

Approved: with correction on 5/28/13

Administrative Council Meeting Minutes

Monday, May 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 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

Sandi Lillehaugen- Risk Management and Gary Haugland- ITS

Kyle Boyer- Student, Dr. Donna Gutschmidt- Marketing, and Brigitte Freschette- Student Senate Advisor

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 4/29/13 Administrative Council Minutes were approved with corrections.

3) NEW BUSINESS

a) SBHE Meeting Report

- i) President Darling reported on the SBHE meeting held on May 9, 2013, explaining that Option 1 for tuition increases was approved, giving LRSC the authority to increase tuition up to 2.13% per year. The Technical Center project request was approved, the next step is to request proposals from architects and construction management firms.
- ii) Council also discussed the new funding model, which is based on credit hours successfully completed. President Darling and council were in agreement that LRSC must maintain academic integrity. Retention and completion will be increased by allocation of resources to programs not grade inflation and a resolution will be issued to reflect that position by the administrative council.

b) Budget Guidelines

- i) The SBHE approved the tuition increase which varies in percentage by institution. VP Kenner indicated he has not had time to study all of it but has sent a copy of the guidelines to each of the Council members. An issue of special importance in the FY14 and FY15 Annual Budgets will be to explain how (and how much) we are investing our appropriations in initiatives on campus that align with the SBHE's goals. VP Kenner is developing a list of items that will need to be included in the

appropriated budget, now, but were not included previously. A reserve amount will also need to be determined in the appropriated budget to handle unexpected expenditures.

c) **Faculty/Staff Salary Increases**

- i) VP Kenner informed Council that, while salary increases go into effect on July 1, 2013, an additional 2% retirement increase will start January 1, 2014 with 1% paid by LRSC and 1% paid by the employee.

d) **Category Changes to Faculty Salary Guideline** (Faculty Senate)

- i) Administrative Council approved and President Darling signed the following request from Faculty Senate: *Appendix II Publication# 6 Article III B 2-c: 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.* Council also discussed looking at the economic impact of changing the faculty salary guidelines before new faculty salary guidelines can be approved. [Council agreed study will be completed so guidelines can be implemented next year. VP Kenner recommends VP Halvorson ensure funds are set aside for FY15 in anticipation of expected changes in the faculty salary guidelines.](#)

e) **4 Percent Salary Increase** (Faculty Senate)

- i) Council approved the Faculty Senate request of a 4 percent across the board increase for faculty. The fiscal 2014 salary will take current $\{(2013) \text{ salary} + (\text{category change}) + (\text{degree change})\} \times 1.04 = \text{fiscal 2014 salary}$. Council will evaluate changing the faculty salary schedule for 2015. Council discussed awarding degree changes at one specific time of the year. Council also discussed sending out contracts before graduation (with the following notation **pending approval of the LRSC Annual Budget by the NDUS Chancellor.*)
- ii) Staff salary increase; VP Halvorson would like to allocate some of the equalization funding to bring all staff salaries up to a higher-level, equal percentage of their goal. VP Kenner suggested exploring the feasibility of bringing staff salaries to a minimum of 90% of their goal. VP Halvorson suggested one change in the process may be to “average” the market salary over a period of time to avoid the occasional large market changes (up or down) occurring in a single year. [The ad hoc Compensation Committee appointed by Doug will study the process used for determining goal salaries and suggest changes, if needed, to ensure the process is consistent across campus.](#)

f) **Appointment of Committee to Address Library Changes** (Library Media Committee Request)

- i) Assistant Professor Olson requested President Darling appoint a committee to evaluate the information the Library Media Committee gleaned from the survey they conducted and decide what functions are needed from our library, and what can be designed within the space. Council discussed hiring a consultant to educate the committee on changes taking place in libraries across the country and help decide how to proceed with the library changes. VP Goulding found that in some libraries IT departments and writing coaches are available in at all times of operation. [President Darling will ask the Library Director to recommend a consultant.](#)

g) **Goals Current Year and 2013-14**

- i) President Darling requested VP's review and report on their current year goals by May 24th and submit next year's goals by June 1st.

h) **Administrative Assistant and Office Management program consolidation** (Instructional Services)

i) VP Halvorson requests permission to go to the NDUS Academic Affairs Council to request a name change for the Administrative Assistant program to Administrative Assistant and Office Management (one degree) and place the Office Management program on inactive status. There are only two or three classes that differ between the two degrees and they split enrollment. Council agreed and suggested terminating the Office Management program rather than requesting inactive status since a new program will take its place on campus.

i) **Personnel Updates**

i) HR is currently interviewing three individuals for the accounting instructor position, screening for a Food Service Director, and an IT position is being re-written to have primary responsibility for the website. The Assistant VP position was briefly discussed and will be filled in some form prior to July 1, 2013.

j) **Lower Deck Research Results** (Kyle Boyer 11:45)

i) Kyle Boyer presented information from his coursework in which he conducted a survey of students on lower deck usage. His proposal for upgrades to lower deck consisted of more comfortable furniture, correlation with dining dollar den usage, wider food selection available in lower deck or the ability to take food from the snack bar down to be consumed in the lower deck.

ii) Utilize the marketing classes to advertise for lower deck, and utilize the Fitt Program to customize a healthy menu unique to LRSC campus.

k) **Campus Safety Equipment Proposal** (Administrative Services)

i) The state Notifind system is useful to notify campus in weather related campus closures. State law requires all ND University System campuses use the system. The Loss Committee is proposing a secondary Blackboard notification system be implemented that can be utilized to notify campus in time sensitive emergency situations by sending a message to all enrolled phones, cell phones, computers and smartboards in a timely manner. In addition to the emergency notification system request, a list of other suggested campus safety upgrades was presented. Included in the list were upgrades to the fire alarm system and door locks and using tinted film or blinds to cover windows so an assailant would not be able to see into an office or classroom

4) ADJOURNMENT

a) The meeting was adjourned at 11:30 and the next Administrative Council meeting will be 5/28/13 at 1:00 p.m.