

Approved on 12/19/2017

Administrative Council Meeting Minutes

Monday, December 4, 2017

President's Office **2:30 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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Preston Sundeen-DPAC Director

Sandi Lillehaugen- Risk Management/HR

Danny Mertens Athletic Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 2:35 p.m.

b) Review of November 13, 2017 Minutes

i) The minutes of the previous meeting were reviewed and approved.

2) OLD BUSINESS

a) Facility Usage Fee

i) VP Halvorson shared the feedback he received to continue the campus usage fee. The top three were: classroom upgrades, air conditioning and tunnel work under North Hall, and a wellness facility on campus.

3) NEW BUSINESS

a) Summer Hours Request during Christmas Break (Dec 18th - Jan 4th)

i) Council discussed and there was concern about Student Services need to be available full days to accommodate the enrollment of students. President Darling will visit with Director Nelson regarding coverage in office until 4:45 for student registration.

b) 1500.19 Workplace Violence Policy (policy 1500.19 attached below)

i) Workman's Compensation will not give benefit if LRSC doesn't have the attached policy. Approved.

c) 605.3 #3 Non Renewals, Termination of Faculty, Special Appointments (Sandi See policy on page 3)

i) HRC Chair Lillehaugen requested guidance from council for the upcoming HRC meeting that will review policy 605.3 #3. VP Halvorson believes HRC should recuse themselves from writing policy that is an Academic Affairs function. LRSC has about 50-50 tenure to special contract ratio and community colleges function differently than Universities.

d) DPAC 40 (3:00p Preston Sundeen)

i) Director Sundeen reported on the program's first harvest as a success. They completed the planting in the spring and held a two-day scouting class over summer. Yield: Corn averaged 143 bushels per acre, the program grossed \$14,000, paid land rent \$2,000 and insurance \$1,000. They divided the field into grids and the students are breaking down the numbers. Overall the program made about \$10,000 and they would like to utilize that for the good of the program. Director Sundeen reported if he receives permission to farm the land again next year they will plant canola.

ii) Director Sundeen received permission to farm again next year. He discussed with council an opportunity to offer sponsorships for the grid space and reward the sponsorship with a plaque and booklet of information on their individual space.

iii) Director Sundeen also reported that the fundraising breakfast was a hit as they served 180-200. Many of the items were donated or discounted.

e) **Lake Area Activity and Recreation Center** (4:00p Danny Mertens)

i) VP Halvorson reported he will be meeting with Staff and Faculty Senates on campus to seek out resolutions in support of the Park Board's Recreational Center proposal. The vote will take place in mid-March and only city residents are able to vote. LRSC is looking for memberships for all students, faculty, and staff.

f) **Funeral Flowers** (Administrative Affairs)

i) Controller Kitchens requested the President's office revisit the rule of sending flowers for funerals. Council discussed and President Darling will bring a proposal forward.

g) **Campus Service Project**

i) The PTK Honor Society is looking for a service project they can do for the institution. Ideas?

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: Tu-Dec 19 @1:30p/Wed-Jan 3 @1:30p/ Tu-Jan 16 @1:30p/ Tu-Jan 30 @1:30p/ Tu-Feb 13 @1:30p

a) **Adjournment**

i) The meeting was adjourned at 4:35 p.m.

SECTION 1500.19
Workplace Violence

Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include, but is not limited to, oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm, or acts of violence against person or property.

If you observe or experience such behavior by anyone on LRSC property, or while working off-site, report it immediately to a supervisor or manager. A supervisor who receives a report of workplace violence must take immediate action on such reports. The supervisor is responsible, if additional action is needed, for referring the issue to the appropriate Vice President for investigation and follow-up action.

Threats or assaults that require immediate action by law enforcement should be reported first to police.