

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION MEETING February 17, 2016

Laramie County Community College
Cheyenne, Wyoming

The February 17, 2016 Commission meeting was called to order by Commission Vice Chair Sherri Lovercheck at Laramie County Community College, Cheyenne, Wyoming at 9:00 a.m.

Commissioners present: Commissioners Larry Atwell, Charlene Bodine, Bruce Brown, Katherine Dooley, Sherri Lovercheck and Wendy Sweeny. Commission Chair, Sandra Meyer was not present.

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 Lovercheck asked for introductions.

Motion: Commissioner Sweeny moved and Commissioner Atwell seconded a motion to approve the agenda with an addition for a presentation by Sheldon Flom, WWCC, prior to the tuition discussion.

Motion passed unanimously.

CONSIDERATION OF MINUTES OF THE PREVIOUS MEETING **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the minutes of the October 20, 2015 meeting. **Motion passed unanimously.**

ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): WACCT President Walt Wragge said a number of trustees, college personnel and students attended the National Legislative Summit and the Congressional Forum in Washington, where a wide range of topics were discussed. There will be an election of officers at today's WACCT meeting and they will review trustee education opportunities for the coming year. Erin Taylor, Executive Director, discussed the status of legislative issues:

- HB80 (stable funding) is on general file today and was introduced with only five 'no' votes. There was an amendment clarifying how decreases proposed by the appropriations committee will affect the budget and more amendments are likely.
- WACCT had the opportunity to testify on the gun-free zone bill. This bill allows for guns at meetings of governmental entities but not on school or college campuses. This raised the question of board meetings being held at a school or college and which rule would apply. Additional research indicates the specific mention of schools means the gun-free zone would apply to meetings being held in schools.
- Capcon projects are being fought over and the final budget will be based on those projects considered most important to the legislators.
- There are five appropriation bills this year, including amendments to both restore and reduce some funding to WY Investment in Nursing and to restore some funding to WY Family Literacy.

The boards of trustees will be participating in Governance Institute for Student Success (GISS) training by the Association of Community College Trustees (ACCT) on June 2-3 in Casper. It will involve gathering data and answering surveys in advance so GISS staff can determine what areas to focus on and what information to provide the trustees. Commissioners are welcomed to participate too for a cost of \$3,000. GISS differs from Complete College Wyoming (CCW) in that GISS focuses on developing boards and their governance effectiveness while CCW is geared more towards global student success. WACCT is planning on hosting a Fall Policy Summit in October in Laramie.

2. Wyoming Department of Education (WDE): Superintendent Balow provided an update on WDE projects. The Every Student Succeeds Act (ESSA) has replaced the No Child Left Behind Act and puts ownership of education on the states. WY is not a waiver state and has upheld our state accountability system puts us ahead of other states who still have to create such a system, and gives WY the opportunity to focus more on the nuances of ESSA.

WY is one of 17 states involved in a career readiness initiative and they are in the process of applying for a grant to pay for the first stage. Major components of the initiative are as follows:

1. Higher education, business and industry will be the lead partners of the initiative ensuring pathways students choose are scalable and valuable. They will phase out non-value pathways. The initiative will be driven by market data and the articulation efforts with UW.
2. The initiative will be part of the K-12 accountability model.
3. They will work closely with Maine and Oklahoma, who have had success with similar initiatives.

They are preparing to roll out a draft set of science standards. Superintendent Balow has received input from citizens and industries across the state on what the standards should look like. As a UW ex-officio trustee, she is helping bring the College of Education at UW to preeminent status. They are working through bills related to accountability and assessment and the WDE budget, which has taken a big cut. Commissioner Sweeny asked if WDE has anyone designated to work with colleges regarding qualifications to teach dual/concurrent classes. Superintendent Balow stated this is more applicable to the Professional Teaching Standards Board, but WDE is concerned about it too and recognizes this may cause problems in small districts. Dr. Rose said the colleges are still uncertain of the consequences of recent Higher Learning Commission (HLC) actions but some are comfortable with the redefinition of minimum faculty qualifications while others are not. The colleges will need to decide by September if they wish for the Commission to pursue a delay in the implementation of the requirements. He feels this is an overreach by the HLC and is not in sync with other regional accreditors. Commissioner Sweeny asked for an update on this issue at the June commission meeting.

