

Approved on 08/26/22

Administrative Council Meeting Minutes

Monday, August 8, 2022

President's Office 1:00 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
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 1:10 p.m.

b) Review of July 27, 2022, Minutes

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

2) OLD BUSINESS

a) COVID Protocols-Fall Semester (President)

i) VP Halvorson stated he and Director Lillehaugen are preparing a document outlining the policy that will be released soon. Mandatory testing is not in the plan.

b) Strengths Finder Implementation (President)

i) President Darling explained that after receiving feedback from others, we will be working to implement Strengths based culture on campus for those that took the training. It will be important to lead by example for the culture to take hold. **The Strengths Coach will be back on campus September 9th to work with those that missed the training in July.**

3) Tabled:

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

i) **Tabled for further review for early fall decision.**

b) Signage (College Relations)

i) **Awaiting response from call in to Curt Twete about removing old signage.**

ii) **New sign for North entrance: Director Wood is working to get concepts and prices.**

c) Wind Turbine Repairs (President)

i) **Tabled until contact with the parts manufacturer is established**

d) 400.35 Salary Administration Policy Change (Administrative Affairs)

i) **Tabled until Faculty Senate can review.**

e) 2020-2025 Strategic Plan (College Relations)

i) **Tabled until Campus Planning meeting in September.**

4) NEW BUSINESS

a) Orientation (College Relations)

i) Director Wood shared a copy of the schedule for upcoming orientation day. The schedule was developed by committee of Student Success, Student Affairs and Housing. They are having a fish fry in the courtyard for

parents, students, Directors and above to attend on move in day, Saturday, August 20th. The Royal Feast tailgate for the first volleyball game is at DLHS on Wednesday, August 24th

b) **Department Goals** (President)

- i) President Darling requested [Council have their department goals turned in by end of August.](#)

c) **Strengthening Community College Grant** (President)

- i) President Darling asked if council had any objection to working with NDSCS on a TAAC type grant with emphasis on TrainND, student support, career guidance, and curriculum support. The team from campus will be VP Halvorson and Director Steffen. The institution that ends up leading this grant will have to have a Title III grant, which LRSC does.

d) **Welcome Back Breakfast** (President)

- i) The agenda for the breakfast was shared with council.

e) **Discussion**

- i) **Academic/Student Affairs:** VP Halvorson discussed a plan for dividing Instructor Turayev's Crop Production and Introduction to Soils classes since he was allowed out of his contract. He discussed a couple of options.
- ii) **Administrative Affairs:** VP Kitchen's stated LRSC had a \$750,000 shortfall in tuition funds this year. She moved \$800,000 out of appropriated reserved to cover all appropriated funds. More scholarship less waivers should be our focus moving forward. She reminded council LRSC pays \$400,000 of unrestricted money for 2.5 Foundation employee salaries, CCF gives \$310,000 of restricted funds in program endowments etc..
- iii) **Anti-Gift Clause Questions:** Tailgate freewill not advertised as free for faculty and staff. Waiting on more questions. Most are on Joann's list.
- iv) **Staff Senate** Alyson Beckman, Casey Zehrer are new senators, Meghan and Jess D. are alternates

f) **Update on Open Positions**

- i) Physical Plant- Night Custodian: In the midst of interviewing
- ii) Nursing Faculty- Grand Forks, Devils Lake: Nothing to report
- iii) Nursing Administrative Assistant: Brittany Westphal will start end of August.
- iv) Ag Instructor (Oybek Turayev):
- v) Ag Programs Director (effective July 1, 2022):
- vi) TRiO/Student Success Director: Received permission from the Federal TRiO Program Officer for Casey Zehrer to be the Interim TRiO Director.
- vii) Enrollment Services Assistant: (7/2022) Hiring Frost
- viii) Information Technology (1/2022) Hiring frost

5) **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-Aug 24@9a](#), [F-Sept 9@10a](#), [Th-Sept 22@9a](#)