Minutes of Administrative Alliance
November 18, 2015

Present:  Leanne Loya, Kathy Nottingham, Janet deVries, Sandy Hanify, Lesley Travers, Darry Voigt, Lisa Goss, Wesley Bertagnole, Michael Deal, Pat Allen, Donna Sonesen, Linda Nichols, Kayla Armstrong, Ashley Chadwick

Meeting was called to order by Leanne Loya at 1:04 p.m.

Approval of Minutes: Janet deVries moved to approve the minutes. Kayla Armstrong seconded. Minutes were approved.

Treasurer’s Report: Kathy provided the following report for month ending 10/31/15

<table>
<thead>
<tr>
<th>Professional Development Fund Balance 10/1/15:</th>
<th>$4,600</th>
</tr>
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<tbody>
<tr>
<td>o Expenses – Awards October, 2015</td>
<td>$350</td>
</tr>
<tr>
<td>o Balance ending 10/31/15</td>
<td>$4,250</td>
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<table>
<thead>
<tr>
<th>Checking Balance 10/1/15:</th>
<th>$844.05</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Dues Deposits October, 2015</td>
<td>180.00</td>
</tr>
<tr>
<td>o 10/31/15 Dividend</td>
<td>.02</td>
</tr>
<tr>
<td>o Balance ending 10/31/15</td>
<td>1024.09</td>
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<table>
<thead>
<tr>
<th>Savings Balance 10/1/15:</th>
<th>$302.72</th>
</tr>
</thead>
<tbody>
<tr>
<td>o 10/31/15 Dividend</td>
<td>.02</td>
</tr>
<tr>
<td>o Balance ending 10/31/15</td>
<td>$302.74</td>
</tr>
</tbody>
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Leanne also noted that 6 more people have paid their administrative alliance dues so far this year as compared to this time last year.

Committee Reports:

• Casper College Board Meeting: Leanne reported
  Work session:
  o Trustees are asking lots of questions about how money is spent. Particular attention was paid to air fees & food purchases
  o Electrical Apprentice Certification: Lesley explained we have union and non-union programs on campus. We enroll the students but according to our records, they never complete. Lesley wants to be able to capture these students by providing them a certificate a program. This way they can then go on and transfer to UW or another college. Lesley hopes it will be approved by the College Commission by Spring 2016. Then it will be set to go.
  o Board meeting structure- Discussion between the board and Dr. Divine took place about the structure of the board meeting to clarify when issues will be talked about so people know when to come and offer feedback. Currently, there is not an agenda at the work session and it is unclear to employees whether topics of interest will be discussed at the work session or the board meeting. Plan is to publish a work session agenda online

• WACCT meeting- The Administrative VP’s at the community colleges were asked to create a tuition increase formula that can be used for 2016 and beyond. In the past, the commission has set the tuition increase. Commission seems to be struggling with
determining the “cost” of online courses and concurrent/dual enrollment; Trustee Dolan reported that some of the boards at the other community colleges are taking an “official stance” on tuition increases. May need to discuss this further at next work session (Dec meeting) after the final budget comes out.

Announcements:
- Staff presentation- Angel Sharman on eligibility of athletes
- Faculty and Student presentation- Valerie Innellia Maiers and Mollie Piron on the Museum Studies Program
- Dr. Divine- Autumn Horneck- doing well, anticipate a full recovery but will be long; Ruffalo-Noel Lovitz meeting took place at end of October and college should be getting draft contract in couple days; strategic planning committee has begun; Committee was formed to build a comprehensive plan for the Ranch Campus detailing what will be done with it.
- Shawn Powell- Thanks to all involved in the Bar Association reapproval visit; Due to HLC requirements regarding instructor qualifications and credentialing, fewer concurrent enrollment classes will be offered at the high schools; Speech & Debate team took 2nd place at last competition.
- Kim Byrd- Enrollment is better than last few years; spring applications are up 70 from last year; had visit day for students and Admissions has been to several recruiting events; Kyla has been doing radio spots; Financial Aid event with high school counselors across state who said they are doing more mental health than prep for college; Veterans day was very well attended and a great event; close to having e-transcripts in place; retention rates (see attached document).
- Lynnde Colling- Architect interviews last Friday for visual arts- recommendations have been scored and sent back to state who is working to contact the winner; Fee committee has started meeting- looking at current fee structure and if money needs to be reallocated- will bring more information back to board around February; Initial discussions on FY17 budget
- Scott Seville- The open positions of Program Manager & Director are in process; Selected a Medical Lab Technician Instructor and he will start in January; Had a great response to the Counselor Education Program Open House- 40 onsite, 40 across state and had a large number of phone calls of people who would like more information.
- Jordan Gill (Student Senate)- “Humans in New York”- stories about randomly selected individuals to interview and then posted on facebook. The Senate started “Humans of Casper College” and posted their first story on Nov. 9th. It is going really well and the students sound excited about it; Overhauling Senate website with more information on clubs for students- should be done by end of school year.
- BOCES- grant presentations last two months, funds are more limited but do have some additional money to award
- WACCT- well represented at Joint appropriation committee meeting

Action Items:
- Electrical Apprenticeship Certificate- Approved
- Investments and Depositories Policy- Approved
- January board meeting moved to January 26th- Approved
- On early retirement – Heath spoke on behalf of the Tri-Alliance and reiterated the Tri-Alliances desire to re-open the conversation. Several trustees shared their thoughts and comments. In summary, the Board agreed to look at any plan the Alliances could
produce as long as it included funding. They requested the plan be presented by the March board meeting in 2016.

