

Approved on 04-10-25

Administrative Council Meeting Minutes

Monday, March 17, 2025

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
Erin Wood - Vice President for Advancement
Casey Zehrer - Assistant Vice President for Student Affairs
Bobbi Lunday - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:00 a.m.

b) Review of February 25, 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 announced they are preparing new materials for the next presentation to a major gift donor.

b) Pearson Vue testing room (Administrative Affairs)

i) VP Halvorson learned that the hardware lab is not being used for instruction. He met with Physical Plant Director Estenson and Adult Learning Center Director Hanlan and the space will fit their needs for a testing center. Retrofitting will be relatively easy consisting of building a wall with a window and a door. **Physical Plant is extremely busy, and it will be added to the priority list.**

c) Committee Assignment policy (Academic/Student Affairs)

i) Tabled.

d) Website (Advancement)

i) Nothing new.

e) Art in the Hallway (Advancement)

i) Nothing new.

f) Weight Room (Student Affairs)

i) Assistant VP Zehrer inspected the weight room and compiled a list of needed repairs and costs associated with repair or replacement.

ii) Assign a student employee to do general cleaning. The room needs painting and to reset the current flooring to eliminate gaps.

iii) Assistant VP Zehrer is waiting for quotes to repair the treadmill. VP Kitchens gave Assistant VP Zehrer permission to pay for the repairs out of Housing. The weight bench will need replacement parts or to order a new one.

g) Gym Security (Academic/Student Affairs)

- i) VP Halvorson visited with stakeholders about keeping the doors locked. [He will discuss installing door closers on hallway doors with Physical Plant Director Estenson and cameras on hallway doors with IT Director Haugland.](#)

3) NEW BUSINESS

a) **AmeriCorps and Schools of National Service** (Academic/Student Affairs)

- i) VP Halvorson emailed council information about the program and conveyed that it sounds impressive. Rugby utilizes AmeriCorps to better the business environment. They have a volunteer that is coming to LRSC this fall, and she first searched for a school of National Service and there are none in ND. They encourage colleges to match or supplement the award the student/volunteers receive from AmeriCorps. VP Halvorson suggested that this could be done through graduated tuition waivers with our diversity waiver program. To become a school of National Service we need to fill out the application, prove we are accredited and provided the incentive. Consensus of council was to join this service-learning environment. [VP Halvorson will get LRSC enrolled in the program.](#)

b) **Staff Recognition Policy 1200.03** (Administrative Affairs)

- i) Assistant VP Zehrer presented the request for change to policy 1200.03 adding Excellence in Service Award for a staff member in good standing. He stated that LRSC's Staff Senate did their best to mirror the faculty policy. The Award is for professional development opportunities. This will be peer or supervisor nominated rather than student nominated. [Last line of C should be "faculty". Change references from academic year to fiscal year noting that should also be changed in the faculty policy.](#) Administrative Council approved the 3–5-year proposal. **(Policy attached)**

c) **Bookstore Request - Graduation Tassels** (Student Affairs)

- i) The bookstore is requesting LRSC go away from the different colored tassels for programs to all blue & white tassels. [President Darling would like faculty input on this recommendation before making changes for graduation next year. Assistant VP Zehrer will discuss w/bookstore to see which year they were hoping to implement.](#)

d) **2025-2026 Academic Calendar Approval** (Academic/Student Affairs)

- i) Council approved the academic calendar previously reviewed by the Business Office, Student Records, GFAPB, Nursing, Academic Affairs, Financial Aid, POTP, ALC and NDUS Academic Calendar.

e) **EDRG Interim Report** (Academic/Student Affairs)

