

Approved: with correction on 10/28/13

## Administrative Council Meeting Minutes

Monday, October 14, 2013

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 Affairs*

*Dr. Randall Fixen- Vice President for Student Affairs*

*Laurel Goulding- Vice President for Institutional Advancement*

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

*Bobbi Lunday- President's Administrative Assistant-Recorder*

*Tammy Riggan- until 11:00 then Cheri Weisz -Faculty Senate Representative*

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

- a) Minutes were approved as read.

## **2) OLD BUSINESS**

- a) **Safety Upgrade** (Lillehaugen, Haugland & Maritato 9:30)

- i) Deadbolts on bathroom doors are not necessary.
- ii) If power goes out the PA Phone system will work for about 45 minutes once IT installs UPS systems. Lag time to send message out is about 30 seconds. Pre-programed message or speak a message. President Darling asked Sandi for a hard count on the speakers.
- iii) Police buttons increased to 4; bookstore, business office, student services & welcome window.
- iv) Council discussed the security of shades or film covering on windows as a necessary upgrade on campus as opposed to the daily convenience of leaving the classroom door windows open to lessen classroom disruption.
- v) Eight new poles have been installed, waiting for Bergstrom Electric to install fixtures. Ottertail replaced light bulbs on old poles but fixtures need replacing. Pole by student services still has to be replaced. Some of the new LED lights have been installed others still to be installed when Bergstrom Electric available.
- vi) **Council discussed the order of importance: 1) notification system, 2) police buttons, and 3) pushbutton door locks, may have to be spread over two years for funding purposes.**

- b) **Security Camera Policy** (Risk Management)

- i) Council approved, President Darling signed.

- c) **Procurement Policy** (Risk Management)

- i) Council approved, President Darling signed.

## **3) NEW BUSINESS**

- a) **Data Center Air Conditioner** (Haugland)

*We enhance lives and community vitality through quality education.*

- i) The current air conditioner is failing to consistently maintain the necessary temperature in the data server room. The current backup window air conditioner is a security concern. Gary Haugland proposed replacing with a specially designed \$20,000 Data Center Air Conditioning System. Council asked Haugland to put out a request for proposals to try to find a more feasible solution. President Darling will contact Honeywell for a proposal.
- b) **Power Skills Update** (Amanda Kuhn 9:10 a.m.)
  - i) Power Skills Coordinator Amanda Kuhn was present to give an update to council on the TRiO/Power Skills Center. She discussed how they planned to serve about 15 students and are already serving 34. Depending upon retention the Power Skills Center could have 100 students by this time next year. They have found the space she has been provided causes a privacy issue and is a complete and total obstruction to student success. President Darling authorized as a short term solution, use of the empty office space beyond Chautauqua Gallery and scheduling room 128 with TrainND for testing. A private space for meeting with Power Skills students will be completed by the time Amanda returns from leave. Discussion continued with the laptop checkout program also becoming a hindrance to student success. A possible solution is to make laptops available for checkout by students from the Power Skills Center.
- c) **Residence Hall Hours** (Student Senate President Tanner Stapleton 10:00 a.m.)
  - i) Student Senate President Tanner Stapleton presented resident hall hours kept on other campuses and shared dorm scenarios from last year. Tanner proposed the following resident hall hours: Two o'clock a.m. Sunday-Thursday and 24 hour visitation Friday & Saturday. All students are issued key fobs but the doors are never locked by the custodians. The students are requesting the doors to where they live are kept locked. VP Fixen stated he is willing to try out the new hours but requested they begin next week to allow him time to train the RA's. Council discussed consequences for propping doors open when RA's are off duty. Some suggestions were: for the first offense, loss of visitation privileges for a semester and assess a \$25 fine. Second offense student will be evicted from the dorms. Vice President Fixen will develop and implement consequences for violations. Tanner suggested arranging a mandatory update in the auditorium for all students living in the residence halls to discuss the new hours and consequences for propping doors open for guests.
- d) **Student Union Upgrades** (Academic Affairs) tabled.
- e) **Suggestion Box** (President Darling)
  - i) Reviewed two suggestions found in suggestion box and are working on a solution.
- f) **NDUS Domestic Partnerships Proposal** (President Darling)
  - i) President Darling asked council to review the proposed NDUS policy.
- g) **Deferred Maintenance Budget** (President Darling)
  - i) VP Kenner sent an email recommending the following deferred maintenance projects: replacing the wall in the Student Union facing the courtyard and the windows facing the courtyard by the gym and Chautauqua Gallery. VP Halvorson stated the outside wall and windows in the Adult Learning Center are bad, and President Darling stated the air conditioners in kitchen and data server room need replacing. Item was tabled until the next meeting and all of council can deliberate.
- h) **Erlandson Update** (President Darling)

- i) The bids are coming in at or below expected amounts. The contract for foundation and footings will be forthcoming. November 7<sup>th</sup> is scheduled for ground breaking.
- i) **Tobacco Free Policy**
  - i) Students feel this policy is enforced on students but not employees of campus. [Administrative Affairs will be requested to require enforcement within its department.](#)
- j) **Annual Enrollment Report**
  - i) Council discussed CTE and academic programs that qualify as low enrollment (less than 9 students). Council also discussed the need to dedicate resources to improve enrollment. Last year's low enrollment CTE programs that were identified are both off low enrollment. LRSC needs a marketing plan for boosting enrollment.
- k) **Course Fee Accounts**
  - i) VP Halvorson explained the spending down of fee accounts does not have to take place until 2015.
  - ii) Council discussed course fees for certain programs are not keeping up with the expenses.
- l) **Accounting Developmental Only Students**
  - i) University System Campuses are funded on successfully completed courses. Developmental only courses will be counted for funding but they do not count for IPEDS.
- m) **Grant Progress**
  - i) VP Goulding discussed the \$400,000 grant request the Advancement Office turned in for Nursing Program needs.
- n) **Revenue Projections**
  - i) President Darling discussed the revenue shortfall due to decreasing enrollment.
- o) **Personnel Updates**
  - i) VP Halvorson reported he is still searching for a Simulator Maintenance Instructor. Jay Johnson, Teresa Tande and Cathleen Ruch are picking up the classes affected by Jeanette Kenner's retirement.
  - ii) VP Halvorson will travel to Bismarck to interview the prospective Interim Vice Chancellor of Academic Affairs Sonja Cowan on 10-15-13.
  - iii) The Booster Club will be holding a retirement Celebration on February 22<sup>nd</sup> for Coach Schwab.
- 4) **ADJOURNMENT**
  - a) Meeting adjourned at 12:05 p.m. The next meeting of the Administrative Council will be 10/28/13 at 9:00 a.m.