



# ACCREDITATION EVIDENCE

**Title:** Board of Trustees Handbook

**Evidence Type:** Clear

**Date:** November 2021

**WAN:** 22-0438

**Classification:** Resource

**PII:** No

**Redacted:** No





# Board of Trustees Trustee Handbook

## Table of Contents

<b>Chapter 1</b>	<b>Introduction &amp; Overview</b>	<b>Page 2</b>
	History of Western Mission Statement Vision Statement Guiding Principles Accreditation Our Locations BOCES/BOCHES Student Privacy Laws (FERPA) Student Support Services Facility Use Western Wyoming College Foundation Wyoming Association of Community College Trustees (WACCT)	
<b>Chapter 2</b>	<b>Administration</b>	<b>Page 21</b>
	Fiscal Management Annual and Biennial Budgets Budget Planning	
<b>Chapter 3</b>	<b>Governance</b>	<b>Page 24</b>
	Board Powers and Duties Attendance at College Events Board Member Conflict of Interest Board – College President Relationship Board – Staff Communications Wyoming State Statutes Open Meetings Law Support for Board Operations Wyoming Community College Commission (WCCC)	

# **Chapter 1**

## **Introduction and Overview**

Welcome to Western's Board of Trustees. This handbook is provided to Trustees in order that they may better understand their role as Trustees and to provide basic information on the College and its operations.

## **History of Western**

Western Wyoming Community College, the fifth of seven community colleges in Wyoming, was established in the Fall of 1959. Through the efforts of a citizens' committee, a campaign was begun, an election was held, and the College and the original district were created. In September, 1959, forty students enrolled for college credit courses with five full time faculty teaching during the evening.

In 1960-61, the College moved to Reliance, five miles from Rock Springs, to occupy the former Reliance High School and daytime classes began. In September, 1964, the original district was expanded to include all communities within Sweetwater County, a new Board of Trustees was elected, and the official name of the College became Western Wyoming Community College.

Consistent growth of the College led to the inauguration of a \$1,822,000 building program on October 4, 1966. On November 11, 1967, ground-breaking ceremonies marked the beginning of construction on a new campus, and completion in June, 1969. Growth continued. In March, 1973, voters approved a \$1,780,000 bond issue to provide additional instructional facilities. The new vocational-technical education building was ready for occupancy in Fall, 1974, and the College center building was completed. In 1976, three residence halls were constructed to provide on-campus housing, made possible by a loan from the State Farm Loan Board. The College was granted accreditation by the North Central Association in April, 1976.

Again, in 1981, the citizens of Sweetwater County demonstrated their support for Western Wyoming Community College by authorizing a building project that cost in excess of \$63,000,000. This major expansion created one of the most modern and beautiful community college campuses in the West. Students who enrolled in 1985 were the first to use new student housing, the Green River Center and the Technology and Industry shops. Between the Fall of 1987 and Fall of 1988, a new student commons area, classrooms and labs, offices, Children's Center, studios, and theatre were occupied. A new chemistry laboratory was completed for the Fall of 1993. Construction of a fifth residence hall was approved in December, 1994, and completed in August, 1997. In recent years Western added two additional residence halls with the award winning construction of Wind River Hall and the purchase of a former hotel which is now Aspen Mountain Hall.

Student numbers have increased from 40 in 1959 to over 5,000 in 2002. These figures include all students of varying ages and interests, enrolled in the credit, non-credit and extension programs. The number of full-time students enrolled for College credit courses has increased to approximately 1,000, and full-time equivalent students (FTE) has increased to approximately 1,800.

## **Mission Statement**

The employees of Western Wyoming Community College developed the following mission statement in November of 2018, which was approved by the Board in January of 2019:

Western is an innovative public college aimed at empowering, educating, and improving our students, employees, community and environment. Our focus is to inspire the next generation of visionaries by using Wyoming grit and individual development in a diverse array of learning and flexible services. Western is where passion meets purpose.

## **Vision Statement**

The employees of Western Wyoming Community College developed the following vision statement in 2020:

Western will inspire and empower today's students and our communities to create a better Wyoming.

## **Guiding Principles**

Western strives to achieve its institutional values through its Guiding Principles, principles that help the College adapt to change, plan for the future and make sound decisions.

### **1) Learning is Our Purpose**

Our purpose is to provide quality experiences that foster lifelong learning. We assess learning through our five Goals for Student Success, and we then adapt to improve learning.

### **2) Students Are Our Focus**

As students succeed in meeting individual goals, WESTERN succeeds. Our task is to provide an environment that encourages success for a diverse student population. Underlying every decision should be the question: Does this contribute to the success of our students?

### **3) Employees are our Most Important Resource**

Growth opportunities and recognition are important in creating leaders and professionals and in enhancing employee satisfaction.

### **4) The Community is Our Partner**

We interact with community members, organizations, local business and industry to enrich community life.

**5) Adapting to Change Defines Our Future**

We must meet the changing needs of our community, students, and employees by encouraging and supporting innovation and informed risk-taking.

**6) Ethical Standards Guide Our Actions**

We commit ourselves to treating all individuals with respect, demonstrating integrity and professionalism, developing and implementing fair solutions to problems, and assuming responsibility for our work.

## **Accreditation**

### Higher Learning Commission:

Western Wyoming Community College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which encompasses 19 states. Western will be seeking reaffirmation of our accreditation in 2022-23. <https://www.hlcommission.org/>

The College was recognized for:

- Well-qualified, dedicated and enthusiastic faculty, administration, and staff
- Fostering a visible partnership with business and industrial and health sectors to promote economic progress
- Serving as the cultural center of its service area, facilitating community involvement in a broad range of activities
- Having a physical plant that is highly attractive, effectively utilized, and well maintained
- Having a commitment to serving a huge geographic area through quality outreach centers
- Providing an Associated Student Government and student body actively involved in campus affairs and exhibiting strong mutual support among their peers
- Providing occupational programs that are relevant, current, and responsive to student and community needs
- Having solid academic resources and support services
- Expressing a commitment to providing comprehensive student services

#### Other Accreditation:

- Accreditation Commission for Education in Nursing (ACEN)
- National Automotive Technicians Education Foundation (NATEF)

### **Our Locations**

#### Rock Springs (Main Campus)

Western's main campus is located in Rock Springs. All College functions and operations are coordinated and supervised from the main campus. The all-enclosed facility provides a modern and attractive learning environment for students from the county, the 29,000 square mile service area, the remainder of Wyoming and others states and countries. The institution provides on campus living for students from the local and surrounding areas. The main campus offers a comprehensive array of transfer, technical and continuing education programming and services. The campus serves as focal point for the local area providing meeting space, cultural and social programming, lectures and other educational events, as well as an art gallery, and natural history, wildlife, and dinosaur museums. Local schools utilize the College extensively for field trips and cultural events. The campus, consisting of 435 acres, can be easily reached by car on Interstate 80 and U.S. 191, as well as by Greyhound Bus Lines and the Southwest Wyoming Regional Airport. The College serves as a resource for current events and information. The Green River Center and Outreach Sites, in Western's service area, round out the comprehensive offerings of the College.

#### Green River Center

The Green River Center, located in Green River, WY, is an extension of Western's Rock Springs campus. Its focus is multipurpose to serve the needs of Green River and the surrounding areas. At the GRC, Western offers educational opportunities for students through a variety of formats including day and evening courses and flexible labs. Additionally, the offices for Workforce Development and Community Education are housed at the GRC. The Workforce Development department provides workforce training and professional/continuing education for business, industry, and government agencies and the Community Education department offers a variety of personal growth and life development courses and workshops. Services available are:

- Registration
- Placement and Professional Certification Testing
- Accommodations for shift workers, Non-traditional, & part-time students
- Evening Courses
- Weekend & Flexible Classes
- Conference and Seminar Facilities
- Test Proctoring Services
- Workforce Training
- Professional/Continuing Education
- MSHA Certification
- Community Education

- Community/Cultural Events
- Public Computer Kiosks
- General Information

### Outreach Centers

In this rapidly changing society, many people need to obtain new skills and knowledge in order to succeed in their professions or to be more active and committed members of their community. Western is committed to providing such learning experiences, not only to students who can attend on campus but also to students who are bound to jobs and responsibilities in the College's Outreach areas. The mission of Western is to provide courses and programs to educational opportunities throughout Sweetwater, Sublette, Carbon, Lincoln, and Uinta counties. The Outreach department coordinates credit and/or non-credit and works with the high schools to coordinate dual and concurrent offerings in Afton, Big Piney, Baggs, Cokeville, Evanston, Kemmerer, Bridger Valley, Pinedale, Rawlins, Saratoga and their surrounding areas. Each of these communities has a liaison who initiates and implements the type of program that best fits the need of the local community. Credit courses, including concurrent, at all sites adhere to the same standards and requirements set by Western Wyoming Community College. Non-credit community service and continuing education courses are provided at some Outreach sites. Some offerings are through Western's partnership with several Boards of Cooperative Educational Services (BOCES) and Boards of Cooperative Higher Educational Services (BOCHES). Non-credit offerings in Afton are offered through Western Wyoming Community College as there is not a BOCES in the community. Citizens in these communities can enhance their personal knowledge or improve their job skills. These courses can vary in length from a few hours to an entire semester. Residents seeking additional information about the Western programs or courses in their area should contact their local coordinator. Coordinators' names and telephone numbers may be obtained by calling the Western Outreach office at 382-1807.

### **BOCES/BOCHES**

Boards of Cooperative Educational Services (BOCES) and Boards of Cooperative Higher Educational Services (BOCHES) were created by the legislature to create partnerships between school districts and their nearest community college to provide educational services that were not specifically being provided by either of them. Some BOCES provide special education services; some focus exclusively on adult basic education and some focus only on providing college-level classes in a community that does not host a college.

### Carbon County Higher Education Center

Carbon County Higher Education Center is a Board of Cooperative Higher Educational Service (BOCHES), a legal entity made possible through an agreement between Western Wyoming Community College and Carbon County School District #1.

Carbon County BOCHES is designed to provide industry training at the high school and adult levels, adult basic education, college-level classes in Rawlins and the Little Snake River Valley (Baggs) and to fill any other educational niche that we can fill more effectively than either Western or CCSD #1 alone. While the BOCHES is their own legal entity, they work closely with both CCSD #1 and Western to ensure that the educational programs provide a seamless transition from high school to college and allow for people who have been out of school for a while to smoothly transition back into educational or training programs.

Carbon County Higher Education Center (CCHEC) is the result of the 1985 agreement between Carbon County School District #1 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Higher Education Services (BOCHES).

CCHEC administers the Western Outreach program for Carbon County School District #1 and works cooperatively with other agencies to provide adult education programs, courses and services.

Little Snake River Valley Community Education began in the fall of 1993 when a local coordinator was hired. In January of 2007, an additional building was attached to the existing education center to accommodate the growing needs of the community. The program continues to expand with more classes and activities being offered as well as many community activities.

### Carbon County School District #2 BOCES

Carbon County School District #2 BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College and Carbon County School District #2.

Carbon County School District #2 BOCES is designed to provide area wide educational opportunities in Elk Mountain, Encampment, Hanna, Medicine Bow and Saratoga.

Carbon County School District #2 BOCES is the result of the 2012 agreement between Carbon County School District #2 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Carbon County School District #2 BOCES administers the Western Outreach program for Carbon County School District #2 and works cooperatively with other agencies to provide adult education programs, courses and services.

### Oyster Ridge BOCES

Oyster Ridge BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College and Lincoln County School District #1.



Oyster Ridge BOCES, located in Kemmerer, is designed to provide area wide educational opportunities throughout its service area.

Oyster Ridge BOCES is the result of the 1997 agreement between Lincoln County School District #1 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Oyster Ridge BOCES administers the Western Outreach program for Lincoln County School #1 and works cooperatively with other agencies to provide adult education programs, courses and services.

### Sublette BOCES

Sublette BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College and Sublette County School District #1.

Sublette BOCES, located in Pinedale, is designed to provide area wide educational opportunities.

