

MEMORANDUM

To: ASC Members

From: Claire Smith

Date: June 22, 2012

Subject: Notes from June 21, 2012 ASC Meeting

Members present in person: Matt Petry and Claire Smith. Members attending via teleconference: Ron Granger, Marty Kelsey, Bob Cox, Lynnde Colling, Cheryl Heath, Sheldon Flom, Carol Hoglund, Jayne Myrick and Robyn Landen. There was no Executive Council representation.

Agenda Item 1: 2013-2014 Budget

- Matt discussed the meeting we will have with the JAC on July 30th or 31st to review our proposed 8% budget cuts. This is an open meeting so anyone may attend. The JAC will also want to discuss the salary, revenue and expenditure data the colleges are currently collecting. The LSO has requested the data be submitted to them 1 week before, so the deadline for the colleges to submit to WCCC is July 19th.
- Matt discussed the supplemental budget request and the current view on possible items to be included in the request.
 - The enrollment growth request will be calculated when spring enrollment data is available. WCCC has asked for this information by July 15th in order to have the calculation ready for the August commission meeting. We will probably put this request forward.
 - The external cost adjustment will be calculated if we get an indication from the governor's office that he is receptive to seeing one. Dr. Rose will meet with Mary Kay Hill on June 22 and will try to determine this.
 - The Veterans Tuition Waiver Program will probably be adequately funded for BFY13; however this appropriation will be subject to the possible 8% cut too. No decision has been made yet on putting forward a supplemental request.
 - The Health Insurance Premium Reimbursement appropriation does not take into account any premium increase in 2014. We will not ask for a supplement request since that will be handled by Employee Group Insurance.
- Matt reminded the Council that the Commission budget meeting is August 2 in Douglas. He will let them know where after final arrangements are made.

Agenda Item 2: Proposed Rules

- Matt informed the Council that the chapter 1 and 5 emergency rules are in place and that the comment period for all chapters, regular rules, is July 5. Claire explained the only comment we have to date, which concerns the accounting reporting requirements of the Commission and does not affect the colleges. Bob suggested that all instances of 'preventative' be changed to 'preventive.' Matt asked Bob to address this through a formal comment; otherwise we probably won't make the change.
- Matt discussed a possible change that WCCC has identified regarding distribution of funds for level II and III design. As the proposed rules currently stand, these design costs are paid by CMD and then a request made to WCCC to reimburse CMD. CMD has asked WCCC to pay invoices directly. WCCC will meet with CMD and SAO to discuss a process to B-11 the level II and III design appropriation to CMD, allowing them to pay the invoices directly. If all parties agree, Matt will ask one of them to make a formal comment to change the current proposed rules.

Agenda Item 3: Ellucian Colleague

- Matt informed the Council that the Ellucian contract has been signed by WCCC and Ellucian will sign on June 29. Once they sign the contract, the conversion from Unidata to SQL will start. WWCC will receive iStrategy since they already have DROA.
- Matt shared some comments that he had heard in that morning's CIO meeting regarding the timeline of the conversion. The IR Committee is expecting to complete their portion of the project by Jan 2013 instead of this fall. The CIOs are concerned that this delay will cause them to be unable to meet their deadlines. Matt reminded the Council that part of the appropriation for this project was for the colleges to hire temporary staff to assist with the conversion. If any college is interested in using those funds, let Matt know.
- The hardware Request for Bid (RFB) deadline is June 22 and there have been fewer responses so far than the CIOs were hoping to receive. The CIOs agreed that all colleges other than CC will switch to Cisco while CC will stay with HP. Each college will receive \$108,000 for hardware and they will be asked to sign an affidavit that all items purchased with these funds are required for the conversion.
- Matt reminded Marty that WWCC will be reimbursed for the implementation and 1 year of maintenance on iStrategy. He then reminded the Council that all other colleges will receive iStrategy at a later date.
- Matt informed the Council that WCCC has paid for one more year of maintenance on the Colleague system.

Agenda Item 4: Salary and Budget Reporting to LSO

- Discussion took place on the salary and budget reporting the colleges are doing for the JAC. The following items were agreed upon:
 - First, on the Salary Survey worksheets, the ABE/GED faculty salaries and headcounts should be reported under the functional area where the salaries for this type of faculty have historically been posted. So, if the college considers these to be instructional expenses, include the salaries and headcounts under “Instruction – Faculty.” Conversely, if the college considers these to be public service expenses, include the salaries and headcounts in “Public Service – Professional, Non-faculty.” Matt will add a footnote explaining that the colleges use one of two interpretations for these faculty members. Some consider them instructional employees and others consider them public service employees. Given that the figures are relatively small, and the expenses are also included on the Revenues and Expenditures worksheets, the colleges as a whole were not asked to choose one method over the other.
 - Second, on the Revenues and Expenditures worksheets, do not report “Endowment Income” separately. Simply include it in “Other Sources.” Once the master worksheets to be submitted to the JAC are created, WCCC will delete the “Endowment Income” rows, and if anything is entered in those rows, it will be added to “Other Sources.”
 - Third, at the bottom of the Revenues and Expenditures worksheets, WCCC will add two rows to reflect FTE enrollment and student head-count for each college for each year. Based on the discussion, it was felt that these were needed to partially explain increases in both revenues and expenditures.

Agenda Item 5: Commission IT Vacancy

- Matt updated the Council on the status of IT positions at the Commission. The new SLDS position will be posted on Dice next week. Andy Corbin will be coming back to his position on June 27th. Tyler Christopherson has made the move to ETS. Tully Holmes’ position will stay where it is.

Agenda Item 6: Recapture/Redistribution

- Matt briefly explained the recapture/redistribution calculations that were emailed to the Council and reminded them that they are only estimates at this point.

Agenda Item 7: Next ASC Meeting / Teleconference:

- July 19 teleconference, 3:00 – 4:30 p.m.