- i) VP Halvorson reported that he will be delivering the findings of the EAB Canopy Assessment and Mitigation Optimization Strategies at the DL City Commission and DLPS Board meetings. This research was made possible by the Economic Diversification Research Fund as provided to the NDUS and LRSC by the 68th Legislative Assembly (2023). LRSC partnered to inventory 13,000 trees owned by LRSC, City of Devils Lake, DLPS, NDSD and DL Parks & Recreation. Shaun Prince managed the classroom activities that went along with the field work to create the tree inventory. There are over 4,000 Ash trees so the Emerald Ash Bore that is coming through is going to cause problems. LRSC has 443 Ash trees minus most of the shelterbelt so it's probably closer to 600. When the trees die, they must be removed because they fall apart. The plan is to remove the dying trees, grind out the stump and plant a different tree so we have some to take their place. VP Kitchens is wondering if there is money for the Ash tree problem. LRSC should identify a plan to replace the trees. Work with schools and park board to take down trees and plant new ones. VP Halvorson reported that the grant has \$27,000 left to treat or take down and replace trees.

f) **Learning Commons Evening Food** (Student Affairs)

- i) Assistant VP Zehrer has been reaching out to find a freezer to rent. VP Zehrer requested and received permission to accept a freezer if one presents itself. He will check with Learning Commons Director Johnston to make sure it is acceptable.

g) **Grants Update** (Administrative Affairs)

- i) VP Kitchens requested an update on the grant proposals that are in progress. President Darling discussed the Youth Apprenticeship to link with our Apprenticeship Programs on campus. He added that Melana is also looking at a Helmsley grant on health care equipment. Altru is requesting we provided training programs for radiology etc. [VP Halvorson will include VP Kitchens on the updates. VP Kitchens hoped it could be something we review as a council.](#)

h) **Ag Program Faculty** (Academic/Student Affairs)

- i) VP Halvorson met with DLPS Superintendent Clooten, and he said there are 64 ag teacher openings in the state, and he doesn't expect they will find a teacher for his new ag program and would like to share one of ours. Superintendent Clooten agreed to share in the cost of the benefit package if we had to hire another full-time instructor that could also teach for them. They discussed time of day etc. LRSC hopes they can offer dual credit classes. [LRSC needs to make it clear to the entire ag faculty what the long-term plans are if we add this faculty position. We need to recruit and sustain 40 students in the program and help teach the high school classes.](#) Council agreed to the plan to move forward and offer another full-time benefited ag faculty position and to teach 4 classes at DLHS.

i) **Legislative Updates**

- i) [\\$12 million Schreiber Beck Bill](#) (Administrative Affairs) Some campuses are already applying for pieces of this pie. VP Halvorson suggested gearing up for an Industrial Technology Program. Council debated pros and cons.

j) **Discussion**

- i) VP Wood announced the CCF is purchasing Award Spring software to manage scholarship awards. Dickinson State is using the software and has offered some tips and assistance as LRSC starts using it.
- ii) 3/18/24 Open House from 4p-7p at the Ag Center for National Ag Week.
- iii) President Darling canceled his NCMPR trip and rescheduled to go to AACC instead so he can accompany our PTK Coca Cola Scholarship winner. He will also be attending the PTK Catalyst 2025 in Kansas City, MO.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-March 31@1p, Th-April 10@1:30p, April 21@9a

b) **Adjournment**

- i) The meeting was adjourned at 11:36 a.m.



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT	1200	.03

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
 The LRSC Staff Senate proposes the addition of an Excellence in Service award.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
LRSC Staff Senate	3/6/2025
SIGNATURE & TITLE OF SUBMITTER	DATE
Casey Zehrer Digitally signed by Casey Zehrer Date: 2025.03.06 10:10:18 -06'00'	3/6/2025

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
- REQUEST NOT APPROVED
- REQUEST TABLED FOR FURTHER REVIEW
Date: _____
- REQUEST APPROVED WITH REVISIONS
Date: 3/17/25

