

MEMORANDUM

To: ASC Members

From: Larry Buchholtz

Date: April 23, 2014

Subject: Notes from August 15, 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: Budget

- Matt started the meeting by going through each of the standard budget documents and narrative as well as the exception requests and narrative. Matt also indicated the prioritized CapCon list and all attachments were delivered to the CMD division and they were responsible for writing the justification narratives for each project. Matt briefly went over the major maintenance calculation that were emailed earlier in the day, indicating these too were included in the CMD budget and we are unaware if it will be requested at the 1.25% or 1.5% or some other replacement factor.

Agenda Item 2: Rules Changes

- Matt informed the members the legal notice of our intent to adopt formal rules would be published in the Casper Star on 21 August and would mark the beginning of the comment period, which would then end on October 4th. Rules changes include modifications to the high school equivalency section, allowing for more than just the GED assessment, creation of the Wyoming Adjunct Professor Loan Repayment program and changes to capital construction and major maintenance due to the adoption of SF77 during the 2013 legislative session.

Agenda Item 3: Funding Allocation Model

- The white paper produced by President Schaffer and WACCT Executive Director Bahmer was discussed. The proposal would eliminate the 10% of variable cost funding attributed to completion rates and associated NCCBP median calculations and would allocate the entire 40% based on completion volumes, which would be easy to measure and easy to explain. Matt agreed to share the changes made to the model prior to the October commission meeting.

Agenda Item 4: Perkins Reporting

- Matt indicated that during all of the discussions surrounding report conversion related to the Ellucain upgrade of the Administrative Computing System, the Perkins report was missed and was not included on the conversion statement of work, thanks to WWCC for catching that and pointing it out. There are now additional costs associated with the conversion, of which ½ will be paid by the commission, the other ½ will be paid by WDE. The converted report will allow review by college IR staff prior to submission to WDE.

Agenda Item 5: Excellence in Higher Education

- Claire let the members know the Treasurer's Office still had not release updated figures, but would let each of them know as soon as she had them, which is expected towards the end of September.

Agenda Item 6: College Forms and Reports Matrix

- Larry went over changes made to the matrix to better capture what is needed on even years versus odd years and updated submission deadlines and reminded everyone that the upcoming report on major maintenance spending would be the last report to the commission, all subsequent reports will be filed through CMD directly.

Agenda Item 7: 1% Retention Bonus

- Matt reminded everyone the certified July payroll is due to the commission by 30 August. Everything requested had to be in the template created by Larry that includes total current annual salary as well as total current salary eligible for computation of the retention incentive, meaning only the portion of salary from fund 10. This same document will then be recertified after October 31 attesting to continued employment of eligible salaries through that date. Changes resulting in a reduced distribution would need to be refunded to the commission.

Agenda Item 8: Staffing Changes

- Matt let the members know of our intention to combine the HSEC and Wyoming Family Literacy programs under one program manager, along with a reclassification of the position and the subsequent reclassification of the vacated position into an administrative support position for the front office.

Agenda Item 9: Next ASC Meeting/Teleconference

- September 19 Teleconference, 3-4:30