

Approved on 1/19/2017

## Administrative Council Meeting Minutes

Wednesday, December 21, 2016

President's Office **2:00 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 2:00 p.m.

### b) Review of December 5, 2016 Minutes

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

## 2) OLD BUSINESS

### a) DLPS Easement (2:00-Scott Privratsky)

i) Devils Lake Public Schools Superintendent, Scott Privratsky presented the preliminary ZERR BERG architect's renderings of a proposed Fine Arts Center containing a 600 seat auditorium. The Fine Arts Center would provide space for Orchestra, Choir, Band, Drama, Speech, Art, Student Congress, Dance, and other student groups or organizations. JROTC would have a new home with the repurposing of the present music area, they currently shuffle between three locations within the Sports Center and High School. Privratsky fielded questions and concerns from council members, including a suggestion to expand the corner of the proposed parking lot into the Harmony House lot for easier snow removal. The entire proposal includes 28,500 square feet of new construction at \$229 per SF and renovations of 5,100 square feet at \$107 per SF.

## 3) NEW BUSINESS

### a) Athletic Training Room (off gym) (Academic & Student Affairs)

i) VP Halvorson provided photos of the current state of the athletic training room which was recently flooded with two inches of water from the ice machines' disinfecting unit. He requested permission be given to Physical Plant to repair the walls and upon completion further permission for the Booster Club volunteers to install new flooring. Tom LaMotte has agreed to donate ceramic tile and related supplies for the floor and Peter Foss has agreed to donate time to supervise the install (cost zero). Authorization for repairs was granted.

### b) Spring Enrollment Update (3:00 Steph-Academic & Student Affairs)

i) Student Service Director Shock presented the spring enrollment report showing LRSC's applications are down compared to last year. They also discussed retention and completion issues.

### c) Christmas Break Flexible Hours (Administrative Affairs)

i) VP Kenner proposed offering the option of working flexible hours between Christmas and the New Year break. Council debated the pro's and con's and President Darling decided to grant permission and asked the VP's to convey the messages to their staff members.

d) **Room, Board and Fee rates for FY18** (Administrative Affairs)

- i) VP Kenner presented reports illustrating the five-year NDUS campuses Room, Board and Fee rates. Council discussed how LRSC compares to other institutions and what the rates should be set at in the future. VP Kenner's recommendations will be forthcoming.

e) **Academic & Student Affairs Updates**

- i) Faculty Sick Leave continues to be a topic of discussion at the system level.
- ii) VP Halvorson expressed his concern toward a proposed bill in the Legislature that would require institutions to waive tuition and fees for licensed law enforcement officers. He thinks this would decimate our program. VP Kenner carefully explained that to Tammy Dolan from the System Office when she made the inquiry.

f) **Advancement Update**

- i) Director Sundeen is working with CHS to set-up plots.
- ii) Hiring a Librarian will be the first step in creating the new library space. Project Manager Nord will then be able to dedicate time to work with the architects to create the Library Learning Commons space.

g) **Administrative Affairs Update**

- i) Council discussed issues brought about by the new absence management system. President Darling will bring up the issues at the next Cabinet meeting.
- ii) President Darling discussed working with Rick Tonder on the Master Plan. Some of the priorities include replacing windows, upgrades to the air-handling/tunnel system, and library renovation.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Wednesday, Jan. 4 @ 9:00a, Thursday, Jan. 19 @ 9:00a, Monday, Jan. 30 @ 1:30p, Monday, Feb. 13 @ 1:30p.