

Approved on 11/30/2023

Administrative Council Meeting Minutes

Thursday, October 12, 2023

TEAMS 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
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 1:07 pm.

b) Review of September 8, 2023, minutes

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

2) OLD BUSINESS

a) Review of Current COVID Protocol (President)

i) VP Halvorson sent a message to campus about expectations for employees with communicable illness. Director Wood inquired if she should post the message to the website. The answer was affirmative. Faculty Senate Representative Hernandez asked if Faculty Senate should discuss options for instruction during student illness. Instructors should be encouraged to turn on the Blackboard/TEAMS link for class if they know they have ill students and do not want them in the classroom.

b) Weight Room Maintenance (College Relations)

i) The fund that would normally be used for the weight room has a budget and it is unsure if those dollars have already been allocated for other needs. Director Wood stated that Director Estenson was going to try to repair the treadmill. The discussion turned to a plan for the clean-up needs in the basement, recognizing it's not a priority, but it needs attention.

3) NEW BUSINESS

a) Enrollment Report (Academic/Student Affairs)

i) There are two CTE programs with benefitted faculty that do not meet the minimum of nine FTE students per FTF. They are Associate Degree Nurse (8.71 FTE per FTF), and Automotive Technology (7 FTE per FTF). This is the first time Automotive Technology has been under the 9 FTE per FTF in the past five years. The last time Associate Degree Nurse was above 9 FTE per FTF was 2020 when they were at 12.33. This is the third consecutive year the ADN program has not met enrollment expectations.

ii) Academic Discipline groups, American Sign Language (17.33), History/Political Science (18.25), and Math (17.75) did not meet the minimum recommended expectation of twenty FTE students per FTF. Overall, the academic discipline groups are up 1.15 FTE per FTF from last fall when there was only one academic discipline group (History/Political Science) that did not meet the twenty FTE students per FTF.

iii) The Director of Academic Affairs will work with the faculty to complete a comprehensive review of the Associate Degree Nurse and Automotive Technology programs prior to any low enrollment designation.

- iv) Community Paramedicine only has a couple students. This course was funded by a grant to create curriculum and pay instructors. LRSC will need to be reaching out to surrounding counties to generate students to see if it can be a viable program.
 - b) **Student Employee Hiring** (College Relations)
 - i) College Relations Director Wood is seeking clarification for the hiring practices for international students. [VP Kitchens will check with HR.](#)
 - c) **Website** (College Relations)
 - i) College Relations Director Wood announced that she has received a shut off date by Drupal 7 (website support), of December of 2024, after which support will no longer be available. She checked the state vendor list for a new vendor and the list has multiple developers but not many whole source solutions. Also, the website needs this go around are a bit different as we can stay with Drupal and update to a new version with assistance or go a redesign route. The campus will need to decide which route to go after [Director Wood and Director Haugland will work together to research options for leveling up to Drupal 10.](#)
 - ii) [President Darling asked VP Kitchens to set aside some designated reserves for the website expenses.](#)
 - d) **Online/On Campus Tuition and Fees** (Assistant VP Student Services)
 - i) Assistant VP Driessen's voiced concerns about the combination on campus/online cost variants. Students advised into taking 3 online courses are exceeding the cost of on campus and taking on excessive loans. Classes are only offered online when they are needed by students. If LRSC doesn't charge extra for online VP Kitchens recommended charging per credit instead of free after 12 credits. The students taking more credits could potentially graduate earlier making up for the extra cost that way. [The discussion was tabled to analyze pros and cons more fully.](#)
 - e) **Athletic Training Facility Update** (Assistant VP Student Services)
 - i) Assistant VP Driessen inquired into the RFP process for consultants. The team met and selected the organization on September 15, 2023. [HR Director Lillehaugen is working on a contract for the company to begin the feasibility study.](#)
 - f) **Discussion**
 - i) Assistant VP Driessen reported the dual credit requirements by HLC to improve dual credit faculty may be changing. Currently after September 2025 we cannot hire teachers without master's degrees. Looking a allowing campus flexibility to hire teachers that are working on those degrees. They also may be looking at changing graduate credentialing.
 - ii) VP Kitchens reported that in the North Hall parking lot the no parking spaces are being violated. There is concern over having those spaces open for snow removal. There were several solutions proposed. [The solution will be to collect license plates of the offenders and locate them on campus and ask them to move their vehicles. Assistant VP Driessen volunteered to notify students.](#)
 - g) **Update on Open Positions**
 - i) IT Support: Closed with 8 applicants.
 - ii) Advancement Office Manager: 12 applicants and the position will close 10/13/23
 - iii) Advancement Executive Director: 5 applicants and the position will close November 30, 2023
 - iv) Custodian: Reopened. John Dahlen will be hired as another bus driver.
 - h) **Long Term Strategic Plan**
 - i) Strategies/Tactics under each Objective by 10/23/23 meeting: Council adjourned to meet with the strategic planning committee at 2:30 p.m.
- 4) **ADJOURNMENT**
- a) **Adjournment**
 - i) The meeting was adjourned at 2:22 p.m.
 - b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be M-Nov 6@9a, Th-Nov 30@9a, M-Dec 11@9a, M-Jan 8@9a