

Approved on 7/27/21

Administrative Council Meeting Minutes

Monday, July 12, 2021

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

Erin Wood, Public Relations Director

Oybek Turayev-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 1:03 p.m.

b) Review of June 30, 2021 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center Building Project (President)

i) The group from campus met this morning to review the remedial concrete work and gutter work that Gleason Construction is working on now.

ii) Director Wood added that Xtreme Signs & Graphix will be on campus on July 13, 2021 for a walk-through to assess signage.

b) Bus Purchase (Academic/Student Affairs)

i) Western Equipment Finance was advertising the 2019 Freightliner M2 106 Supercoach 45 at \$215,000. Director Mertens made the offer of \$150,000.00 that he was authorized by President Darling to make. Their Asset Management group countered at \$178,450, which is a 17% discount off asking price. This price includes fixing the rear bumper and making the necessary door adjustments. VP Kenner felt their counteroffer was reasonable and recommended we accept it and make the purchase. Dr. Darling and the rest of council agreed. [VP Halvorson will have Director Mertens get the documents from Mr. Palmer for VP Kenner to review.](#)

ii) August 5 or 10th will be the first opportunity Director Mertens will have in this schedule to travel to New Jersey and drive the bus home. VP Halvorson stated LRSC will not take ownership and insure the bus until that time. [Options for insuring through State Fleet insurance will be investigated.](#)

c) Safety Audit Recommendations (Administrative Affairs)

i) President Darling, VP Halvorson and VP Kenner met on July 8th at 1:00 p.m. with Risk Manager Lillehaugen, POTP Director Maritato and Physical Plant Director Estenson and decided which of the Safety Audit recommendations are feasible to consider further.

d) COVID Classroom Capacities (Academic/Student Affairs)

i) VP Halvorson discussed options for start of fall classes. If LRSC continues mitigation efforts by distancing in classrooms it considerably limits our class sizes. There appears to be little appetite to wear masks so if we don't mask this fall, we should at least use distancing as a mitigation tool. Because distancing doesn't allow for full classes, we will offer synchronous online options. Lake Region Public Health reported last week that

only 11% of 12–17-year-olds in our area are vaccinated so we must assume that approximately 89% of our incoming freshman will not be vaccinated. Council decided to keep COVID capacity as is and make vaccine available to anyone that wants one. For close cohorts like POTP and the athletic teams we may need to require testing.

3) NEW BUSINESS

a) Suggestion Box-2 Items

- i) An unsigned inquiry in the suggestion box asked if the policy on employees bringing children to work had changed and described a situation they had noticed. Council discussed and decided while the policy has not been changed an exception to the rule in this case will be made during the relatively quiet summer hours.
- ii) An unsigned suggestion in the suggestion box stated “Perhaps the crosswalks on campus could be painted by a professional company so they do not wear off and drivers are alerted to use caution in those areas. Also, maybe an extra sign would be of benefit.” An included thumbnails of signs ranging from \$44.00- \$205.95. Council discussed this suggestion and while the crosswalks do need to be painted, they do not want them painted before the road repairs have been made. Council discussed the signs and noted the roads are not wide enough to have a sign like these posted.

b) Policy change: 900.11 Types and Levels of Programs (Academic/Student Affairs)

- i) The changes to the policy are just a consistent list of the types and levels of programs LRSC offers. Some programs have had name changes so this policy change request is just bringing the policy up to date and making it accurate. Policy approved and **attached** below.

c) Welcome Back Breakfast

- i) Council discussed and decided to continue the traditions of inviting retirees and allowing award recipients to invite their families to attend the Welcome Back Breakfast, Campus Update and Service Award Ceremony as usual. After considering how crowded we usually are into to dining room on that morning, council decided the following:
 - (1) Change the date from Wednesday to Friday, August 20.
 - (2) Breakfast will be served in the dining room starting at 7:45 – 8:30 a.m. (Individuals may go through the line and eat their meal in the dining room as a group with invited family members and/or work colleagues or at their desks, as personal comfort levels permit.)
 - (3) The Service Awards and Campus Update will begin at 8:45 a.m. in the Robert Fawcett Auditorium.

d) Update on Open Positions

- i) Custodian-North Hall-No applications
- ii) Custodian-BTC- No applications
- iii) Head Cook-Stacie Reiersen
- iv) Health Careers Specialist/Nursing Instructor-Starting to review applications on Wednesday.
- v) Librarian-3 applications meeting this week to review.
- vi) Midday Cook-on hold until events pick-up
- vii) PT Custodian-on hold

