

Approved on 4/6/2018

Administrative Council Meeting Minutes

Tuesday, March 20, 2018

President's Office **1:30 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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Director Nelson

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:33 p.m.

b) Review of February 23, 2018 Minutes

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

2) OLD BUSINESS

a) Practice Building Upgrade Proposal

i) President Darling reported on his meeting with Coach Boehmer and Physical Plant Director Estenson. They are in the process of gathering cost estimates for the door and other upgrades.

b) Faculty Salary Increase Proposal

i) VP Kenner reported the cost is approximately \$70,000 for each % of pay increase for faculty, staff, and administration. The board will be approving guidelines at March 28th SBHE meeting. Council is expecting the board to encourage a "reasonable" salary increase. Council discussed; any increase has to be sustainable and reasonable and funded by offsetting decreases in other areas of the existing operating budget.

3) NEW BUSINESS

a) 2017 IPEDS Data Feedback Report (Director Nelson)

i) Academic Affairs Director Nelson explained the IPEDS report to council. Stating the report compares LRSC to all public and private universities which is not a good comparison group. Director Nelson can request a change our comparison group and they will run a different comparison report for us. President Darling would like to document that we use the data in the decision making processes. Council agreed to change the focus of the comparison group to the Mon-Dak Conference schools and Northland & Morehead State. Excluding the 4year institutions and some tribal colleges.

ii) SAM report is on a 6-year track. LRSC is making progress toward the goal with increase in enrollment but retention is down, which means two years from now we will feel the impact.

b) Faculty Senate Prior Review of Council Agenda (Randy Olson)

The agenda is sent out to the faculty representative ahead of the meeting but usually is being added to, up until a couple hours ahead of the meeting. Faculty needs to understand they will not receive the full agenda a week ahead of time. President Darling and Olson agreed two days ahead of the meeting will be fine and faculty will be understanding that items may continue to be added. VP Halvorson reminds faculty if a discussion took place they want input on the faculty representative can add it to the agenda.

- c) **Booster Club Membership and Gate Receipts** (VP Kenner)
 - i) Gate receipts for athletic events are down approximately \$5,000 per year since sales of Athletic Booster Club memberships started a couple of years ago. Gate receipts are controlled by the institution and used to directly support athletic programs. The institution currently allows Booster Club membership sales revenue to be managed by the Booster Club and spent based on priorities determined by the Booster Club. The original plan was to use Booster Club membership revenue to reimburse the institution for the decreased gate receipts. Council decided to allow the Booster Club to retain the membership sales revenue and use it (less amounts owed to Food Service for Booster Club meals) to help cover their \$30,000 annual commitment to support athletic operations. In addition, the \$10,000 of membership revenue the Booster Club previously utilized to meet their annual commitment does not have to be repaid. The \$30,000 annual commitment will continue for now.
- d) **LRSC Residence Hall Request** (VP Kenner)
 - i) Faculty member has made a request to live in the residence halls and serve as lead RA. Council supported the arrangement but [President Darling will make his final decision after he discusses the proposal with the faculty member.](#)
- e) **Master Plan update** (VP Kenner)
 - i) VP Kenner stated the Master Plan is due and, other than determining the specific capital projects to be included, the updates have been done. Council discussed the facility and physical plant infrastructure priorities and determined the first priority to be an on-campus facility for the Precision Ag program. Information regarding program strength and projected growth, condition and cost of leasing current space, and new facility requirements and projected costs will be used to justify a request for capital asset funding.
- f) **Graduation** (VP Halvorson)
 - i) IT Director Haugland inquired about the live stream for graduation and if council wants to invest in equipment that will enhance our capabilities. [Council will continue the discussion after President Darling visits with IT Director Haugland about the current equipment available in the Media Lab and whether or not that equipment can also be utilized to address the needs of the auditorium.](#)
- g) **FY19 Nursing Budget** (VP Halvorson)
 - i) The Dakota Nursing Program is requesting a budget increase of approximately \$12,000 from the consortium institutions for FY19. Funding from each of the institutions is based on their number of nursing sites. Not all consortium institutions support an increased budget so further discussion will ensue.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be: Fri-April 6@ 1:30p, M-April 16@ 1:30p, M-May 7@ 1:30p, T-May 29 @ 1:30p
- b) **Adjournment**
 - i) The meeting was adjourned at 4:00 p.m.