

Approved [6/4/12](#)

Administrative Council Meeting Minutes

Monday, May 14, 2012

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Mike Bower-President
Doug Darling-Vice President for Instructional Services
Dr. Randall Fixen- Vice President for Student Services
Laurel Goulding-Vice President for Institutional Advancement
Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Heidi Schneider-Faculty member
Bobbi Lunday- President's Assistant-Recorder
Erin Wood Director for Marketing & Communications

GUESTS

Edie Armey-TrainND
Dick Olson-Faculty Senate

1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, May 14, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Mike Bower at 9:02 a.m.

2. **Consideration of minutes**

- a. The 3/26/12 and 5/3/12 administrative council minutes were approved with changes.

3. **Old Business**

a. **LRSC ATHLETICS**

- i. Council discussed implementing more sports programs like women's fast pitch softball, men's baseball and golf with the goals of better retention and adding more fulltime on campus students. VP Darling would like to see more research by the committee on costs, potential funding and what amount the institution will be responsible to pay. Curt Herman provided information on BSC's golf program; some questions yet to be answered were travel costs and who pays green fees?
- ii. [The athletics committee will need to put together and submit a budget to council before more sports programs will be considered for implementation.](#)
- iii. VP Kenner expressed concerns about accountability within the booster club because there is little or no oversight by the foundation. [The Athletic Booster Club will be required to work with the Community College Foundation on all future fundraising projects for better accountability. Coordinated through the Booster Club President, Athletic Director and CCF Executive Director.](#)

b. **SUMMER HOURS**

- i. Council discussed and decided the most favorable option for summer hours is BSC's model: 7:30 a.m. – 4:00 p.m. with 30 minute lunches. VP Fixen moved Lake Region State College adopt new summer hours of 7:30 a.m. – 4:00 p.m. with 30 minutes for

lunch Monday-Friday, beginning May 21, ending August 10, 2012 as publicized office hours. With a second by VP Darling the motion carried. Summer office hours will be posted and the switchboard voice mail changed accordingly. Individual schedule flexibility will be left up to department head discretion.

c. **OMB PROJECT UPDATE**

- i. First round of questions were answered and a second round of questions came the following day.

d. **OMAN STUDENTS** (Cory M. trip)

- i. President Bower discussed the possibility of a trip to Oman with Sim Tech Instructor Mitzel. Instructor Mitzel stated scheduling the trip will require coordination with regard to time of year and recommended including a representative from the Automotive Technology program. The Omani officials expressed interested in sending students to study Automotive Technology during their last visit. There was also discussion about providing travelers with tokens like the pewter plates to give as gifts and working travel costs in as a biannual budget.

4. **New Business**

a. **DATA MANAGEMENT SOFTWARE**-(Edie Arme y) 9am

- i. TrainND purchased new software upon request of Randal Thursby to replace AceWare. AguSoft Lumens is web based software; the cost will be divided among the campuses. All community training will work through the software which will mimic our website. It will facilitate public education information like Athletic camps, community training, and European trips.

b. **SALES BONUS SUGGESTION**-(TrainND)

- i. Director Arme y informed council that all TrainND regions are discussing sales bonuses, rather than raises. VP Kenner asked if they give bonuses do they discontinue raises. *Director Arme y will research that question and the pros and cons of paying sales bonuses quarterly vs. yearly.*
- ii. *Director Arme y will check with Wahpeton to find out why they quit doing this and now want to reinstate the bonus system.*
- iii. *Council asked Director Arme y to draft policy to allow for bonuses and a procedure for distribution exclusive to TrainND.*

c. **ONLINE COMPENSATION CHANGE PROPOSAL**-(Dick Olson will be presenting) 9:30am

- i. Associate Professor Olson brought the following Online Compensation Change Proposal from the Faculty Senate for consideration by the Administrative Council:

ONLINE COMPENSATION CHANGE PROPOSAL

The discussion we had centered on the idea that online instructors pay hasn't changed for a very long time (never). The following ideas were discussed and meant to be serious proposals to the Online Task Force:

Level I: Part-time Faculty level I are those who have taught less than a cumulative total of fifty-four (54) credit hours at Lake Region State College

