

Approved: with/out correction on 5/11/15

Administrative Council Meeting Minutes

Monday, April 27, 2015

President's Office 8:30 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

Stephanie Shock

John Cowger

NON-VOTING MEMBERS PRESENT

Cindy Brown- 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 8:33 a.m.

b) Review of April 13, 2015 minutes

i) The 4/13/15 minutes were reviewed and approved as read.

2) OLD BUSINESS

a) Graduation:

i) The honorarium for the graduation pianist has been increased from \$100 to \$150. President Darling reminded VP's to make the graduation day agenda clear to their department staff.

b) Legislative Update

i) President Darling updated council on the various bills being debated in the legislature.

c) Budgets

i) President Darling reminded department to continue to work on budgets.

d) Summer Projects

i) A priority list for Physical Plant will be discussed and communicated.

e) Tech Center –Wrap up-Tabled

f) Signage-Tabled

3) NEW BUSINESS

a) GFAFB Vacant Position (Academic Affairs)

i) Council discussed the refilling the coordinator position which was vacated in February. Payments and receipting will move to the Administrative Affairs office in Devils Lake which may make an impact on the duties of the full time coordinator position. In re-evaluating the position it may be prudent to create a part-time coordinator part-time administrative assistant position. VP Halvorson requested a review of compensation for the temporary Administrative Assistant/Coordinator position, when the Coordinator position becomes vacant, to recognize the coordinator duties assumed, council agreed. VP Kenner moved to table the discussion until after budgets are settled and to temporarily reclassify the current Administrative Assistant's position to a Coordinator/Administrative Assistant, VP Halvorson gave a second to the motion, council agreed to carry the motion. The final decision on the position was tabled until the June council meeting.

b) Policy & Procedure Request Alcohol and Drugs 1500. (Academic/Student Affairs)

- i) Policy 1500.05 Alcohol and Drug policy was approved with one suggested change.
 - c) **Policy & Procedure Request Sexual Harassment 1500.08** (Administrative Affairs)
 - i) VP Halvorson requested policy discussion be tabled. He plans to incorporate into the Title IX policy. Title IX committee will review prior to approval.
 - d) **Policy & Procedure Request Sexual Misconduct and Title IX Compliance 1500.09** (Academic/Student Affairs)
 - i) This policy has been thoroughly vetted and will be sent to Faculty Senate for review prior to Council final approval.
 - e) **Policy & Procedure Request Equal Opportunity and Non-Discrimination 1500.15** (Academic/Student Affairs)
 - i) Council will recheck the wording of the announcement. In the past the responsible individuals had to be named.
 - f) **Summer Hours** (Administrative Affairs)
 - i) VP Goulding announced her department will be adhering to the traditional schedule. Council agree to drop “minor schedule adjustments are limited to...” language. VP Halvorson will explore a place in policy for the summer hours so it doesn’t have to be revisited every year. Council approved summer hours 2015, President Darling will send an announcement to campus.
 - g) **Department Updates**
 - i) Academic/Student Affairs:
 - (1) The musical selection for graduation will audition.
 - (2) The open teaching position in English will be re-advertised focusing on an English/Speech/Drama specialization.
 - ii) Administrative Affairs:
 - (1) Administrative Affairs continues to work on finalizing budgets for the up-coming fiscal year.
 - (2) Williston State College has requested assistance from LRSC’s Administrative Affairs department.
 - (3) VP Kenner has four ND One Call requests for line locates. President Darling has asked Ottetail to do locations for LRSC’s line from the Wind Turbine to the campus.
 - (4) VP Kenner updated council on the Faculty Welfare committee’s discussion on attaching a dollar amount to rank change and tenure to incentivize the rank process. Faculty also want to retain the \$500 minimum amount to be received when changes in Category occur.
 - iii) Institutional Advancement:
 - (1) VP Goulding will be meeting with William Nelson- CHS, who supports the trailer concept for DPAC.
- 4) ADJOURNMENT**
- a) **Meeting Adjourned**
 - i) The council meeting was adjourned at 10:45 a.m.
 - b) **Upcoming scheduled council meetings**
 - i) The next meeting of the Administrative Council will be Monday, May 11, 2015 at 8:00 a.m.
 - ii) Tuesday, May 26, 2015