

Approved on 3/17/25

## Administrative Council Meeting Minutes

Tuesday, February 25, 2025

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  
Joann Kitchens - Vice President for Administrative Affairs  
Erin Wood - Vice President for Advancement  
Casey Zehrer - Assistant Vice President for Student Affairs  
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 1:00 p.m.

#### b) Review of January 29, 2025, 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 council that he and VP Wood traveled to Grand Forks to meet with a potential donor. They are planning to meet with an alternate soon. They will not be waiting for an answer before meeting with others.

#### b) Pearson Vue testing room (Administrative Affairs)

i) VP Halvorson plans to check how often the hardware lab is being used. That is a potential testing space.

#### c) Committee Assignment policy (Academic/Student Affairs)

i) Tabled.

#### d) Spring Break Trip Baseball Budget (Academic/Student Affairs)

i) VP Halvorson submitted a cost comparison to what baseball had budgeted to fly for one week compared to driving the now two-week trip. Prices were comparable.

#### e) Website (Advancement)

i) VP Wood explained that they continue to work on the site and still plan to go live after spring semester.

#### f) Art in the Hallway (Advancement)

i) Tabled.

### 3) NEW BUSINESS

#### a) English Position (Academic/Student Affairs)

i) VP Halvorson is looking for formal permission to fill the open English position. President Darling granted permission to fill the full-time tenure track position.

ii) The Jamestown site needs a full-time nursing instructor. There is currently a part-time instructor that would like a full-time position, but they will need to get provisional as they are still working on a master's degree. The position must be opened internally and externally because our candidate does not yet have the necessary credentials. The last several times we opened this position there were no applicants.

- iii) DLHS will have their Ag Program starting in their own building. They want to hire our part-time faculty member as their full-time instructor. LRSC could offer her full time and sell some of her time to the high school. VP Halvorson will meet with Superintendent Clooten to discuss options.
- b) **Policy 700.13 Institutional Guidelines-signed 2-10-25** (Academic/Student Affairs)
  - i) Signed **policy is attached below.**
- c) **Policy 400.35 Salary Administration** (Academic/Student Affairs)
  - i) VP Halvorson explained that this is mostly just clean up starting at number 9. Number 4 is what we agreed to with Faculty Senate. We also made clarifications between the different courses with special circumstances. **Policy signed and attached below.**
- d) **ND UAS Council** (President)
  - i) LRSC has the 2<sup>nd</sup> most UAS's in the University System behind UND. President Darling feels LRSC needs to be involved with the ND UAS Council but since he is retiring in June, he is looking for a VP to pick this up. VP Halvorson volunteered to be the member if he has faculty that will use them in their curriculum. President Darling hopes we can get a faculty member to teach the Part 107 training.
- e) **ForwardDL Board** (President)
  - i) President Darling would like to have someone from LRSC on the Forward Devils Lake Board. TrainND Director Dave Steffen will be asked to serve on the board.
- f) **Staff Recognition Proposal** (Administrative Affairs)
  - i) Tabled. VP Wood and VP Kitchens will be meeting with the committee to review prior to council's review.
- g) **DOE Dear Colleague Letter** (Academic/Student Affairs)
  - i) VP Halvorson reviewed LRSC's website and catalog for references to diversity and waivers and advised that we make changes to comply. Since the dear Colleague letter is not law and not policy the attorney is advising us to just hold for now. The fear is that the new administration will be making examples of the non-compliant campuses. SBHE will be discussing in executive session on February 27, 2025, and hopefully more guidance.
- h) **Graduation Food**
  - i) There will be a meal after the commencement ceremony of cold meat sandwiches, salads, chips, fruit and cake. We expect to serve about 300-350 guests.
- i) **Gym Security** (Academic/Student Affairs)
  - i) VP Halvorson reported that many kids from other schools play in our gym at all hours of the day. This has become a safety issue. We will need to lock all three doors to the gym and set up a camera on the door by the coaches' offices. Students will have to swipe their cards to get in and if they prop the door open, they lose their gym privileges. **VP Halvorson will meet with Director Estenson to work out the new process.**
- j) **Legislative Updates** (President)
  - i) On March 8 LRSC will host a Legislative update with the Farm Bureau and DLHS.
- k) **Discussion**
  - i) President Darling announced that he is out of the office February 26 - March 5 for Arizona Fundraising.
  - ii) Student Senate Provided a list of things they would like fixed in the weight room so they can use it for their workouts. **Assistant VP Zehrer and VP Kitchens will meet with Physical Plant Director to assess the problems and form a plan.**
  - iii) President Darling would like someone from council to respond to the email from JDA in Rugby. They are working with Ameri-Corp and want to work with us to become a school of National Service. **VP Halvorson will engage.**
  - iv) VP Halvorson reported that it has been a rough couple of weeks in the residence halls with a variety of incidents taking place.

