

Approved on 04/01/2021

Administrative Council Meeting Minutes

Wednesday, March 10, 2021

Teams 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

Richard Drury-Faculty Senate Representative

Bobbi Lunday- Recorder

Guests

Scott Dunbar Housing Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:32 p.m.

b) Review of February 23, 2021 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

b) President Darling reported that the ND House Appropriations Committee indicated they were agreeable to leave the funding the Senate Appropriations Committee put in the budget for LRSC to fund the remainder of the Hofstad Ag Center.

c) Update on Open Positions

i) VP Halvorson reported that Director Steffen made an offer that was accepted to fill the TrainND administrative Assistant position. The Student Services Specialist position is currently conducting interviews and Student Services Associate and IT position are not yet closed.

ii) The Foundation Office is ready to make an offer.

d) COVID 19 Updates (Academic/Student Affairs)

i) All athletic teams, nursing students, and peace officer student continue to test weekly for COVID. This has proven an effective strategy to catch those few positive cases before they spread throughout entire groups. We have had to reschedule some activities out of an abundance of caution.

3) NEW BUSINESS

a) Retirement/Resignation (President)

i) Council agreed to authorize HR to do the necessary work to fill Rebecca Wilhelm's custodial position at the Bergstrom Tech Center. President Darling asked VP Halvorson to work with the DNP to fill Cathy Jacobson's position.

b) LRSC Policy 400.22.01 (Snow Removal) discussion

i) VP Kenner discussed small changes to the Snow Removal policy #400.22.01. He suggested changing the two references to "North Campus" to the "Hofstad Ag Center". There was also discussion on the order the parking lot cleaning was done moving the Hofstad Ag Center in front of the Gilliland and North Hall parking lots. All agreed to the changes.

c) Diversity and Inclusion Update (Scott Dunbar for Student/Academic Affairs)

i) Housing Director and Diversity Committee Chair Scott Dunbar joined the meeting to discuss our efforts regarding diversity and inclusion. We have seen more tension than normal this school year and have been working with student groups to encourage participation in activities designed to educate. The Diversity Committee has been very active and has recommended that student orientation be expanded by one full day in the fall so a full day of diversity training can be provided. This recommendation was approved by the VP for Student Affairs last week. VP Halvorson is working with Dunbar and VP Kenner to budget for the

additional expenses for food service and staffing. President Darling thanked Scott for all he has done with diversity, equity, and inclusion on campus.

d) **Summer Housing for Interns** (President)

- i) Director Dunbar discussed the plan to open student housing for summer interns. He estimates there will be capacity for 20 or more, charging \$70 per week for a single room or \$50 per week for a double. Which includes internet and electricity. With all the added hotel space in town we will no longer be offering housing for Devils Run.
- ii) Student senate will bring a magician/hypnotist at a social distance in the auditorium on April 8th. They are also planning a frisbee golf dinner outside. Director Dunbar would like to get the RA's some experience in running events.

e) **Commencement Committee Questions** (President)

- i) President Darling asked council if they would like to invite last year's graduates to walk across the stage. Council was in favor. They discussed concerns about capacity issues but decided to extend the invitation and if necessary, limiting to the first so many students. *(this number will have to be calculated depending upon how many we have walking from this class)*
- ii) Council decided that we would request Casey Ryan as the SBHE member to speak but we would not have a Keynote speaker this year. We will have student speakers
- iii) Council discussed having the Tri-caster tested and working before graduation. A training/rehearsal should be planned.
- iv) Memento for parents: One idea the graduation committee had was to hire LifeTouch to photograph each graduate and mail them to the student's permanent address on file on behalf of LRSC. Dan Johnson is waiting for a final cost per student from his contact at the company. Their website lists prices for a 5x7 photograph at \$9.00, and for an 8x10 the cost is \$17. Dan will get a price that includes the cost of mailing to the address list we provide. Council liked the idea and committed to a \$20 per student budget.

f) **President's Goal, Evaluation and SPOL Timeline** (President)

- i) President Darling asked each department to review the goals the chancellor added for each institution to carry out and complete the "actual results column, the use of results, and gap analysis".

g) **PTK event**

- i) President Darling stated the event was very nice. Academic Affairs will need to find a PTK new advisor to replace Teresa who is retiring this year.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:07 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-April 1@8:00a, Tu-April 13@9a