

Approved on 11/20/2018

Administrative Council Meeting Minutes

Monday, November 5, 2018

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

Fixen-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 1:35 p.m.

b) Review of October 17, 2018 Minutes

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

2) OLD BUSINESS

a) Legislative Breakfast Agenda (President)

i) Director Wood has invited district 15 reps and others. A planning meeting is scheduled for 11/6/2018.

b) Faculty and Staff Salary Adjustments (Academic/Student Affairs)

i) VP Halvorson discussed the plan created with the assistance of Faculty Senate President Fixen and HR Manager Lillehaugen. **Details will be worked out and an announcement will be made during the all campus meeting at the November 20th HLC planning day.**

3) NEW BUSINESS

a) Recruitment/Marketing Plan (Directors Wood and Shark 1:30p)

i) Director Shark discussed the directives of the recruitment communication plan which includes; research strategies to create and deliver messaging, on campus strategies to communicate the feel of the campus, Royal Ambassador strategies to be the face of the college, off campus strategies to increase awareness, communication strategy to manage the big picture marketing.

ii) Director Wood discussed direct mail, email, radio, social media footprint, and billboards located throughout the local area and in Grand Forks. Council was very pleased with the plan as presented.

b) Nursing Instructor Position (Academic/Student Affairs)

i) VP Halvorson requested and received formal permission to let Danielle Trottier out of her teaching contract with the nursing program and to hire a replacement. She will resign her position at semester break.

c) 2018 Annual Enrollment report (Academic/Student Affairs)

i) There are no programs on low enrollment this year.

d) Emergency Operations Plan (Administrative Affairs)

i) VP Kenner requested approval of the Emergency Operation Plan. The President will name the registrar as the third person in command if something should happen to number one and number two. The plan is officially approved by council.

e) 1500.05 Code of Conduct Policy Change (Administrative Affairs)

i) Council reviewed the requested policy changes and returned the policy for edits.

- f) **Annual funding source for Staff Senate and Faculty Professional Development funds** (Administrative Affairs)
 - i) VP Kenner suggested budgeting for faculty professional development and for staff senate from appropriated dollars instead of Thelin funds. Council agreed, and President Darling also suggested developing an appropriated budget for staff professional development and a method to equitably manage the requests.
- g) **Determination of Designated Appropriated Reserve items** (Administrative Affairs)
 - i) VP Kenner informed council that the 5-7% undesignated reserve is being interpreted by the NDUS Office as a minimum and not a maximum. Other NDUS institutions have been putting more than 7% into the undesignated area and Council discussed whether LRSC should do the same. Council reviewed the policy and determined the NDUS Office is misinterpreting the policy. LRSC will not make a change from its current practice of having a maximum of 7% in undesignated reserves.
- h) **P.O.T.P Update** (Academic/Student Affairs)
 - i) VP Halvorson recommended filling Steve Nicola's position with a 22-week benefited employee. The Bismarck class was canceled and the one that was signed up will be transferred to Minot. Since enrollment has been lower, Instructor Maritato and Coordinator Wignall traveled to Minot to visit with the Criminal Justice classes about careers as peace officers.
- i) **IT Purchases - No Budget** (Academic/Student Affairs)
 - i) VP Halvorson provided council with information regarding the most recent Title IX investigation and the security camera blind spots on campus. Halvorson requested \$3600 to purchase cameras to fill in those blind spots. Council discussed, and VP Kenner determined they could designate reserves for safety and security which may be used to purchase cameras-council approved.
 - ii) More access points were also requested and approved expenditures from IT or fee accounts.
 - iii) Request to purchase computers from the ALC budget to upgrade the testing center were requested and approved by council.
 - iv) VP Halvorson requested another HD camera be purchased that can be used outside the auditorium to film all campus and other meetings. Council approved expenditure from IT.
- j) **ALC Deliver GED Off Campus**
 - i) VP Halvorson reported that Spirit Lake Casino has requested LRSC's Adult Learning Center to deliver GED classes for some of their employees and they would like to purchase 10 laptops to aid in this delivery. [President Darling will visit with CCCC President Lindquist prior to committing.](#)
- k) **Academic Calendar**
 - i) The GFafb graduation date change has been approved and the academic calendar will be updated accordingly.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: **Tu-Nov 20@9a**, M-Dec 3@1:30, Tu-Dec 18@1:30p, W-Jan 9@1:30p, W-Jan 23@1:30p
- b) **Adjournment**
 - i) The meeting was adjourned at 4:00 p.m.