

MINUTES

WYOMING COMMUNITY COLLEGE COMMISSION SPECIAL MEETING

August 28, 2019

Commissioners present: Dr. Jackie Freeze, Kay Dooley, Dennis Boal, Gregg Blikre, Dr. Craig Frederick, Julia Newman, Ember Oakley

Ex-Oficio present: Representing Governor Gordon, Lachelle Brant

Commission Staff present: Dr. Sandy Caldwell, *Executive Director*
Matt Petry, *Deputy Director and Chief Financial Officer*
Dr. Ben Moritz, *Chief Academic and Student Services Officer*
Larry Buchholtz, *Chief Operating Officer*
Cayse Cummings, *Director of Business Operations*

The August 28, 2019 special Commission meeting was called to order by Commission Chair Jackie Freeze at 1:00 p.m. at Central Wyoming College, Riverton, Wyoming.

A roll call of voting members was taken. A quorum was present. Due notice had been published.

Introductions were made

Click [here](#) for the Meeting Agenda

SPECIAL MEETING:

Commission Chair Freeze entertained a motion to approve the agenda. Commissioner Blikre so moved and Commissioner Dooley seconded. **Motion passed unanimously.**

I. Public Comment on Agenda Items

- None

II. BIENNIAL BUDGET APPROVAL

- Dr Caldwell informed the Commission the cover page to each agenda topic in their packets were not included in the packets available to the public. Modifications anyone may want for these cover pages will be asked for later, and in the future, will be included in the public folder on the Commission website. Section II of the agenda reviews the biennial budget that is due this Friday, (August 30, 2019). Dr. Caldwell reminded the Commissioners they had discussed this budget during the April workshop and approved as well as prioritized the tentative budget. Special recognitions to Matt Petry, Commission Deputy Director and Chief Financial Offer for his extensive work on preparing this budget.

- Matt Petry explained the four documents in Tab 1 were reviewed previously by the Commission during the June meeting. The Commission is obligated to provide information to State Construction Department, (SCD) on major maintenance and construction. The June meeting was strictly informational, as the Budget Division rolls out the budget to each agency, the numbers can then be finalized. Mr. Petry reviewed the current appropriations within the Commission and what they will be for the 2021-2022 biennium. Highlights include the following:
 - Information technology, (IT) is increasing the administration budget.
 - Retiree health insurance so sound they did not pay into the pool for two years. This fund is reinstated to employers; the commission gets the money, sends it out to colleges, then the colleges pay the state.
 - There is \$1.5 million for pay raises in the current fiscal year. Double that equals the biennial amount.
 - Health insurance premiums: calculated need is 56 million, appropriation is 49 million. Proposals have been made to the Governor's office. We are waiting to see specific revenue and expenditures across the state but at least have established a place holder.
 - The Wyoming Community College Commission (WCCC) meeting with the Governor is set for some time in October.
 - Regarding the *Contingency Reserve Coal Lease Bonus funds*, the WCCC is at the bottom of the pecking order and these funds have really bottomed out.
 - High School Equivalency Certificate, (HSEC) program has been streamlined over the years. The assigned position and benefits have been removed, leaving \$18,000 for operating funds.
 - Wyoming Investment in Nursing, (WYIN) faculty establishes the startup nursing program and with each eight nursing students the college can hire one faculty person. This year there are 24 additional nursing students that equals 3 faculty and translates to \$1.1 million. The nursing program has changed over the years. Funding for students in past hasn't been used so used that money to support the nursing faculty.
 - Commissioner Frederick asked if the 24 more students were across the system or at just one college. Mr. Petry said that in short, it's a numbers issue as we look at the system and have an idea which college but we still need to have the pool increased.
 - Mr. Petry explained the exception requests will need the Commissioner's action. Data services changed to one request for \$64,000. Enterprise Technology Services, (ETS) asked the Commission to make the requests separately. SLDS processing and storage needs have increased. ETS supports both of these recommendations. Additional software needed for data analytics that is much more a bargain now then 2 years ago. The Commission has asked for a full-time, benefited position that will be an asset to the colleges and the Commission.
 - Commissioner Blikre asked who would identify who is qualified for this new position. Mr. Petry explained it is currently a one-year contract position and the Commission's IT staff are very knowledgeable and have identified the position requirements.
 - Mr. Petry explained that the \$1.2 million from HEA96 was for software maintenance and data bases. Zero based budgeting items must justify purchases every two years relating to IT items. This approach is something done by every agency and ETS does indorse. The three previous fiscal years haven't gotten this funding of \$140,000. Hardware has a useful life of 10 years and maintenance costs. We need partial funding for the last 5 years of maintenance on hardware. Mr. Petry asked the Commission to approve and then prioritize the budget items. His recommendations are attached for their review.
 - Commission Chair Freeze said that while this request is small now it has the potential to increase in years to come. Mr. Petry agreed and said a better handle on the IT needs now will justify them in the future.

