

Approved: without corrections on 4/18/13

## Administrative Council Meeting Minutes

Wednesday, April 3, 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) VP Fixen moved to table approval of 3/22/13 Administrative Council Minutes with a second by VP Kenner until we can find the balance for release to campus.

### **3) OLD BUSINESS**

- a) **Cell Phone Proposal** (Administrative Services)

- i) Tabled until more information can be gathered.

- b) **Campus Lighting Proposal**

- i) \$22,450 proposal from Bergstrom Electric for labor and material to remove seven steel poles and one wood pole and replace them with new 20' steel poles with two lights mounted on each. Install a new concrete base at the wood poled location for the new steel pole. Council discussed the need to also replace two poles that are not on the proposal, that do not work at all, especially the large wooden pole by student services.

### **4) NEW BUSINESS**

- a) **Wind Energy Technician Program** (Jay Johnson 9:00)

- i) Thanked council for allowing him to speak. He wanted to let council know how valuable having that turbine has been to his program. The tower will put program on the cutting edge for at least 5 years. Jay outlined the benefits the tower bring; student enthusiasm, cutting edge technology, actual operation and maintenance skill building, practical skills application, increases marketability of program, secures program in top-tier of US wind tech schools. Current efforts include; Inventory control, incorporating turbine time into class curriculum
  - ii) VP Kenner asked how we are tracking down time. LRSC has 17% down-time built into the program. Jay explained everything that is done in the tower is logged. President Darling added LRSC is bringing GE in for specialized on-site training for Jay and Jerry. EAPC's Bob Sherwin who works with EAPC on turbine systems monitoring secured a condition monitoring system from Bachman. They

will install a condition monitoring system on our turbine free of charge. VP Goulding would like to capture the saga of the Wind Turbine adventure now so we do not miss out on that sense of history.

b) **Personnel Discussion**

- i) VP Kenner suggested it is not necessary for Associate Lang to sit in on all the interviews. He stated the actual interviews take a lot of hours away from her other duties. Associate Lang would continue to provide the other services she currently provides throughout the hiring process. Council agreed it is not necessary for Associate Lang nor another representative from Human Resources to attend the interviews.
- ii) VP Instructional Services opening: President Darling would like to keep the same structure in the Instructional office. VP Fixen asked if we could move Assistant VP Halvorson into the VP position and VP Kenner suggested not filling the Assistant VP position at the Assistant VP level. Halvorson thinks the VP should supervise faculty and the Assistant should oversee other departments like Library, GFAFB, TrainND, ALC, IT. President Darling indicated LRSC needs to consider the Chancellor's point of view that positions should be opened externally. VP Kenner encouraged President Darling to assure the Chancellor that, whenever we believe we have the right people on campus to fill a position, LRSC prefers to provide that opportunity without opening externally. President Darling will meet with the Chancellor and discuss campus preference to promote good people from within.
- iii) Director of Food Service will move from an 11-month to a 12-month position and will be opened externally.
- iv) Trio Director in interviews currently.
- v) Controller Kitchens offered to come to council to explain LRSC's current process used for salary administration.

c) **Budget**

- i) President Darling asked VP's to meet with department's to craft and submit a budget as if we are not going to get the governor's proposal. Departments need to examine both appropriated budget and local/fee account budgets.
- ii) VP Kenner stated that Controller Kitchens and Associate Lang are currently learning a new web based budget system that will be put into production this spring .

d) **Summer Projects**

- i) A walk around with Physical Plant Director Jorgenson and council has been scheduled for 3:00 p.m. Wednesday April 10<sup>th</sup> to look at facilities, landscaping, painting, public entryways, etc. VP Goulding suggested a note to campus stating we are putting together a summer work list and if you have suggestions please let us know.

e) **Website**

- i) President Darling stated the website did go live and it looks great. Help desk tickets should be sent in for updates and the site will be a work in progress for a while.

f) **Legislative Update**

- i) President Darling shared the Chancellor's testimony with council. If the legislature gets rid of the board it could jeopardize our accreditation because we have to report to a board.

ii) SB2201 veteran's preference: There are currently certain positions exempt from veteran's preference like superintendents, Presidents, Presidents Assistants, faculty, and coaches. SB2201 would eliminate the current exemptions.

iii) President Darling testified last week and Erlandson is still in the running.

**5) ADJOURNMENT**

a) The meeting adjourned at 11:10 a.m. The next meeting of the Administrative Council will be 4/15/13.