

Approved on 2/9/24

Administrative Council Meeting Minutes

Monday, January 22, 2024

President's Office 1:00 p.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

Erin Wood-Director College Relations

Kristi Kienast-Hernandez and Scott Sandy-Faculty Senate Representatives

Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:02 p.m.

b) Review of January 8, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update

i) President Darling explained that the consultants are now in the process of one-on-one calls and interviews.

b) Weight Room Relocation Progress

i) Tabled

c) College for Kids 2024 (College Relations)

i) President Darling will discuss organizing this event with Coordinator Bachmeier. He would like to get sessions lined up and the information to the Park Board in time to get into the summer offerings publication. Deadline for submissions is March 8, 2024.

3) NEW BUSINESS

a) Humanities Wing Update (1:00 Director Estenson, Administrative Affairs)

i) Physical Plant Director Estenson updated the council on the progress of the remodeling project. He reported that the electrical has been finished. They have also finished the ceiling, lights, and the walls in the classroom have been textured. The next task is to prime and paint, install the sink, countertop and cabinets. VP Kitchens reported that the furniture has just been ordered as it was delayed due to the procurement process. They have decided that room 33 will be next.

b) Capital Project Priority List (Director Estenson, Administrative Affairs)

i) Air quality concerns were brought to council's attention. Citing the poor condition of the tunnels thru which the air is circulated throughout the building. Council discussed testing the air quality in the classrooms. They discussed the challenge of identifying exactly what to test for and finding a company to do the testing.

ii) On the capital project list so far are the following:

(1) Gilliland Hall windows and fire escape. The materials are here, they just need the time.

(2) Roof: \$3.2 million to finish the roofing project. Phase (1) was \$600,000, phase (2) \$1.4 million. LRSC will request funding during the next legislative session.

- (3) Parking lots and roads bid came in at \$907,000. Director Estenson identified areas 1, 2, 6, 7, and 9 as priority. LRSC will plan to ask the legislature to fund our parking lot areas 3, 4, 5 & 11. (See map)
- (4) Atrium, Todd Blixt from ICON has been in contact.
- (5) Heating system in resident halls. During the recent cold weather, several of the control valves failed and caused some of the radiators to freeze and break. Radiators are 50+ years old and the recommended life is 25-30 years. Director Estenson is looking into replacement of the radiators, control valves and thermostats. Replacement costs for the radiators has gone from \$295 to \$698 in 4 years. A new company has been researched and a sample radiator is on order to be inspected for quality as cost is significantly lower. The valves in South and North Halls are under our Johnson Controls contract and can be rebuilt but, may need a shut-off valve installed. In Gilliland, it is recommended to replace radiator, valve, and thermostat at an estimated maximum cost of \$1500 per room.
- (6) Replace the remaining windows. There are a total of 35 original windows in the building.
- (7) Ottertail plans to upgrade the power coming into the city and all the transformers that we just upgraded will not be compatible with the new grid.
- (8) Down the road: Resident Hall remodel, Dining room remodel, bookstore remodel, outdoor painting will need to be done again. There has been talk of a Robert Fawcett Auditorium remodel. LRSC main building A/C.
- (9) Technology issues with the door locks \$25,000. The security cameras and server core are end of life \$75,000. Only alternative is going to the Cloud (not a good choice).

c) **Storm Closures** (Administrative Affairs)

- i) Council discussed a list of recommendations from the State Staff Senate VP Kitchens brought regarding weather closures. It was mentioned that when we announce a campus closure the night before it is very beneficial for employees, especially Physical Plant and Food Services but sometimes causes concerns for those who supervise the residence halls. [President Darling agreed that we will continue to use our current protocol and make announcements regarding a late start or campus closure the night before when sufficient information exists to do so.](#) Physical Plant has requested that we remind all employees to park only in areas that have been cleared of snow. Employee vehicles should never cause a problem for snow removal when there is a late start or a campus closure.

d) **2023 Program Review** (2:30 Director of Academic Affairs Erickstad)

