

Approved on 1/30/2017

Administrative Council Meeting Minutes

Thursday, January 19, 2017

President's Office **9:00 a.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

Erin Wood for 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 9:00 a.m.

b) Review of December 21, 2016 Minutes

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

2) OLD BUSINESS

a) 40 Acres

i) Precision Ag Director Preston Sundeen is working out an agreement for the Precision Ag Club to utilize LRSC's tillable farmland north of the college for Precision Ag Program support purposes. Operational assistance provided by the Precision Ag Club will earn the Club a share of the crop production profits.

3) NEW BUSINESS

a) Baker/Special Events (Administrative Affairs)

i) VP Kenner explained the need to fill the special events/baker position that was recently vacated. Council discussed and all agreed. The position will be filled.

b) Grant Writer Contract (Administrative Affairs)

i) VP Kenner explained that the contract is expired and bids should be gathered prior to moving forward. President Darling discussed the terms of the contract with Human Resources and was told the contract can be extended and eventually be on the FY cycle. The contract sets a maximum number of hours the grant writer can accumulate. Council is concerned about saving funds in a tight budget. A suggestion for better utilizing the position, would be to target growth for LRSC programs. Resource development can be vital to enhancing areas with corporate partnership building and opportunities like internships to grow program strength and enrollment.

c) Room, Board and Fee Rates for FY18 (Administrative Affairs)

i) VP Kenner discussed the issues created by having R-bucks tied to meal plans and proposed to remove the RBucks program from the meal plans. Students will be responsible to load cash to their RBucks Card from other funding sources if they so choose. All room plans will receive free laundry use and will also be able to stay in the resident halls for free during Spring Break and Christmas Break. Guest meal tickets will be eliminated in the Platinum Plan and will be reduced to 5 guest meal tickets per semester in the Diamond Plan. The Diamond Plan not increase in price for FY18. Other meal plans will see very slight increases and room rates will see small increases as well. There will be no increase to any of the mandatory fees. Council members agreed with the proposed changes. Room and Board rates require approval by the president of the institution. Doug gave tentative approval. Corry will inform the SBHE of what our plans are for FY18.

d) Legislative/Budget Up-date

i) President Darling discussed legislative bill tracking, keeping faculty, staff and students updated and the time investment to stay current with each bill. He requested other council members notify him of specific bills they are following, he will take those off his list, and ask that they keep him informed. Council agreed to

share the load as the legislative process progresses. Council discussed methods of communication with faculty, staff, and students. President Darling cautioned against using specific figures before they are set by the legislature.

e) **Campus Planning Team Meeting**

- i) This committee did not meet last August due to time constraints of some busy office areas. President Darling will create an agenda so the committee can work on creating the future endeavors of LRSC. While all are welcome to attend the meeting this committee consists of the following: President, VP Academic/Student Affairs, VP Administrative Affairs, VP Advancement, Faculty Senate President, Faculty Senate Curriculum & Academic Standards Committee Chair, Faculty Senate Professional Growth Chair, Staff Senate Committee Chair, Physical Plant Director, Athletic Director, Librarian, CIO, Community College Foundation President, Public Affairs Director, TrainND Director, Admission/Enrollment Director, Bookstore Director, Community Representatives, Institutional Research & Planning Coordinator, Distance Education & Outreach Director, Student Senate President, Student Senate Vice President, & Grand Forks Air Force Base Outreach Director.

f) **Suggestion Box**

- i) On 12/28/2016 the following suggestion was left in the Suggestion Box: "LRSC should start offering cont. ed classes for the community again. Cooking class, dancing, coffee 101 - what a good way to get the community involved with our mission and our college."
ii) President Darling had previously given direction to the Distance Ed Office to create a schedule. VP Halvorson acknowledged, and the department will work on putting out a fall schedule.

g) **Academic & Student Affairs**

- i) VP Halvorson explained that Faculty are uneasy about the proposed changes to SBHE Policy 605.3 as it currently requires twelve-month notice to terminate the appointment of a tenured faculty member to "at least ninety days". LRSC faculty have sent a written request that it be removed from the agenda.
ii) Faculty Sick Leave Policy issues and written policy proposal are another focus of Faculty Senate.
iii) The Student Services Department continues to operate despite being short-staffed by essentially four employees for several weeks.

h) **Advancement Office**

- i) Director Wood informed council that Giving Hearts day is February 9th
(1) The plan, for the funds raised, is to purchase two cameras for outside the nursing sim lab to better focus in on dosage administration.
ii) Save the dates for the Named Endowment Events on the evening of the 16th of February, the afternoons of the 23rd, and the 28th of February.
iii) The department is also working on Fact sheets and updating Advisor sheets.
iv) Director Wood announced they have hired a part-time writer to work on Sim and Precision Ag articles.
v) She will be traveling to Bismarck for CTE Day Tuesday, January 24th.
vi) Legislative up-dates are scheduled to be held at the DLHS on Feb 11 and LRSC on March 11th
vii) Director Wood proposed setting a storm closing plan when there are travel advisories the evening before, LRSC should open late to allow faculty, staff and students time if necessary to dig out and allow physical plant time to remove snow in parking lots. Council discussed.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Monday, Jan. 30 @ 1:30p, Monday, Feb. 13 @ 1:30p.