MEMORANDUM

To: ASC Members
From: Larry Buchholtz
Date: Jan 19 2011
Subject: Notes from 6 January 2011 ASC Teleconference

Members Present: Jay Nielson, Matt Petry, Larry Buchholtz, Kim Mills, Sheldon Flom, Marty Kelsey, Bob Cox, Cheryl Heath, Lynnde Colling, Jayne Myrick, Carol Hoglund. There was no Executive Council representation.

Matt opened the meeting with a brief discussion of Shelly Andrews’ new position on Governor Mead’s staff, and the appointment of Mike Ogle as the Budget Division analyst assigned to the Commission.

Agenda Item 1: Annual Audits

- Matt explained his frustration with the external audit firms and the related costs of performing audits outside the scope of their A-133 requirements, and informed the group that Commission staff would perform financial audits of library, health insurance premium, and additional retirement contribution reimbursements. Larry provided an update of the audit plans and approach, which will be shared once in final draft form. The Commission’s authority to perform these audits is contained in W.S. 21-18-202 (e). Carol indicated that LCCC’s librarian asked for the Commission’s authority to question purchases by the college libraries, and Matt indicated he would provide that later. The legislative intent in support of the biennial library appropriations can be found in the 2006 Session Laws, Chapter 35, Section 321.

- Matt discussed audit finding repeats and the perceived disparity between the three audit firms, yet he concluded that each firm was reporting within the scope of its interpretation of the audit requirements.

- Matt then discussed a change to the format of the annual report to the Commission regarding college annual audits and the inclusion of definitions of terms used by auditors. Matt asked Larry to provide the ASC with the draft of that report for their review and feedback. This was completed the afternoon of January 6.
Agenda Item 2: Supplemental Budget Requests

- Matt explained the process the Commission used to get comparator data from the Mountain States survey to substantiate the salary and bonus budget line-items proposed by Governor Freudenthal. Jay asked about using national data instead of regional data, but Matt indicated he felt national data would be viewed by the Joint Appropriations Committee (JAC) as irrelevant given that comparator data for state employees was strictly regional in nature. Update: Central Wyoming College President Jo Anne McFarland provided the Commission with both regional and national comparator data for most job classifications, and that data was subsequently provided to the JAC on January 18 during the Commission’s budget hearing.

Agenda Item 3: Appropriation for Increased Retirement Contribution

- Matt informed the Council of the delays in the custom programming needed for the reimbursement request – delays due to the priority programming for the Paulien & Associates data extract. Update: After the teleconference, Tully Holmes completed the programming needed for inclusion of the affidavit on the reimbursement request, and then sent it back to Western Wyoming Community College for final testing. Tully was also still gathering college-specific data fields to customize the report by college.

Agenda Item 4: State Fiscal Stabilization Funds - Major Maintenance and Enrollment Growth

- Matt informed the Council that after speaking with Dennis Egge of the Construction Management Division, Dennis felt pretty comfortable with the current status of projects at the colleges, but urged everyone to keep in mind the mid-March deadline and the possibility of reallocation should certain milestones not be reached. Matt urged the colleges to provide Dennis a list of potential projects for consideration should reallocation of some funds be needed.
- Matt brought up an earlier discussion that may have suggested paving projects could be considered under the philosophy of the new administration. Dennis had since stated that such projects would not be eligible for major maintenance funding.
- An update on the status of reimbursement requests for enrollment growth was given. Kim stated that Northwest College was working on their first request and would let Larry know if they had any questions or problems.

Agenda Item 5: Strategic Plan – Course Completer Definition

- Matt informed the Council that the Academic Affairs Council and the Student Services Council had agreed on a definition as described in the Community College Benchmarking Project:
  - Completer Success Rate = \[
  \frac{\text{total # A, B, C, S, P credit grades}}{\text{total # A, B, C, S, P, D, F credits grades}}
  \]
Agenda Item 6: Prioritization of Cap-Con Requests

- Matt reported that the Beta test had been completed at Northern Wyoming Community College District (NWCCD), and that NWCCD was performing an exercise created by Paulien & Associates. Upon completion of the exercise and feedback to Paulien, modifications to the programming would take place and the full roll-out to the colleges would take place via webinar training. Jay asked that Pam Roberts be included with Wayne Robinson in the contacts for the training for Central Wyoming College.

Agenda Item 7: College Forms and Reports

- Larry had not e-mailed council members the matrix on receipt of reports since it did not change from the last review. No other discussion was noted.
- Matt updated the Council on the status of submissions for the quarterly updates to the State Building Commission (SBC), and reiterated that today was the deadline to submit. Update: All colleges provided an update for inclusion in the SBC packet.

Agenda Item 8: Financial Information for SEA52 Implementation

- Matt informed the Council that the financial data collection had been scaled back, but would include revenues and expenditures like ADM for K-12 and FTE at the colleges.

Agenda Item 9: Information Technology Changes at the Commission

- Matt informed the Council that the Commission’s IT Supervisor, Joe Moreland, had given notice of his February 28, 2011 retirement, and that the Commission would be recruiting to fill that position.
- Matt also informed the Council that only two of the college CIOs had provided any input into the proposed language going forward in the form of a request-for-information to prospective providers of an enterprise-wide administrative computing system to be used by the Commission and all seven colleges, similar to the Colleague system currently provided by Datatel. He asked that the council members encourage their CIOs to provide input no later than January 7.

Agenda Item 10: New GED Program Manager

- Matt informed the Council that the Commission had hired a GED Program Manager; his name is Troy Tallabas.
Agenda Item 12: Next Meeting

- The next meeting will occur on February 1 from 3:00 to 4:30, and will be held at Laramie County Community College in conjunction with the Wyoming Association of Community College Trustees annual conference and the Commission’s February meeting.