

Approved on 11/22/22

## Administrative Council Meeting Minutes

Thursday, November 10, 2022

TEAMS 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- Assistant Vice President for Student 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 1:30 p.m.

#### b) Review of October 3, 2022, Minutes

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

### 2) OLD BUSINESS

#### a) NDUS Academic Calendars (Academic/Student Affairs)

i) President Darling updated council on the decision to recall the language giving faculty and students a fall break.

#### b) Suggestion Box: Centralized Mail Deliveries

i) VP Halvorson requested tabling this discussion until more research on possible locations is complete.

#### c) 2022-2027 Strategic Plan (President)

i) Next step is to finalize the Long-Term Strategic Plan. Council is scheduled to meet November 30, 2022 to work on the plan.

#### d) Reactivate LRSC Welding Program (Academic/Student Affairs)

i) VP Halvorson announced that LRSC will let TrainND work the non-credit side of a Welding Program for now and revisit this for credit again next year. He explained that during the CTE exit interviews the committee was extremely pleased with the collaboration between LRSC and the high school on the Early Childhood Program. They would encourage LRSC to do that with more programs and welding could be one of them.

#### e) Wind Turbine Repairs (President)

i) The gear box is in, and they have most of the faults worked out of the electronics, but it is not running yet.

### 3) NEW BUSINESS

#### a) Office Moves Phase II

i) VP Halvorson reported that he is working with Joann and Chad to obtain a cost estimate to enclose an office in the TRiO suite for the Counselor.

#### b) Legislative Breakfast, November 17, 2022 (President)

i) Council is working on the PowerPoint presentation for the local legislators. We have 4 RSVP's Representatives Munson, Frelich, Johnson, and Senator Estenson. President Darling asked Academic, Student, and Administrative Affairs to send their information soon so the PowerPoint can be finalized. Egg bake, fruit and muffins will be served in the Colonial Room.

- c) **JLG Update** (President)
  - i) President Darling met with architects from JLG to give them a visual of the site. In January JLG will sit with Athletics, Foundation, Faculty, Staff and Student stakeholders. President Darling would like to go to the board and request permission to fundraise before the Legislature goes to recess. Discussion from council around adding an ice arena to the building to generate revenue.
- d) **UND President Dr. Andrew Armacost Visit to Campus** (President)
  - i) President Darling visited with him about some of the issues we have been having when working with his institution. Dr. Armacost spoke at Rotary and did a phenomenal job.
- e) **Holiday Break Hours & Denim Days** (Administrative Affairs)
  - i) Council discussed a request from Staff Senate that LRSC once again do Denim Days and Summer hours over Christmas Break. VP Halvorson would like to start the Monday after Thanksgiving and go straight through to January. President Darling agreed to begin the Monday of finals week.
- f) **Discussion**
  - i) VP Kitchens requested allowing the Campus Store hours to be closing at 4:00pm there is not enough time to complete end of day work and leave by 4:45pm. President Darling requested they post-closing time and be consistent.
  - ii) Friday after Thanksgiving all offices can be closed if employees use vacation time, and someone is picking up their phones except for the front office main switchboard will be open.
  - iii) VP Halvorson reported the CTE Vision Visit went well.
  - iv) VP Halvorson reported Controller Nelson, Director Erickstad and himself are registered to attend the HLC conference near the end of March '23.
  - v) VP Kitchens reported that next week is the deadline for the window bids.
  - vi) Faculty Representative Moser reported their group had a huge discussion about Thanksgiving week what was supposed to be happening with testing to keep students on task and present. The next meeting is November 30, 2022.
  - vii) Assistant VP Driessen commented that spring registration for dual credit will be starting soon.
  - viii) Director Wood reported now that the Key Event is over her department is getting back to working on student service projects.
  - ix) President Darling reminded council that he is out of the country from December 3-10, 2022.
- g) **Update on Open Positions**
  - i) Online/Dual Credit Advisor: Still working it through but committee must meet to discuss options.
  - ii) Administrative Assistant TRiO/PowerSkills (Brady Weber): Casey was planning to make an offer.
  - iii) Campus Store Director (Karen Anderson): Tyler Dahl was hired
  - iv) Campus Store Assistant (Melissa Stotts): Brendan Beich was hired
  - v) Ag Programs Director (Preston Sundeen): Currently being advertised.
  - vi) Ag Program Instructor (Oybek Turayev):
  - vii) PT Foundation Assistant (Samantha McKay): Still looking

#### 4) **ADJOURNMENT**

- a) **Adjournment**
  - i) The meeting was adjourned at 2:24 p.m.
- b) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be Tu-Nov 22@1p, Th-Dec 1@2p, Th-Dec 15@9a, Th-Jan 5, 2023@2p