

Approved on 3/20/2018

## Administrative Council Meeting Minutes

Friday, February 23, 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

*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 1:35 p.m.

### b) Review of January 29, 2018 Minutes

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

## 2) OLD BUSINESS

### a) Nursing Expansion Update

i) VP Halvorson disused progress on the nursing expansion in Mayville which should be ready for students fall of 2019. Since HLC approval is not necessary for an expansion at the Grand Forks site, LRSC should be operational by fall 2018 there as well.

### b) LARC Update (SBHE)

i) President Darling was very impressed with LRSC Student Senate President Bibeau's presentation to the SBHE in support of the Lake Area Recreational Center. The board unanimously approved LRSC's request to charge students \$6/credit, up to 15 credits per semester, to support the LARC.

### c) Safe Deposit Box Update

i) VP Kenner followed up on the location for IT backups. Director Haugland will keep the deposit box in McVillage in the event of a city wide natural disaster.

## 3) NEW BUSINESS

### a) Practice Building Upgrade Proposal

i) VP Halvorson presented a proposal from athletics to turn the green building into a better functioning practice building. President Darling will meet with Coach Boehmer to discuss details and revisit the discussion with council.

### b) Faculty Salary Increase Proposal

i) Staff Senate nominated VP for Staff Senate Cathleen Ruch to work with the Faculty Welfare Committee to request faculty and staff pay increases. Council discussed the options noting a 1% increase for faculty and staff will cost around \$70,000. VP Kenner will do some calculations and council will revisit the proposal at the March 5<sup>th</sup> meeting.

### c) IT Staffing

i) VP Halvorson recommended hiring a replacement for the Networking Specialist position that is vacant in the IT department. VP Halvorson will open the position.

### d) Commencement

i) Council agreed the faculty and staff awards should be given at an all campus meeting rather than during graduation. President Darling will work out a role for the CCF President to address the graduates at the commencement ceremony.

### e) Cyber Tabletop Exercise Report

- i) Brandi Nelson, Gary Haugland, Erin Wood, Corry Kenner, Chad Estenson and President Darling attended the Cyber tabletop exercise in Bismarck on February 7, 2018. A couple of cyber-attack scenarios were simulated. Which inspired conversation and planning.
- f) **2017 IPEDS Data Feedback Report**
  - i) Brandi will prepare a summary report for the next meeting.
- g) **Learning Commons Open House/Ribbon Cutting**
  - i) The March 1, 2018 planned date will be pushed back until remodel is complete.
- h) **FY19 Room, Board and Mandatory Fee Rates**
  - i) VP Kenner discussed some of the changes to the room and board rates. The Silver plan will remain the same for 10 meals per week at \$3,250. The Gold plan (15-meal, 7-days at \$3,700) will be changed to an (18-meal, 7-day plan at \$3,800). The Platinum plan (17-meal, 7-days at \$3,900) will be discontinued. The Diamond plan (18-meal, 7-day at \$4,025) will change to \$4,080 which starts prior to the semester and covers holidays.
  - ii) VP Kenner discussed some of the highlights of the proposed new tuition model for FY20. Most Course fees will be eliminated and incorporated into a slightly higher tuition rate. Some Course fees will be incorporated into the existing Program fees for Nursing and Precision Ag and into the creation of new Program fees for Auto Tech, Wind Energy Tech and POTP. The intent of the new tuition model is to make it easier for students to determine the cost of attending college prior to enrolling. LRSC's current costs are not as easy to determine as they could be because of the many separate Course fees. The costs under the new tuition model will be easy to calculate.
- i) **Presidential Search Committee update**
  - i) President Darling is serving on the search committee for the next president of Mayville State College. There were 48 applications of which 45 were qualified.

#### **4) ADJOURNMENT**

- a) **Upcoming Scheduled Council Meetings**
  - i) The next meeting of the Administrative Council will be: Tu-March 20 @ 1:30p, Fri-April 6@ 1:30p, M-April 16@ 1:30p, M-May 7@ 1:30p, T-May 29 @ 1:30p
- b) **Adjournment**
  - i) The meeting was adjourned at 4:00 p.m.