

Approved: with correction on 1/13/15

Administrative Council Meeting Minutes

Monday, December 8, 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

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative

Bobbi Lunday- President's Administrative Assistant-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Review of November 24, 2014 minutes

- i) The minutes of the November 24th meeting were approved as read.

2) OLD BUSINESS

a) Weather Related Closure/Late Start Policy

- i) Updates to the policy regarding the list of message senders, organizational chart and essential personnel listed were approved by President Darling.

3) NEW BUSINESS

a) TrainND Truck Specifications (Administrative Affairs-HR Director 9:15a)

- i) Tabled.

b) IPEDS Report (President)

- i) Council reviewed and discussed the IPEDS Data Feedback Report noting that faculty salary levels are equal or above comparison group levels. The comparison group consists of 18 North Dakota public, private, and tribal colleges and universities.

c) Professional Growth Funds (Faculty Representative)

- i) Faculty Senate President Clementich introduced a request for a \$3000 increase, and is working on a plan for the following year. With the increase in faculty the professional growth committee is receiving more requests than they can fund. VP Kenner reminded council the professional growth funds are meant as a supplement to the department funds which should be used prior to requesting professional growth funding. The professional growth budget comes out of Thelin funds which are not appropriated. VP Halvorson supported a \$1500 pro-rated increase in Professional Growth budget. [President Darling and VP Kenner will review the status of the Thelin fund to determine if an increase is feasible at this time.](#)

d) HLC Quality Initiative Budget (Academic/Student Affairs)

- i) VP Halvorson requested a yearly budget of \$25,000 per year to assemble a five person team to attend an HLC Academy for assessment of student learning sessions, a three or five year plan is optional and he recommends the 5 year plan. President Darling stated LRSC has had a yearly budget of \$10-20,000 set aside for accreditation. VP Kenner informed council those funds also come from the Thelin trust and are not appropriated funds. [VP Halvorson will have Director Nelson make inquiries as to when LRSC can apply to participate in the academy and earliest start date. VP Halvorson will update council at the next meeting and request an official recommendation whether to attend the academy or identify and report on a quality initiative on campus.](#)

e) **Listening Session-Chancellor Search** (President)

- i) December 15th 6:30 p.m. Chautauqua Gallery same night as the Lori Line concert. President Darling encouraged the administrative council to attend the listening sessions.

f) **Governor's Budget**

- i) LRSC's entire capital project request is in the Governor's budget. Other high points for LRSC in the Governor's budget include; increased funding for extra ordinary repairs, increased security budget, potentially fully funding the new formula which would increase LRSC's budget. VP Halvorson informed council it is extremely important to invest in marketing to fill LRSC's classes. Sighting the difference between a full POTP academy and a partially filled academy is how much LRSC chooses to advertise in the community.

g) **Administrative Affairs**

- i) VP Kenner reported controller Kitchens sent out this year's budget and invites council to review and provide feedback on the format.
- ii) A plan for LRSC's new tuition model is due to the NDUS Office by March 1, 2015. A template regarding several aspects of our proposed tuition model is being requested by CTS (Core Technology Services), now, so they can begin to determine what can and cannot be handled by our current HECN (Higher Ed Computer Network). VP Kenner has completed the template but will be working with campus staff on the details of a new tuition model over the next month. A change to begin charging per credit hour for all credits (possibly with a maximum tuition amount) along with differential rates between high cost and low cost programs will be part of the new tuition model. A suggestion by Controller Kitchens to consider implementing a new tuition model in steps by starting with the per credit charge portion of the plan in Fall 2016 will be explored. Final implementation of a new tuition model must be no later than Fall 2017.
- iii) JLG's project exit interview form. Council discussed and decided that they will not complete the form until the contractors are finished. Council will meet to discuss the exit interview forms prior to release.

h) **Advancement Office**

- i) All gifts to be included in the December 18 request for 2=3 Campaign matching funds must be turned in by December 10, 2014. VP Goulding reported that LRSC has unrestricted revenue, including Key Event revenue, which would need to be designated toward a project scope to be eligible for matching funds. President Darling asked VP Goulding and VP Kenner if the Foundation can operate without the unrestricted revenue. [President Darling asked VP Goulding and VP Kenner to work together to determine whether or not the CCF can afford to operate without Key Event and other unrestricted funds in the short term. The analysis will be discussed with President Darling before a final decision is made.](#)
- ii) The Bush Grant funding will be devoted to the Ag Center and entrepreneurial activities.

4) ADJOURNMENT

- i) President Darling adjourned the meeting at 11:25 a.m. and the next meeting of the Administrative Council will be Monday, December 22nd at 9:00 a.m.