The April 16, 2015 commission meeting was called to order by Commission Chair Larry Atwell at Central Wyoming College, Riverton, Wyoming at 7:37 a.m. **Motion**: Commissioner Bodine moved and Commissioner Dooley seconded a motion to recess to executive session to discuss personnel issues. **Motion passed unanimously**. No action was taken during the meeting. **Motion**: Commissioner Bodine moved and Commissioner Lovercheck seconded a motion to adjourn the executive session at 8:25 a.m. **Motion passed unanimously**.

The April 16, 2015 regular Commission meeting was called to order by Commission Chair Larry Atwell at Central Wyoming College, Riverton, Wyoming at 8:30 a.m.

Commissioners present: Commission Chair Larry Atwell, Commissioners Charlene Bodine, Katherine Dooley, Sherri Lovercheck, Saundra Meyer and Wendy Sweeney. Commissioner Bruce Brown attended 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 Buchholtz and Administrative Services Manager Claire Smith.

Commissioner Atwell discussed the executive session stating no action was taken.

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

**Motion**: Commissioner Sweeney moved and Commissioner Lovercheck seconded a motion to approve the agenda as presented. **Motion passed unanimously**.

CONSIDERATION OF THE MINUTES OF THE PREVIOUS MEETING

**Motion**: Commissioner Sweeney moved and Commissioner Bodine seconded a motion to approve the minutes of January 30, 2015 of the Wyoming Community College Commission at LCCC. **Motion passed unanimously**.

ELECTION OF OFFICERS

**Motion**: Commissioner Sweeney moved and Commissioner Bodine seconded a motion to nominate Commissioner Meyer as chair and Commissioner Lovercheck as vice chair. No other nominations were put forth. **Motion passed unanimously**. Commissioner Meyer assumed the chair.

ORGANIZATIONS AND ALLIANCES
1. WY Association of Community College Trustees (WACCT): President Walter Wragge thanked Steve Bahmer for his service to the WACCT as Mr. Bahmer will be leaving at the end of May. The 2015 WACCT Summit is cancelled due to the change in the executive director position, allowing the new director to focus on interim legislative meetings. The executive committee of WACCT and Dr. Leach of WWCC will be conducting interviews on May 5 at Casper College. Steve Bahmer addressed a few of the legislative items the WACCT is currently interested in or concerned about:

- The Joint Appropriation Interim Committee (JAIC) review on the funding model – the WACCT is primarily concerned about the short timeline on such a complex subject and the clause about limiting program growth in order to regulate growth of the colleges. They will work on a cohesive strategy to address the JAIC on this topic.
- Joint Education Interim Committee (JEIC) priorities such as Career and College Readiness, high school completions, and the study of the educational workforce skills gap that focuses on STEM education, transitions from K-12, and community college workforce training. The WACCT will be actively involved with the JEIC on these.

Other items the WACCT is focusing on include:

- Building grassroots understanding and support for the value of the community colleges across the general population.
- Reframing the conversation about funding by building stronger partnerships with business and industries across the state in order to show how filling the skills gap for those businesses and industries is important and requires legislative funding for the colleges.

2. Wyoming Department of Education (WDE): Superintendent Balow provided a report by phone on the state of the WDE. She has worked with her management team on establishing a mission and vision for the department and said most of the vacant positions have been filled. Some of the things they have been working on include:

- An accountability system and the state system for support;
- A shift on how they look at the K-12 system from a systemic point of view;
- Staffing the 88 boards, committees, and task forces on which members of the WDE are expected to participate;
- Technical education, recognizing the colleges are responsible for the successful technical education happening across the state;
- Determining the relevancy of dual and concurrent enrollment by working with businesses and industries across the state so classes that do not continue to be relevant are removed from the high schools; and
- Bridging the gap between K-12 and higher education.

3. President’s Council: Council Vice President Dr. Leach acknowledged Mr. Bahmer’s efforts as executive director of the WACCT, noting his work led us to having the most collaborative commission, college and trustee group in many years. He also initiated our involvement in Complete College America, which led to the establishment of Complete College Wyoming (CCW). She presented Mr. Bahmer with a plaque for his service. Dr. Leach also stated the time has come for us to be more aggressive with the legislature in seeking funding and we must offer more opportunities for legislators to understand our system.