Sublette BOCES is the result of the 1996 agreement between Sublette County School District #1 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Sublette BOCES administers the Western Outreach program for Sublette County School #1 and works cooperatively with other agencies to provide adult education programs, courses and services. Sublette BOCES appreciates all the organizations that assist in delivering educational services to Sublette County.

### Sublette 9 BOCES

Western Sublette 9 BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College, and Sublette County School District #9.

Western Sublette 9 BOCES, located in Big Piney/Marbleton, is designed to provide area wide educational opportunities.

Western Sublette 9 BOCES is the result of the 2001 agreement between Sublette County School District #9 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Western Sublette BOCES administers the Western Outreach program Sublette County School District #9 and works cooperatively with other agencies to provide adult education programs, courses and services. Western Sublette 9 BOCES appreciates all the organizations that assist in delivering educational services.

## Sweetwater BOCES

Sweetwater BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College and Sweetwater County School District #1 and Sweetwater County School #2.

Sweetwater BOCES is the result of the 1988 agreement between Sweetwater County School District #1 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES). Sweetwater School District #3 joined the agreement the following year.

## Uinta BOCES #1 Education Center

Uinta BOCES #1 Education Center is a Board of Cooperative Higher Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College and Uinta County School District #1.

The Uinta BOCES #1 Education Center is a unique institution that provides comprehensive educational services to area residents. A person can receive basic skills development leading to a GED®, safety training for area industry, resources for cancer screening and education, tobacco prevention, and personal enrichment.

The Uinta BOCES #1 Education Center is the result of the 1986 agreement between Uinta County School District #1 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Western Wyoming Community College has employees that work collaboratively with the BOCES in the Uinta BOCES #1 Education Center.

## Valley Learning Center BOCES

Valley Learning Center BOCES is a Board of Cooperative Educational Service, a legal entity made possible through an agreement between Western Wyoming Community College, Uinta County School District #4 and Uinta County School District #6.

Valley Learning Center BOCES is designed to provide area wide educational opportunities.

Valley Learning Center BOCES is the result of the 1987 agreement between Uinta County School District #4, Uinta County School District #6 and Western Wyoming Community College (Western) to form a joint Board of Cooperative Education Services (BOCES).

Valley Learning Center BOCES administers the Western Outreach program for both Uinta County School District #4 and Uinta County School District #6 and works cooperatively with other agencies to provide adult education programs, courses and

services. Valley Learning Center BOCES appreciates all the organizations that assist in delivering educational services.

## **Student Privacy Laws (Family Educational Rights and Privacy Act - FERPA)**

Privacy rights of Western Wyoming Community College students are in compliance with amended Section 438 of the General Education Provision Act, the Buckley Amendment. Students who are attending or have attended Western Wyoming Community College and with respect to whom Western Wyoming Community College maintains education records or personally identifiable information are the exclusive claimants to the rights listed below. Parents who declare a student as a dependent, as defined in Section 1512 of the Internal Revenue Code of 1954, are also included; but in such cases, the particular student also retains his or her rights. Applicants for admission to Western Wyoming Community College are not included until they have officially enrolled. In the case of violations of law and policy and threat to safety of the student or others, FERPA rights may be suspended.

Western Wyoming Community College respects and actively seeks to protect the privacy rights of its students and their parents in regard to education records and personally identifiable information formulated and/or maintained by the College. These rights are generally defined as:

1. Right to inspect and review educational records within 45 days of the day the request is received. Only records originating at Western Wyoming Community College will be copied for the student. We will not copy transcripts from other schools, or other information, originating elsewhere.
2. Right to seek to amend educational records. If you think that something in your file is inaccurate, you may make a written request to have that record changed. Supporting documentation must be provided. We will notify the student in writing when the decision is made whether the record will be amended.
3. Right to have some control over the disclosure of information from educational records except to the extent that FERPA authorizes disclosure without consent. Western officials with legitimate educational interests may view a student's records. This includes student or Board of Trustees members of disciplinary or grievance committees.
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by Western to comply with the requirements of FERPA.

## **Student Support Services**

### **Mustang Central**

Mustang Central is a 'one stop shop' housing Admissions, Financial Aid, Housing/Student Life, and Registration & Records offices. Student IDs may also be obtained in Mustang Central. All full- and part-time students are eligible for a student ID

at no charge. The student ID card provides student access and discounts throughout the College community.

### **Mustang Success (Advising, Career, Employment, Internships and Transfer)**

Mustang Success strives to provide a friendly, effective advising system that empowers students to make informed responsible decisions about their academic future at Western and beyond. Mustang Success provides assistance in academic advising, careers, employment, internships, and transferring.

#### **Advising:**

At Western Wyoming Community College, we believe that advising is teaching. Our academic advisors strive to empower students with the necessary information that will help them reach their academic and career goals. Academic advisors assist student in clarifying institutional policies and procedures, refer students to resources available on campus, and help keep an eye on academic progress and standing for their advisees.

All full-time and part-time degree-seeking students are assigned an academic advisor. Students are highly encouraged to make an appointment with their academic advisor PRIOR to registering for the upcoming semester. Students are also encouraged to meet with their academic advisors throughout the semester. By attending regular meetings with an academic advisor, students will gain valuable insight in identifying their academic and career goals and creating a plan to accomplish those goals.

#### **Career Services:**

Western Wyoming Community College is dedicated to preparing our students for success in the classroom and in the workforce.

Career-readiness workshops are offered throughout the school year to assist students in résumé writing and enhancing their interviewing skills. Our experienced staff will review student résumé prior to being submitted to an employer and conduct mock interviews to ensure our students are ready to enter the workforce.

#### **Employment:**

Mustang Success provides employment services for students through annual career and transfer fairs as well as providing information on job openings in the area.

#### **Internships:**

An internship is a hands-on learning experience related to specific career interests or academic major. Internships provide excellent ways to develop job related skills and determine individual suitability for a chosen career. Students may choose to participate in an internship during the fall, spring, or summer semester.

Obtaining an internship is an involved process requiring faculty and internship site approval. Students who find the most success are the ones who are diligent and thoughtful in their approach. Those interested in obtaining an internship must first submit an Application for Internship packet to the Career, Employment, and Internship Specialist in Mustang Success.

### Transfer:

Mustang Success provides information and assistance for students wishing to transfer to other institutions.

### **Bookstore**

The goal of Western's Bookstore is to serve the educational institution of which it is a part. The desire is to operate as a service to the students and faculty with the purpose of providing the required tools of education. The philosophy of the Bookstore is to support the general philosophy and mission of the College, embracing the goal of serving the educational institution of which it is a part, and operating as efficiently as possible. The Bookstore is institutionally owned, but is a profitable auxiliary service that is not supported by current fund monies. Expenses incurred by the Bookstore are covered by revenue generated from its operation. Textbooks can be reserved online four weeks prior to the beginning of Spring and Fall semester. The website has additional details. The Bookstore is supplied with book orders prior to every semester by each instructor. Instructors are given the freedom of choice as to what textbooks they wish to use for their own classes. These textbooks are placed on shelves within the store by class and instructor's name. Often one section of a course will require a different text from another section. Students should check their schedule when buying books or even attend class once before purchase, so that they purchase the right books. Should a book need to be returned, the student **must** have the receipt and the book must be absolutely clean and in resalable condition (i.e., no marks, no name) to obtain a full refund. New book prices are established by the publisher. When new books arrive at the Bookstore, they are marked according to the invoice with the set list price. The Bookstore will make every effort to have new, used, e-books and rentals textbooks available. The Bookstore offers the service of buying used books from students during finals week. Posters are placed throughout the campus informing students of the actual date of the buyback. The Bookstore has a fairly good supply of general reading material in paperbacks, as well as study guides and reference books. Any book not in stock can be special ordered. Supplies are also an integral part of the Bookstore. Basic school supplies are kept in stock, as well as art and drafting supplies. Instructors are encouraged to inform the Bookstore staff of special supplies that students may need, so they may also be stocked.

### **Campus Safety (Protective Services)**

Protective Services provide 24 hours a day and 7 days a week coverage. They are responsible for the enforcement of College policies and procedures, protection of College assets and monitoring of Physical Resources systems. They provide proactive patrols of the Rock Springs campus and coordinate with the College administration to provide safety services to all College facilities. Protective Services investigates and reports on incidents that occur on College property, responds to campus emergencies and coordinates response with College administration and emergency services.

The mission of the Protective Services Department is to enhance the quality of life at Western by providing a safe and secure environment for students, employees and visitors by providing timely, professional services that support Western's educational

goals, and build community partnerships based on mutual respect, cooperation and trust.

### **Children's Center**

Western's Children's Center is located adjacent to the Aquatic Center on the Rock Springs campus, providing childcare and preschool to children, aged two through five of part- and full-time students, Western faculty and staff, students working on English as a Second Language or High School Equivalency, and students of other accredited online programs. Children using the Center must turn two on or before September 15. There are three classes: the "Bunnies," "Bears," and "Turtles." Each of the classes boasts degreed teachers and highly trained aides. Each parent is asked to fill out a registration form, provide current immunization records, and a current class schedule when enrolling their child in the Center. The developmental needs of children are met through indoor/outdoor activities, quiet and active times as well as individual and group activities. These experiences include music, pre-mathematics, science, literacy, computers, physical exercise, and social interaction. Enhancing each child's self-concept during their time in the Center is a major goal. Using a developmental curriculum and recognizing that each child is a unique individual helps staff to guide each child's emotional, physical, and academic development.

The Children's Center provides observation and field experiences for college students in education, psychology, and nursing programs. The Children's Center is open year-round and follows the college calendar.

### **Community Education**

Community Education supports the following aspect of Western's mission: Western's fundamental purpose is to provide high quality learning opportunities to students who are at various stages of life and have differing needs and expectations. Committed to quality and success, Western encourages flexibility, innovation, and active learning for students, faculty and staff. The College understands that learning occurs inside and outside the classroom and, therefore, seeks to create an environment where lifelong learning is encouraged and where students and employees interact in an atmosphere of mutual respect.

Community Education classes and activities provide personal growth opportunities for community members of all ages. These include a variety of classes, seminars, lecture series, forum series, cultural activities, and community development activities.

Community Education courses are offered for non-credit. Charges associated with an individual course or event are based upon the direct cost of offering the course or event plus a 35% administrative fee. Sweetwater County residents age 60 years or over may enroll for courses offered at Western with payment of tuition waived. Special fees for supplies or other costs remain the financial responsibility of each student, regardless of age, and cannot be waived.

### **Dining and Catering Services**

The goal of Dining and Catering Services is to achieve the best balance of variety, service and price, while not compromising quality in any way. Dining Services offers the meal plans with added 'Dining Dollars' through Mitchell's Dining Hall for students. Dining Dollars is an account to be used like cash that has a declining balance. By offering dining dollars as a part of the meal plan, this provides flexibility to the students so they can also purchase food items at TRex Grill using their dining dollars. Students residing in suite units and all on-campus freshman are required to purchase at least a 175-meal plan as part of the Housing contract. Those with dietary restrictions are encouraged to meet with either the Sodexo General Manager or the Executive Chef so they know about the restrictions and are educated on their needs and will do their best to accommodate. Mitchell's Dining Hall is open to anyone when purchasing a meal at the door.

Dining Services also offers employee meal plans in blocks that can be purchased through payroll deduction and used in Mitchell's Dining Hall. As incentives, there are bonus VIP meals (no upcharge for gourmet meals) and discounts offered through TRex Grill that are included in the purchase of these plans.

Catering Services provides catering options to event planners who choose to hold their events on campus. All events on campus with food served at an event are required to order through our Catering Services.

### **Distance Learning**

Our vision is to be recognized as a leader throughout Wyoming and the Rocky Mountain region for providing quality, affordable distance learning opportunities. Our mission is to partner with communities throughout Southwest Wyoming to widen educational opportunities for students by offering courses and programs through different mediums.

### **Financial Aid**

The goal of the financial aid office staff is to assist students with funding their college education. We are able to help students afford their educational expenses through scholarships, grants and loan programs offered at Western. Financial Aid awarded over \$6.7 million dollars for the 2019-2020 academic year. The funding used to award scholarships and grants includes: federal, state, institutional, foundation, and funding from private sources. The Financial Aid office is located in Mustang Central.

