

Approved on 2/3/2020

Administrative Council Meeting Minutes

Thursday, January 16, 2020

President's Office 9:30 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

Heidi Schneider-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 9:30 a.m.

b) **Review of January 3, 2020 Minutes**

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

2) OLD BUSINESS

a) **Hofstad Ag Center-Fundraising Update** (President)

i) President Darling reported that Executive Director Nord presented donation opportunities at the last Rotary meeting.

b) **Reclassification of Administrative Assistant in TRIO** (Academic/Student Affairs)

i) Administrative Assistant Walford will be provided additional compensation to perform some of the duties associated with the position vacated by Patty Wallace. The increase will be temporary through May 30th and will be documented in a memorandum in lieu of an official reclassification.

c) **Fargo POTP** (Academic/Student Affairs)

i) VP Halvorson informed law enforcement agencies of LRSC's decision to close the Fargo POTP location upon Fargo PD's decision to open their own academy. He notified Instructor Rognlin of the decision not to renew his contract. Sgt. Rognlin will decide if he would like to finish the semester in Minot and Grand Forks or if he wanted to negotiate a separation agreement and terminate the current contract early. **He will notify LRSC of his decision later this week.**

d) **DLHS Dual Credit** (Academic/Student Affairs)

i) DLHS has accepted LRSC's proposal and **VP Halvorson will work up a formal agreement for signatures.**

e) **Early Childhood Education** (Academic/Student Affairs)

i) VP Halvorson reported he has not gained more information on the current instructors' potential retirement or had an opportunity to meet with LACTC Director Brodina.

f) **Federal Indirect Cost Rate** (Administrative Affairs)

i) VP Kenner reported we are authorized to continue using our current rate until the federal government reviews our new application.

g) **Program Review Report** (Academic/Student Affairs)

i) Council discussed each program individually. **VP Halvorson will add a section to the document for Council's comments.**

h) **Mothers Room on Campus Location** (Academic/Student Affairs)

i) Use office across from Deb Carlson's office in the Science Wing.

3) NEW BUSINESS

a) **Open Positions** (Administrative Affairs-Sandi)

- i) Dining Services is advertising to fill Bruce Rabe's position.
- ii) Kristi Kienast-Hernandez has stepped up to backfill courses left vacant by the resignation of Alaina Schmid. Council decided to move Kristi into a full-time faculty role temporarily and provide additional compensation for her to perform the duties associated with international student advisor. *LRSC will open the full-time tenure track position (Alaina Schmid's) through an internal selection process.*

b) **Proposed Room, Board and Fee rates for FY21** (Administrative Affairs)

- i) LRSC's room rates are third from the lowest compared to other NDUS institutions, fifth from the bottom for the 10-meal plan and at the bottom for our 19-meal plan. History of meal plan shows the increases have been minimal. VP Kenner is recommending an incremental increase not to exceed 4% to keep up as we go along rather than making a substantial increase at some point in the future. VP Halvorson feels the 4% increase is too significant and requested we consider an increase closer to 2%. VP Kenner explained that all the other increases/improvements like the kitchen exhaust system, salaries and other upgrades are maintained by these increases. Council discussed and approved the increase as requested by VP Kenner.
- ii) LRSC is currently ranked fifth against other system institutions technology fees. We have not increased since 2002. VP Kenner recommends increasing the fee by \$37.44. Council agreed. *IT Director Haugland will meet with student senate to discuss.*

c) **Name of Building Area Sponsored by the Kenner's** (Administrative Affairs)

- i) VP Kenner provided a copy of the NDSBHE policy on building names. He requested input from council on their preference about Conference Center vs. Convention Center inside the Hofstad Ag Center. Council agreed to go with Conference Center terminology.

d) **Audit Responses** (Administrative Affairs)

- i) VP Kenner shared an email from NDUS Vice Chancellor for Administrative Affairs/CFO Tammy Dolan with direction to begin using the following template immediately when responding to audits conducted by the SAO or NDUS/Internal Auditors: *LRSC will carefully review the [recommendation/finding] and any associated internal processes and procedures and will implement improvements where appropriate.* *VP Kenner will notify potential audit responders on campus.*

e) **Legacy Fund Investment in Higher Education** (President's Office)

- i) President Darling explained that the Chancellor has created a study group to provide an options list for Work Force Growth, Economic Diversification, and Social Wellbeing of ND Communities through the Legacy Fund Investment in Higher Education. A couple ideas were;
 - (1) To reduce student debt by funding Dual Credit options for HS students to take more college credits.
 - (2) Deferred maintenance match and Challenge match programs could be 1 to 1.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 12:05 p.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: M-Jan 27@2p