

Approved on 5/27/22

Administrative Council Meeting Minutes

Monday, May 9, 2022

President's Office 1:00 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
Joann Kitchens-Controller
Erin Wood, College Relations Director
Oybek Turayev-Faculty Senate Representative
Dan Driessen- Associate Vice President for Student Services
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:01 p.m.

b) Review of April 26, 2022, Minutes

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

2) OLD BUSINESS

a) Graduation

i) Director Wood stated the commencement programs are at the printer. Assistant VP Driessen announced that the awards are done. President Darling and VP Halvorson would like the award winners to go to the stage. They should all be strategically seated in the front row and will all be called up to the stage at one time.

ii) President Darling urged council to remind staff of the soft close.

b) Institutional Goals & Executive Summary (President's Office)

i) President Darling stated he needs more information for the executive summary. Goals are finished.

c) Wind Turbine Repairs (Administrative Affairs)

i) VP Kenner will make sure the information goes to the attorney for review. Council decided requesting funds from the Emergency Commission should be the next step instead of waiting for budget appropriation.

d) Budget Planning for FY 23 (Academic/Student Affairs)

i) Council discussed long term strategy to plan academic and CTE programming.

3) NEW BUSINESS

a) Nursing Program Director (Academic/Student Affairs)

i) VP Halvorson discussed restructuring the nursing department. He would like to create a department of nursing moving Director Clementich to Department Chair and reclassify Coordinator Howard to Nursing Ed Specialist. As a specialist she would be doing the outreach for recruiting, open houses events, advising 50-70 pre-nursing students. Then backfill the coordinator position with an administrative assistant to help answer phones, order supplies, process student applications, and proctor tests. Halvorson also discussed an opportunity to hire two former students and pay them to get the education to grow our own clinical instructors. President Darling agreed he should move forward to create the agreements and positions.

b) Policy 400.35 Salary Administration (Administrative Affairs)

- i) Add “legislative” in front of “salary increase”, change to *staff between Jan 1- March 31 are eligible for a salary increase after successfully completing probationary period.* (Attached below)
 - c) **SBHE Retreat - Campus Response Requested** (Academic/Student Affairs)
 - i) Chancellor requested answers from campus to the following three questions: 1- Campus efforts to address the post-COVID remedial needs of incoming students: 2- Outreach to veterans, servicemembers, and their families: 3- Campus efforts to re-engage students who have stopped out with some college credit and no degree. Council discussed and Director Wood offered to request information from Dr. Ruch for #1 and Director Wood will write something up for #'s 2-3.
 - d) **Summer Hours** (President’s Office)
 - i) It is policy that summer hours will start the Monday following graduation.
 - e) **Update on Open Positions**
 - i) PT Motorcoach driver(s): Controller Kitchens stated they passed along suggestion to Director Marshall to advertise for drivers at the DOT.
 - ii) PT Assistant Coaches Women’s Basketball & Volleyball: VP Halvorson state Softball Coach Boehmer is discussing retiring from head coaching at some time in the future. He would like to look for an assistant coach that could take over as head coach. No decision was made, but permission to hire an assistant coach for softball was granted. Director Marshall was interviewing last week for a replacement for Colden Hutten.
 - iii) Enrollment Services Assistant: All paperwork signed and sent in on 5/4/22.
 - iv) Ag Programs Director (effective July 1, 2022) reopened.
 - v) Director Academic Affairs (Brandi Nelson) Position will be opened as is next week.
 - vi) Information Technology (1/2022): On hold.
 - f) **Discussion**
 - i) Programs: Discussion about adding ASL for HS credit with grant money. Further discussion about adding various Medical Tech programs like; Surge Tech, Medical Lab Tech, Radiology Tech (few clinical sites available), adding Guide and Outfitter under Business Administration, Marine Mechanic. Utilize TrainND as a feeder program.
 - ii) **Mayoral debates**: Tonight, May 9 at 5:30 – 7pm.
- 4) ADJOURNMENT**
- a) **Adjournment**
 - i) The meeting was adjourned at 3:23 p.m.
 - b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be F-May 27@9a, Th-June 23@1:30p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
SALARY ADMINISTRATION	400	35

