

Approved 11-26-12

Administrative Council Meeting Minutes

Monday, November 5, 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 9:00-10:50 a.m. then Jeanette Kenner at 10:55 a.m.

Bobbi Lunday- President's Assistant-Recorder

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, November 05, 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 10/29/12 Administrative Council Minutes were approved with corrections

3) OLD BUSINESS

- a) **Do It Like Disney Wrap-up** (Randy-attached doc.)
 - i) Assistant VP Halvorson and VP Fixen are planning to work with staff groups to understand what some of the recommendations meant. Council had discussions about the importance of de-stressing staff and concluded implementation of other aspects of the Do it like Disney plan will naturally take care of stressed staff.
 - ii) Do it like Disney Faculty In-service is coming up in January. They will begin with a blank slate so council can learn where their concerns overlap with staff concerns. The Do it like Disney plan will be finalized after the Faculty has an opportunity to complete the training and add their voice to the discussion.

4) NEW BUSINESS

- a) **Do It Like Disney (step 2)** (Randy)
 - i) VP Fixen requested and received council's approval to work with TrainND on a budget proposal to assist with implementation of the Do it like Disney plan.
- b) **Space Utilization** (Lloyd)
 - i) To avoid spending \$14,000 in rental fees at NDSD again next year Assistant VP Halvorson would like to bring the departments currently located in NDSD back to campus. Lloyd discussed the utilization of space on campus and ideas that were discussed with departments to find logical solutions for improved space utilization on LRSC's campus.
- c) **SBHE meeting November 15** (Doug)
 - i) The Social will be in the Dining Room from 5:30-6:30 p.m. November 14th. President Darling will give a greeting and welcome board members to campus, introduce the Chancellor and have him introduce board

member or have them introduce themselves. Council discussed serving wine at the social upon the foundation board's formal request.

- ii) Breakfast and lunch will be in the Dining Room on November 15th for SBHE members, system office staff and campus presidents' only. Morning committee meetings will be held in the Colonial Room and the SBHE meeting will be held in the Chautauqua Gallery in the afternoon.

d) **Presidential Search** (Erin)

- i) Director Wood informed council the search consultant will be requiring time from her to put together a Community profile and website for search information among other things that can potentially occupy a lot of time. President Darling will clarify the role of the search consultant. VP Kenner would like clarification on what we are being charged for the consultant. Cost last time was about \$40,000. Consultant + travel costs.

e) **Wind Tower update**

- i) On November 2nd the pieces of the tower were transported to the site. If the weather cooperates the tower should be up by November 12th. The wiring will take place inside the tower over the next two months.
- ii) Hurricane Sandy delayed shipment of the webcam to record wind tower erection so there will be a series of still pictures taken every few hours. EAPC and GE are taking photos to be utilized for publication.

f) **Other updates**

- i) VP Goulding announced nursing student Jim Vilandre will be working in the Advancement office part-time. VP Goulding will be working on small grant opportunities with humanities, CDL training and healthy community.
- ii) Assistant VP Halvorson discussed a website launch date and need for higher level project management. Assistant VP Halvorson suggested he could oversee CIO Simhai and VP Goulding can oversee Marketing Director Wood's portion of the project, if there is disagreement President Darling can be called in. President Darling tabled the discussion affirming a decision will be made at a later time.
- iii) VP Goulding discussed doing a feel good article about our HR department's involvement in raising money for cancer research. There are some reservations about doing the article due to fear of the public perception that our HR department is allowing employees to do volunteer work on the clock. Council agreed if the article stresses the fundraising is done on a volunteer basis it should be written for the positive PR value it will have for the college.
- iv) Assistant VP Halvorson, Controller Kitchens and Research Coordinator Nelson completed a review of part time salaries and are confident the current budget can allow the \$10 increase per student (up to 14 students) starting spring 2013 for online instructors.

5) **ADJOURNMENT**

- a) The next meeting of the administrative Council will be 11/26/12.