

Approved on 10/15/21

Administrative Council Meeting Minutes

Friday, September 24, 2021

TEAMS 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 2:00 p.m.

b) Review of September 17, 2021 Minutes

i) The minutes of the previous meeting were reviewed and approved. Discussion regarding part-time teaching contract.

2) OLD BUSINESS

a) Signage Update (College Relations)

i) VP Kenner asked for a number to put into designated reserves for signage. President Darling gave him \$30,000 for signage.

b) Post-Employment Use of LRSC Email Address (Administrative Affairs)

i) President Darling is waiting to meet with Gary to outline protocol.

3) NEW BUSINESS

a) Suggestion Box

i) There was a photograph of the front of the college with the Royals Lion Logo. It was an anonymous suggestion so we cannot ask about the idea behind the photo. Council discussed the frustration of anonymous suggestions and the inability to engage in further discussions with the submitter.

b) Enrollment (College Relations)

i) College Relations Director Wood shared the results of a meeting held by some of LRSC's directors to address enrollment issues at LRSC. Many topics were discussed and presented from the need for a college sports/wellness center, recruitment activities, admissions processes, and scholarship offers. These directors are willing to work on next steps but seek advice from Council.

ii) **President Darling asked Director Wood to chair an ad hoc committee/taskforce to lead the charge into enrollment. He asked her to pull a group together that included faculty and student services. 4-5 people that can pull a plan together. He wants the group up and working by October 1, 2021.**

c) Executive Engagement October 5-6, 2021 (President)

i) President Darling explained that the groups have been put together. Chancellor will have an opportunity to shoot with clay target team, then have dinner with area employers and business leaders to discuss workforce. He will have breakfast with city, county, and area legislative representatives as well as representatives from Forward DL, chamber, and tourism. He will then meet with campus governance group

from Student, Faculty and Staff senates. He plans to visit the US & Current World Affairs class, have a brief meeting with media then appear as guest speaker at the local Rotary Club before departing.

d) **Payment/Waiver NDSCS Farm Management Students** (Administrative Affairs)

- i) Jason Fewell is asking for a yearlong commitment to serve Farm Business Management students. The complex system that generates bills for students cannot accommodate the variants of only billing once per year. [VP Kenner will research if there is a policy to make an exception for certain circumstances to grant presidential waivers this year. VP Kenner will ask Jason Fewell to review his list of clients and determine who should not be billed.](#)

e) **Parking on LRSC Lawns** (Administrative Affairs)

- i) VP Kenner announced that Physical Plant Director Estenson would like to put no parking on the grass signs up by the Ag Center. Council discussed creating an expanded crushed asphalt area for additional parking, and how to find the resources. Other issues to consider were enforcing the no parking signs, planning for large events and having cooperation to assist with parking issues and solutions. Council decided to allow overflow parking on the grass when there are events on campus and does not want Keep Off the Grass signs posted.

f) **Designated Reserve Discussion**

- i) VP Kenner reviewed the Undesignated and Designated Appropriated Reserve Report with council to make final adjustments. [\(Final report attached below\)](#)

g) **Update on Open Positions**

- i) Enrollment Services Associate: President Darling stated that he met with Director Shark who planned to offer this position to Ashlee Collison.
- ii) Accounts Receivable Associate: VP Kenner announced that Shelby Ness will transfer to this position in the business office from her current Bookstore/State Fleet position. He added that they will be re-writing the Bookstore/State Fleet Assistant's position description.
- iii) POTP Faculty: VP Halvorson announced the applications are coming in and interviews will be conducted.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 3:56 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-Oct 15@ 10:15a, M-October 25@ 10:00a

Lake Region State College
Undesignated and Designated Appropriated Reserve Report

As of June 30, 2021

A Undesignated Reserves - "That part of an institution's year-end appropriated fund balance, which has not yet been identified for a specific purpose."

		6/30/2021	6/30/2020	
1	Actual General Fund Revenue	\$ 6,522,856	\$ 6,267,057	
2	Actual Net Tuition Revenue	4,202,130	4,596,051	
3	Total Actual GF & Net Tuition Revenue	\$ 10,724,986	\$10,863,108	

	5%	7%
4 Target 5-7% of Line 3 column "E" prior year	\$536,249	\$750,749

	% of Line 3 (6/30/19)	Undesignated 6/30/21	Undesignated 6-30-20	Incr (Decr)
5 Actual Undesignated Reserve as of June 30, 2021 & 2020 (Note - Please do NOT included designated reserves in this amount)	7.0%	\$750,749	\$760,418	(\$9,669)

6 a. If % on line 5 is less than 5% as of 6/30/21, please attach a plan and timeline for achieving and maintaining at least a 5% reserve, as required per SBHE Policy 810.1 (3a)
b. If the plan is to reduce undesignated reserves below 3%, you must first notify the Chief Financial Officer in writing.

B Designated Reserves - "That part of an institution's year-end appropriated fund balance, which is identified as a reserve and is designated for use in particular areas over time and is not part of the undesignated reserve requirement"

	Designated 6/30/21	Designated 6/30/20	Incr (Decr)
7 Designated reserve as of June 30, 2021 & 2020	\$1,831,930	\$979,874	\$852,056

8 Colleges and universities may maintain appropriated reserves in excess of seven percent. They shall be classified into one of the following "designated" categories:		Brief description	
a	Instructional and academic support	\$225,000	Program Start-up and faculty support (\$175000) & upgrades (\$50000)
b	Recruitment and retention	\$225,000	Recruitment activities
c	Strategic planning initiatives	\$100,000	Preliminary Architectural Plans
d	Safety/security		
e	Accreditation	\$50,000	Faculty qualifications
f	Student services and marketing	\$50,000	Program marketing
g	Technology		
h	Equipment	\$254,000	(200,000),Boom(24,000),Signs(30,000)
i	Capital projects, including deferred maintenance	\$207,930	Deferred Maintenance match
j	Debt service		
k	Sustainability	\$720,000	Cover appropriation reductions as needed.
9	Total (Should = Line 7)	\$1,831,930	

C Total Undesignated & Designated Balance as of 6/30/21 & 6/30/20(Lines 5+7)	\$2,582,679	\$1,740,292
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