

Approved on 9/17/21

## Administrative Council Meeting Minutes

Friday, September 3, 2021

President's Office 9:30 a.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, College Relations Director*

*Oybek Turayev-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 9:34 a.m.

#### b) Review of August 12, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Hofstad Ag Center Ribbon Cutting (President)

i) Invitations were sent out by US mail and email to community members.

ii) The official sign for the Ag center has been ordered

#### b) Shooting Sports Team Gun Storage (President)

i) A gun safe for the Clay Target Team has been installed in the Physical Plant storage area at BTC. Keys have been assigned to the coaches and Athletic Director.

### 3) NEW BUSINESS

#### a) POTP Staffing (Academic/Student Affairs)

i) VP Halvorson proposed hiring a couple months early and training prior to start of program to avoid training in Minot. VP Halvorson will work with HR Director Lillehaugen to get position authorization and list opening.

ii) Public Relations Director Wood met with POTP Faculty on marketing campaign for peace officer in Minot.

#### b) LRSC Listening Session Plan/Agenda Input (President)

i) Starting this year in accordance with State Board of Higher Education policy, a comprehensive evaluation will be conducted every third year for all campus presidents. The comprehensive evaluations will be staggered so that each year, a third of the campus presidents will receive the deeper review. This year, the presidents at Minot State University, NDSU, and LRSC will be the first to participate in the comprehensive review. Two pieces of the comprehensive review consist of an online survey and on-campus listening sessions. With the online survey, a 17-question survey will be sent to campus students, faculty, staff, and the community. The Listening Sessions will take place on September 16, 2021. 9:00a -President's Cabinet-HH, 10:00a-Staff-HH, 11:00a-Faculty-HH, Noon-Community-CR, 1:00p-Students-HH. Joining us from the System office are Billy Jo Lorus and Jerry Rostad, Tim Mihalick is the SBHE representative.

#### c) Signage Update (College Relations)

i) College Relations Director Wood discussed a large display that will be used to showcase all the Dual Credit schools we serve. It will go on the wall between the College Relations and Distance Ed Offices. Facilities wants to do some work on that wall prior, so install date has not been set but hoping toward end of 2021.

There will be new signs for the Snack Bar and other signage throughout the Student Union and Dining Room. Director Wood discussed other ideas regarding signage/recognition in the Hall of Fame area. Council also discussed a better way to display Hall of Fame and retirees' photos. President Darling would like a plan to be in place prior to removal of any photos. Other areas Director Wood proposed considering for an updated look included bell tower lighting and signage in the blue over the LRSC front entrance; a replacement of the mission statements above Dining Room doorway (replacing one that was taken down when area was painted); and new identifying signage for Trio/PowerSkills sign. The outdoor information/directional signs will be updated this fall as they are faded and in need of updating. Finally, a larger and lighted sign at the north entrance also is being researched. [Director Wood will place all information in a spreadsheet to request cost approval and prioritization. To reclaim wall space for students she will form a group to decide what to do with the current displays.](#)

d) **Update LRSC Committee list** (President)

- i) Lloyd Halvorson stated we need more faculty participation on the Diversity committee. Council discussed and decided to replace Teresa Tande with Jenna Brooks and add Richard Olson, Oybek Turayev, and Jared Marshall. Delete the Facility scheduling Ad Hoc committee that is no longer meeting. **The updated committee list is attached below.**

e) **Keep Calendars Current Reminders** (President)

- i) When off campus if it is for work related outing, comp time, sick leave or personal leave please remind all faculty and staff to indicate such on their Outlook Calendars. Phone calls and visitors can be directed more efficiently if we know if an individual is here or out for the day. If employees do not know how to update calendars at least let the switchboard operators know if you're going to be gone.

f) **Legislative Interim Higher Ed meeting** (President)

- i) President Darling announced that the Interim Higher Ed meeting is scheduled in Williston on September 28-29 and SBHE meeting on the 30<sup>th</sup>. LRSC will be presenting on our college to legislators on Williston's campus.

g) **Strategic Planning/Goals** (President)

- i) Department goals are due September 7, 2021.

h) **Update on Open Positions**

- i) Enrollment Services Associate was relisted for lack of applicants.  
ii) Student Services Associate-Registrar-Tina Sainsbury

i) **Discussion**

- i) President Darling's Covid Task Force report: The Covid #'s are going up at a higher rate than last-year, some experts are saying it's going to be a two-month spike some say only one. Religious exemptions for vaccination are being worked on by the Task Force. None of the Colleges or Universities in the system are changing what they are doing as far as mask mandates. One student and one nursing faculty member will assist with testing at the Wednesday Covid Testing Leavers South location.

