

Approved: with corrections on 12/18/12

Administrative Council Meeting Minutes

Monday, November 26, 2012

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Richard Olson Associate Professor-Faculty member 9:00-11:05 a.m. then Jeanette Kenner at 11:05 a.m.

Bobbi Lunday- President's Assistant-Recorder

Guest: *Gary Haugland II, Networking Specialist*

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:03 a.m. on Monday, November 26, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling.

2) CONSIDERATION OF MINUTES

- a) The 11/05/12 Administrative Council Minutes were approved without corrections

3) OLD BUSINESS

a) Presidential Search costs (Doug/Corry)

- i) President Darling researched the costs for the Presidential Search, reporting the system office estimates the search will cost us \$112,300 which is \$62,300 more than initially budgeted.

b) Wind Turbine construction update (Doug)

- i) President Darling reported the wind tower/turbine is up, over the next month and a half the contractors will be completing the wiring. Contractors expect to begin commissioning the turbine January 15th.
- ii) President Darling is working with Jay Johnson and EAPC to have policy & procedures in place for use and tours of the turbine site. Safety classes and hard hats for anyone that visits the site will be the very minimum. Council also discussed gating the access road and installing a kiosk at gate to provide information.
- iii) President Darling informed council that Jay Johnson and Don Jorgenson will be trained to use the SCADA software which will start up and shut down the turbine.
- iv) President Darling would like to take the campus staff out in groups to tour the wind turbine site as soon as possible or at least by next spring. A ribbon cutting ceremony will be planned for the public.

c) Community College tuition model update (Corry)

- i) VP Kenner described working on the first phase of the funding model. Campus leaders have been charged with developing a common base per credit hour charge for tuition. From that point, low, medium, and high

band tuition rates will be developed to address the varying costs of programs. They are having difficulty agreeing on a base rate. The deadline for submission to the Chancellor is December 1st.

- ii) They need to agree on a common per credit hour rate. After the rate is developed they will look at fees to decide which ones are going to be rolled into the tuition rate. The committee will need special permission from the Chancellor to keep any course fees and/or program fees.
- iii) Dual credit and online tuition rates will be determined separately at a later date.

4) NEW BUSINESS

a) **Policy change request** (Randy)

- i) VP Fixen presented the replacement language for Article 8.21 Transcripts and Transferring. Lloyd moved to approve with a second by Corry Kenner all were in favor and the following request was approved.

(1) Article 8.21 Transcripts: *Students wishing a transcript of their records sent to another college or agency must submit a written request to the Registrar in the Student Services Office (see "Transcript Request," Appendix III: Miscellaneous #31). Such transcripts will be sent directly to the institution of the student's choice. Official transcripts can be sent only to the college, not to the student. Transcripts will not be issued if all required medical information and financial obligation to Lake Region State College are not fulfilled.* BE REPLACED WITH THE FOLLOWING: Article 8.21 Transcripts: *Lake Region State College subscribes to a transcript ordering service call the National Student Clearinghouse. This service allows students to order official transcripts securely via the internet. In addition to automated ordering service, students will also be able to track order status, receive timely email notices regarding the transcript request, and review order status history.* Current Students: *Currently enrolled LRSC students may order official transcripts directly from the National Student Clearinghouse site through Campus Connection. An unofficial transcript may be obtained free of charge anytime via Campus Connection.* Former Students: *Former LRSC Students may log on to the National Student Clearinghouse secured site by going to www.getmytranscript.com. First time visitors will need to create a personal profile and user ID/password, which may be used for future orders.* Note: *A transcript will not be issued if a student has outstanding financial, library or admission obligations to the college. The outstanding obligation must be satisfied within 60 days of the receipt of the request. After 60 days the order will be cancelled and students will need to place a new transcript request.*

b) **Volunteer coaches (liability insurance-background checks)** (Randy)

