

## MINUTES

### WYOMING COMMUNITY COLLEGE COMMISSION MEETING February 22, 2018

The February 22, 2018 regular Commission meeting was called to order by Commission Chair Sandra Meyer at 8:30 a.m. at Laramie County Community College, Cheyenne, Wyoming.

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 Frederick seconded a motion to approve the agenda, with the addition of the LCCC Crossroads Building project under Other Business. **Motion passed unanimously.**

#### CONSIDERATION OF MINUTES OF THE PREVIOUS MEETINGS

**Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to accept the minutes of the October 12-13, 2017 commission meeting. **Motion passed unanimously.**

#### ORGANIZATIONS AND ALLIANCES

1. WY Association of Community College Trustees (WACCT): Don Erickson spoke on behalf of WACCT, giving an update of the previous day's meeting. New officers have been elected: President - Ernie Over, CWC; Vice President - Marilyn Fisher, EWC; Secretary - Carolyn Danko, NWC; and Treasurer - Don Erickson, LCCC. They discussed the talking points to be used with the Legislature and continued discussion on how to be one voice for the community colleges with stakeholders around the state. They had a presentation from Jerimiah Rieman, member of the Executive Council of ENDOW, who covered various recommendations coming forward in the draft report in August, such as computer science in the schools and the importance of air travel throughout Wyoming. Brittany Ashby, a contractor for WY Economic Development Association, made a presentation on their work with chambers, economic development offices, and tourist groups throughout the state. They also had a presentation from the Education Commission for the States who said Wyoming will need to do things differently if we are going to reach our attainment goal. We need to encourage working adults to go back to school and will need to provide incentives and financing options.

2. Wyoming Department of Education (WDE): Superintendent Balow recognized Brent Bacon, Chief Academic Officer for WDE, for being involved in the Commission's work and thanked commissioners for allowing him to be so involved. The Superintendent's role in our Commission is important as all aspects of education (K12, community colleges and UW) are connected. Many education bills are

working through the legislature this session but she stressed the importance of staying focused on the quality of education. Computer science is an important concern because technology will be part of every job in the future.

Currently 19 districts are voluntarily using the Canvas learning management system (LMS) as well as five community colleges and UW. The remaining districts need more information before proceeding. Canvas will allow the delivery of high quality virtual education. The next Innovations in Learning Conference will be in Evanston in November. Work is still being done on standards and the colleges continue to be part of the process. A subcommittee of higher education staff from the colleges and UW have been reviewing math standards in light of the state's remediation rate and have found standards are more aligned than originally thought. The problem lies in the expectation of students to master all the standards before they leave high school. The subcommittee provided a number of actionable items for moving forward. Indian Education for All standards have been folded into the social studies standards.

3. President's Council: Dr. Schaffer gave an update of the work done by the President's Council. The colleges stand behind the common electronic transcript bill and are encouraging UW to adopt it. The presidents gave a presentation to the ENDOW executive council asking them to consider specific recommendations to assist in reaching the higher education attainment goal and shared their concerns about increasing the goal to 67%. They have met with the WY Economic Development Association and discussed how the colleges can work with them on ENDOW legislation and on regional and statewide economic diversification and development. They met with UW president Dr. Nichols to continue discussion on collaborative efforts and had a broad conversation about creating a statewide tuition strategy. They have submitted a grant to be part of a WICHE collaborative to look at how we focus on educational attainment. They discussed forming task forces to develop a college-going culture in Wyoming.

4. Complete College Wyoming (CCW) –Shawn Powell, VP for Academic Affairs CC, said a full CCW meeting was held yesterday and they continue to have monthly phone conferences. They support the higher education attainment goal and the WICHE grant application for funds for workforce development. There will be a statewide meeting at CWC with a Complete College America representative in June. They reviewed a draft of CCW data and will share the final report with commissioners in April. There is an annual convening in December in Chicago.

5. Community College Faculty Alliance: Jennifer Cowell, music teacher at CC, presented on behalf of president Michael Bostick. She provided a report with highlights from six of the seven colleges. A recurring theme throughout the report is that colleges have recently gone through or are preparing for Higher Learning Commission site visits. They have been discussing the impact of the removal of the tuition cap and their concerns are very similar to those highlighted in the Huron Consulting Group report issued for UW.

6. Wyoming Public Television (WPTV): Terry Dugas, General Manager, said the learning objects on the Wind River education website have been viewed over 40,000 times. Canvas LMS, when fully deployed at CWC, will include all of the Wind River website learning objects and lesson plans. The WPTV annual report is included in the meeting packet.

