

Approved on 11/12/2019

Administrative Council Meeting Minutes

Wednesday, October 14, 2019

President's Office **9:30 a.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

Dr. Jason Fewell-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 9:35 a.m.

b) Review of October 2, 2019 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) President Darling informed council that Executive Director Nord continues to meet with potential donors.

ii) President Darling shared three different renderings of the Architects building design options. Council plans to meet with ICON Architects at 1:00 pm to decide upon a final concept design.

3) NEW BUSINESS

a) 600.01 Non-Classified and Classified Personnel (Administrative Affairs)

i) Council approved the following (**mark-up attached**).

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

SECTION 600.01

NON-CLASSIFIED AND CLASSIFIED PERSONNEL

1. Non-Classified:
President, Vice Presidents and any Associate or Assistant Vice Presidents.
 2. Classified: All non-faculty positions not listed above are classified and subject to the Broadbanding Personnel policies of the North Dakota University System.
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History

Administrative council approved 10/14/2019

b) 600.03 General (Administrative Affairs)

- i) Council approved the following (**mark-up attached**).

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

SECTION 600.03

GENERAL

1. Classified personnel shall be governed by the provisions found in four specific reference manuals:
 - a. North Dakota University System Human Resource Policy Manual.
 - b. North Dakota University System Procedure Manual.
 - c. State Board of Higher Education Policy Manual.
 - d. Lake Region State College Policy and Procedure Manual.
 2. Insurance: The following types of insurance programs are available for classified personnel. Details are available from the Human Resources Office:
 - a. Health Insurance
 - b. Group Life Insurance
 - c. Disability Insurance
 - d. Worker's Compensation Insurance
 - e. Unemployment Compensation Insurance
 - f. Employees have the opportunity to enroll in dental, vision, long-term care, additional life, and other insurance.
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History

Administrative Council Approved 10/14/2019

- c) **600.04 Non-Classified Personnel** (Administrative Affairs)

- i) Rewritten to describe the Administrative Council. The name of the policy was changed to "Administrative Council" since that is what the entire policy describes.
- ii) Council approved the following (**mark-up attached**).

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

SECTION 600.04

ADMINISTRATIVE COUNCIL

1. Non-classified personnel as described in Article 600.01 serve as the senior management team for LRSC. The President serves as the Chief Executive Officer.
 2. The Administrative Council includes the President and the Service Area Vice Presidents. These non-classified personnel are designated as officers of the institution.
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History

Administrative Council Approved 12/20/12

Administrative Council Approved 10/14/19

- d) **600.05 Classified Personnel** (Administrative Affairs)
- i) Council approved the following (**mark-up attached**).

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

SECTION 600.05
CLASSIFIED PERSONNEL

1. All classified employees of Lake Region State College, except those herein excluded, are subject to the classification of the North Dakota University Broadbanding System.
 2. Lake Region State College personnel excluded from the Broadbanding System are the President, Vice Presidents, any Associate or Assistant Vice Presidents and faculty.
 3. A complete copy of the North Dakota University System Human Resource Policy Manual is available in the Lake Region State College Administrative Affairs Office and on the LRSC website.
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History

Administrative Council Approved 10/14/19

- e) **Enrollment/Comprehensive Review** (Academic/Student Affairs)
- i) VP Halvorson shared the 2019 annual enrollment documentation generated by the Director of Academic Affairs. There are no programs that have been low enrollment for two years in a row.
- (1) There are two CTE programs with benefited faculty that did not meet the minimum of nine FTE students per FTF: American Sign Language and interpreting Studies (8:50 FTE per FTF) and Wind Energy Technician (6 FTE per FTF).
- (2) The Speech Language Pathology Paraprofessional program does not have 9 FTE; however enrollment has climbed significantly since last fall (2 FTE) and we do not employ a benefitted faculty member.
- (3) The Director of Academic Affairs will work with the faculty to complete a comprehensive review of the ASL and Wind Energy Technician programs prior to any low enrollment designation. The Online Coordinator/Advisor, with assistance from the Director of Distance Ed, will conduct a comprehensive review of the SLPP program
- (4) Art, with 14 FTE per FTF, is the only academic discipline that does not meet the 20:1 ratio target as set by policy. However, art is up .25 FTE per FTF from last fall. Overall, Liberal Arts was up .08 FTE per FTF.
- ii) Dr. Fewell informed council that DCB is looking for partner institutions to advertise for Farm Business Management students. Council discussed and is satisfied with LRSC's enrollment therefore doesn't feel a need to advertise.
- f) **December 4, 2019 Strategic Planning Session w/System Office**
- i) President Darling informed council that the ND University System office will be conducting a Strategic Planning session on campus from 9-11 a.m. They would like to meet with representatives from Student, Staff, and Faculty Senates for input on the NDUS Strategic Plan.
- ii) Information will be requested from the NDUS office to be distributed to campus for review to prepare for the meeting.
- g) **Academic/Student Affairs Updates**
- i) VP Halvorson discussed the need for more part time math help. He is trying to find someone to take over as International student advisor to free Kristi Hernandez so she can teach more math courses.