### **Hay Library**

Hay Library subscribes to the principles outlined in the American Library Association's Library Bill of Rights. It is the responsibility of the librarians and all faculty selecting materials to ensure that diverse points of view are represented in the collection and that materials are not proscribed or removed because of partisan or doctrinal disapproval. Hay Library develops and maintains materials for the use of students, faculty and staff, and community members. The library collections include about 60,000 books, approximately 120 periodical subscriptions, and over 3,000 audio visual items. Hay Library also subscribes to various online databases and eResources including a collection of over 500,000 ebooks. WYLD CAT (Wyoming Library Database) is the

online, statewide, library materials catalog. WYLDCAT provides access to more than a million titles in over 80 Wyoming libraries. Library users can locate and reserve books, renew items and place 'interlibrary loan requests' with a simple click. WYLDCAT features include 'Text This Call Number', and 'Cite this Title'.

Anyone with a library card issued in Wyoming can check out materials from the Hay Library. The loan period for students and community members is 4 weeks for most items. The loan period for faculty and staff is one semester, or 16 weeks. Access to Hay Library databases and eResources are only available to Western students, faculty, and staff. All Wyoming residents have access to databases and eResources through their local public library, or through the Wyoming State Library, [www.gowylid.net](http://www.gowylid.net).

In 1969 the Hay Library was designated as a selective federal depository and serves the citizens of Wyoming by selecting relevant materials printed by the Government Printing Office. The depository collection contains approximately 30,000 publications in print, microform, and digital formats. Government documents are searchable in the WYLDCAT catalog.

The library is open for use to everyone although use by Western students is given top priority. A total of 11 private study rooms are available and may be reserved upon request. Three of the study rooms are installed with TVs, DVD players, and VCRs. Two of the study rooms are large enough for a group of approximately 6 people. The 'Library Instruction Area', a large space with tables, chairs, and large display screen, may also be reserved. Wireless internet access is available throughout the library.

### **Housing**

Western Wyoming Community College student housing consists of seven Residence Halls; Snowy Range, White Mountain, Teton, Wind River, Rocky Mountain I, Rocky Mountain II, and Aspen Mountain Halls. Snowy Range, White Mountain and Teton Halls consist primarily of one- and two-bedroom apartments, with non-apartment suite units in the ground levels. Each building has a 72-person capacity. Wind River Hall has apartments with individual bedroom units (commonly called "Pods") with common living and kitchen spaces. Wind River Hall can accommodate 48 residents, making it the smallest residence hall by capacity. The Rocky Mountain Hall Complex consists of Rocky Mountain Hall I & II. Rocky Mountain I consists of suite units and can accommodate 72 residents. Rocky Mountain Hall II has semi-private rooms with a capacity of 96. Aspen Mountain Hall is located one mile from the main campus (525 Gateway Blvd) and can accommodate 126 residents. The seven residence halls are all fully furnished, ADA accessible and are conveniently located on or near all College facilities. Total capacity is 558 students. The residence halls also have two computer labs, two exercise rooms, 10 study areas, six laundry rooms and four common areas, and wireless internet access in all rooms. The Housing office is located in Mustang Central.

### **Information Technology**

It is the mission of Western's Information Technology Services (ITS) Department to provide professional expertise in support of the educational, technical, and



administrative needs of the College community. We are committed to providing the highest level of technical guidance through training, communication, and planning while preserving customer service and integrity. ITS conducts periodic cyber security training for employees.

## **Learning Center**

### **College and Career Readiness**

The Learning Center programs prepare people for jobs, further education or training, and personal development. The Learning Center operates with the support of Western Wyoming Community College, Sweetwater BOCES, federal grants and public donations. The Learning Center offers:

### **Adult Basic Education and High School Equivalency Certificate Preparation:**

Professional staff and trained volunteer tutors provide instruction in HSEC Preparation, Adult Basic Education, English language, citizenship and computer literacy in one-to-one, small group, and/or classroom settings. The program is open entry/open exit allowing students to move through at their own pace. Testing, tutoring, and customized instruction are offered by contractual arrangement to local businesses and agencies.

### **English to Speakers of Other Languages (ESL):**

English Language (EL) courses are offered for speakers of other languages from the literacy level through courses for international, degree-seeking students. Courses are offered in a scheduled classroom environment and as a self-paced study program. EL reading, grammar, vocabulary, writing, listening, and conversation courses are available.

### **Option III (High School Credit Recovery Program):**

The Option III program works with area high schools (Rock Springs and Green River) to provide at-risk students the opportunity to earn high school credits at the Learning Center. These credits are then transferred back to the referring school. The goal of the program is to help at risk students complete required credits and graduate or move to the next level in their educational program. The program is funded through a cooperative partnership with Sweetwater County BOCES.

### **Citizenship:**

Citizenship classes are offered every year at the Learning Center. This course teaches the necessary information to be able to fill out an application for Citizenship and to be able to answer the oral and written tests administered by the Immigration and Naturalization Service (INS) in order to become a citizen.

### **Transitional Studies (HMDV Credit Courses):**

Academic courses are offered in reading, writing, grammar, spelling, vocabulary, and mathematics. These one to three credit courses are offered within the classroom, online and in some Outreach Centers. These courses are designed to help students improve their academic goals and reach their career ambitions. Non-native course offerings as well as an ESL Certificate is available for students whose first language is not English.

### **Media Center**

This department provides faculty and students with traditional audio/visual support in the classroom when needed. In addition, the department assists faculty with the high-tech delivery of courses to remote Outreach sites. The center also assists faculty in the preparation of video/audio components for online and on-campus courses.

### **Parental Support**

Western's website provides information to parents on support services offered. This is our attempt to provide useful information to parents and family of students considering and attending Western. <https://www.Westernwyoming.edu/i-am/parent/support-services.php>

### **Peer Tutor Center**

The Peer Tutor Center provides tutoring services for Western Wyoming Community College Students and is certified through the College Reading and Learning Association (CRLA). The service is free and available to all Western students. The Peer Tutor Center recruits tutors from the student body each semester. Tutors are paid through the center to provide tutoring services.

### **Registration and Records**

This office is responsible for providing service in the following areas: Course schedules and registration, Classroom assignments, the Commencement ceremony, Graduation services (plus diplomas and certificates), Transfer evaluations, Enrollment verifications, Transcript requests, the College catalog. The Registration and Records office is located in Mustang Central.

### **Wellbeing & Accessibility**

Wellbeing & Accessibility supports and empowers students as they strive for personal, social and academic success. Their student-centered services include, personal counseling, relaxation and stress management, crisis and emergency response, accessibility and disability services, campus prevention and education, events, workshops, referrals, and coordination of services. The goal of Wellbeing & Accessibility is to provide a confidential, warm, welcoming atmosphere in which students can become empowered to take full advantage of their college experience.

### **Personal Counseling:**

Wellbeing & Accessibility offers confidential counseling and related services to students. Licensed mental health professionals are available to help when students experience personal or academic problems. Counseling services include crisis counseling (on-call services for after hours), personal counseling, couples (if both students are enrolled in a credit earning course) and group counseling. In addition, topical workshops or events are held to help with various issues such as stress management organization, or time management just to name a few. After hours appointments are offered as needed.

### Disability Support:

Students may apply to receive reasonable accommodations if they have a documented disability under Section 504 of the Rehabilitation Act of 1973. Our Accessibility and Disability Specialist will work with students to determine appropriate accommodations, assure compliance with all applicable laws, and coordinate services to assure that students can access their educational environment. In addition, this office assists in compliance with the Americans with Disabilities Act as well as provides referrals, support, and advocacy for students and assists staff in compliance.

### Workshops/Seminars:

Workshops and seminars are designed to help the Western community achieve personal and academic success. Topics include: Meyers-Briggs Type Indicator, learning styles inventory, decision-making skills, stress management, time management, relaxation techniques, and more! All programs are free and open to students, faculty, and staff.

### Support Groups:

Support groups at Western recognize and address the concerns of various groups of students. They serve as a means of support to help students cope with college demands and demands brought about in everyday life. Students have the opportunity to talk with other students who share the same concerns about life.

### **Workforce Development**

Workforce Training classes and activities provide job skills necessary to quickly enter specific sectors of the workforce. Many of these classes and activities award CEUs and may provide eligibility to earn credit toward certificate or degree programs. Our quality short-format courses are taught for credit or non-credit to improve workforce skills for immediate or improved employment. Most courses can be customized for content, schedule or location.

## **Other Student Support Services**

### Student Organizations and Activities:

Every credit student is a member of the Student Government Association (SGA) with the right to participate in student organizations, compete in intramural athletics, gain free admission to athletic events sponsored by the College and participate in certain social and cultural activities in the community. The governing body of the association is the Student Government Association, composed of twenty elected members: Four Executive Officers, one Senate Speaker, one Campus Activities Board Coordinator, seven senators and seven campus activities board members. Representatives of Student Government sit on all College-wide committees. The College believes that the student must be actively involved in the operation of the institution, if his or her education is to be complete. It is the responsibility of the Student Government to promote activities which stimulate the intellectual, physical and social life of the campus. Traditionally, Student Government sponsors College dances and social events as well as lectures and other entertainment. Efforts have been made to expand the educational, cultural and civic involvement of the Associated Students in the total life of the campus,

thus involving the student leader and his or her constituency in the decision-making process related to pertinent issues of the College and the contemporary world.

#### Athletics:

The College competes in Division I NJCAA intercollegiate men's and women's basketball, men's wrestling, women's soccer, and women's volleyball. Western Wyoming Community College is a member of the Region IX Conference, which consists of community colleges in Wyoming, Colorado and Nebraska. A number of athletic grants for both men and women are available. The College is a member of the National Junior College Athletic Association.

#### Western Alumni:

Western Wyoming Community College celebrated its 60th anniversary in 2019. Graduates of degree and certificate programs and former students who have completed at least one credit are Western alumni. The Community Relations Office is located on the Rock Springs Campus and serves as an information center for current and former students, their families and friends of the College.

#### MyWestern:

MyWestern is the main student portal for Western. The portal provides students with the ability to log on and access services including the College email system, Hay Library, Canvas, the Maxient reporting system, and Office 365. MyWestern is an important part of the College's communications system providing announcements and news items of campus activities. The portal also features an employee directory.

The system also provides services and information to employees such as budget information, requisition entry and status inquiries, individual position summaries, payroll information and time sheet entry.

### **Facility Use**

Western Wyoming Community College tries to make its facilities available to the public for meetings and events. The instructional programs of the College must, of course, take precedence. Interested persons can contact Physical Resources or the Green River Center. Fees may be assessed for custodial, security and facilities use.

### **Western Wyoming College Foundation**

The Western Wyoming College Foundation is a nonprofit corporation organized to promote, support and extend financial support to Western Wyoming Community College. It aids the College's educational programs and services by providing scholarships and other financial assistance to the College. The Foundation is authorized by its Articles of Incorporation to accept gifts, bequests, and donations for the use and benefit of Western Wyoming Community College and its students in accordance with the instructions of the various donors and testators. The various scholarships and grants offered through the Civic Grant program administered by the

Western Wyoming College Foundation may be found in the Financial Aid section. The Foundation is managed by seven directors of which two are members of the Board of Trustees of the College. The remaining five are from the public at-large. Public at-large vacancies on the Board of Directors are filled by a vote of the majority of the remaining directors.

### **Wyoming Association of Community College Trustees (WACCT)**

The Wyoming Association of Community College Trustees (WACCT) is a 501(c)(6) organization with all 49 trustees from the seven community college trustees (working collaboratively with the college presidents) serving as members. The WACCT employs an Executive Director whose primary role is to advocate for Wyoming's seven community colleges and support trustee education through the association. The WACCT does not lobby on behalf of the community colleges, entities receiving state funding are prohibited from using those funds to then lobby for more funds. The WACCT works cooperatively with the Wyoming Community College Commission. The WACCT also works closely with our industry partners and the University of Wyoming in front of the Wyoming Legislature and policy makers.

