

Approved on 11/06/24

Administrative Council Meeting Minutes

Monday, September 30, 2024

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
Erin Wood - Vice President for Advancement
Casey Zehrer - Assistant Vice President for Student Affairs
Bobbi Lunday - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:01 a.m.

b) Review of September 13, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

i) President Darling informed council that the work on the silent part of the campaign continues. President Darling and VP Wood made contact with potential stakeholders at a late September event at UND.

b) Committee Assignments (President)

i) Assistant VP Zehrer, VP Wood and VP Halvorson met and combed through policy. [They continue work on rewriting policy to update the committee assignment process.](#)

c) Pearson Vue testing room (Administrative Affairs)

i) Assistant VP Zehrer inquired how much LRSC wants to spend on creating a room that will fulfill the requirements of Pearson Vue. Some spaces under consideration are rooms 34, 15, the office across from TrainND, or previous Marketing and Public Relations suite. [The search continues for a testing space.](#)

d) President's Comprehensive Evaluation Process (President)

i) President's Comprehensive Evaluation survey feedback discussion.

3) NEW BUSINESS

a) Faculty Senate Request (Administrative Affairs)

i) VP Kitchens brought forth a Faculty Welfare request for a one-time bonus stipend for benefited faculty and staff. Council had discussion regarding how to fund such a request. Council determined that in the middle of the fiscal year and without having it built into the budget, the timing is not conducive for granting such a request. The funding concerns make the request unworkable at this time.

b) Discussion

i) Position Description: VP Wood is working to fill the Administrative Assistant position in the Advancement Office. She has reworked the administrative assistant position description to include some marketing assistant duties to the job description. Council approved VP Wood to move forward with the process.

ii) All POTP applicants for spring have pulled out and there are 0 on the roster for spring semester.

c) Update on Open Positions

i) Fundraising/Donor Representative: Closed September 3rd. Interviewing October 4th and 7th.

- ii) Enrollment Services Associate: Lyndsie Kennedy will be starting before spring enrollment on 10/23/24.
- iii) Assistant Coaches-PT: Baseball Tucker Salander. Basketball Winder Joseph
- iv) Bus Drivers-PT:
- v) Nursing Clinicals Instructors-PT:
- vi) Political Science Instructor-PT-GFAFB:
- vii) Accounting Instructor-PT-GFAFB:

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be Friday, October 25@1p

b) **Adjournment**

- i) The meeting was adjourned at 10:03 a.m.