

Approved on 2/23/2018

Administrative Council Meeting Minutes

Monday, January 29, 2018

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:35 p.m.

b) Review of January 3, 2018 Minutes

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

2) OLD BUSINESS

a) Nursing Expansion Update

i) The cost benefit analysis completed by VP Halvorson shows positive cash flow in the first year. The Mayville site could be ready to accept students Fall 2018. Grand Forks will likely take longer; students would be starting Fall 2019 at that site. Council discussed and plans to move forward.

b) LARC Fee & LRSC Fee Presentation to Student Senate

i) The presentation was met with positive feedback, students voted in favor of both fees. President Darling will submit a request to get information on the SBHE Budget and Finance Committee's agenda this month. It is estimated that the student LARC Fee will generate \$125,000 per year based on our current enrollment. The Park Board has requested a total of \$200,000 annual support from LRSC. Appropriated funds will be used to provide the balance of funding needed to satisfy LRSC's commitment of support to the facility.

3) NEW BUSINESS

a) 400.34 Waiver Policy

i) Council agreed to the edits. (See below)

b) Safe Deposit Box

i) VP Kenner discussed the safe deposit box LRSC currently has in McVille for our computer back-up files. VP Kenner would like to consider having a safe deposit box in Devils Lake for the computer backup.. He will discuss with IT Department.

c) Enrollment Update

i) The numbers are up in every area except non-degree for now. Kudos to the retention committee members: Brigitte Greywater, Cathleen Ruch, Lindsey VanThuyne, Patty Wallace and all our employees that contribute to the high level customer service that encourages success for our students.

d) Office Moves

i) VP Halvorson requested and received permission to move the Mayville representative to the Student Service conference room office space and use the current location for Athletics offices.

e) Faculty Representative Olson

i) Representative Olson discussed the work faculty are completing on uniform syllabi.

f) President Darling

- i) President Darling explained the campuses are meeting to formulate a plan to actively support the Governor's plan for workforce. They will be looking for ideas to meet workforce needs that are new and innovative. Like stackable certificates that can be combined to reach an associate degree.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: Fri-Feb 23 @1:30p, M-March 5 @ 1:30p, Tu-March 20 @ 1:30p, Fri-April 6@ 1:30p, M-April 16@ 1:30p, M-May 7@ 1:30p, Wed-May 23 @ 9a

a) **Adjournment**

- i) The meeting was adjourned at 3:10 p.m.

SECTION 400.34

WAIVERS

Air Force Tuition Assistance Fee Waiver

Military students receiving Air Force Tuition Assistance are eligible for this fee waiver. This fee waiver includes CND and NDSA fees, per chancellor approval. It also includes technology, online and lab fees. It is limited to the credits that qualify for tuition assistance.

Academic Waiver

These tuition waivers are offered by the LRSC athletic coaching staff and are awarded in increments of 25, 50, 75 or 100%. The number of athletic waivers is reviewed each year.

International Scholar Tuition Waiver

This waiver reduces tuition from 25 to 100% for students from other countries based on academic excellence, letters of reference, on-campus residency and the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each applicant must submit an International Scholar application, essay, and two letters of reference from individuals who describe the student's abilities and commitment to his/her educational goals. Up to three 100% waivers can be awarded each year.

Cultural Diversity Waiver

This waiver reduces tuition by 50% for the first year for students who meet the eligibility criteria established by the ND Board of Higher Education. Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated. Recipients are limited to two years of eligibility, regardless of the size of the waiver received and must achieve Satisfactory Academic Progress.

Employee Tuition Waiver

Lake Region State College follows the SBHE Policy 820 Tuition Waiver/Tuition Assistance for Employee Tuition Waivers.

Employee Dependent Tuition Waiver

See LRSC Policy 400.33

Presidential Waiver

This waiver requires LRSC President approval. The requests will be made by the Vice Presidents, Director of Financial Aid, or Director of Student Services.

Resident Assistant's (RA) Housing Waiver

This waiver applies to housing charges at 100% for students employed as Resident Assistants by the institution.

Senior Citizen ~~Tuition~~ Waiver

This waiver applies to tuition **and mandatory fees** of an audited face-to-face class taken by students 65 years of age or older (on a space available basis). **Class All** fees, **however, are ~~must be~~** paid by the student.

State Board of Higher Education Waiver

LRSC awards tuition and fee waivers to students who meet the description of the SBHE Policy 820, #2.

History

Administrative Council Approved Updates (12/07/15)