

Approved on 11/05/2020

Administrative Council Meeting Minutes

Wednesday, October 21, 2020

Teams 1:30 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

Richard Drury-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 1:31 p.m.

b) Review of September 22, 2020 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) Mosaic was solicited for a donation, they notified us that they will wait until the end of the year to decide.

b) COVID 19 Isolation and Quarantine Report (Academic/Student Affairs)

i) LRSC currently has nine Covid19 positive students in isolation, (eight are currently isolating off-campus, one student in isolation on-campus). There are thirty-nine student in quarantine, (twenty-six off-campus, thirteen on-campus). LRSC currently has no employees testing positive but two employees in quarantine as close contacts. VP Halvorson reported four staff members attend a wedding which now numerous individuals that also attended the event are testing positive, according to County Health.

ii) The contact tracers for the State of ND are overwhelmed and now asking individuals testing positive to do their own close contact notification.

iii) The two individuals that were helping Director Dunbar bring items and give walks to the students in quarantine and isolation are no longer available. Director Dunbar is hoping the RA's can assist. VP Halvorson made an appeal for help at the instructional staff meeting. Lisa Ginther volunteered to help next week, and Anne Rasmusson volunteered to do Walmart runs.

c) Library Director Open Position

i) VP Halvorson reported that the position description has been worked out with a focus on library credentials and technology assistance. He reminded council that \$60,000 of the shortfall could be made up by not filling the position until next fall. President Darling expressed concern over whether we have enough help to keep the library staffed for the students or assistance for faculty that need resources. VP Halvorson is confident we can keep it open evenings and weekends for students. VP Kenner suggested polling faculty and students to find out if they are being served adequately. [Faculty Senate Representative Drury will put it on the upcoming Faculty Senate meeting agenda for discussion.](#) [President Darling will keep this topic on council's agenda for continued discussion.](#)

3) NEW BUSINESS

a) Enrollment Shortfall Report (Administrative Affairs)

- i) There is not an update on the shortfall report but all CTE programs are healthy and have met the 9-1 threshold.
 - ii) Richard Drury reported discussions with RAFO confirmed they will not be sending students for the next couple years. President Darling anticipates that will allow him the opportunity to build on the apprenticeship program. He will be building his classes on-line for the apprentices. The first one will be synchronous.
- b) **Policy 400.? Assets Management and Inventory Control** (Administrative Affairs)
- i) VP Kenner introduced the new policy that comes from an audit recommendation requiring that we have an asset management inventory control policy. Sandi Lillehaugen informed council LRSC does track the inventory but there is not a policy for it. [After discussion about where to place the policy it was tabled to be combined with Policy 400.12.](#)
- c) **Recruitment Position/Reclassification** (Academic/Student Affairs)
- i) VP Halvorson would like to attract a more experienced person in this position to diminish turnover. Director Shark and HR Mgr Lillehaugen have reworked the job description from a career counselor type to a recruiter allowing for a new category match of about \$48,000. They need to be a social media, twitter, Hobson's expert. Post COVID19 travel schedule may be different. Director Shark is a strategist but will count on this position to own recruiting including strategizing and planning. [Council supports the concept. President Darling requested to see the changes to the position description. VP Halvorson will provide the information for review.](#)
 - ii) VP Halvorson requests to reclassify Administrative Assistant Merissa Halvorson to the Financial Aid Assistant position. We expect Doreen Hoffman to come back and there will be plenty of work when she gets here but in the meantime M. Halvorson should be compensated for fulfilling the duties. VP Kenner reminded council we have done this in various ways before. Having at times temporarily reclassified positions or other times just temporarily increased salary until help was back. HR Mgr Lillehaugen commented that she prefers to do the stipend and not reclassify but does not believe Doreen Hoffman wants to come back in the same capacity. Financial Aid Director Walters is impressed with M. Halvorson's work and would like to keep her in this position. Lillehaugen made it clear this could just be temporary. All council is in favor so S. Lillehaugen will process the paperwork for President's signature.
- d) **Enterprise Risk Management-SPOL** (2:00 Sandi Lillehaugen)
- i) ERM is due to be updated by 10/22/20 Council must decide course of action for the following objectives that were identified as risks to our campus.
 - (1) Objective 2117 Procurement Process: LRSC will do additional training,
 - (2) Obj 2126 External facility reliance: Council feels the risk is low. Maintaining a good working relationship with DLPS and we will continue to monitor.
 - (3) Obj. 2127 HLC Dual Credit Qualifications: LRSC has been working with K12 faculty who are interested in obtaining masters and continue teaching dual credit. Helping facilitate obtaining necessary degree.
 - (4) Obj. 2118 Police Radio Communication: Upgrade is complete.
 - (5) Obj. 2119 Loss of Enrollment due to COVID: Monitoring and continuing to educate and plan
 - (6) Obj. 2120 Health risks due to COVID: Doing what we can to protect from this external threat, mandated masks and hand sanitizing stations on campus.
 - (7) Obj. 2121 HVAC system: LRSC has added air purifies to most spaces, landscaping to stop moisture entering tunnels, cleaned tunnels. Not financially able to upgrade the system.
 - (8) Obj. 2122 Pedestrian Sidewalks: Have been shaved down but still must replace. Currently waiting on funding from next legislative session.

- (9) Obj. 2123 Financial Reserves: Planned to use to fund Ag Center at about the \$500,000 level due to fundraising efforts now only need about \$300,000 and continuing to fund raise.
- (10) Obj. 2124 Athletic Bus: Three years left to use SF bus. LRSC will continue to designate reserves. Encourage Athletics to do a fundraising campaign for a bus.
- (11) Obj. 2125 Loose Tiles: They have been replaced, will continue to monitor.

e) **Strategic Planning** (2:15 Erin Wood)

- i) Community Relations Director Wood is creating an outline for LRSC's next 5-year plan for 2021-2026. Our current Strategic plan is expiring this year, but Chancellor Hagerott has rolled all institutions goals over for another year due to COVID mitigation creating a lack of planning time. Council agreed to roll our SP cycle over until next fall. Erin will add *to this year's plan.

f) **Community Meeting**

- i) VP Halvorson discussed what the Community COVID19 meeting on Friday should look like. It is not an open community forum; we have invited six special guests to partake in a discussion. Should they sit on stage, physically distanced from one another or in the auditorium seats? They decided since the screen on the stage will be down for the TEAMS meeting the guests will have lapel mic's in auditorium seats. VP Kenner asked what the goal is of hosting this event? President Darling and VP Halvorson agree that it will take a coordinated effort to stop the spread in the community. We have it in the community, it is a threat to our campus, and we are hoping to stay out of "critical" phase where we will be shut down. We decided to host and see if we can get a conversation going. We invited the Mayor, Chamber Director, County Commission Chairman, School Board President, Park Board, Hospital Director and County Health. The goal is to bring these leaders together to facilitate, not drive a discussion that will hopefully lead to responsible behavior.

g) **OMB**

- i) VP Kenner reported that LRSC's request was recommended by the Governor's Staff. The Legislative Budget Section meets this Friday then we will find out if our request gets their approval. We were thoughtful not greedy; we only have until the end of December to spend the funds and don't need to spend for the sake of spending.

h) **Faculty**

- i) Faculty Senate Representative Drury asked how instructors will be able to track the residence hall students that decide to go home over Thanksgiving break and stay home to finish the semester via technology. VP Halvorson said Housing Director Dunbar should be able to provide a list. [Representative Drury will add this topic for discuss at the next Faculty Senate meeting.](#)

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 3:15 p.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meetings of the Administrative Council will be Th-Nov 5@1p