

Approved on 6/30/21

Administrative Council Meeting Minutes

Wednesday, June 9, 2021

President's Office 1:15 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

Casey Zehrer, International Student Advisor

John Cowger, GFAFB Campus Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:15 p.m.

b) Review of May 25, 2021 Minutes

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

2) OLD BUSINESS

a) Bus Purchase (Academic/Student Affairs)

i) VP Halvorson announced a formal request for approval from State Fleet for permission to purchase a bus was submitted. State Fleet responded that they would get back with an answer by the end of the week.

b) Staff Retreat Update (College Relations)

i) Council discussed the staff retreat email wording and how it applies differently to those employees that work various shifts. [Director Wood will send an updated announcement.](#)

c) International Flag Display (1:30p Casey Zehrer -Academic/Student Affairs)

i) International Student Advisor Casey Zehrer requested and received permission to display flags from LRSC's international student's countries. He chose the area between the business office and the TRIO room for the international flag display. In event of overflow the display will continue down toward the Foundation office. [Casey will work with Physical Plant to create the display.](#)

d) Policy change: 700.18, Academic Freedom (Academic/Student Affairs)

i) VP Halvorson inquired if SBHE passed the policies at the recent meeting. SBHE has approved the first reading only. President Darling has approved this policy contingent on approval of the SBHE.

e) Policy change: 800.23, Student Organizations (Academic/Student Affairs)

i) VP Halvorson inquired if SBHE passed the policies at the recent meeting. SBHE has approved the first reading only. President Darling has approved this policy contingent on approval of the SBHE.

f) Policy change: 1000.01, Use of College Facilities (Academic/Student Affairs)

i) VP Halvorson inquired if SBHE passed the policies at the recent meeting. SBHE has approved the first reading only. President Darling has approved this policy contingent on approval of the SBHE.

g) Policy change: 1500.08, Harassment (Academic/Student Affairs)

i) VP Halvorson inquired if SBHE passed the policies at the recent meeting. SBHE has approved the first reading only. President Darling has approved this policy contingent on approval of the SBHE.

h) Introduce Policy Change: Vaccine Legislation ref HB 1465 (Academic/Student Affairs)

i) VP Halvorson said this policy is still on hold pending research by Registrar's office.

3) NEW BUSINESS

a) GFAFB Hybrid Delivery (2:00p John Cowger-Academic/Student Affairs)

i) Director Cowger called into the meeting to discuss hybrid delivery of 4-5 credit courses, for consideration only with no plan to move forward at this time. Director Cowger discussed the inquiry he has received to utilize the Learning Management System (LMS) for synchronous and asynchronous learning. It would only be

used for face-to-face 4-5 credit courses that meet three days per week. Classes would have to meet 2 days a week but reserve the option for the third day to be delivered via LMS. Council agreed to allow Director Cowger to launch a pilot program with a couple of instructors. The classes will be monitored for sufficient LMS activity to see and analyze result of student activities and instructor uploads. All students will be required to complete surveys. The program will be assessed to make a final decision.

b) **LRSC Summary Comments Fraud Risk Survey** (President)

- i) Council reviewed comments but found there was nothing specific enough to determine where the real concerns could be found within the college.

c) **Budget Discussion** (Administrative Affairs)

- i) VP Kenner reported there looks to be about a \$240,000 revenue shortfall. The budget overview looks like we will save enough in appropriated to help with shortfall on the revenue side. There should be \$150,000 available for carryover. HEERF monies can be used to offset losses. Discussion about how to assess student need for funding other than if they apply for financial aid. Council discussed billing student motel rooms used for quarantine, parts of employee salaries for spending so much time on COVID planning, testing, etc...
- ii) The base operating budget received from the legislature is \$1,296,872 more for the 2021-23 biennium because of increased credit hours from the new look-back period, a change in credit hour formula weighting and an increase in the amount appropriated per credit hour. VP Kenner suggested trying to move the faculty travel and Athletics salaries into the appropriated budget as much as possible.

d) **Update on Open Positions**

- i) Accounts Receivable Associate-Filled by Kelsey Papacheck.
- ii) Advancement Coordinator-Calling references and plan to make offer this week.
- iii) Custodian- No applicants, open until filled.
- iv) Head Cook- No applicants, open until filled.
- v) Health Careers Specialist/Nursing Instructor- Screening July 1
- vi) Librarian-Screening June 28th
- vii) Maintenance Technician- Two interviews today, Director Estenson will be in touch.
- viii) Marketing Design Specialist-Interviewed two and bringing back for face-to-face interview June 22.
- ix) Midday Cook- No applications – open until filled.
- x) PT Custodian- No applications – open until filled.
- xi) Student Services Associate- position was offered.

e) **Miscellaneous Updates**

- i) President Darling reported that Melana Howe Grant Manager, Preston Sundeen Ag Center Director, and Elonda Nord have been working together and submitted a CHS grant.
- ii) President Darling reported that he will travel to Cincinnati for the Great Oaks CTE Career academy tour on June 15th, he announced Director Driessen will be traveling to Sioux Falls for another CTE Career academy tour, Doug is on the Task force that has been conducting the study and we want to be the post-secondary connection. North Valley in Grafton is looking at this as well.
- iii) VP Halvorson reported that the nursing director at the medical center in Park River requested LRSC deliver our LPN program there as they have a shortage of nurses. Director Clementich has told her that we could do so if we can secure a 6-8 student cohort that would be ready to begin for the fall semester 2022.
- iv) VP Halvorson reported that Jon Lund signed the PT faculty contract to teach at the ag center.
- v) President Darling reported that we have received and granted a request to use/rent Hofstad Ag center from Curt Hofstad's family member for his grandchild's graduation.
- vi) VP Halvorson discussed the need to fix the echo in the Ag center asap. [President Darling would like ICON to create the plan to fix the problem.](#)

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 2:50 p.m.

b) **Upcoming Scheduled Council Meetings**

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