

Approved 7/17/12

Administrative Council Meeting Minutes

Monday, June 27, 2012

(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

Erin Wood Director for Marketing & Communications

Bobbi Lunday- President's Assistant-Recorder

ABSENT

Associate Professor Richard Olson-Faculty member

1) Call to Order

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Wednesday, June 27, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by Interim President Doug Darling at 9:04 a.m.

2) Consideration of Minutes

- a) The June 4, 2012 minutes were approved with changes.

3) Old Business

- a) **2012-13 contracts**
 - i) VP Kenner reported the Faculty contracts were mailed 6/26/12.

4) New Business

- a) **Review meeting format (Doug)**
 - i) Assistant VP Halvorson will be the new member of council representing the Instructional Office.
 - ii) Interim President Darling will start meetings on time and try to move through the agenda efficiently. Council members were asked to read agenda material prior to the meetings and be prepared for discussions.
 - iii) Members of council should discuss agenda items with their departments, request input and share insight at meetings.

b) Update on wind turbine project (Doug)

- i) Interim President Darling will be signing papers in Bismarck on 6/28/12 for the approval needed to move ahead with the final stages of ordering the 1.6 mw tower.
- ii) Preparing press releases, major stories and inviting legislators for ground breaking will be the next important projects.

c) Personnel updates

i) INSTRUCTIONAL DIVISION (Lloyd)

- (1) Assistant VP Halvorson stated Interviews for the Instructional design position will take place after the July 4th holiday.
- (2) Contracts for Cindy Brown & Lindsey VanThuyne are extended for the month of July. Paul Gunderson is working on grant funding for Melinda.
- (3) New hires include former student Jarrod Wilhelmi replacing Allan Sackenrueter as Simulator Maintenance and Electronics Instructor and new Music Instructor, Gary Fulsebakke who will begin 7/2/12.
- (4) Discussion regarding office space for the new Music position took place; available options will be considered.

ii) STUDENT SERVICES DIVISION (Randy)

- (1) Chris Blanchfield has been promoted into the position of Associate Registrar/Veterans Affairs Assistant upon Judy Lee's retirement. Blanchfield's former position as Test Center Coordinator/Assistant Registrar will be posted internally.

iii) ADMINISTRATIVE DIVISION (Corry)

- (1) The position vacated by Stacie Deplazes in dining services will be posted.

iv) INSTITUTIONAL ADVANCEMENT (Laurel)

- (1) VP Goulding discussed filling Lise' Weegman and Michelle Fisk's part time positions. In the meantime, Loydene Wakefield has expressed interest in working with donors. VP Goulding will meet with the Foundation Board to work to fill Lise's position.

d) REPORTS FROM NDUS COUNCILS

i) ACADEMIC AFFAIRS COUNCIL (Lloyd)

- (1) VP Halvorson discussed Grant Shaft's Efficiency Plan requesting university system colleges and universities work harder to keep students closer to the minimum requirements of 60 credits for an associate degree and 120 credits for a bachelor degree.

ii) STUDENT AFFAIRS COUNCIL (Randy)

- (1) VP Fixen serves on the Admissions Application Committee. The committee has found difficulties with the university system's redesign of the online admissions form. The new form will cause a great deal of input inefficiency for the admissions department. The committee plans to continue working toward a more efficient system.

iii) ADMINISTRATIVE AFFAIRS COUNCIL (Corry)

- (1) VP Kenner received a copy of SBHE President Grant Shaft's letter indicating the SBHE will no longer be attempting to micro-manage the NDUS institutions and that a new

reporting hierarchy would be instituted. The presidents will work directly with the Chancellor and the Chancellor will report to the SBHE. The reporting relationship between campus VP's and the NDUS Vice Chancellors is yet unclear according to Vice Chancellor for Administrative Affairs Laura Glatt.

(2) The FY13 Annual Budget will be finalized by Friday, June 29, 2012.

(3) The last regular business day for FY12 is Friday, June 29, 2012.

e) **ENROLLMENT REPORT (Randy)**

i) Overall enrollment looks about even with last year. The Department of Public Instruction has changed the process so Dual Credit registration cannot be completed ahead of time causing enrollment numbers to appear lower and additional stress on admissions personnel throughout the inputting process.

f) **OTHER**

i) Interim President Darling requested council's input on the campus goals which are due to the Chancellor on 6/28/12.

ii) Assistant VP Halvorson requested and was granted permission to meet with Student Senate to bring their perspective to Faculty Senate meetings and bridge the gap between Student and Faculty Senates.

iii) VP Goulding updated council on frustrations with NDSU's International Admissions Policy policies. They admit our International transfer students as freshmen rather than allowing them junior year student status.

g) **NEXT MEETING**

i) (Tuesday, July 17, 2012, 9:00 a.m. in the President's Office)

5) **Adjournment**

a) Meeting adjourned at 10:30 a.m.