Each community college Board President designates two Board members to serve on the WACCT Executive Council. The WACCT meets four times per year, usually in conjunction with the Wyoming Community College Commission (WCCC) quarterly meeting.

All community college trustees are encouraged to attend WACCT meetings, although only the two members designated by each Board President are able to vote. The designated trustees will bring back information from the WACCT meetings to report to the full Board.

Each community college pays annual dues to the WACCT to fund its budget. The dues assessment is equal for each college.

The WACCT Executive Director works closely with the Wyoming Community College Presidents Council, made up of the Presidents from each community college.

## **Chapter 2**

### **Administration**

Western Wyoming Community College is under the control of a locally elected Board of Trustees responsible for governing the Western Wyoming Community College District. It is a public, tax-supported, co-educational, two-year community college.

### **Fiscal Management**

The Board of Trustees takes the position that sound fiscal management is essential to the successful operation of a community college district. In an effort to ensure sound fiscal management, the Board:

- Encourages advance budget planning
- Seeks to explore all possible sources of revenue
- Requires regular fiscal reporting
- Participates in budget priority decision-making activities
- Advocates the efficient and effective use of fiscal resources.

### **Annual and Biennial Budgets**

#### **Annual Budgets**

The Board of Trustees will adopt annual budgets in accordance with requirements set forth by Wyoming Statutes, the Wyoming Community College Commission, the Wyoming Department of Administration and Fiscal Control, and by any other applicable laws or organizations.

The annual budget sets forth anticipated revenues and expenditures for the fiscal year. It is the legal basis for the establishment of tax rates and the document which describes in financial terms the programs and operations to be conducted during the fiscal year by the College. A budget is required for every fund the district utilizes.

The College President, assisted by the Vice President for Administrative Services, will serve as Chief Budget Officer.

A Tentative Budget must be filed with the Board of Trustees on or before May 15 of each year. The Final Budget is adopted by the Board of Trustees on or the day following the third Wednesday in July of each year, following a public hearing to be held on the third Wednesday in July. Said public hearing shall be advertised in accordance with law.

Following budget adoption, the Vice President for Administrative Services shall forward the following to the Sweetwater County Board of Commissioners:

- Resolution to Provide Income
- Expenditure Authority Resolution
- Certificate of Estimated Tax Required

The Vice President for Administrative Services shall forward a copy of the approved budget to all organizations requiring same.

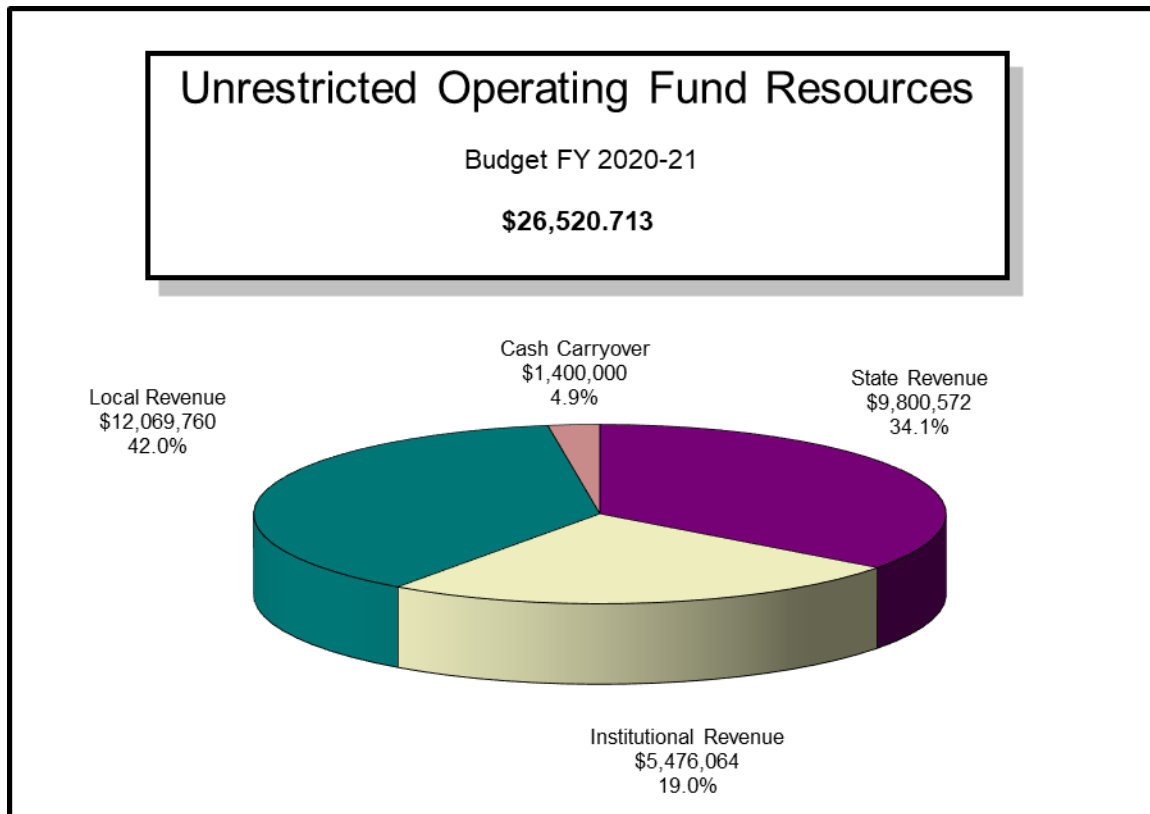
### Biennial Budgets

The Chief Budget Officer shall forward to the Board of Trustees for their consideration and approval Biennial Budget requests in accordance with all applicable laws and rules and regulations.

The Board of Trustees shall approve said Biennial Budget requests prior to submission to the Wyoming Community College Commission and the Wyoming Department of Administration and Fiscal Control for their review and consideration.

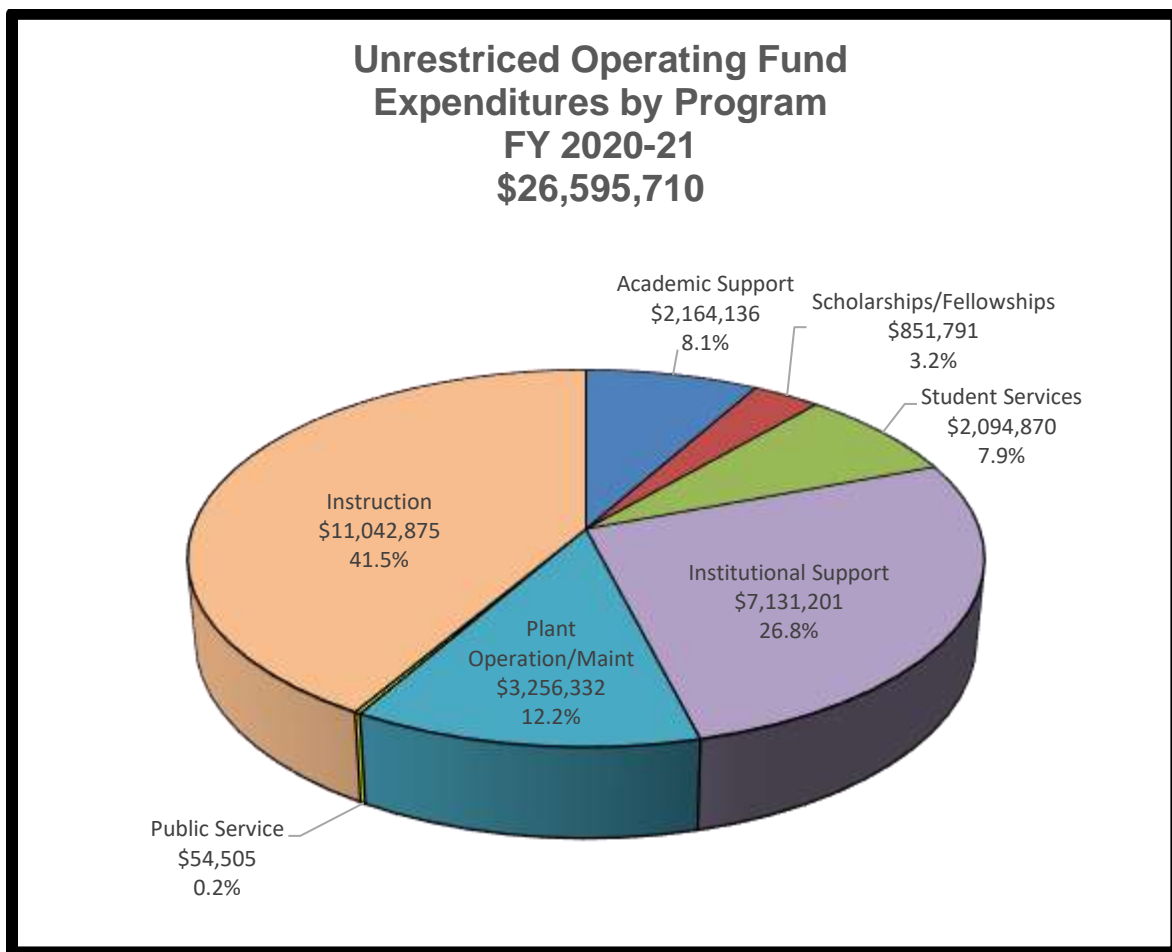
### Revenue Sources

The following graph uses budget figures from fiscal year 2020-21 to illustrate Western's revenue sources.



## **Expenditures by Program**

The following graph illustrates expenditures for fiscal year 2020-21 by program.





## **Chapter 3**

### **Governance**

#### **Overview of the Board of Trustees**

The Western Wyoming Community College District Board of Trustees is comprised of seven elected members; Four members from Sweetwater County School District #1, two members from Sweetwater County School District #2 and one 'at-large' member. Terms of office are for four years with staggered terms. Currently no prohibitions exist for the number of terms a Trustee can serve.

Trustees are assigned to each BOCES/BOCHES Board in Western's service area. Trustees also serve on the Board Real Estate, Finance/Audit, and President and Board Evaluation committees. Trustees are also assigned to represent Western in the Wyoming Association of Community College Trustees (WACCT). The assignments are announced at the yearly organizational meeting held in December.

Regular meetings of the Board of Trustees are held once per month. The dates are scheduled at the yearly organizational meeting in December. Special meetings are scheduled as needed. Retreats are scheduled at least yearly, with additional retreats if the Board so desires.

The Board of Trustees has elected to use a modified version of *Roberts Rules of Order* as its parliamentary procedure.

#### **Board Powers and Duties**

The Board of Trustees has certain powers and duties as enumerated in the Wyoming Community College Code.

##### **Powers of the Board**

To sue and be sued; to hold and convey property; to employ legal counsel; to provide bookstores, recreational facilities, parking lots, or other necessary facilities, and fix rates for use of the same; to issue general obligation bonds or revenue bonds; to establish and collect student fees for services and use of facilities; to collect tuition; to enter into agreements with public or private agencies for services needed by the College; to insure against loss; to fill vacancies on the Board and to provide for removal of Board Members; to call special meetings without formal notice; to contribute to the financial support of the Commission; to employ an assistant treasurer; and, to confer degrees and certificates. All governance decision-making related to the operation of the Western Wyoming Community College District, which is not specifically granted to the Community College Commission, is reserved to the District.

### Duties of the Board

To prescribe and enforce rules and regulations for the College; prescribe requirements for graduation; adopt a seal; report revenues and expenses annually; submit reports to the Wyoming Community College Commission; require the Treasurer and Assistant Treasurer to give bond; appoint a Chief Executive Officer; prepare a budget and present the Sweetwater Board of County Commissioners an estimate of the tax levy; control and disburse all monies received from any source for the College; keep a record of official acts of the Board and for all warrants issued; conduct elections.

### **Attendance at College Events**

The College hosts numerous events each year. Many departments of the College invite guest speakers to present specific topics to student and members of the community. The Performing Arts department produces various theatre productions, and the Art Gallery hosts at least two art exhibits for students each year and also exhibits works from various artists. The College also holds numerous events for students such as the annual International Night and the annual Student Government Association (SGA) awards banquet. Students participate in Western's Undergraduate Research Day and other opportunities to present research topics. All Board members are welcome to attend any event that is of interest with advance notification to the College President.

