

Approved on 9/8/23

## Administrative Council Meeting Minutes

Monday, August 28, 2023

President's Office 2:00 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

*Dr. Doug Darling- President*  
*Lloyd Halvorson- Vice President for Academic/Student Affairs*  
*Joann Kitchens - Vice President for Administrative Affairs*  
*Dan Driessen- Assistant Vice President for Student Affairs*  
*Erin Wood-Director College Relations*  
*Kristi Kienast-Hernandez-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 2:01 a.m.

#### b) Review of July 31, 2023, minutes

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

### 2) OLD BUSINESS

#### a) FY23-24 Department Goals

i) Academic & Student Affairs goals have been completed. Due date is August 30, 2023.

#### b) Email Signature Updates (College Relations)

i) Director Wood explained there is an issue with Outlook software that currently makes it impossible for her department to create the new email signatures previously discussed. Since they are not able to configure images for new signatures, the IT Department will need to create them until they can figure out a work around for the software.

### 3) NEW BUSINESS

#### a) Music Equipment in Room 15 (Administrative Affairs)

i) Director Kitchens inquired about where the music equipment in room 15 will be relocated so the physical plant maintenance crew can begin remodeling the humanities wing. The space will be unavailable until fall 2024. Council discussed giving the equipment to DLPS but that is not allowed, LRSC would only be allowed to gift the equipment to another NDUS institution. [Director Kitchens will look into climate-controlled storage for the equipment for 1 year then reevaluate.](#)

(1) Council discussed the quality of instruments after they are unused for a period of time. Other solutions for storage space were discussed. LRSC will not be allowed to gift or loan to a school district music program. LRSC can give to campus within ND University System. Will investigate storage for this year.

(2) They also discussed bringing a pep band back on campus. VP Halvorson would like to find donors to create scholarships for drama and music. Assistant VP Driessen discussed working it into a long-term strategic plan. Discussion around the pipeline for band members being small. Finding a full-time instructor could be a challenge and the instructor would need to recruit students.

(3) VP Kitchens reported there is \$10,891 in fund# 79047 for Music Program Support.

#### b) Discussion

- i) **Carpet samples for Liberal Arts remodel:** VP Kitchens showed the samples for carpet options for the humanities wing.
  - ii) **Enrollment Report:** VP Halvorson reported that LRSC's enrollment looks pretty good right now. Assistant VP Driessen reported, it is going to be tight to get dual credit students enrolled by 4<sup>th</sup> week count.
  - iii) **Fire hazard Theater Storage:** LRSC received a flag on the inspection because we have items too close to the ceiling.
  - iv) **Dining Services:** VP Halvorson stated that the campus needs clarification on bring trays to meeting rooms. President Darling reported that he is meeting with VP Kitchens and Director Seibel to have a discussion.
- c) **Update on Open Positions**
- i) **Advancement Coordinator:** Preparing to advertise by end of week. Rename to Executive Director of Donor Relations (Foundation) VP Halvorson stated the office should have a "fundraising specialist" to work in donor relations.
  - ii) **PT Men's Hockey Coach:** No applicants yet.
  - iii) **Custodian:** Currently conducting interviews.
- 4) **ADJOURNMENT**
- a) **Adjournment**
    - i) The meeting was adjourned at 3:31 p.m.
  - b) **Upcoming Scheduled Council Meetings**
    - i) The next meetings of the Administrative Council will be F- Sept 8@9a, M-Sept 25@9a

**LRSC Faculty Senate Officers and Committee Assignments**  
2023-2024 Academic Year**Curriculum and Academic Standards****Meet: 2<sup>nd</sup> Wednesday, Noon, Room 126**

