

Approved: with/out correction on 8/31/15

Administrative Council Meeting Minutes

Tuesday, August 17, 2015

President's Office **1:00 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Erin Wood-Director Marketing/Communications for Institutional Advancement

Corry Kenner-Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Cindy Brown - Faculty Senate Representative

Bobbi Lunday-President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:10 p.m.

b) Review of July 28, 2015 Minutes

i) The 7/28/15 meeting minutes were reviewed and approved.

2) OLD BUSINESS

a) Tech Center –Wrap Up (Update)

i) VP Halvorson reported that he is expecting calls to schedule meetings to resolve the boiler issues and complete the final walk through of the Bergstrom Technical Center.

b) Strategic/Operational Plan (President)

i) After the August 20th strategic planning meeting with the faculty, President Darling will schedule half a day session for administrative council to bring all information from planning sessions conducted with staff and faculty over the summer to create the operational plan.

c) Summer Projects/75th Anniversary

i) President Darling requested council compile a list of upgrades to be completed this fall prior to LRSC's 75th anniversary.

ii) VP Kenner is waiting to for Director Estenson to obtain landscape quotes for the area outside the reconstructed North wall.

iii) President Darling explained a committee will be formed to set a list of dates for the upcoming 75th anniversary events.

d) Staff Retreat (Update)

i) Director Wood reported positive feedback overall. Cindy Brown facilitated two sessions for an operational plan brainstorming discussion. Staff indicated they would rather go off campus for the day. Student Affairs division would prefer the retreat be held earlier in the summer and Administrative Affairs division would like to stay away from the end of June beginning of July for end of the FY rush.

3) NEW BUSINESS

a) Welcome Back Breakfast (President)

i) Council reviewed the agenda for the breakfast.

We enhance lives and community vitality through quality education.

- b) **In-service Schedule/Back to School Events** (Update)
 - i) Council reviewed the back to school events that are planned to take place on campus. President Darling asked each department to keep track of students they helped to decide feasibility of staffing office areas for assisting students from 11-2p on Saturday. VP Halvorson urged staff to be visible in halls.
- c) **Chancellor Visit (8am-12:30p) 9/17/15**
 - i) Constitution day events will take place that day. The Chancellor will meet with student senate officers first, then staff senate officers, faculty senate officers and finally President Darling. He plans to have lunch on campus from 11:30-12:30 before departing for Dakota College at Bottineau.
- d) **Honor2Lead**
 - i) President Darling urged council to encourage everyone in their departments to attend.
- e) **Financial Aid Office Coverage** (VP Academic/Student Affairs)
 - i) Council discussed possible solutions for back-up in the Financial Aid office.
- f) **Military Recruiters On Campus** (VP Academic/Student Affairs)
 - i) VP Halvorson reported concerns over the military recruiters' access to students. Council agreed the service they provide is beneficial to our staff and students. The recruiters are not high pressure, council agreed no policy is necessary.
- g) **Policy Change Requests** (VP Academic/Student Affairs)
 - i) 800.08 Housing
 - (1) Council approved with minor edits.
 - ii) 800.30 Student Conduct
 - (1) Council approved.
 - iii) 800.31 Student Complaint and Grievance Procedure
 - (1) Council approved with clarification of dates: school days, calendar days or working days.
- h) **Department Retreats and Reports**
 - i) Administrative Affairs
 - (1) VP Kenner reported the Administrative Affairs department had a very good retreat which was held off campus. They reviewed and discussed job descriptions which took considerable time. They worked on refund schedules which are complex and VP Kenner suggested individuals on campus do not try to give students answers, instead please send them to the business office to figure out refunds. Strategic goals for the department were discussed and finalized.
 - (2) The department is still working to close out the year and meet deadlines before the CCF auditors come to campus the end of August.
 - ii) Advancement Office
 - (1) They are currently working on year end and the Branches publication.
 - (2) HR is scheduling interviews for the administrative assistant position in the Advancement Office.
 - (3) The Key Event will be October 16th this year and nominations are coming in for the Hall of Fame.
 - (4) DPAC Ag Club has sweet corn for sale in TSC parking lot on Tuesday, August 18, 2015.
 - (5) The Community College Foundation kick-off gathering is yet to be scheduled.
 - iii) Academic/Student Affairs retreat
 - (1) The Academic/Student Affairs retreat theme was, "Leading with humility" and was held at the Fireside Inn in June.
 - (2) Telling LRSC story is important and Student Services department is concerned about not having Erin's full attention in Marketing and Communications with the proposed changes to her job description. Resources are an issue and help will have to be re-assigned from somewhere else.
 - iv) President Darling requested VP's turn in goals that include a time frame and who is responsible for completion.

v) Title IX training with staff will have to be scheduled this fall. Active shooter policy and training will have to be implemented.

vi) President Darling discussed working with UND to use UAV's for inspecting the wind turbine blades.

4) ADJOURNMENT

a) Upcoming Scheduled Council Meetings

i) The next meetings of the Administrative Council will be:

(1) Monday, August 31, 2015 @ 1:00 p.m.

(2) Tuesday, September 15, 2015 @ 9:00 a.m.

(3) Monday, September 28, 2015 @ 1:00 p.m.