Minutes of Administrative Alliance  
Date August 5, 2015  

Present: Pam Jones, Terri House, Leanne Sims, Rachel Chadderdon, Melissa Stahley-Cummings, Scott Miller, Kathy Nottingham, Wes Bertagnole, Laurie Johnstone, Sarah Mailloux, Margo Perry, Kyla Foltz, Lance Jones, Lisa Goss, Linda Nichols, Ashley Chadwick, Darren Divine, Mike McLemore, Kayla Armstrong  

Meeting was called to order at 1:01 p.m. by Leanne Sims  

Approval of Minutes: Changes to Minutes - none  
Laurie moved to approve, Lisa seconded, minutes approved.  

Treasurer’s report: Kathy provided the following report for month ending 7/31/15  

<table>
<thead>
<tr>
<th>Professional Development Fund</th>
<th>$5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Expenses – Bertagnole &amp; Sims</td>
<td>$400</td>
</tr>
<tr>
<td>o Balance ending 7/31/15</td>
<td>$4600</td>
</tr>
</tbody>
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- Checking:  
  | Beginning Balance | $454.99 |
  | Dividend          | .02     |
  | Bank fee          | 1.00    |
  | Ending Balance    | $454.01 |

- Savings:  
  | Beginning Balance | $302.66 |
  | Dividend          | .02     |
  | Ending Balance    | $302.68 |

**Kathy reported final figures for last year professional development funds:**  
Beginning Balance $5000.00  
15 Awards 4297.70  
Outstanding Admin Award 500.00  
Plaque for OA 49.01  
Ending Balance $153.29  

Committee Reports:  

- Casper College Board Meeting  Leanne reported  
  o 15-16 budget approved with no major changes, showed increase in salary as proposed.  

- Management Council: Leanne Sims reported Council hasn’t met  

- CCA Activities: Scott reported- 8/19 - Info Fair 1st floor of Union, Presidents Luncheon is at cafeteria, working on ways to curve budget costs, looked at spending $2000 less having lunch in cafeteria so Fall Bowling activity is possibly back on, Dr. Divine mentioned he was very open to adding events  

- College Council: Leanne reported  
  i. Erich Frankland/Joe Simon talked about the Higher Education Summit  
  1. Issues discussed:  
     - The impact of the retirement wave across the state
- Full-time vs. part-time faculty & how to find a balance. What schools across state are doing to help this issue.
- Complete college WY/America & Assessment
- Accreditation
- Relationship w/ state lawmakers (don’t look too fondly on community colleges and some believe they should not fund colleges)
- State wide faculty survey (like done in 2001). Plan to do again & also include administrators and staff. Plan to design in Aug-Sep. & then administers to schools during fall semester. (Climate survey)
- Encouraged support for the 16 million for enrollment support
- Future discussions: How will complete college WY affect us?

ii. Moved the following policies on for board approval:
1. Distribution of funds- with an amendment to increase to 45 days instead of 30
2. Receivables and Collection Policy
3. Financial Policies to consider for Deletion

iii. Dr. Divine’s Question
1. Does the council work well? Do changes need to be made, and if so, what are they? Discussion took place on what the Alliance would like to see come out of this council. It was decided that this is a good place for each Alliance chair to report what is going on within the Alliances and ask questions or get clarification of issues or concerns to bring back to each individual Alliance. Is this also a good place for decisions to be made? Leanne to take this back to the council.

- Policies & Procedures: Kathy reported
  Updating financial policies, (cash handling, student account charges, asset management, Petty cash) going to management council

- Casper College Association (Tri Alliance): Rachel reported –
  Dues to increase with all alliances to $20, working on membership drive, creating flyer with alliance information, working on envelopes to turn dues $ in, 86 alliance members in admin
  Leanne reported new binders for each position that will be passed on to make transition easier and Tri-Alliance will be discussing the new website format

- Other Committee Reports:
  o 4-10 Committee: Hasn’t met yet

Old Business:
- Officer Changes –
  o Leanne Sims – Chair
  o Rachel Chadderdon – Vice Chair
  o Terri House – Secretary
  o Kathy Nottingham – Treasurer
- Meeting change to Aug. 5
- 4-10 Committee (Joanne, Barb, Chauncy, & Ashley)

New Business:
- Bylaws revisions - See Leanne for notes
  o Purpose and Objectives
    ▪ Add Faculty to bullet point one
    ▪ Change CCA under second bullet point
Membership – change wording to include Foundation employees
Finance section – discussion took place on wording and how to clarify for future officers. Voted and passed that the dollar amounts be eliminated in bylaws.
• Table at Information Fair – Decided not to have one this year

Tabled remaining agenda items and adjourn Terri motioned /Laurie Johnstone seconded
• Chair/Vice Chair: Service time obligation
• Professional Development Funds
• Table at Information Fair
• Outstanding Administrator Committee (process review)
• January/March meetings (change dates?)

Announcements:
• Dues envelopes at Welcome Back (Increased to $20)

Adjourn: Terri House motioned/Laurie Johnstone seconded

Next Meeting: September 16, 2015 1:00 p.m., GW 312
Meeting adjourned at 2:04 p.m.

Respectfully Submitted,

Terri House