

Approved on 12/18/2018

Administrative Council Meeting Minutes

Monday, December 3rd, 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

Fixen-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 November 20, 2018 Minutes

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

2) OLD BUSINESS

a) Smartboards (Academic/Student Affairs-Director Haugland)

i) Director Haugland decided to order four new Smartboards and will relocate one. Director Haugland met with faculty and discussed options and encouraged them to try the technology located in the Learning Commons.

b) ALC Deliver GED Off Campus (President)

i) Continuing to work with CCCC before pursuing this delivery.

c) 400.35 Salary Administration Policy Change (tabled) (Administrative Affairs)

i) Tabled again– VP Halvorson will put this back on the agenda when it is ready.

3) NEW BUSINESS

a) 1200.03 College Employee Recognition Policy Change (Academic/Student Affairs)

i) Add “or other appropriate event” to the end of the sentence in number 2. Council approved with edits.
(Policy attached below)

b) 700.14 Rank/Promotions Policy change (Faculty Senate)

i) Council discussed the proposed changes and recommended the words “should ordinarily” instead of “shall” be used in the second sentence of (7.) Policy approved with edits. (Policy attached below)

c) Thank You Notes

i) Council read the thank you notes for the one-time bonus and raises, sent from the Staff Senate, Administrative Services, and Dr. Fixen read a resolution of appreciation from Faculty Senate. All acknowledgements were appreciated by council.

d) Administrative Affairs

i) VP Kenner will work with Director Nord and VP Halvorson to outline academic program support for endowments, so reports can be provided to supporters annually.

4) ADJOURNMENT

a) Upcoming Scheduled Council Meetings

(1) The next meeting of the Administrative Council will be: Tu-Dec 18@1:30p, W-Jan 9@1:30p, W-Jan 23@1:30p

b) Adjournment

i) The meeting was adjourned at 3:05 p.m.

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
College Employees: Recognition of Significant Achievement	1200	03

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (continue on other side or attach a separate document)

SECTION 1200.03

COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT

1. Determination: The President and Administrative Council determine which achievements are significant. Input may be obtained from the Staff Welfare Committee and the Faculty Senate.
2. Recognition: The President will present a ~~suitably designed plaque~~ gift (plaque, chair, or other award) and accompanying certificate of recognition to the selected employee at the Annual Banquet of the Community College Foundation, Annual Faculty and Staff Breakfast, and/or during the annual Commencement Exercises *and other appropriate events.*
3. Excellence in Educating Award:
 - a. ~~The Community College Foundation instituted a Teacher of the Year~~ an Excellence in Educating Award in 1983. This award is presented by the Community College Foundation at Commencement Exercises in May of each year.
 - b. ~~Faculty eligible for this award must teach at Lake Region State College at least half-time for two (2) full school years.~~ Any full time benefitted faculty member, after their fifth year of service, who has not been presented the award within the previous ten years, is eligible for this award.
 - c. ~~Faculty members are the only persons eligible to vote on this award. A memo will be sent out during the last two (2) weeks of April. The faculty have one week to vote. The Administrative Assistant to the President tallies votes. The selection process shall be managed by the Faculty Senate and shall require written letters of nomination from faculty, staff, and/or students; an award selection committee that includes faculty, at least one staff member, and one student member; and deadlines for nomination and selection.~~
 - d. ~~The Community College Foundation makes arrangements for presentation of the award.~~
 - e. In addition to the award provided by the Community College Foundation, the institution will provide the recipient of the Excellence in Educating Award with \$2,000 for travel to an approved conference, workshop or other professional development activity to be used within the next two academic years.
4. Other achievements which merit recognition may be recognized by a letter of commendation from the President.
5. Emeritus Status
 - a. Achieving Emeritus status is to be viewed as the highest honor that Lake Region State College may bestow upon a retiring faculty member, administrator, or professional. The Emeritus status may be granted to retiring faculty, senior administrator or professional who have demonstrated leadership and service to the college and its communities.
 - b. Criteria for Emeritus status may include, but are not limited to length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. Nominations for Emeritus status must be submitted within one year of retirement.
 - c. Any Faculty/Staff Senate member may nominate a member for emeritus status. The documented nomination should include the following:

- i. A paragraph describing why the individual merits this distinction (i.e. significant contributions to the institution, the state, and/or service to the faculty member's academic discipline).
- ii. Date of initial appointment
- iii. Length of service
- iv. Date of retirement
- d. The nomination will be submitted to the President of the Faculty/Staff Senate who presents the nomination for a vote of the Faculty/Staff Senate. The Faculty/Staff Senate makes a recommendation for Emeritus status by a majority vote and sends its recommendation to the nominees' VP, who will make the recommendation to the LRSC President. The LRSC President makes the final decision. In the case of a senior administrator, any member of the Administrative Council may send nomination directly to the LRSC President for approval.
- e. Benefits for Emeritus Status
 - i. Lake Region State Emeritus ID card
 - ii. Retention of LRSC e-mail address
 - iii. Parking - special permission to park in visitor parking
 - iv. On-campus work space when available shall be provided.
 - v. Consistent with their roles and responsibilities, college computing privileges will be retained.
 - vi. Upon invitation, may serve on college boards and committees.
 - vii. By nomination and vote of the Faculty/Staff Senates, may retain membership.
 - viii. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
- 6. ~~Burlington Northern Faculty Achievement Award: In May, 2000, this award was given to the recipient of the Community College Foundation Teacher of the Year Award. The Teacher of the Year will also receive the Burlington Faculty Achievement Award of "one thousand dollars (\$1,000) for travel to 'an approved conference, workshop or other professional development activity' to be used within the next two academic years.~~
- 7. Honorary Associate Degree: Lake Region State College may grant an honorary Associate degree according to NDUS policy (See Section 430.1).


