

Approved on 11/08/21

## Administrative Council Meeting Minutes

Friday, October 25, 2021

President's Office 10:00 a.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

*Dr. Doug Darling- President*

*Brandi Nelson – Director Academic Affairs for 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 10:08 a.m.

#### b) Review of October 15, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Post-Employment Use of LRSC Email Address (President)

i) Waiting on feedback from IT Director.

#### b) Tuition Revenue Forecast (waiver breakdown report) (Administrative Affairs)

i) Waiting for documents.

### 3) NEW BUSINESS

#### a) B.I.T. Update (Sandi 10:10 Administrative Affairs)

i) HR Director Lillehaugen requested time to update council on the rise in students critically struggling with mental health. Counselor Dimitch is currently working with as case load of 31 students. We have already had 4 suicide attempts on campus this year compared to maybe one per year. HR Director Lillehaugen stated that Counselor Dimitch has so many students on her schedule she could use some assistance. There was discussion about better utilizing tele-counseling. HR Director Lillehaugen explained the counseling consortium with DCB is less available due to staffing changes. Council discussed putting some of the 31 that are less critical onto tele-health with NDSU. HR Director Lillehaugen will reach out to Katie Fitsimmons to see if she can help. **The paperwork to bring a counseling intern or two onto campus will need to be completed. There was also discussion about going to Student Senate, Staff Senate and Faculty Senate about using some of their funds to help bring in speakers to uplift and inspire students. Director Nelson will work with Counselor Dimitch to present to the Senates.**

#### b) NDUS Enterprise Risk Management - 2021-2022 Cycle (Administrative Affairs)

i) Council chose to focus on the following mostly moderate risks to the institution's organizational goals and/or strategic plan. Those risks will be submitted to the System Office by HR Director Lillehaugen: 1) Mental health counseling needs have risen, and limited counseling is available. 2) Enrollment loss leading to decrease in revenue generation. 3) The HVAC system uses a plenum to deliver air, which produces poor air quality. 4) Employees lack experience responding to emergency situations. 5) Reliance on external facilities impacts our ability to hold sporting events. 6) Access to facilities is not secure (key control)

#### c) Update on Open Positions

- i) Bookstore Manager Assistant/State Fleet: This position is currently being advertised.
- ii) Director of Student Affairs: This position is currently being advertised across a wide area. So far there has been two applicants, one internal and one external.

d) **Discussion**

- i) Director Nelson stated the outside entrance door unlock schedule was set by the Administrative Council and the Learning Commons/Library hours fluctuate. It would be beneficial to correspond the outside entrance lock/unlock schedule with the Learning Commons/Library hours. Council agreed and asked Director Nelson to notify IT of the change in schedule.
- ii) VP Halvorson will be back on campus this week Wednesday-Thursday half days.
- iii) Faculty Representative Turayev stated the Faculty Senate will be working on a request to Council for increasing the professional growth travel budget to \$2,000 instead of \$1,500 making available to faculty \$4,000 in professional growth funds over a two-year period.
- iv) Director Wood stated the Enrollment Task Force has sent a survey to campus and has received very good feedback.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:04 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-Nov 8@2:00p, Tu-Nov 23@9:00a, F-Dec 17@9:00a, Tu-Dec 28@1:30p, Tu-Jan 18@1:30p, F-Feb 4@9a