

Approved on 4/15/2019

Administrative Council Meeting Minutes

Friday, March 22, 2019

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 Fixen-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 9:30 a.m.

b) Review of March 22, 2019 Minutes

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

2) OLD BUSINESS

a) Auditorium Curtains (Administrative Affairs)

i) VP Kenner stated the crew will vacuum the light fixtures and auditorium curtains. If they cannot sufficiently clean them, he will discuss a cleaning process with Lake Side Dry Cleaners.

b) DPAC Building Appropriations Update

i) President Darling discussed the conversations he has been having with legislators regarding LRSC's Capital Project Request. He reported they continue to have discussions.

3) NEW BUSINESS

a) Physical Plant and IT Summer Schedules (Administrative Affairs)

i) Director Estenson and Director Haugland discussed their project lists for the summer.

ii) VP Halvorson, Director Estenson, Manager Lillehaugen and Director Nelson will finalize a plan to finish the Business Wing.

iii) President Darling, Director Haugland and Executive Director Nord will decide on IT equipment needs and finalize a plan to finish the CG/HH remodel.

b) Graduation Committee Update (Academic/Student Affairs)

i) VP Halvorson reported he has received no response from his invite to have Mina Simhai deliver LRSC's commencement address. Possible alternates would be motivational speaker reverend Michael Bishop Cole who happens to be alumni or Dr. Rita Nalubega-Johnson. Student Speakers: Student Senate President Vanessa Ball and Harry Reemst.

4) ADJOURNMENT

a) Adjournment

i) The meeting was adjourned at 11:20 a.m.

b) Upcoming Scheduled Council Meetings

i) The next meeting of the Administrative Council will be: M-April 15@1:30p, W-May 1@9:00a

Unprioritized List of Physical Plant Project list 4/1/2019

- 1) **Replace locks in Resident Halls:** there are (100) total locks to replace (all components are on site). North & South Hall will require less work as the same keys will be used for the new locks. Gilliland will have new locks and new keys will have to be cut, inventoried and issued to the Resident Hall Director and will require more time and work. **In 2012 when they remodeled the door locks were refurbished and not in good condition. This project will be completed this summer.**
- 2) **Replace Business Wing windows:** windows are on site and will be installed by contractor. Physical Plant will have to coordinate and remove/reinstall heater units that are underneath most of the window locations. **The windows have been ordered and are on campus in storage and the Glass Shop will begin replacing as weather permits. Physical Plant will have to remove the heating units to facilitate the install.**
- 3) **Building Exterior Painting Project:** Contractor will return to finish exterior painting project. This will require extensive monitoring and testing by Physical Plant staff. **The company was contracted to power wash the entire building and give two coats of paint. There are many missed spots that need to be re-scrape and repainted.**
- 4) **New Cabinets/Counters/Appliances in Resident Hall Director Apartment:** Cabinets & counters installed by contractor, Phy. Plant Staff will have to install appliances after contractor is completed. **This is in the process now.**
- 5) **Range hood update in Kitchen:** will be done by contractors and should require minimal time from Phy. Plant staff. **The contractors started this project on 4/2/2019.**
- 6) **Air Conditioning in Kitchen:** ~~will be done by contractors but will require some time from Phy. Plant staff.~~
- 7) **Installation of Air Conditioning in Kitchen:** will be done by contractors but will require some oversight by Phy. Plant staff. **The completion date is July 31, 2019.**
- 8) **Crack sealing and paint lines in parking lots and streets:** DLHS has the equipment for crack sealing and line painting and has offered to let us use them. **To contract out or use DLHS equipment are the options. Weather dependent.**
- 9) **Roof leaks BTC:** this will be contracted and should require minimal time from Phy. Plant Staff. **Will have to get bids on the North side of the building. Contact Community Contractors to get it fixed? VP Kenner will contact Rick Tonder for advice. The plumbing is also at issue. Director Estenson will put a list together for President Darling**
- 10) **Chautauqua Gallery:** Need to work together to determine the scope of work, funding source and expected time frame. **The switch from CG to HH will be finished this summer. President Darling and Director Haugland will formulate a plan so Physical plant can begin.**
- 11) **Business Wing:** Need to work together to determine the scope of work, funding source and expected time frame.
- 12) **Road, parking lot, sidewalk and curb repair:** I will need to get bids to: (1) mill/resurface the road from college drive to BTC (2) mill/resurface the "loop/teardrop" (3) repair/replace sidewalk both sides of parking lot by Learning Commons/Student Services (4) pour concrete to the storm sewer drain NE corner of BTC (5) curb repair/replace in multiple areas throughout campus. **Discussion about removing the sidewalk from Student Services to the Day Care parking and turn it into parking lot to raise the level up so we can avoid the water pooling problem. Various curbs need to be replaced.**
- 13) **Welcome Center and Front Hall Carpet:** adhesive on the carpet tiles has failed and flooring needs to be replaced. Burgundy walls need to be painted gray. Need to consider replacement options/alternatives to match. Not sure if Doug's/Bobbi's office will be tied into the same project?
- 14) **Auditorium:** Remove dust from curtains and stage lighting. Carpeting (at least in the area before entering the auditorium) needs to be replaced. Burgundy paint needs to be painted gray. Need to work together to determine additional scope of work, funding source and expected time frame. **Physical Plant will get in with lift to see if they can be vacuumed.**