Commission Chair Freeze entertained a motion to accept the standard budget as proposed. Commissioner Frederick moved and Commissioner Oakley seconded. **Motion passed unanimously.**

Commissioner Dooley moved and Commissioner Oakley seconded a motion to approve the exception budget as presented. **Motion passed unanimously.**

III. WYOMING WORKS CREDIT PROGRAMS

- Dr. Caldwell informed the Commissioners these programs were being presented to obtain authorization for approval. Wyoming Works consists of already existing programs and three colleges have credit programs today that meet the rules criteria established at the June 13, 2019 meeting. The Executive Council have approved these programs after the Academic Affairs Council, per the process.

a. AUTHORIZATION OF EXISTING PROGRAMS

Casper College (Agenda Tab 2)

President Divine said he has a very knowledgeable staff complete these forms but, he was the one there for questions. Commission Chair Freeze asked how many students they'll get for these Career Technical Education, (CTE) programs and are local businesses looking for these types of students? Dr. Divine responded by saying these types of programs average a couple dozen of students at a time. As far as local interest, this waxes and wanes dependent on demand but overall has remained relatively consistent.

Eastern Wyoming College (Agenda Tab 3)

Dr. Caldwell spoke on behalf of EWC since President Lesley Travers was unable to attend the meeting. She mentioned there were seven programs being presented for consideration by this college and are available for review under Tab 3.

- Commission Chair Freeze asked if O-NET is the reference source we will continually use to identify occupational need? Dr. Divine responded that yes, this is what is used throughout the colleges.

Northern Wyoming Community College District (Agenda Tab 4)

President Tribble thanked the Commission for their time today and deferred to Dr. Estella Garrison, V.P. for Academic Affairs to discuss their programs. Dr. Garrison provided an overview of the six programs being presented for authorization. Five of the programs are a section of Endow and part of O-NET. One is not but the justification came from an advisory committee.

- Dr. Caldwell recommended the Commission move on to the next agenda item so motions could be made in a successive order.

b. APPROVAL AND AUTHORIZATION OF NEW PROGRAMS

- Dr. Caldwell explained that program approval and modification are in the statutes and in the process. These are actually existing programs but have been modified with new program names and are being presented for inclusion to Wyoming Works.

Northern Wyoming Community College District (Agenda Tab 5)

Dr. Garrison said these programs have gone through their advisory committee's program review due to significant modifications. This process is part of their due diligence when changing program names.

- Commissioner Boal asked when do the colleges cut a program due to low enrollment. Dr. Caldwell said there are a number of programs that have small enrollment due to classroom/lab technology needs. The Academic Affairs Council, (AAC) has vetted these programs very thoroughly. Dr. Ben Mortiz, WCCC Chief Academic and Student Services Officer said the colleges have their own internal reviews as well and have to look at local and regional job placement sustainability.

- Commission Chair Freeze asked for a motion to approve NWCCD's modified program as well as the Wyoming Works programs. Commissioner Blikre so moved and Commissioner Frederick seconded. **Motion passed unanimously.**
 - Commission Chair Freeze asked the colleges how Wyoming Works has been progressing?
President Tribley said NWCCD had 95 students complete the eligibility worksheet, 45 were ineligible and 29 were awarded.
President Schaffer advised the Commission that LCCC received 50 applications with 23 awarded for a total of \$72,000; many of which were in healthcare and information technology. A total of 23 students were denied.
President Dale of WWCC said their VP of Academic Affairs advised similar results as her colleagues have reported. Also, some of their programs are full and others have waitlists. Because of this, they didn't do a lot for marketing, limiting it to county fairs and advertising on the college's website.
President Tyndall of CWC said they too had 23 students that were awarded a total of \$71,000. They are holding some funding back for the non-credit programs yet to come. He can provide more specific details if needed.
President Divine of Casper College did not have exact numbers but stated things are going well and Casper College is grateful for the funding. Challenges do need to be worked through though.
 - Commission Chair Freeze said she will ask the same question again during the fall meeting because it's good to have the Commission aware of the progress of this program.

IV. AUTHORIZATION: BEGIN HIGHER LEARNING COMMISSION SUBSTANTIVE CHANGE PROCESS TO OFFER NO MORE THAN TWO APPLIED BACCALAUREATE PROGRAMS

- Dr. Caldwell recognized Mackenzie Williams and Lachelle Brant for their contributions to this effort. Dr. Caldwell stated that in addition to the colleges and commission staff, Erin Taylor from the Wyoming Association of Community College Trustees, (WACCT) and the Higher Learning Commission, (HLC) were very involved in moving this forward. Dr. Caldwell said we are fortunate that HLC has allowed a 2-part process and CWC and LCCC are following it. We've gotten the process through the Academic Affairs Council, (AAC), due in large part to the subcommittee that is going very well thanks to Kathy Wells, Clark Harris and Ben Moritz. Rules for the Baccalaureate (BAS) programs should be fairly stream lined. Dr Caldwell mentioned there is no additional funding for the BAS program. Tuition for the BAS is in the Commissioners purview; do we need a tuition workshop?
- On behalf of Governor Gordon, Lachelle Brant understands the importance of these programs in reaching attainment goals and commend those colleges that are jumping into it right away as well as those that are ensuring their programs are setup correctly. We are stronger when we work together. It is a heavy lift but she looks forward to working with everyone. Dr. Caldwell emphasized the amount of work that has gone into this to date. The phone calls, emails etc. make it smooth and acknowledge the full transparency in getting this done. Efforts have been underway for a very long time.

