

Approved: with corrections on [4/19/13](#)

Administrative Council Meeting Minutes

Thursday, April 18, 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 joined meeting after his class at 9:55 a.m.

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.

2) CONSIDERATION OF MINUTES

- a) The 4/3/13 Administrative Council Minutes were approved without corrections and 3/22/13 minutes were approved with corrections.

3) NEW BUSINESS

- a) **Marketing Proposal** (9:00 Erin Wood)

- i) Marketing and Communications Director Wood presented a marketing budget proposal consistent with the strategic plan. Erin discussed the challenges to LRSC as she works with the strategic plan as her guide to balance efforts utilizing combined platforms of free media and paid advertising.

\$410,000 Budget request breakdown is:

(1) 3 months of branding & research to target message broken down by region.

(2) Staffing and equipment including: travel, e-communications specialist to work on CRM, new video camera, additional sponsorships. Value of earned media: news casts, Journal articles, magazines, sponsorship

- b) **Salaries** (VP Fixen)

- i) VP Fixen requested LRSC start with an even base for entry level positions. Cease the advertisement of salary ranges. Discussion about what the other institutions do, how we try to keep up with the market match. It would cost \$120,000 to catch everyone up to at least the same base. Discussion tabled until the broad banding committee can research. VP Goulding suggested hiring outside the institution to create a formula for the business office to utilize.

- c) **Distracted Driving & Procurement Policies** (Risk Management)

- i) The short version of the distracted driving policy 4.20.1 was approved by council. (attached below) Council feels the Procurement Policy should be paired down and cost to implement may outweigh the savings. The Procurement Policy was tabled.

- d) **Summer hours**

- i) Council reviewed a request to approved summer hours again. Assistant VP Halvorson asked if departments are allowed to consider special circumstances. This policy will be the standard but departments are always allowed to consider special circumstances.
 - e) **Graduation afternoon hours**
 - i) Will be the same as every other year. Cover switchboard.
 - f) **Leave of Absence Request**
 - i) Kacie Josart has requested a leave of absence and will commit to come back after she has finished her education.
 - ii) Jay Olson & Betsy Bannier have requested and been approved for three years toward a Tenure Track in their positions.
 - g) **Online Pay Structure**
 - i) Council approved \$10 per student increase in pay for online faculty last time we visited this topic. President Darling asked Assistant VP Halvorson to work with Dan Driessen and the online task force to create an overall pay structure.
 - h) **School Cancelation/Snow Removal/Emergency Notification System Policy Review**
 - i) The responsibility tree has been corrected school cancellation policies.
 - i) **Community Center/Civic Center Update**
 - i) The City of Devils Lake has asked for input on planning a Convention Center/Hotel/Waterpark on the highway 2 corridor and/or an Activity/Event Center. DLPS, Park Board, City of DL and College should all work together. Training facilities for student athletes and event center for games are high on the institutions priority list.
 - j) **Budget** No discussion.
 - k) **Farwell Celebration for Retirees**
 - i) Theresa Leiphon, Myrna Unger, LoAnn Nelson are retiring, we plan to celebrate the retirees. Remarks for each member will be given by department VP's.
 - l) **Other**
 - i) VP Instruction position will be opened internally for one week.
 - ii) Consideration given to engaging additional resources for maintenance or construction projects. Outsourcing or additional help in physical plant.
 - iii) Developing a landscaping plan and the possibility of hiring students for grounds maintenance was discussed.
- 4) ADJOURNMENT**
- a) The next meeting of the Administrative Council will be 4/29/13.



Deadly crashes involving drivers distracted by text messaging and other activities highlight a growing danger on the roads nationwide. These activities cause drivers to take their eyes off the road and at least one hand off the steering wheel, endangering themselves and others. Therefore, the intent of these guidelines is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty and staff.

- 1) **Purpose** - To reduce the risk of a work related injury or death by maximizing personal safety while driving.
- 2) **Goals** - To ensure that all faculty, staff and students know and understand the safe operating procedures involved with distracted driving.
- 3) **General Information** - Distracted driving is any visual, manual, or cognitive activity that could divert your attention away from the primary task of driving.
- 4) **The Law** – Pursuant to ND Century Code 39-08-23 North Dakota State employees shall not engage in text messaging while driving a state government fleet vehicle or personal vehicle while being used to conduct state business.
- 5) **Using hand-held cell phones** - While it is not prohibited by law, it is advisable and highly recommended that LRSC employees refrain from using hand-held cell phones while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, and engaging in phone conversations.

Driving is a privilege, and not a right. Be careful so you can keep that privilege.