

Approved on 4/16/2018

Administrative Council Meeting Minutes

Tuesday, April 6, 2018

President's Office **1:30 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

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:29 p.m.

b) Review of March 20, 2018 Minutes

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

2) OLD BUSINESS

a) Practice Building Upgrade Proposal Progress

i) VP Kenner shared the quote for \$4,000 from PS Doors for a commercial grade insulated overhead door. They have not received prices yet for the heater/boiler. President Darling will visit with Director Estenson for an update.

b) Faculty Salary Increase Proposal

i) President Darling would like to move forward with the decision making process as soon as possible since the SBHE voted to allow institutions to give raises to employees. [A meeting will be scheduled.](#)

c) LRSC Residence Hall Request (President Darling)

i) President Darling will meet with the housing director and faculty member about expectations.

d) Master Plan update

i) Council discussed meeting with Construction Engineers to figure facilities prices for a DPAC building on campus. Work continues on list for second and third priorities on the Facilities Master Plan.

e) Graduation Video (President Darling)

i) The tricaster was ordered and Director Haugland will have it working in time for the live feed for the commencement ceremony.

3) NEW BUSINESS

a) Institutional Goals Update (President Darling)

i) President Darling requested updates on department goals by April 17th.

b) Update On Grant Applications in Progress (President Darling)

i) CHS Event Sponsor grant for DPAC Event/Speaker has been submitted

ii) Coding and robotics BootCamp in development

iii) Wind Turbine BootCamp in development for Wind Tech with NextEra

iv) Drone Rodeo Event in development with Wind/DPAC/Law Enforcement

v) CTE BootCamp for GME employees in development with TrainND/GME

vi) IT Apprenticeship, partnership in development with North Dakota ITD

- vii) SIM Tech Apprenticeship, partnership in development with CAE
- c) **\$155,367 Deferred Maintenance Funding in Base Budget and The Matching Requirement** (VP Kenner)
 - i) Council discussed approved use of \$155,367 deferred maintenance funding in base budget and the matching requirement of \$2 for every \$1 of the pool spent. LRSC can use designated reserves as match. Council will meet to discuss what we want for the courtyard. Need a landscape architect. Do some more painting. [Schedule a meeting for Chad, Corry, Lloyd, Doug to discuss.](#)
- d) **Door Access** (VP Kenner)
 - i) VP Kenner presented an email from the Loss Control Committee. They would like to keep the gym open for community members as long as they are not causing issues. [The Welcome Center doors will remain unlocked until 10:00 p.m. and the other entrances will be locked at 8pm as requested.](#)
- e) **Updates**
 - i) President Darling announced LRSC qualified and received the 1% health insurance premium discount.
 - ii) VP Kenner reported they have received resignation in the physical plant department. They will be meeting to work on the position description prior to hiring a replacement.
 - iii) VP Kenner has been working with Rick Tonder from the system office on the Master Plan and LRSC is working on an estimate to move the Ag center to campus.
 - iv) The Faculty Senate voted to recommend the sick leave policy remain the same.
 - v) Teacher of the year committee meeting discussion
 - vi) Faculty Representative Olson discussed pay raise if only 3% if you want to add something for those on lower side of bracket 3% + \$1000 one time we would rather see 3% + \$500 on the base. The % raise helps the higher end earners and the straight dollar amount helps equally.
 - vii) Kory Boehmer would like an additional tuition waiver to make up for room and board increase. Council will discuss at next meeting.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be: M-April 16@ 1:30p, M-May 7@ 1:30p, T-May 29 @ 1:30p
- b) **Adjournment**
 - i) The meeting was adjourned at 3:10 p.m.