#### 4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be M-March 17@9a

b) **Adjournment**

i) The meeting was adjourned at 2:50 p.m.

LRSC FORM 228001 Rev. 10/2014



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Institutional Tenure Guidelines	700	13

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Add a new section 9 on post-tenure review and renumber. Faculty Senate has had input into these revisions and the Tenure Committee has approved them. The full Senate will not meet in time for a full vote of the membership, but there is zero opposition to these changes.

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
L. Halvorson	02/10/2025
SIGNATURE & TITLE OF SUBMITTER	DATE
Lloyd Halvorson Digitally signed by Lloyd Halvorson Date: 2025.02.10 11:55:01 -06'00'	

**ADMINISTRATIVE COUNCIL ACTION:**

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

LRSC PRESIDENT'S SIGNATURE	DATE
	2/10/25

**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 700.13  
INSTITUTIONAL TENURE GUIDELINES

1. **Statement of Regulation:** The North Dakota University System of Higher Education retains unto itself final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration recommendations of the Lake Region State College faculty and endorsement of the President.
2. **Consideration for Tenure Status:** To qualify for Consideration of tenure a faculty member must:
  - a. Complete six (6) years of probationary service to the College
  - b. Be recommended for tenure by the Lake Region State College Faculty Senate Tenure Committee.
  - c. Receive the endorsement of the President of Lake Region State College.
3. **Credit for Previous Professional Experience:** An individual with previous teaching experience may, at the discretion of the College, be given tenure credit not to exceed three (3) years. Such credit will be regarded as service to the College for the purpose of this policy. The decision to award credit for previous teaching experience shall be made in writing by the President at the time of the original employment by completing the *Salary Determination Form*.
4. **Tenure Committee:** The Faculty Senate Tenure Committee shall consist of five (5) members with tenure status as determined by the Faculty Senate Constitution (See Chapter 1400.02)
5. **Tenure-Granting Procedures**
  - a. In September of each academic year the President shall notify those persons who are eligible for tenure and submit these names to the Faculty Senate Tenure Committee for consideration.
  - b. It is the tenure applicant's responsibility to develop and present an application portfolio to the Faculty Senate Tenure Committee.
  - c. The Faculty Senate Tenure Committee may ask the tenure applicant to supplement materials when appropriate, may request a meeting with the Vice President of Academic and Student Affairs, and may take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
  - d. The Faculty Senate Tenure Committee may have access to the individual's master personnel file if the tenure applicant provides the Committee with written permission to review his/her master personnel file.
  - e. The Faculty Senate Tenure Committee shall vote on each case individually.
  - f. The Faculty Senate Tenure Committee shall report its final determination, in writing, to each tenure applicant and to the President.
  - g. The President will present those candidates who qualify for consideration to the NDUS Vice Chancellor of Academic and Student Affairs for action.
  - h. The President of Lake Region State College shall inform each applicant of the Board's final decision.
6. **Tenure Application Process**
  - a. The faculty member who is eligible for consideration of tenure will complete and present an application portfolio to the Faculty Senate Tenure Committee by November, 15. Failure to prepare the application portfolio shall be interpreted as a disinterest in tenure.
  - b. Contents of the application portfolio



