

Approved on 5/3/24

Administrative Council Meeting Minutes

Friday, April 26, 2024

President's Office 9:30 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
Erin Wood-Director College Relations
Kristi Kienast-Hernandez-Faculty Representative
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:36 a.m.

b) Review of April 12, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update

i) President Darling discussed the meeting with Forty-One Consulting and 25th Hour Communications on 04/22/24. They went through the Executive Summary and the next step is to distribute it to the CCF board members and interviewees. There is much organization that will take place prior to kicking of the campaign. Gift parameters and giving levels will need to be established.

b) College For Kids Update

i) C4K registration is ready to go live on May 2, 2024, on the Train ND site. [Faculty Representative Hernandez asked if they could consider printing the registration booklet and distributing it to the schools and around town for grandparents and those that do not do social media or listen to the radio.](#) Dates are July 15-18th 2024.

3) NEW BUSINESS

a) 400.35 Salary Administration Policy (Academic/Student Affairs)

i) Documented change in faculty category jump from \$500 to \$850, approved 5/10/23. Change in faculty salary schedule adding \$3,000 to each category - Faculty Welfare Committee negotiation meeting with President Darling. Changes to part-time and overload rates for on campus and online; clarifying rates for 1 and 2 credit courses. [The updates to Salary Administration Policy 400.35 were approved and are attached below.](#)

b) Executive Summary

i) President Darling reminded council that he has a request for updated to the document that need a response soon. He has received VP Kitchens' response.

c) Self-Evaluations (President)

i) Evaluations are due to be completed by June so please get the self-evaluations turned in so meetings can be scheduled soon.

d) Campus Snapshot 2024 (President -Due May 10)

i) President Darling requested updates for the Campus Snapshots for the SBHE orientation in May.

- e) **Commencement Ceremony** (President)
 - i) Council discussed the planning for May 10th graduation day. Dr. Casey Ryan will be the SBHE Speaker. The pianist will be invited to breakfast in President's office for podium guests.
 - ii) Graduation programs are at the printers.
- f) **Retirement Celebrations** (President)
 - i) We will have three retirements to announce at the All-Campus meeting. Dick Olson, Elonda Nord and Chris Blanchfield will be making it official.
- g) **Faculty In-Service Days Proposal** (Faculty Senate Representative)
 - i) VP Halvorson discussed changing the way LRSC does faculty in-service. The System Office discussed a fall break, but it did not pass. VP Halvorson polled other campuses about their faculty contract days and number of in-service days. LRSC has shortest faculty contract days at 268 days where faculty are required to be on campus. Faculty Senate moved to recommend President Darling consider adding a two-day fall break for students with planned in-service for faculty to replace the January in-service. All voted in favor except for nursing because her faculty and students have clinicals and will be unable to participate. Council discussed and decided that one in-service day in the fall and one in the spring would be better. There was discussion about needing faculty advisors on campus for the spring registration. [Discussion was tabled for revision.](#)
- h) **Website Update** (Public Relations Director)
 - i) Director Wood stated they are working on a server issue and lining up the work list to start the new SITE. The new one will be up before the old one is shut off.
 - ii) Director Wood stated they've done focus groups of campus students.
- i) **Discussion**
 - i) CTS has exorbitant pricing for internet services for our off-campus nurse training sites. VP Halvorson requested that President Darling visit with the Director about working out a deal.
 - ii) VP Kitchens discussed Physical Plant has plans for big projects on campus this summer. The main road coming in will be under construction. President Darling suggests that email updates go out keeping campus employees informed.
- j) **Update on Open Positions**
 - i) Academic Affairs Coordinator: Closes Monday
 - ii) Administrative Assistant: Open
 - iii) Assistant Athletic Director 70%: Open
 - iv) Assistant Vice President Student Affairs: Open
 - v) PT-Assistant Baseball Coach: Open
 - vi) PT-Women's Basketball Coach 30%: Open

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 11:02 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be F-May 3@1p, F-May 31@1



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
SALARY ADMINISTRATION	400	35

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p>Change in faculty category jump from \$500 to \$850, approved 5/10/23</p> <p>Change in faculty salary schedule adding \$3,000 to each category - Faculty Welfare Committee negotiation meeting with President Darling.</p> <p>Changes to part-time and overload rates for on campus and <u>online</u>; clarifying rates for 1 and 2 credit courses.</p>

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	sjl

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
HR & Academic Affairs	4/17/24
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandra Lillehaugen <small>Digitally signed by Sandra Lillehaugen Date: 2024.04.22 13:03:38 -05'00'</small>	4/17/24

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|---|
| <input type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

SECTION 400.35
SALARY ADMINISTRATION

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
 - a. Acknowledge the basic financial needs of all employees.
 - b. Be responsive to market influences
 - c. Strive for internal equity.
 - d. Recognize and reward outstanding performance.
 - e. Retain employees to limit the financial and other (hidden) costs of turnover.
2. Salaries are set and salaries are increased, to ensure fairness based on the following:
 - a. Job Classification
 - b. Cost of living
 - c. Merit
 - d. Equity (internal and external)
 - e. Market
 - f. Salary Compression
 - g. Degree completion
 - h. Workload and responsibility changes
 - i. Work experience (external and internal)
 - j. Promotions
 - k. Successful completion of a probationary period (applies to staff only)
 - l. Interim and acting appointments
- I. Procedures
 1. The President, in consultation with the Administrative Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.
 2. When budgets allow, monies for staff and faculty degree completion, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.
 3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.

