

Western Wyoming Community College
Diesel Technology Advisory Council
Thursday, April 25th, 2013
6:00 p.m. in 1309

Member's Present:

Paul Johnson, WWCC Professor of Technology and Industry
Ken Patton, Instructor of Automotive Technology
Tracey Hind, Assistant Professor of Automotive Technology
Stephen Sanders, Instructor of Diesel Technology
Cammie Pollastro, TAA-CCCT Success Coach, WWCC
Natalie Jorgensen, Faculty Assistant, WWCC
Heath Lowinske, Jack's Truck and Equipment
Mike Hilton, Wyoming Machinery Co.
Bruce Macy, Macy's Truck & Repair
Tim Musbach, OCI of Wyoming

Welcome and Introductions

- Stephen Sanders, Instructor of Diesel Technology, welcomed everyone and asked for everyone to introduce themselves
- All in attendance were invited to eat dinner

State of the Program

- Stephen Sanders talked about the state of the Diesel program and his desire to build the program
- Stephen talked about the new equipment and parts that had been acquired through donations
 - 2009 Detroit Diesel linehaul truck engine from Jack's Truck and Equipment
 - Two HD line haul truck manual transmissions, also from Jack's T & E
 - A Rockwell heavy duty linehaul truck differential, also from Jack's T & E
 - CAT 3406 engine: This is a large and venerable diesel powerplant that Caterpillar has used in many different kinds of heavy use equipment, donated by Wyoming Machinery Co.
 - Small diesel engines: OCI of Wyoming donated two small diesel engines for use in the program
- There was much discussion about the curriculum of the program; where the program is now and what industry would like to see in the future

- Stephen showed council members comparisons of the program requirements this year compared to what it will be like this fall, now that changes have been approved through the curriculum committee

Feedback

- Stephen asked for more suggestions regarding classes that industry would like to see added; suggestions included:
 - hazardous materials training (to go along with the Diesel with CDL certificate)
 - MSHA training (40 hour course) for mining and other industries
- These additional offerings could be made available as electives or requirements
- Heath Lowinske said "it is good to keep teaching the basics and fundamentals because we can't just count on electronic diagnosing"
- Bruce Macy said "every now and then older things come in and no one knows how to fix them anymore"
- Mike Hilton said "keep using your older equipment to teach the fundamentals"
- Other comments included "the college is in a tough position trying to decide what to teach as far as old or new technologies"

Supervision & Leadership Certificate Presentation

- Cammie Pollastro, TAA-CCCT Grant Success Coach made a special presentation regarding the new Supervision and Leadership Certificate here at Western Wyoming Community College
- Cammie explained that this certificate includes requirements that are already required in most programs here at Western along with some added management and leadership courses and can be stacked with other programs so students can easily graduate with this additional certificate to make them more employable in supervisory positions

Adjournment & Next Meeting

There being no further business, the meeting was adjourned at 8 pm. The next meeting will be scheduled in the Spring of 2014.

Welcome to the Diesel Technology Advisory Council!

Please Sign In!

Name	Company	Email Address
Heath Lowinske	Jack's Truck & Equipment	hlowinske@jacksinc.com
Mike Hinton	Wyomaw Mechanical	mehinton@wyomingcut.com
Bruce Macy	Macy's Truck Repair	b.macy@wyoming.com
Tim Musbrach	OZI of WY	tmusbrach@ozienergy.com
Ken Patton	WWCC	
Cammy Polastro	WWCC	polastro@wwcc.org
Tracey Hind	you know me	
Stephen Strick		



**Western Wyoming Community College
Electrical & Instrumentation Advisory Council**

**Friday April 12, 2013
12:30 p.m. in Room 1309**

Member's Present:

Sherrie Frolic, Solvay
Joshua Dean, Solvay
Brandon Sabey, Solvay
Mike Ganskop, Solvay
David Ziegler, OCI
John Owens, OCI
Joe Kalan, Pacificorp
Jason Hunzie, Pacificorp
Louis Koritnik, FMC
Mike Moeller, FMC
Michael Shauers, FMC
Ty Fraughton, Tata
Michael Henderson, Tata

Joe Uriarte, Assist. Prof. of Compression Technology, WWCC
Gena Moser-Clark, Instructor of Instrumentation, WWCC
Bill Bonini, Instructor of Instrumentation, WWCC
Lou Flaim, VP of Student Learning, WWCC
Natalie Jorgensen, Faculty Assistant, WWCC
Mark Rembacz, Student Success Advisory, WWCC
Cammie Pollastro, TAA-CCCT Grant Success Coach
Casey Hardin, Instructor of Industrial Maintenance

Luncheon and Introductions

- A luncheon was served
- Gena Moser-Clark asked everyone to introduce themselves

