

Approved: with correction on 11/18/14

## Administrative Council Meeting Minutes

Tuesday, October 28, 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/Student Affairs*

*Laurel Goulding-Vice President for Institutional Advancement*

*Corry Kenner-Vice President for Administrative Affairs*

### **Guests**

### **NON-VOTING MEMBERS PRESENT**

*Tammy Riggan & Cindy Brown– Faculty Senate Representatives*

*Bobbi Lunday- President's Administrative Assistant-Recorder*

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Review of October 10, 2014 minutes**

- i) The October 10, 2014 minutes were reviewed and approved as presented.

## **2) OLD BUSINESS**

### **a) Strategic Plan Update**

- i) President Darling is working with Public Relations Director Wood to plan meetings within the community.

Input from the community will be gathered and summarized for council to utilize while finalizing LRSC's strategic plan by January 2015.

- ii) Goals from the Vice President's will be turned in by November 14, 2014. The President's goals are due to the Chancellor by November 18, 2014.

### **b) Campus Project Priorities (Administrative Affairs)**

- i) Council discussed priorities for spending the balance of extraordinary repair funding this biennium.

Discussion about classroom space utilization and proper ventilation also took place. Some priorities were discussed as follows:

- (1) Cost estimates for repairing the North wall of the Adult Learning Center and outside drainage issues with the landscaping which allows water to seep into the classroom.
- (2) Finish exterior wall of old boiler room. Seal openings and match brick or tin.
- (3) Update exterior signage
- (4) Update interior signage
- (5) Fix drainage issues on sidewalk by student services

(6) Bid on courtyard facelift and secure a contractor now to complete the project in the spring of 2015

(7) Replace counter tops in restrooms

c) **RFA Technician Training** (Institutional Advancement)

- i) VP Goulding is concerned the technicians are confused about the reporting structure for the auditorium. They believe they report to the physical plant department but the advancement office oversees the events that take place in auditorium. The set-up, cleaning, and maintenance portion of the technician job will be taken care of by physical plant and the lighting, sound technician, and billable hours will be reported to the advancement office.

**3) NEW BUSINESS**

a) **NDUS Human Resources Policy #23**

- i) Council discussed additions to the North Dakota University System Human Resources Policy Manual describing 23.1-resignation and 23.2-job abandonment.

b) **Records Retention Policy**

- i) President Darling announced the University System will adopt Records Retention policy. Training will be requested by LRSC.

c) **Booster Club By-laws** (Academic/Student Affairs)

- i) VP Halvorson distributed a draft of the booster club by-laws document for council's review and feedback. VP Goulding cautioned against running a membership year outside of the fiscal year for accounting purposes. A suggestion was to add item outlining VP Halvorson and President Darling's authority over the Booster Club. Council will review the document and offer recommendations or endorsement of the document.

d) **Affordable Care Act** (Academic/Student Affairs)

- i) The University System Office assembled a task force to work on the Affordable Care Act rules governing *NDUS ACA Part-Time Faculty*. Part-Time Faculty may only teach one class per 8 week term. Any additional credits taught would require the institutions to provide access to health care insurance. OMB has budgeted to aid institutions in funding the offering for two years.

e) **Student Handbook** (postponed- Marketing/Counseling)

f) **Instructional Design Position** (Academic/Student Affairs)

- i) Council discussed the budget constraints and filling the Instructional Design position. VP Halvorson explained the class shells are being created, the IT issues are being handled but growth is not taking place and new components offered by Pearson are not being made available on our campus. Council expressed concern over online tuition decline due to lack of access to the new technology. Pearson will provide training for instructors that want to teach themselves to use the technology. Other options to ensure services will be made available without filling the position will be explored.

g) **TRiO Grant Writing**

i) VP Goulding reported that Teresa Leiphon has agreed to assist with writing the TRiO grant in an office on campus in November.

h) **Technical Center**

i) VP Halvorson reported the mechanical rooms in the new center continue to overheat and the contractors are still working to resolve the issue.

i) **Key Event**

i) VP Goulding reported the Key Event was again a sold out success.

j) **Grants**

i) VP Goulding announced that Julie Traynor will be moving forward with the Bridge Training Grant. The Bridge Training Grant trains nurses to be paramedics and requires a \$25,000 match which the CCF has secured.

**4) ADJOURNMENT**

a) The next meeting of the Administrative Council will be ~~Monday, November 10<sup>th</sup>~~ Tuesday, November 18, 2014 at 1:00 p.m.