

# Wyoming Community College Commission



WYOMING  
COMMUNITY COLLEGES

**Commission Meeting Packet  
June 6-7, 2018**



- Recommend approval, motion required to approve emergency rules
    - **Draft regular rules**
      - Recommend approval, motion required to approve draft regular rules
  - **CWC Jackson Center** **TAB 5**
    - **Consideration of approval from capital construction price increase**
  
- C. **CONSIDERATION OF SUPPLEMENTAL BUDGET REQUEST**
  - **Exception Request for Health Insurance Premiums Reimbursement Pool** **TAB 9**  
(NOTE: This TAB number is out of order)
  
- D. **CAPITAL CONTRUCTION**
  - Prioritized approvals: **TAB 6**
    - **NWCCD: Culinary Arts**
  - Authorizations: **TAB 7**
    - **NWC: Cody Hall**
    - **NWCCD: Conner, Crook, Kearney Student Housing**
  
- E. **EXECUTIVE DIRECTORS' REPORTS**
  
- F. **OTHER BUSINESS** **TAB 8**

Adjourn

# TAB 1



**Report to the Wyoming Community College Commission  
June 2018**

**Respectfully submitted by Terry Dugas, General Manager of WyomingPBS**

**WyomingPBS Administrative**

- 1) FCC has not yet approved the transfer of Channel 14 in Casper to Central Wyoming College. They have, however, approved the call letters KEWY for the new station.
- 2) Still awaiting Congressional approval for Ruby Calvert's seat on the Corporation for Public Broadcasting Board of Directors.

**WyomingPBS Foundation**

- 1) The WyomingPBS Foundation has completed the transition of its accounting and bookkeeping services from in-house to the National Educational Telecommunications Association. NETA provides back end financial services for over 30 Public Broadcasting organizations. This will reduce expenses for the Foundation and also provide significant auditing and accounting controls.
- 2) The Annual Meeting of the Foundation will take place on June 13.

**WyomingPBS Education**

- 1) Three 4<sup>th</sup> grade and two 8<sup>th</sup> grade Lesson Plans have been added to the Wind River Education website and to PBS Learning Media.

**Wyoming Political Coverage**

- 1) June 9 at 7pm, WyomingPBS will live stream a "Forum for Republican Candidates for Governor" sponsored by the Republican Women of Fremont County PAC. The stream will be available at [wyomingpbs.org](http://wyomingpbs.org).
- 2) June 26 at 6:30pm, WyomingPBS will live stream a debate among Republican Candidates for Governor sponsored by Sheridan College and the Sheridan Press. The stream will be available at [wyomingpbs.org](http://wyomingpbs.org), the Sheridan College and Sheridan Press websites.
- 3) July 12 at 7 and 8pm, WyomingPBS will partner with Wyoming Public Media to broadcast and live stream the *Republican Gubernatorial Primary Debate*.
- 4) Additional debates are planned for the Republican US House of Representative and Republican US Senate primaries and the Democratic Candidates for Governor.



- 4) WyomingPBS has signed a MoU with the Legislative Service Office to provide a live stream and archive of the following Legislative Committee Meetings:

Joint Minerals Committee: May 31-June 1, Campbell County Library Wyoming Room, Gillette

Joint Revenue Committee: June 4-5 ITECC Room 116, Riverton

Joint Appropriations Committee: June 11-12 Jonah Business Center, Cheyenne

Select Committee on School Facilities: Sept. 10, TBD, Casper

Select Committee on Capital Financing & Investments: Sept. 19, TBD, Buffalo

Joint Appropriations Committee: Sept. 20-21, TBD, Buffalo

Joint Agriculture Committee: September 27-28, TBD, Powell

Joint Transportation: October 22-23 Oil & Gas Commission Room 129, Casper

Joint Education Committee: November 27-28, TBD, Casper

Capital Building Oversight Group: December 4, Jonah Business Center, Cheyenne

### **WyomingPBS Production**

- 1) *Farm to Fork* wrapped up its season in May with two new episodes, "Bison" and "Seed Savers."
- 2) *Wyoming Chronicle* also ended its season in May with a two part episode on "Gillette's Economy," a profile of "Macro Photographer Mark Mass," and a look at "Wyoming's Independent Booksellers."
- 3) Two new episodes of *Our Wyoming* launched in May. "Back from the Brink: Sauger" was viewed over 34,000 times. "Never Quit: A Wyoming Marine's Story" launched on Memorial Day. To date, the eight *Our Wyoming* features have been viewed over 260,000 times. In June, a feature on Thermopolis will debut. In July, we'll premiere a feature on "Natural Trap Cave." Watch them at [wyomingpbs.org/ourwyoming](http://wyomingpbs.org/ourwyoming), [facebook.com/wyomingpbs](https://www.facebook.com/wyomingpbs), or [youtube.com/wyomingpbs](https://www.youtube.com/wyomingpbs).
- 4) *Glaciers of the Winds*, a study of the shrinking Wind River glacier system will air on Wednesday, July 11 at 9pm. A two minute "tease" is available for viewing at <https://vimeo.com/257573039>.



### **WyomingPBS Engineering**

- 1) 15 WyomingPBS Translators are in the process of either changing frequencies, moving locations, or both. 11 are eligible for cost recovery from T-Mobile. Total estimated cost for these changes are \$250,000. We hope to recover between \$150,000 and \$200,000 from T-Mobile. The balance will be covered by the emergency Engineering reserve.

# TAB 2





**Wyoming Student Success Conference - May 31, 2018**  
**Central Wyoming College – Intertribal Education and Community Center, Room 116**

<b>Time</b>	<b>Topic</b>
9:00 to 9:30 am	<b>Registration</b>
9:30 – 10:00 am	<b>Conference Welcome &amp; Opening Speaker</b> <ul style="list-style-type: none"><li>- CCW Leadership Introduction</li><li>- Conference Themes: Completion, Equity and Workforce</li><li>- Attendees input for conference discussions</li><li>- Provide purpose and objectives</li><li>- Wyoming College Attainment Goal – Statewide adoption of a CCA strategy approach</li></ul>
10:00 – 11:00 am	<b>CCA Overview: Advancing Student Success through Game Changer Strategies</b> <ul style="list-style-type: none"><li>- High-level Overview of Strategies</li><li>- Benefits of Membership → Ways CCA can support Wyoming</li><li>- Data and Evidence</li><li>- Value Proposition - Equity and Access gaps in Wyoming (underserved populations)</li></ul>
11:00 to 11:15 am	<b>Break</b> (Wyoming CCW Leadership Team will meet with Emily Sellers)
11:15 – 12:15 pm	<b>Wyoming Institutional Assessment Results</b> <ul style="list-style-type: none"><li>- High-level Summary of Results (vs. individual) and Discussion</li><li>- Frame the afternoon session</li><li>- Attendee input for discussions</li></ul>
12:15 – 1:15 pm	<b>Lunch</b>
1:15 – 2:15 pm	<b>Campus Strategy Workshop (College and University teams)</b> <ul style="list-style-type: none"><li>- Implementation Strategy Workshop → INDIVIDUAL ACTION PLANS</li><li>- Based on Assessment, each institution will address:<ul style="list-style-type: none"><li>o The Why (Case for Support)</li><li>o Identify Key Elements of Strategy (EXEMPLAR MODELS – SIMILAR TO WY)</li><li>o Identify Key Stakeholders</li><li>o Identify Activity/Implementation Timeline (ACTIVITY &amp; DATES)</li></ul></li></ul>
2:15 to 2:30	<b>Break</b>
2:30 to 3:15	<b>Report Out and Discussion of Adaptation of Statewide Game Changer Strategies Approach</b>
3:15 – 3:30 pm	<b>Closing and Next Steps</b> <ul style="list-style-type: none"><li>- Call to Action and Closing</li></ul>

# TAB 3

## MINUTES

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

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

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

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

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

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

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

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

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

#### CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

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

#### ORGANIZATIONS AND ALLIANCES

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

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

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

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

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

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

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

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

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

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

#### UPDATES AND REPORTS

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

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

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

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

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

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

#### EXECUTIVE DIRECTOR'S REPORT

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

CC – Commissioner Atwell

CWC – Commissioner Frederick

EWC – Commissioner Newman, Commissioner Brown

LCCC – Commissioner Atwell

NWC – Commissioner Dooley

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

WWCC – Commissioner Freeze, Commissioner Meyer

##### 2. Future meeting dates

October WWCC Oct 16, 2018

February LCCC Feb 8, 2019

April CC April 11, 2019

June CWC June 25, 2019

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

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

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

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

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

**ADJOURNMENT**

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

\_\_\_\_\_  
*Sandra Meyer*  
Commission Chair

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Jim Rose*  
Commission Executive Director

\_\_\_\_\_  
*Date*

**MINUTES**  
**WYOMING COMMUNITY COLLEGE COMMISSION MEETING**  
**April 30, 2018**

The April 30, 2018 emergency Commission meeting was called to order by Commission Chair Sandra Meyer at 4:02 p.m. by teleconference.

Commissioners present: Commissioners Larry Atwell, Bruce Brown, Kay Dooley, Jackie Freeze, Sandra Meyer and Julia Newman. Commissioner Frederick was not present

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry and Administrative Services Manager Claire Smith.

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

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

**Motion:** Commissioner Freeze moved and Commissioner Atwell seconded a motion to authorize Director Rose to act on the Commission’s behalf and send an offer letter to the top candidate for the position of Executive Director. **Motion passed unanimously.**

**ADJOURNMENT**

**Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to adjourn the regular commission meeting at 4:07. **Motion passed unanimously.**

\_\_\_\_\_  
*Sandra Meyer* *Date*  
Commission Chair

\_\_\_\_\_  
*Jim Rose* *Date*  
Commission Executive Director



# TAB 4

## **SUMMARY OF RULES ACTIONS:**

### **BOARD OF NURSING**

In order to complete the process of rescinding Board of Nursing rules related to the Wyoming Investment in Nursing (WYIN) program, Commissioners will need to approve final repeal. As a recap, we received a memo from the Office of the Attorney General earlier this year requesting our help in eliminating Board of Nursing rules that should have been repealed in 2005 when authority for the program transferred to our agency. As the governing body for this program, the Commission is the only agency authorized to take action on rules related to it.

This item is included on the consent agenda. By approving the consent agenda, you are **approving final repeal of the Wyoming Investment in Nursing rules currently filed as part of the Wyoming Board of Nursing's administrative rules.**

In an effort to keep the size of the meeting packet to a minimum, we have not included a copy of these rules.

### **WCCC EMERGENCY RULES**

Proposed changes to chapter five, section three reflect the removal of enrollment growth for future funding, the addition of a fourth course level, and the reweighting of existing course levels, all of which are a result of 2016 HEA0029. Changes also include an increase to the portion of variable cost funding that is subject to allocation based on approved metrics. These changes impact chapter one definitions. Further proposed changes to chapter five include adjustments to section eight as a result of 2018 SEA0066. This legislation modified entitlements of the Vietnam Veterans, Overseas Combat Veterans and Surviving Spouses and Dependents program. There is one minor change in section four.

The changes to section three will affect the July 2018 state aid payment to the colleges and therefore necessitate emergency rules.

This item is included on the consent agenda. By approving the consent agenda, you are **approving emergency rules for chapters one and five.**

### **WCCC DRAFT REGULAR RULES**

As part of the rules promulgation process, we will incorporate the changes included in emergency rules into regular rules. Proposed draft regular rules mirror the emergency rules. In an effort to keep the size of the packet to a minimum, chapter one and only sections three, four and eight of chapter five are included in this packet.

This item is included on the consent agenda. By approving the consent agenda, you are **approving draft regular rules for chapters one and five.**



# CHAPTER 1

## DEFINITIONS

### Section 1. Authority.

Wyoming Statutes 21-18-201 through 21-18-226.

### Section 2. Purpose.

This chapter provides definitions utilized in *Commission Rules* which are not provided in statute.

### Section 3. Definitions — Community College Commission.

(a) ~~“AICPA standards” means the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants.”~~ “Academic year” means a period of time that begins with the summer semester and ends with the spring semester in the following year. The year referred to is the calendar year in which the spring semester falls (AY19 means summer and fall semesters 2018 and spring semester 2019).

(b) “Accreditation” means the process by a national or regional organization to grant public recognition of a program or college, indicating that it meets established standards of quality, as determined through initial and periodic self-study and peer evaluation.

(c) “Administrative Computing System” (ACS) means the system that the Commission has purchased for the community colleges and itself, allowing for the following electronic processes to occur at each institution: student services, human resources, financial services, and data reporting.

