

Approved on 10/12/23

Administrative Council Meeting Minutes

Friday, September 8, 2023

President's Office 9:00 a.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
Erin Wood-Director College Relations
Kristi Kienast-Hernandez-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 9:04 a.m.

b) Review of August 28, 2023, minutes

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

2) OLD BUSINESS

a) FY23-24 Institutional Goals (President)

i) Discussed due date of September 15, 2023. [Tabled for revision by VP Halvorson.](#)

b) Music Equipment in Room 15 (Administrative Affairs)

i) VP Kitchens reported that the instruments will be moved out of classroom #15 and stored in an empty apartment in the residence hall for now.

3) NEW BUSINESS

a) Review of Current COVID Protocol (President)

i) To ensure consistency across campus, President Darling initiated a discussion on LRSC's plan for advising COVID positive or close contact employees or students with consistency. LRSC no longer has a COVID protocol. We have guidelines. [VP Halvorson will work on a message to share with campus.](#)

b) Information Technology Department Staffing (Academic/Student Affairs)

i) VP Halvorson requested a commitment from council to move forward to fill a position in the IT department as soon as it becomes vacant. The council made a commitment to fill the position.

c) SBHE BFC Presentation (Administrative Affairs)

i) OMB is requiring three institutions to report each quarter. VP Kitchens will present on behalf of LRSC in the second quarter. She would like council to collaborate with her on the presentation.

d) Appropriated Reserves Reporting (Designated and Undesignated) (Administrative Affairs)

i) LRSC holds \$1.4 million in designated reserve funding and \$745,341 in undesignated reserves, which is the 7% that was targeted. [\(Full report attached below\)](#)

e) Discussion

i) Enrollment: LRSC is down 57 headcount according to the latest report. There are many dual credit enrollments that have yet to be added to this count. When final count comes around, LRSC should be up in head count.

- ii) Request For Proposal: The RFP's have come in from the consultants bidding to lead fundraising for the athletic center. [A committee will meet to review and interview the applicants.](#)
- iii) Weight room: Director Wood inquired as to who maintains the weight room that staff and students are using? She stated the treadmill needs to be fixed or removed. It was reported that student activity fees have not been used recently, but with Student Senate approval, they could be used. HPER class activity fees used to be used to maintain that room. [Director Wood will visit with Controller Nelson to determine where the funding came for the last upgrade to the room.](#)
 - (1) ****Update 9/12/23** In the past, weight room equipment has been purchased from the fee account, program appropriated, and athletics.
 - (a) The fee account balance is \$5,829.73 from which Director Erickstad will have expenses budgeted to be paid. These expenses run through the Academic Affairs Director and VP.
 - (b) The program appropriated fund has \$200 budgeted for weight room equipment for this fiscal year. These expenses run through the Academic Affairs Director and VP.
- iv) Internal audit: President Darling announced that LRSC has been contacted by auditors who've announced they will be conducting an audit of overload contracts. LRSC's overload contract contact is Becky Lang.
- v) Humanities remodel: President Darling and VP Kitchens decided that the brick wall does not need to be covered with sheetrock.
- vi) Food service update: The bucket for the waste liquid has been covered. The dishwasher is still not working but should be getting repaired next week and a new ice machine was ordered.
- vii) Director Wood announced that a mini photo shoot will be taking place in the Tech Center on September 20, 2023.

f) **Update on Open Positions**

- i) Advancement Coordinator: President Darling announced the HR office should have this position posted by next week.
- ii) PT Men's Hockey Coach: President Darling suggested removing from job posting to relist later for next season.
- iii) Custodian: This position will be reposted.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 10:40 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-Sept 25@9a

Lake Region State College
Undesignated and Designated Appropriated Reserve Report
As of June 30, 2023

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

	6/30/2023	6/30/2022
1 Actual General Fund Revenue	\$ 7,192,195	\$ 6,902,525
2 Actual Net Tuition Revenue	4,098,736	3,744,812
3 Total Actual GF & Net Tuition Revenue	\$ 11,290,931	\$ 10,647,337

	5%	7%
4 Target 5-7% of Line 3 column "E" prior year	\$532,367	\$745,314

	% of Line 3 (6/30/23)	Undesignated 6/30/23	Undesignated 6/30/22	Incr (Decr)
5 Actual Undesignated Reserve as of June 30, 2023 & 2022 (Note - Please do NOT included designated reserves in this amount)	7.0%	\$745,314	\$750,749	(\$5,435)

6 a. If % on line 5 is less than 5% as of 6/30/23, 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 6/30/23	Designated 6/30/22	Incr (Decr)
7 Designated Reserve as of June 30, 2023 & 2022	\$1,458,379	\$1,085,358	\$373,021

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	\$100,000	Recruitment activities
c Strategic planning initiatives	\$350,000	Consultant for Fundraising Athletic Facility & begin fundraising.
d Safety/security		
e Accreditation	\$50,000	Faculty qualifications assistance
f Student services and marketing	\$50,000	Program marketing
g Technology	\$50,000	Assist in technology needs.
h		
Equipment		
i Capital projects, including deferred maintenance	\$120,000	Deferred Maintenance match
j Debt service		
k Sustainability	\$513,379	Cover appropriation reductions as needed.
9 Total (Should = Line 7)	<u>\$1,458,379</u>	

C Total Undesignated & Designated Balance as of 6/30/23 & 6/30/22(Lines 5+7)	\$2,203,693	\$1,836,107
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