

Approved on 7/1/2020

Administrative Council Meeting Minutes

Friday, June 5, 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 10:01 a.m.

b) Review of May 21, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center- Update

i) VP Kenner discussed the schedule for construction. They currently have about three fourths of the footings poured in place. They will start on walls Monday, June 8th. The construction company is currently on time according to their preliminary schedule.

b) VSIP Update (Academic/Student Affairs)

i) VP Halvorson requested more time to present the plan, he is waiting on a plan from the department leaders to grant the request. VP Kenner discussed custodial offers and has decided he will not accept either request. President Darling has also made the decision not to accept the request he received. Three will be rejected. HR will wait to send the staff salary notices until the VSIP's have been finalized.

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

i) VP Halvorson schedule a meeting to discuss a Bookstore Buck's scholarship opportunity. President Darling asked if they have considered calling the list of seniors from DL that are not registered at LRSC to inquire about their plans. Congrats to them if they are and if not try to recruit them to LRSC.

d) Staff Back on Campus

i) Council discussed goal to get back to face to face operations this fall and to keep faculty, staff and students safe. Current plan includes bring those back that have individual offices by July 6th.

3) NEW BUSINESS

a) Smart Restart Task Force

i) President Darling reported in all the system wide meetings he has attended all institutions are in similar positions regarding how to restart. NDSU and NDSCS were they only ones that have a document in writing. LRSC is working to get ours in writing soon. There were discussions on altering calendars like SD or WY. So far that has not really been considered. There was much discussion about needing system wide guidelines on what to do if we have individuals on campus test positive on campus including contact tracing issues. Some discussion on starting semester early and ending face to face classes for online after Thanksgiving. The discussion lead to brainstorming scenarios.

b) **LRSC Restart Plan**

- i) We need to have specific plans for classrooms, labs, residence halls, clinicals, updates on what other campuses are doing. NDSCS and 25th hour have documents out that Director Wood is condensing into a document for LRSC. Discussion about placing orders for plexiglass shields and hand sanitizer dispenser for classrooms. President Darling announced that he has asked LRSC student senate president to serve on the Smart Restart Task Force.
- ii) VP Kenner requested and received council approval to open the vacant cook position.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 10:45 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be, Th-June 18@11:00a, W-July 1@9:30a