

Approved on 02/04/22

## Administrative Council Meeting Minutes

Wednesday, January 19, 2022

TEAMS 1:15 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

Dr. Doug Darling- President  
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 1:17 p.m.
- b) **Review of December 10, 2021 Minutes**
  - i) The minutes of the previous meeting were reviewed and approved.

### 2) OLD BUSINESS

- a) **Diversity Training for Students** (President)
  - i) President Darling stated the diversity training for students generated much discussion. We will continue holding such events.
- b) **OMB-University Systems Strategy Review (February 18 deadline) Presentation March 10, 2022** (President)
  - i) President Darling discussed the one-page information sheet requested by OMB by February 18, 2022. He will be presenting a half dozen slides to OMB during LRSC's 25-minute time slot on March 10, 2022.
- c) **Ag Center Baffles** (College Relations Director)
  - i) Director Wood stated that HR Director Lillehaugen is putting RFP's out as the quotes were too different to compare.

### 3) NEW BUSINESS

- a) **Proposed Bus Driver Pay Increase** (Administrative Affairs)
  - i) VP Kenner discussed a proposed pay increase from the bus drivers. LRSC currently pays drivers \$18/hr. to drive, \$10/hr. sit time, and \$100/night for overnight trip. The drivers are proposing a change to \$0.38/mile or \$0.32/mile each for team driving, overnights \$100/night, \$14/hr. sit time. VP Kenner thought the proposal was reasonable. **Council agreed to the proposal from the drivers and discussed including bus drivers in yearly salary negotiation process. VP Kenner will notify HR Director of the increase.**
  - ii) LRSC needs to recruit additional drivers. VP Kenner inquired as to why we are not using the SF bus as much as possible to save mileage on the new bus. VP Halvorson informed council the bus drivers do not want to drive the SF bus after having so many problems in the past.
- b) **Proposed FY23 Room, Board and Fee Increases** (Administrative Affairs)
  - i) LRSC's proposed FY23 Room, Board and Fee rates are due to the System Office on the 28<sup>th</sup> of February. VP Kenner explained the process for increasing student fees and asked Council members for their opinions on fee rates. Student activities fee increases must be voted on by Student Senate. To raise other fees like the technology fee, we need to have student representation in decision making discussions. If we increase the fee rates (in total) by more than an amount equal to 1% of our annual resident tuition rate, we will need to

request a waiver of policy from the board. The technology fee is changed to all students except dual credit, activity fees only to on-campus students. LRSC raised technology fees last year and if we look at raising the activity fees President Darling would like information on how much we currently spend and what we are spending it on, and if we had more activities, we would like to do that we cannot with the current fees. VP Halvorson offered details like paying for and maintaining the new bus, paying bus drivers more, better mental health activities for students. VP Kenner asked council to take into consideration the ability to off-set spending local funds to fund athletics. [A meeting will be scheduled with Director Dunbar and Athletics Director to discuss further.](#)

ii) During the Room & Board rate discussion VP Kenner pointed out that LRSC is consistently middle to lower end of the pack. VP Halvorson proposed raising prices as we did last year by 2-3% considering the increased price of food. [VP Kenner will update calculations and continue discussions at the February meeting.](#)

c) **RAFO Visit**

i) President Darling informed council that representatives from the Royal Air Force of Oman will arrive Saturday, January 22<sup>nd</sup>. President Darling asked Council to look over the schedule that Casey Zehrer sent. Additional campus personnel may be requested to assist in hosting/transportation if needed.

d) **Emergency #11**

i) Over holiday break the regional dispatch received a 911 call from campus but could not identify the call origin. VP Halvorson brought up a concern that when the Law Enforcement Center receives a 911 call from a campus phone, college technology doesn't show the dispatcher where the call originated. Bobbi Lunday reported upon further investigation, the call was identified from the Day Care. The missed detail may have been a training issue with dispatch.

ii) Further discussion continued on the #11 line and what to do when the designated personnel are unable to answer. Council agreed having the emergency procedures in the form of a flip book or other format would be beneficial. Council asked the Loss Committee to work on these materials.

e) **Update on Open Positions**

i) Bookstore Manager/State Fleet: No applications as of January 22<sup>nd</sup>. HR Director Lillehaugen will look at the ad and will maybe need to list salary and better description of duties.

ii) Director Student Affairs/On Hold: Position remains on hold as VP Halvorson, President Darling and VP Kenner will meet to discuss this position.

iii) Women's Basketball Coach: Position description is being created. VP Halvorson will meet with Jared Marshall January 20<sup>th</sup> to address details before posting any positions.

f) **Discussion**

i) COVID Protocol: President Darling asked council if LRSC needs to change protocol. VP Halvorson stated that there is no appetite for mitigation. The college is relying on residence hall assistants to help Director Dunbar as no staff backup has been assigned. The RAs have been doing an excellent job working with the increased quarantines.

ii) Council discussed enrollment management and the need to address how that will be handled moving forward. Director Wood reported the enrollment task force report is out to the committee for edits. President Darling requested the report be sent to him when complete.

iii) Utilizing scholarships more strategically also was discussed. Director Wood said scholarship awarding was a topic of the enrollment task force report as well. Council stated that if changes are to be made with scholarship awarding that discussion and decisions need to start.

**4) ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 2:30 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be F-Feb 4@9a