

Approved on 5/21/2020

Administrative Council Meeting Minutes

Friday, May 15, 2020

Teleconference 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 1:00 p.m.

b) Review of April 30, 2020 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center- Update (President)

i) VP Kenner is working on approving color items. He is waiting for ICON's opinion and noted they should be able to get a final decision by Monday. CM@R Gleason is waiting for the final foundation layout so ordering can begin.

ii) President Darling informed council we received the lease through December 31, 2020 from Curt Tweet

b) Faculty Contracts (Administrative Affairs)

i) VP Kenner reported the contracts will be mailed today.

c) Travel Budget and State Fleet Vehicles (Administrative Affairs)

i) VP Kenner proposed saving travel budget on the depreciation by turning back all State Fleet vehicles that are not specifically assigned to a program. SF vehicles will still be available from DOT. He will need a list of which vehicles can be released. **Discussion was tabled as VP Kenner has more questions for which he will seek answers.** VP Kenner reported we pay \$160 per month depreciation for each vehicle. We need to decide how many we want to keep on campus. Council discussed keeping one SUV, one sedan and the two vans. President Darling would like SF manager give council an opinion.

d) Score Requirements (Academic/Student Affairs)

i) 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. The decision was made to enforce score requirement for the English classes, and the math pre-requisite will be dropped.

3) NEW BUSINESS

a) Emergency Commission request for CARES Act funding (Administrative Affairs)

- i) VP Kenner is still working on input for the system office request. In the meantime, we ordered 200 masks and 10 cases of hand sanitizer.
- b) **Additional CARES Act funds from Dept of Education** (Administrative Affairs)
 - i) VP Kenner announced they sent an additional request for \$383,000. He informed council LRSC has received \$55,000 in student money which has been spent and \$55,000 institution money which has not.
- c) **VSIP Update** (Academic/Student Affairs)
 - i) VP Kenner reported there are no actual applications but there have been three inquiries. HR Manager Lillehaugen is meeting with them informally. Council discussed the possible need to have the President's approval to re-hire for project expertise or training replacements.
- d) **DPAC, Classroom vs. Labs** (Academic/Student Affairs)
 - i) Assistant Professor Sundeen is requesting permission to meet with students in open classrooms in BTC on campus and just use the shop at DPAC. He would like to give the IT department time to remove all the equipment from the classrooms at the old Ag building. Council discussed concerns is for social distancing options, but classrooms are similar in size. Council approved the request.
- e) **Recruitment Efforts for Fall** (Academic/Student Affairs)
 - i) VP Halvorson stated his team is exploring many ways to use additional scholarship funds to recruit students. They are nervous about fall enrollment and are looking for a dollar amount that may be accessed for additional efforts. [President Darling and VP Kenner agreed they would like to see a specific plan and have the team request a budget for the project.](#)
- f) **Registrar's Office Manpower Needs** (Academic/Student Affairs)
 - i) VP Halvorson shared the request by Director Shark and Registrar Johnson to review the furloughed employee noting three seasoned individuals were furloughed from student services and two new employees were left full time. They are requesting bringing Brittany Westphal back on a 19-hour basis. President Darling, VP Kenner and VP Halvorson are willing to revisit the furlough but would like to meet with Director Shark and Registrar Johnson to understand what tasks will be left unfinished if they don't bring Brittany back on a part time basis.
- g) **Chancellor's PR Request** (Academic/Student Affairs)
 - i) Since the SBHE decision on April 29th to return students safely to campus Chancellor Hagerott has requested campuses be vigilant in their communications to stakeholders. He is encouraging public affairs officers like our Director Wood to aggressively look for opportunities for Campus leaders to communicate in public. The expectation of the Chancellor is frequent communications from campus leaders to all the stakeholders on campuses and in communities as the situation evolves. President Darling noted that he serves on the NDUS Smart Restart Task Force and they are tasked with assisting all institutions in exploring the options available to return students safely to campus. He will share information as it is available.
- h) **ACT Testing, Saturday June 13th** (Academic/Student Affairs)
 - i) VP Halvorson explained the sign-up window for ACT Testing was never closed and thus LRSC has 36 people signed up to take test on same day in June. The only two test coordinators besides Brittany Westphal are Jennifer Halvorson and Becky Lang. VP Halvorson recommends testing all with a social distancing protocol in place. Council agreed. Council also discussed encouraging STEM or Health majors to register for the July ACT exam.
- i) **Replacement of Custodian Position** (Administrative Affairs)
 - i) Physical Plant Director Estenson would like to have a replacement for the North Hall custodial position in place and trained by the start of fall semester. [Council agreed and will look at timing to post position.](#)
- j) **800.12 Standards of Satisfactory Progress for financial Aid Eligibility** (Academic/Student Affairs)
 - i) The Satisfactory Progress committee met and reviewed a change to the Standards of Satisfactory Academic Progress Policy. The change allows the financial aid office to exclude transfer credits from the Maximum