- 15) **North hall air conditioning:** We need to discuss feasible options/alternatives and develop cost estimates. The time frame for the project will depend on the selected option and the method of financing. **VP Kenner will have to discuss with engineer.**
- 16) **Resident Hall remodel/update:** the hallways were painted in North the summer of 2018, flooring needs replacement/updating. Rooms are in need of wall repair/painting. South Hall in need of flooring, hallway wall repair/painting, room wall repair/painting. Gilliland Hall has the same needs as well as remodeling the apartments that have not been done yet (Kitchen cabinets and countertops). North and South Halls need new windows.
- 17) **South Hall Kitchen:** flooring is coming up and needs replacement, cabinets and countertops need replacement, walls need repair/painting.
- 18) **Joann Kitchens' office (134A):** wallpaper is coming off walls
- 19) **Corry Kenner's Office (132):** wallpaper is coming off walls
- 20) **TRIO:** they have requested new flooring and repair/paint walls
- 21) **Atrium:** entire area needs to be remodeled and may include the removal of doors and sidewalk on South side. We need to work together to determine the scope of work, funding source, and time frame for the project.
- 22) **"Hall of Fame":** flooring is in need of replacement. Ceiling and walls could use some work as well. **Will explore options of vinyl flooring to cut down on maintenance costs.**
- 23) **Hallway by Chautauqua:** flooring needs replacement
- 24) **Humanities Wing:** hallway flooring is in need of replacement and classrooms need updating. We need to work together to determine the scope of work, source of financing, and time frame for updating this Wing.
- 25) **Hallways in general:** walls in need of repair/paint, ceiling grid needs updating.
- 26) **Student Union area:** we need to work together to determine what the remodeling needs are in this area and develop concept drawings and cost estimates for further discussion.
- 27) **Gilliland North Wall:** The outside wall under the windows need replacement.
- 28) **101, 108, 106 in Science Wing:** face lift

IT Priorities on following page

IT projects

*Physical Plant too

1. Single sign-on project
2. Podium laptops: CG, HH, DR
3. *Auction
4. Reimage all labs
5. *Smartboards (5 new) need to patch walls and paint
6. Student Union/Dining room speakers -tie into outdoor speakers
7. Campus Phone System Upgrade (software)
8. Wireless Upgrade
9. Virtual Server Upgrade
10. Duo for faculty and staff
11. Duo on laptops
12. University system replacement of Integrity with Uja
13. DPAC- polycoms will be placed on walls
14. GF Nursing polycom unit went out-*under warrantee took 3 days to get replacement. Used DPAC unit in storage. Lloyd wants to keep one on the shelf.*
15. Replacing computer in room 115 will go to 129, 129 will go to staff and faculty. Computers in room 123 will be disposed. (122, 123, 129)
16. 129 carpet removed
17. Remove all dorm phones and they will be furnished upon request
18. RFA lights- bids are out. None of the lights have been cleaned so that will be a major project.
19. Lighting booth needs to be put in order. Replace windows with a people barrier that allows sound into the booth but keeps the equipment secure.
20. Podiums- cut one down so shorter stature individuals can speak without standing on a box.