

Approved on 06/03/24

## Administrative Council Meeting Minutes

Friday, May 3, 2024

President's Office 9:30 a.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

*Dr. Doug Darling- President*  
*Lloyd Halvorson- Vice President for Academic/Student Affairs*  
*Joann Kitchens - Vice President for Administrative Affairs*  
*Dan Driessen- Assistant Vice President for Student Affairs*  
*Erin Wood-Director College Relations*  
*Kristi Kienast-Hernandez-Faculty Representative*  
*Bobbi Lunday- Recorder*

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 1:02 p.m.

#### b) Review of April 26, 2024, minutes

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

### 2) OLD BUSINESS

#### a) Athletic Training Facility Update (President)

i) President Darling reported that the committee is meeting with 25<sup>th</sup> Hour Consulting on Monday, May 6, 2024, to complete the layout of the report. He explained that he would like to put together a cover letter to accompany the report to stakeholders.

#### b) College for Kids Update 2024

i) Director Wood stated the link to sign up went live May 2nd, there were some minor glitches being addressed. VP Kitchens reported that when she was signing her grandchildren up for classes, she experienced unwanted duplication of classes between the children. Director Wood encouraged her to let TrainND know so they could work through the issue.

#### c) Commencement Ceremony (President)

i) VP Halvorson explained that everything seems to be ready to go. The booklet has been printed. The Writing Award was given to a freshman and a space near the graduates will be reserved for her to have easy access to the stage.

#### d) Faculty In-Service Days Proposal (Faculty Senate Representative)

i) Representative Hernandez reported that the Faculty Senate voted, this time unanimously, to approve the new in-service days on October 14<sup>th</sup> (Indigenous Peoples Day) and February 18<sup>th</sup> (day after President's Day). President Darling approved, and [Academic Affairs Director Erickstad will make changes and republish the 2024-25 academic calendar](#). (Certain programs like POTP and Nursing for example may have to meet that day.)

#### e) 2024 Executive Summary (President -Due May 6)

i) Council reviewed and suggested edits to the summary. (attached below)

#### f) Campus Snapshot 2024 (President -Due May 10)

i) Council reviewed and suggested edits to the report for new SBHE member orientation. (attached below)

### 3) NEW BUSINESS

a) **Summer Project Update** (Physical Plant)

- i) Physical Plant Director Estenson reported that on Monday May 13<sup>th</sup> the roofing project will begin and probably last all summer. It is a minimally evasive project so most shouldn't be bothered by the noise. The Tech building will experience some disruption with noise. Gilliland Hall and Sim/Wind will be the main point of focus. A company by the name of Tecta America Dakotas is the contractor for this project. There will be restoration of 7 areas to seal the top of the existing roof and replacement of the Sim roof.
- ii) Start date for the road project is tentatively scheduled for July 22<sup>nd</sup> or 29<sup>th</sup>. It should take about 2-3 weeks to complete. The road and tear drop in front of the main entrance to the college will be completely inaccessible. beginning at the stop sign at College Drive N to just beyond the Gilliland Hall parking lot. They hope to choose spots to patch if there is anything left after they get that far. Strata is the contractor that won the bid.
- iii) Director Estenson also informed council that the compressor went out in the RFA air conditioning unit. Johnson Control got the bid to fix it. A from Johnson Control discovered that the coils were installed upside down and fixed it. This most likely is what caused the compressor to fail and probably would have caused the new one to fail early as well. Director Estenson is pleased with his diligence.

b) **Discussion**

- i) **Book buy-back**: VP Kitchens inquired as to when is the best date for the Campus Store to run book buy-back. She reported that the dates will still be finals week this semester but, in the fall, they would like to move the dates to accommodate more students. Book buy-back on finals week is too late. Some students are reporting that they are done and leaving the week before finals week. After some discussion, it was decided to visit the faculty that use books as opposed to OERs and digital. They would give the best information regarding the last day books are needed.
- ii) **Merchandise**: As a side note President Darling asked if they could carry more of the LRSC sports team apparel so it is available while the teams are in season.

c) **Update on Open Positions**

- i) **Administrative Assistant Apprenticeships**: Closes May 12
- ii) **Academic Affairs Coordinator**: Interviewing May 14
- iii) **Assistant Athletic Director**: Closes May 12
- iv) **Assistant VP Student Affairs**: Closes May 12
- v) **PT-Assistant Baseball Coach**: Open until filled
- vi) **PT-Women's Basketball Coach**: Closes May 6

**4) ADJOURNMENT**

a) **Adjournment**

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

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-June 3@9:30a