

Approved on 8/17/15

Administrative Council Meeting Minutes

Tuesday, July 28, 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

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan - Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

Erin Wood- Director Marketing/Communications

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:08 p.m.

b) Review of July 9, 10 & 13, 2015 Minutes

i) The meeting minutes were reviewed and approved.

2) OLD BUSINESS

a) FINRA & Bremer grants FTE (Update CK)

i) VP Goulding reported the committee decided that combining the two grants with one position will not work. Each grant will be led by separate personnel. The FINRA position was advertised. Gayle Gette was selected and will begin on August 10, 2015. The Bremer position is currently being advertised. 75% of the position description focuses on leading the Learning Commons discussion as part of the library renewal project, and 25% of the time will be devoted to work with major donors.

b) Tech Center –Wrap Up (Update CK)

i) The Bergstrom Technical Sign is finished and scheduled to be installed in three weeks. *VP Halvorson will schedule time to meet with Community Contractors to finalize the Technical Center project.*

c) Strategic/Operational Plan (President)

i) President Darling reminded the VP's to meet with their staffs to create the specific steps to meet the goals of the Strategic Plan. There was discussion about whether or not to meet with them before or after the retreats. *Council decided it was best to meet with staff to prepare them for discussions at staff retreat.*

3) NEW BUSINESS

a) MN Reciprocity (VP Administrative Affairs)

i) In the past LRSC was given an exemption from charging MN reciprocity rates. The new Chancellor requested all institutions abide by the same rates. MiSU was granted time to phase in the change. *After discussion council decided to begin charging the rate as requested immediately.*

b) Staff Retreat (President-Erin Wood)

i) Director of Marketing and Public Relations Wood met with council and discussed plans for the retreat. VP's are to have met with their staff to provide input in the action steps needed to implement the strategic plan. Staff Senate sent a request that the retreat be a technology free zone to limit distractions.

- c) **Land Use by DPAC** (President)
 - i) LRSC's DPAC would like to create a plan for access to land owned by the institution for instructional and research purposes. Much of the land discussed is currently under a lease that continues to 2017. The plan would consider the impact of potential reduction in income and increase in expenses that would be connected to a change to current operations.
- d) **Grant Opportunities** (Advancement)
 - i) CHS- Campus personnel hosted a visit on July 23 by the CHS Foundation President and explored options for support to strengthen the DPAC program. The Advancement office is preparing a request for a program endowment and will also explore funding potential for project-based support.
 - ii) NSF for STEM- VP Goulding described a federal opportunity for funds to strengthen STEM offerings. Grant-writing consultant resources are being explored. Since this competition does not qualify for ND HE Challenge match it is a lower priority but will remain on the watch list for possible development.
 - iii) Kauffman Foundation- Melana Howe is working on an application that would provide staff to encourage entrepreneurship activities and scholarships for students taking coursework that supports entrepreneurship. The project links with a ND Community Action program that encourages entrepreneurship skill development for lower income citizens.
- e) **Camp Grafton** (Advancement)
 - i) VP Goulding shared a memo from the Director of Training for RTI which identified workforce technical skills areas of high need including the need for surveyors, drone technology, CAD, GIS, 3D modeling. He suggested instructional elements for this content could be drawn from some current program.
- f) **Sweetwater Apartments** (President)
 - i) Council discussed renewal of the current lease at the Sweetwater Apartments. The dormitories are at 96% capacity but VP Kenner indicated keeping the lease is not cost effective. [President Darling will send a letter to the owner to decline to lease in 2016-17 and/or make a counter offer to Dr. Hamilton to help fill apartments for commission which would make it more feasible.](#)
- g) **Goals** (President)
 - i) President Darling gave a deadline of August 15, 2015 to turn in their goals.
- h) **Policy Manual Additions and Changes** (Administrative Affairs)
 - i) 400.00 OVERTIME AND COMPENSATORY TIME
 - (1) Council approved.
 - ii) 400.05 RETENTION SCHEDULE
 - (1) Council approved.
 - iii) 400.06 EXPENSE REPORTS
 - (1) After discussion council approved on the condition links are added to GSA site and ND rate.
 - iv) 1500.11 BOMB THREAT
 - (1) Not approved. [Research what other campuses in the system have in place.](#)
- i) **Department Updates**
 - i) Academic Affairs report
 - (1) Currently advertising for Ag Instructor for DPAC.
 - (2) Jill Morseth from TrainND moved from GF office into the open administrative assistant position at GFafb on August 17th, 2015. Rene LaFrance resigned effective August 6, 2015. Joycelyn Hagen will be transferring from TrainND into open administrative assistant position in Continuing Ed. A part time administrative assistant position will be opened in TrainND.
 - ii) Administrative Affairs
 - (1) Working to close out the 2014-15 FY.
 - (2) Darcy Martin was hired in physical plant to work at the Tech Center.

(3) Currently advertising to fill the open position in Food Service.

iii) Advancement Office

(1) Currently advertising for an administrative assistant in the Advancement office.

(2) Presently assembling the committee to fill the 25% Foundation 75% Bremer Grant position. LRSC is hosting an estate planning workshop through the Salvation Army on September 21, 2015.

iv) President's office

(1) President Darling announced he will be out of the office on August 5th for a cabinet meeting in Bismarck, August 7th at the Chancellors listening session in Bismarck and August 10th to Dickinson for the Interim Higher Ed meetings.

4) ADJOURNMENT

a) **Adjournment**

i) The Council meeting was adjourned at 3:15 p.m.

b) **Upcoming Scheduled Council Meetings**

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

(1) Monday, August 17, 2015 @ 1:00 p.m.

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

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

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

(5) Monday, October 12, 2015 @ 1:00 p.m.