(d) “Adult Education” (AE) means all instructional and instructional-related activities provided to anyone above the age of compulsory attendance as defined by W.S. 21-4-102, to assist adults in obtaining the knowledge and skills necessary for employment, self-sufficiency, parenting, and improved quality of life. This includes, but is not limited to, basic literacy, English literacy, citizenship and high school equivalency.

(e) “AICPA standards” means the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants.

(ef) “Annual report” means the report required by W.S. 9-2-1014.

(fg) “Associate of Applied Science” (AAS) means a terminal, two-year degree designed for students planning to enter the workforce upon degree completion. This degree enables a completer to transfer to a baccalaureate of applied science degree program and includes occupation-specific technical coursework.

(gh) “Associate of Arts” (AA) means a two-year degree designed for students majoring in the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, arts and liberal arts.

(hj) “Associate of Science” (AS) means a two-year degree designed for students majoring in science, technology, engineering, mathematics, business and other related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in mathematics, natural sciences, engineering, business and/or other related disciplines.

(jk) “Auxiliary enterprises” means those entities that furnish goods or services to students, faculty or staff and charge a fee directly related, although not necessarily equal, to the cost of goods or services. Colleges will strive to operate their auxiliary enterprises in a self-supporting manner.

(km) “Board of Cooperative Educational Services” (BOCES) means an entity as described in W.S. 21-20-101 through 111.

(mn) “Capital Construction” means:

(i) Capital Improvements and Capital Assets

(A) Acquisition of land, or a legal interest in land, in conjunction with the construction of a structure.

(B) Acquisition of existing structures, or legal interests in structures, in conjunction with an approved construction project.

(ii) Pre-Construction

(A) Activities related to designing a structure, including planning; architectural design; authorizing, issuing, carrying or repaying interim or permanent financing; research; land use and environmental impact studies; energy analyses; life-cycle cost studies; acquisition of permits or licenses; printing and publishing legal notices; and other required services.

(B) Activities related to grounds development.

(iii) Construction

(A) Acquisition and assembly of required building materials.

(B) Acquisition and installation of machinery or equipment (mechanical systems), including utilities, cabling, wiring, racks and furnishings or materials that will become an integral part of a structure, and any instructional or scientific equipment.

(C) Purchase of services of contractors, architects, engineers, construction managers, and other consultants to manage and/or supervise the execution of a construction project.

(D) Procurement and placement of authorized Fixtures, Furniture and Equipment.

(E) Procurement and placement of authorized technology, computer, audio-visual and communication equipment and services.

(iv) Post-Construction

(A) Commissioning, grand opening, and issuance of certificate of occupancy.

(~~no~~) “Census date” means the official date for reporting enrollment data and shall be the date immediately following the twelve percent (12%) completion date of the instructional period.

(~~op~~) “CIP code” means the National Center for Education Statistics’ Classification of Instructional Programs.

(~~pq~~) “Class” means a specific college course section which is identified by the time, place, faculty member, and/or modality of the college course offered for student enrollment.

(~~qr~~) “Concurrent enrollment course” means a college course taught by high school faculty who have been approved as community college adjunct faculty and who are teaching said course as part of their duties as a school district employee. As such, these college courses simultaneously satisfy high school graduation requirements. These courses have been approved by the community college as having equivalent course content, learning objectives and work assignments as an existing college course. Course content and learning objectives are equivalent to the related community college course as determined and defined by community college faculty.

(~~rs~~) “Cost of attendance” means an estimate of the student’s educational expenses for the period of enrollment and includes tuition and fees, room and board, books, supplies, transportation, loan fees, and if applicable, dependant care and costs related to disability.

(~~st~~) “Credit completion” means a credit hour, weighted by the applicable level of instruction, and earned with a grade of C or better, or more specifically, a grade of A, B, C, S or P. Credit hours with grades of D, F, U and W, as well as credit hours designated as incomplete are not considered completed credit hours. This definition of credit completion is consistent with the National Community College Benchmark Project’s definition of enrollee success.

(~~tu~~) “Credit certificate” means recognition by the community college district that a student has completed a coherent list of academic or career technical education credit courses, which is less than the requirement for an associate degree.

~~(tw)~~ “Credit courses” means those courses that recognize the attendance and/or performance in an instructional activity (course or program) that can be applied by a student to requirements for a degree, diploma or certificate.

~~(wy)~~ “Credit hour” (consistent with current federal regulations) means an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

(i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(ii) At least an equivalent amount of work as required in (i) above for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

~~(z)~~ “Current annual weighted credit hours” means one-half of the current biennial weighted credit hours.

~~(aa)~~ “Current biennial weighted credit hours” means the sum of the weighted credit hours for the two most recent academic years completed before preparation of the biennium budget request.

~~(bb)~~ “Current period system-wide credit-hour revenue” means the quotient of dividing the variable costs portion of the system-wide annual base funding amount by the current annual system-wide weighted credit hours.

~~(ycc)~~ “Degree” means recognition by the community college district that a student has completed a defined academic or career technical education program of study.

~~(zdd)~~ “Discontinued program” means an instructional program that a community college has officially closed to new students and is unable to offer again until the Commission reapproves it.

~~(aace)~~ “Distance learning” means the student and faculty member are separated by time or space.

~~(bbff)~~ “Dual enrollment credit” means credit given to qualified high school students who complete college level courses for which the community college hires and pays the instructor and in which the school district agrees to allow high school graduation credit.

~~(egg)~~ “Duplicated headcount” means that within a survey or polling exercise of numerous programs and/or courses, a student may be counted more than once. See also “Unduplicated headcount.”

~~(ddhh)~~ “FAFSA” means Free Application for Federal Student Aid.

(~~eejj~~) “Family Educational Rights and Privacy Act” (FERPA), (20 U.S.C. 1232g; 34 CFR Part 99 and any future amendments) means the federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

(~~ffkk~~) “Federal financial assistance” means aid provided to students by the federal government in the form of grants, loans, or work-study programs.

(~~ggmm~~) “Fees” means the amount charged by an individual college to cover costs including, but not limited to, specific courses and/or programs and general services. The fee assessments must be approved by the respective college prior to being published and charged.

(~~hhnn~~) “Financial aid officer” means the employee of the University of Wyoming or of the community colleges designated as such.

(~~jjoo~~) “Financial institution” means any banking corporation or institution engaged primarily in lending or investing funds and authorized to do business in the state.

(~~kkpp~~) “High School Equivalency” means attainment of the knowledge and skills or level of academic proficiency comparable to that which would be attained in a high school program of study and yields significantly the same outcome or capability.

(~~mmqq~~) “Hybrid course” means a course which integrates distance learning and face-to-face modes to provide student access to instruction and learning.

(~~nnrr~~) “Integrated Postsecondary Education Data System” (IPEDS) means the web-based data collection system used for annual institution-level data collections, as required by the U.S. Department of Education.

(~~ooss~~) “Level four class” means the same as the definition of “distance education class” found in W.S. 21-18-102(xvii). Level one, two and three classes are reassigned to level four by recognition of specific instructional modalities identified by schedule types in the administrative computing system.

(~~pptt~~) “Long-term program” means programs that are anticipated to be continually offered. These long-term programs have gone through rigorous multi-level approval processes.

(~~qquu~~) “Management Information System” (MIS) means an organized method of providing information related to past, present, and projected operations. MIS supports the planning and operational functions of an organization by furnishing uniform, timely information to assist in the decision-making process.

(~~ffww~~) “National Association of College and University Business Officers (NACUBO) standards” means the generally accepted accounting standards promulgated by the National Association of College and University Business Officers and adopted by the community colleges.



(~~ssyy~~) “Non-credit course” means all courses that are not defined as a credit course.

(~~ttzz~~) “Official Custodian” of public records for the Commission means the executive director.

(~~uuaaa~~) “One-year certificate” means a credit certificate that requires 24 or more semester credit hours to complete.

(~~vvbbb~~) “Optional Mills” means a board-approved levy of up to one (1) additional mill for the regular support and operation of the college permitted by W.S. 21-18-303(b), a voter-approved levy of up to five (5) mills for specific purpose expenditures permitted by W.S. 21-18-311(f), or a board-approved levy of up to one-half (1/2) mill to maintain programs offered by a participating Board of Cooperative Educational Services (BOCES) permitted by W.S. 21-20-109(a).

(~~yyccc~~) “Persistence” means a student has enrolled for a subsequent term in any institution that leads to graduation.

(~~zzddd~~) “Pilot programs” means programs that have an abbreviated implementation process to meet the immediate educational needs of the community, business sector, or academic mission of the college.

(~~aaacee~~) “Program” means an ordered sequence of instructional coursework that upon completion leads to a community college district conferring an associate degree, conferring a credit certificate, or granting any non-credit title.

(~~bbbfff~~) “Program completion” means a degree, one-year certificate, transfer preparation certificate, short-term certificate, or special need certificate awarded to a student during an academic year. Certificates eligible to be counted as program completions shall be established by the Academic Affairs Council, and subordinate awards made by an institution to the same student in the same academic year shall not be counted as program completions. Degree completions shall have a weighting factor of 2.0. Eligible certificate completions of 24 credit hours or more shall have a weighting factor of 1.75. Eligible certificate completions of less than 24 hours shall have a weighting factor of 1.5.

(~~eeeggg~~) “Retention” means a student has enrolled for a subsequent term at the same institution as the previous term.

(~~dddhhh~~) “Shortterm certificate” means a credit certificate that requires less than 24 semester credit hours to complete.

(~~eeejjj~~) “Special need certificate” means a credit certificate that prepares students needing either a unique skill set or the ability to serve a unique community need.

(~~fffkkk~~) “Total and permanent disability” means the inability to work and earn money because of an injury or illness that is expected to continue indefinitely or result in death.

(gggmmm) “Transfer preparation certificate” means a credit certificate comprised of 24 or more semester credit hours sanctioned to transfer as a block of courses to a specific higher education institution by an articulation agreement with a Wyoming community college.

(hhhhnn) “Tuition” means the rate established by the Commission to be charged by a college for enrollment in credit courses.

(jjjooo) “Tuition cap” means a policy to limit the number of credits for which tuition is assessed within a given semester.

(kkkppp) “Unduplicated headcount” means that within a survey or polling exercise of numerous programs and/or courses, a student shall be counted only once. See “Duplicated headcount.”

(mmmqqq) “Unmet need” means the student’s total cost of attendance minus the effective family contribution (as determined by the FAFSA process) and all aid available to the student including grants, work study programs, scholarships, or any other public or private financial aid provided to the student.

(nnrrrr) “Western Interstate Commission for Higher Education” (WICHE) is a regional, nonprofit organization. Membership includes 15 western states that work to improve access to higher education and ensure student success.

(ooesss) “Western Undergraduate Exchange” (WUE) is a regional tuition-reciprocity agreement that enables students from WICHE states to enroll in participating two- and four-year public institutions at 150 percent of the enrolling institution’s resident tuition rate.

#### **Section 4. Definitions—Wyoming Investment in Nursing Program (WYIN).**

(a) “ADN” means a nurse who has completed an Associate’s (2-year) Degree and is eligible to take the licensure exam for registered nursing.

(b) “Approved higher education institution” means one of the seven Wyoming community colleges, the University of Wyoming, an institution included in the WICHE, or a distance nursing education program at a university that is regionally accredited.

(c) “BSN” means Baccalaureate of Science in Nursing.

(d) “Certified Nurse Aide (CNA)” means a nurse aide, certified by the WY State Board of Nursing.

(e) “Licensure examination” means the test required for the WY State Board of Nursing to grant an individual a license to practice nursing.

(f) “Licensed Practical Nurse (LPN)” means a Practical Nurse who has completed a certificate program and passed the practical nurse licensure exam as required by the WY State Board of Nursing.

(g) “Nursing program” means a series of courses leading to an LPN certificate or an ADN degree provided through a Wyoming community college; or a BSN degree or a Master’s degree provided through the University of Wyoming; or, in the case of a candidate for a doctoral degree, provided through an institution offering the required nursing education courses under contract with the WICHE, or in a distance nursing education program provided through a university that is regionally accredited.

(h) “Practical Nurse” (PN) means a nurse who has completed a certificate program.

(j) “Qualified work” means employment in Wyoming as an LPN or RN who practices nursing or a nurse educator who teaches at a nurse education program at a Wyoming community college or the University of Wyoming.

(k) “Registered Nurse (RN)” means a nurse who has graduated from a nursing program at a regionally accredited university or college, has passed the state examination for licensure, and has been registered and licensed to practice by the WY State Board of Nursing.

(m) “Unencumbered license” means a permit to practice nursing without restrictions imposed by the WY State Board of Nursing.

**Section 5. Definitions - Wyoming Teacher Shortage Loan Repayment Program (TSLRP).**

(a) “Qualified work” means teaching at least fifty percent (50%) of working hours as a teacher in a Wyoming public school in a qualified area as designated in W.S. 21-7-601.