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

5. Wyoming PBS: General Manager Ruby Calvert congratulated Mr. Bahmer for his work stating his efforts have made a difference with legislators. Federal funding for FY15 is in place and funding for
FY17 is currently being debated in Congress. They only have $23,000 left to raise for the endowment fund. They are working with consultants to continue progress on the Native American modules. Ms. Calvert has worked with Dr. Jackie Freeze on creating a television program for the CCW effort. They have identified 3 audiences for the show: pre-college students with a focus on college readiness; in-college students with a focus on career choices, hurdles they face and retention problems; and decision makers with a focus on trend data, accountability measures and what is happening in the colleges. They will work on tower inspections and upgrades soon in an effort to reduce insurance costs. Three highly qualified finalists for the general manager position will be interviewed May 4-6 and they have hired a production truck engineer. The WPTV Advisory Council has decided to conduct an engineering study to analyze the next technical transition. They will discuss this with Enterprise Technology Services and will do a survey of what other stations are doing before deciding on how to present an exception budget request. Their outreach efforts include Shakespeare Uncovered, a cancer series and a sage grouse production.

6. Complete College Wyoming (CCW) – Kathy Dolan presented this report by phone. The College Readiness report has been sent out to use as a starting point for discussions. CCW has also sent out an example of the 2+2 concept LCCC has completed with UW. The 2+2 agreements are not part of the work being done by CCW but the example has been provided for informational purposes only. Representative Freeman was at the last CCW meeting and provided his opinion on marketing efforts. They decided the impact of postcards would not be very beneficial right before a legislative session. Metrics have been finalized and the first round of data are due in June. They would like to develop one benchmark for each progress metric. CCW would like to increase the presence of trustees who are actively involved in CCW and the presence of legislators. Institutions are addressing remediation and guided pathway success. She thanked Mr. Bahmer for his facilitation of their efforts. She said they met with the governor on the CCW initiative and he encouraged collaboration with WDE. Commissioner Lovelace said UW has completed degree maps on 65 career choices, making it more likely students will take only those courses they need towards their degree.

UPDATES AND REPORTS

1. 2015-2016 Interest Rates for WY Investment in Nursing, Teacher Shortage Loan Repayment and WY Adjunct Professor Loan Repayment Programs. Dr. Rose explained the 7.25% rate is the interest rate applied to loans if students do not meet program requirements and enter into repayment status. Motion: Commissioner Atwell moved and Commissioner Sweeny seconded a motion to approve the 2015-2016 interest rates for the WY Investment in Nursing, Teacher Shortage Loan Repayment and the WY Adjunct Professor Loan Repayment Programs. Motion passed unanimously.

2. 2014 Fall Enrollment Report: In response to Commissioner Atwell’s comment about enrollment rates dropping approximately 5%, Superintendent Balow stated graduation rates for Wyoming high school students has increased by approximately 1%. Dr. Rose clarified some of the data are affected by variables that are not apparent, such as external influences related to the economic status of students. The Hathaway program is a bigger incentive for UW students than it is for community college students. Commissioner Sweeny asked why the report shows a large number of ‘undecideds’ and Dr. Rose pointed out some of the things the colleges are doing to assist with this issue are not yet showing results. We will include the historical trend for this information in future reports. Motion: Commissioner Atwell moved and Commissioner Bodine seconded a motion to accept the 2014 Fall Enrollment Report. Motion passed unanimously.

