

Approved: without correction on 12/9/13

Administrative Council Meeting Minutes

Monday, November 25, 2013

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic Affairs

Dr. Randall Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

Guests

Stephanie Shock- Admissions/Enrollment Director

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

Jay Johnson- Faculty Senate Representative

1) CALL TO ORDER/REVIEW MINUTES

- a) The meeting was called to order at 9:05 a.m. The minutes were reviewed, changes discussed and approved.

2) OLD BUSINESS

a) Music Space

- i) Lower deck was tested and the sound comes up the stairwell and heat registers along the wall. Gary Fulsebakke is gathering estimates for soundproofing ceiling and carpet. There was discussion about soliciting donations for practice rooms. LRSC will commit to purchase or build one practice room this year. Council will continue to look at viable alternatives for the music program.

b) Library Space

- i) The Library Committee will meet soon to discuss the square footage necessary for current and future library services at LRSC. The Library Committee currently consists of President Darling, VP Goulding, Library Director Ertelt, Library Student Employee Darnell Landon, and former LRSC President Dr. Sharon Etemad.

c) Power Skills Office Space

- i) Offices by Chautauqua Gallery will be cleaned out by the Advancement Office and made available to TRiO.

3) NEW BUSINESS

a) Application Fee Proposals (Director of Admissions 9:05a)

- i) Director Shock discussed the meeting of the Admissions User Group where they asked directors to inquire at campuses on: increasing application fees, charging the fee for multiple applications, where the fee money is being spent, and waiving fee for different groups of students. Council supports only a minimal fee increase and requests that the word "may" be included in the new waiver policies so institutions can have flexibility."

- ii) Steph discussed enrollment numbers reminding council that last year's registration was one week earlier. Due to technical problems experienced in PeopleSoft, approximately 200 Spring registrations did not get entered before the enrollment report was run.
- b) **Faculty Personal Leave** (Faculty Senate)
 - i) Faculty Senate proposed Personal Leave Policy for 9 month faculty positions. Currently it is at VP for Academic Affairs discretion if they are allowed annual leave. The proposed policy is virtually the same as it is now. Council discussed, VP Kenner moved we reject policy with a second by VP Halvorson, council voted in favor of rejecting the policy as written. VP Halvorson proposed an alternate policy Jay Johnson will put it on the next faculty senate meeting agenda.
- c) **SBHE January 30, 2014 Meeting Planning** (President Darling)
 - i) LRSC will host the January SBHE meeting on January 30, 2014. A social will be planned the evening of January 29th for the President's and members of the board.
- d) **SBHE and Interim HE Committee Report** (President Darling)
 - i) Superintendent of Public Instruction Kristen Baesler gave an informative report to the committee.
 - ii) President Darling requested Interim Chancellor Skogen allow LRSC to waive ND Connect and NDSA fee for the GFAFB TA students, Skogen and cabinet agreed. Council discussed seeking Chancellor approval to increase the tuition rate charged at the GFAFB to offset the equivalent fees that are no longer covered by the Tuition Assistance program. [President Darling asked VP Halvorson and VP Kenner to work together to decide what tuition and fees will be. President Darling will declare a Presidential waiver of fees for GFAFB TA students for terms 3-5 this academic year.](#)
 - iii) Chancellor Skogen shared a new organizational chart for the system office.
 - iv) The SBHE is preparing for a visit from the Higher Learning Commission. Sylvia Manning is planning to retire from the HLC. DSU was taken off notice. Interim Chancellor Skogen will meet in each community to communicate the University System's plan for Pathways.
 - v) The System Office will appoint a chief Auditor at the system office level.
 - vi) [Individual staff will go through their department's VP to request an attorney's opinion rather than asking the attorney directly.](#) VP's ask the employee do research to find out if there is a pertinent policy and bring that information to them for interpretation prior to going to the attorney for interpretation.
- e) **Bicycle Storage Issue**
 - i) Council discussed and decided to rent a storage unit to house the thirty-five bikes LRSC owns. When the Tech Center is built there will be room to house them in the green building. VP Fixen was given authorization to sign the storage rental agreement.
- f) **Personnel Updates**
 - i) VP Halvorson Reported the Women's Basketball Coaching/Teaching position will be open for two weeks. DPAC is still interviewing for various positions. The English instructor position offer is being made but does not include speech or drama.
 - ii) VP Kenner reported the Bookstore position has closed. Amanda Helgeson's last day is this Friday and her food service position has been opened. Ashley Boley has been hired to fill Rose's position.
 - iii) VP Halvorson discussed hiring committee approvals and lower level position authorizations going through the President's office for approval. President Darling would like to keep it that way for now.
- g) Karen Clementich reported the VP's will be contacted for the HLC/NCA Nursing Program Review on February 20, 2014.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 12/9/13 at 9:00 a.m.