

Approved: with correction on 2/24/14

Administrative Council Meeting Minutes

Wednesday, February 5, 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

Tammy Riggan & Jay Johnson - Faculty Senate Representatives

1) CALL TO ORDER/REVIEW MINUTES

- a) The meeting was called to order at 9:32 a.m. The January 13/16, 2014 minutes were reviewed and approved with corrections.

2) OLD BUSINESS

a) **SBHE at LRSC**

- i) President Darling commended the campus staff for their help and Do it Like Disney attitudes on campus during the SBHE meetings.

3) NEW BUSINESS

a) **Chancellor Cabinet Update**

- i) President Darling updated council on the recent Chancellors Cabinet meeting. Topics discussed included; increasing retention by devoting more state funded, *need based* scholarships instead of *merit based* scholarships. President Darling also discussed Representative Sanford's belief that two year colleges are too costly for the students, and the upcoming NDUS Master Facility Plan meeting.

b) **Proposal to Change Salary Administration Policy Language** (Faculty Senate)

- i) Appendix II, Publication 6, Attachment A, pg. 2 under Salary Guidelines. Delete the following: *"Discretionary funds will be distributed in the following order: Degree completion, change in category, additional compensation, raise to the category minimum, and change in category incentive if necessary, and change in rank."* Replace with the following: *"Discretionary funds will be distributed in the following order: Present salary plus category change plus degree change times percentage raise equals next year's salary."* Council discussed the proposed change and agreed to return the policy request to faculty senate with the following recommendation: add: *"Unless otherwise directed by the President, Discretionary funds will be distributed in the following order: Present salary plus category change plus degree change times percentage raise equals next year's salary."*

c) **Add \$4,000 in Category Minimums and to Create a New Category Nine** (Faculty Senate)

- i) Council discussed the proposed changes to the Salary Administration Policy, Appendix II, Publication #6, pg. 2 Fall 2013 11/27/13 Proposed Changes Categories/Amounts. Change as follows: *"CATEGORY: Faculty IX RATE: 8500, INCREMENT 5,000, 9 MONTH CONTRACT (Minimum Requirements) 68,000-75,500, 44 years T-W experience or BA and 41 years T-W experience or MA and 37 years T-W experience or PhD and 35 years T-W experience"* VP Kenner discussed his concerns about the impact on the budget considering the tuition

shortfall projected by Controller Kitchens. President Darling stated LRSC's need to remain competitive with other institutions for faculty retention and proposed uncapping category IX making it the final category. VP Goulding moved to approve Faculty Senate recommendation with the following amendment: remove the upper limit of category IX, making IX the final category as follows: "CATEGORY: Faculty IX RATE: 8500, INCREMENT 5,000, 9 MONTH CONTRACT (Minimum Requirements) 68,000. 44 years T-W experience or BA and 41 years T-W experience or MA and 37 years T-W experience or PhD and 35 years T-W experience" VP Fixen offered a second to the motion, all were in favor, the motion passed with the amendment.

d) **Academic Calendar correction**

- i) The Nursing class start date was inadvertently placed on Memorial Day, the date was changed and change was approved by council.

e) **Department Reports** (all)

i) **Room and Board Rates**

(1) VP Kenner provided information defining the room and board rate increase and added another plan creating four board plans: Silver \$2,930, Gold \$3,412, Platinum \$3,560, and Diamond \$3,825.

ii) **Three Tier Tuition Model**

(1) VP Kenner discussed the issues involved with working to implement the three tier tuition model. NDUS proposed using prefix of courses separating tuition levels; high band, medium band, and low band tuition. Equal tuition per campus does not work largely because the budget appropriation for campuses is not equal.

iii) **State Wide Master Plan**

(1) VP Kenner reported the System office plans to look at two buildings on each campus concentrating on deferred maintenance issues rather than new construction. Focused on appropriated type one and two buildings. Type three buildings are fully non-appropriated.

iv) **Position Openings**

(1) VP Halvorson discussed filling the Instructional Designer, Math instructor and English instructor positions.

v) **Campus Preview Day**

(1) VP Fixen discussed the difficulty the Student Affairs office has getting some faculty to be present at preview days.

vi) **Advancement Office Events**

(1) VP Goulding discussed work on grant funding thru Gate City.

(2) The Named Endowment Recognition Event and Giving Hearts day is on February 13, 2014.

vii) **Personal Facebook Time**

(1) President Darling asked VP's to remind staff not to post personal things on Facebook between 8:00 a.m. and 5:00 p.m. including break and lunch times. The general public doesn't know when breaks and lunch are taken they make generalizations that campus employees are posting personal comments on Facebook when they should be working.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 2/24/14 at 9 a.m.