

Approved: with correction on 7/3/14

Administrative Council Meeting Minutes

Tuesday, June 10, 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

Brigitte Freschette – Director of Counseling

NON-VOTING MEMBERS PRESENT

Joe Kittell – Faculty Senate Representative

Bobbi Lunday- President's Administrative Assistant-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Approval of May 22, 2014 minutes

- i) The May 22nd minutes were approved with corrections.

2) OLD BUSINESS

a) Wellness Center Update (President)

- i) President Darling reported he and VP Kenner have been fielding wellness center budget questions from system office. Work has begun on a Joint Powers agreement between the City of DL and NDUS. President Darling has contacted other campuses to review and learn from their agreements. An operating agreement will also be negotiated.

3) NEW BUSINESS

a) Registration/Orientation (Director of Counseling Brigitte Freschette)

- i) Counselor Freschette discussed on campus retention rates and demographics. Freschette asked for direction/assistance from council to increase intrusive academic advisement by faculty advisors. This would better assist the 60% of our degree seeking population that do not receive the intrusive academic advising that make our TRiO and PowerSkills students successful. With the new funding model hinging on credit completion and graduation rates LRSC needs to make academic advising for student success a top priority. Council discussed LRSC's good fortune to have faculty that are overwhelmingly supportive of students and also discussed avenues for faculty to become skilled at using intrusive advising techniques. The following ideas were discussed.

(1) Move our passive advisement to intrusive advisement (PowerSkills/TRiO model).

(2) Lighten advising loads for faculty that are over-loaded so they can have more time for intrusive advising.

(3) Post/hold office hours and respond to students

(4) Emphasize the importance of retaining students to degree completion and not encourage them to transfer early prior to degree completion.

ii) A complete student handbook and Smart Phone App are in the works for students. \$4500 was awarded to Student Affairs last year to help offset the two-day orientation expenses. The two-day orientation was very effective in encouraging student camaraderie on campus. Council recommended Freschette complete a cost analysis of orientation day expenses to adjust the orientation fee to accommodate for expenditures. Student Affairs requested all offices and windows stay open an extra 15 minutes on the first day of classes and requested the institution absorb costs for student meals during orientation week. VP Kenner agreed to repeat what was done last year. [Council agreed to fund 2014 Two-Day Student Orientation again at \\$4500.](#)

b) **Policy Proposal** (PowerSkills Coordinator)

i) VP Fixen presented a new Service/Assistance Animal Policy, Service/Assistance Animal Request Form, & Service/Assistance Animal Registration Form to council for review and approval. Fixen described the difference between a service animal and an assistance animal. Service animals stay with their student at all times. They are allowed in classrooms, lunch room, recreation areas, etc. Assistance animals are allowed in student's dorm room only. VP Kenner moved to approve the Service/Assistance Animal Policy with a second from VP Goulding and all of council voting in favor, the policy was approved.

c) **Paralegal Program Termination** (VP Halvorson)

i) VP Halvorson informed council the paralegal program has been on inactive status for three years and LRSC must ask for an extension on the inactive status, close or reactive the program. Council discussed pros and cons of terminating the program. Under council's advisement President Darling authorized VP Halvorson to terminate the program.

d) **NDUS Chief Auditor** (President)

i) Tim Carlson NDUS's Chief Auditor, will visit all campus presidents to ascertain what they believe the:

(1) Top 3-5 objectives for the State Board of Higher Education should be over next 18-24 months

(a) Determine what is feasible within the Pathways Plan and eliminate elements that are not attainable or practical.

(b) Clarify the role of the two-year campus within pathways.

(c) Restore credibility and trust for campuses and communities.

(d) Rebuild relationship with the Legislature.

(2) Greatest challenges (or risks) to achieving each of the objectives

(a) Legislative and business community relationship damage

(b) Ensuring Chancellorship is adequately vetted prior to selection

(3) How do you think Internal Audit can assist with mitigating challenges

(a) By partnering with campuses to assist with best practices and voluntary compliances.

(b) Board and campuses operate as a team

e) **DMF Award** (VP Goulding)

i) LRSC received a \$75,000 award letter from the Dakota Medical Foundation (DMF) for a Nurse to Paramedic Program requiring a commitment to supplemental fundraising of \$25,000. The purpose of this grant is to develop and maintain the training of nurses as paramedics. Council discussed the feasibility of accepting and implementing the grant contingent upon VP Goulding's agreement to raise \$25,000 to supplement the project. No decision was recorded.

f) Other

i) VP Goulding discussed proposed approval of an entrepreneurship center establishment focused on Ag will require a 501 c 3 number. [VP Kenner requested language from VP Goulding for the capital request.](#)

ii) VP Halvorson conveyed the need for a part time science teacher.

iii) VP Kenner announced, Denise Kelley began employment in business office yesterday.

iv) President Darling signed requests to fill Assistant Director of Housing and Administrative Assistant for PowerSkills and TRiO positions.

4) ADJOURNMENT

a) The next meeting of the Administrative Council will be July 3, 2014 at 8:00 a.m.