3. Financial Report: Matt Petry discussed a number of items within the financial report:
   - Administration – There is approximately $465,000 remaining in the carry-forward funds for the data warehouse solution. The $327,000 represents our contract with Dynamic Campus.
• Course completion – These funds are distributed using the current performance metric of course completion and will be allocated at a rate of approximately 6% of total costs in FY15 and 8% in FY16. Rates for each college are compared to prior year results and then compared to a national median.
• Enrollment growth – This is one-time funding for true enrollment growth. It is distributed based on each colleges’ proportion of course completions.
• Health Insurance and Increased Retirement Contribution – Projections show some surplus will be reverted at the end of the biennium. We use April payroll and benefits data for building the upcoming budget request.
• College Salary Adjustments – This is an appropriation from the 2014 session and will be distributed in July 2015.
• Contingency Reserve - This funding is for emergency facility repair and comes from coal lease bonus funds. LSO has confirmed they expect this funding to last through BFY17.
• Wyoming Family Literacy (WYFL) – This program shows $150,000 of current surplus funding but 2 more programs have joined the family literacy effort and will use some of these funds. Their obligations are fairly small so we will still have a surplus.
• Wyoming Investment in Nursing (WyIN) – This program shows projected surplus as is typical on the student side, however due to new legislation we expect demand for these funds to increase.
• ADN & LPN Teaching Faculty – This program projects overspending but we can use the surplus from WyIN to offset it.
• Teacher Shortage Loan Repayment Program (TSLRP) – This program sunsets June 30, 2016 and has not lived up to expectations. We will probably revert about $900,000.
• Wyoming Adjunct Professor Loan Repayment Program (WAPLR) – This program is becoming more popular and we will probably ask for a budget exception request. Commissioner Sweeny asked if the reversion for TSLRP can be moved to WAPLR instead. Mr. Petry said if we do make an exception request, we will note we have reverted the TSLRP funds. Dr. Leach asked if we need statutory language to allow us to use the TSLRP funds for WAPLR. Commissioner Atwell asked what needs to be done to accomplish this and Dr. Rose explained we still need to consider some refinements to WAPLR since it is still in the fledgling stage. It may require some legislation but our rules may also need some adjustments for situations happening in the colleges that were not considered when writing rules. We should try to do as much as we can through rules instead of legislation.

Motion: Commissioner Lovercheck moved and Commissioner Atwell seconded a motion to approve the Financial Report. Motion passed unanimously.

4. Distribution of allocation to the colleges: This report is for informational purposes only showing the distribution for FY16, allowing colleges to prepare their FY16 budgets.

5. Enacted legislation affecting WCCC and/or colleges: Dr. Rose said we will meet with the JAIC as they discuss the college funding model. We will also meet with the JEIC as they discuss career college readiness and the skills gap. Dr. Rose is working with other agencies and the colleges to prepare information for these meetings. As a result of HB118, there was much discussion on the need for continued examination of the funding process. We will provide historic background on funding and will explain the consequences of having unstable funding. WICHE has approved our application for membership as the portal agency for the State Authorization Reciprocity Agreement and the colleges and UW can now join. There will be an interim study on medical education but it does not involve the nursing program. We will be preparing the biennial budget soon but we still do not have budget instructions. Commissioner Meyer requested if the JAIC or JEIC is meeting in anyone’s community, please attend and be prepared to answer questions.
6. Adult Education, Family Literacy and High School Equivalency Certificate: The packet includes information on statistical data about the programs. We are fortunate to have Marcia Hess and Troy Tallabas running these programs. Ms. Hess has been instrumental in moving the Adult Education program forward. Mr. Tallabas is tireless in what he is doing in carrying forward WYFL and keeping his programs informed. The High School Equivalency Certificate program is also Mr. Tallabas' responsibility and continues to be developed. Commissioner Sweeny said she appreciates the tools they have put together. Commissioner Meyer reminded everyone to remember these students as we work to bridge the gaps between the different entities.

CONSIDERATION AND APPROVAL OF CHANGES TO COMMISSION RULES

Dr. Rose explained the proposed changes to section 12 of chapter 5 are a result of our acceptance into the Statewide Authorization Reciprocity Agreement (SARA) as the portal agency for Wyoming. Changes to chapter 1 include the addition, removal or adjustment of a number of definitions. Section 7 of chapter 12 includes changes as a result of legislation broadening the opportunity for students to receive support from the state for advanced degrees in nursing. Motion: Commissioner Sweeny moved and Commissioner Atwell seconded a motion to approve chapter 5, section 12 SARA rules as presented today. Motion passed unanimously. This motion was rescinded as noted below.

The rest of the rules discussion centered on the residency definition in chapter 3 and how to allow undocumented students to attend the community colleges with in-state tuition. Dr. Rose explained undocumented students who graduated from Wyoming high schools are eligible for Hathaway scholarships but may not be eligible for in-state tuition due to the residency requirements in our rules. Federal action created opportunities for students who came to the United States as children with undocumented parents to be recognized as residents for a certain period of time. The federal action included a cutoff date so the revised version of rules handed out during the meeting included a three-year rolling time period for students in this circumstance. The University of Wyoming is also in the process of adjusting their regulations to address this issue. The Attorney General’s office has confirmed residency requirements such as these are within the commissioners’ province to set.