**Section 6. Definitions - Wyoming Adjunct Professor Loan Repayment Program (WAPLR).**

(a) “Adjunct instructor” means a person employed by a Wyoming public school district who is qualified to teach a course that results in the award of college credits by an accredited post-secondary institution.

(b) “Education program” means a course(s) necessary to qualify an individual, after successful completion, to teach a concurrent course(s) that result(s) in the award of college credits by an accredited post-secondary institution.

(c) “Qualified work” means teaching, or being available to teach should the curriculum be skipped for a semester, concurrent courses for which college credit is awarded.

(d) “Resident” means a person whose primary residence lies within the borders of the State of Wyoming pursuant to W.S. 22-1-102(a)(xxx).

## **Section 7. Definitions - High School Equivalency Certificate Program.**

(a) “Accredited” means the process by a national or regional organization to grant public recognition of a program or college, indicating that it meets established standards of quality, as determined through initial and periodic self-study and peer evaluation.

(b) “Assessment” means a commercially available instrument for measurement of academic capability or achievement.

(c) “Certificate” means recognition by the HSEC program that a student has successfully completed an equivalency assessment instrument approved by the HSEC committee and the Commission.

(d) “Committee” means the group of individuals and representatives of stakeholder entities directly affected by changes to the HSEC program, who convene to make selections and decisions concerning authorized instruments and pathways for the HSEC program.

(e) “Equivalency” means the knowledge and skills or level of academic proficiency demonstrated by a student is comparable to that which would be attained in a high school program of study and yields significantly the same outcome or capability.

(f) “Pathway” means any method or combination of measurements used to determine that a student has successfully met the state-approved criteria for completion and award of the HSEC.



## CHAPTER 5

### ADMINISTRATIVE FUNCTIONS

#### Section 3. Creating and Maintaining a Funding Allocation Model.

(a) Wyoming Statute 21-18-205 created a statewide community college system operations funding mechanism based upon a statewide community college system strategic planning process attaching funding to state interests.

(i) The basis for fiscal-year 201~~7~~9 and fiscal-year 201~~8~~20 funding shall be the sum of:

(A) The 201~~5~~7-201~~6~~8 biennial budget appropriation for state aid to community colleges, adjusted by:

(I) Subtraction of the portion of the budget appropriation restricted to reimbursement of community college increased retirement contributions (unless appropriated separately by the legislature); and

(II) Recapture and redistribution of state aid as calculated in July 2015.

(B) Proportional allocation of the 2017-2018 biennial budget appropriation for enrollment growth funding using Chapter 5, Section 3(a)(i)(A) as the basis.

(BC) Any adjustments to base made by the Budget Division of the Department of Administration and Information.

(ED) Community college district revenue, which is defined to include:

(I) Actual 4-mill revenue for fiscal-year 201~~5~~7, and 99 percent of 4-mill revenue calculated against the 201~~5~~7 certified assessment;

(II) Two times the amount of actual motor vehicle registration revenue for fiscal-year 201~~5~~7; and

(III) Two times the amount of actual other revenue for fiscal-year 201~~5~~7.

(ii) For each community college, the sum of the adjusted 201~~5~~7-201~~6~~8 biennial budget appropriation for state aid, the proportionally allocated 2017-2018 biennial budget appropriation for enrollment growth funding, net Budget Division adjustments to base, and the community college district revenue shall be divided by two to establish annual college-specific base funding amounts.

(iii) The annual college-specific base funding amounts shall be separated into fixed cost and variable cost portions that must be recalculated at least once every four years, based upon the following definitions of these costs, and the following procedures for determining the college-specific costs:

(A) Definitions of fixed and variable costs:

(I) Fixed costs include mandatory transfers and those operating costs that do not vary with enrollment. Such costs include the majority of administrative costs as well as operating costs related to facilities (e.g., utilities, maintenance and small repairs). Fixed costs include all or a substantial portion of costs classified as plant operation and maintenance, institutional support, academic support and student services. Also included in fixed costs is a relatively smaller portion of instructional costs representing costs for academic administrators, faculty (i.e., those with tenure or on continuing contracts) and related operating costs.

(II) Variable costs are those operating costs that vary proportionally with enrollment or represent step-variable costs. Step-variable costs increase or decrease based on enrollment fluctuation but not necessarily proportionally. Instead, step-variable costs remain static for a range of enrollments and increase once the range is exceeded (or decrease when enrollment drops below the range). The step-variable costs remain static above the range until the next level of enrollment is reached (or vice versa in the case of enrollment declines). Variable costs include all or a substantial portion of operating costs classified as instruction, service and student financial aid. Additionally, variable costs include all operating costs for extension (remote) operations that lack permanent full-time administrative staff.

(B) Procedures for determining college-specific fixed and variable costs:

(I) The relevant costs for the calculation of college-specific fixed and variable costs are the Fund 10 costs, after excluding capital costs and non-mandatory transfers. The first step is to sort these costs, by location, into standard functional categories as follows: instruction; service; academic support; student services; institutional support; plant operations and maintenance; student financial aid; mandatory transfers; and extension operations. The definitions for these standard functional categories are provided in section 604.26 of the *Financial Accounting and Reporting Manual for Higher Education* published by the NACUBO, and they are the same definitions relied on by the U.S. Department of Education National Center for Education Statistics for use in the IPEDS.

(II) Once the costs are sorted by location, it is necessary to determine which locations will be treated as campus locations and which will be treated as extension (remote) locations. A campus location is one that incurs the full range of operating costs for academic and related purposes. An extension location is one that utilizes a more streamlined operation consisting almost exclusively of classroom instruction. The distinguishing characteristic of extension locations is the absence of permanent full-time administrative staff. The operating costs for extension locations are deemed to be fully variable while the operating costs for campuses vary by functional category.

(III) Campus location costs are sorted by function and summed to generate a total, by function, of each community college's campuses. The following standard percentages are applied to the functional cost category totals to determine the portion of each function that is fixed or variable:

- Instruction – 35 percent fixed and 65 percent variable;
- Service – 0 percent fixed and 100 percent variable;
- Academic support – 80 percent fixed and 20 percent variable;
- Student services – 70 percent fixed and 30 percent variable;
- Institutional support – 90 percent fixed and 10 percent variable;
- Plant operations and maintenance – 95 percent fixed and 5 percent variable;
- Student financial aid – 0 percent fixed and 100 percent variable;
- Mandatory transfers – 100 percent fixed and 0 percent variable; and
- Extension operations – 0 percent fixed and 100 percent variable.

(IV) The fixed amounts for each functional cost category are summed, producing the total fixed costs for the community college. The variable amounts for each functional cost category are summed and added to the total costs for all extension locations. This results in two totals - one for fixed costs and one for variable costs. These costs are summed to produce the total relevant costs for the community college.

(V) The final step is the calculation of the fixed and variable cost percentages. The total for the fixed costs is divided by the total costs for the community college to produce the fixed cost percentage. The total for the variable costs is divided by the total costs for the community college to produce the variable cost percentage.

(iv) For each community college, the basecurrent biennial period total-weighted credit hours shall be the sum of the following:

(A) Academic years 200416 and 200517 Level One credit hours multiplied by a factor of 1.0;

(B) Academic years 200416 and 200517 Level Two credit hours multiplied by a factor of 1.25; ~~and~~

(C) Academic years 200416 and 200517 Level Three credit hours multiplied by a factor of 2.01.5; ~~and~~

(D) Academic years 2016 and 2017 Level Four credit hours multiplied by a factor of 0.8.

(v) For each community college, the basecurrent biennial period total-weighted credit hours shall be divided by two to establish the basecurrent periodannual system-wide average weighted credit hours.



(vi) The variable costs portion of the ~~annual~~ system-wide annual base funding amount shall be divided by the ~~basecurrent periodannual~~ system-wide ~~average~~ weighted credit hours to establish the ~~basecurrent~~ period system-wide credit-hour revenue.

~~(A) The base period system-wide credit hour revenue shall be multiplied by the percentage of the system-wide adjusted 2015-2016 biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and the system-wide community college district local revenue. The product of this shall be the state-funded system-wide credit hour revenue.~~

~~(vii) For each community college, the current biennial weighted credit hours shall be the sum of the following:~~

~~(A) Academic years 2014 and 2015 Level One credit hours multiplied by a factor of 1.0;~~

~~(B) Academic years 2014 and 2015 Level Two credit hours multiplied by a factor of 1.5; and~~

~~(C) Academic years 2014 and 2015 Level Three credit hours multiplied by a factor of 2.0.~~

~~(viii) For each community college, the current biennial weighted credit hours shall be divided by two to establish the current annual college-specific weighted credit hours.~~

~~(ixvii) For each community college, a successfully completed, weighted credit hour volume shall be calculated for each academic-year, beginning with academic-year 2015.~~

(A) Each year upon verification of the most recent successfully completed, weighted credit hour volumes, the college-specific percentages of the system-wide successfully completed, weighted credit hour volume shall be calculated.

~~(xviii)~~ For each community college, a program completion volume shall be calculated for each academic-year, beginning with academic-year 2016.

(A) Each year upon verification of the most recent program completion volumes, the college-specific percentages of the system-wide program completion volume shall be calculated.

~~(ixi)~~ College-specific variable cost state funding shall be calculated as the sum of the following calculations:

(A) Multiplying the ~~current annual, base period~~ college-specific ~~average~~ weighted credit hours by the ~~basecurrent~~ period system-wide credit-hour revenue, and then multiplying this product by the percentage of the community college's adjusted 20157-20168

biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and its community college district revenue (to be distributed four times per year).

~~(I) For fiscal year 2017, 25 percent of this variable cost state funding shall not be subject to recapture/redistribution, and each community college's allocation of this 25 percent shall be calculated as follows:~~

~~\_\_\_\_\_ (1.) Multiplying the community college's proportionate share of system-wide successfully completed, weighted credit hours for academic year 2015 by the variable cost portion of system-wide annual base funding, then multiplying this product by the percentage of the community college's adjusted 2015-2016 biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and its community college district revenue, and then multiplying this product by 25 percent.~~

(II) For fiscal-year 201~~8~~9, ~~34~~0 percent of this variable cost state funding shall not be subject to recapture/redistribution, and each community college's allocation of this ~~34~~0 percent, divided equally into two parts of ~~15~~20 percent each, shall be calculated as follows:

(1.) Multiplying the community college's proportionate share of system-wide successfully completed, weighted credit hours for academic-year 201~~6~~7 by the variable cost portion of system-wide annual base funding, then multiplying this product by the percentage of the community college's adjusted 201~~5~~7-201~~6~~8 biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and its community college district revenue, and then multiplying this product by ~~15~~20 percent.

(2.) Multiplying the community college's proportionate share of system-wide program completions for academic-year 201~~6~~7 by the variable cost portion of system-wide annual base funding, then multiplying this product by the percentage of the community college's adjusted 201~~5~~7-201~~6~~8 biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and its community college district revenue, and then multiplying this product by ~~15~~20 percent.

~~(B) Multiplying the difference between the current annual college-specific weighted credit hours and the base period college-specific average weighted credit hours (which represents enrollment growth to date, and is recognized as variable cost state funding) by the state-funded system-wide credit hour revenue (to be distributed in full in July of even-numbered years).~~

(xii) For both fiscal-year 201~~7~~9 and fiscal-year 201~~8~~20, college-specific fixed cost state funding shall be calculated by multiplying the fixed cost portion of the ~~annual~~ college-specific ~~annual~~ base funding ~~amounts~~ by the percentage of the community college's adjusted 201~~5~~7-201~~6~~8 biennial budget appropriation for state aid to the sum of this adjusted appropriation for state aid and its community college district revenue.

~~(xiii) If the sum of system-wide variable cost state funding and system-wide fixed cost state funding exceeds the system-wide adjusted 2015-2016 biennial budget appropriation for~~

~~state aid, the difference shall be attributed to enrollment growth, and such difference can only be funded by means of an approved exception budget request.~~

(xi~~v~~) Amounts calculated under the funding allocation model which are greater than or less than the system-wide adjusted 201~~79~~-201~~820~~ biennial budget appropriation ~~shall be distributed proportionately based on variable cost state funding for current annual weighted credit hoursbase period enrollment.~~

(xvi~~i~~) For any given fiscal-year, ~~2017 and/or fiscal year 2018,~~ external cost adjustments can be applied to variable cost state funding and/or fixed cost state funding. The external cost adjustment for variable cost state funding shall be based upon the most recent Employment Cost Index for post-secondary institutions available at the time of biennial and/or supplemental budget submission, published by the US Department of Labor – Bureau of Labor Statistics. The external cost adjustment for fixed cost state funding shall be based upon the most recent Consumer Price Index available at the time of biennial and/or supplemental budget submission, also published by the US Department of Labor – Bureau of Labor Statistics. The application of any external cost adjustment will necessarily increase the demand for state funding, and accordingly, any such increase can only be funded by means of an approved exception budget request.