Time frame calculation. Many students, nurses especially, transfer credits from previous colleges. These credits don't apply to their degree but are counted toward the maximum time from for getting their degree. Once the student reaches maximum credits, they were required to complete a plan of study outlining what is needed to complete the degree. This was a burden to the student, faculty advisor and FA office. Students accepted into a program by LRSC should be allowed to attempt all credits for that program before they financial aid is disqualified. This change allows the financial aid office to review the transfer students SAP record at the end of each semester, make adjustments to the SAP calculation, before running the Satisfactory Progress Disqualify process. It would exclude the credits from the calculation, hence allowing the student to continue eligibility without an appeal. Council approved. **Changes highlighted see below**

k) **DoL Apprenticeships**

- i) President Darling explained the work that has progressed in the apprenticeship program and hopes to use LRSC's indirect cost money for administration of the grant. He would like to purchase laptops and things needs for this work. VP Kenner requested his office be involved in these things as soon as possible to assist with the budgeting.
- ii) Darrin King, Chief Information Officer for the North Dakota University System CTS has hired the first student apprentice from LRSC's IT program and is looking for a second.

l) **Tioga Visit**

- i) Assistant Professor Jay Johnson and President Darling traveled to Tioga and met with Kathleen Neset of Neset Consulting regarding re-training their oil field employees to maintain the wind farms in the area. Assistant Professor Jay Johnson, TrainND Director Dave Steffen and President Darling will continue to meet to fast-track a summer program for these individuals. Given the time frame the PR announcement will likely take place after the fact.

m) **Faculty Senate**

- i) Associate Professor Schneider explained the Faculty Senate met on Wednesday and basically discussed ideas for their classes if social distancing is still mandatory in the fall.

n) **Administrative Affairs**

- i) VP Kenner referenced an email he received from the state auditors requesting access to student finance data. Some schools do not want auditors to have access to that information and he wants to know where LRSC stands on the subject. President Darling agreed with other System Presidents' concern that FERPA violations are possible and will be the institutions problem. He would rather not give them access. VP Kenner noted this decision potentially causes more work for campus departments which must then run reports for the auditors. He will request the attorneys make a decision covering all institutions uniformly on this subject.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 2:17 p.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be Th-May 21@10:00a



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Standards of Satisfactory Progress for Financial Aid Eligibility	800	12

REQUESTED ACTION: CHANGE ADD REMOVE

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

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Financial Aid Satisfactory Progress Committee	05/13/2020
SIGNATURE & TITLE OF SUBMITTER	DATE
Katherine Nettell Digitally signed by Katherine Nettell Date: 2020.05.13 11:36:51 -05'00'	05/13/2020

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|---|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
Digitally signed by Doug Darling DN: cn=Doug Darling, o=Lake Region State College, ou=President, email=doug.darling@lrsc.edu, c=US Date: 2020.05.15 15:13:03 -05'00'	5/15/2020

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 800.12
Standards of Satisfactory Academic Progress
Financial Aid Office
Effective July, 2011 (Commencing Fall 2011)

In order to receive federal financial aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer, and to all students (both aid and non-aid recipients).

All credits, including transfer credits, that apply to the student degree, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student's record and will be considered in the attempted credits until the student has met the maximum attempted credits for their program. Students who reach the maximum credits will be evaluated to determine what credits shortens their pursuit of their degree. Once a transfer student is identified as attempting maximum credits, the number of credits required to earn the degree will be added to the attempted credits and entered in the Career Exceptions tab in the Attempted Max Units field.

SAP requirements are measured in the following three areas:

1. **GPA (Qualitative):** In order to meet the grade point average requirements, a student will need to have an academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the 4th semester of attendance the student MUST have a cumulative GPA of C (2.0) or better. Below is a chart that illustrates the academic requirements.