A number of issues were raised by commissioners and presidents, including:

- Should we allow for proof of graduation from any high school in the United States and not limit it to Wyoming?
  - Dr. Rose said we could see a problem if we cast the net too wide since students outside of Wyoming would not be eligible for Hathaway. Many states are taking the approach of setting policy covering only the graduates that state’s education system has produced.
  - Dr. Leach said WWCC trustees passed a resolution addressing the residency issue. They would like to strike the language requiring the high school graduation or receipt of a high school equivalency certificate (HSEC) be from Wyoming. They would like to broaden residency to everyone who comes into our communities and therefore would also like the language on US citizenry to be eliminated. She noted all the other proposed adjustments are important.
  - Judy Hay from LCCC pointed out the language on the Employment Authorization Document allows a route for graduates from other states to be recognized as Wyoming residents if they have lived in the state for the required amount of time.
  - Commissioner Sweeny expressed concern that many students may be afraid to go through the Deferred Action for Childhood Arrivals (DACA) certification. Dr. Shaffer said the colleges can guide the students through the DACA process though Dr. Leach pointed out some of our communities do not have access to the agencies who assist with the process.

- Should the length of time residing in Wyoming for recipients of a HSEC be three years, as opposed to 12 months, in order to be consistent with Hathaway requirements?
• Should the language on the student providing an affidavit of his/her intention to become a permanent resident at the earliest opportunity be changed or eliminated?

**Motion:** Commissioner Sweeny moved and Commissioner Bodine seconded a motion to approve version 2 of chapter 3 proposed rule changes under section 5 with the following modifications: delete Wyoming in (c)(i)(A) and change the requirement to have lived in Wyoming to 3 years instead of 12 months in order to be consistent with the other requirements. Also change section (d)(ii)(A) to delete both references to Wyoming. The motion is contingent on the Attorney General’s office reviewing the changes to ascertain whether it conforms to our authority. Commissioner Sweeny voted in favor of the motion and all other commissioners voted against the motion. **Motion failed.**

**Motion:** Commissioner Sweeny moved and Commissioner Atwell seconded a motion directing staff to make modifications to the proposed section 5 of chapter 3 of our rules looking at both the option of having the broader language versus the more restrictive language as well as the viability of deleting the section under (c) for residence for consideration at the June meeting.

Dr. Rose clarified the intent of the motion is to reference the status of a high school graduate so it includes any high school graduate, not just Wyoming graduates or recipients of HSC's issued only in Wyoming. Commissioner Sweeny confirmed this was her intent along with extending the length of time lived in Wyoming from 12 months to 3 years under section (c)(i)(A). **Commissioner Sweeny withdrew this motion and Commissioner Atwell withdrew his second of the motion.**

**Motion:** Commissioner Atwell moved and Commissioner Lovercheck seconded a motion to rescind the action taken on chapter 5 section 12. **Motion passed unanimously.**

**Motion:** Commissioner Atwell moved and Commissioner Bodine seconded a motion to postpone discussion on rules until the June 26, 2015 meeting. **Motion passed unanimously.**

**EXECUTIVE DIRECTOR’S REPORT**

1. Data needs analysis (Dynamic Campus): There is a meeting scheduled for May 7 for Dynamic Campus to present their recommendations.
2. Performance funding metrics – The presidents continue to discuss potential metrics and are close to having data allowing the testing of metrics impact.
3. Tuition policy modifications - Dr. Nolte discussed the study being conducted by CC students and faculty. Various versions of the survey will be presented to select students testing a variety of scenarios related to tuition. The complete report is expected mid-summer.

**CONSIDERATION OF NEW PROGRAM REQUESTS**

1. CWC: After-School and Youth Development, Certificate - Ron Granger VP Administrative Services Council and interim VP for Academic Affairs stated CWC had requests for this program so they worked with the WY Afterschool Alliance and Workforce Service in its creation. This certificate can be part of an education degree or for training for jobs in established afterschool programs. **Motion:** Commissioner Sweeny moved and Commissioner Lovercheck seconded a motion to approve the After-School and Youth Development Certificate as proposed by CWC. **Motion passed unanimously.**

