

Approved on 04/22/2020

Administrative Council Meeting Minutes

Thursday, April 9, 2020

Teleconference 9:30 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

Heidi Schneider-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 9:32 a.m.

b) Review of March 31, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-GMP/Fundraising Update (President)

i) VP Kenner is waiting for the GMP contract from Rick Tonder's office. VP Halvorson informed council that IT Director Haugland had concerns about the technology subcontract vendor selection by Bergstrom Electric. IT Director Haugland believes the selected vendor is not an authorized dealer for the Crestron technology needed in the Hofstad Ag Center. In addition, he is concerned that one of the technology bids may have included an upgraded version of Crestron that caused the bid to be higher than the competition. **IT Director Haugland will contact Darin Hall at Bergstrom Electric and review the bids item by item.**

b) Open Position Updates (Academic/Student Affairs)

i) Jessica Dimitch accepted the Counseling/Disability Services position. The PowerSkills/International Advisor position closes tomorrow. By the end of next week, we should know about Volleyball coach.

3) NEW BUSINESS

a) Campus Snapshot & Notes (President)

i) VP Kenner would like clarification on the parameters of the Completed SCH number. **Bobbi Lunday will check with the board office. VP Kenner will also add capital project narrative to the "Needs" portion of the Snapshot.**

b) Physical Plant Summer Maintenance Planning Meeting (President)

i) President Darling would like Council to meet with Director Estenson next week to prioritize the list.

c) Part Time Employees (President)

i) Council discussed a plan to continue to employ some part-time employees, including some student employees, in areas where their assistance is critical. Options were also discussed for benefitted employees in situations where the institution no longer has work for them to do. One option would be to have them apply for unemployment benefits from the State but continue to receive their regular fringe benefits (health insurance, etc.) from LRSC. A layoff or furlough would require a mandatory two-week notice or two weeks of pay in lieu of the notice. Council decided not to lay off or furlough any benefitted employees at this point but will continue to monitor the situation.

d) **Academic/Student Affairs**

- i) VP Halvorson, concerned about facility scheduling, requested council detail what will be permitted to happen on campus. Council discussed and decided the gym and weight room are closed, registration days are canceled, with safety measures implemented the testing room is open and TrainND's CNA and CPR classes are still scheduled to take place. Devils Run has been postponed until late July. We should reschedule Devils Run events into July, pending virus activities. Will need to contact and cancel anything in June. LRSC will not host external events bringing public onto campus in May/June with the testing and TrainND classes the exception.

e) **President**

- i) We need to plan on bringing CTE's Auto Tech class onto campus in August to finish up classes. All others have made other arrangements.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 10:23 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be W-April 22@1:30p