

Approved: with corrections on 2/25/13

Administrative Council Meeting Minutes

Monday, February 11, 2013

President's Office 9:00 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-Faculty member

Dick Olson-Assistant 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, February 11, 2013 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 1/30/13 Administrative Council Minutes were approved with corrections.

3) OLD BUSINESS

a) Wind Turbine Discussion

- i) Council reviewed and approved a turbine access safety plan presented by President Darling.

b) Do it Like Disney (VP Fixen/President Darling)

- i) VP Fixen shared the outcome of the faculty's Disney Plan with council. [Council authorized VP Fixen to hold group meetings to review results and request a quote from TrainND to develop a LRSC Campus Do It Like Disney training orientation for new hires.](#)

c) Academic Calendar Approval

- i) The Academic Calendar was approved with corrections.

4) NEW BUSINESS

a) Early Childhood Program

- i) Council discussed requiring background checks for students entering the child care program. Assistant VP Halvorson explained that with the loss of online English Instructor Jossart (resignation due to doctoral studies) LRSC has also lost its early childhood advisor. At this time the background check policy and process is on hold. LRSC hopes to implement it for fall. [The Distance Ed Department supervises the early childhood program so it will be their responsibility once the background checks are required.](#)
- ii) Strengthen program relations with College care for kids. Assistant VP Halvorson stated that we have 30 to 40 students in the early childhood program; we need to consider a full time program coordinator/faculty person. [Assistant VP Halvorson will provide additional information this spring and come forward with a proposal and cost analysis.](#)
- iii) Child care program advisors: [Andy Wakeford will resume the advising role for these students once online English Instructor Jossart's contract ends.](#)

b) **Online Instructor Position**

- i) Assistant VP Halvorson discussed the need to fill online English Instructor Jossart's position. Online English enrollment is high. Assistant VP Halvorson requested that President Darling sign the position authorization form so the search for a full time English (online) instructor can begin. Assistant VP Halvorson provided the numbers of students that online English Instructor Jossart has taught for the past several semesters. The enrollment numbers are very high and the need is established. Council had no objections. The form was signed by President Darling.

c) **Library Media Committee Report** (Assistant Professor Olson)

- i) Assistant Professor Olson shared the Library Committee's plan. President Darling indicated that he has extended the deadline from March to May for the committee's report. He wanted to ensure a thorough analysis. He also indicated that he is not in a hurry to bring TrainND back from the School for the Deaf as we have made a substantial investment and want to make sure we take our time in making a decision.

d) **Enrollment**

- i) Council reviewed the enrollment report showing enrollment is down from 2,021 in spring of 2012 to 1,882 in spring of 2013.

e) **Tuition Collections Projections** (President Darling)

- i) VP Kenner is reviewing the impact of lower enrollment on projected tuition revenue collections.

f) **Budget Process for 2013-14** (President Darling)

- i) President Darling requested departments begin projecting their budget needs to VP Kenner for the upcoming NDUS budget request of campuses.

g) **Update on Presidential Search process**

- i) Council reviewed a copy of the schedule for the two days the candidates will be on campus. The schedule includes individual meetings for each candidate with students, faculty, staff and community members. Department heads will decide how to best insure participation by providing office coverage or releasing students and faculty from classes to attend meetings. Individuals have been assigned as escorts for the candidates to chauffeur them to and from airports, hotels and meetings. Individuals have also been recruited to provide comprehensive campus and community tours to the candidates. Arrangements for lunches and dinners to include an assortment of community, faculty and staff members have been made at various locations to ensure limited contact between candidates as recommended by the system office.

5) **ADJOURNMENT**

- a) The meeting was adjourned at 12:00 p.m. and the next meeting of the Administrative Council will be on 2/25/13.