### **Board Member Conflict of Interest (Policy 7210G)**

Board members shall avoid conflicts of interest and the appearance of conflict of interest. A Board member shall not have any direct or indirect pecuniary interest in a contract with the College District, nor shall he/she furnish any labor, equipment, or supplies to the district. A sitting Board member shall not apply for employment with the College.

No Board member should vote on or discuss a question in which he/she has a direct or indirect personal or pecuniary interest not common to other members of the Board.

In the event a Board member is employed by a corporation or business, is the owner of such, or has a secondary interest in a corporation or business which furnishes goods or services to the District, the Board member shall declare his/her secondary interest and ask to be excused from debating or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the College from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his/her interest in the District and his/her interest in his/her place of employment (or other indirect interests) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

The Board is encouraged to seek counsel from the College's legal counsel where any question arises.

## **Board – College President Relationship (Policy 7310C)**

The Board delegates to the College President, its executive officer, the direct administration of College affairs. The Board holds the College President accountable for the execution of its policies and other decisions and for discharging such additional duties as the Board may assign him/her.

The administration of the district shall be carried out through close coordination of the activities of the Board as the policy-making body with activities of the College President and his/her central staff as the executive body. Board members shall take care not to infringe upon the responsibilities of the College President and staff as administrators of policy. The College President and staff shall take care to abide by policy decisions of the Board in administering the affairs of the district, and shall seek policy decisions from the Board in a timely manner in areas where action is needed and no policies exist.

See Policy 2210

## **Board – Staff Communications (Policy 7610A)**

The Board wishes to maintain open lines of communication with College personnel.

Requests for Board action, suggestions, and complaints from employees will be presented to the Board through established channels. Communication with the Board on these and other job-related matters will proceed from the employee, to the employee's immediate supervisor, to the Vice President, to the College President, to the Board.

Representatives from employee groups have the opportunity to speak to the Board of Trustees monthly during regular Board meetings.

Employees who feel that they have been treated unfairly, or that a rule, plan or policy has been incorrectly applied may file a grievance according to Policy and Procedure 4430B.

See also:

Policy 4430B Grievance and Appeal

Full policies/procedures can be found at:

<https://www.Westernwyoming.edu/consumer-information/policies-procedures/index.php>

## **Wyoming State Statutes Governing Community Colleges**

21-18-303. District board generally; powers; board approved additional mill levy.

(a) The community college district board may:

- (i) Sue and be sued in the name by which the district is designated;
- (ii) Hold and convey property for the benefit of the district in the name by which the district is designated;
- (iii) Employ legal counsel and bear the cost of litigation;
- (iv) Construct or otherwise provide bookstores, vehicular parking facilities, recreational, or other facilities necessary and incidental to the community college, and may fix rates and provide for the collection of same;
- (v) Issue general obligation bonds for community college purposes as specified in this act;
- (vi) Issue revenue bonds for the purposes, and in the manner specified in this act;
- (vii) Establish and collect charges, and rentals and student fees for services and facilities furnished, acquired, constructed, or purchased from the proceeds of revenue bonds;
- (viii) Charge and collect fees and tuition;
- (ix) Enter into agreements with any public or private agency, institution, person or corporation for the performance of acts or for the furnishing of services or facilities by or for the community college district or for the joint performance of an act or function or the joint furnishing of services and facilities by the district and the other party to the agreement;
- (x) Insure against loss of property or revenue from any cause;
- (xi) Insure against public liability or property damage concerning the facilities authorized by the governing board, and insure and hold harmless from liability all administrative and teaching personnel, and all other employees of the community college district;
- (xii) Establish criteria for appointments to fill vacancies in the board not inconsistent with the provisions of this act and provide for the removal of a board member for cause or change of residence;

(xiii) Call special meetings at the discretion of the board president or a majority of the board without the necessity of publication of formal notice;

(xiv) Contribute to the financial support of the commission in funding or in-kind services as determined through consultation between the community college boards and the commission;

(xv) Employ, at its own discretion, an assistant to the treasurer of the community college district board, who shall be subject to the same bonding and fiduciary regulations as are imposed upon the treasurer and who may be empowered to satisfy debts of the district as they become due and owing;

(xvi) Confer degrees and certificates and grant diplomas as are usual for community colleges and authorized under its accreditation by the regional accrediting agency.

(xvii) Subject to all applicable laws and rules, determine the qualifications and responsibilities of bidders or respondents on contracts for the construction of public projects, facilities or structures over which the board controls the bidding process, through the use of standard forms and procedures adopted by the board.

(b) In addition to the levy imposed under W.S. 21-18-304(a)(vii) and any levy imposed under W.S. 21-18-311(f), the community college district board may approve up to one (1) additional mill levy on the assessed value of the district for a period not to exceed two (2) years for the regular support and operation of the college. A determination by the board shall be made at a regular or special meeting following a public hearing announced by the board. Notice of intent to levy all or a portion of the additional one (1) mill shall be published in a newspaper of general circulation within the district at least thirty (30) days before the hearing date. Upon approval, the board shall report the additional levy to the board of county commissioners of each county within the district in the same manner the necessary levy under W.S. 21-18-304(a)(vii) is reported. Any tax imposed under this subsection may be renewed by the board for additional two (2) year periods subject to public hearing requirements specified under this section and shall be levied, collected and distributed separate from the tax imposed under W.S. 21-18-304(a)(vii) and any additional levy imposed under W.S. 21-18-311(f). Revenues collected under this subsection shall not be restricted by the commission in any manner but shall be identified in the biennial funding report of the college under W.S. 21-18-205(b).

(c) The community college district board shall procure the professional services of architects, engineers and surveyors in accordance with W.S. 9-23-105(f) through (h) and 9-23-106(g). [NOTE: This section will be effective 10/1/2020]

#### 21-18-304. District board generally; duties.

(a) The community college district board shall:

(i) Prescribe and enforce rules and regulations for its own government and for government of the community college under its jurisdiction. Rules and regulations shall not be inconsistent with the rules and regulations of the community college commission;

(ii) Prescribe requirements for graduation;

(iii) Report annually the revenues and expenses of the community college district in accordance with the rules and regulations of the community college commission;

(iv) Submit such reports as the community college commission may require under W.S. 21-18-202;

(v) Require the treasurer and the assistant treasurer of the district board to give such bond in such penalty and with such sureties as the board shall direct and approve, conditioned upon the faithful application of all money and property which may come into their hands by virtue of their office. Each bond shall not exceed one and one-half (1 1/2) times the amount of all college monies handled by the treasurer or assistant treasurer in any one (1) year. Bonds, after being approved by the board, shall be filed with the board, and no disbursements shall be made until the bonds are approved and filed. In case of breach of conditions of bonds, suit shall be brought thereon by the board for the benefit of the district;

(vi) Appoint a chief administrative officer of the community college who shall be given such official title as the board may determine;

(vii) At the first meeting of each fiscal year or at any appropriate time, make an estimate of the amount of funds required to be raised through a tax levy upon the property lying within the district for community college purposes, and present to the board of county commissioners of each county included within the district, a certified estimate of the tax required to raise the appropriate amount. The tax in any one (1) year shall not exceed four (4) mills on the assessed value of the district, excluding any tax approved by the board and imposed under W.S. 21-18-303(b) and any tax approved by the district electors and imposed under W.S. 21-18-311(f). The tax shall be levied and collected in the same manner as other county taxes and when collected, the county treasurer shall forward the tax revenue to the treasurer of the community college district board;

(viii) Control and disburse, or cause to be disbursed, all monies received from any source to maintain the community college;

(ix) Keep a record of all the official acts performed by the board and keep a record of all warrants issued against the monies belonging to the community college district. Payments of money shall be made upon warrant drawn against funds belonging to the community college district and the warrants so drawn

must specify upon their face the purposes for which funds are called for by warrants. The board shall provide, at the expense of the district, a seal, upon which shall be engraved the words, ".... Community College District, State of Wyoming", the blank space to contain the legal name of the college district. The seal shall be kept in the possession of the secretary, shall be affixed to all communications or notices required by law to be sent or published by the board and to all warrants drawn upon the district;

(x) Conduct elections held by the community college district for election of board members, the issuance of bonds, the questions of mill levies and annexations and any other community college election appropriately within the jurisdiction of the district board, all in accordance with the election procedures set forth in this act;

(xi) Develop and maintain a comprehensive plan of district buildings addressing district long-term building needs, clearly distinguishing those building needs associated with education space needs attached to the statewide college system strategic plan developed by the community college commission under W.S. 21-18-202(a)(v) from other district needs which may be included within the district's long-term plan. Building plans and capital construction requests shall be submitted to the commission in a form and format specified by commission rule and regulation. In addition, the board shall provide planning, design and other information required by the department of administration and information under W.S. 21-18-225(g) and shall cooperate with the department and the commission as necessary to undertake any building construction project receiving state funds and addressing needs prioritized by the commission in accordance with W.S. 21-18-225.

Full State Statutes can be viewed at:

<https://wyoleg.gov/NXT/gateway.dll?f=templates&fn=default.htm>

## **Open Meetings Law**

### **16-4-403. Meetings to be open; participation by public; minutes.**

(a) All meetings of the governing body of an agency are public meetings, open to the public at all times, except as otherwise provided. No action of a governing body of an agency shall be taken except during a public meeting following notice of the meeting in accordance with this act. Action taken at a meeting not in conformity with this act is null and void and not merely voidable.

(b) A member of the public is not required as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation.

(c) Minutes of a meeting:

(i) Are required to be recorded but not published from meetings when no action is taken by the governing body;

(ii) Are not required to be recorded or published for day-to-day administrative activities of an agency.

(d) No meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act.

#### 16-4-404. Types of meetings; notice; recess.

(a) In the absence of a statutory requirement, the governing body of an agency shall provide by ordinance, resolution, bylaws or rule for holding regular meetings unless the agency's normal business does not require regular meetings in which case the agency shall provide notice of its next meeting to any person who requests notice. A request for notice may be made for all future meetings of an agency. The request shall be in writing and renewed annually to the agency.

(b) Special meetings may be called by the presiding officer of a governing body by giving verbal, electronic or written notice of the meeting to each member of the governing body and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted and shall be issued at least eight (8) hours prior to the commencement of the meeting. No other business shall be considered at a special meeting. Proof of delivery of verbal notice to the newspaper of general circulation, radio or television station may be made by affidavit of the clerk or other employee or officer of the agency charged or responsible for distribution of the notice of the meeting.

(c) The governing body of an agency may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.

(d) The governing body of an agency may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within forty-eight (48) hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the governing body may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action.



(e) Day-to-day administrative activities of an agency, its officers and its employees shall not be subject to the notice requirements of this section.

16-4-405. Executive sessions.

(a) A governing body of an agency may hold executive sessions not open to the public:

(i) With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies, or other officers of the law, on matters posing a threat to the security of public or private property, or a threat to the public's right of access;

(ii) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The governing body may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the governing body may deliberate on its decision in executive sessions;

(iii) On matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party;

(iv) On matters of national security;

(v) When the agency is a licensing agency while preparing, administering or grading examinations;

(vi) When considering and acting upon the determination of the term, parole or release of an individual from a correctional or penal institution;

(vii) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;

(viii) To consider acceptance of gifts, donations and bequests which the donor has requested in writing be kept confidential;

(ix) To consider or receive any information classified as confidential by law;

(x) To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations including meetings of the state loan and investment board to receive education regarding and to interview investment managers;

(xi) To consider suspensions, expulsions or other disciplinary action in connection with any student as provided by law.

(b) Minutes shall be maintained of any executive session. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being in violation of this act, minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order.

(c) Unless a different procedure or vote is otherwise specified by law, an executive session may be held only pursuant to a motion that is duly seconded and carried by majority vote of the members of the governing body in attendance when the motion is made. A motion to hold an executive session which specifies any of the reasons set forth in paragraphs (a)(i) through (xi) of this section shall be sufficient notice of the issue to be considered in an executive session.