## UPDATES AND REPORTS

1. 2017 Summer and Fall Enrollment Reports: Commissioner Meyer praised the new format in our effort to make data more transparent and Commissioner Brown requested consideration be given to rolling the information into a higher level summary report as well. In response to Commissioner Frederick's question on how enrollment compares to prior years, Dr. Rose said it started to decline several years ago but has



leveled out. The colleges are working to bring more options to students, thereby increasing enrollments. **Motion:** Commissioner Atwell moved and Commissioner Freeze seconded a motion to accept the 2017 Summer and Fall Enrollment Reports. **Motion passed unanimously.**

2. Financial Report: A highlights memo is included in the packet and there were no further questions. In general our budgets are in good shape and concerns we had earlier in the biennium about insufficient funding in the nursing program are no longer a concern. **Motion:** Commissioner Dooley moved and Commissioner Newman seconded a motion to accept the financial report. **Motion passed unanimously.**

3. 2017 College Audit Report: This is a statutorily required report, the cleanest in the last eight years. **Motion:** Commissioner Atwell moved and Commissioner Freeze seconded a motion to accept the 2017 College Audit report. **Motion passed unanimously.**

4. Performance Indicator Report: A link is provided in the packet as the report is too voluminous to print. This is a statutory reporting requirement. **Motion:** Commissioner Brown moved and Commissioner Atwell seconded a motion to accept the Performance Indicator Report. **Motion passed unanimously.**

5. Academic Program Review: Dr. Rose said this is a very long report and a link is provided in the packet. The Academic Affairs Council (AAC) has created a rotational system to review all programs and will discontinue programs as needed. The presidents will ask the AAC to develop a policy on which programs need to be approved by commissioners. This would allow more discussion on the new programs being presented, what they mean and the nature of their intent. Commissioner Freeze encouraged a revised approach from AAC and asked commissioners to think about what they really need to be considering in their approval process. Commissioner Brown agreed the commissioners do not have the expertise to make these decisions and requested a checklist of what has been done at the college level. Dr. Rose said this is the direction he hopes the policy will go. Dr. Schaffer suggested duplication be a consideration of the commissioners' role in program approval and a policy statement would be helpful in providing guidance and parameters before programs are brought forth. Commissioner Brown said the ENDOW effort may enhance the need for duplicate programs. **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to accept the Academic Program Report. **Motion passed unanimously.**

6. Legislative Update:

Pending legislation – Dr. Rose discussed the current status of bills moving through the legislature.

#### EXECUTIVE DIRECTOR'S REPORT

Tuition policy discussion – UW considerations: Dr. Rose discussed concerns related to the tuition cap removal and UW's recent interest in establishing a cap, though Dr. Nichols has said they do not know enough to make a decision about a cap at this time and will not move forward with it until fall 2019, at the earliest. He suggested the commissioners reconsider the timing of our cap removal and decide if we should do this in concert with UW. Commissioner Meyer asked for the pros and cons of the choices.

- Dr. Rose said there is some concern about what the impact would be to the colleges, though this is not a prediction we can determine with certainty.
- There is an implied message that 12 credits complies with completion, when this is not the case.
- Commissioner Freeze agreed this needs to be revisited and asked for information on increases in revenue and what assumptions they are based on; analysis of institutional scholarships and the impact of helping pay the increased costs; the impact on our completion agenda and what institutions need to do in this regard; and how we create pathways since students can use extra hours to explore other areas but won't do so if they have to pay for those extra hours.
- Commissioner Atwell would like this on the agenda for the June meeting and ask UW to be in the discussion too. Commissioner Brown suggested we be careful before jumping on the bandwagon

until we see where UW is on the topic. Commissioner Frederick suggested June is pushing it out too far if changes will apply to the fall. Commissioners would like background information before June.

- Commissioner Freeze asked for opinions on putting off the removal of the cap for a year.
  - Dr. Divine said he is torn on removing the cap. Laying it back for a year will not have much impact but feels a decision needs to be made today because of everything the colleges will need to do to accommodate the change.
  - Dr. Tyndall said factors will vary by college. Part time students are not impacted, which is a high percentage of students for some colleges. The additional revenue for CWC would be approximately \$300,000.
  - Dr. Leach said 50% of their students are part time but many students are taking heavy loads to complete programs in reduced timeframes. She requested postponing the implementation of the cap removal for a year but make a decision today.
  - Dr. Young agrees a decision should be made today and feels postponing for a year is the best move. He pointed out we are receiving mixed policy messages from stakeholders. A tuition cap is a success strategy and ENDOW says build a workforce yet we also hear some say we need to charge for every credit. We also hear concerns when we are not consistent with UW.

**Motion:** Commissioner Brown moved and Commissioner Atwell seconded a motion to defer the implementation of the removal of the tuition cap for one year to allow time to draft a policy.

