

Approved: with correction on 7/29/13

Administrative Council Meeting Minutes

Tuesday, July 16, 2013

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 Affairs

Dr. Randall Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

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. in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling.

2) CONSIDERATION OF MINUTES

- a) The 6/24/13 Administrative Council Minutes were approved with corrections.

1) OLD BUSINESS

- a) **Do it Like Disney Survey Results** (Student Affairs)

- i) Council reviewed the survey results and agreed the honest feedback from the survey was helpful and appreciated. Faculty is scheduled to do the Disney session at the August in-service.
- ii) The staff retreats this year will take place August 1st and 2nd and focus on team building and retention.

2) NEW BUSINESS

- a) **Policy & Procedure Manual** (President's Office)

- i) President Darling agreed to allow the academic affairs team to assess the policy manual for updates and reorganization. Separation of policies from procedures, renumbering, comprehensive index, searchable and keeping historical data in an alternative index are project objectives.

- b) **Tutoring Budget**

- i) VP Fixen reported tutoring expenditures have increased significantly. Council discussed if hiring the 50% Power Skills Coordinator/50% Disability Services Coordinator will balance that expense. The discussion was tabled until account expenditures can be researched.

- c) **Personnel Updates**

- i) VP Halvorson reported the Grand Forks Adult Farm Management position closes on the 20th. Lisa Ginther has been hired as the new ASL instructor. Instructional Design position interviews are complete and in the selection process. April Keller-Anderson has been hired for the new Adult Learning Center position. VP Kenner informed council he is still structuring the new human resources position. VP Goulding reported there have been several applicants for Grant Writing position, but none for the Major Gift's position. Council discussed re-running position ad as Campaign Director rather than Major Gifts position.

- d) **Status of Moves**

- i) Office space: VP Kenner will check with Physical Plant on status of Minot Sash and Door's proposal.
 - ii) Contractor hires: Council decided the best approach for completing projects on campus will be to hire extra help in Physical Plant since all contractors are busy with projects.
 - iii) Postage meter location: VP Kenner will explore alternative locations for the postage meter.
 - iv) Weight Room- President Darling stated he would like to make the weight room reconfiguration/move a priority completion for the students this fall.
 - v) JLG was chosen as architect and Community Contractors of GF were hired as the Construction Manager at Risk for the Tech Center Project.
- e) **Faculty In-service**
- i) The Faculty In-service schedule was distributed to Council and discussed.
 - ii) VP Goulding, in the spirit of "Do It Like Disney", requested 30 minutes of time to orient new faculty on the history and culture of LRSC.

3) ADJOURNMENT

- a) The next meeting of the Administrative Council will be 7/29/13 at 8:00 a.m.