

Approved on 8/30/2017

## Administrative Council Meeting Minutes

Monday August 7, 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

- Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Alaina Schmid for 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 9:05 a.m.

##### b) Review of July 25, 2017 Minutes

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

#### 2) OLD BUSINESS

##### a) Shared Institutional Research Services

i) President Darling visited with LRSC's Institutional Researcher, Brandi Nelson who felt the labor intensive work would not be covered by the System Office's outline of shared institutional research services. She advised President Darling that there would be little cost benefit, explaining parts of LRSC's student coding process is not compatible with the rest of the System due to specialized classes offered at LRSC. This difference is the primary cause for the extra work on behalf our institution. **President Darling will visit with other President's to learn if they have similar issues. He decided, with tight budgets, to proceed cautiously.**

##### b) Goals (Due August 15<sup>th</sup>)

i) President Darling reminded council members to complete their goals and send into him by next week.  
(1) VP Halvorson discussed one of the goals he is contemplating; members of his team are proposing to lead an effort to change the math requirements at the two-year institutions. The idea is to increase student success rates by routing students through college without necessarily requiring them to take algebraic math. One idea included replacing college algebra with a statistics math instead. Some just do not have an algebraic math aptitude which doesn't necessarily translate to failure in the workforce but does effect student success. Faculty Senate representative Schmid agreed all students do not need algebra to be successful in the workforce. One potential barrier for student athletes is they are required by NJCAA rules to have that math credit to transfer and play at a higher level. President Darling agreed it was an interesting concept and encouraged Halvorson to decide if he will undertake it as one of his goals.

##### c) Welcome Back Breakfast

i) Please review and submit part-time temporary employees to be announced as they do not show up on the list from Human Resources.

##### d) Auditorium and Room Scheduling

i) President Darling feels the possibility of generating more revenue by charging meeting room fees is not worth the ill will it causes in the community. **Physical plant staff will be required to accommodate events that are hosted by LRSC and open to the public during times outside of their regularly-scheduled working**

hours. President Darling will meet with Director Driessen to discuss the nuances of the facility scheduling guidelines.

### 3) NEW BUSINESS

#### a) Staff Retreat

- i) Council discussed the staff retreat. They agreed the morning session they all attended went well. The team put together a good refresher and VP's were pleased with the session. President Darling was enlisted to attend a portion of the afternoon session as well.

#### b) UAS

- i) President Darling has been asked to attend the UAS Summit on August 21-23<sup>rd</sup> therefore he will not be attending the Interim Higher Ed meeting to be held in Bismarck during the same period of time.
- ii) VP Halvorson met with Jay Johnson and Elonda Nord regarding a drone camp they attended that was held in Tioga over the weekend. They agreed it was time well spent as they had the opportunity to have breakfast and visit with the leader of Enel Green Power Energy North America, ND Senators, and other officials.
- iii) VP Halvorson initiated a discussion on the direction LRSC should go as an institution regarding UAV technology. LRSC uses UAV applications for various programs, such as; Wind, Ag, and Sim. VP Halvorson discussed an idea of launching a Drone Technology Program and offering an AAS two-year degree or certificate. It would require hiring a UAV faculty member, or at least a FAA 107 curriculum teacher.
  - (1) A meeting to discuss direction and resources will be arranged to include: President Darling, VP Halvorson, Jay Johnson, Preston Sundeen, Richard Drury, Elonda Nord, Melana Howe, Dave Steffen.
  - (2) President Darling will visit with Forward DL Director about DL Airport/Drone announcement that was in the newspaper to get more information.

#### c) 2016 Alcohol Tobacco, and Other Drug Survey

- i) Council reviewed the 2016 Alcohol Tobacco, and Other Drug Survey submitted by Counselor Greywater. They discussed the concerning numbers it revealed noting Counselor Greywater's Drug & Alcohol education program has been very effective.

#### d) Office of Renewable Energy

- i) VP Kenner briefed council on an opportunity to submit energy improvement projects to the ND Dept. of Commerce for potential inclusion in the Governor's next budget. He advised against it as we have already completed substantial energy improvement projects across the campus and the required in-depth energy audit would be expensive.

#### e) Courtyard Project

- i) The project walk-thru last week yielded two prospective bidders. VP Kenner announced the bids will be open today at 2:00 pm.
- ii) Faculty representative Schmid discussed concerns after budget shortfalls for employees and the mixed signals of various projects taking place on campus.
  - (1) VP Kenner explained that the capital projects are funded with state appropriated funds. The Bergstrom Electric trucks are on campus completing the 1.4-million-dollar electric switch gear project for which the one-time-funding is coming from the state of ND for that project. The courtyard project was also appropriated funding from the state for extraordinary repair funds. VP Kenner offered to explain via email to campus about the projects. VP Halvorson stated he will go over the information with faculty at in-service.

### 4) ADJOURNMENT

#### a) Upcoming Scheduled Council Meetings

- (1) The next meeting of the Administrative Council will be: Tue Aug 30 @ 1:30p / Tue Sept 12 @ 1:30p

#### b) Adjournment

- i) The meeting was adjourned at 11:40 a.m.

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