

Approved: with correction on 5/26/15

## Administrative Council Meeting Minutes

Monday, May 11, 2015

President's Office 8:00 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*

### **Guests**

*Cathleen Ruch*

*Paul Gunderson*

*Brandi Nelson*

### **NON-VOTING MEMBERS PRESENT**

*Karen Clementich- Faculty Senate Representative*

*Bobbi Lunday- President's Assistant/Recorder*

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Call to Order**

- i) The meeting was called to order at 8:00 a.m. The meeting was suspended at 9:00 a.m. for a grant conference call and re-convened at 10:20 a.m.

### **b) Review of April 27, 2015 minutes**

- i) The 4/27/15 minutes were reviewed and approved with corrections.

## **2) OLD BUSINESS**

### **a) Budgets**

- i) VP Kenner identified all departments have been working on their budgets as directed.

### **b) Summer Projects**

- i) President Darling will work with Physical Plant on prioritizing the proposed summer projects.

### **c) Tech Center –Wrap up**

- i) VP Halvorson will request a meeting with Community Contractors prior to the next council meeting.

### **d) Signage**

- i) VP Halvorson reported that Director Wood has been working with the designers to finalize the signage project across campus.

## **3) NEW BUSINESS**

### **a) Discussion of Proposed DPAC Budget (Administrative Affairs-Cathleen Ruch & Paul Gunderson)**

- i) Cathleen provided a proposed budget outlining grant funded pieces the institution should continue to fund once the grant is completed and requested the residual budget from grant to be used to fund the following through March 31, 2016. Paul and Cathleen noted the hard deadline of March 31, 2016. All invoices thereafter will be paid by institutional funds alone.
  - State Fleet vehicle; the DPAC vehicle is essential to the program for transportation of students to dealerships and test plots. Vehicle sharing with other departments within the institution was discussed. (depreciation will not be paid by the grant)
  - Intern for the summer
  - Staff contracts, professional development, travel/outreach, utilities, software and training, supplies, promotion and marketing, online course development.

### **b) New Custodial Position Authorization (Administrative Affairs)**

- i) VP Kenner requested to add a custodial position due to an additional 50,000 square feet of building space. Additional spaces include the Bergstrom Technical Center, Dakota Precision Ag Center, and the practice facility. VP Halvorson inquired if the physical plant staff could cover the post-game clean-up at DLHS, stating the \$300 per night to clean the gym is a marked jump from the former \$40 per night LRSC paid to the DLPS employee to clean after the games. VP Kenner stated the physical plant staff, even with a new position, would likely not be able to clean at DLHS after the LRSC games but agreed to visit with Physical Plant Director Estenson about the matter. VP Kenner also suggested LRSC work with student organizations to clean after games to earn funds for their organizations. Council approved the additional position to be included in the new biennial budget.
- c) **Position Authorization Forms** (Academic/Student Affairs)
  - i) Instructional Services Director Nelson requested council consider filling the lead Precision Ag Instructor position vacated by Jason Fewel's move into the Adult Farm Management with Preston Sundeen. This move creates the need to open a faculty position in Precision Ag. Council agreed to open the position.
  - ii) Simulator Maintenance Instructor Jarred Wilhelmi tendered his resignation and will be done June 1, 2015. Council discussed the considerable expense to update the technology in the Sim Lab, and the need to hire a Simulator Technician Instructor. They decided to begin the commitment to funding by focusing grant efforts to upgrade equipment. President Darling advised LRSC move forward by advertising for an instructor.
  - iii) Director Nelson requested to change the current 20% LRSC, 80% CTE Career Resource Coordinator position, to 100% CTE. Coordinator Bauske will resign the 20% position for LRSC, which will then be absorbed by others within the institution. [President Darling will investigate the necessity of the written resignation of the current Career Resource Coordinator.](#) Council agreed to move forward with the plan as recommended by Director Nelson.
  - iv) The Dakota Precision Ag Center Coordinator/Administrative Assistant position was approved as presented.
- d) **Policy Manual Additions and Changes:**
  - i) 400.35 Salary Administration (Faculty Senate)
    - (1) Elimination of redundancy by deleting *"and does not reach the minimum of that category plus the \$500 change in category incentive and the included raise"* and adding the words *"plus granting of Tenure plus rank promotion change"*. Council approved.
  - ii) 700.14 3.c & 6 Faculty Rank/Promotions (Faculty Senate)
    - (1) Refers to Rank and Promotions. Faculty Senate unanimously approved, non-tenure track bachelor level instructor is eligible to apply for the rank of Associate Professor. Wording issue to be clarified *"faculty teaching in academic discipline should ordinarily poses a master's degree. Faculty teaching in the CTE discipline should ordinarily possess a bachelor's degree"*. Council approved.
  - iii) 800. xx Missing Student Notification (Academic Affairs)
    - (1) The article number will be assigned (.xx) at a later date. LRSC must have a Missing Student Policy for students in *"on campus student housing"*. President Darling questioned the wording of notifying *"parent or guardian"* if the student is an adult. VP Halvorson will clarify. Council approved.
  - iv) 900.01 Approval of New Programs (Academic Affairs)
    - (1) VP Halvorson explained they just cleaned up the policy to reflect what is actually done by the institution for this and the following policies; 900.02 Course Approval & 900.06 Budget Process. Council approved.
- e) **Faculty Rank & Tenure Pay** (Faculty Senate)
  - i) Faculty Senate requested a \$1000 increase in pay for each rank change and upon awarding of tenure. Council discussed the issues and will consider financial implications and numerous scenarios possible with category, rank and tenure changes.
- f) **Approval of Academic Calendar** (Academic Affairs)
  - i) Council approved the academic calendar as presented.
- g) **Department Updates**
  - i) Academic/Student Affairs update
    - (1) VP Halvorson updated President Darling on the Academic Affairs Council's assertion that State law conflicts with federal law making it impossible for ND institutions to comply with Title IX. Halvorson stated, LRSC does not have the issues with compliance other campuses do because LRSC does not hold trials. VP Halvorson asked them to notify the Department of Education on their own behalf not on the

behalf of all institutions as LRSC is able to comply with Title IX. The AAC decided to refer the decision to the Presidents.

**(2) Faculty Senate**

**(a)** The original plan was to issue FY16 faculty contracts before current contracts expire with the statement “pending SBHE budget approval” but faculty indicated they would rather wait for final contracts. Council will meet to discuss salary proposals soon.

**(3) Advancement**

**(a)** A grant for POTP was submitted.

**(b)** TrainND is currently working with Little Hoop on a \$21,000 training initiative.

**(c)** Kay Grinsteinner is working on a USDA grant to fund a 3D printer lab. Creating a community space for sharing technologies. A place where people can use and learn how to use technologies.

**(d)** DMF grant for paramedics is proceeding.

**(4)** President Darling announced plans to call into the SBHE meeting on Thursday.

**4) ADJOURNMENT**

a) **Meeting Adjourned**

i) The council meeting was adjourned at 1:30 p.m.

b) **Upcoming scheduled council meetings**

i) The next meeting of the Administrative Council will be Tuesday, May 26, 2015 at 9:00 a.m.

ii) Thursday, June 11<sup>th</sup> & Tuesday, June 30<sup>th</sup>