

Approved on 12/01/22

## Administrative Council Meeting Minutes

Tuesday, November 22, 2022

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Joann Kitchens - Vice President for Administrative Affairs

Dan Driessen- Assistant Vice President for Student Affairs

Melissa Moser-Faculty Senate Representative

Erin Wood, College Relations Director

Bobbi Lunday- Recorder

### Guests

Athletic Director Jared Marshall 2pm

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 1:23 p.m.

#### b) Review of November 10, 2022, Minutes

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

### 2) OLD BUSINESS

#### a) Suggestion Box: Centralized Mail Deliveries

i) VP Halvorson requested tabling this discussion until more research on possible locations is complete.

#### b) 2020-2025 Strategic Plan (President)

i) Next step is to finalize the Long-Term Strategic Plan. Council is scheduled to meet November 30, 2022 to work on the plan.

#### c) Wind Turbine Repairs (President)

i) President Darling notified council that work on the turbine continues.

### 3) NEW BUSINESS

#### a) NDSA visit Colonial Room

i) President Darling reported that three officers from ND Student Association are on campus 11/22/22. NDSA representatives presented their legislative talking points. They requested input from LRSC students, staff, faculty, and administration in a series of meetings. They also received a tour of campus.

#### b) Office Moves Phase II

i) Tabled. VP Halvorson added that they continue waiting on estimates.

#### c) Hockey (Academic/Student Affairs)

i) VP Halvorson introduced a proposal to start men's and women's hockey for fall 2023. He explained that it has been a point of discussion for the director team since September. Athletic Director Marshall and VP Halvorson distributed a budget and considerations document to council. President Darling expressed concerns on the stability of the numbers. DLHS pays \$35,000 for ice time. LRSC's costs will be lower for practice due to time of day. Game times will be higher. President Darling requested Director Marshall get ice time charges in writing.

#### d) Discussion

i)

#### e) Update on Open Positions

i) Online/Dual Credit Advisor: Continue to review the structure for this position.

ii) Administrative Assistant TRiO/PowerSkills (Brady Weber): Garyn Hamre has been hired

iii) Ag Programs Director (Preston Sundeen): Closes the 28<sup>th</sup> and there is one applicant

iv) Ag Program Instructor (Oybek Turayev): Not advertised yet.

v) PT Foundation Assistant (Samantha McKay):

**4) ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 4:06 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be Th-Dec 1@2p, Th-Dec 15@9a, Th-Jan 5, 2023@2p

**Lake Region State College**

**Activity Proposal**

Lake Region State College is currently underperforming with on campus enrollment where students live and learn on campus. Programming is costly, requires space, and has an unknown return on investment. Adding activities, in this case additional athletic opportunities, has a known return on investment and is a proven strategy for increasing enrollment. No new space or facilities are needed. The additional cost for travel and for ice rental is offset by the “no scholarships and no waiver rule” in place for the league.

Activity to Add: Men’s and Women’s Hockey When: Fall 2023

New Student (Full Time On-campus) Impact: 44 (22 per team)

- Total new student athletes generated: 36 (18 per team)
- Total non-athlete friends, significant others, and residual: 8 (4 p team)

ONE TIME START UP COSTS			
Item	Quantity	Amount	Total
Home Uniforms	20	\$275	\$5,500.00
Home Goalie Uniforms	3	\$285	\$ 855.00
Home Socks	25	\$115	\$2,875.00
Home Game Pants	25	\$120	\$3,000.00
Away Uniforms	20	\$275	\$5,500.00
Away Goalie Uniforms	3	\$285	\$ 855.00
Away Socks	25	\$115	\$2875.00
Away Game Pants	25	\$120	\$3000.00
Practice Jerseys	25	\$125	\$3125.00
Practice Socks	25	\$75	\$1875.00
Hockey Gloves	25	\$210	\$5250.00
Hockey Helmets	25	\$250	\$6250.00
Cases Hockey Pucks	3	\$115	\$345.00
Lap Top Computers*	5	\$1000	\$5000.00
Computer/Camera*	1	\$5000	\$5000.00
Travel Gear	25	\$135	\$3375.00
<b>TOTAL ONE TEAM</b>			<b>\$54,680.00</b>
<b>TOTAL TWO TEAMS*</b>			<b>\$102,360.00</b>
*Second streaming computer/camera is not needed for the second team and only two additional laptops are needed for the second team (coach and assistant coach)			
ANNUAL REVENUE			
Tuition and Fees	22	\$5,436.00	\$119,592.00
Funding Formula	330 credits	\$97.00	\$32,010.00
Scholarships/Waivers	0	\$0	\$0.00
Resident Halls*	22	\$3,000	\$66,000.00
Gate Revenue	15 Games	\$800.00	\$12,000.00
<b>TOTAL ONE TEAM</b>			<b>\$229,602.00</b>
<b>TOTAL TWO TEAMS</b>			<b>\$459,204.00</b>
*Does not include any revenue from meal plans which would amount to approximately \$95,640 per team)			

ANNUAL EXPENSES				
Item	Games	Workers	Amount	Total
Game Day Workers	15	4	\$30	\$1,800.00
Game Day Referees	15	4	\$150	\$9,000.00
200 miles per Ref	10	4	.62	\$4,960.00
ACHA Fee				\$300.00
ACHA Annual Dues				\$1,700.00
Cross Fit Gym Rental				\$1,200.00
AHCA (Coaches Assoc)				\$300.00
		Miles	Per Mile	
Charter Bus Mileage		8,360	\$4.05	\$33,858.00
		Gallons	Per Gallon	
Charter Bus Fuel		1,672	\$3.39	\$5,668.08
		Days	Rate/Day	
Driver Cost		23	\$125	\$2,875.00
	Nights	# Rooms	Rate/Room	
Hotel Costs	25	7	\$100	\$17,500.00
Ice Rental Park Board				\$10,000.00
Hockey Books				\$350.00
	Head	Assistant	Recruiting	
Coaches	\$12,000	\$3,000	\$3,000	\$18,000.00
Film Exchange				\$1,300.00
Gear Replacement				\$20,000.00
<b>TOTAL ONE TEAM</b>				<b>\$128,811.00</b>
<b>TOTAL TWO TEAMS</b>				<b>\$257,622.00</b>
COST BENEFIT ANALYSIS				
One Team Revenue				\$229,602.00
One Team Expenses				-\$128,811.00
<b>Revenue Less Expenses One Team</b>				<b>\$100,791.00</b>
<b>Revenue Less Expenses Two Teams</b>				<b>\$201,582.00</b>

Will need to Consider:

- Athletic Department Staffing would need to be increased due to BB and Hockey being underway at the same time. Recommend we hire an office assistant/coordinator/manager to assist the athletic department. This person could also be shared with Facilities & Food Service to provide administrative support.
- What if we cannot hire coaches for \$12,000? We don't currently have professionally exempt positions available to pair it with. We would need to rely on local talent to run (coach) the program for the first few years. This could be a positive or a negative.
- With all new hires there is office space/furnishings that are needed and likely some minor remodeling that would add to start up costs.