

Approved on 4/4/2016

Administrative Council Meeting Minutes  
Wednesday, March 23, 2016  
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*

**NON-VOTING MEMBERS PRESENT**

*Tammy Riggan until 2:00 then Cindy Brown- Faculty Senate Representatives*

*Bobbi Lunday-Recorder*

**Guests**

**1) CALL TO ORDER/REVIEW MINUTES**

a) **Call to Order**

i) The meeting was called to order at 1:05 p.m.

b) **Review of March 7, 2016 Minutes**

i) The minutes of the March 7<sup>th</sup>, 2016 meeting were reviewed and approved.

**2) OLD BUSINESS**

a) **Senator Hoeven 3/23/16 - Senator Heitkamp 3/31/16** (President)

i) President Darling announced that Senator Hoeven was on campus today for a ForwardDL meeting and Senator Heitkamp will be coming for a tour soon.

**3) NEW BUSINESS**

a) **Spring POTP in Fargo** (Academic/Student Affairs)

i) The Fargo Police Department does not anticipate a need to run another spring session in Fargo after the recently successful hiring session. VP Halvorson announced if the numbers will support it, they may run another Devils Lake session instead.

b) **Advancement/Communication Department Structure** (Advancement)

i) VP Goulding stated after conversations with CIO Simhai and VP Halvorson they have agreed to relocate the webmaster to the Communications Department to increase synergies in utilizing the website as a marketing tool. VP Halvorson asked for a comprehensive description of the structure of what the Advancement Department will look like in the future.

ii) VP Goulding presented an overview of the resource development activities she has been engaged in with Grant Developer Howe. They include a USDA Rural Development grant for "Makers Space" equipment. She is collaborating with Sim Instructors Richard Drury and Will McConnell. The grant can potentially bring STEM tools like a laser printer, CNC router, whiteboards, and computers to campus. Bremer grant for the Learning Commons in the Library. Other USDA grants to expand the Early Childhood Education Center, Dakota Medical Foundation grant for faculty development, UAS and Northrup Grummen grants are also in the pipeline for corporate partnerships. Also working on a Corporate Partnerships initiative within all program areas.

- c) **Bergstrom Technical Center Wall Unveiling** (Advancement)
  - i) VP Goulding is back to the drawing board for a date as one of the classroom sponsors is not available on the agreed upon date.
- d) **Campus Clean-Up & Pot Luck** (President)
  - i) President Darling announced LRSC Campus Staff Senate has agreed to organize and requested cooperation in a campus clean-up day and pot luck on Friday, April 29<sup>th</sup> beginning at 10:00 a.m. Plant Services will provide a list of projects to be completed prior to commencement including: Garbage pick-up, raking, surplus sale moving help, chipped paint removal/clean-up, flower bed clean up, window washing. Volunteers will include students, staff, faculty and administration. Following spring clean-up there will be a potluck/fish fry in the courtyard. Volunteers please email Brigitte Greywater to sign up to clean up and bring something to share at pot luck. President Darling asked VP's to lead by example and sign up to work as soon as possible by responding the Staff Senate email from Brigitte Greywater.
- e) **2016-2017 Academic Calendar** (Academic Affairs)
  - i) The calendar was approved with edits.
- f) **Policies**
  - i) **500.05 College Committees**
    - (1) Approved by all of council present with suggested edits and instructions to review for other discrepancies.
  - ii) **1500.00 Commitment to Diversity**
    - (1) Approved by all of council present.
  - iii) **1500.08 Harassment**
    - (1) Approved by all of council present
  - iv) **1500.09 Sexual Misconduct & Title IX Compliance**
    - (1) Approved by all of council present.
  - v) **1500.15 Equal Employment Opportunity & Non-Discrimination**
    - (1) Approved by all of council present.

## 1) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be:
    - (1) Monday, April 4 @ 1:00p
    - (2) Wednesday, April 20 @ 1:30p
    - (3) Monday, May 2 @ 1:00p
    - (4) Monday, May 16 @ 1:00p