

Approved on 11/13/2017

Administrative Council Meeting Minutes

Tuesday, October 24, 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

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:40 p.m.

b) Review of September 25, 2017 Minutes

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

2) OLD BUSINESS

a) Accounting Faculty Position

i) President Darling reviewed student enrollment data and determined there are too many students not to fill the position which will be vacated at semester break. **VP Halvorson will begin process to hire accounting faculty.**

b) Auditorium Lighting Upgrades

i) On Friday November 17th Bismarck State College will send a technician to look at the lighting system in Robert Fawcett Auditorium and make recommendations to obtain quotes.

3) NEW BUSINESS

a) Stand-Up Desk Units (VP Kenner)

i) There have been several requests for stand-up desks and council agrees if employees provide a medical request from a doctor LRSC will honor the request.

b) Student Services Director (VP Halvorson)

i) VP Halvorson discussed his plan to move forward in Student Services without a director by redistributing the duties. President Darling expressed his concern about providing services to students and would prefer filling the position. The plan will be taken under consideration pending a final decision.

ii) VP Halvorson initiated a discussion about increasing pay in the future as opposed to another one-time pay increase, noting it has a profound influence on retirement savings.

c) Campus Interior Signage (VP Halvorson)

i) The CTE Review highlighted the need for better internal signage. Director Wood obtained a quote from Indigo Signs on directional wall signage, office signage, and classroom signage that amounted to about \$17,000. LRSC decided not to purchase internal signage in an effort to budget for the allotment. In light of the larger than expected carryover, VP Halvorson suggested LRSC move forward with the plan to upgrade internal signage. VP Kenner and President Darling said deferred maintenance funds could also be utilized for the project. **Council agreed to move forward with internal signage. President Darling requested the signs have inserts that can be economically updated when change occurs.**

d) Comprehensive Review/Annual Enrollment Report

i) Council discussed the annual enrollment report and programs that have been designated low enrollment for a second year. A comprehensive review of these programs will take place and **VP Halvorson will have the official determination at the next meeting.**

- ii) Council had discussions about AP and Dual Credit courses. [VP Halvorson will meet with Principal Hanson for a discussion.](#)
- e) **Stage 1 requests**
 - i) Correctional Officer Training, Certificate and AAS
 - (1) A Stage 1 request (Programs under consideration for development of extension to a new site within two years) will be submitted for a Correctional Officer Certificate or AAS Program. The Certification program may be earned as a stand-alone program and as a certificate earned while pursuing an Associate in Applied Science degree in Correctional Officer Training. POTP Director Maritato and VP Halvorson discussed moving forward with the correctional officer Certificate and AAS program. Council also discussed offering the certificate program through TrainND much like the CAN training is done. President Darling thought a formal request may not be necessary as a letter to take “Correctional Officer Program” off inactive status may suffice. VP Halvorson will discuss with the Vice Chancellor for Academic and Student Affairs to determine which is necessary to proceed.
 - ii) UAS Certificate and Collaborative UAS AAS with NDSCS
 - (1) VP Halvorson announced the UAS Certificate program would be fully implemented by Lake Region State College and the courses necessary for completion would be taught by Lake Region State College faculty. The curriculum for the AAS degree would be created in cooperation with North Dakota State College of Science and the courses would be taught in partnership with NDSCS through the use of collaborative enrollments, cross-listed courses, and by use of the distance learning technologies.
- f) **Purchasing Authority Limits and Out-of-State Travel Authorizations**
 - i) VP Halvorson and VP Kenner requested clarification on allotment email implementing a practice that all out of state travel requests be approved by President Darling. President Darling affirmed that he does want to approve all out of state travel and purchases over \$3000.
 - ii) VP Halvorson briefed President Darling on a change in plan for travel to the HLC conference in Chicago.
- 2) **President Updates**
 - a) Nextera Energy representatives were on campus on October 17-18th to discuss networking with area tribal colleges. President Darling, met with Tribal leaders from CCCC and TMCC about delivering the Wind Turbine Technology program to their campus.
- 3) **Academic/Student Affairs**
 - a) LRSC’s student default rate is lower than average. Which is attributed to upgrades in student financial literacy education.
- 4) **Administrative Affairs**
 - a) VP Kenner discussed working through the CCF audit and the Challenge Match pledge payments. The present value should change every year for pledge payment schedule adding a higher level of complexity to the audit.
 - b) The Shared Services meeting this Friday may be canceled. VP Kenner volunteered to serve on the Payroll committee.
- 5) **Faculty Senate Representative**
 - a) Faculty Representative Olson stated the academic faculty would like to see enhanced marketing efforts to focus on the financial value of LRSC’s academic transfer. Council agreed it is good to highlight the educational bargain LRSC offers at every opportunity. They also discussed the importance for academic faculty to participate in the advising opportunities available to counsel students into their academic programs.
- 6) **ADJOURNMENT**
 - a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: M-Nov 13@1:30p /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
 - b) **Adjournment**
 - i) The meeting was adjourned at 3:45 p.m.