

Approved on 7/8/24

## Administrative Council Meeting Minutes

Monday, June 3, 2024

President's Office 9:30 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*  
*Scott Sandy-Faculty Representative*  
*Bobbi Lunday- Recorder*

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 9:36 p.m.

#### b) Review of May 3, 2024, minutes

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

### 2) OLD BUSINESS

#### a) Athletic Training Facility Update (President)

i) President Darling informed the council the weekly check is the afternoon of June 3<sup>rd</sup>. The Forty-One Consultants will be on campus June 20-21, 2024.

#### b) College for Kids Update 2024

i) VP Wood informed council that to date about 70 have registered for College for Kids.

### 3) NEW BUSINESS

#### a) Policy 800.20 Digital Literacy Requirement (Academic/Student Affairs)

i) VP Halvorson introduced the policy update and explained that to change the college catalog we must update the policy. This policy update added a designated course or learning module in Digital Literacy to the Associate in Arts (AA) Degree, Associate in Science (AS) Degree, and Associate in Applied Science (AAS) Degree. The Digital Literacy requirement is to earn an associate degree, students must complete the digital literacy requirement through one of the following: Successful completion of: CSCI 101, ENGL 105, NURS 224, or UNIV 101, or a ND University System Institution approved training module, or a NDUS Institution designated digital literacy course. Council approved; **policy attached below.**

#### b) Robert Fawcett Auditorium Use (Administrative Affairs)

- i) Assistant VP Driessen informed VP Kitchens that the matter with Ft. Totten Little Theatre had been handled.
- ii) VP Kitchens shared that she has some concerns with the consistency of billing for auditorium use. Assistant VP Driessen explained that some of that difference is due to tech fees and the amount of time needed.
- iii) VP Kitchens advised with the fair labor and standards act we may want to look at charging a little more for tech fees due to the extra it will cost the institution for the IT staff overtime.

#### c) Courtyard Furniture (Advancement)

i) VP Wood inquired who is responsible for covering the patio furniture after use. She discussed the Night Life Event that was held on campus. The courtyard furniture was left uncovered for several days and the covers were lying on the ground. With the wind and rain, the cushions became saturated and very dirty. Council

discussed [this is not an assignment for a particular employee but employees and students that uncover the furniture need to cover it when they are done. Please share with all departments.](#)

- ii) As a side discussion council agreed it would be better to hold the Night Life event earlier to capture more students. Also, a more targeted campaign working with high school student groups, like providing shirts for promotion would be beneficial to attendance.

d) **Discussion**

- i) President Darling requested council fund a LRSC visit to Oman in late November 2024. Looking at about \$3,000 per person for airfare and incidentals. President Darling would like a VP to attend with Instructor Drury and Director Zehrer. Council agreed it's time to go and will debate who will represent leadership.
- ii) VP Wood announced the Foundation office is likely changing the Key Event date from 4<sup>th</sup> Friday October 25<sup>th</sup> to the Friday before October 18<sup>th</sup>. There are too many other events competing for community attendance. It is the LRSC home hockey opener, UND home hockey vs Boston College, DLHS home football are all on October 25, 2024.
- iii) VP Halvorson announced that all faculty contracts are back with one exception. That faculty member is requesting an extension.
- iv) With the retirement of our History Professor, we need to decide how to offer History and Political Science. Council discussed and decided to keep it the same.
- v) Resignations: Amanda Jordan from Mayville Nursing has resigned, and James Remer from POTP has significantly reduced his contract, those positions will not be filled.
- vi) VP Kitchens discussed LRSC's biennial budget submission. She inquired if she must submit a budget with a 3% cut per the Governor's request. VP Kitchens stated that LRSC is already as lean as possible, and it would be tough to cut 3%. [President Darling advised her to consult with Vice Chancellor for Administrative Affairs/Chief Financial Officer Krebsbach.](#)
- vii) VP Kitchens reviewed the following list of states the NDUS is recommending campuses not hire new remote employees from: California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maryland, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia and Washington DC are those states. The requirements of these states vary. Employers are required to provide benefits that include Unemployment Insurance, Workers' Compensation, Health Plans, Leave Laws, Long Term Care, State Retirement Plan Mandates, Mandatory Training, Probit inquiries for Criminal History, etc. If LRSC has employees already on payroll from one of these states, those employees will be grandfathered in. [In the future individuals applying for remote work with LRSC from one of these states would be automatically eliminated by HR unless they are applying for a position which they would relocate to ND.](#)
- viii) The Staff Retreat Agenda was shared with council. The retreat will be held on July 23, 2024.

