

Approved on 11/7/2016

Administrative Council Meeting Minutes

Tuesday, October 25, 2016

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 & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Stephanie Shock-Director for Admissions & Enrollment

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:02 p.m.

b) Review of October 13, 2016 Minutes

i) The minutes of the last meeting were reviewed and approved by council.

2) OLD BUSINESS

a) Key Event Update (Advancement)

i) VP Goulding reported on yet another successful Key Event.

3) NEW BUSINESS

a) Student Services Program Coordinator Vacancy (Academic/Student Affairs)

i) Student Services Director, Stephanie Shock joined the meeting to discuss her department's strategy to work through upcoming medical leaves and restructuring to fill the position when the program coordinator leaves. Director Shock will line up part time or full time temporary help to cover the medical leave and work out an office restructuring plan in the department.

b) Annual Enrollment Report (Academic/Student Affairs)

i) VP Halvorson discussed the comprehensive review he and Director Nelson completed. They recommended two programs be designated low enrollment; Administrative Assistant/Office Management and Information Technology. President Darling and council agreed with the recommendation and notice will be given to the programs identified in the report.

c) Graduation Requirements Policy Change 800.20 (Academic/Student Affairs)

i) Council discussed and all agreed to approve the policy change allowing the final 15 semester credit hours to be earned at another institution under certain conditions.

d) GFAFB Student Access to Base (Academic/Student Affairs)

i) President Darling received word that the GFAFB security personnel are turning students away that do not possess enhanced driver's licenses (all students from MN). Council discussed the significant disruption for students and potential temporary solutions. President Darling informed council that he has a call in to the Colonel to discuss and hopefully resolve the issue.

e) Faculty Senate Meeting (Academic/Student Affairs)

i) VP Halvorson discussed reviewing the Annual Enrollment Report at the Faculty Senate meeting.

We enhance lives and community vitality through quality education.

f) **Shared Services Update** (Administrative Affairs)

- i) VP Kenner stated that he is a member of the Shared Services Study group charged with determining efficiencies and cost savings, if any, that may be attributed to various shared services ideas. Controller Kitchens substituted for him in a recent conference call meeting and discussed the potential efficacy of the various shared services ideas more fully. Institutions with current shared service arrangements have agreed to provide the details of those arrangements with the Study Group. Additional discussions are needed with potential stakeholders before any logical recommendations to the SBHE can be developed.
- ii) VP Halvorson added that LRSC will share coursework for summer sessions with Dakota College at Bottineau.

g) **Outdoor Signage** (Administrative Affairs)

- i) Council discussed adding areas like the Library and Gymnasium to the external signs. President Darling informed council that we are doing the signs in phases and Director Wood already has a plan worked out for the signage.

h) **Park Board Recreation Center Support**

- i) Council discussed supporting a new community recreation center the Park Board is planning to build on the North Dakota School for the Deaf campus across from the Burdick Arena. Council discussed the pros and cons of investing in a facility off campus.

i) **DPAC Lease**

- i) VP Kenner will follow-up on the appraisal of the DPAC Facility so the lease can be renegotiated.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Monday, November 7 @ 1p.m.
- (2) The council meeting was adjourned at 3:30 p.m.