Semester	Minimum Cumulative GPA Required
1 st Semester	1.50
2 nd Semester	1.60
3 rd Semester	1.75
4 th Semester	2.00

2. **Credits Attempted (Quantitative):** All students must complete two-thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully complete credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculations include all credits attempted even if they do not pertain to the current degree.
3. **Maximum Time Frame (Quantitative):** All students must complete their declared program within 150% of the published length of the program. A student who has attempted 140% of their program credits will be receive a letter advising them they are reaching the maximum credits. i.e., if the program of student requires 60 credits to graduate than 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

Financial Aid Warning: Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

Financial Aid Disqualification: Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

Financial Aid Probation: Financial Aid Probation status is assigned to a student who has been placed on FA Disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid

probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the FA Probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.

Financial Aid Census Date: The financial aid census date is the first day after the last day to drop/add classes at 100% refund and is the date the financial aid office uses to lock in the enrollment status. FA Census date is the calendar date that corresponds to 8.99% of the semester.

Unofficial Withdrawals: Students who receive all failing or incomplete grades in a semester are considered to have unofficially withdrawn from the college and are immediately placed on Financial Aid Disqualification. This will be disqualification without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless the institution can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the college and/or the U.S. Department of Education. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant.

Successful Completion: Successfully completed credit hours include grades of A, B, C, D, or S. Credit hours that are not considered successfully completed include blank grades, F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete). Unsuccessfully completed hours are included as attempted hours.

Dropped Courses and Official Withdrawals: Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the LRSC FA Census Date.

Treatment of Non-Standard Credits

Type of Credit	Included in GPA Calc	Included in 66.67% Cal (Pace)	Included in Max Time Frame
Audit	NO	NO	NO
Satisfactory/Unsatisfactory	NO	YES	YES
Transfer	NO	YES (excludes ASC courses and W grades)	YES (excludes ASC courses and W grades. Financial aid evaluation is done once student has attempted maximum credits for their stated degree)
Pass/Fail	YES if failed	YES	YES
Consortium/Collaborative	YES	YES	YES
Repeated Courses	YES (Most recent grade)	YES (each attempt)	YES (each attempt)
Developmental Courses (ASC)	NO	YES	YES

Repeated Courses: If a student has successfully passed a course and wishes to retake the course for a higher grade, the course can only be included in his enrollment status once more for financial aid purposes. Failed courses may be repeated and counted towards student's enrollment status until it is passed. The repeated course would be counted as attempted credits.

Transfer credits/Major Changes: Students who have changed their major, pursuing a second degree or are transfer students are more likely to reach the maximum time frame. If a student changes majors or has transfer credits, the credits earned will be included in the calculation of attempted credits, earned credits and maximum time frame. Through the appeal process the financial aid office can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. The student will be required to submit an academic plan that has been approved by an advisor.

Military: Students who are required to withdraw from LRSC after the FA Census Date for military reasons may be placed on Financial Aid Warning or Disqualification. The student should contact the Financial Aid Office to resolve any negative SAP status that resulted from their deployment.

Notification Process: The student will receive a written notification of their Satisfactory Academic Progress Warning and/or Disqualification status at the end of each semester after grades are posted. Applicable holds will be added to the student's Campus Connection hold list.

Appeal Procedures: Financial Aid Appeal is the process by which a student who is not meeting LRSC's SAP standards petitions the institution for reconsideration of eligibility for title IV financial aid. Title IV financial aid includes Federal Pell Grant, Teach Grant, SEOG Grant, Work-Study, Perkins Loan, Direct Loans and Direct PLUS Loans. Students, who fail one or more of the three measures of SAP, are not eligible for federal, state and institutional financial aid. However, students failing SAP standard who had mitigating circumstance, such as death in the family, illness, involuntary military leave, etc, may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Progress Appeal Form. Contact the Office of Financial Aid for an Appeal Form or access the form from the LRSC website at www.lrsc.edu.

The appeal should include:

- Satisfactory Academic Progress Appeal Form
- Documentation to support the reason for failure should be included with the appeal form
- A copy of the Academic Plan of Study, signed by the student's advisor, must be attached

Financial Aid Committee and Decision: SAP Appeals will be handled on an individual basis. If the Director approves the petition, the student will be deemed to be making a satisfactory rate of progress for a period not to exceed one year. If during this time, the student meets the established standards, satisfactory progress will be re-established. Students will be notified of the decision in writing within 30 days.

Appeal of a denied petition may be made in writing to the Vice President of Student Services within 15 days of the notification of denial. The request will be taken to the FA Committee who renders a final decision on all appeals within 30 days of receipt of the written appeal. If the appeal is approved, the student will be deemed to be making satisfactory academic progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory academic progress will be reestablished. The decision of the Financial Aid Committee will be final.