

Approved on 3/18/2020

Administrative Council Meeting Minutes

Monday, March 2nd, 2020

President's Office 2:00 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

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 2:06 p.m.

b) Review of February 3, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

b) Tuition increase for FY21 (Administrative Affairs)

i) LRSC Submitted a 4% increase request.

3) NEW BUSINESS

a) Review/Approval of the 2020-2021 Academic Calendar (Academic/Student Affairs)

i) VP Halvorson submitted the calendar for approval. He explained they are moving the start of GF POTP academy to when the Fargo class would normally start. **Approved and attached.**

b) Draft Report from System Wide Audit on Background Checks (President)

i) Most of the issues that are flagged for LRSC are just a process of updating policy. They now require a new criminal history every 24 months for a volunteer, new background checks for individuals that receive promotions, if they have not previously had one.

c) Notification of Safety and Security Audit (President)

i) VP Kenner has been designated as point of contact for this performance audit. Office of the State Auditor will form an opinion based upon the answers we provide and proceed accordingly.

d) Open Position Updates (Academic/Student Affairs)

i) April Duchscher accepted the math position.

ii) The interviewee for the volleyball coaching position has declined the offer.

iii) A position could be opened for a baseball coach as we anticipate Coach Williams will be resigning to move to Fargo.

iv) The counseling interns have applied for the counseling position. VP Kenner discussed his concern for the intern's office space and privacy. He will discuss soundproofing with Physical Plant.

v) VP Kenner discussed positions in dining services.

e) ND MOA Author Event Dr. David Treuer (President)

i) The event will take place on March 10th at 2:00pm in LRSC's Chautauqua Gallery.

f) Physical Plant Summer Maintenance Planning Meeting (President)

- i) Group will meet to discuss and plan priority list for summer maintenance projects. Schedule second meeting to include: Physical Plant Director Estenson, Dining Service Director Seibel, IT Director Haugland, Housing Director Dunbar, Bookstore Director Stotts, Academic Affairs Director Nelson, Controller Kitchens, VP Kenner, VP Halvorson, and President Darling.

g) **Updates**

- i) President Darling had contact with the Lessor of the current DPAC building to request an extension of the lease. Tweet said he would have to talk to other possible renters.

h) **Report for Chancellor on Coronavirus Outbreak Preparedness Plan** (President)

- i) World has been battling an outbreak of a new SARS-like coronavirus (COVID-19), which originated in Wuhan, China. The virus has claimed over 2,700 lives and infected nearly 87,000 people around the world. The Chancellor asked each of the President's for a plan in the event campuses would have to close due to the COVID-19 virus. VP Halvorson will put together a scenario of possibilities from the academic sector.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 2:55 p.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be M-March 18 @1:30p, T-March 31@9:30a

FALL SEMESTER 2020

August 2020						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- August**
- 19 Grand Forks Police Academy graduation
 - 19-21 Faculty in-service
 - 23-24 New student orientation
 - 24 Classes begin at 4:00
 - 24 GFAPB term I begins
 - 24 Online early term begins
 - 25 Devils Lake Police Academy begins

September 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- September**
- 2 Last day to add or drop without record*
 - 2 Financial aid census date
 - 7 Labor Day - Closed
 - 9 Tuition/fee payment
 - 10 Excess financial aid disbursement
 - 21 Enrollment census date

October 2020						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- October**
- 5-6 HLC Visit
 - 16 GFAPB term I ends
 - 16 Online early term ends
 - 26 GFAPB term II begins
 - 26 Online late term begins

November 2020						
S	M	T	W	R	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- November**
- 11 Veterans Day - Closed
 - 13 Last day to withdraw or drop with record*
 - 25 Thanksgiving break - No classes
 - 26 Thanksgiving Day - Closed
 - 27 Thanksgiving break - No classes

December 2020						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- December**
- 17 Devils Lake Police Academy graduation
 - 14-18 Finals week
 - 18 GFAPB term II ends
 - 18 Online late term ends
 - 22 Grades due
 - 24 Christmas Eve - Closed at noon
 - 25 Christmas Day - Closed

SPRING SEMESTER 2021

January 2021						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- January**
- 1 New Years Day - Closed
 - 7-8 Faculty in-service
 - 11 New student orientation
 - 11 Classes begin at 4:00
 - 11 GFAPB term III begins
 - 11 Online early term begins
 - 18 MLK Jr. Day - Closed
 - 19 Minot Police Academy begins
 - 21 Last day to add or drop without record*
 - 21 Financial aid census date
 - 27 Tuition/fee payment
 - 28 Excess financial aid disbursement

February 2021						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- February**
- 8 Enrollment census date
 - 15 Presidents' Day - Closed

March 2021						
S	M	T	W	R	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- March**
- 5 GFAPB term III ends
 - 5 Online early term ends
 - 15-19 Spring Break
 - 22 GFAPB term IV begins
 - 22 Online late term begins

April 2021						
S	M	T	W	R	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- April**
- 2 Good Friday - Closed
 - 5 Easter Monday - No classes
 - 9 Last day to withdraw or drop with record*
 - 24 GFAPB Graduation
 - 30 Minot Police Academy graduation

May 2021						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- May**
- 10-14 Finals week
 - 11 GED graduation
 - 14 LRSC graduation
 - 14 GFAPB term IV ends
 - 14 Online late term ends
 - 18 Grand Forks Police Academy begins
 - 18 Grades due
 - 24 Online 10-week summer begins
 - 24 Nursing summer courses begin
 - 31 Memorial Day - Closed

SUMMER SEMESTER 2021

June 2021						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- June**
- 7 Summer session begins
 - 7 GFAPB term V begins
 - 7 Online 8-week summer term begins

July 2021						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- July**
- 5 Independence Day Observed - Closed
 - 16 Nursing summer courses end
 - 30 Summer session ends
 - 30 GFAPB term V ends
 - 30 Online 8-week and 10-week terms end

August 2021						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- August**
- 19 Grand Forks Police Academy graduation
 - 18-20 Faculty in-service
 - 23 Classes begin at 4:00
 - 23 GFAPB term I begins
 - 23 Online early term begins

*Date applies to regular session only. Add, drop and withdrawal dates for sessions less than 16 weeks in length are set proportionately. Contact the Registrar's Office for exact dates.

Shaded boxes are standard scheduled class days. Bordered boxes are days the campus is closed for holidays.

Revised 2/12/2020