#### 16-4-406. Disruption of public meetings.

If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of the person or persons who are willfully interrupting the meeting, the governing body of an agency may order the removal of the person or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. A governing body of an agency shall establish procedures for readmitting an individual or individuals not responsible for disturbing the conduct of a meeting. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section.

#### 16-4-407. Conflict of law.

If the provisions of this act conflict with any other statute, the provisions of this act shall control.

#### 16-4-408. Penalty.

(a) Any member or members of an agency who knowingly or intentionally violate the provisions of this act shall be liable for a civil penalty not to exceed seven hundred fifty dollars (\$750.00) except as provided in this subsection. Any member of the governing body of an agency who attends or remains at a meeting knowing the meeting is in violation of this act shall be liable under this subsection unless minutes were taken during the meeting and the parts thereof recording the member's objections are made public or at the next regular public meeting the member objects to the meeting where the violation occurred and asks that the objection be recorded in the minutes.

(b) If any action is prohibited both by this act and any provision of title 6, the provisions of this act shall not apply and the provisions of title 6 shall apply.

## **Support for Board Operations (Policy 7310G)**

The Board shall have the authority to employ an Administrative Assistant to the Board. The Board may request that the President of the College assign to this role an Administrative Assistant currently employed by the college. A portion of that employee's time shall be reserved to Board activities and support, and budgeted to the Board of Trustees.

The Administrative Assistant to the Board of Trustees shall:

1. Ensure that records are kept of all proceedings at Board meetings.
2. See that a Board calendar is maintained that includes all items which have been requested on a future agenda, all unfinished business, and all items which should be subject to annual or periodic review by the Board.
3. Assist the Board President in preparation of meeting agendas in coordination with the College President
4. Assist all officers of the Board in the performance of their duties.
5. See that Board members receive agendas, minutes, administrative memorandums and other materials which should be reviewed by the Board prior to Board meetings.
6. Provide other support, and perform other duties, as requested by the Board in performance of their duties and responsibilities.

## **Board Member Travel**

The Executive Assistant to the Board will make all necessary travel arrangements for Board members traveling on College business. Board members traveling on overnight trips may request a travel credit card for use during their trip. The credit card and all receipts for anything charged to the card must be turned in to the Executive Assistant as soon as possible after returning. The purchase of alcohol is not permitted on College credit cards.

At the end of each quarter, each Board member will receive a travel reimbursement form. This form is to be used in the event that the Board member traveled on College business (i.e., BOCES meetings) that was not paid by the College directly. Once the form is returned to the Executive Assistant, it will be processed and the Board member will receive a voucher from the Business Office that must be signed and returned to receive their reimbursement. Board members can elect to have travel reimbursements deposited directly to their bank accounts. Reimbursement items would include mileage for personal vehicle use, meals, hotel stays, etc.

## **Other Clerical Support**

College Identification Cards:

Most hotels require a College ID to honor a government room rate. College ID cards are available in Mustang Central.

#### Business Cards/Name Tags:

Each Board member is provided with a supply of business cards. When your supply runs low, please notify the Executive Assistant. Each Board member is also supplied with a name tag. If you lose your name tag, please notify the Executive Assistant to get a replacement.

#### Computers, Email, File Space:

The College will provide each Board member with a tablet or laptop computer. These devices remain the property of the College and Trustees are required to return them at the end of their service to the Board. The College will provide each Board member with a Western email address although Trustees are not required to use them. Filing cabinets are assigned to each Board member for their use, located in the Board Conference Room.

#### Online Board Packets

All Board meeting packets (agenda, agenda item documentation, supporting documents, reports, etc.) are uploaded to an online site (BoardDocs) that can be accessed from anywhere on any computer with internet access. While some materials may be mailed to Board members, the majority of information will only be available online. Each Board member will receive a login and a password that allows them to access BoardDocs, although the login and password are not required to access the public version of the site. The private version allows Trustees to view executive level information, although no information that was not publicly viewable has ever been posted. The BoardDocs website address is: <https://go.boarddocs.com/wy/Western/Board.nsf/vpublic?open>. The website also allows for public access to all Board meeting agendas, minutes and supporting documentation.

### **Wyoming Community College Commission (WCCC)**

The mission and purpose of the Wyoming Community College Commission (WCCC) is to provide coordination, advocacy, funding and accountability for the Community College System on behalf of the State of Wyoming. The WCCC is comprised of seven commissioners appointed by the Governor. No less than three nor more than four appointed members shall be from counties in which a community college district is located, no more than seventy-five percent (75%) of the members shall be from the same political party, the governor and the state superintendent of public instruction are ex officio nonvoting members of the commission, appointments to the commission shall be made by the governor with the advice and consent of the senate. Vacancies shall be filled by the governor as provided by W.S. 28-12-101. Commission members shall not be employees or trustees of a community college district. All terms of appointment shall be for four (4) years except appointments to fill unexpired terms. No person shall be appointed for more than two (2) full four (4) year terms plus any portion of a term served while filling a vacancy. The governor may remove any commission member as provided in W.S. 9-1-202. <https://communitycolleges.wy.edu/>

The powers, duties and requirements of the WCCC are set in state statute:

**21-18-202. Powers and duties of the commission.**

(a) The commission shall perform the following general functions:

(i) Advocate community college education to the office of the governor, the legislature, the University of Wyoming, public education agencies, the business sector and other appropriate entities;

(ii) Establish tuition rates for the community colleges;

(iii) Establish residency requirements, which shall include provisions for military veterans, eligible individuals and covered individuals as described in 38 U.S.C. 3679(c)(2) consistent with the requirements of W.S. 21-17-105(e). The commission shall provide that students receiving a Hathaway expand Wyoming scholarship in any amount shall qualify for resident tuition each semester the student receives the scholarship;

(iv) Maintain an administrative computing system contract and Internet or similar proprietary or common carrier electronic system access for members of the system;

(v) Develop and maintain a statewide college system strategic plan for the delivery of educational programs in Wyoming by each college pursuant to subsection (h) of this section;

(vi) In cooperation with the community colleges and the University of Wyoming, develop and maintain a common transcript and transfer process system that uses common course numbering for all undergraduate courses provided at the community colleges and the University of Wyoming. The development and ongoing maintenance of the statewide course numbering system, including determining course equivalencies, shall be accomplished with the assistance of appropriate committees that shall include faculty members and staff of the community colleges and the University of Wyoming. The system shall:

(A) Facilitate program planning and the transfer of students and course credits between the community colleges and the University of Wyoming;

(B) Offer functionality to transmit transcript information between the community colleges and the University of Wyoming;

(C) Extend to the community college commission, the Wyoming department of education, the department of workforce services and the University of Wyoming a statewide longitudinal education data system, which shall serve as a statewide exchange for management and analytical reporting in support of education and workforce outcomes;

(D) Use a common transcript and transfer process vendor;

(E) Use electronic course catalog software to ensure a consistent experience for students between the community colleges and the University of Wyoming. Each community college and the University of Wyoming may use different course catalog software. The software shall provide a search function for educational programs;

(F) Use course transfer software to support both in-state and out-of-state transfer students. The software shall be common across each community college and the University of Wyoming and shall provide a common database that provides identification and reconciliation of differences in curricula elements of courses with the same course number;

(G) Use curriculum process management software to facilitate and ensure consistency in curricula development and streamline the transfer process between a Wyoming community college and the University of Wyoming;

(H) Result in internal college or university planning and student program planning with required automated transfer among the community colleges and the University of Wyoming. The automated transfer shall allow automatic transcription of course credits among the community colleges and the University of Wyoming for those credits earned through the common course catalog system and within programs with articulation agreements between the community colleges and the University of Wyoming.

(b) The commission shall perform the following coordination functions. In performing these coordination functions all affected colleges and the commission shall be involved:

(i) Coordinate the submission of data to the integrated postsecondary education data systems;

(ii) Coordinate and maintain the common course numbering system;

(iii) Repealed By Laws 2003, Ch. 202, § 2.

(iv) Coordinate academic and vocational–technical programs offered by any community college in another community college service area when a physical presence will be established;

(v) Coordinate the provision by means of electronic internet or similar proprietary or common carrier electronic system technology, by a community college or several community colleges, the general education courses necessary for completion of an educational program in the field of nursing at a community college or a baccalaureate degree program in nursing at the University of Wyoming;

(vi) In addition to paragraph (iv) of this subsection and for any program requested by the board of county commissioners representing a community within the existing service area of any community college and that college has determined not to provide the requested program within the community, coordinate a response to the requesting board. Any community college shall refer the requested community program to the commission if it cannot provide the requested program. Upon referral, the commission shall provide a response under this paragraph;

(vii) Repealed by Laws 2009, Ch. 211, § 3.

(c) The commission shall perform the following administrative functions:

(i) Create and maintain a funding allocation model by rule;

(ii) In accordance with W.S. 21-18-203(a), prepare budget requests for the operation and support of the colleges and the commission, and pursuant to W.S. 21-18-225, prepare budget requests for capital construction and major maintenance;

(iii) Disburse to the colleges state funds in accordance with W.S. 9-4-601(b)(iv)(A) and 21-18-205 and other funds under commission auspices;

(iv) Administer those functions explicitly assigned to the commission by statute;

(v) Appoint a director who shall perform duties as prescribed by the commission. In addition to duties assigned under this act, the director shall serve as an ex officio member of the University of Wyoming board of trustees and the state board of education. The director shall receive an annual salary as determined by the commission and approved by the governor. The director shall hire staff as required to carry out this act and as approved by the commission. Subject to legislative budget authorization staff salaries shall be established by the director with the approval of the commission;

(vi) Establish and promote accomplishment of statewide priorities for the college system in consultation with the colleges;

(vii) Subject to appropriation by the legislature, the commission shall fully fund a teaching faculty position whenever a community college commits to expanding its college-funded nursing program capacity by eight (8) students. A community college shall be eligible to apply for the funding under this paragraph only if enrollment in the nursing program of the applicant institution was not less than ninety-five percent (95%) of the total college-funded nursing program capacity at the beginning of the most recent fall academic semester. Funding provided under this paragraph for the specific purpose of expanding a nursing program capacity shall be reduced by an amount equal to that provided to fund one (1) teaching faculty position for every reduction of eight (8) full-time equivalent students in the college-funded nursing program, as determined by comparing the beginning enrollments of the two (2) most recent fall academic semesters. Funding reductions shall not exceed the total amount of funding provided to a community college under this paragraph. Any appropriation made for purposes of this paragraph shall, in

accordance with W.S. 21-18-205(e), be accounted for and distributed separately from the funding allocation model for community colleges;

(viii) Following public hearing, review and modify or maintain community college service areas provided all counties to be annexed to a college service area are contiguous to that service area. Determinations made under this paragraph shall be subject to review in accordance with the Wyoming Administrative Procedure Act;

(ix) Administer the state authorization reciprocity agreement and admit authorized post secondary institutions to participate under the agreement in accordance with W.S. 21-18-226.

(d) The commission shall perform the following approval functions:

(i) Approve all new academic programs, including applied baccalaureate degree programs, qualifying for state funding pursuant to the statewide community college strategic plan developed under subsection (h) of this section;

(ii) Review existing programs, determine the most effective and efficient delivery of programs qualifying for state funding pursuant to the statewide community college system strategic plan and terminate state funding for those programs which are inconsistent with the statewide community college system strategic plan;

(iii) Approve enlargement and formation of community college districts in accordance with W.S. 21-18-310 and 21-18-312;

(iv) Approve the format of community college budgets as provided in W.S. 16-4-104;

(v) Approve all new capital construction projects in excess of one hundred thousand dollars (\$100,000.00) for which state funds are or could be eventually applied. "New capital construction projects" include:

(A) New construction, renovation and capital renewal in excess of one hundred thousand (\$100,000.00) market value which is not necessary maintenance or repair;

(B) The acquisition of real property in excess of one hundred thousand dollars (\$100,000.00) market value whether by purchase or exchange; and

(C) Previously approved and uncompleted new capital construction projects which have increased in total cost by ten percent (10%) or more since cost estimates were developed at the time of initial project approval under this paragraph and W.S. 21-18-205(g).

