

Approved on 3/22/2019

## Administrative Council Meeting Minutes

Wednesday, February 27, 2019

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 Fixen-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 1:39 p.m.

### **b) Review of February 6, 2019 Minutes**

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

## **2) OLD BUSINESS**

### **a) Faculty/Program Budgeting: Course Fee Elimination (Academic/Student Affairs)**

i) VP's Halvorson and Kenner recommend LRSC not budget appropriated funds to cover fee accounts. Tuition will be increased a certain percentage to make-up for the course fee elimination. VP Kenner will tabulate the percentage it will be necessary to raise tuition to accommodate for the course fee elimination.

## **3) NEW BUSINESS**

### **a) LRSC Academic Calendar (Academic/Student Affairs)**

i) VP Halvorson explained the Faculty Senate voted against being required to be on campus on the day before Thanksgiving which the NDUS has deemed a "no class" day. Faculty offered to compromise this year and work until noon. Council discussed and agreed to have half an HLC work day, so faculty can leave at noon on the Wednesday before Thanksgiving.

ii) GFafb campus will make recommended adjustments to weekly class schedule to continue to offer a weeklong break between Term I and Term II.

### **b) Farm Management Enrollments (Academic/Student Affairs)**

i) VP Halvorson discussed the enrollment issue the program is having during the Spring Semester. LRSC would have reported an increase in headcount instead of a decrease if those enrollments were entered before the cut-off date. Council discussed various scenarios on how to help with enrollment. VP Halvorson will continue to work with leaders of the program to problem solve.

### **c) Graduation Speaker (Academic/Student Affairs)**

i) Mina Simhai would like to come to LRSC and read some poetry written by her mother, LRSC's late CIO, Toofawn Simhai. The graduation committee has received a request to make her the 2019 commencement speaker. Council agreed, and the Vice President of Student Services will invite Mina to be the commencement speaker.

### **d) Staff Senate Constitution (Administrative Affairs)**

- i) The Staff Senate has worked out a constitution for approval by Administrative Council subject to SBHE approval. Council agreed the constitution looks good, but final approval was tabled until VP Halvorson can research other Staff Senate Constitutions.
  - e) **DPAC Lease** (President)
    - i) President Darling will negotiate another year's lease.
  - f) **Senate Hearing Testimony Updates** (President)
    - i) President Darling is scheduled to present LRSC's Legislative Testimony to the Senate at 10:45 a.m. on Tuesday, March 19, 2019.
  - g) **400.35 Salary Administration Policy**
    - i) Faculty category 9 is the final category. Faculty Senate is recommending after 5 years, category 9 faculty get a \$500 bump for every 5 years thereafter. Council approved the change.
- 4) ADJOURNMENT**
- a) **Upcoming Scheduled Council Meetings**
    - (1) The next meeting of the Administrative Council will be: F-March 22@9:00a, W-April 3@9:00a
  - b) **Adjournment**
    - i) The meeting was adjourned at 3:00 p.m.