

Approved on 7/25/2017

## Administrative Council Meeting Minutes

Tuesday July 6, 2017

President's Office **1:00 p.m.**

(Highlight in blue assignments that need to be completed)

### VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

*Institutional Advancement*

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

### Guests

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 9:02 a.m.

### b) Review of June 12, 2017 Minutes

i) The minutes of the previous meeting were reviewed, discussed, and approved.

## 2) OLD BUSINESS

### a) ASL Classroom Noise Transfer Issue

i) VP Halvorson stated they would do some noise tests to determine the causes and try to find solutions. Council discussed cost benefit analysis and considered having JLG do a study to determine the cause and a solution. Faculty representative Olson suggested just trying to insulate or move the speakers in the ceiling to see if that helps the situation.

## 3) NEW BUSINESS

### a) SBHE Retreat/Meeting Update

- i) President Darling reported on the SBHE Retreat which took place at the Bobcat Acceleration Center in Bismarck on June 26, 2017.
- ii) The SBHE meeting followed on June 27, 2017 and board members voted on the proposed Two-Year Campus Study. Seven out of Eight board members voted to look at the entire system not just two year colleges.
- (1)** Shared Executive and Administrative Affairs leadership were lowest priority on list for shared services between campuses.
- (2)** Four or five task forces or focus groups will be formed to study; Articulation Agreements with K-12 schools, shared Academic Affairs services, common application and financial aid services, and CTE processes.
- (3)** President Darling tried to ensure LRSC personnel were represented on all groups. Common task force groups will work together with committees which already in place.

### b) LRSC Budget Update

i) As the budget is being calculated now more unexpected savings are being realized due to various reasons. VP Halvorson asked council to consider a onetime incentive to employees in appreciation for doing more with less. Council will wait until Fall 2017 enrollment figures are known to make a decision.

### c) Correctional Officer Basic

i) The Department of Corrections has historically provided a training for their correctional officers. New hires were sent to a training center. They are discontinuing this practice and now they are just making the

curriculum available to the detention centers/jails/prisons which will be responsible for their own training. VP Halvorson proposed that TrainND offer 4-four week sessions to provide this type of training for the detention centers/jails/prisons. Council discussed advantages and disadvantages of offering a certificate course vs. TrainND course and agreed to go with the TrainND course as it is a good opportunity and time is of the essence.

d) **Peace Officer Training Program**

i) VP Halvorson reported they had a goal of 12 students to run the Bismarck academy. They started with six on the roster and did some targeted advertising which generated no students. In the meantime, lost two of the original six. Since there are only four students he recommended canceling the Bismarck Academy. He will notify the training center and the students, giving them the option to attend another academy. The future of POTP in Bismarck is unknown at this time.

e) **NDUS ERM Risk Register & Data Sheet with Risk Scores**

i) Council assisted by Controller Kitchens, considered the NDUS risk data sheet and decided how to answer each identified risk. Assessment attached below.

f) **Administrative Affairs**

- i) VP Kenner stated he preferred waiting to disperse employee appointments until the budget is finalized.
- ii) VP Kenner explained their office discovered an accounting error regarding percentages used in the allocation of Student Activity and Facilities Usage Fees dating back to FY14. The portion of the Student Activity Fee used for supporting athletics was increased in FY14 but the allocation percentages used in the Student Finance System were not adjusted to reflect the change. The amounts have been recalculated back to FY14 and transfers will be posted to the general ledger as a FY17 entry. Athletics will gain funding. Other funds receiving funding from student activity fees and funds receiving funding from the facilities usage fee will lose funding. The loss of funding in those areas will not create a hardship as those funds have cash reserves available to offset the loss.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: Tue, July 25 @ 8:30a / Mon, Aug 7 @ 1:30p / Tue Aug 29 @ 9:00a / Tue Sept 12 @ 9:00a

b) **Adjournment**

i) The meeting was adjourned at 12:10 p.m.