

Approved 6/27/12

Administrative Council Meeting Minutes

Monday, June 6, 2012

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Mike Bower-President

Dr. Doug Darling-Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Associate Professor Richard Olson-Faculty member

Erin Wood Director for Marketing & Communications

Bobbi Lunday- President's Assistant-Recorder

ABSENT

Laurel Goulding-Vice President for Advancement

GUESTS

Devin Hoffarth-Student Senate President

Gary Haugland II-IT

1) Call to Order

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, June 4, 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 9:04 a.m.

2) Consideration of Minutes

- a) The May 14, 2012 minutes were approved without corrections.

3) Old Business

a) SECURITY CAMERAS

- i) Gary Haugland II requested administrative council work on budgeting for security upgrades in the near future.
- ii) Mr. Haugland II reported the campus security cameras are so low quality that the IT department is unable to identify images of individuals when issues arise.
- iii) Twenty-seven cameras should be upgraded at approximately seven hundred dollars each.
- iv) **Mr. Haugland II will provide a list to VP Fixen of the location of the cameras that need to be upgraded so he can build a priority list.**
- v) Gary & Harvey are the only individuals with access to cameras.

4) New Business

a) STUDENT CONCERNS presented by Student Senate President Devin Hoffarth

- i) The posting of grades to eCompanion is not consistent with campus faculty. Students feel they are unable to properly monitor their progress in class without feedback via eCompanion.
 - A. Associate Professor Olson suggested the instructors that have the largest class sizes may be aided by a work study to help enter grades into eCompanion.

- ii) Students feel the attendance of a certain instructor should be more consistent.
 - A. VP Darling added Assistant VP Halvorson is working with the instructor and attendance did improve last semester.
- iii) Students would like to have more variety of on-campus classes on the summer schedule.
- iv) Students are suggesting a more modern look to the campus. Colors, students feel, are outdated, which reflects on the entire college.
- v) Other campuses decorate halls with student life pictures and many LRSC students would like to see something along those lines around campus, especially the hallway that links to Gilliland Hall.
- vi) The students would like to see the green and maroon colors in the Student Union replaced with the school colors.
- vii) The flags from all the different countries should hang outside in front for all to see and enjoy.
- viii) Lake Region State College light pole banners hanging around town or at least on College Drive would also be something the students would like to see.

b) DEPARTMENT REPORTS

- i) STUDENT SERVICES-VP Fixen
 - A. Fall registration is down by one hundred four students compared with this time last year. One possible reason is the Department of Public Instruction's new regulations for registering dual credit students
 - B. There are twenty interns from other campuses and states staying in the summer housing program.
 - C. The marketplace system allowed individuals to make housing reservations for Devils Run participants without paying which causes extra work for the business office and student services. [This will have to be corrected if we continue to use the system next year.](#)
 - D. This year's Student Affairs Council Retreat is being held at Riverdale High Lodge.
 - E. Fourteen faculty and staff members attended the retention summit. Lake Region State College is already doing what the other schools are just beginning to do for retention.
- ii) INSTRUCTIONAL SERVICES-VP Darling
 - A. Reference checks on Music and Sim Tech Instructors are underway. We are hoping to offer the positions this week.
 - B. The Academic Affairs Council Retreat will be on our campus today and tomorrow.
 - C. The spring dual credit orientation was canceled for veteran instructors that have completed all their paperwork. Instructors with unfinished reports and new instructors will be invited to the fall orientation.
 - D. VP Darling reported he will have everything ready to sign on the 19th of June for the legislative meeting regarding the wind tower funding.
 - E. VP Darling asked for permission to offer Golf as an athletic program on campus for the 2012-2013 school year. Permission was granted.
 - F. VP Darling asked for permission to offer Women's Fast Pitch Softball and Men's Baseball as athletic programs on campus. Discussion centered on revenue and costs; projected revenue \$25-30,000 per sport per year with \$39,000 in tuition revenue and students Lake Region State College wouldn't otherwise recruit. There was also discussion about course fees for student athletes. [VP Kenner requested the athletic department work with the booster club](#)

and foundation board to form a fundraising plan and raise \$30,000 to help fund the new programs.

- iii) ADMINISTRATIVE SERVICES- VP Kenner
 - A. VP Kenner reported he has been busy preparing the budget to go out today and had questions for council input on budget narrative.
- iv) ADVANCEMENT OFFICE-VP Goulding
 - A. VP Goulding was absent from the meeting on vacation
- v) PUBLIC RELATIONS-Director Wood
 - A. The department plans to work on marketing to students utilizing the lake region's natural attributes like hunting and fishing.
 - B. The cogs are still in motion on the new website and should be ready by mid-June to begin in-putting content.
 - C. Director Wood asked for direction from council for the Strategic Planning committees on what is driving the strategic plan? #1. On-campus enrollment # 2. Retention, being student focused and friendly
- vi) PRESIDENT'S OFFICE-President Bower's last council meeting.
 - A. STRATEGIC PLAN
 - (a) Remember to adhere to the strategic plan as your plan for directing the college. This includes budgeting for new initiatives on campus, providing services for students and centering on a strong focus for student success.
 - B. BOARD PRESENTATIONS
 - (a) Give them as much data as you can provide relevant to students receiving awards and training who are staying in North Dakota.
 - (b) Develop new programs on campus that will meet statewide needs and review present programs that may be outdated.
 - C. Department responsibilities and communication must be provided through regular department meetings.
 - D. Marketing
 - (a) How do we measure the impact of our marketing?
 - (b) It is essential that the college website be regularly updated and has the focus of a dedicated individual on a permanent basis. This is the marketing tool for the college.
 - E. Retention
 - (a) The Library is underutilized and should be reconfigured. Model after the other campuses. Streamline as an IT center with outlets for student laptops so they can gather and study in pods.
 - (b) Become a student centered college with ALL focused on customer service.
 - (i) Spend more time listening to students and involve them in campus decisions.
 - (ii) Class scheduling with student wants and needs in mind and build on summer programs.
 - (iii) Address student concerns by inviting them to council meetings like today.
- vii) FACULTY REPRESENTATIVE- Associate Professor Richard Olson

- (a) Associate Professor Olson inquired as to when the contracts will be coming out? VP Kenner answered; the contracts should be out by the end of the month. The budget has to be sent in and approved by Chancellor before they can be offered.
- (b) Associate Professor Olson requested the proposal to increase online instructor compensation be discussed and put on the agenda for fall 2012.

c) **NEXT MEETING**

- i) Monday, June 25, 2012, 9:00 a.m. in the President's Office

5) **Adjournment**

- a) VP Kenner moved to adjourn the meeting with a second by Randy Fixen, with all in favor, President Bower declared the meeting adjourned at 11:00 a.m.