MINUTES
WYOMING COMMUNITY COLLEGE COMMISSION MEETING
January 30, 2015

Laramie County Community College
Cheyenne, Wyoming

The January 30, 2015 Commission meeting was called to order by Commission Chair Larry Atwell at the Laramie County Community College, Cheyenne, Wyoming at 9:00 a.m.

Commissioners present: Commission Chair Larry Atwell, Commissioners Charlene Bodine, Bruce Brown, Sherri Lovercheck, Saundra Meyer and Wendy Sweeny. Commissioner Katherine Dooley participated by phone.

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

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

Motion: Commissioner Meyer moved and Commissioner Sweeny seconded a motion to approve the agenda. Motion passed unanimously.

CONSIDERATION OF THE MINUTES OF THE PREVIOUS MEETING

Motion: Commissioner Meyer moved and Commissioner Lovercheck seconded a motion to approve the minutes of November 20, 2014 with a correction to the spelling of Commissioner Sweeny’s name on page 3. Motion passed unanimously. Commissioner Bodine moved and Commissioner Meyer seconded a motion to approve the minutes of January 5, 2015. Motion passed unanimously.

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): President Walter Wragge announced the new executive committee: Vice President Jim Vogt, Secretary Mickey Douglas, and Treasurer Ed Mosher. Kathy Dolan received the trustee award at the previous night’s award ceremony. The WACCT met the previous day to discuss advocacy and then went to the Capitol to talk to legislators about issues important to trustees, commissioners and colleges. They remain committed to Complete College Wyoming.

2. Wyoming Department of Education: No one was present for this report.

3. President’s Council: Council President, Dr. Paul Young, recognized Rick Patterson as the new president of EWC. The presidents will work with legislators today on the recalibration bill. They continue to work with commission staff on data systems. The consultative process is working well.
4. Complete College Wyoming (CCW) – Dr. Jackie Freeze stated the team is working well together. Faculty members have been great additions to the team. Yesterday they met with Institutional Research staff from the colleges and UW and have figured out how to do the first round of metric reporting. They should have the first report this fall. Commissioner Lovercheck reminded everyone of the CCW website and the information it provides.

5. Community College Faculty Report: Faculty Senate Chair Heidi Edmunds, EWC, said the current faculty focus is mostly on curriculum. They are responding to guidance from CCW. LCCC was the first college to articulate a 2+2 agreement with UW and other colleges are using it as a model. Some colleges are working on transitions due to leadership changes. Faculty are receptive to questions or guidance from the commissioners.

6. Wyoming PBS: General Manager Ruby Calvert stated they are $43,000 away from meeting the endowment fund goal of $1,500,000 and should meet the goal by June 30. This will give them a total of $3,000,000 in their endowment for local programming. They are on track for a September rollout of the Native American education modules. They received two Emmy awards for 100 Years on the Lincoln Highway. Their next big legislative priority will be planning the fiber distribution model for the next 3-5 years. They will do an engineering study related to this for next year’s session. They will also work with the capital renovation committee on wiring to provide statewide coverage of committee meetings. Ms. Calvert announced she is retiring June 30, 2015 and there is a screening committee being formed to hire her replacement. The WPTV advisory council met in December and hope to meet again in April at CWC. They have been working with Outreach on a six-hour series on cancer. She feels a program on CCW would be a good topic for the future. Commissioner Sweeny and Commissioner Lovercheck said the CCW documentary would be appreciated. Commissioner Lovercheck stated that based on information gathered by Dr. Freeze at the last national meeting, WY is moving faster than other states.

UPDATES AND REPORTS

1. 2014 Summer Enrollment Report: Dr. Rose stated highlights for this report were included in the packet. **Motion**: Commissioner Sweeny moved and Commissioner Meyer seconded a motion to accept the 2014 Summer Enrollment Report as presented. **Motion passed unanimously**.

   - Admin budget – the bottom of page 1 shows the carryover of funding from BFY13 to address the data warehouse for colleges. We have contracted with Dynamic Campus for $326,800 to do a needs analysis on the colleges. They will solicit information from the colleges, UW, the Department of Education and the Department of Workforce Services to ensure we have what we need as we build a data system.
   - Health insurance – the budget does include the recent health insurance premium increase. Our projections indicate the fund is healthy at this point.
   - College salary funding – half has been paid to colleges and the rest will be paid in July 2015.
   - WY Investment in Nursing – projections shows we would have a possible reversion of approx. $328,000 in student funds however we now anticipate using all faculty funding and we have the authority to dip into the student side of this program to cover additional faculty as needed. Possible legislation this session could increase our costs for fiscal year 2016 and would then require a request for additional funding for 2017/2018.  **Motion**: Commissioner Bodine moved and Commissioner Meyer seconded a motion to accept the financial report. **Motion passed unanimously**.
3. 2014 College Audit Report: Dr. Rose said he met with Wayne Herr from McGee, Hearne and Paiz and discussed the nature of items included in this report. Mr. Herr will attend a future commission meeting to discuss how they conduct their audits. He said much of their attention is directed at federal funding since it has the most serious constraints and the most serious consequences if mishandled. Commissioner Brown noted past findings are being corrected. **Motion:** Commissioner Lovercheck moved and Commissioner Sweeny seconded a motion to accept the 2014 College Audit Report. **Motion passed unanimously.**