Review of the Program and Course Discussion

- An overview was given by Gena Moser Clark about the courses required for the Electrical and Instrumentation Certificate and Associates degree
- In the A.A.S. Degree, the following changes have been made:
 - New required courses for the degree are Power Distribution and Electrical Troubleshooting
 - Control Systems Communications is no longer required for the degree.
 - These changes were made as a result of recommendations by this committee last year
 - The Motor Controls course was also moved so it could be taken earlier in the semester by students

- There was discussion regarding the Electrical Mine Maintenance One Year Certificate:
 - Industry members thought that the Intro to Solid State Electronics course should be replaced with the Electrical Troubleshooting course
 - When the meeting minutes are sent out, members will be asked to respond with a vote on this proposed change

New Courses Created in the Past Year

- Electrical Safety Awareness I and II (variable credit)
One or two day courses can be arranged depending upon each company's needs
- Arc-Flash, NFPA-70E,
Customized to fit company needs
Offered through Workforce Development
- NEC Code Update
Sixteen hour class offered over 2 consecutive days
Satisfies the State of Wyoming licensing renewal for Journeyman and Master Electricians

Changes to Existing Courses

- *Instrumentation II*
Major Units of Study:
 - Instrument Air and Regulators
 - Control Valves, Actuators, and Positioners
 - Electrical Schematics and P & ID Drawings
 - Controller Modes
 - On-Off Control
 - Proportional Control
 - Integral Control
 - Derivative Control
- *Instrumentation III*
Major Units of Study:
 - pH, ORP, and Conductivity Instruments
 - Gas Analyzers and Chromatography
 - Rotometers, Coriolis, and Vortex Shedder Flow meters
 - Instrument Errors
 - Tuning Control Loops
 - HMI Interfacing

- *Remote Terminal Unit Programming*

This course will teach the methodology for programming the various IEC-61131 languages

Major Units of Study:

- Ladder logic, function block, structured text, sequential function charts, flow, and Modbus addressing using ISA Graph on SCADAPACK 350 (Control Micro Systems)
- Instruction Text (FST) using ROC 800 Emerson
- Ladder Logic using AB Micro-Logix and Siemens 1200

Certificate in Supervision and Leadership

- Cammie Pollastro talked about the newest Certificate in Supervision & Leadership
- Cammie went over the courses that student's would take to earn the certificate and explained that a student could graduate with this added certificate with only a few additional courses that are not already required in this program
- This certificate will help students who would like to increase their management/leadership skills to open up opportunities to be promoted in the future

Internship Presentation

- Mark Rembacz, Student Success Coach here at WWCC gave a presentation regarding student internship opportunities
- Mark talked about how internships can be paid or unpaid and the different structures that have worked for internships in this area in the past; one example is interns would attend regular classes Monday through Thursday and then do the internship portion for 8 hours on Friday each week to get the hands on experience
- Internships are limited to 62.5 hours per internship credit but can go beyond that number
- Internship requirements:
 - Students must have completed a full semester, but preferably a full year of school
 - Must have a faculty recommendation
 - Supervisor in Industry follows up with Instructor and they get a grade

Adjournment & Next Meeting

- There being no further business, the meeting was adjourned at 1:30 pm; The next meeting will be scheduled in the Spring of 2014

Welcome to the Industrial Maintenance Advisory Council!

Please Sign In!

Name (please print clearly)	Company	Email Address
- Sherrie Frolic	Solvay # Both	sherrie.frolic@solway.com
- JOSHUA DEAN	SOLWAY Both	joshua.dean@solway.com
- Brandon Sabey	Solvay mech	Brandon.Sabey@Solway.com
- DAVID ZIEGLER	OCT ? Both	dziegler@ocichemical.com
- John Owens	OCT	JOwens@ocichemical.com
- Joe KALAN	Pacificorp - Elect	joe.kalan@pacificorp.com
- Jason Hunzic	Pacificorp - Both	Jason.Hunzic@pacificorp.co
- Michael Shauers	FMC - mech	michael.shauers@fmc.com
- Michael Henderson	TATA - mech	mhenderson@TATACHEMICALS.COM
- Casey Hardin	WWCC	
- Jeff Brugges	WWCC	
- Natalie Jorgensen	WWCC	
- Cammie Polastro	WWCC	
- Lewis Kerthick	FMC - Elect	Lewis.Kerthick@fmc.com
- Lou Flain	WWCC	
Elec - Mike Moeller	FMC - Elect	Mike.Moeller@fmc.com
Elec - Ty Fraughton	Tata - Elect	tfraughton@tatachemical.com
MARK REMBACZ	WWCC	
- Mike Ganskop	Solvay - Both Elect	mike.ganskop@solway.com



**Western Wyoming Community College
Oil and Gas—Electrical Advisory Council
Friday April 26th, 2013 at 11:00 a.m. in Room 1309**

Member's Present:

Jeff Halter, BHI
James Neal, BP
Rick Spann, Questar
Curt Buckley, Exxon Mobil
Mark Vickery, Exxon Mobil
Lynn Chadey, Williams

