

Approved: 10/29/12

Administrative Council Meeting Minutes

Monday, October 8, 2012

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Richard Olson Associate Professor-Faculty member 9:00-11:00 a.m. then Jeanette Kenner at 11:23 a.m.

Bobbi Lunday- President's Assistant-Recorder

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, October 8, 2012, in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling at 9:02 a.m.

2) CONSIDERATION OF MINUTES

- a) The 9/18/12 Administrative Council Minutes were approved with corrections, the 9/24/12 minutes were approved without corrections.

3) OLD BUSINESS

- a) **Online Instructor Pay Proposal** (Dick Olson & Lloyd Halvorson)
 - i) Assistant VP Halvorson reported the faculty voted against the per credit pay increase he proposed. They countered with a proposal to lower the pay increase from \$50 to \$25 per student. Ideas to phase in the increase were discussed. Such as a \$10 increase per student in the spring then another increase of \$15 per student next fall to phase in the overall \$25.00 increase. VP Kenner still believes LRSC needs to eliminate some other ongoing expense in order to fund this ongoing increase. Assistant VP Halvorson reminded council the online instructors have not had a pay raise in 11 years. Associate Professor Olson stated he believes the faculty members have been reasonable in their request and in working with administration on this proposal. VP Kenner agreed the request is reasonable. President Darling agreed and expressed his desire to move forward with the \$10 per student increase. VP Kenner suggested a budget analysis be conducted before LRSC commits to this ongoing expense. VP Kenner stated he favors the increase but the institution has to know where the budget is before council makes a final decision. President Darling requested Assistant VP Halvorson analyzes the current schedule to see if the budget can handle the \$10 per student increase. Assistant VP Halvorson stated LRSC should be able to absorb the \$10 increase now and time would be better spent finding a way to budget for the \$15 increase in the fall. VP Kenner agreed council can give approval for the \$10 increase spring semester subject to Assistant VP Halvorson's expense analysis. VP Fixen moved to approve \$10 per student increase for full time and part time online instructors spring semester subject to finding funding in the budget with a second from VP Kenner, all voted in favor, motion carried unanimously.

- b) **Additional Athletic Programs** (Randy Fixen- Boosters voted to commit 5,000 per sport)
- i) VP Fixen informed council the athletic boosters committed to raising \$30,000 per year for two years. \$5,000 per sport for 6 sports, adding women's fast pitch and men's baseball to the list of athletic programs at LRSC. Discussion centered on sports enthusiasts remaining virtually an untapped fundraising resource. VP Goulding reminded the council LRSC just spent \$175,000 on athletes in waivers and scholarships which did not include travel and coaching salaries, the institution is making a major commitment for volleyball alone. President Darling stated with those two sports we may add an additional 25-30 on campus students. He asked VP Kenner if LRSC can spend the extra tuition money on funding a coaching position? VP Kenner asked Vice Chancellor Laura Glatt. She did not have an immediate answer and stated she is waiting for direction from the Chancellor. President Darling stated athletics is something that students choose to attend a school for and that they can go anywhere for classes. Associate Professor Olson stated this is why instructors have been trying to work on offering hybrid classes. VP Fixen asked if there is a motion to move forward to add baseball and fast pitch. He also added students may be voting to raise fees in support of more athletic programs. VP Kenner stated council should wait to find out if the students are in support before making a final decision. Assistant VP Halvorson asked if there is a rule that we have to have financial support from students. He also stated LRSC should not take advantage of someone's commitment to support this college by offering to coach for free. President Darling proposed budgeting to pay \$3,000 for coaching salaries the first year, \$5,000 the next then \$10,000 by year three. The travel budgets for baseball and fast pitch are together. VP Kenner added the DOT is looking at bus usage or lack of usage and institutions may have to own our own buses soon. VP Fixen reminded council they have not had any discussion previously about student support; council asked for commitments from coaches and athletic boosters and got it. VP Fixen moved to add men's baseball and women's fast pitch softball based on a commitment from the athletic booster club Assistant VP Halvorson second, all in favor, motion carried. VP Kenner encouraged VP Fixen work with the athletic director and the business office on a budget.

4) NEW BUSINESS

- a) **Phone System upgrade**(Gary Haugland II & Toofawn Simhai)
- i) Gary Haugland II reported to council, the Notifind system is not adequate for urgent emergency notification other than weather related announcements. The information technology department requests approval to purchase Sync Apps for LRSC's phone system to send out alerts or warnings on phones and computers and smartboards. Cisco licenses for key classrooms, IP speakers for hallways, student union and Erlandson. Total price estimate is a one-time expense of \$5,900 for 300 licenses and one speaker, plus an ongoing yearly expense of a \$900 annual maintenance fee. Mr. Haugland reported LRSC will need more speakers and may be able to tie this phone system into the Notifind system. VP Goulding asked if the information technology department has talked to other campuses that are currently using it to see if there are any unforeseen issues. Assistant VP Halvorson asked if there is a chance we can tie in the proposed monitors the students are suggesting be placed around campus. President Darling requested the information technology department confer with other campuses or businesses that are using the system. Also to research other potentially hidden expenses such as the need for more speakers, switches and routers to handle this system. He asked that Mr. Haugland and the information technology department be diligent with research and come forward with more realistic numbers and options to connect with the Simplex fire alarm system, Notifind notification system and proposed student monitor system, then return to report to council.
- b) **Security Camera Budget** (Gary Haugland II & Toofawn Simhai)
- i) The information technology department requested a yearly budget of \$14,000 for a security camera/system upgrade. They propose to replace five analog cameras and add two new cameras, upgrade the DVR and software this year. Mr. Haugland II stated the IT department will replace seven cameras per year. CIO

