

Approved on 04/26/22

Administrative Council Meeting Minutes

Monday, April 11, 2022

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
Joann Kitchens-Controller
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 9:32 a.m.

b) Review of March 21, 2022, Minutes

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

2) OLD BUSINESS

a) Graduation (College Relations)

- i) Director Wood explained that the registrar's office in Student Services is sending a soft suggestion of four guest per graduate. They plan to follow council's suggestion and serve cake and coffee after the ceremony.
- ii) VP Kenner will be filling in for President Darling at the GFAFB Commencement in Grand Forks on April 30, 2022. President Darling and VP Halvorson will not be available.

b) Scholarship initiative Fall 22 (Academic/Student Affairs)

i) VP Halvorson discussed the "all hands-on deck" push for students. The Adult Learning Center has been working on former students and may have about six. He reported on a positive note, the numbers in LAUNCH! have increased significantly so those scholarship offers will not be pursued this year. He urged council to get out to speak to outside groups. The information needs to get out to the public and parents, so they see the large scholarship offers. Getting letters out marked "scholarship offers enclosed".

c) Budget Planning for FY 23 (Academic/Student Affairs)

i) President Darling reported that the revenue shortfall isn't growing but it is staying consistent. More budget meetings will be scheduled.

d) Ag Center Baffles (Administrative Affairs)

i) Instillation has been scheduled.

e) Study Room in Learning Commons (Administrative Affairs)

i) VP Kenner reported that he has had trouble getting a response from our vendor. He will continue to make contact.

3) NEW BUSINESS

a) NDUS Internal Audit (President)

i) President Darling received communication from the Chief Audit Executive for the North Dakota University System. Informing the institutions that NDUS Internal Audit will be performing a system-wide review of PeopleSoft. The objective and scope of the review will be communicated later.

b) **NDUS Hotline** (President)

- i) The Chief Compliance Officer notified the President's they will activate the new NDUS System-wide hotline/case management system in April 2022. Cases will be filtered into one of four topics: finance, human resources, safety/security, and compliance/ethics. Each campus will need to designate investigators for each topic area. LRSC has a policy that all fraud investigations go through the Controller's office. [President Darling suggested a review of the policy.](#)

c) **2022 Agency Budget Visitation Form** (Administrative Affairs)

- i) VP Kenner requested input from council to fill out the Legislative Council Fiscal Staff 2022 Agency Budget Visitations. It contains twelve questions covering the 2021-23 biennium and seven questions covering the 2023-25 biennium.

d) **Presentation of Master Plan Summary and Capital Project Requests to BFC** (Administrative Affairs)

- i) VP Kenner is preparing his presentation for the Budget & Finance Committee meeting on April 18, 2022. Council discussed listing the following projects: Parking lots, sidewalk, and road project. The legislature granted us the authority but directed us to use deferred maintenance funding that must be matched so essentially, they attached no funding. Another project is a parking lot for the Ag Center. VP Kenner suggested the third project request is replacing the gearbox in the turbine at a cost of \$300,000. We are hoping to be prepared to request permission to fundraise for an Athletic and Fitness Trainer Facility next biennium.

e) **Update on Open Positions**

- i) PT Motorcoach driver(s): No applications
- ii) PT Assistant Coaches Women's Basketball & Volleyball: Nothing to report currently. Softball will be seeking a replacement for Jade Bonham and Head Women's Basketball Coach Ryan Clark will be looking for an assistant as well. VP Halvorson announced that Men's Basketball player, Clarence Daniels is the first All-American for LRSC men since Travis Mertens.
- iii) Enrollment Services Assistant: Holding
- iv) Ag Programs Director (effective July 1, 2022): Interviews are the week of the May 9, 2022.
- v) Assistant VP Student Affairs: Interviewed on Friday.
- vi) Bookstore Manager/State Fleet: Announcement Karen Hanson will start May 2nd.
- vii) Director Academic Affairs: Preliminary discussions, nothing to report.
- viii) Evening Custodian: Both offers were turned down due to salary. This position will be reopened and better advertised.
- ix) Information Technology (1/2022)-Currently in meetings to refill this position

f) **Discussion**

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-April 26@9a