

Approved 8/13/12

Administrative Council Meeting Minutes

Tuesday, July 17, 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 9:30 a.m. on Tuesday, July 17, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by Interim President Darling at 9:35 a.m.

2) Consideration of Minutes

- a) The 6/27/12 administrative council meeting minutes were approved as read.

3) Old Business

a) STUDENT SENATE REQUEST FOLLOW-UP

- i) VP Fixen notified council that Director of Counseling Freschette has been working with Forward Devils Lake's Chris Schilken to obtain \$1,000 from the Devils Lake Beautification Committee and Student Senate has also discussed putting \$1,000 toward the purchase of Lake Region State College banners.
- ii) Council reviewed the following proposal and Interim President Darling requested [Director Wood contact banner companies to get price comparisons for negotiation with Xtreme Signs and Graphix before making a final decision.](#)

7/13/2012

In regards to student senate suggestion to get banners on the light posts:

I spoke with Xtreme signs after I had discussed this possibility with the City of Devils Lake. Xtreme signs can make a quality banner that will hold up for 5-6 years, guaranteed, for \$180.00 per banner. Xtreme signs made the banners for the City of Devils Lake. With that being said, there are 64 light posts down college drive and around Lake Region State College. The signs are high quality and would make Lake Region State College a brighter, more professional looking area. We do a great job with the flowers during the summer months, why not have something here during the winter months that show off the pride we have for our institution.

We propose we get 64 banners @ \$180.00 = \$11,520 (every light post)

We propose we get 36 banners @ \$180.00 = \$6,480 (every other light post, but all on Lake Region State College property)

According to Chris Schilken, Devils Lake Economic Developer, Lake Region State College can request \$1000 from the City of Devils Lake beautification committee to help alleviate the cost of the banners. In addition, the City of Devils Lake will mount all the banners at no cost to the college.

Thank you for your consideration,

Lake Region State College Student Senate

Student Senate is also considering \$1000 toward the project.

4) New Business

a) MAJOR CAPITAL PROJECTS REQUEST

- i) Lake Region State College's request is ranked ninth on the Chancellor's Recommended Priorities list for the Erlandson Center remodel. During Chancellor Shirvani's tour of campus on 7/16/12; he stated he would work on getting us moved further up the list.
- ii) The next step will be working with OMB to get placed on the Governor's recommendation list.

b) FACILITIES SHARING DLPS RELATIONS

- i) President Darling notified council he meet with DLPS Superintendent Privratsky on 7/16/12. They agreed the institutions will not charge each other for facilities use but LRSC will continue to pay custodial fees when utilizing the Sports Center and DLPS will pay technician fees when utilizing LRSC's Auditorium.
- ii) President Darling also noted the Music and Drama directors get first choice on scheduling campus plays. Schedules must be finalized early if changes have to be made dates left available will be the only options to schedule.

c) MUSIC/MARKETING/ENROLLMENT/FACILITIES

- i) President Darling met with Music Instructor Gary Fulsebakke on 7/16/12. Gary currently has five students signed up for music classes. He is currently reaching out to students to sign up for class.
- ii) Theater Arts Playhouse noise issues need to be addressed professionally. Initially time will be scheduled to keep from disrupting daily office hours in the IT department until a permanent resolution for the noise issue is worked out. [VP Goulding will check with Mr. Vilandre on soundproofing the room.](#)
- iii) Ventilation is another issue that needs to be addressed; [VP Kenner will contact Physical Plant to work on a ventilation solution.](#)
- iv) VP Goulding announced the Royal Social donation has been used to purchase Drum sets, cases, stands and music.

d) DPAC (Dakota Precision Ag Center)

- i) Grant money was obligated but not yet expended for the manure injection tool.
- ii) Melinda Martin is working with TrainND selling IT training to Ag dealerships until the Workforce Enhancement Grant is awarded on August 2nd. There was discussion about the

Institutional Advancement office being in need of extra assistance perhaps Melinda could assist them until other grant funding becomes available.