(e) The commission shall perform the following review and report functions:



(i) Report the findings of institutional and specialized accreditation studies;

(ii) In addition to audits required of colleges under W.S. 16-4-121 and to ensure uniformity of audit procedures and reporting formats, conduct enrollment audits and report financial and enrollment audit findings to the legislature and governor. In carrying out this paragraph and maintaining the funding allocation model under paragraph (c)(i) of this section:

(A) The commission shall ensure uniform accounting in recording full-time equivalent students and reporting financial data;

(B) Each community college shall report information to the commission in a uniform, consistent and accurate manner as required by commission rule and regulation;

(C) The commission may participate in financial audits conducted by each community college and assist in the analysis of audit findings for subsequent reporting under this paragraph.

(I) Repealed By Laws 2009, Ch. 211, § 3.

(II) Repealed By Laws 2009, Ch. 211, § 3.

(III) Repealed By Laws 2009, Ch. 211, § 3.

(IV) Repealed By Laws 2009, Ch. 211, § 3.

(V) Repealed By Laws 2009, Ch. 211, § 3.

(VI) Repealed By Laws 2009, Ch. 211, § 3.

(VII) Repealed By Laws 2009, Ch. 211, § 3.

(VIII) Repealed By Laws 2009, Ch. 211, § 3.

(IX) Repealed By Laws 2009, Ch. 211, § 3.

(X) Repealed By Laws 2009, Ch. 211, § 3.

(XI) Repealed By Laws 2009, Ch. 211, § 3.

(XII) Repealed By Laws 2009, Ch. 211, § 3.

(XIII) Repealed By Laws 2009, Ch. 211, § 3.

(D) Repealed By Laws 2009, Ch. 211, § 3.

(iii) Review college districts and provide subsequent reports and recommendations to the governor and legislature in coordination with the regional accrediting agency;

(iv) Develop annual reports to the legislature on the outcomes of partnerships between colleges and the University of Wyoming and other entities;

(v)(A) The commission shall provide annual reports to the legislature and governor on the performance of individual community colleges and the college system as well as on the achievement of statewide priorities as specified in the statewide college system strategic plan. The commission and the colleges shall work together in a collaborative effort in defining the report formats and the methodology and data elements required in preparing the reports and a reasonable time line for completion of reports;

(B) For the reporting effort under this paragraph, the commission shall maintain a management information system and each community college shall maintain accurate administrative records to provide the necessary data to the commission for these studies and reports. The colleges shall provide the commission with all data required in preparing each of the reports the commission shall request. The commission and the colleges shall safeguard all institutional and individual student record data under the provisions of the Privacy Act of 1974 and the Family Educational Rights and Privacy Act or subsequent similar enactments;

(C) Reports provided by the commission to the legislature and governor shall be attached with and aligned to the college system performance benchmarks, outcome measures and other performance indicators specified in and defined by the strategic plan.

(vi) The commission and the colleges shall collaborate to identify any additional areas of educational concerns which require data collection and reporting.

(f) The commission shall perform the following implementing functions:

(i) Establish reasonable timelines and deadlines for the submission of data requested by the commission;

(ii) Assure uniform college accounting practices in reporting data to the commission, through the use of national association of college and university business officers nomenclature;

(iii) Withhold not more than five percent (5%) of state appropriations from any college in noncompliance with this act or rules of the commission. Any such action shall be subject to the provisions of W.S. 16-3-114 and applicable rules of the Wyoming supreme court;

(iv) Advance collaboratively developed legislative proposals on behalf of the college system and commission to the legislature and the office of the governor;

(v) Adopt rules and regulations consistent with the provisions of this act as necessary to carry out its statutory duties and responsibilities.

(g) All decision making authority related to the operation of the community colleges which is not specifically granted to the commission by statute shall be reserved to the local boards.

(h) The commission shall prior to the beginning of each biennial budget period, review, update and modify the statewide college system strategic plan. The plan shall clearly prescribe the components of the educational program and attach program components to statewide system priorities. This plan shall serve as the basis for state operational and capital construction budget requests and funding of the statewide college system for the applicable biennial budget period. In developing, reviewing and updating the strategic plan, the commission shall:

(i) Consult with the seven (7) community colleges, state and local governmental agencies and other agencies and organizations representing state economic and industry sectors;

(ii) Include mechanisms within the planning process which adhere to the state's interests in establishing a statewide college system identified as assuring statewide access to:

(A) Academic programs, including applied baccalaureate degree programs;

(B) Career-technical education and training programs;

(C) Dual and concurrent enrollment programs; and

(D) Remedial and continuing education programs responding to needs of students, employers and the state workforce, including program access through outreach or coordinated electronic system technology.

(iii) Develop performance benchmarks, outcome measures and other performance indicators which serve as the basis for annual reporting to the legislature and the governor under paragraph (e)(v) of this section, including but not limited to:

(A) Student goal attainment and retention;

(B) Student persistence;

(C) Degree and certificate completion rates;

(D) Placement rate of graduates in the workforce;

- (E) Licensure and certification pass rates;
- (F) Demonstration of critical literacy skills;
- (G) Success in subsequent, related coursework;
- (H) Number and rate of students who transfer.

(iv) Attach performance indicators to funding to achieve established results.

### **21-18-203. Budget procedure.**

(a) In collaboration with the boards of the community colleges, the commission shall submit state appropriation requests on behalf of the community college system in compliance with the statewide community college system strategic plan. The standard budget request submitted by the commission for state aid to community colleges under W.S. 21-18-205 for the fiscal biennium commencing July 1, 2020 and every four years thereafter, shall be equal to the amount defined in W.S. 9-2-1002(a)(ix). A request for an enrollment adjustment to the standard budget for state aid to community colleges shall be submitted every four (4) years commencing in the fiscal biennium beginning July 1, 2018. The enrollment adjustment shall be based solely upon the calculation under subsection (e) of this section. The budget requests shall be made upon forms and in a format to be determined by the budget division of the department of administration and information.

(b) Repealed By Laws 2000, Ch. 33, § 2.

(c) To facilitate its appropriation request, the community college commission shall hold at least one (1) budget hearing for the community colleges.

(d) Repealed By Laws 2000, Ch. 73, § 3.

(e) An enrollment adjustment request shall be based upon changes in annual weighted average enrollment and only for variable costs. An enrollment adjustment request for a percentage increase or decrease to a standard budget base amount for annual weighted average enrollment shall be calculated as follows:

(i) The variable cost percentage determined pursuant to W.S. 21-18-205(c) multiplied by a fraction, the numerator of which is the difference in the annual weighted average enrollment for the three (3) most recent academic years and the annual weighted average enrollment at the time of last enrollment adjustment request submitted pursuant to this subsection, the denominator of which is the annual weighted average enrollment at the time of the last enrollment adjustment request submitted pursuant to this subsection;

(ii) The standard budget enrollment adjustment request submitted for the fiscal biennium commencing July 1, 2018 shall apply the formula in paragraph (i) of this subsection, with the substitution of annual weighted average enrollment for fiscal years 2013, 2014 and 2015 in lieu of the "annual weighted average enrollment at the time of the last enrollment adjustment request submitted pursuant to this subsection";

(iii) Any funding increase or decrease as determined by the state legislature shall be distributed in proportion to the funding amounts determined in W.S. 21-18-205(c).

(f) In preparing the estimates under W.S. 9-3-210(c), the community college commission shall submit an exception budget request for health insurance funding needs related to the addition of any benefitted positions created during the preceding fiscal year at the colleges in the commission's budget request for the subsequent fiscal year.

**21-18-204. Commission and districts subject to public records provisions; Uniform Municipal Fiscal Procedures Act.**

(a) The commission and the community college districts are subject to the provisions of W.S. 16-4-201 through 16-4-205.

(b) The community college districts are subject to the provisions of the Uniform Municipal Fiscal Procedures Act. Audits for each community college required by W.S. 16-4-121 shall be performed by independent auditors selected by the college. The audits shall be conducted in accordance with guidelines set forth in W.S. 9-1-507. The independent auditors shall submit audit findings to the college board of trustees, the commission and the budget division of the department of administration and information. Questions by the commission regarding audits shall be submitted to the community colleges for response.

**21-18-205. Appropriation and distribution of state funds; restrictions; budget authority.**

(a) To qualify for state funding, a community college shall:

(i) Be accredited academically by the regional accrediting agency; and

(ii) Provide for a levy of four (4) mills on the taxable valuation of the district for the regular support and operation of the community college in the year for which the appropriation is requested.

(b) A biennial funding report shall be provided by each community college to the community college commission at the beginning of each biennium in a form and format determined by the commission. Any amendments to the report shall be provided to the commission immediately after adoption by the board.

(c) State funding for the assistance of community colleges shall be appropriated to the community college commission unless otherwise specified by law. Subject to the provisions of this section, funds appropriated for each biennium shall be distributed by the commission to community colleges in amounts determined by a funding allocation model adopted by rule of the commission. Funding allocation model components for fixed and variable costs shall be defined by and computed in accordance with guidelines and procedures prescribed by rule and regulation of the commission, applied to the distribution of state appropriations for each biennial budget period and reallocated at a schedule specified by rule and regulation of the commission, but in no event less than once every four (4) years. The commission may maintain a contingency reserve account utilizing any revenue derived under W.S. 9-4-601(b)(iv)(A) to be distributed as a component of the funding allocation model for specific use by the colleges for emergency repairs and preventive maintenance.

(i) Repealed By Laws 2000, Ch. 33, § 2.

(ii) Repealed By Laws 2000, Ch. 33, § 2.

(iii) Repealed By Laws 2000, Ch. 33, § 2.

(iv) Repealed By Laws 2000, Ch. 33, § 2.

(d) Repealed By Laws 2000, Ch. 33, § 2.

(e) The commission may by exception budget, request additional state funding to be designated as special purpose funding, accounted for and distributed separately from distributions under the funding allocation model. Special purpose funding under this subsection shall be limited to amounts and for the period of time specified by the legislature and shall not be included in any subsequent biennial budget unless specifically requested by the commission and approved by the legislature. Funds appropriated pursuant to this subsection shall be distributed in amounts and at times determined by the commission, subject to the following:

(i) Special purpose funding, accounted for separately, to be designated as adjustments to funding allocation model distributions for the effects of enrollment growth shall not be transferred to or expended for any other purpose. Any amount of this special purpose funding request remaining unexpended or unencumbered at the end of the budget period for which appropriated shall revert according to law;

(ii) Special purpose funding may be requested under this subsection for use by the commission in funding new programs addressing unanticipated and emerging statewide needs during the biennial budget period which are consistent with the statewide community college system strategic plan. Funds appropriated by the legislature for purposes of this paragraph shall be accounted for separately and shall not be transferred or expended for any other purpose or as part of state assistance under subsection (c) of this section. Any unexpended or unencumbered amount of

special purpose funding under this paragraph remaining at the end of the budget period for which appropriated shall revert as provided by law.

(f) Up to fifteen percent (15%) of each community college's unrestricted operating funds for a biennium may be carried forward into the next biennium by each community college. The cumulative total amount of unrestricted operating funds carried forward from previous bienniums shall never exceed fifteen percent (15%) of the community college's current biennium unrestricted operating funds. Funds carried forward in accordance with this subsection shall not lapse pursuant to W.S. 9-4-207.

(g) No state funds shall be used for the maintaining, operating or equipping of any capital construction project in excess of one million five hundred thousand dollars (\$1,500,000.00) which was not approved by the commission and authorized by the legislature.

(h) The commission may request funding for and shall distribute funds to colleges as provided in the Wyoming works program. Funds requested for the Wyoming works program shall be requested by an exception budget and designated as separate special funding for the Wyoming works program only. Funds distributed pursuant to the Wyoming works program shall be accounted for and distributed separately from the funding allocation model under subsection (c) of this section and from special funding distributed pursuant to subsection (e) of this section.

