

Approved: 10/19/2015

Administrative Council Meeting Minutes

September 28, 2015

President's Office **1:00 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

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggin- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

Chad Estenson, Physical Plant Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:05 p.m.

a) Review of September 15, 2015 Minutes

i) The minutes were reviewed and approved with changes.

2) OLD BUSINESS

a) Fall Building and Grounds Improvement Planning (75th)

i) President Darling requested a list of improvements be created that can be completed this fall while the weather is good. Such as; scraping and painting around windows in the courtyard and academic halls. Plant grass along weedy spots by sidewalks.

ii) Contract out for the weed spraying and landscaping. VP Goulding made initial contact with landscaper.

iii) Physical Plant Director Estenson informed council the pole near the front sidewalk will be set this week.

iv) Council asked for quotes to install lighting on new sidewalk to tech center.

v) The snow removal Payloader is in need of repair. Council advised Director Estenson to research purchasing a used machine from State Fleet.

vi) Outdoor and indoor signage is another project to complete this fall.

b) Committee Lists (finalize)

i) The Faculty Senate completed the search for the final two students. Michelle Cox will serve on the Curriculum and Academic Standards committee and Courtney Fines will serve on the Library Media committee.

c) 5-Year Strategic Plan/ Annual Operational Plan

i) President Darling asked the administrative council to review the Strategic/Operational Plan prior to publishing and distribution at the All Campus meeting on October, 1, 2015. The Council unanimously approved the plan with a minor color edit.

3) NEW BUSINESS

a) All Campus Meeting 10/1/2015 @ 3p

i) 5 year Strategic Plan/Annual Operational Plan distribution/discussion

ii) Electrical Switch Gear project

- iii) Key Event update (Erin)
- b) **Retirement Celebration 10/1/2015 @ 4p**
 - i) President Darling reminded council there will be a retirement celebration for Kenny Dubois in the dining room after the all campus meeting.
- c) **Challenge Fund Meeting Report**
 - i) President Darling and VP Goulding presented 5 scope approvals to the Challenge Fund Committee. They had to pull the Library Renewal Project for a rewrite, due to the committee's reluctance to fund travel. Part of the proposal included research visits to other libraries, which the committee assumed would include travel charges. Other proposals that were approved included: Expanding learning opportunities for American Sign Language Interpreters, Endowments for scholarship Support, Endowments for Program Support and 75th Anniversary Academic Scholarships Campaign.
- d) **Policy Requests**
 - i) 400.18 CAMPUS SAFETY
 - (1) Request to delete this policy and implement policy 1500.18. Request unanimously approved by council.
 - ii) 800.08 RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS
 - (1) Remove reference to dollar amounts, digital television services, and phone services.
 - (2) Request unanimously approved by council with changes.
 - iii) 1500.13 EMERGENCY NOTIFICATION SYSTEM
 - (1) Request unanimously approved by council.
 - iv) 1500.15 ALCOHOL AND DRUGS
 - (1) Request unanimously approved by council
 - v) 1500.18 CAMPUS SAFETY
 - (1) Request unanimously approved to replace 400.18 and comply with Cleary Act.
 - vi) 1500.19 EMERGENCY RESPONSE
 - (1) 6pm on Wednesday the emergency siren is tested weekly.
 - (2) Request unanimously approved with changes.
- e) Academic/Student Services
 - i) VP Halvorson updated council on the LRSC success story of a POTP student that unknowingly received an erroneous high school transcript through an online provider. Rather than dismiss the student who was one of the top in the class he was sent to the Adult Learning Center, after studying 5 days, received his high school diploma and was able to rejoin the POTP.
 - ii) Welcoming Dave Steffen to campus as today is his first day as the TrainND Director.
 - iii) Council discussed athletic booklet questions and securing a gaming license to do the raffle. VP Halvorson will schedule a meeting.
- f) Administrative Affairs
 - i) VP Kenner discussed the process for requesting proposals for the electrical switch gear replacement project.
 - ii) VP Kenner stated he would like to see an executive summary included with the campus enrollment information that gets distributed periodically. The executive summary should, if known, state why the enrollment numbers are higher or lower than other years and point out any trends that we should be aware of in case there are longer term implications to be addressed. If the facts are not known, the summary should include an opinion as to why the enrollment numbers are higher or lower than previous periods.
 - iii) Administrative Services is currently working with Financial Aid to finalize the FISAP.
 - iv) They are also working on the Appropriated Reserve Report due to the System Office.
 - v) The draft audit report of the Community College Foundation was received and looks good.
- g) Advancement
 - i) VP Goulding reported her office has been collecting tile engraving instructions from donors.

