

Approved: with correction on 11/25/13

Administrative Council Meeting Minutes

Tuesday, November 12, 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

Corry Kenner- Vice President for Administrative Affairs

Guests

Gary Haugland-IT

Edie Armey-TrainND

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

Jay Johnson- Faculty Senate Representative

1) CALL TO ORDER/REVIEW MINUTES

- a) The meeting was called to order at 9:00 a.m. on October 28, 2013.

2) OLD BUSINESS

a) **Safety Upgrades**

- i) Council reviewed costs on the notification system, and door locks. Risk Management and Physical Plant presented the following formal quotes: \$11,090 for Emergency Notification System & speakers (including main campus, Technology Center & DPAC). \$16,531 (7)-Police buttons with direct line to Police Department for Business Office, Bookstore, Student Services, Info Desk, DPAC, and Technology Center. Push button door locks for 45 classroom doors, frost film for windows in classroom doors, blinds for art room and replace broken/missing blinds. Estimated project total \$27,621. Council agreed to budget \$30,000 of Safety/Security budget for the above mentioned upgrades.

b) **Deferred Maintenance/Budget** (walkabout 11-7-13)

- i) VP Kenner reported an estimated \$208,000 in deferred maintenance money left in budget.
- ii) Council agreed \$100,000 will be spent from the deferred maintenance budget now. Safety and Security budget money will be utilized for the outside lighting project and fire alarm system \$50,000 out of \$100,000 budget.

iii) Gary Haugland informed council the data center air conditioning bids were sent out to forty-five contractors; three expressed interest but only one submitted a bid which was \$26,000. Haugland re-evaluated the total growth possible, considering the data room has grown from one rack to six in less than ten years. He included specifications to double what we have in the data center causing the bid to change from a two ton to a five ton unit. VP Kenner asked if it would be wise to consider the other areas of the college needing air conditioning and evaluating how feasible it would be to order a ten ton unit that could potentially cool those other areas (kitchen or gym). VP Kenner will work with Physical Plant Director to include areas of college that are not currently cooled. Haugland will collaborate and re-write and re-submit the bid.

iv) Yet to be done list:

- (1) VP Fixen suggested council consider adding the installation of a light pole by the State Fleet vehicles to the security budget.
- (2) Council discussed and decided against requesting \$300,000 from the emergency commission to replace the switch gear in the electrical boxes that control campus power. LRSC will request appropriations from the legislature and include the expense in the Facility Master Plan. President Darling will craft the appropriations request to the legislature and VP Kenner will include in the next Facilities Master Plan.
- (3) Sidewalk in front of Erlandson needs to be fixed or at least marked.
- (4) North Hall door needs to have the magnet removed that holds it open. Issue with loud closure may need to be fixed with a new fire door.
- (5) Discussion about various locations took place concluding with several options that VP Halvorson will discuss with Music Instructor, space will be tested and bids obtained to transform the space to meet musical needs.
- (6) A budget of \$16,000 to remodel the old boiler room into a conference room was approved.

3) NEW BUSINESS

a) Policy Approval Procedure (Faculty Senate-Jay Johnson 9:00)

- i) Faculty representative Jay Johnson requested council entertain a first and second reading of proposed policies to give faculty an opportunity to provide input on policy changes. President Darling explained council reviewed the last policy sending it back for corrections at three meetings prior to approving. The faculty representative at council has time to communicate with senate members and recommend input. Briefing from council at faculty senate meetings should be in detail by agenda item by faculty representative or if asked VP Halvorson will give the update. Faculty concerns regarding the security camera policy centered around no outlined procedure detailing what to do when an incident is caught on camera. Would individual that is the target of the investigation be notified? Who receives the results of investigation? Where are the cameras located? [Faculty would like the procedure included in the policy and suspected party notified of the investigation.](#) Council wants to make it clear the purpose of the camera equipment is not to target or spy on faculty or staff.

b) TrainND Training Plans

- i) VP Kenner expressed interest in TrainND's upcoming training plans and invited Director Armev to explain possible opportunities for staff training. Director Armev presented training materials for faculty and staff to council.

c) Personnel Update

- i) Council discussed posting Coaching/Athletic Director positions separately. VP Halvorson and VP Fixen will meet to write job description leaving options open.

d) Updates

- i) The groundbreaking ceremony was a success.
- ii) There are piles of dirt on streets with no barricades and that is a safety issue that needs to be addressed. VP Kenner suggested anyone noticing safety issues contact Community Contractors' project manager, Korey Elde.
- iii) VP Fixen invited council to observe how LRSC markets itself at the Northern Valley Career Expo.

4) ADJOURNMENT

- a) The meeting was adjourned at 12:15 p.m. The next meeting of the Administrative Council will be 11/25/13 at 9:00 a.m.