

## Administrative Council Meeting Minutes

Tuesday, August 13, 2013

President's Office 8:00 a.m.

(Highlight in blue assignments that need to be completed)

### VOTING MEMBERS PRESENT

*Dr. Doug Darling- President*

*Dr. Randall Fixen- Vice President for Student Affairs*

*Laurel Goulding- Vice President for Institutional Advancement*

*Lloyd Halvorson- Vice President for Academic Affairs*

*Corry Kenner- Vice President for Administrative Affairs*

### NON-VOTING MEMBERS PRESENT

*Brandi Nelson-Recorder*

## 1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 8:02 a.m. in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling. 7-29-13 minutes approved as printed.

## 2) OLD BUSINESS

- a) **Tutoring Budget** (VP Fixen-discussion tabled 34100 account research)
  - i) The TRiO program received an 8% cut on their federal funds and requests that LRSC provide supplemental funding. Council decided that the second half of indirect costs will remain in the TRiO program.
  - ii) Council reviewed a spreadsheet provided by Administrative Affairs detailing the past five years of expenses for tutoring. Council decided to allocate \$10,000 to the Power Skills Center for tutoring.

## 3) NEW BUSINESS

- a) **Campus Signage** (President Darling)
  - i) Council viewed a PowerPoint created by LRSC students showing the design variety of signs on campus. President Darling will ask the Seating Committee to research the options for unifying these signs and grant the committee the authority to seek professional assistance.
  - ii) Council viewed the proposal for the external signs at the Twete Building. Estimated cost for the two new signs, including removal of the old signs, is \$8,000. Council approved this expense. VP Kenner and VP Goulding will contact painters to determine their availability to paint the exterior signs.
- b) **College Drive Banners** (President Darling)
  - i) Director Wood and Student Senate provided a sample of the design for the banners to be displayed on light poles down College Drive. Director Wood is still awaiting the cost estimate.
- c) **HLC Assessment Report** (Academic Affairs)
  - i) Director Nelson provided an update on the progress report due to HLC by March 5, 2014.
- d) **Erlandson Tech Center project update** (President's Office)

- i) Design of the project is progressing. JLG is getting a list to VP Halvorson of projects where the company has installed exterior precast concrete panels so we can get a visual of the long-term wear. The next call with the JLG is 8/15/13. The engineer firm is on campus today to meet with Director Jorgenson.
  - e) **ND Challenge Grant Approval** (President's Office)
    - i) President Darling and VP Goulding were in Bismarck last week and LRSC received approval for its fundraising strategy.
  - f) **Community College Survey of Student Engagement CCSSE** (Student Affairs)
    - i) VP Fixen presented findings from the 2013 CCSSE. [VP Fixen will create a PowerPoint comparing 2013 data to previous years and present it at the Student Affairs update during faculty in-service.](#)
  - g) **Personnel Updates**
    - i) Report from VP Fixen:
      - (1) Amanda Kuhn has started as Power Skills Center Coordinator. Council brainstormed temporary office space for Coordinator Kuhn until a permanent office is built. Two options were identified: office space behind the Chautauqua Gallery or office space vacated by Dakota Precision Ag.
      - (2) VP Fixen announced Jade Hanson was hired as a recruiter in Student Affairs.
    - ii) Council discussed the time constraint of waiting for background checks to come back before announcing new hires. [Council decided not to wait for background checks before announcing.](#)
    - iii) Report from VP Halvorson:
      - (1) Seth LaVine has been hired as the new IT Technician.
      - (2) The interview process for the Simulator Maintenance and Grand Forks Adult Farm Management faculty positions are in the reference check stages.
    - iv) VP Kenner reported that the initial screening for the Food Services Director will occur on Thursday.
    - v) Report from VP Goulding:
      - (1) The position of Grant Writer/Fundraiser has been offered. An additional role of consultant is being considered and will be on a contractual basis.
      - (2) VP Goulding reported that the Receptionist for the Campus Information Desk position closed on Friday and the initial screening will occur next week.
  - h) **President/Academic Affairs Office Remodel**
    - i) VP Halvorson presented the estimate from Minot Sash and Door for office furnishings for the President's Office and Academic Affairs.
    - ii) Council discussed options for relocating certain offices to maximize functionality. [VP Halvorson will ask Director Jorgenson to create drawings for consideration.](#)
  - i) **Naming of Erlandson Building Expansion**
    - i) VP Goulding presented the findings of the research of the history of the naming of the Erlandson Building.
  - j) **Admissions Policy Summit**
    - i) VP Halvorson and Director Shock will be attending the Admissions Policy Summit on Aug. 19-20 to translate Pathways to Student Success concepts into recommended SBHE policy format.
- 4) **ADJOURNMENT**
- a) The next meeting of the Administrative Council will be 8/27/13 at 9:00 a.m.