Minutes of Administrative Alliance  
Date September 16, 2015  

Present: Pam Jones, Terri House, Leanne Sims, Kathy Nottingham, Wes Bertagnole, Sarah Mailloux, Margo Perry, Lance Jones, Linda Nichols, Kayla Armstrong, Janet de Vries, Chauncy Johnson, Mike Deal, Robyn Landen, Linda Toohey

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

Approval of Minutes: Minutes not sent out in advance for review – tabled approving the minutes until next meeting.

Treasurer’s report: Kathy provided the following report for month ending 8/31/15

- Professional Development Fund: $5000  
  - Expenses – Bertagnole & Sims $400  
  - Balance ending 8/31/15 $4600

- Checking:  
  - Beginning Balance $454.01  
  - Dividend .02  
  - Bank fee 0.00  
  - Ending Balance $454.03

- Savings:  
  - Beginning Balance $302.68  
  - Dividend .02  
  - Ending Balance $302.70

Committee Reports:

- Casper College Board Meeting: Leanne reported  
  - Special Board meeting – August 13’ 2015 – Strategic Planning  
    - Recruitment, retention and enrollment discussed  
    - Noell-Lovitz coming for enrollment management  
    - Budget discussed – How does the budget benefit our students? Dr. Divine is going to have one student and one employee do a five minute presentation at each board meeting.  
  - August 18th and September 15 – Board Meeting (See attached announcements)  
    - Announcements List – see attachment  
    - Board approved policies: Distribution of Funds, Receivable and Collection Policy, Deletion of unnecessary policies, Surplus Property, Asset Management and Disposal, Student Account Fees, Cash Handling, and Petty Cash and Change Funds  
    - Mammography certificate approved  
    - Darin Miller presented information in welding program

- Management Council: Leanne Sims reported (See attached announcements)  
  - Admissions sending out survey to last year’s applicants to find out why they didn’t choose CC  
  - We are covered by SARA to offer online classes in every state.  
  - Darry announced that FASFA announced they are going to start using prior, prior year taxes beginning 2017 spring semester  
  - Kim announced most up to date stats on FTE 2941, Headcount 3433
• **CCA Activities:** Mike reported-
  o Planning fall event, tossing some ideas around

• **College Council:** Leanne reported
  o Met August 11, August 25 & September 8
    ▪ Policies that were reviewed, sent out for feedback and then moved onto the board for approval: Distribution of Funds, Receivable and Collection Policy, Deletion of unnecessary policies, Surplus Property, Asset Management and Disposal, Student Account Fees, Cash Handling, and Petty Cash and Change Funds.
    ▪ Have two policies out for feedback
      • Information Technology Asset Management and Disposal
      • Equal Opportunity and Non-Discrimination Policy

• **Policies & Procedures:** Kathy reported
  IT policy feedback – Does IT have the manpower to handle $200 limit? Feedback going to IT for discussion
  Equal Opportunity feedback was discussed. Still going over this policy.

• **Casper College Association (Tri Alliance):** Leanne reported –
  Discussion took place on how the Activities Committee is spending the portion of dues that is given to them, part of the issue is that some employees don’t want their funds allocated to alcohol. Tri-Alliance decided that this decision is up the Activities Committee on how to spend these funds.

• **Other Committee Reports:**
  o 4-10 Committee: No one present from this committee

**Old Business:**
• Bylaws revision – Robyn motioned to accept the changes, Lesley T. seconded
• College Council – Can Leanne bring ideas/concerns etc.? Dr. Divine has said agreed

**New Business:**
• Faculty Senate and ERI – Mike Malone – Faculty senate working on drafting a letter to the Board of Trustees requesting the board consider revisiting the Early Retirement Policy. Faculty would like to present the letter on behalf of the Tri-Alliance so Administrators need to decide if they would like to support this issue. Discussion took place as to whether we would like to provide our support and signify it by signing the letter created by faculty –
  It was decided that when Leanne receives the letter from Faculty Senate the Alliance will have a special meeting to discuss if we would like to support this. Lesley motioned to approve the special meeting, Terri seconded.

**Remaining Agenda Tabled for future meeting**
• Concerns/Ideas
• Chair/Vice Chair: Service time obligation
• Professional Development Funds
• Outstanding Administrator Committee (process review)
• January/March meetings (change dates?)

**Announcements:**
• Dues and Collection
• Johnny Cupcake to speak on campus September 29th at 10 in TBird and 6 pm in Wheeler Concert Hall (Appetizers prior to presentation at 5:30)
• This is Constitution Week! Events happening throughout the week.
• TBird Trek this weekend.

Adjourn: Lesley motioned/ Terri seconded – to adjourn and approve special meeting

Next Meeting: Special meeting when Leanne receives letter from Faculty Senate and October 21, 2015 1:00 p.m., GW 312

Meeting adjourned at 2:14 p.m.

Respectfully Submitted,

Terri House