

Dear Members of the Western Wyoming Community College Board of Trustees,

We understand that these are difficult times for Wyoming and for Western and that layoffs are an unfortunate necessity to ensuring the continued financial health of Western Wyoming Community College. We recognize the challenges you face in weighing the potential for incalculably negative impacts to Western's staff and our livelihoods against our college's wellbeing as a whole. To ensure the institution's continuing financial health, we recognize that layoffs are a sad necessity at this time.

While layoffs may be necessary, we respectfully request that the greatest degree of fairness and transparency be exercised throughout this process. To that end, there are some questions that we'd like to ask on behalf of our members and the institution at large.

***We request that you please take the following under consideration and (request appropriate administrative representative) provide a written response no later than Tuesday, January 26, 2021.***

*How were decisions made about programs/areas?*

- Please provide more information about the efficiency rubric for program areas. We have seen some of this material, but mostly in summary. Requests to see the full rubric and the data applied to it have been made, but copies have not been distributed.
- Some of the program decisions were made despite rubric scores, instead using data such as enrollment for Fall 2020. Why was FA2020—a semester reflective of the deleterious effects of COVID-19 used as a measure as opposed to one that was more representative of the typical semester?
- Why was the number of graduates considered, as opposed to the number of current majors?
- When evaluating FTEs, cost, and fill rates, were "courses" such as internships and research groups considered? Both do not count towards a faculty member's loads, are intentionally capped at lower numbers than typical courses (i.e., they can run with one student), and, thus, can affect a program/individual's score.
- Considering our current financial crisis, why were both a new school and administrative position created at this time? Did the spending on this cause further cuts elsewhere?

*How were decisions made about positions and people?*

- We have been told that a rubric was consulted when making decisions about position cuts. When will this rubric—as well as specific data points it was used to evaluate—be made available? Was this rubric applied to all positions at all levels, including administration/managerial?
- To what degree was continuing contract status and/or seniority taken into account in the decision-making?
- Other than the five individuals of the President's Cabinet, who else was consulted in these decisions? How and why were those individuals chosen?
- Once the determination was made that cuts needed to happen in a specific area, how was the decision made about which specific individuals were cut when multiple people were in equivalent decisions? There seem to be multiple places where individuals were eliminated even when they have more seniority or specific skill sets that other employees in their area do not have.

- How are decisions being made about new hiring taking place in different programs and areas? In some cases, additional personnel is being added to existing departments. In other cases, positions are being filled in dormant departments and programs. What criteria are being applied in making these decisions while simultaneously laying off current employees?

*What will be done moving forward?*

- How will our students be guaranteed the ability to complete their current degrees? Will the college be mandating a switch of degrees for these students?
- Will the college be writing exceptions for courses that can no longer be taught if they are part of students' degree programs?
- Will the college be getting rid of courses that can no longer be taught? If not, how does the college plan to cover those classes?

Again, we understand that cuts need to happen for the financial health of the wider institution. However, to protect the institution's cultural health, we ask for clarity and transparency in making those cuts. We appreciate your willingness to consider our request, your dedication to Western, and your thoughtful and measured deliberation in these decisions that are altering the lives of faculty, staff and students.

Respectfully,

Angela Thatcher, EA@WWCC President  
Kit Kofoed, EA@WWCC Vice President  
Heather Pristash, EA@WWCC Secretary  
Dana Pertermann, EA@WWCC Treasurer