

Approved: with correction on 9/15/15

Administrative Council Meeting Minutes

Tuesday, August 31, 2015

President's Office **1:00 p.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

NON-VOTING MEMBERS PRESENT

Cindy Brown & Tammy Riffin- Faculty Senate Representatives

Bobbi Lunday- President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:05 p.m.

b) Review of August 17, 2015 Minutes

i) The minutes were unanimously approved as presented.

2) OLD BUSINESS

a) Tech Center Inspection –Wrap Up (Update)

i) VP Halvorson explained the Erlandson entry way on the Bergstrom Technical Center will be painted and the glass will be replaced. The sheetrock repair work in the new part of the building will be scheduled and the boiler issues will be repaired under warrantee.

b) Summer Projects/75th Anniversary

i) President Darling reiterated the importance of completing as many outside projects as possible this fall in preparation for many campus events being planned for the 75th anniversary in 2016. He recommended VP Kenner work with physical plant to recruit and organize student employees to scrape and paint some of the windows and fascia while the weather is still warm.

ii) VP Kenner reported work on landscape outside the north wall is underway today and Target Roofing has been contacted to work on the downspout issues.

c) Honor2Lead 9/25/15

i) President Darling reported there are only 26 LRSC employees registered as of Friday. He asked the VP's to remind their department employees to make it a priority to register and attend the Honor2Lead simulcast.

3) NEW BUSINESS

a) Maintenance Supervisor Position (Administrative Affairs)

i) LRSC's maintenance supervisor will be retiring on October 3, 2015. VP Kenner requested LRSC begin to advertise to fill the position.

b) Chancellor Visit (8am-12:30p) 9/17/15 (President)

i) President Darling informed council the Chancellor will be on campus for a visit September, 17, 2015 beginning at 8:00 a.m. and leaving by 12:30 p.m. President Darling shared the tentative agenda with council and asked them to inform their departments that the Chancellor would be touring so they can have their areas shipshape and are prepared to give a warm LRSC welcome when he comes around.

Date	Time	People	Place
9/16/2015	6:30 p.m.	Chancellor, Lisa Feldner, President Darling, & others	The Ranch

9/17/2015	8:00 a.m.	Student Senate Officers	Colonial Room
	8:30 a.m.	Staff Senate Officers	Colonial Room
	9:00 a.m.	Faculty Senate Officers	Colonial Room
	9:30 a.m.	President Darling	President's Office
	10:30-11:30 a.m.	Campus tour-Erin Wood/President Darling	Campus
	11:30-12:00 p.m.	Lunch with MAC -Chamber	Colonial Room

c) **Strategic-Operational Plan** (President)

i) Friday September 4th the council will meet to finalize LRSC's Operational plan.

d) **Moving salaries out of Housing** (Academic/Student Affairs)

i) VP Halvorson recapped part of the budget discussions held in May, when a decision was made, to move salaries for athletics out of the housing budget. An NJCAA rule was recently brought to his attention that states the athletics department can have no influence in student housing decisions. VP Halvorson would like the accounting budget in the housing department to be reflective of that fact. Council agreed.

e) **Campus Committees** (President)

i) The committee list was approved with changes (see approved list below)

f) **Advancement Restructure** (VP Advancement)

i) Hired Jessica Hjelden as administrative assistant, Elonda Nord as Project Manager/Major Gifts Officer, and adjusted job descriptions for Erin Wood, Dianne Gunderson, and Katie Thomas. Katie will take over part of the responsibility for the Public Affairs work. Erin will lead public affairs arena and will take responsibility for Executive support for the Foundation. VP Goulding requested \$30,000 to cover a Public Affairs consultant. VP Goulding distributed information on restructuring the Advancement Department in order to wrap up stewardship and address the new ventures on the horizon. Council discussed various options and explored alternatives. President Darling gave consent to VP Goulding to move forward with the plan for her department.

g) **Academic Affairs**

i) Rick Tonder will be on campus to review the Electrical switch gear and create proposals.

h) **Auditorium**

i) VP Halvorson informed council Director Driessen discovered the company called HB Sound & Light out of Fargo, will be invited to campus to give us an assessment of our auditorium system needs. Rick Tonder will be asked to assess this proposal as well.

i) **North Hall parking**

i) The lot is reserved for residence of North Hall and ALC students only. VP Kenner will send an email to campus.

j) **TrainND interviews**

i) Executive Director/Training Manager position will be offered today.

k) **Athletic Memberships**

i) No negative feedback on Booster Club membership charges.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be:

(1) Tuesday, September 15, 2015 @ 9:00 a.m.

(2) Monday, September 28, 2015 @ 1:00 p.m.