

Approved: 12/7/2015

Administrative Council Meeting Minutes

November 23, 2015

President's Office **1:30 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

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggin- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

Erin Wood- Marketing & Communications Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:33 p.m.

a) Review of November 6, 2015 Minutes

i) The minutes of the November 6, 2015 meeting were reviewed and approved.

2) OLD BUSINESS

a) Signage (President)

i) Council discussed campus signage needs inside and outside of the buildings. They reviewed a quote for office door signage. President Darling requested more work be done to get comparable information about price per sign and cost to complete the work. VP Kenner requested securing quotes from at least two other vendors as per LRSC's procurement policy. **Council requested Director Estenson, Director Wood, and Coordinator Rasmusson work together to calculate how many outside signs, inside directional signs, and inside room signs are required and obtain quotes. Deferred maintenance funding will likely be the source of financing for the signage if council decides to proceed.**

b) Status of Electrical Switch Gear Replacement Project \$1,648,000. (VP Administrative Affairs)

i) VP Kenner reported that his office is pursuing a two part contract for the electrical switch gear project. The first part is a needs assessment. The second part is bid for a contractor which will likely come in pieces. LRSC will phase in pieces as they can be afforded. VP Kenner stated LRSC must have the contract received by legal then sent to the SBHE for final approval before beginning work on the project.

3) NEW BUSINESS

a) 75 Days of Denim 2016 (President)

i) President Darling announced that Staff Senate is proposing the campus do "75" Days of Denim to honor LRSC's 75th anniversary. Council liked the overall concept but discussed concerns about employees wearing denim without participating in the scholarship contributions and concerns about dress becoming too unprofessional. Staff Senate will work to remind staff of why we have denim Friday's and to encourage participants to wear LRSC gear and/or couple the denim with more "business casual" attire.

b) Tuition Collections (VP Administrative Affairs)

- i) VP Kenner VP Kenner reported on estimated net tuition collection shortfall of \$140,000 to \$300,000 this year. The projected shortfall is based on historical data comparing year-to-date totals with actual end-of-year totals and applying those ratios to today's figures. It's difficult to project but LRSC needs to be prepared if this indication proves accurate.
- c) **ND Budget Update** (VP Administrative Affairs)
 - i) Chancellor Hagerott release information on the ND budget shortfall that may cause the state of ND to request a 2.5% cut across all agencies this year. That, in combination with the tuition collection revenue projections, is cause for concern.
- d) **\$500,000 Allocation from NDUS Deferred Maintenance Pool** (VP Administrative Affairs)
 - i) LRSC will need to make plans and submit a project for approval to utilize the funding in the deferred maintenance pool. Projects must have been discussed in previous long range campus/facilities master plans.
- e) **Review Items From Suggestion Box** (President)
 - i) Suggestion to work on campus relationships: office staff needs to know what others do to help them be more considerate. Need to be nicer to each other without being too chatty.
 - ii) Suggestion indicating concerns that campus employees are not dressing professionally.
 - iii) Suggestion highlighting concerns about customer service deficiencies by staff/faculty members parking in visitor parking areas.
 - iv) President Darling brought forward a suggestion that stand-alone hand sanitizer stations like the ones by nursing at the Bergstrom Tech Center on campus would be nice during the cold and flu season. Council discussed the availability in each rest room and in the lunch room area. [Physical Plant will check price and availability and in the meantime the desk top hand pump bottles will be made available in all areas.](#)
- f) **ND Higher Ed Challenge Match update** (VP Advancement)
 - i) The scope request for the Library project was approved and the request for match funding to support the ASL Interpreting program strengthening initiative was approved by the Challenge Oversight Committee.
 - ii) Work on updating formal agreements with endowment donors continues.
- g) **President's Updates**
 - i) President Darling initiated a discussion about the process for reserving state fleet vehicles during employee absence. [VP Kenner will look into establishing a back-up person on campus to cover state fleet reservations management.](#)
 - ii) President Darling thanked all who helped to make the Interim Higher Ed Committee meetings on campus a success.
- h) **Academic/Student Affairs**
 - i) In response to the Higher Learning Commission's new policy on faculty qualifications, VP Halvorson is working with the Faculty Senate to modify our policy and vetting procedure to ensure compliance. The HLC is requiring that faculty teaching general education transfer courses have a master's degree in the discipline or a master's degree in something else and 18 graduate credits in the teaching discipline. A proposed policy will be ready soon with the vetting procedure ready early in the spring semester.
 - ii) VP Halvorson has become aware that some students have overheard faculty discussions about the new qualification rules. Some questions have been brought by students to staff about whether or not our faculty are qualified. [VP Halvorson will follow up with these students to assure them that our faculty is qualified but that changes to the qualifications policy will go into effect in September, 2017.](#)
 - iii) Behavior Intervention Team (BIT) team has been busy and will bring a policy forward to council to formalize the duties and responsibilities of the team.
 - iv) LRSC's Learning Management System (LMS) is currently with Pearson eCollege. LRSC has entered into an agreement with BSC and NDSCS to bring forth a request for proposals for a new LMS. Core Technology

Services has responded to our application for permission indicating that a system wide LMS is still a priority under the SBHE's shared services initiative. We will need clarification from CIO Dr. Felder to ensure that we can move forward.

- v) VP Halvorson notified council that Faculty Senate meets Wednesday and discussion will begin regarding responsibility for funding faculty education as a result of changes made by the Higher Learning Commission (HLC). Some options include tuition reimbursement by the institution, redirecting funds from professional growth, and departmental funds for travel to national conferences. LRSC currently does not allow professional growth funds to be used to pay tuition for graduate or undergraduate courses. LRSC may not be able to offer the present variety of courses in the future with current faculty. President Darling suggested collaborating with other institutions to deliver courses over IVN for our students if we need instructors in certain disciplines.

i) **Administrative Affairs**

- i) Administrative Affairs staff members expressed concern that meetings being held in classrooms in the main building (including Booster meetings) and meetings held at the Bergstrom Technical Center and DPAC are not consistently reflected in the events calendar. Food Service and Physical Plant personnel need to know what is being scheduled in these areas so they can be prepared to provide services as needed. [VP Kenner requested all schedulers share information about meetings scheduled on campus in one location \(with Shelby\) so Physical Plant and Food Service can better prepare for extra individuals on campus with various needs. VP Halvorson agreed to have Shelby work with others to get all scheduled activities listed with her.](#)

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:
 - (1) Monday, December 7 @ 1:30p
 - (2) Monday, December 21 @ 1:30p