Bill Bonini, Instructor of Instrumentation, WWCC
Gena Moser-Clark, Instructor of Instrumentation, WWCC
Joe Uriarte, Assist. Prof. of Compression Technology, WWCC
Natalie Jorgensen, Faculty Assistant, WWCC
Rod Thomas, Workforce Training Coordinator, WWCC
Cammie Pollastro, TAA-CCCT Success Coach, WWCC

Introductions

- Gena Moser-Clark, Instructor of Instrumentation welcomed everyone in attendance and asked everyone to introduce themselves
- Lunch was provided

Review of the Program

- There was an overview given by Gena of the Electrical/Instrumentation/Control Technology Programs Certificates and A.A.S. Degrees
- Gena talked about the 5 Friday format for Instrumentation I & II
- Gena also talked about the courses that were required for the certificates and degrees along with the elective options

New Courses Created in the Past Year and Course Changes

- Bill Bonini and Gena Moser-Clark, Instructors of Instrumentation, gave a presentation about the new courses which have been created this year
These courses are:
 - ELTR 1501 & 1502—Electrical Safety Awareness I & II
 - Arc Flash—NFPA70E
Customized to fit company needs
Offered through Workforce Development
 - NEC Code Update (satisfies the state of Wyoming licensing renewal)
- Courses that have some changes to content are:

- ELTR 2885-Instrumentation II
- ELTR 2890-Instrumentation III
- ELTR 2844-Remote Terminal Unit (RTU) Programming

Major Units of Study were discussed for each of these courses that have been changed

Internships

- Gena presented information to the group about internships including contact information for Mark Rembacz, the internship coordinator for Western Wyoming Community College

Certificate of Supervision and Leadership

- Cammie Pollastro, TAA-CCCT Grant Success Coach, WWCC talked about the newest Certificate in Supervision & Leadership
- Cammie went over the courses that student's would take to earn the certificate and explained that a student could graduate with this added certificate with only a few additional courses that are not already required in this program
- This certificate will help students who would like to increase their management/leadership skills or to help current industry workers to find new opportunities in supervisory positions
- Cammie handed out brochures and cards with her contact information to advisory members

Workforce Offerings

- Rod Thomas, Workforce Training Coordinator for WWCC, presented information for advisory members regarding current Workforce course being offered and courses that will be offered in the future

Current Offerings Mentioned:

Global Harmonized System

Lock Out Tag Out

Engine Emissions

Blueprint Reading

NEC Update

Future Offerings Mentioned:

Gas Measurement Training

Utility Locator

Flagman Training

Advisory Member Question and Answer

- Jeff Halter asked if there would be any summer courses offered in the 1 week format; Gena responded that Motor Controls would be offered in a 5 Friday format in June and Power Distribution would be offered in the 5 Friday format in the fall; other courses offered in the 5 Friday format would be Instrumentation I and II
- Jeff Halter also asked if a class could be offered that would cover "New Technology". Gena and Bill responded that if the instructors were knowledgeable on this technology, a class like this could be offered. They also suggested that specific vendors could also be brought on-site to demonstrate their new instruments and technology as well.
- Lynn Chadey asked if students are given advising regarding requirements and electives and Gena responded that all students have to have an advisor sign off before graduation
- Mark Vickery discussed the need for some computer classes at his site and asked if those could be integrated into the new Supervision & Leadership Certificate. Gena mentioned that some of those computer classes (COSC 1200 and CMAP 1750) would apply to that certificate. Depending on the need of the company, these courses could be offered in a variety of formats (on campus, internet, short course, outreach).

Adjournment & Next Meeting

- There being no further business, the meeting was adjourned at 1 pm. The next meeting will be scheduled in the Spring of 2014.

Western Wyoming Community College
Industrial Maintenance, Mine Maintenance, & Welding Advisory Councils
Friday April 12th, 2013
11:00 a.m. in Room 1309

Member's Present:

Sherrie Frolic, Solvay
Joshua Dean, Solvay
Brandon Sabey, Solvay
David Ziegler, OCI
John Owens, OCI
Jason Hunzie, Pacificorp
Michael Shauers, FMC
Michael Henderson, TATA

Joe Uriarte, Assist. Prof. of Compression Technology, WWCC
Gena Moser-Clark, Instructor of Instrumentation, WWCC
Bill Bonini, Instructor of Instrumentation, WWCC
Lou Flaim, VP of Student Learning, WWCC
Natalie Jorgensen, Faculty Assistant, WWCC
Mark Rembacz, Student Success Advisory, WWCC
Cammie Pollastro, TAA-CCCT Grant Success Coach
Casey Hardin, Instructor of Industrial Maintenance
Jeff Braegger, Welding Instructor

Welcome & Introductions

- Mark Winkel, Assistant Professor of Industrial Maintenance opened the meeting and asked everyone to introduce themselves and invited everyone to stay for a luncheon at the end of the meeting
- Mark introduced our newest Instructor of Industrial Maintenance, Casey Hardin