(A) External cost adjustments can also be applied to state funding of Wyoming Public Television. However, given that enrollment is not a factor in Wyoming Public Television's operations, the external cost adjustment shall be based solely upon the most recent Consumer Price Index available at the time of biennial and/or supplemental budget submission.

(xvii~~i~~) For fiscal-year 201~~79~~ and fiscal-year 201~~820~~, annual recapture and redistribution of state aid due to changes in local 4-mill revenue resulting from changes in assessed valuation identified in July or August of each year shall be distributed to the community colleges based on their proportionate share of the sum of the adjusted 201~~57~~-201~~68~~ biennial budget appropriation for state aid and the community college district revenue, as calculated in support of the 201~~79~~-201~~820~~ biennial budget request.

(xiv~~ii~~) A spreadsheet depicting the operation of the funding allocation model for 201~~79~~-201~~820~~ shall be included in the *Fiscal Handbook*.

(b) If it is determined that the funding allocation model established by rule and in accordance with W.S. 21-18-205 is no longer the appropriate method for determining the funding request for the community colleges, and no other funding allocation model has been developed, funding requests for specifically identified needs may be submitted in the biennial budget request until a new funding allocation model has been approved and rules have been promulgated.

(i) Annual recapture and redistribution of state aid due to changes in local 4-mill revenue resulting from changes in assessed valuation identified in July or August of each year shall be distributed to the community colleges based on their proportionate share of credit full-time-equivalent (Credit FTE) enrollment as reported in Table 5 of the Wyoming Community College System Annual Enrollment Report for the two most current years available. This process shall be followed until an approved funding allocation model is in place.

(c) Adjuncts to the funding allocation model include the following:

(i) Revenues received by the Commission's contingency reserve account, to be used only for facility emergency repairs and/or preventive maintenance, shall be distributed to the community colleges as follows:

(A) Each community college's share of the distribution shall be based on its proportionate share of actual gross square footage as outlined by the computation and dates prescribed in Section 10 of this chapter.

(I) Subsequent changes in eligible gross square footage by any community college shall not alter the respective distribution percentages until such changes are recognized through a Commission-initiated calculation of system-wide gross square footage.

(B) Actual distribution of revenue from the contingency reserve account to the community colleges shall be made as the Commission determines, and shall be dependent on receipt of coal lease bonus funds by the Commission.

(ii) The appropriation for health insurance premium benefits, to be used for reimbursement of community college employee premiums, shall be calculated and distributed as follows:

(A) For the 2007-2008 biennium and beyond, the health insurance premium benefit pool shall be based on plan enrollment numbers as of the month of April in odd-numbered years, as well as the projected premium rates for the month of December in the same odd-numbered years.

(B) Distribution of funds to the community colleges shall be for reimbursement of actual expenses incurred. Each community college shall submit a quarterly reimbursement request on an approved Commission form.

(C) The Commission shall evaluate the sufficiency of funding in the health insurance premium benefit pool on a quarterly basis. If funding is projected to be insufficient, the Commission shall work with the Budget Division of the Department of Administration and Information to identify other possible funding options, and if other options are not available, and if supplemental budget requests can still be submitted, the Commission shall consider such a request.

(I) If funding in the health insurance premium benefit pool is insufficient and other funding options, including supplemental budget requests, are not available, each of the community college's reimbursement shall be reduced in an amount proportionate to its share of system-wide eligible employees as of the month of April in odd-numbered years.

(II) If funding in the health insurance premium benefit pool exceeds reimbursement of actual expenses incurred, the unspent balance shall revert to the general fund at the end of the biennium.

(iii) The appropriation for the retirees' health insurance pool, to be used to cover the community colleges' share of pool funding, shall be calculated and distributed as follows:

(A) Based on payroll data provided by the community colleges, the ~~Commission~~Budget Division of the Department of Administration and Information shall calculate the ~~college-specific~~system-wide biennial appropriations for the retirees' health insurance assessment.

(B) Distribution of the appropriations by the Commission to the community colleges shall occur at the same time and in the same relative proportions as state aid distributions.

(C) On a monthly basis, each community college shall calculate the amount of the appropriation used for the preceding month, and submit payment of this amount to the State Auditor's Office.

(iv) Appropriations for increased retirement contribution benefits, to be used for reimbursement of the community colleges' share of increased contributions, beginning September 1, 2010, shall be calculated and distributed as follows:

(A) For the 2013-2014 biennium and beyond, the retirement contribution benefit pool shall be based on the cumulative payroll of pension-eligible community college employees as of the month of April in odd-numbered years, adjusted to recognize local funding.

(B) Distribution of funds to the community colleges shall be for reimbursement of actual expenses incurred, adjusted to recognize local funding. Each community college shall submit a quarterly reimbursement request on an approved Commission form.

(C) The Commission shall evaluate the sufficiency of funding in the retirement contribution benefit pool on a quarterly basis. If funding is projected to be insufficient, the Commission shall work with the Budget Division of the Department of Administration and Information to identify other possible funding options, and if other options are not available, and if supplemental budget requests can still be submitted, the Commission shall consider such a request.

(I) If funding in the retirement contribution benefit pool is insufficient and other funding options, including supplemental budget requests, are not available, each of the community college's reimbursement shall be reduced in an amount proportionate to its share of the cumulative payroll of pension-eligible college employees as of the month of April in odd-numbered years.

(v) The funding allocation model and/or its adjuncts may be reviewed by the Commission as necessary, and proposed revisions may be recommended for rules, in accordance with applicable statutes.

#### **Section 4. Preparing Commission and Community College Budget Requests.**

(a) The Commission shall prepare a consolidated biennial budget request for state assistance, including state funding for Commission programs, the community colleges and Wyoming Public Television in a format determined by the Budget Division of the Department of Administration and Information.

(b) The Commission shall hold at least one public budget hearing for the community colleges, after which the consolidated budget request for state assistance shall be submitted to the governor.

(c) Requests for state appropriations to fund the regular support and operation of the community colleges shall be developed in accordance with Wyoming Statute 21-18-102 and 21-18-203, and utilize a Commission-adopted funding allocation model.

(d) Wyoming Statute 21-18-205 created a statewide community college system operations funding mechanism based upon a statewide community college system strategic planning process attaching state funding to state interests.

(i) The budget request model shall be derived from that principle, and it ~~shall~~may consist of two components: the standard budget request and the exception budget request. The step-by-step procedures for calculation of both types of requests are outlined in Wyoming Statute 21-18-102 and 21-18-203, and also in Section 3 of the Rules - Creating and Maintaining a Funding Allocation Model.

(A) The biennial standard budget request shall be based on amounts appropriated for state aid by Wyoming Statute 21-18-102 and 21-18-203, including any external cost adjustments for fixed and variable costs, or other Budget Division adjustments to base.

(I) The allocation of the standard budget appropriation among the community colleges shall be adjusted to recognize variations in each community college district's revenue from biennium to biennium. The only exception to this is the variable cost funding subject to allocation in accordance with performance metrics.

(B) The biennial exception budget request may include, but shall not be limited to the following:

(I) External cost adjustments for variable cost state funding based on the Employment Cost Index for post-secondary institutions, published by the US Department of Labor-Bureau of Labor Statistics. The adjustments may be made for either one fiscal-year of a biennium or both fiscal-years of a biennium.

(II) External cost adjustments for fixed cost state funding and state funding of Wyoming Public Television. The adjustments shall be based on the Consumer Price Index published by the US Department of Labor-Bureau of Labor Statistics, and may be made for either one fiscal-year of a biennium or both fiscal-years of a biennium.

(III) An incentive pool (i.e., special purpose funding) intended to provide start-up revenue to one or more community colleges for programs which address unanticipated and emerging statewide needs, but which lack sufficient resources initially. Initial funding for such programs shall be subject to Commission approval, and continued funding shall be subject to satisfaction of established performance benchmarks. Funding provided by the pool shall not be considered long-term, regardless of program success. Any undistributed balance of this pool shall revert at the end of the biennium.

(C) Standard and exception budget requests for other programs assigned to the Commission shall be developed in consultation with the community colleges and the Budget Division.

(I) The Commission may also prepare and submit supplemental budget requests.

(II) The Commission may also seek additional funding from state or other sources to support incentive and/or performance funds that address statewide priorities.

(e) The executive director shall report to the Commission and the community colleges on action taken by the governor and the legislature on requests for state appropriations.

(f) The Budget Division is not bound by the provisions of this section.

**Section 8. Administering the Tuition Benefit for Vietnam Veterans, Overseas Combat Veterans and Surviving Spouses and Dependents.**

(a) This section is promulgated under authority of W.S. 19-14-106.

(b) The purpose of the benefit is to provide free tuition and fees, if authorized, for Vietnam veterans, overseas combat veterans and surviving spouses and dependants.

(c) Application Process. Vietnam veterans, overseas combat veterans and surviving spouses and dependants shall apply for the educational benefit under this section with an eligible institution and will provide the appropriate documentation to establish eligibility.

(i) The application form and deadlines shall be determined by each participating educational institution

(d) Selection Process. The Commission shall designate the financial aid officers at the University of Wyoming and the Wyoming community colleges to administer this program subject to the following:

(i) The financial aid officer shall require each applicant to apply to the participating educational institution, review each application, and determine whether the applicant is eligible under W.S. 19-14-106.



(ii) The financial aid officer shall authorize free tuition and fees, if authorized, , matriculation, and other fees from appropriated funds in an amount sufficient to avoid over commitment.

(e) Reimbursement. The funds appropriated by the legislature will be reimbursed by the Commission to the University of Wyoming and Wyoming's community colleges upon submission of a Certificate of Eligibility.

(i) Certificates of Eligibility will be processed for payment on a semester basis by the Commission; and

(ii) The financial aid director of the University of Wyoming or community college will certify as correct, with an original signature, all Certificates of Eligibility and mail them to the Commission using the United States Postal Service.

(f) Tracking of total semesters. Tuition benefit usage shall be updated and verified each semester (fall, summer, spring) by Commission staff based on the information submitted on the Certificate of Eligibility by the financial aid director at the University of Wyoming or the community colleges. A report shall be run by Commission staff to determine that the benefit is used within eight (8) academic years after the first receipt of the benefit. If the eight (8) academic year time limit has been reached, the financial aid office shall be notified by the Commission that the student is no longer eligible. The financial aid office shall be responsible for notifying the student of such.

(g) Initial use of benefits. Initial eligibility shall be determined by the financial aid office at the University of Wyoming or the community college in which the veteran is applying for the benefit. The financial aid office shall be responsible for determining that a dependant is under the age of twenty-two (22) when initially applying to use the benefit.

(h) Transfer between public state education institutions. Commission staff shall track how many semesters have been used by each student and an updated listing of number of semesters used shall be sent to the financial aid offices each semester so the financial aid office can determine if a student has received the benefit at another public education institution. The Commission shall verify that each student has not exceeded his or her total benefit of eight (8) academic years before payment is made to the University of Wyoming or the community colleges for that semester.

(j) Continuation of eligibility. The University of Wyoming or community college financial aid office where the student is attending and receiving the benefit shall be responsible for tracking the GPA of the student once he or she has started using the benefit. The respective office shall run a report determining if those students receiving the benefit have met the requirements for continued eligibility. If a student loses eligibility because they fell below a 2.0 GPA or failed to meet other institutional standards of progress, he or she can earn the benefit back by completing course work at their own cost until such time as the GPA has risen back to the minimum requirement of 2.0 and also meets other institutional standards of progress.



# **TAB 5**



May 4, 2018

Dr. Jim Rose  
Executive Director  
Wyoming Community College Commission  
2300 Capitol Avenue, 5<sup>th</sup> Floor, Suite B  
Cheyenne, WY 82002

Dear Dr. Rose:

In 2016, the Wyoming Community College Commission (WCCC) approved a capital construction request from the Fremont County Community College District (CWC) for the acquisition of land and construction of a Jackson Outreach Center in Jackson, WY. The 2015 Legislature funded our Level II design, but did not fund the capital construction request. Also, in May 2017, Teton County approved a Special Purpose Excise Tax (SPET) in the amount of \$3.82 million to acquire two lots on Veronica Lane and provide design services.

The original construction budget was estimated at \$11,780,000. The updated construction budget is \$15,154,661, an increase of 29%. The reason for this magnitude of an increase is threefold: our original cost per square foot estimates have been refined due to the escalation of construction and other project costs since this building was approved; we have worked with Dennis Egge from the Construction Management Division and used their financial model to better estimate construction and related costs; and we added a 5% per year cost escalation. We will further refine our cost estimate during Level III design and would not expect the cost to increase any further.

