

Approved on 5-19-25

## Administrative Council Meeting Minutes

Tuesday, April 29, 2025

President's Office 2:00 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 Senate Representative*

*Jen Wignall - Recorder*

### **Guests**

### **1) CALL TO ORDER/REVIEW MINUTES**

#### **a) Call to Order**

- i) The meeting was called to order at 2:00 p.m.

#### **b) Review of April 10, 2025, minutes**

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

### **2) OLD BUSINESS**

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

- i) Continuing to meet with consultants. There have been a few major asks in progress. Consultants will be coming late summer or early fall.

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

- i) Nothing new to report from last council meeting.

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

- i)

#### **d) Weight Room (Student Affairs)**

- i) There are some funds available for new equipment students have been requesting. There is a plan for summer cleaning of all the mats on the floor.

#### **e) Gym Security (Academic/Student Affairs)**

- i) The key card technology is still up in the air as the door locks are becoming outdated. Gary Haugland is considering options before making additional investments.

#### **f) Bookstore Request - Graduation Tassels (Student Affairs)**

- i) Faculty Senate voted in favor of the discussion from last meeting. Blue and white for over 60 credits, anything less than 60 would be white. This will start graduation 2026.

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

- i) This was cut by President Trump. The feds cut funding for AmeriCorps so partnership is uncertain.

### **3) NEW BUSINESS**

#### **a) Website (Advancement)**

- i) August 1, 2025 will be the new launch date. The delay is due to assisting with the assurance review. Testing and training will take place during the summer.

- b) **Proposed Professional Growth Funding Guidelines** (Academic/Student Affairs)
  - i) There has been some question on guidelines for requesting funds and timelines in which they are necessary to be submitted to the committee. The committee met and discussed some grey areas that can cause uncertainties for members during the approval process. VP Halvorson has brought the proposed new guidelines. Requests should be turned in 90 days prior to conference date. The number of faculty from one department should be limited to two per conference. Anything exceeding \$3,000 would need additional approval from VP Halvorson prior to members approval. Early bird registration is preferred if available. The out of state lodging should be at or below the federal GSA rate. The rates are easily accessible on the website. Council approved the changes to the Professional Growth Committee Funding Guidelines and to policy 700.11.01 Professional Growth Committee Guidelines. (both attached below) VP Halvorson will notify the Faculty Senate.
- c) **LRSC Presidential Search Timelines** (Advancement)
  - i) There are two timelines to review. One of the timelines starts August third and the second does not start until November third. Legislative action that will affect the procurement process may affect the timeline.
- d) **Award Plaques in Hall** (Student Affairs)
  - i) The plaques in the hallway that have names added to them are missing. VP Wood recalls seeing plaques in her previous office area and will check into that. Council discussed some new ideas for displaying those awards more modernly. Assistant VP Zehrer brought forward some examples.
- e) **Legislative Updates** (President)
  - i) President Darling notified council the roofing project and parking lot funding have been removed for LRSC as of this morning.
  - ii) Governor vetoed Senate Bill 2160 (Health Insurance). This will now go back to the Senate.
- f) **Discussion**
  - i) VP Halvorson stated that NDUS Chief of Staff Gorenflo stated he is meeting with Interim Chancellor Sanford to discuss the LRSC Interim President appointment on May 7<sup>th</sup>. We likely won't hear anything official until the SBHE meets in Bismarck on May 29<sup>th</sup>.

#### 4) **ADJOURNMENT**

- a) **Upcoming Scheduled Council Meetings**
  - i) Monday, May 19, 2025
- b) **Adjournment**
  - i) The meeting was adjourned at 3:15 p.m.



## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Professional Growth Committee Guidelines	700	11.01

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

<p><b>Text of Requested Change: (Continue on other side or attach a separate document.)</b></p> <p>Requires the committee to allocate funds based on guidelines approved by the president. Requires the applicant to secure appropriate travel approval.</p>
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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
Academic Affairs	04-29-2025
SIGNATURE & TITLE OF SUBMITTER	DATE
	04-29-2025

### ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
	5/19/25

*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 700.11.01

FACULTY SENATE PROFESSIONAL GROWTH COMMITTEE GUIDELINES

1. ~~The Professional Growth Plan is to be separate from the Faculty Evaluation Program.~~
2. The intent of the Professional Growth Committee will be to promote professional development for improvement in each faculty member's teaching ability, knowledge, and skills. Unless otherwise directed by the President, the yearly funds distributed to the Professional Growth Committee will be calculated by multiplying the number of Faculty Senate members times four hundred and fifty dollars (\$450).
3. Each member of the Faculty Senate must submit a Professional Growth Plan by the last Friday in September or upon application for funds, whichever is first, to the Chair of the Professional Growth Committee.
4. Each member may apply for a maximum of \$4,000 over a two-year period. (The two-year period begins **July 1<sup>st</sup> of each fall, odd numbered year**). **The Professional Growth Committee shall allocate funds based on funding guidelines approved by the President. Payments and reimbursement may be approved/paid from the fund by majority vote of the committee and/or at the direction of the President.**
5. The funding request must support the individual's Professional Growth Plan, or a revised plan may be required. Upon completion of the funded activity, the recipient will share new knowledge with their colleagues. Faculty will do a presentation during the fall in-service of the academic year following the year in which funds were used.
6. ~~Application for funds must be accompanied by an approved Request for Absence from Campus form before consideration.~~ **Prior to requesting funds, the applicant must have secured approval to be absent from campus and approved travel authorization. Out-of-state travel requires approval from the VP of Academic Affairs. International travel requires approval by the President.**
7. The Professional Growth Committee will **prepare a year-end report for the Administrative Council prior to July 1<sup>st</sup> of each year;** ~~present a final aggregate report to the Faculty Senate and Administration at the May Faculty Senate Meeting.~~
8. ~~The Lake Region State College Professional Growth Plan shall be monitored and records maintained by the Professional Growth Committee.~~

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**History**

Administrative Council Approved 11/20/02

Administrative Council Approved 700.11.01 (5) 02/04/03

Administrative Council Approved 700.11.01 (2) 03/12/15

Administrative Council Approved 700.11.01 (4, 7) 12/21/15

Administrative Council Approved 700.11.01 (4, 11/08/21

**Administrative Council Approved 700.11.01(4,6,7) 04/29/2025**

*Approved by Council  
4/29/25  
Doug R*

## **Professional Growth Committee Funding Guidelines**

### **General Provisions:**

- Absent good cause, funding requests must be submitted at least 90 days in advance of a conference or training opportunity.
- The request for funds must demonstrate that the travel and related learning activity have been well researched and well planned.
- When traveling by air, a round-trip estimate, including any cost for seats and bags, must be submitted (including the airline's name and dates of travel).
- Funding the attendance of more than 2 LRSC faculty for the same conference is discouraged, unless the conference is unusually economical (i.e. under \$2,000).
- Attendees are permitted to request up to \$4,000 per two-year period (year one of each two-year period begins July 1<sup>st</sup> of each odd numbered year).
  - A single funding request involving out-of-state travel exceeding \$3,000 is discouraged.
  - Funding requests in excess of \$3,000 require additional justification and the approval of the VP for Academic Affairs.
  - The committee may approve a single funding request to pay for tuition/fees/books pursuant to a required faculty qualifications plan, up to the full amount (\$4,000).

### **Registrations:**

- Registrations should happen within the "early bird" registration period, whenever possible to avoid added registration costs.
- The total registration fee, including any fees for preconference workshops, may not exceed \$1,250 unless attendance is mandatory for purposes of accreditation, compliance with policy and procedure, is a condition of license renewal, or is necessary for some other articulable reason.

### **Lodging:**

- LRSC cannot reimburse employees or pay for in-state lodging that exceeds the rate approved for state employees (and is tax exempt). Out of state lodging reimbursement/payments should be at or below the federal GSA rate for the location/date (plus tax).
  - The attendee is not prohibited from staying at a higher cost hotel/property or in an upgraded room if the attendee pays the added cost of doing so.
  - Whenever possible, the attendee should explore quality hotels within a safe walking distance of the conference hotel when the conference has not secured GSA compliant rates for attendees.
  - In rare situations, and with the approval of the VP for Academic Affairs, an exception to the federal GSA rate limit can be made when quality lodging cannot be found within a safe walking distance and the added cost to stay at the conference hotel is considerably less than the cost of daily ground transportation from a hotel offering rates consistent with the GSA limit.

Approved: Administrative Council: 4/29/2025    Signature: \_\_\_\_\_

