Minutes of Administrative Alliance  
Date June 17, 2015  

**Present:** Pam Jones, Terri House, Leanne Sims, Rachel Chadderdon, Melissa Stahley-Cummings, Scott Miller, Eric Unruh, Mike Deal, Kathy Nottingham, Chauncy Johnson, Ashley Chadwick, Wes Bertagnole, Chelse DePaolo-Lara, Barb Meryhew, Joanne Theobald, Laurie Johnstone  

Meeting was called to order at 1:08 p.m. by Pam Jones  

**Approval of Minutes:** Pam moved to approve, Rachel seconded, minutes approved.  

**Treasurer’s report:** Lesley provided the following report after the meeting.  
- **Professional Development Fund:**  
  - Expenses  
- **Checking:**  
  - Balance $455.97  
  - Withdrawal fee $1.00  
- **Savings:**  
  - Balance $302.64  

**Committee Reports:**  
- **Casper College Board Meeting** Pam Jones reported  
  - County Commissioners have vacated ATO by the ranch  
  - Dr. Wright Leaving – Board thanked for service  
  - Janet de Vries – received an award by American Counseling Association  
  - Evert Brown – Stem Educator of the year  
  - We are getting a Vista volunteer to help with VA people  
  - Board presented Dr. Nolte with T-rex replica  
  - Received money from Wyoming People of Transportation $2500 and CAP donated $5000 for business school  
  - Respiratory program 100% pass rate for 3 years – in the running to be a top 20 respiratory schools in country  
  - Student Services adopting coaching model  
  - Res Hall – 72% full at end of 15/SP, hoping to increase  
  - Revised GW name – Walter H Nolte Gateway Center (not building)  
- **Management Council:** Pam reported - nothing to report  
- **CCA Activities:** Scott reported- At a standstill with no summer activities, Mike Deal joining with Nick Whipps from Admin Alliance, meeting with Dr. Divine for future money requests and other activities. Still meeting planning to meet with Tri-Alliance also.  
- **College Council:** Leanne reported  
  - June 9th meeting cancelled  
  - Faculty compensation and Academic Catalog policies approved  
  - A lot of discussion on the Academic Catalog Policy with the On Course requirements - Formal policy to waive On Course, Student Success to sign off on waivers.
• Policies & Procedures: Kathy reported
  Updating financial policies: combining, adding and deleting current policies and/or creating new ones.

• Outstanding Administrator Committee – Complete

• Casper College Association (Tri Alliance): Leanne reported –
  o Some of the members are meeting in July to put together pamphlet dues collection for welcome back
  o Meet again in September when faculty come back
  o Pam suggested Tri-Alliance have a table at the info fair
  o Chelsea asked about Tri-Alliance funding Activities Committee – this talk will take place in September meeting

• Other Committee Reports:
  o Committee on Committees (Committee Renovation Team): : Complete

Old Business:
• Gen Ed Outcome Feedback Reports – Melissa Stahley-Cummings - complete
• Outstanding Administrator Awards & Others – complete
• Outstanding Administrator Award Funds/Nomination &Support Packets – complete
• Salary Increases – already discussed Administrators to receive 1.356% increase
• Election of Officers
  ▪ Chair Elect: Rachel Chadderdon
  ▪ Treasurer: Kathy Nottingham
  ▪ Activities Committee: Michael Deal

• Early Retirement Policy – no discussion

New Business:
• Officer Changes – See above Election of Officers

Announcements:
• Barb has an idea to save money and boost morale – next year we should look into working four ten hour days during the summer and have Friday’s off. Overhead would decrease along with other cost saving measures – i.e., extra time with families. What are our thoughts?
  Ten hour days are long!
  Where do we start? Write a proposal, pitch to Dr. Divine
  Faculty would be affected – classes might have to change offering no Friday classes
  Does this affect single parents or parents with children in daycare?
Laurie motioned to create a committee to explore the option of going to four ten hour days in summer;
Barb seconded. Committee created, to be called 4/10 Committee: Barb (Chair), Joanne Theobald, Chauncy Johnson, Ashley Chadwick

• Leanne announced – Board also discussed in work session
  The Trustees went on a Retreat to decide what they would like to discuss with Dr. Divine
  Board is concerned about enrollment and recruitment
  They want to look closer at the budget-Is spending is aligned with student success
  They would like to get more legislators on board
  Looking at other schools to see how they are turning out graduates
  Talked about setting expectations for Dr. Divine and communication
• Chelse – approved to have full time benefitted ESL – Janet DeVoogd hired full time ESL instructor. Working on hiring rick’s replacement, meeting with HR next week
  Dr. Driscoll is taking over for Chelse when on maternity leave
  Moving to managed enrollment programs so they are more aligned with the college
  Pushing rebranding - using the term HSEC – High school equivalency certificate

• Chauncy – changes in HR:
  Christine is still employed in HR, being moved to a recruiting role
  Hiring new employee for Christine’s old position – main customer service, legal documents for new hires, all leave paperwork, etc.

• Mike Deal – Changes to Distance Learning
  May 23-24th – Distance Ed Conference for all Wyoming community colleges here on campus
  Digital learning moved to LH132 and AV (Mike McLemore) under DL now

• Rachel Chadderdon – Updates:
  Chelsea donated use of 116 for virtual welders coming in
  Jennifer Pepple working grants with Rachel – hired under H1B Grant, phasing into TAACCCT.

Next Meeting: Aug 5 1:00, location to be announced (motion to move meeting by Joanne Theobald, seconded by Terri House)

Meeting adjourned at 1:53 p.m.

Respectfully Submitted,

Terri House