4) ADDITIONAL DISCUSSION

a) Enrollment

- i) Summer session is down 1/3 from last summer. The enrollment numbers are ahead of last fall, but last fall was exceptionally low due to the uncertainty of COVID. We want to compare to fall 2019 instead.

b) Posting Clean Water Report

- i) President Darling shared the report with council. [Director Wood will be publishing it on the website.](#)

c) Outside money

- i) Submitting proposal to HESS Grant Kirsten Baesler referred them to us due to our work with Apprenticeships and working with Tribes. Hoping to hear at end of July.
- ii) The CTE Innovation Grant Brandi wrote for Nursing was funded. We received \$50,000 from CTE to convert Nursing curriculum from face to face to online. They want to start with ADN Theory courses. The grant requires a 20% match (\$10,000). [Brandi will work with Joann and Corry on the best way to show evidence of](#)

that. VP Halvorson will work the other DNP campuses on a cost sharing agreement as most of the ADN Theory courses are taught by WSC, BSC, and/or DCB.

d) **Marketing update**

- i) Speaker for the Staff Senate retreat will not be able to make it, so we are looking for a substitute.
- ii) Alyson Beckman started today in the College Relations office.
- iii) Discussion about the Altru Health System listening sessions regarding the CHI Hospital facility took place. Meetings were schedule by different entities at the same time. Council will divide to attend both meetings.

5) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 2:18 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Tu-July 27@9a, Th-Aug 12@1p

SECTION 900.11

TYPES AND LEVELS OF PROGRAMS

1. The College awards the following degrees, diplomas, certificates and certificates of completion subject to completion of requirements prescribed by the North Dakota University System to the requirements prescribed by the State Board of Higher Education:
 - a. Associate in Arts
 - b. Associate in Science
 - c. Associate in Applied Science
 - d. Diploma
 - e. Certificate
 - f. Certificate of Completion
2. The College is approved to offer the following types of programs:
 - a. ~~Academic-Transfer Programs~~
 - i. ~~Liberal Arts~~ Associate in Arts
 - ii. Associate in Science
 - iii. ~~Accounting/Business Administration~~
 - b. ~~Vocational-Career and Technical Education Programs~~
 - i. ~~Accounting/Business Administration~~
 - ii. ~~Administrative Assistant~~
 - iii. Agricultural Farm Business Management
 - iv. American Sign Language ~~& Interpreting Studies~~
 - v. Associate Degree Nursing
 - vi. Automotive Technology
 - vii. Certified Nurse Assistant
 - viii. Early Childhood Associate
 - ix. Fitness Trainer Technician
 - x. Information ~~Technologies~~ Technology
 - xi. Law Enforcement
 - xii. Marketing
 - xiii. Peace Officer Training
 - xiv. Practical Nursing
 - xv. Precision Agriculture
 - xvi. ~~Simulator Maintenance Technician~~ Simulation Technology
 - xvii. Speech Language Pathology ~~Assistant~~ Paraprofessional
 - xviii. Technical Studies
 - xix. ~~Welding and Basic Machining~~
 - xx. Wind Energy Technician

History

Administrative Council Approved Updates 09/15/15

SECTION 900.11

TYPES AND LEVELS OF PROGRAMS

1. The College awards the following degrees, diplomas, certificates, and certificates of completion subject to completion of requirements prescribed by the North Dakota University System to the requirements prescribed by the State Board of Higher Education:
 - a. Associate in Arts
 - b. Associate in Science
 - c. Associate in Applied Science
 - d. Diploma
 - e. Certificate
 - f. Certificate of Completion
2. The College is approved to offer the following types of programs:
 - a. Academic
 - i. Associate in Arts
 - ii. Associate in Science
 - b. Career and Technical Education
 - i. Agricultural Farm Business Management
 - ii. American Sign Language
 - iii. Associate Degree Nursing
 - iv. Automotive Technology
 - v. Business Administration
 - vi. Certified Nurse Assistant
 - vii. Early Childhood Associate
 - viii. Fitness Trainer Technician
 - ix. Information Technology
 - x. Law Enforcement
 - xi. Marketing
 - xii. Peace Officer Training
 - xiii. Practical Nursing
 - xiv. Precision Agriculture
 - xv. Simulation Technology
 - xvi. Speech Language Pathology Paraprofessional
 - xvii. Technical Studies
 - xviii. Wind Energy Technician

History

Administrative Council Approved Updates 09/15/15

07/12/21