

Approved: [3/23/2016 w/policy](#)

Administrative Council Meeting Minutes

Monday, March 7, 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

Controller Joann Kitchens in for Corry Kenner-Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggin- Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Erin Wood- Development & Community Relations Director

Gary Haugland-Network Administrator

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:01 p.m.

b) Review of February 1, 2016 Minutes

i) The minutes of the February 23rd & 25th, 2016 meeting were reviewed and approved.

2) OLD BUSINESS

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

i) Gary Haugland presented information on the proposed integrated one-card and security solution. He discussed initial costs for the Main Campus and Tech Center together is about \$96,600 and Residence Hall separately at about \$13,000. A new blank of 25,000 cards is included in initial cost. Additional cards cost about \$4.00 each. Council discussed various details and all voted in favor of replacing the key system with card access using the security budget.

b) Review Sign Quote (Advancement-Wood)

i) Erin presented three quotes from sign companies for outside non-illuminated post and panel signs, outdoor illuminated signs, interior ADA compliant office signs, interior directory style wall signs, and interior hanging directional signage. President Darling asked Director Wood to create a spreadsheet to simplify comparison. Council discussed various options for affordability. Council agreed the projects will have to be done in increments due to affordability and outside signage will be the highest priority.

c) 400.14 ADVERTISING (Advancement/Administrative-Wood/Kenner)

i) Council discussed the proposed policy and all agreed to approve. (Attached)

d) DPAC Building Lease (President)

i) President Darling announced the DPAC lease has been negotiated at a rate of \$40,000 for the current year and \$4,000/month until June 2017. Council discussed options for the future and a request for funding to build an Ag Center will be built into the master plan.

e) Budget (President)

i) Controller Kitchens informed council that based on the last three years of tuition revenue LRSC is down \$445,000. She also reported there is about \$210,000 budget savings budgeted in a reserve fund to help cover the shortfall.

- ii) President Darling stated LRSC administration, faculty and staff should focus on recruiting more full time students. Fill all programs, including LAUNCH and athletic rosters should be full and walk-on student athletes welcome.

3) NEW BUSINESS

a) **Master Plan** (Administrative-Kenner)

- i) Tabled.

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

- i) Senator Heitkamp's office called and would like to tour the new Bergstrom Tech Center on March, 31st and will give the Scrubs Camp welcome since she will be on campus. Senator Hoeven will be on campus for the ForwardDL annual meeting on March 23rd. Director Wood is checking to see if he would also like to tour the campus.

c) **Commencement** (Academic Affairs)

- i) The graduation committee has requested permission to discontinue hiring a key-note speaker for the ceremony, hire sign language interpreters, and present the Faculty of the Year, chosen by peers and Staff of the Year, chosen by students at a different venue. Reasons being; there are already speakers from the SBHE and student body each year. Instructor Ginther offered to showcase her students signing a song or something they can practice rather than interpreting the ceremony. The committee also agreed the Back to School Breakfast or an All Campus meeting would be more fitting to invite staff and faculty families to celebrate the "Member of the Year" awards. VP Goulding cautioned against making graduation too casual, a commencement speaker brings a more mature and global view. She was also concerned about excluding the CCF board president from presenting the Faculty of the Year award at graduation as it was a chance to introduce philanthropy to the students. [Permission was given to hire professional deaf interpreters.](#)
[President Darling would like to sit down with the committee at their next meeting.](#)

d) **College for Kids** (Academic Affairs)

- i) Council discussed a request to cancel College for Kids 2016 due to issues with registration and costs. Ideas like promoting scholarships from Dakota Prairie Community Action instead of offering deep discounts to families with more than one child were discussed. [Council decided to go ahead with College for Kids 2016.](#)

e) **Bergstrom Technical Center Wall Unveiling** (Advancement)

- i) The Advancement Office will set an official date.

f) Athletics

- i) VP Halvorson informed council the Athletic department is working on funding for the national tournament.

g) Faculty

- i) Tammy reported they have not had a meeting but faculty is discussing budgets working on recruiting and professional growth funding questions. Faculty members that required to take classes to meet qualifications will have preference in the \$20,000 professional growth funding pool.

1) ADJOURNMENT

a) **Meeting adjourned 3:Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:
 - (1) Wednesday, March 23 @ 1:30p
 - (2) Monday, April 4 @ 1:00p
 - (3) Wednesday, April 20 @ 1:30p
 - (4) Monday, May 2 @ 1:00p
 - (5) Monday, May 16 @ 1:00p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
SALES AND ADVERTISING ON CAMPUS	400.14	

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attachment

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input type="checkbox"/> NO	EW

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Director of Development & Community Relations	3/7/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
	3/7/2016

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|---|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
	3/8/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

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

Section 400.14

ADVERTISING

Advertising through the use of signs and posters may be located on official Lake Region State College bulletin boards and hanging strips only and must be approved by the office of Advancement & Communication. Advertising depicting alcohol use, abuse, sale, or distribution is prohibited – unless it promotes responsibility with alcohol and ill effects of drug/alcohol abuse. Advertisement of credit cards also is prohibited unless in a financial education role.

Campus sponsored (club, class, division, athletic) events should also have promotional pieces approved by the Office of Advancement & Communications who also will assist in the coordination of further event promotion.

No signs or posters are permitted to be displayed on trees, windows, open walls, trash receptacles, or benches. Individuals wishing to sell personal items such as books, stereos, etc. may advertise on bulletin boards designated in the Student Union only.

Unauthorized signs or posters will be immediately removed and action will be taken if necessary to prevent repeat offenses. Civil and/or campus action may be taken against any persons or external organizations who violate the policy.

Businesses/Organizations/Individuals are allowed to set up on campus during campus sponsored events, including job fairs, college fairs, transfer days, and other similar approved activity. Sale of items without proper authorization or paperwork (such as transient merchant license) is prohibited.

Unless part of a public information forum, religious and political activities must be sponsored by a related campus club.

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**SECTION 400.14
SALES AND ADVERTISING ON CAMPUS**

The College does not permit salespeople, firms, or corporations to engage in nor to solicit business or advertising from faculty, staff, or students on campus. This prohibition includes posting or otherwise displaying upon property governed by the College any sign, poster, or handbill which advertises or otherwise calls attention to any product, service, or activity

History