

Approved: with correction on 2/24/15

Administrative Council Meeting Minutes

Tuesday, February 10, 2015

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President (teleconference)

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

Erin Wood Director of Marketing & Communications

Stephanie Shock Director of Admissions & Enrollment

1) CALL TO ORDER/REVIEW MINUTES

a) Review of January 26, 2015 minutes

- i) The meeting was called to order at 9:00 a.m. and the minutes of the January 26, 2015 meeting were reviewed and approved as read.

2) OLD BUSINESS

a) Legislative Update (President)

- i) Council discussed the changes the House of Representatives made to HB1003 by cutting increases in the Governor's proposed budget and recommending a 0% salary increase for state employees. All capital projects were cut except the new UND med school because it was approved last biennium.

3) NEW BUSINESS

a) Strategic Plan Update (President/Director Wood)

- i) Marketing & Public Relations Director Wood explained the strategic planning process by discussing the sessions held with students, employees, and community members through Rotary and foundation board meetings. She is currently working to set a meeting in Langdon to gather input from outside the Devils Lake community. The plan will tie goals and aspirations to LRSC's mission. The feedback coming from all facets of the campus and community is similar. Director Wood will condense the similarities and bring the information back to staff faculty and students to create our final strategic goals document. VP Halvorson suggested we give our groups feedback on the results that were garnered from the meetings in which they participated. VP Kenner suggested we send incomplete plan to campus for feedback.

b) 3 Suggestion Box Items (President)

- i) Council reviewed the anonymous suggestions left in the suggestion box and will take appropriate action.

c) Pepsi-Coke Vendor Change Decision (VP Goulding)

- i) VP Goulding requested more information on how and why the vendor change took place. VP Kenner sent an email to campus explaining the decision to retain only Pepsi as the fountain beverage provider in Food Services.
- d) **Sandwich Bar and Dining Den** (VP Halvorson)
 - i) A complaint was received regarding inconsistent hours of operation in the Dining Den and Sandwich Bar. Council affirmed the commitment of LRSC to provide consistent hours for a period of time long enough to properly analyze the efficacy of these student services. [VP Kenner will work with the Food Service Director on the issue.](#)
- e) **Census numbers**
 - i) Director Shock explained the latest enrollment report to Council. LRSC went from 912 to 951 total FTE. Credit production is up to 583 credits. The largest increase was in non-degree seeking students.
- f) **Faculty Sick Leave Policy Change Request** (Faculty Senate)
 - i) The suggested change is to create policy which follows current practice. VP Kenner moved to approve the policy as submitted, VP Halvorson offered a second and all voted in favor so the motion was approved.
- g) **Donation of Sick Leave Policy Add Request** (Faculty Senate)
 - i) Legally, by statute, faculty or contract employees are not allowed to donate sick leave. Staff has statutory rights contracted employees do not. A sharing group that mixes the two cannot be created however; VP Kenner deduced the institution can create a sharing group among faculty and contracted employees to share amongst themselves.
- h) **Professional Growth Committee Guidelines Policy Add Request** (Faculty Senate)
 - i) Council discussed the request from faculty senate for \$3000 which was denied because the request came in after the budget was set for the year. Council did agree to give an additional \$1500 to the Professional Growth Committee this year. VP Kenner wants to get professional growth funding into the appropriated budget and out of the Thelin Funds. Council would like a “per faculty senate member” formula implemented and the policy change request should be worded in the following way: *Unless otherwise directed by the President the yearly funds distributed to the Professional Growth Committee will be calculated by multiplying the number of Faculty Senate members times four hundred fifty dollars (\$450).* [Tammy Rigglin will take the policy proposal back to Faculty Senate for revision.](#)
- i) **Advancement Office update** (VP Goulding)
 - i) VP Goulding announced the Otto Bremer Foundation will be on campus March 2nd at 1pm for a site visit on our grant application.
 - ii) VP Goulding and Financial Aid Director Nettell met with each of the coaches to discuss and establish new Athletic Awards Program guidelines.
 - iii) The Sager family made a gift at the naming level and would like to name a classroom in the Bergstrom Technical Center.

j) **Academic/Student Affairs updates** (VP Halvorson)

- i) The Adult Farm Management team will be short staffed in Northwood for an extended period of time. VP Halvorson will work to reassign the case load so service continues to those individuals.
- ii) The campus play was canceled as a 7 member cast could not be assembled.

k) **Administrative Affairs update** (VP Kenner)

- i) VP Kenner reported several staff members on campus just received title IX training. Currently there is one Title IX violation that has been reported and is being investigated.
- ii) VP Kenner informed council that his top priority is to create LRSC's new tuition model before the March 1st deadline to submit to the ND University System office.
- iii) Physical Plant is working to upgrade the electronic key system in the residence halls as the current key fob system is wearing out.

l) **Efficacy Of The "Send A Friend" Waiver** (VP Kenner/John Cowger-confer# 2-1670)

- i) GFAFB Director Cowger discussed the "send a friend" waiver that has been given away through a drawing. Students that show up on the first night of class are eligible to win and the waiver is drawn at each of the campuses five terms. The waiver has provided positive marketing to draw more students. Administrative Affairs would like our current Waiver Policy 400.34 to include this waiver and its guidelines. Council discussed issues the system office and legislature have with tuition waivers and brainstormed other ways to market to reach new students. VP Goulding suggested transforming from a tuition waiver to an award from the Community College Foundation to put toward a future class. [VP Goulding & Director Cowger will work out the details and Goulding will discuss scholarship or award options at the next council meeting on 2/24/15. Administrative Affairs will make the effort to outline rules for all LRSC waivers for Waiver Policy #400.34.](#)

4) ADJOURNMENT

- a) The meeting was adjourned at 11:59 a.m. and the next meeting of the Administrative Council will be Tuesday, February 24, 2015 at 9:00 a.m.