

Approved on 1/16/2020

Administrative Council Meeting Minutes

Friday, January 3, 2020

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Heidi Schneider-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 1:04 p.m.

b) **Review of December 13, 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 reported we have raised \$584,000 to date.

b) **Fargo POTP** (Academic/Student Affairs)

i) Fargo PD will be starting their own academy this summer. VP Halvorson does not believe we can maintain the enrollment necessary to be cost effective at the Fargo location without Fargo PD's involvement. LRSC POTP could choose to run one academy at a time with Devils Lake in the fall, Minot in the Spring and Grand Forks in the Summer and still train 75-80 students per year. If we close our Fargo location, we could reduce faculty by one full 12-month FTE. VP Halvorson and Controller Kitchens determined that we need maximum enrollment (30 students) at the Fargo location to recover the cost of maintaining that 12-month position, 4 extra patrol cars, and the other expenses involved with running the program. The program review committee recommended exploring changes for these reasons. Both Lt. Maritato the director group agreed with the recommendation by VP Halvorson that we close the Fargo location and non-renew Sgt. Rognlin. Council approved VP Halvorson's recommendation. **He is to notify the law enforcement agencies in the Fargo area and give Sgt. Rognlin early notice of the contract non-renewal.**

c) **DLHS Dual Credit** (Academic/Student Affairs)

i) VP Halvorson sent a proposal to DLHS to reimburse DLPS for expenses related to Dual Credit teacher compensation. The formula is to pay \$10 per credit/per student and will cost LRSC approximately \$8,500 per year based on current enrollment. This will bring DLHS in line with the same agreement we have with Grand Forks Public Schools. **Principal Hanson asked that LRSC prepare a formal agreement that President Darling and Superintendent Privatsky can sign.**

d) **Early Childhood Education** (Academic/Student Affairs)

i) The Program Review group analyzed the data on the Early Childhood program and decided if we cannot hire our own teacher and move the program to campus, we should close it. We could tie our own Early Childhood program to an Elementary Education degree. The challenges are we would need to hire a full-time faculty member, teacher and para-professionals for the pre-school lab and dedicated classroom/lab space. **LRSC will review the numbers and space utilization to make a final decision.**

e) **Mothers Room on Campus Location** (Academic/Student Affairs)

i) No update.

3) NEW BUSINESS

a) **Digital Display Monitors** (President)

i) Director Haugland received a quote of \$9,225 to add two digital display boards. A kiosk type board will be in the Welcome Center and display board across from the Foundation Office. Council agreed to move forward.

b) **Room, Board and Fees for FY21** (Administrative Affairs)

i) VP Kenner presented the Institutional Charges for the 2019-20 Academic Year. Council discussed raising tech fees 1% to continue to upgrade technology.

c) **Federal Indirect Cost Rate** (Administrative Affairs)

i) Information item: the ICR has been submitted and are waiting upon response. LRSC should use old rate until we hear on the new rate or have them contact that office.

d) **ASL AAS Degree Plan Termination** (Academic/Student Affairs)

i) The Program Review committee recommends that we discontinue the AAS in Interpreting Studies and focus our efforts on teaching American Sign Language. VP Halvorson, Director Nelson, and Assistant Professor Ginther will adjust the ASL Certificate and present those changes to the Curriculum and Academic Standards Committee in February. The recommendation is to reduce the certificate credits from 30 to 18 (eliminating the general education requirement). In addition, we will cease accepting new AAS program majors immediately and work with all existing students to create a “teach out” plan. VP Halvorson will notify his counterpart at MSU that we are giving our required 90 day notice to terminate the Interpreting MOU and submit the paperwork to AAC placing the Interpreting AAS on inactive status with the system office. The ASL-IS Advisory Committee and the ND Deaf and Hard of Hearing Resource Center were consulted and have given support to this plan. Council gave VP Halvorson approval to proceed.

e) **Campus Notification and Press Release Regarding Student Conduct Investigation** (Academic/Student Affairs)

i) A non-sexual assault by students to a student was reported. The victim has declined to participate in a criminal investigation. A letter was drafted to give notice to the students that there is an investigation on going, they will be interviewed and given an opportunity to cooperate. [Campus notice will be sent out on Monday morning 1/6/2020.](#)

f) **Low Enrollment Action Plan: Wind** (Academic/Student Affairs)

i) Marketing efforts and career fairs are planned as usual to heighten interest in the program. Apprenticeship strategies should also be pursued.

g) **Program Review Report** (Academic/Student Affairs)

i) VP Halvorson asked council to review the report. [A special council meeting will be scheduled to discuss the report.](#)

h) **Student Service report**

i) Director Ruch recommends Administrative Assistant Walford pick up a portion of Advisor Wallace’s duties and LRSC compensate her accordingly as she helps to cover in the absence of TRiO Student Advisor Wallace. Director Ruch does not feel comfortable filling the position until the grant is awarded.

i) **Administrative Services**

i) VP Kenner announced that Huck Kruger is back working in the Physical Plant Department to fill the position vacated by Stan McLaughan. He also announced that the Dining Services position has been offered.

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 3:55 p.m. and [will reconvene to discuss Program Review on 1/8/2020 at 11:00 a.m.](#)

b) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: Th-Jan 16@9:30a, M-Jan 27@2p