

Approved on 02/21/2023

## Administrative Council Meeting Minutes

Monday, February 6, 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  
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 10:03 a.m.

#### b) Review of January 23, 2023 minutes

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

### 2) OLD BUSINESS

### 3) NEW BUSINESS

#### a) NDUS Service Level Agreement Update (Rick Anderson, LRSC CTS Relationship Manager)

i) CTS will not have information until 15<sup>th</sup> of the month so the update will be given at the February 21, 2023 meeting.

#### b) Suggestion Box

i) There was an unsigned note in the suggestion box inquiring if the wooden box will be set out for suggestions in the dining services area again. [VP Kitchens will visit with the department.](#)

#### c) Scholarships (College Relations Director Wood)

i) Director Wood discussed renewing some of the target scholarship offers LRSC tried last year. The offers targeted GED students, Students other than average, Homeschool students and GFAFB dependents. Assistant VP Driessen will be attending the homeschool convention on February 17, 2023 and will write the scholarship notification into his speech. Council agreed the scholarship program should be renewed. It will be capped at the first 50 students. [Assistant VP Driessen will ensure the Financial Aid Director is notified and his department will track the count.](#)

#### d) House Bill No. 1446-Letter from Faculty Senate (President)

i) President Darling and VP Halvorson listened in on the hearing for this bill. It was introduced specially for BSC and DSU as a pilot program for four years due to the change in their mission. It is not applicable at this time for the other institutions. It emphasized using the word "may" instead of "shall" with regard to the authority of the President to conduct post tenure reviews. There is concern that the legislature does not have the authority to do this, and the authority to set tenure policy rests with the SBHE. The Chancellor suggested to the House committee that they should pass this along to the SBHE to resolve. LRSC Administrative Council agreed to formally oppose the bill and will prepare testimony if the bill makes crossover. [VP Halvorson will write up a draft testimony for President Darling to consider.](#)

#### e) Legislative Updates (President)

- i) President Darling explained that there are not many new bills dropping this week it is mostly committee work. There is a Nursing scholarship, but it does not have much funding attached, SB 2127 Oil Field workers education will not really have an impact for LRSC. HB 1505 proposes eliminating the tracking of all vaccine records including, MMR, Meningitis, Polio, etc.

f) **Discussion**

- i) Council discussed the change in breakfast offerings in Food Service. When changes are made campus should be notified.
- ii) Assistant VP Driessen said Student Services still trying to catch up with Target X. Finally got to see the app. They have decided to stick with mongoose for the texting feature. Mongoose will work with Target X.
- iii) CTE Day on February 8, 2023, invited Juniors and Seniors. There are more than 50 students coming in from Grand Forks area.
- iv) Census pulls at 4pm February 6, 2023.
- v) VP Halvorson reported the Faculty Senate is watching legislative bills like the tenure, concealed carry and the divisive topic bill which passed for k-12 last year.
- vi) Mental Health First Aid cannot be split up to allow Faculty the opportunity to attend. Can it be done during faculty in service? Counseling Coordinator Dimitch is proposing to try to do it the day before in service starts or the Wednesday before Thanksgiving.
- vii) Director Wood is working with the Farm Bureau to decide when we can have a legislative day.
- viii) State Staff Senate is looking for nominees for SBHE Staff position.
- ix) Director Wood says in her shop they are currently working on transfer pages on the website.
- x) VP Kitchens is working on room and board tuition and fees.

g) **Update on Open Positions**

- i) Accounts Receivable Associate: 4 applicants and in process of setting up interviews
- ii) Men's Hockey Coach-PT: Offered and accepted pending background.
- iii) Women's Hockey Coach-PT: Only two applicants and may be re-opening the position.
- iv) Nursing Instructor-GF: no update
- v) Nursing Instructor-PT-DVL: Jamie Nienhuis has been hired.
- vi) Online/Dual Credit Advisor: The duties of online advising will be distributed in house: Online advising has been moved to GFafb personnel; the advising activities will be moved to the Student Success Division on campus. Director Wakeford will remain the advisor for the SLPP program and any on-campus Early Childhood students. The Dual Credit Coordinator/Advisor position will be posted soon.
- vii) Ag Programs Director (Preston Sundeen): VP Halvorson has written a new job description and HR Director Lillehaugen will be sending it out for approval and permission to post. As a side note Assistant VP Driessen added that the NDSU Ag Systems Management course is being eliminated so we should reach out to potential faculty for interest in LRSC's opening.
- viii) Ag Program Instructor (Oybek Turayev):
- ix) Administrative Assistant Apprenticeships: No applicants. The position was relisted without the word "apprenticeships" in the title.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:45 a.m.

b) **Upcoming Scheduled Council Meetings**

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