

Approved on 1/3/2020

## Administrative Council Meeting Minutes

Friday, December 13, 2019

President's Office 1:00 p.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*

*Corry Kenner- Vice President for Administrative Affairs*

### **NON-VOTING MEMBERS PRESENT**

*Dr. Randy Fixen-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 1:04 p.m.

### **b) Review of November 12, 2019 Minutes**

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

## **2) OLD BUSINESS**

### **a) Strategic Planning Session w/System Office December 4, 2019**

i) Council discussed the meeting, and all agreed it was a good opportunity to provide the system office with LRSC's perspective on many topics. It was an interesting discussion and was a great experience for the participating students.

### **b) Mothers Room on Campus Location**

i) VP Halvorson inquired about Physical Plants Christmas break projects. Hoping to work on office areas down by student services to create a new mothers' room and there is a need to carve out storage area for unused chairs from CG & HH.

### **c) LRSC Campus Committee Assignments 2019-2020**

i) The campus committee assignments were approved with the addition of a Campus Compliance Champion to be appointed. (Attached)

## **3) NEW BUSINESS**

### **a) Campus Compliance Champion (President)**

i) The System Office is requesting the appointment of a "Compliance Champion" for the auditors to contact when requesting information. They estimate it will add a time commitment of about 18 minutes per week. Council agreed to appoint Director Nelson.

### **b) ND CARES (Academic/Student Affairs)**

i) VP Halvorson announced the Office of the Adjutant General -ND CARES and ND State University System would like each campus to adopt a military friendly culture and add an instructional module to fulfill a current college course requirement by annually integrating military culture into two courses and by integrating suicide prevention into two courses, without creating new courses. VP Halvorson will discuss with faculty at in-service.

### **c) LRSC Staff Bylaws Review (Administrative Affairs)**

i) Council reviewed and approved the Staff Senate Bylaws. (Attached)

### **d) Royal Treatment Scholarship (Academic/Student Affairs)**

- i) VP Halvorson would like to reconsider the Royal Treatment full tuition scholarship request for next year. It could be incorporated into the marketing budget.
- e) **DLHS Dual Credit** (Academic/Student Affairs)
  - i) VP Halvorson pitched a dual credit option of reimbursing DLHS \$10 per credit to DLHS, but they want more for teacher compensation. [VP Halvorson will continue to work with DLHS Principal.](#)
- f) **Early Childhood Education** (Academic/Student Affairs)
  - i) The LACTC Early Childhood instructor is retiring at the end of this year. VP Halvorson is planning how to proceed. Council discussed and must decide between a partnership with DLHS like the current commitment or hiring an instructor. The LACTC classes are a valuable feeder for the program. [VP Halvorson will begin discussions with LACTE Director Ms. Brodena.](#)
- g) **ASL Grant** (Academic/Student Affairs)
  - i) The ASL Program after review is facing its third low enrollment designation in three years. The program review committee is going to recommend LRSC eliminate interpreting degree and just offer ASL courses for an ASL certificate. LRSC will offer dual credit, online and certificate. President Darling will discuss adding ASL 1,2, 3 & 4 at Grand Forks Central High School and Red River High School with Dr. Terry Brenner, GFPS Superintendent. ASL qualified as a foreign language credit.
- h) **Denim Days discussion** (Administrative Affairs)
  - i) LRSC Staff Senate has requested staff be given special Christmas break hours December 18<sup>th</sup> -January 10<sup>th</sup> also requesting denim days during that time. There was an additional request for denim days during “love my college” days the month of February. Staff Senate also requested Denim Days/Royal pride on Wednesdays (game days). [Council agreed to grant Christmas break hours and denim days Dec 18-Jan 10<sup>th</sup> and Denim Day’s/Royal Pride on Wednesdays.](#)
- i) **Deferred Maintenance** (Administrative Affairs)
  - i) VP Kenner will meet with groups about prioritizing Physical Plant projects.
- j) **COMM 110** (Academic/Student Affairs)
  - i) VP Halvorson reported he will need to hire a full time Speech/English/Humanities teacher.
- k) **Fargo POTP** (Academic/Student Affairs)
  - i) Fargo PD has submitted a proposal to start their own Training Program. VP Halvorson is debating if it will be feasible to run a program without Fargo Police Department support. The feasibility will be studied, and plans made accordingly.
- l) **Apprentice Employees** (President)
  - i) President Darling discussed hiring an apprentice in the IT Department. Council agreed to give Director Haugland permission to start the hiring process for an IT Apprentice.
  - ii) President Darling reported that working with ITD on the apprenticeship program is proving difficult and LRSC may decide to work with CTS instead.
- m) **Bookstore**
  - i) VP Kenner requested changing the Barista’s student employee salary to \$12 per hr. Council agreed.
- n) **Non-traditional Grant**
  - i) Academic Affairs Director is working to come up with a plan to bring in non-traditional students to Auto, Nursing and Wind this spring.

