

Approved: with/out correction on 9/28/2015

Administrative Council Meeting Minutes

September 15, 2015

President's Office **8:30 a.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

Laurel Goulding- Vice President for Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:33 a.m.

a) Review of August 31, 2015 Minutes

i) The minutes were reviewed and approved with changes.

2) OLD BUSINESS

a) President's Goals

i) Council reviewed and discussed the President's goals prior to submittal to the Chancellor.

b) Honor2Lead 9/25/15

i) 32 LRSC employees are registered for the Honor2Lead Simulcast as of 9/8/2015.

3) NEW BUSINESS

a) Chancellor Visit (8am-12:30p) 9/17/15 (President)

i) Council discussed the upcoming visit from the Chancellor. He is scheduled to meet with members of Student, Faculty & Staff Senates. The Chancellor will also sit down with President Darling prior to touring the campus, meeting with local media and dining with a committee of our area Chamber of Commerce.

b) Strategic-Operational Plan (President)

i) Council reviewed and revised the plan to be published on the website.

c) Faculty Senate Committee list

i) One student was added, two students are still being searched for and Faculty Senate approval necessary prior to publication and distribution.

ii) Updates were also made to the attached campus committee list.

d) Policy Request

i) 100.04 Types and Levels of Programs

(1) Request to change chapter number from 100.04 to 900.11. The request for chapter number change to the policy was approved with the addition of the FITT Program to the listing of programs within the policy.

ii) 100.05 Additional Educational Opportunities

(1) Request to change chapter number from 100.05 to 900.12 was approved by council.

iii) 400.34 Waiver Policy

(1) Request to remove the housing waiver for graduates of DLHS. During review of the policy VP Goulding noted several additional changes that were necessary. Request was tabled for further review.

iv) 800.30 Student Conduct Policy

(1) The updates to comply with Title IX policies were approved.

e) **Advancement**

i) VP Goulding noted that members of the Community and Foundation Board members volunteer time and resources for the Key Event initiative. Strong support from the campus community is important and is evidenced by their attendance, donations of items to sell at auction, and/or assistance with the work of the event. Council members were encouraged to speak to their teams about the purpose and importance of the event to community relationship building. Personnel who work in key roles during the event will receive complimentary tickets and may work out compensation arrangements with their supervisors, as allowed by policy.

f) **President**

i) President Darling announced he was appointed Vice Chair of the Chancellor's *Tuition and Fees Committee* and will also serve on his *Shared Service and Retention Committee*.

g) Administrative Affairs

i) VP Kenner stated the September 11th Food Service committee meeting went well.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be:

(1) Monday, September 28, 2015 @ 1:00 p.m.

(2) ~~Monday, October 12, 2015 @ 1 p.m.~~ Thursday, October 15 @1p (Interim HE)

Campus Committee Assignments

2015-2016 Academic Year

SCHOLARSHIP & AWARDS

Laurel Goulding, C
Danny Mertens
Stephanie Shock
Joann Kitchens
Katie Nettell
Shaun Prince
Erin Wood
Students: Bethany Lowery, Hyllis Dauphinais

STAFF SENATE

Laurel Goulding
Andy Wakeford, C
Sandi Lillehaugen **
Stephanie Shock**
Anne Rasmusson*
Jennifer Jenssen *
Brigitte Greywater*
Bobbi Lunday*

ASSESSMENT COMMITTEE

Brandi Nelson C
Teresa Tande
Cindy Brown
Betsy Bannier
Tammy Riggan
Lloyd Halvorson
Kory Boehmer
Student: Tayler Wetzsteon, Sydney Gjermundson

ADMINISTRATIVE COUNCIL

Doug Darling
Lloyd Halvorson
Laurel Goulding
Corry Kenner
Faculty Senate President

DIVERSITY

Kristi Hernandez, C & State Wide Committee Rep
Laurel Goulding
Teresa Tande
Erin Wood
Katie Nettell
Freddy Griffin
Richard Drury
Student: Jasmine Swinland

