

Approved: without correction on 1/13/13

## Administrative Council Meeting Minutes

Monday, December 9, 2013

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

### **VOTING MEMBERS PRESENT**

*Dr. Doug Darling- President*

*Lloyd Halvorson- Vice President for Academic Affairs*

*Dr. Randall Fixen- Vice President for Student Affairs*

*Laurel Goulding- Vice President for Institutional Advancement*

*Corry Kenner- Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Bobbi Lunday- President's Administrative Assistant-Recorder*

*Jay Johnson- Faculty Senate Representative*

### **Guests**

## **1) CALL TO ORDER/REVIEW MINUTES**

- a) The meeting was called to order at 9:02 a.m. on 12/9/13. The minutes were reviewed and approved.

## **2) OLD BUSINESS**

- a) **Faculty Personal Leave Policy Proposal** (Academic Affairs)
  - i) VP Halvorson presented the revised Faculty Personal Leave Policy for Council to review. VP Fixen moved to approve the policy with a second by VP Halvorson, 4 members of council voted in favor, one member voted nay, **policy was approved**.
- b) **Faculty Senate Membership Policy** (Academic Affairs)
  - i) Faculty Senate voted to change the Membership Policy of the Faculty Senate Constitution April 27, 2011. It was not presented for council approval at that time. VP Kenner moved to approve the Membership Policy of the Faculty Senate Constitution as the Faculty Senate passed it in April of 2011, with a second by Randy Fixen and all voting in favor the **policy was approved**.

## **3) NEW BUSINESS**

- a) **SBHE January 30, 2014 Meeting Planning** (President Darling)
  - i) Corry & Kristin Kenner will host a social at their home the evening before the SBHE/Chancellor's Cabinet meeting takes place on LRSC's campus.
- b) **SBHE Policy 806.1**
  - i) President Darling explained the Christmas Party Event may not be paid for with state funding; Foundation funding will be used this year but President Darling does not want to deprive students of potential foundation scholarship dollars and **asked VP's to discuss with department staff and faculty to generate alternative ideas**.
- c) **Erlandson**
  - i) LRSC accepted a guaranteed maximum price (GMP) of \$4,927,117 from Community Contractors for the construction manager at risk portion of the Erlandson Tech Center project.
- d) **Personnel**

- i) VP Fixen reported three applicants will be interviewed for the women's head basketball coaching position.
  - ii) VP Halvorson reported Alex Cavanaugh accepted the English teaching position and will start in January. Mark Halvorson has accepted the agronomy instructor position with Precision Ag. Tammy Widmer and Brittney Hanson have accepted tutoring positions with the Ag center. Annie Alexander accepted a position as Operations Manager at TrainND and the Administrative Assistant position in TrainND will be re-opened. Jerry Neidlinger will be transferring to teach Electronics at the Ag Center.
  - iii) VP Kenner reported Jennifer Halvorson is training to move into the position vacated by Annie Alexander, opening the Accounts Payable position. Former student employee Nicole Dinger has accepted the Bookstore position.
  - iv) VP Goulding reported Erin Wood will be back on campus half days beginning December 17<sup>th</sup>.
- e) **Department Reports**
- i) VP Fixen reported over 100 high school juniors, seniors, and some parents visited the Ag Center on Friday. They were all very focused, attentive, and pleased with what they learned about DPAC at LRSC. Chipmunk cheeks, Finals week care package, Sneak-a-peak, and a trip to the Fargo Expo are on the schedule for Student Services.
  - ii) VP Kenner reported OMB is currently working on CIP code inconsistencies used in the new higher education funding formula. Council needs to meet to determine capital project priorities for the upcoming Facilities Master Plan due in March 2014. NDUS committees continue to work on a tiered tuition rate structure as mandated by the Pathways document. The process to reestablish a federal indirect cost rate for LRSC will need to be completed by Administrative Affairs during calendar year 2014.
  - iii) Jay Johnson reported Faculty Senate struggles to get through an entire agenda at their monthly meeting and is in search of a date for an additional standing monthly meeting.
  - iv) VP Goulding reported the Advancement Office is happy to have wrapped up the Key Event and is currently working on appeals to endowment holders. December's Royal Social was enjoyable as the LRSC Vocal Ensemble appeared to sing Christmas Carols and promote their latest fundraiser for the New York trip. Melana Howe is working on a grant for the DPAC with CHS (Cenex Harvest State). A Paramedic Licensing Grant in coloration with our Nursing program. VP Halvorson expressed interest in pursuing the grant for BCBS/Fitness Trainer Technician Program.
  - v) President Darling reported he was approached by Northland Community and Technical College about partnering with them on Precision Ag. He updated council on discussions underway with the City of Devils Lake. DLHS is moving forward with their Fine Arts Center to be located between the high school and the Career and Technology Center and talking with LRSC about a possible parking lot on the north side of the High School.
  - vi) Christmas break construction; VP's Halvorson and Kenner will work with Physical Plant on a plan to finalize pricing for soundproofing the lower deck for music classes. Council approved ordering construction materials to transform the boiler room into a meeting room.

#### **4) ADJOURNMENT**

- a) The next meeting of the Administrative Council will be January 6, 2014 at 9:00 a.m. The meeting was adjourned at 10:51 a.m.