

Approved on 9/14/2016

Administrative Council Meeting Minutes

Tuesday, August 29, 2016

President's Office **1:00 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

Sandi Lillehaugen for Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Erin Wood-Director Development & Community Relations

Dave Steffen-Director TrainND

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:00 a.m.

b) Review of Previous Minutes

i) The July 28, 2016 minutes were reviewed and approved by council.

2) OLD BUSINESS

a) Uniform Campus Business Cards (President- 1:05p Erin Wood)

i) Director Wood Presented a guide for all LRSC business cards to council. President Darling asked council to notify their departments of the new standard format.

b) Goals (President)

i) President Darling discussed the campus goals that he submitted to the Chancellor.

c) List of Shared Services (President)

i) President Darling reminded council he needs their department's list of Shared Services by tomorrow, 8/30/16. Council discussed the various examples of the shared services in which the campuses already participate.

d) Hours of Work Policy 400.19 (President)

i) Approved

3) NEW BUSINESS

a) TrainND Update (Academic/Student Affairs-1:30p Dave Steffen)

i) Director Steffen provided an update on TrainND's fiscal condition. He noted the fiscal turnaround of \$50,000 under his direction. He discussed the cost of the Lumens operating software and maintenance vs. another less expensive option. They also discussed the current training schedule and new training ideas and opportunities. President Darling thanked Director Steffen for doing a solid job of managing the budget and turning the ship around.

b) Academic Program Review (Faculty Senate)

i) VP Halvorson made a general announcement that the program review is in process. Academic Affairs has a review team that goes through and assess the quality of the CTE programs. VP Halvorson inquired about a

review process for the academic divisions. President Darling discussed the value of a review process. VP Halvorson agreed and indicated the team will put together relevant evaluation material for the academic division.

c) **Faculty Qualifications Policy** (Faculty Senate)

- i) VP Halvorson moved to adopt the Faculty Qualifications Policy 700.03 with a second by VP Goulding and all in favor, the motion carried. (Attached below)

d) **Emeritus Status Nominations** (Faculty Senate)

- i) VP Halvorson introduced Faculty Senate's request that Dan Johnson and Jay Olson, in accordance with policy 1200.03.5, be granted Emeritus Status. President Darling granted the request and asked VP Halvorson for a paragraph describing why the individuals merit the distinction, date of appointment, length of service, and date of retirement per policy 1200.03.5 College Employees Recognition of Significant Achievement-Emeritus Status.

e) **Campus Committee Appointments** (President)

- i) Council agreed on the LRSC Campus Committee Appointments. Coreen Berdahl and Scott Dunbar will work with Student Senate to appoint Student Representatives. (List Attached below)

f) **Cleaning Contract for Athletic Events** (Academic/Student Affairs)

- i) Council discussed options for cleaning the sports center after the Athletic events and decided in order to follow procurement procedures quotes will be requested. VP Halvorson and Director Mertens will work with Procurement Officer Lillehaugen to write up the notice.

g) **Flexible Work Schedule - Student Services** (Academic/Student Affairs)

- i) VP Halvorson asked for guidance from council on how flexible the work day can be for staff. Council decided staggering work days with an earlier or later start/end time is fine but compressing a work day with a half hour lunch time is not an accommodation that will be made except during summer hours.

h) **NESC College/Career Student Event - Brooks Harper, presenter** (Advancement Office)

- i) VP Goulding invited LRSC to utilize the membership with the NESC and encourage students to attend the Brooks Harper "Why should I hire you" event. Council agreed it would be a worthy event for LRSC students to attend. Academic Affairs will share the information with faculty.

i) **Door Access for Students** (President)

- i) New keys will be coded for opening the external entrance near the gym/library for students to gain 24-hour access to the New Horizons computer lab and weight room.
ii) Guest ID cards will be issued to approved off campus entities that utilize the gym and the auditorium on a regular basis.

j) Academic/Student Affairs

- i) VP Halvorson reported Academic Affairs will hire a lab assistant for Professor Boehmer to balance additional Higher Learning Commission accreditation duties.
ii) A documentary titled *Most Likely to Succeed* on the future of education will be shown on September at Sweetwater Elementary School from 6-9pm with discussion to follow. Sign up, registration is free.

k) Administrative Affairs

- i) VP Kenner reported the FY-end close is today. The biennial budget has been approved to submit and Community College Foundation Auditors are coming this week.
ii) Council discussed the assessment of our Physical Plant air-flow systems.

1) ADJOURNMENT

a) **Meeting Adjournment and Upcoming Scheduled Council Meeting**

- i) The meeting was adjourned at 11:00 a.m. and the next meetings of the Administrative Council will be: Wednesday, September 14 @ 1:30p/ Monday, September 26 @ 1pm/ Tuesday, October 11 @ 9a/ Tuesday, October 25 @ 1p/ Monday, November 7 @ 1p.

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

SECTION 400.19
HOURS OF WORK

Office hours for Lake Region State College are 7:45am to 4:45pm Monday through Friday. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. Work schedules may vary depending on employment status of full time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

Summer hours are 7:30am to 4:00pm Monday through Friday. Summer hours will begin the Monday following spring graduation and end on ~~Friday~~ Monday, one week prior to Fall semester beginning. This summer schedule will not affect shift work unless the supervisor wishes to alter shift schedules to better accommodate the official summer hours. Department supervisors will retain the authority to make adjustments for individual employees where the 7:30am – 4:00pm schedule does not work well. All offices must be covered from 7:30am to 4:00pm, Monday through Friday.

