

Approved on 7/28/2015

Administrative Council Meeting Minutes

Tuesday, July 9, 10 & 13, 2015

President's Office 8:30 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

John Cowger, GFAFB –Teleconference

Carla Freschette-IT Web

Brandi Nelson-PowerSkills

NON-VOTING MEMBERS PRESENT

Tammy Riggin - Faculty Senate Representatives

Bobbi Lunday-President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:36 a.m.

b) Review of June 11, 2015 Minutes

i) The 6/11/15 minutes were reviewed and approved.

2) OLD BUSINESS

a) GFAFB Staffing (Academic/Student Affairs)

i) GFAFB Director Cowger joined the meeting via conference call and requested permission to fill the full time program coordinator position vacated by Tammy Reimiller. In the interest of equity among departments council discussed changing that position to a full-time half-coordinator/half-administrative assistant position. All other areas of Administrative/Student Affairs have half-administrative assistant, half-coordinator positions. Director Cowger explained that the work at the base is much more diverse, and cuts across all divisions/departments. He also explained the history of keeping skilled assistants in that position had proven difficult in the past creating the need for the coordinator position which allowed him to offer a level of compensation that retained employees. VP Kenner stated if the position shows a history of being constantly turned over, LRSC can make an exception to offer more money to facilitate retention and that position should be classified to the job duties it carries. **President Darling decided to take the new information from VP Kenner under advisement.**

b) Summer Projects

i) VP Kenner stated that the contractors are looking into a gutter system to fix the leaking wall and landscape estimates will be gathered. There was discussion about purchasing the paint and carpet for the Day Care. **VP Halvorson will make inquiries as to why the paint and carpeting was purchased by the day care rather than LRSC.**

c) Tech Center –Wrap up

i) A meeting was held with Community Contractors which led to a decision not to continue to search under the parking lot to pursue the city water line that needs to be capped. VP Goulding suggested asking the former Physical Plant Director Bingham if he knows the location. VP Kenner discussed the final budget. VP

Goulding stated she is working with LaMotte's Paint & Glass on the new tile and suggested LRSC consult with those local professionals prior to the final walk-thru to help recognize potential concerns.

d) **Academic Calendar Approval**

i) The rescheduled POTP and GFAFB dates were approved by council.

e) **Strategic Plan-Approval**

i) The final LRSC Strategic plan was reviewed and approved by council. Significant changes will be made to NDUS Goal 1 as it is no longer relevant due to legislative decisions. [President Darling asked each VP to work with staff on the attached operational plan to develop department strategies to fulfill the plan.](#)

3) NEW BUSINESS

a) **Athletic Website** (Academic/Student Affairs)

i) Web Designer Freschette explained the recent changes and Mon-Dak requirements creating a necessity for a separate website for athletics. The company that once offered free streaming for the games will no longer offer the service. It is mandatory for Mon-Dak Conference participants to stream all athletic events live on the web. After researching Designer Freschette presented the Presto Sports website management/hosting proposal and requested council adopt and implementation begin as soon as possible to be up and running in time for the first games in August. If LRSC adopts the PRESTO Sports proposal it will cost \$5,750/year including NJCAA membership and unlimited events, or it will cost \$5,394/year for streaming service alone. [Council approved the contract at the \\$5,750 level.](#)

b) **Staffing in CCF/Advancement Office** (Advancement Office)

i) VP Goulding discussed a proposal to prepare her office to meet another Challenge Grant Fundraising Campaign.

- (1) Rename her office the *Advancement and Communication Department*. [Council approved the new name.](#)
- (2) VP Goulding requested an additional staff person and changing current staff member's duties and position descriptions to suit the work they will be performing. [VP Goulding will revise position descriptions for Dianne, Katie, Erin, and create one for the new administrative assistant position.](#)
- (3) VP Goulding also requested utilizing the FINRA and Bremer grants to fund a FTE for 18 months. [Council agreed to authorize the full time temporary one year benefited Grants Administrator position to run the FINRA grant.](#)

c) **Auditorium Management** (Advancement Office)

i) VP Halvorson proposed taking on the role of supervisor for the receptionist/facilities scheduler. VP Goulding will retain a part of the RFA care and management. VP Goulding's auditorium operations document is pending approval.

d) **Athletic Expenditures** (Administrative Affairs)

i) VP Kenner reported that we spent \$65,000 more on athletics than we anticipated this past year. Our athletic expenditure comes from reserves as we have never incorporated athletic expenditures into the operating budget. Council discussed strategies to raise money to help fund athletics. [VP Halvorson will investigate to learn what \(in addition to our women's BB team's trip to the district and national tournament\) caused a more than anticipated expense.](#)

e) **Continuing Ed** (Academic/Student Affairs)

i) VP Halvorson will work the Center for Distance Ed and Outreach Services to incorporate Continuing Education classes back into the schedule. President Darling reminded council Continuing Ed classes are good public relations for the college and historically do not generate revenue. A budget will be required.

f) **Assignment Of Assistant Title IX Coordinator** (Academic/Student Affairs)

i) Council discussed the need for a back-up person for the Title IX Coordinator to assist our Human Resource/Risk Management Coordinator. It was suggested to name Nicole Lundquist the assistant

coordinator for Title IX. VP Kenner will visit with Ms. Lundquist to determine her interest and discuss how the responsibilities of the new role will affect other priorities of the Administrative Affairs Division.

g) **PowerSkills Coordinator position** (Academic/Student Affairs)

- i) Director Nelson proposed expanding the PowerSkills position from a 10 month to a 12 month position focusing 70% on disabilities and 30% on retention. Council approved the proposal.

h) **TrainND** (Academic/Student Affairs)

- i) Council discussed various cost saving measures and restructuring options for TrainND.

i) **Policy Manual Additions and Changes** (Administrative Affairs)

i) **400.05** Travel Policy

- (1) Council approved deletion of policy 400.05 pending further changes to 400.06.

ii) **400.06** Expense Reports

- (1) Change variable numbers to %'s and add links to the updated numbers. Take #1 (out of state travel) from 400.05 and add it to #7 in 400.06.

iii) **400.05** Retention Schedule

- (1) Returned for changes. LRSC complies with the state and NDUS records retention schedule.

iv) **400.17** Usage of College Property

- (1) Approved with the following change: *College personnel and their guests may use campus facilities for community service activities that relate to the mission of the institution. Activities that result in personal gain are not allowed without presidential authorization.*

v) **400.18** Campus Safety

- (1) Returned for changes.

vi) **1500.09** Sexual Misconduct and Title IX Compliance

- (1) Council approved.

vii) **1500.12** Crisis Communication Plan

- (1) Not Approved: Remove commentary and opinion from policy. Policy should state we have a plan and provide a link to the plan. Investigate possibility of link.

j) **Department Updates**

- i) President Darling requested feedback from the VP's to provide to the Chancellor on what the board and system office can do to assist the campuses.
- ii) The Chancellor would like all institutions to charge MN reciprocity rates effective immediately.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be:
 - (1) Tuesday, July 28, 2015
 - (2) Monday, August 17, 2015