

Approved on 3/9/2017

Administrative Council Meeting Minutes

Thursday, January 30, 2017

President's Office **1:30 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

Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:35 p.m.

b) Review of January 19, 2017 Minutes

i) The minutes of the last meeting were reviewed and approved with edits.

2) OLD BUSINESS

a) College Planning Team Meeting

i) President Darling outlined the agenda for the campus planning team meeting that will be held February 1, 2017 in the Chautauqua Gallery. He explained the focus should be on the 3-5-year future. Concentrating on three areas, enrollment, efficiencies, & facilities. How can we fill the seats we have now?

b) Legislative/Budget Up-date: SB2244 & HB 1303

i) President Darling reminded council it is a long legislative session with many adjustments to come. We need to support and reassure our teams. Council went on to discuss the following Senate and House bills:

(1) SB 2244: The legislative assembly has proposed enacting a four-year pilot program to offer a credit incentive to instructors teaching dual-credit courses in core subject matter areas at public or private high schools in the state. An instructor may receive a credit-for-credit coupon that may be used toward graduate level classes at institutions under the control of the SBHE.

(2) HB 1303: Prohibiting the filling of vacant state employee positions prior to April 30, 2017 is being considered. The governor may, as an exception, authorize an executive branch state agency or institution to fill a vacant position that is essential to protecting the life and safety of the citizens of ND.

3) NEW BUSINESS

a) Structure and Leadership of the Advancement Office, Foundation and Public Relations Division

i) President Darling and the Council discussed options for the VP of Advancement position that becomes vacant July 1, 2017. No decisions were made during the meeting. President Darling will consider the options and let the campus know how he wishes to proceed.

b) VSIP Program

i) Council has decided to enact another Voluntary Separation Incentive Program. VP Halvorson has updated the agreement after receiving input from legal. The rule of 70 has been changed to 65. He will draft an announcement to be released to campus on February 1st. On February 6th he will send guidelines to campus listserv and the application will be available until 4:30 p.m. on February 20th. Once the application is complete they have 45 days to consider and sign. After signed they then have 7 days to rescind signature.

VP Kenner proposed to eliminate section (C) from LRSC making the payment to COBRA to making the payment to the employee so they can make the COBRA payment. Council approved that proposal.

ii) VP Halvorson expressed his concern for the wellbeing of faculty and staff after college president's voted to suspend NDCCC, and launching another voluntary separation incentive program. Council agreed.

c) **DUNS number 806142472 update**

i) VP Kenner announced that, after 17 years of LRSC no longer being a branch campus, the DUNS number associated with UND-Lake Region on the G5 federal payment request system has finally been changed by the feds to the official Lake Region State College DUNS number 806142472. The G5 federal payment request system is used to draw funds from Financial Aid and TRiO grant awards. Director Nettell determined that the change would be accepted by listing the new DUNS information on one of her electronic submittal forms. Having two DUNS numbers has created confusion on campus several times over the years so we are celebrating life's little victories.

d) **NCLEX Exam**

i) President Darling shared the NCLEX report on the LRSC ADN first time pass rate of 96 percent meaning all but one student passed on the first attempt. The PN students had a 100 percent pass rate. LRSC faculty are a shining example of high achievement in instruction.

e) **International Students & Travel Ban**

i) International Student Advisor Kristi Hernandez planned to meet with the international students. She will answer any questions or concerns they may have about the travel ban. LRSC does not have students from any of the banned countries.

f) **Academic/Student Affairs Update**

i) VP Halvorson announced tenure is in jeopardy and faculty are concerned their views will not be protected. He is working within the Academic and Student Affairs committee to protect tenure for the faculty.

ii) The Faculty Sick Leave policy is moving forward for medical purposes only. Paternity and Adoption are not included in the policy.

iii) Council discussed enrollment, LRSC is down about 50 students from last year.

iv) Cindy Brown reported that she and Kay Grinsteinner will be presenting a proposal for revamping the Business Administration Program at the next Curriculum and Academic Standards Committee meeting.

g) **Advancement Update**

i) Named Endowment recognition events have been scheduled for February 16th, 23rd, and 28th.

ii) Web Director Freschette is working with Bridgeline on resolving the calendar issue.

iii) Challenge Grant match is complete.

iv) Giving Hearts Day is February 9th

v) Donor Perfect offers customized training. The Advancement Office will invite them to come to our campus to conduct training and we will invite other campuses to participate.

vi) The Campus will hire 25th Hour Communication to work on helping this rural campus to get enrollments up by 2-3%. They will be planning a trip to campus at the end of February or beginning of March.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings & Adjournment**

(1) The meeting was adjourned at 3:15 p.m. and the next meetings of the Administrative Council will be:
Monday, Feb. 13 @ 1:30p / Wednesday, Feb. 22 @ 1:30p / Wednesday, Mar 8 @ 9:00a / Monday, March 27 @ 9:00a / Monday, April 10 @ 9:00a / Monday, April 24 @ 9:00a / Tuesday, May 9 @ 1:00p

(2) The meeting adjourned into executive session at 4:05p.m.