

Approved on 11/5/2018

Administrative Council Meeting Minutes

Wednesday, October 17, 2018

President's Office **9:00 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

Jason Fewell in for Randy Fixen -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 9:01 a.m.

b) Review of September 12, 2018 Minutes

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

2) OLD BUSINESS

a) 2019/2020 Academic Calendar (FAT Initiative) update (Academic/Student Affairs)

i) A representative from State Staff Senate explained the Friday After Thanksgiving (FAT) initiative at the Chancellor's Cabinet meeting. The Governor recently gave all state employees an extra half day off on Christmas eve. The State Staff Senate may wait until after the Legislature is finished with the biannual budget before pursuing the initiative.

b) LRSC Campus Committee Updates (President's Office)

i) Dr. Fewell stepped into the role of Vice President of Faculty Senate. There were also updates to the Assessment Committee and the Continuation of Operations Committee. (Updated list attached below)

c) Salary Compression Update

i) VP Halvorson reported meetings with faculty senate President produced a recommendation that each faculty senate member get a \$2000 raise in January 2019. It is also recommended that regular staff salaries be increased to 90% of match and that director-level, and above, salaries be increased to 85% of market match.

3) NEW BUSINESS

a) OMB Presentation (President/Administrative Affairs)

i) The October 9th OMB presentation went very well.

b) Key Event (President's Office)

i) The Key Event is November 2nd and as usual it will be all hands-on deck to assure a successful event.

c) Legislative Breakfast (President's Office)

i) The breakfast has been moved to November 20th. Director Traynor will be on hand to discuss the DNP, Director Driessen; Distance Ed. President Darling will also take the opportunity to discuss LRSC's request for Ag facility.

d) Campus Information on Student Issues (President's Office)

i) President Darling inquired if campus could be notified regarding students that may or may not be allowed on campus. VP Halvorson stated LRSC is not allowed to acknowledge who accused/accuser is per Title IX rules and assured council those that need to know have been notified.

e) **SBHE Visit**

i) SBHE member, Jill Louters came to campus to meet with President Darling on Monday, October 15, 2018.

f) **Academic Student Affairs**

i) VP Halvorson announced, the Wednesday before Thanksgiving, November 21st will be an HLC Workday.

g) **Administrative Affairs**

i) VP Kenner reported that the CCF audit was finished.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: M-Nov 5@1:30p, Tu-Nov 20@9a

b) **Adjournment**

i) The meeting was adjourned at 10:05 a.m.

LRSC Faculty Senate Officers and Committee Assignments 2018-2019 Academic Year

Curriculum & Academic Standards

Meet:

Cindy Brown
*Melissa Moser
*Preston Sundeen
*Kristi Hernandez
Richard Drury
**Dan Johnson
**Lloyd Halvorson
**John Cowger
Student: Hunter Mckelvey (662-2896)
hunter.mckelvey@lrsc.edu
Student: Easton Meyer (230-1631)
Easton.meyer@lrsc.edu

Professional Growth

Meet:

Dick Olson
*Deb Carlson
Tammy Riffin
* Oybek Turayev
**Lloyd Halvorson

Tenure (Must be tenured, 5-year term)

Meet:

Dan Johnson (2019-2020) Retirement Faculty
Karen Clementich (2020-2021)
Marilyn Buresh (2017-2022)
Jay Johnson (2018-2023)
Teresa Tande (2018-2019)

Library Media

Meet:

*Jeremiah Halley
*Michelle Murphy
Donna Weigel
Barb Haugland
Scott Sandy
**Sheila Collins Librarian (Ex-Officio)
Students: Emi Thieme emilienne.thieme@lrsc.edu
Caitlyn Stuart (436-6056) caitlyn.stuart@lrsc.edu

President- Randy Fixen

President Elect- Jason Fewell

Secretary- Heidi Schneider

(*) 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.

SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST

Faculty Welfare

Meet:

*Jason Fewell
Jessica Santini Levenhagen
*Lisa Ginther
Nick Bittner
**Corry Kenner

Faculty Rights (Must be Tenured)

Meet:

Shaun Prince
Kory Boehmer
*Betsy Bannier (2018-2019)

Nominations

Meet:

*Amber Solheim
Alaina Schmid
John Maritato
Leo Rognlin

Outreach Learning

Meet:

*Cheri Weisz
*Darren Wilcox
Jay Olson
Rick McAllister
**Dan Driessen (Ex-Officio)
**Lloyd Halvorson

Excellence in Education

Karen Clementich (through 2019)
Cindy Brown (through 2020)
Tammy Riffin (through 2021)
Melissa Moser (through 2022)
Michelle Murphy (through 2022)
Teresa Tande (through 2023)
(Staff Rep from Online Coordinator, TRiO Director,
Director of Counseling)
Student Senate President

