

Approved on 10/21/2020

Administrative Council Meeting Minutes

Tuesday, September 22, 2020

Teams 8:30 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

Richard Drury-Faculty Senate Representative

Jennifer Wignall- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:30 a.m.

b) Review of August 31, 2020 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) Current funding estimated at \$850,000. The Hofstad Ag Center letters are now on the building.

b) COVID 19 Isolation and Quarantine Report (Academic/Student Affairs)

i) Softball and Men's Basketball players are now all on quarantine. We have four positive cases on campus. The two staff that were in quarantine are now back on campus.

ii) One of the off-campus instructors in the peace officer training academy tested positive for COVID19. The students are not considered close contacts but, VP Halvorson suggested a group testing for the peace officer students to be on the safe side. VP Halvorson indicated he has spoken with Altru Clinic and they will set up group testing if we give them a couple days' notice. President Darling recommended working with Public Health to see if we can get them free testing. **VP Halvorson will work with Risk Management Coordinator Lillehaugen to set it up.**

c) Library Director Open Position

i) The learning commons position has not been listed at this time. Council needs to decide if the position should be filled immediately or if we can wait to see what happens with the budget. IVN Coordinator Bachmeier has moved to the office in the Learning Commons and is covering staffing. Part-time assistant Nancy Lundon is doing a large portion of the back-side duties of which Coordinator Bachmeier is unfamiliar. President Darling feels the job should be advertised and the campus may need to do some proactive recruiting at colleges that offer library science as a major. VP Halvorson felt that this is one position we could temporarily cover. If we ultimately have to make cuts, other positions are more difficult to cover. **VP Kenner will work on the impact our lower enrollment will have on the budget. VP Halvorson will get the position advertised and we will wait to actually fill it until we know more about our budget.**

d) Running Air Purifiers (Administrative Affairs)

i) Use of ionization machines in classrooms and offices should adhere to the following recommendation concerning the number of hours per day the machine should be operating:

(1) Classrooms – run the machine continuously.

- (2) Offices – larger offices should run the machine continuously, but smaller offices may shut off the machine overnight and on weekends.

3) NEW BUSINESS

a) **Designated/Undesignated Reserves** (President)

- i) Undesignated funding is currently at 7% (which is within the SBHE requirement). VP Kenner suggests moving the overage in the Hofstad Ag Center line (designated reserves) to the revenue shortfall line. President Darling agreed. VP Kenner will make the change. VP Halvorson talked about the next biennium and suspecting we will not get an increased budget. VP Kenner would like to leave the undesignated funds as they are right now and we can move reserves later if we choose. President Darling agreed.

b) **Optional Synchronous Delivery Between Thanksgiving and Finals** (President)

- i) VP Halvorson suggests giving students the option to leave on November 20 for Thanksgiving break and not come back until Spring. Those students would then do learning synchronously using the classroom technology to join classes offered in real time. Students who choose to stay on campus during Thanksgiving would continue on-campus learning until semester break. President Darling feels many campuses will likely do something similar. VP Kenner agrees the campus needs to come up with a plan but is concerned about the number of refund requests we may get for housing or meal plans. VP Halvorson stated that if we don't require students to leave, we should not be required to offer refunds. VP Halvorson suggests the campus would need to have activities planned for students who decide to stay. Council recommends planning ahead for spring break as well. VP Halvorson suggested not having a spring break and potentially graduating earlier. [Faculty Senate Representative, Richard Drury will add both of these items to the Faculty Senate agenda for tomorrow's meeting.](#)

c) **Enrollment for current term**

- i) Official totals for Fall 2020: Headcount 1771, FTE 867.34, Full Time 468 we are down about 1,606 credit hours compared to fall 2019. VP Kenner estimates we could have a shortfall of \$250,000. He stated we budgeted for some of this as we anticipated lower enrollment. [VP Kenner and Controller Kitchens will figure out a more exact total and report back.](#)

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 9:25 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meetings of the Administrative Council will be W-Oct 21@1:30p, Th-Nov 5@1p