

Approved: 11/23/2015

Administrative Council Meeting Minutes

November 6, 2015

President's Office **1:00 p.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

Erin Wood for Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:05 p.m.

a) Review of October 19, 2015 Minutes

i) The minutes of the October 19, 2015 meeting were reviewed and approved.

2) OLD BUSINESS

a) Capital Project RFP Update (VP Kenner)

i) VP Kenner reported a committee made up of himself, NDUS Director of Facilities Planning Rick Tonder, Physical Plant Director Chad Estenson, and Past Physical Plant Director Donald Jorgenson interviewed three firms for the Electrical Switch Gear Project. The committee unanimously recommended KFI as the standout firm for the project.

3) NEW BUSINESS

a) Policy 400.14 and the need for guidelines related to advertising/sponsorships (VP Kenner)

i) A donation of charging stations that include advertising inspired conversation about the vague wording of LRSC policy regarding external advertising on LRSC's campus. **VP Kenner and Marketing & Communications Director Wood will work together on new language for the policy.**

b) Interim Higher Ed Committee Meeting (LRSC Hosting November 17-18)

i) There will be a student art sale in front of the Robert Fawcett Auditorium. 1/3 of the profit from sale will go to benefit the LRSC Art Enrichment Fund.

c) Policy Updates (Institutional Advancement & Communications)- **All policy discussion was tabled until 400.14 is finalized**

- i) 1300.01 General Roll of the Office
- ii) 1300.02 Publicity and Release of College Information
- iii) 1300.04 Advertising, Scheduling of Events, and Sale of Tickets
- iv) 1300.05 Relationship with Media
- v) 1300.06 Internal Publications

d) Key Event Update (Institutional Advancement & Communications)

i) Director Wood distributed the results of the Annual Opportunities Auction Fund Raiser (Key Event) totaling \$84,615.

e) **NDUS Community College Shared Internal Auditor**

- i) President Darling informed council about the Chancellor's Shared Services Committee meeting in which they discussed sharing a percentage of the cost to employ an internal auditor. LRSC would carry 13% of the cost. Council unanimously agreed to support the idea.

f) **Academic/Student Affairs**

- i) VP Halvorson reported his department has been working on the DPAC lease which is due to increase.
- ii) TrainND will keep full time administrative assistant position and will advertise internally for operations manager and full time administrative assistant.

g) **Administrative Affairs**

- i) VP Kenner reported his department will begin working on the Master Plan.
- ii) Council discussed ideas for accessing the deferred maintenance funding.
- iii) VP Kenner requested non-routine maintenance project requests be authorized by the VP of Administrative Affairs.
- iv) VP Kenner has granted the Physical Plant Department authorization to hire LaMotte's to install the carpet in ALC.
- v) VP Halvorson requested an update of the progress on the athletic meeting room remodel. VP Kenner asked them to define what they want in room and get cost estimates for the items. VP Halvorson will put together a list of improvements to the room so an expense sheet can be created by Physical Plant. [A meeting will be set up with VP Halvorson, Director Wood, CIO Simhai, & Director Estenson to form a plan for the room.](#)

h) **Advancement Office**

- i) Sarah Smith-Warren is on campus two days a week working on marketing pieces.
- ii) Melana Howe is on campus the week before thanksgiving working on grants.
- iii) Katie Thomas, Carla Freschette and Erin Wood have been working on a site to manage all social media apps.
- iv) The Foundation is on the list to participate in Giving Hearts Day again in February.
- v) Branches and opportunities material gathering.
- vi) Foundation Directors are updating policy. Booster clubs and Foundation board of directors should have a strategic plan that mirrors the institutions they serve.

i) **President**

- i) President Darling will attend the HLC meeting Monday and requested VP Kenner call in to the SBHE Audit committee meeting Tuesday at 1:00 to keep in touch with what the committee discusses.
- ii) Faculty qualifications need to comply with new HLC rules. [VP Halvorson will meet to decide on LRSC faculty requirements policy and decide what resources LRSC can put in place to facilitate compliance by faculty. Define what graduate credits are needed by faculty.](#)

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:
 - (1) Monday, November 23 @ 1:30p
 - (2) Monday, December 7 @ 1:30p
 - (3) Monday, December 21 @ 1:30p