

Approved on 12/4/2017

Administrative Council Meeting Minutes

Monday, November 11, 2017

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Gary Haugland-Acting CIO

Chad Estenson- Physical Plant Director

Daniel Driessen-Distance Ed Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:35 p.m.

b) Review of September 25, 2017 Minutes

i) The minutes of the previous meeting were reviewed and approved.

2) OLD BUSINESS

a) Kaspersky (VP Halvorson/Gary Haugland 1:30pm)

i) CIO Haugland reported several issues with the Anti-virus software Kaspersky, it is blocking the functionality of several programs including Word and Outlook. Haugland recommended switching to Trend Micro which will cost \$3,000. **Council had discussion and agreed to go with Trend Micro for three years.**

b) Community Ed. (VP Halvorson/Dan Driessen 2:00pm)

i) Director Driessen presented various issues he has experienced in trying to plan Community Ed offerings. Like securing instructors, running background checks, finding students, and little or no budget. Council encouraged Director Driessen with a wide range of ideas from using current faculty and staff. They reminded him that community education is part of LRSC's mission. There is no budget so classes should break even or make a little money. **President Darling asked Director Driessen to create four to eight courses for spring that only require four to six students to break even.**

ii) Director Driessen LRSC charges \$190 per credit for online dual credit classes and other institutions are charging \$127, the unsubsidized rate. He would like to have flexibility to charge the unsubsidized rate of \$127 per student. Council agreed, **Director Driessen and VP Kenner will work through the billing issues.**

c) Student Services Director

i) Council discussed various scenarios from restructuring to refilling the Student Service position. President Darling would like to open the position for internal and external applicants. VP Halvorson would like more time to consider alternatives. **A meeting will be scheduled to finalize the plan.**

3) NEW BUSINESS

a) Electrical Test Project (Chad Estenson & Gary Haugland 1:45pm)

i) Physical Plant Director Estenson requested a scheduled full campus power outage to test the generator so employees are aware of the limitations of generator power and can plan accordingly. Council agreed as long as care is taken to inform all employees so they can protect their data and it is scheduled during the least chance of disruption. **Plant Director Estenson and CIO Haugland will work with all areas to designate a time and set expectations with employees.**

b) TRIO Budget Deficit Projection (VP Halvorson)

- i) Benefits have gone up considerably creating a \$30,000 deficit due to compounded salaries beyond estimations included in grant. VP Kenner will designate \$15,000 to TRiO for each year of biennium from the budget surplus.
- c) **Weather Closure/Delayed Opening Decisions** (VP Halvorson)
 - i) VP Halvorson asked council to consider a delayed opening procedure if roads are closed, with no travel advised, on the evening before a work/school day. After discussion President Darling decided, if roads are legally closed on the evening before a work/school day, to delay opening to allow time for roadways to be cleared to make travel safer for students and employees.
- d) **Governor Burgum's Higher Education Task Force** (VP Halvorson)
 - i) Dan Driessen requested permission to throw his hat in the ring for a chance to serve on the Higher Ed Task Force. Council agreed it would be positive to have someone on the task force and welcome him to apply. Applications need to be in by November 30, 2017.
- e) **Continuation of Facilities Usage Fee** (VP Kenner)
 - i) VP Kenner announced the bonds are almost paid off so the facility usage fee is no longer necessary unless there are projects the Council would like to designate for the fee. VP Kenner would like to request a continuation of the fee of \$5.68 which generates \$72,000 per year also noting the \$1.32 parking fee has not been raised for many years. Various qualified projects will be suggested for consideration. VP Kenner asked that ideas to be emailed to him.
- f) **Faculty Senate**
 - i) Faculty Representative Olson stated he believes the faculty will be happy about the change from Kaspersky to Trend Micro for LRSC's anti-virus protection.
 - ii) Faculty Senate meeting this week. They appreciate the updates from council.
 - iii) Faculty Rep Olson initiated a discussion about better communication between the foundation, donors, and program faculty when it comes to when and how program endowments are spent. Council agreed that when a donation is made to a specific program, faculty need to be notified they have funds to spend, faculty need to report how those funds were used to the foundation, then a thank you and update can be sent to the donor.
- g) **Academic/Student Affairs**
 - i) CTE Advisory Board meetings went very well, the food was wonderful and all committee's enjoyed hearing the institutional update.
- h) **Administrative Affairs**
 - i) VP Kenner announced he will be out on vacation for a couple weeks and in his absence Controller Kitchens will cover the SBHE Task Force meetings to which he was assigned.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: M-Dec 4@1:30p /Tu-Dec 19 @1:30p/Wed-Jan 3 @1:30p/ Tu-Jan 16 @1:30p/ Tu-Jan 30 @1:30p/ Tu-Feb 13 @1:30p
- a) **Adjournment**
 - i) The meeting was adjourned at 4:35 p.m.