

Approved on 12/17/21

Administrative Council Meeting Minutes

Tuesday, November 23, 2021

President's Office 9:00 a.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, College 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 9:04 a.m.

b) Review of November 8, 2021 Minutes

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

2) OLD BUSINESS

a) Post-Employment Use of LRSC Email Address (President)

i) President Darling explained there are few good options. Setting up an "auto reply" can easily be changed by the user, but we can request that they leave the auto-reply active. Another option is to delegate access to the supervisor so they received duplicate emails and can attend to any unfinished business. Council also commented that **former employees should be removed from all listservs.**

3) NEW BUSINESS

a) OMB-University Systems Strategy Review March 10, 2022 (President)

i) President Darling notified council that OMB is scheduling Strategy Review sessions with the NDUS. Since NDUS requires a large block of time, they are selecting a date early. They are allowing one full day (6 hours) to complete all the reviews and they provided us time slots that work with the Governor and his team (10-11:30, 11:45-1:15, 1:30-3 and 3:15-4:45). Mark your calendars for planning purposes, the System Office locked us in for Thursday, March 10, 2022. OMB will provide a Teams option in the event someone isn't able to make it to Bismarck.

b) Update on Open Positions

i) Bookstore Manager Assistant/State Fleet: VP Kenner reported this has been reopened for one more week.
ii) Director of Student Affairs: On hold to reevaluate for possible restructure. Candidates will be notified.

c) Discussion

i) Erin notified council that the sound baffles for the Ag Center are on hold awaiting a third quote or a refusal.
ii) In response to VP Kenner's inquiry regarding LRSC hosting the New Town Tournament, VP Halvorson reported it is a benefit as we bear minimal expenses. The MonDak Conference pays all expenses for employees. Our cost for the basketball team's, coaches and volunteer's rooms are \$50 per night. They provide at least one meal per day for players and workers. LRSC does not profit. Three employees from our IT team were there working with new equipment which was at LRSC's cost for comp or over time. LRSC was hosting this tournament, so we were responsible for broadcasting it. Normally we are only responsible for broadcasting home games so moving forward we will need only one operator and a volunteer to run video

camera. There was discussion about the benefit of playing LRSC Recruitment and Lake Region Chamber videos during timeouts to sell the Lake Region as a whole.

- iii) VP Kenner notified council the offices in his area open on Friday will be Physical Plant and Food Service. The Business Office and Bookstore employees will be taking personal leave and offices will be closed. VP Halvorson was not aware if Student Service offices will be open. Director Wood indicated the College Relations office may be closed.
- iv) Director Wood has received 57 responses to the survey the recruitment committee sent to campus. The committee has gone through the survey and will focus on goals and creating a budget. Building a wellness facility was the top survey submission.

4) ADJOURNMENT

a) Adjournment

- i) The meeting was adjourned at 9:42 a.m.

b) Upcoming Scheduled Council Meetings

- i) The next meetings of the Administrative Council will be F-Dec 17@9:00a, Tu-Jan 19@**1:15p**, F-Feb 4@9a