

Approved 9/24/12

Administrative Council Meeting Minutes

Wednesday, August 29, 2012

Heritage Hall 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Richard Olson Associate Professor -Faculty member

Bobbi Lunday- President's Assistant-Recorder

1) **CALL TO ORDER**

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, August 29, 2012, in the Heritage Hall meeting room at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling at 9:05 a.m.

2) **CONSIDERATION OF MINUTES**

- a) VP Fixen moved to approve the 8/13/12 administrative council meeting minutes without correction, a second by Assistant VP Halvorson and all voting in favor, the minutes were approved.

3) **OLD BUSINESS**

a) **Bicycle Expense**

- i) VP Kenner questioned the expenditure of \$10,000 on bicycle repairs over the last three years. Nicole Claussen informed council not all the \$10,000 was for repairs. Part of the expenditure was to purchase higher quality bicycles so they would last longer. Most were in the \$150.00 price range which is not top end but a little more durable. Another part of the \$10,000 went toward tools to repair the bikes rather than replace them. Prior to cameras being installed several bicycles were vandalized and those replacements were also a contributing factor to the \$10,000 expense. Director Solberg stated he would like to have a better security system for the bikes than the current padlocks and cables. Assistant VP Halvorson informed council that Master Lock makes a set of locks each lock having a different combination but same key opens all of the locks. Claussen stated spending \$3,000 per year for bicycles is a good investment because the students rely heavily on the bicycles for transportation. VP Goulding stated the bike program should be resolved by the student services department as a housing issue. VP Kenner asked if a fee could be charged to try to recoup the costs. There was discussion about trying the Own Program in which students buy a bike from LRSC and sell it back to the school like books. Claussen recommended not changing the program at this time. Since the vandalism problems LRSC has installed

cameras and the program is now working well. LRSC should utilize our campus bike system for positive publicity educational, health and wellness advantages. President Darling decided Solberg and Claussen will continue to run the program.

b) **Online Instructor Pay Proposal**

i) Associate Professor Olson reintroduced the online compensation change proposal introduced in the May, 14, 2012 meeting. The proposal from the Faculty Senate is to increase compensation for up to 14 students to \$200 for Level I Faculty, \$225 for Level II faculty and \$250 for level III faculty. A brainstorming session followed which resulted in a request from Associate Professor Olson for a vote on the proposal. Assistant VP Halvorson made the motion to reject the proposal as written, stating an \$83,000 increase is unaffordable for the institution to sustain. There was a second to the motion by VP Goulding. President Darling proposed an increase be phased in over the next three to four years. Associate Professor Olson questioned the word unaffordable stating online classes bring in \$250,000 per year. VP Kenner stated that revenue has been dedicated to other positions on campus and all contracted faculty and staff would have to be willing to take a smaller raise next year to fund instructor compensation increase. Adjuncts are the only faculty members that have not seen a pay increase. VP Goulding asked how we stack up against other institutions in online compensation. [President Darling assigned Assistant VP Halvorson to compare online compensation from other institutions with our campus and bring the research to the September 18 meeting.](#) Associate Professor Olson [will report to faculty.](#)

ii) **Marketing Budget Proposal** Discussion was tabled until Director Wood can join the meeting.

4) **NEW BUSINESS**

a) **SBHE** (November 15 meeting on LRSC campus)

- i) The structure of the board meetings has been changed so we are not able to plan the social, breakfast and lunch at this time.
- ii) Efficiencies Oversight committee- President Darling read a memo from the Chancellor stating the Learning Management System and digital imaging discussion will be delayed until the tiered institution proposal has been finalized.
- iii) Tuition Rate Issue VP Kenner reported the Chancellor's goal is to have course and program fees rolled into tuition by 2015.
- iv) In the Chancellor's three tiered funding model, remedial education will be the job of the two year schools. VP Kenner asked Vice Chancellor Laura Glatt if there is a funding mechanism for the remedial courses VC Glatt did not know but VP Fixen, President Darling and Assistant VP Halvorson were assured resources would follow.

b) **Operational Plan**

- i) President Darling informed council he would like to have a one page priority list document of our plan for this year by the end of the council retreat.
- ii) The new chancellor wants presidents to re-submit their goals and to include a fundraising goal.

c) **Budget**

- i) President Darling asked VP Kenner if he can get a copy of this year's budget. VP Kenner reported the printed copy of the budget is in the Library.

