

Approved on 8/13/18

Administrative Council Meeting Minutes

Wednesday, August 1, 2018

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative for Randy Fixen

Bobbi Lunday-Recorder

Guests

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 July 18, 2018 Minutes**

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

2) OLD BUSINESS

a) **Enrollment Numbers Fall 2018** (Academic/Student Affairs)

i) Council discussed the current enrollment numbers noting enrollment will be down slightly from last year.

3) NEW BUSINESS

a) **Policy 1200.03.6 College Employees: Recognition of Significant Achievement** (Academic/Student Affairs)

i) VP Halvorson requested part of the policy be removed as the external Burlington Northern funds for this award have been exhausted. Council discussed re-funding this award internally. President Darling decided to keep the funding available for Teacher of the Year recipients. **VP Halvorson will return to council with a recommendation for the policy that outlines new funding for the award.**

b) **Open Positions on Campus Update** (Academic/Student Affairs)

- i) Carrington Farm Business Management position; Joel Lemer has been hired and will begin in August.
- ii) Adult Learning Center's Lead Instructor choice is Kensi Wateland but DLPS was unsuccessful at hiring a replacement and could not release her from her contract. VP Halvorson's plan is to hold the position open for DLPS to advertise for a replacement again at semester time. In the meantime, ALC will be hiring Cindy Halvorson to help with extra duties, she resigned her position at the courthouse to accept this position.
- iii) Nursing position; Donna Weigel accepted the nursing position vacated by Kate Halvorson.
- iv) Electronics position; there are two applicants. President Darling directed VP Halvorson to grant an interview.
- v) Accounting Instructor; there are three applicants.
- vi) Student Services; position closed July 22nd interviews are not scheduled until second week in August. Council discussed the process and would like to see it more streamlined by holding a date for reviewing applications and another for conducting interviews as soon as the closing date is scheduled.
- vii) Randy Bauer and Stan McLaughlin have been hired in the night custodial positions.
- viii) Suzanne Zierle has been hired as the cook.

c) **In-Service Agenda/Campus Planning Team** (Academic/Student Affairs)

- i) President Darling discussed the Campus Planning Agenda. He will spend some time discussing the different plans and how they work together at the planning meetings to help faculty and staff understand the difference. VP Halvorson would like more detailed discussion on each goal. President Darling will provide information on the goals LRSC established and the reports we sent to system office. He will ask director Nelson to show them where they are on the website. He will discuss the new capital project request.
 - d) **Service Awards** (President)
 - i) President Darling asked council to double check the Service Award Agenda to make sure it looks correct.
 - e) **NDUS Internal Audit** (President)
 - i) President Darling shared the upcoming internal audit with council for discussion. VP Halvorson discussed the issues presented about Title IV since the federal regulations have been repealed. The auditors will be reviewing our Title IV policies to make sure we have them in place. LRSC is following the Obama era regulations but by the current standard LRSC's policies have probably gone way too far. VP Halvorson will find out under what standard they will be reviewing to decide how to proceed.
 - f) **ERM** (President)
 - i) Council reviewed the Emergence Risk Management process and discussed minor changes.
 - g) **Cabinet Conference Call Update**
 - i) President Darling discussed a possible data breach at the system level that could have impacted up to 10,000 students. Letters will be going out to those that were impacted. The Chancellor said it was likely, students from all institutions will be impacted.
 - ii) In a recent audit at NDSCS, the auditors recommend that TrainND utilize software that integrates with People Soft.
 - h) **Academic Affairs Conference Call**
 - i) VP Halvorson discussed regional institutions awarding associates degrees for students that stop out if AA or AS degrees are completed we should award them.
 - ii) VP Halvorson discussed pay increases for part-time and online faculty.
 - iii) VP Kenner announced LRSC will be able to replenish the reserves that were spent this year.
- 4) ADJOURNMENT**
- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: M-Aug 13 @ 1:30p, Tu-Aug 28 @ 9:00a
 - b) **Adjournment**
 - i) The meeting was adjourned at 11:30 a.m.