

Approved on 2/6/23

Administrative Council Meeting Minutes

Monday, January 23, 2023

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- 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 1.32 p.m.

b) Review of January 12, 2023 minutes

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

2) OLD BUSINESS

a) Office Moves Phase II/ Centralized mail delivery

i) VP Halvorson reported that phase II office moves are likely not happening with all the moving parts. Topic is tabled indefinitely.

3) NEW BUSINESS

a) Suggestion Box: Room 33

i) President Darling inspected the room and agreed being mindful of the wing remodel in the future, there are basic repairs that should be made. He asked if anyone had made Physical Plant aware of the need to patch holes and paint. Council did not know. [VP Halvorson will submit a work order for repairs.](#)

b) Efficiency & Opportunity Survey (President)

i) Some of the duplicative work that council thought could be addressed in the survey were: Anti-gifting, SPOL-ERM, Common Course Numbering, and Math Pathways. [VP Kitchens will write up the Emergency Risk Management SPOL survey.](#) [VP Halvorson will work on course numbering and math pathways.](#)

c) Faculty Salary Schedule 400.35 Salary Administration (President)

i) VP Halvorson explained that the proposal they want to put forward to Faculty Welfare is to add \$2,000 to the base for each category. This will take some out of category sooner than expected but should be able to be worked out in a few years. All of council approved.

d) Project Vision-Feb 8, 2023 (President)

i) The next meeting with this group is February 8th, Grant Manager Howe is working on this NSF grant. It is crucial she work with STEM faculty. To win the grant, it must be led by faculty.

e) Legislative Updates (President)

i) President Darling has a list of bills NDUS is watching and will be traveling to Bismarck to testify on January 24, 2023. VP Halvorson is following HB 1446 the Tenure bill, HB 1404 concealed carry, HB 1205 divisive Topic for HE closely.

f) Update on Open Positions

- i) Accounts Receivable Associate: Only 2 applicants- reopened closes on Jan 31, 2023.
- ii) Men's Hockey Coach-PT: 4 applicants
- iii) Women's Hockey Coach-PT: 2 applicants
- iv) Nursing Instructor-GF: second round closes Jan 31, 2023
- v) Nursing Instructor-PT-DVL: recommendation forth coming.
- vi) Online/Dual Credit Advisor: Working with existing people going to open the Dual Credit Coordinator.
- vii) Ag Programs Director (Preston Sundeen): On hold, rewriting job description. Spring semester covered.
- viii) Ag Program Instructor (Oybek Turayev): On hold, rewriting job description. Spring semester covered.
- ix) PT Foundation Assistant (Samantha McKay): Dawn Stoe was hired
- x) Administrative Assistant Apprenticeships: Closes on Jan 29, 2023

4) ADJOURNMENT

a) Adjournment

- i) The meeting was adjourned at 3:05 p.m.

b) Upcoming Scheduled Council Meetings

- i) The next meetings of the Administrative Council will be M-Feb 6@10a, Tu-Feb 21@3:30p, W-March 8@1:30p, M-March 20@9a