

Approved on 10/25/21

## Administrative Council Meeting Minutes

Friday, October 15, 2021

TEAMS 10:15 a.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

*Dr. Doug Darling- President*

*Brandi Nelson – Director Academic Affairs for Lloyd Halvorson- Vice President for Academic/Student Affairs*

*Corry Kenner- Vice President for Administrative Affairs*

*Erin Wood, College Relations Director*

*Oybek Turayev-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 10:15 a.m.

### b) Review of September 24, 2021 Minutes

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

## 2) OLD BUSINESS

### a) Post-Employment Use of LRSC Email Address (President)

i) President Darling met with IT Director Haugland about creating a response for email after retirement. Director Haugland is researching options.

## 3) NEW BUSINESS

### a) IT purchases from HEERF funds (President)

i) President met with Director Haugland about the IT purchases with HEERF funding. President Darling asked if VP Kenner is comfortable proceeding with the remaining IT purchases previously proposed by Director Haugland and approved by Council. VP Kenner it unlikely we will know the status of ARPA funding requests for a while and that we should move forward with the purchases with HEERF funding.

### b) Changes to Student Forms (Withdraw & Collaborative) (College Relations)

i) College Relations Director Wood discussed the need to ensure changes in student process such as the new withdrawal and collaborative student process be communicated to academic advisors prior to or at implementation. The new withdrawal process was not communicated to faculty and occurred at a time when influx of withdrawals increases. Director Wood informed more changes in various processes lie ahead and we need to ensure affected parties have the information. Council agreed Student Affairs create a plan to proactively inform campus when changes are made.

### c) Ag Center Baffles (College Relations)

i) The estimate to cover cost of materials and labor to install the acoustic absorption panels to the open meeting area and entry way of the Ag Center is \$26,123.04. President Darling thought the estimate was supposed to be for the materials only. **Director Wood will clarify but the quote states labor for installation. Council agreed if the price includes installation to move forward to schedule the install.**

### d) Enrollment Task Force (College Relations)

i) The task force includes the following members: Erin Wood-Chair, Brandi Nelson, Cindy Brown, April Duchscher, Stevan Waddell, Alyson, Robyn Mertens, and Dan Driessen. College Relations Director Wood convened a meeting of the task force. They came up with a questionnaire that will go out to faculty and

staff requesting input/ideas soon. [They intend to have the information reviewed and have a plan to council by mid-to-late November.](#)

e) **Tuition Revenue Forecast** (spreadsheet attached) (Administrative Affairs)

- i) VP Kenner informed council that LRSC is looking at a shortfall of about \$750,000 for FY22. (Re: "Sept vs June" tab in attached spreadsheet). Tuition revenue as of 9-30-21 is \$1,907,771. The lowest it has been since Controller Kitchens started tracking it in FY14 (comparing to September 30 from the previous years). The next lowest prior to this year was \$1,978,000 but tuition has been increased many times since that time.
- ii) VP Kenner presented this information as a point of interest. Tuition is down, but waivers are higher this September 30<sup>th</sup> (\$213,531 as of 9-30-21) compared to previous years (\$124,827-\$146,753 the previous 3 years). [President Darling requested a waiver report breakdown to discuss at the next meeting.](#)

f) **Parking Lot Expansion** (Administrative Affairs)

- i) Director Estenson will be working with an engineering company to create parking for Ag Center. After review of an estimate from KLJ Engineering VP Kenner will check with the system office to see if their engineer Rick Tonder will assist us with plans.

g) **Gilliland Hall Exterior Proposal** (Administrative Affairs)

- i) VP Kenner presented Director Estenson's (attached) proposal. The proposed project would consume him and the maintenance staff for the entire summer and would not allow for other projects outside of their normal workload. Director Estenson feels it is necessary to complete this project during the summer 2022 as the areas that were completed this Fall are showing extensive water damage that will only be more costly in the future. [Council discussed moving forward using money from deferred maintenance funds to cover one third of the cost.](#)

h) **Bookstore Assistant** (Administrative Affairs)

