

Approved on 1/10/2019

Administrative Council Meeting Minutes

Tuesday, December 18, 2018

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

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson for Randy Fixen-Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Elonda Nord CCF Executive Director

Steve Shark Student Affairs Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:31 p.m.

b) Review of December 3, 2018 Minutes

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

2) OLD BUSINESS

a) ALC Deliver GED Off Campus (President)

i) LRSC's Adult Learning Center will bring the GED program to students on site at the Spirit Lake Casino.

President Lindquist reported the GED program at CCCC is unable to deliver to the Casino at this time due to staffing issues.

3) NEW BUSINESS

a) Work "Keys" Scholarship (Advancement/Student Services)

i) Executive Director Nord and Director Shark presented a proposal to offer a Work "Key's" Scholarship to students to be awarded in conjunction with the state Work "Key's" scholarship. If the student qualifies for the state program, then LRSC will use that as the criteria to qualify for the LRSC Work "Key's" scholarship (same financial award levels as academic ACT scholarship). The administrative council liked the idea and encouraged them to move forward and present to the CCF board for approval.

b) Draft Policy Student Leave (Academic/Student Affairs)

i) Council reviewed and discussed the proposed new policy on student leave of absences. The 180-day return period needed some clarification. VP Halvorson will discuss possible changes with Financial Aid Director Nettell and bring back for approval.

c) Enterprise Risk Management (President)

i) Council reviewed and approved the ERM list for submission to the system office. The five items are:

- (1) Fuel supply list for generator (monitoring)
- (2) Student leave of absence (working on policy)
- (3) Maintaining compliance
- (4) Loss of precision ag facility
- (5) Asset theft or loss

d) House Appropriations Committee Hearing January 10-17 (President)

i) President Darling announced that LRSC will present its budget request to the 66th Legislative Assembly's House Appropriations Committee on January 15th at 3:45pm.

e) Apprenticeship Update: Northrop Grumman, IT, CAE (President)

i) President Darling updated the council on the apprenticeships LRSC has been working toward. NG has a goal of doing many apprenticeships and is interested in taking our Sim students. VP Halvorson presented the apprenticeship information to the Curriculum and Academic Standards committee. President Darling explained so far there is nothing for the Curriculum and Academic Standards committee to approve. At this point they are not asking for changes to the degree requirements or policy.

f) **Semester Break Work Hours** (President)

i) There was a request to work 7:30a-4pm over the semester break and council approved.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

i) The next meeting of the Administrative Council will be: W-Jan 10@9:00a, W-Jan 23@1:30p

b) **Adjournment**

i) The meeting was adjourned at 3:00 p.m.