

Approved on 5/9/2017

## Administrative Council Meeting Minutes

Monday, April 24, 2017

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

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Cindy Brown -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 8:59 a.m.

### b) Review of April 10, 2017 Minutes

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

## 2) OLD BUSINESS

### a) Legislative/Personnel Changes/Duty Reassignments Update

i) Council discussed the legislative happenings like the TrainND budget cuts, Crisis of confidence letter from faculty, and concerning language in the two-year college study mandate.

### b) Furlough

i) Council discussed budget reserves and decided to notify campus it will not be necessary to do an involuntary furlough this year. Dependent upon budgets, it may be necessary to implement a voluntary or involuntary furlough in the second year of the biennium. VP Kenner reported LRSC will utilize appropriated reserves to cover tuition shortfalls.

### c) Building Rental

i) President Darling reported he and VP Halvorson worked with DLPS Superintendent Privratsky and Activities Director Wiberg to discern the facility use between our two institutions. LRSC has agreed to pay \$10,000 per year for use of DLPS gym, weight room, and track. DLPS will pay technician fees to LRSC when a technician is necessary in the auditorium.

ii) President Darling also reported the negotiation of the rental contract for DPAC's Twete Building has been finalized and will be \$4,750 per month beginning July 1, 2017.

### d) Employee Appreciation Initiatives

i) Council will continue to discuss options.

### e) VP's Progress Report on Departmental Goals

i) In essence of time the VP's progress reports will be discussed during the strategic planning meeting later this afternoon.

### f) Strategic Planning Dates

i) A meeting is scheduled to update the Strategic Plan today 4/24/2017 at 1:00pm and additional time has been set aside on 4/26/2017 at 10:00am if necessary.

ii) [Institutional Goals are due to system office on May 15, 2017.](#)

iii) [LRSC's Strategic Plan is to be updated in SPOL software by May 1, 2017.](#)

### g) Staff Retreats

i) VP Halvorson expressed concern about the cost and quality of the staff retreat this summer. Faculty representative Brown offered to volunteer her time to facilitate a staff retreat. President Darling reported that he has had discussions about the retreat with Director Greywater, Staff Senate President and Director Wood. They have positive plans in motion that will not exceed the budget.

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

### 3) NEW BUSINESS

#### a) **1200.03 College Employees Recognition of Significant Achievement Policy**

- i) The changes to the ballot due times were approved.

#### b) **Website Update** (9:30a Erin/Carla)

- i) Marketing Director Wood and Web developer Freschette met with council to discuss the accessibility issues on the website. Developer Freschette is currently working on headings, images, links, and form issues. There are other accessibility issues that she doesn't have access to fix. LRSC needs a more responsive website. Council discussed many options and decided to ask [Director Wood, Developer Freschette, and CIO Simhai work together to research a website plan to present to council.](#)

#### c) **25<sup>th</sup> Hour Communications** (10:00a Erin/Steph)

- i) Jennifer Aries of 25<sup>th</sup> Hour Communications walked council through the final report via teleconference: She discussed many ways to work with the Marketing and Student Service office to aid recruitment and retention efforts at LRSC. [The Marketing department will create a Style Guide \(graphic standards manual\) and Administrative Council will ensure everyone uses it for all publications.](#) This will increase credibility to be consistent in brand, logo and image. [Administrative Council will identify specific programs, in addition to the low enrollment programs, to target for priority marketing efforts.](#)

#### d) **Risk Assessment** (Due May 12<sup>th</sup>)

- i) President Darling stated the system office is asking institutions to report 10-15 potential risks related to fraud by May, 12, 2017. [He asked each department to brainstorm 3-4 ideas and email them to VP Kenner and President Darling by May 8, 2017. They will create a report for the system office.](#)

#### e) **Suggestion Box Item**

- i) The following suggestions were found on an unsigned sheet in the suggestion box:
  - (1) *Refrain from eating meals at their desk: LRSC Student Union has plenty of seating for all to dine. This would be a great idea to leave work area and interact or collaborate with co-workers rather than have lingering food odors in the office. Plus, eating at their desk leads to saying they are working over lunch, then followed by a full lunch hour off campus. Apparently lunch at their desk must have been a break? Strongly encourage to take lunch during normal lunch hours and leave work area to get reinvigorated. Otherwise they're stressed out and say they "didn't get a lunch break." LRSC should set a professional example to all students, visitors and employees. Leave your desk to rejuvenate. It's distasteful to watch someone else eating at their desk.*
  - (2) *Name Tags: Be proud of the position we hold at LRSC. Identify ourselves so any current or future student or visitor are aware who is assisting them. Wear name tags on a daily basis for all employees and student employees. LRSC has ordered each employee (staff/faculty) and paid for name tags.*
  - (3) *Cross walks: A little more paint on the crosswalks and few more crosswalk signs would be helpful for the safety of pedestrians walking across campus.*
- ii) Council discussed the suggestions and agreed:
  - (1) As a rule, lunch should not be eaten in any office but on an actual break for lunch away from office.
  - (2) Name tags should be worn daily.
  - (3) The cross walks are re-painted each summer and will be again this summer.

#### f) **Graduation Party**

- i) VP Kenner announced he will host a graduation party for faculty & staff on May 12<sup>th</sup> at his home.

### 4) ADJOURNMENT

#### a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: Tue, May 9 @ 1:00p./ Wed, May 31 @ 1:30p/ Monday, June 12 @1:30p/ Wed, July 12 @ 1:30p /Tue, July 25 @ 9:00a

#### b) **Adjournment**

- i) The meeting was adjourned at 12:30 p.m.