

Approved on 4/30/2020

Administrative Council Meeting Minutes

Wednesday, April 22, 2020

Teleconference 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

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 1:31 p.m.

b) Review of April 9, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-GMP/Fundraising Update (President)

i) The GMP contracts have been finalized and signed.

b) Open Position Updates (Academic/Student Affairs)

i) Stevan Waddell has accepted the English Instructor and Head Volleyball Coach positions. He earned his MS in English from St. Cloud State University and has 13 years of experience in coaching. Steve is from Melrose, MN where he has been teaching English and coaching volleyball.

ii) Casey Zehrer has accepted the PowerSkills/International Advisor position. Casey has a MS English Education and a BS in Communications. He has been teaching English, multi-cultural literature, journalism and film studies in Belgrade, MN public schools.

3) NEW BUSINESS

a) Report on Furloughs (Administrative Affairs)

i) The official report is attached below.

b) Report on CARES Act Funding (Administrative Affairs)

i) The NDUS Office is working on a document to show the enrollment breakdown for Fall 2018 for all institutions as it would have been had it been prepared using the proper IPEDS definitions. It is hoped a request to the Department of Education will be prepared by the NDUS Office soon to get the funding amounts corrected.

c) Report on Potential Allotment for Current Biennium (Administrative Affairs)

i) The attached spreadsheet shows the amounts each institution would need to cut, using various percentages, in the case of an Appropriated Budget Allotment for the current biennium. No Allotment has been announced; the spreadsheet is just for demonstration.

d) Additional Discussion Items

i) Academic/Student Affairs

(1) Score Requirements: VP Halvorson met with Director Driessen and Registrar Johnson about lifting the score requirements on Accuplacer testing. Concerns: All students will be able to self-enroll in any

classes. It could mean empty courses and student that are only half enrolled or students enrolled in classes for which they are unprepared. Another question the group is trying to work through is what LRSC is going to base scholarship aid on if ACT scores are unavailable? The group will be meeting again tomorrow, President Darling will join the discussion.

- (2) Excellence in Education Award: The committee has chosen a winner and the award will be presented next fall at the Welcome Back Breakfast.
- (3) Athletics Assistant Coach Salaries: Athletic Director Mertens and VP Halvorson are requesting a change in the pay scale for the Volleyball programs assistant coach to create equity among the D-2 sports on campus. Currently Division I Sports: Basketball (men and women) are paid \$6,000 (\$3,000 from camp funds and \$3,000 from the college). Division II Sports: Baseball and Softball: \$3,000 (\$1,500 from camp funds and \$1,500 from the college) but Volleyball: \$6,000 from the institution. The request is to change Volleyball to \$3,000 split equally between camp funds and the college. Council approved the request.

ii) Faculty Senate

- (1) Faculty Representative Schneider reported they had a good meeting today in which they discussed the furloughs, and concerns about students having financial issues. They appreciated learning they could direct them to contact financial aid as benefits have been made available to students having certain issues due to COVID-19.

iii) Administrative Affairs

- (1) VP Kenner was asked to be available to answer questions pertaining to the recent furlough announcement at a Staff Senate meeting this Thursday. Staff Senate President Ruch decided his presence would not be needed as the meeting would be held to gather questions to present to VP Kenner later.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 1:57 p.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be Th-April 30@9:30a

3)a

LRSC FURLOUGH LIST and REASONS FOR INCLUSION ON LIST
NOTICES WERE ISSUED APRIL 16, 2020 FOR A MAY 1, 2020 EFFECTIVE DATE

Employee	Number of Hours Cut	Comments
Dunbar, Scott	25 hours	Workload decreased as Director.
Seibel, Rose	21 hours	Workload decreased as Director.
Stoe, Dawn	21 hours	Workload decreased. Latest hire in the Department.
Weltikol, Jessica	25 hours	Workload decreased. Latest hire in the Department.
Collins, Sheila	21 hours	Learning Commons is closed, student support can be done in a different capacity, sole employee
Hoffman, Doreen	21 hours	FA office is closed to walk in traffic, duties can be perform in a reduced capacity
Lunday, Bobbi	25 hours	Sole staff member in the President's office duties can be performed in a reduced amount of time
Freund, Barbara	Full	Food Service operations closed. All staff members furloughed.
Mertens, Cody	Full	Food Service operations closed. All staff members furloughed.
Thompson, Kerry	Full	Food Service operations closed. All staff members furloughed.
Yule, Janine	Full	Food Service operations closed. All staff members furloughed.
Zierle, Suzanne	Full	Food Service operations closed. All staff members furloughed.
Sattler, Brenda	Full	Food Service operations closed. All staff members furloughed.
Bachmeier, Lois	Full	Schedules and supervises IVN rooms and IVN classes are not being held at this time
Rasmusson, Anne	Full	Duties were transferred to supervisor
Hoover, Amanda	Full	3 person work group, Amanda had less seniority
Gratton, Sarah	Full	3 person work group, Sarah had less seniority
Westphal, Brittany	Full	Workload was already reassigned to others due to a planned leave
Englman, Mike	Full	Less seniority than Freddie, Rick has a faculty contract that must be fulfilled through end of school year
Hjelden, Jessica	Full	3 person work group, Jessica had less seniority

3) c

North Dakota University System Allotment Calculations 2019-21 Biennium								
Campus	Total 2019-21 General Funds Subject to Allotment	Allotment at 3%	Allotment at 3.5%	Allotment at 4.0%	Allotment at 4.5%	Allotment at 5%	Allotment at 5.5%	Allotment at 6%
BSC	31,068,227	\$ 932,047	\$ 1,087,388	\$ 1,242,729	\$ 1,398,070	\$ 1,553,411	\$ 1,708,752	\$ 1,864,094
LRSC	12,945,280	388,358	453,085	517,811	582,538	647,264	711,990	776,717
WSC	10,067,743	302,032	352,371	402,710	453,048	503,387	553,726	604,065
UND	148,332,155	4,449,965	5,191,625	5,933,286	6,674,947	7,416,608	8,158,269	8,899,929
NDSU	132,714,983	3,981,449	4,645,024	5,308,599	5,972,174	6,635,749	7,299,324	7,962,899
NDSCS	36,542,022	1,096,261	1,278,971	1,461,681	1,644,391	1,827,101	2,009,811	2,192,521
DSU	18,593,063	557,792	650,757	743,723	836,688	929,653	1,022,618	1,115,584
MaSU	16,420,616	492,618	574,722	656,825	738,928	821,031	903,134	985,237
MiSU	39,896,693	1,196,901	1,396,384	1,595,868	1,795,351	1,994,835	2,194,318	2,393,802
VCSU	22,658,933	679,768	793,063	906,357	1,019,652	1,132,947	1,246,241	1,359,536
DCB	7,740,826	232,225	270,929	309,633	348,337	387,041	425,745	464,450
UND SMHS	64,883,503	1,946,505	2,270,923	2,595,340	2,919,758	3,244,175	3,568,593	3,893,010
System Office	113,997,097	3,419,913	3,989,898	4,559,884	5,129,869	5,699,855	6,269,840	6,839,826
Forest Service	4,676,664	140,300	163,683	187,067	210,450	233,833	257,217	280,600
Total	\$ 660,537,805	\$ 19,816,134	\$ 23,118,823	\$ 26,421,512	\$ 29,724,201	\$ 33,026,890	\$ 36,329,579	\$ 39,632,268