

MEMORANDUM

To: ASC Members

From: Larry Buchholtz

Date: May 10, 2013

Subject: Notes from April 18, 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, Cheryl Heath, Carol Hogle, Marty Kelsey, Kim Mills and Sheldon Flom. There was no Executive Council representation.

Note: This was scheduled to be a face to face meeting but was changed to a teleconference when weather interfered with travel of everyone. The face to face meeting has been rescheduled for 29 April at 1 p.m. in Riverton.

Agenda Item 1: Handbooks

- Matt indicated that Larry sent an updated draft version of the facilities handbook on 25 March and that no comments had been received. Larry acknowledged there may be some additional revisions depending on what CMD does with the rules they promulgate. Kim indicated he had spoken with Dennis and confirmed it is the intention of CMD to manage any major maintenance project over \$100,000.
- Matt asked if everyone had was in agreement with the budget form changes in the fiscal handbook, everyone was. Matt indicated the draft of the handbook was still on his desk for review and we'll get it out to the council as soon as we can.

Agenda Item 2: Budget

- Matt informed the council there would be a \$3,959,593 reduction to the health insurance pool that reflects the reduced premiums being charged during CY13. Matt also indicated that he had been in contact with Mary Kay Hill regarding coal leased bonus funds and the sequestration, it's still not know if those funds will be affected, but Sen Barasso and Sen Enzi are working the issue in DC.
- Matt asked if everyone had gotten the material to review concerning changes to the CapCon model, everyone indicated they were ready to accept those changes. Larry indicated he'd get those changes moved into the production version of the model and would open it to the colleges so they may begin putting proposed CapCon projects into the model.

- Matt spoke briefly on the proposed 2, 4 and 6% cuts, but given there is no guidance from the LSO or the State we don't quite know how it's going to be presented yet.
- Matt talked about zero-based budgeting and the preliminary guidance we've been given, which will include the base budget amount being an exception request and anything over and above that being an additional exception request.
- Matt told the council there would be the normal exception requests included in the 15/16 budget; Enrollment Growth, an ECA, Health Insurance, Increased Retirement, Nursing Faculty, OCV, and WAPLR.
- Matt indicated he thought the budget would have to be submitted sometime the first week in August which will require we reschedule the August Commission meeting so they could meet prior to submission of the budget. The CapCon proposals still need to be in the model by 1 July, no change to that date. Matt indicated he'd need 4-Mill revenue figures and spring enrollment as soon as it is available to compute enrollment growth. Marty indicated this preliminary information had valuations down 3.7%.

Agenda Item 3: Administrative Computing System

- Data Consistency – Matt asked that council members follow-up with their HR staff on the common data elements, Matt would send an email to members upon completion of the meeting to colleges still needing to complete this task.

Agenda Item 4: Fixed and Variable Costs Recalibration

- Matt indicated we were still waiting for final data from CWC, LCCC and EWC. Once received we'll be able to complete the analysis and wrap this project up.

Agenda Item 5: Course Completion Calculations for FY14 Distribution

- Matt informed the members that the calculations would be distributed by close of business on 20 April.

Agenda Item 6: Rules

- Matt gave an update that we were nearing completion of writing rules for the Wyoming Adjunct Professor Loan Program and the High Scholl Equivalency Certificate.

Agenda Item 8: Next ASC Meeting/Teleconference

- April 29, CWC room AW138, 1:00 –2:30

Round Table:

- Ron wanted to talk about the Completion Agenda, Matt told the members there were three items on the table for Commission consideration;
 - 1. Weight the completion ratio more heavily, meaning more money will change hands
 - 2. Award funding in the form of grants for completion initiatives
 - 3. Distribute all variable costs based on completion, weighted by Level of Instruction