

**AGENDA**  
**Northern Wyoming Community College District**  
**Board of Trustees Meeting**  
**Sheridan College Board Room W 145C**  
**Thursday, June 18, 2009**  
**7:00 p.m.**

**PLEASE NOTE: There will be a work session at 5:30 p.m. in the Board Room to review the budget.**

1. Call to Order and Roll Call
2. Agenda Additions/Deletions
3. Consent Agenda
  - a. Minutes – May 21, 2009
  - b. Financial Reports
4. President's Report
  - a. Foundation Report – Susan Bigelow
5. Gillette College Advisory Board Report – Robert Palmer, Chairman  
Johnson County Advisory Board Report – Jack Tarter, Chairman
6. Organization Reports: Classified Staff – Amber Weiss, President
7. Public Comments
8. Unfinished Business
9. New Business
  - a. Re-appoint Two Johnson County Advisory Board Members – Mark Englert
  - b. Deferred Compensation Retirement Request: Ginny Racette – Kevin Drumm
  - c. Deferred Compensation Retirement Request: Teresa “Teri” Anderson – Kevin Drumm
  - d. IE Certificate Program Approval Request – Norleen Healy
  - e. Expenditures for July 1 Through July 15 – Cheryl Heath
  - f. Determine Time for July 15 Board Meeting and Consider Change to August 20 Board Meeting Time – Kevin Drumm
10. Adjourn

9a. Re-appoint Two Johnson County Advisory Board Members

The terms of Sheridan College in Johnson County Advisory Board members Dr. Rod Kessler and Ms. Laci Schiffer have expired. Each member has indicated a desire to continue serving on the Advisory Board for a three-year term beginning 2009 through the end of 2011. The NWCCD Board of Trustees must approve the terms of all Advisory Board members.

9b. Deferred Compensation Retirement Request: Ginny Racette

Administration recommends that the Board approve the Deferred Compensation Retirement Request for Ginny Racette, Director of Housing and Student Life, effective December 2009. Ms. Racette will complete 26 years of full-time service as of February 2010. She meets the years of service and age requirements for Deferred Compensation Retirement benefit.

9c. Deferred Compensation Retirement Request: Teresa "Teri" Anderson

Administration recommends that the Board approve the Deferred Compensation Retirement Request for Teresa "Teri" Anderson, Assistant Vice-President for Academic Affairs, effective June 1, 2010. Ms. Anderson will complete 20 years of full-time service as of June 2010. She meets the years of service and age requirements for Deferred Compensation Retirement benefit.

9d. IE Certificate Program Approval Request

The Industrial Electricity Certificate Program is designed to help meet the demand for trained industrial electricians. Classes ranging from basic electricity to learning the fundamentals of AC/DC motors and troubleshooting procedures prepare students to enter an exciting career field. The Industrial Electricity Certificate Program includes highly specialized courses where students work on equipment used in industry. Combined with one year of mining experience, graduates will be eligible to take the MSHA Electrical Certification exam.

The IE Certificate fulfills the State of Wyoming educational requirement for registered apprentice electricians. Administration recommends approval of the IE Certificate Program.

Wyoming Community College Commission  
Request for  
New or Revised Degree or Certificate Program

A. College: Northern Wyoming Community College District

B. Date submitted to WCCC: May 14, 2009

C. Program

Request for  New Program  Revised Program

Program Title: Certificate in Industrial Electricity

Degree or Certificate to be awarded:

Degree:  AA  AS  AAS  Other:  
 Certificate

4. Total number of credit hours: 33.5-34.5

5. CIP (Classification of Instructional Program) code (6-digit): 15.0399

6. Planned semester/year new program will begin: Fall 2009

7. Will any part of this program be provided by non-accredited vendor(s)?  YES  
(Provide details)  NO

---

**D. Program description as it will be included in college catalog, Program  
Layout by Semester**

The Industrial Electricity Certificate Program is designed to help meet the demand for trained industrial electricians. Classes ranging from basic electricity to learning the fundamentals of AC/DC motors and troubleshooting procedures prepare students to enter an exciting career field. The Industrial Electricity Certificate Program includes highly specialized courses where students work on equipment used in industry. Combined with one year of mining experience, graduates will be eligible to take the MSHA Electrical Certification exam.

The IE Certificate fulfills the State of Wyoming educational requirement for registered apprentice electricians.

---

**PROGRAM OF STUDY**  
**Certificate in Industrial Electricity**

<b>REQUIRED COURSE OF STUDY: PROPOSED</b>		
Fall Semester 1 <sup>st</sup> Year		Cr Hrs
ELTR 1510	Electrical Skills	1
ELTR 1515	Electrical Concepts	4
ELTR 1600	National Electrical Code I	3
ELTR 2550	AC/DC Electric Circuit Theory	4
MATH 1500	Applied Math	3
MINE 1840	New Miner Training	1.5
<b>or</b>	<b>or</b>	
SAFE 1510	Fundamentals of Occupational Safety	2
<b>TOTAL FALL SEMESTER</b>		<b>16.5-17.5</b>
Spring Semester 1 <sup>st</sup> Year		Cr Hrs
ELTR 1800	National Electrical Code II/CFR30	3
ELTR 2560	Solid State Circuit Theory	4
ELTR 2580	Motors and Generators	3
ELTR 2815	Programmable Logic Controllers	4
ELTR 2840	Industrial Controls I	3
<b>TOTAL SPRING SEMESTER</b>		<b>17</b>
<b>TOTAL PROGRAM (proposed) TOTAL CREDITS</b>		<b>33.5-34.5</b>

**E. New Courses: Course Descriptions for each new course in the Program  
(include Level of Instruction if a new course prefix is used)**

No new courses are proposed. This certificate will be comprised of the first two semesters of the Industrial Electricity AAS.

