

Approved on 3/10/21

## Administrative Council Meeting Minutes

Thursday, February 23, 2021

Teams 9:00 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

*Dan Johnson, Registrar*

*Erin Wood, Public Relations Director*

*Jessica Dimitch, Counselor*

*Gary Haugland, IT Director*

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 9:00 a.m.

### b) Review of February 4, 2021 Minutes

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

## 2) OLD BUSINESS

### a) Ag Center Building/Fundraiser Update (President)

i) ND Senate Appropriations Committee added language to help LRSC fund the Hofstad Ag Center. Which is positive but it must pass in the House Appropriations Committee and the full House before it is a reality.

### b) COVID 19 Updates (Academic/Student Affairs)

i) The numbers remain very low.

### c) IT Fee Account- Technician/Help Desk (Gary H. Student/Academic Affairs)

i) The Technology fee account balance is currently \$280,000. VP Halvorson would like to fund an additional position that can be worked into the appropriated budget line eventually. The position would assist with classroom tech needs and basically manage all the new IT equipment. This would free Rick Drury to maintain the growing population of sims on campus. VP Halvorson requested permission to move forward with another position for IT funded from fee account for at least a couple years. VP Kenner asked if we need to increase IT tech fee. VP Halvorson reminded that we just did that in 2019 and if we do not have additional resources in a couple years to fund this position, we can look at increasing the fee at that time. Permission granted to post the position. President Darling reminded them that it is difficult to find qualified applicants for these positions and encouraged the IT Department to consider internships/apprenticeships to grow their own employees.

## 3) NEW BUSINESS

### a) Marketing Strategies (9:00a Director Wood for President's Office)

i) Erin shared information from 25<sup>th</sup> Hour Communication after our ad campaign in Minot for Peace officer students. She described it as a multimedia campaign using video and social media, running from Dec 3-31, 2021. The target demographic was men aged 18-49 in the Minot area, but it hit most of ND. It garnered 82 post reactions, 1 comment, 2 saves, 887 clicks. The video engaged 29,000 impressions off various media platforms. She explained that 98% of the people that clicked on the video watched the entire thing. Click through rate on FB and Instagram was 1.8%-2% they usually aim for .8% so this was very successful. VP

Halvorson stated with fewer academy's the target is to fill all three academy's every semester. The cost for this campaign was around \$900 in total and normally marking costs work-out to \$1,000 per student.

b) **NDSWAPS Summary** (9:45a Jessica Dimitch for Student/Academic Affairs)

- i) LRSC campus counselor Jessica Dimitch briefed council on the results of the system wide anonymous survey of students evaluating alcohol and substance use along with mental health. She discussed growth areas and noted faculty and staff expectations are instrumental in helping students make better choices. The information she presented can be found in its entirety at the bottom of the meeting minutes.

c) **Liberal Arts Certificate** (Dan J. Student/Academic Affairs)

- i) LRSC received permission from NDUS to award Liberal Arts Certificates. Registrar Dan Johnson discussed preparations for awarding the certificates and issues: Financial Aid eligibility, limited resources to manage. VP Halvorson asked the question; if you enroll in AA or AS degree can it automatically add the Liberal Arts Certificate? The answer was no. Johnson explained the process of identifying the students that earned the certificate is easy, but the mechanics of awarding is tough on resources. Dan had various ideas for a system i.e. if students do not return, they award in the fall.

d) **Commencement Ceremony** (President)

- i) Council discussed correcting the verbiage in messaging about the restrictions on the commencement ceremony to help others understand. The facts of the current plan are RFA at 25% capacity will hold around 150 people which we reach with just graduates and podium guests. Those are the parameters for now, perhaps we will be able to raise capacity to closer to the date, this is just how they stand today. We are trying to keep everyone safe; we are thankful that we can have commencement for the students even if it in hybrid form for parents it beats last year's outcome. The graduation committee will brainstorm ideas for gifts LRSC can provide to parents like graduate photographs for each family.

e) **Student Affairs Associate Position** (Academic/Student Affairs)

- i) VP Halvorson stated that Anne Rasmussen resigned to accept a job at Prairie View Elementary as a Special Needs Paraprofessional. Her last day at LRSC is March 8<sup>th</sup>. We are looking to fill her position with a person that will assist all Student Affairs areas. 10-20% of duties in Academic Affairs with term schedule, classroom schedule, and various tasks for Director Nelson. Faculty Representative Drury inquired as to who will take over Anne's role with the co-op students. VP Halvorson assured him it would be worked out and received permission to have HR complete position authorization form to move forward to hire a replacement.

f) **Collection Procedures** (President)

- i) President Darling discussed the decision to cut off access to meal plans for those who have not contacted the Business Office nor made any effort to make payments on their accounts. VP Kenner stated the students have had many opportunities and have received several warnings to stop in to visit about their debts or their meal plans would be shut off. The Business Office tries everything to avoid terminating a student for non-payment. The last resort for the Business Office to get the student's attention is to shut off their meal plan so they will at least come to the Business Office to set up a plan to pay. President Darling stated that cutting off a student's meal plan on the Friday before a three-day weekend is not a method that he can morally support. He asked VP Kenner to engage his team in finding another way and to develop a new procedure to follow. President Darling will follow up in writing to Controller Kitchens that cutting off meal plans will not be used to collect student debt. He asked VP Kenner for the figures on LRSC's total annual uncollected tuition. President Darling suggested offering work scholarships. VP Kenner indicated work scholarships have been used at LRSC in past years and have not been effective. A meeting will be scheduled with Athletic Director Mertens to discuss uncollected student athlete debt.

