

Approved on 10/03/22

Administrative Council Meeting Minutes

Thursday, September 22, 2022

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President
Lloyd Halvorson- Vice President for Academic/Student Affairs
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Melissa Moser-Faculty Senate Representative
Erin Wood, College Relations Director
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) **Call to Order**

i) The meeting was called to order at 9:05 a.m.

b) **Review of September 9, 2022, Minutes**

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

2) OLD BUSINESS

a) **400.37 Cell Phone Policy Change**

i) The only change to this policy was to the list of positions that get a phone. Our counselor would like to give out contact number but not a personal cell number. VP Halvorson is concerned that there would be too much demand on her personal time when there are crisis lines. **Discussion was tabled.** 9-22-22 VP Halvorson reported that he has discussed the policy with supervisors and the policy change request was withdrawn.

b) **NDUS Academic Calendars** (Academic/Student Affairs)

i) VP Halvorson reported the ND Student Association is asking for a fall break. **VP Halvorson will ask for input from Student Senate and Faculty Senate and provide the information to Staff Senate and administration. He will communicate LRSC's formal position at the 10/5/22 AAC meeting.** 9-22-22 VP Halvorson reported that he met with Staff and Student Senates and Staff Senate had no input, Student Senate will draft a resolution in support. On October 5th VP Halvorson will communicate President Darling's position. There was discussion about keeping faculty on contract for part of the week for advisement purposes during campus preview days. In exchange for a five-day break in the fall the expectation is you will participate in advisement days to be specified. Council will wait to see what students and faculty come up with in their resolutions.

c) **Centralized Mail Deliveries/Food Service Suggestions**

i) A request all mail/package deliveries be moved to a central location and deliveries through the front door be halted as it is damaging the Welcome Center floor. **Council will consider alternatives for delivery locations.**
ii) Another suggestion was to remove the liquid waste container at the dishwashing station and to eliminate sample plates. **VP Kitchens was going to work on a solution.** The liquids bucket has been removed. Council inquired why the dining room serving station has been closed. VP Kitchens explained that it was mainly for cost savings.

d) **2020-2025 Strategic Plan** (College Relations)

i) A Campus Planning Team meeting has been scheduled from 1:00-3:30 p.m. on Thursday, September 22, 2022. **Tabled until Campus Planning meeting in September.**

- e) **Reactivate LRSC Welding Program** (Academic/Student Affairs)
 - i) VP Halvorson will reach out to Director Brodina to see if Lake Area Career and Technology Center would like to share an instructor. 15 credits would be what we need for a certificate program and report back at the September 22nd meeting. VP Halvorson decided to wait to talk with LACTC Director Brodina until LRSC decides if a program launch is feasible. Dual Credit could be offered for welding if we decide to offer a certificate program. H-Vac, plumbing and small engine repair are other things we need to think about. Council decided to let TrainND Director Steffen explore the non-credit side. By November 2022, extend our deadline for another year so we can study offering a for credit welding opportunity and look for industry partners.
- f) **Signage** (College Relations)
 - i) President Darling reported the signage is down at the former DPAC location.
 - ii) New sign for North entrance: Director Wood is working to get concepts and prices.
- g) **Wind Turbine Repairs** (President)
 - i) President Darling reported RENEW Energy will begin repairing the turbine on September 12, 2022. Discussion about deferred maintenance funding vs. reserves. VP Kitchens will work with Vice Chancellor for Administrative Affairs/Chief Financial Officer Dave Krebsbach to determine funding details. While council was discussing notification came that RENEW Energy wouldn't be able to put in the new gearbox until late October due to their work schedule. President Darling will contact them to appeal. After discussion they believe they can have the crane here by October 5, 2022.

3) NEW BUSINESS

- a) **Discussion**
 - i) VP Kitchens is working on the figures for the Funding Formula questions.
 - ii) Enrollment up 58 headcounts but LRSC is down on full time enrollments. Farm Business Management is lower because there are registrations that have not been uploaded. Assistant VP Driessen advised council they have a plan for future enrollments that should alleviate to late enrolling of this group in the future. President Darling mentioned that the added notes on the bottom of the enrollment report were helpful. There was discussion about changing the format of the enrolment report.
 - iii) President Darling announced LRSC's budget presentation to OMB is due soon on October 10, 2022.
- b) **Update on Open Positions**
 - i) Campus Store Director (Karen Anderson): Tuesday-Friday, Dawn Stoe will assist. Application deadline is on Sept 30, 2022.
 - ii) Campus Store Assistant (Melissa Stotts): last day is Monday
 - iii) Ag Programs Director (Preston Sundeen): VP Halvorson reported that Sundeen may agree to teach long term in a part-time or even half-time position. LRSC will need to hire an Ag Programs Director and should advertise yet this fall.
 - iv) Ag Program Instructor (Oybek Turayev): Dr. Turayev is teaching one class online for LRSC.
 - v) Powerskills/International Advisor position (Casey Zehrer): VP Halvorson announced that Brady Weber has accepted the Powerskills/International Advisor position. The Administrative Assistant position will be opened.
 - vi) An Online/Dual Credit Advisor position will be opened. Director Wakeford has assumed the Admissions Specialist duties with added SLPP advising and more admissions responsibilities along with managing the CRM (Target X).

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 10:14 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be Th-Oct 6@10a, M-Oct 17@1p, F-Oct 28@10a, Th-Nov 10@9a, Tu-Nov 22@1p