

Approved on 1/29/25

Administrative Council Meeting Minutes

Wednesday, January 8, 2025

President's Office 1:30 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 1:35 p.m.

b) Review of November 25, 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 reported they continue to work on planning. A big ASK meeting is scheduled first part of February. VP Wood reported they are combing through donor perfect to sort out athletes to refine a list of potential donors.

b) Pearson Vue testing room (Administrative Affairs)

i) VP Halvorson reported that he had information that the Horizons Lab has been used outside of library hours. He has no definitive numbers so there was discussion on how to figure out how much it is used. VP Wood reported that the room inside the Learning Commons adjacent to the Horizons Lab is just a storage space.

c) Committee Assignment policy (Academic/Student Affairs)

i) Tabled.

d) Access to Food / Meals (Student Affairs)

i) Assistant VP Zehrer reported the IT Director has a CBord machine that can be used . They also discussed vending machines with card access. Food Service Director Seibel found a vending machine for \$3,000. Council would rather rent than purchase a machine. They suggest looking at frozen food vending machines that contain snacks that can be microwaved. TRiO used to have a food pantry of sorts so they or Housing may be the answer for the food pantry location. [Assistant VP Zehrer will research what other campuses that have food pantries are doing.](#)

e) Spring Break Trip Baseball Budget (Academic/Student Affairs)

i) VP Halvorson met with the Athletic Director and outlined the parameters students must meet to be allowed to be gone for that amount of time. VP Kitchens asked what this trip will cost compared to the trip that was in the budget. There will be no airfare costs but added hotel stays and driver costs. [VP Halvorson will get a budget .](#)

f) Website (Advancement)

- i) VP Wood reported the LRSC website is getting close enough to go live but the launch date will be after spring semester end if possible. Work with those who use the site will take place now through May to give employees a preview to help them acclimate to and navigate the new site before going live. VP Halvorson suggested maybe during faculty in-service February 18th would be a good time to give faculty a preview. [VP Wood is checking with web team on presenting.](#)
- ii) VP Halvorson said an AI presenter coming in for faculty in-service for half the day on February 18, 2025.

3) NEW BUSINESS

a) **Annual Enrollment Comprehensive Review** (Academic/Student Affairs)

- i) The Auto program, IT program and Wind program all fell below the 9-student ratio. VP Halvorson explained the auto instructors are great recruiters and there is tremendous demand for skilled auto technicians. A major problem is the student profile has changed with the increased technology in the vehicles. Council discussed recruiting efforts and an action plan. LRSC must formally designate the program on low enrollment. Since it is the second year of low enrollment, we will need to give a statement to the instructors about LRSC's intention to keep the program open.
- ii) Information Technology also has gone down. Instructor is incredibly productive it's just the IT Program that is not filling. Instructor is vital to our liberal arts program so we will designate as low enrollment but have no intention of closing the program.
- iii) Wind Energy had a dip in completers but there is a lot going on with wind technology right now. VP Halvorson discussed all the new grant funded projects that are going on in the program. There is enough revenue in the grant to pay the salary for one instructor. Need to list as low enrollment but not considering restructuring or closing because of the grants. VP Halvorson will provide verbal notice at Faculty Senate but Auto will receive a formal letter since it's their second year.

b) **24/25 Academic Calendar revision** (Academic/Student Affairs)

- i) Peace officer program date change: classes starting 19th and ending August 21st. Approved.
- ii) Nursing starting on May 26th changed to 27th because the 26th is Memorial Day. Approved.

c) **Digital Accessibility** (Advancement)

- i) VP Wood discussed the new regulations on digital accessibility that all campuses need to comply with by April of 2026. NDUS campuses agree that we need system office assistance to reach compliance. LRSC has two public facing sites Athletics and Blackboard.

d) **Facility Scheduling** (Advancement)

- i) Will be covered by the President's Office from January 21st – February 5th.

e) **Senate Presentation** (President)

- i) President Darling shared the latest draft of the presentation for the senate hearings on January 16, 2025.

f) **President's Retirement Announcement** (Academic/Student Affairs)

- i) President Darling has officially announced his retirement in June 2025.

g) **Discussion**

- i) VP Kitchens announced that the shelving in the library is cleaned out so there is space for the bookstore to keep their out of season merchandise.
- ii) VP Halvorson provided an update regarding SBHE changes to policies related to tenure, faculty rights, and shared governance. Post tenure review will be required at year 3 and every 5 years thereafter. Notice for probationary faculty let go without cause due to financial exigency, program low enrollment, or a change in curriculum has been reduced from one year to "at least 90 days". There are a host of other less impactful changes and more on the way. Halvorson will provide a complete update to the faculty at the next Instructional Staff meeting.
- iii) Expecting 6 from RAFO at some point during the semester.

(1) We gave a discount to paramedic to nurse students to move out of the apartment and into a suite to make space for the RAFO students that will be here during Ramadan.

iv) Russian student program ended, and they want to relaunch and instead of doing one country they want to use 13-15 countries and send 3-5 students by fall of 2026. [They are requesting a letter of support.](#)

4) Update on Open Positions

- i) Nursing Instructor-Mayville: Makinzey Paulson will split time between Mayville and Fargo
- ii) Bus Drivers-PT:
- iii) Nursing Clinicals Instructors-PT: Sanford Bismarck wants to partner with LRSC for nursing apprenticeships.
- iv) Political Science Instructor-PT-GFAFB:
- v) Accounting Instructor-PT-GFAFB: Scott Sandy will travel to GFAFB to teach on M & W evenings.

5) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

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

b) **Adjournment**

i) The meeting was adjourned at 3:29 p.m.