

Approved on 4/13/2021

Administrative Council Meeting Minutes

Thursday, April 1, 2021

Teams 8:00 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

Erin Wood, Public Relations Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:01 a.m.

b) Review of March 10, 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 reported that almost \$990,000 has been raised for the Hofstad Ag Center and when we get to the one-million-dollar mark, we will have a party!

b) COVID 19 Updates (Academic/Student Affairs)

i) President Darling asked VP Halvorson to check into concerns about our website's COVID dashboard that has not been updating. The remaining COVID call-in meetings will be canceled and rescheduled if needed.

3) NEW BUSINESS

a) DLPS Facilities Contract (President)

i) It is time to update or renew the facility contract with DLPS. **VP Halvorson and President Darling will renew the contract with DLPS Superintendent Matt Bakke.**

b) President's Goals, Evaluation and SPOL Timeline (President)

i) A two-page executive summary highlighting the results of 2020-2021 goals in the 8-question format for the Chancellor to use in a report to SBHE is due by June 2021.

c) Update on Open Positions

i) Admissions Specialist: VP Halvorson reported that the position will be filled by Brittany Westphal and he will start the process for hiring a replacement. President Darling discussed finding more support for the testing center with Specialist Westphal assuming more duties.

ii) Advancement Coordinator: This position will be re-advertised.

iii) The daytime Head Cook and Prep Cook positions are still open.

iv) IT Technician: There are four interviews scheduled next week for this position.

v) Student Services Associate: There are also four interviews scheduled next week for this position.

vi) Custodian (first screening 4/9, open until filled).

vii) DNP Coordinator position is being advertised.

viii) Director Wood joined council for a discussion on refilling the Graphic and Media Design Specialist/Web Coordinator position in College Relations. She reported the cost of utilizing a freelancer is growing and stated it is time to get someone on our team. Director Wood was very happy with the help she received

from Assistant Athletic Director Marshall. All of council agreed the position is necessary but there were concerns over not having the official numbers from the legislature before giving approval. President Darling was comfortable moving forward with the position as the process takes some time. In the unlikely event LRSC does not received the necessary funding from legislators it will not be too late to change course on the position. Director Wood was granted permission to begin the hiring process.

- d) **DOE Approval for Student Success Center** (VP Halvorson)
 - i) LRSC did receive approval from the Department of Education to move forward with the previously planned changes in TRiO and the Learning Commons to create a Student Success Center.
- e) **Server Crash Update and CTS Investigation** (VP Halvorson-regarding surveillance cameras)
 - i) VP Halvorson reported LRSC's surveillance system crashed and erased all 21 days' worth of data. There was an investigation done by ITS to rule out the possibility that someone may have intentionally erased the data to cover up a crime. The findings were that it was a hardware issue and not malicious intent. ITS has agreed to back-up our data temporarily.
- f) **CRF Funding Request** (Recent LRSC Testimony-President Darling)
 - i) President Darling reported that our \$250,000 Capital Project request for parking lot repairs was one of the smallest and we are hoping it will be funded.
- g) **Legislative Update** (President Darling/VP Kenner)
 - i) Challenge Match: Legislature will continue to fund this campaign at what level remains to be determined.
 - ii) Free Speech: President Darling discussed the masterful job that Lisa Johnson did testifying about the issue's campuses have been having. She was very measured while discussing the importance of protecting free speech while also protecting diversity and vulnerable populations.
 - iii) Higher Ed Funding: The salary discussion is at 1.5 and 2% with \$100 minimum right now.
- h) **Student Club Designations** (VP Halvorson/VP Kenner)
 - i) Student Club Accounts: (See attached spreadsheet below) VP Halvorson discussed his work with Controller Kitchens. They need to classify the various clubs/student organizations/honor society on campus into one of the three following categories: Student Club Accounts, Program Accounts, or Local Accounts. They are still working on the classifications.
- i) **Summer Wind Academy** (VP Halvorson/President Darling)
 - i) President Darling has had discussions with Jim Auldt from NextEra Energy who is looking for training. We would like to get the students sent here for training but there is a chance we will have to work with Miles Community College to offer the training on their campus.
- j) **Discussion on increasing % capacity for event spaces for campus events and community events** (President)
 - i) The Covid numbers are still heading in the wrong direction to start increasing capacity for community events 25%, 35% or 50% but require masks. Changes for graduation will be to allow parents at 50% capacity and we will require mask wearing. There was discussion on how far to take the enforcement. The council decided to allow two tickets per student and have assigned seating. 50% capacity with 671 seats would leave us with 335 seats.
 - ii) All on stage will be vaccinated or must wear masks. Graduate guests will be assigned seats. [VP Halvorson will plan the seating and reserve closer to front for guests of student speakers and award recipients.](#)
 - iii) President Darling announced that County Health will hold a vaccination clinic on April 12th on campus for LRSC employees and students.
- k) **COVID Protocol Considerations - CDC**
 - i) VP Halvorson met with Directors and they discussed at length the new CDC guidelines. Reopening the student union/dining room to in-person dining for fully vaccinated faculty and staff. The group of nine voted "no" out of respect for those that have chosen not to vaccinate. They feel we should not allow any in-person meetings unless all are welcome into the meeting. Allowing casual interactions in offices and other