Council of College Faculties (3-year Term)

Betsy Bannier (2017-2020)

Foundation Representative (2-year term)

Casey Paradies (2017-2019)

LRSC Campus Committee Assignments 2018-2019 Academic Year

SCHOLARSHIP & AWARDS

Elonda Nord, C
Danny Mertens
Steve Shark
Joann Kitchens
Katie Nettell
Shaun Prince
Erin Wood
Students: Makayla Kitsch 701.395.4443
Mikayla.kitsch@lrsc.edu
Julie Hagen 701.662.5535 Julie.hagen@lrsc.edu

STAFF SENATE

Freddie Griffin, 2019
Brittany Hanson, 2019
Carla Freschette, 2020-C
Cathleen Ruch, 2020-VC
Jessica Hjelden, 2021
Mylee Kenner, 2021
Brigitte Greywater, Ex-officio
Andy Wakeford, SBHE
Corry Kenner, Council Representative
Alternates: Nicole Dinger/Dana Walford

ASSESSMENT COMMITTEE

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

ADMINISTRATIVE COUNCIL

Doug Darling
Lloyd Halvorson
Corry Kenner
Faculty Senate President

PERSONNEL REVIEW BOARD

Bridget Hanlan
Dan Driessen
Dave Steffen

DIVERSITY

Kristi Hernandez, C & State Wide Committee Rep
Doug Darling
Teresa Tande
Erin Wood
Katie Nettell
Freddie Griffin
Richard Drury
Student: Emi Thieme emilienne.thieme@lrsc.edu

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C
Chad Estenson
John Maritato
Bobbi Lunday
Brandi Nelson
Rick McAllister
Gary Haugland
Erin Wood

Subcommittees

EMERGENCY PREPAREDNESS
RISK MANAGEMENT

STUDENT APPEALS (DISCRIMINATION)

Becky Lang, C
Cathleen Ruch
Dick Olson
Student: Vanessa Ball 385.549.4678
vanessa.ball@lrsc.edu

TECHNOLOGY COMMITTEE

Gary Haugland –C
Lloyd Halvorson/Dan Driessen
Carla Freschette
Randy Olson
Katie Nettell
Erin Wood
Elonda Nord
Students: Devynn Wakefield 309.721.9907
devynn.wakefield@lrsc.edu
Grantley Mildenhall Grantley.mildenhall@lrsc.edu

POLICY & PROCEDURE MANUAL

Brandi Nelson
Anne Rasmusson
Bobbi Lunday
Sandi Lillehaugen

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

2018-2019 Academic Year

EMERGENCY PREPAREDNESS COMMITTEE

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

CONTINUATION OF OPERATION COMMITTEE

Gary Haugland
Sandi Lillehaugen, C
Chad Estenson
Brandi Nelson

ONLINE TASK FORCE

Dan Driessen, C
Dick Olson
Jessica Santini-Levenhagen
Cindy Brown
Tammy Riggin
Gary Haugland
Andy Wakeford
Karleen Estenson
Randy Fixen

ASSESSMENT ACADEMY COMMITTEE

Kory Boehmer C
Brandi Nelson
Cindy Brown
Betsy Bannier
Tammy Riggin
Lloyd Halvorson

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
Bookstore Director
Community Representatives
Academic Affairs Director
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

FACILITY SCHEDULING COMMITTEE

Joycelyn Hagen C
Dan Driessen
Lois Bachmeier
Jen Wignall
Bobbi Lunday
Erin Wood
Chad Estenson
Corry Kenner

RISK MANAGEMENT

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

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C Anne Rasmusson
Corry Kenner Kristi Hernandez
Scott Dunbar Erika Berg
Katie Nettell Amanda Zeien
Randy Olson Erin Wood
2 Student Athletes -1 female, 1 male

Students have their own committee called Food & Facilities that meets bi-weekly and they provide feedback directly to Food Service and Physical Plant Directors: [Karly Homiston](mailto:Karly.Homiston@lrsc.edu) Karly.Homiston@lrsc.edu 701/789-9328

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Gary Haugland, Primary
Joann Kitchens, Alternate
HRMS: Gary Haugland, Primary
Joann Kitchens, Alternate
CS: Gary Haugland, Primary
Katie Nettell, Alternate
Dan Johnson, Alternate

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

Behavior Intervention Team (BIT)

Sandi Lillehaugen* Scott Dunbar
Erika Berg Randy Fixen
Brigitte Greywater **Steve Shark***
Lloyd Halvorson*
Cathleen Ruch

* Threat Assessment Committee