

Approved on 5/31/2016

Administrative Council Meeting Minutes

Monday, May 16, 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

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 May 2, 2016 Minutes

i) The May 2, 2016 minutes were reviewed and approved by council.

2) OLD BUSINESS

a) Facilities Master Plan

i) VP Kenner continues updating the master plan and should have the plan finalized next week. Council understands the DPAC building request will likely not be approved considering the building utilization study indicates LRSC has a 40% classroom utilization. The building request may have to be for shop space only considering the classroom space available.

ii) **VP Halvorson and VP Kenner will work together to gather the information necessary to renegotiate a lease for the current DPAC building.**

3) NEW BUSINESS

a) Graduation

i) Council discussed issues caused by the great turn-out for the commencement ceremony. Seating will be reserved for students only and faculty will be seated on the stage behind podium guests. Having an overflow room where commencement is live streamed is nice for families with children. The web streaming will be set-up and tested prior to the event. Other options were discussed and council was confident leaving the particulars to the committee. Council noted it was a good day, staff and faculty did a great job hosting the students and families.

b) Policy 400.18 Hours of Work (HR)

i) Replace the word Normal with Office hours, and strike the reference to specific time for lunch breaks. Council agreed and approved the policy with the revisions.

c) FY 16-17 Budget

i) In preparation for the next round of budget cuts council discussed some of the difficulties associated with finding another \$500,000 to cut in on-going expenditures. Council discussed options other than eliminating positions like; filling open seats in program areas as well as on athletic teams, increased recruiting for online degrees, increase recruiting of businesses that will send and hire students, recruit more international farm workers in the area. Recruiting at Job corps in Minot produced ten new wind tech applicants perhaps the oil

field workers should be considered a target market. VP Halvorson announced so far there has been one applicant for the early retirement incentive program.

- ii) Council discussed the athletic departments request of the CCF board to create more athletic scholarships. CCF President Chad Peterson presented a list of questions to college leadership about support for staffing or other campus needs for funding?
- iii) President Darling stated he will attend the upcoming Budget Audit and Finance committee meeting.

d) **Academic & Student Affairs update**

- i) VP Halvorson reported he was concerned about graduation issues and would like to problem solve to avoid them in years to come.

e) **Administrative Affairs update**

- i) VP Kenner reported Controller Kitchens is working on the FY17 Annual Budget. Final schedules are due to the NDUS Office by June 10. VP Kenner will attend training for iBars (biennial budget software system used by OMB) on May 17 and a workshop on upcoming issues affecting higher ed business operations in Minot on May 18. The Biennial Budget is due to the NDUS Office by mid-August.

f) **Advancement**

- i) VP Goulding reported some of the CHS monies are being used for instructor and summer employment.

g) **Faculty Senate update**

- i) Faculty Senate representative Cindy Brown reported a policy on LRSC Emeritus Status has been approved at the Faculty Senate level and will be presented for final approval at the next council meeting.

h) **President**

- i) President Darling announced he will be in Bismarck for three days next week. SBHE meeting, Governor's dinner, his evaluation with the Chancellor, and the Challenge Grant meeting.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:
 - (1) Tuesday, May 31 @ 9:00a
 - (2) Tuesday, June 14 @ 9:00a
 - (3) Monday, June 27 @ 1:00p

**Lake Region State College
Policy and Procedure Manual**

SECTION 400.18
HOURS OF WORK

Office hours for Lake Region State College are 7:45am to 4:45pm Monday through Friday. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. Work schedules may vary depending on employment status of full time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

Summer hours are 7:30am to 4:00pm Monday through Friday. Summer hours will begin the Monday following spring graduation and end on Friday, one week prior to Fall semester beginning. This summer schedule will not affect shift work unless the supervisor wishes to alter shift schedules to better accommodate the official summer hours. Department supervisors will retain the authority to make adjustments for individual employees where the 7:30am – 4:00pm schedule does not work well. All offices must be covered from 7:30am to 4:00pm, Monday through Friday.

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with 30 min break
Lunch break
Deleted
Normal Office hours for Lake Region State College are 7:45am to 4:45pm Monday through Friday. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. ~~Each employee will be allowed a one hour lunch break each day.~~ Work schedules may vary depending on employment status of full time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

Summer hours are 7:30am to 4:00pm Monday through Friday, ~~with a half hour lunch break.~~ Summer hours will begin the Monday following spring graduation and end on Friday, one week prior to Fall semester beginning. This summer schedule will not affect shift work unless the supervisor wishes to alter shift schedules to better accommodate the official summer hours. Department supervisors will retain the authority to make adjustments for individual employees where the 7:30am – 4:00pm schedule does not work well. All offices must be covered from 7:30am to 4:00pm, Monday through Friday.