#### 4) ADJOURNMENT

- a) **Adjournment**
  - i) The meeting was adjourned at 3:55 p.m.

- b) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: F-Jan 3@1:00p, Th-Jan 16@9:30a, M-Jan 27@2p

LRSC Faculty Senate Officers and Committee Assignments  
2019-2020 Academic Year

**Curriculum and Academic Standards**

**Meet:** Second Wednesday at Noon

\*Cindy Brown (Chair)

\*Oybek Turayev

Amber Solheim

Deborah Carlson

Lisa Ginther

\*\*Dan Johnson

\*\*Lloyd Halvorson

\*\*John Cowger

Student: Breonna Rance

Student: Thomas Doboyou

**Professional Growth**

**Meet:** As Needed

\*Dick Olson

\*Tammy Riggan

Jeremiah Halley

Cheri Weisz (Chair)

\*\*Lloyd Halvorson

**Tenure (Must be Tenured, 5-year Term)**

**Meet:** 1<sup>st</sup> Monday at nursing conference room

Dan Johnson (2015-2020) Retirement Faculty

Karen Clementich (2016-2021) – Chair

Marilyn Buresh (2017- 2022) – Secretary

Jay Johnson (2018-2023)

Randy Olson (2019-2024)

**Library Media**

**Meet:** Fourth Tuesday at 11:30

\*Donna Weigel

\*Barbara Haugland (Chair)

\*Scott Sandy

Greg LaHaise

Kim Brown (Secretary)

\*\*Sheila Collins (Ex-Officio)

Student: Jessica Byrd-Farr

Student: Morningstar Bjornson

**President** – Jason Fewell

**President Elect** – Richard Drury

**Secretary** – Kory Boehmer

**Faculty Welfare**

**Meet:** Fourth Tuesday at 12:00

\*Leo Rognlin

\*Michelle Murphy (Chair)

Melissa Moser (Secretary)

Darren Wilcox

\*\*Corry Kenner

**Faculty Rights (Must be Tenured)**

**Meet:** As Needed

\*Shaun Prince

\*Kory Boehmer (Chair)

Rick McAllister

**Nominations**

**Meet:** As Needed

\*Alaina Schmid (Chair)

\*John Maritato

Kristi Kienast Hernandez (Secretary)

Jenna Brooks

**Outreach Learning**

**Meet:** Second Monday at Noon

Jessica Santini-Levenhagen (Secretary)

\*Teresa Tande (Chair)

Tracy Bina

\*Randy Fixen

\*\*Dan Driessen (Ex-Officio)

\*\*Lloyd Halvorson

**Excellence in Education**

**Meet: As Needed**

Cindy Brown (through 2020)

Tammy Riggan (through 2021)

Melissa Moser (through 2022)

Michelle Murphy (through 2022)

Teresa Tande (through 2023)

Preston Sundeen (through 2024)

(Staff Rep from Online Coordinator, TRiO Director,

Director of Counseling)

Student Senate President

**Council of College Faculties (3-year Term)**

Betsy Bannier (2017-2020)

**Foundation Representative (2-year Term)**

Preston Sundeen (2020-2022)

(\*) 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.

[SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST](#)

LRSC Campus Committee Assignments  
2019-2020 Academic Year

SCHOLARSHIP & AWARDS

Elonda Nord, C  
Danny Mertens  
Steve Shark  
Joann Kitchens  
Katie Nettell  
Shaun Prince  
Erin Wood  
Students: Michaela Osborne

STAFF SENATE

Cathleen Ruch-President (2020)  
Carla Freschette, Past President (2020)  
Michael Engلمان-President-elect (2022)  
Mylee Kenner-Treasurer/Secretary (2021)  
Jessica Hjelden (2021)  
Dawn Stoe (2022)  
Corry Kenner, Council Representative  
Nicole Lundquist-Alternate (2020)  
Nicole Dinger-Alternate (2020)

ASSESSMENT COMMITTEE

Brandi Nelson  
Cindy Brown-C  
Betsy Banner  
Tammy Riggins-C  
Lloyd Halvorson  
Kory Boehmer

ADMINISTRATIVE COUNCIL

Doug Darling  
Lloyd Halvorson  
Corry Kenner  
Faculty Senate President

PERSONNEL REVIEW BOARD

Bridget Hanlan  
Dan Driessen  
Dave Steffen

DIVERSITY

Kristi Hernandez, C & State Wide Committee Rep  
Doug Darling  
Teresa Tande  
Erin Wood  
Katie Nettell  
Freddie Griffin  
Richard Drury  
Student: Jake Loomis

SAFETY/LOSS CONTROL

Sandi Lillehaugen, C  
Chad Estenson  
John Maritato  
Bobbi Lunday  
Brandi Nelson  
Rick McAllister  
Gary Haugland  
Erin Wood

Subcommittees

*EMERGENCY PREPAREDNESS  
RISK MANAGEMENT*

STUDENT APPEALS (DISCRIMINATION)

Becky Lang, C  
Cathleen Ruch  
Dick Olson  
Student: Bri Johnson (Driessen)

TECHNOLOGY COMMITTEE

Gary Haugland –C  
Lloyd Halvorson/Dan Driessen  
Carla Freschette  
Randy Olson  
Katie Nettell  
Erin Wood  
Elonda Nord  
Students: Jalin Haadem

POLICY & PROCEDURE MANUAL

Brandi Nelson  
Anne Rasmusson  
Bobbi Lunday  
Sandi Lillehaugen

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**  
2019-2020 Academic Year

EMERGENCY PREPAREDNESS COMMITTEE

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

CONTINUATION OF OPERATION COMMITTEE

Gary Haugland  
Sandi Lillehaugen, C  
Chad Estenson  
Brandi Nelson

ONLINE TASK FORCE

Dan Driessen, C  
Dick Olson  
Jessica Santini-Levenhagen  
Cindy Brown  
Tammy Riggin  
Gary Haugland  
Andy Wakeford  
Karleen Estenson  
Randy Fixen

COMPLIANCE CHAMPION

Brandi Nelson

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  
Bookstore Director  
Community Representatives  
Academic Affairs Director  
Distance Education & Outreach Director  
Student Senate President  
Student Senate Vice President  
Grand Forks Air Force Base Outreach Director

SEE NEXT PAGE FOR AD HOC COMMITTEE LIST

AD-HOC COMMITTEESFACILITY SCHEDULING COMMITTEE

Joycelyn Hagen C  
Dan Driessen  
Lois Bachmeier  
Jen Wignall  
Bobbi Lunday  
Erin Wood  
Chad Estenson  
Corry Kenner

RISK MANAGEMENT

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

FOOD SERVICE ADVISORY COMMITTEE

Rose Seibel C     Anne Rasmusson  
Corry Kenner     Kristi Hernandez  
Scott Dunbar     Erika Berg  
Katie Nettell     Amanda Zeien  
Randy Olson     Erin Wood  
2 Student Athletes -1 female, 1 male

*Students have their own committee called Food & Facilities that meets bi-weekly and they provide feedback directly to Food Service and Physical Plant Directors: Karly Homiston [Karly.homiston@lrsc.edu](mailto:Karly.homiston@lrsc.edu) 701/789-9328*

CAMPUS ACCESS CONTROL OFFICER (CACO)

Finance: Gary Haugland, Primary  
Joann Kitchens, Alternate  
HRMS: Gary Haugland, Primary  
Joann Kitchens, Alternate  
CS: Gary Haugland, Primary  
Katie Nettell, Alternate  
Dan Johnson, Alternate

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

Behavior Intervention Team (BIT)

