

Approved on 8/28/2018

Administrative Council Meeting Minutes

Wednesday, August 13, 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 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 1:31 p.m.

b) **Review of July 18, 2018 Minutes**

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

2) OLD BUSINESS

a) **Staff Retreat Follow-up** (President)

i) President Darling discussed the feedback from the retreat focusing on the 80-85% of campus issues identified being lack of communication. VP's Kenner and Halvorson reported they had productive discussions with Staff Senate on the topic. The lack of communication is not purposeful, but more information can be circulated after decisions have been made. We will look for creative solutions to the communication issues. VP Kenner will update Staff Senate on council meetings. Perhaps push a banner across everyone's computer at login that will give updates? Better communication with off campus and dual credit folks. We need to celebrate more!

b) **Enrollment Numbers for Fall 2018** (Academic/Student Affairs)

i) VP Halvorson reported enrollment looks like it will be close to where it was last year.

c) **Goals**

i) Council discussed the updates to the campus goals and how they compare to the President's goals for submission to the chancellor. [VP Halvorson will ask Academic Services Director Nelson to send out a link to those goal documents that are posted on the website.](#)

3) NEW BUSINESS

a) **TrainND Update** (Academic/Student Affairs)

i) Director Steffen presented his report to council on the TrainND FY2018 budget. Some of the new initiatives they are planning are: to expand Active Shooter Training, QSP, Precision Ag, Wind Tech Boot Camps, Manufacturing Pre-screening and Pre-employment, Grand Forks Correctional Officer Basic, Ed-2-Go Opportunities, UAS Training. The team hopes to surpass their FY2019 goals. Director Steffen stated it would be significantly more difficult to keep the budget in the black without the ND State revenue.

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

i) Tabled for edits.

c) **Authority to fill the POTP instructor position vacated by Steve Nicola** (Academic/Student Affairs)

- i) Steve Nicola has taken a job with Immigrations and Customs Enforcement. The academy will be run with two instructors through the fall semester. VP Halvorson advises waiting to see how enrollment for Bismarck/Minot sessions go prior to filling the position.
- d) **Student Services: Position open update** (Academic/Student Affairs)
 - i) Interviews have concluded, and an offer has been made.
- e) **In-service update and Campus Planning Agenda discussion** (Academic/Student Affairs)
 - i) President Darling discussed the plans for the campus planning meeting. VP Halvorson will work with Director Wood on his additions to the agenda.
- f) **Liquid Files, DUO for faculty and staff, and DUO for Students** (Academic/Student Affairs)
 - i) All confidential information will have to be sent using liquid files. DUO will be installed on all laptop users for access. Students will have to use DUO for LMS, email, and Campus Connection. Roll out will not take place until after the four-week count.
- g) **Request from Staff Senate to Consider a Staff Lounge** (Academic/Student Affairs)
 - i) The Staff Senate committee was addressed by employees requesting the committee advocate for a quiet area to eat away from the dining room. Since eating meals in office areas has been banned they feel they cannot truly get a break while surrounded by the students with which they work. They have also requested a facility equipped with a microwave and sink to clean dishes. Council discussed, and they will upgrade the microwave station in the Student Union. If individuals cannot feel refreshed after eating in the Union, they will have to take lunch break off campus.
- h) **Budget update for Business Wing Renovation**
 - i) VP Halvorson requested permission to purchase new tables, chairs and a podium for room 127 so they don't have to use the old ones. This request will put them slightly over budget. President Darling will tour the area and assess the shape of the old furniture to decide whether the upgrade is necessary to justify increasing the budget in the current climate.
- i) **College Drive Viaduct Detour**
 - i) President Darling reported on the status of the detour. The mayor would like to keep it closed until it's finished. President Darling expressed his concern over the traffic issues it causes in other areas of town and how exacerbated they will be once school is in session.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: Tu-Aug 28 @ 9:00a, W-Sept 12 @1:30p, M-Sept 24 @ 1:30p, W-Oct 10 @ 1:30p
- b) **Adjournment**
 - i) The meeting was adjourned at 3:40 p.m.