

Approved: without correction on 5/22/14

Administrative Council Meeting Minutes

Monday May 12, 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

ImageNow Committee: K. Nettell, T. Simhai, D. Johnson & S. Shock

Staff Welfare Committee Rep: A. Wakeford

Enrollment Director: S. Shock

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 April 30, 2014 minutes were unanimously approved.**

2) OLD BUSINESS

a) **Instructional Design Position**

- i) VP Halvorson recommended council wait to fill the Instructional Design position until fall. VP Halvorson explained the dynamics of the position and need after investing 7 years in eCollege to have an expert within the Distance Ed department. Council agreed reevaluating the position in the fall would be the best. **VP Halvorson will work Director Nelson to build in more time for eCollege training/teaching at in-service.**

3) NEW BUSINESS

a) **ImageNow Committee Proposal**

- i) The ImageNow committee made up of Katie Nettell, Toofawn Simhai, Stephanie Shock and Dan Johnson presented a project initiative for the campus. The committee would like to work with the University System to begin implementation on the LRSC campus in June of 2014 with a goal to go live in the fall of 2015 or spring of 2016. VP Halvorson expressed concern over IT workload. Director Simhai assured him IT involvement would be minimal. VP Fixen suggested the cost of the scanners be worked into department budgets. VP Fixen moved to approve the ImageNow implementation with a second from VP Kenner, and council voting in favor, approval was granted.

b) **Wind Open House-Student Climb**

- i) Director Shock requested approval to allow prospective wind tech students to complete safety training and climb the tower on June 24 and 26, 2014. VP Halvorson moved to grant approval, with a second by VP Fixen

and all voting in favor, approval was granted to the Admissions office to proceed with the safety training and climb. Instructor Johnson will utilize the rescue team to assist with the climb.

c) **Quonset Request for Baseball/Softball**

- i) Athletics requested a one-time budget of \$37,550 for renovating the Quonset for a practice facility. Council agreed LRSC can commit to a onetime expense of \$15,000 toward the renovation.

d) **Weight Room Proposal** (Academic Affairs)

- i) Council agreed to commit to a one-time expense of \$5,000 for the weight room.

e) **Student Services Temporary Relocation**

- i) VP Fixen discussed the relocation of the student services department for two weeks while carpet and walls are under construction. Council discussed moving to room 15 for a temporary office set up. [VP Fixen will work with Director Nelson to find classrooms they can occupy. Council also granted approval to take the windows out of the student service hallway wall.](#)

f) **TRiO Staffing**

- i) VP Kenner and VP Halvorson inquired about redistributing the workload in TRiO; VP Fixen explained all positions are written into the grant and they should not be changed while reapplying for grant funding. VP Fixen explained to council that Erika Berg will be the grant writer with assistance from himself and VP Goulding. Theresa Leiphon has agreed to review the grant.

g) **Master Facility Plan Discussion**

- i) Council reviewed the Dakota Precision Ag Center space layout and proposal to rename it the National Precision Ag and Innovation Center. Council agreed to the space concept layout but the name change suggestions will have to go through the appropriate state level approval process.
- ii) Council discussed and decided to change the name of the Student Center/Multi-Purpose addition portion of the master facility plan to the Early Childhood Education Center.
- iii) Council decided to keep the Student Affairs addition and remodel project that was originally proposed for the 2011-13 Biennium in the plan.
- iv) Council decided to remove the enclosed walkway to Erlandson from the plan.
- v) Council decided to keep the Wellness Center in the master plan as a project.

h) **Staff Welfare Proposal** (Staff Welfare Committee Representative-Andy Wakeford)

- i) Mr. Wakeford presented a resolution to request name change from Staff Welfare to Staff Senate in order to align with the other 10 institutions in the University System. The Staff Welfare committee received favorable support from Student Senate and Faculty Senate. VP Kenner moved to approve with a second from VP Fixen. President Darling asked for any discussion about changes to the role of Staff Welfare to Senate. Mr. Wakeford explained Staff Senate will seat two representatives from each department for equal representation and may seek a non-voting seat on administrative council. If approval is received work will

continue on the bylaws and constitution. All of council voted in favor of the name change from Staff Welfare to Staff Senate.

ii) Mr. Wakeford added; the Staff Welfare Committee awarded the fitness challenge completers a gift certificate for a fruit smoothie from the Bookstore. May Day Baskets were given out on campus and the committee has requested volunteers to help clean the grounds on Wednesday for graduation, weather permitting.

i) Food Service Position Authorization Request

i) LRSC's Food Service has catered 215 internal campus events and 350 events on campus for off campus groups during the past year. In addition to the heavy workload of providing service for events, Food Service personnel have been trying to establish reasonable hours to have the Dining Dollar Den open for business. In an effort to better serve students and other customers, VP Kenner requested approval to hire a Baker/Special Events position and to fill the Prep Cook and Salad Bar Prep positions recently vacated. VP Kenner's request was approved by council.

j) Medical Leave Request

i) VP Kenner brought a request from a staff member for 200 hours of donated leave from the sick leave bank. Council will consult with supervisor prior to issuing leave.

4) President

a) Student Senate passed a unanimous resolution that they would support a six dollar per credit fee on a maximum of fifteen credits to support the Wellness Center project.

b) [If the City of Devils Lake approves moving their proposed Wellness Center project forward, LRSC will seek approval from the North Dakota University System for the fee increase. The implementation of the student fee increase would be contingent upon completion of the project.](#)

5) Faculty Senate President Jay Johnson

a) Mr. Johnson will send checklist of the maintenance procedures performed on the wind turbine to President Darling.

b) President Darling asked Mr. Johnson to create wording for no trespassing sign to post at the wind tower site.

6) ADJOURNMENT

a) The next meeting of the Administrative Council will be May 22, 2014 at 9:00 a.m.

b) The meeting was adjourned at 12:08 p.m.

Remodeling of Quonset for Softball/Baseball

Here is a general outline of the activities that are needed to prepare the building as a practice facility.

1. Removal of the dirt – Bobcat rental for a day = approx. \$500.
2. Disassemble large door and wall = \$0 (volunteer work)
3. Cement floor with PVC heat pipes – Strata \$6/sq. ft. = \$13,500 with labor. Less if just concrete and a volunteer can do the concrete.
4. Wiring building (outlets, circuit panel, lights) – Bergstrom? Approx. \$3,000
5. Security door locks and cameras - \$????
6. Indoor/outdoor carpet \$0.34/sq. ft. at 4,100 sq. ft. = \$1,400
7. Insulation = \$1,600
8. OSB panels (7/16 x 4 x 8) – 145 panels @ \$10/panel = \$1,450
9. Replace current overhead door with double doors. Door 72”x80”= \$500
10. Electric boiler for heating floor = \$1,500 (installation \$???)

The total for the above project would be \$23,450 plus the new locks/security cameras and any installation of things that we could not do ourselves.

The plan is to seek donations for materials and to have most of the work done by volunteers. The two main areas that must be completed are the electrical work and concrete. After that, most everything can be taken care of. If the college can cover the concrete and electrical upgrades, the remaining will be accounted for by donations.

The electric boiler would considerably cut down on the heating costs; therefore it is included in the price list. There will need to be installation by a certified plumber so there will be an additional labor cost included in that amount.

If you have any questions, please feel free to contact me.

Sincerely,



Kory Boehmer, Professor
Head Softball Coach
Lake Region State College
1801 College Drive North
Devils Lake, ND 58301