

Approved: with/out correction on 3/12/15

Administrative Council Meeting Minutes

Tuesday, February 24, 2015

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President (teleconference)

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

Guests

Erin Wood Director of Marketing & Communications

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:00 a.m.

b) Review of February 10, 2015 minutes

i) The minutes of the February 10, 2015 meeting were reviewed and approved with corrections.

2) OLD BUSINESS

a) Progress Report on Transforming the "Send a Friend" Waiver into a Scholarship (VP Goulding)

i) VP Goulding explained the Community College Foundation will assign the Toutges Scholarship to students on the GFafb campus in lieu of the waivers currently given.

3) NEW BUSINESS

a) Legislative Update (President)

i) The House has passed a 6.5% increase in HB1003. The Funding model adjustments gave LRSC an additional \$2,857,081 but by denying funding for the cost of utilities, salary increases, and health benefits they leave \$1.6 million net.

ii) Options vary on the cost to continue and tuition scenarios. LRSC may need to utilize another \$181,000 of the \$2,857,081 to cover if they freeze tuition.

iii) They voted to reduce the weighting factor on remedial credits which is difficult for the two-year campuses.

iv) They also approved taking 1.6million and 6FTE away from the System office and transferring them to the Attorney General's office and prohibiting SBHE and Campuses from hiring attorneys.

b) Student Senate Resolutions (President)

i) Student Senate passed a resolution requesting they be allowed to use Dining Dollars as well as R-Bucks to purchase food/beverages from the bookstore. Allowing this may eliminate the need to have the dining den open from 1-4 p.m. *Direction will have to come from VP Kenner to make the changes necessary. VP Kenner will investigate the options, notify the students and report outcome to council at the next meeting.*

ii) Student Senate passed a resolution requesting extended Library hours. Council discussed the options. VP Halvorson will ensure data is collected: count heads manually until software is fixed to find out how many people use the library. Plan to extend hours and find help for weekends in order to implement extended hours after spring break.

- iii) Residence hall visitors are required to be escorted, must sign in and show ID. The Student Senate has asked for this directive to be eliminated. Housing Director Dr. Fixen and Assistant Housing Director Scott Dunbar agree that this requirement can be eliminated. [President Darling will take action.](#)
- c) **Position Authorization Requests** (President)
 - i) The Peace Officer Training Program will have two retirees this spring. VP Halvorson requested approval of his position authorization request to hire two full-time 12 month non-tenure track instructors to replace Rick Senger and Mark Gilbertson. Gilbertson's contract is currently half time 9 months. The additional POTP sites created the need for both positions to be full time 12 month contracts. [Council approved the request.](#)
 - ii) Jay Olson in Adult Farm Management also announced his unwillingness to accept a full time position this fall. He intends to fully retire soon. He has asked for a half time contract next year to allow for a smooth transition in leadership for the Adult Farm Management program. CTE in Bismarck will pay their 64% share should we hire him for a half time benefited position to ensure the leadership transition goes well and to mentor the new faculty. VP Halvorson asked that Jay's current position be changed to a full time 12 month/program director (like POTP and Nursing) to ensure oversight for the positions in Langdon, Northwood, and Devils Lake areas; and to add Jay in a half time capacity. [Council approved the request.](#)
- d) **German Student Exchange Program** (VP Halvorson)
 - i) VP Kenner requested VP Halvorson research and bring information on the history of the German Student Exchange Program to council. Director Shock worked with Controller Kitchens on the spreadsheet indicating costs for the program. VP Goulding discussed the importance of the Cultural Competence Program. VP Goulding requested we look at the German Student Exchange Program in the context of all LRSC waivers. The information showed that the cost for the exchange program is significant but manageable. The cost of attendance is shared about equally with the sponsoring agency/student and LRSC. Council agreed the exchange program is a worthwhile program and should be kept active on LRSC's campus. [VP Halvorson will work with Director Shock to complete the renewal application.](#)
- e) **Cultural Competence** (VP Goulding)
 - i) VP Goulding explained the Community College Foundation is custodian for a temporarily restricted fund titled "Foreign Student Fund." This fund was established shortly after LRSC launched an initiative to foster cultural competence by plan-fully recruiting students from parts of the world largely unfamiliar to the student body and the community. There is currently a \$22,000 balance. LRSC developed a study abroad opportunity for students as an additional strategy for encouraging students to develop cultural competence. Through the Humanities Department students may enroll in a study-and-travel program providing credit bearing study linked to an international travel experience. Expenditures from the Cultural Competence Fund are managed by a committee consisting of the Student Life Director/International Student Advisor, Diversity committee representative, Humanities faculty member, and the VP for Institutional Advancement. Allowable expenditures will support the international student program and/or the study abroad program. Funds may be used to assist individual students or for activities that strengthen these two program. Decisions to support a project or student will be communicated in writing to the VP for Administrative Affairs. [Council approved the process and the committee make-up that will approve the use of Cultural Competence Funds aka Foreign Student Fund. Council agreed this idea should be carried out and run through the Community College Foundation.](#)
- f) **Advancement Office update** (VP Goulding)
 - i) A new thank you note writing event was successfully launched by Katie Thomas. Students who received endowed scholarships were asked to participate. English Instructor, Alex Cavanaugh, gave a thank you note writing workshop. The event was well received and the notes will be sent to donors with student photos and copies of the Named Endowment Recognition Booklet.

