

Approved on 08/28/23

Administrative Council Meeting Minutes

Monday, July 31, 2023

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President
Lloyd Halvorson- Vice President for Academic/Student Affairs
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Erin Wood-Director College Relations
Kristi Kienast-Hernandez-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 1:03 a.m.

b) Review of July 10, 2023, minutes

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

2) OLD BUSINESS

a) NDUS Enterprise Risk Management - 2023-2024 Cycle (President)

i) *Director Lillehaugen will send the updates to include in the minutes when she has them entered.*

3) NEW BUSINESS

a) Website Directory/Department Listings (College Relations)

i) Council discussed a request to stop publishing direct phone numbers as part of the directory information on the LRSC website. The request is due to an abundance of spam calls disrupting the workday. There was some discussion on what the HLC requires in the publication of directory information to stay in compliance. *The decision was made to include main departments on the main directory web page, The directory website will still hold links to faculty webpages and the college directory of phone lines on a downloadable pdf.*

b) Email Signature Updates (College Relations)

i) Director Wood has received requests to include photos in email signatures. She discussed opportunities to schedule meetings through a link in the email signatures. Options to keep signature lines as they are but also give faculty and staff an option to add his/her photo and/or a scheduling icon for appointments. Council approved of adding the options and suggested training student employees to help faculty and staff update their email signatures as needed.

c) Committee Updates 23-24

i) Council reviewed the campus committee list and made updates. The final copy is attached below.

d) Budget & End of Year Report Including Designated & Undesignated Reserves (Administrative Affairs)

i) VP Kitchens gave a preliminary summary of the FY23 budget. LRSC had many savings in the appropriated budget in FY23. Most of those savings were open positions that weren't filled. The original tuition revenue budget was more conservative than what LRSC realized. Because of that, VP Kitchens was able to move \$361,000 of the expenses that usually come out of local funds (large share of athletics & part of the wind turbine payment) to appropriated funds. That helped overcome the lost revenue of the wind turbine. The

Foundation is able to cover the basketball scholarships for FY23 so that will enable the Thelin trust funds to stay healthier as LRSC takes on deferred maintenance projects in FY24 & FY25.

- ii) Designated reserves: Appropriated reserves will increase by approximately \$428,000 (keeping in mind that we had a \$746,000 drop in FY22). Reserves will go from 1.8 million to 2.2 million. Approximately \$750,000 needs to be undesignated and approximately \$1.5 million will be designated into broad categories.

e) **Breakfast/Campus Update/In-service Agenda**

- i) Council discussed the schedule for the Welcome Back Breakfast. It has been changed from Wednesday to Friday this year.

f) **FY23-24 Department Goals**

- i) President Darling reminded council that each of their departments annual goals are due August 30, 2023. The templates were emailed to each department on 7/26/23.

g) **Discussion**

- i) Student Service updates: Assistant VP Driessen explained their goal to expand LRSC's service radius to 90 miles since student counts are so low in the area high schools. He reported that they are at 70% of goal.
- ii) Final approval for Air Conditioning for POTP classroom came in at \$8,500. [VP Kitchens suggested taking the faculty on a tour of updated/improved facilities on Friday 10:45-11:30.](#)

h) **Update on Open Positions**

- i) Advancement Coordinator: No change
- ii) Men's Hockey Coach: Logan Kraft will be the interim coach while we continue to search for a coach.
- iii) Custodian Evening/Flexible: No change

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 3:25 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-Aug 25@9A, F-Sept 8@1p, M-Sept 25@9a

LRSC Faculty Senate Officers and Committee Assignments
2023-2024 Academic Year**Curriculum and Academic Standards****Meet: 2nd Wednesday, Noon, Room 126**

*Stevan Waddell

*Heidi Schneider – Chair

Amber Solheim

Darren Wilcox

**Dan Johnson

**Lloyd Halvorson

**John Cowger

Student:**Student:****Professional Growth****Meet: As Needed**

Michelle Murphy

Tammy Riffin

*Jenna Brooks

*Randy Fixen – Chair

**Lloyd Halvorson

Tenure (Must be Tenured, 5-year Term)**Meet: 2nd Monday, Noon, or As Needed**

Randy Olson (2019-2024) – Chair

Kory Boehmer (2020-2025)

Lisa Ginther (2021-2026)

Cindy Brown (2022-2027) – Secretary

Karen Clementich (2023-2028)

Faculty Welfare**Meet: 1st Tuesday or As Needed**

Tanner Nichols

*Megan Sylling

*Betsy Bannier

*Jason Fewell – Chair

**Joann Kitchens

Faculty Rights (Must be Tenured)**Meet: As Needed**

Rick McAllister – Chair

Jessica Santini-Levenhagen

Shaun Prince

Nominations**Meet: As needed**

Kim Brown

Greg LaHaise

*James Remer

Library Media**Meet: 2nd Wednesday, Noon, Learning Commons**

Preston Sundeen

*April Duchscher – Secretary

*Marilyn Buresh – Chair

**Librarian Jolie Johnston

Student:**Student:****Outreach Learning****Meet: 1st Friday, Noon, Room 33**

April Hubbard

Tracy Bina – Secretary

John Maritato

*Dick Olson – Chair

**Dan Driessen (Ex-Officio)

**Lloyd Halvorson

Council of College Faculties (3-year Term)

Cheri Weisz (2023-2026)

Foundation Representative (2-year Term)

