

Approved on 4/11/22

Administrative Council Meeting Minutes

Monday, March 21, 2022

President's Office 1:30 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
Joann Kitchens-Controller
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 1:32 p.m.

b) Review of March 1, 2022 Minutes

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

2) OLD BUSINESS

a) Ag Center Baffles (Administrative Affairs)

i) The baffles have been ordered, only one company submitted a bid.

b) Study Room in Learning Commons (Administrative Affairs)

i) VP Kenner has communicated with Mike McLean, the JLG architect in charge of the latest Learning Commons remodel and discussed the feasibility of adding one or two additional study rooms for students next to the existing study rooms. [The next step will be to contact Connect Interiors, the supplier and installer of the original study rooms, to price out additional rooms and furnishings.](#)

3) NEW BUSINESS

a) Academic Approvals from AAC 3/2/2022; ASAC 3/15/2022 (Academic/Student Affairs)

i) VP Kenner asked VP Halvorson to give an explanation about the program changes that were listed on the academic approvals' announcement from Academic Affairs Council meeting. He is curious why Bismarck State College is adding several Certificates, but NDSCS is terminating several Certificates. VP Halvorson explained that BSC is launching a certificate for many of their program offerings and duplicating other institution's offers. NDSCS is terminating programs only in duplicated areas to clean up their catalog. VP Kenner inquired if additional certificate offerings lead to higher completion numbers. Can it help long-term? VP Halvorson reaffirmed the need to look at pro-actively awarding degrees for programs. Liberal Arts certificates have been awarded this way and it has helped completion rates.

b) Policy 400.13 Contractual Agreements (Academic/Student Affairs)

i) Council discussed changes to the policy to include notification of administration when agreements with outside entities are formed. [Policy was approved with one edit to move parentheses.](#) (Attached below)

c) Scholarship initiative Fall 22 (Academic/Student Affairs)

i) The new scholarship initiative to grow enrollments for Fall 22 was discussed. Dr. Darling approved the use of approximately \$200,000 of our reserves to help bolster enrollment and recruit students from the following five very specific student groups: 1) 2018-2022 GED Graduates from the Region III Adult Learning

Center; 2) Students from our NE ND region who are older than average (at least 25 years of age); 3) Students eligible for LAUNCH!, 4) 2022 Home school graduates, and, 5) All graduates of Grand Forks Public Schools.

The details and general requirements for eligibility are:

- (1) The student must enroll full-time, may be full time online, and/or may attend at any of our face-to-face locations (Devils Lake, Mayville & Grand Forks Nursing and at the GFAFB)
- (2) The student must be degree seeking
- (3) These \$2,000 scholarships must be used half in the fall and half in the spring
 - (a) The spring award is conditioned on successful completion of 12 semester hours in the fall with a minimum 2.0 GPA.
 - (b) The Scholarship is for the first year only and is not renewable. First year full time students only, may not be combined with Presidential scholarship.

- ii) In addition, utilizing the same criteria, LRSC will provide tuition waivers that will reduce the international tuition rate to the domestic rate for ten additional students. Provide the Grand Forks AFB Campus \$2,500 scholarships to be used by dependents of military members stationed at the Grand Forks Air Force Base (that additional \$500 must be used for Term V- summer).

d) **LAUNCH! Meeting w/UND Update** (Academic/Student Affairs)

- i) VP Halvorson and Director Nelson met with UND administrators to discuss growing LAUNCH! Associate Provost Karen Plum was positive about growing the LAUNCH! Program. UND will rewrite the letter they send to notify students that they do not qualify for admission to UND outlining the opportunity for admission after successful completion of the LAUNCH! Program.

(1) LAUNCH! is a partnership between Lake Region State College (LRSC) and the University of North Dakota (UND) located on the UND campus in Grand Forks, ND. The program is designed to serve students who are not yet eligible for admission to UND but meet eligibility requirements for LRSC.

e) **Position Authorization Enrollment Services Assistant** (Academic/Student Affairs)

- i) Ashlee Collison has accepted the position as Enrollment Services Specialist. That opens an assistant position in Student Services. VP Halvorson discussed his concerns about filling the position with the potential shortfall we may encounter next year. Council discussed and came to a consensus to fill the assistant position and grant authorization so HR can begin the hiring process. [President Darling agreed and authorized opening the position.](#)

f) **DNP Staffing FY23** (Academic/Student Affairs)

- i) VP Halvorson announced that Julie Traynor will be traveling to North Carolina to help her daughter with her one-year M.D. residency. He was happy to say she has agreed to continue to work remotely for that year.

