

Approved on 4/3/2019

## Administrative Council Meeting Minutes

Friday, March 22, 2019

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*

*Corry Kenner- Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Jason Fewell for Randy Fixen-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 9:00 a.m.

#### **b) Review of February 27, 2019 Minutes**

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

### **2) OLD BUSINESS**

#### **a) Staff Senate Constitution (Administrative Affairs)**

i) The Staff Senate Constitution was unanimously approved via email on March 1, 2019.

#### **b) Farm Management Enrollments (Academic/Student Affairs)**

i) Director Fewell explained they will work with students to ensure enrollment paperwork is completed as required.

### **3) NEW BUSINESS**

#### **a) Senate Hearing Testimony Update (President)**

i) President Darling reported the testimony was well received and we are hopeful for approval of our capital project request.

#### **b) Auditorium Curtains (President)**

i) President Darling had a conversation with the owner of Lake Side Cleaners about cleaning the RFA curtains. VP Kenner will have the curtain inspected to determine whether it is necessary.

#### **c) Purchasing Card Policy 400.24 (Administrative Affairs)**

i) VP Kenner stated the proposed changes are to bring LRSC policy in line with changes that have been made at the system level. Council had no problem with the changes.

ii) VP Halvorson discussed issues with Athletic P-Card and requested and received permission for them to purchase fuel when on the road.

#### **d) People Tracking Software, Learning Commons (Academic/Student Affairs)**

i) Council decided the need for tracking software is not imminent and will be delayed and re-evaluated during phase two of the project.

#### **e) DPI: CLEM and CREAM Initiatives (Academic/Student Affairs)**

i) VP Halvorson, as the father of an 11<sup>th</sup> grade high school student received a letter from the Superintendent of Schools informing parents of the CLEM and CREAM initiatives. They are legislative approved college ready English and Math programs. CLEM-College Lab English and Math, delivered through Center for Distance Ed

and CREAM-College Ready English and Math, is delivered to campus by DCB. These courses meet the high school graduation requirement for Math and English and are delivered at no cost to the student or school.

- f) **Graduation Committee Update** (Academic/Student Affairs)
  - i) VP Halvorson updated council on the latest graduation committee highlights: Student Services is currently in the process of choosing student speakers. VP Halvorson has sent a letter to Mina Simhai inviting her to be LRSC's Commencement Speaker. He has not yet heard from her. The Teaching Excellence Award is not part of the commencement ceremonies any longer but will take place at the last all campus meeting or back to school breakfast. Web Master Freschette is preparing the commencement booklet, and Dr. Jill Louters will give the welcome from the SBHE.
- g) **AAC Update** (Academic/Student Affairs)
  - i) Council discussed DSU's new program explorations, Associate in Science, BS Criminal Justice, Certificate in Allied Health. President Darling will reach-out to President Shirley about concerns.
  - ii) VP Halvorson reported that Mayville State received stage one permission to deliver MS Nursing, Certificates in Nurse Educator, Nursing Leadership and BS in Sports Coaching.
  - iii) History as a GERTA Humanities or Social Science is a good thing.
- h) **Heritage Hall: New Projector or Blinds for Windows** (Academic/Student Affairs)
  - i) VP Halvorson is opposed to blinds on windows in Heritage Hall, but the excess light from windows with no blinds will require a new projector and screen. The options are: \$1000 for new blinds or \$10,000 for a Crestron TV system. Council decided blinds will be the option and discussed other technology needs that should be a priority like the sound systems in RFA and dining room. The Chautauqua Gallery remodel will bring new technology needs and all the needs across campus should be discussed and factored into the decision-making process.
  - ii) VP Kenner discussed Physical Plant's plan for managing projects and the need to work together on a prioritizing system for projects that come up along the way.
- i) **Dakota Nursing Program** (Academic/Student Affairs)
  - i) The DNP plans to submit a Bush Prize Grant Application. LRSC is the fiscal agent for DNP. If won, DNP would like the grant money to be eligible for match funding if possible. Will LRSC have to provide the entire match or will each member in consortium provide match from their campus? If so at what percentage?
  - ii) A Nursing Program Acceptance Fee is being requested by BSC as a limited enrollment fee. To deter students from backing out once accepted to program. The fee would be kept by the institution if the student backs out but if student stays the fee goes toward tuition so in that case it is more like a deposit. Council discussed and LRSC is not interested in charging this fee.
  - iii) DNP Director Traynor is requesting a job reclassification for Cathy Jacobson as she has consistently been working outside her job description. Council discussed options, VP Halvorson recommended match at the Executive Assistant level would be a good fit.
- j) **Contract Reduction Requests** (Academic/Student Affairs)
  - i) Jerimiah Halley requested a contract reduction, from 83% (of 12 months) to 60% (of 12 months) and freeze client load. Council agreed to honor Jerimiah's request.
  - ii) VP Halvorson presented to council the group consensus that Teresa Tande and VP Halvorson have agreed to a reduction in contract, from 100% (of 9 months) to 75% (of 9 months).
- k) **New Position Request** (Academic/Student Affairs)
  - i) English/Speech full time, tenure track, campus-based position is open, and applicants are being screened.
- l) **Updates**
  - i) President Darling informed council of the apprenticeship opportunity that was presented in a meeting he attended with Labor Secretary Acosta on March 21<sup>st</sup>. The opportunity was not a good fit for ND institutions,

but he promised to return with one that will. President Darling had the opportunity to share LRSC's accomplishments in apprenticeships with ITD, cybersecurity and Northrop Grumman.

- ii) VP Kenner reported Controller Kitchens is working on the Indirect Cost Rate renewal. It is a significant project and LRSC has received an extension until December 2019.
- iii) Room, Board and Fee rates have been set for FY20. Using a Double Room and a comparable Meal Plan, LRSC will be tied with VCSU for the second-lowest cost Room and Board for FY20. NDSCS will be the lowest cost by \$142 for the year. The overall Room and Board increase was 1.9% (\$120) for FY20 at LRSC.

#### **4) ADJOURNMENT**

##### **a) Adjournment**

- i) The meeting was adjourned at 11:10 a.m.

##### **b) Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: W-April 3@9:00a, M-April 15@1:30p,