Review of the Programs for Industrial/Mine Maintenance & Welding

- Certificates and Degree programs were reviewed for the Industrial Maintenance, Mine Maintenance, and Welding programs
- Classes have stayed the same this year for the Industrial & Mine Maintenance areas based on previous input from industry partners
- Some course formats have become very flexible such as one or two day formats based upon company's needs and the depth that the companies would like the material covered; these courses are in very high demand and are taught through Workforce
- Mark Winkel asked for input and thoughts about the course review; our programs rely heavily on Industry input!
- Welding courses have also remained the same this year

- Welding Instructor Les Panches is retiring this year; the college is searching for a new instructor at this time
- We currently do qualification and upgrade testing for some of the plants offering an unbiased opinion; the college charges only the amount of time that it takes to evaluate the individual and industry sets the grade

New Equipment

Mechanics Labs

Vibralign Go Pro Laser
Steam Turbine
Triplex Pump
Kiln

Welding Labs

MTI-60K
60,000 Pounds Force
Universal Testing Machine

Equipment Wanted for Labs

Mark asked if there is any equipment that council member's companies would like to donate to the program. He included the following list of equipment that these programs could use.

Mechanics Labs

New Rotalign Ultra
Vibrations Analyzer
Ultrasonic Tester

Welding Labs

Received wanted equipment

Overview of the Certificate in Supervision and Leadership

- Cammie Pollastro talked about the newest certificate in Supervision & Leadership
- Cammie went over the courses that student's would take to earn the certificate and explained that a student could graduate with this added certificate with only a few additional courses that are not already required in these programs
- This certificate will help students who would like to increase their management/leadership skills to open up opportunities to be able to be promoted in the future

Questions, Comments, Suggestions from Industry

- Comments included that courses on quality control and permissibility would be helpful
- Mark explained that Stephen Sanders, Instructor of Diesel Technology, designed a course on diesel emissions recently

Adjournment & Next Meeting

- There being no further business, the meeting was adjourned at 12 pm. The next meeting will be scheduled in the spring of 2014.

Proposed Course Sequence for the Managerial Leadership Certificate:

Spring 2013

1. COSC1200- Computer Information Systems*
2. ENGL1010- English Composition*

Summer 2013

1. MGT 1000- Introduction to Supervision
2. COMM1030- Interpersonal Communication

Fall 2013

1. MGT 1200- Human Resources
2. Approved Elective
3. MGT 2100- Principles of Management

Proposed Electives

- MATH1000- Problem Solving*
- ENGL2010- Technical Writing
- CMAP1750- Spreadsheet Applications
- COMM1010- Public Speaking
- G&R 1050- Introduction to Natural Resources

*Courses with a CLEP test (COSC1200 in approval process but WWCC has a test students can take. UW does accept the CLEP as of 8/16)

Some employers have expressed concerns about courses being 100% online. These same employers have also said that they will give paid time off to their employees to attend an onsite class 1 – 2 times a semester. In order to condense the courses and meet the scheduling needs of the students, hybrid delivery of classes is recommended.

The bulk of the classwork will be completed online. One Saturday per semester, one class will be held on campus for 6 student contact hours. This will allow face-to-face interactions for presentations, videos, and/or hands-on activities that the instructor wants to include as part of the curriculum. A six hour in-person class will then allow the course to end at least 2 weeks early. If the instructors can condense the online portion of the courses as well, that should shorten the courses even more.

It is not recommended that math and computer science courses be significantly compressed. Students need more time to process the information so they can make the connections required to understand and build upon prior knowledge. (Need formal study to back this claim- found data on a site dedicated to the pros and cons of online learning. It did not site a source.)

PROGRAM CHANGES

Western Wyoming Community College Curriculum Form

Fill out this form to propose changes related to programs:

1. Obtain the appropriate signatures.
2. Return the signed form to the Curriculum Secretary and attach the appropriate supporting materials.
3. Plan on attending the next Curriculum Meeting.

Program Certificate in Supervision and Leadership Total Hours 21

A.A. A.S. A.A.S. A.F.A. Nursing Certificate
Fulfills Requirements for WWCC Graduation and/or UW Block Transfer

Check the change(s) you are proposing:

- proposing a new program/certificate deleting course(s)
 revising a program revising the catalog description
 adding course(s) other

Briefly Explain the Purpose & Benefits of this Change:

Local industries have a difficult time finding qualified people to fill their supervisory and managerial positions, and the current workforce rarely has the education and skills needed to advance into these positions.

This certificate will meet the promotional requirements so the current workers have the opportunity to be promoted.

The primary student audience is people currently employed in Sweetwater County who work in the local industries (mining, oil and gas, and the power plant) without the education and skills needed to advance to supervisory/managerial positions.

No new courses or prefixes, or new faculty will be required for implementation of the proposed certificate.