- iii) President Darling reported Dr. Gunderson has five grants pending approval.
- iv) President Darling reported a Technology based Ag Program is on the horizon. The Farm and Ranch mgt. program is still active in Peoplesoft, so we will not need program approval from the State Board of Higher Ed. We would be updating the curriculum and changing the program name.

e) **VP GOALS**

- i) President Darling informed council their goals will be due in August but in the future a May deadline will be enacted.

ii) [The goals template will be emailed; VP's will have 2-3 weeks to submit goals.](#)

f) **PERSONNEL UPDATES (all)**

- i) Assistant VP Halvorson: Requested consideration is given to switching current Instructional Design office space to the office where she is currently housed.
- ii) VP Goulding: Announced Loydene Wakefield is working in the Foundation Office on records management and receipting about 15 hrs. per week. Michelle Fisk is helping part time while she is not on contract with Lakota High School. Julie Schuler is working on a part time basis with Instructional Services on an Unmanned Aircraft Systems Grant.

(1) VP Goulding and Director Wood proposed a plan to readdress the Advancement and Public Affairs offices. The Advancement Office is in need of marketing savvy and both departments' desire additional help and proposes to meet those needs together. VP Halvorson suggested re-tasking Melinda to the Advancement office for needed support until the Ag. Grants come through.

- iii) VP Kenner: Bobbi Sinkler transitioned into the position in the Food Services Department vacated by Stacey Deplazes, Amanda Helgeson transitioned into Bobbi Sinkler's position, leaving a vacancy in the Housing Office.
- iv) VP Fixen: Proposed Director Solberg take over all supervision of resident assistants requested additional compensation for the additional tasks. The request was discussed and a 5% pay increase was approved.
- v) [VP Fixen requested Associate VP Halvorson review the Assistant to the Athletic Director position and send feedback.](#)
- vi) [President Darling requested VP Halvorson as Instructional Service representative, an Administrative Service representative and a Student Service representative work together to review LRSC's method of determining goal salaries within the NDUS Broadbanding System and make suggestions to improve our process.](#)

g) **MARKETING BUDGET PROPOSAL**

- i) Marketing Director Wood discussed concerns of starting FY 2013 without a budget. Administrative Services requested Director Wood to provide the Administrative Council an analysis of FY12 advertising expenses and a detailed plan for FY13 before additional use of local funds is approved.
- ii) Director Wood suggested implementing measures that would require a new position to configure web content and marketing metrics. Director Wood also suggested working with

an agency to create a branded targeted ad campaign similar to those at other NDUS institutions.

- iii) Last year marketing received 163,000 to target advertise for recruitment and increase of \$100,000 over previous years.
- iv) VP Kenner the marketing budget should be addressed and agreed upon at the council level.
- v) President Darling requested VP Kenner put marketing budget back on the books in the amount of FY 11's budget and council will address Director Wood's marketing proposal at the next meeting.

h) STAFF RETREAT (Erin & Randy)

- i) Director Wood stated staff enjoyed the retreat and eagerly wait to see what council will do with the information staff have provided.
- ii) VP Fixen suggested TrainND re-present the information to council at the upcoming retreat.
- iii) President Darling is hoping to find a date for the retreat before mid-August.

i) INTERNATIONAL STUDENT RECRUITING

- i) International Student Coordinator Claussen submitted a proposal to contract with a local individual to recruit student from Korea on LRSC's behalf. The NDUS recruiting policy was suspended; all hiring of agents for international student recruiting is currently prohibited.

j) THREE TIERED NDUS

- i) President Darling discussed the new Chancellor's desire to have a three tiered University System. The policies and admissions will differ for each type of institution. There are two research universities, four 4 Year Colleges and five Community Colleges. The Chancellor will meet with Presidents from each institution type as a group. The community college meeting date is August 9th.

k) CHILD CARE CENTER

- i) President Darling met with CCFK board members, Alison Driessen of HeadStart and Sonja Adahl child care program Instructor to discuss the CCFK childcare center. Their recommendations/options were:
 - (1) For the college to take a more active role if keeping the child care center on campus is favored or creating a five year plan to close the CCFK Childcare Center
 - (2) They discourage the parent board running of the center.
 - (3) They encourage the college to explore to option of housing the HeadStart Program, CCFK Childcare Center and LRSC Early Childhood Program classroom all here together so staff can be shared.
- ii) Assistant VP Halvorson suggested requesting TrainND look into providing training for childcare workers in the area. Every center and private in home provider is required to attend and send employees to training that individuals are traveling out of town and paying top dollar to receive.

l) VP REPORTS ON CABINET AND BOARD MEETINGS

- i) President Darling noted the Chancellor is considering holding Cabinet and Board meetings every-other month so there will be six instead of twelve meetings to travel to per year.

m) NEXT MEETING (August 13, 2012, 9:00 a.m. in the President's Office)

5) Adjournment – President Darling adjourned the meeting at 12:05 p.m.