

MEMORANDUM

To: ASC Members

From: Larry Buchholtz

Date: March 22, 2013

Subject: Notes from March 21, 2013 ASC Meeting

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

Agenda Item 1: Handbooks

- Matt indicated that Larry had incorporated the changes to the facilities draft handbook related to SF77 and section 317 of the budget bill. Larry will send out the redlined version of the draft for review and comment. Kim mentioned that CMD had instructed him to transfer the college share of construction funding to them prior to breaking ground, something not in compliance with current commission rule or authority granted to CMD as a result of SF77. Kim is going to call Jim Chaput to discuss and share with the council. Carol asked if there would be changes to the way major maintenance currently works, Matt indicated he had heard that CMD would manage any project over \$100,000 and was unsure how funding would be handled.
- Matt asked if everyone had received the fiscal handbook forms that Claire had emailed the evening prior and if they had a chance to look at them. Bob brought up one issue, that being contingency reserve revenue should be reflected in the Plant fund and removed from Current funds, Claire will make that change.

Agenda Item 2: Budget

- Matt spoke to the 6% cut to state aid and the amount available for distribution in FY14 as well as the amount remaining for course completion. Matt indicated he should have allocations calculated next week after the completion data is pulled from each college.
- Matt went on to talk about HB250 and increased retirement contributions. He indicated to the council that Larry had sent out updated tracking spreadsheets earlier in the day and it adds the \$110,500 appropriation to the existing appropriation. The two appropriated amounts would simply create a single pool and programming would be initiated starting in Sep 2013 to account for the increased contribution amounts.

- The one-time “retention incentive” was discussed; Larry reiterated the process will include a certified July payroll to calculate the allocation, distribution of the allocation in September and reconciliation of the allocation with the October payroll. Any employee funded as a result of the July payroll but no longer on the roles as of the October payroll will be refunded to the commission. Someone asked what other colleges were doing with respect to making up the difference between the approx. 60% of the 1% annual pay bonus funded by the state. NWCCD, CWC and NWC indicated they would distribute only what they receive from the state, WWCC indicated they would make up the difference to give a full 1%. LCCC indicated they were not going to pay it as a bonus rather they were going to give a pay raise. That question evolved into a “who is giving a pay raise effective 1 Jul” question? LCCC, CWC, CC and EWC indicated they were giving pay raises, NWCCD indicated they were initiating a few (25) equity changes and WWCC and NWC indicated they were not giving any type of raise.
- Matt informed the council that the proposed cuts for 2015/2016 would be discussed with the joint appropriations interim committee in Riverton on 27 June. We’d start with the standard budget for 13/14 before cuts and present 2/4/6 percent cuts. Matt also informed everyone that the numbers needed to calculate enrollment growth would not be available by that date so there would not be any presentation regarding any possible exception request.
- Matt spoke to the subject of completion incentive to be entertained by the commission at its April 19th meeting. The concept is to carve out 10% of variable funding, the same as is currently done for completion funding, and award it to colleges or consortium of colleges to implement completion initiatives during the 15/16 biennium. Successful programs would then be turned into funding requests. Marty ask if this was in addition to or in lieu of the 10% being used for completion currently, the answer to which was ‘in lieu of’. Lynnde asked if it had to be a full 10% or if it was ‘up to’ 10%. Matt responded to that question via email on 22 March and indicated the strategic plan required a flat 10%
- Matt talked about the rumored changes to the dates agencies are required to submit budget proposals this year, either 1 or 2 months earlier than normal. There was also a significant change to the date prioritized capital construction projects have to be reported to the CMD, that now being 1 Aug every odd numbered year. As of right now, it appeared that having colleges submit capcon projects through the model by 1 July would be fine, but Matt asked everyone to be prepared to react to a 1 June date should a 2 month early submission of budgets be enacted.

Agenda Item 3: Administrative Computing System

- Data Consistency – Matt indicated he’d ask Tully to follow-up on the last 5 HR data elements

- SLDS – There has been yet another change in the model, moving from a completely federated model to a semi-federated model in which the commission would be the custodian of college data that will be held in leased space in the cloud.
- iStrategy – with the change in the model there is an accompanying change to the blackboard product. Last month it was required, with the semi-federated model it is not, however the business rules may change and it's possible we can accomplish the SLDS data collection with a single system wide version of iStrategy, IT is meeting with Ellucian next week to discuss this.

Agenda Item 4: Fixed and Variable Costs Recalibration

- Matt indicated everyone had decided on a methodology, 6 colleges would use one version of the programming, WWCC would use another. One more test version will be sent out next week (actually happened on 22 Mar). Colleges have until 1 April to validate the information. A production run would occur on 15 April and we'll calculate new fixed/variable percentages with that data. When it comes to capital expenditures, all equipment (object 98xx) would be included and capital construction (object 99xx) would be excluded. Since WWCC does not make a distinction, Marty must identify each line item that is capital construction.

Agenda Item 5: Course Completion Calculations for FY14 Distribution

- Matt informed the members that Tully would change the date parameters on the custom programming to pull course completion data and would push it out to the colleges next week so it can be run, Matt will then rerun the model for FY14.

Agenda Item 6: Receipt of College Forms and Reports

- No update, everything for FY13 is complete

Agenda Item 7: Commission move to Hathaway Building

- Matt informed the council that commission staff would be relocating to the Hathaway building sometime in early July.

Agenda Item 8: Next ASC Meeting/Teleconference

- April 18, CWC room AW138, 3:00 – 5:00

Round Table:

- Matt informed the members that this year's enrollment and level of instruction audits would be performed as a desk audit since previous audits did not disclose any reason to re-test internal controls. Since that is the plan, no schedule will be published. Matt asked that

everyone inform their president and IR that a request to run the customized program would be forthcoming. Larry will also send an email to the council members requesting this action be completed.

- Kim went off on Ian