Signatures: (to be obtained by Originator)

Originator David M. Tate Date 09/12/2012

The following Department Members have reviewed the purpose and content of these changes and approved them as appropriate for a college course at WWCC:

[Signature]
[Signature]

Division Chair, [Signature], has reviewed and approved the proposal. The course outline has been reviewed and is in the appropriate form.

For Curriculum Secretary processing:

- Curriculum representative [Signature]
 Curriculum reader [Signature]
 Registrar [Signature]

**Excerpt from
WWCC Curriculum Committee Minutes of Regular Meeting
September 24, 2012**

Certificate in Supervision and Leadership proposed as a new certificate program was brought forward for action.

Discussion: < comments not necessarily made in the order written >

- David provided **history** on the creation of the certificate:
 - A TAACCCT grant (Trade Adjustment Assistance Community College and Career Training) through the Department of Labor was awarded to WWCC as well as to two other Wyoming community colleges.
 - Northern Wyoming Community College District led the process, and invited WWCC to join the consortium, along with Central Wyoming College; Brandi Moore was tasked by Dr. Leach to put together WWCC's portion of the grant, which was done and submitted it to NWCCD.
 - Doug and Perry Ninger were also significant contributors to writing the grant.
 - Gillette's program is based on industrial operations, management and supervision; WWCC's proposed coursework mirrors NWCCD's program, but is based on supervision and leadership; CWC's program is based on entrepreneurship and innovation.
 - The grant was scheduled to be awarded in October 2011, however it wasn't awarded until April 2012, and the first consortium meeting wasn't held until May 2012; the process is actually 6 months behind schedule.
 - Two positions have been created at WWCC to administer the program – Celia Green, Team Lead; Cammie Pollastro, Success Coach (will advise and mentor students).
- David provided information on the **mechanics** of the certificate:
 - The demographics for the typical student of the certificate was identified as a 44 year old high school graduate who moved right into the work force; other prospective students could be those out of work, already matriculating students, or anyone desiring to move up to supervision and leadership without the necessary training required.
 - The intention is to market the certificate to local oil and gas, mining, and power plant industries.
 - The grant calls for five students for Spring 2013, however 15 students have already been targeted.
 - Instructor salaries for any additional courses required to implement the program, including added summer courses, will be paid for with grant funds.
 - The grant funding is for three years; in response to the question of where funding will come from when the three year funding term expires, David responded that if the certificate is well received and determined valuable we could talk to industry about funding, or seek out other areas for sustainable funding sources at that time.
 - The grant will not pay student tuition, in many cases employers will.
- David provided information on the details of the **coursework** in the certificate:
 - The electives listed in the certificate program came from suggestions from industry partners.
 - The coursework could roll into an Associate's degree.
 - The program was designed to be available completely online, but the courses will be available in traditional classroom offerings also.
 - The desired hybrid piece will be a student requirement to come to campus six hours per semester, on Saturdays, to get face-to-face interaction.
 - Adding MATH 1400 Precalculus Algebra or CMAP 1905 Integrated Applications was discussed; David explained that industry partners requested MATH 1000 Problem Solving.

- It was stated that some students may test directly into MATH 1400; Cammie is the Success Coach, and it will be her responsibility to work closely with advisees.

Deanna made a motion to approve the proposal as presented; Joe seconded.

Further discussion:

- In response to questioning where the program would be housed, it was stated that the technology advisory group would have ownership of the program.
- In response to the question of why housing the program is pertinent to the certificate, it was stated that housing is pertinent to success.
- It was stated that sustainability is not reliant only on funding, and that problems can arise without consistency; the history of ECON 1200 at WWCC with dual instructors and owned by the Business Division was cited as example that there needs to be a house for sustainability.
- It was questioned what the responsibilities of an owner of a program are; it was responded that one responsibility is to recruit teachers; it was responded that division chairs recruit teachers.
- It was stated that some years ago a similar certificate was offered and was deactivated; it was stated that this certificate is being promoted.
- It was stated that this program did come out of WWCC's Business Department because Brandi led the grant writing submission.
- It was stated that Brandi and Perry initially put the certificate together in a weekend-seminar-style, which could be adjusted to particular industries; also that initially industry did not want online courses.
- It was stated that Ken Fitschen did not support the certificate because it failed once; it was responded that it is no longer 2006, and the time could be right for this type of certificate now; also stated was that the previous program was entirely in Evanston.
- Question was raised as to who is going to promote the certificate in three years; it was responded that we will look at marketing in three years when the grant expires.
- It was commented that the grant staff houses and takes responsibility for the program now; it was stated that we have funding for the program for three years so it is pointless to talk about anything beyond that at this time.

Seven in favor; one opposed; motion passed.

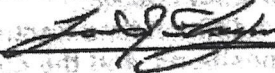
Western Wyoming Community College Curriculum Committee

This form is to be attached to all Curriculum Committee proposals and will serve as authority for implementation only after it contains signature of the Vice President for Student Learning.