- i. A letter of application supporting the request for tenure and evaluation data which would include:
          - 1. Student evaluations
          - 2. Evaluation reports for the past five (5) years prepared by the Vice President of Academic and Student Affairs or the Vice President's designee
          - 3. Any reaction from the applicant to these evaluations
        - ii. Current transcripts and documentation of any additional courses, workshops, or seminars.
        - iii. A minimum of four letters of recommendation which would include letters from:
          - 1. The Vice President of Academic and Student Affairs
          - 2. A peer from within the applicant's division
          - 3. A peer from outside the applicant's division
        - iv. Such other materials as the applicant may desire to include.
7. Evaluation Criteria Used by Tenure Committee:
- a. Teaching effectiveness, as demonstrated by such things as student and faculty evaluations, development and use of teaching materials, examinations and course outlines.
  - b. Fulfillment of professional responsibilities, as demonstrated by such things as involvement with student advisees; serving on division, college and system-wide committees/councils; and membership and service to professional organizations.
  - c. Mastery of the subject matter in discipline, as demonstrated by such things as honors, awards, and publications in subject matter and addresses and presentations of scholarly papers and exhibits.
  - d. Continuing scholarly growth, as demonstrated by such things as fellowships, original research, and additional college credits. Candidates teaching in the academic discipline must have earned a Master's Degree. Candidates teaching in the career and technical areas must have earned a Bachelor's Degree.
  - e. Contributions to the College and the community, as demonstrated by such things as exhibits and performances which bring positive recognition to the College, involvement in co-curricular activities, participation in department and community activities, and participation on student recruitment.
8. Appeal of Tenure Decision:
- a. In the event that a Faculty Senate Tenure Committee decides not to recommend tenure, the applicant may appeal the Committee's decision before the full Faculty Senate.
  - b. In the event that the President determines that the applicant will not receive the President's endorsement, the applicant may appeal the President's decision following the Institutional grievance procedure.
9. Post-Tenure Review
- a. The Tenure Committee will conduct a post-tenure review of all faculty during the third year after their initial awarding of tenured status and at least every five years thereafter.
  - b. In September of the relevant academic year, the Academic Affairs office shall notify the faculty member and the Tenure Committee of the required post-tenure review.
  - c. By November 15th, the faculty member must submit a portfolio of updates since their last tenure review with the follow:
    - i. Student evaluations and supervisory evaluations
    - ii. All classroom observation reports

- iii. Any professional development attended, certifications issued, academic coursework completed, and/or credentials earned
  - iv. Any honors, awards, publications, research performed and/or leadership positions held
  - v. Any memberships and/or service to professional organizations
  - vi. Contributions to the college and community through involvement with community spirited organizations, co-curricular activities, campus committee assignments, and/or student clubs
- d. The Tenure Committee will review the portfolio of updates and prepare a letter to the VP for Academic Affairs indicating if the faculty member is meeting the expectations of teaching effectiveness, continued scholarly growth, and ongoing service to the college and community (as described in Section 7 above). The Tenure Committee may request additional information if needed for clarification.
  - e. The VP for Academic Affairs will forward a letter to the President indicating if the tenured faculty member is meeting or exceeding expectations and shall identify any areas in need of improvement.

10. Faculty Procedure to Change Tenure Track Positions:

- a. In the event that a faculty member requests consideration to change from non-tenure to tenure track status the following criteria for eligibility must first be met:
  - i. The faculty member has been a full-time Lake Region State College faculty member for five (5) consecutive contract years. This application can be submitted during the fifth contract year.
  - ii. The faculty member is not a member of a low enrollment program for the previous two (2) years.
- b. A faculty member with this five (5) years Lake Region State College teaching experience, may be given no more than three years tenure credit.
- c. The faculty member who meets the eligibility requirements shall appear and present the written justification no later than the February Faculty Senate Tenure Committee meeting. The written request shall provide evidence of teaching effectiveness, fulfillment of professional responsibilities, mastery of subject matter in the discipline, and the scholarly growth by the completion of a Master's Degree in the academic discipline or a Bachelor's Degree in the career and technical disciplines.
- d. The Tenure Committee shall forward their recommendation in a letter to the Vice President of Academic and Student Affairs within ten (10) business days. If the Tenure Committee decides against a positive recommendation, the faculty member may appeal the decision to the full Faculty Senate at the next Faculty Senate meeting.
- e. The Vice President of Academic and Student Affairs shall prepare a letter of recommendation to the President within ten (10) business days.
- f. The President shall forward a letter of decision to the faculty member and the Tenure Committee by the first business day in May.

**History**

Executive Dean Approved 700.13 (8) 06/01/88

Administrative Council Approved 700.13 (8) 12/18/12

Administrative Council Approved 700.13 (9) 12/18/12

Administrative Council Approved Updates to (5g, 7d, 9c) 04/21/16

11      "      "      "      02/10/2025





SECTION 400.35  
SALARY ADMINISTRATION

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
- I. 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 \$850. A Faculty Senate member in the final category shall be awarded \$850 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 year's 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:
 
