

Approved: 8/18/2014

## Administrative Council Meeting Minutes

Tuesday, July 28, 2014

President's Office 8:00 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. Randy Fixen –Vice President for Student Affairs*

*Laurel Goulding-Vice President for Institutional Advancement*

*Corry Kenner-Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Karen Clementich– Faculty Senate Representative*

*Bobbi Lunday- President's Administrative Assistant-Recorder*

### **Guests**

*Katie Nettell- Financial Aid Director*

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Approval of July 3, 2014 minutes**

- i) The July 3<sup>rd</sup> minutes were approved as presented.

## **2) OLD BUSINESS**

### **a) Wellness Center Update (President)**

- i) A new group has approached the wellness center planning committee to request racquetball courts be added to the project.
- ii) President Darling discussed the *Say "Yes" Committee* currently being formed to encourage a yes vote for the city sales tax increase which will fund the wellness center project. ForwardDL is putting together a FAC sheet with information on specifications, costs, and community statistics. Council cautions LRSC employees choosing to serve on the *Say "Yes" Committee* to attend meetings and complete committee work on their personal time to avoid conflict of interest as a LRSC employee.

### **b) Tech Center Construction Update (President)**

- i) President Darling discussed options for three major issues associated with the overall completion of the Tech Center project – remodeling of the old Erlandson Building entrance, road repair, and the relocation or capping of a recently discovered water line currently passing beneath the Tech Center. The plan is to complete the remodeling of the entrance if the costs associated with the water line issue do not use up the available budget. The road repairs are not considered part of the project budget and may be covered by Extraordinary Repair dollars. The major portion of the project will be completed on time and, barring any unforeseen circumstances, classes will begin in the new building.

## **3) NEW BUSINESS**

### **a) Work Study Wage Increase (8:40 a.m. Financial Aid Director Nettell)**

- i) Financial Aid Director Katie Nettell presented a proposal to council requesting the work study wage be raised to \$8.00 per hour for all work-study positions with the exception of Day Care. Those work-study students would receive \$7.25 per hour. Nettell discussed the various positions on campus and the need to employ work-study students. LRSC has to compete with outside employers that are paying up to \$10 per hour. LRSC has experienced difficulty getting students to utilize their awarded work-study hours. Council

had discussion and [Nettell will prepare requested budget projections for VP Kenner and President Darling to make a decision on the wage increase.](#)

### **Student Senate Request for a School Song**

- ii) President Darling presented the Student Senate request to officially adopt Gary Fulsebakke's lyrics set to the music of *On Wisconsin* as the College's official school song. There was discussion regarding possible copywrite issues with the "official" adoption of *On Wisconsin* as the music? [VP Halvorson suggested council pass the students' resolution on to Faculty Senate, Staff Senate, and LRSC Booster Club for their vote and copywriter investigation.](#)
- b) **GFAFB Benefitted Adjunct Faculty Position** (Administrative Affairs)
  - i) Council officially approved filling the previously authorized benefitted IT faculty position at GFAFB. The position, held by Jimmy Barner, will be repurposed to Science due to very significant growth in student numbers in this area.
- c) **Staff Retreat** (President)
  - i) President Darling will hold meetings with staff to update on changes. VP Halvorson discussed all of the different accomplishments in the past 2 years. Faculty representative Clementich requested they be involved in the update for staff. [Council discussed and VP Halvorson will relay President Darling's message to faculty.](#)
- d) Department Updates
  - i) **Student Affairs** (Randy Fixen)
    - (1) Volleyball players moving in next week, other students will be moving in on the 18<sup>th</sup> and 19<sup>th</sup> of August.
    - (2) New Resident Hall Director Scott Dunbar will be on campus Friday, August 1<sup>st</sup> to begin his new position.
    - (3) VP Fixen will request that the North entrance have handicap access installed.
    - (4) The Alumni Volleyball game will take place at 10:00 a.m. August 16<sup>th</sup>. The Elks Club will be grilling burgers and brats for lunch around noon after the game for players, parents, and fans. VP Goulding offered to assist Athletics in sending out mailers by providing athletic alumni lists.
    - (5) Three areas are down in the enrollment report. They are; certificate of completion for Adult Ag (data yet to be entered), Launch Program enrollment (Launch registration is next week), and Non degree (do not register until this fall). Nursing in Grand Forks is also lower than expected.
    - (6) Dormitory space: North Hall is full, Gilliland Hall is 90% full, and South Hall is 80% full.
  - ii) **Academic Affairs** (VP Halvorson)
    - (1) VP Halvorson, Director Nelson, and Coordinator Rerick are meeting with UND Student Services VP Dr. Lori Reesor on August 1<sup>st</sup> to renegotiate the Launch agreement that must be renewed each year. Launch letters must go out in a timelier manner if we are to increase our enrollment and sustain this program long term. Due to delays, LRSC's enrollment was cut in half last year. VP Kenner asked VP Halvorson to renegotiate the cost sharing portion of the agreement.
    - (2) The POTP is growing too large for the same instructors to do all the training. VP Halvorson will be meeting with Fargo PD to determine the level of contribution for instructors.
    - (3) VP Halvorson is meeting with Indigo Signs for interior and exterior signage for the Technical Center Building. It will take 3 weeks to get the signs.
    - (4) The LRSC Policy Manual overhaul is still in process and recommendations are being made for policy placement. Forms will be maintained in a separate manual and not within the LRSC Policy Manual.
    - (5) VP Halvorson will be attending the PDC CTE professional development conference in Bismarck in August 11-14<sup>th</sup>.

- (6) LRSC continues the search for an Electronics Instructor as there were no applicants for the last advertisement for a part-time AC/DC electronics instructor. [Council discussed sending information out to program graduates and other creative advertising ideas.](#)

iii) **Administrative Affairs**

- (1) VP Kenner will be attending the Administrative Affairs Retreat in Minot August 5-6.
- (2) The Administrative Affairs Department is closing out the fiscal year and working on the biennial budget. The first set of auditors is scheduled to be on campus in August for the Community College Foundation audit.

iv) **Advancement Office**

- (1) CCF has received a \$50,000 gift for the Technical Center to name a classroom.
- (2) VP Goulding reported that a project to develop the RN to Paramedic bridge curriculum is partially funded with a \$75,000 commitment from Dakota Medical Foundation. [An additional \\$25,000 must be raised before the project can be launched.](#)
- (3) VP Goulding is working with Melana Howe on submitting an application for a planning grant to assist LRSC in determining the needs of a modern community college library.
- (4) VP Goulding reported interest in donations to update the technology in the Robert Fawcett Auditorium.
- (5) VP Goulding distributed a draft of a brochure on Tile Project for Technology Center.

v) **President Darling**

- (1) President Darling will attend the SBHE Retreat on July 30-31<sup>st</sup> in Bismarck at the University of Mary.
- (2) A NDUS Procedure stating; Institutions shall have an active Behavioral Intervention Team (BIT). A BIT for the purpose of this procedure, is defined as a multi-disciplinary group whose purpose is meeting regularly to support its target audience (i.e. students, employees, faculty, and staff) via an established protocol. A BIT is designed to be engaged in the early intervention and support that prevents a behavioral concern from rising to the level of a threat or crisis. [LRSC's BIT team is; Resident Hall Assistant Director Scott Dunbar, Director of Counseling Brigitte Freschette, Student Life Coordinator Kristi Hernandez, and Vice President for Student Affairs Randy Fixen.](#)

**4) ADJOURNMENT**

- a) The next meeting of the Administrative Council will be August 18, 2014 at 8:30 a.m.