3. President's Council: Council President Dr. Young expressed the presidents' appreciation on the collaborative work the commissioners are doing, especially regarding tuition policy. The presidents reviewed the credit costing methodology developed by Sheldon Flom, WWCC and they feel it will help answer the question of how much it costs to teach different types of classes. Direct costs are easy to determine but indirect costs are more difficult to figure out and this model will allow the colleges to do this. Dr. Young said he would like commissioners to participate in the GISS training because it is training for policy makers on what data matters and how to use and interpret data to make policy level and governance level decisions.

4. Complete College Wyoming: Dr. Freeze said they revisited their goals and they have completed the 2nd WPTV broadcast on student success. They have made great progress on academic plans with UW. They created the first definition of college readiness. The first annual dashboard was provided to meeting participants. Additional metrics will be added at a later date. The first iteration focuses on goals established at the beginning of the process. Dr. Freeze has discussed with Andy Corbin how to obtain this

information in the future and they may need to do an MOU with UW to obtain their information. Dr. Freeze discussed the following goals/metrics:

- Increase community college certificate and associate degree recipients by 5% annually. The dashboard shows an increase of 9.3% for the community colleges, despite decreases in enrollment at some of the colleges. The total increase when combined with UW is 4.8%.
- Ensure that degree-seeking students complete their first college-level math and English during their first 30 credit hours. All institutions have created initiatives to move forward, but this will take time to implement. They are trying to accelerate the progress through remedial efforts. They now have data showing a student who completes math and English in the first 30 hours is more likely to graduate.
- Develop metrics to measure persistence and success. CCW determined it is important to include part-time degree-seeking students as well as full-time students in these metrics as there are large populations of part-time students at each of the colleges.
- Context metrics are being provided to show where we are at any point in time, and include undergraduate headcount, the percent of population served in each county and financial aid assistance. College readiness is provided as a point of reference for comparison at later dates.
- Completion metrics show how well students are moving through courses and reaching milestones.

Dr. Freeze said the colleges are sharing their best practices with each other. Commissioner Lovercheck pointed out the increase in completion is a result of the leadership of CCW, presidents, faculty, trustees and the commission all working together. Dr. Freeze said faculty on the team have given feedback and are excited about the progress. She also stated Erin Taylor will provide the dashboard to legislators. The information is based on 12 credit hours though Dr. Rose said we need to move towards recognition that it takes 15 credit hours per semester to complete timely.

Heather Christensen, CWC trustee, asked if the data takes into account community college acceptance of all students while UW has entrance requirements. Dr. Freeze said this has been discussed but colleges want to make access available to anyone who wants to pursue higher education and the colleges need to help students make the right choices. Dr. Freeze said CCW has no money and is being funded by the colleges and WACCT by providing staffing and by paying for supplies, printing and mailing. Those involved in CCW are working as part of the team above and beyond their normal duties. Dr. Rose said we can now turn information requests around within hours because of our robust data system.

5. WY Faculty Alliance: Faculty Alliance Chair Leah Noonan, LCCC, said the Alliance currently has three primary issues of concern: preservation of developmental math and English, reduction of budgets, and Higher Learning Commission (HLC) credentialing. The HLC credentialing is the biggest concern. Some colleges are applying for two year extensions to comply with the new requirements. She stated this issue will have a huge impact on budgets and administration. This will also impact concurrent enrollment teachers. Commissioner Bodine suggested having UW provide the colleges with quick and intense training to help the instructors obtain the needed credits and Dr. Schaffer said UW outreach has capability to do this but they are not currently offering anything of this nature.