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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Academic Affairs	8/10/2018
SIGNATURE & TITLE OF SUBMITTER	DATE
Brandi Nelson	8/10/2018

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
- REQUEST NOT APPROVED
- REQUEST TABLED FOR FURTHER REIEW
Date: _____
- REQUEST APPROVED WITH REVISIONS
See Attachment *end of sentence #2*

LRSC PRESIDENT'S SIGNATURE	DATE
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	12/3/18
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Official Original Copy of Change Request will be filed in the President's Office Master File under 303.2 Policies/Procedures and distributed to:

- 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 Affairs
- Student Affairs
- Webmaster for upload to the website

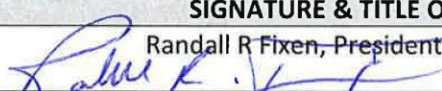
POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
FACULTY RANK/PROMOTIONS	700 – FACULTY	700.14

REQUESTED ACTION: CHANGE ADD REMOVE

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

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate	11/28/2018
SIGNATURE & TITLE OF SUBMITTER	DATE
 Randall R. Fixen, President of Faculty Senate	11/28/2018

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|---|
| <input type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input checked="" type="checkbox"/> REQUEST APPROVED WITH REVISIONS #7
Date: <u>12/31/18</u> |

LRSC PRESIDENT'S SIGNATURE	DATE
	12/31/18

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 700.14
FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized. Faculty members will retain their rank/status after moving into a professional staff status.
3. Definitions of Faculty Rank:
 - a. Instructor - Full-time, tenure and non-tenure track.
 - b. Assistant Professor - Full-time, tenure and non-tenure track faculty.
 - c. Associate Professor - Full-time, tenured and non-tenure track faculty.
 - d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship **teaching in an academic discipline shall possess a master's ~~bachelor's~~ degree. Applicants for assistant professorship teaching in a CTE discipline should possess a bachelor's degree plus CTE certification.** By January 1, the candidate for promotion to the rank of Assistant Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
 - b. Evidence of quality instruction ~~and advisement~~, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods, **two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague)**
 - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the ~~College University~~.
6. **Application Procedure for Associate Professorship:** Applicants for associate professorship teaching in an academic discipline ~~shall should ordinarily~~ possess a master's degree. Applicants for associate professorship teaching in a CTE discipline ~~shall should ordinarily~~ possess a bachelor's degree **plus CTE certification.** By January 1, the candidate for promotion to the rank of the Associate Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of three (3) years of service in the rank of Assistant Professor at Lake Region State College.
 - b. Evidence of quality instruction ~~and advisement~~, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, **two recommendations (the first recommendation from a LRSC faculty and the**

second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague)

- c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the College university.
7. Application Procedure for Professorship: Applicants for full professorship ~~teaching in an academic discipline should ordinarily~~ shall possess a master's degree plus twelve graduate semester hours ~~of a terminal degree~~. Applicants for professorship teaching in a CTE discipline ~~should ordinarily~~ shall possess a master's degree plus CTE certification. By January 1, the candidate for promotion to the rank of professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
- a. Evidence of three (3) years of service in the rank of Associate Professor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague)
 - b. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - c. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the College University.
8. Evaluation and Review Procedure:
- a. The chairperson of the Tenure Committee shall convene the committee for examination of the portfolio. The Vice President of Academic and Student Affairs shall provide the committee with documentation of the applicant's teaching effectiveness and other data as appropriate.
 - b. The committee shall make a determination by majority vote as to whether the candidate fulfills the criteria for promotion. In the event that the Tenure Committee decides not to recommend promotion, the applicant may appeal the committee's decision before the full Faculty Senate.
 - c. Upon the approval of the Tenure Committee or the full Faculty Senate, the Tenure Committee shall forward the results to the Vice President of Academic and Student Affairs. In the event that the Vice President of Academic and Student Affairs decides not to recommend the candidate may appeal the decision before the President.
 - d. If the President supports the recommendation for promotion, the rank will then be awarded.
 - e. In the event the President determines that the applicant will not receive promotion, the applicant may appeal the President's decision following the Institutional grievance procedure.

History

Executive Dean Approved 12/01/93

Administrative Council Approved 700.14 (3. c. and 6.) 05/11/15

Administrative Council Approved 700.14 (2)

Administrative Council Approved 700.14 (6)

Administrative Council Approved 700.14 (4, 8c) 04/21/16