- ii) Dr. Fewell will be leaving in November and Dr. Fixen has offered to fill in as Faculty Senate President for November and December, then Heidi Schneider will carry out the rest of the year.

4) ADJOURNMENT

- i) The meeting was adjourned 10:35 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be: Tu-Nov 12@1:30p, M-Nov 25@1:30p, M-Dec 12@1:30p

*Scroll down to see marked up policy changes

Lake Region State College
Policy and Procedure Manual

SECTION 600.01
NON-CLASSIFIED AND CLASSIFIED PERSONNEL

1. Non-Classified:
President, Vice Presidents and any Associate or Assistant Vice Presidents.
Service Area Vice Presidents
Assistant Vice President of Instructional Services
 2. Classified: All non-faculty positions not listed above are classified and subject to the Broadbanding Personnel policies of the North Dakota University System.
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History

Lake Region State College
Policy and Procedure Manual

SECTION 600.03
GENERAL

1. Classified personnel shall be governed by the provisions found in three-four specific reference manuals:
 - a. North Dakota University System Human Resource Policy Manual. The NDUS Human Resource Policy Manual is found in Appendix II: Publications Number 8 and at <http://www.ndus.edu/policies>.
 - b. North Dakota University System of Higher Education Policy Procedure Manual Manual at <http://www.ndus.edu/policies>.
 - b.c. State Board of Higher Education Policy Manual.
 - e.d. Lake Region State College Policy and Procedure Manual.
2. Insurance: The following types of insurance programs are available for classified personnel. Details are available from the Administrative Services Human Resources Office:
 - a. Health Insurance: Blue Cross Blue Shield group plan
 - b. Group Life Insurance
 - c. Disability Insurance
 - d. Worker's Compensation Insurance
 - e. Unemployment Compensation Insurance
 - f. Employees have the opportunity to enroll in dental, vision, long-term care, additional life, and other insurance.
3. The Salary Administration Policy (See Article 400.35).

Professional Membership: It is the policy of Lake Region State College that all employees have the opportunity to participate in and be members of the LRSC Chapter of the North Dakota Employees Association. Administrators may allow release time for employees to attend NDPEA meetings only if the release time does not interfere with work required for efficient and successful operation of LRSC.

Lake Region State College
Policy and Procedure Manual

SECTION 600.04

~~NON-CLASSIFIED PERSONNEL~~ ADMINISTRATIVE COUNCIL

1. Non-classified personnel as described in Article 600.01 serve as the senior management team for LRSC. The President serves as the Chief Executive Officer.
 2. The Administrative Council includes the President and the Service Area Vice Presidents. ~~The Assistant Vice President of Instructional Services shall serve as a resource person to the Administrative Council.~~ These non-classified personnel are designated as officers of the institution.
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Administrative Council Approved 12/20/12

Lake Region State College
Policy and Procedure Manual

SECTION 600.05

CLASSIFIED PERSONNEL

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 2. Lake Region State College personnel excluded from the Broadbanding System are the President, ~~Service Area~~ Vice Presidents, ~~Assistant Vice President of Instructional Services~~ any Associate or Assistant Vice Presidents and faculty.
 3. A complete copy of the North Dakota University System Human Resource Policy Manual is available in the Lake Region State College Administrative ~~Services Affairs~~ Office and ~~at~~ <http://www.ndus.edu//policies/default.asp?ID=290> on the LRSC website.
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History