g) **FY22 Proposed Room and Board Rates** (Administrative Affairs)

- i) VP Kenner announced changes to the room and board rates are as follows:
  - (1) Double and Single Room rates increase by \$100/year (\$50/semester)

- (2) Apartment rent increases by \$150/year
  - (3) Triple Room rates do not increase
  - (4) Gold, Silver and Diamond Meal Plan rates each increase \$100/year (\$50/semester)
  - (5) No increases in LRSC's fee rates
- h) **2021-2022 Academic Calendar Review/Approval** (Academic/Student Affairs)
- i) VP Halvorson and VP Kenner reviewed and found no errors, so the 2021-2022 Academic Calendar is approved to post to the website.
- i) **President's Goal, Evaluation and SPOL Timeline** (President)
- i) President Darling informed council that he is scheduled for a comprehensive evaluation this year. SBHE Vice Chair Casey Ryan will be coordinating the evaluation process and possibly putting focus groups together for students, faculty and staff to provide input. They will send information out that outlines the process and how faculty, staff, students and community members will participate.
- j) **Update on Open Positions**
- i) Advertising for Student Affairs Admissions Specialist, TrainND Administrative Assistant, Administrative Assistant Student Services position, and IT position.
  - ii) VP Kenner stated that without the extra catering for special events the food service department can postpone filling the cook position at this time.
- 4) **ADJOURNMENT**
- a) **Adjournment**
- i) The meeting was adjourned at 11:07 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



See information below...

# STRENGTHS

## ANONYMOUS SURVEY OF STUDENTS EVALUATING ALCOHOL & SUBSTANCE USE ALONG WITH MENTAL HEALTH

- **BELOW AVERAGE** USE OF TOBACCO, E CIGARETTES, AND CANNABIS USE ACROSS 2-YEAR INSTITUTIONS AND REGIONAL INSTITUTIONS
- **78% OF STUDENTS EXPERIENCING SOCIAL ISOLATION** (BELOW AVERAGE) - **LEADING INSTITUTION WHEN IT COMES TO LEAST AMOUNT OF ISLOCATION EXPERIENCED ACROSS NDUS CAMPUSES**
- 1.8 IS THE AVERAGE DRINK OF STUDENTS PER WEEK – **3RD LOWEST OF ALL NDUS INSTITUTIONS ALONG WITH BEING UNDER THE REGIONAL AND TWO-YEAR COLLEGIATE AVERAGE**
- 33.3 % OF 5+ DRINKS IN ONE SITTING (LAST 30 DAYS) – UNDER AVERAGE OF BOTH 2-YEAR INSTITUTIONS AND REGIONAL AVERAGE – **LEADING INSTITUTION WHEN IT COMES TO LEAST AMOUNT OF BINGE DRINKING ACROSS NDUS CAMPUSES**

# GROWTH AREAS

- **20.1% OF STUDENTS THOUGHT THEY MAY HAVE A PROBLEM WITH ALCOHOL OR DRUGS** – HIGHEST OF ALL 11 INSTITUTIONS (5-10% HIGHER)
- 25.3% OF STUDENTS HAVE BEEN FEELING DOWN OR DEPRESSED
- 32.9% OF STUDENTS HAVE BEEN FEELING ANXIOUS OR ON EDGE
- **46.8% OF STUDENTS ARE MENTALLY EXHAUSTED – HIGHER THAN 2-YEAR AND REGIONAL AVERAGE**
- 19% OF STUDENTS HAVE BEEN EXPERIENCING SUICIDAL THOUGHTS (BELOW AVERAGE AMONGST REGIONAL AND 2-YEAR INSTITUTIONAL AVERAGE)
- **10.1% OF STUDENTS HAVE SUICIDAL PLAN** (ABOVE AVERAGE FOR BOTH 2-YEAR AND REGIONAL INSTITUTIONS)
- **7.9% OF STUDENTS HAVE A NEGATIVE VIEW WHEN IT COMES TO REPORTING SEXUAL ASSAULT** (ABOVE AVERAGE FOR BOTH 2-YEAR AND REGIONAL, 2ND HIGHEST AMONGST NDUS CAMPUSES)

# FACULTY & STAFF HIGHLIGHTS

- **14% OF STUDENTS** SAID THEY'D BE LIKELY TO CHANGE THEIR ALCOHOL & DRUG USE BASED ON INSTRUCTORS' EXPECTATIONS
- **61.9% OF STUDENTS** STATED THAT FACULTY & STAFF EXPECTATIONS WERE **EFFECTIVE** IN CONTROLLING THE USE OF DRUGS AND ALCOHOL – **LEADING INSTITUTION WHEN IT COMES THE REDUCTION OF ALCOHOL AND DRUG USE BASED ON FACULTY AND STAFF EXPECTATIONS**
- THE CHANGE STARTS WITH ALL OF US - TALK ABOUT IT
- LOOK FOR TRAINING OPPORTUNITIES IN THE NEAR FUTURE REGARDING MENTAL HEALTH & DRUG/ALCOHOL USE – **MENTAL HEALTH FIRST AID AND BYSTANDER TRAINING**

THANK YOU FACULTY AND STAFF!!!