

Approved 8/29/12

Administrative Council Meeting Minutes

Monday, August 13, 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

ABSENT

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Erin Wood Director for Marketing & Communications

ABSENT

Richard Olson Associate Professor -Faculty member

Bobbi Lunday- President's Assistant-Recorder

1) **Call to Order**

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, August 13, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling.

2) **Consideration of Minutes**

- a) The 7/17/12 administrative council meeting minutes were approved with correction.

3) **Old Business**

- a) Marketing Budget (Erin)
 - i) Director Wood presented a request to move forward with efforts to brand Lake Region State College and advance image and awareness. **Request was tabled until Council has a better understanding of budget detail.**
- b) Bicycle Expense (Corry)
 - i) **This agenda items was tabled until the next meeting when VP Kenner, Residence Hall Director Solberg and International Student Advisor Claussen can be scheduled to attend.**

4) **New Business**

- a) SBHE Meeting Report (7/12/12)
 - i) There have been no meetings since last report.
- b) Interim Higher Ed Meeting Report (7/30-31/12)
 - i) President Darling reported on the interim Higher Ed Meeting, which spent much time focused on auditing fee reports at NDSU and UND.

- ii) President Darling also reported on the meeting of two-year college presidents with the chancellor. Items discussed at that meeting included the chancellor's proposals regarding a three-tiered system, admission policies, dual credit, tuition, and remediation.
 - c) Emergency Contact List (Doug)
 - i) This list has been updated and will be sent to the proper department.
 - d) Enrollment Report (Randy)
 - i) VP Fixen reported on campus numbers look steady compared to last year during the same time period. GFAFB is showing a drop in numbers. Dual credit enrollment is also showing a drop, however, this should level in the next weeks. This drop is due to new DPI enrollment processes for these students, which delays registration at Lake Region State College.
 - e) Use Of Indirect Costs-TRiO Grant (Randy-tutoring permanent authorization)
 - i) A total of \$24,000 is in TRiO's indirect cost fund. VP Fixen requested to use indirect cost funds in the approximate amount of \$10,000 for tutoring needs, supplemental education, and continued retention efforts. VP Halvorson made a motion to authorize the use of indirect cost funds from the TRiO grant in the amount of \$10,000 for tutoring needs, supplemental education, and continued retention efforts. VP Fixen seconded, motion carried unanimously. [\\$10,000 from TRiO's indirect cost fund will be allocated to pay for tutoring, supplemental education and continued retention efforts. The remaining \\$14,000 allocation will be discussed at a future council meeting.](#)
 - f) Retreat Results
 - i) VP Fixen handed out the complete reports from the retreats [for Council members to review at its retreat later in August.](#)
 - g) Strategic Planning
 - i) Brandi Nelson and Erin Wood updated council to the current state of the strategic planning process. Plans are to present the four group comprehensive plans to the Campus Planning Team and have that group narrow down priorities. [All the material will then be handed to Council prior to their August retreats.](#)
- 5) **Department reports**
- a) Student Services-VP Fixen
 - i) New hires Brittany Baker (testing center and assisting assistant registrar), and Chris Blanchfield (Assistant Registrar and Veterans Affairs) are getting settled.
 - b) Instructional Services-Assistant VP Halvorson
 - i) On September 22nd ITS will implement Office 365. Council will then decide what mobile technology the campus will be using for mobile communications.
 - ii) Oman Contract – International Student Advisor Claussen is inquiring if a delegation from Lake Region State College will be traveling to Oman this fall. [If a trip is being planned dates and attendees should be decided upon.](#)
 - iii) Online Student State Authorization – There is a list of states Lake Region State College is not authorized to serve students. [Student Services and Outreach and Distance Ed offices are sorting through a short list of students that are in states not authorized or pending.](#)

- iv) Music Classes – The music classes on campus needs adequate room for practice. [The Theater Arts Playhouse acoustics is not conducive to teaching and learning due to echo. Options are being explored.](#)
- c) Advancement Office-VP Goulding
 - i) Workforce Enhancement Grant – The grant application will be reviewed August 15, 2012 by an executive committee. Funding from this grant would support Dakota Precision Ag Center.
 - ii) Volunteers who support the Community College Foundation have been nominated and selected to receive recognition for efforts. Details will be announced at a later date.
- d) President - Dr. Darling
 - i) Wind Turbine – Logistical details are still being worked out regarding the wind energy and turbine project. President Darling is working with ESG and others on details. Director Wood and President Darling are also working out Public Relations plans for groundbreaking and following activities for earned media coverage.
- e) Next Meeting
 - i) August 29, 2012 at 9:00 a.m. in Heritage Hall
- 6) **Adjournment**
 - a) President Darling adjourned the meeting.