

Approved on 5/15/2020

## Administrative Council Meeting Minutes

Thursday, April 30, 2020

Teleconference 9:30 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

Heidi Schneider-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 9:32 a.m.

### b) Review of April 9, 2020 Minutes

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

## 2) OLD BUSINESS

### a) Hofstad Ag Center- Update (President)

i) VP Halvorson announced during the budget analysis they were able to shift \$51,000 from Program Enhancement and Perkins funds to Ag Center for technology needs.

## 3) NEW BUSINESS

### a) Faculty Contracts (Administrative Affairs)

i) Council discussed issuing contracts before May 15<sup>th</sup> if possible, the last possible date to issue is June 30<sup>th</sup>. The contracts need to be back by July 30<sup>th</sup>. VP Halvorson suggested an option to issue as normal on May 15<sup>th</sup> including the 2.5% salary increase but include a clause in the contract in the event the budget for it is removed by special session of legislature that the 2.5% will be rescinded. President Darling decided to listen to the Governors announcement on budget guidelines before deciding how to proceed. He agreed that contracts should be issued before graduation or at least within a week.

### b) Travel Budget and State Fleet Vehicles (Administrative Affairs)

i) VP Kenner proposed saving travel budget on the depreciation by turning back all State Fleet vehicles that are not specifically assigned to a program. SF vehicles will still be available from DOT. He will need a list of which vehicles can be released. [Discussion was tabled as VP Kenner has more questions for which he will seek answers.](#)

### c) CCFK Daycare Request to Serve School-Aged Children

i) Every summer, the college allocates room to the daycare to serve school-aged children. In the past, they have used rooms 101 and 122. CCFK Director Kelsey Mertens is requesting the additional room for this summer. If the college does not approve the request for additional space, CCFK will not be able to serve the 18 school-aged children and will need to communicate that with the families. LRSC generally allows this every year without a specific request to council but in light of the COVID-19 issues they are seeking special permission. Council agreed to allow them to use extra rooms but hopes to use spaces closer to daycare, so they are not so spread out on campus.

### d) Spend-out of FY20 TRIO Budget (Administrative Affairs-Controller Kitchens & Director Ruch 9:40)

- i) Controller Kitchens and Director Ruch presented options on how the remaining TRiO budget of \$31,971 can be spent. Council decided to cover payroll expenses, the cost of a student orientation speaker and other items that will not need special permission from the program officer.
- e) **Higher Ed - Strategy Review Meetings** (President)
  - i) This meeting was canceled.
- f) **VSIP** (Academic/Student Affairs)
  - i) Council discussed the employee Voluntary Separation Incentive Program (“VSIP”). It is strictly voluntary and provides eligible, approved employees with incentive pay equal to 50% of their annual base salary if they choose to separate from employment and agree to the conditions of the program. If applicable, approved applicants will also receive a payment for accrued leave calculated pursuant to LRSC and NDUS policies. Council is concerned as we are experiencing imminent funding challenges and the VSIP gives the campus an opportunity to reduce salary and benefit costs in anticipation of funding cuts, and to redirect the allocation and appointment of positions at LRSC to maximize our ability to fulfill our mission. The VSIP is designed to provide an incentive for employees to elect voluntary separation to minimize the possible number of involuntary terminations in the future. The President and VP’s decided to meet about restructuring options tomorrow morning before making a final decision to launch the VSIP.
- g) **CARES Act funding request to Emergency Commission** (Administrative Affairs)
  - i) VP Kenner has been working with IT Director Haugland to develop a request to OMB for CARES Act money to cover IT costs incurred because of the COVID-19 pandemic. Certain items related to the cost of setting up employees for telecommuting, including the purchase of a new firewall and additional laptops, may be eligible for potential funding from the \$1.25 billion received by the state.
- h) **IRS Form 7200 considerations** (Administrative Affairs)
  - i) Does not apply to State agencies.
- i) **Staff Senate concerns** (Administrative Affairs)
  - i) The senator’s primary concerns were of the workload of those that were not furloughed and concerns about the plan for after August 1<sup>st</sup>. VP Kenner informed them that while council is working on it, we do not have a solid plan now. As far as workload concerns, he encouraged the furloughed individuals to point out critical issues that will come up in their absence. He advised staff that were not furloughed, that were concerned with workload to visit with division leaders. He appreciated Mike’s attitude and willingness to remain involved by checking and answering email. VP Kenner also informed council that staff would like to implement summer hours.
- j) **SBHE** (President)
  - i) The board wanted campuses to plan to have students on campus in the fall. It is not realistic to believe we will be able to keep students six feet apart at all times, so we will have to plan other ways. Cleaning and sanitizing, housing, classrooms, food service, sports, and have a plan for individuals that do come down with the virus.
- k) **Farm Business Management Director**
  - i) Jason Fewell’s vacant position will not be filled, the remaining Adult Ag instructors will increase their client base. Fewell’s position will be inactivated.
- l) **Nursing Students**
  - i) The Nursing students will be back May 7<sup>th</sup> for testing, and summer session for PN’s will begin. Students are asking if they can stay in residence halls. VP Halvorson explained that it should only be a night or two. The summer classes are online but there are a few days of face to face clinicals, lab work and simulation. Director Dunbar should stay in touch with Nursing Directors.
- m) **Budget SESSE**

- i) VP Halvorson recommended skipping this year's \$7500 expense on SESSE? Now is a good time to skip it and reinstate in 2022. They have also decided to drop the GFAFB trip to campus. They will zero out the HLC budget.
- ii) The landlord has agreed to extend the DPAC lease to January 2021.
- n) **Adjournment**
  - i) The meeting was adjourned at 10:53 a.m.
- o) **Upcoming Scheduled Council Meetings**
  - (1) The next meeting of the Administrative Council will be Th-May 15@1:00p