6. Wyoming PBS: Terry Dugas, General Manager, stated they had unprecedented success with the *Blizzard of '49* screenings. The next major program they are producing will be *Over Wyoming*, an aerial view of Wyoming. They still need to expand their signal to areas of WY currently without a signal. They received a notice from the Arapahoe Business Council on the Wind River reservation, saying they are starting a cable system. WY PBS will provide them with three channels. Regarding the FCC spectrum auction, the FCC is only concerned with Laramie's transmitter because of its proximity to Denver. Estimates show the auction price for this transmitter would be around \$2,000,000 - \$3,000,000. However,

the Laramie channel feeds the Cheyenne channel and to lose it would cause loss of statewide public broadcasting and the inability for PBS to cover the legislature. As a result, the Laramie transmitter will not be put up for auction, but the FCC owns it and may decide to auction it anyway. WY PBS has a contingency plan to provide limited service to Cheyenne and Laramie if this should happen. WY PBS has always sold DVDs to schools in the past but this does not bring in much money, so going forward they will start providing DVDs to educational institutions, nonprofit and governmental entities upon written request at no cost. Mr. Dugas is working on a plan to give Dish network a package for Cheyenne customers.

UPDATES AND REPORTS

1. 2015 Summer Enrollment Report - Dr. Rose said the 2015 Summer Informative Enrollment report is included to show enrollment based on 15 credit hours. The Commission will work towards eliminating the 12 credit hour version. Larry Buchholtz said Table 2 shows, at the commissioners' request, more specific details. **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to accept the 2015 Summer Enrollment Report. **Motion passed unanimously.**

2. Financial Report: Matt Petry pointed out highlights of the December financial report:

- Administration – Payroll continues to show over budget because we still have not received the funds for July 2015 pay raises. The Budget Division expects us to cover as much of the shortage as we can before they transfer additional funds to us. This is the same for payroll in other programs as well. The \$75,000 projected surplus from the BFY13 administration budget is a result of Andy Corbin and his staff handling the project management for the Moving Forward Information Technology project. Commissioner Brown asked if funds can be moved to cover the costs of commissioners attending the GISS training and Mr. Petry said they can. Commissioner Atwell asked about the surplus in maintenance agreements and Mr. Petry said we have negotiated savings in long term maintenance agreements.
- The SLDS unit has increased substantially. ETS transferred \$3,450,000 to us for continued work on the Moving Forward project, allowing us to remove our exception request for this project from the 2017/2018 budget. We will need to carry those funds over to the next biennium as they will not be spent by June 30, 2016.
- Increased retirement contributions the colleges make on behalf of their employees will have a shortage while health insurance will have a surplus. The retirement shortfall will be spread across the colleges proportionately and the health insurance surplus will be reverted.
- Adult Education (AE) shows a shortage but it will be made whole with federal funds. Commissioner Sweeny asked for information on the number of AE students enrolled by district.
- The High School Equivalency Certificate program shows a surplus in payroll as a result of the frozen vacant position.
- The full amount of the nursing faculty funds will be used and we may need to transfer some from nursing tuition to cover all nursing faculty salaries and benefits. This is the same program currently slated for a \$1,000,000 cut. If the cut happens, it will all come from the student side since we are statutorily obligated to pay nursing faculty salaries.
- Teacher Shortage Loan Repayment Program will sunset in June. We have already reverted approx. \$750,000 with the remaining balance to be reverted in June.
- WY Public Television investment earnings have been better than projected and we have requested an additional \$50,000 in spending authority to cover remaining earnings this biennium.

Motion: Commissioner Bodine moved and Commissioner Atwell seconded a motion to accept the financial report. **Motion passed unanimously.**

3. 2015 College Audit Report: Dr. Rose said this report is required by statute. Commissioner Brown noted the miscounting of students is a recurring finding. Dr. Schaffer commented on the struggle they have had in this area and auditors are paying more attention to this because the federal government is paying more attention to it. It is his understanding this is the most common finding across the country. Sheldon Flom pointed out WWCC has a new financial aid director and because they knew they had problems, they hired McGee, Hearne & Paiz (MHP) to do an audit of financial aid. MHP helped develop a plan for improvement. **Motion**: Commissioner Atwell moved and Commissioner Brown seconded a motion to accept the 2015 College Audit Report. **Motion passed unanimously.**

4. Annual Performance Report-Performance Indicators: Dr. Rose indicated this is the last time the report will be presented in this format due to work of CCW and data staff at the commission and colleges now have. The performance indicators in this report were considered important in the 1990's and are requirements for reporting from WY Statute. Going forward they will present information similar to what is being reported in the CCW dashboard. **Motion**: Commissioner Atwell moved and Commissioner Bodine seconded a motion to accept the Annual Performance Report-Performance Indicators. **Motion passed unanimously**

