

Approved on 4/24/2017

Administrative Council Meeting Minutes

Monday, April 10, 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

Laurel Goulding- Vice President for Institutional Advancement

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 9:03 a.m.

b) Review of March 27, 2017 Minutes

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

2) OLD BUSINESS

a) Furlough Days Update

i) President Darling called other campuses to learn how they are handling payroll with furlough days. He learned that BSC is the only other campus to offer furlough days. BSC's were optional so they will come off payroll as they happen. LRSC is the only campus that is doing involuntary furlough days. Council discussed and most preferred the equal pay periods option. VP Kenner was not in favor and maintained his request to allow the payroll system handle the furlough the way it is designed. Council considered offering voluntary furlough days rather than involuntary and suggested not doing furlough days. The discussion was tabled for further review.

b) Legislative Updates

i) Senate Bill 2003-The Community College System Study: The Legislature is requiring a study of the reorganization of institutions under its control. The legislation states: The SBHE shall approve and implement a plan and draft legislation by next biennium of the new two-year community and technical college system. One of the goals being shared administration. The legislature is also proposing to cut funds for Section 30-Northern Tier Network, which supports UND & NDSU's internet "2" system. SB2019 passed the house minus a million dollars from TrainND's budget.

c) Employee Appreciation Initiatives Update

i) Staff Senate President Greywater hoped to receive council's approval to reveal employee appreciation initiatives. Council discussed and approved one suggestion to move forward.

d) Deferred Maintenance Project Estimates

i) Rick Tonder suggested submitting a request at the April meeting of the SBHE Budget & Finance Committee for LRSC's \$463,474 remaining in the NDUS Deferred Maintenance Pool. An architect was hired to develop a cost estimate for the Courtyard Window Project. The Courtyard Window Project (along with the replacement of additional windows on campus) is our highest priority and the estimate utilized most of the funding. Our second priority is to paint the external envelope of the main campus building. Physical Plant gathered information and developed estimates for several additional deferred maintenance projects and, if savings can be found in the Courtyard Window Project, we will begin to address the additional projects on the list. Road and parking lot issues created by frost boils this spring are being addressed on a temporary basis until more permanent repairs can be made.

e) Commencement Update May 12, 2017

i) President Darling announced that Renard Bergstrom agreed to speak at Commencement.

We enhance lives and community vitality through quality education.

- ii) If staff have a strong desire to robe and attend the ceremony with faculty they should do so.
- iii) VP Halvorson had a question about the criteria for the Who's Who award. Council agreed it should be first of all GPA, then Participation & Leadership, Future leadership ability and/or potential.

3) NEW BUSINESS

a) **DPAC North 40 Sign**

- i) DPAC Director Sundeen ask for permission to place signage highlighting the partners of the DPAC program in the field they will be farming this year. He would use signs donated by the companies. Council agreed to the signage and requested Director Sundeen work with Marketing and PR on the graphics and location.
- ii) DPAC name recognition will move forward as Lake Region State College Dakota Precision Ag Program.

b) **Position Authorization Request** (VP Administrative Affairs)

- i) LRSC will have two resignations after graduation in the Food Service department. The positions will be filled as they become open with the option to work in the Physical Plant department over the summer.
- ii) The Student Services recruiter position will be re-filled.

c) **Travel Expense Summary rollout on July 1, 2017** (VP Administrative Affairs)

- i) July 1, 2017 all employees will be removed from the vendor system in accounts payable and be placed in a system similar to T-lab, in which each employee fills out a travel expense reimbursement request. For instance, if an employee purchases something for the office, the way in which they get reimbursed will be different and it could cause delays.

d) **HLC Update**

- i) LRSC has seven individuals booked for travel to Chicago in June for HLC's Assessment Academy. VP Halvorson, Director Nelson, Professor Boehmer, and Associate Professor Bannier just returned from the HLC conference in Chicago. VP Halvorson reported that faculty qualifications were a large part of the discussion.

e) **Park Board Recreation Center**

- i) The Park Board met with Student Senate and asked if they would commit to support a student fee for a Recreation Center membership. Part of the project would create a bike path to LRSC. Council discussed and agreed that LRSC cannot support this off campus location in light of the current budget cuts. President Darling will have a conversation with the Park Board. President Darling reported he is currently meeting with DLPS about facility usage fees.

f) **Progress Reports on Departmental Goals**

- i) VP's Halvorson and Kenner both reported they have begun the process.

g) **Strategic Planning/Retreats**

- i) Dates will be set to update the Strategic Plan as they will need to be updated in the System Office software referred to as SPOL by April 30th.
- ii) Council discussed saving money by not holding staff retreats off campus again this year. There were concerns about participation if retreats are on campus. President Darling encourages staff to contribute to the strategic planning process through the retreats.

h) **Evaluation –Self Assessment due by May 1, 2017**

- i) President Darling requested VP's have their self-assessments to him by May 1st as they are due in the System Office by May 15, 2017.

i) **Dr. Chahal Donation**

- i) VP Kenner presented photos of an office space that was formerly a dental office. The owner is offering to donate it to our Community College Foundation for use as a training site. Council discussed pros and cons of accepting the donation. What to do with the building what opportunities can we find in the building. Council had many questions and decided to pass on this opportunity as it would have been a major renovation expense.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: Monday, April 24 @ 9a / Tuesday, May 9 @ 1:00p.

b) **Adjournment**

- i) The meeting was adjourned at 12:20 p.m.