

Approved 10/8/12 w/corrections

Administrative Council Meeting Minutes

Tuesday, September 18, 2012

President's Office 9:30 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

Jeanette Kenner until 11a.m. then 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 9:30 a.m. on Tuesday, September 18, 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 9:40 a.m.

2) CONSIDERATION OF MINUTES

- a) Present 8/29/12 Administrative Council Minutes for approval.
- b) Assistant VP Halvorson moved to approve the 8/29/12 administrative council meeting minutes without correction, a second by VP Kenner and all voting in favor, the minutes were approved.

3) OLD BUSINESS

- a) **Budget for Security Cameras** (Gary Haugland II 9:35 a.m.)
 - i) Mr. Haugland II reported to the council the time has come to upgrade the Windows XP camera software, poor quality cameras and replace the camera damaged by a lightning surge.
 - (1) The cameras were initially paid for out of a one-time security budget. The need to budget for replacing 3 analog cameras each FY was discussed. The discussion revealed there are no camera's covering the kitchen freezers, band equipment or POTP storage room.
 - (2) **VP Kenner asked Mr. Haugland II to meet with the risk management committee to prioritize camera placement and advise a maintenance budget for preparation by administrative services. The IT department will return to council to report and submit a formal budget request to administrative services for continued upgrade and maintenance** (the camera software will have to be upgraded every four years, storage array lifespan can last up to 6 years.)
- b) **Indirect cost usage** (Lloyd Halvorson)
 - i) The numbers from the TRiO grant did not work out as we talked about at the last meeting. Council discussed and will leave the indirect cost fund usage for tutoring at \$10,000.
- c) **SBHE meeting** (November meeting on LRSC campus)

- i) Council discussed the possibility of hosting the social in Erlandson. We will be receiving new guidelines from the Chancellor's office for the SBHE meeting and related events. We will schedule the events, format and location after receipt.

4) NEW BUSINESS

a) Tenure Track (Rick McAllister)

- i) Mr. McAllister addressed the council on behalf of the Tenure Committee to discover why LRSC's campus has gone from 68% tenured faculty in the 80's to the 40% it has currently. President Darling reported tenure track positions are decided upon at the discretion of the President. The financial impact on the institution is paying an extra year's salary if the faculty position has to be eliminated due to a program closure and tenure track is not feasible for low enrollment programs as the position may not be long term.
- ii) Mr. McAllister reminded the council the NCA committee was concerned that LRSC didn't have more faculty members with master degrees. Rank stops at associate professor for non-tenure track positions and there is little incentive to invest the money, time and effort into a master degree. If council has no reservations in striving for 50% tenured faculty on campus, the tenure committee will work on policy and procedure changes to create a process for transferring a non-tenure track position to a tenured track position. President Darling stated this council will agree to take a look at what the tenure committee puts together to increase the number of tenure track positions to 50%. Suggesting Mr. McAllister require criteria more rigorous than criteria for achieving tenure itself in the procedure to transfer from non-tenure to a tenure track position.

b) Dakota Precision Ag center Grant (Lloyd Halvorson)

- i) Dr. Gunderson requested action today relative to the pending two year (26 months) award from the Department of Commerce.
 - (1) Revenue to fund the Tweet building remodel costs estimated at \$25,000. There is a chance LRSC will win another grant to replace those funds from Cenex Harvest States (CHS). The award is pending and waiting to hear on the award before we begin renovation would be detrimental to the program. Dr. Gunderson would like start renovation and lock in rental of the Twete building for 5 years.
 - (2) DPAC agrees, TrainND should count trainee numbers but DPAC would like to tailor the training for their customers.
 - (3) The two year Ag program start up would be fall of 2015. Decisions on proceeding should be made soon. Enrollment and other campus departments will have to be notified.

c) Proposal for New Accounting Clerk Position (Joann Kitchens)

- i) Controller Kitchens informed council the administrative service office needs two positions but has decided request one entry level position to assist Accounts Payable Associate Lundquist and Human Resource Assistant Lang with data entry and reclassify Accounts Payable Associate Lundquist and Human Resource Assistant Lang. With the addition of RCards, Launch, and audits from the CCF, COE and System Office the workload has increased to an overwhelming level that cannot be maintained by the current staff.
- ii) There was discussion on the additional costs of adding personnel, where they would be housed, priority list of other office areas also overwhelmed and how budgeting for the position was carried out.

