

MEMORANDUM

To: ASC Members

From: Larry Buchholtz

Date: April 23, 2014

Subject: Notes from July 17, 2013 ASC Meeting

Members present via teleconference: Sheldon Flom, Marty Kelsey, Carol Hoglund, Lynnde Colling, Cheryl Heath, Matt Petry, Larry Buchholtz, Claire Smith, Ron Granger and Ron Laher. There was no Executive Council representation.

Agenda Item 1: August 2013 Recapture/Redistribution

- Matt started the meeting by saying the estimates were very close and not much money would be changing hands and asked if there were any questions – there were none.

Agenda Item 2: Budget

- Matt started with a re-cap of the Joint Interim Appropriations Committee meeting in Riverton on June 30th, where there was discussion between Bret Jones and Eli Bebout regarding biennialization of the FY14 6% budget cut in to the BFY15 budget. That is what will happen and has resulted in a change to the standard budget and modifications to all of our budget documents. Matt went over the process we went through to justify our standard budgets as well as justification for those items needing zero-based justification and each of the exception items included in budget request. Matt told everyone the commission's approved prioritized CapCon list had been given to CMD for their action as far as the budget goes.

Agenda Item 3: Legislative Service Office Request for Information

- Matt went over the data request from the LSO regarding campus security. The IR has some reporting responsibilities related to student credit statistics and the ASC has some reporting requirements related to incidents and intervention reporting. Since the request was initially made, several changes have been made and the LSO has agreed to Cheryl's suggestion to use the Cleary report for years 2009-2011 and the college providing data for 2012 and 13. CWC and CC have already completed their reporting and did so in much the same manner, Matt will forward what CWC did so the 5 remaining respondents complete the survey in the same manner.

Agenda Item 4: Transfer of Responsibilities to Construction Management Division

- Effective 1 July SF77 moved several responsibilities related to capital construction and major maintenance to the construction management division of A&I. WCCC staff will take the steps necessary to transfer funds remaining in the WCCC budget for unfinished capital construction projects at NWC, WWCC and CWC as well as \$2,291,478 in undistributed major maintenance funds. With regard to how colleges get their piece of the undistributed major maintenance appropriation, there is some indication out of Dennis Egge from CMD that colleges will have to present how and what projects the funds will be spent on prior to CMD releasing them to a particular college. Matt also stated SF77 required the transfer of a position to CMD from WCCC, along with some payroll funding, and that transfer had taken place as of 1 July, Susan Weakland, Accounting Technician, moved to CMD.

Agenda Item 5: College Forms and Reports Matrix

- Larry told the members that even though all major maintenance funding had transferred to CMD, the commission was still responsible for completing the annual report on major maintenance spending at the colleges, so the current suspense for submission of forms 305 is still valid and will be collected, consolidated and sent to CMD.

Agenda Item 6: Commission Move to Hathaway Building

- Matt reminded everyone that commission staff would be unavailable on Thursday and Friday since we were physically moving the office from the US Bank location into state owned space in the Hathaway Building, which is located in the capitol complex.

Agenda Item 7: Next ASC Meeting/Teleconference

- August 15 Teleconference, 3-4:30

Round Table Discussion

Larry let everyone know he had created a spreadsheet to populate with certified July payroll data being used to support the calculations of the retention bonus. There was some discussion on how to treat less than 12 month contracts, but talking through the scenario all July salary data will be annualized and the incentive would be 1% of that total.

Larry also let everyone know Tully will begin working on the increased retirement contribution extract and increase the reimbursable percentage from 1.44% to 1.69%, the additional .25% amount was as a result of HB250.