

Approved: with/out correction on 2/10/15

Administrative Council Meeting Minutes

Tuesday, January 26, 2015

President's Office 10:00 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

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative
Bobbi Lunday- President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Review of January 13, 2015 minutes

- i) The minutes of the January 13, 2015 meeting were reviewed and approved as read.

2) OLD BUSINESS

a) Bill Tracking Information From System Office

- i) Council discussed bill tracking information and will forward bill tracking emails from Terry Meyer to VP Goulding and Faculty Representative Clementich in the future.

3) NEW BUSINESS

a) Budget (President)

- i) President Darling requested all departments begin the budget process earlier by laying out budgets as if they are receiving historical amounts only. An operating base budget should be ready prior to receiving funding information from SBHE/Legislature. [A meeting will be scheduled with Controller Kitchens on the new budget format she provided for council's review.](#) Administrative Affairs will also lay out the base budget as if historical funding is held in place to be updated according to additional resources when/if they become available. [President Darling will schedule meeting with council to prioritize areas that will receive new resources if they become available.](#)

b) Strategic Plan (President)

- i) Director of Marketing Wood and President Darling will meet with Rotary 1/28/2015 to discuss LRSC strategic plan. Meetings are scheduled in outside communities as well.

c) TRiO Grant (President)

- i) President Darling shared copies of the TRiO grant with members of council. President Darling stated Theresa Leiphon is to be commended for her thorough diligent work on writing the grant.

d) Legislative Update (President)

- i) President Darling and VP Kenner presented LRSC's budget request to the House Appropriations Committee in Bismarck on January 22nd in which they requested an amendment to bill to pay off the wind turbine. The legislative committee seemed interested in the cost savings but concerned about the additional expense due to the oil prices. Council discussed several other house bills that were proposed to the committee.

e) Thelin Fund

- i) VP Kenner will meet with President Darling this afternoon to discuss and answer the faculty senate request for additional professional development money (\$1500).
 - f) **Tuition Model Meeting**
 - i) VP Kenner announced the new tuition model is due to the system office by March 1, 2015; [Kenner will present model scenarios to the Council members for discussion and consensus prior to the deadline.](#)
 - g) **FINRA Grant**
 - i) The FINRA Investor Education Foundation awarded the Advancement office with a \$77,250 grant for the LRSC Library. The Advancement office is currently working to determine how the grant will be managed and launched by June 2015.
 - h) **Bush Foundation ASL Grant**
 - i) VP Goulding announced LRSC's application was moved from a field of 400 to a field of 55 applications. Funding would provide money to hire teachers so Minot State University can offer a four year ASL degree on our campus.
 - i) **Raffles**
 - i) VP Goulding reported in closing out the motorcycle raffle she learned that if a raffle earns over \$12,000 a state license is required rather than a city license. The licensing and reporting on the state forms is very legalistic and difficult to understand. The discussion lead to the Booster Club raffle and the need to change the way licensing is secured.
 - j) **RFA**
 - i) Bill Schuler has committed to come back part time to help in the auditorium.
 - k) **Giving Hearts Day**
 - i) February 12, 2014 the Community College Foundation will be taking part in Giving Hearts Day collaboratively with 4 other charities in the area. The focus will once again be on Nursing as the Dakota Medical Foundation is the sponsor.
 - l) **Naming Technical Center Building**
 - i) Thursday at SBHE meeting we are hoping to receive approval to name the Technical Center building and Director of Marketing will have the information ready to send to the press upon approval this Thursday.
 - ii) [VP Halvorson will be charged with securing a company to provide signage for the Technical Center Building.](#)
 - iii) [VP Halvorson will provide a comprehensive list of items that need to be addressed by Community Contractors so President Darling can work with contractors to close out the project.](#)
- 4) ADJOURNMENT**
- a) The next meeting of the Administrative Council will be Tuesday, February 10, 2015 at 9:00 a.m.