

Approved on 8/30/2019

Administrative Council Meeting Minutes

Monday, August 12, 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

Bobbi Lunday-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 July 31, 2019 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) President Darling announced the CCF has received gifts of \$1,000 from the Irving Thompson family and \$25,000 to name the tool room from Kermit and Glenna Garske. VP Kenner added that he has been having discussions with Lynn Hoghaug about a donation as well.

ii) VP Halvorson discussed the redesign of the floor plan he and Director Sundeen created and sent to ICON.

b) Theater Faculty Position (Academic/Student Affairs)

i) A full-time 9mo. benefited Theater position was offered and accepted by April Hubbard.

c) Lake Side Dry Cleaners-Auditorium Curtains (President)

i) President Darling asked Director Estenson to work out a plan with Lake Side Dry Cleaner owner to finish cleaning the auditorium curtains and swags.

3) NEW BUSINESS

a) Active Shooter Campus Notification August 19th

i) President Darling discussed the notification that came from DLPS regarding the active shooter exercise. He will discuss getting the word out to campus with Director Wood. VP Halvorson will put together a tabletop scenario to be ready to use the DLPS training as an exercise for LRSC should an active shooter situation occur at the high school.

b) Planning for Tier I Deferred Maintenance/Extraordinary Repair Projects (Administrative Affairs)

i) VP Kenner explained the Tier I match requirements (\$2 of other funds to access \$1 of state funds) and the need to finalize the projects LRSC wants as top priorities. He will be assembling a campus group to determine the specifics of the projects and to manage the projects from start to finish. VP Kenner will invite key players from across the campus to assist with project development and control.

c) Employee Retreat Discussion (President)

i) President Darling discussed his visit with Staff Senate and a timeline for the 2019-2020 division goals. Better communication and customer service are things that guidelines should be created.

d) In Demand Occupations list (Academic and Student Affairs)

- i) VP Halvorson discussed potential scholarship dollars for qualifying programs. Most of LRSC programs fit into several categories.
- e) **Office Assignments** (Academic and Student Affairs)
 - i) Council discussed and decided that the office currently assigned to Melana Howe and Laurel Goulding *Emeritus* will be moved to the office currently assigned to the College Care for Kids Director. CCFK director Kelsi Mertens will be reassigned to an office area inside the Learning Commons-with a locking file cabinet. The office currently used as the lactation room will be moved into the former Howe/Goulding office in the front hall and Drama Instructor April Hubbard will be assigned the faculty office in the science wing that was serving as the lactation room.
- f) **POTP in Dickinson**
 - i) VP Halvorson discussed taking the POTP to Dickinson at DSU's request. VP Halvorson met with representatives from DSU and reported the conversation went well but he believes a POTP at DSU is not in the foreseeable future.

4) **ADJOURNMENT**

- i) The meeting was adjourned at 3:30 p.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be F-August 30@9:00a