

Approved on 1/19/2022

## Administrative Council Meeting Minutes

Friday, December 17, 2021

TEAMS 9:00 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 9:04 a.m.

#### b) Review of November 23, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Diversity Training for Students (President)

i) Council discussed holding more diversity training for students on campus. Director Wood visited with Monte Yellowbird who works for ND Arts Council, and he said he'd love to work with LRSC again. Faculty Representative Turayev noted that TrainND could be utilized for diversity training. He also had praise for Richard Olson's students' diversity displays on their home countries. [President Darling, Director Wood and Director Dunbar will work on a schedule.](#)

#### b) OMB-University Systems Strategy Review (January 14 deadline) March 10, 2022 (President)

i) President Darling, Director Wood and VP Kenner attended the on-line training session last week. The previous deadline of January 14<sup>th</sup> was extended until February 18<sup>th</sup> to have the one-page document done. [Director Wood and Bobbi will work together to fill out the sheet for February 18 deadline.](#)

### 3) NEW BUSINESS

#### a) Danita Bye SBHE Member Visit (President)

i) SBHE member Danita Bye canceled the in-person meeting scheduled for today. She and Doug will meet via Teams link instead.

#### b) Ag Center Baffles (College Relations Director)

i) Director Wood received the third estimate via email yesterday and that one does not include installation. She has the info but not the expertise to make the decision. We will have to meet to decide. [VP Kenner asked for Director Wood to request clarification from the company on the third quote to include installation.](#)

#### c) Staff Senate Request (College Relations Director)

i) The adult size trike was so much fun while it was on campus, Staff Senate was hoping to purchase it for use during registration days and other events. VP Halvorson suggested purchasing as theater prop and using for campus. [Director Wood will discuss with April Hubbard.](#)

#### d) POTP Update and IT Issues (Academic/Student Affairs)

i) VP Halvorson reported the Minot POTP roster was up to 12 but various issues have whittled it down to 6 and not a firm 6 as we are still waiting for testing to be completed for some students. Ward County has hired a

deputy but is sending him to the Bismarck Academy because it starts a week earlier. VP Halvorson stated they are trying to get them to reconsider. Grand Forks also has a potential student they are trying to submit all paperwork before the deadline for the Minot Academy. Halvorson commented that our collaborative agreement through MiSU with the criminal justice students has proved less fruitful this time.

- ii) VP Halvorson noted the Food Service staff did a first-class job on the reception for POTP graduation.
- iii) The ceremony was a technological disaster. Everything was tested and worked that morning but not for the ceremony. [VP Halvorson and President Darling will schedule a meeting with Director Haugland to work out solutions.](#)

e) **Athletic Update** (Academic/Student Affairs)

- i) VP Halvorson stated the Athletic Director and Head Women's basketball coach positions are vacant as of 12/17/21. Assistant Athletic Director Marshall will be Acting Athletic Director and Assistant Men's basketball coach, Colden Hutton will be seeing the season through to the end as the Women's basketball coach. VP Halvorson stated the structure of athletic department will be under review. [The Athletic Director discussion will take place soon between VP Halvorson, VP Kenner, and President Darling. They will discuss what way to fill the position for the best outcome for the student athletes, department, and institution.](#)

f) **Update on Open Positions**

- i) Bookstore Manager/State Fleet advertisement went in a couple of days ago. Director Stotts is moving into the Assistant Manager position and will train the new director once hired.
- ii) Director of Student Affairs/On Hold. President Darling appointed Director Nelson to the Student Service Director position on an interim basis. [A detailed strategic planning discussion about reconstructing the Student Service area will take place.](#)

g) **Discussion**

- i) Campus Monitors: Director Wood announced she, Alyson Beckman and IT are meeting with 4-Winds to trouble shoot the campus monitors that have been offline for an entire year. She hopes that year will be refunded. She hopes to have the monitors working before the next semester starts.
- ii) COVID protocol: Director Wood inquired what COVID protocol will be next semester? President Darling stated will have to closely monitor and make announcements accordingly. Right now, we plan to come back face to face. We may have to mask but that all remains to be seen.
- iii) Faculty Tenure: VP Halvorson initiated discussion about Faculty Tenure. He received a favorable recommendation from the Tenure Committee to move Oybek Turayev to a tenure track position. VP Halvorson also explained that two faculty members were notified of tenure eligibility. One member submitted a portfolio but withdrew it, and the other did not submit by the deadline of November 15th as required by policy 700.13. The faculty member who missed the deadline has requested an extension for a late submission. VP Halvorson informed Council members that in order to allow him to submit late, President Darling would need to set aside the policy deadline and allow for additional time. Faculty in a tenure track position must have tenure granted by the SBHE or the seventh year contract becomes terminal and the faculty member would need to transition to a non-tenure track position. [VP Halvorson requested President Darling set aside the policy and allow those eligible to resubmit by February 1, 2022. Council discussed and all agreed to support the extensions; President Darling approved.](#)

4) **ADJOURNMENT**

a) **Adjournment**

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

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Tu-Jan 19@**1:15p**, F-Feb 4@9a