

Approved: with/out correction on [1/26/2015](#)

Administrative Council Meeting Minutes

Tuesday, January 13, 2014

President's Office 10:30 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President (teleconference)

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Affairs

Guests

Amanda Kuhn-PowerSkills Coordinator

NON-VOTING MEMBERS PRESENT

Tammy Riggin- Faculty Senate Representative

Jennifer Jenssen- Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Review of December 8, 2014 minutes

- i) The minutes of the December 8, 2014 meeting were reviewed and approved with edits.

2) OLD BUSINESS

a) Faculty Senate & Campus Committee list 2014-15

- i) The committee list was reviewed and approved by President Darling.

b) Professional Growth Funds

- i) Tammy Riggin in representation of Faculty Senate requested an increase to the professional growth funds. She stated requests exceed their budget and they would like an addition \$1500 to add to their budget which is very limited for 47 faculty members. President Darling and VP Kenner discussed the need to wait to see if the tuition collection revenue is high enough to fund or cut costs somewhere else to increase funding. Faculty representative Riggin is concerned the low budget is a problem that will not change. VP Kenner suggested requesting additional funds during budget creation as it is difficult to find extra money after the budgets have been set. [President Darling and VP Kenner will review the Thelin fund to determine if an increase of \\$1500 is feasible for the spring semester. Faculty Senate can bring the proposal for an increase of \\$3,000 to a future meeting when next year's budget is being set.](#)

3) NEW BUSINESS

a) Disability Services Policy (Academic/Student Affairs)

- i) PowerSkills Coordinator Amanda Kuhn presented a Disability Services Policy. LRSC is required to provide reasonable accommodations for students that have a disability. Coordinator Kuhn provided a copy of the proposed policy, application for service form, and verification of students' disability. The student has the responsibility to notify the institution of the need for accommodations. VP Halvorson did not receive any input from faculty having any changes or issues with the policy. The policy was approved as presented.

b) Challenge Fund Matching Campaign Wrap-up (President)

- i) LRSC raised 2.2 million dollars for the Challenge Fund and received 1.099 million in matching funds from the state. President Darling is currently in Bismarck giving testimony to the House Appropriations Committee in

support of continuing the campaign another year. President Darling reported the State Representatives were impressed LRSC was able to accomplish the goal of raising 2 million dollars.

c) **Request for Donated Leave** (President)

i) It was reported the individual from LRSC's campus has received all the sick leave allowable and is still hoping to receive 69 more hours of annual leave to get her through January with full pay. The individual has been given until February 2, 2015 to come back to work on campus.

d) **Fee Waivers for LRSC Employees & Need for Policy** (Administrative Affairs)

i) VP Halvorson pointed out there is not a policy for fee waivers. Course fees have been waived since 2002 as a directive from President Etemad an email. There was discussion about waiving all fees for employees and [President Darling asked VP Kenner for a cost benefit analysis to make an informed decision on the request.](#)

e) **Extraordinary Repair Projects** (President)

i) VP Kenner reported there is potentially \$150,000 left in the extraordinary repair budget. \$50,000 has been set aside for a bid on the Adult Learning Center wall reconstruction. Other things marked for the budget were lighting the sidewalks to Technical Center and remodeling the old boiler room. VP Halvorson verified the wiring and electronics in the green building are all up to code. [VP Kenner will discuss priorities with Physical Plant Director Estenson get his perspective.](#)

4) ADJOURNMENT

a) The next meeting of the Administrative Council will be Monday, January 26, 2015.