

Approved: with corrections on 3/18/13

Administrative Council Meeting Minutes

Friday, March 22, 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-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

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. in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling. President Darling thanked council members for their support and for being a good team, stating it will take all of us working together to hire good people to fill positions of retirees on campus.

2) CONSIDERATION OF MINUTES

- a) VP Fixen moved to approve the 2/25/13 Administrative Council Minutes with a second by VP Kenner and all voting in favor the minutes were approved without corrections.

3) OLD BUSINESS

- a) **Theater Arts Playhouse Concerns** (VP Goulding)
 - i) VP Goulding explained that she asked that the Playhouse be on the agenda because it will soon be time to develop the summer maintenance job list and wanted to be sure that its problems receive priority considerations. President Darling reported that a consultant from Wenger Music has made proposals for sound control. Goulding expressed concern about high humidity in the room which led to a discussion about strategies to manage air flow. It was decided that a gate will be installed to allow air flow and keep the room secure when not occupied. Other concerns to place on the summer maintenance crew include:
 - (1) Soft spot in middle of the floor
 - (2) Windows that frost in cold weather
 - (3) Soundproof practice rooms are required
 - ii) **A plan will be formulated for summer maintenance work.** VP Kenner suggested council members walk around with Don and make a plan for summer maintenance.

4) NEW BUSINESS

- a) **ND CORE Survey Results** (Director of Counseling 9:00a.m.)
 - i) Counseling Director Freschette reported the statistics from the ND CORE survey supporting substance abuse prevention. Director Freschette strives to find alcohol free options for students by working to provide recreational options including dodge ball tournaments, bands (Johnny Holmes), the Hypnotist etc. which have been working to support healthy lifestyles among our students. We do have students that are consuming alcohol but they are consuming in a more socially responsible manner, and far below the university system average. Binge drinkers (5 or more drinks per sitting) are a concern. Marijuana is

becoming the next drug of choice. Director Freschette emphasized the importance of continuing to offer/provide alcohol free choices for students in the evening hours and is developing a budget to address this priority. President Darling thanked Director Freschette for making a difference for students through all her hard work providing activities and counseling students.

b) **Policy For School Cancellation** (VP Goulding-questions)

- i) After considerable discussion on the following school cancellation practices it was decided **council will review the policy to determine if it is being followed and/or if it needs to be updated. Of concern were questions including:**
- (1) Is Switchboard Operator Essential Personnel?
 - (2) Who is responsible for updating a message for the main phone?
 - (3) Who coordinates the change of plans with off-campus groups scheduled to use the facility?
 - (4) Should one or more entrances to the campus be open to allow access to computer labs for students who can get here?
 - (5) What are reasonable expectations for snow removal during storms and when snow falls on weekends?
 - (6) What is the decision-making chain of command during snow emergencies?

c) **Graduation Speaker**

- i) The list of commencement speakers was considered and narrowed. The graduation committee will proceed with planning.

d) **Annual Program Enrollment Report Policy Change Request** (Faculty Senate)

- i) Professor Olson presented proposed changes to the program enrolment policy, which passed Faculty Senate unanimously. The changes requested reflect the Faculty Senate's desire to use measures other than just one number to indicate why and if a program should be designated "low enrolment." Assistant VP Halvorson moved to pass the policy change request with a second by VP Fixen. A vote in favor and the motion passed. President Darling asked Faculty Senate President Olson to convey his appreciation for the work of the faculty on this policy. (policy attached)

