

Approved on 05/31/23

## Administrative Council Meeting Minutes

Wednesday, May 10, 2023

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*  
*Joann Kitchens - Vice President for Administrative Affairs*  
*Dan Driessen- Assistant Vice President for Student Affairs*  
*Melissa Moser-Faculty Senate Representative*  
*Erin Wood-Director College Relations*  
*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 April 28, 2023 minutes

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

### 2) OLD BUSINESS

#### a) College for Kids

i) VP Halvorson stated that faculty are prepared to re-create LRSC's College for Kids summer program.  
[September reminders to faculty for planning.](#)

#### b) Two-Page Executive Summary Due May 25, 2023 (President)

i) Reminder to have answers for questions by May 25, 2023.

### 3) NEW BUSINESS

#### a) Faculty Compensation Amended Request (Faculty)

i) VP Halvorson discussed proposals to faculty compensation policy by the Faculty Welfare Committee. Policy 400.35 Sections 6 and 9. In section 6 the requests for compensation increases were to category change compensation from \$500 to \$850. In addition, a Faculty Senate member in the final category shall be awarded \$850 after each additional 5 years. In section 9 the request to change part-time, overload, and/or off contract faculty compensation was also discussed noting that online pay has been \$225 per student for 15 yrs. After discussion, VP Halvorson moved to accept #6 as written and table the remaining request.  
[Council agreed to accept #6 and hold on further requests.](#)

#### b) Housekeeping on Policy 1400.02

i) Faculty have proposed a housekeeping update to the policy to change the name from Library Media committee to Learning Commons Media committee. Council members were all in favor of the change.  
ii) VP Halvorson added a request to return the number of faculty members on the committee to 3. The policy was changed from 3 to 5 somehow without documentation so it should be changed back to the original number. Council members were all in favor.

#### c) Student Orientation Day (Assistant VP Student Services)

i) Assistant VP Driessen requested permission to hold orientation day on Saturday and Sunday instead of just Sunday. He also requested to make that change permanent. Council agreed to the change.

- ii) Council would like the orientation planning team consisting of Housing Director Dunbar, Student Success Director Zehrer, and Enrollment Services Specialist Collison to plan all activities together. Council would like updates on the activity schedule and what the “required activities” are for students on Saturday.
- d) **SWOT Analysis for Envision 2035** (President)
  - i) Council discussed the strengths, weaknesses, opportunities, and threats to LRSC. The information will be compiled for President Darling to report out to the SBHE during the June retreat.
- e) **Suggestion Box**
  - i) There was an anonymous note in the suggestion box about the scent from the new air fresheners in bathrooms bothering individuals with allergies.
  - ii) It was also noted that complaints have been made about individual offices that have air fresheners/Scentsy warmers, etc. that are also bothering some allergy sensitive individuals.
- f) **Update on Open Positions**
  - i) Advancement Coordinator: An offer was made to both candidates and both offers were turned down. The position will be re-opened.
  - ii) Wind Energy Technician Instructor: Offer is out, hoping to have a response by Friday, May 12, 2023.
- g) **Discussion**
  - i) The proposed equity money survived the final round of cuts. LRSC will receive approximately \$419,000 in general funds to use across the biennium. An equity amount given will start the last pay period in FY23, will get the 6% increase for FY24 and the 4% raise in FY25 along with increased fringes. The equity amount needs to cover all those components. Salaries paid from special funds (local and grants) will need those same funds to cover those equity increases.

#### 4) ADJOURNMENT

- a) **Adjournment**
  - i) The meeting was adjourned at 3:22 p.m.
- b) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be W-May 31@9a, Th-June 29@10:00a, M-July 10@10a, M-July 31@1p



**Learning Commons Media Committee Meeting Minutes**  
**Wednesday, Jan. 11 2023**

**Present:** Marilyn Buresh, April Duchscher, Jolie Johnston, April Hubbard, Darien Bender, Ashlie Varilek  
**Absent:** Lewis Beaver

The meeting began at 12:05 pm in the Learning Commons Presentation Room.

Jolie moved to approve the minutes from the minutes from the Oct. 12<sup>th</sup> meeting.

Ashley seconded the motion.

The motion passed.

**Old Business:**

**E Collection –**

- Jolie introduced information about the new E collection that was online Nov. 1<sup>st</sup>. There are currently 40 who have registered for this so far.
- Jolie gave us a handout with instructions and with her guidance we were able to download and view the E collection entitled Libby on our electronic devices.
- Libby is also available to dual credit students and community members.
- It was encouraged to announce this in class and to bring up and give the handout at the next Faculty Senate meeting.
- We set a goal for getting at least 120 signed up for Libby by the end of January.
- We planned two informational meetings:
  - o Lunch and Learn Monday, January 30<sup>th</sup> from noon to one o'clock in the Learning Commons Presentation Room.
  - o Snack and Share Tuesday, January 31<sup>st</sup> from two to three o'clock in the Learning Commons Presentation Room.
- Both meetings will be on Teams for off campus faculty to attend.
- Funds are available through the Learning Commons Student Attraction Fund for prizes for those who register for Libby.
- The Tuesday, Snack and Share could be tied to January Birthdays (contact Food Services?).
- The Learning Commons Committee will plan a meeting at the Liquid Bean to celebrate hitting our goal of 120 (or not).
- The announcement will also go to Joycelyn's Bulletin.

