

Approved on 8/29/24

Administrative Council Meeting Minutes

Monday, August 12, 2024

President's Office 9:30 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
Erin Wood - Vice President for Advancement
Casey Zehrer - Assistant Vice President for Student Affairs
Scott Sandy - Faculty Representative
Bobbi Lunday - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:32 a.m.

b) Review of July 31, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

i) President Darling and VP Wood have been holding meetings and committee work is moving along.

b) Visit from Meredith Larson (Administrative Affairs)

i) VP Kitchens reported Meredith Larson will visit campus on September 10th at 10:00 a.m. and 2:00 p.m.

c) August 22nd Legislative Higher Education Meeting (President)

The planning committee met last Friday, August 9, 2024, and continue to work on the presentation.

d) NDUS Enterprise Risk Management - 2024-2025 Cycle (President)

i) Council discussed and listed current risks. President Darling will review the list to be submitted by September 9, 2024.

3) NEW BUSINESS

a) 700.03 Qualification and Selection Policy Change Request (Academic/Student Affairs)

i) HLC approved new guidelines regarding faculty qualification. They removed the requirement of 18 graduate credit hours in a discipline to: "The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include but are not limited to the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof." Academic Affairs has edited LRSC policy 700.03 to reflect the new HLC faculty qualification guidelines. [President Darling tabled approval for input from Faculty Senate.](#)

b) Chancellor Goals Letter for LRSC 2024-25 (President)

i) The Chancellor sent a President Goals letter due by September 9, 2024. [Council divided up the goal letter to create specific and measurable goal statements.](#)

c) Outlook Calendar Use (Advancement)

i) VP Wood reminded us to work with employees to mark when "out of office" or "working from home" for scheduling purposes. Discussion suggested using "PTO" (Paid Time Off) instead of "Sick Leave" or "Annual

Leave” when noting reason for absence from campus. That way others know if you can be reached. [Council discussed sending reminders to their departments to please use calendar etiquette.](#)

d) **Suggestion Box-2**

- i) There were two suggestions in the box. The first one was about the importance of feeling valued. Council had a general conversation about making sure each of their employees feels valued in their departments.
- ii) The second was about the time of day when vacuums/scrubbers are running in the hallway. Suggested that the afternoon/evening shift is when this noisy work should be done rather than during the workday.

e) **Discussion**

- i) President Darling received an invitation to apply for the Bellwether Award. An award winner will be chosen in one of the following categories:

- (1) Instructional Programs & Services: Programs or activities that have been designed and successfully implemented to foster or support teaching and learning in the community college.
- (2) Planning, Governance, & Finance: Programs or activities that have been designed and successfully implemented to improve efficiency and effectiveness in the community college.
- (3) Workforce Development: Public and/or private strategic alliances and partnerships that promote community and economic development by producing a workforce.

[VP Halvorson will visit with Nursing Department Chair Clementich about a submission. Deadline for completed application: September 27, 2024.](#)

- ii) Visitor parking expansion decision: VP Kitchens asked for clarification on Council’s wishes for the loop parking. [They decided that a few “15-minute parking” spaces would be better than more “visitor parking”.](#)
- iii) Fundraising/Donor Representative: Reopened position
- iv) LAUNCH! English Faculty: Geoffrey Fogleman
- v) Enrollment Services Associate: Information has been sent to HR waiting to be posted
- vi) Assistant Basketball Coach-PT:
- vii) Assistant Baseball Coach-PT: Allowing new coach to conduct search

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:07 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-August 29@1:30p