

Approved on June 18, 2018

Administrative Council Meeting Minutes

Tuesday, May 30, 2018

President's Office **1:00 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

Chad Estenson-Physical Plant Director

Melissa Stotts-Bookstore Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:00 p.m.

b) Review of May 7, 2018 Minutes

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

2) OLD BUSINESS

a) Governors Visit (President Darling)

i) The governor's office still has not scheduled the visit.

b) ERM Risk Assessment and Identification (President Darling)

i) Council met and identified risks which were shared with Risk Management for entry into SPOL.

c) Council Structure (Administrative Affairs)

i) VP Kenner provided input to his committee and VP Halvorson reported the topic is on the agenda for the upcoming AAC/SAC meeting.

3) NEW BUSINESS

a) Cengage Unlimited initial explanation (Bookstore Director Stotts 1:00)

i) VP Kenner invited Director Stotts to explain the Cengage Unlimited subscription service and digital resources for students. Bookstore Director Melissa Stotts shared the following research:

- (1) With Cengage Unlimited, students must register and manage their own subscription service. The Bookstore/Instructors cannot access a student's account; therefore, any trouble-shooting would need to go through the Cengage support number.
- (2) The subscription is only for eBooks and not a physical copy of the book.
- (3) ONLY courses using an access code associated using digital courseware (MindTap, WebAssign, SAM, etc.) will be available as a "print rental" from Cengage. Cengage has marked the rental as a 'free print rental' and identified a \$7.99 charge as a shipping fee to cover the costs of getting the book to the student and back to Cengage.
- (4) Here is where it gets tricky for our students – a credit card is required from the student when securing the "free" rental. Any late fees, extension, and lost book/replacement fees will be charged to the card if the rental is not returned when it is due to Cengage.
- (5) The cheaper subscription service only lasts 4 months, not the 6 months that most of the digital content has been set up for previously. We will need to educate ourselves on what subscription service we

recommend to our students, especially for those textbooks which may be utilized over the span of a year or more.

- ii) Director Stotts explained that, thanks to improved bookstore system updates they (with the support of Mr. Kenner and the IT team) are implementing this summer, the BOOKSTORE will be able to SELL students the ISBN for the subscription services (4, 12 and 24 month) for the same price as the student can get from Cengage. The tool the bookstore will use to make this possible is not free. An additional annual expense for the bookstore will be incurred and will take substantial effort to implement. It will be worth it, considering that so many of our students have limited resources and are not be able to purchase the subscription ISBN without utilizing their Student Account. The bookstore is hoping to have this in place by January 2019.
 - iii) Director Stotts spoke with Mr. Halvorson and hopes to address faculty and share some information on the Cengage Unlimited program (as well as some new textbook rental options) in the near future.
- b) **Revised LRSC Policy 400.22.01 (SNOW REMOVAL)** (Administrative Affairs)
- i) VP Kenner proposed minor changes to the Parking Policy as it applies to snow removal and year-round parking zones. When it snows and vehicles have been left overnight it adds considerable time to physical plant's snow removal efforts. Just this past year every time they needed to remove snow there has been a vehicle in the way. If snow removal is first priority it is important to disallow overnight parking on those lots. Educating employees to not park in the designated lots will be expected year round and not just when it snows. There was discussion about increasing the fine for parking violations when it snows and giving warnings when there is no snow to help educate parking violators. The (attached) policy was approved.
- c) **Summer Project Discussion** (President Darling 1:30)
- i) President Darling discussed the list of summer projects with council. Painting various locations, landscaping the courtyard, replacing designated windows on the NE wall. Physical Plant Director Estenson added the task of replacing boiler valves.
 - (1) VP Kenner notified council that a painting walk-thru is scheduled on June 4th help painters with the bidding process.
- d) **Business Wing Renovation** (Academic & Student Affairs)
- i) VP Halvorson discussed a plan for renovating the business wing by referring to a diagram he previously sent to council. Chautauqua and Heritage Hall are also in the process of being remodeled. Council discussed hiring help to steam wallpaper off the walls. Director Estenson and VP Kenner will do a walk thru to assess which windows need replacement.
- e) **Authorization to Fill Open Positions**
- i) Director position in the Adult Learning Center was offered to the internal applicant, Instructor Bridgette Hanlan. That opens up a full time Instructor position in the ALC which will be filled.
 - ii) VP Halvorson requested the full time Administrative Assistant position in Nursing be opened internally only.
 - iii) Permission was granted to fill the full time, daytime custodian (pending resolution of termination notice).
 - iv) VP Halvorson requested and received permission to extend hours for part time (temporary) help in Student Services during the transition.
 - v) IT position will be open, Nick Murchie's last day is June 13th. IT Director Haugland requested and received permission to reclassify IT Support Technician/Network Administrator Griffin from 50% network administrator (he shared it with Nick) to 100% network administrator and open up the desktop support position internally and externally.
- f) **Biennial Budget Discussion** (Administrative Affairs)
- i) VP Kenner plans to submit a needs based budget. They are still waiting to receive direction from the system office.
- g) **Nursing Expansion Budget** (Academic & Student Affairs)

- i) VP Halvorson presented a separate budget for the nursing expansion. Council approved the expansion budget.
 - h) **Presentation of new DPAC facility to SBHE BFC on June 19** (Administrative Affairs)
 - i) VP Kenner advised and President Darling agreed LRSC should ask for entire building to be funded with state appropriated funds.
 - i) **Fraud Risk Assessment Survey** (President Darling)
 - i) Will need to communicate with people about impressions that may be problematic and have conversations about some of the other issues that came up with individuals that may have issues.
 - j) **Create a Threat Assessment Team to Oversee BIT Plan Recommendations**
 - i) The entire team is make up of VP Halvorson, Director Shark, HR Lillehaugen, Councilor Greywater, Director Ruch, Instructor Erika Berg, and Dr. Fixen. VP Halvorson requested he, Director Shark, and HR Lillehaugen be the assessment team in charge of writing up the formal reports after hearing recommendations. Permission granted.
 - k) **Discuss Decision Making and Approvals While President Darling Is Overseas**
 - i) President Darling has appointed VP's to be in charge of minor decisions while he leads a Travel/Study tour of Scandinavia's Capitals and Fjords May 31st – June 13th. They will consult with the President on major issues.
- 4) ADJOURNMENT**
- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: M-June 18 @ 1:30/ e: W-July 11 @ 9:30a, M-July 30 @ 1:00p, M-Aug 13 @ 1:30p, Tu-Aug 28 @ 9:00a
 - a) **Adjournment**
 - i) The meeting was adjourned at 4:00 p.m.