

Approved: with correction on 6/10/14

Administrative Council Meeting Minutes

Thursday May 22, 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

1) CALL TO ORDER/REVIEW MINUTES

a) Approval of May 12, 2014 minutes

- i) The minutes 5/12/14 were approved

2) OLD BUSINESS

a) Wellness Center Update (President)

- i) President Darling updated council on the latest community wellness center meeting.

(1) The city has decided to dedicate \$15-16 million to the wellness center on LRSC's campus and \$5-6 million toward the convention center.

(2) LRSC has pledged to contribute \$5,000 toward the city's information campaign using the Odney firm.

(3) Council discussed the process of submitting the Student Senate resolution for approval by the SBHE.

Students have resolved to pay \$6 per credit, for up to 15 credits toward the wellness center project.

- ii) [President Darling requested a fact sheet from Administrative Services about the funding LRSC received from the Legislature last biennium to help the community understand our budget concerns.](#)

b) Tuition Revenue Projections (Administrative Affairs)

- i) VP Kenner completed a projection at the end of April (net institutional collections) made up of tuition minus expenses like credit card fees etc. (state appropriations not included). VP Kenner predicts LRSC will have a \$243,000 shortfall. President Darling plans to brainstorm cost saving strategies with council. Council also discussed dual credit tuition rates and the best method to proceed using the new formula. [President Darling asked council to examine plans and determine cost saving procedures.](#)

3) NEW BUSINESS

a) **Title IX** (President/Administrative Affairs)

- i) Council discussed how sexual assaults and harassment are being handled on campus. [President Darling requested VP Fixen to create a group to recommend a title IX coordinator and assist council in updating guidelines.](#)

b) **Campus Retreats/topics**

- i) [President Darling suggests Council brainstorm topics for retreats.](#) Planning staff are working on closing the loop for participants so their contributions can be recognized.

(1) Have each retreat goer report on a positive accomplishment (celebrating success)

(2) Master Plan ideas

(3) New programs

(4) Budget challenges-brainstorm money saving ideas:

(a) Help realize importance of customer service and getting students to complete credits equals more money for the budget. An exercise in the payoff of “saving one student” What we can do to streamline process. What can each department do about retention? Business office, Physical plant, food service,

(b) Communications Director will work with TrainND to schedule yearlong brown bag lunches to help keep training fresh.

(c) HR department should be more involved in the staff retreat process.

c) **Biannual Budget** (President)

- i) VP Kenner presented the biennial budget instructions and asked council to refer to the report; LRSC will receive \$3.2 million more if NDUS fully implements the funding formula. (doesn't include capital project requests, cost to continue, or salary increases)

- ii) LRSC will categorize priorities; student mental health, pay off wind tower, one-time security upgrades, etc. VP Kenner suggests bringing student mental health and athletic program needs into the appropriated budget.

d) President Darling will meet with Physical Plant to prioritize summer projects.

- i) Hire crew to fix the plywood wall in the former boiler room and landscape the grounds outside the room.

- ii) ALC- landscaping for outside the building so water runs away. [VP Kenner will explore an emergency request with Laura Glatt for extraordinary repair money to fix ALC, dining room and Courtyard walls/windows.](#)

e) VP Goulding updated council on a potential technology gift of cameras for the drones that DPAC Answer Farms would use to collect data and LRSC will utilize data for research.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be June 10, 2014 at 9:00 a.m.