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 2:45 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-Sept 17@10:00a, F-Sept 24@2p

## LRSC Faculty Senate Officers and Committee Assignments 2021-2022 Academic Year

### Curriculum and Academic Standards Meet:

Kim Brown  
Michelle Murphy  
\*April Duchscher  
Tracy Bina  
*Stevan Waddell (Chair)*  
\*\*Dan Johnson  
\*\*Lloyd Halvorson  
\*\*John Cowger

Student:

Student:

### Professional Growth Meet:

\*Bayarbat Badarch  
\*Rick McAllister (Chair)  
\*Shaun Prince  
Darren Wilcox  
\*\*Lloyd Halvorson  
*Jen Wignall (Secretary)*

### Tenure (Must be Tenured, 5-year Term)

#### Meet:

*Marilyn Buresh (2017- 2022) (Secretary)*  
*Jay Johnson (2018-2023) (Chair)*  
Randy Olson (2019-2024)  
Kory Boehmer (2020-2025)  
Lisa Ginther (2021-2026)

### Faculty Welfare Meet:

Greg LaHaise  
Holly Mayer-Taft  
\*Heidi Schneider (Chair)  
\*Donna Weigel (Secretary)  
\*\*Corry Kenner

### Faculty Rights (Must be Tenured)

#### Meet:

\*Dick Olson (Chair)  
\*Cindy Brown (Secretary)  
Karen Clementich

### Nominations

#### Meet:

Deborah Carlson  
*Cheri Weisz (Secretary)*  
\*Tammy Riggan (Chair)  
Loretta Wangler

### Library Media

#### Meet:

\*Jenna Brooks  
\*John Maritato  
*April Hubbard (Secretary)*  
*Barb Haugland (Chair)*  
\*\*Librarian (Ex-Officio)

Student:

Student:

### Outreach Learning

#### Meet:

Amber Solheim  
\*Betsy Bannier  
\*Randy Fixen  
*Scott Sandy (Chair)*  
Richard Drury  
\*\*Dan Driessen (Ex-Officio)  
\*\*Lloyd Halvorson

### Council of College Faculties (3-year Term)

Jessica Santini-Levenhagen (2020-2023)

### Foundation Representative (2-year Term)

\*Preston Sundeen (2020-2022)

President – Oybek Turayev

President Elect – Melissa Moser

Secretary – Kristi Kienast Hernandez

### Faculty Senate Special Committee:

#### Excellence in Education

##### Meet:

Melissa Moser (through 2022)  
Michelle Murphy (through 2022)  
Preston Sundeen (through 2024)  
Deb Carlson (through 2025)  
Dick Olson (through 2026)  
Student Senate President  
(Staff Rep from Online Coordinator, TRiO Director,  
Director of Counseling)

**SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST**

## LRSC Campus Committee Assignments 2021-2022 Academic Year

### SCHOLARSHIP & AWARDS

Elonda Nord, C  
Danny Mertens  
Steve Shark  
Joann Kitchens  
Kelsey Walters  
Shaun Prince  
Erin Wood

#### **Students:**

### STAFF SENATE

Michael Englman-President (2022)  
Erin Wood-Treasurer/Secretary (2023)  
Mylee Kenner (2021)  
Jessica Hjelden (2021)  
Nicole Lundquist-~~Dawn Stoe~~ (2022)  
Brandi Nelson (2023)  
Cathleen Ruch-Past President  
Corry Kenner, Council Representative  
-Alternate

