

Approved on 02/23/21

Administrative Council Meeting Minutes

Thursday, February 4, 2021

Teams 8:30 a.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

Richard Drury-Faculty Senate Representative

Bobbi Lunday- Recorder

Guests

Preston Sundeen, Ag Ctr Director

David Steffen, TrainND Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:31 a.m.

b) Review of January 21, 2021 Minutes

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

2) OLD BUSINESS

a) Ag Center Building/Fundraiser Update (President)

i) President Darling reported we are at \$960,600 in the fundraising effort.

b) COVID 19 Updates (Academic/Student Affairs)

i) VP Halvorson reported there are three students in quarantine, no quarantining or isolating faculty and staff. 2.4 positivity rate for Ramsey County, state is at 2.9 we are testing more but positivity is lower.

3) NEW BUSINESS

a) Hofstad Ag Center Office Furniture (Administrative Affairs/Director Sundeen 9:10 a.m.)

i) Director Preston Sundeen was granted permission to furnish Coordinator Mylee Kenner's office and while the interior designers were at the building to evaluate her office, they created a layout for the entire Hofstad Ag Center. He admitted he had concerns about the durability of the furniture but was assured there is lifetime replacement. Council asked Director Sundeen to prioritize the most important needs and he indicated the small conference room, entry way and classroom furniture, air compressor, pressure washer and battery charging equipment are the most immediate needs. A more definite plan for furniture replacements will be formulated over the summer.

b) Nurse Faculty Position (Nursing Program & TrainND Shared 9 mo.) (Student/Academic Affairs/Director Steffen 9:30a)

i) Dave Steffen shared information on historical and current revenues and cash balances. His objective is to maintain or increase. They discussed setting a cash balance level to be maintained. It will cost about \$41,000 per year to add 9-month nurse trainer that can be shared with the Nursing Program. The challenge is it is not sustainable to continually seek out nursing trainers. Nurse trainer will bring in \$55,000 in revenue. Director Steffen discussed how he has worked to increase gross profit and taking out direct expense by product mix. Active shooter trainer and soft skill training brings in more whereas the nursing training cost is very high and time consuming. State level support for TrainND is declining when it should be investing. VP Halvorson stated if Director Steffen can fund 50% of a nurse educator, we can decide later if or how we can find funding for the other half from nursing program.

ii) VP Halvorson discussed potential funding options for other 50% of the nurse educator. Perkins funds, program enhancement funding, and use of the Nursing fee account are likely sources. Halvorson did include

the funding to pay for the position for one year in a last minute CRF request submitted by VP Kenner this past Tuesday. If funding through CRF falls through, we could agree to allocate \$28,000 in Perkins funds with the Nursing program fee account making up the difference. Council agreed to move forward for the Nursing Program to share the hire with TrainND.

- c) **TrainND Admin Assistant** (Student/Academic Affairs)
 - i) Council approved TrainND's request to fill the administrative assistant position vacated by the resignation of Amanda Hoover.
- d) **Student Affairs Vacancy (from Doreen's resignation)** (Student/Academic Affairs)
 - i) VP Halvorson discussed vacant positions in Student Affairs. Marissa Halvorson has already been working in Doreen's position, so she will transition permanently leaving us the need to fill the Admissions Associate position vacated by Merissa Halvorson. VP Halvorson requested permission to elevate that position into an Admissions Specialist to hopefully retain that hire longer. He would like to shift duties around accordingly. Admissions Specialist will own and manage the admissions process at LRSC. This role will ensure that all applications are complete and manage communication when apps are not complete. Will also be the lead to answer any student or family inquiries regarding the admissions process or status. In addition, will learn and support the financial aid portion of the admission process. [Permission granted by council to Advertise and search for Admissions Specialist and make Merissa Halvorson's Financial Aid Associate position permanent.](#)
- e) **Student Success Center Update** (Student/Academic Affairs)
 - i) VP Halvorson discussed plans to move forward is on hold until we have full approval and authority from the Department of Education. He is hoping for a March 1st launch on the Center.
- f) **Office Moves** (Student/Academic Affairs)
 - i) VP Halvorson announced he will move English Instructor/Coach Stevan Waddell into the office behind his which is located in the Science wing. He will move Housing Director Dunbar out of the office space inside Student Services to the office vacated by Mr. Waddell and put the new Admissions Specialist in that space. VP Halvorson is aware that he needs a space for CTE Grant Manager Melana Howe. VP Halvorson was granted permission to announce office moves.
- g) **Enrollment Report (final prior to census date)** (Student/Academic Affairs)
 - i) VP Halvorson reported a 7.23% decline in credit production between Spring 2020 and Spring 2021, slightly better than the 10% decline between Fall 2019 and Fall 2020. Overall, down 978 credits comparing Spring 2020 to Spring 2021. Official census date is Monday, February 8th at 4pm so we will have official numbers.
- h) **Game Day Supervisors** (Student/Academic Affairs)
 - i) LRSC is required to have a game day supervisor at the athletic games. VP Halvorson explained that pre Covid19 an administrator was always present. AD Mertens acts as administrator but cannot perform the duty while coaching his team. VP Halvorson requested and received permission to designate one of the directors in his department and if necessary, offer flex time in exchange for supervision of the women's basketball games.
- i) **Athletic Aid Protocol Approval** (Student/Academic Affairs)
 - i) VP Halvorson discussed international and cultural diversity waivers. They should be reviewed and approved every year for flexibility.
- j) **IT Fee Account** (Student/Academic Affairs)
 - i) VP Halvorson reported the technology on campus has doubled in the past year causing many faculty members to need assistance with their technology. He explored the opportunity to increase student technology fees so the IT department can hire additional help. VP Kenner explained that LRSC could increase the fee by no more than \$39.28 per full-time student per year (1% of the current full-time resident tuition rate) unless special permission is requested from the SBHE. The policy to increase the tech fee

