

Approved on 6/9/21

## Administrative Council Meeting Minutes

Tuesday, May 25, 2021

Teams 1:30 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

Dr. Doug Darling- President  
Lloyd Halvorson- Vice President for Academic/Student Affairs  
Corry Kenner- Vice President for Administrative Affairs  
Erin Wood, Public Relations Director  
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 1:34 p.m.

#### b) Review of May 11, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Ag Ctr Update (President Darling)

i) President Darling reported on the latest walk-through with Preston and the Rep from the epoxy company. They agreed the flooring will be ground off and re-done. It will be scheduled for the end of June and should take about three to four days to complete. They are working with a different company to fix the cement work out front and there is still work to do on the downspouts.

### 3) NEW BUSINESS

#### a) COVID Protocol for summer (Academic/Student Affairs)

i) The COVID protocol was sent out to campus Friday, May 14, 2021. Director Wood and Director Haugland archived all protocol published on the website. (attached below)

#### b) Bus Purchase (Academic/Student Affairs)

i) VP Halvorson discussed the opportunity to purchase a bus with low mileage from Western Finance and Lease. VP Kenner informed Council that ND State Fleet indicates we would need to own a bus by the end of FY23. North Dakota century code states that we cannot own a vehicle without written permission from State Fleet. The current LRSC bus still has 74 months of life left on the books and we do not have the option, currently, to purchase the bus from State Fleet. [VP Halvorson will work with Athletic Director Mertens to follow the procurement rules. Since it will be over \\$100,000.00, the Request for Proposal process needs to be used. Athletic Director Mertens will check with other Athletic Directors to obtain samples of their RFP's to assist with the writing process.](#)

#### c) Executive Summary/Snapshot Updates (President)

i) President Darling discussed the remaining items left to be answered on the Executive Summary for the Chancellor which is due the first week of June. VP Halvorson will work with Risk Management on the latest campus security initiatives. VP Kenner will provide information for grant dollars on NERF grant from Nursing, current CRF, HEERF, & GEER grants. President Darling will gather information for the responsiveness to workforce needs question. Some of which include, our various apprenticeships, returning to Fargo area with POTP and running the Wind Academy in Tioga. They are still requesting information on

historical budget reductions of a few years ago. We will discuss the lasting effects of the deep cuts and less tuition revenue due to COVID.

- ii) Discussion on the Campus Snapshot document led to adding Student FTE to the Student Demographics statistics. In the Financials section change In-state tuition to Domestic/Canada and Out-of-state to International rate.
- d) **2021 Fraud Risk Assessment Report** (President)
  - i) Risk of favoritism. VP Kenner asked President Darling to request a summary of the comments to better assess problem areas.
- e) **Adult Ed Full Time Positions** (President/Academic/Student Affairs)
  - i) VP Halvorson and Faculty Representative Drury excused themselves from the Council meeting for the following discussion: Bridget Hanlan Adult Learning Center Director joined the meeting to discuss the progress they have made over last three years with part-time temporary employees. She discussed the rewards of increased funding received from the state for consistently having great outcomes. They would like to offer more testing by having a Pearson Vue Test administrator dedicated 37% time and again deliver classes for Casino employees at the Spirit Lake Casino. Her request to council is to bring Cindy Halvorson and Frances Drury to full time employees. President Darling, VP Kenner and Director Wood discussed the proposal and agreed it is a well-documented thorough plan and will move forward to work with HR Manager Lillehaugen to figure out position classifications.
- f) **Staff Retreat** (College Relations)
  - i) College Relations and Staff Senate Secretary Erin Wood along with Staff Senate President Englman, Vice President (President Elect) Brandi Nelson, and Immediate Past Staff Senate President Ruch met with President Darling to discuss a plan for Staff/Faculty Retreat this summer, scheduled for July 22. The retreat schedule is to begin the day at noon with lunch on campus, then move to the auditorium for a motivational speaker from 1-3pm. Team building exercises with the National Guard will be held from 3-5pm. At this time, there will be a break as the retreat moves off campus for dinner at Roosevelt Park and viewing of Ft. Totten Little Theatre's production of "Grease". Dinner and musical are optional for staff to attend. Spouses/significant others are invited to join for the cost of admission; however, Staff Senate will need a headcount for the meal and show prior to July 22nd. More information will be sent to campus.
  - ii) The 11-4pm portion of the program are mandatory for staff to attend, and the retreat also is being opened to faculty. Those not wanting to attend the afterhours session will work a regular 8-hour day that that includes the 11-4pm portion of the staff retreat.
- g) **International Flag Display** (Academic/Student Affairs)
  - i) After rebuilding the wall of windows in the Student Union the flagpole hangers were taken down. International Student Advisor Zehrer requested they be relocated in one of the hallways. Council agreed the flags should be on display and VP Halvorson will work with Casey to find a good location.
- h) **Librarian Position** (Academic/Student Affairs)
  - i) Council discussed the qualifications and appointment type for the librarian position. President Darling would like to get the position listed as soon as possible.
- i) **Update on Open Positions**
  - i) Accounts Receivable Associate: Held a second interview today. Controller Kitchens will bring a request to hire for President Darling's approval soon.
  - ii) Advancement Coordinator: Three new applicants to review.
  - iii) Custodian: no applicants
  - iv) Head Cook: One possible interview that will be conducted in July.
  - v) Health Careers Specialist/Nursing Instructor: Probably not interviewing until mid or end of June.
  - vi) Maintenance Technician: no applicants

