

Approved: without correction on 5/12/14

Administrative Council Meeting Minutes

Wednesday April 30, 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

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) Approval of April 16, 2014 minutes

- i) Council reviewed and approved the 4-16-14 minutes with corrections.

2) OLD BUSINESS

a) Auditorium Contract (Academic Affairs)

- i) VP Halvorson reported he will follow up to find a replacement for the auditorium facility staffing. VP Goulding suggested LRSC work to fill in during the day with staff already in place on campus and keep the current evening helpers involved. VP Goulding volunteered to take the lead on the theater staffing. LRSC has coverage until May 9th 2014.

3) NEW BUSINESS

a) Physical Plant Request (Physical Plant)

- i) This item was tabled until the proposal can be reviewed by VP Kenner.

b) Quonset Request for Baseball/Softball (Student Affairs)

- i) Council reviewed the Quonset quotes and is concerned the estimates are low. VP Fixen received approval to obtain other electrical and concrete quotes. VP Halvorson urged council to make a decision about the practice area prior to the next council meeting so if approved; work can be completed in time for the season. Council held back approval for use of Quonset building for indoor batting practice contingent upon agreement by physical plant to give up building space and firm bids. VP Fixen will work with stakeholders to finalize the request.

c) Distance Education Technician/Instructional Design Position (Academic Affairs)

- i) VP Halvorson announced he plans to delay filling the instructional design position until he completes work on an alternate plan.
- d) **Wellness Project Clarifications** (Faculty Senate)
 - i) Faculty Senate President Jay Johnson presented questions from faculty regarding LRSC's potential involvement in the City of Devils Lake proposed wellness center project. There is a concern that an annual commitment of \$100,000 by LRSC may negatively impact instructional budgets. Council assured Mr. Johnson that LRSC will maintain a level of support needed to maintain quality instructional programs and comply with funding category mandates. The commitment to the City of Devils Lake proposed wellness center is deemed a high priority. [Johnson suggested President Darling create an on-going dialogue, with luncheon forums facilitated by Communications Director Wood as a way to keep campus informed.](#)
- e) **Tenure Stipend Proposal** (Faculty Senate)
 - i) Jay Johnson presented and a request from the Faculty Welfare Committee in which the following policy be added retroactively: *All tenured faculty members and all future tenured faculties upon award of tenure shall receive an addition of \$1,000 to their base salary.* Council discussed concerns over tenure tract positions being limited to certain faculty positions therefore unfair to instructors in non-tenure track positions and not an equitable way to distribute funds. VP Fixen moved to reject the policy change, VP Halvorson gave the motion a second and all voted in favor to reject the proposed policy change. Jay Johnson expressed his support for the stipend.
- f) **Student Affairs Office Space** (President Darling)
 - i) [Carpet in Student Service area will be replaced as on-going maintenance expense after graduation.](#)
- g) **HLC visit to System Office** (President Darling)
 - i) The Higher Learning Commission visit was to gather information for the complaint filed by Ellen Chaffey and potential changes to system governance. The Presidents were divided into groups to meet with the board. If measure three passes it would takes names and missions of institutions out of the ND constitution. Sylvia Manning (HLC) said all public institutions will be placed on formal notice. [Jay Johnson requested a FAC sheet on measure 3 to distribute at the next faculty senate meeting.](#)
- h) **Student Affairs Report**
 - i) Projects in the works for Student Affairs are: The student Den is almost finished; Dish TV will be installed in the Den so foreign language channels can be viewed, preparation for the graduation ceremony followed by the Nurse Pinning ceremony will follow.
- i) **Administrative Affairs Report**
 - i) Council discussed the Composite Financial Index (CFI) report recently reviewed by the SBHE for all NDUS institutions. Due to the substantial debt assumed by LRSC for the Wind Tower project along with declining reserves and decreased enrollment, our official CFI of 0.91 for FY13 is the lowest in the NDUS. A CFI of less

than 1.0 for two consecutive years will subject LRSC to an additional financial review by the Higher Learning Commission. The CFI was 6.1 in FY10, 6.3 in FY11, and 3.4 in FY12

ii) VP Kenner asked department heads to return budget information to his department in a timely manner. A draft of the System office master plan has been distributed for his review.

j) **Faculty Senate**

i) Jay Johnson expressed gratitude from faculty for the support from the IT department with phones and microphone at senate meetings.

k) **Advancement Office**

i) VP Goulding reported on a Bush Grant available in early June, some categories are; Green campus, military, Public Safety (POTP). VP Kenner inquired about utilization of Crescendo software with this fundraising effort.

4) ADJOURNMENT

a) The meeting was adjourned at 12:16 p.m. the next meeting of the Administrative Council will be May 12, 2014 at 9:00 a.m.