

Approved 5/14/12

Administrative Council Meeting Minutes

May 3, 2012

VOTING MEMBERS PRESENT

Dr. Mike Bower-President

Doug Darling-Vice President for Instructional Services

Dr. Randall Fixen- Vice President for Student Services

Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Donna Gutschmidt-Faculty member

Erin Wood Director for Marketing & Communications

Bobbi Lunday- President's Assistant-Recorder

ABSENT

Laurel Goulding-Vice President for Institutional Advancement

GUESTS

Kory Boehmer

Curt Herman

Danny Mertens

Chris Schilken

Duane Schwab

Brigitte Freschette

1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Thursday, May 3, 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 9:01 a.m.

2. **Consideration of April 23, 2012 minutes**

- a. Final approval of the minutes was postponed until the May, 14, 2012 meeting.

3. **Old Business**

a. **WEBSITE PROGRESS**

- i. Marketing Director Wood reported 25% completion of the new website project; they are currently working with a new project manager on a worksite outline, content development and web content.

4. **New Business**

a. **LRSC ATHLETICS**

- i. Kory Boehmer, Curt Herman, Danny Mertens, Chris Schilken, Duane Schwab, Brigitte Freschette appealed to the administrative council to consider additional sports on campus as a way to draw additional students. Kory met with a committee made up of four LRSC Faculty, two LRSC coaches, five community members, and three CCF board members and asked them to brainstorm to point out pitfalls like our lack of locker rooms, storage and equipment.
 1. Professor Boehmer stated he, and his father Mike Boehmer and Curt Herman would donate time for at least two years to help get the program started. Kory Boehmer offered his time for two years to get the program started but will not be actively attending/coaching games; his father Mike Boehmer will make the commitment to coach.
 2. Field: LRSC can use baseball diamond "one" at Roosevelt Park and also have access to the Sports Complex at the High School.

3. Class B schools are adding fast pitch softball that would feed the program. (Athletic Director Schwab pointed out LRSC lost five Devils Lake students alone last year that are attending other two-year colleges in ND because they wanted to play sports we did not offer.)
 4. 86% of the students in the freshman class at Jamestown College are extracurricular recruits.
 5. Hoping to have a split schedule play fall and spring for golf, baseball and women's fast-pitch.
 6. Teams will be traveling together to save money.
 7. The Booster Club will grow with the additional sports which will raise more funds for athletics.
 8. Brigitte Freschette is holding Team Camps and Alumni Games as fundraisers for Athletics program. During the Alumni games other fundraising events in town can take place like a steak fry, a band at the Burdick Arena.
 9. Forward Devils Lake Director Chris Schilken added to the discussion by pointing out, students on campus need something to do in town which equals economic development for Devils Lake. They will work and play in our community.
 10. Golf is another sport that Coach Herman has been repeatedly asked if Lake Region State College is considering by potential students. If we go with Division III Golf as a fall sport it is low cost and will bring in two students for sure and you do not need to recruit a team. Coach Herman has a meeting with a parent who is trying to decide where to send his child. [VP Kenner asked Curt to present him with information to initiate a golf club for the college. Coach Herman stated he would follow-up with BSC.](#)
 11. Wahpeton is starting a baseball program this year which makes LRSC the only ND two year campuses not to have a baseball program.
- b. **SBHE REPRESENTATIVE FOR COMMENCEMENT CEREMONY**
- i. Staff Representative Janice Hoffarth is the new non-voting member of the State Board of Higher Education and will represent the SBHE at Lake Region State College's Commencement ceremony, May 11, 2012.
- c. **LOGO UPDATE/APPROVAL**
- i. Marketing Director Wood unveiled a new logo for Lake Region State College which came from discovery and research of the new website. Research has ensured the new image is not copyrighted. The lion logo will be utilized for athletics. VP Fixen moved to approve the new logo with a second from VP Darling, all were in favor, motion carried. [Marketing Director Wood stated she would notify the campus of the new logo](#) but it will be officially unveiled in correlation with the new website.
- d. **FALL CLASS SCHEDULE**
- i. Concerns about English prep classes scheduled only at 4pm were discussed. [VP Fixen and VP Darling will work on scheduling alternative time slot for classes.](#)
- e. **ADULT FARM MANAGEMENT**
- i. Jay Olson is requesting a change in contract length because they have so much to do with so little time. Council discussed several options VP Darling will offer to Mr. Olson for consideration.
- f. **EMPLOYEE CONTRACTS**
- i. Council discussed a need to look at utilizing non full time benefitted staff before hiring on new positions. Employees on 82% contracts can work in different areas to fill in where additional help is needed. [Administrative Services will look at the contracts and determine the total dollar amount cost to the institution for all non-instructional contracts at 100%.](#)

