Minutes of Administrative Alliance  
Date September 17, 2014

**Present:** Pam Jones, Terri House, Leanne Sims, Lesley Travers, Lance Jones, Rachel Chadderdon, Scott Miller, Janet de Vries, Amy Kirkman, Mike Deal, Barb Meryhew, Laurie Johnstone, Lisa Goss, Joanne Theobald, Linda Nichols, Chelse DePaolo-Lara, Mike Sawyer, Kathy Nottingham, Donna Sonesen, Laura Driscoll, Kyla Foltz, Chauncy Johnson, Wes Bertagnole

Meeting was called to order at 1:04 p.m. by Pam Jones

**Approval of Minutes:** Lesley Travers name was misspelled in the minutes. Past minutes were approved and seconded and passed.

**Treasurer’s report:** provided the following report, via email, prior to the meeting and discussed during the meeting.

- **Professional Development Fund:** $5000.00 previous balance
  - Deal $157.24 (pending receipt)
  - Johnstone $350.00
  - Wallace $395.00
- **Checking:**
  - Balance in September $341.80
- **Savings:**
  - Balance in September $305.46

Treasurer’s report was approved and seconded - passed

**Committee Reports:**

- **Casper College Board Meeting & Management Council:** Leanne Sims reported
  - Announcements Items-
    - UND is beginning Masters of Public Health
    - Ag department - #44 in rankings in top 50 Ag programs published in Community College Weekly
    - Foundation received $10,000 donation to World Languages
    - Student project about controversy of students changing from full time to 15 hours published
    - Werner Wildlife 2nd and 3rd Thursday after school program
    - Nov 13 Hispanic Evening
    - Sodexo is sending sick trays to RH
    - End of September there will be sod installed commons area
  - Action Items:
    - Approval of location of Sculpture at Jorgensen Commons
    - ACCA Delegates Kathy Dolan
    - Motion to Initiate Presidential Search
    - Moved and Carried to Name the Fire Station
    - Motion to make public - Casper College will be supportive of all candidates for debate on campus

- **Management Council:** Laura Driscoll/Pam Jones reported classification policy went out for review
CCA Activities: Terri reported that Welcome back picnic went well. The committee has a meeting next week to discuss the survey from the Welcome Back and move forward with discussion of the fall activity.

Casper College Association (Tri Alliance): Leanne reported same as board meeting along with Student Senate looking for 4 new reps because they are looking to diversify reps.

Committee on Committees (Committee Renovation Team): Scott reported that Shawn was gathering information received from Committees. We do have a list of all active committees. They have narrowed the list down to two pages. The committee may be coming to a close.

Policies & Procedures: Laura Driscoll reported:
  o Early retirement incentive plan was discussed. The purpose is to clarify the process and simplify the plan. The plan is to move the date for announcing retirement up 2 months so HR could manage the process better. Financial management plan to help the college manage costs. Purpose of this incentive plan is to save money. Employees receive benefits from this. This is different than your individual retirement plan. Board asked us to provide data on this plan: who uses it, payout, etc. Board is reviewing data and options that were provided. The Board made decisions to eliminate some options and they will continue to review other options once additional information is provided. Looking to make new policy effective November 2017.
  o Next policy coming up is Weapons

Casper College Association: Pam Jones reported they will be voting on bylaws.

CC leadership starting Friday, Pam Jones reported there are seven committee members with 15 participants

Old Business:
  o Flowers/ranch request – Mike Sawyer’s group - they are working hard currently getting things in shape. It looks really nice now!
  o Policy review is done (catalog)
  o Presidential Committee – Chauncy reported that the second week of October “someone” will be coming to college to meet with various areas to determine what we want to see from the new incoming president.

New Business:
  o Bylaws/name change vote for Casper College Association – 45 days ago Tri-Alliance submitted new update bi-laws and name change vote – No opposition on feedback. Voted to change name from CCA to Tri-Alliance. It has been passes that the name will officially change and acceptance of the diagram with symbol as logo.
  o NISOD Membership – we did not renew our membership this year based on Dr. Nolte’s request.
  o Policy review: Position Classification – Pam reported very little feedback has been sent in. Policy was discussed. Out for feedback, back to council next month and the board after council. Looking to put into place sooner than later because of people doing hiring now for next year. Feedback due by Friday Sept 19th.
  o President’s Luncheon & Info Fair - Pam reported Info Fair was a huge success and thanked all participants. Thanks to Physical Plant for all their hard work.
The Executive Council was asked to submit three names to serve as the administrative representatives on the Presidential Committee. We submitted Lesley Travers, Lance Jones, and Trevor Mahlum.

Announcements:
- Chelse was recognized for all of her work on as chair of Administrative Alliance.
- Chauncy reported that the college is over 70% compliant with the Affordable Health Care Act – effective as soon as it passes the board.
- Congratulations to Chauncy for new baby girl!
- Lisa Goss reported that we need to update the officers on the webpage.
- Welcome back to Joanne Theobald!
- Leanne Sims reported that Administrative Alliance was going paperless. Beth Luers will store all old data. All future information will be on the webpage. No objections.

Next Meeting will be October 15, 2014

Meeting adjourned at 2:05 p.m.

Respectfully Submitted,

Terri House