

Approved: without correction on 10/14/13

Administrative Council Meeting Minutes

Tuesday, September 30, 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/REVIEW MINUTES

- 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 September 13, 2013 minutes were approved with corrections.

2) OLD BUSINESS

- a) **Safety/Security Upgrade** (Academic Affairs)
 - i) Council discussed safety upgrades for campus. The recommendation of deadbolts on all bathrooms raised safety concerns for council. VP Fixen recommended implementing following two items for the short term: emergency notification system and police buttons at front entrance reception area, student service, business office, bookstore, and in food service. VP Kenner reported the \$100,000 appropriation for Safety/Security improvements has no guidelines. **President Darling requested we schedule Risk Management and Safety Committee members for the next council meeting to answer questions about the notification system and safety upgrades.**
- b) **Security Camera Policy** (Administrative Affairs)
 - i) Council reviewed the policy and discussed the wording of #5 *monitoring equipment on a daily basis* and would like #5 to read: Checking for operational status and condition of cameras on a regular basis. #2, instead of this standard applies; it should read this policy applies. In #2, remove the word "surveillance" and replace with "recording equipment." Change the name of the form from "Surveillance Use Report Form" to "Video Recording Use Report Form."
- c) **Procurement Policy** (Administrative Affairs)
 - i) Joann Kitchens, Nicole Lundquist & Sandi Lillehaugen will attend training to become certified to be the campus procurement officers. These designated individuals will be trained in approving the procurement process. Council agreed # 5 should be changed to Procurement Officer's verification and *process* approval. Council also agreed with VP Kenner's additional clerical adjustments.

- ii) Council discussed VP Kenner's decision to set the required quote levels at \$5,000 rather than modeling the state requirement which is set at \$10,000. Approval will be delayed until rewritten policy is presented.

3) NEW BUSINESS

- a) **SBHE /Interim Higher Education Meeting Update** (President)
 - i) The SBHE is beginning to accept responsibility for the events that transpired during Shirvani's tenure. They are trying to promote collegiality and get back to having social events the night before board meetings. If business happens to get discussed, documenting it at the board meeting the following day is the proper procedure.
 - ii) The board approved our Erlandson authorization to proceed and request for capital contingency funds without discussion.
 - iii) The state's Pathways to Student Success plan will continue to move forward but now the opportunity for input from the System Councils (Academic Affairs, Student Affairs, Administrative Affairs) and Presidents will be provided before implementation.
 - iv) Larry Isaac presented to the Legislative Interim committee and included a section on performance funding. IPEDS limitations as a measurement tool were discussed.
 - v) Bob Skarphol has been replaced as chair of the Higher Ed committee.
 - vi) Fall 2014 is the date given for LRSC to begin to deliver developmental education at Mayville and UND.
- b) **Enrollment** (President)
 - i) Headcount is at 1898, which is down 28 FTE a considerable reduction in revenue. VP Kenner will have revenue projections finished in early October. Institutional funding is based on the credit hours for the year.
 - ii) Council discussed the marketing budget of NDSCS. Their college has billboards all over Grand Forks and Mayville in direct correlation with the enrollment for NDSCS at an all-time high. Discussion led to working toward offering the nursing program in the Grand Forks area. VP Halvorson discussed roadblocks for the nursing program with healthcare facilities. President Darling encouraged developing a presence in Grand Forks.
- c) **Half Price Housing for Local Students** (Academic Affairs)
 - i) Council discussed the decision to no longer offer housing at half price for local students. The decision will stand.
- d) **BNSF** (Academic Affairs)
 - i) President Darling discussed the BNSF funds for teacher of the year recipients are still available until expended. Betsey Bannier will move forward to request BNSF funds.
- e) **Space Allocation** (Administrative Affairs)
 - i) President Darling will meet with VP Goulding and VP Halvorson to discuss space allocation at another time.
- f) **Deadline Dates for Pathways to Student Success** (Administrative Affairs)
 - i) Council discussed deadline dates for implementation of Pathways.
- g) **Master Plan** (Administrative Affairs)
 - i) VP Kenner stated he will be working with Don to update the Facilities Master Plan. There are no plans to hire JLG to update the master plan at this time.
- h) **2=3 Update** (Institutional Advancement)
 - i) VP Goulding is concerned LRSC will need to accept gift types in addition to endowments and capitol construction to reach our goal. At the upcoming meeting of the Governors Committee for the ND Higher Ed Match Fund LRSC will request approval to raise funds for faculty development, curriculum development and program support. President Darling will present the request to change the scope. VP Goulding also discussed the work in progress with the Bremer and Dakota

Medical foundation. A comprehensive list of equipment for nursing and instruction is being developed and will be part of the applications.

- ii) VP Goulding reported she has received a new annual scholarship donation for nursing and has another family that has contacted her to start a family endowment. Accepting an annuity was another point of discussion.
- i) **Promoting Community Service Projects on Listserv** (Institutional Advancement)
 - i) Council discussed using the list serve to promote charitable events within the community. VP Goulding pointed out it is LRSC's mission to promote community vitality. LRSC should allow employees to promote non-profit organization's charitable works within the community. Council also discussed the potential for abuse and where to draw the line. One solution was that information can be shared with the campus community by sending event announcements to the Information Receptionist Charla Hannesson to be placed in her weekly updates. [President Darling requested the policy or procedure pertaining to what can or cannot be sent on the list serve. VP Halvorson will ask CIO Simhai to produce the procedure.](#)
- j) **Erlandson Update** (President Darling)
 - i) At the meeting with the JLG interior designer, it was decided to go with a color pallet that was more technical rather than earth tones.
 - ii) The committee is waiting for 3-D renderings of the Erlandson entrance.
 - iii) The Seating Committee met with the interior designer and reviewed what the committee had done. JLG interior designer will bring back recommended layout, colors, and furniture style and brands for the committee to review.
- k) **Personnel and Other Updates**
 - i) VP Halvorson continues to search for a Simulator Maintenance Instructor. President Darling recommended he discuss the part time help appeal with instructor Wilhelmi. VP Kenner had no objections to hiring part time help until a full time instructor can be found.
 - ii) VP Goulding reported Cathleen Ruch began her new position as Director of Development on September 23rd.
 - iii) VP Kenner indicated it may be necessary to raise the wages for employment in the Food Service Department to \$10 per hour to have the staffing to re-open the Dining Dollar Den for students.
 - iv) VP Kenner reported advertising has gone out on campus for the new Human Resources position.
 - v) President Darling discussed concerns the student senate has over the Dining Dollar Den being closed for an extended period of time. President Darling would like council to consider allowing students to police themselves temporarily back down in the lower deck so they have some recreation in the evenings. The cameras are still set up. VP Halvorson suggested moving a pool table and dart board into the Colonial room temporarily. VP Goulding suggested making the switch with band in the Theater Arts room rather than taking another meeting room out of commission. [President Darling suggested VP Halvorson has Music Instructor Fulsebakke take students and instruments to lower deck to try out the acoustics.](#)
 - vi) LRSC has been accepted to receive pro bono support from the JLG interior designer through the "1% initiative" she will assist the Seating Committee.
 - vii) A space will be available to accommodate Fitness Trainer Tech or the Music program in the new Erlandson addition.
 - viii) [President Darling will set a meeting with the Library Committee.](#)

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 10/14/13 at 9:00 a.m.