

Approved on 9/24/2018

## Administrative Council Meeting Minutes

Wednesday, September 12, 2018

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*

*Corry Kenner- Vice President for Administrative Affairs*

### NON-VOTING MEMBERS PRESENT

*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 1:15 p.m.

### b) Review of August 28, 2018 Minutes

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

## 2) OLD BUSINESS

### a) Enrollment Update (Academic/Student Affairs)

i) Fall enrollment looks strong for LRSC. Head count should close, up about ten students and FTE should also close, up about ten students.

### b) Student Services: Open Position update (Academic/Student Affairs)

i) The full time Student Service/Financial Aid employee position has been offered and accepted by Merissa Halvorson.

### c) Weight Room Progress (Suggestion Box)

i) VP Halvorson reported that Director Mertens has been collecting estimates for a new treadmill, two exercise bikes, and various repairs to the existing equipment.

## 3) NEW BUSINESS

### a) Governors Visit (President's Office)

i) Jace Beehler from Governor Burgum's office has scheduled October 4<sup>th</sup> as the date the Governor will visit Lake Region State College. Council discussed how the meeting can be structured and who should be brought into discussions.

### b) 2018-19 Committee List (President's Office) (see list attached below)

### c) Graduate Credits/Degree Stipends (Academic/Student Affairs)

i) Director Driessen would like to put together a package to assist dual credit instructors with their faculty qualifications plan or offer a stipend for becoming qualified. Create a list of dual credit instructors' faculty qualifications list.

### d) CATYC Conference (Academic/Student Affairs)

i) Every September, CATYC (Council on Accreditation for Two-Year Colleges) hosts a fall conference for professional development and networking to promote quality standards and practices for accreditation and that support the goals of The Higher Learning Commission. CATYC is the second largest organization for two-year colleges and is comprised of the nineteen states accredited by the Higher Learning Commission. VP Halvorson attended the conference September 9-11 in Branson, Missouri. Federal government

regulations like Title IV, Gainful Employment, State Authorization for Distance Ed, and Student Defense are being re-examined.

e) **Administrative Affairs Report**

- i) VP Kenner reported the System Office asked for a detailed report of what LRSC would do with the \$1,000,000. VP Kenner asked council members to compile a list of one-time expenditure ideas.
- ii) CCF Auditors will be on campus Monday, September 17<sup>th</sup>.

f) **Cabinet Conference Call**

- i) President Darling stated the Chancellor has requested campuses report on faculty turnover since the budget cut were implemented.

g) **Academic and Student Affairs Report**

- i) HR Manager Lillehaugen and Director Nelson are collecting cost estimates for the upgrades to the Business Wing of the college. Physical Plant wants to put the carpet in some of the rooms in the business wing before Christmas break, so they can also take vacations during that time. Classes will be relocated where possible.
- ii) Surplus property in Bismarck will not take our surplus auction items. LRSC will have to find storage until items can be sold.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: M-Sept 24@1:30p, M-Oct 8@1:30p, F-Oct 19@1:30p, M-Nov 5@1:30p, Tu-Nov 20@9a

b) **Adjournment**

- i) The meeting was adjourned at 2:50 p.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](mailto:hunter.mckelvey@lrsc.edu)  
Student: Easton Meyer (230-1631)  
[Easton.meyer@lrsc.edu](mailto: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](mailto:emilienne.thieme@lrsc.edu)  
Caitlyn Stuart (436-6056) [caitlyn.stuart@lrsc.edu](mailto:caitlyn.stuart@lrsc.edu)

**President-** Dr. Randy Fixen

**President Elect-** Dr. 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](mailto:Mikayla.kitsch@lrsc.edu)  
Julie Hagen 701.662.5535 [Julie.hagen@lrsc.edu](mailto: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  
Teresa Tande  
Cindy Brown-C  
Betsy Banner  
Tammy Riggin-C  
Lloyd Halvorson  
Kory Boehmer  
Students: Tara Marlow 701.652.2657  
[tara.marlow@lrsc.edu](mailto:tara.marlow@lrsc.edu)  
Isabelle Hawkins 701.230.2687  
[isabelle.hawkins@lrsc.edu](mailto:isabelle.hawkins@lrsc.edu)

### 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](mailto: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](mailto: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](mailto:devynn.wakefield@lrsc.edu)  
Grantley Mildenhall [Grantley.mildenhall@lrsc.edu](mailto: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, C  
Sandi Lillehaugen  
Chad Estenson  
Lloyd Halvorson

### 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  
Teresa Tande  
Cindy Brown  
Betsy Banner  
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  
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

### 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  
Kristi Hernandez  
Scott Dunbar  
Katie Nettell  
Randy Olson  
Brigitte Greywater  
Jared Marshall

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 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)

Erika Berg	Randy Fixen
Brigitte Greywater	Steve Shark*
Lloyd Halvorson*	Scott Dunbar
Cathleen Ruch	
Sandi Lillehaugen*	<b>* Threat Assessment Committee</b>

## 2018-19 Student Senate Committee Assignments

2018-19 Student Senate Committee Assignments				
Scholarships & Awards				
	Makayla	Kitsch	701-395-4443	<a href="mailto:mikayla.kitsch@lrsc.edu">mikayla.kitsch@lrsc.edu</a>
	Julie	Hagen	701/662-5535	<a href="mailto:julie.hagen@lrsc.edu">julie.hagen@lrsc.edu</a>
Assessment Committee				
	Tara	Marlow	701/652-2657	<a href="mailto:tara.marlow@lrsc.edu">tara.marlow@lrsc.edu</a>
	Isabelle	Hawkins	701 2302687	<a href="mailto:isabelle.hawkins@lrsc.edu">isabelle.hawkins@lrsc.edu</a>
Diversity Committee				
	Emi	Thieme		<a href="mailto:emilienne.thieme@lrsc.edu">emilienne.thieme@lrsc.edu</a>
Food Service				
	Karly	Homiston	701/789-9328	<a href="mailto:mikayla.kitsch@lrsc.edu">mikayla.kitsch@lrsc.edu</a>
Student Appeals/Conduct				
	Vanessa	Ball	385/549-4678	<a href="mailto:vanessa.ball@LRSC.edu">vanessa.ball@LRSC.edu</a>
Technology Committee				
	Devynn	Wakefield	309/721-9907	<a href="mailto:devynn.wakefield@lrsc.edu">devynn.wakefield@lrsc.edu</a>
	Grantley	Mildenhall		<a href="mailto:grantley.mildenhall@lrsc.edu">grantley.mildenhall@lrsc.edu</a>
Library Media				
	Emi	Thieme		<a href="mailto:emilienne.thieme@lrsc.edu">emilienne.thieme@lrsc.edu</a>
	Caitlyn	Stuart	701/436-6056	<a href="mailto:caitlyn.stuart@lrsc.edu">caitlyn.stuart@lrsc.edu</a>
Academic Standards				
	Hunter	McKelvey	701/662-2896	<a href="mailto:hunter.mckelvey@lrsc.edu">hunter.mckelvey@lrsc.edu</a>
	Easton	Meyer	701/230-1631	<a href="mailto:easton.meyer@lrsc.edu">easton.meyer@lrsc.edu</a>