

Approved: with correction on 2/5/14

Administrative Council Meeting Minutes

Monday, January 13 & 16, 2014

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

Dan Johnson sitting in for Randy Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

Guests

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

Jay Johnson & Karen Clementich- Faculty Senate Representative

1) CALL TO ORDER/REVIEW MINUTES

- a) The meeting was called to order at 1:03 p.m. on January 13, 2014. The 12/9/13 minutes were reviewed and approved.

2) OLD BUSINESS

- a) **Christmas Break Construction Progress on Campus**
 - i) Progress has been made on the transformation of the lower deck into the music room.
 - ii) The Erlandson remodel is nearing the next phase with precast walls.

3) NEW BUSINESS

- a) **Strategic Plan** (President Darling)
 - i) President Darling discussed updates to the 2012-15 Strategic Plan and incorporating them into an action plan for 2014. **A date will be set in early February for council to meet and create a long range plan.** VP Kenner discussed the system study to evaluate the Campus Master Plans.
 - ii) ND Chamber met last fall to discuss partnerships with Higher Ed and will meet again in DL on January 22nd. President Darling will attend both the Devils Lake and the Grand Forks meetings.
- b) **SBHE January 30, 2014 Meeting Plan** (President Darling)
 - i) VP Kenner will have the SBHE social at his home January 29th.
 - ii) Instructors can run the webcast for their classrooms if they are interested.
 - iii) **Webcast the SBHE meeting into Heritage Hall for overflow audience.**
- c) **Annual Enrollment Report** (Academic Affairs)
 - i) Council discussed the enrollment report.
- d) **Official Low Enrollment Designations** (Academic Affairs)
 - i) The official report is based on the fourth week census report. Marketing has been designated as low enrollment; Wind Energy has been designated as low enrollment. Council discussed ways to re-energize numbers. Mathematics, PE, Art, and Music also fall into the low enrollment. Council discussed the difference between programs and academic courses and the reasons the low enrollment report was created. Dan Johnson pointed out we compete with ourselves with our on-line classes. Dan Johnson

suggested creating an action plan for boosting enrollment but not in silos. President Darling supports listing Marketing and Wind Energy as low enrollment, liberal arts disciplines will be reviewed but not be listed as low enrollment because they are not programs. Council discussed the low enrollment challenges, the need for quality advertising during prime time slots. VP Kenner would like to involve others on campus in generating ideas for marketing our programs.

- ii) Cost per FTE FY 2013- Nursing, POTP & Business & Office Technology is very strong cost effective healthy programs.
 - iii) H. Dean Johnson is teaching the Wind and Sim Tech students the electronics portion of both classes three days a week.
 - iv) Council will discuss and decide on funding an action plan for marketing programs.
 - v) The Faculty will work with VP Halvorson, recruitment and marketing departments to come up with a recruitment plan.
- e) **Program Review** (Academic Affairs)
- i) VP Halvorson presented the program review to council and recommendations for an action plan will be made at the next meeting. We have to give the review committee a budget to work with so they can formulate a plan. Faculty representative Johnson suggested micro marketing, contacting high school counselors to encourage students, also video conference with students.
 - ii) President Darling will work to come up with an overall recruitment plan.
- f) **Review of the 2014/2015 Academic Calendar** (Academic Affairs)
- i) Dan Johnson moved to approve the academic calendar as presented; with a second by VP Halvorson, all of council voted in favor the 2014/15 academic calendar was approved.
- g) **Tuition Revenue Projection** (Administrative Affairs)
- i) VP Kenner discussed various methods used to project tuition revenue. The projected shortfall of tuition collections, collection expenditures and waivers is \$78,000 for the year.
 - ii) Council discussed the Higher Ed funding formula and issues caused by all classes using the same CIP codes for Biology and Chemistry (higher cost classes) as History and English classes. Per credit hour charges can cause issues in the future.
- h) **Marketing Name Change** (Academic Affairs)
- i) Curriculum and Academic Standards Committee approved the request received from Instructor Cindy Brown to change the program name from Marketing and Merchandising to just Marketing. Council agreed and VP Halvorson will forward to SBHE.
- i) **Math Instructor Needs** (Academic Affairs)
- i) VP Halvorson discussed the need to hire a full time math teacher for fall 2014. VP Halvorson made a motion to [advertise for full time math instructor in early March of 2014 to begin fall of 2014](#), VP Kenner with a second and council voting in favor the motion passed.
- j) **Nursing/Altru/Grand Forks** (Academic Affairs)
- i) VP Halvorson proposed entering the city of Grand Forks with a Nursing Program. He presented a proposal on space availability in GF for nursing IVN classroom and lab for rent.
 - ii) Council gave approval to VP Halvorson to request a letter from Altru agreeing to a partnership to allow students to do clinical rotation and support LRSC in other than financial ways in order to proceed with site approval from SBHE.
- k) **GFAFB Bring a Friend Waiver** (Administrative Affairs)
- i) Council discussed the “Bring a Friend Waiver” and how it is a valuable marketing and retention tool. Council discussed alternative incentives for students.
- l) **Recruitment of Part-Time Faculty-LRSC Policy Requirements for Benefits** (Administrative Affairs)

- i) VP Kenner would like to revisit policy. A benefited Adjunct has to teach over 90 hours to receive benefits President Darling explained LRSC has only five benefited positions available. [Council agreed to move forward to advertise for a benefited Adjunct English/humanities/communications instructor.](#)
- m) **Library Space Allocation Update** (Faculty)
 - i) The RFP for consultant services for the Library space allocation is almost ready to send. Discussion about utilizing the Library storage area while waiting for the consultant took place and the decision was made to wait for the consultant.
 - ii) Council also discussed the renovation quotes received for residence halls laundry facilities, hallway, and adding a kitchenette to North Hall.
- n) **Department Reports** (all)
 - i) Student Senate office has been moved to the former UND office. The UND office has moved to Paul Gunderson's former office in the Math and Science wing.
 - ii) There was discussion about the women's restroom by daycare being reconfigured to create a new lactating room for students and employees. [HR will work with Physical plant.](#)
 - iii) Adult Farm Management is registering farmers/students. Learning seminars are taking place in conjunction with the tax consulting by Adult Farm Management. Many new producers are being signed up in the program.
 - iv) Student Affairs will attend the Health Fair in Grand Forks this spring and the Mid-Winter conference on February 9-11th.
 - v) VP Halvorson discussed a proposal underway to fill the Instructional Design position by restructuring and filling as a Distance Education Coordinator position.
 - vi) Jay Johnson stated, Faculty Senate will run two meetings on the first Monday and Wednesday of the month if needed.
 - vii) VP Kenner discussed the year end work currently taking place in his department. The 1090, 1099, and W-2's are available. The HR office has moved up to the old Student Senate office and VP Kenner would like to have people work with Sandi Lillehaugen on HR issues as much as possible. [Discussion about creating an outlined appeal process for HR issues.](#)
 - viii) VP Goulding notified campus that LRSC did get the matches as requested with no problems. Gifts and pledges to endowments received 7/1/13 to 1/8/14 were \$272,300 which generated a match of \$136,150 from the Higher Ed Challenge Fund. A gift of \$250,000 from the Otto Bremer Foundation for program support (nursing) generated a match of \$125,000 from the ND Higher Ed Challenge Fund.
 - ix) VP Halvorson stated a meeting will take place January 17, 2014 over polycom grant issues. VP Goulding stated Melana Howe has a commitment to obtain equipment from Altru. New business incubation was also discussed.
 - x) President Darling discussed his work with the City and Park Board on the Wellness and Convention Center.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 2/5/14 at 9 a.m.