Name: Certificate in Supervision and Leadership

Curriculum Committee Chair/Vice President for Student Learning

Signature



Approved

X

Rejected

Tabled

Date

09/24/12

Date

Date

Comments:

Registrar's Office Action

Transmittal Form

MINUTES

**WYOMING COMMUNITY COLLEGE COMMISSION MEETING
October 18, 2012**

Northwest Community College
Powell, Wyoming

The meeting was convened on October 18, 2012, at 3:30 p.m., in Room 109 of the Moyer building.

Commissioners present: Commission Chair Wendy Sweeny, Commissioners Charlene Bodine, Sherri Lovercheck and Jack Russell.

Motion: Commissioner Russell moved and Commissioner Bodine seconded a motion to go into executive session to discuss personnel. The executive session continued after the reception at the College at approximately 7:30 p.m., with Commissioners Bodine, Russell, Atwell, Lovercheck, Meyer and Commission Chair Sweeny present.

Motion: Commissioner Atwell moved and Commissioner Lovercheck seconded a motion to adjourn the executive session at approximately 9:30 p.m. No action was taken in executive session.

The October 19, 2012, Commission meeting was re-convened by Commission Chair Wendy Sweeny at Northwest Community College, Powell, Wyoming.

Commissioners present: Commission Chair Wendy Sweeny, Commissioners Larry Atwell, Charlene Bodine, Sherri Lovercheck, Sandra Meyer and Jack Russell. Ex-officio member Cindy Hill was represented by Christine Steele.

Commission staff present: Executive Director Jim Rose, Deputy Director and Chief Financial Officer Matt Petry, Programs Team Manager Joe McCann and Commission Liaison Gail Anderson.

Commissioners absent: Bruce Brown

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

Commission Chair Wendy Sweeny asked for introductions and welcomed visitors. She also expressed her sorrow at the loss of Trustee Chris Plant and extended condolences to Western Wyoming Community College. She also congratulated Trustee Caroline Mills and CWC for winning the Regional Diversity Award at the Association of Community College Trustees Leadership Congress and said she did a wonderful job in her Native American dress.

APPROVAL OF THE AGENDA

Motion: Motion was made by Commissioner Atwell and seconded by Commissioner Russell to include: (1) SLDS Update, and (2) Recess to Executive Session, to the agenda. Motion passed.

CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

Motion: Motion was made by Commissioner Lovercheck and seconded by Commissioner Bodine to accept the minutes of the August 2, 2012, meeting. Motion passed.

Motion: Commissioner Atwell moved and Commissioner Bodine seconded a motion to rescind the motion passed on August 2, 2012, regarding the lodging facility at Sinks Canyon. Jim Rose clarified that he felt this was the most appropriate way to handle this issue because it appears to be a new approval for \$2.9 million. He reminded commissioners that the motion must pass by a two-thirds majority. Motion passed.

Motion: Commissioner Lovercheck moved and Commissioner Russell seconded a motion to authorize relocating 24 of the 72 beds previously approved to Sinks Canyon Facility. Commissioner Atwell said he felt this proposal should have been submitted as a second and separate proposal. Jim Rose said if the motion passed, he would remove it from the budget document. He said he felt Central Wyoming College had authority to move the 24 beds without further approval of the legislature. Motion carried 5-1 with Commissioner Atwell voting no.

ORGANIZATIONS AND ALLIANCES

1. Wyoming Association of Community College Trustees: John Kaiser reported that WACCT discussed the Complete College America program and legislature visits. Steve Bahmer is visiting with legislators in preparation of the 2013 session. WACCT's legislative reception has been scheduled for February 7. Commissioner Bodine recognized that this would be Mr. Kaiser's last Commission meeting. She thanked him for his long and active service and wished him well in his future endeavors.
2. Wyoming Department of Education: Christine Steele reported that WDE has been working on the Accountability in Education Act conducting information sessions across the state on two major parts of the accountability framework. One part is working on performance indicators comprised of four benchmarks: achievement, equity, college and career readiness, and growth. The Act also requires development of a progressive, multi-tiered system of support and interventions and consequences. The department has also been working on ways of supporting the four categories for schools, which includes meeting expectations, exceeding expectations, partially meeting expectations and not meeting expectations. This work has included sharing the requirements of the Act regarding literacy, numeracy, communication, improvement planning, best practices and professional development.
3. Presidents' Councils: President Armstrong reported that he is happy about the emphasis on education success and that the community colleges are in the limelight. He added that Complete College America is being considered by the Council. Chairman Sweeny commended the colleges for the activities listed in the Good News Report, which is attached to these minutes.
4. Wyoming Faculty Alliance: Steve Walker of Northwest College reported that the Alliance has no report at this time. Commissioner Russell asked if the group had discussed Dual and Concurrent

enrollment. Mr. Walker replied that the Alliance had talked about concurrent enrollment but did not have a report yet for the Commission. Chairwoman Sweeny said that the Commission is in the process of updating the strategic plan and asked Mr. Walker to encourage faculty members to provide input and participate in the process.

