

Approved on 2/25/25

Administrative Council Meeting Minutes

Wednesday, January 29, 2025

President's Office 9:00 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
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 9:00 a.m.

b) Review of January 8, 2025, 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 are working on a presentation for a lead gift.

b) Pearson Vue testing room (Administrative Affairs)

i) Tabled.

c) Committee Assignment policy (Academic/Student Affairs)

i) Tabled.

d) Access to Food / Meals (Student Affairs)

i) Assistant VP for Student Services Zehrer sent an email to all students notifying them of the Hope Center and to let him know if they need assistance getting there to access services. He got no responses.

ii) He had a lengthy discussion with a campus that has a food pantry and learned it is complex and would probably take up considerable time for the individual assigned to oversee the project. Food drives, checking all the expiration dates, etc. They reported about 25% of students use it. Needs to be assigned to someone. Casey is willing to drive students to the food pantry. A vending convenience store on campus may be an opportunity to keep the money that students are spending at Super Pumper and Walmart. i)

Assistant VP Zehrer will get pricing on rentals and work with IT Director and Food Service Director to have an after-hours convenience store.

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

i) VP Halvorson provided evidence of a \$5,000 to 6,000 savings to drive over flying. They will have the opportunity to play more games. There were questions about the estimate for hotel rooms. President Darling would like a clearer picture of trip expenses. *VP Halvorson will submit a comparison to what they had budgeted to go for one week compared to the now two-week travel.*

f) Website (Advancement)

i) Alyson is still working on the site and will showcase it to faculty during in-service on February 18, 2025.

g) Art in the Hallway (Advancement)

- i) Dr. Etemad was concerned that the art was being placed in storage rather than displayed around campus. She proposed other options for the art if it isn't on display. Most pieces of Dr. Etemad's are hanging throughout LRSC. However, this brings up a longer-term discussion of the Art in the Hallway project and if it is viable. [VP Wood will keep digging into it and report back with options.](#)

3) NEW BUSINESS

a) **Presidential Search Timeline** (President)

- i) Incoming SBHE Chair Danita Bye noted the board has limited time to focus with legislative session. Council didn't like the timeline but didn't think expressing that would lead anywhere. [An email to campus will be forthcoming regarding a new timeline from SBHE meeting on 1/30/24.](#)

b) **Post Tenure Review Policy Proposal** (Academic/Student Affairs)

- i) LRSC Tenure Policy has been held up as good practice. They are now requiring us to use the words post tenure review for the evaluation process. LRSC will continue to do student effectiveness surveys, yearly performance evaluations, and classroom observations every 3 years for tenure and non-tenured faculty. Year three, an updated portfolio should be required. Faculty Representative Sandy was in favor of the constructive reviews to help keep everyone relevant. [VP Halvorson will notify Faculty Senate.](#)

c) **Staff Member of the Year** (Academic/Student Affairs)

- i) VP Halvorson was concerned that without involvement from VP level, the staff are unaware of the things that may hold a nominee back from receiving this award. The final choice should be approved by the VP that oversees the employee. It was noted that there is no such provision for administrative oversight for the faculty Excellence in Education Award. [VP Halvorson would like that language to be added to the faculty award policy as well.](#)

d) **Auditorium** (Advancement)

- i) VP Wood reported that a benefactor for the auditorium requested to see a short- and long-term plans for the auditorium, which is being created. VP Kitchens reminded council that those plans need to be in the Master Plan.

e) **Legislative Updates** (President)

- i) Challenge Match 1.2 million and 1.5 million LRSC advocated for the 1 to 1 match for the smaller campuses.
- ii) We are following HB 1365 and 1588 as they relate to the possession of firearms on campus. When the bills go to committee, VP Halvorson and Dr. Darling plan to testify.
- iii) VP Wood reported that the Farm Bureau would like to do legislative crossover March 8th or 15th.
- iv) President Darling will travel to Bismarck for the SBHE meeting 1/30/25 and was asked to stay to testify on the Schreiber-Beck bill for workforce training. In favor of immediate assistance to start up training for business.

f) **Discussion**

- i) Assistant VP Zehrer reported the YOUR program (CCI) that sent the Russian students to our campus would like to send 15 students from various countries on a J1 visa which is cultural instead of educational which is a F1 visa so there may be some language barrier.
- ii) Visit from delegation from RAFO brought questions about food and how to provide the proper dietary restrictions.
- iii) VP Halvorson reached out to Altru to make sure they still had LRSC on the docket for their building. April 30, 2024, they approved of the changes we requested but failed to make them so there is no nursing lab. VP Halvorson is working through it. We will need a work crew in GF.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be T-Feb 25@1p

b) **Adjournment**

i) The meeting was adjourned at 10:38.m.