The new construction will be approximately 18,868 gross square feet and will be paid for with private funding.

Under Wyoming Statute 21-18-202(d)(v)(C), if the increase in square footage and the increase in construction costs have increased the total cost of an approved project beyond a 10% cost threshold, it requires additional approval by the WCCC. On behalf of CWC, I respectfully ask the Commission's consideration of approving the request for increased cost authorization for Jackson Outreach Center.

We appreciate your consideration for this needed project.

Sincerely,

Brad Tyndall, Ph.D.  
President

# TAB 9

# Wyoming Community College Commission

2300 Capitol Ave., 5<sup>th</sup> Floor, Suite B, Cheyenne WY 82002

## Commissioners

Mr. Larry Atwell, Cheyenne  
Mr. Bruce Brown, Devils Tower  
Ms. Katherine Dooley, Powell  
Dr. Craig Frederick, Guernsey  
Dr. Jackie Freeze, Rock Springs  
Ms. Sandra Meyer, Evanston  
Ms. Julia Newman, Torrington



*Ex-officio*  
Governor Matt Mead  
State Superintendent Jillian Balow  
Executive Director  
Dr. James O. Rose

Phone: 307-777-7763  
Fax: 307-777-6567  
[www.communitycolleges.wy.edu](http://www.communitycolleges.wy.edu)

## MEMORANDUM

To: Commissioners

From: Matt Petry, Deputy Director and CFO

Date: May 16, 2018

Subject: Supplemental Budget Exception Request

Given Governor Mead's instructions to "limit exception requests to the extent possible," the only exception request Commission staff intends to include in the 2019-2020 Supplemental Budget is for the Health Insurance Premiums Reimbursement Pool. Given this singular request, there's obviously no need to prioritize requests, but I would ask for the Commission's formal approval to include it in our Supplemental Budget; the amount of the request would be \$7,465,040. Following are relatively high-level explanations of what caused this projected shortfall, as well as our justification for requesting the additional funding necessary to cover it.

During the 2016 session, the Legislature called for \$4.6 million (or 1.81 percent) in budget cuts, and shortly thereafter, the Governor called for \$21.3 million (or 8.34 percent) in budget cuts. After meeting with the Budget Division, our understanding was that the Governor's cuts eliminated the Legislature's much smaller cuts. Nearly two months later, we were notified that both sets of cuts had to be taken. This notification, however, came well after the colleges had already completed preparation of their fiscal-year 2017 budgets. Given this, we limited the cut to State Aid to 7.92 percent, and correspondingly increased the cut to the Health Insurance Premiums Reimbursement Pool, an appropriation that by A&I's own admission was overfunded largely due to a rate holiday and 18 months without a premium increase. This approach was entirely consistent with instructions from the Governor's Office to apply the cuts in areas with the least negative impact (to include elimination of low-priority programs), and to avoid simply making across-the-board cuts. A few months later, we were notified that this projected overfunding of the Health Insurance Premiums Reimbursement Pool would be pulled from our budget, and that it should not have been used to satisfy a portion of the Governor's cuts.

Transitioning from the 2017-2018 Biennial Budget to the 2019-2020 Budget, both the Legislature's cuts and the Governor's cuts must be "sustainable." In other words, State Aid as a whole – which includes the Health Insurance Premiums Reimbursement Pool – must be flat from biennium to biennium. This, however, fails to recognize the significant premium increases projected for the 2019-2020 biennium. In effect, the reimbursement pool would run out of funding nearly four months before the end of the

biennium. More realistically, the colleges would have to subsidize this shortfall with their unrestricted operating funds. I remain skeptical that the same level of sacrifice is expected of other generally-funded state agencies or of UW. Despite this skepticism, our justification for the exception request hinges at least in part on the fact that the Governor's cuts called for roughly \$20 million from the Commission. This translated into the aforementioned 7.92 percent. Yet, when the Health Insurance Premiums Reimbursement Pool appropriation was effectively removed from the equation, the \$20 million in cuts then represented 9.92 percent of our 2017-2018 General Fund appropriations. Given the "sustainable" nature of all the cuts, this reduced funding level continues into the 2019-2020 biennium, and when the projected premium increases are factored in, this percentage decrease in state funding continues to worsen. These reductions, of course, are only exacerbated by depressed property assessments leading to reduced local funding in the form of 4-mill property tax revenue, as well as the complete loss of contingency reserve funding due to little or no coal lease bonus revenue.

Perhaps more importantly, we continue to argue that underfunding of health insurance appropriations is contrary to existing state statute. Specifically, W.S. 9-3-210(b) states that "(a)mounts appropriated by the legislature from the general fund for University of Wyoming and community college employer contributions under this section shall include amounts necessary to fully fund the employer's contribution for those eligible and enrolled employees whose compensation is partially or fully funded from nonfederal sources . . ."

Thanks for your consideration.

# TAB 6



## Capital Projects

Projects to be Approved:

College / Campus	Project No. and Description
Northern Wyoming Community College District	
Sheridan College Main Campus	2018: 06 #03 Culinary

# Capital Project Rankings



College	Campus	Project No. and Description	TOTAL INDEX	SCORE	PROJECT RANK
NWCCD	Sheridan College Main Campus	2018: 06 #03 Culinary	113	75	1

The Capital Measures multiplier is 0.666666666666667





Capital Project Submittal: CULINARY

Complete remodel of existing facility and new construction of classroom and learning space for culinary classes. Current building size and design is inadequate. There is a lack of appropriate instructional space.

Project Scoring

Measure	Value	Weight	Score	Index
---------	-------	--------	-------	-------

Existing Space Utilization

1. Existing ASF per Student FTE	364	2	3	6
2. Classroom Utilization	14.10	1	2	2
3. Laboratory Utilization	9.80	1	3	3
4. Projected Space Needs	47,185	2	5	10
5. Projected Instructional Space Needs	14,139	4	5	20
<i>Subtotal</i>				<b>41</b>

Regional Factors

6. Change in Student FTE over Last Year	-3.19%	2	0	0
7. Change in Student FTE over Last 5 Years	2.53%	4	5	20
8. Projected Population Change in Service Area	-0.57%	1	0	0
<i>Subtotal</i>				<b>20</b>

Project Planning

9. Supports WCCC Strategic Plan	18	3	5	15
10. Services High Growth/Demand Industries	4	1	4	4
11. Supports College Master Plan	5	3	5	15
12. Life Safety Issues	3	3	3	9
13. Condition of Existing Space	.24	3	3	9
<i>Subtotal</i>				<b>52</b>

TOTAL 113

*Multiplier to get to 100 and Final Score 0.66667*

SCORE = 75



# Capital Project Rankings

Capital Measures				Existing Space Utilization														
				#1 - Existing ASF per Student FTE			#2 - Classroom Utilization			#3 - Laboratory Utilization			#4 - Projected Space Needs			#5 - Projected Instructional Space Needs		
				<i>Weight = 2</i>			<i>Weight = 1</i>			<i>Weight = 1</i>			<i>Weight = 2</i>			<i>Weight = 4</i>		
College	Campus	Project No. and Description		Value	Score	Index	Value	Score	Index	Value	Score	Index	Value	Score	Index	Value	Score	Index
NWCCD	Sheridan College Main Campus	2018: 06 #03	Culinary	364	3	6	14.10	2	2	9.80	3	3	47,185	5	10	14,139	5	20



# Capital Project Rankings

Capital Measures				Regional Factors								
				#6 - Change in Student FTE over Last Year			#7 - Change in Student FTE over Last 5 Years			#8 - Projected Population Change in Service Area		
				<i>Weight = 2</i>			<i>Weight = 4</i>			<i>Weight = 1</i>		
College	Campus	Project No. and Description		Value	Score	Index	Value	Score	Index	Value	Score	Index
NWCCD	Sheridan College Main Campus	2018: 06 #03	Culinary	-3.19%	0	0	2.53%	5	20	-0.57%	0	0

# Capital Project Rankings

Capital Measures		Project Planning														
		#9 - Supports WCCC Strategic Plan			#10 - Services High Growth/Demand Industries			#11 - Supports College Master Plan			#12 - Life Safety Issues			#13 - Condition of Existing Space		
		<i>Weight = 3</i>			<i>Weight = 1</i>			<i>Weight = 3</i>			<i>Weight = 3</i>			<i>Weight = 3</i>		
Project No. and Description		Value	Score	Index	Value	Score	Index	Value	Score	Index	Value	Score	Index	Value	Score	Index
2018: 06 #03	Culinary	18	5	15	4	4	4	5	5	15	3	3	9	0.24	3	9



May 4, 2018

Dr. Jim Rose  
Executive Director  
Wyoming Community College Commission  
2300 Capitol Avenue, 5th Floor, Suite B  
Cheyenne, WY 82002

**Sheridan College**

1 Whitney Way  
Sheridan, WY 82801  
(307) 675-0505

**Gillette College**

300 West Sinclair  
Gillette, WY 82718  
(307) 681-6000

**NWCCD**

**Trustees:**

Norleen Healy,  
Chair

Walter Wragge,  
Vice Chair

Bob Leibrich,  
Treasurer

Jerry Ikel,  
Secretary

Bruce Hoffman

Gary Koltiska

Debra Wendtland

**NWCCD**

**Core Values:**

Respect

Integrity

Excellence

Learning

Dear Dr. Rose:

Attached is a capital construction request from the Northern Wyoming Community College District for the renovation and expansion of the Culinary Arts and Hospitality Management building in Sheridan. This project is the next priority in the Sheridan College Master Plan. This is a request for 50% state funding and 50% private funding.

Culinary and hospitality workers are in high demand in the region, and the expansion of the building will allow these full programs to expand. Tourism is a big business in Wyoming, and these graduates directly support tourism, and support the growing and diversified economy that is a goal of ENDOW.

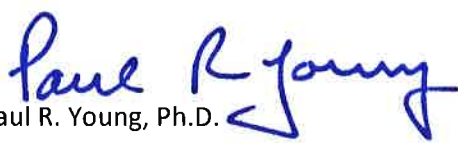
The existing facilities are not sufficient to allow for certification by the American Culinary Federation (ACF). Such certification requires students have access to cooking stations and sinks in their education, which this building does not have. Obtaining such institutional certification is the next step in the evolution of the culinary program. Graduating culinary students would not only be able to obtain their AAS degree, but would also qualify for this ACF certification. This project will allow students better practice areas; critical in enhancing their hands-on experience, and for competing in culinary competitions such as SkillsUSA.

There is a lack of instructional areas for students in the building. Student instruction is accomplished in two places: First, instruction takes place in the restaurant seating area where there is no technology available and students must crowd around tables designed for restaurant patrons. The second teaching area is in the back of the building and is designed as a receiving area for incoming food preparation items, not for culinary instruction. The students learn about food preparation but, again, do not have sinks and stoves to learn at workstations, as required for certification. Cooking is accomplished on butane stoves that do not simulate a restaurant's quality cooking surface.

The food preparation area used by students in the culinary arts is a kitchen designed for a catering business that had formerly occupied the building. While food for the restaurant can be prepared there, and is done successfully, it does not prepare students to work in an actual restaurant as they are being trained to do.

We appreciate your consideration of this project. Thank you and please let me know if you have any questions.

Sincerely,

  
Paul R. Young, Ph.D.  
President



Capital Project Submittal: CULINARY

Est Bid Date	Est Occupancy Date	GSF - New	GSF - Remodel	NASF - New	NASF - Remodel	NASF - Replace
02/2020	09/2021	6,853.00	3,256.00	6,151.00	2,961.00	0.00

Brief Description (250 characters or less):

Complete remodel of existing facility and new construction of classroom and learning space for culinary classes. Current building size and design is inadequate. There is a lack of appropriate instructional space.

A. Is this project only for new construction of a standalone building?

Yes  No

B. If the answer to A above is yes, then, is this project requested as a result of (Select one):

Quality or Condition of Existing Space

New programs or Space deficits created by student growth

Enter the percentage allocation of project funding anticipated for this project:

College/District Percent:

State Requested Funding Percent:

Explain Funding: Private funding for 50% and 50% requested from the state.

Questions that address Capital Measures

#9 Does this project being submitted support the current approved WCCC Statewide Strategic Plan?

Yes  No

If Yes, rank from 1 to 3 the following in accordance with the criteria found in Appendix A: Evaluation Tool for Capital Construction.

Educated Citizenry	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	Efficient and Effective Systems	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Diversified Economy	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	Community Support	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Workforce Development	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3	Sustainability	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3

If Yes, provide a brief description of how the project supports the current approved WCCC Statewide Strategic P This project will increase the capacity of NWCCD to provide culinary degrees and education to students. The number of students and the number of degrees provided will be increased from the current level allowing the program to double its capacity.



