

Approved on 4/9/20

Administrative Council Meeting Minutes

Tuesday, March 31, 2020

Teleconference 9:30 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

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 9:31 a.m.

b) Review of March 18, 2020 Minutes

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

2) OLD BUSINESS

a) Open Position Updates (Academic/Student Affairs)

i) Volleyball coach, Counseling, PowerSkills, Disability Services and International Student Advisor are several part-time positions to be filled. VP Halvorson reported the hiring committee is planning to make an offer on a combination Counseling/Disability Services position. That leaves the PowerSkills and International Student Advisor to possibly combine into a position. VP Halvorson has reached out to the applicant that was previously offered the Volleyball/English Instructor position. He is re-considering the offer.

ii) VP Kenner reported we are currently holding on open custodial and food service positions.

3) NEW BUSINESS

a) Hofstad Ag Center GMP (President)

i) VP Kenner reported he had the NDUS Facilities Office review the GMP Letter and they questioned the "General Conditions" expenditures submitted by Gleason Construction. They requested more detail from Gleason to ensure we do not double pay for items that may be listed elsewhere in the GMP Letter. Gleason will rewrite the estimate and break those items out into more specific terms.

b) Physical Plant Summer Maintenance Planning Meeting (President)

i) President Darling encouraged the planning meeting to continue. We need a list of costs and priorities so we have a plan in place in the event we can move forward. Meeting will be rescheduled for conference call. All of Council expressed concern about saving money anticipating budget cuts in the wake of anticipated oil revenue losses. Deferred Maintenance funding will be utilized wherever possible.

c) Graduation (President)

i) BSC made the announcement that they will have a virtual ceremony. Is that something we want to look at doing? President Darling asked if we have the staff it takes to put together a virtual graduation without overstressing one department in the next 45 days. We could create a video by scrolling graduates names or reading names and photos then mail the diplomas with a link to the video. Public Relations Director Wood prefers to spend time getting students here next fall. The subject was tabled to be discussed further.

d) Daycare and Food Services (Academic/Student Affairs)

i) We are planning to discontinue our Food Service operations after College Care for Kids begins receiving those services from the DLPS.

ii) Students remaining on campus have been moved into the Gilliland Hall apartments and are now set up with cookware. VP Kenner has a meeting with the System Office to discuss room and board refunds. The SBHE waived Procedure 830.2 and gave the institutions authority to issue refunds for room and board without

establishing standard percentages. Several institutions are planning to give a 30% refund on both room and board. LRSC's percentages will likely be higher but a final decision has not been made. We hope to expedite this process as students currently in the residence halls may need some of their money back to purchase food.

e) **Part Time Employees** (President)

i) Council discussed a plan to continue to pay part-time employees and student employees for what they were scheduled to work through the end of the semester. VP Kenner said they are still trying to understand if they will be eligible for unemployment or the Paycheck Protection program outside of the unemployment piece (loan from bank that may be forgiven if used to pay employees). President Darling stated until we get those answers, we need to keep them on payroll. Council agreed they are not comfortable suspending hours until it is understood if they can get relief from unemployment. HR manager Lillehaugen is meeting with the attorneys tomorrow to outline protocol. For now, we will have supervisors work with their part-time staff. Until the Federal CARES act or unemployment will cover our part-time employees, we will do our best to keep them on payroll. The cost to keep student employees on payroll through May 15 will be \$45,000.

f) **Summer Courses – Campus, GFAFB, Nursing, POTP** (President)

i) UND has announced that it is moving their summer session online and canceling all summer camps, events, and even the August commencement. LRSC is working toward moving summer session online but will consider GFAFB, Nursing, and POTP separately. GFAFB has 8-M-W face to face classes and 7-T-Th f2f classes. Director Cowger would like to keep the face to face classes on the books for now and wait until after they start to change them to online so the students don't get charged extra unless that can be worked out some other way.

g) **Faculty Senate Update** (Heidi Schneider)

- i) Faculty Senate Representative Schneider reported at their last meeting, the need to clean up the course catalog was discussed. They were encouraged to go through their course catalogs and either remove or deactivate courses accordingly.
- ii) They discussed concerns over grading by a pass/fail/unsatisfactory.
- iii) Granting liberal arts certificate to Launch! students. Arts/Humanities/Social Science were packaged together which prompted concerns and need to have more discussions and get back with recommendation.

h) **Academic/Student Affairs**

- i) We need a plan to do business differently during registration for fall, we will work on a plan for video tutorials by financial aid and IT on the process of how to claim accounts and other things. We can advise over the phone etc.
- ii) Director Wood asked council to discuss continuing the Privy Chats via a counseling newsletter to students weekly. After discussion council decided it best not to inundate students with information. Director Wood said it is very important to be clear in messaging to students' subject line that will convey importance of message.
- iii) Learning Commons: Council discussed the necessity of keeping the Learning Commons open. VP Halvorson said Director Collins prefers to work from campus because her workload is heavy now, but we can think about closing to the public. By loaning students in resident halls computers so they don't have to use Learning Commons. A decision will be made by the end of the day.

i) **President**

i) We will designate one call per week as a council meeting, so we go on record with decisions. Things are changing rapidly, and we must adapt as we go.

4) **ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 10:43 a.m.

b) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be Th-April 9@9:30a, Th-April 16@9:30a