- i) Assistant VP Halvorson is concerned that some of LRSC's volunteers are in positions with authority over students without being cleared by background checks or reported to Administrative Services so the proper paperwork can be in place to ensure they are included in the workmen's Compensation coverage. VP Kenner asked if LRSC needs a policy in place to protect volunteers and the institution if they are working in areas that require background checks of employees. [VP Fixen and Assistant VP Halvorson will work on a policy and getting the volunteers we currently have covered under LRSC's workmen's compensation policy and background checks performed for those that require them.](#)

c) **Generator** (Gary)

- i) Networking Specialist Haugland II discussed the issues caused by Ottetail Power companies planned outage November 18, 2012. Haugland explained LRSC's server is the hub for all the state agencies in Devils Lake. In an effort to keep all state systems running during the outage Physical Plant Director Jorgenson's personal generator was used to keep power to the server during the outage. It was not powerful enough and the power fluctuation damaged the switches causing all state agencies in Devils Lake to lose service for part of the following Monday. Haugland's question to the council was why the generator that was donated to LRSC by Wahpeton isn't being utilized. Haugland stated that generator is large enough to provide power to the entire campus and could have easily prevented the loss of power to the servers. Assistant VP Halvorson agreed LRSC has paid to have the generator removed from Wahpeton's campus shipped and is currently

paying to keep it in storage; council should work to get the generator into usable condition. Haugland priced a stand-alone generator at \$55,000. Getting the generator so it can be utilized will require building a garage (\$10,000) to house and the cost for the electrician to connect and research to ensure if utilized the generator will not back feed to Ottetail or wind turbine. [VP Kenner asked VP Goulding if she could check around for funding from homeland security or Higher Ed.](#) [VP Kenner asked Networking Specialist Haugland II to work with Director Jorgenson to get firm pricing to complete the project, garage \\$10,000, Electrician's cost to connect, Ottetail to make sure we do not back feed to them or the Wind Turbine.](#)

d) **Planning for additional/temp help during busy, high stress periods (Doug/Lloyd)**

- i) President Darling and Assistant VP Halvorson introduced a plan to alleviate stress on the staff in the admissions, instructional, financial aid, & business office's in January and August during registration/enrollment, dual credit registration/enrollment and tuition & fee payment times. Their suggestions included training staff from other office areas to enter data and bringing in part time temporary help to answer phones so current staff can focus on processing data. Former employees like Helen, Karn and Judy are familiar enough with the college to field questions and keep interruptions at a minimum. Assistant VP Halvorson praised Administrative Assistant Jenssen and Instructional Plan/Institutional Researcher Nelson for assisting with the overload in dual credit registrations. VP Fixen also praised Director Shock and her team for working many late hours to process data. [Assistant VP Halvorson & VP Fixen will work on a plan for part time help.](#)

e) **NDUS Legislative planning session 12/5/12 (Doug)**

- i) President Darling invited input from council for the meeting with the Chancellor following the Governors Finance Plan presentation. The Chancellor wants to know specifically what LRSC's budget request will be to the legislature. LRSC was given no option to ask for additional funding in the budget so there will be little more to discuss than the capital project request. Some suggestions were; going on record advocating the governor's finance plan, discussing the LAUNCH program with UND and the need for additional funding and stressing LRSC ranks 6th overall in credit hour production but 10th in funding. LRSC deserves to be recognized as a major player in educating North Dakota.

f) Other

- i) Assistant VP Halvorson is working with faculty on new performance evaluation criteria and will have a system in place by august.
- ii) Assistant VP Halvorson has submitted a proposal to Faculty Senate for approval for new guidelines to access the professional development fund.
- iii) The Tenure Committee is almost done with recommendations on how faculty can request a tenure track position.
- iv) VP Kenner reported Jennifer Halvorson is a welcome addition to the business office and has been working mainly in accounts payable but will soon be working in the payroll area also.
- v) VP Goulding reported she is working on a couple of grant applications. She is working with Melissa Moser on the 50+ encore, training workers over 50 years of age. Another small grant application through Blue Cross & Blue Shield for funding focused on fitness training programs. Heartland Care Center will provide the space. She is looking for partners within the community.

5) **ADJOURNMENT**

- a) President Darling adjourned the meeting at 11:18 a.m.
- b) The next meeting of the administrative Council will be held on 12/17/12.