

# ADMINISTRATIVE ALLIANCE

## Minutes

November 5, 2007 3:00 PM CE 207

### People Present

Dawn Gallinger, Lizzy Hede, Lisa Icenogle, Ron Mathisen, Sharon Bell, Judith Kirk, Alison McNulty, Lynnde Colling, David Siemens, Donna Sonesen, Mike Sawyer, Lynn Fletcher, Janet de Vries, Keith Cross, Bob Hardman, Bill Landen, Darry Voigt, Carolyn Buff

#### 1. Call to Order

Time 3:08 pm 11/5/07

#### 2. Approval of Minutes

Minutes approved for 10/01/07

#### 3. Treasurer's Report Darry Voigt

*Annual Dues* \$10.00

*Balance. savings* \$299.54

*Balance . checking* \$279.53

#### 4. Committee Reports

A. CCA Activities: Dawn Gallinger, Lizzy Hede, & Chelse DePaolo

a. Holiday Breakfast 12/21/07 time @ 7:15 to 9am

b. Oktoberfest 60-70 people great turn out

B. Diversity Janet de Vries

a. 100 pre sold dinner Vietnams dinner

b. Australian dinner Jan 31<sup>st</sup> in conjunction with jazz festival the following week

C. College Council Mike Sawyer

a. Policies & Procedures Committee

b. Karla Volpi and Darry Voigt

c. One more review of Policies & Procedures

#### 5. Old Business

A. Administrative Staff development Proposal

a. Changes made to guideline, application and the Letter

b. Review and please email Alison McNulty or Mike Sawyer

B. Emeritus Status nomination committee – Carolyn Buff & Sharon Bell

a. No change in Status

#### 6. New Business

A. Vending Machines

a. Revenues are up since change in vendors and upgrades to the vending machines.

B. Building Renovation/Remodeling Projects Mike Sawyer

a. Energy management system

- b. Saving 20% on utilities
- c. Apartment remodeling

Darry Voigt will be the next Department Presenter

C. Celebration Day

- a. Mike Sawyer has asked Admin Alliance to help in planning with the end of school picnic (physical and monetary)

7. Meeting dates and time  
1<sup>st</sup> Monday of Month, CE 207, 3:00 PM  
Nov 5  
Dec 3  
**2008**  
Jan 7  
Feb 4  
Mar 3  
Apr 7  
May 5  
Sep 1  
Oct 6  
Nov 3  
Dec 1

8. Announcements:

Other:

- a. The Administration Alliance has challenged itself to find the purpose or goal of the committee
- b. Alliance would like to look at the Bylaws, review the campus surveys or any other content that would assistance in this matter
- c. Mike Sawyer would like any member to email with concerns, issues or purpose related topic and will be discussed with the group that following meeting\

Adjournment: 4:20pm