

Approved on 9/12/2018

## Administrative Council Meeting Minutes

Wednesday, August 28, 2018

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

Corry Kenner- Vice President for Administrative Affairs

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

Randy Fixen -Faculty Senate Representative

Bobbi Lunday-Recorder

### **Guests**

## 1) CALL TO ORDER/REVIEW MINUTES

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

i) The meeting was called to order at 1:31 p.m.

### b) **Review of July 18, 2018 Minutes**

i) The minutes of the previous meeting were reviewed and approved.

## 2) OLD BUSINESS

### a) **Draft Presidents Goals**

i) President Darling met with Directors Greywater, Ruch, and Nelson to designate a campus specific intervention measure to include in the campus goals. VP Halvorson volunteered to assist in the draft goal.

### b) **Policy 1200.03.6 College Employees: Recognition of Significant Achievement** (Academic/Student Affairs)

### c) **Student Services: Open Position update** (Academic/Student Affairs)

i) The position was offered and turned down. Director Shark opted to re-open the position and the process will begin again. VP Halvorson assured council his team is working diligently to keep caught up while continuing to operate short staffed.

## 3) NEW BUSINESS

### a) **Reserve Reporting**

i) VP Kenner discussed LRSC's Undesignated and Designated Appropriated Reserve Report. Undesignated reserves decreased by \$31,062, designated reserves increased by \$177,988. Faculty qualifications will continue to have a \$20,000 budget. Marketing for enrollment and recruitment \$50,000, website \$40,000 bus replacement \$150,000 and sustainability \$470,578. The sustainability line item is a flexible hedge against the possibility of a large appropriation decrease next biennium. Designated reserves are not designed to fund ongoing expenditures. LRSC will designate a reserve of \$75,000 for workforce training/development (TrainND) anticipating the legislature will chose to defund the program.

### b) **Budget Narrative**

i) Council discussed the narrative sections of the 2019-2021 Biennial Budget Request and made a couple of minor changes. The SBHE chose not to comply with the Governor's directive to cut 10% and an additional contingency cut of 3% in the Biennial Budget Request. Instead, the SBHE directed the NDUS institutions to submit budgets that follow the Higher Ed funding formula and include 4% salary increases each year.

ii) VP Halvorson initiated discussion about the need to think about hiring a full-time speech instructor as there are enough online sections to justify a lead faculty member in this area.

c) **Suggestion Box Item**

- i) There was a note in the Suggestion Box reporting the condition of the equipment in the weight room and requesting that a space with more room be created or at least the equipment be repaired or replaced so that what is there is usable. President Darling described the condition of the weight room and hallway surrounding the room. He encouraged council to tour the area. They discussed two issues; Items stored in hallways and the lack of work out facilities for students taking hyper classes, student athletes, and others.
- (1) What department should take ownership of the state of the weight room? VP Halvorson reported Athletics has a student employee that wipes down equipment. Post a contact phone number so issues can be reported.
  - (2) Perhaps a fee account is necessary to create a budget for repairing and replacing equipment.
  - (3) Investigate fitness center membership discounts for students or fix weight room facility on campus
  - (4) Find appropriate storage for items in hallways
  - (5) Decide what to do with the items from the library that are currently stored in the music room. The music room is good classroom space for yoga or could be utilized to enlarge the weight room.
  - (6) Haul surplus property that is currently taking up valuable storage space on campus to Surplus Property in Bismarck.

4) **ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: Tu-Aug 28 @ 9:00a, W-Sept 12 @1:30p, M-Sept 24 @ 1:30p, M-Oct 8 @ 1:30p

b) **Adjournment**

- i) The meeting was adjourned at 3:10 p.m.