Article 7.24 Annual Program Enrollment Report

1. The Vice-President of Instructional Services, in collaboration with the Registrar, shall produce a program enrollment report by October 15th of each academic year. The report will include a NDUS faculty load report, program enrollments by: freshmen, sophomore, full and part-time students.
2. Any CTE program with an enrollment of 9 or fewer than nine full time students per FTE faculty will be ~~considered to be a~~ reviewed as a low enrollment program (part-time student credit hours will be totaled and divided by 12 and added to total). Liberal Arts departments with less than a 20:1 student-faculty ratio will also be reviewed for low enrollment. ~~Each year, faculty in low enrollment programs will review their program and complete an action plan for improvement in collaboration with the Vice President of Instructional Services. The plan must be completed by December 30 with the implementation of the plan during the spring and summer terms.~~
3. Prior to an official designation as low enrollment, the Vice President of Instructional Services, in cooperation with the program faculty, shall conduct a comprehensive review to identify the key indicators of program strength as they relate to enrollment. These indicators may include the ending enrollment numbers for **at least** the previous three terms, verification of all students in the program, any changes in the number of program faculty, the program's budget (not to include salaries **and benefits**), the number of program related courses delivered by part time instructors (and related enrollments), prior marketing efforts, employer partners or the lack thereof, and industry strength and hiring trends.
4. The Vice President of Instructional Services shall make an official recommendation to the President as to whether or not the program will be officially listed as a low enrollment program for the current academic year, only after this comprehensive review has been completed.
5. Each year, faculty in a program officially designated as low enrollment ~~programs~~ will review their program and complete an action plan for improvement in collaboration with the, **Director of Marketing and Communication, the Director of Admissions and Enrollment Management, and the** Vice President of Instructional Services. The plan must be completed by December 30th with the implementation of the plan during the spring and summer terms.
6. ~~3.~~ Programs/departments listed on low enrollment status for two consecutive years will be notified in writing that the program may be considered for restructuring or closure during the next academic year.

- ii) Faculty Senate President Olson reported the Library Media Committee is questioning what will happen with the information being gathered about the library. [President Darling asked that the committee define the priorities for the library and that the Faculty Senate prepare a recommendation for Council.](#)
- e) **Two Day Orientation Proposal** (VP Fixen)
 - i) Student Services would like to expand new student orientation by bringing 1st year freshmen to campus on Saturday for team building exercises/orientation exercises. On Sunday returning students will be welcomed. Jay Zar will again be hired to lead many orientation activities. In addition, Student Services is planning group activities such as the Mentalist and tournaments in lower deck, all of which help students make connections and support retention goals. VP Fixen will encourage Athletes to work with Campus Crusade to help unload vehicles and welcome students. On Monday students will have structured time to work with advisors. In past years, all orientation activities have been paid for by Student Senate and Housing. Additional costs for the two-day orientation are approximately expected to be \$3,000. VP Fixen requested the institution help fund food on Saturday/Sunday and the retention entertainment. VP Kenner and council agreed the institution will fund approximately \$3,000 in extra costs.
- f) **Request for Approval of TrainND's Do It Like Disney Training Costs** (VP Fixen)
 - i) VP Fixen requested approval to pay TrainND to conduct two-hour customized customer service training in each department area as a follow-up to the Do-it-like-Disney initiative. Faculty will complete training during their August in-service. After discussion Assistant Professor Olson moved to approve the training with a second by Assistant VP Halvorson and all in favor, funding was approved. [VP Kenner will research the funding code to be used for payment to TrainND.](#)
- g) **Personnel Discussion** (Assistant VP Halvorson)
 - i) Assistant VP Halvorson announced that Curt Herman has resigned and the Men's Basketball Coaching position is being advertised.
- h) **Athletic Booster Club Accountability** (VP Kenner)
 - i) VP Kenner asked for clarification as to how the Booster Club fits into the institution's organizational chart. It was agreed that the Booster Club is an entity separate from the college but that it operates under the non-profit status of the Community College Foundation. Council agreed [VP Kenner and VP Fixen will meet with Booster Club Chair Randy Olson to develop better strategies to exchange information needed by both entities and to discuss Booster Club constitution and bylaws.](#)
- i) **NDSD Lease Renewal Terms** (VP Kenner)
 - i) VP Kenner announced after June 30, 2013 LRSC will change to a month to month lease with NDSD For the TrainND/Adult Ag office space up to December 2013.
- j) **Employee Compensation** (VP Kenner for Compensation Committee)

VP Kenner explained for FY13, Administrative Services budgeted, along with an estimated amount for the new office position, an additional \$10,000 to cover anticipated salary increases as higher level duties are assigned by Controller Kitchens to the two associate positions. Several higher level duties have been added to the positions. Administrative Services has decided to delay a formal reclassification while duties are still being realigned within the office. In the meantime, requests increases, effective March 1, 2013, to bring salaries for the Associates to 90% of their current goal salaries to more fairly compensate them for the higher level duties already incorporated into their positions. VP Kenner indicated the job descriptions have been changed to include higher level duties currently performed but, because of the continuing realignment of duties within the office, revised market matches will not be considered until later.

