

Approved on 3/9/2017

Administrative Council Meeting Minutes

Monday, February 22, 2017

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/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Cindy Brown -Faculty Senate Representative

Jennifer Jenssen-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:35 a.m.

b) Review of February 13, 2017 Minutes

i) The minutes of the last meeting were tabled to be approved with edits.

2) OLD BUSINESS

a) Voluntary Separation Applications (Council previously discussed during a budget meeting held on 2/21/2017)

i) Council received two applications for Voluntary Separation, they considered the implications and decided to accept both applications.

3) NEW BUSINESS

a) Academic Program Review (Cindy Brown)

i) The Program Review Committee's document was reviewed and council discussed the two programs on low enrollment, Administrative Assistant/Office Management Program the Information Technology Program. The council tabled the discussion.

ii) **President Darling asked council to review the Academic Program Review Committee's document and bring ideas back to next meeting.**

b) Honor Scholarship

i) Director of Admissions/Enrollment Shock provided information about ACT list purchase to council as a follow up from the February 13, 2017 meeting. The Scholarship Planning Committee updated their proposal after receiving information from ACT. The updated proposal expanding ACT ranges for Honor Scholarships and updating the SAT and GED scores. Director Shock noted that a final decision of this year's strategy is urgent because she needs to make scholarship offers within ten days. The scholarships would be drawn from FY18 funds. Director Shock is seeking permission to increase amount of scholarship based on ACT scores. President Darling agrees that the scholarship award plan needs updating and asked VP Goulding if there are additional funds available. VP Goulding explained there are funds available. VP Kenner agreed the money is there but the CCF must approve. VP Halvorson said several of the athletes would qualify and this could bring the athletic department back to the buying power previously available. President Darling is fully supportive and would like to work through logistics to make sure we can execute the plan. He also requested when the proposal is taken to the Foundation they will be given a breakdown of funds and where they come from. **Council agreed to increase the Honor Scholarship award charge and Director Shock will take the information to the Foundation to move forward. The dual credit ideas are tabled for now until Director Shock has more information.**

c) Tuition

i) VP Kenner explained that, besides allowing up to an annual 3% general tuition increase for all residency types, SB 2003 (the Higher Ed bill) allows an additional 1% annual increase to the ND Resident rate. The additional 1% would need to be matched 2:1 by the institution from its operations budget or from other sources and the funds could only be used for extraordinary repairs and deferred maintenance. The 1% increase could generate as much as \$90,000 for the biennium at LRSC. VP Kenner explained that he is not entirely supportive of the idea but did suggest that there may be donors willing to sponsor a named

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classroom remodel in the main building – similar to what was done in the Bergstrom Tech Center. President Darling expressed concern over charging students to cover maintenance needs. After some discussion, Council agreed LRSC would likely not pursue the additional 1%.

d) **Academic and Student Affairs Update**

- i) VP Halvorson spoke to Athletic Director Mertens about the golf program. Currently we have no students signed up for golf. Athletic Director Mertens indicated if council would like to cut golf, now is the time. It would save the college money but lose the \$5,000 from the booster club for golf. Council discussed and agreed to discontinue golf.
- ii) VP Halvorson announced the phone interview went very well with one of the candidates and the committee would like the applicant to be flown to DL for a face to face interview. VP Halvorson will announce this today at Faculty Senate. He does expect questions about where the money would come from as Librarian salary is not in the projected budget.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- i) The next scheduled meetings of the Administrative Council will be: Wednesday, March 8 @ 9:00a / Monday, March 27 @ 9:00a / Monday, April 10 @ 9:00a / Tuesday, May 9 @ 1:00p.
- ii) The Council meeting was adjourned at 11:50.