

**Wyoming Community College Commission  
Agency Annual Report FY 2017**

**Agency Information:**

**Executive Director:**

James O. Rose

**Contact Person:**

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**Website:**

[www.communitycolleges.wy.edu](http://www.communitycolleges.wy.edu)

**Statutory References:**

W.S. 21-18-101 *et seq.*

**Basic Information:**

**Number of Employees:**

14 full-time employees

**Clients Served:**

Wyoming citizens and visitors, as well as individuals residing outside the state interested in pursuing educational goals via distance education delivery systems and programs.

**Agency to Which Your Group Reports:**

The Wyoming Community College Commission (WCCC) is an independent state agency governed by commission members.

**Number of Members:**

The WCCC consists of seven members appointed by the Governor with the advice and consent of the Senate.

**Meeting Frequency:**

Commission meetings are held in various locations throughout the state at least quarterly.

**Budget Information/Expenditures for FY17:**

The WCCC has a 2017-2018 Biennial Budget of \$250,122,777, which consists of \$241,453,552 in state funds, \$1,687,732 in federal funds, and \$6,981,493 in other funds.

Expenditures for fiscal year 2017 are \$119,700,000 including federal funds of \$652,000 and other funds of \$1,901,000.

**Primary Functions:**

**Distribute State Aid Funding to Community Colleges and WPTV:** To ensure the seven community colleges have the financial resources necessary to provide outstanding educational opportunities, the WCCC develops the allocation method (obtaining approval from the Commission via administrative rule), and disburses the funding provided by the state of Wyoming to the seven colleges and Wyoming Public Television (WPTV).

**Provide State Reimbursement for College Health Insurance, Increased Retirement and Library Expenses:** The WCCC reimburses the colleges for approved expenses related to eligible employee fringe benefits, and for expenses approved by the college system's library committee for educational materials.

**Provide and Maintain the Colleges' System-wide Administrative Computing System:** The WCCC configures, maintains and updates the colleges' shared computing system in order to ensure a common data structure, and to support development of reports for the colleges, Commission, Governor and Legislature. System maintenance and new software program costs are negotiated by WCCC staff through the contract renewal process.

**Consider and Approve College Program Proposals:** Through a collaborative effort between the college academic officers and WCCC staff, proposals for new or changing programs are developed, and then presented to the Commission for consideration and approval.

**Administer Student Loan and Grant Programs:** The WCCC manages the Wyoming Investment in Nursing Program, the Wyoming Adjunct Professor Loan Repayment Program and the Overseas Combat Veterans Tuition Assistance Program.

**Administer Adult Education and High School Equivalency Programs:** The WCCC manages and monitors these two programs in accordance with applicable federal and state rules, regulations and policies. Grant awards are distributed using performance-based funding allocation models.

**Determine Community College Building Needs:** In accordance with Wyoming Statute § 21-18-225, the Commission identifies college building needs, and develops a prioritized list of these capital construction projects for further consideration by other policy-makers, including the State Building Commission, the Governor and the Legislature.

#### **Performance Highlights/Major Accomplishments of FY17:**

- To meet the Workforce Innovation and Opportunity Act (WIOA) federal mandates, the Wyoming Adult Education Program Manager provided local program directors and their staff with monthly updates, six training sessions for extended data reporting, and four on-site monitoring visits.
- In the ongoing effort to reduce costs and effectively streamline the colleges' and the WCCC's ability to report, the Business Analytics and Support Section of the WCCC implemented two new software programs: 1) the *Data Cookbook*, which provides the colleges with easy access to a standardized data dictionary with specifications and definitions; and 2) *Tableau*, which facilitates the creation of visually informative reports. These software programs have been included in the WCCC's single sign-on to improve the security of the computing environment. Complementing the implementation of these software programs was the selection of two contractors specializing in identity matching, data management and analytical reporting.
- A groundbreaking Memorandum of Understanding (MOU) between the WCCC, Wyoming Department of Education (WDE) and the University of Wyoming was established for future sharing of limited student-level data to assist in the accurate administration of the Hathaway Scholarship Program. Considerable progress was also made on MOUs with the Department of Workforce Services to not only facilitate reporting of graduate outcomes, but also to ensure WIOA compliance.
- Twelve new associate degrees and certificates were approved by the Commission during FY17. The Commission also considered a list of 46 associate degrees and certificates that were discontinued by the seven community colleges, as well as associate degree and certificate review reports in 54 different areas of study.
- With respect to the Overseas Combat Veterans Program (OCV), the Wyoming Investment in Nursing Program (WyIN), and the Wyoming Adjunct Professor Loan Repayment Program (WAPLR), disbursements to vendors and students were both well-documented and timely as reflected in the electronic monthly tracking worksheets. In an effort to keep the OCV Program viable amid state budget cuts, a work-

group considered ways to protect the intent of the program, but also make some changes to eligibility and benefits that would ultimately result in cost savings. The work-group's recommendations will be included in draft legislation for consideration during the 2018 Budget Session. The OCV Program paid for 293 semesters in Fall 2016 and Spring 2017 combined, covering \$495,142 in tuition and fees for Wyoming veterans and their eligible relatives. The WyIN and WAPLR funding streams continue to assist students in their efforts to earn degrees, but these funding streams were also subject to budget cuts. Respectively, these two programs are intended to address the state's shortage of nurses, and the shortage of high school teachers qualified to provide college-level instruction to high school students throughout the state. The WyIN Program assisted 162 undergraduate nursing students with a total of \$549,372 in tuition and fees at the University of Wyoming and the seven community colleges. There were also five graduate-level students whose assistance from the WyIN Program totaled \$65,750. Instructional funding from the WyIN Program supported 19 full-time nursing faculty members and 3 part-time clinical instructors for a total of \$1,692,239 in salary and benefits. And finally, the WAPLR program assisted nine high school teachers by providing \$27,635 in tuition and fees necessary for them to become qualified to teach college-level courses to high school students in Wyoming. Combined, the three programs assisted a total of 322 students in the state of Wyoming from July 1, 2016 through June 30, 2017.

- Commission staff opened the Capital Construction Model to the colleges in mid-April, allowing them to input their capital construction requests. Two projects seeking state funding were submitted by Northwest College, and prioritized by the model. One other project at the Albany County Campus of Laramie County Community College sought only an authorization to proceed with local funding. All were approved by the Commission during its June 2017 meeting.
- In October 2016, the Commission implemented a long-term tuition policy, a portion of which will eliminate the threshold that precludes tuition for more than 12 credit hours per semester.
- In cooperation with both the Department of Education and UW, considerable progress was made on a shared state-wide learning management system (LMS). Five of the seven community colleges intend to implement this LMS in fiscal-year 2018.
- Collaboration among Commission staff and college academic affairs staff resulted in a methodology needed to implement the third of four performance funding metrics – degrees and certificates awarded.
- Implementation of HB0080 / HEA0029 from the 2016 Budget Session required thousands of hours of work on the part of both college staff and Commission staff. This was primarily needed to assign levels-of-instruction at the course level instead of the program level, and also to segregate distance learning classes from classes using more traditional instructional modalities. Both of these reporting changes had to be implemented retroactively to academic-year 2013.

# Wyoming Community College Commission Organizational Chart

