All Staff Committee Meeting  
Wednesday, September 23, 2015  
9:00 a.m. – GW#225

Present: Sarah Tooker, Maggie Abbott-Wills, Ann Dalton, Anna Miller, Shereen Matheson, Karel Mathisen, Peggy Candelaria, Daniel Dike, Mala Stagg, Becky Burton, Tiptid Telck, Erin Siems, Pam Honken, Megan Schafer, Jo Ann Heron, Ashley Mikels, Teresa Bogucki, Tanya Peterson, Christine Magurie, Karen Trokhimoinen, Marilee Pickering, Melissa Litke, Dave Mondle, Belle Stapleton, Robert Kelly, Toshia McIntyre, Nita Romero, Laura Burnett, Carley Stenson, Sarah Schneider, Melody Dugan, Crystal Sosalla, Deb Kuhn, Renee Hardy, Kathy Coe, Sarah Neubauer, Andrea Covert, Philip Fors, Jason Finkle, Dustin Harland, Patti Rohrbeck, Monica Cardenas, Mark Hladik, Tonya Clemens, and Jody Young

Guests: Dr. Darren Divine, President, Chauncy Johnson, HR Director and Scott Miller, Assistant HR Director, Paulann Doane, Foundation Director

I. Minutes of previous meeting:
   • Approval of minutes from the All Staff Meeting held on April 29, 2015 – Karel Mathisen made the motion to approve; Shereen Matheson seconded the motion, all in favor.

II. Guest Speakers
   a. Dr. Divine, Casper College President – Dr. Divine thanked all Staff members for all that they do. Dr. Divine has an open door policy and told attendees to feel free to stop by his office and ask any questions.
   b. Chauncy Johnson, HR Director and Scott Miller, Assistant HR Director – Per Chauncy Johnson, the good news is that there will only be a minimal increase of around $1.20 to our group life insurance and no change to health or dental premium for 2016. Chauncy reminded everyone that the deadline to apply for the Early Retirement Incentive is November 2, 2015.
   c. Paulann Doane, Foundation Director – Paulann spoke to us about the Benevolent Fund started in 2014. The fund began with seed money from the Alliances and the Foundation to help employees with an emergent need of up to $200 per year for utilities, rent, medical, travel, or food expenses, as an example. Employees go through a quick application process which is then reviewed by a committee. The link to more information is located on the Staff Alliance webpage.

III. Reports

A. College Council Report
   a. Board approved the following policies
      i. Assessment Management and Disposal
      ii. Student Account Fees
      iii. Cash Handling
      iv. Petty Cash and Change Funds

B. Policy Committee Report
   • See College Council Report
   • Policies on CC Website – Per Karel Mathisen the Casper College policy manual can be found on the updated website by clicking the “Faculty & Staff” link, and then choosing the “Policies and Procedures” link under the Conduct, Policies, and Guidelines header. Once you’ve reached the page, click on the “Policies and Procedures” link. From there you may navigate the policies based upon their type or use the search function. Reminder: Updated policies do not have a reference number.

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C.  **Tri-Alliance Report**  
- Per Sarah Tooker the Tri-Alliance met on September 3, 2015 to elect officers and discuss alcohol at the retirement dinner. Leanne Sims Loya, Administrative Alliance Chair-Elect, joined our meeting to give us an overview of the discussion at Tri-Alliance. Per Leanne, through several iterations, the retirement dinner eventually evolved into a large event, off campus, in which food and alcoholic beverages were served in celebration of those retiring. To assist funding of the beverages, a separate account was created specifically to purchase alcohol. The current practice is that all Alliances pay half of their dues collected to the Activities Committee to supplement this off campus account. As costs continue to rise, the Activities Committee has sought out ways to cut costs while still providing a quality event and are also asking for additional funding. The response from Administrative Alliance was to raise their dues from $10 to $20 annually. The Tri-Alliance also elected the following officers:
  - Tri-Alliance Chair – Ann Dalton
  - Tri-Alliance Vice Chair – Rachel Chadderdon
  - Tri-Alliance Secretary – Sarah Tooker

D. **Activities Committee Report**  
- Per Shereen Matheson the Activities Committee has received additional support from Dr. Divine to continue their work and to add new activities for employees to enjoy. Upcoming is Oktoberfest, Fall Bowling and the Holiday Breakfast.

E. **Treasurer’s Report:**  
- Per Maggie Abbott-Wills, the account has a balance of $269.10. Recently, new checks were ordered from Hilltop Bank in the amount of $20.76 and $100 was sent in honor of our staff member, Ron Rennich, that passed away in August.

F. **Employee of the Month:**  
- Per Melody Dugan anyone can nominate a deserving staff member for this award. The employee is recognized on the CC webpage, has their picture taken with Dr. Divine and receives a day off. There are currently seven nominations and the committee will meet this week to review the nominations.

G. **Durst Committee Report:**  
- Per Ann Dalton the committee will meet next in January to start the call for nominations.

H. **Staff Development Fund Committee:**  
- Per Sarah Tooker, since the new fiscal year began, there have been five awards in the amount of $1,258.80; $3,135.25 remains; $500 will be paid to the winner of the Durst award. There is one pending application.

IV. **Old Business:**  
- **Early Retirement Incentive (ERI)** – A letter being prepared from Faculty Alliance requesting that the Board of Trustees reconsider their decision to eliminate the incentive starting in 2020.
IV. New Business

A. Welcome New Employees
   - Ann Dalton welcomed the following new staff members on behalf of Staff Alliance:
     - Stephanie Lyman, Office Assistant - Health Science
     - Toshia McIntyre, Academic Testing Center Specialist
     - Sheila Foster, Custodian
     - Sarah Neubauer, Theatre and Dance Specialist
     - Monica Cardenas, ECLC Teaching Assistant
     - Shakira Wolfe, Custodian
     - Emily Calmes, ECLC Teaching Assistant
     - Patricia Rohrbeck, HR Admin Assistant
     - Jody Young, Accounting Assistant
     - Ronald Kaehn, Maintenance Technician I
     - Clint Marsh, HVAC Tech

B. Staff Alliance Bylaws - Vote:
   - Approval of Staff Alliance Bylaws – Melody Dugan made the motion to approve; Laura Burnett seconded the motion, all in favor with the following revisions:
     - Article V, Section B, II: The Vice Chair will automatically be placed on the ballot in the Chair position once the Chair has served their full term or stepped down, whichever comes first but nominations for the Chair can also be taken from Staff Alliance, including self-nominations.

C. Increase in Dues - Vote
   - Approval of Increase in Dues – Anna Miller made the motion to approve; Shereen Matheson seconded the motion. Discussion ensued regarding the increase from $10 to $20. A vote was taken by raising hands and the majority voted to change our dues to align with the other Alliances and to better support Activities Committee.

D. Other
   - Donation of $50 was made to support the memorial scholarship of our former PR Director, Rich Fujita who passed away recently. Karel Mathisen stated that a meal schedule was being set up to assist Rich’s family.

E. Next All Staff set for April 20, 2016

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