Central Wyoming College PILOT Institution

Dr. Tyndall said they are seeking authorization to start the process for offering a BAS, something this college has been considering for quite some time. Their service area has roughly 67% of their population stuck at home and will not or cannot go anywhere else for their education. Very blue collar oriented but need to advance people from their local area. They have had discussions with the tribes regarding the elders dying and needing the younger folks to go into leadership roles but are not ready. An Associates of Applied Science, (AAS) degree gets them a job but how do they advance in their

careers? A Bachelors of Applied Science, (BAS) is the way to do it. It is the perfect and desperately needed degree. The voice of the tribes are behind this BAS in Organizational Management with two options. This program requires 15 credits for completion but can be split to emphasis areas such as Tribal Governance and Leadership or Business and Entrepreneurship.

- Commissioner Oakley asked about the limitation of two BAS degrees, is it just preliminary limitation or permanent? Dr. Caldwell replied the HLC established the limitation. Dr Tyndall advised this is relatively new. Two new programs don't signify a mission shift, more than that you better have a lot more discussion across campus as to the mission statement. Wyoming is now the 26th state to provide a BAS degree. Currently, there are about six types of degrees all Wyoming colleges offer. BAS, BSN, Social Work are the most common degrees but our area is CTE, that's our bailiwick and constituency. Dr Schaffer provided clarification; HLC says they can offer two but a move to three means the college has to have a mission analysis. After that there isn't any limitation. Dr. Caldwell emphasized the colleges have been very intentional in the language used to meet statutes and the narrow focus of bachelor degrees.

Laramie County Community College

President. Schaffer said he was asking for the Commission's authorization to put together and submit a BAS program at LCCC. Very similar to what President Tyndall shared. The need for a BAS around Cheyenne has a long, long history. This initiative boar out from Laramie County when leaders came together for the Greater Cheyenne Planning initiated. During this year long planning process the need for a baccalaureate level became evident. Many folks around the area wanted to see a more extensive offering. For the record, our position is we need partnership with UW, they are in a better position and experienced as well as already providing the broader range of baccalaureate degrees. Applied Baccalaureate, two to four programs are not going to fundamentally change Wyoming, it's a piece of it but it won't do it all. President. Schaffer reviewed the documents provided by LCCC for the Commission's consideration. There is significant need based on job projections gap for leadership and management show 1100 management position over next eight years. This includes a 20% increase in healthcare managers and construction. LCCC is a responsive college meeting the needs of the community. Our mission is to transform student lives; delineated through academic preparation, workforce development and transfer preparation. These programs directly address transfer preparation and workforce development for students who don't have those currently available to them. LCCC is committed to addressing the issues that will come forward. This is a very significant step for Wyoming in the right direction with two colleges ready to step in and move forward. They will have exceptional proposals for the October meeting with hopeful formal certification next fall.


- Commission Chair Freeze said the Commission appreciated their energy, passion and institutional commitment that's been brought for this project. It is often difficult to be on the front end. We appreciate it very much. Thank you for moving this forward so quickly.
- Commissioner Fredrick asked as the process goes on, do the legislators and public understand the HLC requirements. Are they aware this slow process is due to their requirements and the accreditation of our colleges? Dr. Caldwell mentioned there is a legislative report due on the status and the funding. The date for this status report is November 1st, 2019, they did require us to assemble a report. Dr. Schaffer is not certain they are aware of the complexities of this but very well might have downplayed the extensiveness. As we get to offering more than two programs and will need to have the mission statements reviewed, we may need to address this again in-depth. Commissioner Frederick wondered if since there are two colleges starting in 2020, are we going to have to wait till 2021 to bring more colleges on board? He wants everyone to be prepared for the questions to come in the next legislative session. President

Dale mentioned that WWCC is preparing to present possibly two programs for authorization at the October meeting.

- Commission Chair Freeze entertained a motion to move to authorize CWC to begin the substantive change process to offer no more than two baccalaureates in Organizational Management with emphasis in Business, Entrepreneurship and Tribal Leadership. Commissioner Boal moved and Commissioner Dooley second. **Motion passed unanimously.**
- Commission Chair Freeze entertained a motion to move to authorize LCCC to begin the substantive change process to offer no more than two baccalaureates in Applied Management and Healthcare Administration. Commissioner Blikre moved and Commissioner Dooley seconded. **Motion passed unanimously.**

Commission Chair Freeze requested the Commissioners consider a tuition recommendation and discussion for both BAS and general degrees at the next meeting. Dr. Caldwell and President Hicswa will work with the Executive Council to make a recommendation.

Commission Chair Freeze thanked CWC for again hosting the Commission meeting. Meeting adjourned at 2:25pm.


Dr. Jackie Freeze
Chairman

10/24/19
Date


Dr. Sandy Caldwell
Executive Director

10/24/19
Date