Melissa Moser

President – Kristi Kienast Hernandez

President Elect – Scott Sandy

Secretary – Loretta Wangler

Faculty Senate Special Committee:**Excellence in Education****Meet:**

John Maritato- (through 2028)

Marilyn Buresh (through 2027)

Deb Carlson (through 2025)

Dick Olson (through 2026)

Student Senate President

(Staff Rep from Online Coordinator, TRiO Director,

Director of Counseling)

No committees 2023-24

Shaylee Lorenz

Amanda Jordan

SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST**(*) Last year of 2 Year Term****(**) Administrator nominated by the President and confirmed by the Faculty Senate. These may be changed starting new academic year and names will be forwarded to Faculty Senate in August. Meeting times and places for school year may change.**

LRSC Campus Committee Assignments 2023-2024 Academic Year

SCHOLARSHIP & AWARDS

Elonda Nord, C
Jared Marshall
Dan Driessen, Co-C
Joann Kitchens
Kelsey Walters
Shaun Prince
Erin Wood
Scott Dunbar

Students:

STAFF SENATE

Rick Drury (2024)
Sandi Lillehaugen (2024)
Casey Zehrer-President (2025)
Alyson Beckman (2025)
Jolie Johnston (2026)
Meghan Dimmler (2026)
Brandi Nelson Past President
Joann Kitchen, Council Representative
Ashlee Collison-2023-24 Alternate
Nicole Lundquist-2023-24 Alternate

ASSESSMENT COMMITTEE

Lloyd Halvorson-C
Tammy Riffin
Betsy Banner
Cindy Brown
April Duchscher
Randy Fixen
Jade Erickstad

ADMINISTRATIVE COUNCIL

Doug Darling-President
Lloyd Halvorson-VP Academic/Student Affairs
Joann Kitchens-VP Administrative Affairs
Faculty Senate President-Kristi Kienast-Hernandez
College Relations Director-Erin Wood
Dan Driessen-Assistant VP Student Affairs

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Brandi Nelson, Primary
Joann Kitchens, Alternate
Gary Haugland, Alternate
Dan Johnson, Alternate

HRMS: Brandi Nelson, Primary
Joann Kitchens, Alternate
Dan Johnson, Alternate
Gary Haugland, Alternate

CS: Dan Johnson, Primary
Brandi Nelson, Alternate
Gary Haugland, Alternate

DIVERSITY

Scott Dunbar, C & Statewide Committee Rep
Jenna Brooks
Doug Darling
Jessica Dimitch
Richard Drury
Freddie Griffin
Jared Marshall
Dick Olson
Casey Zehrer

Student:

PERSONNEL REVIEW BOARD

Bridget Hanlan
Dan Driessen
Dave Steffen
Alternate: Chad Estenson

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C
Chad Estenson
John Maritato
Bobbi Lunday
Jade Erickstad
Brandi Nelson
Rick McAllister
Gary Haugland
Scott Dunbar

Subcommittees

*EMERGENCY PREPAREDNESS
RISK MANAGEMENT*

TECHNOLOGY COMMITTEE

Gary Haugland –C
Lloyd Halvorson/Dan Driessen
Jared Marshall
Randy Olson
Kristi Kienast-Hernandez
Alyson Beckman
Jessica Santini-Levenhagen

Students:

CONTINUATION OF OPERATION COMMITTEE

Gary Haugland
Sandi Lillehaugen, C
Chad Estenson
Lloyd Halvorson

C=Convener. The Convener calls the first meeting. At the meeting a chair and secretary are elected for the year.

*First year of two-year term **Second year of two-year term

Campus Committee Assignments continued
2022-2023 Academic Year

RETENTION COMMITTEE

Casey Zehrer, C
Andy Wakeford, Co-C
Brady Weber
Jade Erickstad
Jared Marshall
Paula Zielske
Cindy Brown

STUDENT ENGAGEMENT COMMITTEE

Jessica Dimitch
Scott Dunbar
Jolie Johnston
Ashlee Collison
Jaymee Duciaume

LRSC Cares

Sandi Lillehaugen*
Randy Fixen*
Dan Driessen*
Casey Zehrer
Jessica Dimitch
Scott Dunbar
* Threat Assessment Committee

COLLEGE PLANNING COMMITTEE

President
VP Academic/Student Affairs
VP Administrative Affairs
Assistant VP Student Affairs
Executive Director CCF
Faculty Senate President
Curriculum & Academic Standards Chair
Professional Growth Chair
Staff Senate Committee Chair
Physical Plant Director
Athletic Director
Librarian
I.T. Director
Community College Foundation President
College Relations Director
TrainND Director
Campus Store Manager
Community Representatives
Academic Affairs Director
Student Senate President
Student Senate Vice President
Grand Forks Air Force Base Director

AD HOC COMMITTEE LIST

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C
Joann Kitchens
Scott Dunbar
Dana Walford
Randy Olson
Jared Marshall
Gary Haugland (CBORD)
2 Students -1 Athlete -1-Student Senate rep
Students have their own committee called Food & Facilities that meets bi-weekly, and they provide feedback directly to Food Service and Physical Plant Directors

FINANCIAL AID COMMITTEE

VP Academic/Student Affairs
Registrar
Campus Counselor
VP Administrative Affairs
Financial Aid Director
This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program.

SUGGESTION BOX COMMITTEE

Administrative Council