### ASSESSMENT COMMITTEE

Brandi Nelson  
Cindy Brown-C  
Betsy Bannier  
Tammy Riggin-C  
Lloyd Halvorson

### ADMINISTRATIVE COUNCIL

Doug Darling  
Lloyd Halvorson  
Corry Kenner  
Faculty Senate President-Oybek Turayev  
College Relations Director-Erin Wood

### PERSONNEL REVIEW BOARD

Bridget Hanlan  
Dan Driessen  
Dave Steffen

### CAMPUS ACCESS CONTROL OFFICER (CACO)

**Finance:** Gary Haugland, Primary  
Joann Kitchens, Alternate

**HRMS:** Gary Haugland, Primary  
Joann Kitchens, Alternate

**CS:** Gary Haugland, Primary  
Kelsey Walters, Alternate  
Dan Johnson, Alternate

### DIVERSITY

Scott Dunbar, C & Statewide Committee Rep  
Jenna Brooks  
Doug Darling  
Jessica Dimitch  
Richard Drury  
Freddie Griffin  
Jared Marshall  
Dick Olson  
Oybek Turayev  
Erin Wood  
Casey Zehrer  
**Student:**

### SAFETY/LOSS CONTROL

Sandi Lillehaugen, C  
Chad Estenson  
John Maritato  
Bobbi Lunday  
Brandi Nelson  
Rick McAllister  
Gary Haugland  
Erin Wood

### Subcommittees

*EMERGENCY PREPAREDNESS*  
*RISK MANAGEMENT*

### STUDENT APPEALS (DISCRIMINATION)

Becky Lang, C  
Cathleen Ruch  
Dick Olson  
**Student:**

### TECHNOLOGY COMMITTEE

Gary Haugland –C  
Lloyd Halvorson/Dan Driessen  
Jared Marshall  
Randy Olson  
Preston Sundeen  
Erin Wood  
Elonda Nord

#### **Students:**

### POLICY & PROCEDURE MANUAL

Brandi Nelson  
Bobbi Lunday  
Sandi Lillehaugen

**Campus Committee Assignments continued**  
2021-2022 Academic Year

CONTINUATION OF OPERATION COMMITTEE

Gary Haugland  
Sandi Lillehaugen, C  
Chad Estenson  
Brandi Nelson

ONLINE TASK FORCE

Dan Driessen, C  
Dick Olson  
Jessica Santini-Levenhagen  
Cindy Brown  
Tammy Riggan  
Gary Haugland  
Andy Wakeford  
Karleen Estenson  
Randy Fixen

COMPLIANCE CHAMPION

([Point of contact for Auditors](#))  
Brandi Nelson

LRSC Cares

\* Threat Assessment Committee  
Sandi Lillehaugen\*  
Lloyd Halvorson\*  
Steve Shark\*  
Cathleen Ruch  
Jessica Dimitch  
Scott Dunbar

COLLEGE PLANNING COMMITTEE

President  
VP Academic/Student Affairs  
VP Administrative Affairs  
Executive Director for Advancement  
Faculty Senate President  
Faculty Senate Curriculum & Academic Standards  
Committee Chair(s)  
Faculty Senate Professional Growth Chair  
Staff Senate Committee Chair  
Physical Plant Director  
Athletic Director  
Librarian  
I.T. Director  
Community College Foundation President  
College Relations Director  
~~TrainND~~ Director  
Admission/Enrollment Director  
Bookstore Director  
Community Representatives  
Academic Affairs Director  
Distance Education & Outreach Director  
Student Senate President  
Student Senate Vice President  
Grand Forks Air Force Base Outreach Director

AD-HOC COMMITTEES

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C  
Corry Kenner  
Scott Dunbar  
Casey Zehrer  
Randy Olson

**2 Students** -1 Athlete -1-Student Senate rep

[Students have their own committee called Food & Facilities that meets bi-weekly, and they provide feedback directly to Food Service and Physical Plant Directors](#)

FINANCIAL AID COMMITTEE

VP Academic/Student Services  
Registrar  
Campus Counselor  
VP Administrative Services  
Financial Aid Director

*This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program and review student satisfactory academic progress appeals*

SUGGESTION BOX COMMITTEE

Administrative Council