- ii) VP Goulding will be having a conversation with donors to develop the Bergstrom Program Endowment rules.
 - iii) Currently four grants are being administrated on campus. Otto-Bremer-Library Commons research, FINRA-Financial Literacy, Bush-Develop BS degree with Minot State for ASL Interpreting, and the Dakota Medical Foundation-Paramedic to Nurse.
 - iv) Elonda Nord is assisting the Advancement Office with collecting signatures on endowment agreements.
 - v) VP Goulding also discussed a possible training opportunity between MDU and the Wind Tech program.
- h) President
- i) President Darling stated the UAS summit & Expo in Grand Forks on September 21-23rd was positive. LRSC's role was mentioned often and he sees opportunities down the road.
 - ii) He will be traveling to Dickinson for the SBHE meeting on Wednesday, September 30th and after the board meeting will meet with the Chancellor to discuss the committee work the presidents will be doing. President Darling is currently serving on three of the six committees, Tuition and Fees, Shared Services, and Retention.
 - iii) President Darling will be in Williston for the Interim Higher Ed meetings on October 12, 2015.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
- i) The next meetings of the Administrative Council will be:
 - (1) Thursday, October 15 @1p
 - (2) Monday, November 9 @ 1:30p
 - (3) Monday, November 23 @ 1:30p

Faculty Senate Committee Members

2015-2016 Academic Year

Faculty Senate Meetings: Fourth Wednesday of the Month and First Wednesday of the following Month at Noon

Location: Technical Center

Curriculum and Academic Standards

2nd Wednesday- Noon-Colonial Room

Pam Walker

Jason Fewell

*Kay Grinsteiner: Chair

Michelle Murphy: Secretary

* Karen Clementich

** Dan Johnson

** Lloyd Halvorson

** John Cowger

Student: Shelby Jorgenson

Student: Michelle Cox

Professional Growth

1st Wednesday – Noon- Office VP Academic Affairs

* Leo Rognlin

Lisa Ginther: Secretary

*Will McConnell

Preston Sundeen: Chair

**Lloyd Halvorson

Tenure (Must be Tenured, 5 year Term)

1st Friday at Noon if needed, Auto Tech Room

Dan Johnson (2020-21)

Randy Olson (2015-16)

Diane Karlsbraaten (2016-17): Secretary

Kory Boehmer (2017-18): Chair

Teresa Tande (2018-19)

Library Media

4th Thursday 4:00 Collinson Room

Melissa Moser: Secretary

Casey Paradies: Chair

*Gary Fulsebakke

*Kate Sunaert

*Eileen Woolwine

**Laurel Goulding

Celeste Ertelt (Ex-Officio, non voting)

Student: Hannah Hextall

Student: Courtney Fines

(*) Last year of 2 Year Term

(**) Administrator nominated by the President and confirmed by the Faculty Senate” These may be changed starting new academic year and names will be forwarded to Faculty Senate in August

Meeting times and places for school year may change.

Faculty Welfare

2nd Wednesday – Noon – Auto Tech Classroom

Rick McAllister: Chair

Deb Carlson

* Steve Nicola

*Craig Stromme: Secretary

**Cory Kenner

Faculty Rights (Must be Tenured)

1st Monday at 8:00am Room 33

Shaun Prince (2016-2017): Chair

Jay Johnson (2017-2018), Secretary

Dick Olson (2015-2016)

Nominations

1st Wednesday Noon Cafeteria

Allison Thompson: Secretary

Jennifer Moreland

*Marilyn Buresh: Chair

*John Maritato

Outreach Learning

4th Tuesday 9:00 Lloyd’s Office

Randy Fixen

Jessica Santini Levenhagen

*Heidi Schneider: Chair

*Kim Brown: Secretary

**Lloyd Halvorson

**Dan Driessen (Ex-Officio)

Council of College Faculties (3 year Term)

Betsy Bannier (2014-17)

Foundation Representative (2 year term)

Cheri Weisz (2014-16)

President – Tammy Riggan

President Elect – Cindy Brown

Secretary – Alaina Sandbakken

AD-HOC COMMITTEES**Faculty In-Service Planning (Brandi Nelson)**

Teresa Tande

Sonja Flaagan

Jessica Santini Levenhagen

Preston Sundeen

Pam Walker

Deb Carlson

Michelle Murphy

Policies and Procedures:

Melissa Moser

M. C. Buresh

Casey Paradies

Kay Grinsteinner

Betsy Banner

Working List for Faculty Senate Members not presently on a Committee

Tracy Bina

Richard Drury

Jay Olson

Vacancy – Agronomy Position

[SEE NEXT PAGE FOR CAMPUS STAFF/FACULTY COMMITTEE LIST](#)

LRSC Campus Committee Assignments 2015-2016 Academic Year

SCHOLARSHIP & AWARDS

Laurel Goulding, C
Danny Mertens
Stephanie Shock
Joann Kitchens
Katie Nettell
Shaun Prince
Erin Wood

Students: Bethany Lowery, Hyllis Dauphinais

STAFF SENATE

Laurel Goulding
Andy Wakeford, C
Sandi Lillehaugen **
Stephanie Shock**
Anne Rasmusson*
Jennifer Jenssen *
Brigitte Greywater*
Bobbi Lunday*