- i) VP Kenner presented updated job descriptions for the Bookstore Manager adding an Assistant Manager position. He explained they are looking to have a higher-level role for the assistant position and would like to move forward to post the Assistant Manager position. Council discussed their proposal to transfer the State Fleet position to another department outside of Administrative Affairs. VP Kenner explained that the need to free up time to focus on boosting revenue, the coffee bar adds traffic, but clothing revenue has plummeted. [President Darling agreed to make the changes in the position description, but State Fleet must stay in the bookstore for now. It does not have to be contained in the job description; it can be under other duties as assigned.](#)

i) **Update on Open Positions**

- i) Bookstore Assistant/State Fleet- Will be advertised soon.
- ii) POTP Faculty- hired Jim Remer who currently teaches some of the sections of the POTP.

j) **Discussion**

- i) Friday after Thanksgiving let offices know it would be ok to close if they all choose to take vacation day if they decide to work, they must have offices open and answer phones.
- ii) College Relations Director Wood discussed changes to website. She explained that it has been channeled through Mabu and now we are directly working with Pantheon. Mabu is still available for support, but the price is reduced.
- iii) VP Kenner announced that on October 26<sup>th</sup> he is meeting to work with Brady Martz on the transition for foundation financials out of the Administrative Affairs Department.
- iv) Faculty Senate Representative Turayev inquired about the plan for moving retired faculty pictures outside the Learning Commons. President Darling explained that they are staying where they are until we have another plan. Currently there is no alternative plan.
- v) Academic Affairs Director Nelson informed council on the good news that even though our enrollment went down our retention and graduation rates have both gone up.

- vi) President Darling has had conversations with Dining Services Director. She has requested that mask mandate in cafeteria will be for Dining Services staff only. She would like it optional for visitors. All of council agreed to the request that mask wearing be optional in the cafeteria beginning Monday.

#### 4) ADJOURNMENT

##### a) Adjournment

- i) The meeting was adjourned at 11:14 a.m.

##### b) Upcoming Scheduled Council Meetings

- i) The next meetings of the Administrative Council will be Tu-Nov 8@1:30p, Tu-Nov 23@9:00a, F-Dec 17@9:00a, Tu-Dec 28@1:30p, Tu-Jan 18@1:30p, F-Feb 4@9a
- ii)



## GILLILAND HALL EXTERIOR/AIR CONDITIONER REMODEL PROPOSAL (Summer 2022)

The exterior of Gilliland Hall is reaching a critical need for replacement. Originally window air conditioners were installed in the walls below the windows and are not designed for that purpose causing excessive moisture between walls. Some units have already been replaced with an air conditioner sleeve and a wall air conditioner which is more practical. When the sleeve is put into the wall the wire and plaster exterior finish that is deteriorating is removed and replaced with a pre-finished fiber cement siding, wall is re-insulated and any rotted wood framing is replaced. Siding to finish remaining area is already purchased and on site. Most windows were replaced with vinyl clad windows and do not need replacement at this time but can be replaced at a later date without disrupting work done below the windows. 3 original wooden frame windows and a door need replacement in the stairwells. 35 air conditioners/sleeves need replacement, and I will pursue options of quantity discounts should we decide on replacement.

Roughly 10 Units have already been completed and damage inside the walls is extensive on some of them and will only get worse causing more of the structural framing of the wall areas to be replaced. This is a large project (estimate roughly 3 months if all goes well) and would be able to be completed by Physical Plant Staff during the summer (easier without residents) but would not allow time for additional projects outside of normal workload.

Exterior Siding (already on site)-	\$3651.70
A/C Units- 35 @\$400 (will look into quantity discount)	\$14,000
A/C Sleeve- 35 @\$90	\$3150
Stairwell windows- 3 @\$500	\$1500
Door- 1 @\$400	\$400
Misc Material (lumber, caulking, insulation, screws, etc...)	\$2000
<b>Total-</b>	<b>\$24,701.70</b>
<b>Total minus Material already on site-</b>	<b>\$21,050</b>