- g. **RETENTION SUMMIT**
 - i. VP Fixen announced there will be fourteen staff & faculty traveling to the Retention Summit on the 14th & 15th of May. The North Dakota University System wants good attendance from the campuses but finding a way to pay the hotel and registration costs of \$2-3,000 without previously budgeting for the expenditure may prove to be a challenge. VP Kenner would like to ask each department to work toward putting together a needs based budget so we have a number for departments to work with.
- h. **SUMMER HOURS**
 - i. VP Kenner advised council many other institutions have a summer hours scheduled universally on campus rather than office by office. [Research on NDUS campuses summer hour's policies will be conducted and revisited at the next council meeting.](#)
- i. **SHARED LEAVE REQUEST**
 - i. VP Kenner will need more information before he can approve the shared leave requested.
- j. **FACULTY SALARY INCREASES**
 - i. VP Kenner brought the Faculty Welfare Committee's policy change proposal to make sure the 3% across the board increase gets distributed before the degree changes and lane changes are distributed. VP Kenner requested Faculty Senate write a recommendation and word it as suggested procedure rather than making it a policy. Dr. Gutschmidt stated [Faculty Senate will meet to bring forward a proposal to be voted on by Administrative Council.](#)
- k. **OMB PROJECT QUESTIONS**
 - i. VP Kenner is requesting input from council to answer the first round of questions from OMB by Friday, May 4th. [VP Darling & VP Fixen will assist in drafting answers.](#)
- l. **TRIP TO OMAN**
 - i. It has been two years since we visited Oman and the Royal Air Force would like us to send our Simulator Maintenance Instructor to visit them.
 - ii. The program should be budgeting to go over every two years to keep up the relationship.
- m. **SIM TECH FACULTY**
 - i. Lake Region State College is advertising to fill Allan Sackenrueter's position in the Simulator Maintenance Program. VP Darling reported he knows at least one graduate of the program will be applying for the position and ads will be sent to alumni.
- n. **CAREER RESOURCE COORDINATOR**
 - i. VP Darling reported he will put together a priority list and change the position to a twelve month contract. The position will work with co-ops and internships as well as job placement.
- o. **FACULTY SICK LEAVE (VP Darling)**
 - i. VP Darling informed council that permanent adjunct benefited faculty has not been receiving sick leave benefits as they should have and Instructional & Administrative Services will be applying the rule to follow policy for those individuals.
- p. **sUAS GRANT APPLICATION (small Unmanned Aircraft Systems)**
 - i. On February 14, 2012, President Obama signed a law allowing the use of small Unmanned Aircraft Systems use by police and other agencies. Lake Region State College will develop noncredit training for use by the law enforcement and other agencies. We will apply for the sUAS grant of up to \$500,000 to purchase equipment and trainers for a non-credit course. Council agreed VP Darling should follow the grant flow chart to move forward with the grant application process.
- q. **LMS WORK GROUP (Learning Management Systems)**

- i. VP Darling reported that May 31, 2012 is the date the System Office wants a decision between either Pearson eCollege, Moodle or Blackboard for the system wide Learning Management System.
 - ii. President Bower reported at the Chancellor's cabinet meeting he attended on May 2, 2012 the Chancellor stated the recommendation would have to go before the SBHE in June before a decision is made.
- r. **WORLD EDUCATIONAL SERVICES (WES)**
 - i. VP Fixen reported his department request Lake Region State College implement an admissions requirement that WES be used for all international students. VP Fixen reported International Student Advisor Claussen was in favor of this requirement. VP Darling moved to approve Lake Region State College implement an admissions requirement that WES be used for all international students with a second from VP Kenner, all were in favor, council unanimously approved VP Fixen's request.
- s. **STUDENT PROPOSAL**
 - i. VP Fixen presented council with a written proposal from Lake Region State College student, Chanel Hamley. She noticed several students trying to get through classes without purchasing books and proposed giving students the option of donating their books by turning them over to instructors for check-out to students without books.
 - ii. VP Darling suggested rather than instructors, the Library should manage checking donated books in and out. [VP Darling will work through the Faculty Senate Library Committee to get the faculty desk copies placed in library for use in the library without checkout and students can donate copies to the library for checkout.](#)
- t. **GRADUATION**
 - i. VP Fixen wants to reduce number of individuals on stage for graduation. Administrative Council agreed the final decision belongs to VP Fixen.
- u. **LAWN CARE**
 - i. Joe Mertens won the bid for weed killing on campus grounds.
 - ii. Grass should be mowed and trim work done before graduation.
 - iii. Pick up trash in tree line. Donna Gutschmidt suggested if there is no time for physical plant department perhaps it would be a good fundraiser for Phi Beta Lambda to pick up trash as DECA did last year. VP Kenner suggested this may be a good way to utilize Medhus Funds.
- v. **DEPARTMENT REPORTS**
 - i. VP Darling reported he has completed his dissertation defense successfully.

5. **NEXT MEETING**

- a. Monday, May 14, 2012, 9:00 a.m. in the President's Office

6. **ADJOURNMENT**

- a. President Bower declared the meeting adjourned at 12:00 p.m.