$$\text{Present Salary} + \text{Category Change} + \text{Degree Change} + \text{Rank Promotion} \\ \times \text{Percentage Raise} = \text{Next Year's Salary.}$$
  9. Part-time, overload, and/or off contract faculty compensation:
    - a. Classroom based (face to face courses)
      1. \$710 per credit: Faculty Senate members in Categories I-IV and part-time **faculty having taught fewer than 60 credits for LRSC.**
      2. \$790 per credit: Faculty Senate members in Categories V-IX, **LRSC benefitted adjuncts, and part-time faculty having taught greater than at least 60 credits for LRSC. and LRSC benefitted adjuncts.**
      3. \$175 per credit/per student for low enrollment courses with three or fewer students as of the first Friday of the term.
    - b. Online Courses
      1. ~~3-5~~ **Three, four, and five** credit courses: \$230 per student for each student up to 14 students, effective 8/1/2025 this rate will increase to \$235 per student for each student up to 14 students;
        - i. **Section Stipend:** ~~\$125 section stipend~~ for each online course credit exceeding three credit hours.
      2. ~~2~~ **Two** credit courses will be \$167 per student for each student up to 14 students (rate after 8/1/25 will be \$171);
      3. ~~1~~ **One** credit courses will be \$102 per student for each student up to 14 students (rate after 8/1/25 will be \$104).

4. Faculty teaching online who accept students above the published course capacity will be compensated at the applicable per-student rate for the first and third student. Faculty compensated for the first student, must take a second student without additional compensation. Faculty compensated for a third student, must take a fourth student without additional compensation. All students, five or more above the published course capacity, will be compensated at the per student rate applicable for the course. The Academic Affairs Director will maintain a course capacity list approved by the VP for Academic Affairs.
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. **Classroom based biology, chemistry, and physics** Science labs will count 1.5 credits for overload compensation.
11. The Nursing Program Director will create workload calculations and determine overload for full-time nursing faculty. Nursing faculty, full-time load is thirty-two (32) workload units per academic year. A workload unit is equivalent to one credit. Overload will be compensated per workload unit, based on the Faculty Senate member's category.
12. 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.
13. 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, **when per hour is more relevant than per credit or per student, when contracting with an instructor from another NDUS institution (whether we pay the faculty member directly or we pay the institution via invoice), to create a new course at the request of the institution,** or to achieve equity in instructional responsibilities.
14. 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 year's contract. This information must include degree completions, rank and category changes, and the percent increase (if known).
15. 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.
16. When contracts are sent to faculty prior to June 20<sup>th</sup>, 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 20<sup>th</sup> and June 30<sup>th</sup>, they must be returned by July 20<sup>th</sup> as required by SBHE Policy. **Failure to return a signed contract or other document indicating acceptance of contract terms by the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension.**

The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.

17. Staff and faculty hired, promoted, or starting a new position on or after April 1<sup>st</sup> 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 1<sup>st</sup> and March 31<sup>st</sup> will be eligible to receive a legislative salary increase upon completion of their probation period.
18. 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.

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

Category	Range	Increment	9-Month Contract
<b>Faculty I</b> \$40,000-\$46,500	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
<b>Faculty II</b> \$43,250-\$50,000	\$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
<b>Faculty III</b> \$46,750-\$53,750	\$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
<b>Faculty IV</b> \$50,500-\$57,750	\$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
<b>Faculty V</b> \$54,500-\$62,000	\$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
<b>Faculty VI</b> \$58,750-\$66,500	\$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
<b>Faculty VII</b> \$63,250-\$71,250	\$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
<b>Faculty VIII</b> \$69,000-\$76,250	\$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
<b>Faculty IX</b> \$73,000 –	\$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

**History**

Administrative Council Approved 08/31/99  
 Administrative Council Approved 01/25/00  
 Administrative Council Approved 04/24/00  
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 Administrative Council Approved 06/28/11  
 Administrative Council Approved Faculty Salary Guidelines 02/05/14  
 Administrative Council Approved 03/10/14  
 Administrative Council Approved Faculty Salary Guidelines 12/24/14  
 Administrative Council Approved Faculty Salary Guidelines 05/11/15  
 Administrative Council Approved 05/28/19 – policy rewritten  
 Administrative Council Approved Faculty Salary Guidelines 05/28/19  
 Administrative Council Approved Part-time and Overload 05/28/19  
 Administrative Council Approved 10/02/19  
 Administrative Council Approved 05/06/22  
 Administrative Council Approved 08/26/22  
 Administrative Council Approved Faculty Salary Guidelines 01/23/23  
 Administrative Council Approved Category Change 05/10/23  
 Faculty Welfare Committee Negotiations 04/17/24  
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