Assistant VP Halvorson reminded everyone that Council had previously agreed to reclassify Directors Cowger and Jorgenson from "officers of the institution" to "broad-banded employees" the change will trigger an increase in pay to meet the market match and the employee average goal salary at 82.78% for these

positions. If the change is made effective March 1, enough funding remains of the \$10,000 additional budget in Administrative Services to honor their new broad-banded goal salaries.

VP Kenner moved to approve pay increases for all four individuals beginning March 1, 2013 and the motion received a second from Assistant VP Halvorson. President Darling called for a discussion before the vote. VP Fixen questioned if the Compensation Committee had any conversations about evaluating overall campus administrative assistant pay inequalities. Assistant VP Halvorson stated the Committee plans to meet again and is willing to consider other situations that should be reviewed campus wide. VP Halvorson suggested VP Fixen submit a written request to the committee regarding specific employees to be reviewed. VP Goulding expressed concern and stated it is council's duty to work to fix the inequalities across campus for everyone and to do this work in a set time once a year, rather than in piece-meal fashion, one by one. President Darling appealed to the council to work to create a system that is as equitable as possible for everyone.

The motion carried. [Assistant VP Halvorson instructed VP Kenner to give Director Jorgenson formal written notice requesting he accept or decline his reclassification in writing as soon as possible. Assistant VP Halvorson intends to do the same for Director Cowger.](#)

k) **Cell Phone Proposal** (VP Kenner)

- i) Council discussed several options for a cell phone policy which were put together by committee made up of Associate Lundquist, CIO Simhai, Controller Kitchens, and Assistant VP Halvorson. VP Halvorson advised council that LRSC is paying for a lot of personal use on cell phones. Council debated offering a stipend for business use of personal cell phones, and providing phones for Housing, Physical Plant and IT departments, only. It was suggested that track phones can be purchased to put into the SF vehicle bag for travelers concerned about safety. The discussion was tabled until more information can be put together and a proposal will be revisited.

l) **Job Description Statement** (VP Kenner)

- i) Risk management is suggesting that LRSC add the following statements to all Job Descriptions:
 - (1) Promotes, supports, and participates in student recruitment and retention efforts;
 - (2) Maintains a high level of safety awareness, creates a safe workplace; provides a safe and healthful environment for staff, faculty, students and the public;
 - (3) Preserves LRSC/NDUS assets and property
- ii) Assistant VP Halvorson moved to include the statements in the Job Descriptions, pending support by the faculty senate, with a second by VP Fixen. Motion carried.

m) **Apartment Building Lease Proposal** (VP Kenner & Fixen)

- i) Council discussed the Apartment Complex Lease proposed by Schilken Family Investments. VP Kenner pointed out the risk of losing money with less than one single bedroom vacancy. There was discussion about how financial aid will work in this scenario. VP Fixen reported that Federal housing assistance will apply for students who qualify. The college's payment plan will also apply. VP Kenner asked about options to void the lease if occupancy becomes a problem. VP Kenner asked President Darling and VP Fixen to request a change in the contract to 2 years instead of 3 years. Council decided LRSC needs the space and should take the chance.
- ii) VP Halvorson moved to accept the three year lease as negotiated, VP Goulding seconded the motion, all voted in favor.

n) **Institutional Advancement Update**

- i) President Darling stated that if Title III (federal) funding is available, we will prepare an application. He would ask campus-wide support for the writing process and expects that it will help the college build a plan to address critical needs for student retention and completion.

- ii) President Darling stated the ND House is scrutinizing the Governors funding model more than the Senate did so our battle is not over and we may need external funding.

5) ADJOURNMENT

- a) The meeting adjourned at 3:52p.m. The next meeting of the Administrative Council will be 4/3/13.