

Approved: without correction on 11/12/13

Administrative Council Meeting Minutes

Monday, October 28, 2013

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 Affairs

Dr. Randall Fixen- Vice President for Student Affairs

Laurel Goulding- Vice President for Institutional Advancement

Joann Kitchens- Controller sitting in for VP Kenner

NON-VOTING MEMBERS PRESENT

Bobbi Lunday- President's Administrative Assistant-Recorder

Karen Clementich- Faculty Senate Representative

1) CALL TO ORDER/REVIEW MINUTES

- a) The meeting was called to order at 9:00 a.m. on October 28, 2013.

2) OLD BUSINESS

a) **Safety Upgrade**

- i) Council discussed the need to review firm costs on the notification system, and door locks before deciding how to precede with the remaining security upgrades. [Request formal quotes from Risk Management and Physical Plant.](#)

3) NEW BUSINESS

a) **Deferred Maintenance Budget** (President Darling)

- i) Council reviewed previously discussed deferred maintenance projects completed and uncompleted and decided to schedule another walk around campus to take note of maintenance needs.
- ii) Landscaping needs, [President Darling will check with NDSU to find a student that requires a project.](#)
- iii) [Administrative Affairs will review and update council on how much of a budget LRSC has to spend on the remaining deferred maintenance projects.](#)

b) **Communication Plan for Student Services** (Katie Nettell 9:30a.m.)

- i) Council discussed the pros and cons of using LRSC email accounts to communicate with students and the need for consistency across campus in the chosen form of communication. Financial Aid Director Katie Nettell presented her goal for developing consistent across campus communication with students (Institution email vs. preferred email). Nettell indicated she would like to put together a committee and conduct a study to decide the best method of communicating with students. [President Darling will invite committee members to serve, VP Halvorson with assign faculty members to serve on the committee.](#)

c) **Personnel Updates**

i) Proposed Job Description Duties For The Bookstore

(1) Controller Joann Kitchens proposed new job description duties for the open bookstore assistant/barista manager position. Council discussed the change in the description initiated by the new Human Resources position taking the inventory and risk management duties out of the bookstore area. Controller Kitchens requested the bookstore employee be 75% bookstore and 25% other duties as assigned. Council discussed various campus needs in records retention, community education, Library assistance and placement. [Council agreed to list the position and decide upon other duties at the November 12th meeting.](#)

ii) Maternity Leave (Joann Kitchens)

(1) Council discussed the FMLA policy and the sick leave policy utilization for maternity leave. FMLA allows for 12 weeks of unpaid leave for adoption or birth for father or mother. Essentially guaranteeing employee's benefit package will be paid and position held up to 12 weeks for their return. LRSC along with other University System campuses run sick leave concurrent with FMLA so employees don't have to take leave without pay or are not out for over 12 weeks.

iii) Academic Affairs Positions

(1) VP Halvorson announced Tammy Widmer has accepted the DPAC math coaching position. DPAC is advertising 4 more positions.

(2) Academic Affairs interview committee is currently screening 9 applicants for the English teaching position.

(3) LRSC continues to advertise for a Simulator Maintenance instructor.

d) **Review and Discussion of Policy & Procedure Manual** (Academic Affairs)

i) VP Halvorson presented a sample of the new policy manual format and requested input from council on the revised section. All hyperlinks will be removed from the manual as they are difficult to keep up. After discussion council decided the hyperlinks will stay in the manual and departments responsible for requesting they be placed in the manual will also be responsible to notify policy department when updates are necessary.

ii) The history of revisions will be referenced in the back rather than being listed where they are made within the manual.

iii) Policy manual will start at section 2 and section 1 (history) should be maintained in another publication. Council agreed the policy manual is not the place for this information as it is not policy but it is the best source document we have so it was decided the information will stay but be referred to as a preface rather than policy in the manual itself.

iv) Add a dividing line at the end of each policy to indicate it is the end of the policy. Currently the only policy endings that have the dividing line are those that indicate there is history.

v) The numbering system (01-10) will be used to keep the decimals in line.

e) **Revisit Security Camera Policy** (Academic Affairs)

i) Council decided to [eliminate the words *listening* and *audio* from the policy and add a signature line for a Vice President to supervise the request process.](#)

- f) **NDUS Proposal (Domestic Partnerships)** (President Darling)
 - i) Input from LRSC on the proposed NDUS policy for domestic partnership living arrangements on NDUS campuses. Council discussed and doesn't have a problem with same sex couples living together on campus as long as they both pass the background check which is policy for every employee that resides on campus.
- g) **Data Center Air Conditioner** (Haugland 11:00am)
 - i) Haugland discussed the need for new cooling equipment in the data center. He presented a new quote from Johnson Controls at \$18,630 which does not include electrical. President Darling asked for an estimate on electrical Haugland said it would be under \$2,000. Klemetsrud's and LR Sheet Metal must be asked for quotes on installing a data center cooling system. **Council will work to find the money for data center cooling system. Haugland will get all quotes.**
- h) **Erlandson Update** (President Darling)
 - i) Community Contractors have a plan to move the turbine blade. Issues for access to the Wind Technology lab and classroom during the construction phase were discussed.
 - i) **Campus Update**
 - i) VP Goulding discussed Melana Howe's work on a DMF grant with nursing to develop a bridge program between paramedics and nursing.
 - ii) Joann Kitchens discussed reconfiguring space for the HR position. Council agreed to temporarily utilize an empty office in the science wing.

4) **ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 11/12/13 at 9:00 a.m.