

Approved: without correction on 10/28/14

## Administrative Council Meeting Minutes

Friday, October 10, 2014

President's Office 8:00 a.m.

(Highlight in blue assignments that need to be completed)

### VOTING MEMBERS PRESENT

*Dr. Doug Darling- President*

*Brandi Nelson- Instructional Services Director*

*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 Administrative Assistant-Recorder*

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Approval of September 17, 2014 minutes

- i) The September 17, 2014 Administrative Council meeting minutes were approved as presented.

## 2) OLD BUSINESS

### a) Wellness/Event Center Update (President)

- i) Council discussed the results of the city election which voted down funding the projects.

### b) Faculty Senate/Campus Committee List updates (Karen Clementich)

- i) Faculty Senate has set their committees and is requesting the assistance of Student Senate to appoint students to open seats on the committees.

## 3) NEW BUSINESS

### a) Orientation/Student Handbook (Marketing/Counseling)

- i) Tabled until October 28<sup>th</sup> meeting due to time constraints.

### b) Strategic Plan Update (President)

- i) October 21 has been scheduled for the Campus Planning Team to meet.

### c) Student Services Program Coordinator Position Authorization (Administrative Services)

- i) VP Kenner questioned where the money will come from for the position. Positions left unfilled over the past five to six months freed up funds that will cover the cost until the next fiscal year when the position will be written into the budget. **Council agreed to move forward.**

- d) **Campus Project Priorities** (Administrative Affairs)
- i) Council discussed emails regarding prices for the generator project. VP Kenner discussed the suggestion LRSC dispose of the old generator obtained from Surplus Supply for three smaller generators. VP Goulding questioned why that project was not grouped with LRSC's recent Capital Projects request and suggested we submit the generator request with our Capital Project request in the next biennium. Council agreed that would be the time frame to work toward.
  - ii) Council discussed securing [price quotes to replace the North wall in the Adult Ed area. Contractors' estimates will be obtained by VP Kenner's department. Council decided the top two priorities are fixing the Adult Ed wall and the Student Life Coordinator's office wall facing the courtyard.](#)
- e) **Budget Salary Administration Policy** (Administrative Affairs)
- i) The request outlines in policy Administrative Affairs current method for handling salary increases when educational degrees are obtained during employment.
- f) **Policy and Procedure Manual Change Request Form** (Administrative Affairs)
- i) This request changes the "Policy and Procedure Change Request form" in format only. From a non-fillable form into a fillable form. Council discussed and approved the policy.
- g) **Title III** (Institutional Advancement)
- i) VP Goulding would like to pursue Title III eligibility for LRSC. She requested permission to work with a consulting firm whose fees are contingent upon securing Title III funding. [President Darling asked VP Goulding to inquire and report to council what the firms rate is if we are determined eligible.](#) Council discussed working on this as part of the Equality Initiative which is a requirement for HLC.
- h) **RFA Technician Training** (Institutional Advancement)
- i) Council discussed the auditorium technician training difficulties. VP Goulding requested the auditorium, back stage and back stage restroom be added to the custodial cleaning schedule following activities taking place in the auditorium. VP Goulding suggested we take some of the budget formerly used to pay Bill Schuler to fund an honorarium for the wardrobe mistress and set builder. [Council agreed to the honorarium and adding the auditorium to the custodial crews' routine.](#)
  - i) **Academic/Student Affairs Office Location** (Academic/Student Affairs)
    - i) Brandi discussed the plan to move office areas to bring Academic & Student Affairs staff into one area. [Council agreed it was a good plan and gave authorization to move forward with the notifications.](#)

#### 4) ADJOURNMENT

- a) The next meeting of the Administrative Council will be Tuesday, October 28, 2014 at 9:00 a.m.