Minutes of Administrative Alliance
Date May 20, 2015

Present: Pam Jones, Terri House, Leanne Sims, Rachel Chadderdon, Melissa Stahley-Cummings, Scott Miller, Mike Deal, Janet de Vries, Kathy Nottingham, Chauncy Johnson, Ashley Chadwick, Linda Nichols, Lisa Goss, Lynn Fletcher, Kayla Armstrong, Wes Bertagnole, Chelse DePaolo-Lara

Meeting was called to order at 1:03 p.m. by Pam Jones

Approval of Minutes: Leanne moved to approve, Chauncy seconded, minutes approved.

Treasurer’s report: Lesley provided the following report after the meeting.

- **Professional Development Fund:** $1217.30
  - Expenses – Stahley-Cummings $55.04
    - Carlisle $350.00
- **Checking:**
  - Balance $456.95
  - Withdrawal fee $121.00
- **Savings:**
  - Balance in January $302.62

If someone has turned in a request for professional development funds under $350 max, can they turn in another request for something else for additional funds until they reach the $350 limit? Discussion took place and it was decided that an employee could turn in more than one request if they haven’t reached the $350 limit but priority would be given to other employees’ initial request. Second requests would be approved if funds remained. Terri motioned to pass, Chelsea seconded, no opposed.

Committee Reports:
- **Casper College Board Meeting** Pam Jones & Leanne Sims reported

  Announcements
  - Presentation of plaque to Tom Parker & Rodeo region champs
  - Instructor evals = 63% completion SP, 62% FA
  - 72% capacity in Res Halls (where ended last year)
    - Higher Edge for loan default rates (currently 21% and lose funding at 30%)

Action Items
- Bad debt write-off (lower amount to write off this year than last)
- Preliminary 2015/2016 budget approved
- July Board meeting was moved to Wed. July 15th for budget approval, will also start the work session at 3:00 to determine items of importance/planning for moving forward with Dr. Divine’s arrival
- Draft Tenant lease agreement with amended changes
- ERI (Additional discussion in “New Business”)
  - Concerned about long term commitment with current state of WY industries, changes at state level and likelihood of decreased funding
  - Changes moving forward:
    - Beneficiary benefit (7.11) eliminated
    - Application deadline (7.1) moved from Nov. 15th to Nov. 1st
• Beginning FA17 = 100% payout
  • FA18 = 75% payout
  • FA19 = 50% payout
  • FA20 = cease to exist

• Effective immediately- Applications will be reviewed with financial implication info and years of service to give priority to seniority.

• Management Council: Lynn reported same quick meeting, nothing to report

• College Council: Leanne reported
  o New Student Senate officers nominated – All schools represented except Health Science.
  o Business Office Policies – Feedback
  o Strategic Plan was updated to reflect accomplished objectives and items that are no longer applicable to current goals of college. A new strategic plan will be created with Dr. Divine arrives
  o Student Handbook – approved at May meeting
  o Faculty Compensation policy & Academic Catalog were approved to be sent out for feedback
  o ’15-’16 Budget –
    ▪ Increase in expenditures due to a number of factors (Aligning w/ACA requirements resulted in 8 new positions, lower enrollment). Resulted in a $300,000 gap between expenditures & revenue. Using reserve to offset.
    ▪ Retirement contribution increasing ¾ of a percent, college is going to take this on. Employee contribution will remain at 2.055%
    ▪ Staff raises 2.5%, VP’s, Faculty and Administrators to see a 1.356% increase.

• CCA Activities: Terri reported- Retirement and recognition dinner went very well. There was a great turnout. Discussed the shortage of funds in the Tri-Alliance bank account after paying this year’s bill. Looking for ideas of what to do with these funds and fundraising ideas. Lesley offered a quilt to raffle. Email Pam or Terri with any other suggestions.

• Casper College Association (Tri Alliance): Pam reported – there is a meeting being scheduled with the Activities Committee members to discuss the Tri-Alliance funds.

• Outstanding Administrator Committee – Leanne Sims is Outstanding Administrator for this year.

• Committee on Committees (Committee Renovation Team): Scott reported:
  o Waiting for Dr. Divine to come

• Policies & Procedures: Pam reported
  o Melanie is leaving, Nathan Baker voted back to Policy Committee
  o Compensation policy reviewed to verify it was written correctly.

Old Business:
• Purchase of recorder for meetings – Linda Nichols had one for us to use.
• Officer Nominations and request – Voting today
• Card, etc. for Dr. Nolte – Pam Jones brought a card for everyone to sign
New Business:

- Gen Ed – tested Outcomes 1 and 6. Reviewed outcomes with Melissa. She also mentioned that there is an increased response rate of almost 1% on course evaluations.
- Outstanding Administrator Awards & Others – Leanne listed all of the winners of the annual awards for 2015.
  - Robert Durst Classified Staff Award – Russell Hawley
  - Rosenthal Outstanding Faculty Members – Scott Nolan and Laurie Weaver
  - Shanklin Faculty Leadership Excellence Award – Claudia Stewart
  - Judith Bailey Scully Award for Teaching – Gretchen Wheeler
  - Shanklin Adjunct Faculty Teaching Award – Leon Chamberlain
- Outstanding Administrator Award Funds/Nomination & Support Packets –
  - It has been approved for $3,500 to go to the Foundation for 2016 awards
  - Discussion took place as to whether or not return nomination packets to nominees once decision was made by committee. Janet motioned to pass, Chelsea seconded, none opposed.
- Salary Increases – already discussed Administrators to receive 1.356% increase
- Election of Officers – Ballots passed out, Sarah Tooker to count and email Pam with winners
  - 5/11/15 - Amended to reflect winners-
    - Chair Elect: Rachel Chadderdon
    - Treasurer: Kathy Nottingham
    - Activities Committee: Michael Deal
- Early Retirement Policy – (more info included under “Board Meeting”) Laura Driscoll has sent out new policy approved by Board last night at meeting. By 2020, early retirement incentive will be eliminated, phased out. Board is hoping to use these additional funds, roughly $1M per year, to support the current working staff in other ways, such as annual raises. If too many employees apply for early retirement, Board will approve those who will receive the incentive based on seniority. Feedback can be taken to the Board but the decision is final.

Announcements:

  Kathy Nottingham has a new grandbaby – Parker
  Kyla had her baby boy!

Next Meeting will be June 17th at 1:00

Meeting adjourned at 2:07 p.m.

Respectfully Submitted,

Terri House