- *Duties – Teaching only*
- *Teaching Load – Up to nine (9) credit hours per semester*
- *Wage - \$200/student for the first 14 students enrolled in class*

- *No Benefits*

Level II: Part-time Faculty level II are those who have taught a cumulative total of fifty-four (54) credit hours at Lake Region State College

- *Duties – Teaching only*
- *Teaching Load – Up to nine (9) credit hours per semester*
- *Wage - \$225/per student for the first 14 students enrolled in class*
- *No Benefits*

Level III: Full time faculty with overloads or part-time faculty that have taught a cumulative of ninety (90) credit hours at Lake Region State College

- *Duties- online instruction only or a combination of online and on-campus instruction where online is counted towards the overload.*
- *Attendance and Participation- Faculty and staff meetings, sub-committees, department meetings, advisory board meetings (when applicable).*
- *Teaching Load- Full time (based on contract) or part-time*
- *Wage- Online overload course at \$250/enrollment for the first 14 students enrolled in class*
- *Benefits for full-time contracted faculty, no benefits for part-time*

Rationale for requested changes: *Tuition increases have gone up much faster in the past 10 years with no associated change in instructor compensation. 2002 base tuition was \$85.04/credit and in 2012 it is 127.71/credit. This is a 50% increase. During this same time period on-campus faculty have seen a 30% increase in pay. This request brings a tiered approach to online compensation and even at the Level III it is only a 25% increase in pay compared to the current pay rate.*

Increase compensation for initial development versus re-development

- *Initial Design- Faculty will:*
 - *assigned to work with Instructional Designer*
 - *meet the level 4 tier of the rubric,*
 - *meet the course development checklist.*
 - *\$600/credit*
- *Re-Development Design- Faculty will:*
 - *assigned to work with Instructional Designer*
 - *meet the level 4 tier of the rubric*
 - *meet the course development checklist*
 - *be required to include at least 25% new material or use of instructional tools*
 - *will be done a case by case basis. Scenario may include:*
 - *based on adoption of a new book*
 - *change in program course/alteration of a course*
 - *Online Task Force committee reviews and feels it doesn't meet the required guidelines*

- \$300/credit.

While the argument can be made that face to face courses receive no compensation for developing their courses, the following reasons provide rationale for the course development pay.

- *Faculty has to have the entire course loaded and developed prior to the start of the semester. This includes having all lectures, videos, virtual labs, tests/quizzes, etc. completely ready at the start of the semester.*
- *Online courses take more time. Research has shown that online instructors spend more time each week in their online course than face to face with their students. The success of the students is constructed upon the ability of a faculty member to build community in his/her courses.*

- ii. VP Darling added the online faculty pay has not changed since the beginning of online courses.

d. DEPARTMENT REPORTS

i. STUDENT SERVICES

1. Thirteen faculty and staff will be traveling to Bismarck for the Retention Summit
2. Brigitte & Randy will also attend the Alcohol Consortium in Bismarck
3. Housing is gearing up for summer school in one week (We have fifteen interns staying on campus from the Fish & Wildlife, Construction management, Agriculture and Social Service areas)

ii. INSTRUCTIONAL SERVICES

4. Tammy Meyer will be resigning this August. VP Darling hopes to find a replacement to work with her for a couple of weeks before she leaves.
5. The organizational chart will be changed to reflect the transfer of the Information Technology Department back to an Instructional Services report.
6. VP Darling is still looking for speech and language instructor we did get another English class on the roster for fall.
7. Search committees are being put together for Music, Instructional Design, and Simulator Maintenance replacements.
8. sUAS Department of Commerce grant needs to go through a research institution. Center for innovation at UND wants Lake Region State College to do the training and Lake Region State College will be the fiscal director. We may receive 20% of our 34% indirect cost rate.
9. The Wind Project totals 7.1 million; we were authorized for 6.132 Laura Glatt feels it needs to go back to the Legislature for approval.

iii. ADMINISTRATIVE SERVICES

10. VP Kenner discussed the Administrative Services department personnel have been working hard but are not able to meet deadlines. A request to add a position for human resources will be forthcoming.

5. **Next Meeting**

- a. Monday, June 4, 2012, 9:00 a.m. in the President's Office

6. **Adjournment**

- a. President Bower declared the meeting adjourned at 11:35a.m.