Simhai added every other school is fully equipped with cameras. LRSC needs to replace twenty-six analog cameras in all and the extra money will cover a new sans unit for data storage. The DVR will have to be replaced every four years. LRSC may get the point that it is not a continual growth. VP Kenner asked if LRSC is losing enough per year to theft that at the cost of being “fully equipped” would be feasible. More discussion by council centered on better lighting in parking lots, good key fab system, cameras at doors. LRSC’s focus needs to be on safety rather than theft. Camera placement/replacement at key doorways; Gilliland Hall, North Hall, outside of receiving area. VP Kenner will have the safety committee assess the campus and come up with a proposal. VP Goulding added they should look after dark so they can get a sense of the lighting issues in the parking lots. I.T.’s request for the \$14,000 per year budget is denied. President Darling approved I.T.’s request to upgrade the DVR, server, software, replacing five and upgrading two cameras as a one-time \$14,000 expense.

c) **Potential Agreement with Native Energy** (Marketing Director Wood)

- i) LRSC’s renewable energy council grant hinged on the sale of energy credits to Native Energy. The cost of selling the credits to Native Energy is: LRSC cannot say “we are powered by wind”. VP Kenner said this is a \$400,000 paycheck that we can’t afford to pass up. President Darling agrees but wants council to understand and agree that it is in LRSC’s best interest to sign the agreement. LRSC will be the beneficiary of \$120,000 in savings on the electric bill per year and \$200,000 to sell carbon credits over a 10yr period. LRSC still has \$4.9 million dollars to pay back. [President Darling, VP Kenner and Marketing Director Wood will meet after council to decide on the wording for the press release.](#)

d) **Student Senate update** Assistant VP Halvorson

- i) VP Halvorson reported if council is unwilling to help students they will consider reactivating the residence hall association. The Director of Housing should be handling the majority of the student complaints initially.
- ii) Students request LRSC update the old faded pictures in the hallway leading to Gilliland and South Hall with student life posters. [Council agreed next summer this can be done while the hallway is being renovated.](#)
- iii) Students request a kitchen in North Hall. LRSC does not offer three square meals a day on campus on the weekends. Students feel they should have access to a kitchen to cook for themselves. VP Goulding stated the reason the kitchen was left out during the renovation was because bringing the kitchen up to fire code would have cost thousands of dollars. [VP Fixen will get a rate quote.](#)
- iv) Students would like a true snack bar in the student union rather than two lunch lines. They want to be able to order a cheeseburger at 3:00 p.m. or an omelet at 11:00 a.m. that they can pay for off the meal plan. [VP Kenner stated he would explore that option.](#)
- v) The students are recognizing that Kent needs help at supper time. They say he often has to do all his own running during the supper rush to refill food and make change while he has students in the supper line. They pointed out that he is always very friendly, courteous and pleasant to them for which they are grateful.
- vi) Students would like to listen to 96.7 on radio in student union all the time. [VP Kenner stated that can happen today.](#)
- vii) The Resident Assistant’s want some perks in the form of parking spots and free laundry for putting up with abuse from residence like social media bullying. Council believes the bullying should be addressed; social media can be printed and turned in for disciplinary action. Council worries the RA’s will be chastised more for having parking spots and free laundry privileges. [VP Fixen will follow up.](#)
- viii) The women in South Hall would like shower curtains that fit the shower openings for privacy. [VP Fixen will fix.](#)
- ix) Students want the student union to be a true union not a cafeteria. They would like couches and lounges and a few tables/booths. With the true dining room on North end of the space. They would like the colors to be two shades of blue. [VP Kenner stated he would explore that option.](#)

- x) Students still want the monitors on campus. CIO Simhai told them it would cost \$20,000. They have offered to support half. [President Darling proposed the I.T. department work up a cost analysis \(interactive in welcome center others bulletin board style\)](#) VP Fixen will also explore apps.
 - xi) The students want to transition to the new logo now by using new stationary and envelopes. [Council will transition to new logo as feasible, will not shred old stationery.](#)
 - xii) The Financial Aid office needs to be private. The students are embarrassed to meet with Financial Aid because everyone in the student service office can hear what is going on in their personal business.
 - xiii) Student Senate is concerned with the lack of disciplinary action for students that take drugs on campus.
 - xiv) Students are concerned that the business office appears closed by 3:00 or 3:30 p.m. daily.
 - xv) Student Senate is waiting to hear about the banners on college drive. [Director Wood is getting samples to student senate for approval to take to Mayor Dick Johnson.](#)
- e) Associate VP Halvorson reported the LRSC Relay for Life team is asking for one hour per month of time to plan and organize fundraising events. VP Goulding questioned why LRSC would support Relay for Life before College Care for Kids or the Campus Beautification committee. There was discussion about LRSC creating a policy to offer time to encourage volunteer activities. VP Kenner questioned why LRSC wouldn't just let these groups get together without having a policy or requiring a leave slip. All members of council were in agreement as long as minimum staffing in offices is provided it is ok to meet once a month during the work day.
 - f) VP Fixen is negotiating an articulation agreement with National University at GFAPB for articulation to a four year degree.
 - g) VP Kenner asked for input from council to find space in which the business office can expand. President Darling reminded VP Kenner they had a plan at the time the position was proposed to move the personnel files out of the corner and replace with a desk.
 - h) [President Darling assigned short term space needed immediately for General Electric personnel in charge of the wind tower erection in the former Health IT office area. The Key Event items the Foundation office is storing there will be relocated.](#)
- 5) **ADJOURNMENT**
- a) The next meeting of the administrative Council will be 10/29/12. The meeting was adjourned and council was dismissed at noon.