- Dr. Schaffer reminded the group of the motivational impact of the cap. If it is combined with Fifteen to Finish, it may have more of an impact. We do not have a tuition policy that looks at things like completion, full time status, traditional, in-state/out-of-state, etc. Without this we will continue to react to the whim of UW. We need a system wide strategy of why we do what we do. He suggested putting a group together to discuss this in depth.
- Dr. Rose said tuition is half the discussion. The fees at each institution need to be discussed too because they are a big part of the cost of attendance.

**Motion passed unanimously.** Commissioner Dooley recommended committing to having a tuition policy in place by the end of year. A request was made for representatives from the boards of trustees to be involved in the discussion. Dr. Young advocated for stronger collaboration between the commissioners and the UW Board of Trustees.

## RULES – RECISSION OF BOARD OF NURSING RULES

Claire Smith provided background on the reason the Commission needs to take this action, as summarized in the meeting packet.

**Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion that the Commission proceed with rule promulgation to repeal the Wyoming Investment in Nursing rules currently filed as part of the Wyoming Board of Nursing administrative rules. **Motion passed unanimously.**

## CONSIDERATION OF PROGRAM APPROVAL REQUESTS

1. CC-American Sign Language A.A. Degree: Dr. Powell provided a summary of the programs.

**Motion:** Commissioner Atwell moved and Commissioner Frederick seconded a motion to approve the CC American Sign Language A.A. Degree and the CC Kinesiology and Health Promotion A.S. Degree.

**Motion passed unanimously**



2. CWC-Communication A.A. Degree: Dr. Tyndall explained the film/media programs are reconfigurations of their current programs. The Medical Assistant Certificate is for students who are not taking the full medical assistant program. **Motion:** Commissioner Atwell moved and Commissioner Brown seconded a motion to approve the CWC Communication A.A. Degree, Film A.A. Degree, Film A.A.S. Degree, New Media A.A.S. Degree, and the Medical Assistant Certificate. Discussion took place on using different criteria between the colleges for the same certificate. This is often a result of local needs. Commissioner Atwell suggested using a common core with different electives. Commissioner Frederick suggested using recruiting tactics at state school competitions such as FBLA, FCA, etc. **Motion passed unanimously.**

3. EWC-Gunsmithing A.A.S. Degree: Dr. Travers said they did a survey of their service area and determined a need for this program. **Motion:** Commissioner Frederick moved and Commissioner Dooley seconded a motion to approve the EWC Gunsmithing A.A.S. Degree. **Motion passed unanimously.**

4. LCCC-Data Center Technician Certificate: Dr. Schaffer summarized the programs. This is an effort to reorganize classes per local industry. **Motion:** Commissioner Atwell moved and Commissioner Newman seconded a motion to approve the LCCC Data Center Technician Certificate and Equine Training Certificate. **Motion passed unanimously.**

5. NWCCD-Medical Assistant Certificate: Richard Hall, VP for Academic Affairs, presented a summary of the program saying it is based on input from local providers. Commissioner Frederick suggested incorporating a course on medical terminology. **Motion:** Commissioner Brown moved and Commissioner Frederick seconded a motion to approve the NWCCD Medical Assistant Certificate. **Motion passed unanimously.**

6. NWC-Criminal Justice A.A.S. Degree: Dr. Hicswa summarized these programs saying these were developed per local industry needs. Commissioner Freeze asked if the Criminal Justice A.A.S Degree will allow a student to enter law enforcement without going into the academy and V.P. Giraud said it will not. **Motion:** Commissioner Atwell moved and Commissioner Dooley seconded a motion to approve the NWC Criminal Justice A.A.S. Degree, the Criminal Justice Certificate, and the Certified Medical Assistant Certificate. **Motion passed unanimously.**

Pilot programs approved by the Program Review Committee:

1. CC – Pilot Hospitality and Tourism Management AAS Degree
2. CWC – Pilot Cosmetology AAS Degree
3. CWC – Pilot Nail Technician Certificate
4. CWC – Pilot Esthetician Certificate
5. CWC – Pilot Cosmetology Instructor Certificate
6. CWC – Pilot Hair Technician Certificate

#### OTHER BUSINESS:

LCCC Crossroads Project – Dr. Schaffer explained the request for authorization to renovate the LCCC Crossroads Building, the former student services building. It will be paid with student fees. **Motion:** Commissioner Freeze moved and Commissioner Atwell seconded a motion to approve authorization of the LCCC Crossroads Building project. **Motion passed unanimously**

**Motion:** Commissioner Frederick moved and Commissioner Newman seconded a motion to recess to executive session to discuss personnel issues at 12:00. **Motion passed unanimously.** Commissioner Meyer adjourned the executive session at 12:15p.m.