- i) Director Erickstad explained that in years ending in 3, 6 and 9 program reviews are due. All the program committee review comments and recommendations were distributed to council. [Council should create a formal list of action items from the recommendations of the committee.](#) Early Childhood enrollments are strong online but face to face enrollments have dropped to zero last fall and this spring. Four years ago, we had 46% of the enrollments at the LACTC and paid that percentage of the instructor's salary and benefits. [This year we will pay 10% of the instructor's salary and benefits \(even though we have zero enrollments\) and will do so in the future until we have decided formally to continue the partnership with the LACTC or to dissolve it. If we dissolve it there are two options, invest in our own instructor and facility or move the program to online only.](#)
- ii) Precision Ag Program Director Tanner Nicholls would like to eliminate the word "precision" from the program name. They would prefer a less limiting name, i.e.: "LRSC Ag Program" that can include tracks for Precision Ag and Farm & Ranch Management. Students can take advantage of stackable certificates within their degree track.
- iii) Director Erickstad updated council on items brought forward from the program review. Scott Sandy is creating a new fact sheet for accounting. VP Halvorson shared that some of the Liberal Arts faculty are expressing issues with lack of professional growth funding and/or professional development opportunities. He explained that the Professional Growth Committee has not turned anyone away who has requested

professional growth funding in the past 5 years, so he does not understand those comments. Director Erickstad added that students will be surveyed to find out their learning preference. At the Chancellor's request, faculty and students will be surveyed to find out if they are using A.I. Director Erickstad will share the link to the program review with council.

- e) **23/24 Academic Calendar** (POTP dates/locations and update GFAFB Graduation)
 - i) The delivery date changes to the Devils Lake and Grand Forks Peace Officer cohorts have been made to the academic calendar. GFAFB graduation date is April 27th.
- f) **Admissions Applications Discussion** (Student Affairs)
 - i) Assistant VP Driessen discussed issues with the college application system. When high school students apply early as degree seeking students, then try to complete dual credit (part-time non-degree seeking) They must reapply, and students are confused. VP Halvorson stated we will have to do it for them or figure out how to change it.
- g) **SBHE @ LRSC September 2024** (President)
 - i) President Darling informed the council that the SBHE plans to come to campus for their September meeting.
- h) **Property Transfer from City** (President)
 - i) President Darling explained that for some unknown reason, in 1978 part of the parcel under the Erlandson Building was transferred to City of Devils Lake. It is the part that was once the diesel shop (now the wind shop). The City of Devils Lake would like to transfer it back to the State of ND and that will have to go through an extensive process including to the Governor's desk for approval.
- i) **Colonial Room Discussion** (3:30 Dining Services Director Seibel, Administrative Affairs)
 - i) Director Seibel discussed the students request for a place to go that's not the Learning commons or the Den. Somewhere they can be visiting loudly but not be interrupting students studying or playing games. They would like to remove the tables and replace them with couches that are on the stage. She listed all the conflicts that would arise from taking that space from a meeting room to a lounge area and said they all agreed to schedule rooms elsewhere. Council will take the idea under advisement and would really like to wait until the dining room is redesigned.

4) **Review Policies:** *Tabled*

[Policy 340.2 Nonprofit Affiliates](#) : [President Darling](#)
[Policy 512 Student Drivers and Use of State Vehicles by Student Groups](#) : [VP Kitchens](#)
[Policy 605.3 Nonrenewal, Termination or Dismissal of Faculty](#) : [VP Halvorson](#)
[Policy 605.4 Hearings and Appeals](#) : [VP Halvorson](#)
[Policy 605.5 Mediation](#) : [VP Halvorson](#)
[Policy 703.1 Early Retirement](#) : [President Darling](#)
[Policy 804 Equipment and Other Leases](#) : [VP Kitchens](#)
[Policy 804.1 Tax Exempt Bond Issues and Lease Purchase Financing](#) : [VP Kitchens](#)
[Policy 820 Waivers and Tuition Assistance](#) :LRSC policy should be reviewed to insure it includes everything necessary. [Assistant VP Driessen](#)
[Policy 902.1 Construction Process-Legislative Approval; List of Funding Requests](#) : [VP Kitchens](#)
[Policy 906 Emergency Preparedness and Management; Continuity of Operations; Security](#) : LRSC has a COOP Plan and an EOP plan, but we do not reference it in our policy manual. : [VP Halvorson](#)
[Policy 907 Building Plaques](#) : [President Darling](#)
[Policy 1202.2 Incident Response Policy](#) : LRSC policy should be reviewed. [President Darling](#)
[Policy 1203.01 Digital Accessibility](#) : [President Darling](#)

- a) **Discussion**
 - i) Assistant VP Driessen explained the software used by the high school students to plug in their earned certificates called Golden Path Solutions (a.k.a. Compass). He recommends that LRSC build a profile with trigger words to directly notify students that match our areas of programming.
- b) **Update on Open Positions**
 - i) Accounts Receivable: Melissa Ebertz 1/16/24
 - ii) Enrollment Services Specialist: a committee has been assembled, there are 4 applicants.

5) **ADJOURNMENT**

- a) **Adjournment**
 - i) The meeting was adjourned at 3:52 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be F-Feb 9@10a

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