

Approved 10-8-12

## Administrative Council Meeting Minutes

Tuesday, September 24, 2012

President's Office 8:00 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**

*Bobbi Lunday- President's Assistant-Recorder*

### **1) CALL TO ORDER**

- a) Members of the Administrative Council for Lake Region State College called a special meeting to discuss immediate needs to meet the 30 day deadline of the DPAC grant at 8:00 a.m. on Monday, September 24, 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 8:05 a.m.

### **2) CONSIDERATION OF MINUTES**

- a) The 8/29/12 Administrative Council Minutes were reapproved with corrections.

### **3) NEW BUSINESS**

#### **a) DPAC Grant meeting initial 30 day deadline**

- i) Randy Fixen made a motion for immediate approval of the previously requested additional position for the business office with a second by Lloyd Halvorson, the motion passed with no opposition.

#### **b) Additional DPAC positions**

- i) Council authorized the writing of position descriptions for the DPAC grant. Positions will include faculty, personnel to meet IT needs and business office accountability needs, rewriting position descriptions to link the new program to LRSC's current Trio program.

#### **c) DPAC reporting process**

- i) Administrative Council agreed Dr. Gunderson should report to President Darling initially and Assistant VP Halvorson on a daily basis.