

Approved on 4/12/24

Administrative Council Meeting Minutes

Wednesday, March 20, 2024

President's Office 8:30 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
Kristi Kienast-Hernandez and Lauree Wangler-Faculty Senate Representatives
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:33 a.m.

b) Review of February 23, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update

i) The consultants will have a report by the end of the month.

b) Weight Room Relocation Progress

c) College for Kids Update 2024

i) Director Wood reported that she is working with Coordinator Bachmeier to get the class listings finalized and things are going well.

d) 400.34 Waivers Policy & Diversity Waiver Procedure (Academic/Student Affairs)

i) VP Halvorson and committee wanting to be more specific added *"inclusive of all aspects of human differences"* (Updated procedure attached below).

3) NEW BUSINESS

a) 2024-25 Academic Calendar (Academic/Student Affairs)

i) VP Halvorson stated there were a couple changes to mirror the system office calendar more closely. Administrative Council approved the 2024-25 academic calendar.

b) 2023 Program Review – Council Recommendations (Academic/Student Affairs)

i) The Administrative Council members reviewed the committee recommendations and approved as listed. (Attached below).

c) ND University System Strategy Review Presentation to Governor 04/04/24 (President)

i) President Darling explained the goal of this presentation is to make sure all government institutions are forming goals. LRSC is planning to update its brief to include our A.I. intentions. Director Wood informed the council that she has used AI for her first drafts of media releases. President Darling discussed the need for a secure data base that we can use without compromising sensitive information on students. The University System needs to drive this for all campuses. The "big audacious goal" they are asking for from LRSC will be to move a physical presence into the Grand Forks area to deliver CTE auto, nursing and IT programs to high school and college level students.

d) **Hiring Process** (President)

- i) President Darling wanted to review the process everyone is to follow when hiring.
 - (1) Signed authority to fill a position form.
 - (2) HR to advertise and while the position is being advertised:
 - (a) The committee chair chooses a committee,
 - (b) receives approval of committee and reserves application review dates and interview dates on committee calendars.
 - (3) After interview scoring, and background check completed committee chair schedules a meeting to bring the recommendation to the President before the salary determination sheet is done.
 - (4) The search committee chair will call everyone interviewed and thank them for applying.

e) **Suggestion Box**

- i) Three unsigned complaints were discussed.

f) **Job Service ND Pat Bertagnolli** Informational

- i) Cindy Brown invited Mr. Bertagnolli to visit Devils Lake and help inspire growth. He will visit LRSC campus from 10:00 a.m. until 1:00 p.m. He will attend the Rotary meeting on campus then tour DLPS facilities. Governor Burgum appointed Patrick Bertagnolli to serve as the Executive Director of Job Service ND. He was a speaker at ND State DECA and discussed his term as Community Enhancement Director in Watford City, ND. During which they were able to secure funding for The Rough Rider Community Center.
 - (1) The Rough Rider Center is a world class 268,000 sq. ft. multipurpose facility and welcomes the community and visitors to the area. This exceptional public sports complex features: 6-lane competition swimming pool, Baseball diamond, Football field, 2 full-sized ice arenas, 3 basketball courts, 3 volleyball courts, Indoor soccer field, Roller derby arena, Gymnastics center with a rock-climbing wall.

g) **Discussion**

- i) Director Wood reported that during the graduation committee meeting it was brought to her attention that the curtains in RFA have a tear and are getting paint on them from users building sets on stage. The council discussed ways to fix the issue.
- ii) Director Wood reported that she has received an inquiry on creating a cheer team at LRSC.

h) **Update on Open Positions**

- i) Enrollment Services Specialist: Zach Gadbery
- ii) Student Services Associate: On hold, with the resignation of the Assistant VP, LRSC will need a Dual Credit person.
- iii) Art Instructor: Interviews next week provided we can get through applications. (Dual Credit Art with HS)
- iv) English Instructor: Interviews next week provided we can get through applications.
- v) Women's Hockey Coach:
- vi) Social Media & Marketing Specialist:

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 9:55 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-April 12@9a, F-April 26@9:30a

Diversity Waiver Procedure

Consistent with SBHE Policy 820 (1), the Diversity Tuition Waiver is intended to “promote enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community...”

Eligibility Criteria

- Enrolled member of North Dakota Indian tribe or a federally recognized American Indian tribe and Alaskan natives.
- ~~People who bring diversity through their cultural experience, ethnic heritage, age, disability, life experience, and/or are economically disadvantaged.~~ Diversity, for this procedure, is inclusive of all aspects of human differences, including but not limited to age, background, disability, ethnicity, gender, gender identity/expression, language, political views, race, religion, sexual orientation, socioeconomic status, and veteran status.

Applicant Requirements

- Must be degree-seeking from Lake Region State College
- Must submit the Diversity Waiver Application & essay describing how diversity impacts his/her life.

When waivers are available, an applicant who is degree seeking and who has completed the application and essay may only be denied the waiver by a majority vote of the three-member Diversity Waiver Committee.

Renewal Requirements

- Recipients are limited to two years of eligibility, regardless of the size of the waiver received and must earn a 2.0 term GPA for renewal.
- Recipients are encouraged to assist LRSC in its mission to promote understanding of diverse cultures.

Amount of Waivers

- Priority deadline is July 15th. Applications will be awarded on a first come, first serve basis. Applications will be accepted after these dates; however, awards are subject to availability.
- Unless otherwise approved by the President, the number of waivers awarded will not exceed 3% of FTE and will not exceed 50% of the amount of tuition. Tuition waivers do not include fees, books, housing & food.
- Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated.
- Waivers will be approved for an academic year which runs August – May. Waivers will not be issued for the subsequent semester (term) if the student does not meet the 2.0 term GPA requirement.
- This waiver cannot be used in combination with the International student waiver.
- Students who have financial aid or third-party aid (tribal funding, Job Service, employer, or other scholarships) above the cost of tuition, fees, books, room and board, may have their waiver reduced, or cancelled.

Policy Updated February 2024

2023 Program Review - Council Recommendations

Automotive Technology

- Marketing and Enrollment plan has been created and currently being implemented. No further recommendations or action items needed at this time

Business Administration (Accounting, Marketing, Management)

- Academic Affairs to work with Gary in IT to gather cost estimates of improved WIFI and a new printer in the business wing.

Community Paramedicine

- No recommendations or action items needed at this time

Early Childhood Associate

- Academic Affairs to review program enrollment over the next three years; any changes to program or delivery will be reviewed at the next program review in 2026
- Director of Academic Affairs and Marketing to make corrections on material to ensure that the official name of the program is displayed “Early Childhood Associate” – remove “Education”.

Farm Business Management

- No recommendations or action items needed at this time

Fitness Trainer Technician

- No recommendations or action items needed at this time

Law Enforcement

- No recommendations or action items needed at this time

Liberal Arts

- Plant Services to continue renovation of the Humanities Wing
- IT to complete install of technology in the physics classroom
- Encourage Outreach Committee to carry-out survey to assess student interest in class schedules and hybrid course options

Peace Officer Training Program

- Schedule/Location changes have already been implemented to address current period of low enrollment.
- Academic Affairs to solidify partnership with MaSU’s new Criminal Justice program.

Precision Agriculture

- Council to review upcoming, proposed program/curriculum change suggestions from Director Nicholls

Simulation Technology

- International Coordinator and Academic Affairs to solidify MOU with RAFO

Speech Language Pathology Paraprofessional

- No recommendations or action items needed at this time

Wind Energy Technician

- Instructor Salander to seek out professional development for rope/rescue certification