

Approved: without correction on 9/17/2014

Administrative Council Meeting Minutes

Wednesday, September 3, 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

Guests

Brandi Nelson

NON-VOTING MEMBERS PRESENT

Cindy Brown/Tammy Riggins- Faculty Senate Representatives

Bobbi Lunday- President's Administrative Assistant-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Approval of August 18, 2014 minutes

- i) The August 18, 2014 minutes were approved as presented.

2) OLD BUSINESS

a) Wellness Center Update (President)

- i) President Darling reported that a draft of the Joint Powers Agreement between the Park Board and Lake Region State College has been sent to the NDUS attorney's office for review. A date will be selected to host a community forum for the Wellness/Events Center on campus prior to the October 7th vote.

b) Tech Center Construction Update (President)

- i) President Darling and VP Halvorson reported on progress at the Technical Center. The fascia is finished on the outside of the building. However there are concerns with delays on the pre-existing structure, temperature fluctuations inside the server room, and lighting.

3) NEW BUSINESS

a) Approval of Quick Data for Web Site

- i) Discussion and suggested amendments to the quick data sheet for the web centered on tracking student athletes' graduation rates and reporting real numbers as opposed to IPEDS data (first time full time students only). Displaying certain data in table form rather than chart form. Removing ACT scores and replace with college data.

- b) **Faculty Senate and Campus committees – DRAFT** (President)
- i) Council reviewed the Faculty Senate committee list and some suggestions for change were to replace VP Halvorson with Director Driessen on the Outreach Learning committee which may eliminate the need for duplication by the campus Online Task Force committee.
 - ii) Suggestions for the Campus Scholarship & Awards Committee were to add Stephanie Shock as enrollment representative and Joann Kitchens as administrative affairs representative. VP Halvorson requested elimination of Athletics and Technology Committees; policy will be reviewed for necessity. Student Appeals Committee should be Student Billing Appeals Committee? Consideration will be given to consolidating the Risk Assessment-Management, Safety & Loss Control, and Emergency Preparedness Committees into one committee with separate sub committees. [VP Kenner will check with Risk Management to ensure the separate committees are not necessary for reimbursement funding.](#)
- c) **Employee Tuition Waiver Policy Request** (Human Relations Department)
- i) Council passed the policy as read with the expectation of working with Faculty Senate on the procedural guidelines and implementation. For approved online classes, the employing institution will pay or waive 50% of the tuition charged. The policy is retroactive to the beginning of Fall Semester 2014.
- d) **UND Tuition Waiver Request** (Human Relations Department)
- i) Section 2 of LRSC Staff and Faculty Dependent Tuition Waiver Policy 400.33 regarding a negotiated tuition waiver agreement with UND was eliminated. UND terminated the agreement.
- e) **Strategic Planning Meeting Monday**
- i) The administrative council will meet to define the process and participants of the planning committee.
- f) **Affordable Care Act**
- i) NDUS councils are currently discussing the processes and interpretations needed to comply with the Affordable Care Act this fall. Campuses will soon be receiving guidance regarding the classification of employees for health insurance benefit purposes. 75% of full time requires benefiting all adjuncts by September 30, 2014. (OMB) Office of Management and Budget will pick-up expenses of the new benefitted requirements this year.
- g) **Facility Study –Space utilization**
- i) LRSC will utilize the FAMIS software which has not been employed in the past to evaluate classroom size, number of seats, and specialized equipment in each area.
- h) **Institutional Advancement**
- i) VP Goulding discussed proposals Melana Howe has been working on to Camp Grafton RTI and Blue Cross Blue Shield.
- i) **Filling Student Affairs Position**
- i) The open position in Student Affairs remains unfilled and will be re-opened.

j) **New Sidewalk by Technology Center**

- i) Replacement of various sidewalks is scheduled to begin September 22. Areas not affecting the Tech Center ribbon cutting ceremony scheduled for September 24 will be done first. Areas that could possibly interfere with the ribbon cutting ceremony will not be started until September 25 or later.
- ii) Council discussed plans to construct a new sidewalk to the Technical Center's new front entrance. Use of parking barriers to create a temporary walkway for student safety until a plan can be created for walkway is being considered.

k) **Enrollment Report**

- i) Council members discussed the enrollment report. President Darling stated that expanding POTP, Athletics, and Nursing Programs has been instrumental in LRSC's enrollment recovery.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be September 17, 2014 at 9:00 a.m.