

Approved: without correction on 8/13/13

Administrative Council Meeting Minutes

Tuesday, July 29, 2013

President's Office 8:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic Affairs

Dr. Randall Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 8:00 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) OLD BUSINESS

- a) **Tutoring Budget** (VP Fixen-discussion tabled 34100 account research)
 - i) Discussion tabled until **VP Fixen and Controller Kitchens meet to complete research.**

3) NEW BUSINESS

- a) **DPAC Signage** (Marketing & Communications Office)
 - i) Director Wood informed council the signage for the Ag Center will cost \$5,000 to \$10,000. VP Kenner explained extraordinary repair money will pay for signage. President Darling requests **Director Wood submit estimates and design plans for his approval as soon as possible.**
- b) **Dakota Precision Ag Center Position Authorization Request** (Academic Affairs)
 - i) VP Halvorson informed council the DPAC is searching for 4 half time positions, 5 adjunct faculty, and 1 full time online curriculum developer. Council discussed combining positions to create full time rather than half time positions. **VP Halvorson will meet with Dr. Gunderson to discuss positions.**
- c) **ND Challenge Matching Grant Priorities** (President's Office)
 - i) President Darling circulated information from the NDUS office outlining the procedure to request money from the ND Challenge matching grant. Council discussed LRSCs' fundraising priorities and decided they should be; Instructional Technology, Scholarships and Educational Infrastructure.
(1) Council also discussed requesting a 1 million dollar donation to name the building and \$200,000 to name a classroom.
- d) **Erlandson Tech Center project** (President's Office)
 - i) Council discussed the three proposals offered by the architects.

e) **Personnel Updates**

- i) VP Fixen reported offers are being made for Admissions Recruiter and Power Skills Coordinator positions.
- ii) VP Halvorson reported interview dates are being set for the Adult Farm Management Position in Grand Forks.
- iii) VP Kenner reported Myrna has been back to help in Food Service; the position of Food Service Director, closes on August 7th.
- iv) VP Goulding reported that 3 individuals were interviewed for the openings in the Advancement Office. The search committee has agreed upon a plan and offers are pending.

4) **ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 8/13/13 at 8:00 a.m.