

Approved on 11/23/21

## Administrative Council Meeting Minutes

Monday, November 8, 2021

President's Office 2:00 p.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

Erin Wood, College Relations Director

Oybek Turayev-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 2:06 p.m.

#### b) Review of October 25, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Post-Employment Use of LRSC Email Address (President)

i) Waiting on feedback from IT Director.

#### b) Tuition Revenue Forecast (waiver breakdown report) (Administrative Affairs)

i) Council reviewed the tuition waiver report (**attached below**) provided by Controller Kitchens. They discussed the large increase in waivers and **decided they will need to establish a limit for each category moving forward.**

### 3) NEW BUSINESS

#### a) Professional Growth 700.11.01-4 Policy Change Request (Faculty Senate Representative Turayev)

i) Faculty Senate Representative Turayev presented the Policy Change Request from Faculty Senate to increase access to Professional Growth funds from \$3000 to \$4000 over a two-year period. VP Halvorson discussed the need for the increase and recommended approval. Council agreed, policy to allow maximum of \$4,000 over a two-year period was approved. (**Policy attached below**)

#### b) Mental Health, Suicide Prevention and Awareness (College Relations on behalf of Staff Senate)

i) Director Wood in her role as Staff Senate Secretary stated the Staff Senate Officers met on 11/3/2021 to discuss and vote on participating in the cost of Guest Speaker Kevin Hines as part of the Mental Health and Suicide Prevention and Awareness on campus. Each Senate entity (Faculty, Staff and Student) has discussed and tentatively agreed to pay a 1/3rd of the \$8,000 speaker fee. Student Senate will be limited to \$2,000, so Staff Senate unanimously agreed to cover the difference to make it work. Staff Senate officers agreed to pay \$3,334 and this will be added the Staff Senate Agenda scheduled for next Tuesday, November 9, 2021. He will present Wednesday, November 17 at 2 and 7pm, movie will be shown on Monday.

#### c) Smart Capacity (College Relations)

i) College Relations Director Wood inquired if LRSC is continuing to observe Smart Capacity. VP Halvorson informed council that Academic Affairs has canceled all smart capacity requirements for classrooms.

#### d) CTE Day (College Relations)

- i) In preparation for CTE Day, Director Wood continued to verify smart capacity questions. Especially when considering large groups from area high schools. Breaking up CTE day on February 1<sup>st</sup> into a 2-day event would be necessary if we need to limit number of students in rooms. Council decided to go back to running it like we did pre-COVID19.
- e) **Athletics Update (Academic/Student Affairs)**
  - i) Assistant Athletic Director and Men's Basketball Coach Jared Marshall and Assistant Men's Basketball Coach Colden Hutton are doing well keeping everything rolling. They had the big responsibility to run the MonDak pre-season tournament last week. LRSC has been hosting this tournament for the last 3 years in New Town. Three of our I.T. specialists were there Thursday-Sunday streaming all games. VP Kenner asked how LRSC benefits from hosting the tournament and how the expenses of the tournament are paid. [VP Halvorson will be following up on where the funding comes from to pay for all the helpers outside of the Athletic Department. Halvorson also recognized a need to get a P-card to Coach Hutton who is coaching the Women's Basketball team, as soon the men's and women's teams will be traveling separately.](#)
- f) **Update on Open Positions**
  - i) Bookstore Manager Assistant/State Fleet: Today was the last day to apply.
  - ii) Director of Student Affairs: Closes later this week, three applicants so far. Council may have to reevaluate the job description.
- g) **Discussion**
  - i) President Darling discussed ideas for additional diversity/equity/inclusion actions on campus especially in light of an insensitive video posted recently. Director Wood recommended a few ideas such as an assembly by Spirit Lake Chairman Douglas Yankton. She also plans on visiting with some LRSC graduates. President Darling suggested visiting with the president of CCCC for additional ideas or joint programming. [Council agreed to do more but also recognized the difficulties of getting the students to participate.](#) Student attendance at scheduled diversity events have been low.