- iii) [The final decision was tabled, President Darling would like to review the budget information he previously requested before making a decision.](#)
- d) **Nominations sheet** (Lloyd Halvorson)
 - i) Council reviewed the faculty senate committees and approved changes as read. Including a date change to September.
- e) **Key Event Auction for Scholarships Question** (Randy Fixen)
 - i) Randy Fixen requested input on how the athletic department would proceed to auction Softball, Baseball and Volleyball scholarships on the Key Event live auction? VP Goulding thought they could do a silent auction then requested assistance to develop that item.
- f) **Chancellor's Cabinet Meeting report** (Doug)
 - i) President Darling asked for input from council on the draft of new policies the Chancellor is bringing forward for approval/discussion. President Darling will submit comments to the Chancellor.
 - (1) Tuition waivers should have 3 priorities, Native American, Military & Athletes
 - (2) The Chancellor would like to see system wide consistency in policies.
 - (3) Chancellor discussed matching funds for one time expenditures for capital projects with legislators. \$200,000 minimum matching funds will be LRSC's recommendation.
 - (4) They are going to allow 4-year institutions to offer dual credit as long as they follow the model.
 - (5) A funding model will have to be designed: Per credit tuition model to include program and course fees unless those fees can be justified to be listed separately. There will be no free credits and there will be three tuition levels (low, medium, and high), based on the type of program. [President Darling and VP Kenner will meet to work through a funding model that will work for our institution.](#)
 - (6) The Legislative breakfast will take place on November 8th, 2012.
 - (7) The ground breaking ceremony for the wind turbine will take place on October 8, 2012
- g) **Boiler Replacement** (Corry)
 - i) VP Kenner reported, Honeywell ESG is guaranteeing the savings if we replace two more boilers than previously planned at an additional one time cost of \$170,000. Four boilers would be replaced with 3 boilers and the whole campus heated with high efficiency boilers all fitting on the North end of campus with pipe connections to the rest of the main campus building. LRSC can turn the boiler room by the Instruction Office into a useable work space. The funding would come from carryover that can only be spent on one time expenditures. The life span of current heating system has expired this plan will reduce our energy costs even more. There was a clear consensus among members of council on the boiler proposition.
- 5) **Risk Management**
 - a) President Darling asked council to review the Emergency Procedures booklet put together by Risk Management Coordinator Lillehaugen.
- 6) **ADJOURNMENT**
 - a) Council continued meeting through a working lunch and President Darling adjourned the meeting at 1:30 p.m. The next meeting of the administrative Council will be 10/8/12.

Lake Region State College
Faculty Senate Committee Members
2012-2013 Academic Year

Faculty Senate Meetings Fourth Wednesday of the Month at Noon in Chautauqua

(*) Last year of 2 Year Term

(**) "Administrator nominated by the President and confirmed by the Faculty Senate" These may be changed starting new 2011 school year and names will be forwarded to Faculty Senate by the September Faculty Senate meeting.

Meeting times and places for 2012-2013 school year may change

Committee membership was approved by Faculty Senate on 5-7-12

Curriculum and Academic Standards

2nd Wednesday at Noon in Colonial

Teresa Tande-Chair

Loann Nelson

*Deb Carlson

*Tammy Riggin-Secretary

*Cory Mitzel

**Dan Johnson

**Lloyd Halvorson

**John Cowger

Student: Devon Hoffarth

Student: Mackenzie Darling

Faculty Welfare

4th Monday @ Noon Corry Kenner's Office

Curt Herman

Karen Clementich-Secretary

*Eileen Gray-Chair

*Michelle Murphy

**Corry Kenner

Professional Growth

2nd Monday @ Noon Lloyd's Office

Kory Boehmer-Secretary

Craig Stromme

*Cheri Weisz-Chair

*Theresa Leiphon

**Lloyd Halvorson

Faculty Rights

4th Monday 12:20 (As Needed)

Jerry Neidlinger-Secretary

*Jay Olson

*Duane Schwab

*Kacie Jossart-Chair

*Jennifer Moreland

Tenure (Must be Tenured, 5 Year Term)

2nd Monday @ Noon Colonial Room

Rick McAllister (2014-15)-Chair

Randy Olson (2015-16)

Diane Karlsbraaten (2016-17)

Marilyn Buresh (2012-13)

Shaun Prince (2013-14)-Secretary

Nominations

1st Monday @ Noon Student Union

Donna Gutschmidt

Jared Wilhelmi-Secretary

*Mark Gilbertson

*Heidi Schneider-Chair

Library Media

2nd Wednesday @12:15 Erlandson

Rick Senger

Kim Brown-Secretary

Jay Johnson-Chair

*John Maritato

**Laurel Goulding

Celeste Ertelt Librarian (Ex-Officio)

Student:

Student:

Outreach Learning

1st Thursday @ 8:15am Room 124

Betsy Bannier

*Rodney Armstrong

Heidi Schneider

*Kari Matthys

**Lloyd Halvorson

Dan Driessen Outreach Learning Director (Ex-Officio)

Council of College Faculties (3 Year Term)

Betsy Bannier (2011-14)

Foundation Representative (2 Year Term)

Gary Fulsebakke (2012-14)

President – Dick Olson

President Elect – Jeanette Kenner

Secretary – Gail Olafson