e) **Update on Open Positions**

- i) Administrative Assistant Apprenticeships: Rachel Fritz -June 17 start date
- ii) Academic Affairs Coordinator: Colden Hutton will start on 6/24 but will attend NDCEL with Dan D
- iii) Assistant Athletic Director: Sawyer Diseth 6/3/24
- iv) Assistant VP Student Affairs: review apps 6/3 with interviews scheduled for 6/5 & 6/6
- v) PT-Assistant Baseball Coach: 3 applications
- vi) PT-Women's Basketball Coach: Colden Hutton

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 10:39 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-July 8@9:30a



## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Graduation Requirements	800	20

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Add requirement for Digital Literacy to AA, AS, and AAS degrees.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Lloyd Halvorson Digitally signed by Lloyd Halvorson Date: 2024.06.03 08:06:51 -05'00'	

### ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
  REQUEST TABLED FOR FURTHER REVIEW  
 Date: \_\_\_\_\_
- REQUEST NOT APPROVED
  REQUEST APPROVED WITH REVISIONS  
 Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
	6/3/24

*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

SECTION 800.20

GRADUATION REQUIREMENTS

1. All candidates for graduation must:
  - a. File an *Intent to Graduate form* with the Registrar in the Student Affairs Office,
  - b. Clear all College obligations,
  - c. Earn the last 15 semester hours of credit from Lake Region State College, unless the final credits are earned at another institution and one of the following conditions are met:
    - a. The credits are earned through the NDUS Reverse Transfer Policy (SBHE 407.0) and Procedure (NDUS 407.0);
    - b. The credits are earned at another institution and transferred back to LRSC pursuant to a preapproved agreement with the LRSC Registrar's Office; or
    - c. Upon application and approval of the LRSC Registrar.
  - d. Complete all assessment obligations specific to the degree or certificate.

2. Associate in Arts (AA) Degree: An Associate in Arts Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communication Skills	9 semester hours
- COMM 110 is required	
Mathematics, Science and Computer Science	10 semester hours
- Minimum of 2 departments	
- Lab Science is required	
Health, Physical Education and Recreation	2 semester hours
Social Science	9 semester hours
- Minimum of 2 departments	
Arts and Humanities	9 semester hours
- Minimum of 2 departments	
Digital Literacy	
- Designated course or learning module	

3. Associate in Science (AS) Degree: An Associate in Science Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communications	9 semester hours
- COMM 110 is required	
Math, Science, and Computer Science	16 semester hours
- Minimum of 2 departments	
- MATH 103 or higher	
- 8 semester hours of lab science	
Health, Physical Education, and Recreation	2 semester hours

- Social Science 6 semester hours
  - Minimum of 2 departments
- Arts/Humanities 6 semester hours
  - Minimum of 2 departments
- Digital Literacy
  - Designated course or learning module

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete 60 semester hours (some programs require more) with an institutional grade point of 2.0 in a prescribed career and technical curriculum along with fulfilling the following:

- English 110/111 and one of the following 6 semester hours
  - ENGL 120/121, COMM 110, ENGL 105, BOTE 214
- Humanities and/or Social Science 6 semester hours
  - Art, Economics, Language, History, Music, Philosophy, Political Science, Psychology, Social Work, Sociology, Theater, Advanced courses in English, Humanities, Spanish
- Science, Mathematics, and/or Computer Science 6 semester hours
  - Biology, Science, Chemistry, Mathematics (other than MATH 100), Physics, Computer Science/Computer Information Systems, Astronomy, Geology
- Health, Physical Education and Recreation 2 semester hours

- Digital Literacy
  - Designated course or learning module

5. Diploma: The candidate for a Diploma must complete 60 semester hours with an institutional grade point average of 2.0 in a prescribed career and technical curriculum.
6. Certificate: The candidate for a certificate must complete a minimum of 16 semester hours with an institutional grade point average of 2.0 in a prescribed career and technical curriculum.
7. Certificate of Completion: The certificate of completion is granted to those students who have completed a customized training program, which is less than one semester in length.
8. Some programs may have a more rigorous GPA or credit requirement for graduation.
9. Double degrees: To earn two associate degrees, students must meet all requirements for both degrees and an additional 10 semester hours of credit above the minimum from one degree.
10. Digital Literacy: To earn an associate degree, students must complete the digital literacy requirement through one of the following:
- Successful completion of: CSCI 101, ENGL 105, NURS 224, or UNIV 101, OR a North Dakota University System (NDUS) Institution approved training module, OR a North Dakota University System (NDUS) Institution designated digital literacy course.

### History

Administrative Council approved updates (01/21/16)

Administrative Council approved updates (10/25/16)

Administrative Council approved updates (06/03/2024)