

Approved 2/14/12

Administrative Council Meeting Minutes Monday, January 23, 2012

VOTING MEMBERS PRESENT

Dr. Mike Bower-President

Doug Darling-Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement via phone

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Donna Gutschmidt-Faculty member

Erin Wood Director for Marketing & Communications

Bobbi Lunday- President's Assistant-Recorder

1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, January 23, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Mike Bower at 9:03 a.m.

2. **Consideration of November 14, 2011 minutes**

- a. VP Kenner moved and VP Darling seconded to approve the minutes of the December 19, 2011 meeting without corrections. The motion passed unanimously.

3. **Old Business**

a. FACILITY MASTER PLAN

- i. VP for Administrative Services Kenner reported the following priorities for the next three legislative bienniums were discussed during a planning meeting with JLG. Randy Leiberg of JLG will work through VP Kenner and VP Darling to put together the Master Facility Plan.
 1. 2013-15 Biennium; Priority #1. Erlandson renovation and addition; Priority #2. Addition to Student Union expanding daycare and creating music area
 2. 2015-17 Biennium; Priority #1. Wellness Center; Priority #2. Student Services addition
 3. 2017-19 Biennium; Priority #1. Landscaping; Priority #2. Undecided

b. WEBSITE STATUS

- i. Director Wood reported stakeholder meeting have been held with good turnout from staff, faculty and students. Also user group meetings have cultivated useful information.

4. **New Business**

a. AUDITORIUM PERSONNEL

- i. The administrative council considered a request from Theater Technician Bill Schuler to move from a time sheet to a contract wage agreement. Council discussed and decided unanimously to move forward to a contract with time and effort reporting.

b. KK BOLD PROPOSAL

- i. The administrative council discussed the image enhancement proposal from KKBOLD. VP Fixen moved with a second from VP Kenner to move forward. All members of council were in favor of beginning with phase one of the proposal.

c. JOINT WATER RESOURCE BOARD CONTRIBUTION

- i. The administrative council discussed the Water Resource Board's request for sponsorship contributions to offset the \$60,000 bill for the production of the Devils Lake Flooding Documentary. Council decided to offer an in-kind donation by waiving the auditorium and technician fees, providing copy needs and food service at no cost for the reception after the showing of the documentary in April.

d. DEPARTMENT REPORTS

i. INSTRUCTIONAL SERVICES-VP Darling

1. POTP in Minot currently has 19 students
2. Sixty percent of the 2nd semester dual credit student's information has been entered.
3. VP Darling will be traveling to Bismarck for NESC's Succeed 2020 programs, which are to increase ACT scores and decrease the need for developmental courses at the collegiate level.
4. VP Darling will be traveling to Bottineau as part of the evaluation team for their CTE program areas.

ii. ADMINISTRATIVE SERVICES-VP Kenner

1. One-third of the employees participated in the electronic W2 option. Three hundred paper forms still had to be printed.
2. Administrative Services Office Manager, Joann Kitchens has formally been made supervisor over the office staff in the Administrative Services area.
3. The room, board and fees schedules are due February 1, 2012. Official poll of students is necessary to support a fee increase to back volleyball.

iii. STUDENT SERVICES-VP Fixen

1. Headcount 1878, Full Time 487, Non Degree 1184
2. An offer has been made on the recruiter position in Student Services
3. A behavioral intervention team will be organized to assist troubled students.

iv. PUBLIC RELATIONS-Director Wood

1. Working with Lake Area Career and Technology Center on CTE Week February 13-17, 2012.
2. Diversity Week is February 20-24 "The Help" is the featured book read.
3. Two year college awareness initiative is moving forward

v. ADVANCEMENT OFFICE-VP Goulding via phone

1. Named Endowment Recognition Event will take place on campus on February 9, 2012. Lindsey VanThuyne will take to lead in organizing.
2. Music on campus will consist of a pep band, concert band and some lessons. Glenn Rygg and Jim Vilandre will work to organize a battle of the bands and an ad hoc group to play at the last home basketball game.

5. Next Meeting

- a. Tuesday, February 14, 2012 in the President's Office

6. Adjournment

- a. President Bower declared the meeting adjourned at 10:35 a.m.