MEMORANDUM

To: ASC Members
From: Larry Buchholtz
Date: March 23, 2011
Subject: Notes from 1 February 2011 ASC Meeting

Members present in person: Matt Petry, Larry Buchholtz, Bob Cox, Cheryl Heath, Jayne Myrick, Carol Hoglund, Herry Andrews and Dennis Egge. Members present via teleconference: Jay Nielson, Kim Mills, Sheldon Flom, Marty Kelsey and Lynnde Colling. There was no Executive Council representation.

Agenda Item 1: State Fiscal Stabilization Funds

- Major Maintenance: Matt introduced Dennis Egge as a guest speaker who updated the Council on the current status of projects that were known to him as of this date. Dennis expressed some concern that some of the institutions would not meet the 15 March deadline to have all projects bid and bid openings accomplished. He and Matt explained how critical the dates are to the overall plan to have all funds obligated by 23 June, projects complete by 30 September, and final draws of grant money by 16 December. The Council members determined it would be best to negotiate amongst themselves should any unspent funds become available, to then be approved by the Commission.

- Enrollment Growth: Larry gave the status of requests, with Casper College (CC) and Western Wyoming Community College (WWCC) being 100 percent drawn, and Laramie County Community College (LCCC), Northern Wyoming Community College District (NWCCD) and Eastern Wyoming College (EWC) being well on their way. Matt asked for the status of both Northwest College (NWC) and Central Wyoming College (CWC). Jay said he sent in a baseline report earlier in the day, and Sheldon and Kim stated they would have a submission by 11 February. Larry reminded everyone about the continued requirement to send in reports for the balance of the year so Jeanne Norman of the Office of State Lands and Investments could gather and submit information for the federal jobs report.

Agenda Item 2: Supplemental Budget Requests

- Matt informed the Council that the funding request for market increases and performance pay for college staff had been pulled from the proposed budget. Bob asked if any legislator was going to carry the request to the floor and propose an amendment. It was not known if
that would happen, with the budget bill begin being debated on the floor starting sometime the week of February 14.

Agenda Item 3: Appropriation for Increased Retirement Contribution

- Matt informed the Council that the custom programming needed for the reimbursement request was nearing completion. Tully Holmes of the Commission needed to consult with each college individually to determine the correct data collection fields before it can be rolled out. Update: Programming has been completed for both WWCC and LCCC, and they have submitted their first and second quarterly reimbursement requests to the Commission.

Agenda Item 4: Strategic Plan

- Matt informed the Council that he would begin working with the funding allocation model to determine how the approved definition of a “completer” would affect distribution of 10 percent of the variable funding for each of the colleges. The approved definition is:

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  \text{Completer Success Rate} = \frac{\text{total \# A, B, C, S, P credit grades}}{\text{total \# A, B, C, S, P, D, F credit grades}}
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Agenda Item 5: Prioritization of Cap-Con Requests

- Matt gave an update on the data collection efforts for Paulien & Associates, and he thanked NWCCD for assisting with the beta test of the facilities portion of the capital construction database. Larry reminded the council members that they had an e-mail requesting additional information on who would be attending a training webinar hosted by Paulien, as well as feedback on a date for the webinar.

Agenda Item 6: Financial Information for SEA52 Implementation

- Matt indicated that Dr. McCann of the Commission and the three consultants working on this project were finalizing the data request formats for both the BOCES and the colleges. The request for the BOCES would probably be distributed first. Update: The Legislature approved an additional $45,000 in funding for this project.

Agenda Item 7: IT Changes at the Commission

- Matt reminded the Council that the Commission’s IT Supervisor, Joe Moreland, had given notice of his February 28, 2011 retirement, and that the Commission had advertised the opening in the Wyoming Tribune-Eagle, on the state Human Resources website and on the Chronicle of Higher Education website. Forty-six applications had been received and seven phone interviews were scheduled. Update: Andy Corbin has been hired as the Commission’s new IT Supervisor, and he begins work March 28.
• Matt also informed the Council that the request for information (RFI) for a new administrative computing system had been released to prospective vendors, and that there had been a change in how responses to that RFI would be considered. The state Office of the Chief Information Officer now wants input from the college CIOs.

Agenda Item 8: College Forms and Reports

• Larry had not e-mailed council members the matrix on receipt of reports since it had not changed from the last review.
• Larry also informed the members that he had not received any feedback from the Construction Management Division (CMD) regarding the college status reports that are sent to the State Building Commission (SBC) for each of its quarterly meetings. Larry told the Council that he would follow up in an attempt to ascertain if the SBC wanted to continue to receive that information. Update: CMD wants the colleges to continue to submit quarterly updates for review.

Agenda Item 9: Next Meeting

• A date for the next meeting was not set. Matt indicated that he would coordinate any proposed date for the next meeting with the council members.