2. NWCCD: Heating, Ventilation, and Air Conditioning (HVAC) Apprenticeship, Certificate - Cheryl Heath stated this program was presented at the last commission meeting as a pilot program and they are now asking for approval for a certificate. Successful completion of the 24 credits could earn the student a certificate or be applied to the AAS degree in general technology.
The program is currently available as part of the apprenticeship program but NWCCD would also like to offer it as a certificate. **Motion:** Commissioner Lovercheck moved and Commissioner Bodine seconded a motion to approve the Heating, Ventilation, and Air Conditioning Apprenticeship Certificate as proposed by NWCCD. **Motion passed unanimously.**

3. LCCC Program Requests:
   a. Construction Management, AAS
   b. Cyber Security, AAS
   c. Cyber Security, Certificate
   d. Heating, Ventilation, and Air Conditioning/Refrigeration Technology – Advanced HVAC/R Technician, Certificate
   e. Industrial Maintenance, Certificate
   f. Process Technology, Certificate
   g. Welding Technology, AAS
   h. Welding Technology, Certificate
   i. Welding Technology – Combination Welding, Certificate
   j. Welding Technology – Advanced Pipe Welding, Certificate

Dr. Jose Fierro discussed the programs by phone stating they have worked with local and regional business and industries to create program credentials for students to obtain entry-level jobs and to create entry and exit points for students to achieve higher level jobs. In each program, the certificate can be applied towards the AAS degree. The certificate programs should lead to entry-level jobs, promotions or increases in pay.

**Motion:** Commissioner Atwell moved and Commissioner Bodine seconded a motion to approve the Process Technology and four Welding programs as they were all pilot programs that have been in place and are already operating.

Commissioner Sweeny asked about the discrepancy in hours on the welding program compared to existing welding programs and Dr. Fierro explained some courses have been changed to include pipe welding. They have realigned the courses based on feedback from students, faculty and their advisory committee. Commissioner Lovercheck asked why the salary potentials are the same for all welding requests despite the varying credit hour requirements and Dr. Shaffer said this is a result of how wage data are presented to them. **Motion passed unanimously.**

Discussion took place on the process used in approving all the requests presented by LCCC. There was concern about the vetting process used throughout their review and the accelerated nature of the approvals. Dr. Shaffer explained the reason so many programs were requested at one time was because LCCC implemented a structured approach to defining degrees and certificates to ensure programs are clearly aligned with workforce placement or transfer and they are established based on a clear and manageable pathway. This process led to a program re-evolution on curriculum and as a result these programs were realigned. LCCC Trustee Ed Mosher assured commissioners the Board of Trustees spent a significant amount of time reviewing the programs and were comfortable with approving them as requested.

**Motion:** Commissioner Sweeny moved and Commissioner Atwell seconded a motion to approve the Construction Management AAS degree at LCCC as presented. **Motion passed unanimously.**

In response to discussion on how some programs require more than 15 credits per semester to finish, Dr. McCann said the Academic Affairs Council has a protocol to do a stronger review when a program request is above 64 hours.
Motion: Commissioner Lovercheck moved and Commissioner Sweeney seconded a motion to approve the Cyber Security AAS and certificate programs at LCCC. **Motion passed unanimously.**

Motion: Commissioner Sweeney moved and Commissioner Atwell seconded a motion to approve the Heating, Ventilation, and Air Conditioning/Refrigeration Technology – Advanced HVAC/R Technician Certificate as requested by LCCC. **Motion passed unanimously.**

Motion: Commissioner Bodine moved and Commissioner Dooley seconded a motion to approve the Industrial Technology Certificate for LCCC. **Motion passed unanimously.**

OTHER BUSINESS
Dates were set for future meetings: February 19, 2016 and April 22, 2016. Ruby Calvert’s retirement party is June 27. The following commissioners will attend graduations:
CC – Commissioner Meyer
CWC – Commissioner Meyer
EWC – Commissioners Brown and Lovercheck
LCCC – Commissioner Lovercheck
NWCCD, Gillette – Commissioner Brown
NWCCD, Sheridan Commissioners Bodine and Meyer
NWC – Commissioner Dooley
WWCC – Commissioner Atwell

ADJOURNMENT
Motion: Commissioner Bodine moved and Commissioner Atwell seconded a motion to adjourn the meeting at 1:00 p.m. **Motion passed unanimously.**

Saundra Meyer 6/26/15
Commission Chair

Jim Rose 6/26/15
Commission Executive Director