

Approved on 07/27/22

Administrative Council Meeting Minutes

Wednesday, July 13, 2022

President's Office 1:30 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President
Lloyd Halvorson- Vice President for Academic/Student Affairs
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Associate Vice President for Student Services
Melissa Moser-Faculty Senate Representative
Erin Wood, College Relations Director
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:39 p.m.

b) Review of June 23, 2022, Minutes

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

2) OLD BUSINESS

a) Wind Turbine Repairs (Administrative Affairs)

i) President Darling met with Rick Tonder Director of Facilities Planning for NDUS, he advised LRSC to request \$600,000 for repairs and parts. Ordering is very slow it may take six months to get the parts. Council was concerned about meeting financial requirements with the tower being out of operation for that length of time. [President Darling will contact GE to try to speed up our order.](#)

ii) College Relations Director Wood stated that grant applications should be out soon for infrastructure request for projects from Build Back Better legislation.

b) 400.35 Salary Administration Policy Change (Administrative Affairs)

i) [Tabled 6/23/22 until Faculty Senate can review](#)

c) Reactivate LRSC Welding Program (Academic/Student Affairs)

i) [Tabled until August for final decision](#)

3) NEW BUSINESS

a) 2023-25 NDUS Draft Biennial Budget Request (Administrative Affairs)

i) Rick Tonder recommended \$600,000* Discussion took place above see 2)a)i).

b) Bomb Threat Policy (Administrative Affairs)

i) The Devils Lake Police Department received an anonymous phone call that a bomb was found in a backpack on our campus. DLPD contacted the switchboard and came to campus to clear any threat. Similar calls were received across ND and neighboring states. The call turned out to be a hoax and most in the building involved went on with the workday as usual. VP Halvorson felt the campus responded well, they remained calm, provided great service to the responding officers, and kept everything in perspective. VP Kitchens discussed LRSC's current Bomb Threat policy. [VP Halvorson will work on policy review.](#)

c) Housing Window Options (Administrative Affairs)

i) VP Kitchens shared two proposals for windows. Gilliland Hall has window air conditioning. Now that we are changing windows in North and South Halls, we have an opportunity to replace windows that crank open

with much less expensive windows that do not open but will allow the insertion of air conditioners in each room. This will also help keep humidity down. Council agreed it was the best option but to do a test on the electrical capacity to add breakers if necessary.

d) **Signage** (College Relations)

- i) College Relations Director Wood requested we remove LRSC signage on former Precision Ag building currently owned by Curt Twete and rented to another party. She will visit with Physical Plant Director Estenson about removal. Permission to do so must be obtained from the owner and current occupant notified prior to removal.
- ii) College Relations Director Wood requested permission for a larger sign for LRSC be located at the North entrance. President Darling requested she research possibilities including electrical/solar options and then go through the procurement process.

e) **Emergency Response Equipment** (VP Academic/Student Affairs)

- i) VP Halvorson shared Director Maritato's request to fulfill the ND POST Board's addition of Active Threat Response training to the academy curriculum. The class will cover single and multiple officer response to an active shooter situation. The quote totaled \$11,684.96 with all items but the gun safes coming out of the POTP Fee account. The \$290 for 2-gun safes should come from campus safety funding. VP Halvorson explained that these items can also be used for TrainND trainings and in the event we actually have an active shooter. Devils Lake area police and sheriff deputies do not have this equipment readily available in every squad car. He also stated the quote for the Bellator Shield is \$4,400 but feels they can shop around and save on cost. President Darling asked VP Halvorson to explore additional options for the ballistic shields, obtain quotes for the rifles, and verify with procurement before the purchase is made.
- ii) VP Kitchens reported that the POTP Fee account has \$54,000. The budget for ammunition comes from the POTP Fee account. Program support general funding. Assistant VP Driessen suggested get a second quote from a local firearms dealer to ensure Gerrells is giving us a good price.

f) **ARPA Grant** (College Relations)

- i) College Relations Director Wood discussed the grant opportunity from the Ramsey County Commission. LRSC is not eligible to apply, but the Foundation is. Council discussed some ideas for Foundation to consider in an application. Assistant VP Driessen suggested the anatomage table <https://www.anatmage.com/table/> at a cost of \$90,000. This table would be used by LRSC's science and nursing departments and by Health Careers Classes from the Lake Area Career and Technology Center and the science classes at DLHS.

g) **Update on Open Positions**

- i) TRiO/Student Success Director- The college is required to seek approval from the federal office prior to naming the interim Director.
- ii) Enrollment Services Assistant- VP Halvorson and Assistant VP Driessen are exploring options prior to reopening the position. It could be possible to redeploy tasks rather than fill the position.
- iii) Ag Programs Director (effective July 1, 2022)- VP Halvorson is working with Preston Sundeen to explore options. Preston has expressed a willingness to help by teaching part time. In addition, we have Jon Lund on a special contract for 10 credits.
- iv) Nursing Faculty- Grand Forks, Devils Lake-should be advertised today.
- v) PT Motorcoach driver(s)- One has been hired.
- vi) PT Assistant Coaches Women's Basketball & Volleyball-No new information to report.
- vii) Information Technology (1/2022) This position is not listed as it is part of the hiring frost

h) **Discussion**

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 3:00 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be W-July 27@2p, M-Aug 8@1p