- ii) VP Kenner reported he is waiting for Controller Kitchens who is putting information together to meet to work through the marketing and communications office budget issues.
 - iii) VP Kenner also reported Monday, August 27th they closed the books on FY 2012 and the institution does have carryover.
- d) **Athletics**
- i) VP Fixen met with the athletic department this morning and they are requesting clarification on the following:
 - (1) Will the \$15,000 taken out of booster funds count toward the \$30,000 needed to start Women's Fast Pitch and Men's Baseball? VP Kenner responded, no.
 - (2) What will be expected of the boosters on a yearly basis to keep the athletic programs going? Council wants them to raise a total of \$30,000 each year for Athletics operations.
 - ii) President Darling stated there are two reasons students fill seats on our campus. #1- academic programs, #2-co-curricular activities. LRSC has not spent much time looking at additional co-curricular activities. LRSC needs to look for a way to use additional tuition from athletes to pay coaches.
 - iii) More athletic programs bring the need for more residence hall space. Options such as utilizing NDSO housing may be an option for POTP students. President Darling will be meeting with NDSO Superintendent Schminski on Tuesday, September 4th and may have more information after that meeting. If housing is short LRSC should no longer offer a reduced rate to entice local students to stay in the dorms.
 - iv) VP Fixen reported the booster club raised approximately \$2150 at the steak fry. The boosters want to nominate the women's Basketball team of 1989-90 to be put into the Athletic Hall of Fame at the Key Event this October.
- e) **Emergency Response**
- i) President Darling would like the campus to complete a tabletop exercise to include the Highway Patrol, DLPD and Sherriff's office (historically HP has jurisdiction over state entities but has contracted jurisdiction to DLPD)
 - ii) [President Darling would like to see the campus run fire drills every semester.](#)
 - iii) [Maps detailing where to go in case of fire or tornado should be posted inside each classroom, meeting room and in the halls.](#)
- f) **Student Senate President update**
- i) Fountain: Mr. Hoffarth thanked council for getting the fountain running again. President Darling told him Physical Plant Director Jorgenson was already working on it.
 - ii) LRSC Banners on College Drive: Staff at city level said no, President Darling asked the Mayor who requested a visual of the banner design. [Director Wood is working with design team to get the banner to the Mayor.](#)
 - iii) The student senators have expressed concern over Food Service professionalism.
 - iv) North Hall Parking Lot: There is not enough space for the students that are residence of North Hall to park. [President Darling stated a memo will go out to faculty and staff not to park in the North Hall parking lot.](#)
 - v) Good reports: Students have been happy with their classes so far this year. They have reported receiving abundant help from their instructors.

g) **President Darling updates**

- i) Director of Marketing and Communications Wood will not be attending future council meetings unless she is on the agenda.
- ii) [Work as a council to help with communication, notify the president's office of leave before it is taken by utilizing a Request for Absence from Campus form or an email.](#)
- iii) The wind turbine is ordered, [Director Wood is working to schedule a ground breaking event hoping for late September.](#) It will cost \$5-10,000 to fund the webcam with time lapse photography to watch as the wind tower is erected.

h) **Dick Olson Faculty report**

- i) This year's integrated academic project is the culture of competition.

5) **Adjournment**

- a) President Darling adjourned the meeting at 12:05 p.m.
- b) Next Meeting is September 18, 2012 at 9:00 a.m. in the President's Office.