

Approved: without corrections on 3-22-13

## Administrative Council Meeting Minutes

Monday, February 25, 2013

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**

*Dick Olson-Assistant Professor-Faculty member*

*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, February 25, 2013 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling.

### **2) CONSIDERATION OF MINUTES**

- a) The 2/11/13 Administrative Council Minutes were approved with corrections.

### **3) NEW BUSINESS**

- a) **Dakota Precision Ag Center update** (President Darling)

- i) Assistant VP Halvorson updated council on DPAC's status. The new employees, Brad Mathson and Lisa Jager are getting acquainted on campus. Director Gunderson is currently working on the workforce enhancement training models and curriculum for the new Ag Program. Director Gunderson is also working on the syllabus for the program and plans to forward all to the curriculum and academic standards committee once the course code numbers are assigned.
- ii) Director Gunderson is also working to release grant money to complete the Tweet building remodel.

- b) **CTE evaluation/recommendations** (President Darling)

- i) President Darling explained the CTE evaluation went very well recommendations were few, most have already been implemented.

- c) **Tuition Model** (President Darling)

- i) President Darling gave an overview of the latest meeting of the two year campuses regarding dual credit.
  - (1) All two-year campuses agreed on a \$60 subsidized tuition rate. Implementation to begin in the fall 2013, with all campuses transitioning to the common rate by no later than fall 2014.
  - (2) All two-year campuses agreed on a \$112.25 Unsubsidized tuition rate. The exception to the rate will be Lake Region State College which will stay at its current unsubsidized rate of \$127.71

until the other two-year institutions catch up, and then they will all go forward at the same level.

(3) In addition to the dual credit rate, campuses will continue to charge their individual mandatory fees.

(4) Although DPI desires a single unsubsidized dual credit tuition rate, a two-tier difference in tuition will remain in force among the community colleges and the regional universities for the present time. The Chancellor will convey to DPI the rationale for the rate differences.

(5)

(6) Prefixes will determine tuition rate (low, medium or high band tuition rate) Example: ENG=low, SCI=med or high, WIND=high.

(7) Corry Kenner requested and received formal Administrative Council approval to increase activity fees by \$2 per credit based on 16 credits and room and board rate proposed increase approximately 3.68-3.88% for board contracts, 5.43-5.78% increase on room contracts, 2.7% increase for apartment contracts.

d) **Budget questions** (VP Fixen)

i) VP Fixen asked why he was instructed to utilize local funds for things traditionally paid for by appropriated funds. [VP Kenner will look into the reason behind the account change.](#)

ii) VP Fixen discussed the concerns voiced at the Loss Committee meeting that the Wind Energy Program is over budget by \$200,000 to keep insurance and safety equipment up to date with an extra \$100,000 need for tools alone. President Darling clarified these expenses were budgeted in the matching grant funds yet to be collected.

e) **Advertising to fill positions**

i) Assistant VP Halvorson discussed the several positions coming open in various locations around campus and wishes to discuss how LRSC will coordinate the advertising. [VP Kenner will visit with Becky Lang to best coordinate the advertising for:](#) Food Service Director Myrna Unger, Trio Director Theresa Leiphon, Adult Ed. Connie Ripplinger and Accounting Instructor LoAnn Nelson are retiring. Administrative Services Val Wood, full time Online English Instructor Kacie Jossart and part time Math Instructor Julie Hintz are resigning their positions. March and April are good months to advertise for teaching positions.

ii) [Assistant VP Halvorson will have Program Coordinator Nelson schedule a meeting with Instructional Staff, TRiO and Academic Skills personnel to help form a plan.](#)

iii) [Assistant VP Halvorson and President Darling will gather and analyze data on the current use of adjuncts, online and part time instructors in math to decide upon qualifications to post notices for position.](#)

f) **Proposed SBHE Policy Changes**

i) President Darling shared the SBHE policy updates with council for input prior to the cabinet meeting. There were no concerns from council.

g) **Policy Change Requests**

i) VP Fixen moved to approve all the following policy requests with a second by Assistant VP Halvorson and council voting in favor and all policies were approved.

(1) **Employee Leave Forms Appendix III #4 & #5** -Eliminate form leave form # 4 and use leave form # 5 only. On for #5 added a column for supervisor to initial approval for leave in advance as

form will be handed into business office at the end of the pay period. Becky could send reminders to campus to turn forms in on time.

(2) **Absence from Campus 4.4** -Changing wording because we are eliminating one of the leave forms. Eliminate leave form #4.

(3) **Employment Application Appendix III Misc #42** -Adding state required language for smoke free workplace, add logo to forms and request IT fix the fillable application form so the space rather than the font size expands/contracts to fit.

h) **Student Services Update**

i) LRSC enrollment dropped by 48 liberal arts students due mostly to academic problems. Attention to retention in the LAUNCH program will help.

ii) Working on apartment arrangement

iii) Trio program director position authorization request has been submitted

iv) Financial Aid Director Nettell will be a presenter at Financial Aid Conference in June in Colorado

i) **Instructional Services**

i) Assistant VP Halvorson requested council's advice on competing programs between colleges. Williston built a \$30,000,000 wellness center and they want to start a fitness trainer program. If they agree not to have an online program will they still be considered competition for LRSC's Fitness Trainer Tech program? Should LRSC oppose them on their stage 1 program request? President Darling expressed concern and is unsure the state can support two programs; but suggested working with them rather than opposing them to deliver the online portion of their program.

j) **President's office**

i) President Darling announced \$654,000 in one-time funding for each TrainND quadrant passed the Senate and will go to the House at crossover. TrainND Director Armev has submitted a request for equipment for CDL training.

ii) The Senate also passed the Governors funding model.

iii) President Darling and Assistant VP Halvorson met with the Devils Lake Police Department, Ramsey County Sheriff and Highway Patrol Captain to discuss LRSC's Emergency Management plan. They concluded that LRSC's risk management department should put a plan together to present to them.

k) **Administrative Services**

i) VP Kenner discussed a possible Human Relations Position for his department.

l) **Advancement Office**

i) VP Goulding discussed the success of the Named Endowment Recognition Event in February.

ii) Katie Mertens has started working in the Advancement Office.

iii) VP Goulding is working with Student Service awarding scholarships for fall 2013 making offers to students in 40 high schools around the region.

iv) VP Goulding met with Athletic Department about appealing to donors for sports scholarships.

**4) ADJOURNMENT**

a) The next meeting of the Administrative Council will be 3/22/13.