non-public spaces (without masks and distancing) for fully vaccinated individuals. 7 of 9 said yes. Allowing small group/committee meetings to be held in conference rooms, offices, and meeting rooms (without masks and distancing) for fully vaccinated individuals. 6 of 9 said yes. After talking through all the equity and fairness they decided the best thing for the entire campus would be to keep things status quo until summer then re-evaluate. Allow students to have two parents at graduation but require masks. Council decided to find middle ground in adopting CDC allowance while respecting individual's choice not to vaccinate.

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 10:01 a.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be April 13@9a, Tu-April 27@9a, Tu-May 11@9a, Tu-May 25@1:30p

	Student Club: Club Chooses and Votes how to spend the money they have earned or been awarded					
	Program Account: Faculty member and/or Program Director decides how the money earned or awarded is spent					
	Institutional Account:					
	Fund	Dept	Move or Not	Description	Comments	Amount of \$ 2-28-21
Local Acct	23008	5000		Student Rec Room	Uses St Senate Fee money-no decision needed here.	
Local Acct	80016	5000	probably move to local	Contingency Fund	Uses St Senate Fee money-no decision needed here.	
Local Acct	80018	5000	probably move to local	Intramurals	Uses St Senate Fee money-no decision needed here.	
Local Acct	80020	5000	probably move to local	Student Senate	Uses St Senate Fee money-no decision needed here.	
Local Acct	80024	5000	probably move to local	Club Activities Board	Uses St Senate Fee money-no decision needed here.	
Program Acct	20720	2200		Drama/Theatre	Academic-supports curriculum	\$ 8,596.93
Program Acct	20714	2510		Ag Program-40 Acres	Academic-supports curriculum-they plant on our land and raise money.	\$ 47,878.21
Program Acct	20715	2510		Ag Program Events	Academic-supports curriculum-events supporting Ag	\$ 714.02
Program Acct	26001	2220		Auto/Diesel Tech	Academic-supports curriculum - money raised when fixing cars while in class. It covers cost of insurance, etc.	\$ 28,656.80
Program Acct	20713	2510		Ag Program Sales Class	Academic-supports curriculum-they make kits and sell as part of a class	\$ 3,650.86
Program Acct.	26002	2230		Fitness Training Internships	Operates like 26001 for Ag. E.g. they do wellness things and we pay them to do it with our wellness funds.	\$ 3,129.87
Student Club	80004	5000		Non-Traditional Student Society	Club	\$ 5,730.59
Student Club	80006	5000		Campus Crusade For Christ	Club	\$ (2,128.91)
Student Club	80010	5000		Student Nurse Organization (ADNs)	Club	\$ 2,593.52
Student Club	80012	5000		ASL Club (Hands On Campus)	Club	\$ 624.07
Student Club	80023	5000		SNO (LPNs)	Club	\$ 844.37
Student Club	80092	5000		SNO (Grand Forks)	Club	\$ -
Student Club	80093	5000		SNO (Mayville) (AD)	Club	\$ 1,866.78
Student Club	80094	5000		SNO (Mayville) (PNs)	Club	\$ 488.51
Student Club	80099	5000		Music Club	Club	\$ 18.22
Student Club	80102	5000		Precision Ag Club	Club	\$ 14,548.12
Student Club	80002	5000	probably move to local	DECA Club	Academic-supports curriculum, uses class fee \$, Cindy directs what they do, etc.	\$ 3,165.46
	24064	2000		Phi Theta Kappa Society	College covers costs-Doug's Decision	\$ 10,687.56
	80096	5000		Multicultural Travel Club	Travel Abroad (some revenue and expences)	