History

Administrative Council Approved 05/18/16

SECTION 700.03

QUALIFICATION AND SELECTION

1. **Qualification:** The President, in consultation with the Vice President of Academic and Student Affairs shall prescribe qualifications and the level and nature of experience for all faculty positions.
2. **Selection:** The President, in consultation with the Vice President of Academic and Student Affairs, shall establish the procedures and selection criteria for filling any vacant faculty position.

Faculty at Lake Region State College shall meet or exceed the identified minimum qualifications to teach as outlined in this policy.

3. Definitions

- a. **Faculty:** Benefitted and non-benefitted, full and part-time, including those whose salary is paid by a third party, whose primary responsibility is to provide instruction through any mode of delivery (i.e. traditional face to face, interactive video, and online), at any location (on campus or off campus at a distance site), and for any purpose (degree seeking, non-degree seeking, dual credit, and early entry). The definition of faculty does not include guest lecturers, industry experts, business or political leaders, and others who deliver information or demonstrate skills at the request of faculty who are assigned the responsibility to develop and deliver the curriculum.
 - i. **Academic Faculty:** Those faculty whose teaching assignments include general education courses, or other “non-occupational courses”, in subjects that prepare students to transfer to baccalaureate degree granting institutions.
 - ii. **Career and Technical Education (CTE) Faculty:** Those faculty whose teaching assignments are in programs designed to prepare students to enter the workforce following graduation.
 - iii. **Academic Skills Faculty:** Those faculty teaching courses that do not qualify for transferable college credit and are preparatory in nature. English as a Second Language (ESL) instructors are included in this category.
- b. **Academic Credentials:** Those certificates, diplomas, and degrees earned and awarded from an accredited institution of higher learning.
 - i. “Master’s degree in the discipline or subfield”. Discipline shall refer to a specific field or subject, while subfield shall refer to a focus of specialization or component. All degree types (e.g. MS, MA, MEd, MAT, etc.) are included.
 - ii. “Graduate credit” refers to all credits for coursework, research, teaching, and other professional activities, earned post-baccalaureate, and awarded by the college or university. Graduate credit also includes any credit awarded pre-baccalaureate (or when a baccalaureate degree is irrelevant) taken specifically for graduate credit.
- c. **Tested Experience:** The relevant experience a faculty member has, outside the classroom that is significant and measurable. Tested experience may include industry qualifications and certifications earned during employment or professional volunteer work. It may also include expertise that can be quantified through real world experiences, accomplishments, awards, publications, attendance at discipline specific

training, professional memberships, conference attendance, leadership roles held in relevant professional associations, and other similar means.

- d. Qualified Faculty: Faculty Qualifications may be determined by a combination of academic credentials and tested experience, however:
 - i. Academic faculty shall possess a master's degree or higher. Should a member of the academic faculty possess a master's degree in a discipline or subfield other than that in which they teach, that faculty member should have 18 graduate credits in the discipline. A combination of degrees, graduate credits, and tested experience, however, may be sufficient to demonstrate expertise.
 - ii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.

4. Responsibility

- a. The Vice President of Academic and Student Affairs shall be responsible for the assessment of qualifications of all existing faculty.
- b. Existing faculty who do not meet the minimum requirements to be "qualified" under "d" above may continue to teach courses in accordance with their contract and regular course assignments, provided:
 - i. The faculty member has in place a qualifications plan approved by the Vice President for Academic and Student Affairs. An approved qualifications plan shall include:
 - 1. Degree(s) needed and/or courses to be completed;
 - 2. The institution of higher education where the courses will be completed or the degree earned;
 - 3. The timeline for course completion and degree completion (if applicable); and
 - 4. The identification of any professional growth activities, workshops, and/or certifications that must be completed and the related timeline.
 - ii. The faculty member is actively working toward meeting the minimum requirements of the qualifications plan through their enrollment in graduate courses and/or other professional growth activities.

5. Tuition Assistance and other Remuneration

- a. Lake Region State College will reimburse benefitted faculty for the tuition, mandatory fees, course fees, and books for graduate courses taken in accordance with the approved qualifications plan.
 - i. Such reimbursement will not exceed \$1,200 per three credit course and may be reimbursed upon enrollment. In the event the course is not completed with a grade of "C" or higher, the course is dropped, or the faculty member is otherwise withdrawn, the faculty member will be ineligible for reimbursement for the next course taken pursuant to the approved qualifications plan.

- ii. Reimbursement will not be provided when other funds are available to pay the tuition, mandatory fees, course fees, and/or books. Examples of other funds that could be available include, scholarships, tuition waivers, grants, public tuition payment programs (e.g. GI Bill, Military TA) or other public or private third party payments.
 - iii. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be designated for tuition reimbursement until the faculty member has met the graduate credit requirement of their qualification plan.
- b. Lake Region State College will reimburse benefitted faculty for the full cost of attendance at workshops and other professional development activities that are included in the approved qualifications plan.
 - i. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be used for this purpose unless these funds have already been used for tuition reimbursement.
- c. The tuition assistance and funding outlined in this policy may be withdrawn should the President declare a financial necessity.