinsky took action to revise the original legislation, eliminating the bottleneck, and opening up more access to the program.

\$27.2 million was appropriated to the colleges for major maintenance. Mr. Buchholtz anticipates, given the Governor's comments, close scrutiny on maintenance projects.

Dr. Caldwell corrected that the Wyoming Works funding was \$1.5 million instead of \$2 million.

c. Other Legislation

Mr. Buchholtz noted other regarding legislation passed during the recent session is included in the legislative summary update. The CAPCON bill became very contentious proceeding through three conference committee hearings. However the bill was subsequently stalled in committee, not presented for a full vote, and postponed indefinitely. A CAPCON infusion of money out to the communities would have been vital for economic growth. All hope the bill will be reconsidered during a special legislative session.

III. WACCT

Dr. Caldwell highlighted some of the topics within Erin Taylor's attached summary.

- She recognized the heavy lift around the \$30 million narrative and in particular Chairman Dooley and Chairman Freeze’s attendance at the JAC hearing.
- The Commission handed details around the CARES Act over to WACCT and Erin Taylor. Dr. Caldwell appreciated their close contact and sharing the colleges’ voice to the congressional delegation. She also noted discussion in mitigating the anticipated funding deficit in light of COVID 19.
- Dr. Caldwell forwarded to the Commissioners a letter by Dr. Hicswa noting that the projects within CAPCON for the colleges were not disputed and agreed on by both sides.
- Dr. Caldwell noted the Sustainable Funding Workgroup which was also an outcome of the legislative session. The Commission affirmed and established the Workgroup. A member list is finalized, public and was provided to the committee. Both WICHE and SHEO are engaged with the workgroup. However, the workgroup was deferred as the colleges’ attention has been on COVID mitigation.

IV. Interim Topics - Management Council

Dr. Caldwell noted community college topics which will be potentially explored by the Legislative Management Council, which is currently underway, including:

- Funding and governance.
- Wyoming Works monitoring.
- Educational Attainment and impact on Workforce Development.
- School Safety.
- Developments of CWC’s BAS program in relation to and the impact on the tribes.
- Continuing work on the Wyoming’s Tomorrow Taskforce.

Dr. Caldwell noted that the anticipated outcome of the Management Council will most likely be a special session to stabilize the economy and review CAPCON legislation.

E. CONSENT AGENDA

I. CONSIDERATION OF MINUTES OF PREVIOUS MEETINGS:

- February 13, 2020

II. ACCEPTANCE OF REPORTS:

- CAPCON Model Annual Review
- Financial Report
- Interest Rates for WYIN, WAPLR AND TSLRP
- Fall 2019 Enrollment Report

Commissioner Blikre moved and Commissioner Oakley seconded. Approval of the consent agenda **passed unanimously.**

F. REGULAR AGENDA

I. NEW ASSOCIATE DEGREE AND CERTIFICATE PROGRAM APPROVAL REQUESTS

Dr. Caldwell noted that the programs before the Commission today were brought forward to and approved by the Academic Affairs Council and then approved by the Executive Council. Dr. Moritz was introduced and noted all three programs were approved by the Program Review Committee, the Academic Affairs Council and the Executive Council. Dr. Moritz then turned discussion over to the two colleges with programs.

CWC Certificates

Dr. Kathy Wells introduced the programs included in the meeting packet for Commission approval, two Certificates related to CWC's barbering program. CWC is considering bringing forward a third certificate. The Certificates are designed to meet all the theory and critical requirements established by the Wyoming Board of Barbering. Students who successfully complete courses will be eligible to complete the state exam. Programs provide a direct pathway to the workforce for individuals without any licensure in cosmetology or barbering. Includes training in all areas except for nail and chemical hair services. That specific certificate is 38 credits in total. The second barbering and stylist certificate includes all areas of cosmetology excluding only nail services. This certificate is 47 credits in length.

