

Approved on 7/27/2020

## Administrative Council Meeting Minutes

Friday, July 17, 2020

Teams 8:00 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 8:00 a.m.

### b) Review of July 1, 2020 Minutes

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

## 2) OLD BUSINESS

### a) Smart Restart Task Force (President Update)

i) NDUS Initial Mass Testing for LRSC will be held on August 13, 2020. VP Halvorson fears the date is too early for LRSC. President Darling informed him there will be follow-up dates. President Darling also shared the Contract with CTS allowing them to pull student data like class lists for contact tracing purposes.

ii) VP Halvorson would like faculty to utilize a seating chart to limit varied daily exposure, for contact tracing purposes.

### b) Hofstad Ag Center- Update

i) President Darling reported the CCF is close to the \$700,000 mark on the fundraising.

### c) VSIP Update (Academic/Student Affairs)

i) VP Halvorson reported the deadline is the 26<sup>th</sup> so he expects to receive word by Monday 27 or Friday 24<sup>th</sup>.

### d) Recruitment Efforts for Fall (Academic/Student Affairs)

i) VP Halvorson thought registration day went well, students were wearing masks and well distanced. He received no complaints from parents or students.

### e) Staff Back on Campus

i) President Darling stated all furloughed employees will return to campus on August 3<sup>rd</sup> with no exceptions.

He will ask HR Manager Lillehaugen to let everyone know specifically that their furlough will end July 31 and they will return to campus on Monday, August 3, 2020.

## 3) NEW BUSINESS

### a) Policy 100.02 Mission (Academic/Student Affairs)

i) Policy 100.02 has been revised to reflect our current mission statement and to reflect current terminology like the use of the word vocational has been changed to career.

ii) Policy approved and attached below.

### b) Welcome Back Breakfast Update (President)

i) There will be no breakfast, but service awards will be presented at a distance in the auditorium.

- ii) The new pewter supplier has not yet shipped the order so we may have to use props until we can get the actual awards.
- c) **LRSC Restart Plan**
  - i) VP Halvorson has received several plans from the program directors, but there are a few still in the process.
  - ii) The faculty and staff isolation and quarantine protocol has been approved. [The student protocol will be published as soon as it is finalized.](#)
  - iii) Director Dunbar has concerns about international students being able to do their 14-day quarantine. There are 19 athletes total, 14 are from Canada. There are also 19 from Saudi Arabia and Oman. [Waiting on details of their arrival to work out solutions.](#)
- d) **Emergency Risk Management** (President)
  - i) The 2020-2021 ERM process has begun. Council received informational documents and instructions to complete the process. They will, identify key risks to the campus. [VP Halvorson will meet with the ERM coordinator and all campus directors to identify risks to forward to council. Council will complete the Risk identification process during the July 27<sup>th</sup> for entry into SPOL by the July 31<sup>st</sup> deadline.](#)
- e) **DOL Grant for Community Colleges** (President)
  - i) The U.S. Department of Labor (DOL) will award a total of \$40 million to community college-led partnerships to expand their training capacity. Individual community colleges may apply for Strengthening Community College Training Grants (SCCTG) up to \$2 million, while state or regional consortia of community colleges may receive grants up to \$5 million. DOL plans to award eight to 16 grants, with at least three-fourths of awards going to consortia. The application deadline is October 8. The program is intended to be a successor to previous similar programs, such as the Trade Adjustment Assistance Community College and Career Training grants and the Community-Based Job Training Grants. To address the skill development needs of employers and to support workers in gaining skills and transitioning quickly from unemployment to employment, according to DOL. The grants also can help to build capacity among community colleges to address challenges associated with the coronavirus, such as expanding online and technology-enabled learning, and migrating services to a virtual environment.
  - ii) President Darling would like VP's to give some thought to pulling a team together to write this grant. Noting we have a lot of irons in the fire, but the chance for federal dollars specifically for community colleges is an opportunity that is hard to pass up.
- f) **HLC and Reaccreditation visit** (Academic/Student Affairs)
  - i) VP Halvorson reported that all 5 of the reviewers are unable to travel here due to Covid19 regulations. We still must send our evidence and narrative but may not have a face-to-face visit unless we can get a reviewer from a different state.
- g) **Governor's Strategies meeting**
  - i) President Darling informed on his presentation. The Governor likes our progress on apprenticeships. He has many big ideas for the state.
- h) **Personnel Discussion**
  - i) VP Halvorson informed council he would like to offer Jared Marshall a new contract for 12 months rather than his current 11 month. He will continue to teach and coach in addition to assuming some of the social media and website responsibilities.
  - ii) New Financial Aid Director Kelsey Walters has been hired and begins July 27<sup>th</sup>. Council agreed to allow VP Halvorson to hire Katie Nettell on a consulting basis for not more than 40 hours through December 31<sup>st</sup> @ \$70 per hour.
  - iii) As a result of many fundraising opportunities lost due to COVID 19, athletic teams were unable to cost share their portion of out of region travel, their assistant coaches, and some scholarship promises for FY 20. Council agreed that we should forgive their cost share portion. Dr. Darling will send an email to Controller

