

Approved on 06/23/22

Administrative Council Meeting Minutes

Friday, May 27, 2022

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
Corry Kenner- Vice President for Administrative Affairs
Joann Kitchens-Controller
Erin Wood, College Relations Director
Oybek Turayev-Faculty Senate Representative
Dan Driessen- Associate Vice President for Student Services
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:05 a.m.

b) Review of May 9, 2022, Minutes

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

2) OLD BUSINESS

a) Executive Summary (President)

i) President Darling thanked council for their input for the Executive Summary. He will add information on LRSC's Apprenticeship programs.

b) Wind Turbine Repairs (Administrative Affairs)

i) The turbine remains shut down. VP Kenner explained while waiting for approval to purchase a \$300,000 gear box it had been sold. We are looking for another one. Council again discussed appealing to the Legislative Emergency Commission for assistance with the turbine repairs. In discussions with NDUS Director of Facilities Planning Rick Tonder, VP Kenner was advised to request Legislative Appropriations instead of going to the Emergency Commission. **President Darling will discuss options with the Chancellor and Dennis Johnson.**

c) Budget Planning for FY 23 (Academic/Student Affairs)

i) Controller Kitchens initiated discussion about timing the upload of the budget by June 21, 2022. She has concerns that we will need to make decisions about cuts. President Darling will be out of the country until June 18th. VP Halvorson reminded council of the savings of over \$300,000 in salaries from unfilled positions so cuts to personnel should not be necessary.

3) NEW BUSINESS

a) Staff Retreat Strengths Finder/FTLT Picnic (President)

i) Director Wood discussed Staff Senate's plans for the 2022 Retreat. It is planned for Thursday, July 21st, bring in a Clifton Strengths Finder coach for staff for a 6-hour training from 9a-4p and repeat last year's picnic and tickets to attend the Fort Totten Little Theater. Staff Senate's budget will cover the cost of the training, play and picnic lunch. **Permission was granted to staff senate to proceed.**

b) 3D Printer (Administrative Affairs)

- i) Controller Kitchens inquired if council knew about the donation of a 3D printer to the Learning Commons. They discussed concerns about the cost for upkeep and storage. They are concerned as the machine needs a well-ventilated area to run it due to the smell from the melting plastic. Council will need information on who is making the donation and make/model of machine for research.
- c) **Grant Update** (College Relations)
 - i) Erin requested information on the grants that LRSC is currently working on getting funded. Doug explained the first one is a grant from the Englestad Foundation to fund scholarships for nurses to complete a master's degree so they can teach for us. Also, they are working with James Auld on Project Vision, a National Science Foundation (NSF)-funded initiative to collaborate with two-year colleges to uncover innovative ideas and align them with NSF funding opportunities. It is like a planning grant for training and education for NSF grants. We are also working with NextEra on a Dept. of Commerce grant to develop solar energy training. Melana is working with CCCC/Little Hoop to set up apprenticeships in Carpentry, Social Work and Childcare.
- d) **Update on Open Positions**
 - i) PT Motorcoach driver(s): One applicant that Director Marshall is planning to meet.
 - ii) PT Assistant Coaches Women's Basketball & Volleyball: Colden is leaving, and Jared and Ryan wanted to hire an assistant coach to share and there will be a volunteer assistant as well.
 - iii) Enrollment Services Assistant: Two applicants so far.
 - iv) Ag Programs Director (effective July 1, 2022): Need to re-open
 - v) Director Academic Affairs: Two internal applicants and 8 on indeed that HR Director Lillehaugen informed would need to apply on our system.
 - vi) Information Technology (1/2022): Remains on hold.
- e) **Discussion**
 - i) Building and Updating Department/Program Webpages
 - (1) Oybek Turayev-Faculty Senate Representative is wondering if they could get content for their program on the web. All CTE programs already have pages, Director Wood indicated that she is currently working with other faculty to create page for academic programs.
 - ii) Ag Program Name Change Proposal
 - (1) Faculty Senate Representative Turayev suggested a name change for the Precision Ag Program. Broader names he suggested were discussed: Department of Agricultural Science & Technology or Department of Agriculture, Food and Natural Resources.
 - (2) Turayev also suggested enhancing the program with additional degrees and certificates such as:
 - (a) Precision Agriculture A.A.S. Degree
 - (b) General Agriculture A.A.S. Degree
 - (c) Agricultural Business A.A.S. Degree
 - (3) Certificate offers:
 - (a) Soil Science & Health Certificate (12 credits, on campus & online)
 - (b) Sustainable Local Food Certificate (18 credits, on campus & online)
 - (4) Other certificate programs discussed were welding, pesticide application, CDL. Most students are coming in with their math and English credits and we need more for them to do so they spend the entire two years on campus.
 - (5) VP Kenner inquired about a [grant for simulator equipment to train people for farm working](#). VP Halvorson reminded council there is a limited time to reactivate LRSC welding program.
 - iii) President Darling just returned from board retreat: Pay attention to the June 14th primary. Could signal significant change in Legislative leadership. He also announced that TrainND's Director will be putting together budget numbers for possible upcoming pool of funds.

- iv) Deferred maintenance projects: Outside of Gilliland Hall this year, window replacements, other projects on the priority list are the Atrium and Elevators. [President Darling requested a meeting be scheduled with Physical Plant Director Estenson to discuss the priority list.](#)

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:10 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-June 23@1:30p