

Approved on 10/9/2017

## Administrative Council Meeting Minutes

Tuesday, September 25, 2017

President's Office **1:30 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  
- Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

### Guests

Gary Haugland – Acting CIO

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 1:34 p.m.

#### b) Review of September 12, 2017 Minutes

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

### 2) OLD BUSINESS

#### a) SBHE Meeting Camera Operators

i) LRSC students have agreed to run the cameras for the SBHE meeting.

#### b) Shorelines

i) VP Halvorson updated council on the plan for the Shorelines publication. Teresa Tande and Casey Paradies will work together to create the Shorelines publication.

### 3) NEW BUSINESS

#### a) Kaspersky Security (Gary Haugland)

i) The Department of Homeland Security has deemed the Kaspersky's anti-virus software unsafe and is giving Federal Agencies 90 days to replace the system. CTS is in the first, of a three-year contract with Kaspersky and has decided there is not enough information to warrant canceling the University System contract. LRSC acting CIO Haugland brought options to move to a new anti-virus system to council for discussion. President Darling and council decided to follow the University System's lead and stay with Kaspersky.

#### b) Student Conduct

i) VP Halvorson discussed student conduct issues that are taking place on and off campus.  
ii) Council discussed the process in which Title IX investigations are conducted on campus and implementing better checks and balances.

#### c) Athletic Code of Ethics

i) VP Halvorson has created a LRSC Athletic Code of Ethics Policy mirroring the NJCAA policy, Faculty Senate and the Athletic Department have reviewed and agreed the policy should be adopted.

#### d) Policy Updates

i) VP Halvorson presented the Alcohol and Drug Policy to council. Faculty at the Instructional Staff meeting requested minor changes and he doesn't anticipate major changes from Staff or Faculty Senates when they review it at their next meeting. See 8-30-2017 minutes for policy information.

e) **Friday Afternoon Power Outage Plan for Staff**

i) President Darling informed offices they will have a week to prepare to work without power on Friday afternoon.

f) **Faculty Contract**

i) Kay Grinsteinner has made a request to be released her from her contract at semester break. Advised by VP Halvorson, President Darling has agreed to grant her request with regret as she is a valued member of the faculty.

g) **Academic/Student Affairs Update**

i) Nicole Dinger applied for, was offered and accepted the position in Student Services. There will be a transition plan until the position is filled in the Bookstore.

ii) The new Librarian will begin on October 2, 2017. Project Manager Nord will see the Library remodel project through to completion.

iii) VP Halvorson requests VP Kenner and President Darling include benefitted faculty, DNP, and Adult Ed in the plan for a one-time pay increase of \$1,000.00 to be included in the October 31<sup>st</sup> payroll and paid November 15<sup>th</sup>. Council agreed.

iv) The CTE Evaluators that were on campus in September stated LRSC facilities, faculty, and staff were exceptional.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

(1) The next meetings of the Administrative Council will be: M-Oct 9@1:30p/ Tu-Oct 24@1:30p

b) **Adjournment**

i) The meeting was adjourned at 3:15 p.m.