MEMORANDUM

To: ASC Members
From: Larry Buchholtz
Date: Sep 20, 2011
Subject: Notes from 18 Aug 2011 ASC Teleconference

Members present in person: Matt Petry, Larry Buchholtz, Cheryl Heath, Jay Nielson, Bob Cox, Carol Hoglund, Marty Kelsey, Lynnde Colling and Karen Burtis. Members on teleconference: Claire Smith. There was no Executive Council representation.

Agenda Item 1: 2013-2014 Budget
• Matt went over the Commission’s budget proposal just as it was laid out in the Commission packets.

Agenda Item 2: State Fiscal Stabilization Funds
• Larry gave the group an update from the perspective of Dennis Egge which indicated he thought there would be approximately $200,000 available for redistribution, coming from CC, LCCC and WWCC. CWC, EWC and NWCCD all indicated they would like to be considered for redistribution.

Agenda Item 3: Annual Audits
• Larry gave the group an update on the audit plans and schedules, indicating the health insurance audits were already under way and the library audits would start within the next six weeks. Karen asked about changing the library payment program to a reimbursable to eliminate the audit requirements. There was consensus among the members to pursue the idea. Commission staff have since written procedures to implement this, and it will be discussed at the next meeting.

Agenda Item 4: Year-End Reporting
• Larry went over the handouts that track document submissions to the Commission on an annual basis. It was pointed out that a few dates were incorrect on the tracking spreadsheet. Larry indicated he would have them fixed before distributing them again.

Agenda Item 5: Progress Toward Common Data Structure and Consistency
• Larry informed the group that there was a committee formed consisting of both college and commission representatives whose express purpose was to create consistent data fields across the enterprise in preparation for the platform upgrade.

Agenda Item 6: Next ASC Meeting

• Monthly meetings/teleconferences are now pre-scheduled for the third Thursday of each month, from 3:00 to 4:30 p.m.

Agenda Item 7: Round Table

• Marty (and subsequently Cheryl) asked that Commission staff also include the college finance directors when informing them about pending deposits. Claire took that as an action item and will implement it. Larry informed the group that they can access the State Auditor’s website and query payments they have received via direct deposit to ascertain which state agency the funds were deposited by, possibly easing the balancing issue. 
http://sao.state.wy.us/EFT_Search_page.htm