

Approved: 11/6/2015

## Administrative Council Meeting Minutes

October 19, 2015

President's Office **1:00 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*

*Laurel Goulding- Vice President for Institutional Advancement & Communications*

*Corry Kenner- Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Tammy Riggin- Faculty Senate Representative*

*Bobbi Lunday- President's Assistant/Recorder*

### **Guests**

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Call to Order**

i) The meeting was called to order at 1:05 p.m.

### **a) Review of September 15, 2015 Minutes**

i) The minutes of the September 15, 2015 meeting were reviewed and approved.

## **2) OLD BUSINESS**

### **a) Fall Building and Grounds Improvement Planning (75<sup>th</sup>)**

i) Council discussed using the leftover panels from the newly replaced north wall to spruce up the look of the peeling paint under the windows on the outside of the Science and Humanities wings. Council decided they did not want to go that dark and will try to replace with color to match more closely with the Bergstrom Technical Center.

### **b) Capital Project RFP Update (VP Kenner)**

i) VP Kenner announced that November 5<sup>th</sup> has been set aside as a date to interview contractors that will be hired to replace the electrical switch gear.

## **3) NEW BUSINESS**

### **a) Student Default Rate (Katie Nettell)**

i) Financial Aid Director Nettell explained that even though nationally the default rate has been going down, LRSC's default rate has gone from 8.8% to 14%. When BND managed the loans LRSC's student loan default rate was 6.6% but in 2008 the Department of Education contracted other service providers to manage the loans. If LRSC's rate becomes higher than 15% we cannot disperse financial aid loans to freshmen for 30 days which would cause a hardship to our students. Council discussed coordinating events to reach out to students of all types to educate them about how to avoid default. Director Nettell will look up all other campus default rates in the system and if it is a system problem President Darling will explore creating a shared service with other campuses to resolve the issue.

### **b) Interim Higher Ed Committee Meeting (LRSC Hosting November 17-18)**

i) Council discussed the upcoming meeting of the Legislative Interim Higher Ed Committee to be held on LRSC's campus. Council asked the foundation to host the social at the DPAC building the evening of the 17<sup>th</sup> at 5:30 p.m. Rose will cater.

- c) **Old Weight Room** (VP Halvorson)
  - i) VP Halvorson requested that physical plant assist the athletic director in converting the old weight room into a team meeting room. Storage of the old weight room equipment is a concern. Council discussed and agreed, VP Halvorson will work with physical plant to determine which items have value to either dispose of or put in storage.
- d) **NDUS Security Funding** (VP Kenner)
  - i) VP Kenner discussed priorities for the \$118,787 allocation to LRSC, possible use of reserve funds, and Deferred Maintenance matching fund implications.
    - (1) LRSC has already spent \$9,781 in the Surveillance category (due to a required DVR equipment replacement) so we have \$109,006 remaining for discussion among the three categories (Surveillance, Card Access, and Lighting). VP Kenner with advisement from the Physical Plant Director, CIO, and Risk Management Coordinator believe the highest priority at this point is to expand LRSC's Cbord card system to use it for access control of the entrance doors on-campus, including the Bergstrom Tech Center. The latest estimate to convert entrance doors to card access is \$161,482 for non-auxiliary entrances and \$26,963 for auxiliary entrances (direct entrances to Residence Halls). We believe that, even though the cost to convert to card access exceeds the \$109,006 remaining allocation, the advantage of card access over our current Key Fob and Cyber Key systems is worth the expense.
    - (2) After the security money is depleted, LRSC can use reserves and access deferred maintenance funds to finish lighting and signage projects.
- e) **Nursing Accreditation Rescheduled**
  - i) November 9-11<sup>th</sup> the accreditation team will be on campus.
- f) **Retirement Party for Lyle Matthews**
  - i) A retirement event for Lyle will be held on November 5, 2015 at 3:30 p.m. in the dining room.
- g) **Key Event**
  - i) Council discussed the event this year and a final tally is in the works.
- h) **Grants Update** (Institutional Advancement & Communications)
  - i) The department continues to wait for word from CHS.
  - ii) Grants were submitted to MDU and MDU Foundation for Endowed support for the Wind Program
  - iii) Working on the apprenticeship funding
  - iv) Currently in discussions with a tower builders organization NATE on "fall protection" training.
  - v) Work continues on Paramedic to Nurse, Sign Language, Bremer and FINRA grants.
- i) **Fall Program Annual Enrollment Report (Low Enrollment)** (VP Halvorson)
  - i) Currently working on a comprehensive review of the Administrative Assistant Program and the ASL Program which is in the 2<sup>nd</sup> year of low enrollment.
  - j) Council also discussed Superintendent of Public Instruction Kirsten Baesler's push toward Advanced Placement (AP) over Dual Credit education for high school students.
  - k) Faculty Senate is preparing to request a change to the Faculty Senate Constitution to allow five faculty members on the Library Media Committee to create more input from the faculty.

#### 4) **ADJOURNMENT**

- a) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be:
    - (1) Thursday, November 6 @ 1:00p
    - (2) Monday, November 23 @ 1:30p
    - (3) Monday, December 7 @ 1:30p