vii) Marketing Design Specialist: Interviewing three tomorrow.

viii) Midday Cook: no applicants

ix) PT Custodian: no applicants

x) Student Services Associate: no applicants

**4) ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 3:05 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be W-June 9@ 1:15p, W-June 30@10:00a, Tu-July 15@1:30p

## Summer 2021 COVID Protocol

Effective Monday May 17, 2021, we will be retiring our current COVID protocols. Retired protocol is inclusive of all nine sections found on our website under the COVID-19 menu tab, including: 1) LRSC Smart Restart Plan, 2) LRSC COVID-19 Reporting, 3) Isolation and Quarantine protocol for LRSC students, 4) Isolation and Quarantine protocol for LRSC faculty and staff, 5) Wearing a face mask, 6) Bookstore, 7) Dining Services, 8) Housing protocol, and 9) Residence Hall information FAQ. Also retired is our COVID-19 dashboard showing the numbers of faculty, staff, and students in isolation and quarantine.

The following protocol will be in effect until August 15, 2021, at which time new protocol will be published for the start of fall semester.

1. Faculty, staff, and students are expected to promptly notify the HR Director if they are positive for COVID or if they are symptomatic. Deliberate failure to do so would constitute a violation of our employee and student Code of Conduct policies.
2. Faculty, staff and students will not be allowed on campus for 10 days (from onset of symptoms or from the date of the test) if they are positive for COVID, have significant symptoms consistent with COVID (i.e. loss of taste and/or smell), or have a household member who tests positive for COVID and the faculty, staff, or student is not vaccinated.
  - Faculty and staff shall use sick leave or annual leave unless they can work from home and are approved by their supervisor to work from home. Students must attend class remotely when it is possible to do so and the technology is in place.
  - Residence hall students shall be moved to a different room where they will stay until 10 days has passed since their positive test and/or their onset of symptoms. Students will not be allowed to leave their residence hall room unless they wear a mask and go directly to the nearest exit and leave the building.
4. Masks will be worn by all in attendance during any indoor instructional activity, when the number in attendance exceeds 50% of the standard capacity of the classroom or event venue unless at least 75% of those in attendance are vaccinated and willing to provide proof. Instructional activity includes the Peace Officer Training Program, Nursing Program, and any other face-to-face indoor classroom activity.
3. For non-instructional settings, all LRSC buildings will be mask-optional. Mask wearing in hallways, offices, meeting rooms, office suites, and public spaces like the Bookstore, Dining Room, Student Union, and Learning Commons, etc. is at the discretion of each individual visitor, employee and student.
5. Meeting rooms, including Chautauqua Gallery, Heritage Hall, Colonial Room, Collinson Room, and other like rooms will be mask-optional with maximum capacity of the room set at 75% of standard capacity.
6. Any staff or faculty member can decline an invitation to attend an in-person meeting and request the organizer to allow for remote attendance (Teams, Zoom, etc.).
7. Faculty and staff may continue to eat in their office.
8. Routine COVID-related cleaning and disinfecting by physical plant staff will cease. Employees with a desire to clean and disinfect their work areas will be provided with the supplies to do so.