

Approved on 8/7/2017

Administrative Council Meeting Minutes

Tuesday July 25, 2017

President's Office **8:30 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
- Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Erin Wood Director of College Relations

Elonda Nord Library Manager/CCF Liaison

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:32 a.m.

b) Review of July 6, 2017 Minutes

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

2) OLD BUSINESS

3) NEW BUSINESS

a) Two-Year Study Task Force Kick-off 9/27/2017 & SBHE Meeting 9/28/2017 (Elonda/Erin 8:30)

i) Council discussed planning for upcoming SBHE meeting to be held on LRSC Campus on September 28, 2017. A Two Year Study Task Force kick-off meeting will be held at the Bergstrom Tech Center on September 27th, prior to the social for the SBHE meeting participants. Council agreed to hold the SBHE social at DPAC on the evening of September 27th. Physical Plant will restrict parking in the loop the morning of September 28th for the SBHE meeting.

b) Auditorium and Room Scheduling (Dan Driessen 9:00)

i) Understanding all the moving parts of facility scheduling is difficult when the rules vary depending upon the situation. Director Driessen asked council to outline the facility fee rules. Council discussed and will look for balance between being open to serving the community that built the campus but also limit expending funds for auditorium technicians when facility use is free while observing wear and tear on facility.

c) Welcome Back Breakfast

i) LRSC will hold the annual welcome back breakfast, service awards and all campus meeting.

d) Shared Institutional Research Services

i) President Darling received information from Lisa Feldner. The System Office will charge \$15,000 per year per campus to assist with Institutional Research reporting responsibilities relating to student data. Finance and Student Financial Aid reporting will not be included in the service. The \$15,000 is not currently in the budget so appropriated reserves will need to be used and a budget will need to be included in future years for this service. President Darling will visit with LRSC's Institutional Researcher prior to making a final decision.

e) Admission: Standards, Requirements, Access, Application Process Policy 800.02

i) The changes have updated the immunization requirements and application fee waiver, which has a process that should be put into policy. Changes were discussed VP Halvorson will send revisions.

f) Wind Tool Loss (Auto Tool Room)

i) The reason this was added to the agenda was because when inventory was completed there was a significant loss in expensive tools in the Wind Program but most has been recovered. Since the loss was not

significant, tool check out will stay with the instructor at this time. Faculty Representative Olson did indicate the Auto Instructors would like to have more of the Tool Room Clerks time if it becomes possible.

g) **Library Position**

i) VP Halvorson announced Dr. Darling kept the librarian in the budget and they think it's time to fill that position. [LRSC will move ahead to resume the library search process.](#)

h) **Goals** (Due August 15th)

i) Academic/Student Affairs, Administrative Affairs, Advancement Office goals to align to system office goals. Goals related to system requirements and goals related to campus priorities

i) **Academic/Student Affairs**

i) VP Halvorson has presented the LRSC Policing agreement to the acting DLPD Chief and it should be signed soon.

ii) At the System Office and SBHE level the sick leave for faculty is not going to be changed.

j) **Faculty Senate Representative**

i) Randy Olson going to PDC will be absent from the next meeting and is working on a replacement.

ii) We will plan as many meetings in afternoons as possible as his class load is heavier in the morning.

k) **Administrative Services**

i) Capital projects that have been the focus of Physical Plant most of the summer.

(1) The parking lot project is finished

(2) There is a walk-thru for the courtyard project scheduled for August 1st.

(3) The electrical switch-gear project is on-going. At the meeting on Thursday, we will determine when the next outage is occurring.

(4) The Business Office staff are working on end-of-year close-out and designating reserve accounts.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: Mon, Aug 7 @ 1:30p / Tue Aug 29 @ 9:00a / Tue Sept 12 @ 9:00a

b) **Adjournment**

i) The meeting was adjourned at 11:40 a.m.