**New Business:**

**Library Commons Committee Name**

- Faculty Senate still calls the Learning Commons Media Committee the Library Media Committee.
- April D moved that we send the request to change this to the Administrative Council.
- Ashley seconded the motion.
- The motion passed to send the request to the Administrative Council to change the name of the Library Media Committee to the Learning Commons Media Committee in the Faculty Senate handbook.

**Learning Commons Spring Semester Activities**

- February is Black History Month

## Section B: Executive Committee

1. The Executive Committee will consist of the officers of the Faculty Senate.
2. The following duties will be the specific responsibilities of the Executive Committee:
  - a. Serve as the advisory group of the Faculty Senate when called upon by an officer of the administration.
  - b. Refer to the appropriate committee any question of policy on which advice is sought.
  - c. Bring matters recommended by the Faculty Senate to the attention of the appropriate administrative officer for action, and report to the Faculty Senate the action taken.
  - d. Take such emergency action as appropriate to meet responsibilities of the Faculty Senate. Such action is to be presented at the next regular meeting of the Faculty Senate.
  - e. Refer such matters as are approved by the Faculty Senate for study to appropriate committees or agencies.
  - f. Prepare the agenda for meetings of the Faculty Senate.
  - g. Insure that nominations and elections are carried out as specified.
  - h. Appoint a parliamentarian, if appropriate.

## Section C: Standing Committees

1. The Standing Committees of the Faculty Senate shall be:
  - a. Curriculum and Academic Standards
  - b. Professional Growth
  - c. Faculty Rights
  - d. Nominations
  - e. Library Media
  - f. Faculty Welfare
  - g. Tenure
  - h. Outreach Learning Committee
2. The General Committee Guidelines are:
  - a. The standing committees shall be in continuous operation. The term of office for faculty members is two (2) years, beginning July 1. No member shall serve on more than two (2) standing committees at any time.
  - b. Faculty representation to all committees included in this document will be nominated by the Nominations Committee at the April meeting. Additional nominations may be made from the floor. Elections will be held at the May meeting.
  - c. Any non-Faculty Senate member nominated by the President and confirmed by the Faculty Senate has voting privileges within that standing committee.
  - d. The chairperson is to be elected from among the members. The chairperson shall appoint an individual to serve as secretary of the committee. The secretary shall record the proceedings and circulate minutes to the committee members, the President, the Administrative Council and all members of the Faculty Senate.

- ii. To review, establish and recommend changes in vocational, transfer, community education and adult basic skills programs, including such areas as general education requirements, program changes, academic calendar, graduation requirements and instructional policies and procedures.
- iii. To explore and evaluate other curriculum and instructional issues.
- iv. To hear and act upon specific academic appeals.

2. Professional Growth Committee

- a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate, four faculty members nominated and confirmed by the Faculty Senate, and a non-voting secretary nominated by the Vice President of Academic and Student Affairs and confirmed by the Faculty Senate.
- b. Functions:
  - i. To plan, develop and implement a faculty development program.
  - ii. To implement in-service programs and/or faculty developmental leaves aimed at improvement of knowledge, skills and attitudes.
  - iii. To design and recommend faculty and program evaluation systems, including recommendations for promotion and tenure.
  - iv. To make recommendations on any faculty development funds.

3. Faculty Rights Committee

- a. Membership: The Standing Committee on Faculty Rights shall consist of three tenured faculty members elected for staggered terms by the Faculty Senate.
- b. Functions: The functions and responsibilities of this committee are outlined in the North Dakota University System of Higher Education Regulations on the Academic Freedom, Tenure and Due Process (See Section 605, NDUS Policy Manual) (See Section 605.2, Faculty Rights Committee) In broad terms, this committee has specified responsibilities in the areas of academic freedom, tenure and due process.

4. Nominations Committee

- a. Membership: Four faculty members of the Faculty Senate.
- b. Functions: To nominate faculty members for election to all Faculty Senate committees and to all other committees to which Faculty Senate representation is entitled.

5. Library Media Committee

- a. Membership: One (1) administrator nominated by the President and confirmed by the Faculty Senate; five (5) faculty members of the Faculty Senate; two (2) student representatives and librarian (non-voting, ex-officio).

Change  
back to three  
(3)

- b. Functions:
  - i. To serve as a liaison between the library, media services, faculty, students and College Administration.
  - ii. To assist in the formulation of the library policies of instructional resources (library curriculum materials and audio visual service).
  - iii. To promote interest in the development of use of the library and to promote effective use of materials for audio visual service.