

Approved on 10/25/2016

Administrative Council Meeting Minutes

Thursday, October 13, 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

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 1:38 p.m.

b) Review of September 26, 2016 Minutes

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

2) OLD BUSINESS

a) Electrical Switch Gear Project Update (Administrative Affairs)

i) VP Kenner discussed the progress of the project with Bergstrom Electric. The parking lot lighting issues were also discussed. Physical plant is working with Bergstrom Electric to install bulbs and repair electrical issues.

3) NEW BUSINESS

a) Safety & Security Update (Doug/Lloyd)

i) President Darling and VP Halvorson announced that they will provide notice to the Chancellor they will give the four trained police officers employed by LRSC power to arrest on campus. The change will allow for legal intervention by our trained individuals in the case of a crime in progress or other emergency. The Devils Lake Police Department will continue to have jurisdiction on campus and will be called for issues as they are now. Council agreed and supported the decision.

b) Travel Authorization Request hardcopy form (Administrative Affairs)

i) VP Kenner suggested LRSC discontinue use of the paper Travel Authorization Request forms and turn to an electronic form that is accessible on the web. Council agreed with the suggestion and Ms. Lunday will assist with converting the form to a fillable pdf version.

c) Sporting event service contract w/Joe and Bros Mow for Dough (Administrative Affairs)

i) LRSC will offer a contract to Joe and Bros Mow for Dough not to exceed \$9,900 for one year to perform an established list of custodian duties for LRSC sporting events. This reaches the maximum procurement at level one (under \$10,000) and bids will not be sought after or required. If VB will schedule games at LRSC or SW the contract will stay under budget.

d) Microsoft Meeting Update (Doug/Lloyd)

i) President Darling and VP Halvorson discussed the field trip they took to Microsoft in Fargo. Instructors from the Business, Accounting, Marketing, and Information Technology areas accompanied them to learn how

LRSC can contribute to their workforce needs. They also discussed the world class culture and climate of the Microsoft workplace.

e) **Cabinet Meeting Update** (President)

- i) President Darling reported the system office is delaying the tuition model launch for now. VP Kenner indicated he is on a committee that was established by the Chancellor to discuss the pros and cons of suggested shared services and to attempt to determine potential cost savings. The Time/Labor/Absence Management is going live on LRSC campus Monday the 17th of October.

f) **Suggestion Box**

- i) Council discussed the suggestion that was left anonymously in the suggestion box. It proposed council urge campus employees to utilize the microwave in the lunch room to heat foods so offensive odors do not linger in office areas. Council discussed and agreed the lunch room is a more appropriate place to heat foods that have lingering odors.

g) **Advancement Update** (Advancement)

- i) VP Goulding reported an autographed Carson Wentz Eagles helmet, a Jet Ski and many wonderful donations will be auctioned off at this year's Key Event set for Friday, October 21.
- ii) VP Goulding reported that the Advancement Office has submitted a "letter of interest" to the Northwest Area Foundation asking to be invited to submit a proposal in an upcoming funding opportunity. The competitive opportunity focuses on Financial Inclusion for low income and Native American individuals in rural communities. The letter indicated that LRSC serves many students who meet this definition and is concerned about the student loan default rate which has been rising and is currently at 14%. Native American students are over-represented in the default cohort.

h) **Academic & Student Affairs**

- i) VP Halvorson discussed the annual enrollment report and that a comprehensive review will be completed prior to announcing areas of low enrolment.
- ii) VP Halvorson reported he has three coaches without office space and a request from Sam at MaSU to move to a location away from the noise of the Gymnasium. He would like to move the MaSU office next to the UND TRIO office by the auditorium and put the coaches in the current MaSU office. VP Goulding currently has utilized the office by the auditorium for part time staff and contract writers. They will work together to find a new location for MaSU and space for Advancement employees before any moves take place.
- iii) VP Halvorson reported he has a few coaches without office space and will move the MaSU office next to the UND office by the auditorium and put the coaches in the current MaSU office by the lunch room.
- iv) VP Halvorson requested assistance from VP Goulding to meet a requirements deadline for the National Science Foundation ND Frameworks Grant. Kory Boehmer has agreed to be the liaison for the grant but his time is extremely limited.

i) **Starfish Training**

- i) Faculty Senate representative Brown updated council on the launch of the new Starfish system.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Tuesday, October 25 @ 1p/ Monday, November 7 @ 1p.
- (2) The council meeting was adjourned at 4:00 p.m.