- ii) Goulding explained that her department is collaborating with Little Hoop (CCCC) to seek funding to strengthen educational opportunities for students on both campuses. One focus being considered is a pathway to completion that begins at CCCC, transitions to LRSC and concludes at university. More information will be provided as it develops.
 - iii) A meeting to build the FINRA Grant project implementation plan will take place later in the day.
 - iv) LRSC personnel will meet with Otto Bremer Foundation staff on March 2nd to discuss the Library renewal proposal being considered by the Foundation.
- g) **Administrative Affairs update** (VP Kenner)
- i) Administrative Affairs is currently undergoing a finance upgrade to PeopleSoft. Part of the upgrade is on the payroll process. Personnel will be able to enter their leave hours and administrators will sign off electronically.
 - ii) The proposed LRSC Tuition Model is due March 1st. VP Kenner will request an extension to that deadline.
 - iii) VP Kenner explained that he and VP Halvorson are evaluating options for meal plans to account for the road meals for athletics and Ramadan for the students from RAFO.
- h) **Academic/Student Affairs update**
- i) VP Halvorson discussed ImageNow day in student services and discussed his continued attempts to get a definitive cost estimate for implementation.
- i) **President**
- i) The System Office is looking into piloting shared systems to save on FTE.
 - ii) President Darling will be reporting to the State Board on Thursday. He distributed a sheet of questions for input from individual departments.
- j) **Low Enrollment Designated Programs & Marketing Budget** (VP Halvorson & Marketing Director Wood)
- i) Director of Student Services Shock, Director of Instructional Services Nelson & Director of Marketing Wood planned a strategy to increase enrollment for the American Sign Language and Information Technology programs recently designated as low enrolment;
 - (1) LRSC's IT Program provides a seamless transfer to VCSU's program. Council discussed the various recruiting activities by the instructor and projects the class has been working on. The plan requests approximately \$9,000 to ramp up IT marketing.
 - (2) ASL: Add signage- LRSC logo on back wall for IVN students and \$8500 for advertising. Money could come from budget savings for Instructional Designer not hired and snow removal savings. Council approved an additional \$20,000 marketing budget to promote the ASL and IT programs. VP Halvorson suggested that, in the future, a portion of the Marketing budget be set aside and designated for promotion of low enrollment programs.
- k) **Shared Leave Requests** (VP Halvorson)
- i) VP Halvorson presented two requests for shared leave from LRSC staff members and recommends adding both to the shared leave bank. If either does not achieve enough leave to be gone VP Halvorson recommends allowing them to go negative on leave balance. Council approved both shared leave requests.

4) ADJOURNMENT

- i) The meeting was adjourned at 11:55 a.m. the next meeting of the Administrative Council will be Thursday, March 12, 2015 at 1:30 p.m.