g) **Budget Planning for FY 23** (Academic/Student Affairs)

- i) VP Halvorson is in the process of planning next year's budget and inquired if they should be budgeting for a \$750,000 shortfall? Council discussed minimizing budgets for equipment and travel for programs and athletics. In the discussion, Controller Kitchens stated she is working on program endowment budgeting which should help pinpoint funds certain programs will have to work into their budgets. Council discussed ideas to streamline the process of accounting for program endowments and tracking spending. [President Darling requested a budget meeting with VPs to focus more time on the details and create a plan.](#)

h) **Strategy Review Update** (Academic/Student Affairs)

- i) VP Halvorson said the meeting with Governor and Office of Management and Budget went well. The Governor inquired about the CTE Center in Grand Forks and was specific about wanting LRSC to take the lead and not Northland Community College of MN.

i) **Mongoose Texting Service** (Administrative Affairs)

- i) Council discussed the pros and cons of continuing the texting service at the cost of \$11,000 per year. Training has not been optimal with the high turnover, but those that use it feel it has been an effective tool

for retention and communication. Higher volume users should focus on training others. The database has been extended to include all students which is one small change that may help open the system to users in different departments. [President Darling would like to see a plan for training and cost-effective utilization.](#)

j) **Graduation** (College Relations)

i) Council discussed graduation 2022. The ceremony will be in person. Let the committee decide if they want to issue tickets. Council thought cake after the ceremony would be enough.

k) **North Dakota Legislators Retreat | April 8, 2022** (President)

i) The ND Legislature has contracted with the Hunt Institute to run their retreat. The Institute has asked President Darling to serve as a resource expert for a session entitled "Achieving North Dakota's Postsecondary Attainment Goal". He will be in Williston the night before for the PTK dinner. We have two students selected to receive honors and one of the students will be traveling with President Darling to New York for the AACC Convention and award presentation.

l) **Update on Open Positions**

- i) PT Motorcoach driver(s): Bus license is required to take a 9-semester hour course. Our bus requires a class B license.
- ii) PT Assistant Coaches Women's Basketball & Volleyball: Coach Clark will look for basketball and Steve will be looking for volleyball assistant coaches
- iii) Enrollment Services Specialist (effective March 10, 2021): Open
- iv) Ag Programs Director (effective July 1, 2022): Lloyd will meet with Preston and Oybek to discuss the position description beyond the faculty position. Executive Director Nord has requested to be on hiring committee and would like to discuss the process.
- v) Director Student Affairs: Council discussed the options to refill as is because of limited funding and enrollment projections or fill with associate VP or VP position.
- vi) Bookstore Manager/State Fleet: Controller Kitchens discussed the current offer that has been extended is having a delay in moving here to take the position. She will be notifying us soon.
- vii) Controller: Academic Affairs Director, Brandi Nelson was hired to fill this position.
- viii) Evening Custodian: Interviews are currently taking place.
- ix) Information Technology (1/2022)-Hiring Frost

m) **Discussion**

4) **ADJOURNMENT**

a) **Adjournment**

i) The meeting was adjourned at 4:05 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be M-April 11@9:03a, Tu-April 26@9a

SECTION 400.13

CONTRACTUAL SERVICES

When non-payroll, contractual services are requested, an *Agreement for Contractual Services Form* must be completed and submitted to Administrative Affairs for approval. Upon receipt of services, a voucher payment form is submitted, along with the *Agreement for Contractual Services Form* to Administrative Affairs Office for payment.

Any contract not listed below, and all lease agreements must be signed by the President and/or Vice President. Administrative Affairs shall be provided a copy of all lease agreements. The following positions have signature authority in the stated areas:

1. Information Technology Director - software site licensing and campus information technology projects.
Definition of information technology includes, but is not limited to hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.
2. Athletic-Director – equipment rental, game day services, contest officials, and bus drivers.
3. Physical Plant Director – equipment rental, agreements and contracts pertaining to building and grounds
4. Housing Director - agreements/contracts pertaining to housing
5. Student Life Coordinator - student activities
6. TrainND Director - agreements/contracts pertaining to Workforce Training
7. College Relations Director: Advertising, recruiting, and marketing agreements

All contracts that contain a hold harmless clause or that indemnify another party and software contracts (including freeware that exceed \$2,500) must be approved by legal counsel pursuant to State Board of Higher Education Policy 840.

History

Administrative Council Approved 400.13 (3) 08/20/02

Administrative Council Approved Update 07/07/15

Administrative Council Approved Update 03/21/2022