

Approved on 4/27/2021

Administrative Council Meeting Minutes

Tuesday, April 13, 2021

Teams 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

Corry Kenner- Vice President for Administrative Affairs

Richard Drury-Faculty Senate Representative

Bobbi Lunday- Recorder

Guests

Erin Wood, Public Relations Director

Steve Shark, Student Services Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:03 a.m.

b) Review of March 10, 2021 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) President Darling announced that the CCF has reached the million-dollar milestone, and we will be throwing a party.

b) COVID 19 Updates (Academic/Student Affairs)

i) VP Halvorson discussed the restrictions LRSC has in place for business travel for LRSC employees but will need to outline the CDC guidelines we will be following when employees return from personal travel. [VP Halvorson will work with HR Manager Lillehaugen to update our guidelines.](#)

ii) VP Halvorson reported LRSC currently has one student in quarantine off campus and two employees in quarantine.

iii) VP Halvorson discussed a request he received to hold in-person advisory board meetings in the courtyard to include a meal. Council discussed and agreed if all taking part in the meeting are vaccinated then the answer is yes, we can have the meeting and eat together but if all are not vaccinated it will not be allowed according to CDC guidelines.

3) NEW BUSINESS

a) Summer Wind Tech Training Activities (Academic/Student Affairs)

i) Request from Wind Tech Director Johnson to enroll three of his current students in a co-op class this summer. He would hire them as student employees to assist with annual maintenance and clean-up from an oil spill. Council discussed and liked the idea of employing students but were concerned about down time of the turbine. [VP Halvorson will investigate the cost of hiring a professional cleaning crew for some of the work. Check with foundation if there is Tech Center program support to fund students.](#)

b) Working Remotely (Academic/Student Affairs)

i) Council discussed updating policies to give supervisors more guidance over when to allow and when to deny the work at home option. When employee is on annual leave, but they log in for meetings they should be allowed to subtract that time from their annual leave. It is important not to lose the comradery that comes from working together on campus. The key for all employees to understand it is at the supervisor's discretion. There are many issues with working remotely at the same time it may be good to look at allowing that flexibility. We may not have to change our current policy but will look at creating guidelines

for supervisors. VP Halvorson will discuss at Instructional Staff next week. Working remotely must be pre-approved every time.

c) **POTP-West Fargo** (Academic/Student Affairs)

- i) President Darling discussed the meeting he and VP Halvorson had with the Assistant Chief of Police from West Fargo PD. West Fargo PD, Cass County, and NDSU PD have requested LRSC's POTP return to deliver training for those agencies. LRSC ended program delivery to the Fargo area because Fargo PD started its own academy. The other agencies are not getting trainees from the Fargo program. With the student generating capabilities of West Fargo PD, Cass County, and NDSU PD, LRSC should be able to sustain another part-time employee to help run the classes. Council decided to commit to having the first class in West Fargo in the summer of 2022. VP Halvorson will begin the search for another 21-week instructor to start by January of 22. He will also send a letter to Fargo area law enforcement notifying them the LRSC POTP is back.

d) **President's Goals, Evaluation and SPOL Timeline** (President)

- i) President Darling discussed the Chancellor's recommendations to double efforts to add diversity to senior administrative positions. LRSC has not added a senior position since 2012 so a position to council will be added for a more diverse perspective. President Darling proposes to add the Director of College Relations to his Administrative Council. All agreed this would be the right position to add. VP Halvorson will have Director Nelson work up the policy change language and add to the agendas for Faculty and Staff Senates.
- ii) Reminder to work on the two-page Executive Summary 2021, 8 question format due June 1, 2021.

e) **Legislative Update** (President Darling)

- i) President Darling stated that we will not know if we get the funding for the Ag Center until 23rd - 24th of April when the Legislature is done.

f) **Update on Open Positions**

- i) VP Kenner informed council that applications for custodian will be reviewed next week. He currently had no information on cook position. They are reviewing applications for the advancement position next week, and he announced they will post the accounts receivable position as soon as possible.
- ii) VP Halvorson stated James Ulenkamp has been chosen to fill Anne Rasmussen's position in Student Services. There will be a search to fill Brittany's Westphal's position.
- iii) VP Halvorson announced that he received a letter of retirement from Joel Lemer, Adult Farm Management in Carrington. He plans to hold planning meeting about how to best meet needs of producers.
- iv) VP Halvorson stated he has not yet found a faculty member to take over as PTK Advisor or on the Gen Ed Council. These faculty positions will be discussed, and recommendations/nominations will be conducted at the next Faculty Senate meeting.
- v) Shorelines will not be published again this year because the COVID pandemic lead to issues that made it impossible to complete the project. Director Nelson will put it on top of the faculty project list for next year.

g) **Enrollment (Comparison of Applications)** (Steve Shark, Erin Wood)

- i) President darling inquired if there is a plan to close the 50-student short in the fall enrollment report. Director Steve Shark agreed it is concerning and it is on the agenda at their recruitment meeting today. Director Wood discussed the specific Devils Lake High School focused campaign. DLHS alum are helping with the social media, email, and postcard campaign. Director Shark said, "as we move into these last few months there is still time to increase applications". Masking and distancing are a hindrance to enrollment. They are saying "flat enrollment will be the new up". Nearly 100 students attended the virtual CTE day. Directors Shark and Wood both informed council that it could be helpful to have firm decisions on what things will look like next fall so they can communicate to students. They still have opportunities to retain current students, they do have students that have applied but are not enrolled and a plan for recruiting students that have not yet applied. Awarding scholarships should be a focus for recruitment. Director Shark

informed council the Financial Aid Director is working on that and he and Director Wood are not on that scholarship subcommittee.

- ii) Director Wood requested access to funds to launch more social media campaigns and additional advertising. She would request \$15,000 for 80-mile radius social media and streaming services. President Darling would like to see a plan with the numbers. Director Wood is focused on generating more applications, Director Shark will work on turning apps into enrollment, while Dr. Ruch and Director Nelson are focused on retention.
- h) VP Kenner announced the House and Senate have agreed to 1.5% raise the first year and 2% the second year with a \$100 a month minimum for those on the lower end of the salary range. He will give the new at the upcoming Faculty Welfare Committee meeting.

4) ADJOURNMENT

a) Adjournment

- i) The meeting was adjourned at 11:32 a.m.

b) Upcoming Scheduled Council Meetings

- i) The next meetings of the Administrative Council will be Tu-April 27@9a, Tu-May 11@9a, Tu-May 25@1:30p

