

Approved on 8/9/16

Administrative Council Meeting Minutes
Thursday, July 28, 2016
President's Office **12:30 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

Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Gary Haugland-IT

Preston Sundeen-DPAC

1) CALL TO ORDER/REVIEW MINUTES

a) **Call to Order**

i) The meeting was called to order at 12:32 p.m.

b) **Review of July 11, 2016 Minutes**

i) The July 11, 2016 minutes were reviewed and approved by council.

1) OLD BUSINESS

a) **Outdoor Signs**

i) President Darling discussed adding new and refurbishing old outdoor signage. Preferably completed prior to the start of fall semester. A directional sign closer to the campus entrance indicating location of departments in the Tech Center and other areas. "Receiving" sign above overhead door. President Darling will work with Director of Development & Community Relations Wood to create a mockup of what will be on the signs and send it around for recommendation.

2) NEW BUSINESS

a) **CBORD Door Key-Card Access Project Update** Gary Haugland, Academic/Student Affairs

i) Gary Haugland presented the format for the new ID/Key card to council. There was discussion about various designs for different departments on campus. President Darling requested the cards remain uniform for Staff/Faculty in all areas and uniform for Students. Gary also requested that anyone who wants to change their ID photo visit the ITS Department as soon as possible.

ii) Computer setting will control the lock/unlock function for all main entries. Gary proposed removing the handle on one side of door pairs, where only one side will unlock automatically. This will avoid confusion as to which door is open. You will be able to exit the building through both doors. Council agreed that was a good idea.

iii) Council discussed the cost to replace cards and decided upon the following: First Card: Free, Lost or Damaged Replacement Cards will be \$15.

b) **On The Combine Protein Analyzer Research Project** Preston Sundeen DPAC

i) DPAC Director Preston Sundeen proposed a partnership with a local farmer and a local Co-op to compile data for research on an "On Combine Grain Analyzer". Director Sundeen would utilize \$6,000 in Workforce Enhancement Grant funds to buy into the partnership. Council discussed and advised Director Sundeen to research the grant to see if LRSC can purchase data only, not equipment. Once the question is answered about grant funds for data only, then attorneys will be consulted to draw up a contract. Results would be

used in classes and presented at Precision Ag Results, Fessenden Co-op, Precision Ag Summit, and LRSC Precision Ag day.

c) **North Hall Discussion** Administrative Affairs

- i) VP Kenner explained that some rooms in the back part of North Hall are experiencing mold growth on the carpeting next to the floor vent. Moist, warm air has been a problem this summer because the several rain storms and hot, humid weather have made it impossible to keep the circulation tunnel dry. The Custodial staff is cleaning and neutralizing the mold on the carpeting as it occurs but a long-term solution will need to be developed to avoid future problems. Rick Tonder, NDUS Director of Buildings and Grounds, will be on campus on Thursday, August 4, to evaluate the situation and discuss potential solutions.
- ii) The issue of the musty odor in the Den was also discussed. Several floor joists appear to have been damaged by water and rotted several years ago. Repairs have been done by our Maintenance staff to maintain structural stability but the damaged joists likely contributed to the musty odor when access doors were open during the repair process.

d) **Budget Planning**

- i) VP Kenner explained the net institutional collections was short by \$402,508. While on the bright side, LRSC's FY16 appropriated operating budget will have around \$650,000 of unspent cash carrying forward to FY17. President Darling said instead of limiting our budget reduction discussion to eliminating or not filling positions he would like to see everyone working hard to increase enrollment and fill open seats which will generate more revenue.

e) **Adult Farm Management** Academic/Student Affairs

- i) VP Halvorson informed Council that Craig Stromme will resign from his part time (five-month) position in Adult Farm Management and he proposed posting an opening for a ten-month position. The rationale is to meet enrollment demands to generate more revenue. After discussion by council VP Halvorson moved to change the five-month position to a ten-month and refill, with a second by VP Kenner and all in favor, the motion carried.

f) **Academic/Student Affairs Report**

- i) VP Halvorson reported the Nursing program has interviewed good candidates to fill Jennifer Moreland's position in GF Nursing.
- ii) He also reported he is working with Human Resource Coordinator Lillehaugen on Adjunct Faculty contracts at the GFAFB. Currently there are two vacant benefitted positions in English and Physics. They are working with Williston to deliver Physics online.

g) **Administrative Affairs Report**

- i) VP Kenner reported his team continues work with auditors, 90% budget preparation, and FY close-out.

h) **Advancement Office Report**

- i) A funding request was submitted to ND-CTE to support nontraditional student recruiting. If funded the project would be to support interactive, hands-on exhibits at the 2017 State Fair featuring several technical education programs – Wind Energy, Simulator Technology and Precision Agriculture.
- ii) A funding request was submitted to the Otto Bremer Trust. The request was broken into two parts -- \$150,000 allocated for capital changes and \$150,000 for leadership and purchase technology. The leadership/technology portion of the request would likely qualify for match by the ND Higher Ed Challenge. In addition, the project would also utilize about \$150,000 in funding provided by our Community College Foundation.

i) **Faculty Report**

- i) Cindy Brown gives kudos to everyone who helped and worked with College for Kids especially Lois and Joycelyn who were champions at anticipating everyone's needs.

3) ADJOURNMENT

- i) The meeting was adjourned at 3:35 p.m. The next meeting of the Administrative Council will be:

(1) Tuesday, August 9th @ 9:00a then Monday, August 29th @ 1:00p