- Discussion took place on this matter: The Alliance members requested information on how other colleges are funding their Early Retirement Incentives and/or how they plan to fund it if they are reinstating a program. Also, why are they re-instatating.

- **College Council**: Leanne reported
  
  **Action:**
  - Using Protected Copyright Works, Intellectual Property & Purchasing- Approved and moved on to feedback.

  **Announcements:**
  - Senate – Erich F. went to higher education summit. As a part of that, the faculty plan to have an event on campus for local legislators to highlight some of our programs;
  - Reviewing Sabbatical applications; Laurie Weaver was selected as their WACCT recipient
  - Dr. Divine- Volleyball ended 5th in the region; Interim GM for Sodexo, Herb Baker; At this point in time he anticipates that budgets will need to be cut a bit but not looking at a hiring freeze.

- **Management Council**: Leanne reported
  
  - Dr. Divine- Went to see Autumn and her family at the hospital. Got a report on 11.9.15 that she had opened her eyes and wiggled her toes. Had severe injuries and scheduled for surgery on the 9th as well. He attended Megan’s funeral; would like to amp up involvement in community events
  - Kim Byrd- Girls basketball team is ranked #1 in region; parents of Megan have asked that in place of flowers, donations be made to a scholarship fund in her name.
  - Lynnde Colling- currently collecting renovation requests
  - Janet deVries- covering overflow from counseling center and calling D & F students
  - Laura Driscoll- policy committee getting ready to go through some complicated policies
  - Lynn Fletcher- Data validation project for state is still in progress
  - Chauncy Johnson- getting data ready for ACA reports- will be sending notification to supervisors about any employees violating the part-time issue; working to improve payroll process
  - Katie McMillan- BOCES not funding travel or giveaways anymore. Want to fund things that relate to program needs. Must complete application for BOCES funding and there is a grant development process- see Katie for more info.
  - Barb Meryhew- calling residents on the D & F list (approximately 34% of students); Did a night of remembrance for Megan; Kudos to the RA’s for all their hard work.
  - Shawn Powell- Working on faculty credentialing process for HLC, revising Dean Evaluation process, finishing up articulation agreements with UW.
  - Mike Sawyer- Ranch planning committee; met with architects for the visual arts building;
  - Donna Soneson said they have started accepting credit cards. There have been quite a few on a daily basis. This makes deposits much easier. They currently have one or two pre-school openings.
  - Pete Van Houten- setting up a media training for anyone who has to speak with the media; working on graphics standards (how to use the logo, font, etc.)
  - Lesley Travers- January 29th B&I open house, expecting approx. 400-600 people to attend, mostly showing off new equipment from WEST- This is to help in recruiting new students and business partnerships; Scott Nolan’s class was in the news for working out
at the coal creek fires; New cabin will be on market soon and working on starting a “tiny house”.
  
  • Linda Toohey- Working on Title IV training. Now have 8 investigators on campus who have been trained.

• CCA Activities: Mike Deal reported that on Dec. 8th there will be a Parsifal’s Christmas Dinner Party. Dinner before the show will be provided in the Gateway building. Then all will go to the theatre to enjoy the show. The Holiday Breakfast will be Dec 18th in morning. Also this year on Dec 17th from 2-6 p.m. in the UU dining hall, come down as a department and decorate a gingerbread house. Prizes will be awarded on the day of the party for the best gingerbread house. They will be used for centerpiece during the Holiday Breakfast.

• Policy Committee: Leanne reported that the committee is beginning to work on the Academic Calendar and Student Handbook. Darry mentioned that Dr. Divine has asked there be a policy on hosting. This is for expenditures related to items such as food purchases, gift cards, and giveaways.

• Casper College Association (Tri Alliance): Leanne reported that they have not had a formal meeting but the Chairs did meet with Chauncy last week to review some of the data collected for the board about early retirement.

New Business:
  
  • Leanne opened for discussion the A.A. giving alliance monies for various philanthropic reasons such as a scholarship in memory of Megan or Rich Fajita or the employee benevolent fund. Janet made a motion that we should create a task group to identify some parameters for these kinds of donations. Pat Allen seconded. It was passed. Pat, Janet and Kayla are on the committee.

  • Lisa Goss brought forward that Staff Alliance has nominations for employee of the month, every month. Admin Alliance struggles with getting nominations for the Outstanding Administrator Award on an annual basis. She suggested awarding an outstanding administrator on a quarterly basis. Then at year end the Outstanding Administrator award would go to one of the four elected throughout the year. A committee would be needed to do this on a quarterly basis and this committee would also be the committee to choose the outstanding admin person at year end. Lisa moved to identify 2 people to start the coordination on a quarterly basis. Linda seconded it. It was passed. Because there were so few people at the meeting, Linda suggested we send the information out in an email to get volunteers for the committee. Leanne said she would send out the email.

Announcements:
  
  • Kim sent out a nomination form for the WACCT (Wyoming Association of Community Colleges) Student of the Year Award. Have any nominations to Kim by December 4, 2015.

Motion to adjourn made by Ashley Chadwick, seconded by Sandy Hanify, motion passed

Next Meeting: December 16, 2015 1:00 p.m., GW 312

Respectfully Submitted,

Kathy Nottingham & Leanne Loya