

Approved: 2/1/2016 see attached policy

Administrative Council Meeting Minutes

January 20, 2016

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

Guests

Erin Wood –Director Development & Community Relations

Carla Freschette-Web Developer

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday-President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:30 p.m.

b) Review of January 5, 2016 Minutes

i) The minutes of the January 5th, 2015 meeting were reviewed and approved.

2) OLD BUSINESS

a) 800.20 Graduation Requirements (Student Affairs)

i) The curriculum and academic standards committee was asked to review and make recommendations for the graduate requirements policy. The committee discussed solving reverse transfer issues by working with students that leave before earning a degree to form a plan to send credits back to the institution. **Council approved the policy.**

3) NEW BUSINESS

a) 400.14 ADVERTISING (Advancement)

i) Council reviewed the proposed policy and made suggestions for clarification. **The request was tabled for further review.**

b) LRSC Branding (Advancement)

i) Business Card Protocol and E-mail Signature Template: Director of Development and Community Relations Wood presented a recommendation that business cards be standardized as part of the effort to have a distinct institutional image/brand. She discussed the importance of branding the institution with an integrated look for business cards and electronic signatures. Currently there are numerous styles of business cards being used throughout the institution and many larger universities such have adopted a branded look. Director Wood requested that LRSC implement a branded look in business cards and e-signatures. Director Wood will work with Web Designer Freschette on samples for consideration. **President Darling gave approval to move forward to study the costs associated with converting all business cards. Council discussed and President Darling approved development of a uniform signature template for all employees to use in company email.**

- c) **Campus Signage** (Advancement)
 - i) Council reviewed the proposals for campus signage and discussed the proposed bid which fell within the \$40,000 budget for non-lighted signage inside and out. Director Wood will bring other bids for review once they arrive.
- d) **Corporate Partnerships** (Advancement)
 - i) VP Goulding suggested council emphasis creating more industry partnerships that focus on increasing enrollment by following DPAC's model to partner with businesses. Goulding suggested creating a template outlining what a partnership with LRSC means at various levels. Council agreed growing enrollments is what LRSC needs to focus on in all areas.
- e) **2.5% Budget Cut Plan to NDUS** (President)
 - i) The State's general fund tax revenue collections are \$152 million less than forecasted. To reduce the shortfall there will be an across-the-board reduction in all 2015-2017 state agency appropriations. If a 2.5 percent general fund allotment is ordered, the budget cuts will total \$29.1 million for all NDUS organizations and the system office. In anticipation of the general fund budget allotment, the Chancellor is asking each president to submit a budget reduction plan for approval on or before February 1, 2016. The plan should assume a 2.5 percent reduction for the 2015-2017 biennium. The goal of the budget adjustments are to comply with mandated reductions while minimizing negative impact on academic programs and student services. 2.5 percent of LRSC's appropriated base budget is \$377,658. Our base budget includes salaries, operating, equipment and \$155,367 of extraordinary repair funding. In addition to our base budget, LRSC received appropriated funding specifically to address deferred maintenance issues. That funding will also be reduced by 2.5 percent and none of the remainder may be used to offset the \$377,658 cut needed from our base budget. Improvements made to the campus between now and June 30, 2017 (especially in preparation for our 75th Anniversary celebration) will be covered by deferred maintenance funds. With 70-75% of our appropriated base budget in personnel it is not possible to find the funds without affecting salaries. Our top priority is to retain our personnel. The \$155,367 of extraordinary repair funding included in our base budget will be the first cut on our list, leaving us with a \$222,291 balance to cut. We are looking for other areas to cut but know that we will need to reduce the average salary percentage increase for FY17.
- f) **Suggestion Box** (President)
 - i) Council received a request to install a purifying water fountain at the Student Service drinking fountain. The request was granted. [VP Kenner will inform Physical Plant.](#)
 - ii) VP Halvorson conveyed a request to provide water dispensers in the weight room and softball/baseball practice building. [Council discussed and advised VP Halvorson to explore options available considering cost, care, and maintenance.](#)
- g) **Proposed changes to Adult Farm Management**
 - i) VP Halvorson explained the Curriculum & Academic Standards committee agreed to Dr. Fewell's proposal to change the credits offered to the Farm Business Management students from three to two offered both spring and fall. President Darling advised him to ensure that all faculty are consistently enrolling all of their clients in this way. [Council agreed it would be a positive change and gave VP Halvorson approval.](#)
- h) **Canadian Tuition**
 - i) Council discussed students from certain Provinces in Canada that are unable to afford the higher international tuition rates when they are located outside Manitoba. LRSC cannot waive the international student fee across the board but on a case by case basis the President can waive tuition down to the Manitoba rate for the other Canadian provinces. LRSC currently charges Manitoba students the ND Resident Tuition rate.
- i) **University 101**

i) Curriculum & Academic Standards committee requested LRSC require University 101 for first year degree seeking students as a condition of enrollment but completion of the class would not be considered in a graduation audit. Council discussed and agreed it would be in the best interest of the students to require this course for all.

j) **DPAC Lease**

i) President Darling requested VP Halvorson schedule a meeting with Mr. Swenseth regarding the DPAC lease.

k) **Updates**

i) President Darling gave the welcome on the second day of the Precision Ag Summit in Jamestown on January 19th. There were about 300 people in attendance.

