

Approved: 11-5-12 with corrections

Administrative Council Meeting Minutes

Monday, October 29, 2012

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Richard Olson Associate Professor-Faculty member 9:00-10:50 a.m. then Jeanette Kenner at 10:55 a.m.

Bobbi Lunday- President's Assistant-Recorder

CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, October 29, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling at 9:05 a.m.

2) CONSIDERATION OF MINUTES

- a) Assistant VP Halvorson moved to approve the 10/8/12 Administrative Council Minutes, with a second by VP Fixen the minutes were approved without corrections.

3) OLD BUSINESS

- a) **Phone System upgrade/Cameras** (9:05 a.m. Gary Haugland II)
 - i) Mr. Haugland II was given three Announce System user contacts as references. He received a response from one institution that has 8,500 phones; they reported limited use of the features but stated the customer service was good. Mr. Haugland II is hoping to hear from other contacts soon. **President Darling asked Mr. Haugland to contact the references by phone and/or get additional references from the vendor.**
 - ii) Mr. Haugland II reported a better price than anticipated was negotiated on cameras. Allowing LRSC to make the originally agreed upon purchase of seven cameras and a DVR plus add six additional cameras for under the estimated \$14,000. The six extra cameras will be placed at the Erlandson entrance, on outside doors of each of the three wings, in the daycare hall and leaving one open for a location yet to be determined.
 - iii) **Council decided to move forward with one time 14,000 purchase and get the six additional cameras.**
- b) **Strategic Plan** (9:15 a.m. Erin Wood & Brandi Nelson)
 - i) Director of Marketing and Communications Wood and Instructional Planning and Institutional Research Coordinator Nelson presented the Final 2012-2015 Strategic Plan to council. President Darling thanked Director Wood and Coordinator Nelson for taking the massive volume of information and condensing it to a workable document.
 - ii) Director Wood and Coordinator Nelson will unveil the Strategic plan at an all campus meeting and work with groups to ensure they put the plan into action. An all campus meeting will be scheduled after the SBHE meeting in November.

4) NEW BUSINESS

- a) **Student Senate Update** (10:05 a.m. Randy Fixen/Devin Hoffarth)
- i) Food Service: Two concerns overall are, running out of food early and when the dining room is closed over lunch buffet style dining on the union side should ease congestion. The dinner line has been better with additional help. The senators apologized for singling out individuals in food service. Thank you for setting the radio station to KQ 96.7.
 - ii) The heating issues have been better with the space heaters.
 - iii) Students would like a cleaning station installed in Lower Deck so they can clean dishes and don't have to impose on the kitchen staff. [Physical Plant Director Jorgenson, VP Fixen and Associate VP Halvorson plan to work on this project after heat is fixed and LRSC also needs an estimate on A/C and a stove in North Hall.](#)
 - iv) Students requested that we consider changing colors from maroon and green to two shades of blue in the dining room and student union. Students get \$200 dining dollars per semester, but when the snack bar closes between meals there is no place to use them. [VP Kenner asked students to work with the Food Services Committee.](#)
 - v) The monitor discussion committee is getting together in November and CIO Simhai would like to be included. The committee has a webinar scheduled, and Toofawn would like a plan before we engage a vendor.
 - vi) Drug dogs found nothing when they searched the dorms. Students say drugs are an issue still. [LRSC will let Grand Forks k-9 unit know we would like them to come more often.](#)
 - vii) Students would like Physical Plant to approach Counselor Freschette with student event issues.
 - viii) Lloyd indicated this group of senators expects actions and results. VP Goulding suggested the students can use their energy to help with the issues on campus. Putting together their ideas for the snack bar area. [VP Kenner asked students to work with the Food Services Committee.](#)
- b) **Policy Change Requests**
- i) Policy #8.2.21 Payroll change notice: Employees requesting payroll deductions do not need approval from VP for Administrative Services.
 - (1) VP Fixen moved to approve, with a second by Assistant VP Halvorson.
 - ii) Students Services
 - (1) The request from student services is to replace crossed out portion of Policy 8.2.21 with what is written in the college catalog.
 - (2) After discussion it was unclear which sections needed to be replaced. President Darling decided approval of change request was tabled until clarification of what is going in and what is being taken out is presented clearly in writing.
 - iii) Faculty Senate Outreach Learning Committee Policy
 - (1) The Outreach Learning Committee policy was approved on the condition the word "establish" is taken out of #2.
 - (2) VP Kenner stated the function of the committee is not to establish policy. Associate Professor Olson added they just copied the wording that is in all other committees. President Darling stated when you say "establish consistency" that is fine if focused on establishing and not creating policy. Assistant VP Halvorson moved council strike "and establish" from #2 and approve the policy with a second from VP Kenner, all were in favor. [Associate Professor Olson will take back to faculty senate for discussion.](#)
- c) **DPAC Position Authorizations update** (Lloyd Halvorson)
- i) President Darling has signed the following position authorizations for DPAC: IT support personnel, an office assistant, faculty position to write curriculum, an Assistant Director/instructor to replace Melinda and an agronomist.

- ii) Assistant VP Halvorson suggested LRSC reclassify Paul to a 9mo tenure track professorship position paid by LRSC and let the grant supplement his salary for the additional work on the grant implementation. VP Kenner expressed concern about a tenure track position and discussion was tabled.
 - iii) Assistant VP Halvorson recommended finding funding for 1.5 full time employees by next year. [A meeting will be scheduled for VP Kenner, Assistant VP Halvorson and Dr. Gunderson to work out the budget and plan for the future.](#)
 - d) **Launch**
 - i) President Darling and VP Kenner discussed the cost to LRSC of delivering the LAUNCH program on UND's campus. There was discussion about renegotiating the MOU with UND so it is not such as cost to LRSC. Currently the delivering institution gets 80% and site where delivery is given gets 20%. President Darling and [Assistant VP Halvorson will meet with UND's VP for Student Affairs Lori Reesor to work out issues and possibly negotiate a new MOU.](#)
 - e) **Recruiting competition**
 - i) VP Fixen displayed the pictures of Enrollment Director Shock's recent recruiting stop. LRSC's one display booth compared to the rows of high tech booths from NDSCS and BSC all manned by faculty from the institutions.
 - f) **Dual Credit tuition & fees Auto 158 fall 2011 & Spring 2012**
 - i) LRSC will pay the fees that could not be waived.
 - g) **Governor's Office Funding Model** (Doug)
 - i) President Darling discussed the Governor's tuition plan with council and if accepted it should have a positive impact on LRSC's financial status.
 - h) **SBHE meeting November 15** (Doug)
 - i) President Darling decided to hold the SBHE Social from 5:30-6:30pm on November 14, 2012 in the dining room and suggested [LRSC send a note to the SBHE members asking them to come early for a tour of the Erlandson Building so they can understand why we are asking for improvements.](#)
- 5) **ADJOURNMENT**
- a) The next meeting of the administrative Council will be 11/5/12. The meeting was adjourned at 12:17 p.m.