## Capital Project Submittal: CULINARY

#10 Does this project support high growth or high demand industry/fields?

Very Supported

Provide a brief description of the program(s) to be accommodated:

Culinary degrees are in great demand. This project directly affects the ability for Wyoming to provide skilled labor to the workforce. It will also provide capacity to allow students that are interested to take culinary courses. Additionally, the expansion and remodel will allow for certification (accreditation) by the American Culinary Federation (ACF). With this certification, culinary graduates will not only obtain their AAS degree but will also be able to certify with the ACF system of certifications.

#11 Does this project support the institution's Master Plan? Specifically and clearly articulated by program

Provide a brief description of the extent to which the project supports your Campuswide Master Plan:

The culinary facility upgrade has been in the master plan for years slowly working it's way up to the number one priority of the Sheridan College campus.

The following are available only if the response to Question A is "No" or the response to Question B is "Quality or Condition of Existing Space".

#12 Does this project address issues related to Life Safety? (Select one)

Serious

Provide a brief description of the life safety issues (255 characters or less):

This addresses fire code and ADA issues within the current facility. It will also update the Sheridan City code compliance for parking requirements.

#13 What is the facilities condition index (FCI) of the existing facility?

FCI # 0.24

Provide a brief description of the existing conditions (255 characters or less):

Existing facility needs updated mechanical, electrical, fire suppression and building envelope upgrades. The instructional space is inadequate. For example, the restaurant seating area must be used as a classroom.

## Supporting Documentation

Additional documentation will be sent via email or mail.

Describe the additional documentation below.

*Letter from Dr. Young to follow via email.*



Capital Project Submittal: CULINARY

CONSTRUCTION BUDGET

PROJECT FEES:	
Planning	\$0
Design	\$0
Admin	\$0
Survey	\$0
Testing	\$0
Subtotal:	\$0

CONSTRUCTION - NEW:

Base Cost	\$1,292,250
Fixed Equip	\$1,100,000
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$2,392,250

Cost per GSF - New:

CONSTRUCTION - REMODEL:

Demolition	\$0
Base Cost	\$814,000
Fixed Equipment	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$814,000

Cost per GSF - Remodel:

OTHER COSTS:

Land	\$0
Movable Equipment	\$0
Contingency	\$0
Bond/Tax	\$0
Other	\$0
Sinking Fund	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$1,603,125
Local	\$0
Private	\$1,603,125
Other	\$0
Total Revenue:	\$3,206,250

Total Project Cost: \$3,206,250  
 Comments:  
*none*

OPERATING BUDGET

MAINTENANCE:	
FTE Staff	0
Salaries	\$0
Benefits	\$0
Supplies	\$0
Maint Contract	\$0
Other	\$0
Subtotal:	\$0

OPERATION:

Electricity	\$29,400
Heating Fuel	\$0
Water	\$0
Sewer	\$0
Sanitation	\$0
Telephone	\$0
Insurance	\$0
Subtotal:	\$29,400

REPAIR:

Building	\$0
Equipment	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$29,400
Private	\$0
Other	\$0
Total Revenue:	\$29,400

Total Project Cost: \$29,400  
 Comments:  
*Additional utilities.*

PROGRAM BUDGET

STAFF:	
Position 1 FTE:	0
Position 2 FTE:	0
Position 3 FTE:	0
Position 4 FTE:	0
Position 5 FTE:	0
Position 6 FTE:	0
Total FTE Staff:	0

BUDGET:

Salaries	\$0
Benefits	\$0
Supplies	\$0
Other	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional staff required.*





## Capital Project Submittal: CULINARY

## Space Use Changes for Campus:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	35,837	7.57%	2,279	658	37,458	7.81%
Laboratory	76,733	16.20%	3,890	646	79,977	16.67%
Office	43,653	9.22%	515	208	43,960	9.16%
Study	14,590	3.08%	0	0	14,590	3.04%
Special Use	102,203	21.58%	1,449	1,449	102,203	21.31%
General Use	38,920	8.22%	0	0	38,920	8.11%
Support	25,064	5.29%	979	0	26,043	5.43%
Health	3,598	0.76%	0	0	3,598	0.75%
Residential	104,984	22.17%	0	0	104,984	21.89%
Inactive/Conversion	27,942	5.90%	0	0	27,942	5.83%
TOTAL	473,524	100.00%	9,112	2,961	479,675	100.00%

## Space Use Changes for College:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	58,407	7.78%	2,279	658	60,028	7.93%
Laboratory	124,383	16.56%	3,890	646	127,627	16.85%
Office	72,156	9.61%	515	208	72,463	9.57%
Study	22,190	2.95%	0	0	22,190	2.93%
Special Use	182,392	24.28%	1,449	1,449	182,392	24.08%
General Use	68,372	9.10%	0	0	68,372	9.03%
Support	37,533	5.00%	979	0	38,512	5.09%
Health	3,598	0.48%	0	0	3,598	0.48%
Residential	154,199	20.53%	0	0	154,199	20.36%
Inactive/Conversion	27,942	3.72%	0	0	27,942	3.69%
TOTAL	751,172	100.00%	9,112	2,961	757,323	100.00%

# TAB 7



## Capital Projects

### Projects for Authorization:

College / Campus	Project No. and Description	
Northwest College		
NWC - Main Campus Powell	2018: 05 #01	Cody Hall Water Damage Rehabilitation
Northern Wyoming Community College District		
Sheridan College Main Campus	2018: 06 #01	Conner Student Housing
Sheridan College Main Campus	2018: 06 #02	Crook Student Housing
Sheridan College Main Campus	2018: 06 #04	Kearney Student Housing



April 28, 2018

Dr. James Rose, Executive Director  
Wyoming Community College Commission  
2300 Capitol Ave., 5<sup>th</sup> Floor, Suite B  
Cheyenne, WY 82002

Dear Dr. Rose,


On behalf of the Northwest College Board of Trustees, it is my pleasure to submit the following notification to rehabilitate Cody Hall. The Board of Trustees approved the project to repair the water damage to the residence hall and provide limited renovation to the facility originally constructed in 1984. The project is a priority in the College's Facilities Master Plan to maintain the current residence life inventory and is consistent with the College's mission and strategic plan.

It is estimated the Cody Hall Project will cost approximately \$3,000,000. The Board has approved financing for this project to be paid from auxiliary reserves, student fees and other financial instruments, such as available loans from the Permanent Mineral Trust Fund. The rehabilitated facility will be 32,176 gross square feet with approximately the same assignable square feet of the existing residence Hall.

The level of involvement from members of the community, our students, and the Northwest College Trustees in the planning process was extraordinary. They provided valuable input for this project and their feedback is represented in the planning documents. The result is a cost-effective design that meets the needs of students, the college, and state.

We appreciate your inclusion of this project. Please let me know if you or the Commissioners have questions or if I may provide additional information to assist you in your decision.

Sincerely,



Stefani Hicswa, PhD  
President

Capital Project Submittal: CODY HALL WATER DAMAGE REHABILITATION

Est Bid Date	Est Occupancy Date	GSF - New	GSF - Remodel	NASF - New	NASF - Remodel	NASF - Replace
01/2019	08/2019	0.00	32,176.00	0.00	28,315.00	0.00

Brief Description (250 characters or less):

In the late spring of 2017 during maintenance of the Cody Hall, extensive damage and mold from surface water infiltration was discovered. The Board of Trustees has approved repairs & renovation to the currently vacated Cody Hall facility.

A. Is this project only for new construction of a standalone building?

 Yes  No

B. If the answer to A above is yes, then, is this project requested as a result of (Select one):

Quality or Condition of Existing Space

New programs or Space deficits created by student growth

Enter the percentage allocation of project funding anticipated for this project:

College/District Percent:

State Requested Funding Percent:

Explain Funding: 

The Board has approved three million dollars for this project to be paid from Auxiliary reserves, student fees and other financial instruments.

Questions that address Capital Measures

#9 Does this project being submitted support the current approved WCCC Statewide Strategic Plan?

 Yes  No

If Yes, rank from 1 to 3 the following in accordance with the criteria found in Appendix A: Evaluation Tool for Capital Construction.

Educated Citizenry	○ 1	○ 2	● 3	Efficient and Effective Systems	○ 1	○ 2	● 3
Diversified Economy	○ 1	○ 2	● 3	Community Support	○ 1	○ 2	● 3
Workforce Development	○ 1	○ 2	● 3	Sustainability	○ 1	● 2	○ 3

If Yes, provide a brief description of how the project supports the current approved WCCC Statewide Strategic P  
The project is essential to providing access and affordable housing for NWC in serving the current and future enrollment of students in our service area and meeting the strategic goals of the college.

## Capital Project Submittal: CODY HALL WATER DAMAGE REHABILITATION

#10 Does this project support high growth or high demand industry/fields?

Provide a brief description of the program(s) to be accommodated:

All current programs. Residence Hall for students.

#11 Does this project support the institution's Master Plan? 

Provide a brief description of the extent to which the project supports your Campuswide Master Plan:

The current NWC master plan identifies the need for the existing residence life facilities to provide access for students in our service area considering the geography and demographics of northwest Wyoming.

The following are available only if the response to Question A is "No" or the response to Question B is "Quality or Condition of Existing Space".

#12 Does this project address issues related to Life Safety? (Select one)

Provide a brief description of the life safety issues (255 characters or less):

High levels of mold spores were discovered within the exterior walls of the facility. Substantial water damage to the steel studs, masonry and insulation was also discovered.

#13 What is the facilities condition index (FCI) of the existing facility?

FCI # 

Provide a brief description of the existing conditions (255 characters or less):

Extensive repairs are necessary to restore the student rooms on the first floor. Finishes and the various building architectural and mechanical systems are at end of life and are detailed in the Plan One facility assesment.

## Supporting Documentation

Additional documentation will be sent via email or mail.

Describe the additional documentation below.



Capital Project Submittal: CODY HALL WATER DAMAGE REHABILITATION

*Cover Letter, Plan One, Northern Industrial Hygiene Reports, NWC Residence Life Analysis.*





Capital Project Submittal: CODY HALL WATER DAMAGE REHABILITATION

CONSTRUCTION BUDGET

PROJECT FEES:	
Planning	\$0
Design	\$0
Admin	\$0
Survey	\$0
Testing	\$0
Subtotal:	\$0

CONSTRUCTION - NEW:

Base Cost	\$0
Fixed Equip	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$0

Cost per GSF - New:

CONSTRUCTION - REMODEL:

Demolition	\$0
Base Cost	\$0
Fixed Equipment	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$0

Cost per GSF - Remodel:

OTHER COSTS:

Land	\$0
Movable Equipment	\$0
Contingency	\$0
Bond/Tax	\$0
Other	\$0
Sinking Fund	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
Comments: none

OPERATING BUDGET

MAINTENANCE:	
FTE Staff	0
Salaries	\$0
Benefits	\$0
Supplies	\$0
Maint Contract	\$0
Other	\$0
Subtotal:	\$0

OPERATION:

Electricity	\$0
Heating Fuel	\$0
Water	\$0
Sewer	\$0
Sanitation	\$0
Telephone	\$0
Insurance	\$0
Subtotal:	\$0

REPAIR:

Building	\$0
Equipment	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
Comments: none

PROGRAM BUDGET

STAFF:	
Position 1 FTE:	0
Position 2 FTE:	0
Position 3 FTE:	0
Position 4 FTE:	0
Position 5 FTE:	0
Position 6 FTE:	0
Total FTE Staff:	0

BUDGET:

Salaries	\$0
Benefits	\$0
Supplies	\$0
Other	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
Comments: none

Capital Project Submittal: CODY HALL WATER DAMAGE REHABILITATION

Space Use Changes for Campus:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	47,798	8.28%	0	0	47,798	8.28%
Laboratory	81,422	14.11%	0	0	81,422	14.11%
Office	172,672	29.92%	0	0	172,672	29.92%
Study	40,247	6.97%	0	0	40,247	6.97%
Special Use	48,565	8.41%	0	0	48,565	8.41%
General Use	83,091	14.40%	0	0	83,091	14.40%
Support	23,329	4.04%	0	0	23,329	4.04%
Health	0	0.00%	0	0	0	0.00%
Residential	78,399	13.58%	0	0	78,399	13.58%
Inactive/Conversion	1,626	0.28%	0	0	1,626	0.28%
<b>TOTAL</b>	<b>577,149</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>577,149</b>	<b>100.00%</b>

Space Use Changes for College:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	56,277	8.14%	0	0	56,277	8.14%
Laboratory	86,270	12.48%	0	0	86,270	12.48%
Office	178,078	25.76%	0	0	178,078	25.76%
Study	40,391	5.84%	0	0	40,391	5.84%
Special Use	48,837	7.07%	0	0	48,837	7.07%
General Use	88,616	12.82%	0	0	88,616	12.82%
Support	26,172	3.79%	0	0	26,172	3.79%
Health	0	0.00%	0	0	0	0.00%
Residential	164,963	23.87%	0	0	164,963	23.87%
Inactive/Conversion	1,626	0.24%	0	0	1,626	0.24%
<b>TOTAL</b>	<b>691,230</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>691,230</b>	<b>100.00%</b>



**Sheridan College**

1 Whitney Way  
Sheridan, WY 82801  
(307) 675-0505

**Gillette College**

300 West Sinclair  
Gillette, WY 82718  
(307) 681-6000

**NWCCD**

**Trustees:**

Norleen Healy,  
Chair

Walter Wragge,  
Vice Chair

Bob Leibrich,  
Treasurer

Jerry Ikel,  
Secretary

Bruce Hoffman

Gary Koltiska

Debra Wendtland

**NWCCD**

**Core Values:**

Respect

Integrity

Excellence

Learning

May 4, 2018

Dr. Jim Rose  
Executive Director  
Wyoming Community College Commission  
2300 Capitol Avenue, 5th Floor, Suite B  
Cheyenne, WY 82002

Dear Dr. Rose:

Attached is a capital construction request from the Northern Wyoming Community College District for the renovation of our oldest residence halls on the Sheridan Campus: Crook, Kearney and Connor Halls.

