

Approved on 1/3/2018

## Administrative Council Meeting Minutes

Monday, December 19, 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

*Erin Wood-College Relations Director*

*Carla Freschette-Web Designer*

## 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 December 4, 2017 Minutes

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

## 2) OLD BUSINESS

### a) Lake Area Activity and Recreation Center Update

i) The Staff Senate committee sent a letter to the President in support of the Park Board's Rec Center project. Faculty Senate by majority vote also supported the project. When students return in January VP Halvorson will have a discussion with Student Senate to encourage a vote to see if how the student body feel about a fee in support.

### b) Facility Fee Update

i) VP Kenner will have a discussion with students when they return from break about continuing the facility fee toward new projects on campus.

### c) Verizon Cell Phone Tower

i) NDTC will negotiate with Verizon on the placement of the tower on the property they lease from LRSC.

### d) Memorial Protocol

i) President Darling submitted a proposal for a memorials and remembrances protocol. Council agreed to the proposed changes. (Attached below)

### e) Web Site Update

i) Director Wood explained the web site committee interviewed 2 of the 3 companies that submitted proposals. The group was in unanimous agreement to offer to MABU (Marketing and Advertising Businesses Unlimited), quoted contract or time and services is a decision that needs to be made. Right now they have it priced for a contracted service at a cost of \$40,000-\$50,000 instead of the \$125,000 we were quoted by Bridgeline, with a cost of \$85 per hour for extras instead of the \$200 we currently pay Bridgeline.

## 3) NEW BUSINESS

### a) Personal Identifying Information Discussion

i) Acting CIO Haugland reported a potential security issue concerning student access to employee computers and confidential information left in plain sight in work areas. VP Halvorson stated, confidential information will be put away and students will not login using employee computers. There was no actual security

breach. CIO Haugland will work with the Risk Management department on a tutorial that will be ready for the new semester.

b) **Mission & Logo** (Erin Wood)

- i) The College Relations Department presented a template for syllabi and a common LRSC email below the signature line with LRSC mission or We.Change.Lives. Council agreed on the need for uniformity and approved the common e-signature and asked the department to work with faculty and staff to achieve uniformity in e-signatures and business cards.

c) **Accounting Instructor Hire**

- i) Lynn Gonzales has accepted the position as of December 16, 2017. Lynn will be moving back to North Dakota after living the past couple of years in Maine. She earned her PhD in Higher Education from UND and has a Master's degree in Business Administration with concentration in accounting. Lynn's teaching load may include classes in business management and psychology as well.

d) **RFA**

- i) VP Halvorson discussed the microphone and sound issues he noticed during the Holiday Extravaganza. He would encourage more technical training for auditorium technicians. He also hopes to encourage world class customer service when working with users so they have a positive impression of using the college facilities.

e) **Annual Enrollment Report**

- i) VP Halvorson discussed the enrollment report and recommended the following three programs identified be placed on low enrollment status. American Sign Language and Interpreting Studies, Information Technology, and Simulator Maintenance.

f) **Faculty Senate Representative**

- i) Faculty Representative Olson discussed the Faculty Senate vote in favor of supporting the Park Board Wellness facility. He explained the monetary factor is the largest issue. Faculty are concerned about the cost/benefit ratio of an additional \$30,000 per year payment from appropriated dollars. They questioned what else could be done with that money verses what the institution would gain through recruitment and wellness for students and community. Council reiterated the proposed payment of student fees from LRSC to the Park Board for use of their facility would fluctuate with enrollment. When enrollment is up the fee will generate more, when it's down the fee will not generate as much. Council wants to be sure everyone understands that stipulation and that it will be included in any contract with the Park Board.

g) **Academic/Student Affairs**

- i) VP Halvorson discussed how the interviews have been going for the Student Services Director.
- ii) VP Halvorson has been conversing with Jeff Barta –owner of building where we would like to expand to increase our capacity for the ADN-program in GF.
- iii) VP Halvorson feels LRSC's Dual Credit students and their parents need a better understanding of the scholarships that are available if they attend LRSC.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: Wed-Jan 3 @3:00p/ Tu-Jan 16 @1:30p/ Tu-Jan 29 @1:30p/ Tu-Feb 13 @1:30p

a) **Adjournment**

- i) The meeting was adjourned at 3:45 p.m.

## Memorials/Remembrances

Proposed strategy for remembering UND-Lake Region employees who experience significant life changes:

**Death of an employee, a Spouse/Child:** \$100.00 memorial given by the President's Office on behalf of the college to the Community College Foundation, a floral arrangement (\$150-175.00 value), and sympathy card will be sent on behalf of the faculty & staff.

**Death of a Parent/Parent-In-Law:** \$25.00 memorial given by the President's Office on behalf of the college to the Community College Foundation and sympathy card on behalf of the faculty & staff.

**Death of a Non-Nuclear Family Member:** A sympathy card will be sent on behalf of the faculty & staff.

**Hospitalization Due to Illness of Staff Member:** Will be acknowledged with a get well card from the President's Office on behalf of the faculty & staff.

**New Baby of Staff Members:** Will be acknowledged with a LRSC Pink/Blue T-shirt from the Bookstore and a card from the President's Office on behalf of the faculty & staff.

**Illness and Death of Retired Employees and Special Benefactors:** Will be similarly acknowledged with a \$50.00 memorial given by the President's Office on behalf of the college to the Community College Foundation, a sympathy card on behalf of the faculty & staff, and plant (\$50.00 value).

Individuals/work units/groups of friends are not discouraged from expressing sympathy through cards or other forms of remembrance, as they desire.

Employees, alumni, and friends of the college are encouraged to consider making memorial gifts to the Community College Foundation to honor the memory of friends and family members recently deceased. Notice of each memorial is sent to the family of the deceased, and the gift is listed in the memorial book displayed in Heritage Hall.