5. Report on Capcon Model Review: Dr. Rose said policy makers see we have a good handle on our capcon responsibilities. Though we do all the work involved with capcon, there is not a clear process beyond the commissioners' purview. Larry Buchholtz said the Administrative Services Council (ASC) has done a top to bottom review of the model based on Commissioner Brown's suggestion to do so. For this annual review, we are looking at measures four, five and nine. We will have proposals on changing how those measures work at the April meeting.

6. Enrollment and Level of Instruction Audit Report: Dr. Rose said there is a mandate for us to perform audits in these areas because they form the basis for funding. Colleges are correctly recording and compiling this information and with the improvement of our data system, these will continue to be more coherent. **Motion**: Commissioner Sweeny moved and Commissioner Dooley seconded a motion to accept the Enrollment and Level of Instruction Audit Report. **Motion passed unanimously.**

7. Legislative Update: Dr. Rose said there are some amendments of concern, such as funding for Family Literacy. This has a direct impact to the colleges due to the affiliation of their Adult Education programs with Family Literacy. There are other potential amendments, such as the across-the-board biennial decrease. He will continue doing the Friday legislative updates, but will not have one this Friday. The bill related to gun-free zones is still questionable as it relates to boards meeting on college campuses.

EXECUTIVE DIRECTOR'S REPORT

- 2015/2016 Meeting Dates:
 - April 22 WWCC
 - June 10 NWC (this was changed at the end of the meeting to CC on June 1)
 - October - Walt Wragge said the WACCT Fall Policy Summit will be in Laramie if commissioners would like to schedule the meeting to correspond with it.
- Moving Forward Project – There will be a presentation by Andy Corbin and the CIOs on Thursday at 10:15 and Dr. Rose hopes everyone will attend.
- Sheldon Flom presented his credit cost accounting system. He developed this system in response to questions about the cost of each instructional delivery method. He received input from various departments within his college and from other ASC members. Commissioner Lovercheck asked for updated copies of the analysis as they are created.

- Tuition policy research - Dr. Rose said the commissioners may need to have a teleconference in March for tuition adjustments once the outcomes of the legislative session are known. The intention of this research was to explore various options for a tuition policy. He suggested tuition decisions could be made for two years instead of one.

Matt Petry explained the matrix on tuition options. The analysis shows all colleges were agreeable to the use of an inflationary index and the use of other tuition rate multipliers, though the options have not been fully vetted with all the boards of trustees. This information is being provided as a starting point for discussion in the development of a tuition policy. Dr. Schaffer recommended having the trustees and presidents draft a policy from which everyone could then work. All councils will have a role in developing the policy. Dr. Rose said there is still a lot of work to be done and he does not think a recommendation will be available until the October meeting. Additional conversation took place on various options. A transitional removal of the tuition cap was suggested.

- Performance funding metrics development: Dr. Rose said we should work with policy makers to incorporate real performance measures in our funding model and show the consequence of return on investment by virtue of completion. We should make legislators understand funding should not be locked into just enrollment because it is not the best way to indicate to the state if we are moving in the right direction.

OTHER BUSINESS

Discussion took place on the commissioners' involvement in GISS training on June 2-3, 2016 at a cost of \$3,000. **Motion:** Commissioner Brown moved and Commissioner Bodine seconded a motion that commissioners should participate in the training. **Motion passed unanimously.** **Motion:** Commissioner Bodine moved and Commissioner Atwell seconded a motion for the commission to pay the commissioners' share of the fee. **Motion passed unanimously.** **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to move the June meeting to June 1 in Casper. **Motion passed unanimously.**

ADJOURNMENT

Motion: Commissioner Sweeny moved and Commissioner Brown seconded a motion to adjourn the meeting at 3:00 p.m. **Motion passed unanimously.**

 4/22/16
 Sandra Meyer Date
 Commission Chair

 22 Apr '16
 Jim Rose Date
 Commission Executive Director