Minutes of Administrative Alliance
December 16, 2015

Present: Leanne Loya, Kathy Nottingham, Terri House, Lisa Goss, Michael Deal, Pat Allen, Donna Sonesen, Linda Nichols, Kayla Armstrong, Ashley Chadwick, Sarah Mailloux, Kyla Foltz, Scott Miller, Joanne Theobald, Linda Toohey, Chelse DePaolo-Lara, Melissa Stahley-Cummings, Rachel Chadderdon

Meeting was called to order by Leanne Loya at 1:00 p.m.

Approval of Minutes  Change to electrical apprentice certification paragraph. Kyla moved to approve the minutes. Pam seconded. Minutes were approved with changes.

Treasurer’s Report: Kathy provided the following report for month ending 11/30/15

Professional Development Fund Balance 11/1/15: $4,250
  o Expenses – Awards November, 2015 350
  o Balance ending 11/30/15 $3,900

Checking Balance 11/1/15: $1024.09
  o Dues Deposits November, 2015 100.00
  o 11/30/15 Dividend .04
  o Balance ending 11/30/15 $1124.13

Savings Balance 11/1/15: $302.74
  o 11/30/15 Dividend .02
  o Balance ending 11/30/15 $302.76

Committee Reports:
• Casper College Board Meeting: Leanne reported
  o No report – moved to December 17th due to snow day
• College Council: Leanne reported
  Action:
  ▪ Moved to board- Equal Opportunity and Non-Discrimination, Using Protected Copy Works
  ▪ Intellectual Property- Wordage updates to be made by Laura Driscoll and will bring back to College Council (course materials, online material, still being discussed)
  ▪ Purchasing policy- removed “dues & memberships” from policy & approved with this change
  ▪ Information Tech Services & Student WWW Home Page Accounts- approved to delete
  ▪ Alcohol and Drug Free College- Moved on to feedback – due to Laura D. by Monday next week

Announcements:
▪ Faculty Senate –Laurie Weaver as their WACCT recipient, finalizing scoring on 2 sabbatical apps – approval at 12/17 board meeting
▪ Ann Dalton – Meeting about ERI, cancelled staff alliance meeting so people can attend Ron’s funeral
- Student Senate (Jordan Gill)- “Humans of Casper College” going up tomorrow, people are liking this.
- Dr. Divine- 2 sabbatical apps denied b/c what they are applying for are duties that need to be done (in regular scope of job duties). Applicants were asked to pull applications and given release time to do these things.

**Management Council:** Leanne reported

- Kim Byrd- received 502 apps for 16SP/SU/FA compared to 335 last year; 23 phone registrations, Friday had 115 appointments with only 1 no show; ECLC received licensing through DFS all employees including work studies have to do CEU’s
- Kent Brooks- You can bring any device to campus but have to register with a new network. More secure, “bring your own device” network. 14 different devices being used so far on campus. System identifies user; Looking at a Student planning program which has degree audit capabilities; Self-service financial aid to be implemented in the future- great reviews from other colleges. No timeline at this time but pricing has been finalized
- Lynnde Colling- Fee committee has draft recommendation ready and looking at reallocating fees into health services area because running a little short; $2 p/cr increase for tech cost- hope to add another person into IT. Fee for fitness center discussion ongoing, fitness center would like to know who is using the facility; Cost analysis spreadsheet for online and concurrent enrollment looking at on Thurs.; getting ready to put out budget info to share, preliminary info on FY17 want to get that out early
- Ann Dalton- Staff Alliance is donating $50 to Ron Matthison scholarship. Tri-Alliance met and putting together a committee for ERI
- Pam Jones- IT training in C for E
- Brandon Kosine- Thunderbird Student Leadership Group created by faculty & student services. Is a co-curricular program and will start on Feb 9th. Is a 5 week program. Will send out a poster for more information as we get closer to start date.
- Robyn Landen- audit has been finalized will go to board and can put the books to bed for FY15; prepping for end of year 1098/99. Will run on Jan. 4th and try to get done before school starts. 16SP statements going out to students.
- Trevor Mahlum- 67% response rate on class evaluations; thanks to everyone who helped and pushed these with students
- Mike Moline- Senate voted on sabatical apps for Dave Zoby and Will Robinson and sent on to board for approval; committee looking at credit hours and degree requirements- will recommend that programs have the option to go down to 60 credits if they so choose.
- Shawn Powell- Kinsky family foundation will hire a director working with expecting mothers to track progress. This individual will have an office on campus; joint meeting with deans and directors upcoming.
- Mike Sawyer- getting ready for blizzard; life science is tore up on one floor and at the end of Christmas break it will be completely remodeled. GW & LH going to try a device that plugs into outlets; can talk to and work with wirelessly. 25%
of use is from everything that is plugged in. Company will come in and put all devices in and then turn on in Feb. to determine what savings are.

- Scott Seville- Itinerary & credentials for UW at Casper will go out and 2 on campus to interview this week. Completed search to replace Renee Woodward but still waiting for approval to make an offer to top candidate; Last Candidate for presidency is on campus today, interviews are recorded and can be viewed-believe they are hoping to have some sort of announcement in January.

- Linda Toohey- Tori new in Admissions;
- Pete Van Houten- next tues. PR staff will be out at Ranch for a retreat to talk about upcoming year. Gone ½ day
- Darry Voigt- office is busy but staying ahead of things
- Grant Wilson- Ranch campus master planning committee is moving forward; Tate museum has a sandbox- go play in it! Had over 300 people at open house
- Lesley Travers- Shops are currently being cleaned, everything is slowing down
- Eric Unruh- 200 or more at concert, 650 at the performances; gearing up for Humanities & Jazz festival in spring;

- **CCA Activities:** Scott reported:
  - Holiday breakfast Friday 12/18 7:30 a.m., Gingerbread house building contact Thursday 12/17 2-5, Come and have fun! Got positive feedback on Dinner and Theater. Received more money from Dr. Divine.
- **Policy Committee** Kathy reported:
  - Didn’t meet yesterday (college closed), looking at hosting policy for what different departments can pay for as far as food.

- **Casper College Association (Tri Alliance):** Leanne reported
  - The Tri-Alliance met and decided that the best way to provide options would be to form a committee. We are looking for two volunteers from each alliance to work with the Tri-Alliance to come up with ideas addressing each of the following points:
    - What do we want the ERI policy to achieve?
    - What are a couple of options
    - How do we fund the policy?
  - Please volunteer before break, first meeting to take place after the break.

**Old/Unfinished Business:**
- Recognition Committee – Tabled for next meeting
- Use of alliance dues for charitable purposes – Tabled for next meeting
- ERI Committee – Discussed during Tri-Alliance update

**New Business:**
- Melissa Stahley-Cummings – Gen Ed Outcomes Report – Tabled for next meeting due to lack of time

Motion to adjourn made by Scott Miller, seconded by Linda Toohey, motion passed

**Next Meeting:** January 27, 2015 1:00 p.m., GW 312

Respectfully Submitted,
Terri House