

Approved: with correction on 7/16/13

Administrative Council Meeting Minutes

Monday, June 24, 2013

President's Office **8:00 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

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Assistant-Recorder

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 8:00 a.m. 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 5/28/13 Administrative Council Minutes were approved with corrections.

3) OLD BUSINESS

- a) **Review Budget Edits** (President's office)
 - i) Council discussed final changes made to balance the budget. VP Fixen requested a final printout of the salary schedule for all employees from Administrative Services.

4) NEW BUSINESS

- a) **New Program CDL** (Academic Affairs)
 - i) TrainND proposed starting a credit bearing CDL Training Program on campus. VP Halvorson has prepared a stage one request for a CDL program to be presented at the next academic affairs meeting. He has also prepared proposals to terminate the diesel program. He will request to terminate the office management program and consolidate and change program name to *Administrative Assistant and Office Management*. He has also prepared requests to change the name of our Agricultural Farm Business Management Program to *Precision Ag Program*. VP Fixen made the motion to precede with stage a one request for CDL Program, with a second from VP Kenner and all voting in favor the motion passed unanimously.
- b) **SBHE Policy 402.1** (Student Affairs) SBHE Policy 402.1 has a clause stating: *Tests of General Educational Development (GED) may be used to satisfy the high school graduation requirement after a prospective student's high school class has graduated*
 - i) Two students have applied to attend LRSC as degree seeking students before their class has graduated but there is a policy against it. President Darling advised the admissions office against violating policy, recommending instead to work toward changing the policy or at least giving local campuses the right to make the decision case by case.
- c) **Personnel updates**
 - i) VP Halvorson informed council that Cindy Brown has been hired to fill the Marketing Program instructor position leaving the Instructional Design position open, Kay Grinsteiner was hired to fill the Accounting

Program instructional position. Anne Rasmusson was hired to fill the Program Coordinator position in Academic Affairs. Jennifer Van Steenvoort has been hired as the Nursing Program Administrative Assistant. IT hired Nick Murchie as a technician and will be advertising to search for a replacement for Zach Buchhop in computer services. The ASL faculty position is still pending a committee decision. TrainND interviews are taking place now to replace Brian Pabst. The Advancement Office positions and Power skills position are still pending paperwork.

d) **SBHE meeting updates**

- i) The Chancellor was put on administrative leave effective immediately and BSC President, Larry Skogen, was appointed interim Chancellor until an official interim Chancellor can be selected. The board discussed hiring ACCT (Association of Community College Trustees) to conduct the search for the next Chancellor.

e) **Schedule Evaluations**

- i) President Darling invited Vice Presidents to schedule evaluation appointments this week.

f) **Disney training feedback**

- i) All reported feedback from staff has been positive.

g) **Campus Plans** (Don Jorgenson 9:30 a.m.)

- i) Director Jorgenson would like to start with the remodeling in the President's Office to move VP Halvorson and Administrative Assistant Jenssen into new space so the Financial Aid office can move into their offices before the busy season in admissions. Director Jorgenson showed council his plan for the President's/Academic office areas. [President Darling agreed it was the best way to proceed and asked Director Jorgenson to contact Minot Sash and Door to fabricate new furniture in the office areas. VP Kenner suggested using the extraordinary repair money to fund the moves around campus.](#)

h) **Neopost Folder/Stuffer Machine**

- i) VP Kenner informed council problems occur when a staff person uses the folder/stuffer machine in the copy room and improperly adjusts the settings. He indicated he would like to designate someone as the in-house expert for the Neopost machine and give him/her the authority to train users and monitor usage. The Neopost Field Service Technician indicated he will start charging for service calls since these problems fall outside the scope of our maintenance contract. [Council decided to designate an individual/department to specialize in the machine operation to eliminate the errors. VP Halvorson will meet with IT department to discuss a solution.](#)

i) **Label Printing Machine**

- i) The lack of a machine that can efficiently print address labels on envelopes was noted. Both Student Affairs and Advancement struggle with this problem regularly. [IT will explore options.](#)

5) **ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 7/16/13 at 9:00 a.m.