

Approved on 07/31/2023

## Administrative Council Meeting Minutes

Monday, July 10, 2023

President's Office 10:00 a.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  
Erin Wood-Director College Relations  
Kristi Kienast-Hernandez-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 10:02 a.m.

#### b) Review of June 29, 2023 minutes

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

### 2) OLD BUSINESS

a) 100.01 Brief History Policy Change Request (President) (In process) Tabled

### 3) NEW BUSINESS

#### a) WSC-CIS Request (Academic/Student Affairs)

i) WSC was unable to replace their CIS instructor, so they reached out to the NITC to find a CIS instructor to deliver classes to their campus. LRSC's CIS Instructor Schneider will teach a couple CIS classes in a trade for them delivering Econ for LRSC. If LRSC has capacity to help with any of the other 4 classes, they need WSC can be invoiced for instructor compensation. LRSC will do 2 courses and 2 online, there are 4 others that may possibly be picked up by another NITC campus.

#### b) Nursing Faculty: Jamestown and Mayville/DL (Academic/Student Affairs)

i) LRSC had 7 student applications for the Jamestown Nursing location. One student decided to attend in Devils Lake, one is joining the mobility program, and the remainder were unable to pass their entrance exam. LRSC will hold on filling the Jamestown faculty position until Fall 2024. If we do find students in Jamestown for fall 2023, we will put them in the mobility program and send a nurse educator to Jamestown to do their labs and clinicals.

ii) Cheri Weisz will be moving back to the area and filling the position vacated by Ashlie Varilek. A position will open in Mayville.

iii) When Old Main at MaSU goes under construction in 2024, LRSC needs to be concerned about where our nursing program will be relocated.

#### c) GFAFB: Erika Hicks (Academic/Student Affairs)

i) Erika Hicks has resigned her position at the GFAFB. Director Cowger will be taking chemistry off the schedule for now unless he can find a part-time instructor to take over.

#### d) IRC-Approval for Retention Study (Academic/Student Affairs)

i) Tracy Bina and Melissa Moser are undertaking a research project on nursing student retention as part of their doctoral work with the University of Mary. They have requested to reference LRSC student data in

their research paper. [The LRSC Institutional Review Board \(IRB\) consisting of Brandi \(now Jade\) and Dan J will hear their proposal and make a recommendation to VP Halvorson on whether or not to allow this.](#) [Faculty Representative Hernandez reminded council we need a policy on this.](#)

- e) **Safety and Security Audit: Active Shooter Recommendations** (Academic/Student Affairs)
  - i) VP Halvorson discussed the informal recommendations received in the Safety and Security Audit. LRSC was identified informally as low risk on items 2-5 and moderate risk on item 1. The free Department of Homeland Security Safety Assessment that Director Lillehaugen had done was a bonus for LRSC.
    - (1) Institution Emergency Management Plans must be on file with the System Office.
    - (2) Evaluation of needs and protocols associated with safety escorts on campus for students and include in security plan.
    - (3) Create/develop Digital Maps of your campus/buildings and provide law enforcement with access to these maps.
    - (4) Update Emergency Operations Plans every 4 years. Remove person and replace with position. This also outlines another reason to leave phone numbers with position not individuals.
- f) **NDUS Enterprise Risk Management - 2023-2024 Cycle** (President)
  - i) Council discussed thoughts for the upcoming risk management meeting and will gather feedback for the meeting to finalize the plan for 2023-24 cycle.
- g) **Discussion**
  - i) WICHE Data Breach: VP Halvorson announced that there has been a data breach between WICHE and a third-party vendor. LRSC has not used the service for student records during breach. WICHE says there is no evidence of access to student records. LRSC's Registrar's office is assessing the situation with NDUS.
- h) **Update on Open Positions**
  - i) Advancement Coordinator: No applicants
  - ii) Men's Hockey Coach: No applicants
  - iii) Nursing Instructor-Jamestown: On hold-no students, remove for now.
  - iv) Community Paramedicine Instructor: Amanda Jordan

#### 4) **ADJOURNMENT**

- a) **Adjournment**
  - i) The meeting was adjourned at 10:58 a.m.
- b) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be M-July 31@1p, F-Aug 25@9A, F-Sept 8@1p