

## MEMORANDUM

To: ASC Members

From: Matt Petry

Date: August 18, 2014

Subject: Notes from July 17, 2014 ASC Teleconference

Members present via teleconference: Matt Petry, Larry Buchholtz, Claire Smith, Nancy Morton, Lynnde Colling, Ron Granger, Ron Laher, Carol Hogle, Cheryl Heath, Sheldon Flom, Carla Budd and Jayne Myrick. There was no Executive Council representation.

### Agenda Item 1: Reimbursement for Travel to IRC Training in May at Casper College

- Matt reminded the ASC members that the colleges are eligible for reimbursement of travel costs incurred by college staff members who attended the Institutional Research Council training at Casper College in May. Given processing deadlines stemming from the end of the biennium, however, reimbursement requests would only be accepted through July 23. Claire indicated she would send each of the ASC members the memorandum on non-staff travel reimbursements, as well as the names of those college employees who attended the training.

### Agenda Item 2: New Health Insurance Premiums Reimbursement Template

- Matt notified the ASC members that Nancy had developed a new form for the colleges to use when requesting partial reimbursement of employee health insurance premiums. He indicated that the functionality of the form hadn't changed, but that the content and format had been simplified, resulting in a much more user-friendly template. Ron Granger, Lynnde and Jayne agreed. Matt noted, however, that the order of the various coverage types (e.g., single, family, etc.) had changed because the newest version of Excel defaults to alphabetical listings. He asked if this would be problematic given the coverage-type order the colleges had grown accustomed to. Northwest indicated that its preference would be to maintain the current coverage-type order (i.e., ascending by premium cost), and Nancy responded that she would try to override Excel's default.
- Sheldon asked what the 2003 Block Grant referred to, and Matt reminded the ASC members that when first enacted in 2003, state funding of college employee health insurance premiums was limited to \$225 per person, regardless of coverage elected. This system-wide funding was added to State Aid, so when processing reimbursements to the colleges, it has to be subtracted based upon the number of each college's eligible employees in 2003.

### Agenda Item 3: Recapture / Redistribution

- Matt asked the ASC members if they had any questions about recapture/redistribution – either the final calculations for 2013-2014, or the initial calculations for 2015-2016. There were no questions about the 2015-2016 calculations, but Ron Granger asked how the 2013-2014 reconciliation process works for those colleges that received more state funding than they should have due to underestimates of local 4-mill revenue. Matt simply indicated that those colleges (in this case, five of the seven) would have to remit

payment to the Commission, and then the sum of those remittances would be redistributed to the colleges that overestimated their 4-mill revenue (in this case, two of the seven).

#### Agenda Item 4: July Distributions to Colleges Spreadsheet

- Matt asked the ASC members if the spreadsheet he sent summarizing all payments to be made to the colleges in July would be useful on a quarterly basis. He reminded the members that there are typically a higher number of payments in July, particularly in the first fiscal-year of a biennium, simply because some appropriations can be expended all at once, rather than quarterly. The ASC decided against the need for quarterly summaries, but wanted the Commission to continue with spreadsheets for the first payments of each fiscal-year.
- It was asked what the relatively small distributions for rodeo athletic programs (i.e., \$5,833.33 for six of the seven colleges) could be used for. Larry indicated that he would provide the link to the applicable budget foot-note in an e-mail to the ASC members.

#### Agenda Item 5: Increased Retirement Contributions Reimbursement

- Matt explained the decision that college retirement contributions for faculty payroll tied to July and August had to be calculated at the higher rate that took effect July 1, and that they also had to be included in the July through September reimbursement request, even if those two months of faculty payroll were processed in June. This practice had been followed by Central Wyoming College and Northern Wyoming Community College District in the past, but not Eastern Wyoming College. Ron Laher indicated that starting in 2014, Eastern would also follow this practice.

#### Agenda Item 6: Ellucian Maintenance

- Matt notified the colleges that Ellucian had let the current contract amendment for system maintenance expire before a subsequent amendment could be executed. This prompted the Attorney General's Office to insist upon a new contract, a position that would likely meet with resistance from Ellucian. Regardless of the legal documentation ultimately decided on to extend the maintenance services, Ellucian had agreed to let the Commission enter into a multi-year committed term, essentially guaranteeing price increases of no more than 5 percent per year for five years.

#### Agenda Item 7: Adobe Consortium Purchases

- Matt reminded the ASC members that each college would be invoiced separately for its share of Adobe licenses under the consortium arrangement. This pricing arrangement would remain in effect for three years, with Adobe agreeing to provide the software no later than August 1.

#### Agenda Item 8: MOU with Department of Workforce Services, Division of Research and Planning

- Matt indicated that the draft of the memorandum of understanding with the Division of Research and Planning had been provided to the college presidents for their consideration. Once their concerns and/or questions were addressed, the draft would be sent to both the Attorney General's Office and Enterprise Technology Services for review.

#### Agenda Item 9: Mid-Biennium Enrollment Growth Calculations

- Matt explained the Commission's rationale for advising against a mid-biennium budget exception request for actual enrollment growth – a \$153,074.72 request that technically could be made on behalf of Eastern

Wyoming College and Northern Wyoming Community College District. The ASC members, including Ron Laher and Cheryl, agreed that it wouldn't be in the best interest of the system as a whole to make such a request at this time.

#### Agenda Item 10: College Forms and Reports Matrix

- Larry asked if there were any questions about the College Forms and Reports Matrix, recently refreshed with the beginning of a new biennium. There were no questions.

#### Next ASC Meeting / Teleconference

- August 21 Teleconference, 2:30 to 4:00

#### Round Table Discussion

- Sheldon notified the Council that effective July 1, Northwest College began accounting for motor-pool transactions in its auxiliary fund.