

Approved on 1/8/25

Administrative Council Meeting Minutes

Wednesday, November 25, 2024

President's Office 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
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 1:02 p.m.

b) Review of November 6, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

i) President Darling is traveling to GF to visit with potential donors and research others with Director of Nursing Clementich and VP Wood.

b) Pearson Vue Testing Room (Administrative Affairs)

i) No resolution yet. VP Halvorson would like to evaluate how heavily the Horizons computer lab is being utilized after hours. There is a possibility it and an adjacent storage area could be converted into the testing center.

c) Committee Assignments

i) Discussion about committees took place.

3) NEW BUSINESS

a) Governor Armstrong's Transition Team Meeting 12/3/24 (President)

i) Jacy Shafer scheduled a 30-minute meeting between LRSC and the Governor Elect on December 3rd the meeting will include VP Halvorson, VP Kitchens and President Darling.

b) Class Enrollment Caps for Overload Pay (Academic/Student Affairs)

i) VP Halvorson showed prior to 2024 LRSC pays PT instructors but never had a rule on what to do when an instructor takes a student above the cap. Some instructors will not take a student without being paid and some will. The Outreach Learning Committee is going to create a policy. The caps will be adjusted as in column #2 on campus and online same cap. Only controversial is highlighted in yellow we cap at 18 for speech but would like to move to 20. If a student over the cap comes along instructors will be paid for 1st one and agree to take 2nd w/o pay. Third one will be paid but will have to take the 4th w/o pay and will be paid for all students at 5 over.

c) Spring Break Trip Baseball (Academic/Student Affairs)

i) Affordable airfare is unavailable so the team would like to drive and have games in Kansas on the way. Coach Anderson would miss 5 days of class VP Halvorson will find a sub to teach his classes. Students will

miss 5 days of class so the students will need to be in good standing to go with their team. VP Kitchens inquired, with the added hotel stays, if the cost is going to be over what they had budgeted. [VP Halvorson will meet with Athletic Director Marshall and Coach Anderson to create a budget.](#)

d) **Mental Health Area** (Administrative Affairs)

- i) The cost to continue money for mental health is \$65,000. The estimate is \$55,000 for furniture, hours of maintenance crew and materials to create a mental health suite utilizing room 15 and the counselor's offices. Council agreed to the plans as described.
- ii) A suggestion for room 34 is to convert it into a meeting space for potential students and parents and a storage area for the recruiting supplies.

e) **Access to Food / Meals** (Student Affairs)

- i) Concerns that some students that live off campus struggle for food were discussed. Pros and cons of setting up a food pantry were considered: How would a food pantry be accessible to students? Would students that have money and live on campus start using it because access to food is limited on weekends. Could student employees' man the bookstore so it can be open later for students to get food. Students could open and close, no cash card only maybe students use their R-Bucks to buy food. [Assistant VP Zehrer will research options.](#)

f) **Suggestion Box**

- i) Council members discussed an unsigned complaint about an employee. Without a signature or more detail, the complaint lacks information to warrant a course of action.

g) **Discussion**

- i) Council discussed options for the back of the library and the necessity for items to be removed. VP Kitchens agreed to communicate a message giving a reasonable amount of time to the appropriate parties.
- ii) A Renewable Energy STEAM Camp has been scheduled on campus the week of June 16, 2025. The camp will be funded through a NextEra Grant.

h) **Update on Open Positions**

- i) Fundraising/Donor Representative: Rebekah Urban starts Friday.
- ii) Administrative Assistant Advancement: Waiting on background check and will start next Tuesday.
- iii) Nursing Instructor-Mayville:
- iv) Nursing Instructor-Grand Forks: Ryley Gunderson-GF
- v) Bus Drivers-PT:
- vi) Nursing Clinicals Instructors-PT:
- vii) Political Science Instructor-PT-GFAFB:
- viii) Accounting Instructor-PT-GFAFB:

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be W-Jan 8@1:30p, W-Jan 29@9:30a, T-Feb 25@1p

b) **Adjournment**

- i) The meeting was adjourned at 2:58 p.m.