

Approved on 8/1/2018

Administrative Council Meeting Minutes

Monday, July 18, 2018

President's Office 9:00 a.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 9:55 a.m.

b) **Review of June 18, 2018 Minutes**

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

2) OLD BUSINESS

a) **GF Nursing Expansion** (Academic/Student Affairs)

i) Nothing to update at this time. VP Halvorson is hoping to hear from the owner this week.

b) **MaSU Nursing Relocation** (Academic/Student Affairs)

i) President Darling reported on the progress Director Driessen, Director Estenson and the Mayville Physical Plant Director have had on the project. After productive communication they have formed a workable plan.

c) **AFM-Carrington** (Academic/Student Affairs)

i) Joel Lemer, Carrington's NDSU Extension Agent has been offered the position. VP Halvorson hopes to hear from him soon.

d) **Student Services/Financial Aid Associate Position** (Academic/Student Affairs)

i) VP Halvorson reported this advertisement closes later this week and there are several applicants.

e) **Business Wing Renovation** (Academic/Student Affairs)

i) Things are progressing smoothly, there is different flooring going into the hardware lab to decrease the static electricity that may take some time to ship. VP Halvorson reported Hannahers will be here on Friday to discuss the furniture.

f) **Outside Painting Project & Heritage Hall**

i) VP Kenner met with the painting contractor on 7/17/2018, he plans to start the week of August 7th (or before). They will begin in the front and work around toward Student Services. Colors will match the BTC.

3) NEW BUSINESS

a) **Enrollment Numbers for Fall 2018** (Academic/Student Affairs)

i) Student Service Director Shark reported LRSC is down 7% year-to-date. The prediction remains at 2-3% down. VP Kenner would like an executive summary included when and enrollment report is given, to help council understand the anomalies. An example being, status of dual credit enrollment.

b) **Faculty Senate President on Council** (Academic/Student Affairs)

i) VP Halvorson reported on the discussion of Faculty Senate and the distance educators serving as Faculty Senate President. Halvorson informed them that if the President is willing to open a phone line to council they could serve. Council discussed the pros and cons and felt that face-to-face on campus presence was important for the leader of Faculty Senate serving on council. President Darling suggested a designee, like

the Faculty Senate Vice President, serve on council if the Faculty Senate President is a distance educator. Council agreed this would be a practical solution.

c) **New State Fleet Policies** (President)

i) President Darling discussed one of the changes to state fleet policy; *Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages, social media or text messages. If you are using your **own personal vehicle for business, you may not use your cell phone.***

d) **Procurement Policy** (Administrative Affairs)

i) NDUS and OMB have been working together to make their policies the same. This change in our policy represents their changes. VP Kenner recommended incorporating this policy as it is not as restrictive as the current LRSC policy. [Council approved the policy.](#)

e) **Faculty Resignations-Nursing & Accounting** (Academic/Student Affairs)

i) Lynn Gonzalez resigned her Accounting Instructor position with LRSC. The position will be opened and the current plan is to fill in with Johnny Bannier providing some on-line accounting classes. VP Halvorson will reach out to Kay Grinsteiner to inquire if she will also continue to teach for us on-line. Kate Halvorson has also resigned her position. VP Halvorson stated it is crucial to fill this position and requested and received permission to temporarily fill it with current part-time instructor Donna Weigel.

f) **Evaluations** (President)

i) [VP evaluations will take place in the next couple of weeks.](#)

g) **Strategic Planning** (President)

i) President Darling explained that each year LRSC has had an annual plan, but we need to do a better job of closing the loop and informing campus what the goals are and celebrating when they are met. [President Darling will request more frequent progress reports from departments.](#)

ii) Council will update the annual plan within the five-year strategic plan. Department Goals will be due soon. [President's office will schedule a meeting to report on new department goals.](#)

h) **Suggestion Box Items** (Academic/Student Affairs)

i) VP Halvorson discussed the issue of employees warming food in the office microwaves intended for heating coffee and water. Meals must be cooked in the Student Union and eaten away from office areas. Employees are reporting being nauseated by the smells created by heating food in the office areas. Many employees continue to eat at their desks rather than on their break away from their office and departments must address this issue equally.

(1) [The instruction to the institution will be restated: Meals should not be eaten in any office or office area but on an actual break and away from office. Departments may still celebrate special occasions that include food, meals, and/or snacks.](#)

ii) Another item reported was that cleaning carts and items in halls should be put away, so our campus looks clutter free and vibrant. Council members discussed but understand that the less busy time in summer is used to resurface floors and deep clean classrooms. Items will be sitting around from time to time, Physical Plant will do their best to tidy at the end of each day and employees are asked for their patience.

i) **Review of Staff Retreat Agenda** (Administrative Affairs)

i) Staff Senate Vice President Cathleen Ruch led council through the agenda for the LRSC Retreat and answered questions.

j) **ERM Risk Assessment**

i) Risk Management Specialist Lillehaugen requested more detail on how administration is planning to proceed to mitigate the risks that were identified in the Enterprise Risk Management report. She will meet with President Darling to finalize the report.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: W-Aug 1 @ 9:00a, M-Aug 13 @ 1:30p, Tu-Aug 28 @ 9:00a

a) **Adjournment**

- i) The meeting was adjourned at 3:00 p.m.