

Approved: without correction on 3 /10 /14

## Administrative Council Meeting Minutes

Monday, February 24, 2014

President's Office **10:00** 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

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 - Faculty Senate Representatives

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

- a) The February 24, 2014 meeting was called to order at 10:45 a.m. The February 5, 2014 minutes were reviewed and approved with changes.

## **2) NEW BUSINESS**

- a) **Proposal to Change Salary Administration Policy Language Revised** (Faculty Senate)
  - i) The policy request was denied by the Administrative Council at the 2/5/2014 meeting and sent back to Faculty Senate with recommendations. Faculty Senate made the recommended changes and returned updated policy change request which was approved by council.
- b) **Graduation Speaker** (President)
  - i) VP Fixen has scheduled a meeting to begin planning for graduation. Some ideas for a commencement speaker were: Chancellor Skogen, SBHE President Kirsten Dietrich, Mayor Dick Johnson, and SBHE Staff Representative Janice Hoffarth among others.
- c) **Student Hallway Proposal** (President)
  - i) President Darling tabled discussing the proposal as the technology to show the presentation was not working.
- d) **Evaluate Campus Committees**
  - i) President Darling asked council review and make recommendations to eliminate or consolidate committees to update next year's committee list.
- e) **International Student Advisor Position** (VP Goulding)
  - i) VP Goulding expressed concern that LRSC have a person in place that can keep abreast of the legal international rules and regulations in the advisor position. VP Halvorson stated the role of this advisor has been serving as chair of the diversity committee, working through language barriers, processing student visas for RAFO, troubleshooting issues as they arise with food service, bikes and facility usage. VP Fixen discussed creating a position for this advisor that includes veteran services. VP Halvorson is preparing to advertise for the ALC Director and Instructor soon. Other options were discussed for the international student advisor/recruitment position.

f) **Department Reports** (all)

- i) VP Halvorson requested council re-evaluate the Director of Counseling/Head Volleyball Coach/Student Senate/Student Activities Advisor position so it is a more feasible position for one person.
- ii) President Darling received a letter from the Diversity Committee regarding the way the flags were moved without consulting the Diversity Committee. Concerns reported to Physical Plant about the International Flags hanging at angle in the walk way were addressed by putting them flat at the top of the wall. VP Goulding expressed concern that the flag protocol was not being followed. Council discussed and President Darling decided the flags should be displayed properly for diversity week. The Diversity Committee will be left in charge of hanging the flags during Diversity Week and any issues will be directed to the committee.
- iii) VP Goulding reported on several grants pending in the Advancement office:
  - (1) Otto Bremer-nursing equipment & sims- \$250,000, Dakota Med Foundation-nursing/paramedics \$100,000 (Howe/Traynor), Cenex Harvest States-Ag training & mobile lab \$1,770,000 (Gunderson/Howe), Gate City Bank-support for music program \$50,000 (Ruch/Fulsebakke/Langerud), Langdon Hospital-donate use of equipment (Howe/Moser), Altru-access to equipment (Howe), Federal Funds-Agri-safe partnership NDSU-web development \$10,000 (Howe/Gunderson), Bush Foundation/Consensus Council-Innovations best practices library services \$200,000 (Ruch/Ertelt). The preceding names many but not all of the grant applications due by April, 2014.
- iv) VP Kenner reported the master facility planning process is taking his time now and a meeting for determining the NDUS master plan projects will take place on March 12. VP Kenner would like Administrative Council to be present at the meeting.
- v) VP Halvorson reported he is working to fill positions; Adult Learning Center Director, ALC teaching position, Math, Science. Work continues on the progress report for Higher Learning Commission.
- vi) VP Fixen reported his Director of Counseling is in Bismarck with various staff and faculty attending National Association of Advisors workshop. The Student Affairs department is working on budgets for a March 7 deadline. The PTK dinner is in Wahpeton this year and both student and parents will be in attendance. Fixen also discussed the forthcoming printer/scanner request for the PowerSkills center to be purchased from the student retention account.
- vii) President Darling updated counsel on the NDUS budget guidelines requiring planning for 3% and 3% or 4% and 4% for salary increases. The NDUS Presidents have recommended that Interim Chancellor Skogen continue to follow the Governor's funding formula. The Higher Learning Commission will be visiting ND the 28<sup>th</sup> and 29<sup>th</sup> of April 2014.

**3) ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 3/10/14 at 9 a.m. Meeting adjourned at 12:53 p.m.