

Approved: without correction on 12/8/14

Administrative Council Meeting Minutes

Monday, November 24, 2014

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/Student Affairs

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Karen Clementich- Faculty Senate Representative

Bobbi Lunday- President's Administrative Assistant-Recorder

Guests

Sandi Lillehaugen-Human Resource Manager

1) CALL TO ORDER/REVIEW MINUTES

a) Review of November 18, 2014 minutes

- i) The November 18, 2014 minutes were reviewed and approved as read.

2) OLD BUSINESS

a) Quarterly Reports

- i) VP Goulding discussed her concerns about implementing a system for tracking and reporting the spending of the matching grant funds. The money will flow through various departments and for reporting purposes it will need to be accurately tracked.

b) Title III Grant Writer

- i) VP Goulding shared background information on the Title III grant writer for further consideration.

3) NEW BUSINESS

a) Affordable Care Act Update (Administrative Affairs-HR Manager)

- i) HR manager Sandi Lillehaugen reviewed 231 part time employees and found LRSC must offer health insurance to five employees under the new ACA regulations. Lillehaugen walked council through the requirements, her interpretation of the rules, and final calculations.

(1) Open enrollment starts November 24, 2014 and runs thru December 2, 2014.

b) Shared Leave (Administrative Affairs-HR Director 9:15a)

- i) The Shared Leave policy requires a situation to be extraordinary or extreme in nature. HR is waiting for documentation of medical need in order to verify circumstances. President Darling stated LRSC requires the documentation prior to issuing leave. VP Halvorson reported the work from home arrangement is not sustainable.

c) Weather Related Procedures(Administrative Affairs)

- i) VP Kenner introduced a request by the risk management group to move the call-in-time to 6am rather than 7am, when postponing the opening of campus or canceling school is imminent. Wanting to avoid the situation when a student drives to campus and instructor chooses to stay home. Council discussed and agreed 7am is early enough for the notification to go out and no change in policy is necessary. VP Halvorson proposed to change the statement: "*President will be in charge of the decision and will consult with*" to: "*President will be in charge of the decision and may consult with*" Also the switchboard operator and animal life personnel will be taken off the designated essential employees list. **Director Wood will return with a revised policy for council to review.**

d) **Assessment Committee Chair & HLC Quality Initiative** (Academic/Student Affairs)

- i) VP Halvorson reported each campus must identify a Quality Initiative and subsequently report on that initiative for five years. The initiative must pertain to student success or student learning. Rick McAllister and Kory Boehmer are both stepping down from the assessment committee. Another option to identifying and reporting a Quality Initiative is to attend an Academy for Assessment of Student Learning which requires LRSC to send a team of five individuals to learn how to use assessment tools. The team would likely consist of VP Halvorson, Director Nelson, CTE Faculty, Academic Faculty, and the new Assessment Committee Chair. The cost is \$8,000 year one, \$4,000 year two, and \$6,000 year three. VP Goulding suggested using the Title III Grant initiative as a Quality initiative. [President Darling added the initiative needs to be faculty driven and asked VP Halvorson to put together a budget for the academy including travel for consideration.](#)

e) **Student Senate Resolution**

- i) Student Government put forth a resolution to the Administrative council to have the weight room open and accessible for students 24 hours a day so students have more options to stay active in their busy work/school schedules. The hours were decreased due to safety concerns and users not putting equipment away. Cameras and a panic button have been installed. [President Darling and VP Halvorson will assess the issue and answer the students.](#)

f) **Athletics Discussion**

- i) VP Halvorson led a discussion about athletic department budgeting. What are the benefits of the teams travel schedule and the need for the department to save to purchase a bus. State Fleet plans to terminate bus service and when they do LRSC will have to have the funds to purchase the bus. [VP Halvorson will work with the department to budget for future endeavors.](#)

g) **Other**

- i) VP Goulding is asking council for ideas on how to use the \$10,000 Bush Grant consolation money in a way that it can be matched in the 2=3 Campaign.
- ii) There will be a Tile party put on by Academic & Student Affairs on December 9th at Anne Rasmussen's house. CCF Board member Janet Westlind will host a Tile party on December 10th at the DPAC.

4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be Monday, December 8th at 9:00 a.m.