These three residence halls were constructed in 1965, and should be considered campus icons, with good bones, given the number of students that have graced their halls. While minor updates have been accomplished, including asbestos abatement and the addition of a fire suppression system, critical updates are required to these buildings.

This project will include replacement of all windows and doors, replacing the wood exterior panels with updated materials, upgrade or replacement of the electrical, plumbing, and other mechanical systems, and interior renovation.

Given our enrollment increases over the past 10 years, it is critical that we have these beds available for our students. The foundation and frame of each building is in good shape, thus renovation is the most efficient and cost effective solution.

We appreciate your consideration of this project. Thank you and please let me know if you have any questions.

Sincerely,

Paul R. Young, Ph.D.  
President



Capital Project Submittal: CONNER STUDENT HOUSING

Est Bid Date	Est Occupancy Date	GSF - New	GSF - Remodel	NASF - New	NASF - Remodel	NASF - Replace
02/2020	09/2021	0.00	4,152.00	0.00	3,676.00	0.00

Brief Description (250 characters or less):  
Complete remodel of interior and exterior of Conner Hall.

A. Is this project only for new construction of a standalone building?

Yes  No

B. If the answer to A above is yes, then, is this project requested as a result of (Select one):

Quality or Condition of Existing Space

New programs or Space deficits created by student growth

Enter the percentage allocation of project funding anticipated for this project:

College/District Percent:

State Requested Funding Percent:

Explain Funding:

Questions that address Capital Measures

#9 Does this project being submitted support the current approved WCCC Statewide Strategic Plan?

Yes  No

If Yes, rank from 1 to 3 the following in accordance with the criteria found in Appendix A: Evaluation Tool for Capital Construction.

Educated Citizenry	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Efficient and Effective Systems	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Diversified Economy	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Community Support	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Workforce Development	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Sustainability	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3

If Yes, provide a brief description of how the project supports the current approved WCCC Statewide Strategic P  
The remodel of this facility will allow for students who attend Sheridan College to have living space in which to take classes of choice and receive a degree or certificate in an environment that fully supports learning.



## Capital Project Submittal: CONNER STUDENT HOUSING

#10 Does this project support high growth or high demand industry/fields?

Provide a brief description of the program(s) to be accommodated:

Any student housed by this facility will be seeking a degree which will allow them to better qualify for work within their selected field of study.

#11 Does this project support the institution's Master Plan? 

Provide a brief description of the extent to which the project supports your Campuswide Master Plan:

This project has been and will continue to be in the master plan of the college to support student life, living learning environments, safe and secure environments for students.

The following are available only if the response to Question A is "No" or the response to Question B is "Quality or Condition of Existing Space".

#12 Does this project address issues related to Life Safety? (Select one)

Provide a brief description of the life safety issues (255 characters or less):

The facility was built in the 1960's. All building infrastructure and systems need to be replaced. Better life safety and security systems need to be upgraded.

#13 What is the facilities condition index (FCI) of the existing facility?

FCI # 

Provide a brief description of the existing conditions (255 characters or less):

All building systems need to be brought up to current code requirements.

## Supporting Documentation

Additional documentation will be sent via email or mail.

Describe the additional documentation below.

*Letter from Dr. Young to follow via email (one letter for all three residence halls).*



Capital Project Submittal: CONNER STUDENT HOUSING

CONSTRUCTION BUDGET

PROJECT FEES:	
Planning	\$0
Design	\$0
Admin	\$0
Survey	\$0
Testing	\$0
Subtotal:	\$0

CONSTRUCTION - NEW:

Base Cost	\$0
Fixed Equip	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$0

Cost per GSF - New:

CONSTRUCTION - REMODEL:

Demolition	\$0
Base Cost	\$985,000
Fixed Equipment	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$985,000

Cost per GSF - Remodel:

OTHER COSTS:

Land	\$0
Movable Equipment	\$0
Contingency	\$0
Bond/Tax	\$0
Other	\$0
Sinking Fund	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$985,000  
 Comments:  
*none*

OPERATING BUDGET

MAINTENANCE:	
FTE Staff	0
Salaries	\$0
Benefits	\$0
Supplies	\$0
Maint Contract	\$0
Other	\$0
Subtotal:	\$0

OPERATION:

Electricity	\$0
Heating Fuel	\$0
Water	\$0
Sewer	\$0
Sanitation	\$0
Telephone	\$0
Insurance	\$0
Subtotal:	\$0

REPAIR:

Building	\$0
Equipment	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional operating budget required. In fact, utility cost to the housing auxiliary may decrease.*

PROGRAM BUDGET

STAFF:	
Position 1 FTE:	0
Position 2 FTE:	0
Position 3 FTE:	0
Position 4 FTE:	0
Position 5 FTE:	0
Position 6 FTE:	0
Total FTE Staff:	0

BUDGET:

Salaries	\$0
Benefits	\$0
Supplies	\$0
Other	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional staff required.*



## Capital Project Submittal: CONNER STUDENT HOUSING

## Space Use Changes for Campus:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	35,837	7.57%	0	0	35,837	7.57%
Laboratory	76,733	16.20%	0	0	76,733	16.20%
Office	43,653	9.22%	0	0	43,653	9.22%
Study	14,590	3.08%	0	0	14,590	3.08%
Special Use	102,203	21.58%	0	0	102,203	21.58%
General Use	38,920	8.22%	0	0	38,920	8.22%
Support	25,064	5.29%	0	0	25,064	5.29%
Health	3,598	0.76%	0	0	3,598	0.76%
Residential	104,984	22.17%	0	0	104,984	22.17%
Inactive/Conversion	27,942	5.90%	0	0	27,942	5.90%
TOTAL	473,524	100.00%	0	0	473,524	100.00%

## Space Use Changes for College:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	58,407	7.78%	0	0	58,407	7.78%
Laboratory	124,383	16.56%	0	0	124,383	16.56%
Office	72,156	9.61%	0	0	72,156	9.61%
Study	22,190	2.95%	0	0	22,190	2.95%
Special Use	182,392	24.28%	0	0	182,392	24.28%
General Use	68,372	9.10%	0	0	68,372	9.10%
Support	37,533	5.00%	0	0	37,533	5.00%
Health	3,598	0.48%	0	0	3,598	0.48%
Residential	154,199	20.53%	0	0	154,199	20.53%
Inactive/Conversion	27,942	3.72%	0	0	27,942	3.72%
TOTAL	751,172	100.00%	0	0	751,172	100.00%



Capital Project Submittal: CROOK STUDENT HOUSING

Est Bid Date	Est Occupancy Date	GSF - New	GSF - Remodel	NASF - New	NASF - Remodel	NASF - Replace
02/2020	09/2021	0.00	4,152.00	0.00	3,676.00	0.00

Brief Description (250 characters or less):  
Complete remodel of interior and exterior of Crook Hall

A. Is this project only for new construction of a standalone building?

Yes  No

B. If the answer to A above is yes, then, is this project requested as a result of (Select one):

Quality or Condition of Existing Space

New programs or Space deficits created by student growth

Enter the percentage allocation of project funding anticipated for this project:

College/District Percent:

State Requested Funding Percent:

Explain Funding:

Questions that address Capital Measures

#9 Does this project being submitted support the current approved WCCC Statewide Strategic Plan?

Yes  No

If Yes, rank from 1 to 3 the following in accordance with the criteria found in Appendix A: Evaluation Tool for Capital Construction.

Educated Citizenry	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Efficient and Effective Systems	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Diversified Economy	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Community Support	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Workforce Development	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Sustainability	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3

If Yes, provide a brief description of how the project supports the current approved WCCC Statewide Strategic P  
The remodel of this facility will allow for students who attend Sheridan College to have living space in which to take classes of choice and receive a degree or certificate in an environment that fully supports learning.





## Capital Project Submittal: CROOK STUDENT HOUSING

#10 Does this project support high growth or high demand industry/fields?

Provide a brief description of the program(s) to be accommodated:

Any student housed by this facility will be seeking a degree which will allow them to better qualify for work within their selected field of study.

#11 Does this project support the institution's Master Plan? 

Provide a brief description of the extent to which the project supports your Campuswide Master Plan:

This project has been and will continue to be in the master plan of the college to support student life, living learning environments, safe and secure environments for students.

The following are available only if the response to Question A is "No" or the response to Question B is "Quality or Condition of Existing Space".

#12 Does this project address issues related to Life Safety? (Select one)

Provide a brief description of the life safety issues (255 characters or less):

The facility was built in the 1960's. All building infrastructure and systems need to be replaced. Better life safety and security systems need to be upgraded.

#13 What is the facilities condition index (FCI) of the existing facility?

FCI # 

Provide a brief description of the existing conditions (255 characters or less):

All building systems need to be brought up to current code requirements.

## Supporting Documentation

Additional documentation will be sent via email or mail.

Describe the additional documentation below.

*Letter from Dr. Young to follow via email (one letter for all three residence halls).*



Capital Project Submittal: CROOK STUDENT HOUSING

CONSTRUCTION BUDGET

PROJECT FEES:	
Planning	\$0
Design	\$0
Admin	\$0
Survey	\$0
Testing	\$0
Subtotal:	\$0

CONSTRUCTION - NEW:

Base Cost	\$0
Fixed Equip	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$0

Cost per GSF - New:

CONSTRUCTION - REMODEL:

Demolition	\$0
Base Cost	\$985,000
Fixed Equipment	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$985,000

Cost per GSF - Remodel:

OTHER COSTS:

Land	\$0
Movable Equipment	\$0
Contingency	\$0
Bond/Tax	\$0
Other	\$0
Sinking Fund	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$985,000  
 Comments:  
*none*

OPERATING BUDGET

MAINTENANCE:	
FTE Staff	0
Salaries	\$0
Benefits	\$0
Supplies	\$0
Maint Contract	\$0
Other	\$0
Subtotal:	\$0

OPERATION:

Electricity	\$0
Heating Fuel	\$0
Water	\$0
Sewer	\$0
Sanitation	\$0
Telephone	\$0
Insurance	\$0
Subtotal:	\$0

REPAIR:

Building	\$0
Equipment	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional operating budget required. In fact, utility cost for the housing auxiliary may decrease.*

PROGRAM BUDGET

STAFF:	
Position 1 FTE:	0
Position 2 FTE:	0
Position 3 FTE:	0
Position 4 FTE:	0
Position 5 FTE:	0
Position 6 FTE:	0
Total FTE Staff:	0

BUDGET:

Salaries	\$0
Benefits	\$0
Supplies	\$0
Other	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional staff required.*



## Capital Project Submittal: CROOK STUDENT HOUSING

## Space Use Changes for Campus:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	35,837	7.57%	0	0	35,837	7.57%
Laboratory	76,733	16.20%	0	0	76,733	16.20%
Office	43,653	9.22%	0	0	43,653	9.22%
Study	14,590	3.08%	0	0	14,590	3.08%
Special Use	102,203	21.58%	0	0	102,203	21.58%
General Use	38,920	8.22%	0	0	38,920	8.22%
Support	25,064	5.29%	0	0	25,064	5.29%
Health	3,598	0.76%	0	0	3,598	0.76%
Residential	104,984	22.17%	0	0	104,984	22.17%
Inactive/Conversion	27,942	5.90%	0	0	27,942	5.90%
TOTAL	473,524	100.00%	0	0	473,524	100.00%

## Space Use Changes for College:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	58,407	7.78%	0	0	58,407	7.78%
Laboratory	124,383	16.56%	0	0	124,383	16.56%
Office	72,156	9.61%	0	0	72,156	9.61%
Study	22,190	2.95%	0	0	22,190	2.95%
Special Use	182,392	24.28%	0	0	182,392	24.28%
General Use	68,372	9.10%	0	0	68,372	9.10%
Support	37,533	5.00%	0	0	37,533	5.00%
Health	3,598	0.48%	0	0	3,598	0.48%
Residential	154,199	20.53%	0	0	154,199	20.53%
Inactive/Conversion	27,942	3.72%	0	0	27,942	3.72%
TOTAL	751,172	100.00%	0	0	751,172	100.00%



Capital Project Submittal: KEARNEY STUDENT HOUSING

Est Bid Date	Est Occupancy Date	GSF - New	GSF - Remodel	NASF - New	NASF - Remodel	NASF - Replace
02/2020	09/2021	0.00	4,152.00	0.00	3,676.00	0.00

Brief Description (250 characters or less):  
Complete remodel of interior and exterior of Kearney Hall

A. Is this project only for new construction of a standalone building?

Yes  No

B. If the answer to A above is yes, then, is this project requested as a result of (Select one):

Quality or Condition of Existing Space

New programs or Space deficits created by student growth

Enter the percentage allocation of project funding anticipated for this project:

College/District Percent:

State Requested Funding Percent:

Explain Funding:

Questions that address Capital Measures

#9 Does this project being submitted support the current approved WCCC Statewide Strategic Plan?

