

Approved on 02/04/21

Administrative Council Meeting Minutes

Thursday, January 21, 2021

Teams 10:00 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

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 10:00 a.m.

b) Review of January 6, 2021 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) President Darling will be meeting with VP Kenner, Director Sundeen and Plant Director Estenson to finalize outstanding construction items.

b) COVID 19 Updates (Academic/Student Affairs)

i) Council discussed the governor lifting mask mandates and DLPS going to allow spectators at 25% capacity. They discussed assigning administrators to the games to ensure proper mask wearing and distancing rules are followed. They will also determine what the 25% capacity will be for a masked-up audience in RFA.

3) NEW BUSINESS

a) Student Success Center Creation (Academic/Student Affairs)

i) VP Halvorson shared plans including an organizational chart for a proposed Student Success Center that will ultimately relocate to the Learning Commons area. The plan would remove the TRiO Director and Library Director positions from under Academic Affairs Director Nelson. Pending approval from the Department of Education (TRiO Grant), Dr. Ruch would become the Director of TRiO and Student Success and report directly to VP Halvorson. She will continue to oversee TRiO, PowerSkills, international advising, disability services, counseling, retention and would add supervision of the Learning Commons and 80% of Learning Commons Coordinator staff. Lindsey VanThuyne will become Assistant Director of TRiO while retaining all of her CTE student advising duties. Coordinator Bachmeier would transition to Student Success Center Coordinator and continue to manage IVN rooms. Dr. Ruch will begin taking the 15 credits she needs to earn a Library credential. Library Director Collins' position will be re-assigned to Dr. Ruch and her staff. President Darling will meet with Dr. Ruch and Director Nelson to discuss the proposal.

ii) Before the Student Success Center can be moved to the Learning Commons a grant will have to be written and won to secure funding for phase II of the Learning Commons remodel.

b) Update on Food Service, Physical Plant and Bookstore Positions (Administrative Affairs)

i) VP Kenner reported they are meeting today 1/21/2021 at 1pm to review custodial applications. The position is "open till filled". The food Service mid-day cook position is still open. Shelby Ness has been hired to fill the Bookstore position.

c) **All Campus Meeting January 21, 2021** (President)

- i) In discussion with legislators President Darling's "worst case scenario" comment "we've cut everything we can cut, the only thing left is people and programs" hit the headline. He wants to make sure staff and faculty understand that he really does not see that scenario playing out.
- ii) HR Manager Lillehaugen reported the students have followed through with testing requirements but only 50% of employees have completed COVID testing. Cooperation with testing will be pivotal in the decision on changing quarantine protocol. Instead of the current 14 days the option is 10-days quarantine but can test out after 6th day. LRSC will not lift mask mandate until it is established that herd immunity has been achieved. Remind everyone to be vigilant with mask wearing – lots of noses sticking out.
- iii) DLPS is going to allow 70% capacity at games and LRSC will allow the same but be vigilant with mask wearing.

d) **Internal Control Over Financial Reporting Audit Report**

- i) Kudos goes to the Business Office! LRSC was the only institution that did not have any audit adjustments on the NDUS final audit report.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:14 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-Feb 4@9a, Tu-Feb 23@9a