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
 Add change for cut off date that employees are eligible to receive a salary increase.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs - HR	5/6/22
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen Digitally signed by Sandi Lillehaugen Date: 2022.05.06 10:45:39 -05'00'	5/6/22

ADMINISTRATIVE COUNCIL ACTION:

REQUEST APPROVED REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: 5/9/22

LRSC PRESIDENT'S SIGNATURE	DATE
	5/9/22

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

Lake Region State College
Policy and Procedure Manual

SECTION 400.35
SALARY ADMINISTRATION

I. Purpose

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
 - a. Acknowledge the basic financial needs of all employees.
 - b. Be responsive to market influences
 - c. Strive for internal equity.
 - d. Recognize and reward outstanding performance.
 - e. Retain employees to limit the financial and other (hidden) costs of turnover.
2. Salaries are set and salaries are increased, to ensure fairness based on the following:
 - a. Job Classification
 - b. Cost of living
 - c. Merit
 - d. Equity (internal and external)
 - e. Market
 - f. Salary Compression
 - g. Degree completion
 - h. Workload and responsibility changes
 - i. Work experience (external and internal)
 - j. Promotions
 - k. Successful completion of a probationary period (applies to staff only)
 - l. Interim and acting appointments

II. Procedures

1. The President, in consultation with the Administrative Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.
2. When budgets allow, monies for staff and faculty degree completion, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.
3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.
 - a. Bachelor's Degree - \$2,000 added to current contract base
 - b. Master's Degree - \$2,000 added to current contract base
 - c. Doctoral Degree - \$3,000 added to current contract base

4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.
5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year.
6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus \$500. A Faculty Senate member in the final category shall be awarded \$500 after each additional 5 years.
7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
 - a. Assistant Professor - \$500
 - b. Associate Professor - \$1,000
 - c. Professor - \$1,500
8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:
 Present Salary + $\frac{\text{Category Change} + \text{Degree Change} + \text{Rank Promotion}}{\text{Percentage Raise}}$ = Next Year's Salary.
9. Part-time, overload, and/or off contract faculty compensation:
 - a. \$590 per credit: Faculty Senate members in Category I-II and part-time faculty having taught less than 54 credits for LRSC
 - b. \$630 per credit: Faculty Senate members in Categories III-V and part-time faculty having taught greater than 54 credits for LRSC
 - c. \$690 per credit: Faculty Senate members in Categories VI-IX and benefitted adjuncts.
 - d. \$150 per credit/per student for low enrollment courses with three or fewer students on census date.
 - e. Online: \$225 per student for each student up to 14 students.
10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Science labs will count 1.5 credits for overload compensation.
11. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.
12. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, or to achieve equity in instructional responsibilities.
13. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).

14. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.
15. When contracts are sent to faculty prior to June 20th, they are due back within thirty days, or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20th and June 30th, they must be returned by July 20th as required by SBHE Policy.
16. Staff and faculty hired, promoted, or starting a new position on or after April 1st will not be eligible to receive a legislative salary increase for the following fiscal year. Staff and faculty hired, promoted, or starting a new position between January 1st and March 31st will be eligible to receive a legislative salary increase upon completion of their probation period.
17. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

III. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

Category	Range	Increment	9-Month Contract
Faculty I \$37,000-\$43,500	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
Faculty II \$40,250-\$47,000	\$6,750	\$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
Faculty III \$43,750-\$50,750	\$7,000	\$3,500	14 years Teaching/Working (T-W) Experience BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
Faculty IV \$47,500-\$54,750	\$7,250	\$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
Faculty V \$51,500-\$59,000	\$7,500	\$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
Faculty VI \$55,750-\$63,500	\$7,750	\$4,250	29 years Teaching/Working (T-W) Experience BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
Faculty VII \$60,250-\$68,250	\$8,000	\$4,500	34 years Teaching/Working (T-W) Experience BA and 31 years T-W MA and 27 years T-W

			PhD and 25 years T-W
Faculty VIII \$65,000-\$73,250	\$8,250	\$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
Faculty IX \$70,000 –	\$8,500	\$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W PhD and 35 years T-W