

Approved 3/26/12

## Administrative Council Meeting Minutes

February 27, 2012

### **VOTING MEMBERS PRESENT**

*Dr. Mike Bower-President*  
*Doug Darling-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**

*Heidi Schneider -Faculty member*  
*Bobbi Lunday- President's Assistant-Recorder*

### **ABSENT**

*Erin Wood Director for Marketing & Communications*

### **GUESTS**

#### 1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, February 14, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Mike Bower at 9:03 a.m.

#### 2. **Consideration of January 23, 2012 minutes**

- a. The minutes of the February 14, 2012 meeting were not approved. VP Kenner requested more time to review for changes.

#### 3. **Old Business**

##### a. **COMMENCEMENT SPEAKER PROGRESS**

- i. VP Goulding asked if there would be interest in having retired coach, Gene Roebuck be the commencement speaker this year. Council discussed and, instead, suggested Roebuck may be a better draw at an athletic alumni fundraising gathering
- ii. VP Goulding will reach out to other speakers on the list and report at the next council meeting.

##### b. **LANDSCAPING OUTSOURCING**

- i. VP for Administrative Services Kenner will continue to consider the options of hiring a summer intern vs. opening bids to outsource campus grounds maintenance and will bring back to council when there is information to report.

##### c. **FACILITY SPACE**

- i. Any official office moves will be evaluated and decided upon after graduation.

#### 4. **New Business**

##### a. **FACILITY SCHEDULING**

- i. The campus community has priority for utilizing campus facilities but advanced scheduling is necessary. Off campus organizations often plan a year or more in advance and LRSC must honor those reservations.

**b. DEPARTMENT REPORTS**

i. ADVANCEMENT OFFICE-VP Goulding

1. Minnewaukan's American Legion Post donated \$10,000 to the Foundation to set up an endowment.
2. There were three students at the first band practice and eight at the second session. Additional emphasis on recruiting band students next year will help.

ii. ADMINISTRATIVE SERVICES-VP Kenner

1. Annual Budget is due to the system office on June 1, 2012. Salaries are the biggest piece and SBHE guidelines require a minimum three percent institutional average not a three percent across-the-board increase.
2. VP Kenner received a draft Financial Report based on Industry Standard ratios. In that report LRSC looks very strong in all areas with the exception of full time on campus students.

iii. INSTRUCTIONAL SERVICES-VP Darling

1. VP Darling received the Energy Performance Review from ESG and can now move ahead with the RFP for the energy savings analysis on the wind project.
2. Nursing Coordinators traveled to Minot Friday for professional development training on faculty evaluations.

iv. STUDENT SERVICES-VP Fixen

- a. Interviews for admissions administrative assistant will take place Tuesday, February 28<sup>th</sup>.
- b. The Community Fair was canceled February 26<sup>th</sup> due to inclement weather in the surrounding area and will have to be rescheduled.
- c. ND State One Act Play competition is one month away on April 2-3 Monday and Tuesday. Volunteers will be needed to ensure the event runs smoothly. VP Fixen received approval to ask campus employees to volunteer as long as it is worked out within their department.
- d. Royal Air Force of Oman (RAFO) will send a delegation to campus March 5-7. They were originally reserving space for five students and are now allowing for 10 students next year.
  - i. Discussion took place about reinvesting revenue generated by the students back into the Simulator Maintenance Program in the form of improving visual system equipment, new equipment and strengthening leadership to expand the program. VP Kenner asked if the Program generates enough tuition revenue to cover more than what we are currently supporting.
- e. The PTK banquet will be at Dakota College Bottineau on March 7 at.
- f. Campus Preview Day is Saturday, March 31.

2. PRESIDENT'S OFFICE

- a. Lloyd Halvorson and Joann Kitchens will travel to Bismarck for the Chancellor's Search Committee.

- b. The next Interim Higher Ed meeting is at 2pm Friday, March 02, 2012. Funding for on campus students and online students is on the Agenda. VP for Instruction Darling will attend the meeting.
    - c. The System Office has requested information on our international students which was reported on satisfactorily by International Student Advisor Claussen.
  - 3. FACULTY REPRESENTATIVE-Heidi Schneider
    - a. Assistant VP Halvorson requested questions during the Faculty Senate meeting on February 22nd to take to the Chancellor Search Committee on February 28.
    - b. Kory Boehmer will be meeting with faculty this week on faculty salaries.
- 5. **Next Meeting**  
Monday, March 26, 2012 in the President's Office.
- 6. **Adjournment**  
President Bower declared the meeting adjourned at 10:25a.m.