All Staff Committee Meeting
Wednesday, April 29, 2015
9:00 a.m. – GW#225

Present: Sarah Tooker, Maggie Abbott-Wills, Ann Dalton, Anna Miller, Shereen Matheson, Karel Mathisen, Kathy Quinn, Bill Jensen, Liz Romsa, Mary Lewallen, Beth卢ers, Peggy Candelaria, Daniel Dike, Paula Epperson, Mala Stagg, Becky Burton, Les Brown, Tiptida Telck, Danica Sveda, Danielle Gallegos, Erin Siems, Robin Bisiar, Pam Honken, Megan Schafer, Vickie Weber, Jo Ann Heron, Jenn Pepple, Ashley Mikels, Teresa Bogucki, Mike McLemore, Tanya Peterson, Dana Boe, Christine Magurie, Teresa Millan, Karen Trohkimonen, Marilee Pickering, Melissa Hyde, Erin Kay, Dave Mondle, Belle Stapleton, Robert Kelly, Toshia McIntyre, Rachel Wright, Nita Romero, Laura Burnett, Carley Stenson, Debbie Przybylowicz, Sarah Schneider, Melody Dungan, Michelle Higgins, Crystal Sosalla

Guests: Chauncy Johnson and Scott Miller

I. Minutes of previous meeting:
   • Approval of minutes from the All Staff Meeting held on September 22, 2014 – Mike McLemore made the motion to approve; Becky Burton seconded the motion, all in favor.

Welcome our new Staff members – Robin Bisiar, Athletics Administrative Assistant...

II. Reports

A. College Council Report
   a. Board approved the following policies
      i. Employee Assistance Program
      ii. Fraud Awareness and Reporting
      iii. Veteran Priority of Service
      iv. Employee, Spouse and Dependents Scholarship Awards

   • Per Ann Dalton, Dr. Nolte has been chosen as the keynote speaker at graduation in May. The new Faculty Alliance Chair is Health Hornecker; Leanne Sims is the new Administrative Alliance Chair.

B. Policy Committee Report
   • Danica Sveda reported that the Early Retirement Incentive has been reviewed by the Board and they have for asked for additional information. Once again the policy will be put back through the feedback loop and the feedback is going to the Board for review. The Policy committee has been working on the Student Handbook and Student Survival Guide and cleaning up both publications. Thirty-three unused policies were marked for deletion. Information about those policies was forwarded via e-mail from Laura Driscoll, Chair of Policy Committee. The Casper College Mission Statement was also up for review and has had its’ verbiage changed to better match our current direction.

C. Tri-Alliance Report
   • Per Sarah Tooker the last Tri-Alliance was in February 2015 and during this meeting clarification was made that dues from each alliance should be collected for the fiscal year. The idea was brought forth to raise dues. Per Ann and Sarah, they did not want to raise dues at this time but instead would like to collect dues all fiscal year instead the current practice of collecting dues for a few months prior to the Holiday Breakfast in December. The idea was tabled until the next Tri-Alliance meeting scheduled for the summer. Some of the ideas for the next meeting would be to begin collecting dues as early as the Welcome Back event in the fall. Activities Committee is running low on funds due to rising costs and...
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which has spurred implementing new collection ideas. Tri-Alliance also discussed ideas regarding the Early Retirement Incentive policy and all six members of the Tri-Alliance attended the corresponding Board meeting to provide a presence and provide feedback about the policy. Another note was that the Administrative and Faculty Alliances had both approved the new Tri-Alliance bylaws which are up for a vote later in our agenda today.

D. Activities Committee Report

• Per Shereen Matheson the Retirement Dinner will be held on Saturday, May 9th at the Ramkota. Hors d’oeuvres start at 5:00 and dinner begins at 6:00. Staff Alliance is giving away at this meeting two free tickets to the Retirement Dinner. There are seven Staff members retiring this year: Arlis Handeland, Darlyn Clark, Beth Luers, Kathy Snyder, Gwen Stockham, Vickie Weber, and Kurt Zajic.

