Minutes of Administrative Alliance  
October 21, 2015

Present: Pam Jones, Terri House, Leanne Loya, Rachel Chadderdon, Melissa Stahley-Cummings, Wes Bertagnole, Laurie Johnstone, Sarah Mailloux, Margo Perry, Lance Jones, Ashley Chadwick, Kayla Armstrong, Mike Deal, Janet de Vries, Donna Sonesen, Mike Sawyer, Lisa Icenogle, Robyn Landen, Chelse DePaolo-Lara

Meeting was called to order at 1:02 p.m. by Leanne Loya

Approval of Minutes: Changes to Minutes – Mike Molone to Mike Moline  
Pam moved to approve, Janet seconded, minutes approved.

Treasurer’s report: Kathy provided the following report for month ending 9/30/15

- Professional Development Fund: $5000  
  - Expenses – Awards in July $400  
  - Balance ending 9/30/15 $4600

  • Checking:
    - Beginning Balance $454.03  
    - Dividend .02  
    - Dues deposited 390.00  
    - Ending Balance $844.05

  • Savings:
    - Beginning Balance $302.70  
    - Dividend .02  
    - Ending Balance $302.72

Old Business:
• ERI letter – signed letter in last College Council  
  - Feedback to work session – Letter was not discussed in work session. At board meeting, they said they would put it on the agenda for next session. What do we want Leanne to mention at the board meeting?
    - One of the concerns is fiscal responsibility – we are open to compromise and/or negotiation, such as increasing number of years of service and age or grandfathering in employees.
    - Offer the board to leave the policy open for periodic reviews.

New Business:
• New ideas and/or concerns – What is the status of the 4-10 committee? Barb said she was going to touch base with other committee members to see if they were still going to work on this.
• Policy Feedback – Investment policy feedback due next Monday by 5
• Professional Development Funds –
  - Is it a conflict of interest for the officers to be reviewing these? Should we appoint a special committee? Alliance agreed that as long as there are good guidelines to follow for approval, it is okay for the officers to sign off on requests. Review of guidelines done during meeting – motioned to change the wording on approving committee.
• Outstanding Administrator Committee (process review) – Pam Jones, Scott Miller, Lesley Travers, Donna Sonesen - Tabled until Leanne finds out who was on the committee.
• January/March meetings (change dates?) –
  - January is the first week of school - Laurie motioned, Pam seconded to move date to January 27th. All in favor.
Committee Reports:

- Casper College Board Meeting: Leanne reported
  - Work session:
    - Lynnde needs to set up an acct. at a bank to deal with a trust that has been donated to CC. Needs authorization to open this account.
    - Tuition Increase: Commission delayed making decision to wait on what happens with the legislature and to see what comes up from legislative discussion/decision for budget. Should talk about this more at the next board meeting (whether CC trustees would be in favor of tuition increase, why, etc.)
      - Dr. Divine – “financial literacy of our high school student is lower than ever been.” Board- would like a little in-service on what our students are learning about financial literacy. Lots of conversation on loan default.
    - WACCT- upgraded policies & bylaws; trustees getting calls “what do you think”- Policy created to identify who speaks on behalf of the Association. Results= the only people that speak officially for the trustee association are the executive director & pres. of association.
    - Community college summit in fall- where do people want to go with that.
    - Trustee Dolan & Schilling reported on some of the workshops they attended at their conference: 1) assessing non-cognitive skills which are predictors of student success. Ex. Grit test; 2) Com. Coll. Applied Science Bachelors; 3) college score card by govt.; 4) Looking at your community and what they need; doing pipeline programs with k-12;
    - Article in paper about Wyoming Career Readiness Council- anyone know about this?
    - Would it be beneficial to offer an event to local legislators?
    - Complete College WY- National office is extremely impressed with what the WY schools are doing to help students be successful.