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C
Chad Estenson
John Maritato
Bobbi Lunday
Brandi Nelson
Rick McAllister
Toofawn Simhai
Erin Wood
Ron Soper

Subcommittees

EMERGENCY PREPAREDNESS
RISK MANAGEMENT

STUDENT APPEALS (CONDUCT)

Becky Lang, C
Cathleen Ruch
Dick Olson
Student: Ryne Dolleslager

TECHNOLOGY COMMITTEE

Toofawn Simhai –C
Lloyd Halvorson/Dan Driessen
Kay Grinsteinner
Randy Olson
Katie Nettell
Erin Wood
Celeste Ertelt
Student Rep: Jordan Anderson, Andrew Bowman

POLICY & PROCEDURE MANUAL

Brandi Nelson
Anne Rasmusson
Bobbi Lunday
Sandi Lillehaugen
Toofawn Simhai

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

2015-2016 Academic Year

EMERGENCY PREPAREDNESS COMMITTEE

*Committee disbanded and will operate as
Subcommittee of Safety/Loss Control*

CONTINUATION OF OPERATION COMMITTEE

Toofawn Simhai, C
Sandi Lillehaugen
Chad Estenson
Lloyd Halvorson

ONLINE TASK FORCE

Dan Driessen, C
Dick Olson
Jessica Santini-Levenhagen
Cindy Brown
Tammy Riggin
Toofawn Simhai
Andy Wakeford
Karleen Estenson

CONNECTND STEERING COMMITTEE

(Campus Advisory Committee)
Toofawn Simhai, C
Joann Kitchens
Brandi Nelson
Katie Nettell
Dan Johnson

ASSESSMENT ACADEMY COMMITTEE

Brandi Nelson C
Teresa Tande
Cindy Brown
Betsy Bannier
Tammy Riggin
Lloyd Halvorson
Kory Boehmer

COLLEGE PLANNING COMMITTEE

President
VP Academic/Student Affairs
VP Administrative Affairs
VP Advancement
Faculty Senate President
Faculty Senate Curriculum & Academic Standards
Committee Chair(s)
Faculty Senate Professional Growth Chair
Staff Senate Committee Chair
Physical Plant Director
Athletic Director
Librarian
CIO
Community College Foundation President
Public Affairs Director
TrainND Director
Admission/Enrollment Director
Community Representatives
Institutional Research & Planning Coordinator
Distance Education & Outreach Director
Student Senate President
Student Senate Vice President
Grand Forks Air Force Base Outreach Director

AD-HOC COMMITTEES

COMPENSATION COMMITTEE

Joann Kitchens C
Brandi Nelson
Stephanie Shock

FACILITY SCHEDULING COMMITTEE

Shelby Krueger
Bobbi Lunday
Laurel Goulding
Dan Driessen
Lois Bachmeier
Chad Estenson
Corry Kenner

RISK ASSESSMENT

*Will operate as a
Subcommittee of Safety/Loss Control*

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C
Randy Fixen
Kristi Hernandez
Scott Dunbar
Katie Nettell
Randy Olson
Brigitte Greywater
Jared Marshall
Student: [Lindsay Louters & Alex Olson](#)

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Toofawn Simhai, Primary
Joann Kitchens, Alternate
HRMS: Toofawn Simhai, Primary
Joann Kitchens, Alternate
CS: Toofawn Simhai, Primary
Katie Nettell, Alternate
Dan Johnson, Alternate

AD-HOC COMMITTEES

FINANCIAL AID COMMITTEE

VP Academic/Student Services
Registrar
Campus Counselor
VP Administrative Services
Financial Aid Director

This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program and review student satisfactory academic progress appeals

SUGGESTION BOX COMMITTEE

Administrative Council

RECORDS MANAGEMENT

Toofawn Simhai
Sandi Lillehaugen
Celeste Ertelt
Becky Lang
Bobbi Lunday
Lois Bachmeier
Jennifer Jossen
Samantha Goeser
Dianne Gunderson
Bridget Hanlan
Erika Berg
Lisa Howard
Jen VanSteenvoort
Annie Alexander