Yes  No

If Yes, rank from 1 to 3 the following in accordance with the criteria found in Appendix A: Evaluation Tool for Capital Construction.

Educated Citizenry	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Efficient and Effective Systems	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Diversified Economy	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	Community Support	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3
Workforce Development	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	Sustainability	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3

If Yes, provide a brief description of how the project supports the current approved WCCC Statewide Strategic P  
The remodel of this facility will allow for students who attend Sheridan College to have living space in which to take classes of choice and receive a degree or certificate in an environment that fully supports learning.



## Capital Project Submittal: KEARNEY STUDENT HOUSING

#10 Does this project support high growth or high demand industry/fields?

Provide a brief description of the program(s) to be accommodated:

Any student housed by this facility will be seeking a degree which will allow them to better qualify for work within their selected field of study.

#11 Does this project support the institution's Master Plan? 

Provide a brief description of the extent to which the project supports your Campuswide Master Plan:

This project has been and will continue to be in the master plan of the college to support student life, living learning environments, safe and secure environments for students.

The following are available only if the response to Question A is "No" or the response to Question B is "Quality or Condition of Existing Space".

#12 Does this project address issues related to Life Safety? (Select one)

Provide a brief description of the life safety issues (255 characters or less):

The facility was built in the 1960's. All building infrastructure and systems need to be replaced. Better life safety and security systems need to be upgraded.

#13 What is the facilities condition index (FCI) of the existing facility?

FCI # 

Provide a brief description of the existing conditions (255 characters or less):

All building systems need to be brought up to current code requirements.

## Supporting Documentation

Additional documentation will be sent via email or mail.

Describe the additional documentation below.

*Letter from Dr. Young to follow via email (one letter for all three residence halls).*



Capital Project Submittal: KEARNEY STUDENT HOUSING

CONSTRUCTION BUDGET

PROJECT FEES:	
Planning	\$0
Design	\$0
Admin	\$0
Survey	\$0
Testing	\$0
Subtotal:	\$0

CONSTRUCTION - NEW:

Base Cost	\$0
Fixed Equip	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$0

Cost per GSF - New:

CONSTRUCTION - REMODEL:

Demolition	\$0
Base Cost	\$985,000
Fixed Equipment	\$0
Utilities	\$0
Walks/Roads	\$0
Drainage	\$0
Landscaping	\$0
Subtotal:	\$985,000

Cost per GSF - Remodel:

OTHER COSTS:

Land	\$0
Movable Equipment	\$0
Contingency	\$0
Bond/Tax	\$0
Other	\$0
Sinking Fund	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$985,000  
 Comments:  
*none*

OPERATING BUDGET

MAINTENANCE:	
FTE Staff	0
Salaries	\$0
Benefits	\$0
Supplies	\$0
Maint Contract	\$0
Other	\$0
Subtotal:	\$0

OPERATION:

Electricity	\$0
Heating Fuel	\$0
Water	\$0
Sewer	\$0
Sanitation	\$0
Telephone	\$0
Insurance	\$0
Subtotal:	\$0

REPAIR:

Building	\$0
Equipment	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*No additional operating budget required. In fact, utility costs to the housing auxiliary may decrease.*

PROGRAM BUDGET

STAFF:	
Position 1 FTE:	0
Position 2 FTE:	0
Position 3 FTE:	0
Position 4 FTE:	0
Position 5 FTE:	0
Position 6 FTE:	0
Total FTE Staff:	0

BUDGET:

Salaries	\$0
Benefits	\$0
Supplies	\$0
Other	\$0
Subtotal:	\$0

REVENUE SOURCE:

State	\$0
Local	\$0
Private	\$0
Other	\$0
Total Revenue:	\$0

Total Project Cost: \$0  
 Comments:  
*none*



## Capital Project Submittal: KEARNEY STUDENT HOUSING

## Space Use Changes for Campus:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	35,837	7.57%	0	0	35,837	7.57%
Laboratory	76,733	16.20%	0	0	76,733	16.20%
Office	43,653	9.22%	0	0	43,653	9.22%
Study	14,590	3.08%	0	0	14,590	3.08%
Special Use	102,203	21.58%	0	0	102,203	21.58%
General Use	38,920	8.22%	0	0	38,920	8.22%
Support	25,064	5.29%	0	0	25,064	5.29%
Health	3,598	0.76%	0	0	3,598	0.76%
Residential	104,984	22.17%	0	0	104,984	22.17%
Inactive/Conversion	27,942	5.90%	0	0	27,942	5.90%
TOTAL	473,524	100.00%	0	0	473,524	100.00%

## Space Use Changes for College:

	Existing ASF	Existing % of Total	New ASF	Replaced ASF	Proposed ASF	Proposed % of Total
Classroom	58,407	7.78%	0	0	58,407	7.78%
Laboratory	124,383	16.56%	0	0	124,383	16.56%
Office	72,156	9.61%	0	0	72,156	9.61%
Study	22,190	2.95%	0	0	22,190	2.95%
Special Use	182,392	24.28%	0	0	182,392	24.28%
General Use	68,372	9.10%	0	0	68,372	9.10%
Support	37,533	5.00%	0	0	37,533	5.00%
Health	3,598	0.48%	0	0	3,598	0.48%
Residential	154,199	20.53%	0	0	154,199	20.53%
Inactive/Conversion	27,942	3.72%	0	0	27,942	3.72%
TOTAL	751,172	100.00%	0	0	751,172	100.00%

# TAB 8



## GOOD NEWS ITEMS

### Casper College

- The Casper College men's rodeo team took second place in the Central Rocky Mountain Region for the 2017-18. The six-man team will represent Casper at the College National Finals Rodeo.
- For the third consecutive year, Casper College's Respiratory Therapy Program was chosen by the Commission on Accreditation for Respiratory Care to receive the Distinguished RRT (registered respiratory therapist) Credentialing Success Award.
- The Casper College Veterans Club hosted *The Eyes of Freedom: Lima Company Memorial*. The memorial was on display at the Casper College campus April 24-28.
- Casper College added two new degrees, three certificates, and updated a degree program for the 2018-19 school year.
- Casper College was named to the 2018-19 Military Friendly Schools list as a Gold Award recipient. Of the 135 small community colleges that are designated military friendly, Casper College is in the top 25, and the only Military Friendly designated school in the Wyoming for 2018-19.

### Central Wyoming College

- On May 2, more than one hundred individuals participated in a full scale disaster drill on the Central Wyoming College campus designed to simulate a mass casualty incident. Multiple agencies participated in an active shooter scenario where CWC nurses triaged and provided treatment for the victims. Additional academic programs including theatre, film, and criminal justice also participated in the drill.
- CWC presented more than 225 candidates for graduation on May 11, including 22 nurses in Riverton, eight in Jackson, and more than fifty high school equivalency graduates. Audrey Ward received CWC's first Associate of Human Letters for her significant contributions to the culture and quality of life in the communities CWC serves.

### Eastern Wyoming College

- The EWC Golf team qualified for nationals for the fourth straight year in a row and finished tied for 18<sup>th</sup>. Coach Zach Smith was nominated for Coach of the Year.
- Glen Morovits, instructor, has been hired to start the new gunsmithing program at the Douglas Campus. He will begin in January acquiring equipment, developing curriculum and recruiting students.
- The first class of nursing students from the Douglas Campus have graduated and the College's first pinning ceremony was held.
- EWC is starting a new certificate program in Precision Agriculture beginning fall 2018 and piloting a new Chemistry program.
- The EWC women's rodeo team finished the season in second place in the region with Karissa Rayhill winning the regional title in the goat tying. The three-person team of Rayhill, Jacey Thompson, and Libby Winchell will compete at the CNFR in Casper in June.

## **Laramie County Community College**

- Phi Theta Kappa honored LCCC with several awards at this year's international convention, including:
  - a five-star rating for its work throughout the year
  - selection as one of the top 100 chapters in the world (in a field of 1300+ other schools)
  - the Hallmark Award for Leadership
- Clark Rasmussen became the new director of athletics at LCCC. He previously served as the assistant athletic director at the College of Southern Idaho. He has also worked with professional teams including the Atlanta Falcons and the Idaho Stampede.
- Success continues for the LCCC the ranch horse show team. At the Maverick Roundup ranch horse show, LCCC won the event with a total 124 point, more than 30 points ahead of their closest competitor. Six students won individual awards as well.
- LCCC student-athlete Austin Hurlburt will compete in both steer wrestling and tie-down roping at the College National Finals Rodeo in June.

## **Northern Wyoming Community College District**

- More than 800 certificates and degrees were earned by Northern Wyoming Community College District students during the 2017-18 academic year.
- Big Horn High School senior Dehlaney Schulthess, Campbell County High School senior Addison Treesh, and Thunder Basin High School seniors Cory Cartwright and Sarah Wood were all awarded associates degrees from NWCCD during our commencement ceremonies. They proudly walked across our stage, even prior to walking across a stage to receive their high school diplomas. All are dedicated, hard-working individuals.
- Students from Sheridan's and Gillette's Career & Technical Education programs competed at the 2018 State SkillsUSA competition held in late April. SC students took home a total of 14 medals (including four gold) and GC students took home a total of 10 medals (including six gold). All gold-winning individual students and teams will go on to compete at the National SkillsUSA competition in Louisville, Kentucky, in June.

## **Northwest College**

- A total of 363 degrees and certificates were earned by 258 graduates this year, including 24 associate degree nursing students. Commencement exercises drew an unusually high percentage of graduates participating in the ceremony.
- NWC finalized a memorandum of understanding with German chemical company Stannol Co. to employ Northwest's Chemistry students as product testers. President Stefani Hicswa joined NWC administrators and a chemistry professor in meeting with the company's CEO, head of sales and marketing director. The German firm has opened an office in Powell and plans to expand U.S. operations.
- NWC's perennial-powerhouse Forensics Team placed fourth in community college sweepstakes at the National Parliamentary Debate Association National Championship Tournament. In season-long sweepstakes awards, Northwest finished third in the nation among community colleges and 20<sup>th</sup> out of 165 colleges and universities. Sophomore Taylor Rempp of Harrison, Nebraska, earned All-American honors, the only community college student to do so.

## Western Wyoming Community College

- Western's Division of Mathematics and Science partners with Encampment High School for CTE offerings.
- 2018 Best Colleges #3 Ranking --- Best Community Colleges in America by *Niche*
- Student Samantha Worden was "recognized for excellence in research" by the UW's Phi Beta Kappa scholars for her research titled "*Silence in a Ghost Town: The Complexity of Child Mortality in Gebo, Wyoming*".
- Professor Carla Hester-Croff named 2018 Post-Secondary STEM Educator of the Year.
- Workforce Department introduces a new course, "*Drone Pilot Training*". This is designed to prepare students for the FAA Part 107 Small Unmanned Aerial System exam.
- Student Carlos Gonzalez tied for first place in the student poster competition at the *Western Social Science Association* in San Antonio, Texas.
- Events:
  - 5/18 – Nurse Pinning and Class of 2018 Graduation