- Announcements:
  - Presentations = Dave Siemens & Livestock judging students
  - Shawn- Gertie at 30 will air on PBS this Friday @ 7:30 & Saturday @ 6:30
  - Kim- Res halls 95% occupancy; wellness center had 730 visits last month;
    - In one month, counseling 100 appt. 8 crisis, anxiety group w/ 9 people on a regular basis,
    - Teresa & Brandon group called “Our Place” 8 students;
    - records- evaluated 1470 different classes for students;
    - Accuplacer transition
      - Survey to students 101 responded results- 68% will not go to college somewhere else this fall, 32% went somewhere; 50% chose school out of state; 50% UW; Why did you choose to go to another school= better fit & closer to home- what can CC do better to appeal to you?
        - Decided to work or can’t afford college for reasons not coming;
        - 70% plan to reapply; had a chance to request call from admissions and those calls have already taken place.
  - Lynnde- HR consulting with Ellucian to get ACC reporting- got accolades that they are way ahead of other colleges;
    - Fully staffed in accounting;
o will submit info later about where at with construction projects; SH phase 1 done; SOQ for visual arts, 9 architects have responded to that;

- Heath- Early Retirement Letter; sabbatical application; faculty development funds and how money is awarded; committee tasked at looking at gen ed classes and how well they prepare our students to transfer may get into discussion of the number of hours 60 vs 64
- Ann- Gave $50 to Rich Fujita’s memorial; passed $20 dues; WACCT nominee will be Russel Hawley
- BOCES- student who dropped out of school at 16, went to ALC at 19, took two years to complete and now is a welding student;
- WACCT- the evaluation of WACCT awards was once done by a committee but will return to the Association for review & selection. Also trying to align those awards with ACCT to move forward to national
- Asked about letter and Heath represented; moved to next meeting; will have better idea at that time what the next fiscal year may look like and open to discussing at next meeting.

- Management Council: Leanne reported
  o Announcements:
    • ECLC now takes credit cards
    • PR is in the process of setting up meetings with the media. This is due to a few problems they have had with the media not checking in prior to reporting/filming on campus
    • CATS currently showing; Gertie at 30 (special on Gertrude Theater) on PBS the 23\textsuperscript{rd} & 24\textsuperscript{th}; Band Concert here on Halloween
    • Presidents of the community colleges have been given an opportunity to speak with the Legislature about any special project funding. Eric will represent Dr. Divine and talk about the need for the new Visual Arts building
    • Picture on the budget and current conversations on the FY16-17 are getting murky but it is anticipated it won’t be too bad. The talk indicates that FY 17-18 is not looking good.
    • Strausner Hall Phase 1 is complete- Downstairs renovation has been started and will be finished next fall; Sidewalks finished next week; Working on the concrete stairway in front of Gateway- is currently being patched, will be sprayed with stucco and have a metal look when finished; Physical plant plans to recommend a change of color on Gateway due to fading; Also looking at creating a master plan for signage & color scheme to create common look through campus; All lights are being replaced with LED but probably about 5 years out before campus is completely transitioned- Savings is estimated at $30,000 p/year on utilities
    • 100 homes were evacuated because of the fire. They are currently sheltering at the Flying J
    • The simulated court room is up and running in Leisinger Hall

- CCA Activities: Mike Deal reported – The committee is gearing up for the annual bowling event at Sunrise Lanes October 30\textsuperscript{th} - Pizza at 6, bowling from 7-9 p.m., come in costume to for a chance to win prizes.

- College Council: Leanne reported
  o Action:
It Asset Management and Disposal- approved and moved to board
Equal Opportunity & Non-Discrimination- postponed to next meeting
Investment policy- approved to go out for feedback
Fall 2017 start date- Dr. Divine tabled until later meeting

- Announcements:
  - Senate – Looking at Faculty Development grants, Syllabus and adding an inclusivity statement, sabbatical applications due Nov. 6
  - Staff- Approved increase in dues to $20
  - Student Senate (Jordan Gill)- President & Vice president went to the National Student leadership Conference

- Policies & Procedures:
  - Already discussed

- Casper College Association (Tri Alliance): Leanne reported
  - Committee hasn’t met – will meet before the next board meeting, send Leanne any input you have.

Announcements: None

Next Meeting: November 18, 2015 1:00 p.m., GW 312

Adjourn: Terri motioned/ Laurie seconded
Meeting adjourned at 2:06 p.m.

Respectfully Submitted,

Terri House