

Approved on 04/26/24

Administrative Council Meeting Minutes

Friday, April 12, 2024

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
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Erin Wood-Director College Relations
Kristi Kienast-Hernandez-Faculty Representative
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 March 20, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update

i) President Darling directed council to view page 39 of the draft report from Forty/One Consulting. They reviewed the consultant's recommendations. They recommend targeted engagement with the community. A final report will be made available soon.

b) Weight Room Relocation Progress

i) No update

c) College for Kids Update 2024

i) Director Wood reported that Coordinator Bachmeier has put the College for Kids schedule together. TrainND will publish information soon for the registration links to go live.

d) NDUS/LRSC Strategy Review Presentation to Governor Burgum OMB (President)

i) President Darling discussed the presentation he delivered to OMB. He said it was more like a one-on-one visit with Governor Burgum. He asked all the questions and liked LRSC's Big Audacious Goal of becoming the two-year institution in the city of Grand Forks. LRSC should be delivering the AA degrees in the Grand Forks area instead of Northland of East Grand Forks MN. LRSC needs to deliver CTE programming in the Grand Forks community as well. Governor Burgum agreed.

3) NEW BUSINESS

a) 2025-27 Biennial Capital Project Requests (Administrative Affairs)

i) LRSC's Capital Project Request due to NDUS's Rick Tonder by Monday, April 15, 2024. VP Kitchens shared the draft plan with the Administrative Council for review and final edits. The draft plan request is for LRSC Campus infrastructure needs only. All are deferred maintenance issues on LRSC's campus. NDUS is looking favorably on upkeep and not asking for new buildings. The Administrative Council approved the plan.

b) Staff Retreat

i) Director Wood discussed the Staff Retreat Committee's plans for the summer retreat. VP Halvorson expressed his concerns about the date because he is scheduled to be out of the state and will be unavailable

on the date selected. He feels it is very important that leadership be present. Director Wood assured the council that the Staff Senate was deliberative about the date chosen. There are already many events taking place on campus that had to be avoided so more staff members could participate, and the speaker's availability was also limited. VP Halvorson suggested choosing a date to have the retreat and keep it the same every year. Director Wood agreed that is something that can be done.

c) **Discussion**

- i) P-Card: President Darling discussed the issues with canceling the LRSC P-cards if they are lost. [VP Kitchens will create a procedure for lost p-cards.](#)
- ii) Physical Plant: VP Kitchens reviewed the list of summer projects. Physical Plant is willing to start another room in the Humanities Wing as long as long as everyone understands it might not be completed by fall. Council discussed options to move the Mayville and Grand Forks nursing programs. [Someone from the Nursing program will need to be present to direct the move but labor will be provided. Physical Plant is responsible for moving the furniture whether they hire someone to do it or choose to move it themselves. VP Halvorson will share the date as soon as he knows it.](#)
- iii) Parking lot and roads: VP Kitchens asked if the DOT (ND state entity) could use LRSC's (also a ND state entity) parking lot to train employees on road patching techniques. [President Darling will investigate.](#)
- iv) Mental Health: There was discussion on the \$65,404 cost to continue funds that must be directed to mental health. This is not extra money it will have to come out of our current appropriated budget. Council discussed paying for speakers, counselor salary and professional development with these appropriated dollars.
- v) Opening for Women's Basketball VP Halvorson informed Council that Coach Ryan Clark accepted the coaching position at MiSU. LRSC will be looking for an Assistant Athletic Director and Women's BB coach.
- vi) Shorelines Director Wood announced that the publication is going to the printer on Monday.

d) **Update on Open Positions**

- i) Academic Affairs Coordinator: Closes April 15, 2024.
- ii) Art Instructor: Emily Ellingson starts August 1, 2024.
- iii) English Instructor: Zak-Newton Haselmo
- iv) Women's Hockey: Sawyer Diseth
- v) Assistant Baseball: -no update

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:01 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-April 26@9:30a