

Approved on July 17, 2020

Administrative Council Meeting Minutes

Wednesday, July 1, 2020

Teleconference 10:00 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

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 9:30 a.m.

b) Review of June 5, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center- Update

i) The footings are finished. The architects and CMAA are beginning to hold bi-weekly meetings. They are scheduled through the end of December 2020.

b) VSIP Update (Academic/Student Affairs)

i) VP Halvorson reported he has not heard from the one applicant in his department, but there is another 20+ days to respond before the deadline.

c) Recruitment Efforts for Fall (Academic/Student Affairs)

i) There is anecdotal evidence the textbook scholarship is a hit. The comparisons from last year are not relevant this year.

ii) We must deliver dual credit instruction to high school students differently. It is likely high schools will be keeping classrooms to under 15 persons so they will be meeting possibly two – three days per week.

iii) VP Halvorson voiced renewed concerns about spread in community with a carnival and several other events taking place in town.

d) Staff Back on Campus

i) President Darling asked if departments are still on track to bring staff back on 6th and 13th. VP Halvorson added that he told his team to be flexible with front line staff and allow to continue to work from home if social distance cannot be kept. He reported they are still working on office set up for Financial Aid and Student Services. Classroom and hallway protocol are still in the works. They discussed concerns about residence hall protocol for TV rooms.

e) Travel Budget and State Fleet Vehicles (Administrative Affairs)

i) VP Kenner proposes keeping 2 of the 6 sedans, the Cargo van, the Minivan, the 15-passenger van, and the Durango. Other SF vehicles that are currently assigned to programs, e.g. POTP, will be kept. Council approved the recommendation, travel is down and if necessary, there are more vehicles available at SF. President Darling thanked Corry and his staff for their analysis.

3) NEW BUSINESS

a) **Smart Restart Task Force** (President Update)

- i) President Darling shared the agenda (below) from the task force for input from council. He discussed the contact tracing software; we will ask for assistance as we do not have staff trained.

Agenda

1. Discussion with North Dakota Department of Health regarding how to handle positive student test results for COVID-19. Specific issues to be discussed:
 - a. What data would universities like us to collect in our surveillance system?
 - b. At what frequency would universities like updates on cases/contacts in the University Setting? If dashboards need to be developed, then that should happen now.
 - c. Who at universities should be notified of cases? What if they don't have a student health center?
 - d. Who should we be discussing athletes with?
 - e. Who at the universities should be notified of positive staff?
 - f. Where should close contacts be referred for testing?
 - g. Where should cases and close contacts be referred for support for isolation and quarantine?
 - h. Who at the University will be able to notify students if a case occurred in a classroom?
 - i. What is the definition of a close contact in a University setting?
2. Proposed testing update
 - a. Prior to/at start of fall campus (surveillance testing)
 - b. Repeat surveillance testing
 - c. Student athletes and other high-risk groups (e.g., flight training, band, chorus)
3. Reports from Working Group chairs
4. Contact tracing software

b) **LRSC Restart Plan**

- i) We hope to have something to publish by end of next week.

c) **Auditors press release**

- i) Press wants to talk to President about auditors' recommendations that were made public last week. Council discussed and most errors involve improper documentation. VP Kenner reminded them this is the first audit recommendation we've had in many years.

d) **Financial Aid Interviews**

- i) We have three internal candidates that all bring good skillsets to the table.

e) **Faculty updates**

- i) There was a mix of responses on the Covid19 protocol ranging from extremely concerned to not at all concerned but the majority want to have reasonable Covid19 safe protections.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 10:14 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be, F-July 17@9:30a