Minutes of Administrative Alliance  
Date March 18, 2015

Present: Pam Jones, Terri House, Lance Jones, Rachel Chadderdon, Patti Finkle, Sandy Hanify, Melissa Stahley-Cummings, Scott Miller, Mike Deal, Kyla Foltz, Linda Nichols, Janet de Vries, Kathy Nottingham, Chauncy Johnson, Barb Meryhew, Joanne Theobald

Meeting was called to order at 1:01 p.m. by Pam Jones

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

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

- Professional Development Fund: $2122.34
  - One expense pending approval, three people cancelled trips
  - Still need to hold out $500 for Outstanding Administrator

- Checking:
  - Balance $458.91
  - Withdrawal fee $1.00

- Savings:
  - Balance in January $302.58

Committee Reports:

- Casper College Board Meeting Pam Jones reported
  - Reminder of Presidential Candidates coming next week. Comments are requested quickly so committee can move quickly. Comment cards will be available at each of the candidate’s sessions and an online survey will be available so everything remains anonymous.
  - Krampert Hall renamed to Gertrude Krampert Center for Theatre and Dance
  - Acceptance of donation from Wyoming Machinery for $10,000 to the School of Business and Industry.
  - Resolution of shares of stock under Casper College can be moved around
  - Surplus property of skid cabin to be sold
  - Dr. Nolte talked about various bills that the presidents watched during the legislative session.
  - There will be a reception for Dr. Nolte Friday, May 8th from 3-6.
  - BOCES changes were discussed:
    - Change beginning 15/SU semester on courses covered and number of courses allowed per grade level.
    - If students fail, On-Course may be a required class.

- Management Council: Same as Board Meeting

- College Council: Same as Board Meeting

- CCA Activities: Scott and Terri 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, March 26th. There will be an ice cream social, 2nd floor of the Gateway Building from 2-3:30.

- Casper College Association (Tri Alliance): Pam reported
Collecting Dues (Pam) Will again provide information and an opportunity to pay dues during welcome back events starting in the fall. Envelopes will be provided to all employees. Dues will be $20.

- **Committee on Committees (Committee Renovation Team):** Scott reported:
  - Waiting for the policy to be developed

- **Policies & Procedures:** Kathy reported
  - Looking at policies that should be in the student handbook and/or also in CC policies
  - Committee is waiting for comments on the Early Retirement Policy – due by March 24th.

**Old Business:**
  - **Outstanding Administrator Committee**
    - Five nominations were received: Dr. Tammy Frankland, Tracy Hasley, Elliott Ramage, Leanne Sims, and Nicholas Whipps.
    - Discussion on whether Elliott Ramage was eligible for this award being a Foundation employee. It was decided to let Elliott’s nomination stand this year, with further discussion to possibly change the bi-laws to be clear on whether the Foundation employees are eligible. Patti thought it would be a good idea to talk to Paulann as to whether they wanted to be included with Administrative Alliance. Linda moved accept, Kyla seconded, motion passed. One opposed.

**New Business:**
  - Presidential Candidate Meetings – Meetings are next week. Emails will go out daily on schedules for each candidate. Casper College webpage regarding Presidential search is also up to date.

**Announcements:**
  - Update on Wes- He is back to work on limited duty 5 hours per day and doing well.
  - Congrats to Mike Deal and his wife on their new baby girl!
  - Chauncy has volunteered to help out with Outstanding Administrator Committee if needed.
  - Sandy advised to book rooms now for any summer events because they are filling up fast.

**Next Meeting will be** April 15, 1:00, GW 312

Meeting adjourned at 1:51 p.m.

Respectfully Submitted,

Terri House