requires the request to be submitted to the Director of Finance by February 26, 2021. Institutions must provide for student input concerning the amount of the fee and use of fee revenue. [VP Kenner will calculate how much we will need to increase the fee to cover the cost of additional help in the IT department.](#)

- k) **Commencement Ceremony in May Protocol and Planning** (Student/Academic Affairs)
Council discussed protocol of graduates, faculty, and staff at ceremony only, no reception, live stream the event, a photographer will be hired to do photos as usual.
- l) **ALC and POTP Graduation Ceremony Protocol and Permissions** (Student/Academic Affairs)
 - i) RFA 25% capacity is what we are comfortable with currently so allowing guests per grad accordingly. No reception no personal contact.
- m) **UND Math Partnership Update** (Student/Academic Affairs)
 - i) Still in negotiation for fall 2022.
- n) **ND State Collegiate DECA Conference** (Student/Academic Affairs)
 - i) VP Halvorson received a request from Associate Professor Brown for permission for her and her DECA students to attend the ND State Collegiate DECA conference to be held March 22-23 at the Holiday Inn in Fargo. Typically, the state conference is held the 2nd week of February, but the state director decided to push the conference back – in hopes that the Covid numbers in ND will continue to decline. Associate Professor Brown plans for them all to take a rapid Covid test before leaving for the conference. Associate Professor Brown communicated that masks will be required at the conference and social distancing guidelines will be strictly adhered to. She would like to know if they will be able to participate in the conference at the end of March. Council grants permission to attend the ND State Collegiate DECA conference in Fargo.
- o) **FY22 Proposed Room and Board Rates** (Administrative Affairs)
 - i) Discussion postponed.
- p) **Update on Food Service, Physical Plant Positions** (Administrative Affairs)
 - i) VP Kenner announced they hired Kyle Strinden to fill the vacant custodial position for North Hall. He will start on March 8, 2021.
 - ii) VP Kenner explained they are having a difficult time filling the open cook position and they just received another resignation. Cody Mertens moved to head night cook. VP Kenner looking at a new base salary. Council discussed a \$15 base salary as a change. A suggestion was made to move Food Service, Custodians and Administrative Assistants to an entry level \$16 minimum, but further discussion and financial analysis are needed before any decisions can be made.
- q) **Personal Usage of College Facilities** (Administrative Affairs)
 - i) VP Kenner initiated discussion about boundaries for faculty, staff, or administration using campus facilities for personal projects. Council had a discussion and concluded policies 400.17 and 400.17.02 allow for some personal use and are not being violated.

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 11:40 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be Tu-Feb 23@9a, W-March 10@1:30p, Tu-March 30@8:30a, Tu-April 13@9a

400.17: Usage of College Property



College personnel and their guests may use campus facilities for community service activities that relate to the mission of the institution. Activities that result in personal gain are not allowed without presidential authorization.

History

Administrative Council Approved 07/22/15

400.17.02: Personal Use of State Property



State law prohibits a public employee from using public property for personal purposes when the employee knows such a use is unauthorized and the employee knows that there is some risk of loss or detriment to the government. N.D.C.C.12.1-23.07.

Various state laws and Lake Region State College (LRSC) rules apply to personal use of public property. State law specifically prohibits using a state car for private use. N.D.C.C. 39-01-03. LRSC's "Off-Campus Use of State Property Policy" allows institutional property to be taken to an off-campus worksite under specified conditions, but only for job related use.

Some personal uses are allowed. Certain incidental uses are also allowed, within reason: For example, a private phone call (not at State expense) on a LRSC phone (supervisors can prohibit this altogether, however.) Limited use for such a purpose doesn't result in any loss to the institution. However, taking state property off-campus for personal use or loaning out of LRSC property for personal use/gain is unauthorized.

LRSC, in addition to the specific requirements of North Dakota's laws and policies, strives to encourage its employees to avoid even the appearance of impropriety so as to not violate the public trust.

History

Administrative Council Approved 05/17/10