4. Performance Indicator Report: Dr. Rose has serious reservations on how this report is presented as it no longer aligns with our strategic plan. We are mandated to report on eight specific items by statute and those have been incorporated into our new strategic plan. The Performance Indicator Report needs to be refined and will look different the next time it is presented to the commissioners. He credited staff for developing our own strategic plan for the agency to be used by the Department of Audit when they audit our agency. Commissioner Lovercheck asked if progress and performance goals from the strategic plan will be reported in the next performance report and Dr. Rose confirmed they will. **Motion:** Commissioner Sweeny moved and Commissioner Meyer seconded a motion to accept the Performance Indicator Report as presented. **Motion passed unanimously.**

5. Enrollment and Level of Instruction Audit Report: Dr. Rose said due to data reliability and consistency, Cayse Cummings (staff auditor) does not uncover many discrepancies with this data. This data is a significant driver of the funding allocation model. Commissioner Lovercheck asked why students are removed from IPEDS and Dr. Rose explained those are students who audit classes. **Motion:** Commissioner Lovercheck moved and Commissioner Brown seconded a motion to accept the Enrollment and Level of Instruction Audit Report. **Motion passed unanimously.**

6. Legislative Update-Pending Legislation: In lieu of the weekly legislative update Dr. Rose provides during a legislative session, he discussed the status on the following bills:
   1. HB10
   2. HB33
   3. HB35
   4. HB71
   5. HB101
   6. HB103
   7. HB114
   8. HB118
   9. HB147
  10. HB164
   11. HB188
   12. HB190, 191, 192
   13. HB196
   14. HB204
   15. SF17
   16. SF36
   17. SF59
   18. SF86
   19. SF101
  20. SF121

Dr. Leach stated some house representatives want to allow Dream Act students to attend Wyoming colleges with in-state tuition but it appears our rules prevent this from happening. Dr. Rose stated our rules reference the University of Wyoming statutes and therefore requirements at the community colleges should not be interpreted differently. He explained Dream Act students are those who came to the United States with parents who were not documented but the students went through our national education system. Dr. McCann said the Student Services Council has been discussing this and the word ‘not-withstanding’ is causing the issue. They are working towards uniformity. Dr. Rose said he will have a clear understanding for the next meeting.

**CONSIDERATION OF NEW PILOT PROGRAMS**

1. NWCCD - Heating, Ventilation and Air Conditioning (HVAC) Apprenticeship
2. CWC - Medical Assistant Certificate
Chairman Atwell pointed out these are included for informational purposes only. Commissioner Sweeny thanked the colleges for considering these since businesses in their communities will benefit from the programs.

EXECUTIVE DIRECTOR'S REPORT

1. 2015/2016 meeting dates – The June and October meetings will be held June 26 at NWCCD (Sheridan) and October 30 at EWC.

2. Updates on initiatives and activities.
   - IT/SLDS needs assessment - Dr. Rose said we have entered into a contract for a needs assessment to inform the resource needs for the BFY17 budget.
   - UW/Colleges transcript exchange – this is the responsibility of Enterprise Technology Services but we are trying to ensure the process works in both directions: transfers from the community colleges to UW and from UW to the community colleges.
   - Tuition policy changes – discussion has started on changes to the tuition policy that would reflect advantages and incentives for students who continue to enroll at certain levels. Potentially the cost of education will be incorporated to inform the tuition decisions and help to develop an equitable, stable and rational system for making tuition adjustment requests.
   - Performance funding metrics development – discussions have taken place on data issues related to performance metrics. We will continue to work with the presidents, staff, IRC, ASC, CIO’s, and CCW. Next year will be the test year for using the metrics to see how they will turn out. If House Bill 118 is successful, it will give us an opportunity to bring forth a budget incorporating performance as a component of recalibration.

Commissioner Atwell recently met with the governor and made him aware the commissioners had given Dr. Rose strict instructions to obtain the funding for the Statewide Longitudinal Data System and to keep the process moving. Dr. Nolte addressed the tuition guarantee study to be conducted by two CC students. They will conduct the test over the spring semester and will look at 9, 12, and 15 credits and at increases of under 5%, 10%, and 20%. They are trying to get a grant from UW to test prospective students and parents in addition to current students. They will present their findings at the June meeting. He noted the students will also talk to finance and financial aid staff.

OTHER BUSINESS

Motion: Commissioner Brown moved and Commissioner Meyer seconded a motion to recess to executive session to discuss personnel issues. Motion passed unanimously.

REPORT AND ACTION FROM EXECUTIVE SESSION

No action was taken in executive session

ADJOURNMENT
There being no other business to discuss, Commissioner Atwell adjourned the meeting at 11:20 a.m.

Larry Atwell
Commission Chair

Jim Rose
Commission Executive Director