5. Wyoming Public Television: Ruby Calvert reported that she attended the budget meeting with the governor. The two exception budgets for WPBS were denied by the governor's staff. WPBS has received two national awards for (1) the Alan Simpson biography and (2) the documentary on Charles Beldon. "Over Wyoming," has been filmed and is in the editing process. It will premiere in March. The documentary about the Union Pacific Railroad, "End of Track," will be screened in various locations across the state. "Capitol Outlook," is in planning stages for the legislative session that begins January 8, 2013.

UPDATES AND REPORTS

1. Financial Report

Motion: Commissioner Atwell moved and Commissioner Russell seconded a motion to approve the Financial Report as presented in meeting packets. Motion passed.

2. Budget Update: Jim Rose reported that the exception budget was denied by the Budget Division. He said there is a strong expectation of an eight percent cut in 2014.

3. 2012 Spring Enrollment Report

Motion: Commissioner Atwell moved and Commissioners Meyer seconded a motion to accept the 2012 Spring Enrollment Report as presented. Motion passed.

4. 2011-12 Annual Enrollment Report

Motion: Commissioner Meyer moved and Commissioner Atwell seconded a motion to accept the 2011-2012 Annual Enrollment Report as presented under Tab 4. Motion passed.

5. Accreditation Report: Commissioner Atwell asked whether we do anything as a commission relative to follow up. We approve programs and monitor accreditation activities but do we know when a program loses accreditation? Dr. Rose said that we do not conduct ongoing follow up, but we could work with the colleges to identify those programs that have accreditation or licensure, and then compile an inventory list each year. President Nolte said the issue is more complicated than it seems. In some programs accreditation is important, but in other programs it is voluntary.

Motion: Commissioner Atwell moved and Commissioner Meyer seconded a motion to accept the Accreditation report as presented. Motion passed.

6. Program Reporting Template: Joe McCann noted that the report is presented for the Commissioners' purview and suggestions. It contains four data elements:
 - a. Program declared Majors, Number of Graduates and Enrollment in program specific courses;
 - b. List of Discontinued Programs that were terminated during the previous academic year;
 - c. Executive Overview of Program Assessments; and
 - d. Program Review Summary spreadsheet for program assessments conducted each academic year.

Commissioner Lovercheck asked if this report could be further developed and then used to provide data on student progress. Dr. McCann responded yes. Commissioner Atwell requested that we send the template back to the AAC with a request to establish the review process on a three- to eight-year schedule, perhaps with some programs reviewed more often.

7. Postsecondary Education Options Program Report: Jim Rose reported that this is a statutory program. We employed consultants to work on this program, and there is now a manual of procedures on our website, along with a student handbook and counselor handbook. These documents will be helpful in increasing participation in dual and concurrent enrollment. We also shared these documents with the State Board of Education in Jackson last month. Joe McCann noted that there is a change on the last page: under LCCC and EWC, calculations are slightly different. The changes are reflected in the last paragraph.

CONSIDERATION OF NEW PROGRAM PROPOSALS

1. Laramie County Community College:

- a. Medical Office Essentials (Certificate, 16 credits): This program provides necessary skills to perform successfully in entry-level positions in medical offices.

Motion: Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the Medical Office Essentials Program as presented. Motion passed.

- b. Medical Claims Coding (Associate Certificate, 42 credits): This program addresses additional specialized skills in medical coding and reimbursement including advanced techniques in medical insurance, accounts receivables management with basic bookkeeping, and basic and advanced coding emphasizing CPT/HCPCS and International Classification of Diseases (ICD) coding.

Motion: Commissioner Lovercheck moved and Commissioner Bodine seconded a motion to approve the Medical Claims Coding Program as presented. Motion passed.

- c. Health Information Technology and Management (A.A.S. Degree, 65 credits): This program combines coding in health care with health information management.

Motion: Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the Health Information Technology and Management Program as presented. Motion passed.

2. Northern Wyoming Community College District:

- a. Industrial Operations Management and Supervision (Certificate, 18 hours): This program provides a basic understanding of the requirement necessary to prepare an individual for a future position as a manager.

Motion: Commissioner Meyer moved and Commissioner Atwell seconded a motion to approve the Industrial Operations Management and Supervision Program as presented. Motion passed.

- b. Mine Safety and Technology (Certificate, 21 hours): This program is designed to develop the skills of supervisory staff, targeting instruction in principles of mine safety, geology, surveying, problem solving and computer aided design.

Motion: Commissioners Bodine moved and Commissioner Meyer seconded a motion to approve the Mine Safety and Technology Programs as presented. Motion passed.

c. Mine Management (Certificate, 21 hours): This program is designed to address industry needs for developing the knowledge and skills of supervisory staff targeting those skills that relate to regulatory affairs, mine equipment maintenance and mining economics.