LRSC PRESIDENT'S SIGNATURE	DATE
	3/17/25

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

1200.03 College Employees: Recognition of Significant Achievement

1. **Determination:** The President and Administrative Council determine which achievements are significant. Input may be obtained from the Staff Welfare Committee and the Faculty Senate.
2. **Recognition:** The President will present a gift (plaque, chair, or other award) and accompanying certificate of recognition to the selected employee at the Annual Banquet of the Community College Foundation, Annual Faculty and Staff Breakfast, and/or during the annual Commencement Exercises, or other appropriate event.
3. **Excellence in Educating Award:**
 - a. The Community College Foundation instituted an Excellence in Educating Award in 1983. This award is presented by the Community College Foundation.
 - b. Any full time benefitted faculty member, after their fifth year of service, who has not been presented the award within the previous ten years, is eligible for this award.
 - c. The selection process shall be managed by the Faculty Senate and shall require written letters of nomination from faculty, staff, and/or students; an award selection committee that includes faculty, at least one staff member, and one student member; and deadlines for for nomination and selection.
 - d. In addition to the award provided by the Community College Foundation, the institution will provide the recipient of the Excellence in Educating Award with \$2,000 for travel to an approved conference, workshop or other professional development activity to be used within the next two academic years.

4. Excellence in Service Award

- a. The LRSC Staff Senate requested an Excellence in Service Award in 2025 to recognize the important role that staff plays in achieving our mission. This award is presented by the Community College Foundation.
- b. Any full-time benefitted staff member in good standing, verified by the division vice- president, after their third consecutive year of service, who has not been presented the award within the previous five years, is eligible for this award.

- c. The selection process, nomination deadline, and selection deadline shall be managed by the Staff Senate. Nominations must be submitted in writing within the timeline specified by the Staff Senate. Award recipients shall be chosen by a committee appointed by the Staff Senate, which must include at least one staff faculty member.
- d. In addition to a recognition plaque and award package provided by the Community College Foundation, the recipient of the Excellence in Service Award will receive a professional development allocation of up to \$2,000 for travel, registration fees, and related expenses to an approved conference, workshop or other professional development activity to be used within the next two academic fiscal years.

4-5. _____ Other achievements which merit recognition may be recognized by a letter of commendation from the President.

5-6. _____ Emeritus Status

- a. Achieving Emeritus status is to be viewed as the highest honor that Lake Region State College may bestow upon a retiring faculty member, administrator, or professional. The Emeritus status may be granted to retiring faculty, senior administrator or professional who have demonstrated leadership and service to the college and its communities.
- b. Criteria for Emeritus status may include, but are not limited to length of service to the Institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. Nominations for Emeritus status must be submitted within one year of retirement.
- c. Any Faculty/Staff Senate member may nominate a member for emeritus status. The documented nomination should include the following:
 - i. A paragraph describing why the individual merits this distinction (i.e. significant contributions to the institution, the state, and/or service to the faculty member's academic discipline).
 - ii. Date of initial appointment
 - iii. Length of service

- iv. Date of retirement
- d. The nomination will be submitted to the President of the Faculty/Staff Senate who presents the nomination for a vote of the Faculty/Staff Senate. The Faculty/Staff Senate makes a recommendation for Emeritus status by a majority vote and sends its recommendation to the nominee's VP, who will make the recommendation to the LRSC President. The LRSC President makes the final decision. In the case of a senior administrator, any member of the Administrative Council may send nomination directly to the LRSC President for approval.
- e. Benefits for Emeritus Status
 - i. Lake Region State Emeritus ID card
 - ii. Retention of LRSC e-mail address
 - iii. Parking - special permission to park in visitor parking
 - iv. On-campus workspace when available shall be provided.
 - v. Consistent with their roles and responsibilities, college computing privileges will be retained.
 - vi. Upon invitation, may serve on college boards and committees.
 - vii. By nomination and vote of the Faculty/Staff Senates, may retain membership.
 - viii. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.

6.7. _____ Honorary Associate Degree: Lake Region State College may grant an honorary Associate degree according to NDUS policy (See Section 430.1).

History

Administrative Council Approved 1200.03 (3)
 Administrative Council Approved 1200.03 (5) 06/27/16
 Administrative Council Approved 1200.03 (3) (3,c) (3,d) 04/24/17
 Administrative Council Approved 1200.03 12/03/18
 Administrative Council Approved 1200.03 (4) 03/17/25

