

Approved on 3/9/2017

Administrative Council Meeting Minutes

Monday, February 13, 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

Randy Olson for Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Sandi Lillehaugen- Loss Control Committee Chair

Dan Johnson- Registrar

Stephanie Shock-Student Services Director-phone

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:10 a.m.

b) Review of January 30, 2017 Minutes

i) The minutes of the last meeting were reviewed, edited and will be approved by council via email.

2) OLD BUSINESS

a) Advancement Office

i) President Darling will make a decision about the leadership position in the Advancement division after the budget for the next biennium is confirmed and after the position becomes vacant on July 1, 2017.

ii) **VP Halvorson suggested a planning day be scheduled to consider the overall structure of the campus.**

b) Legislative/Budget Up-date:

i) President Darling attended the Legislative Forum at DLHS on Saturday. The legislators reminded folks that budgets will not be finalized for some time yet.

3) NEW BUSINESS

a) LCC Recommendations (Sandi)

i) Loss Control Committee Chair Sandi Lillehaugen, presented the committee's recommendations from the January 23rd meeting:

(1) Safety & Security One-time Funding – balance is \$12,647.57. Options for using this money were presented:

(a) Purchase security cameras for parking lots – including front parking lots.

(i) Purchase 12 cameras for a total of \$9,150.00 (\$6,000 from the camera budget in IT) to provide camera coverage for all parking lots on the main campus and Bergstrom building.

(b) This would leave \$8,850 left for Safety & Security One-time Funding – The recommendation for this money would be to continue expanding the proximity card readers and phase out cyber keys. Below is a list of office areas that we recommend expanding to:

(c) Exterior Doors – SS Wing, Science Wing, Business Wing, & Atrium

ii) Council suggested placing cameras at the parking lot entrances to capture license plates entering and leaving for better identification. **President Darling requested the \$6,000 camera budget in IT not be spent. Council approved #2, expanding the proximity card access (a)-(f). Lillehaugen will investigate alternative options and costs for parking lot cameras with the Loss Control Committee.**

b) Enrollment Report (Dan Johnson)

i) LRSC Registrar Dan Johnson reported that enrollment at Lake Region State College experienced a decline in the 2017 spring semester. The college has 428 full-time students compared to 440 full-time students a year ago according to the LRSC Registrar's Office. LRSC's Registrar's office reports a total enrollment of 1,748

students this spring compared to 1,843 students last year. Part-time enrollments total 1,320 compared to 1,403 last year. The fourth week count is a snapshot of the students served at Lake Region State College. [A report will be issued summer 2017 that reports total students served during the academic year.](#)

ii) Council subsequently discussed targeting students outside the high school classrooms and outside the state to boost enrollments in technical programs.

c) **Honor Scholarship Increase**

i) Council discussed the scholarship awarding process. President Darling encouraged all interested in future scholarship planning to attend the meetings of the scholarship committee to provide input into the process. President Darling also requested more information about ACT score purchasing and targeted scholarship offers. [VP Halvorson agreed to provide this information to President Darling and to bring forth the Academic and Student Affairs scholarship priority ideas to the Scholarship Committee.](#)

d) **Librarian Search**

i) The committee interviewed three candidates and is meeting to formally decide if any candidate should be invited for a second interview.

e) **Faculty Qualifications**

i) VP Halvorson distributed a spreadsheet and discussed the various instructional changes that will take place in light of the new HLC regulations. President Darling thanked VP Halvorson for his diligent and meticulous work.

f) **Campus Planning Team Meeting**

i) Council discussed the notes and feedback provided by the College Planning Committee at the February 1st meeting.

g) **Academic/Student Service Updates**

i) VP Halvorson reported his department remains concerned over faculty tenure issues at SBHE level and budget issues on campus.

h) **Administrative Affairs Updated**

i) VP Kenner reported the FY16 financial audit has been finalized. Information requests continue to be received from legislators via the Legislative Council. The latest request is for spending on Athletics for FY15 and FY16.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

i) The next scheduled meetings of the Administrative Council will be: Wednesday, February 22 @ 9:00a / Wednesday, March 8 @ 9:00a / Monday, March 27 @ 9:00a / Monday, April 10 @ 9:00a / Tuesday, May 9 @ 1:00p.

ii) The Council meeting was adjourned at 12:40 p.m.