

Approved on 3/27/2017

Administrative Council Meeting Minutes

Thursday, March 9, 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

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 1:34 p.m.

b) Review of January 30, February 13, & February 22, 2017 Minutes

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

2) OLD BUSINESS

a) Program Review Document Review

i) Council reviewed the summary and recommendations for the two programs on low enrollment.

Administrative Assistant/Office Management and Information Technology were the designated programs and the recommendations for each program were discussed. **President Darling will take the discussion into consideration while reviewing the summary and recommendations.**

ii) VP Halvorson discussed some of the nuances of other program areas like a name change for SLPA (Speech Language Pathology Assistant) to SLPP (Speech Language Pathology Paraprofessional). Enrollment in FiTT has tripled so more laboratory space is required. Council discussed various options for consideration.

b) Budget Plan

i) Council discussed the budget reduction plan presented by VP Halvorson. \$400,000 was saved in the appropriated line without negatively affecting local funds.

3) NEW BUSINESS

a) Personnel Changes/Resignation and Duty Reassignment Plan

i) VP Halvorson announced the assistant men's basketball coach resigned and Coach Marshall would like to re-fill the position. Council discussed and agreed with the hiring freeze, filling the position at this time was not prudent. **The discussion was tabled until the budget is finalized.**

ii) VP Halvorson discussed the resignation of Information Desk Administrative Assistant, Shelby Krueger and the plan not to re-fill the position due to the campus hiring freeze. VP Halvorson suggested that Assistants Bobbi Lunday, Jennifer Jenssen, Joycelyn Hagen & Jessica Hjelden could potentially share the duties of campus reception, meeting room scheduling, athletics support and booster club support. **VP Halvorson will work with Shelby to produce an overview of duties for others to follow.**

b) Faculty Sick Leave

i) VP Halvorson reported on the Chancellor's plan for a uniform Faculty Sick Leave policy.

c) SB 2193 LE Campus Jurisdiction

- i) Relates to jurisdictional boundaries of campus police. VP Halvorson provided testimony to amend the bill to include police departments on all campuses.
 - d) **Weather Related Closings/Delays**
 - i) VP Halvorson discussed having a clear plan for bad weather incidents. If roads are closed, then campus should almost always be delayed. A simple thing to show we care about our people. [President Darling, VP Halvorson, Director Wood, & Risk Management Coordinator Lillehaugen should meet to decide upon a system of communication for stormy mornings.](#)
 - e) **Closing Residence Halls during Power Outage**
 - i) LRSC will provide accommodations at a local hotel for residence hall students who will be inconvenienced during the planned power outage during part of Spring Break.
 - f) **25th Hour Communication**
 - i) President Darling met with the consultants and they were pleased with the campus participation. They were impressed by how positive our faculty and staff are about trying new things. They suggested making data driven decisions on how to spend recruiters time. Examples were given and a discussion about using the Constant Contact email system took place.
 - g) **State Fair Grant**
 - i) VP Halvorson reported that the enrollment and recruitment were concerned that the State Fair recruiting initiative as envisioned in the grant application may exceed the funding provided by the grant. Ways to keep the costs within the grant budget will be explored. If significant change in the scope of work is needed, approval from the funding source will be secured.
 - h) **Suggestions Box Items**
 - i) Council reviewed the suggestions and took them under advisement.
- 4) ADJOURNMENT**
- a) **Upcoming Scheduled Council Meeting**
 - i) The next scheduled meetings of the Administrative Council will be: Monday, March 27 @ 9:00a / Monday, April 10 @ 9:00a / Monday, April 25 @ 9a / Tuesday, May 9 @ 1:00p.
 - ii) The Council meeting was adjourned at 5:00 p.m.