

Approved on 01/23/23

Administrative Council Meeting Minutes

Thursday, January 12, 2023

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
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Melissa Moser-Faculty Senate Representative
Erin Wood, College Relations Director
Bobbi Lunday- Recorder

Guests

Counselor/Disability Services Coordinator Jessica Dimitch

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:02 a.m.

b) Review of December 01 & December 15, 2022 minutes

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

2) OLD BUSINESS

a) Suggestion Box: Centralized Mail Deliveries

i) [VP Halvorson requested tabling this discussion until more research on possible locations is complete.](#)

b) Office Moves Phase II

i) [Tabled: Need to revisit TRiO moving to Learning Commons discussions.](#)

3) NEW BUSINESS

a) Biennial Review 2022 (President-Jessica Dimitch)

i) Counselor/Disability Services Coordinator Dimitch presented information to council concerning the Biennial review. The North Dakota University System (NDUS) deploys a systemwide survey to capture the impact of alcohol, tobacco, and other drugs on the experiences of students. In 2018, the NDUS stepped away from the CORE Survey format, which had been in place for years, and developed the NDSWAPS: The North Dakota Student Wellness and Perceptions Survey. This survey tool provided information in all areas of substance misuse, wellness, perceptions of substance use of peers, sexual assault, suicidality, and mental health. Again in 2020, the Systemwide NDSWAPS went to all students. In 2021, anomalies were discovered in the 2020 data. Upon further inspection in 2022, incongruencies were evident in the 2018 data. From there, the NDUS hired a new researcher to dive into the concerns and find the sources of the issues. After more digging, the researcher was able to identify more concerns that resulted in filing adverse event reports with the Institutional Research Boards at all eleven campuses for both the 2018 and 2020 surveys. The NDUS is in the process of working with the new research team to correct the data in those reports and to forge ahead with a new survey tool in 2023. Currently, none of the 2018 or 2020 NDSWAPS findings are available, as the reports are not correct or reliable. The ACHA/NCHA survey tool will be enrolled in the Fall of 2023 and will have fresh data for the 2024 Biennial Review.

ii) Coordinator Dimitch also reported that Nicole Phillips will be on campus live in person to pick up spirits. Faculty Representative Moser inquired if her presentation could be recorded to post in course shells. ND National Guard will be on campus working with women's basketball team.

- iii) Mental Health first aid had to be canceled for lack of participation. VP Halvorson inquired if a short course for those that have already been through the 8 hr course could be an option. Coordinator Dimitch will investigate.
 - iv) Plans for spring break and finals week are in the works. Interviews for a counseling intern has been set up.
 - v) VP Kitchens inquired if the Shared Mental Health funding money is still available. It is under the stipulation that we have a counseling intern on campus. It was placed in 2021 when LRSC had our last intern Julia, it will be relevant once LRSC has another intern as Katie Fitzsimmons from the NDUS system office has confirmed that money is set aside for LRSC.
- b) **Hum 211** (Faculty Representative)
- i) Melissa Moser proposed developing a Humanities 211 cohort to travel to the Dominican Republic for health-related service learning already approved by GERTA. She is hoping to offer next spring or summer semester 2024.
 - ii) VP Halvorson will work on policy relating to trips abroad for consistency since LRSC will now have several options with the Study Abroad and Travel with the President opportunities LRSC offers.
 - iii) Assistant VP Driessen, inquired about creating a local travel ND trip. Something more affordable but provides an opportunity for a one-week trip through ND where they learn the historical piece. Director Wood discussed the ICE course once offered by TRiO.
- c) **Low Enrollment Designation** (Academic/Student Affairs)
- i) VP Halvorson presented the low enrollment report which had two programs that did not meet the 9:1 FTE. Practical Nursing and Simulation Technology were recommended to be placed on Low Enrollment status. Vice President Halvorson discussed targeting funds to do more nontraditional marketing for Practical Nursing. Director Wood said the nontraditional marketing has worked well with the nursing apprenticeships. A plan for Simulation Technology also needs to be more thoroughly discussed and implemented.
- d) **Legislative Testimony to House Appropriations Committee** (President)
- i) Legislators were very receptive to LRSC's presentation and did not seem to have any issues regarding testimony. President Darling reported he had good conversations with lawmakers in the halls. District 15 representative Dennis Johnson is introducing a bill to allow colleges to utilize foundation funds to pay for food and have those funds deposited into accounts without falling under the anti-gifting clause. VP Halvorson urged them to look into changing State Fleet rules next.
- e) **Discussion**
- i) Piano Tuning: LRSC is paying to have three pianos tuned on a regular basis and will continue with all three including the two in RFA and one in room 21.
 - ii) NDUS Service Level Agreement Update (Darin King) Will be joining LRSC Administrative Council vit Team for the February 6 meeting. They plan a 5 to 10-minute monthly NDUS Service Level Agreement update at the beginning of our council meetings.
 - iii) International Health Insurance for ND is much higher than other states. NDUS is researching a new vendor.
 - iv) Procurement: An audit of federal funds has revealed that the laptops LRSC purchased with Covid funding two years ago were not purchased under the procurement policy.
- f) **Update on Open Positions**
- i) Online/Dual Credit Advisor: [Continue to review the structure for this position.](#)
 - ii) Ag Programs Director (Preston Sundeen): Both candidates pulled applications before reference checks were completed. Instructor Sundeen is receptive to teaching 3-4 classes long term. Will re-open position as Ag Programs Director.
 - iii) Ag Program Instructor (Oybek Turayev):
 - iv) PT Foundation Assistant (Samantha McKay): Dawn Stow has taken a PT position. Positions will be reworked.
 - v) FT Foundation (Jessica Hjelden):

vi) Accounts Payable: (Shelby Ness)

vii) Grants Administrative Assistant:

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 11:06 a.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be M-Jan 23, 2023@1:30p, M-Feb 6@10a