E. Treasurer’s Report:

• Per Maggie Abbott-Wills, the account has a balance $436.38 with .06 earned over the last quarter.

F. Employee of the Month:

• Melody Dugan and Mike McLemore noted that while EoM nominations require two letters of recommendation, those with more than two are given more consideration. Melody referred to the information on the Staff Alliance webpage for nomination instructions. Next committee meeting will be held in June to award the July, August, and September EoM.

G. Durst Committee Report:

• Per Ann Dalton there were six wonderful Durst nominees this year which made it a very tough choice. The winner will be revealed at the retirement dinner next month.

H. Staff Development Fund Committee:

• Per Sarah Tooker, 22 awards have been handed out this fiscal year for a total of $3,006.25. Staff Development funds were awarded from the start of fiscal year until funds were exhausted in April 2015.

III. Old Business:

• Approval of Tri-Alliance By-laws – Karel Mathisen made the motion to approve; Erin Kay seconded the motion, all in favor.

IV. New Business

A. Chauncy and Scott – HR Updates

• Per Chauncy Johnson, HR Director, the Board has approved a step increase for Staff and Faculty starting with fiscal year ending 2016. Administrative positions will receive a 1.35% increase. This is a plus since we are trying to maintain compliance with the Affordable Care Act (ACA) and health benefits eligibility. There will be some restructuring going on, mostly focused on our part-time staff. We’ll see new benefitted positions along with several retirements means there are opportunities in the near future. Chauncy encouraged anyone to stop by to talk to him about employment at the college. Danica Sveda mentioned that there may be some changes happening in the Library that she thought was a loss of a position in her department. Chauncy further pointed out that leadership is trying to work within the available budget, maintain compliance with ACA and provide insurance to eligible employees. Some changes are to consolidate part-time positions into full-time positions with benefits. Chauncy also asked everyone to be patient during this process and that the changes mentioned were expected to be presented the Board at the next meeting to be effective July 1, 2015. Expect more guidance on hours for part-time employees and students on the HR webpage. The retirement contribution is changing from 15.87% to 16.62% effective July 1, 2015. No change is happening to the employee contribution amount, only to the employer contribution amount this year. Chauncy also mentioned the Early
Retirement Incentive and that the Board is asking for additional information because they are concerned and want to make the best decision to keep the college financially healthy into the future. Lastly, Chauncy let everyone know that Michelle Higgins, HR Specialist, is leaving the HR office due to her spouse’s transfer out of state. Chauncy wanted to publicly thank Michelle for all of her great service to the college over the years.

B. Approval of updated Staff Alliance Bylaws:
Ann Dalton thanked Sarah Tooker for all of her work in updating our bylaws. Per Sarah Tooker she would like to go over what changes have been made to the bylaws as follows:

