

Approved: 11/24/14

Administrative Council Meeting Minutes
Tuesday, November 18, 2014
President's Office 1:00 p.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

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative
Bobbi Lunday- President's Administrative Assistant-Recorder

Guests

Brigitte Freschette- Counseling Director

1) CALL TO ORDER/REVIEW MINUTES

a) **Review of October 28, 2014 minutes**

- i) The October 28, 2014 minutes were reviewed and approved with edits.

2) OLD BUSINESS

a) **Orientation/Student Handbook** (1:15p Marketing/Counseling)

- i) Counselor Freschette explained the challenges she faces with the student orientation budget and requested council add an orientation fee to help offset the cost of the enhanced orientation schedule. VP Halvorson directed Counselor Freschette to process the request for payment of about \$3,000 in unpaid bills from the 2014 fall orientation without budget codes. He requested VP Kenner find the funding to process payments immediately while the academic/student affairs department review the budget and find the codes for payment. VP Kenner explained the problems associated with processing payments with incorrect coding and subsequent correction. *VP Kenner will meet with VP Halvorson and determine proper funding sources prior to payment processing. VP Halvorson will commission his department heads to work on a budget process to pay for the orientation activities in the future before assessing a student fee for orientation.*

3) NEW BUSINESS

a) **Challenge Grant Scope Requests and Grant Activities** (Institutional Advancement)

- i) VP Goulding and President Darling discussed the process of seeking approval for the following Scope Requests: Nursing Bridge to Paramedic, Library Renewal, Auditorium Renewal, Keys to Opportunities Challenge. No match funds may be claimed without an approved scope request. Just because a scope request has been approved does not guarantee that the fund match will be approved upon completion.
- ii) VP Goulding announced the DMF grant is ready to proceed and requires a signature for \$75,000 match. VP Halvorson informed council the grant may be on hold due to recent developments causing BSC to be reluctant to participate.
- iii) VP Goulding requested council's approval to hire a Title III grant consultant. Hiring the consultant would require a five year agreement that commits LRSC to pay the consultants expenses of \$30,000 per year contingent upon grant funding but not payable by grant funding. *Council agreed to allow President Darling time to check consultants' references and make the final decision to approve or disapprove VP Goulding's request.*

b) **TRiO Administrative Assistant Position** (Academic/Student Affairs)

- i) VP Halvorson informed council Director Nelson has been meeting with TRiO about the vacant administrative assistant position and recommends moving forward to fill the position. Council proposed covering with existing staff or filling the administrative assistant position with part time temporary staff until the TRiO grant is funded. VP Goulding suggested LRSC consider filling the administrative assistant position with someone that can also serve students as a student advisor/tutor. *VP Halvorson will take committees' advice to the department and work out a plan.*

- c) **Grant End Planning: TRiO & DPAC** (Academic/Student Affairs)
 - i) VP Halvorson advised staff members of grant funded departments they will be notified, six months prior to the expiration of the grant funding available for their position, what the expected status will be for their position at the end of the grant funding.
- d) **Retirement Notices and Resignations** (Academic/Student Affairs):
 - i) The following employees have turned in retirement or resignation notices. Rick Senger will retire at the end of May 2015, Jay Olson will accept a half time contract in June which allows a good transition period, Tabitha Bachmeier has resigned as of the end of November 2014, and Gail Olafson resigned effective at the end of the semester.
- e) **Women's Fast Pitch Coaching Contract** (Academic/Student Affairs)
 - i) Council requested VP Halvorson work with the activities director, coach, and HR manager to [form an equitable contract for the unique teaching overload/coaching schedule](#). [VP Kenner would also like to work on a plan to move the coaches' salaries into the appropriated budget line](#).
- f) **Janitorial Services Contract- Athletics** (Academic/Student Affairs)
 - i) VP Halvorson shared the current \$300 per game cleaning contract and brainstormed cost saving strategies for the Athletic Department.
- g) **FF&E/IT Budget update** (Academic/Student Affairs)
 - i) Council discussed the Technical Center budget and hopes to have it finalized by Christmas or the first of the year. Currently LRSC is just under budget.
- h) **CCSSE Discussion** (Academic/Student Affairs)
 - i) VP Halvorson discussed the benefits of conducting the Community College Survey of Student Engagement. The CCSSE costs \$5, 550 and will no longer be paid for by NDUS. VP Halvorson requested ideas for LRSC to continue to fund the survey as it is a valuable tool to the institution's grant writing efforts. [President Darling and VP Kenner will discuss funding](#).
- i) **Physical Plant Position** (Administrative Affairs)
 - i) In process of interviewing and the decision will be made sometime next week. The final candidate interview is Monday, Nov. 24.
- j) **Facilities Usage Student Fee Discussion** (Administrative Affairs)
 - i) The student facility usage fee was put in place to pay off LRSC's bond. VP Kenner notified council the bond will be paid off in three years. The non-parking portion of the fee will need to terminate when the bonds mature unless new projects are funded at that time. Student input and SBHE approval would also need to be received to continue the fee.
- k) **New Tuition Model Discussion** (Administrative Affairs)
 - i) VP Kenner reported the Pathways to Student Success Plan has relaxed the requirements for the development of new tuition models but our plan must be submitted to the NDUS Office by March 1, 2015. Discussions will be held on campus to develop the plan, including the requirement to move to a per credit hour charge. Final implementation of our plan must take place by Fall 2017 but Controller Kitchens suggested we consider implementation of the per credit hour portion of the plan by Fall 2016.
- l) **Student Senate Update**(Academic/Student Affairs)
 - i) VP Halvorson met with Student Senate. They discussed the housing visitation directive that visitors sign in and are escorted to the room. Resident's report that directive is not being followed and therefore should be removed from the procedure. [VP Halvorson will ask the Director of Housing to provide policies of other campuses in the state for President Darling to review prior to acting upon request](#).
 - ii) Student Senate has indicated they are frustrated that the Dining Dollars Den extended hours have not been implemented. VP Kenner reported that Director Seibel has been working through Kristi Kienast-Hernandez to find students to work the hours needed to maintain the extended hours. So far, no students have applied for Dining Dollars Den employment. [President Darling suggested VP Kenner work on better communication with student senate](#).
 - iii) Students would also like the library to be open more often after 10:00 p.m. and on weekends. Council discussed and it would be necessary for students to staff the library during those hours.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be Monday, November 24th at 9:00 a.m.