

Approved: with correction on 9-13-13

Administrative Council Meeting Minutes

Tuesday, August 27, 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

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 8:02 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 13, 2013 minutes were approved with corrections.

2) OLD BUSINESS

- a) **Lower Deck/Theater Arts/Weight Room/Band Room** (President Darling)
 - i) VP Goulding advocated for keeping the music room in Theater Arts Playhouse concerned that off campus stakeholders may be upset by the change in vision for the room. VP Halvorson and Kenner agreed the students are the priority and the space fills the students need for a safe accessible rec gathering area. All agreed a solution for sound proof practice space for the band is necessary and welcomed ideas and input. **President Darling will speak with the Student Senate President, High School Activities Director, Campus Music Instructor and Athletic Coaches about the discussed moves.**
- b) **Security Cameras** (President Darling)
 - i) After risk management coordinator Lillehaugen consulted with university system attorneys about the security cameras and campus liability issues, the security cameras were pulled from the residence hallways and are left at the entrances only. **Lillehaugen will work on scheduled maintenance for the cameras and policies referring to, when and who can view the camera footage.**

3) NEW BUSINESS

- a) **Admissions Policy Summit Update** (Academic Affairs)
 - i) Temporary interim Chancellor Skogen is proceeding with pathways as planned.
 - ii) The distance delivery formula revenue distribution was discussed. Delivering developmental education at Mayville and/or UND will be problematic for us. When the system added

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developmental education to the two year schools mission, resources were promised. [VP Halvorson & VP Kenner will study the cost effectiveness of delivering developmental education off campus to make the decision.](#)

iii) Vice Chancellor Hillman will make recommendations for a new formula on the discussion that took place about using an academically eligible score instead of automatic admission based on ACT scores.

iv) North Dakota's two year institutions have a 75% transfer and completion rate which leads the nation.

b) **Policy Change Request** (Student Affairs)

VP Fixen presented a policy change request to solve the issues of obtaining information from naturalized citizens.

~~Naturalized citizens of foreign birth will need to provide a copy of their social security card for identification along with a copy of the naturalization paperwork.~~

Students who have conflicting documentation in regards to citizenship may be required to submit additional documentation to show proof of citizenship.

VP Kenner moved to approve the proposed change with a second from VP Halvorson council voted in favor and the motion to change the above policy passed.

c) **Precision Ag** (Student Affairs)

i) VP Fixen would like to determine if the precision ag classes will be restricted to precision ag students. If so there will have to be special restrictions set. [VP Halvorson, VP Fixen and Dr. Gunderson will discuss and make recommendations.](#)

ii) Painter's proposal is \$1500 for part of the outside of the ag building. Council discussed and approval was granted to move forward.

d) **Enrollment Report** (Student Affairs)

i) VP Fixen presented the enrollment report showing LRSC down 86 students from last year. Men's residence halls are full. Women's halls are 85% full. There are about 75 athletes on campus this year and the number is projected to climb.

ii) VP Goulding reminded council to look at last years missed recruiting opportunities while pondering why enrollment is down. VP Halvorson offered his staff to assist with mailers when necessary.

iii) VP Halvorson discussed the need to work to retain our current students. Halvorson suggested advising is a key to retention and assisting with advising should be divided among all campus staff members.

iv) VP Fixen stated he was very happy with the two day orientation and felt it made a big difference in helping the students get acquainted with one another.

e) **Erlandson Update** (President Darling)

i) President Darling discussed the need to work with the architects to get square footage back to the project and fund it by requesting the SBHE return the funding cut from the original project fund.

ii) A final cost figure has to be obtained in order to get the authorization to proceed with the Erlandson Project.

iii) VP Halvorson will have CIO Simhai work with the architects to plan the temporary wiring until the annex is built.

f) **SBHE Meeting Update** (President Darling)

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- i) SBHE approved restoration of funding for Williston's project.
- ii) SBHE has reaffirmed Pathways is going forward.

g) **Personnel Updates**

- i) Student Affairs: Jade Hanson started 8-21-13 in training with Karn and Anne tomorrow.
- ii) Academic Affairs: Will be advertising 9 positions for the Precision Ag Center 4 of the 9 are faculty positions the rest are staff positions at the coordinator level or lower.
- iii) Advancement: Hired Charla Hannesson for the campus information desk; Cathleen Ruch will be the campaign, Melana Howe will be contracted for grant writing.
- iv) Northrop Grumman is interested in partnering with Dakota Precision Ag Center.
- v) John Maritato is going to be a certified UAV trainer on the law enforcement side.
- vi) Administrative Service: Reference checks are in progress on the top choices for Food Service Director.

h) **Academic Affairs Update**

- i) John Cowger- GFAPB cost impact on adjunct instructors in Grand Forks.
- ii) VP Halvorson and VP Goulding are concerned about the web site.
- iii) The campus seating committee is putting together proposals for student seating on campus. The committee would like to know what they have to work with as a budget. President Darling requested to preview what they have chosen. [VP Kenner asked VP Halvorson to have seating committee meet with Physical Plant Director Jorgenson to find temporary seating for students.](#)
- iv) Faculty Mentoring Program will be implemented.
- v) Enrollment in developmental course offerings has increased rapidly. Remedial classes are full. VP Halvorson advised opening more sections for these full classes.

i) **Advancement**

- i) VP Goulding would like to get on each division's agenda to discuss campus giving with faculty and staff.
- ii) Different recognition levels for donations will have to be discussed.

j) **Academic Affairs**

- i) Financials/Actuals statements are done.

4) ADJOURNMENT

- a) The meeting was adjourned at 11:43 a.m. The next meeting of the Administrative Council will be 9/13/13 at 9:00 a.m.