

Approved: with/out correction on 4/27/15

## Administrative Council Meeting Minutes

Monday, April 13, 2015

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

### VOTING MEMBERS PRESENT

*Dr. Doug Darling- President (teleconference)*

*Lloyd Halvorson- Vice President for Academic/Student Affairs*

*Laurel Goulding- Vice President for Institutional Advancement*

*Corry Kenner- Vice President for Administrative Affairs*

### Guests

### NON-VOTING MEMBERS PRESENT

*Karen Clementich- Faculty Senate Representative*

*Bobbi Lunday- President's Assistant/Recorder*

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 9:03 a.m.

### b) Review of March 31, 2015 minutes

i) The 3/31/15 minutes were reviewed and approved as read.

## 2) OLD BUSINESS

### a) Library hours

i) Students are finding the New Horizons lab is often full late Sunday evenings and they need access to more computers and are asking for access to computer labs on weekends and evenings. Students would like to use empty dorm rooms, remove beds and replace with tables and computers for study rooms. VP Goulding stated this is a need the Library should be addressing. Council discussed other ways to make computers more available on Sunday nights. As in past years we can allow custodians to let students into the computer labs in the evenings. The latest custodian can lock the doors at close of shift. Or extend library hours and have the lap tops check out moved to the library.

### b) Graduation: Speaker/Dismissal Announcement Reminder

i) President Darling reiterated the VP's responsibility to notify their departments of the graduation day schedule and requirements.

### c) Tuition Model Update (Administrative Affairs)

i) VP Kenner reported there is a moratorium on the submission of proposed tuition models.

ii) President Darling updated council on other Legislative discussions that took place in the Senate session.

## 3) NEW BUSINESS

### a) Budgets

i) President Darling directed VP's to establish budget meetings with Administrative Affairs to ensure budgets get set as soon as possible. President Darling's goal for Administrative Affairs is to have the contracts to instructors by May 15, 2015.

### b) Extraordinary Repairs

- i) Council discussed a list of extraordinary repairs
  - (1) VP Kenner stated the remaining extraordinary repair funding for the current biennium is set aside for the north wall along the dining room and Adult Learning Center.
  - (2) VP Goulding reminded council a new sound system for the auditorium is a must for this summer's project list. The CCF raised money for a sound system in the auditorium and she wants to confirm physical plant has it on the list and will spearhead the project by securing an expert/contractor to facilitate desirable completion. VP Kenner suggested we contact other campuses to get recommendations on a qualified sound engineer. Goulding also explained that many of the funds were raised in the form of pledges so money may have to come from the college or foundation budget and be reimbursed by CCF when pledges are paid. VP Kenner stated that LRSC may, depending on the cost of the project and the length of the pledges, need the CCF to provide funding from unrestricted sources and repay itself as pledges mature. He advised against LRSC using remaining reserves to provide the funding for the project and then replenishing the reserves when pledge payments are collected by the CCF. The accounting issues associated with inter-entity borrowing would add a great deal of complexity to the financial records of both entities.
  - (3) Finish sidewalk and put a wind generated light pole at the end of the walkway by Bergstrom Technical Center.
  - (4) Construct a drain by student services where water pools and slippery patches develop. VP Kenner thought this might be a bigger project than expected.

c) **Summer Physical Plant Projects**

- i) President Darling requested Council prioritize a list of projects for the summer.
  - (1) Replace the particle board wall of old boiler room with a real weather proof wall that matches the exterior of the building.
  - (2) Signage on main campus-VP Halvorson will acquire quotes
  - (3) Landscaping – council discussed hiring NDSU Landscape Architecture students to create a plan for campus.
  - (4) Update furniture in Heritage Hall.
  - (5) Level dirt and plant grass around buildings and sidewalks.
  - (6) External signage

d) **Tech Center –Wrap up**

- i) Community Contractors will be back on campus soon to fix the water pipe issue.
- ii) VP Halvorson sent the building graphic for the outdoor signage at the Bergstrom Technical Center to Director Wood who is working with the sign company.
- iii) Tile wall is suspended due to the tiles arriving in one color and cut in the wrong sizes. VP Goulding suggested working it out on our own with a local vendor and rather than using JLG's designer.

e) **Signage**

- i) The old outdoor signage needs to be replaced with uniform updated signage.

f) **Department Updates**

- i) Advancement update:
  - (1) VP Goulding presented council with the Endowment Reports that were mailed out to donors. Goulding indicated the endowments on the back of the report will be funded next year and there are others that are not in this year's report that will be funded two years from now.
  - (2) The Advancement Office is currently working on strategies for spending and managing the funds that were raised during the Match Campaign.
  - (3) VP Goulding discussed raising the baseline for a named endowment from \$10,000 to \$15-\$20,000.
  - (4) Goulding shared the PR piece that was created to promote Arts & Humanities programs on campus.

- ii) Administrative Affairs update:
  - (1) Discussions are being held with Director Estenson concerning Physical Plant staffing levels and duties. A new position will be requested in the near future to be funded in the appropriated budget beginning July 1, 2015.
  - (2) An ad hoc committee (currently VP Kenner, Director Seibel, and Director Estenson) has been formed to explore potential improvements to the student union area. Major changes to the customer flow in the food service operation are being considered, along with other substantive changes to other spaces in the facility.
- iii) Faculty Senate update:
  - (1) The Faculty Senate committee has been working on putting the committee list together for next year.
- iv) Academic/Student Affairs update:
  - (1) The Academic Affairs department has begun a search for an English instructor.
  - (2) VP Halvorson announced they have hired two FT instructors for POTP.
  - (3) VP Halvorson discussed the HLC meeting in Chicago focusing on the need to gear up for the new reporting methods.
- v) President Update
  - (1) President Darling announced he is scheduled to attend the AACC conference and will be out Friday, Monday and Tuesday.
  - (2) The DPAC audit takes place April 20-24. Federal Auditor Edgar Garcia will be at the Ag Center all week.
  - (3) The Legislative session is nearing the end.

#### 4) ADJOURNMENT

##### a) **Meeting Adjourned**

- i) The council meeting was adjourned at 11:43 p.m.

##### b) **Upcoming scheduled council meetings**

- i) The next meeting of the Administrative Council will be Monday, April 27, 2015 at 8:30 a.m.
- ii) Monday, May 11, 2015 / Tuesday, May 26, 2015