

Approved on 3/31/2020

Administrative Council Meeting Minutes

Monday, March 18, 2020

President's Office 10:00 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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Heidi Schneider-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 10:02 a.m.

b) **Review of March 2, 2020 Minutes**

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

2) OLD BUSINESS

a) **Hofstad Ag Center-Fundraising Update** (President)

i) No update

b) **Open Position Updates** (Academic/Student Affairs)

i) The Dining Services and Physical Plant positions are on hold for now.

ii) Counselor position is down to two equal applicants. VP Halvorson proposed transferring counseling headquarters from Student Services area to the TRiO suite and offer both applicants jobs between Counseling /Disability Services and Power-Skills/International Student Coordinator.

3) NEW BUSINESS

a) **Travel Abroad Update** (President)

i) Both trips are being canceled and rescheduled. EF is working to refund money.

b) **Physical Plant Summer Maintenance Planning Meeting** (President)

i) In light of the COVID19 issues this meeting will be rescheduled at a date when more information is available.

c) **Graduation** (President)

i) Commencement Ceremony will be canceled but we will publish a book and find an appropriate way to celebrate.

ii) POTP Graduation is officially canceled.

iii) ALC Graduation will be canceled.

iv) GFAPB Graduation on hold wait for John Cowger's decision.

v) VP Halvorson will meet with Nursing about pinning decisions.

d) **Daycare** (Academic/Student Affairs)

i) VP Halvorson conveyed a request from Daycare provider Kelsey Mertens and Daycare board member Brandi Nelson to expand services to siblings of current daycare children's school age siblings. They are also requesting two classroom spaces to use for 8 school age children with space to offer openings for first responders and health care workers' children. It will be classroom-based daycare.

ii) Due to the current advisory to close restaurants to eat-in customers, campus dining services will be providing food service take-out. You must call with R-bucks number they will prepare meals for pick-up.

e) **CTE Classes** (President)

i) Council discussed preparedness in the event the governor shuts K-12 down then we will need to re-think bringing our CTE students back to campus.

(1) Plan if we send them home, how we teach them out?

(2) Due to the most current information it does look like we will be unable to continue CTE teaching

f) **Report on Coronavirus Outbreak Preparedness Plan** (President)

i) Returning students should self-isolate or shelter in place, vulnerable populations should do the same.

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 11:00 a.m.

b) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be T-March 31@9:30a