\*Stevan Waddell

\*Heidi Schneider – Chair

Amber Solheim

Darren Wilcox

\*\*Dan Johnson

\*\*Lloyd Halvorson

\*\*John Cowger

**Student:****Student:****Professional Growth****Meet: As Needed**

Michelle Murphy

Tammy Riffin

\*Jenna Brooks

\*Randy Fixen – Chair

\*\*Lloyd Halvorson

**Tenure (Must be Tenured, 5-year Term)****Meet: 2<sup>nd</sup> Monday, Noon, or As Needed**

Randy Olson (2019-2024) – Chair

Kory Boehmer (2020-2025)

Lisa Ginther (2021-2026)

Cindy Brown (2022-2027) – Secretary

Karen Clementich (2023-2028)

**Faculty Welfare****Meet: 1<sup>st</sup> Tuesday or As Needed**

Tanner Nichols

\*Megan Sylling

\*Betsy Bannier

\*Jason Fewell – Chair

\*\*Joann Kitchens

**Faculty Rights (Must be Tenured)****Meet: As Needed**

Rick McAllister – Chair

Jessica Santini-Levenhagen

Shaun Prince

**Nominations****Meet: As needed**

Kim Brown

Greg LaHaise

\*James Remer

**Library Media****Meet: 2<sup>nd</sup> Wednesday, Noon, Learning Commons**

Preston Sundeen

\*April Duchscher – Secretary

\*Marilyn Buresh – Chair

\*\*Librarian Jolie Johnston

**Student:****Student:****Outreach Learning****Meet: 1<sup>st</sup> Friday, Noon, Room 33**

April Hubbard

Tracy Bina – Secretary

John Maritato

\*Dick Olson – Chair

\*\*Dan Driessen (Ex-Officio)

\*\*Lloyd Halvorson

**Council of College Faculties (3-year Term)**

Cheri Weisz (2023-2026)

**Foundation Representative (2-year Term)**

Melissa Moser

President – Kristi Kienast Hernandez

President Elect – Scott Sandy

Secretary – Loretta Wangler

**Faculty Senate Special Committee:****Excellence in Education****Meet:**

John Maritato- (through 2028)

Marilyn Buresh (through 2027)

Deb Carlson (through 2025)

Dick Olson (through 2026)

Student Senate President

(Staff Rep from Online Coordinator, TRiO Director,

Director of Counseling)

**No committees 2023-24**

Shaylee Lorenz

Amanda Jordan

**SEE NEXT 3 PAGES FOR CAMPUS COMMITTEE LIST****(\*) Last year of 2 Year Term****(\*\*) Administrator nominated by the President and confirmed by the Faculty Senate. These may be changed starting new academic year and names will be forwarded to Faculty Senate in August. Meeting times and places for school year may change.**

## LRSC Campus Committee Assignments 2023-2024 Academic Year

### SCHOLARSHIP & AWARDS

Elonda Nord, C  
Jared Marshall  
Dan Driessen, Co-C  
Joann Kitchens  
Kelsey Walters  
Shaun Prince  
Erin Wood  
Scott Dunbar

**Students:**

### STAFF SENATE

Rick Drury (2024)  
Sandi Lillehaugen (2024)  
Casey Zehrer-President (2025)  
Alyson Beckman (2025)  
Jolie Johnston (2026)  
Meghan Dimmler (2026)  
Brandi Nelson Past President  
Joann Kitchen, Council Representative  
Ashlee Collison-2023-24 Alternate  
Nicole Lundquist-2023-24 Alternate

### ASSESSMENT COMMITTEE

Lloyd Halvorson-C  
Tammy Riffin  
Betsy Banner  
Cindy Brown  
April Duchscher  
Randy Fixen  
Jade Erickstad

### ADMINISTRATIVE COUNCIL

Doug Darling-President  
Lloyd Halvorson-VP Academic/Student Affairs  
Joann Kitchens-VP Administrative Affairs  
Faculty Senate President-Kristi Kienast-Hernandez  
College Relations Director-Erin Wood  
Dan Driessen-Assistant VP Student Affairs