Kitchens to add a journal entry to restore those funds to the booster club team accounts. Athletic Director Mertens has stated that travel will be restricted significantly for FY 21 and coaches will no longer be allowed to scholarship international health insurance through the booster club, booster club team accounts, or CCF.

i) **OMB CRF (Covid19 Relief Funds) Request**

- i) VP Kenner explained the categories have changed considerably. President Darling would like to explore whether or not we should request more funding for contracted time for faculty and Instructional Designer to prepare courses.
- ii) VP Kenner reported most of the options for air handling that are being considered in the request for additional CRF money to mitigate airborne viruses don't seem feasible with our current system. Portable ionization units will likely be the best option and will be included in the current request.

j) **Doors open August 3<sup>rd</sup>**

- i) The public will be required to wear masks upon entering the college.

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 9:18 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be, M-July 27@10a, W-Aug 8@10a



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Mission	100	02

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Update the Mission Statement (attached).

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BN

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Brandi Nelson	7/8/2020
SIGNATURE & TITLE OF SUBMITTER	DATE
Brandi Nelson Digitally signed by Brandi Nelson Date: 2020.07.08 17:20:13 -05'00'	

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED
  REQUEST TABLED FOR FURTHER REVIEW  
 Date: \_\_\_\_\_
- REQUEST NOT APPROVED
  REQUEST APPROVED WITH REVISIONS  
 Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
	7/17/2020

**The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:**

- Faculty Senate President
- Staff Senate President

**Final printed versions of the change will be distributed to the following for placement in paper manuals:**

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Lake Region State College  
Policy and Procedure Manual

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SECTION 100.02  
MISSION

1. Philosophy: The College believes that both the student and society benefit from the development of the students' mental, aesthetic, social, and physical abilities. College life at Lake Region state College provides a student-centered environment in which students can establish and attain personal and career goals in a fast-changing world economy by supplying opportunities for creative thinking, hands-on experience, acquisition of knowledge and competencies, along with activities that foster personal development. Lake Region State College responds to the educational and economic development needs in the regional service area, the state of North Dakota, and the global community.
2. Mission: "We enhance lives and community vitality through quality education." Lake Region State College is a student-centered, open access, comprehensive community college within the North Dakota University System. The College provides quality academic education, vocational/technical training career and technical education, workforce training, educational outreach opportunities, and life-long learning.
  - a. Academic Education: Provides academic courses and programs that lead to an Associate in Arts or Associate in Science degree, meet the North Dakota University System General Education requirements, and allow for seamless transfer to baccalaureate-granting institutions.
  - b. Vocational/Technical Training Career and Technical Education: Provides courses and programs in vocational and technical career training that lead to a certificate of completion, a certificate, a diploma, or an Associate in Applied Science degree preparing students for an immediate career, advancement in specific occupations, or transfer to an articulated technical a baccalaureate program.
  - c. Workforce Training: Develops linkages with business, industry and organizations to encourage economic development.
  - d. Educational Outreach Opportunities: Provides educational outreach opportunities for individuals who are time and/or place-bound.
  - e. Life-Long Learning: Provides opportunities for continuing and life-long learning in the form of cultural, educational, occupational, social, and athletic programs and courses, cultural, educational, occupational, social, athletic, and vocational programs, courses, workshops, and institutes.
  - f. Lake Region is committed to being a responsive diverse institution which prepares students for successful living and responsible citizenship in a rapidly changing local, national, and world community.
3. Core Values: These are core values of Lake Region State College.
  - a. LRSC values learning, continuous, life-long learning for the enrichment and advancement of human beings.
  - b. LRSC values excellence in teaching, learning, scholarship, professionalism, leaderships, and service.
  - c. LRSC values integrity in all institutional, personal, academic, legal, and ethical practices.
  - d. LRSC values service, responsive, personal and accessible for all.

- e. LRSC values cooperation, respectful, supportive collaboration with all constituencies for the strengthening of all.
  - f. LRSC values diversity, respecting the differences between groups and individuals that enrich and strengthen all.
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**History**

Administrative Council Approved 100.02 (3) 08/21/01