

Approved 3/26/12

Administrative Council Meeting Minutes

February 14, 2012

VOTING MEMBERS PRESENT

Dr. Mike Bower-President
Doug Darling-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

LoAnn Nelson then Donna Gutschmidt-Faculty member
Erin Wood Director for Marketing & Communications
Bobbi Lunday- President's Assistant-Recorder

GUESTS

1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, February 14, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Mike Bower at 9:03 a.m.

2. **Consideration of January 23, 2012 minutes**

- a. The minutes of the January 23, 2012 meeting were unanimously approved with corrections.

3. **Old Business**

a. **LANDSCAPING OUTSOURCING**

- i. VP for Administrative Services Kenner will work with Physical Plant Director Jorgenson to consider various outsourcing options for lawn and landscape maintenance.

b. **TRI-COLLEGE NEW LEADERSHIP LITERATURE**

- i. Consider encouraging personnel from your area or students to apply for this leadership training opportunity for women. Application deadline is March 23, 2012.

4. **New Business**

a. **YOUNG PROFESSIONALS NETWORK SPONSORSHIP**

- i. VP Fixen moved to support YPN at the \$500 level, VP Darling seconded all were in favor.
- ii. The \$500 level sponsorship includes: five free YP memberships for employees, listing as Event Sponsor for two YP events and a web listing on their site.

b. **COLLEGE CARE FOR KIDS WISH LIST**

- i. Council decided to support several requests from the College Care for Kids (CCFK) organization relating to LRSC facilities.
- ii. VP Kenner will have Director Jorgenson work directly with CCFK Director Saele-Odendaal to accomplish the following supported items:
 1. Purchase and install new washing machine.
 2. Provide secure storage space outside of CCFK area.
 3. Provide custodial services as part of regular duties of LRSC custodial staff.

4. Purchase and install new sinks and address maintenance issues in bathroom area.
 5. Provide various cosmetic updates, including fresh paint and paneling repair.
- iii. Council members also agree to support the efforts of the LRSC Advancement Office to develop a grant proposal to the Bremer Foundation for facilities needs related to the CCFK operation.
 - iv. Additional space for the CCFK operation will also be included as part of the Student Union expansion proposal in the LRSC Facilities Master Plan update.
 - v. A request to subsidize operating costs of the organization could not be supported at the present time.
- c. **OFFICE SPACE**
- i. Student Senate has requested their office move into the old IT space outside of the Student Union for more space to work on projects.
 1. VP Darling requested we wait until the end of the semester before we make changes.
 - ii. Skip Longie has been on campus working with LRSC students through a UND grant and has requested private space to meet with students.
 1. VP Darling will offer vacant office space to him on a temporary basis.
- d. **COLLEGE & UNIVERSITY PROFESSIONAL ASSOCIATION FOR HUMAN RESOURCES (CUPA-HR)**
- i. CUPA-HR is looking for great examples of community service and outreach projects initiated by colleges to serve the communities they call home. A community outreach program that:
 1. Is unique and/or has had a significant impact on your community;
 2. Was initiated and conducted by employees, with assistance from the human resources staff; and
 3. Demonstrates institution's commitment to employee volunteerism and community service
 - ii. In addition to sharing the best of them with other members they will honor one outstanding program with their national Community Service and Outreach Award, which includes a \$10,000 contribution to the endowment of the institution that receives the award.
 - iii. VP for Advancement Goulding will follow-up.
- e. **THEATER ARTS PLAYHOUSE NOISE CONTROL**
- i. The IT department has requested the band room be sound proofed or rehearsals be moved into the auditorium or scheduled around regular work times.
- f. **COMMENCEMENT SPEAKER IDEAS**
- i. CEO Tammy Miller, Border States Electric, formerly of Brocket ND, Deborah (Summers) Anderson, Steve Pine, Autumn Graber, Ron Johnson, Denise Bode (AWEA).
 - ii. VP Goulding will make contacts to secure a speaker.
- g. **DEPARTMENT REPORTS**
- i. STUDENT SERVICES-VP Fixen
 1. During CTE week February 6-10 student services is promoting CTE programs in cooperation with the Lake Area Career and Technology Center.
 2. Interviews will be conducted for the open administrative assistant position in admissions.
 3. The system office will no longer fund SSI/PSOL, FSSE, HERI, campus quality survey and non-returning student. The only survey that will be continued, at the expense of the college, is HERRI.
 - ii. INSTRUCTIONAL SERVICES-VP Darling

1. Eight hundred unduplicated dual credit enrollments are completed for this semester.
 2. Summer math courses to get students ready for college level courses by fall are in place. Currently meeting with the English department.
 3. Center for Distance Ed tracked student enrolled in Pearson My Labs study aid, considerably raising their ACT test scores when they repeated the test. Consideration is being given to adding a non-credit course to help raise ACT test scores.
 4. Instructional Services will put fall, spring and summer course schedules out at the same time on an annual basis.
 5. Assistant VP Halvorson and Admissions Support Samantha Cordrey will be traveling to GFAFB to interview for the administrative assistant position.
 6. Work continues with Administrative Services on a budget for the Music Program for band, pep band, lessons and offering a music theory class with an adjunct instructor. VP Goulding is working on music scholarships.
 7. Brandi will attend sessions on Pathways at the HLC Annual Conference.
- iii. **ADVANCEMENT OFFICE-VP Goulding**
1. There is an air-exchange issue in the Theater Arts Playhouse that should be looked at by JLG next time they are on campus to work on the facility master plan. There is also a noise issue with band practice in the Theater Arts Playhouse.
 2. The Advancement Office is assisting College Care for Kids with a Bremer Grant application.
- iv. **ADMINISTRATIVE SERVICES-VP Kenner**
1. FY11 Financial Statement Audit Report is out in Draft form LRSC and the State Board of Higher Education each received an audit recommendation relating to the fact that the NDUS policy on program and course fees is unclear and needs to be clarified.
 2. In response to VP Kenner's request to the Chancellor to approve a \$0 technology fee for Dual Credit enrollments, Laura Glatt claims that, by not charging the fee, the transaction would be the same as a waiver. VP Kenner disagreed and requested the Chancellor's reason, in writing, for not approving the request.
 3. The board office plans to add additional internal audit staff.
 4. Determining the FY13 Room, Board, and Fee rates. No increase in Fees but Room and Board rates will likely be a 3% average increase.
- v. **PUBLIC RELATIONS-Director Wood**
1. The Community College Awareness Initiative will kick off at the end of February.
 2. Discussed showcasing nursing simulators in action on March 28th with members of nursing department.
5. **Next Meeting**
Monday, February 27, 2012 in the President's Office.
6. **Adjournment**
President Bower declared the meeting adjourned at 11:20a.m.