

Approved: 3/28 /14

## Administrative Council Meeting Minutes

Monday, March 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*

*Stephanie Shock- Admissions/Enrollment Director for Vice President for Student Affairs*

*Laurel Goulding- Vice President for Institutional Advancement*

*Corry Kenner- Vice President for Administrative Affairs*

### **Guests**

*Amanda Kuhn- PowerSkills Coordinator*

### **NON-VOTING MEMBERS PRESENT**

*Bobbi Lunday- President's Administrative Assistant-Recorder*

*Tammy Riggan then Jay Johnson - Faculty Senate Representatives*

### **1) CALL TO ORDER/REVIEW MINUTES**

- a) The February 24, 2014 minutes were reviewed and approved.

### **2) OLD BUSINESS**

- a) **Student Hallway Presentation** (President)

- i) President Darling shared the students' power point proposal request to update the hallways. Council discussed staying current with digital pictures on the walls which are easily changed and updated. VP Goulding discussed the art that already exists having been carefully purchased from local artists and work is ongoing to update and catalog each piece of work. Alternative locations and display methods for current hallway artwork were discussed and will be decided by Council at a later date.
- ii) Council affirmed the importance of placing student needs first and that the lack of a useable recreation area is unacceptable. VP Kenner suggested combining furniture selections for student union and hallway seating areas to get better pricing and to maintain some aesthetic continuity.

### **3) NEW BUSINESS**

- a) **PowerSkills Presentation** (Amanda Kuhn 9:15 a.m.)

- i) Amanda thanked council for arranging space for her to work privately with her students. Helping with test proctoring and test reading has consumed a large amount of time. Amanda has several students that require individual attention. She circulated handouts and discussed statistics and the projected increase next year. Projected students with special needs include; another hearing disabled student, two diagnosed with Asperger's Syndrome and one blind student. VP Halvorson asked about the overall efficiency in TRiO. Amanda discussed the walkthrough from the School for the Blind. Braille will be necessary only in that particular students traffic areas. Amanda urged council when making space and staff allocations to please keep the PowerSkills/TRiO Center in mind. Space is the principal need; office space is too small for working in groups, explaining she has to use Erika's office when groups get larger.

- b) **Academic Affairs Personnel Cost Analysis** (VP Halvorson)

- i) VP Halvorson provided a spreadsheet showing the personnel changes to the Academic Affairs Division since July 1, 2013. Academic Affairs has realized a one time savings of almost \$75,000 by allowing some positions to go unfilled for several months. By eliminating one full time position and

tracking changes in the cost of new faculty (replacing more senior faculty) permanent and ongoing savings of about \$120,000 has also been realized. VP Kenner stated this was important considering the tuition revenue shortfall projections of about the same amount.

c) **Welcome Center** (VP Halvorson)

- i) VP Halvorson asked when the discussion about relocating the welcome window would resume. He was concerned that the Academic Affairs staff is not located together and the Distance Education staff is not located together. This is causing inefficiencies and communication problems. The backup duties for reception and mail have proven too distracting and Academic Affairs staff must get back to their original duties. President Darling stated we need to continue the conversation. Student driven changes should be completed first. The music room is completed, Theater Arts must be finished, then the weight room, and finally the hallway furniture/possible renovation, are his next priorities. President Darling stated that he would schedule a meeting to discuss our physical plant priorities. VP Goulding commented on the idea of creating a marketing suite including public relations, web master, and a new reception-facility scheduling area.

d) **POTP Bismarck** (VP Halvorson)

- i) VP Halvorson received an official verbal request from the Bismarck Police Department to bring the POTP to Bismarck. The Bismarck Rifle and Pistol Club offered space for classroom rental. There was discussion about closing the LRSC campus location. Preliminary plans are to run both DL and Bismarck academy's this fall but will evaluate the feasibility of sustaining both academies' long term. VP Halvorson stated that three years ago Jennifer was hired to work 75% Academic Affairs and 25% POTP. She is now working 75% POTP due to the growth in this program and 25% switchboard, mail, and information desk. If the Bismarck location is added this fall, the POTP will need a dedicated office assistant. This person could be located anywhere as 75% of the time the director and instructors are at their off campus locations. VP Halvorson stated that the work done for POTP does not require quiet concentration so the position could also serve to back up the switchboard, mail, information desk, etc. or serve some other valuable role. Council agreed LRSC should move forward with the Bismarck Academy.

e) **Policy & Procedure Request Changes** (Faculty Senate Jay Johnson)

- i) **1**-Add the words: "and part-time category rate", **2**-Change wording to: "Categories 6-7 \$670 Proposed Change to Categories 6-9", **3**-This will change the wording to "The Standing Committee on Faculty Rights shall consist of three tenured faculty members elected for staggered terms by the Faculty Senate". VP Kenner moved to accept all three requests with a second by VP Goulding and council voting in favor all passed unanimously.

f) **Department Reports** (all)

i) **VP Halvorson Academic Affairs**

**(1)** Opened Math, ALC, and online English positions.

ii) **Director Shock for Student Affairs**

**(1)** Steph received positive comments from faculty on application reports she sent out last week.

**(2)** VP Halvorson requested Brandi Nelson serve on the hiring committee to provide the academic affairs point of view for the International Advisor/Student Life Coordinator position.

**(3)** Preparing to update laundry facilities from coin to card operated machines.

**(4)** Toofawn is working with Student Affairs on Image Now software. Student Affairs will take a field trip to NDSCS to see how they utilize Image Now.

iii) **VP Kenner Administrative Affairs**

**(1)** Controller Kitchens will be developing an updated Federal Indirect Cost Rate for LRSC. The process is expected to require a considerable amount of time.

iv) **VP Goulding Institutional Advancement**

- (1) Met with Al Grinsteinner from Camp Grafton who is hoping to partner with LRSC for online degrees.
- (2) Investigating the need for an entrepreneur center on campus with the mission of economic development and educational opportunities.
- (3) DMF-Paramedics to Nurses grant went through the 2<sup>nd</sup> round of review, we were asked to do more work on the application which is a good sign.
- (4) Goulding reported she is gaining insight from the larger foundations within the system during the reviews on how they run their finances.

v) **President Darling**

- (1) Requested scheduling 2 hours for council to meet to discuss Physical Plant priorities. Ref. 3)c)i

**4) ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 3/24/14 at 9 a.m.