• Previously, five General Representatives were elected and one Representative was elected to serve under the Tri-Alliance. To coincide with the new Tri-Alliance bylaws, the representatives assigned are the Chair and Vice Chair from each alliance; therefore an additional General Representative can be added, increasing our General Representatives from five to six.
• Article I, II, III, and IV – No change
• Article V - (Section A and B) Duties of the Chair and Vice Chair – added duties to act as representatives of the Tri-Alliance and the Chair also serves as a representative on the College Management Council.
• Article VI, Section B, II – To model after the other alliances, the Vice Chair will automatically be moved into the Chair position once the Chair has served their full term or stepped down, whichever comes first. Also, to follow the current practice, the Vice Chair would serve as Chair of the Staff Development Funds Committee.
• Article V, Section C - The Secretary responsibilities and the Treasurers responsibilities have been separated out for clarity.
• Article VI – The Election Procedures have received a large revision to help align with the Tri-Alliance elections which state that the Tri-Alliance members must be named in May so the proposed elections for Staff Alliance would now take place in April instead of in September.
• Article VI, Section B, - Removed Election of the Chair position due to change under Article V, Section B of automatically moving the Vice Chair into the Chair position.
• Article VI, Section C – Names of the person(s) wishing to be on the ballot for any elected position should be submitted in writing by the third Monday in March to coincide with the elections held in April.
• Article VI, Section D – The vice Chair will arrange for two non-staff members to present and to count votes.
• Article VIII – Wording for the “Procedures Committee” has been removed since procedures are handled by the “Policy Committee” and representatives are assigned by the President of the college to follow the current practice.
• Article VIII, Section A – The wording for the Employee of the Month Committee was changed to align with the current practice of assigning two staff members to serve as co-chairs instead of assigning a Chair and appoint another person.
• Article VIII, Section C – As mentioned under the duties of the Vice Chair, the bylaws were changed to reflect the current practice of the Vice Chair for Staff Alliance serves as the Chair of the Staff Development Fund Committee. Two members of Staff Alliance Executive Committee are appointed as standing members and then one additional person is assigned as backup.
• Article IX, Section A – Change the voluntary dues assessment from October 1-September 30 to the fiscal year of July 1st through June 30th.
• Article IX, Section D – Clarified that Staff Alliance will reimburse the Office of Academic Affairs for the plaque given the Durst award winner out of Staff Alliance general funds.
Sarah Tooker opened the floor to questions:

- Dana Boe asked if the new President of the College decided to do away with the College Management Council would our bylaws need to be revised to reflect the change? Yes, the bylaws would need to reflect a change.

- Karen Trohkimoinen asked with the change of the election dates from Fall to Spring, is the plan that the current people in the elected positions stay within those positions until Spring of 2016? Yes, the plan is those elected would remain in their positions until the next election is held.

- Megan Schafer asked for clarification on why the change has been proposed that the Vice Chair will automatically moves into the Chair position once the Chair has served their full term or stepped down. Sarah answered that since that currently the Chair and Vice Chair work closely together and share responsibilities that it would make the most sense for the Vice Chair to automatically step into the Chair position for leadership continuity. Megan feels this takes away the member’s right to vote and a choice to move in different direction. Karel Mathisen mentioned that we are also trying to align our structure more closely to the other two alliances by making this change. Dana Boe mentioned that in the past there has been difficulty in getting members to run for these elected positions, forcing those that currently hold the positions to remain longer than the term limits set forth in the bylaws.

After general discussion, Megan Schafer made the motion to approve the bylaws as changed with the amendment to Article VI, Section B, that the Chair remain as an elected position and that there are eleven elected positions; Karen Trohkimoinen seconded the motion; all in favor.

*Megan Schafer thanked Sarah Tooker for taking on the revision of the Staff Alliance bylaws.

C. Volunteer for Activities Committee
- Due to a vacancy on the Activities Committee, Ann Dalton called for a volunteer to fill this position until the next election. Sarah Schneider has volunteered.

D. Volunteer for EOM Committee
- Due to an upcoming vacancy on the EoM Committee, Ann Dalton called for a volunteer to fill this position until the next election. Ashley Mikels has volunteered.

E. EOM Gift Cards
- Per Sarah Tooker the change to the EoM award from $100 paid through Payroll to $100 gift card may not work for general accounting practices surrounding employee awards. To change back to the award running through payroll, this is an additional cost (taxes, etc.) of roughly $60 per $100 award given which amounts to over $700 over the course of the year out of our Staff Development budget. The Executive Committee has had general discussions about reducing the EoM award or eliminating the award which would allow more money to go toward professional development in the Staff development budget.

F. Platte river clean up Sat, May 16th
- Per Mike McLemore there is more information to come about the area that we will be assigned and meeting times. Mike again mentioned that we do get to keep anything we find.

http://www.platterivertrails.com/events/platte-river-trails-spring-clean-up/
G. Next All Staff set for September 23, 2015

V. General Discussion
   • None

VI. Adjournment:
   • Sarah Tooker made the motion to adjourn; Karel Mathisen seconded the motion, all in favor.

Submitted by,

Maggie Abbott-Wills, Staff Alliance Secretary/Treasurer