NWC Endorsement

Dr. Moritz introduced Dr. Hicswa to detail another NWC program. NWC is proposing a certificate for Computer Science K-12 endorsement. The program has been vetted by the Department of Education and meets the requirements for K-12 teacher endorsement in Computer Sciences. Dr. Hicswa reiterated Superintendent Balow's comment about changes in approaches to K-12 delivery. Coding in every grade has been an initiative of the Superintendent and local legislators. She noted the importance of having this type of background for teachers to teach coding and the impact on our economic future. More detail is included in the packet.

Dr. Caldwell noted typically the individual programs are listed for review in the agenda. A detail missed in agenda assembly. Plus the college curriculum committees have been disrupted by COVID activity and expect to see additional programs in June.

Commissioner Freeze noted she would entertain a motion to approve the two certificates in Barbering from Central Wyoming College. **Commissioner Oakley moved, Commissioner Newman seconded. Motion passed unanimously.**

Commissioner Freeze accepted a motion to approve the Northwest College Computer Science program, Commissioner Frederick moved, Commissioner Blikre seconded. Motion passed unanimously.

II. EDUCATIONAL ATTAINMENT STRATEGIC PLAN AND STATEWIDE COLLEGE SYSTEM STRATEGIC PLAN

Dr. Caldwell noted that Policy Analyst Rob Dennis will be presenting an update on the Statewide College System Strategic Plan. She shared the Statewide College System Strategic Plan is anchored on the Educational Attainment Council Strategic Plan. The Educational Attainment Council Strategic Plan is shared on Tab 10. Dr. Caldwell introduced Dr. Hicswa to share an update on the Educational Attainment Council Strategic Plan.

Dr. Hicswa reminded the group of the draft copy shared during the February Commission meeting, including a summary at the end with accomplishments and plans moving forward. The public comments received noted, that all accomplishments were confusing and it seemed like they were part of the plan. After significant discussion, the Committee ended up compromising on the last section and totally reworked the introductory paragraphs in the Implementation and Accountability section. The added a list of accomplishments and priorities to the first part of the narrative. The priorities are now listed separate for tracking and reporting purposes. She noted revisions are ready for the Council to vote on and approve.

Dr. Hicswa highlighted how different the initial section had become from what was provided a couple months ago. She reiterated this change is due to received public comment. The Council worked with various community and other groups providing data on plan development and review. Dr. Hicswa believes the plan is very well done and has received the specific public comment ensure it is a Wyoming state plan. The plan is ready for approval from the Attainment Council in May.

Dr. Caldwell further noted the Educational Attainment Plan will be incorporated into the Statewide College System Strategic Plan. She introduced Rob Dennis, Commission Policy Analyst to detail how the approach to system strategic plan development.

Mr. Dennis noted he was tasked with developing the Statewide System Strategic Plan. Developing the plan was initially articulated at the June 2019 Commission meeting and based upon Wyoming statute. He further noted, as per statute, the Commission shall modify and update a strategic plan prior to each biennial budget period. He noted past strategic plans in 2010 and 2014. The Commission received an update on accomplishments in the earlier strategic plan in June 2019 and authorized creation of a new plan. Synergy with the Educational Attainment Council plan and other plans or initiatives underway across the state is critical. Mr. Dennis had reviewed all the varied plans and develop a matrix charting commonalities. The primary goal with is to keep the strategic plan simple and glean input from many constituencies. The scope will include 5 to 7 major goals with no more than 6 pages. The anticipated deliverable timeline is to have it complete by the October meeting.

Dr. Caldwell added, given the current circumstances she did not think it appropriate to encourage plan completion by the original June deadline and decided to extend it until October. Commissioner Freeze agreed that Dr. Caldwell had a valid point. Commissioner Freeze noted that at the retreat the Commission will review more in depth.

III. COMMENCEMENT CEREMONIES

Dr. Caldwell that she wanted each college to highlight their commencement ceremonies as they are very different.

Northern Wyoming Community College District

Dr. Tribley said they are aware of the importance and value of commencements. Commencement is most importantly an opportunity to celebrate student achievements. NWCCD will postpone commencement. The decision was made in the middle of many other critical decisions in the midst of a fluid situation. Planning on a postponed face to face ceremony.

