

Approved on 5/1/19

## Administrative Council Meeting Minutes

Monday, April 15, 2019

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 Fixen-Faculty Senate Representative

Bobbi Lunday-Recorder

### Guests

#### 1) CALL TO ORDER/REVIEW MINUTES

##### a) Call to Order

i) The meeting was called to order at 1:33 p.m.

##### b) Review of April 3, 2019 Minutes

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

#### 2) OLD BUSINESS

##### a) Physical Plant Summer Schedule (Administrative Affairs)

i) Council will wait to prioritize the list until cost estimates have been collected and analyzed.

##### b) Graduation Committee Update (Academic/Student Affairs)

i) Mina Simhai has committed to be LRSC's commencement speaker, the committee has named the Knoke Leadership Award winner and ten Who's Who recipients from the nominations. Drama Instructor Paradies will choose the Drama Award recipient. The Student Speakers are: Harry Reimst and Vanessa Ball. Graphic Designer Freschette will be creating the commencement book this year. A deadline for book editing has been set and editors identified.

##### c) Auditorium Curtains (Administrative Affairs)

i) VP Kenner reported the crew had not had an opportunity to work on the auditorium curtains.

#### 3) NEW BUSINESS

##### a) Office Moves

i) VP Halvorson discussed various office moves he has proposed for campus.

##### b) Minot State University ASL

i) VP Halvorson reported concerns about the agreement with Minot State University's ASL program. LRSC has a MOU with Minot State specifically stating their students must take the first two years of Minot's BAS degree from LRSC. [VP Halvorson will reach out MSU's Academic VP to make sure they are following the agreement.](#)

##### c) Enterprise Risk Management

i) By May 24, 2019 Institutional senior leaders meet to identify and discuss, "brainstorm", significant risks to the institutional and system strategic objectives. Narrow this list to the top 10-15 risks. The ERM coordinator can use the Risk Assessment Template to document the identified risks.

ii) [Council brainstormed an initial list and the VP's will refer to their departments for additions.](#)

##### d) Department Progress Reports FY 18-19

i) FY 18-19 department goals progress reports are due today.

ii) FY 19-20 department goals are due- July 30

#### 4) ADJOURNMENT

##### a) Adjournment

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

##### b) Upcoming Scheduled Council Meetings

i) The next meeting of the Administrative Council will be W-May 1@9:00a, M-May 13@1:30p, T-May 28@1:30p