Minutes of Administrative Alliance
Date February 11, 2015

Present: Pam Jones, Leanne Sims, Lance Jones, Janet de Vries, Lesley Travers, Scott Miller, Linda Nichols, Barb Meryhew, Lisa Goss, Rachel Chadderdon, Tammy Frankland, Brent Heuer, Laura Driscoll, Michael Deal, Kathy Nottingham

Meeting was called to order at 1:11 p.m. by Pam Jones

Approval of Minutes: Tammy moved to approve, Linda seconded, minutes approved.

Treasurer’s report: Lesley provided the following report during the meeting.
  • Professional Development Fund: $1072.00
    o Nichols $350
  • Checking:
    o Balance $580.87
    o Withdrawal fee $1.00
  • Savings:
    o Balance in January $302.56

Committee Reports:
  • Casper College Board Meeting Pam Jones reported
    o Was a fast board meeting and nothing significant to report

  • Management Council: Cancelled

  • College Council: Leanne Reported on the Jan. 27th meeting (Feb. 10th meeting was cancelled)

    1. Policies passed and going to next board meeting:
       • Veterans Priority of Service &
       • Employee, Spouse, and Dependent Scholarship (in regards to the feedback of someone receiving more than 1 tuition scholarship and moving funds- policy passed as-is but know that financial aid and accounting make sure no student receives more than 100% of tuition)

    2. Dr. Nolte Reported:
       • Talked about various bills that the presidents would be watching during the legislative session

    3. Tim Reported:
       • Talked about the committee on committees work and the result (which committees need to report what and where). Asked Laura to have policy committee review and draft a new policy for this process

    4. Staff Alliance Reported:
       • Announced their alliance gave to the Jason Corbett Scholarship
CCA Activities: Scott reported - Retirement and recognition dinner has been set for Saturday, May 9th at 5:00, dinner at 6:00. Date was set for a spring social event. Still working on the details and the options will depend on budget. As of right now, ice cream and coffee possible are the likely options. Planned for March 26th in afternoon but have not solidified an exact time. More info to follow.

Casper College Association (Tri Alliance): Leanne & Pam reported

1. Early Retirement Incentive (Leanne)

Discussion on concerns being reported from all alliances regarding ERI. No reported concerns from staff. Shared cost savings concern from the Administrative Alliance and there didn’t seem to be a consensus about this being a concern from the other alliances. Nathan is going to share the following if given the opportunity.

- Is the Board concerned about a mass exodus should the retirement policy be changed dramatically?
- Would Casper College be able to handle a large payout?
- Would Casper College be able to fill all positions that are vacated?
- Is the Board considering changing the age to qualify for early retirement?

Scott reported the following information regarding the Early Retirement Incentive:

- The best way to communicate feedback is to do so during the feedback loop but anyone is welcome to attend the working session next week.
- Discussion followed with questions directed to Laura about the exact year this policy will go into effect.

Laura reported:

- Still looking at a projected implementation date of 17FA (year the new policy will go into effect).
  - Policy will be approved after going through feedback loop. However, although most policies are effective immediately, this one will not be. There will be a specific date that the policy will go into effect to give people time to put in for early retirement before implementation.
- It is difficult to give a specific date because the board will determine when the policy is implemented. If the board follows through with a 17FA implementation, individuals wishing to take the ERI before the policy is changed, would need to have their paperwork turned in by November 15th, 2016

2. Tri-Alliance By-laws (Pam)

In September, the Administrative Alliance approved the new Tri-Alliance bylaws. After this approval, there was a request to add the Activities Committee back into these bylaws. Because of this, the updated Tri-Alliance Bylaws need to be reviewed and approved. A motion was made to approve bylaws, a second made and the motion passed.

3. Collecting Dues (Pam)

Will again provide information and an opportunity to pay dues during welcome back events starting in the fall. Getting publications started.

Committee on Committees (Committee Renovation Team): Scott reported:
Only news reported during the College Council report

- **Policies & Procedures:** Kathy reported
  - Visited about policies that need to be eliminated. Before any are eliminated they will go through feedback loop.
  - Also looking at policies that should be in the student handbook and/or also in CC policies
- **Outstanding Administrator Committee**
  - Nomination forms sent out, please send those in if you would like to nominate someone
  - Scott will put together and send out a list of Administrators
  - Committee volunteers needed
    - Donna Soneson will be automatically on committee because she was the last recipient
    - People who volunteered to be on the committee: Lesley, Laura, Scott, and Linda. Will decide on a chair amongst themselves and announce at next alliance meeting.

**Old Business:**
- Increasing Dues: It was suggested that the Alliance raising dues because many things come up throughout the year that we want to contribute to but can’t because of funds. Discussion followed. Janet moved to increase dues to $20, Tammy seconded, motion passed. Will go into effect in Aug. 2015

**New Business:**
- Tri-Alliance Bylaws- Lesley approved to accept new bylaws with the activities committee added. Janet Seconded and the motion was passed.

**Announcements:**
- Update on Wes- Recovering, has been prescribed to walk and may be out in community but is still not strong enough to have company
- Dan Russel’s dad passed away
- Discussion on safety and evacuation procedures of today. Some gaps were found but went pretty well otherwise.

**Next Meeting will be** March 18, 1:00, GW 312

Meeting adjourned at 1:58 p.m.

Respectfully Submitted,

Leanne Sims