

Approved: without correction on 9/3/14

Administrative Council Meeting Minutes

Monday, August 18, 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

Dr. Randy Fixen –Vice President for Student Affairs

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Affairs

Guests

Anne Rasmussen-Academic Affairs

NON-VOTING MEMBERS PRESENT

Karen Clementich– Faculty Senate Representative

Bobbi Lunday- President's Administrative Assistant-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) **Approval of July 28, 2014 minutes**

- i) The July 28th minutes were approved as read.

2) OLD BUSINESS

a) **Wellness Center Update** (President)

- i) Council discussed the talking points for the Wellness/Events Centers vote and the Say Yes Committee. The city wide election is scheduled for October 7, 2014.

b) **Tech Center Construction Update** (President)

- i) Council discussed saving the date of September 24, 2014 for the ribbon cutting ceremony for the new technology center.

3) NEW BUSINESS

a) **Present Restructured Policy & Procedure Manual**

- i) Anne Rasmussen discussed the changes to the P&P manual. Explaining the two indexes one numerical and the other alphabetical. The *Crosswalk* document following the appendix is the reference to the new order which cross-references where the document was placed formerly in the manual.
- ii) Academic affairs requested permission to update the overall manual for name changes such as Academic Affairs formerly referred to as Instructional Services throughout the manual. VP Kenner moved to approve the search and replace request, VP Halvorson seconded, and President Darling called for discussion and hearing none the motion carried with all in favor. VP Kenner moved to place the manual in its current state

on website and update as changes are approved. VP Halvorson moved to second Kenner's motion and all council voted in favor.

iii) VP Halvorson requested Brandi and Anne be allowed to review and recommend changes in the Policy manual. President Darling agreed but wanted Council to also spend time reviewing the manual to stay current and familiar with policy. All updates will be reviewed by Faculty and Staff Senates. Discussion about what department the policy manual updates belongs in was tabled. President Darling asked VP Halvorson to convey his appreciation to Anne and Brandi for all the work in remodeling the Policy Manual.

b) **Quick Data for Web Site**

i) President Darling discussed his questions about the accuracy of the numbers and/or headings in the document. Council had many questions and suggestions for the data. VP Halvorson will take suggestions and with return with a revised document. President Darling congratulated him for a very good first effort.

c) **Service or Assistance Animal Policy**

i) The policy was approved pending a search and replace for references to "Director of Resident Life" changed to "Director of Housing".

d) **Tuition Waiver Policy**

i) HR Manager Lillehaugen submitted a draft Employee Tuition Waiver Policy for review by Council. After discussion several recommendations were made for revisions to the policy.

ii) A budget will be needed to cover LRSC's obligation to pay other NDUS institutions for 50% of the tuition charged LRSC employees enrolled in approved Off Campus Face to Face, Hybrid/Blended, Independent Study, Online Asynchronous, Online Synchronous, or Interactive Video-based courses. An annual budget of \$20,000-\$25,000 was suggested by Council and will need to be included in the appropriated budget documents next biennium. For the current year, VP Kenner will work with Controller Kitchens to determine a budget source and a process for monitoring. HR Director Lillehaugen will assist in developing the process and will be responsible to inform LRSC department heads of the budget status.

e) **Ebola-NDUS Procedures**

i) President Darling stated NDUS wants input on the process for tracking/reporting Ebola. Campuses will take all precautions and necessary steps to ensure the safety of students, faculty, staff, and guests of the campus as prescribed by the respective government agency(ies). President Darling will request input from Public Health and legal.

f) **Bush Prize meeting preparation** (VP Goulding)

i) The Bush Grant representatives will visit campus on 8/25/2014 and need to schedule two hours in response to the application LRSC has submitted for the Entrepreneur Center.

g) **Foundation Fundraising Strategies** (VP Goulding)

i) The Otto Bremer Grant was submitted and VP Goulding handed out copies of the grant for review by council.

h) **Restructuring Academic/Student Affairs** (President)

i) President Darling discussed the restructuring of Academic and Student Affairs departments. The two areas will be combined into one Academic/Student Affairs Department. University System campuses are being held accountable for graduation and retention rates so to better align goals and expectations it will be an advantage to have the same governance.

i) **State Board of Higher Education Retreat**

i) The SBHE retreat focused on student success. LRSC committees will meet early in September to form a strategic plan which will be modeled around the SBHE framework.

ii) President Darling informed council several hundred thousand emails have been submitted due to open records requests from media and legislatures. Requiring 11,000 hours of redacting by attorneys to comply with FRPA laws. Please keep email relevant.

j) OMB Funding Model

i) President Darling shared a schedule from OMB showing costs to rebalance to the top of the tier for the Pathways funding model.

4) ADJOURNMENT

a) The next meeting of the Administrative Council will be September 3, 2014 at 9:00 a.m.