### CAMPUS ACCESS CONTROL OFFICER (CACO)

**Finance:** Brandi Nelson, Primary  
Joann Kitchens, Alternate  
Gary Haugland, Alternate  
Dan Johnson, Alternate

**HRMS:** Brandi Nelson, Primary  
Joann Kitchens, Alternate  
Dan Johnson, Alternate  
Gary Haugland, Alternate

**CS:** Dan Johnson, Primary  
Brandi Nelson, Alternate  
Gary Haugland, Alternate

### DIVERSITY

Scott Dunbar, C & Statewide Committee Rep  
Jenna Brooks  
Doug Darling  
Jessica Dimitch  
Richard Drury  
Freddie Griffin  
Jared Marshall  
Dick Olson  
Casey Zehrer  
**Student:**

### PERSONNEL REVIEW BOARD

Bridget Hanlan  
Dan Driessen  
Dave Steffen  
Alternate: Chad Estenson

### SAFETY/LOSS CONTROL

Sandi Lillehaugen, C  
Chad Estenson  
John Maritato  
Bobbi Lunday  
Jade Erickstad  
Brandi Nelson  
Rick McAllister  
Gary Haugland  
Scott Dunbar

#### Subcommittees

*EMERGENCY PREPAREDNESS  
RISK MANAGEMENT*

### TECHNOLOGY COMMITTEE

Gary Haugland -C  
Lloyd Halvorson/Dan Driessen  
Jared Marshall  
Randy Olson  
Kristi Kienast-Hernandez  
Alyson Beckman  
Jessica Santini-Levenhagen

**Students:**

### CONTINUATION OF OPERATION COMMITTEE

Gary Haugland  
Sandi Lillehaugen, C  
Chad Estenson  
Lloyd Halvorson

C=Convener. The Convener calls the first meeting. At the meeting a chair and secretary are elected for the year.

\*First year of two-year term \*\*Second year of two-year term

**Campus Committee Assignments continued**  
2022-2023 Academic Year

**RETENTION COMMITTEE**

Casey Zehrer, C  
Andy Wakeford, Co-C  
Brady Weber  
Jade Erickstad  
Jared Marshall  
Paula Zielske  
Cindy Brown

**STUDENT ENGAGEMENT COMMITTEE**

Jessica Dimitch  
Scott Dunbar  
Jolie Johnston  
Ashlee Collison  
Jaymee Duciaume

**LRSC Cares**

Sandi Lillehaugen\*  
Randy Fixen\*  
Dan Driessen\*  
Casey Zehrer  
Jessica Dimitch  
Scott Dunbar  
\* Threat Assessment Committee

**COLLEGE PLANNING COMMITTEE**

President  
VP Academic/Student Affairs  
VP Administrative Affairs  
Assistant VP Student Affairs  
Executive Director CCF  
Faculty Senate President  
Curriculum & Academic Standards Chair  
Professional Growth Chair  
Staff Senate Committee Chair  
Physical Plant Director  
Athletic Director  
Librarian  
I.T. Director  
Community College Foundation President  
College Relations Director  
TrainND Director  
Campus Store Manager  
Community Representatives  
Academic Affairs Director  
Student Senate President  
Student Senate Vice President  
Grand Forks Air Force Base Director

**AD HOC COMMITTEE LIST**

**FOOD SERVICE ADVISORY COMMITTEE**

Rose Seibel C  
Joann Kitchens  
Scott Dunbar  
Dana Walford  
Randy Olson  
Jared Marshall  
Gary Haugland (CBORD)  
2 Students -1 Athlete -1-Student Senate rep  
Students have their own committee called Food & Facilities that meets bi-weekly, and they provide feedback directly to Food Service and Physical Plant Directors

**FINANCIAL AID COMMITTEE**

VP Academic/Student Affairs  
Registrar  
Campus Counselor  
VP Administrative Affairs  
Financial Aid Director  
*This committee will assist the director of Financial Aid in interpreting and implementing regulations regarding the Federal Financial Aid program.*

**SUGGESTION BOX COMMITTEE**

Administrative Council