**Sandi Lillehaugen\***     Scott Dunbar  
Erika Berg     Randy Fixen  
Brigitte Greywater     **Steve Shark\***  
**Lloyd Halvorson\***  
Cathleen Ruch

\* **Threat Assessment Committee**



## Lake Region State College Staff Senate Bylaws

### Objectives and Purposes

Lake Region State College (LRSC) Staff Senate shall be the representative body of the college's benefitted staff to serve the following objectives and purposes:

1. To foster a spirit of unity, pride and cooperation and to be an active communication link between staff, faculty, students and administration on relative issues of concern;
2. To provide open meetings to express, propose, present, research, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in LRSC affairs;
3. To advocate on behalf of staff and to advise the administration of working conditions and employment practices.

### Section I. Staff Senate Agenda

The LRSC Staff Senate President, with advice from officers and members, will set an agenda prior to each scheduled meeting. The agenda must be distributed to all campus benefitted staff and the LRSC President at least 48 hours prior to the meeting.

### Section II. Staff Senate Functions

The LRSC Staff Senate shall be the formal liaison between LRSC Administrative Council and LRSC Staff.

### Section III. Membership

1. Members are all full-time or part-time benefitted employees, who have satisfied a probationary period as defined in the NDUS HR Policy – Section 4 - Probationary Period and NDUS HR Policy – Section 17.2 Performance Development and may be elected to a Staff Senate position.
2. Members will elect Staff Senate representatives, consisting of six members and two alternates, from two (2) organizational categories. Three (3) representatives and one (1) alternate from Administrative Affairs and/or Institutional Advancement & Communications and three (3) representatives and one (1) alternate from Academic and Student Affairs will be elected for three (3) years with two new representatives elected each year.
3. Representatives may serve two consecutive three-year terms. They will be ineligible to serve for one year after the second consecutive term. If any position is vacated during the term, the LRSC Staff Senate President will appoint the alternate representative to serve out the remainder of the vacated term. Should the alternate be unable to serve, the LRSC Staff Senate President shall appoint an interim representative from the staff at large. President, vice president, and secretary will be elected each year for a one-year term. Officers may be re-elected for a second term. The past president will serve for one year unless a second term is necessary should the president be elected to a second term.
4. Alternates may serve as a representative if the representative has stepped down from service. Alternates are non-voting members; however, they can be assigned to committees as needed. Alternates have one year terms.
5. One Administrative Council member appointed by the college president will participate as a liaison to the LRSC Staff Senate as a non-voting member.

### Section IV. Officers (executive committee)

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Last Updated: November 4, 2019

1. President
  - a. Presides at LRSC Staff Senate meetings.
  - b. Breaks ties in votes held at LRSC Staff Senate meetings.
  - c. Has the authority to appoint such committees as are deemed necessary for the business of LRSC Staff Senate.
  - d. Ensures that all actions conform to the LRSC Staff Senate Constitution and Bylaws.
  - e. Represents LRSC Staff Senate at meetings and functions.
2. President-elect
  - a. Presides at meetings in the absence of the President.
  - b. Assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office.
  - c. Carries out additional duties as assigned.
  - d. Cannot be in 3<sup>rd</sup> year of term.
3. Secretary/Treasurer
  - a. Records and maintains a file of minutes of the LRSC Staff Senate meetings and distributes copies within two weeks after each meeting to all LRSC Staff Senate members and to the LRSC President.
  - b. Keeps a record of membership and activities of the Staff Senate.
  - c. Distributes the agenda to all LRSC Staff Senate members prior to each LRSC Staff Senate meeting.
  - d. Maintains an accurate record of all resolutions duly adopted by the LRSC Staff Senate and the vote on such resolutions.
  - e. Receives and keeps official communications and reports to and from the LRSC Staff Senate.
  - f. Maintains permanent records of LRSC Staff Senate representatives and terms served.
  - g. Maintains a roll of current members and their attendance at LRSC Staff Senate meetings.
  - h. Keeps an account of any and all receipts and expenditures of the LRSC Staff Senate.
  - i. Coordinates all fiscal activity with the Business Office.
4. Past President
  - a. If past their three (3)-year term, will serve as a non-voting member of the LRSC Staff Senate. However, will have voting rights if within their three (3)-year term.
  - b. Provides continuity in the administration of the LRSC Staff Senate.
  - c. Serves as an advisor to current and proposed activities, using previous LRSC Staff Senate experience to give a historical perspective.
  - d. Serves as chairperson of the Bylaws Committee.

