

Approved on 12/13/19

Administrative Council Meeting Minutes

Wednesday, November 12, 2019

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

Dr. Randy Fixen-Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

TrainND Director Dave Steffen

IT Director Gary Haugland II

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 October 14, 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 announced that CenDak Coop committed to \$30,000, Horizon committed to \$5,000

b) Strategic Planning Session w/System Office December 4, 2019

i) Phil Wisecup and system office crew will be on campus for strategic planning and groups from campus Faculty, Staff and Student Senate committees will meet with them for discussions.

c) Mothers Room on Campus Location

i) VP Halvorson revisited the subject of locating a mother's room on campus. Options not to displace office occupants were discussed and tabled.

3) NEW BUSINESS

a) Train ND-Grand Forks (Director Steffen 1:45)

i) Director Dave Steffen discussed his objectives to achieve increased engagement and awareness of TrainND NE capabilities throughout the counties of Grand Forks, Pembina, and Walsh by June 2021. Keith Reitmeier was hired as a part time employee to assess the training needs for the subject area, how training needs are currently being met, and finally to determine major gaps in the market by the end of November 2019. He will establish a business development strategy for the area prior to February 2020. By April 2020 he will receive the opportunity to make a minimum of two training proposals per month. By June 2021 TrainND will generate \$50,000 in training revenue from Grand Forks, Pembina and Walsh counties.

b) ICON – IT Needs (Director Haugland 2:00)

i) Director Haugland asked permission to purchase an additional podium to use in Chautauqua Gallery. Council granted permission.

ii) Director Haugland discussed subcontracting for the audio-visual needs/equipment for the Ag Center and including that cost in the plan. ICON needs to be consulted on their ideas for the center.

c) DLHS HLC Dual Credit Faculty Tuition Reimbursement (Academic/Student Affairs)

i) VP Halvorson discussed options to replace Dual Credit faculty at DLHS when current instructors retire. Helping possible replacements become HLC qualified by earning a master's degree. One class each semester or 6 credits per year until completed. VP Halvorson received approval to offer instructors tuition assistance.

Policy will have to be amended as it sets a price limit. President Darling suggested changing or making an exception to the policy for this time. [VP Halvorson will be putting forth an amendment to the policy.](#) [VP Kenner will research how to pay the college or reimburse the person.](#)

d) **2019 Annual Enrollment Report Comprehensive Review** (Academic/Student Affairs)

- i) The Annual Enrollment Report identified three Career and Technical Education programs to be reviewed for low enrollment: American Sign Language and Interpreting Studies, Speech Language Pathology Paraprofessional, and Wind Energy Technician. Prior to an official designation as low enrollment, a comprehensive review is conducted to identify the key indicators of program strength as they relate to enrollment. The following are the final recommendations. Enrollment marketing plans approved.
 - (1) American Sign Language and Interpreting Studies be placed on low enrollment and complete an action plan to increase enrollment.
 - (2) Speech Language Pathology Paraprofessional will not be formally designated as low enrollment as LRSC does not employ a full-time faculty member. The Center for Distance Ed will work to improve the efficiency and cost effectiveness of the program.
 - (3) Wind Energy Technician Program will be designated as low enrollment. It is a high-value, high-cost, signature program. This designation will allow for a focused assessment and creation of an action plan to increase enrollment.

e) **City of Grand Forks - Grand Forks Herald Building** (Academic/Student Affairs)

- i) The City of Grand Forks made a proposal to rent space to LRSC in the Herald Building remodel. Council discussed options and agreed that LRSC is not able to rent the space at this time.

f) **Academic Division requests** (Faculty Senate)

- i) Liberal Arts Wing remodel. VP Halvorson commented that it is in discussions.
- ii) New laptop cart. The current one is not easily mobile. Council will consider option.
- iii) Drop liberal arts program review and allow faculty to come up with their own review. VP Halvorson will entertain any suggestions for more meaningful ideas.

g) **2019 Fire Dept. Inspection** (Administrative Affairs)

- i) VP Kenner discussed a couple of items of concern in the report. Objects in theater storage room need to be stored 18 inches from the ceiling, and chemistry lab store room had items in the isles which has since been rectified.

h) **LRSC Campus Committee Assignments 2019-2020**

- i) Continuing to update Faculty Senate, Staff Senate and get student names from Director Dunbar for Students on committees.

i) **Staff Senate Requests Christmas Break Hours**

- i) Council approved Christmas Break Hours for staff, 7:30am to 4:00pm Monday through Friday beginning Wednesday, December 18, 2019 – Friday, January 10, 2020.

j) **Policy 700.02 NDUS of Higher Education**

- i) Adding links to policy. Edit: #1 remove “of Higher Education” Council approved with edit. **(Attached)**.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 3:55 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: Th-Dec 13@1:00a, M-Dec 30@1:00p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
North Dakota University System of Higher Education	700	02

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Changes to policy 700.02 were done to update policy and remove obsolete information.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Human Resources	11/7/19
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen Digitally signed by Sandi Lillehaugen Date: 2019.11.07 11:45:58 -06'00'	11/7/19

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: 11/12/19

LRSC PRESIDENT'S SIGNATURE	DATE
	11/12/19

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 700.02
NORTH DAKOTA UNIVERSITY SYSTEM

1. The North Dakota University System ^{DEICT} of Higher Education (NDUS) publishes a Procedure Manual that can be found on the NDUS website.
 2. [The State Board of Higher Education \(SBHE\) publishes a Policy Manual that can be found on the NDUS website.](#)
 3. [The North Dakota University System \(NDUS\) publishes a Human Resource Policy Manual that can be found on the NDUS website.](#)
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History