

Approved: without correction on 10/10/14

Administrative Council Meeting Minutes

Monday, September 17, 2014

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic & Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

Guests

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative

Bobbi Lunday- President's Administrative Assistant-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Approval of August 18, 2014 minutes

- i) The September 3, 2014 minutes were approved as presented.

2) OLD BUSINESS

a) Wellness Center Update (President)

- i) Community forums on Wellness/Event centers have been well attended. LRSC will host a community forum on October 2nd on campus. Council voiced concerns over the timing of the County Commission's announcement to raise taxes on county residence. Students living in town or in the residence halls are eligible to vote in the city election if they download the Student Identification Certificate to show at the polls. The "how to download certificate" information will be distributed to students on campus.

b) Tech Center Construction Update (President)

- i) The ribbon cutting at the Technical Center is scheduled on September 24th at 1:00 p.m.
- ii) TrainND has moved into the new offices in the technical center. Indoor signage has been approved and ordered.

c) Campus Committee List

- i) The Safety & Loss Control, Emergency Preparedness, and Risk Assessment committees will be combined. President Darling will decide who will sit on the Student Appeals Committee from each department. Financial Aid Committee & Scholarship & Awards Committees cannot be combined as they serve two different purposes. Danny Mertens will be added to the Scholarship committee. Student Life Coordinator Hernandez is meeting with Student Senate to appoint students to committees that require representation.

3) NEW BUSINESS

a) **Student Handbook** (Institutional Advancement)

i) Postponed to October 10th meeting.

b) **NDUS strategic plan (update)** (President's Office)

i) The goals defined by the Chancellor's Cabinet for the NDUS Strategic Plan 2015-2020 are as follows:

(1) 1) Deliver degrees that are the best value in the nation. 2) Provide programs people want, where and when they need them. 3) Ensure student success. 4) Maximize the strengths of the unified system.

ii) LRSC's goals for retention and completion fit into the NDUS plan well.

c) **Reporting Structure for Combined Academic & Student Affairs Division** (VP Halvorson)

i) VP Halvorson explained he has worked closely with Academic and Student Affairs personnel to create the following proposal: The TRiO and PowerSkills centers will be supervised by Instructional Services Director Nelson. He will mimic the reporting structure of Academic Affairs within Student Affairs by making Student Services a department. In addition to Recruiting, Enrollment, and Admissions, Stephanie Shock will also supervise the new Student Services Program Coordinator, Director of Counseling and Student Life, Registrar, and Director of Financial Aid positions. There was other discussion about the reporting structure for Nursing and FiTT and the program liaison duties currently being held by the Director for the Center for Distance Education.

ii) Relocating the Director and Program Coordinator of Instructional Services to the Student Affairs area will permit both departments to work together more consistently. VP Halvorson discussed additional office relocations and the need for the old boiler room to be transformed into a new conference room and a custodial closet as soon as is practical.

d) **Administrative Affairs updates**

i) VP Kenner reported Administrative Affairs will be working to incorporate use of the FAMIS program for facilities inventory, LRSC biennial budget is complete and submitted to the University System Office, and Community College Foundation audit is complete and work with auditors continues in other areas.

e) **Institutional Advancement**

i) VP Goulding reported on grants submitted and in process, work beginning on Key Event planning, and continuation of the 2=3 Campaign.

4) ADJOURNMENT

a) The next meeting of the Administrative Council will be Friday, October 10, 2014 at 9:00 a.m.