

Approved on 6/5/2017

Administrative Council Meeting Minutes

Tuesday May 9, 2017

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

Erin Wood for 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 1:02 p.m.

b) Review of April 24, 2017 Minutes

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

2) OLD BUSINESS

a) Employee Appreciation Initiatives

b) VP's Progress Report on Departmental Goals

i) President Darling thanked VP's Kenner and Halvorson for emailing their department reports.

c) Staff Retreats

i) President Darling restated there will be a Staff Retreat this summer planned by Staff Senate. It will take place on campus, the costs will be kept low by hosting half of the staff in the morning, a potluck lunch together, and the second half of the staff in afternoon.

d) Risk Assessments

i) Council discussed various risk issues at length. The ideas were turned into VP Kenner to be reported.

e) 25th Hour Communication

i) President Darling asked council if they had questions or concerns regarding the consultant report from 25th Hour Communications. There were no comments. President Darling will proceed to work on the recommendations to create an action plan with Director Wood and Director Shock.

3) NEW BUSINESS

a) Academic Calendar

i) Council reviewed and approved the academic calendar.

b) Commencement Day Dismissal/Summer Hours

i) President Darling asked the VP's to report commencement day expectations to their departments. LRSC employees will act as hosts, directing families to the dining hall and thru food line prior to helping ourselves. Offices should remain open but as many as would like, should attend Nurse Pinning. All may be dismissed at 3:00 p.m. with the exception of the main switchboard, which will remain open.

ii) Per policy 400.19, summer hours will start Monday and end one full week before classes begin.

c) Administrative Assistant & Office Management Program

i) Faculty Representative Cindy Brown inquired as to the status of the program and if there was a plan to notify students and other stakeholders. VP Halvorson explained, LRSC cannot accept students into the program for fall as it exists, they may choose to take the Business Administration degree and choose a track:

We enhance lives and community vitality through quality education.

Mkt, Acct, or IT. The plan in place for completing student that already started in the program is hiring Diane Karlsbraaten on a part time basis to see current students thru to completion.

d) **Electrical Shutdown**

- i) There will be a meeting on 5/10/2017 regarding the next large power shut down which is scheduled for May 22-June 2, 2017. They will replace the main switch gear in the basement. Most of the main campus will be affected. The Library, gym, dining room and residence halls will not.

e) **Parking Lot and Road Work**

- i) VP Kenner announced that Strata concrete was on campus to evaluate the projects and will send quotes for the parking lots and road repairs.

f) **Courtyard Windows Project**

- i) VP Kenner was asked how long it would take to complete the project. He estimated they will be done in August.

g) **Food Service Wage Rates**

- i) VP Kenner proposed a salary increase for Food Service employees from \$12 to \$15 per hour. He made the request to recruit individuals to apply for open positions and be competitive with other establishments in town. Council discussed and after comparing the wages in town and other positons on campus decided to hold at the current range until we see what the current search produces.

h) **4% Proposed Tuition Increase for FY18**

- i) LRSC will raise the tuition rates, except Online and GFafb, by 4.00%. The Online and GFafb tuition rates will each increase by 3.88%. Distance delivery fees for Online courses have been reduced so the total tuition and fee rate for Online will be \$190.00 per credit.

i) **Academic & Student Affairs Update-VP Halvorson**

- i) The IT Department is looking for \$60,000 to replace all computers in labs. VP Halvorson suggested meeting with instructors to assess their needs or brainstorm ideas before upgrading labs.
- ii) VP Halvorson announced that Professor Boehmer resigned as the Assistant Softball Coach.
- iii) VP Halvorson, Director Mertens, and HR Manager Lillehaugen are working on an Athletics master plan to create an improved pay scale in the athletics department. LRSC agreed to pay assistant coaches \$6000 but in the end, with the hours they put in, the cost is over \$10,000.
- iv) Half of the TrainND budget continues to be at risk in this Legislative session.

j) **Advancement Update-Director Wood**

- i) Director Wood informed council that Donor Perfect software updates are in progress.
- ii) Their department is busy assisting the athletic department with the banquet & preparing for Commencement day festivities.
- iii) The Key Event will be a Halloween theme and take place on October 27, 2017.
- iv) Public Affairs Council discussed moving forward after budget cuts, Chancellor offered to come to visit campus for a Q&A session with faculty and staff.
- v) Branches will be sent to the printer on May 22, 2017.
- vi) The Chamber of Commerce is hosting Coffee & Collaborate sessions to revitalize the downtown area. The next one is set for May 18th at Ramsey Bank.
- vii) Jack Harvey is a student intern that will work over the summer on media pieces in the communications office.
- viii) Data from Total Impact, the Community College Awareness Initiative will be available soon.
 - (1) President Darling said they will discuss the two-year study at the SBHE meeting on Monday.
- ix) The next Community College Foundation board meeting is this Thursday.
- x) Challenge grant meetings will start in July.

k) **Administrative Affairs Update-VP Kenner**

- i) VP Kenner announced the state wide controllers meeting will be held on LRSC campus on May 16th & 17th.
- ii) Administrative Affairs department is beginning year end work.

l) **Faculty Update-Representative Cindy Brown**

- i) Cindy Brown, Kay Grinsteiner, Shaun Prince, and Alaina Schmid will be attending the Great Teacher Seminar in Medora the week of May 15th.
- ii) Diane Karlsbraaten has been nominated for Emeritus status by the Faculty Senate.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: Wed, May 31 @ 1:30p/ Monday, June 12 @1:30p/
Wed, July 12 @ 1:30p /Tue, July 25 @ 9:00a

b) **Adjournment**

- i) The meeting was adjourned at 4:15 p.m.