Central Wyoming College

Dr. Tyndall sympathized with Dr. Tribley noting CWC will have graduation on the same day. Faculty will line up on along the large circle on campus with students parading past in their cars. CWC will also host a video with prerecorded speeches. CWC is excited to try this different approach.

Western Wyoming Community College

Dr. Dale added At Western, she had spoken earlier regarding extending CTE Labs. After many long deliberations, Western landed on June 27 for a face to face outdoor commencement, nursing pinning, ABE and HISET graduation. Doing so outside will provide opportunity for social distancing. One of the best days in the year. Would like to see how we can bring people together. Will continue planning to early May. If some restrictions have not been lifted, then they will move to a virtual celebration.

Casper College

Dr. Devine at Casper indicated Casper College will do a virtual graduation similar to an actual. A company has been hired to assemble a virtual ceremony with most of it prerecorded but also with standard speeches. Their goal is to make it as normal as possible. Each student will receive a tassel.

Northwest College

Dr. Hicswa noted NWC will prerecord speeches and will live stream the ceremony. NWC will also provide caps, gowns, tassels, and a fun t-shirt. Alumni are providing buff scarves to include a celebration. NWC will invite 2020 graduates to walk across the stage with 2021 graduates.

Eastern Wyoming College

Dr. Travers noted EWC will hold a shortened commencement with nursing pinning. There will be both prerecorded and live aspects. EWC sent out a survey with a lot of people contributing thoughts and ideas. EWC will invite people back to the 2021 commencement to celebrate.

IV. FUTURE MEETING DATES

Commissioner Freeze presented future meeting dates and also noted looking forward to a potential live meeting and Commission retreat at Western on June 4th. Commissioner

Freeze noted potential retreat topics: The Sustainable Funding Workgroup, tuition and enrollment, Commission priorities, and the Statewide Strategic Plan.

Commissioner Frederick asked about holding a 1 or 2 day workshop on June 3 and 4 as a possible option. Dr. Caldwell noted her suspicion that based on all the information the Workshop will take place on the third, with the regular meeting on the fourth.

Commissioner Dooley moved and Commissioner Newman seconded that the Commission meeting schedule be adopted as presented. Motion passed unanimously.

G. EXECUTIVE DIRECTOR'S REPORT

Dr. Caldwell noted all have heard a lot regarding the impact of and recovery from COVID 19. Her report is brief, highlighting a few items.

- CWC now has a fully approved BAS degree program. A wonderful outcome and news given the current climate. LCCC did have their HLC visit. Western and Northwest's visits were postponed.
- Dr. Caldwell emphasized the issue around the Data Security Expert position and the very disappointing news ETS provided with their inability to help after public testimony and assurances. Once the SLEDS grant is reviewed by Paris Edeburn, the Agency will review alternative solutions. The ETS news was very disappointing.

H. OTHER BUSINESS:

College Good News Report

Commissioner Freeze noted how fun it is to review the college good news items attached in tab 14. The review provided a greater appreciation of activities across the state.

Dr. Caldwell noted the Agency has been documenting activities related to COVID-19 from across the state, and is forwarding documentation to the State Archives Office.

State Longitudinal Education Data System - Federal Grant

Paris Edeburn, Chief Technology Officer, provided great news the State had received a \$3.2 million grant to move the SLEDS project forward. The encompassing agencies (WCCC, WDE, WFS, Family Services, and UW) will start meeting with the Feds next Friday. Agencies are already working closely to gather information out of existing data for questions. In the initial meeting with the Feds, the SLEDS group anticipates a change request is needed to apply funding towards the Data Security Expert position. Dr. Caldwell recognized the positive involvement of the Wyoming Department of Education with Shelley Hamell in attendance.

ADJOURNMENT

Commissioner Freeze thanked all for gathering in a virtual manner and subsequently adjourned the meeting.

Jackie Freeze

Dr. Jackie Freeze
Chairman

6-4-2020

Date

Sandy Caldwell

Dr. Sandy Caldwell
Executive Director

6/4/20

Date