

Approved: 3/7/2016

Administrative Council Meeting Minutes

February 23 & 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

Tammy Riggin- Faculty Senate Representative

Jennifer Jenssen/Bobbi Lunday-Recorder

Guests

Gary Haugland- Network Administrator

Dave Steffen- TrainND Director

Randy Fixen- Housing Director

Scott Dunbar- Housing Assistant Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:00 p.m.

b) Review of February 1, 2016 Minutes

i) The minutes of the February 1, 2016 meeting were reviewed and approved.

2) OLD BUSINESS

a) Budget

i) President Darling reported that Staff Senate is meeting to discuss budget concerns. Tammy reported that Faculty Senate had no suggestions for council to consider during their last Faculty Senate meeting. Information from the suggestion box was shared with council and discussed. Council member deliberated various budget saving options for President Darling to consider.

b) DPAC Lease

i) Negotiation of the DPAC lease with the Twete family is in process. President Darling would like to have an agreement to ensure the property is retained for a period of time. **VP Kenner will evaluate the cost to house the program off campus and discussions will continue.** VP Halvorson proposed a Precision Ag Program Fee of \$500 per semester. His proposal has received 100% support from the Precision Ag students and will be considered by the SBHE at their March 2016 meeting.

3) NEW BUSINESS

a) Proximity Card Access (Administrative Affairs)-Gary Haugland

i) Network Administrator Haugland presented information on creating card access that would replace the large key fob on all exterior doorways. A Campus ID with a chip located inside would be issued for access. The doors can be set up to be opened at a certain time, eliminating the need for staff to open them by hand. The outside doors would be all hard wired for power, inside doors would be battery operated. **The project was tabled for now; Gary Haugland will compose a spreadsheet with exact dollars for each item. Council would like to focus solely on the fiber project to the Tech Center at this time.**

b) Emergency Procurement of Services (Administrative Affairs)

i) VP Kenner requested emergency procurement approval to hire a contractor to replace the broken data and phone lines connecting the Bergstrom Technical Center with the Main Building. Critical computer and phone services are currently cut off due to broken conduit and lines created by freezing and thawing action

underground. NDTTC has confirmed the lines have been severed. Network Administrator Haugland estimated a budget of \$25,000 to bore new conduit under the parking lot, install new lines, and restore the connections. VP Kenner indicated there is a deferred maintenance carryover from last biennium available for these emergency repairs because the cost of the north wall replacement project was less than originally estimated. [Council members discussed the issue and President Darling approved the request to suspend the regular procurement procedures so the emergency repairs can be accomplished as quickly as possible](#)

c) **Facilities Master Plan** (Administrative Affairs)

i) Plan is not ready at this time.

d) **Housing Changes** (Academic/Student Affairs)

i) VP Halvorson invited Housing Director, Randy Fixen and Assistant Housing Director, Scott Dunbar in to talk about converting the residence halls to co-ed. Currently North hall is all male, the first floor of Gilliland is Omanis, the second and third floors are female and South is all female. The Housing Directors proposed to split up by hallways in North, men down one hall and women down another, the bathrooms would need a remodel to make them co-ed friendly. By doing this it would help to spread out space, we had several rooms tripled and quadrupled and had extra space elsewhere but were unable to use due to the strictly male/female requirement. Gilliland is also the only hall with air-conditioning in the essence of equality they should be entirely co-ed. Co-ed residence halls would allow more flexibility as our ratio of women or men fluctuates. [President Darling requested Director Fixen to obtain a cost estimate to remodel bathrooms to make the co-ed plan work prior to making any decisions.](#)

e) **TrainND** (Academic/Student Affairs)

i) TrainND Director Dave Steffen has been working to find ways to keep TrainND at a profit long term and cited several concerns. Council advised him to be sure directives to employees are clear and give them the opportunity to be successful.

f) **Room and Board Fee Rates FY 17** (Administrative Affairs)

i) VP Kenner presented the proposed room, board and fee rates for FY17. VP Halvorson expressed concerns about increasing the Diamond Meal Plan. All student athletes in the residence halls are required to purchase the Diamond Meal Plan and the concern is that the Coaches will lose purchasing power in their current scholarship allocation total. VP Kenner acknowledged the concern and agreed to work with VP Goulding to find scholarship funding in the CCF to help offset the increased costs. [Council discussed the raise in meal plan and room rates and all agreed to the plan approved by President Darling.](#)

g) **Counseling Intern** (Academic Affairs)

i) VP Halvorson would like to continue to have a counseling intern on campus. It has been extremely helpful to Director Greywater. Council agreed that LRSC should continue to employ an intern.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

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

(1) Monday, March 7 @ 1:00p

(2) Wednesday, March 23 @ 1:30p