## F. Projected Demand for Graduates in State and Region in the next five years

The U.S. Bureau of Labor projects employment of electricians to grow at a rate greater than the average for all occupations through 2012. As the population and economy grow, more industrial electricians will be needed to install and maintain electrical devices and wiring. New technologies also are expected to continue to stimulate the demand for these workers. The oil, mining, and power industries in Campbell County are among the employers looking to hire trained industrial electricians.

The anticipated salary range is between \$50,000 and \$80,000 per year.

### State and National Wages

Location	Pay Period	2007				
		10%	25%	Median	75%	90%
United States	Hourly	\$14.97	\$18.06	\$22.83	\$29.52	\$37.99
	Yearly	\$31,100	\$37,600	\$47,500	\$61,400	\$79,000
Montana	Hourly	\$13.00	\$16.24	\$22.33	\$33.76	\$38.77
	Yearly	\$27,000	\$33,800	\$46,400	\$70,200	\$80,600

[Occupation Wages FAQs](#)

[Median Wage by Occupation Across States](#)  
[Compare Wages by Occupation and Local Area](#)  
[Compare Wages by Metropolitan Areas](#)

**National Data Source:** [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)

**State Data Source:** [Montana Occupational Employment Statistics \(OES\) Wages](#)

### State and National Trends

United States	Employment		Percent Change	<a href="#">Job Openings</a> <sup>†</sup>
	2006	2016		
Industrial engineering technicians	74,900	82,400	+ 10 %	2,210
Wyoming	Employment		Percent Change	<a href="#">Job Openings</a> <sup>†</sup>
	2006	2016		
Industrial engineering technicians	N/A	N/A	N/A	N/A

<sup>†</sup>Job Openings refers to the average annual job openings due to growth and net replacement.

[Occupation Trends FAQs](#)

[Employment Trends by Occupation Across States](#)  
[Compare Employment Trends by Occupation](#)  
[Employment Trends by Industry and Occupation](#)

**National Data Source:** [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)

**State Data Source:** [Montana Department of Labor & Industry, Research and Analysis Bureau](#)

---

**National Employment for Industrial Electronics Technicians:**

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
72,820	3.0 %	\$24.07	\$50,070	0.7 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$14.66	\$17.93	\$22.69	\$28.99	\$36.46
Annual Wage (2)	\$30,490	\$37,300	\$47,180	\$60,300	\$75,840

Source: Bureau of Labor Statistics, Occupational Employment and Wages, May 2008

**Area: Wyoming, May 2008:**

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
220	22.8 %	\$27.24	\$56,650	3.3 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$18.15	\$22.90	\$27.85	\$32.44	\$36.90
Annual Wage (2)	\$37,745	\$47,632	\$57,928	\$67,475	\$76,752

Source: Bureau of Labor Statistics, Occupational Employment and Wages, May 2009, Wyoming

---

**G. Documented Input from Citizens, Business and Industry**

This certificate is the first year of the Industrial Electricity AAS program which has been developed in line with recommendations from an Advisory Board comprised of representatives from area businesses and industry which employ electricians. In addition, numerous students inquire about obtaining a certificate in Industrial Electricity. This program will give students formal acknowledgement of the skills they gain in the first year of the program and will add to their employability if they choose to work in a less industrial setting. Numerous students inquire about obtaining a certificate in Industrial Electricity. It also provides new High School graduates with another avenue to investigate interest in the electrical field coupled with a good employment outlook.

---

---

## **H. Coordination with Other Wyoming Colleges, Programs or Agencies**

This certificate is designed to provide the Apprentice Electrician educational hours required by Wyoming State Statute. This parallels several other programs in the State. It is also designed to provide the education necessary to obtain the MSHA Electrical Certification.

There are three existing non-apprentice electrical certificate programs offered within Wyoming: two at Western Wyoming CC which have a heavy focus on instrumentation and one at Northwest which focuses on electronics.

The program proposed here emphasizes the theory of motors and generators as well the requirements of the National Electrical Code with CFR 30. None of the other programs have this focus.

---

## **I. Assessment of Student Learning and Completer Follow Up Per Core Indicator**

---

Outcomes achieved in all courses will be assessed by the following:

- Classroom exercises, presentations, and exams.
- Ongoing assessment of safe work practices.

Program assessment will include the following:

- Completion numbers
- Student recruitment and retention

Placement in electrical-related employment or continuation in the two-year AAS Industrial Electricity program

Advisory committee will provide curriculum review annually  
Student satisfaction surveys annually

---

## **J. Other Information or Comments that Would Assist the Commission**

The IE Certificate fulfills the State of Wyoming educational requirement for registered apprentice electricians.

---

### **Submitted by:**

Norleen Healy; Vice-President of Academic Affairs

05/14/09  
*Norleen Healy*  
Name

Signature

Date

Title

9e. Expenditures for July 1 Through July 15

The 2010 fiscal year begins July 1, 2009, while the 2010 fiscal year budget is not authorized until July 15, 2009. Administration requests the authorization of expenditures for the operation of the district for the period of July 1 through July 15, 2009.

9f. Determine Time for July 15 Board Meeting and Consider Change to August 20 Board Meeting Time

A Public Hearing on the FY10 Budget will take place at the Wednesday, July 15 Board meeting. The time is yet to be determined. In 2008, the Public Hearing was scheduled at 4:00 p.m. and in 2007 it was scheduled at 7:00 p.m. The NWCCD Board will wish to discuss and determine a satisfactory time to begin its July Board meeting.

It is proposed that an earlier starting time be deliberated by the Board for the August 20 meeting. The Board is asked to consider a starting time of 5:00 or 5:30 p.m.