ii) LRSC is hosting state Phi Theta Kappa conference in late April.

iii) VP Halvorson discussed the incident on the BSC campus in which they were required to shelter in place

iv) VP Kenner is working on the Room/Board/Fee rates.

v) December 31, 2019 Pearson will retire the Learning Studio LRSC has been using for online courses. LRSC may need to change over to a new platform as soon as July of 2017.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be:

(1) Monday, February 1 @ 8:30a

(2) Tuesday, February 23 @ 1:00p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
GRADUATION REQUIREMENTS	800	20

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	01/14/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Student Services <i>Stephan Shock</i>	01/14/2016

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST Tabled FOR FURTHER REVIEW
Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Dary D S</i>	1/21/16

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

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.20

GRADUATION REQUIREMENTS

1. All candidates for graduation must:
 - a. File an *Intent to Graduate* form from the Registrar in the Student Affairs Office
 - b. Clear all College obligations
 - c. ~~Earn a minimum of fifteen (15) semester hours of credit from Lake Region State College~~
Earn the last 15 semester hours of credit from Lake Region State College
 - d. **Complete all assessment obligations specific to the degree or certificate**
2. Associate in Arts (AA) Degree: An Associate in Arts Degree will be granted to a student who has satisfactorily completed ~~sixty (60)~~ semester hours with a ~~cumulative~~ **an institutional** grade point of 2.0 in an academic curriculum which includes:

Communication Skills (COMM 110 is required)	9 semester hours
Mathematics, Science and Computer Science Minimum of 2 D departments A Lab Science is required	10 semester hours
Health, Physical Education and Recreation	2 semester hours
Social Science Minimum of 2 D departments	9 semester hours
Arts and Humanities Minimum of 2 D departments	9 semester hours

3. Associate in Science (AS) Degree: ~~Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in math, science and health science. This degree prepares students for transfer to baccalaureate programs.~~ **An Associate in Science Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:**

Minimum of sixty (60) semester hours	
Communications (COMM 1190 is required)	9 semester hours
Math, Science, and Computer Science Minimum of 2 D departments MATH 103 or higher 8 semester hours of lab science	16 semester hours
Health, Physical Education, and Recreation	2 semester hours
Social Science Minimum of 2 D departments	6 semester hours
Arts/Humanities Minimum of 2 D departments	6 semester hours

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete ~~sixty (60)~~ semester hours (some programs require more) with a ~~cumulative~~ **an institutional** grade point of 2.0 in a prescribed ~~vocational-career and~~ technical curriculum along with fulfilling the following:

- | | |
|--|------------------|
| English 110/111 and one of the following
ENGL 120/ 121 , COMM 110, ENGL 105, BOTE 214
BOTE 214 and ENGL 210 | 6 semester hours |
| Humanities and/or Social Science
Art, Economics, Language, History, Music,
Philosophy, Political Science, Psychology,
Social Work, Sociology, Theater, Advanced courses
in English, Humanities, Spanish. | 6 semester hours |
| Science, Mathematics, and/or Computer Science
Biology, Science, Chemistry,
Mathematics (other than MATH 100), Physics,
Computer Science/Computer Information Systems,
Astronomy, Geology. | 6 semester hours |
| Health, Physical Education and Recreation | 2 semester hours |
5. Diploma: The candidate for a Diploma must complete ~~sixty (60)~~ semester hours with a ~~cumulative~~ **an institutional** grade point average of 2.0 in a prescribed ~~vocational-~~**career and technical** curriculum.
 6. Certificate: The candidate for a certificate must complete a minimum of 16 semester hours with a ~~cumulative~~ **an institutional** grade point average of 2.0 in a prescribed ~~vocational-~~**career and - technical** curriculum.
 7. Certificate of Completion: The certificate of completion is granted to those students who have completed a customized training program, which is less than one semester in length.
 8. **Some programs may have a more rigorous GPA or credit requirement for graduation.**
 9. **Double degrees: To earn two associate degrees, students must meet all requirements for both degrees and an additional 10 semester hours of credit above the minimum from one degree.**

History

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Policy and Procedure Manual**

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 - c. Earn the last 15 semester hours of credit from Lake Region State College
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Mathematics, Science and Computer Science Minimum of 2 departments A Lab Science is required	10 semester hours
Health, Physical Education and Recreation	2 semester hours
Social Science Minimum of 2 departments	9 semester hours
Arts and Humanities Minimum of 2 departments	9 semester hours

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Arts/Humanities Minimum of 2 departments	6 semester hours

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete 60 semester hours (some programs require more) with an institutional grade point of 2.0 in a prescribed career and technical curriculum along with fulfilling the following:

English 110/111 and one of the following ENGL 120, COMM 110, ENGL 105, BOTE 214	6 semester hours
Humanities and/or Social Science Art, Economics, Language, History, Music,	6 semester hours

Philosophy, Political Science, Psychology,
Social Work, Sociology, Theater, Advanced courses
in English, Humanities, Spanish.

Science, Mathematics, and/or Computer Science 6 semester hours

Biology, Science, Chemistry,
Mathematics (other than MATH 100), Physics,
Computer Science/Computer Information Systems,
Astronomy, Geology.

Health, Physical Education and Recreation 2 semester hours

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