

Approved on 4/10/2017

Administrative Council Meeting Minutes

Monday, March 27, 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

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:05 a.m.

b) Review of March 9, 2017 Minutes

i) The minutes of the previous meeting were reviewed and approved.

2) OLD BUSINESS

a) Personnel Changes/Duty Reassignments/Budget

i) Council discussed continuing to work through employee losses at the information desk and the impending losses in the student services office area. They discussed the continued distribution of duties and the option that may be done remotely by the GFafb campus to lighten the load in the Admissions area.

ii) VP Halvorson distributed a summary of the budget as changes have occurred since the last meeting. Council continues to track the Legislature's progress.

b) Assistant Coaches

i) VP Kenner revisited the decision to freeze hiring on assistant coaches. He was concerned about student athletic recruitment and proposed lifting the hiring freeze on part-time non-benefitted assistant coaching positions. Council agreed and permission was granted to fill the open part-time non-benefitted assistant coaching positions for men's basketball, women's basketball, and possibly the assistant volleyball position.

c) Shorelines

i) The Shorelines publication did not get completed again this year. Various ideas and changes were proposed by the committee assigned by VP Halvorson but a publication was not compiled. Council agreed Shorelines is an important publication for the college to continue and discussed proposed ideas and changes. Council concluded there is a need to have a faculty member with an affinity for literature lead the project for it to once again be successful.

3) NEW BUSINESS

a) Donated Leave

i) Council considered a LRSC staff member request to create a sick leave bank for donated leave to cover 24 hours of that employee's unpaid sick-leave. NDUS HR Policy 20.6.1 b)1 states: *The receiving employee has exhausted, or will exhaust, all annual leave, sick leave, and compensatory leave due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature.* The request was carefully considered but denied based on; the circumstances were not extraordinary or severe in nature and the 24 hours of sick leave occurred within a previously planned extended leave without pay arrangement.

b) **Furlough Days**

- i) Council discussed the pros and cons of the three methods that were proposed to deduct the furlough days from employee paychecks. Some members of Council favored a method that would reduce pay for full-time, twelve-month staff by 1.92% and maintain an even pay per pay period over the year. The option preferred by Administrative Affairs would utilize the payroll system as it was designed and reduce the pay for furlough time in the pay period the furlough was chosen and taken by the employee. All of the proposals complicate the payroll process. [VP Kenner will take the discussion under advisement and return for future conversation.](#)

c) **Employee Appreciation Initiatives**

- i) Council discussed various ideas for boosting moral on campus. VP Halvorson proposed announcing a new initiative each week to express to employees' leadership's appreciation without expense to the budget. VP Kenner stated he was in favor as long as everyone is able to participate, offices are covered, and work is being completed. Council discussed but no decisions were made.

d) **Library Architect**

- i) VP Halvorson presented a request to allow Project Manager Nord to consult with the architect to help her prioritize phase one, two, and three of the library project. The planning committee will meet to move forward with the library development. Permission to consult with the architect was granted.

e) **Adult Learning Center Update**

- i) LRSC has become the designated hub Center for Adult Learning in the area. With the states' budget reduction other locations could be closed. Center Director Duchscher is working with Grant Developer Howe on a potential Bush Grant opportunity for the Center.

f) **2016 IPEDS Data Feedback Report (DFR)**

- i) President Darling shared the data feedback report from IPEDS. He asked the council to please review the report and be aware it only includes 18% of our student population.

g) **Commencement May 12, 2017** (Director Shock 10:30a)

- i) Director Shock met with council to discuss the preliminary commencement meeting that was held and to obtain direction for questions that arose from that meeting. Council decided: With concern over inadequate seating for families of graduates, staff who don't have a significant need or desire to attend the ceremony as a guest will be asked to serve as hosts to assist with ushering, hall monitoring and managing or viewing from the over flow rooms (Heritage Hall and Chautauqua Gallery). Faculty will continue to have reserved seating in the audience rather than on stage as proposed. A video feed will be played on screens for families and staff in the overflow rooms. Invocation and Benediction will be suspended. President Darling will invite Renard Bergstrom to be the guest speaker. Breakfast for podium guests, retired faculty & staff, student award recipients will be suspended and a small coffee reception will be held in the President's Office for podium guests only. The retirees will be invited to the ceremony and luncheon. The student awards will be given out on stage during the ceremony. The writing award will be designated thru a small committee like last year in absence of the Shorelines publication pool of candidates.

h) **Deferred Maintenance Projects**

- i) VP Kenner invited architect, Ryan Siggerud from Michael Burns Architects Ltd. to campus to look at the deferred maintenance project in the courtyard. Other deferred maintenance projects discussed were: Painting the exterior building, repairs to the parking lot, and sidewalks. Estimates will be needed for all projects to utilize the nearly \$500,000 deferred maintenance pool of funds. Also a list of alternate projects like outside North Hall gutter work and drain tile, campus signage, logos for walls in vinyl appliques in places like the IVN rooms and other areas. [Estimates will need to be in before the April SBHE meeting.](#)

4) **ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

We enhance lives and community vitality through quality education.

- i) The next meeting of the Administrative Council will be: Monday, April 10 @ 9:00a / Monday, April 25 @ 9a / Tuesday, May 9 @ 1:00p.
- b) **Adjournment**
 - i) The meeting was adjourned at 12:20 p.m.