

Approved on 5/28/2019

## Administrative Council Meeting Minutes

Monday, May 13, 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**

*Erin Wood, Director of College Relations*

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Call to Order**

i) The meeting was called to order at 1:32 p.m.

### **b) Review of May 1, 2019 Minutes**

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

## **2) OLD BUSINESS**

### **a) Policy 1100.07 Staff & Faculty Recruitment & Expenses (Administrative Affairs)**

i) Policy Approve (**Attached**)

### **b) Review and Update (increase) the Professional Development Funding Formula (Faculty Senate)**

i) Tabled until FY20 Annual Budget is closer to completion and it becomes more clear whether or not we can increase the funding.

### **c) Faculty Contracts/Salary Increases**

i) All faculty and staff received employment contracts on May 10, 2019.

### **d) Online and GFAPB tuition rates for FY20 (Administrative Affairs)**

i) Council discussed GFAPB tuition rates and decided to ask permission to make on campus and online rates the same across the board. VP Kenner will put letter together to request permission.

### **e) Staff Senate Bylaws (President's Office)**

i) Staff Senate presented a final draft of their bylaws. Council discussed and agreed to approve all but allowing the Staff Senate to grow before agreeing to #5. That will be taken out.

### **f) Physical Plant Summer Schedule (Administrative Affairs)**

i) Council discussed the projector vs. monitor system for the NEW Heritage Hall (formerly known as Chautauqua Gallery). They decided to go with the monitor system.

## **3) NEW BUSINESS**

### **a) Outdoor Signage (College Relations Director)**

i) Director Wood discussed placing a sign/logo on the new blue section near the front entrance. Council liked the idea of a Royals lion logo. Council discussed having visible numbers by all outside doors. The store front signage in hallways will remain for now. Director Wood will order price quotes for new banners.

### **b) Options for use of \$10,000 annual BSN Sports Under Armour credit (Administrative Affairs)**

i) VP Kenner proposed using the \$10,000 Under Armour apparel credit generated each year of the new BSN Sports contract to benefit the entire institution. The previous contract included an annual \$3,000 credit that was used to purchase street shoes for athletes, so they would look good upon arrival at a sports venue or restaurant. One idea for the future is to allocate a large portion of the credit to the Bookstore to purchase

Under Armour apparel that could then be offered to faculty and staff at a substantial discount. Another idea is to use a portion of the credit to purchase promotional items for marketing, recruitment and fundraising purposes. [The item was tabled until a meeting could be scheduled to include Director Stotts and Director Mertens in the discussion.](#)

c) **Salary Administration Policy rewrite discussion** (Academic/Student Affairs)

- i) VP Halvorson discussed the rewrite to simplify the policy.

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 3:07 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be T-May 28@1:30p



## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Staff and Faculty Recruitment and Expenses	1100	07

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
New policy to comply with SBHE policy 806.2 (see attached).

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	sjl

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	5/6/19
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen <small>Digitally signed by Sandi Lillehaugen DN: cn=Sandi Lillehaugen, o=Lake Region State College, ou=HR Director, email=sandra.lillehaugen@lrscc.edu, c=US Date: 2019.04.22 09:54:11 -0500</small>	5/6/19

### ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED  REQUEST TABLED FOR FURTHER REVIEW  
 Date: \_\_\_\_\_
- REQUEST NOT APPROVED  REQUEST APPROVED WITH REVISIONS  
 Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
	5/13/19

**The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:**

- Faculty Senate President
- Staff Senate President

**Final printed versions of the change will be distributed to the following for placement in paper manuals:**

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College  
Policy and Procedure Manual**

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SECTION 1100.07  
STAFF AND FACULTY RECRUITMENT AND EXPENSES

In exceptional circumstances, and with the approval from LRSC's President, vice presidents or their designee may negotiate reimbursement of:

1. Recruitment travel expenses for a prospective candidate for faculty or staff and their spouse.
2. Moving expenses for faculty or staff. The moving expenses of employees transferring to a new work location with the same institution shall be governed by N.D.C.C. 44-08-04.3.

Reimbursements will be reported as taxable income and included on the employee's W-2. The reimbursement will be subject to all tax liabilities at the time of payment.