

Approved: without correction on 6/11/15

Administrative Council Meeting Minutes

Tuesday, May 26, 2015

President's Office 11:00 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

Tammy Riggan/Karen Clementich- Faculty Senate Representatives

Bobbi Lunday-President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 11:50 a.m.

b) Review of May 11, 2015 minutes

i) The 5/11/15 minutes were reviewed and approved with corrections.

2) OLD BUSINESS

a) Budgets

i) Council continues budget meetings today.

b) Summer Projects

i) President Darling will work with Physical Plant on prioritizing the proposed summer projects.

c) Tech Center –Wrap up

i) VP Halvorson is in communication with Community Contractors and is waiting for them to schedule a meeting time.

d) Signage

i) VP Halvorson reported that Director Wood has been working with the designers to finalize the signage project across campus. Council agreed they liked the latest version better with the larger letters.

3) NEW BUSINESS

a) Policy Manual Additions and Changes: Tabled until CIO Simhai can review with VP Halvorson.

i) 400.28 Telephone Usage Policy (Computer Services)

ii) 900.09 Online Courses (Computer Services)

iii) 900.09.01 Computer Usage (Computer Services)

iv) 900.09.02 Student Email (Computer Services)

v) 1500.01 Information Security Policy (Computer Services)

vi) 1500.02 PCI (Payment Card Industry) Compliance Policy (Computer Services)

vii) 1500.03 Identity Theft Prevention Program (Red Flag) (Computer Services)

b) Walkway Lighting

i) President Darling is currently calculating the cost benefit of having the wind and solar light poles verses trenching in electric poles for the walkway to Bergstrom Tech Center.

c) **Department Updates**

i) Academic/Student Affairs

- (1) Council discussed concerns about State Fleet's new depreciation rule and the extraordinary expense of keeping SF vehicles.
- (2) VP Halvorson announced there are candidates for the English/Drama position, the Simulator Maintenance position, and the interview committee for DPAC's faculty position is being assembled.
- (3) Discussion continues on the GFACB coordinator/administrative assistant position.
- (4) Nursing will double in Mayville and Grand Forks and another FT position will be necessary next year.

ii) Testing Center

- (1) Council discussed the testing space that has been moved into the former testing center behind Chautauqua Gallery. The old center is currently wired for four people but has room to be upgraded to six. Pearson View testing is on average about 6 people. The registrar would like a testing lab with 8-12 computers. President Darling would like to make the old lab nice enough to work until we figure out how the new learning commons space will look.

iii) President's office

- (1) Week of June 22 President Darling will be out of state and VP Halvorson will attend the SBHE retreat.

iv) Advancement office

- (1) May 27th VP Goulding will be in Bismarck for the first Challenge grant meeting of the new biennium.

4) ADJOURNMENT

a) **Upcoming scheduled council meetings**

- i) The next meeting of the Administrative Council will be Thursday, June 11th & Tuesday, June 30th