Motion: Commissioner Meyer moved and Commissioner Lovercheck seconded a motion to approve the Mine Management Certificate as presented. Motion passed.

d. Early Childhood Education (A.S. Degree, 69 credits): This program is a transferrable program of study and may serve as a minor to many Elementary Education programs.

Motion: Commissioner Russell moved and Commissioner Bodine seconded a motion to approve the Early Childhood Education Program as presented. Motion passed.

e. Sustainable Food Systems (A.S. Degree, 64-65 credits): This program prepares students to become leaders and entrepreneurs in sustainable agriculture and/or to transfer into a baccalaureate program at a college or university.

Motion: Commissioner Atwell moved and Commissioner Meyer seconded a motion to approve the Sustainable Food Systems Program as presented. Motion passed.

3. Western Wyoming Community College

a. Supervision and Leadership (Certificate, 21 credits): This program is designed to fill the needs of industry by providing students with the knowledge and skills required for career advancement in the workplace.

Motion: Commissioner Meyer moved and Commissioner Bodine seconded a motion to approve the Supervision and Leadership Program as presented. Motion passed.

CONSIDERATION OF CAPITAL CONSTRUCTION PRIORITIES AND NEW MODEL

Consideration of report of capital construction priorities:

Referring to Tab 9, Matt Petry explained that first six projects is a list of one-year priorities that comprise the current prioritization. The projects in the second list were submitted by colleges and are presented alphabetically by college. This is the last time this process will be employed. The document has been prepared in accordance with W.S. 21-18-225(d). In preparation for the 2015-2016 budget, we will employ the model that has been refined by the ASC. Jim Rose said that this year, it is vital that we do not have the same problems as we experienced last year with missed deadlines. The colleges will be responsible to get their data submitted on time.

Motion: Commissioner Meyer moved and Commissioner Atwell seconded a motion to accept the Capital Construction Prioritization Report as presented in Tab 9 and the same be sent to legislators for consideration. Commissioner Russell noted that last year we put through a long list of projects and were told to shorten the list. The current list totals approximately \$85 million. Are we being sensible in sending it through? Jim Rose said the report does not carry a budgetary impact or budget request with it, but will indicate to policymakers what they may see next year. Motion passed with Commissioner Russell voting no.

Proposed Revisions to Capital Construction Model:

Matt Petry said over the past 3 or 4 months we have worked with the ASC to refine the scoring methodology used in the capital construction model. He stepped through the recommendations of the ASC to modify the model and described the dialogue that brought about their recommended changes.

Commissioner Atwell said that when we first talked about this, commissioners expressed concerns that all we were doing was a cookbook determination and whatever the numbers added up to was accepted. We decided at that time that the model was just a tool. He does not see that concern addressed in this proposal. Jim Rose responded that the law requires that we have a model. It does not say that the model would supplant the Commissioners' decision making. Commissioner Lovercheck said she feels that a tremendous amount of work has been done to develop an objective process. She is comfortable with using this model as a starting point for a profound responsibility.

Motion: Commissioner Meyer moved and Commissioner Bodine seconded a motion to approve recommended changes to the capital construction prioritization measures/scoring methodology of the capital construction model under Tab 9. Motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Exhibit 38, WCCC Statewide Strategic Plan Update: In addition to the written report provided in Commissioners' packets, Dr. Rose reported that we have had a meeting with the Executive Council for the state longitudinal data system. As part of the development of an SLDS, we need to decide what the common elements will be. We are forming a postsecondary SLDS group that will specifically focus on postsecondary data. Later, we will be positioned to merge with the larger infrastructure. He also said that the intention of ETS is to put together a funding request to take the SLDS to the next level.

OTHER BUSINESS

1. **Next meeting:** It was agreed by consensus that the next meeting of the Commission will be held on February 6th. Commissioners will meet for dinner with the LCCC Board. On February 7, Commission staff will host a reception in the Commission offices. The meeting in December to discuss tuition and retreat will be announced later.
2. **Report and consideration of any items requiring action taken during the Executive Session:** the Commission convened an Executive Session at 7:30 p.m., in Room 109 on October 18, 2012. Chair Sweeny reported that the commissioners discussed legal action and evaluation of the Executive Director. No action was taken.

Chair Sweeny thanked Northwest College for hosting the Commission meeting and wished everyone safe travel.

Motion: Commissioner Atwell moved and Commissioner Russell seconded a motion to convene in executive session. The commissioners came out of executive session at approximately 5:30 p.m.

Motion: Commissioner Atwell moved and Commissioner Lovercheck seconded a motion to approve the continuation of the Executive Director's contract. Motion passed unanimously.


ADJOURNMENT

There being no further business before the Commission, the meeting adjourned.



Wendy Sweeny
Commission Chair

2/7/13
Date



Jim Rose
Commission Executive Director

1 Mar '13
Date