

Approved on 4/21/2016

Administrative Council Meeting Minutes
Wednesday, April 4, 2016 - Bergstrom Tech Ctr #246 **1:00 p.m.**
Thursday, April 5 and Wednesday, April 13 - President's Office 1:00 p.m.
(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Guests

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 Riggan- Karen Clementich -Faculty Senate Representatives

Bobbi Lunday-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) **Call to Order**

i) The meeting was called to order at 1:03 p.m. on 4/4/16, 9:02 a.m. on 4/5/16, and 1:05 p.m. on 4/13/16.

b) **Review of March 23, 2016 Minutes**

i) The minutes of the March 23, 2016 meeting were reviewed and approved.

2) OLD BUSINESS

a) **Campus Clean-Up & Pot Luck** (President)

i) Council reviewed the sign-up to clean-up sheet. President Darling asked council to encourage sign-up in their departments.

b) **Commencement** (Academic/Student Affairs)

i) President Darling met with the planning committee and expressed council's concerns they keep the commencement exercise robust. The committee will limit the Student Senate Award Ceremony at breakfast to handing out awards for photos then the award announcement and recipient's bio will be read at graduation by the Vice President for Student Affairs. The committee will be meeting again soon.

c) **Review Sign Quote** (Advancement-Wood *If updated info available)

i) Xtreme Signs will place new graphics on the outdoor signs for \$2500 if we paint them rather than \$10,000 to replace them. Council decided to have physical plant paint one of the signs and Xtreme place graphics to see how it looks before moving forward. Indoor hanging signs were done by Xtreme also. VP Kenner encouraged council to move forward with the inside signage utilizing carryover deferred maintenance funds. Director Wood will talk to Physical Plant Director Estenson about preparing the LRSC signs for the podiums located in the auditorium, Chautauqua Gallery, and the dining room.

3) NEW BUSINESS

a) **Suggestion Box** (President)

i) Various suggestions were discussed.

b) **Cross Divisional Directors Group Presentation 4/4/2016** (VP Halvorson)

i) Joann Kitchens, John Cowger, Dan Driessen, Erin Wood, Stephanie Shock and Brandi Nelson attended the council meeting to present recommendations to council on budget cuts. Council thanked the team for their thoughtful recommendations and assured them their suggestions would be taken into consideration while final decisions are made.

c) **Budget**

- i) VP Kenner discussed the Annual Budget Process and the Biannual Budget-state appropriation only, which is changing to include tuition revenue.
 - ii) VP Kenner discussed proposed changes to the Fair Labor Standards Act. The proposed changes to the Act would greatly expand the number of employees eligible for overtime by including all employees earning less than \$50,440 per year. Action is expected to be taken by Congress in fall 2016. All details of the change have not yet been interpreted so the potential impact to LRSC is not completely known.
 - iii) President Darling discussed several ideas expressed at the meetings he has been holding with various departmental groups on campus. Council considered the ideas while discussing budget shortfall resolutions.
 - iv) Council decided that the college will discontinue the offering of music courses and will not renew the instructor's faculty contract. Students registered for music classes this fall will be re-advised. The music room and instruments will be retained in the event it becomes feasible re-introduce the courses. The CNA position will not be filled by hiring additional personnel but those duties will be added to current qualified employees. The benefitted Tool Room Attendant position will be filled with a non-benefitted part-time employee. The math courses taught by Professor Dan Johnson will be reassigned. Minor adjustments in North Hall will be made to create co-ed housing so every room can be filled. The Farm Business Management office in Northwood will be closed and instructor's contract will not be renewed. The Events Coordinator position will not be filled. The benefitted English position that is open at the GFAFB will not be filled. Any other positions that become open are not being filled without first examining if the job role can be reassigned internally.
 - v) Council agreed to explore the option of offering an early retirement initiative.
- d) **Athletic Travel Meal Plan** (Administrative Affairs-Kenner)
- i) All athletes living in campus housing are currently required to purchase a *Diamond Meal Plan* that covers their meal costs while traveling with the team. Student athletes who do not live in campus housing would receive meals at no cost while traveling with the team unless a separate charge is instituted. VP Kenner proposed LRSC institute a \$200/semester charge for a *Travel Meal Plan* to be charged to all athletic team members who do not live in campus housing. This would cover the cost of their meals on the road. *All of council agreed to the new policy.*
- e) **Athletic Team Tuition Waiver** (Administrative Affairs-Kenner)
- i) VP Kenner proposed allowing one additional tuition waiver/scholarship per athletic team, beginning in the fall of 2016. Council discussed the possibility of converting the waivers and fund with scholarship dollars instead. After much discussion, President Darling decided in good conscience he cannot justify additional waivers or scholarships at this time.
- f) **Courtyard Temporary Facelift** (Administrative Affairs-Kenner)
- i) Various ideas were discussed about replacing walls, windows and flowerboxes in the courtyard for the 75th celebration. VP Kenner discussed the limits of the physical plant crew and the waste of temporarily fixing something.
- g) **75th Promo Budget** (Advancement-Wood)
- i) Director Wood discussed various items on the \$30,000 budget request for the celebration. Publishing a magazine and a free-will donation for meals rather than trying to get prepayment and RSVP's. A budget of \$20,000 was approved for the 75th Anniversary preparation and activities.
- h) **Master Plan** (Administrative-Kenner)
- i) VP Kenner stated that initially LRSC was directed to request up to three projects per category. More recently he was directed to request only two and they should be deferred maintenance or life safety projects.
 - ii) Council reviewed the master plan proposal presented by VP Kenner. They offered feedback on DPAC Facility and requested he add fitness & early childhood facility requests as well.

1) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - i) The meeting was adjourned at 4:50 p.m. to reconvene at 9am tomorrow

ii) next meetings of the Administrative Council will be:

(1) Wednesday, April 20 @ 1:30p

(2) Monday, May 2 @ 1:00p

(3) Monday, May 16 @ 1:00p