#### 4) ADJOURNMENT

- a) **Adjournment**
  - i) The meeting was adjourned at 3:04 p.m.
- b) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be Tu-Nov 23@9:00a, F-Dec 17@9:00a, Tu-Dec 28@1:30p, Tu-Jan 18@1:30p, F-Feb 4@9a

Tuition Waiver Report  
FY12 - FY21  
FY22 thru 10-25-21

Waiver	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22 thru 10-25-21
Athletics Waiver	\$ 40,675.64	\$ 101,897.96	\$ 90,708.78	\$ 95,847.15	\$ 102,277.86	\$ 87,266.43	\$ 102,358.29	\$ 117,652.80	\$ 181,716.18	\$ 69,287.14
Cultural Diversity Tuit Wvr	\$ 29,245.58	\$ 46,143.75	\$ 34,655.54	\$ 35,506.61	\$ 41,561.61	\$ 42,332.94	\$ 46,179.68	\$ 48,215.31	\$ 60,874.62	\$ 29,460.78
Intl Student Tuit Wvr	\$ 37,502.96	\$ 24,390.77	\$ 63,943.91	\$ 54,441.17	\$ 56,544.33	\$ 92,081.92	\$ 77,361.95	\$ 53,790.26	\$ 61,626.20	\$ 60,361.21
Athletic Waiver to Contiguous					\$ 17,878.53	\$ 38,916.00				
Pres Early Entry Tuit Wvr									\$ 854.46	
President's Waiver	\$ 20,434.21	\$ 925.88	\$ 11,226.27			\$ 437.16	\$ 681.06		\$ 314.84	\$ 17,365.66
Dual Credit Tuit Waiver	\$ 75,073.13	\$ 89,702.00								
Pres Online Tuit Waiver								\$ 589.44	\$ 3,689.88	
Waiver-Apprentice Agreement	a								\$ 459.13	
VRRAP Tuition Wvr										\$ 116.64
VRRAP Online Tuit Wvr										\$ 54.00
TA Online Fee Wvr	\$ 9,623.10	\$ 4,013.67	\$ 3,491.53	\$ 1,987.34	\$ 2,446.63	\$ 1,681.44	\$ 1,588.50	\$ 2,176.26	\$ 2,176.26	\$ 670.26
Vet Dep Tuition Waiver	\$ 7,704.91	\$ 4,800.00	\$ 13,148.22	\$ 11,066.17	\$ 8,634.81	\$ 2,473.07	\$ 13,425.65	\$ 34,010.28	\$ 34,010.28	\$ 14,547.33
Vet Dep Online Wvr		\$ 758.16	\$ 248.62	\$ 297.00	\$ 222.18	\$ 49.72	\$ 78.00	\$ 408.00	\$ 408.00	\$ 174.00
Student SBHE Memb Tuit Wvr	\$ 782.58									
Employee Tuit Wvr	\$ 2,809.62	\$ 1,565.16	\$ 3,596.67	\$ 3,736.43	\$ 1,108.72	\$ 1,549.40	\$ 899.40		\$ 5,702.64	\$ 5,405.67
Employee Online Tuit Wvr	\$ 893.97	\$ 782.58	\$ 1,600.00	\$ 1,958.40	\$ 1,243.56	\$ 1,709.82	\$ -	\$ 1,117.26	\$ 581.04	\$ -
Employee GRAFB Tuit Wvr	\$ 510.84	\$ 782.58	\$ 3,200.00	\$ 489.60	\$ 518.76	\$ 536.07				\$ 5,405.67
Empl Online Fee Wvr	\$ 137.04	\$ 252.12	\$ 49.32	\$ 96.24	\$ 52.53	\$ 57.28				\$ 162.00
Natl Guard Wvr	\$ 5,267.58	\$ 3,893.82	\$ 6,783.20	\$ 6,576.69	\$ 10,587.82	\$ 10,573.16	\$ 5,920.59	\$ 11,725.01	\$ 8,598.68	\$ 3,572.06
Senior Citizen Tuit Wvr	\$ 3,130.32	\$ 3,197.04	\$ 3,197.04	\$ 3,260.88	\$ 2,771.80	\$ 3,459.12	\$ 2,848.10	\$ 2,990.98	\$ 2,043.00	\$ 2,043.00
Congress Bundestag Wvr	\$ 958.00	\$ 2,125.00	\$ 1,535.00	\$ 2,620.00	\$ 7,150.00	\$ 2,449.92	\$ 1,325.00			\$ 2,850.00
<b>TOTAL TUITION WAIVERS</b>	\$ 213,508.57	\$ 291,577.53	\$ 230,657.56	\$ 220,336.54	\$ 249,997.27	\$ 297,355.61	\$ 243,439.29	\$ 252,534.21	\$ 361,066.21	\$ 206,069.75
<b>Just some of the misc waivers-non tuition</b>										
Pres Mand St Fee Wvr	\$ 158.44	\$ 68.75					\$ 403.51		\$ 34.00	\$ 510.00
Pres Tech Fee Wvr						\$ 18.75	\$ 150.00		\$ 12.50	\$ 222.60
Pres Dist Ed Wvr			\$ 123.70				\$ 13.56		\$ 18.00	
GFPD MOU Dist Fee Wvr							\$ 2,955.84			
FRTC MOU Dist Fee Wvr							\$ 1,985.28			
FRTC MOU Class Fee Wvr	\$ 300.00	\$ 365.28	\$ 1,124.00		\$ 1,749.51	\$ 2,832.08	\$ 1,985.28			
MIPD MOU Prog Fee Wvr					\$ 104.38	\$ 450.67	\$ 534.91			
GFPD MOU Prog Fee Wvr								\$ 2,228.12		
Pres Wind Prog Fee Wvr								\$ 6,798.71	\$ 1,649.84	
TA Tech Fee Wvr		\$ 5,836.97	\$ 9,708.00		\$ 7,178.10	\$ 6,415.08	\$ 8,922.63	\$ 8,051.57	\$ 4,803.13	\$ 1,328.18
TA Mand Stud Fee Wvr					\$ 799.00	\$ 935.00	\$ 442.00			
Vet Dep Man Fee Wvr	475.33	166.86	307.72		2327.09	1245.52	737.67	151.85	1,891.70	3885.02
Vet Dep Nurs Prog Fee Wvr						800.00	800.00			900




## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Professional Growth Committee	700.11.01	4

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attachment.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate	10/27/21
SIGNATURE & TITLE OF SUBMITTER	DATE
	

### ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
  REQUEST TABLED FOR FURTHER REVIEW  
 Date: \_\_\_\_\_
- REQUEST NOT APPROVED
  REQUEST APPROVED WITH REVISIONS  
 Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
	11/8/21

*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

#### 700.11.01: Faculty Senate Professional Growth Committee

1. The Professional Growth Plan is to be separate from the Faculty Evaluation Program.
2. The intent of the Professional Growth Committee will be to promote professional development for improvement in each faculty member's teaching ability, knowledge, and skills. Unless otherwise directed by the President the yearly funds distributed to the Professional Growth Committee will be calculated by multiplying the number of Faculty Senate members times four hundred and fifty dollars (\$450).
3. Each member of the Faculty Senate must submit a Professional Growth Plan by the last Friday in September or upon application for funds, whichever is first, to the Chair of the Professional Growth Committee.
4. Each member may apply for a maximum of ~~\$3,000~~ **\$4,000** over a two-year period. (The two-year period begins fall, odd numbered years).
5. The funding request must support the individual's Professional Growth Plan, or a revised plan may be required. Upon completion of the funded activity, the recipient will share new knowledge with their colleagues.
6. Application for funds must be accompanied by an approved Request for Absence from Campus from before consideration.
7. Faculty will do a presentation during the fall in-service of the academic year following the year in which funds were used. The Professional Growth Committee will present a final aggregate report to the Faculty Senate and Administration at the May Faculty Senate Meeting. The Lake Region State College Professional Growth Plan shall be monitored and records maintained by the Professional Growth Committee.