- a. Bachelor's Degree - \$2,000 added to current contract base
 - b. Master's Degree - \$2,000 added to current contract base
 - c. Doctoral Degree - \$3,000 added to current contract base
4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.
 5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year.
 6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus ~~\$500~~\$850. A Faculty Senate member in the final category shall be awarded ~~\$600~~\$850 after each additional 5 years.
 7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
 - a. Assistant Professor - \$500
 - b. Associate Professor - \$1,000
 - c. Professor - \$1,500
 8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:

$$\text{Present Salary} + \text{Category Change} + \text{Degree Change} + \text{Rank Promotion} \times \text{Percentage Raise} = \text{Next Year's Salary.}$$
 9. Part-time, overload, and/or off contract faculty compensation:
 - a. ~~\$500 per credit. Faculty Senate members in Category I-II and part-time faculty having taught less than 54 credits for LRSC~~
 - b. ~~\$600-710 per credit. Faculty Senate members in Categories III-IV and part-time faculty having taught greater than 54 credits for LRSC~~
 - c. ~~\$690-790 per credit. Faculty Senate members in Categories VI-IX~~ part-time faculty having taught greater than 60 credits for LRSC and ~~and~~ LRSC benefitted adjuncts.
 - d. ~~\$150-175 per credit/per student for low enrollment courses with three or fewer students as of the first Friday of the term.~~
 - e. Online: 3-5 credit course: ~~\$226-230~~ per student for each student up to 14 students, effective August 1, 2025 this rate will increase to \$235 per student for each student up to 14 students; 2 credit courses will be \$167 per student for each student up to 14 students (rate after 8/1/25 will be \$171; and 1 credit courses will be \$102 per student for each student up to 14 students. rate after 8/1/25 will be \$104-
 - e-f. \$125 section stipend for each online course credit exceeding three credit hours.

10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Science labs will count 1.5 credits for overload compensation.

11. *The Nursing Program Director will create workload calculations and determine overload for full-time nursing faculty. Nursing faculty, full-time load is thirty-two (32) workload units per academic year. A workload unit is equivalent to one credit. Overload will be compensated per workload unit, based on the Faculty Senate member's category.*

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11.12. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.

11.13. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, or to achieve equity in instructional responsibilities.

11.14. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).

11.15. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.

11.16. When contracts are sent to faculty prior to June 20th, they are due back within thirty days, or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20th and June 30th, they must be returned by July 20th as required by SBHE Policy. Failure to return a signed contract or other document indicating acceptance of contract terms by the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension. The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.

11.17. Staff and faculty hired, promoted, or starting a new position on or after April 1st will not be eligible to receive a legislative salary increase for the following fiscal year. Staff and faculty hired, promoted, or starting a new position between January 1st and March 31st will be eligible to receive a legislative salary increase upon completion of their probation period.

11.18. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

II. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

Category	Range	Increment	9-Month Contract
Faculty I \$3740,000-\$4346,500	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
Faculty II \$4043,250-\$4750,000	\$6,750	\$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
Faculty III \$4346,750-\$5053,750	\$7,000	\$3,500	14 years Teaching/Working (T-W) Experience BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
Faculty IV \$4750,500-\$5457,750	\$7,250	\$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
Faculty V \$5154,500-\$5862,000	\$7,500	\$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
Faculty VI \$5558,750-\$6366,500	\$7,750	\$4,250	29 years Teaching/Working (T-W) Experience BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
Faculty VII	\$8,000	\$4,500	34 years Teaching/Working (T-W) Experience

\$6063,250-\$6871,250			BA and 31 years T-W MA and 27 years T-W PhD and 25 years T-W
Faculty VIII \$6669,000-\$7476,250	\$8,250	\$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
Faculty IX \$7073,000 –	\$8,500	\$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W PhD and 35 years T-W

History

Administrative Council Approved 08/31/99
 Administrative Council Approved 01/25/00
 Administrative Council Approved 04/24/00
 Administrative Council Approved 08/16/02
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 Administrative Council Approved 07/25/05
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 Administrative Council Approved Faculty Salary Guidelines 06/14/07
 Administrative Council Approved 06/28/11
 Administrative Council Approved Faculty Salary Guidelines 02/05/14
 Administrative Council Approved 03/10/14
 Administrative Council Approved Faculty Salary Guidelines 12/24/14
 Administrative Council Approved Faculty Salary Guidelines 05/11/15
 Administrative Council Approved 05/28/19 – policy rewritten
 Administrative Council Approved Faculty Salary Guidelines 05/28/19
 Administrative Council Approved Part-time and Overload 05/28/19
 Administrative Council Approved 10/02/19
 Administrative Council Approved 05/06/22
 Administrative Council Approved 08/26/22
[Administrative Council Approved Faculty Salary Guidelines 01/23/23](#)
[Administrative Council Approved Category Change 05/10/23](#)
[Faculty Welfare Committee Negotiations 4/17/24](#)