

Approved: with correction on 9/30/12

Administrative Council Meeting Minutes

Tuesday, September 13, 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- 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

Tammy Riggan- Faculty Senate Representative

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. The August 27, 2013 minutes were approved with corrections.

2) OLD BUSINESS

- a) **Past Agenda Action Items to follow-up** (President Darling)
 - i) President Darling encouraged VP's to meet regularly with staff after council meetings to actively participate on the front line of high level communication on campus.
 - ii) President Darling discussed the following action items that still need to be accomplished:
 - (1) Install metal lattice doors on the Theater Arts Playhouse to allow for enhanced airflow into the room- VP Kenner
 - (2) Fire escape maps hung up on campus- VP Kenner
 - (3) Verify if the 7 light poles in the parking lot have been replaced and new with lights installed- VP Kenner
 - (4) Finalize cost estimate to get generator up and running-VP Kenner
 - (5) Light pole banners on College Drive-President Darling/VP Goulding
 - (6) Monitors in welcome center-VP Fixen/Student Senate (*Ag Center has provided the infrastructure for the feed to the monitor in the Student Union*)
 - (7) Disney orientation for new hires-VP Fixen/TrainND
 - (8) Update pictures in hall leading to Gilliland and South-VP Fixen/VP Goulding
 - (9) Library proposal-President Darling
- b) **Security Cameras/Emergency Manual** (President Darling)
 - i) President Darling advised a policy is essential for camera maintenance on campus. [Producing a quick reference guide, for what to do in the event of an emergency is an assignment for our risk management department/Loss Control Committee.](#)

3) NEW BUSINESS

a) **Athletics Logo** (9:30 Randy Olson, Duane Schwab)

- i) Booster Club President Randy Olson and Athletic Director Duane Schwab presented the new athletics logo. Olson and Schwab stated both students and boosters like the new more fearsome lion logo. Council conversed about the number of new sports programs we have this year and the positive feedback of a new athletics logo. VP Halvorson moved to approve the new athletics logo, with a second by VP Kenner and council voting in favor the new logo was approved. VP Goulding expressed a desire to introduce the new logos to the entire campus creatively. [President Darling asked VP Goulding to work with Director Wood on a communications plan to celebrate the new logo reveal and search trademarks. Some ideas included; creating mouse pads with both the college and athletics new logos for all employees, incorporating it into one of the college drive banners, ordering large vinyl banners to hang in the LRSC gym, and Devils Lake Sports Center.](#)

b) **DPAC update** (Academic Affairs)

- i) VP Halvorson reported concerns about indirect cost drawdowns taking place quarterly. VP Kenner will investigate DOL rules for the TPAT grant and make changes to drawdown schedules if applicable.
- ii) The committee is being assembled to begin the selection process of applicants for the posted Ag Center positions.
- iii) VP Halvorson informed the Council that CDL training is a component of the Precision Ag curriculum this fall but that fees were not attached to the course to cover LRSC's contracted training costs. The fall term will concentrate on classroom training while spring term will incorporate the practical driving portion of the training. VP Halvorson will ensure the applicable CDL fee is attached to the spring term course to cover the contracted costs of the practical training.
- iv) VP Halvorson reported the painting is finished and custodial services have begun with student employees.

c) **Math Instructor**

- i) VP Halvorson provided math instructor statistics. He reported that seventy-five percent of LRSC students have been educated by part time instructors over the last five years. [Council requested the numbers excluding the ASC courses.](#)

d) **Student Seating**

- i) President Darling announced JLG will make recommendations for student seating. He will forward the seating committee's recommendations to Tracy at JLG for review. Council discussed the need to include seating by student services and an idea to transform the area near the Student Affairs Office where plants are kept during the winter into an actual atrium. It is council's goal to have new seating in place by second semester.

e) **Enrollment Report** (Student Affairs)

- i) Council discussed head count at 1839, full time enrollment is 493, and part time enrollment is 1346. Contact departments to ensure all enrollments are sent in so they can be entered. VP Kenner needs the numbers for revenue projections. Tuition revenue may be an issue.

f) **Erlandson Update** (President Darling)

- i) The architects added square footage back into the plan for the building.
- ii) Plans are on track to be in the building August 2014.
- iii) Council viewed the pre-cast concrete that will be used on the outside of the Erlandson addition. It is a sample of the material used on the new Minnewaukan School.

g) **Termination for Non-payment**

- i) For the fall of 2013, on a trial basis, LRSC will terminate students for non-payment at 75% refund rather than 100% refund. No-shows will continue to be administratively dropped at 100%. At the end of the fall semester, the process will be reassessed for negative impacts and a decision

whether to continue the process will be made. There was also discussion about fixing the late enrollment invoices mailed out marked “past due” when it is the first notice.

h) Personnel Updates

- i) VP Goulding shared information on the grant work Melana Howe, is collaborating with Julie Traynor and Paul Gunderson. President Darling requested that they include VP Halvorson in discussions when program areas are concerned.
- ii) Cathleen Ruch starts the September 25, 2013 and Charla Hannesson starts September 16th.
- iii) Council discussed VP Fixen’s request to add staff to cover the Power Skills Coordinator while out on leave.
- iv) VP Halvorson reported the Ag Program positions are closing soon and the selection process will begin.
- v) VP Halvorson suggested target advertising for a Simulator Maintenance instructor would be beneficial. Jay Johnson and Jerry Neidlinger have offered to help as much as possible. Brian Wilhelmi and David Yearwood may suggest candidates that could fill the open position.
- vi) Advertising for web designer/maintenance person.
- vii) VP Kenner announced Rose Seibel has been hired in the Food Service Director position and advertising will begin to fill Rose’s position as soon as possible.
- viii) VP Kenner stated the Human Resource position is on hold until we can resolve space issues.
- ix) President Darling discussed the newly acquired simulator. How it can be used as a recruiting tool that can be moved easily. Instructor Wilhelmi will be trained in tear-down and transport. Council discussed having a fully wrapped truck to transport Ag and simulators for recruiting.
 - (1) A marketing plan is essential to keep program enrollments.
- x) Issues with the web site were discussed.
 - (1) NJCAA assesses fines for not having up-to-date photos of players
 - (2) Brigeline may be holding up progress on the web site
 - (3) VP Goulding expressed concern to strengthen internet search engine optimization.
- xi) President Darling reminded VP’s to address internal and external customer service issues on an individual basis since the entire campus has had the “Do it Like Disney” training.
- xii) No trespassing signs need to be posted at the wind turbine site.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 9/30/13 at 9:00 a.m.