**21-18-206. Paying out appropriations by warrants drawn upon vouchers; application of share to default in payment on revenue bonds.**

The state treasurer shall pay out state appropriations for community colleges on warrants drawn by the auditor of the state upon vouchers issued and signed by the director of the commission. If any community college entitled to payment out of any appropriation has defaulted in the payment of interest or principal on any revenue bonds issued by the community college and purchased by the state treasurer, the state treasurer shall withhold from the community college that portion of its share of any state aid or appropriation and shall apply the share to any default which has or may in the future occur. Warrants may be drawn upon the state treasurer by the state investment board certifying the default.

**21-18-207. Cooperative educational services.**

The commission shall encourage community colleges and school districts to utilize the procedures provided by W.S. 21-20-101 through 21-20-111.

**21-18-208. Renumbered by Laws 1985, ch. 208, § 4.**

**21-18-209. Renumbered by Laws 1985, ch. 208, § 4.**

**21-18-210. Repealed by Laws 1985, ch. 208, § 5.**

- 21-18-211. Repealed by Laws 1985, ch. 208, § 5.**
- 21-18-212. Renumbered by Laws 1985, ch. 208, § 3.**
- 21-18-213. Renumbered by Laws 1985, ch. 208, § 3.**
- 21-18-214. Renumbered by Laws 1985, ch. 208, § 3.**
- 21-18-215. Renumbered by Laws 1985, ch. 208, § 3.**
- 21-18-216. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-217. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-218. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-219. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-220. Renumbered by Laws 1985, ch. 208, §§ 3, 4.**
- 21-18-221. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-222. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-223. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-224. Renumbered by Laws 1985, ch. 208, § 4.**
- 21-18-225. College maintenance and capital construction funding.**

(a) As part of its administrative functions, the community college commission shall identify community college building needs and develop a prioritized list of community college capital construction projects. The prioritized community college capital construction projects shall be reported by the commission to the state construction department in accordance with subsection (g) of this section. Following review, analysis and study, the state construction department shall forward recommendations for community college capital construction projects to the state building commission. The state construction department shall also submit major maintenance budget requests for college buildings to the legislature in accordance with this section. Major maintenance budget requests shall be based upon the square footage submitted by the commission under subsection (f) of this section and upon a formula adopted by the state building commission, and upon forms and in a format specified by the budget division of the department of administration and information. College building maintenance budget requests submitted by the state construction department to the legislature and capital construction budget requests forwarded by the state building commission to the legislature shall include only necessary building square footage:



(i) Required for provision of those education programs comprising the statewide college system strategic plan developed and maintained under W.S. 21-18-202(a)(v); and

(ii) For major maintenance, exclude student housing, student unions and auxiliary services areas funded exclusively through college generated revenues.

(b) To carry out this section and in accordance with rules and regulations of the state building commission promulgated under W.S. 9-5-107(d) and (e) serving as guidelines for implementation and administration of this section, the commission shall establish and maintain:

(i) A statewide community college building data base comprised of building inventory, specific building condition, square footage, usage, space utilization and building capacity data;

(ii) Statewide planning and reporting criteria and guidelines for use by community college districts in developing and maintaining comprehensive long-range plans for district building needs as required under W.S. 21-18-304(a)(xi), providing necessary guidance to college districts for separating future building space needs and requests attached to the statewide college system strategic plan from other district space requests;

(iii) Methodologies for use by community college districts in computing future student enrollments, building space demands and future building needs in establishing long-range plans addressing district building needs;

(iv) Methodologies which require a seven (7) year phase-in period for major maintenance following the new construction of a community college facility. The phase-in period shall be as follows:

(A) Year one (1) – zero percent (0%);

(B) Year two (2) – ten percent (10%);

(C) Year three (3) – ten percent (10%);

(D) Year four (4) – forty percent (40%);

(E) Year five (5) – sixty percent (60%);

(F) Year six (6) – eighty percent (80%);

(G) Year seven (7) and thereafter – one hundred percent (100%).

(c) The commission shall conduct and maintain a comprehensive assessment of community college buildings and future space requirements as defined by the statewide

strategic plan. The comprehensive building assessment shall be designed and maintained to provide timely and uniform statewide data on building condition and building longevity and future space requirements. The needs assessment shall be revised annually to reflect current conditions and shall be capable of providing data sufficient to accommodate a five (5) year planning cycle.

(d) On or before November 1 of each year, the commission shall, based upon the assessment performed under subsection (c) of this section and upon facility plans and annual reports submitted by each college pursuant to W.S. 21-18-304(a)(xi), prioritize community college construction needs for the current fiscal year and the succeeding four (4) fiscal years based upon:

(i) Criteria for statewide capacity for education programs aligned to the statewide college system strategic plan;

(ii) Analysis of student enrollment changes based upon commission approved enrollment projection methodology, to determine the need for changes in statewide building capacities over time for delivering statewide education program needs identified within the strategic plan;

(iii) A methodology and process established by the commission for identifying the most critical building needs.

(e) The commission may modify construction needs prioritized under subsection (d) of this section in any subsequent fiscal year as necessary to address statewide needs as substantiated by data, condition assessments, needs analysis and other information assembled by the commission under this section. Needs receiving a lower priority than previously assigned may be removed or reprioritized by the commission. Construction needs modified under this subsection shall be reported to the state construction department.

(f) In addition to subsection (d) of this section and on or before June 1 of each odd-numbered year, the commission shall report college building square footage to the state construction department as necessary for computation of major maintenance funds for community college buildings. The reported square footage shall be restricted to that square footage necessary for the delivery of education programs comprising the statewide college system strategic plan and exclude student housing, student unions and auxiliary services areas funded exclusively through college generated revenues.

(g) Upon prioritizing community college construction needs under subsection (d) of this section, the commission shall not later than June 1 of each year, report the prioritized list to the state construction department. In accordance with W.S. 9-5-108(a)(ii), the state construction department shall review, analyze and study construction needs prioritized under subsection (d) of this section and conduct necessary value engineering analysis, schematic design review, safety and security assessments and other analysis and review prior to submission of recommendations to the state building commission. The state building commission shall consider and incorporate prioritized construction

needs recommendations into legislation requesting necessary funding, developed under W.S. 9-5-108(a)(ii)(J), for submission to the legislature for review, authorization and approval. The legislation shall also include a separate appropriation for contingency costs associated with recommended construction projects and a separate appropriation for administrative costs of the state construction department for management of the recommended construction projects as required by subsection (j) of this section. The state construction department shall submit a separate budget request for project design and planning funds to be available to assist community colleges with costs incurred in developing and providing necessary plans, designs and other information to the state construction department for purposes of this subsection. This request shall also include funds for major maintenance for the square footage reported by the commission under subsection (f) of this section. The state construction department shall consult with the community college commission in developing recommendations under this subsection.

(h) The community college commission shall provide copies of the needs assessment, construction priorities and major maintenance square footage established under this section to members of the legislature on or before December 1 of each year.

(j) Subject to amounts made available by legislative appropriation and to any conditions which may be attached to appropriation expenditures, the state construction department shall distribute state funds for building construction approved and authorized by the legislature. Distributions of state funds for any approved and authorized construction project shall be in accordance with payment schedules established by rule and regulation of the department. Payments by the department shall be contingent upon the receipt of any local district funding as may be required by legislative authorization, or upon receipt of other documentation which may be required by the program certifying the timely receipt of required local district funds for the capital construction project. Payments to districts shall also be attached to prescribed phases of the construction project and the completion of certain project phases. Construction phases for which approval of the program is required shall be specified by the state construction department rule and regulation, clearly prescribing a process for program review and approval of project plans and specifications, project development and project changes and change orders. In carrying out duties under this subsection, the department may execute powers prescribed under W.S. 9-5-108(a)(iii) in coordination with the state building commission and the appropriate community college district. No scheduled payment shall be made by the department without compliance with the prescribed process.

(k) Appropriations for major maintenance shall be distributed by the state construction department to community colleges in equal quarterly installments in amounts determined by the funding formula developed by the state building commission, subject to restrictions imposed on qualifying square footage pursuant to this section. The state construction department shall distribute the first quarterly payment on July 1 of each fiscal year, with the remaining payments distributed on October 1, January 2 and April 1.

(m) Notwithstanding any provision of law enacted prior to January 1, 2014, biennial budget requests submitted for major maintenance funding for community college capital construction facilities authorized by the legislature shall be calculated as provided in this section.

**21-18-226. State authorization reciprocity agreements; administration; requirements; fees; rules and regulations.**

(a) The commission shall enter into an agreement with the Western Interstate Commission for Higher Education to participate, on behalf of the state of Wyoming, with all other states legally joining in the state authorization reciprocity agreement.

(b) The requirements of the agreement shall be sufficient to protect the integrity of Wyoming post secondary education, but shall also allow authorized institutions complying with the agreement the ability to reach as many potential students as possible.

(c) The commission shall review applications from any public or private post secondary institution seeking admission under the state reciprocity agreement if the institution has a physical presence in Wyoming and is organized under the laws of the state of Wyoming. The commission shall:

(i) Admit to the state authorization agreement any qualified public or private applicant that meets the requirements of the state authorization reciprocity agreement pertaining to institutional quality, consumer protection and fiscal viability as defined by subsection (d) of this section;

(ii) Monitor compliance of admitted institutions for institutional quality, consumer protection and fiscal viability;

(iii) Notify, in a timely manner, the Western Interstate Commission for Higher Education of those post secondary institutions admitted to the reciprocity agreement under paragraph (i) of this subsection and any action taken against an authorized institution pursuant to paragraph (iv) of this subsection; and

(iv) Take appropriate action against any authorized institution upon failure to comply with requirements of the state authorization reciprocity agreement, including an investigation, citation, suspension or expulsion from the reciprocity agreement.

(d) For purposes of paragraph (c)(i) of this section, an institution may satisfy:

(i) The institutional quality standard through evidence of current accreditation;

(ii) The consumer protection standard through evidence that information required under Title IV of the Higher Education Act of 1965 (20 U.S.C. § 1070 et seq.), as amended, is provided to current and prospective students, and evidence of a procedure

for addressing student complaints both internally and through an outside state agency as required by that act;

(iii) The fiscal viability standard for public institutions through evidence of adequate public funding, or for a private institution, through evidence that the United States department of education, in its most recent fiscal year report, assigned the institution a financial responsibility composite score of one and five-tenths (1.5) or greater, or a financial responsibility composite score of not less than one (1) if the report covers the most recent two (2) consecutive fiscal years.

(e) The commission may adopt rules and regulations to implement this section.

(f) For purposes of administering this section, the commission may establish and collect fees from authorized institutions to pay necessary administrative expenses incurred under this section. Any fees collected pursuant to this subsection shall be deposited into the general fund.

(g) As used in this section:

(i) "Accredited" or "accreditation" means the status of public recognition that an accrediting agency recognized by the United States department of education pursuant to Title IV of the Higher Education Act of 1965 (20 U.S.C. § 1070 et seq.), as amended, grants to an institution or educational program that meets the department's established requirements;

(ii) "Educational program" means a program of organized instruction or study beyond secondary education that leads to an academic professional degree, vocational degree or certificate or other recognized educational credential;

(iii) "Physical presence" means the ongoing occupation of a physical location in Wyoming for instructional purposes or the maintenance of an administrative office in Wyoming to facilitate instruction. For purposes of this section, the following activities do not constitute a physical presence in Wyoming:

(A) Delivery of distance education courses online;

(B) Advertising;

(C) Recruiting;

(D) Courses delivered on military installations by an accredited institution limited to active and reserve military personnel, dependents of military personnel and civilian employees of the military installation;

(E) Operation of a server or other electronic service device; or

(F) Experiential learning opportunities such as a clinical practicum residency or internship.

(iv) "Post secondary institution" means a person, business entity, nonprofit corporation or governmental entity that operates educational programs beyond secondary education;

(v) "State authorization reciprocity agreement" means an agreement, as published by the Western Interstate Commission for Higher Education on November 1, 2013, or substantially similar to the version published on that date, which allows post secondary institutions that meet federal criteria to recruit, advertise, market and conduct distance education across state lines with as few restrictions as possible.