

Approved on 10/2/19

Administrative Council Meeting Minutes

Monday, September 16, 2019

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

Dr. Jason Fewell-Faculty Senate Representative

Jennifer Wignall-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:45 p.m.

b) Review of August 30, 2019 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) Dr. Darling provided an update to the fundraising effort for the new Ag Center. Approximately \$250,000 has been raised to date.

3) NEW BUSINESS

a) Suggestion Box (President)

i) There were a couple items in the suggestion box and they were discussed. Council will look at possible solutions.

b) ADA Restrooms (Academic/Student Affairs)

i) VP Kenner has given Physical Plant consent to install push button door openers on one male and female restroom nearest the auditorium to accommodate individuals with disabilities.

c) LRSC/CCCC Student Life Collaboration (Academic/Student Affairs)

i) Housing Director, Scott Dunbar has invited the students from CCCC to come to our student events on campus. CCCC has also invited our students to events at their campus. Housing Director Dunbar has asked if he would be allowed to invite the CCCC students to our dances. Council agreed to extend the invitation to LRSC on campus events. The number of students attending would be low and they would show their CCCC student ID. VP Halvorson will let Director Dunbar know he can invite them.

d) SLPP (Academic/Student Affairs)

i) The SLPP program has had low enrollment numbers for the past couple years, putting them at risk for low enrollment status. VP Halvorson checked the current enrollment numbers and there are currently 14 students. The program will run as is and numbers will be looked at again next year. WSC is considering dissolving our collaboration and putting their portion of the program on inactive status due to low WSC numbers and the high cost of instruction.

e) Department Updates

i) Academic/Student Affairs

(1) VP Halvorson talked about the HLC accreditation and the change in criterion. VP Halvorson stated LRSC should write to the new criterion and not ask to be exempt, President Darling and VP Kenner agreed.

- (2) Enrollment is looking good; we will likely be within 1% (either up or down) as compared to last fall's record setting numbers.
- (3) There has been a request to change the rank policy to allow all faculty senate members to be eligible for rank promotion. Currently only "full time" faculty senate members can advance beyond Instructor. This will be on a future agenda of the Faculty Senate and come to council when a recommendation is ready.
- (4) The salary administration policy needs to be changed again. There are some classes LRSC needs to run and are at less than 4 enrollments. The current policy states we will compensate based on census date. We would like to consider changing that to the Friday of first week of classes.

ii) **Administrative Affairs**

- (1) VP Kenner shared the recent audit results of the CCF and everything looks great with no negative findings.

f) **SPOL ERM Risk Assessment**

- i) HR Manager Lillethaugen will update the Emergency Risk Management Assessment and it will be discussed at a later date.

g) **Chancellor Visit**

- i) The Chancellor would like to make campus visits to all eleven campuses. He would like to come and see what is happening on and around campus. We should engage staff, faculty and students. We should pick the dates soon and have him here before the winter weather arrives. Dates will be sent to him as soon as possible to try to schedule a visit before the holidays.

4) ADJOURNMENT

- i) The meeting was adjourned 2:35 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: W-Oct 2@9:00a, M-Oct 14@1:30p, W-Nov 6@9am, M-Nov 18@1:30p, M-Dec 2@1:30p