

Approved on 3/2/2020

Administrative Council Meeting Minutes

Monday, February 13th, 2020

President's Office 9:30 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

Heidi Schneider-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 9:30 a.m.

b) Review of February 3, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) They have submitted a Bremer grant for funding.

3) NEW BUSINESS

a) Tuition increase for FY21 (Administrative Affairs)

i) The increase was approved at 4% but VP Kenner thinks the case could be made to request something higher. Only one other institution is lower for their first level. VP Kenner is concerned about getting to far behind. He would like to ask for 6%. Justification: funding for faculty qualifications, substantial turnover, retention/student support efforts and generating enough funds to capture match for deferred maintenance are just some of the reasons.

b) Enrollment Report (Academic/Student Affairs)

i) VP Halvorson reported that there is nothing alarming in the report. The report has been generated with a step missing and will be reconfigured. Head count is up, FTE is down by less than 1 FTE, part time is up, full time is down.

c) Office Moves (Academic/Student Affairs)

i) VP Halvorson asked if Melana Howe would move to Alaina's old office on the other side of his office wall. VP Kenner is visiting with Physical Plant about working on the student service conference room.

d) Liberal Arts Certificate (Academic/Student Affairs)

i) DCB launched a certificate program for Liberal Arts program. Students earn certificates along their way to a Liberal Arts degree. Governor supports this as something that all institutions should be offering. Certificate programs in Liberal Arts will work well for LAUNCH! students.

e) Payroll Fraud Investigation (Academic/Student Affairs)

i) VP Halvorson was the victim of payroll fraud. His entire paycheck was re-routed from his bank account to a Wells Fargo bank account. He explained that the Devils Lake Police Department, subpoenaed Wells Fargo bank for records which led nowhere so DLPD closed the case. Wells Fargo claimed the funds were returned to BND, but BND reported the money was not returned. Upon examination of the statement Wells Fargo

provided it was evident the money was not returned to BND. VP Halvorson asked DLPD to re-open the case as he is unable to obtain information from Wells Fargo without a subpoena.

f) **Open Position Selection Process** (Academic/Student Affairs)

- i) An interview for a volleyball coach with a master's degree in English is scheduled for President's Day.
- ii) We have three internal applicants for the open math position, and they will be interviewed on Thursday, February 20, 2020. Council decided to hire two tenured math positions.
- iii) The counseling position is open until March 30th and so far, there is one applicant.

g) The newly negotiated indirect cost rate for grants is \$32.

h) The cart with computers is heavy and difficult to move around to share so that cart will be eliminated, and two smaller carts will replace it.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:06 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be T-March 2 @2p, M-March 16@1:30p, T-March 31@9:30a