

## MEMORANDUM

To: ASC Members

From: Larry Buchholtz

Date: Sep 21, 2012

Subject: Notes from Sep 20, 2012 ASC Meeting

Members present in person: Matt Petry, Larry Buchholtz and Claire Smith. Members attending via teleconference: Lynnde Colling, Ron Granger, Bob Cox, Carol Hogle, Kim Mills, Marty Kelsey, Herry Andrews and Jayne Myrick. There was no Executive Council representation.

### Agenda Item 1: 2013-2014 Budget

- Matt discussed the line graphs of the salary history and revenues and expenditures. He indicated an additional graph would be created to show just state aid and student FTE with the goal of showing increased enrollments but flat funding. Matt also indicated there would be a correction made to the revenue line graph due to WPTV being added to the CWC budget beginning in FY2005.

### Agenda Item 2: Status of Recommended Changes to Capital Prioritization Measures / Scoring Methodology

- Matt told the council the proposed recommendations and scoring matrix were provided to the Executive Council on 17 Sep during their meeting in Casper and there were no comments or discussion points. Matt talked about the minor change I had made regarding non-credit space and functional category "other department space" and how the revised draft sent out that morning would be what is going into the commission packets. Marty asked how comprehensive the projects input into the model for the Oct 1. Run needed to be. Larry indicated that all questions on the capital measures needed to be answered; however there need not be pages of justification attached to the submission on each point.

### Agenda Item 3: Transfer of Cap-Con Appropriations for to Construction Management Division

- Matt explained that the entire remaining balances of the 2011 appropriations for the construction projects at CWC and NWCCD were transferred to the CMD, and how this action just removes one level of approvals.
- Matt explained that the 2012 amount of design appropriations for the 2 projects at CWC, one at Northwest and one at Western were transferred to CMD also, this too saves one level of approval and it allows CMD to pay directly for contracts they enter into.

#### Agenda Item 4: Proposed Rules

- Matt informed the Council that the rules were formally approved by the Gov on 7 Sept and are now regular rules.

#### Agenda Item 5: Ellucian Colleague

- Matt informed the Council that the CIO's and IR had agreed on the Common Data Structure and Consistency and data conversion. Matt also indicated that the groups had agreed upon the process to share unit level student data on the Commission's instance of CROA and the process in which it will be used. Matt also indicated the Executive Council had acted on and approved the recommendation. Matt described for the council how Ad-Hoc reports would be generated, reviewed and given to the requestor, specifically that there would be 2 kinds of reports, mandatory and discretionary. Simply, a mandatory report would be one required by statute or requested by the Governor or Legislature. A mandatory report would be created and run by commission staff, given to the colleges for verification with a very short turn-around time, then supplied to the requestor. Discretionary reports would follow a more formal approval process, much the way Ad Hoc requests are handled today.
- Matt gave a status of hardware reimbursements, indicating Casper had been fully reimbursed and that Northwest was in the process.
- Matt also reminded members there is a process to seek reimbursement of training and travel costs related to SQL 2008, up to \$3,750 per college. Marty indicated that Western had just finished getting invoices to the other colleges for the SQL 2008 R2 training. Once colleges have paid Western, they can submit for reimbursement by the commission. If there is any balance remaining of the \$3,750 after the training at Western, that balance can be claimed for any other related training.

#### Agenda Item 6: Fixed and Variable Costs Recalibration

- Matt indicated there was not much to add from the discussion at last month's meeting, but college IT staff would get to the programming for this project very soon.

#### Agenda Item 7: Receipt of College Forms and Reports

- Larry went over the form emailed to members prior to the meeting and made a few more corrections. Larry also explained to Marty that the salary survey for college presidents was for a CY basis, not a FY basis and that the information was being used by the SHEF report.

#### Agenda Item 8: Commission Vacancies

- Matt informed members that the open position, recently vacated by Rosann David, was being recruited.

#### Agenda Item 9: Next ASC Meeting / Teleconference:

- Cheryl had requested a face – to – face meeting in Powell in conjunction with the Oct 19 Commission meeting. Matt indicated he would look at the potential schedule of activities associated with that meeting and would get back to the council.