

Approved with corrections on 5/13/13

Administrative Council Meeting Minutes

Thursday, April 29, 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

GUESTS PRESENT

Devin Hoffarth-Student Senate President

McKenzie Darling-Student Senate Vice President

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 4/18/13 Administrative Council Minutes were approved with corrections.

3) NEW BUSINESS

- a) **Faculty degree completion/category change funds separate from % raise funds** (Dick Olson)

- i) Assistant Professor Olson presented an amended policy from the Faculty Welfare Committee requesting funds be kept separate for salary guidelines for faculty degree completion and changes in category from the regular yearly salary raise fund. Council discussed setting degree completion and category change monies aside from the salary increase pool of funds so the money is built into the budget rather than relying on enrollment which also funds regular salary increases. Council also discussed concerns of the policy allowing them limited flexibility in the event of a budget shortfall. Assistant VP Halvorson suggested the following wording: *When budgets allow, monies for faculty degree completion and changes in category will be separate from the regular salary percentage as passed by the legislature. Should the President believe the budget may not allow the funds to be found separately, the President shall notify the President of the Faculty Senate prior to their May meeting.* Assistant Professor Olson will present Assistant VP Halvorson's wording change to the Faculty Welfare Committee.

- b) **Student Senate resolutions 10:00am**

- i) Devin Hoffarth and McKenzie Darling shared several student senate resolutions:
 - (1) Student Senate requests better snow removal on weekends and in North Hall lot and encourages campus to enforce the rules in place by ticketing vehicles as need so snow can be removed more efficiently.

- (2) Student Senate requests extending resident hall visiting hours to 24 hours. They researched visiting hours in ND resident halls and found LRSC to have one of the most strict resident hall policies of all the campuses. Assistant VP Halvorson asked if Student Senate would be willing to experiment with 24 hour visitation on weekends only conditional upon roommate agreement. VP Fixen would like Student Senate to research policy enforcement and rule violation issues at the other institutions. Students would also like the custodial staff keep the doors locked at all times.
- (3) Student Senate resolved the LRSC weight room facility is insufficient. They encourage the institution to expand the space and service of the weight room facility, purchase new equipment, and eliminate old or dangerous equipment. The council discussed moving the nice equipment from North hall to the weight room and making that room into a meeting room for students. [President Darling suggested Assistant VP Halvorson look into budget to fund updating equipment.](#) VP Halvorson also suggested closing the weight room and giving students access to an off campus facility. Other issues discussed by council were the lack of transportation to other facilities for some students and the need for the campus to have its own state of the art facility.

c) **Plan of Operation for the PaSs Program** (Theresa)

- i) VP Fixen presented the proposal from the retention committee for a Power Skills Center on campus to increase student success. Council discussed the plan as something they will look at in the future.

d) **Graduation**

- i) President Darling was the commencement speaker for the GFAFB Graduation on April 29, 2013.
ii) VP Fixen announced the stage set-up for graduation will be reconfigured to accommodate musical the ensemble that will be playing for graduation.

e) **Enrollment Report**

- i) VP Fixen stated enrollment is up in applications for fall 2013

f) **Other**

- i) VP Fixen announced LRSC secured the state class "A" play contract from 2015-17q.
ii) President Darling discussed the House bills that are still in committee.
iii) Kacie Jossart has decided to put off her degree pursuit and stay on as faculty.
iv) New budget system in Administrative Services.
v) There is one applicant for the VP of Instructional Services position.
vi) A proposal is forthcoming for a policy on viewing of video cameras footage in the residence halls.

4) ADJOURNMENT

- a) The meeting was adjourned at 11:30 and the next Administrative Council meeting will be 5/13/13.