ASSESSMENT COMMITTEE

Brandi Nelson C
Teresa Tande
Cindy Brown
Betsy Banner
Tammy Riggin
Lloyd Halvorson
Kory Boehmer

Student: Tayler Wetzsteon, Sydney Gjermundson

ADMINISTRATIVE COUNCIL

Doug Darling
Lloyd Halvorson
Laurel Goulding
Corry Kenner
Faculty Senate President

DIVERSITY

Kristi Hernandez, C & State Wide Committee Rep
Laurel Goulding
Teresa Tande
Erin Wood
Katie Nettell
Freddy Griffin
Richard Drury

Student: Jasmine Swinland

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C
Chad Estenson
John Maritato
Bobbi Lunday
Brandi Nelson
Rick McAllister
Toofawn Simhai
Erin Wood
Ron Soper

Subcommittees

EMERGENCY PREPAREDNESS
RISK MANAGEMENT

STUDENT APPEALS (CONDUCT)

Becky Lang, C
Cathleen Ruch
Dick Olson

Student: Ryne Dolleslager

TECHNOLOGY COMMITTEE

Toofawn Simhai –C
Lloyd Halvorson/Dan Driessen
Kay Grinsteinner
Randy Olson
Katie Nettell
Erin Wood
Celeste Ertelt

Student Rep: Jordan Anderson, Andrew Bowman

POLICY & PROCEDURE MANUAL

Brandi Nelson
Anne Rasmusson
Bobbi Lunday
Sandi Lillehaugen
Toofawn Simhai

C=Convener. The Convener calls the first meeting. At the meeting a chair and secretary are elected for the year.

*First year of two year term **Second year of two year term

Campus Committee Assignments continued
2015-2016 Academic Year

EMERGENCY PREPAREDNESS COMMITTEE

*Committee disbanded and will operate as
Subcommittee of Safety/Loss Control*

CONTINUATION OF OPERATION COMMITTEE

Toofawn Simhai, C
Sandi Lillehaugen
Chad Estenson
Lloyd Halvorson

ONLINE TASK FORCE

Dan Driessen, C
Dick Olson
Jessica Santini-Levenhagen
Cindy Brown
Tammy Riggan
Toofawn Simhai
Andy Wakeford
Karleen Estenson

ASSESSMENT ACADEMY COMMITTEE

Brandi Nelson C
Teresa Tande
Cindy Brown
Betsy Bannier
Tammy Riggan
Lloyd Halvorson
Kory Boehmer

COLLEGE PLANNING COMMITTEE

President
VP Academic/Student Affairs
VP Administrative Affairs
VP Advancement
Faculty Senate President
Faculty Senate Curriculum & Academic Standards
Committee Chair(s)
Faculty Senate Professional Growth Chair
Staff Senate Committee Chair
Physical Plant Director
Athletic Director
Librarian
CIO
Community College Foundation President
Public Affairs Director
TrainND Director
Admission/Enrollment Director
Community Representatives
Institutional Research & Planning Coordinator
Distance Education & Outreach Director
Student Senate President
Student Senate Vice President
Grand Forks Air Force Base Outreach Director

SEE NEXT PAGE FOR AD HOC COMMITTEE LIST

AD-HOC COMMITTEES

COMPENSATION COMMITTEE

Joann Kitchens C
Brandi Nelson
Stephanie Shock

FACILITY SCHEDULING COMMITTEE

Shelby Krueger
Bobbi Lunday
Laurel Goulding
Dan Driessen
Lois Bachmeier
Chad Estenson
Corry Kenner

RISK ASSESSMENT

*Will operate as a
Subcommittee of Safety/Loss Control*

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C
Randy Fixen
Kristi Hernandez
Scott Dunbar
Katie Nettell
Randy Olson
Brigitte Greywater
Jared Marshall
Student: [Lindsay Louters & Alex Olson](#)

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Toofawn Simhai, Primary
Joann Kitchens, Alternate

HRMS: Toofawn Simhai, Primary
Joann Kitchens, Alternate

CS: Toofawn Simhai, Primary
Katie Nettell, Alternate
Dan Johnson, Alternate

AD-HOC COMMITTEES

FINANCIAL AID COMMITTEE

VP Academic/Student Services
Registrar
Campus Counselor
VP Administrative Services
Financial Aid Director

This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program and review student satisfactory academic progress appeals

SUGGESTION BOX COMMITTEE

Administrative Council

RECORDS MANAGEMENT

Toofawn Simhai
Sandi Lillehaugen
Celeste Ertelt
Becky Lang
Bobbi Lunday
Lois Bachmeier
Jennifer Jenssen
Samantha Goeser
Dianne Gunderson
Bridget Hanlan
Erika Berg
Lisa Howard
Jen VanSteenvoort
Annie Alexander