#### **Section V. Removal from Office**

This section shall govern the removal process of elected members and shall be interpreted in such manner as to afford equity and fairness to all affected thereby.

An elected member of the LRSC Staff Senate may be removed from office for failure to perform their elected duties by the LRSC President.

#### **Section VI. Lake Region State College Staff Senate Ad Hoc Committees**

1. Bylaws Committee
  - a. Reviews, suggests and makes amendments to the bylaws.
  - b. Chaired by Past President of the LRSC Staff Senate.
2. Elections Committee
  - a. Rules on questions relating to qualifications of voters and members.



- b. Nominates and receives nominations, presents a slate of nominees and conducts the elections of staff senate members on an annual basis.
  - c. Chaired by a designee of the LRSC Staff Senate.
- 3. Special Events Committee
  - a. Promotes and coordinates special events and functions.
  - b. Encourages staff participation in events and functions.
  - c. Chaired by a designee of the LRSC Staff Senate.
- 4. Professional Development Committee
  - a. Promotes and coordinates professional development of staff.
  - b. Encourages staff participation in professional development opportunities.
  - c. Chaired by a designee of the LRSC Staff Senate.
- 5. Policy & Procedure Committee
  - a. Reviews suggested changes to LRSC Policy & Procedures.
  - b. Chaired by a designee of the LRSC Staff Senate.

#### **Section VII. Amendments to Bylaws**

1. Amendments to the Bylaws may be introduced for consideration by any member of the LRSC Staff Senate to the LRSC Staff Senate Bylaws Committee. Upon approval by the LRSC Staff Senate Bylaws Committee, the proposed amendments shall be distributed to all members of the LRSC Staff Senate at least ten (10) business days prior to the meeting at which they are to be considered.
2. Amendments to the Bylaws must be approved by two-thirds of the elected LRSC Staff Senate members and ratified by a majority of the LRSC Staff Senate members voting.
3. The Bylaws may be suspended by a majority of the LRSC Staff Senate members voting.

#### **Section VIII. Meetings**

1. Meeting Times & Agenda
  - a. Meetings will be held on the LRSC campus on a regular basis during the calendar year.
  - b. The LRSC Staff Senate President and elected representatives shall determine a meeting schedule.
  - c. Meetings may be held via telephone, interactive video systems or other remote means to include distance staff, provided that such action is decided prior to the agenda being published.
  - d. Agenda items may be placed on the LRSC Staff Senate agenda for consideration by contacting the Staff Senate President.
2. Recall an Initiative - any motion passed during a meeting by the LRSC Staff Senate may be rescinded by a majority of the LRSC Staff Senate members voting.

#### **Section IX. Rules of Order**

1. Meetings will be conducted according to Robert's Rules of Order, latest edition.
2. Visitor/Guest Attendance
  - a. All meeting minutes, records, documents, and communications of the LRSC Staff Senate are public records and must be released according to the requirements of the ND Century Code.
  - b. If a visitor/guest wishes to make a presentation or statement before the LRSC Staff Senate, the Secretary shall be notified in advance.
    - i. The person shall sign up with the secretary who shall, in turn, notify the LRSC Staff Senate President prior to the start of the meeting.
    - ii. The LRSC Staff Senate President shall, at the appropriate time, inform the LRSC Staff Senate that a visitor/guest wishes to read or make a statement relative to LRSC Staff

Senate interest, or make a statement on a motion/resolution formally introduced and under discussion.

- iii. A motion must be made and passed to suspend the rules to allow visitors/guests, not on the agenda, to ask questions, present information, or make a statement. A two-thirds vote is required for suspension. The motion to suspend is not subject to debate.
3. Visitors/Guests may speak during the "Visitors/Guests" agenda item. Unless visitors are recognized by the LRSC Staff Senate President during the course of the meeting, they may not participate in LRSC Staff Senate debate or discussion.

## **Section X. History**