

Approved: without correction on 3/31/15

Administrative Council Meeting Minutes  
Thursday, March 12, 2015  
President's Office 1:30 p.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*

*Erin Wood-Director of Marketing & Public Relations for Laurel Goulding-Vice President for Institutional Advancement*

*Corry Kenner-Vice President for Administrative Affairs*

**Guests**

**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 1:37 p.m. on 3/12/15.

b) **Review of February 24, 2015 minutes**

i) The 2/24/15 meeting minutes were reviewed and approved as read.

**2) OLD BUSINESS**

a) **Student Senate Resolutions Update**

i) Spending Dining Dollars in Bookstore (VP Kenner –Administrative Affairs)

(1) The Dining Dollars concept will be eliminated for FY16 and, instead, a portion of the students' meal contract will be in the form of cash on their R-Card to purchase laundry services, bookstore items, or food service items. The students will appreciate the expanded flexibility. Bookstore Director Stotts continues to expand the bookstore into more of a convenience store for students.

ii) LRSC Housing Visitation Policy (President Darling)

(1) President Darling presented a memo to the Housing Director, Assistant Housing Director, and Student Senate President. "Effective immediately, the requirement for visitors to sign in, show documentation of identity and be escorted to and from rooms is suspended and is to be removed from the Residence Hall Visitation Policy."

iii) Library hours are being counted and so far the numbers are low. 6-8 pm Tuesday and Thursday numbers are high when the men's bb team is being tutored. The request was to open the library Sunday evenings and on Mondays that are holidays.

**3) NEW BUSINESS**

a) **Senate Appropriations Committee Hearing Prep**

i) The current (2013-2015) biennial budget base will be the starting point for discussion purposes during the presentation to the Senate Appropriations Committee. LRSC's presentation on the House side already included base budget comparative information. Interim Chancellor Skogen will be providing additional instructions and information, soon, to prepare for the presentation.

b) **Graduation Committee Proposal** (VP Halvorson -Academic/Student Affairs)

i) A time change proposal was discussed. Council agreed to the following schedule: 8:30a Breakfast/Student Awards, 9:30a Line up in Gym, 10:00a Graduation, 11:30 Luncheon, 1:00 Nurse Pinning. VP Halvorson will send out request for a graduation speaker. Graduation will be live streamed through the NJCAA website.

*We enhance lives and community vitality through quality education.*

- c) **Behavioral Intervention Team (BIT)** (VP Halvorson -Academic/Student Affairs)
  - i) VP Halvorson explained the purpose and function of the team. That it is formed for students that pose a danger to themselves, society, or their families.
- d) **75<sup>th</sup> Anniversary** (Advancement)
  - i) Erin Wood discussed work on planning LRSC's 75<sup>th</sup> Anniversary. The kick off will be at the Key Event October 2015. Diamond Theme, alumni homecoming, speakers' concerts, and will wrap up in spring. Carla and Erin are working on a timeline depicting the college's history for display on a wall. VP Kenner suggested tying the 75<sup>th</sup> Anniversary celebration into fundraising priorities that meet the requirements of the new ND Higher Ed Challenge Grant (if approved by the legislature). He also suggested the campus determine its priorities as soon as possible so fundraising strategies can be ready to implement by July 1, 2015.
- e) **Forward DL Annual Meeting/Luncheon March 25 on campus** (President)
  - i) John Richman will be presenting about synergies between business and industry in local communities with community colleges. President Darling would like campus personnel there.
- f) **Policy Change Requests 700.16.3.h and 700.11.01.2** (Faculty Senate)
  - i) Council approved changes to 700.13.3.h as amended and approved by Faculty Senate. Council approved changes to 700.11.01.2 as amended and approved by Faculty Senate.
- g) **Advancement Office update** (Director Wood for VP Goulding)
  - i) VP Goulding is attending Crescendo Software training.
  - ii) The Advancement Department is currently working on the Named Endowment booklet containing stories and thank you notes written by students. English Instructor Alex Cavanaugh assisted students with a thank you writing workshop. The booklets will be mailed out to donors within next two weeks.
  - iii) Preparing for the Annual Scholarship Event on April 23<sup>rd</sup>.
  - iv) Director Wood is working on a story about the Nursing Program for the Lake Region Women magazine.
  - v) Spirit Lake Dancers will be rescheduled to sometime in April.
  - vi) Former Student employee, Brooke Pearson will work with students and area businesses on digital media training April 10, 2015.
- h) **Academic Affairs /Student Affairs updates** (VP Halvorson -Academic/Student Affairs)
  - i) Interviews for POTP openings are currently underway.
  - ii) Active Shooter Training will take place on campus over spring break.
  - iii) VP Halvorson will be traveling to National Association of Student Affairs Professionals in New Orleans.
- i) **Administrative Affairs update** (VP Kenner –Administrative Affairs)
  - i) VP Kenner reported Controller Kitchens is working with Student Affairs to clear up a couple of federal compliance "Single Audit" recommendations. There was also a Financial Audit concern about comingling CCF Funds and Institution Funds through the same bank Clearing Account. Beginning in April, CCF deposits will be made directly to the Trust at Ramsey Bank to rectify that issue.
  - ii) Challenge Grant and Tuition Model work continues. The deadline for implementation of a new Tuition Model has been extended to fall 2018. The deadline to submit the new plan is April 1, 2015.
  - iii) Athletic students living on campus will be required to purchase the Diamond (largest) meal plan beginning fall 2015. The Diamond plan, beginning fall 2015, will include a Sunday night meal. LRSC Food Service will cover team meal expenditures while the teams are on the road. [Council approved the plan. VP Halvorson will work on a written policy, updating the room and board contracts, and housing application to reflect the decision.](#)
- j) **ADJOURNMENT**
  - i) The council meeting was adjourned at 3:55 p.m.
  - ii) The next meeting of the Administrative Council will be Tuesday, March 31, 2015 at 9:00 a.m.