

Approved on 7/18/18

Administrative Council Meeting Minutes

Monday, June 18, 2018

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -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 1:32 p.m.

b) Review of May 30, 2018 Minutes

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

2) OLD BUSINESS

a) Governors Visit (President Darling)

i) Nothing schedule to date.

3) NEW BUSINESS

a) Approval of Staff Retreat Survey Instrument (Administrative Affairs)

i) VP Kenner brought forward a request by staff senate on behalf of staff retreat facilitator Doug Peters, that council preview his survey for LRSC Staff. Mr. Peters would like to collect information from staff to focus his keynote address. He followed his request by adding that the results of the survey would be, again, reviewed by council before being disclosed at the staff retreat. Council discussed and approved the request with a minor change.

b) Proposed Increase in Starting Salary for Food Service Staff (Administrative Affairs)

i) LRSC is having a difficult time hiring food service employees at the starting wage. VP Kenner suggested raising the base pay. Council agreed the base salary will be raised for entry level employees so a more competitive wage can be offered. This increase will replace the 2% base increase for FY19 but not the 1.5% one-time increase.

c) Scholarship Priority Deadline (Academic & Student Affairs)

i) Director Nettell on behalf of the scholarship working committee proposed moving the scholarship priority consideration date to February 1st. Council agreed with the decision. Encouraging offers to go out to students earlier would be beneficial for recruiting.

d) Enterprise Risk Management – Item from Fraud Risk Assessment Survey

i) Asset Risk LRSC will focus on is the risk of general supplies inventory theft or loss due to ease of access, lack of tracking or lack of regular inventory counts.

e) Permission to Open the FT Simulation Technology Faculty Position Vacated by Will McConnell

i) Council discussed projected student numbers and will be conducting some research prior to filling this position perhaps exploring a shared position between Sim & Wind.

f) **Cindy Rerick Request for 10-Month Contract**

- i) Council approved a request to go to a ten-month contract apart from returning emails and checking correspondence during that two-month period.

g) **Faculty Request to go “Off Campus” One Day for In-Service**

- i) Council discussed the limited time faculty have for in-service then to travel or bring in a speaker would limit it further. They are also needed on campus to help with the flurry of student registering that takes place that time of year. President Darling suggested possible outreach to CCCC to work with their faculty and encourage more cooperation between the two campuses.

h) **Achieve Therapy – Addition Space Costs**

- i) Jeff Barta, owner of the Achieve Therapy building that houses LRSC nursing in GF, made an offer to remodel space in his building. VP Halvorson explained his offer includes sharing in the cost of his remodel at \$15 per square foot in addition to a rent increase. Mr. Barta estimates LRSC’s additional square footage within a new addition will cost \$58,500 to construct. He is asking for \$44,000 from LRSC over a five-year period. VP Kenner will do some cost estimating to determine the feasibility of the project. A cost share agreement on facility renovation will be necessary if LRSC decides to move forward.

i) **Glenn Crowe Resignation**

- i) VP Halvorson informed the council Glenn will be done in July and LRSC will have to hire a technician for the auditorium to replace him. Council would like to find a more permanent solution for the technical services needed.

j) **Discuss Appeal by Pat Senger and Next Steps – Review Committee**

- i) President Darling appointed Bridget Hanlan to replace April Duchscher on the Staff Appeal Committee. Bridget will join Dave Steffen on the committee. President Darling will appoint a third campus staff member to serve in place of VP Kenner who reviews the committee’s findings.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: W-July 11 @ 9:30a, M-July 30 @ 1:00p, M-Aug 13 @ 1:30p, Tu-Aug 28 @ 9:00a

a) **Adjournment**

- i) The meeting was adjourned at 3:00 p.m.