

Approved on 1/6/21

## Administrative Council Meeting Minutes

Friday, December 18, 2020

Teams 10:30 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

*Richard Drury-Faculty Senate Representative*

*Bobbi Lunday- Recorder*

### Guests

Controller Kitchens

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 10:32 a.m.

### b) Review of December 3, 2020 Minutes

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

## 2) OLD BUSINESS

### a) Ag Center Building/Fundraiser Update (President)

i) The total is at \$883,500 right now. LRSC did not win the Department of Ag Grant.

### b) COVID 19 Updates (Academic/Student Affairs)

i) Numbers continue to fall. We received the ok to update Covid numbers weekly instead of daily.

### c) Learning Commons/Library Director Open Position

i) Council discussed the short-term plan for supervision of the Learning Commons. For at least the first part of the semester for sure with a possibility of the rest of the semester is to keep IVN Coordinator Bachmeier in the library. Council will do some strategic planning on this soon.

## 3) NEW BUSINESS

### a) Suggestion Box Calendar Policy

i) Council received a reminder in the suggestion box of the Outlook Calendar Policy 400.29. If we have folks working from home or different hours, we need to have calendars updated. Since Covid19 started more staff and faculty have been working from home. If employees are working from home that should be indicated on their calendar. Employees should be reminded to utilize the Outlook Calendar based on the LRSC policy requirements. **Policy Attached**

### b) Enrollment Report (Academic/Student Affairs)

i) Comparing spring semester to spring semester LRSC is down 212 students 1442 credits. This downturn is in Liberal Arts and non-degree for the most part except for Simulator Maintenance which is down 20 students from last year. Saudi Arabia and the Royal Air Force of Oman did not send new students this year. Richard Drury indicated that he has students from fall that are not registered yet and he will only be down one student next fall. Dr. Ruch's team has been reaching out and calling students to help them get registered.

### c) UND Math Proposal Joann Kitchens (Academic/Student Affairs)

i) During FY 20, UND delivered 26 sections of Math 103 to 541 students. LRSC proposes to deliver 24 sections of Math 103 to a similar number of students for FY 21. Most of the instruction would be provided by full-time benefitted LRSC faculty in course sections cross listed by UND. Controller Kitchens joined council to advise on the various scenarios 24 sections with 510 enrollments generates in revenue and expenses.

Council discussed various scenarios and what our proposal should be to UND. [VP Halvorson will schedule a meeting with UND to negotiate.](#)

d) **BinaxNOW COVID Testing** (Academic/Student Affairs)

i) All approvals are in place, the PPE has been ordered. The state of ND will provide the tests for free. We still need to work out a testing schedule. There was discussion at the system level about using BinaxNOW tests in combination with PCR testing.

e) **New Confidentiality Software (for Title IX Reports)** (Academic/Student Affairs)

i) VP Halvorson discussed efforts to wrap up an investigation with the new Title IX rule that states when you conclude an investigative report, which includes all evidence, interviews etc. you must send copies to both victim and suspect and their advocates. VP Halvorson does not feel comfortable sending this information with no conclusion of fact, before the case is final. It's full of extremely private often embarrassing information and there is not that stops them from posting it online for the world to see. If we purchase this software to upload the report the parties can still read it but cannot screenshot or send it to a printer. Council discussed and [VP Halvorson will check into using UND's software as a possible shared service and will also get a price on purchasing the software for LRSC.](#)

f) **Athletics/DLPS Spring Season COVID Mitigation** (Academic/Student Affairs)

i) The DL schoolboard decided to extend rules for DLHS athletics to LRSC's games. We will be subject to follow what they decide for their students. MonDak might also have some rules to consider.

g) **Priorities for Senate Appropriations Committee January 18-20, 2021** (President)

i) President Darling discussed working on presentation for Senate Appropriations in January. We must hold to the needs-based budget, capital project is parking lot project, and requesting no match for utilizing deferred maintenance funds. Director Wood and VP Kenner discussed charts showing enrollment stability over the last 10 years being a good visual. System Office Vice Chancellor of Administrative Affairs Tammy Dolan discussed the fact that Higher Ed is shouldering 50% of the state's budget cut but is only 13% of the state budget. The governor's proposal would mean institutions will have to cut viable programs that are meeting a market demands in the state.

ii) Council also discussed sending information about what LRSC is doing across the state; apprenticeships, internships, wind tower training for oil field workers, to the Chancellor for governor's address in January.

h) **Updates**

i) VP Kenner said they are planning to set-up interviews for bookstore and are holding on Food Service position and he is not sure what's happening with custodial position at this time.

ii) VP Halvorson said the only thing they have is the CTE Grant manager position open now and are hoping for good applicants.

**4) ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 11:59 a.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be T-Jan 5@1p, Th-Jan 21@9a, Th-Feb 4@9a

SECTION 400.29

OUTLOOK CALENDAR POLICY

Outlook Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features. The use of Microsoft's Outlook Calendar is the official means of scheduling to facilitate the business purposes of LRSC.

1. The primary purpose of Microsoft's Outlook Calendar is provided to all staff and faculty of the Lake Region State College (LRSC) as a management tool to enhance the communications and scheduling needed to conduct college business in a consistent and efficient manner.
2. The use of Microsoft's Outlook Calendar for personal events and scheduling is secondary but adds value and convenience when used in conjunction with official business planning.

Procedure

1. Calendar Properties should have the default set to: Free/Busy time, subject, location.
2. Create appointments, meetings, class schedules and events on your Outlook Calendar, to enable LRSC leadership, management and peers to view for event and meeting planning, open and available times for work related projects, and for times when staff or faculty are absent, on leave, or out of the office.
  - a. Mark class time, appointments, meetings and events on your Outlook Calendar to show if you are to be considered available or unavailable by using the Show As feature: Free, Working Elsewhere, Tentative, Busy or Out of the Office.
  - b. All work and class related events and times should be shared and open for viewing.
  - c. All personal events and appointments scheduled during the workday can be marked as private.

---

**History**

Administrative Council Approved 08/12/2020