

Approved on 5/10/2023

## Administrative Council Meeting Minutes

Monday, April 28, 2023

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*  
*Dan Driessen- Assistant Vice President for Student Affairs*  
*Kristi Kienast-Hernandez for Melissa Moser-Faculty Senate Representative*  
*Erin Wood-Director College Relations*  
*Bobbi Lunday- Recorder*

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 9:04 a.m.

#### b) Review of April 10, 2023 minutes

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

### 2) OLD BUSINESS

#### a) GF Nursing Facility Expansion (Academic/Student Affairs)

i) VP Halvorson reported they have agreed on a floor plan and are waiting on a bid to decide if it is feasible.

#### b) Humanities Wing Renovation (Academic/Student Affairs)

i) The remodel is scheduled to begin during the 2<sup>nd</sup> 8-week term of Fall semester.

#### c) Update on Athletic Facility (President)

i) President Darling announced that the State Board of Higher Ed approved allowing LRSC to fundraise for the facility. President Darling will be meeting with Foundation, Athletics, Marketing and Faculty on the initial planning committee to form an action plan then update campus.

### 3) NEW BUSINESS

#### a) Commencement Updates (Student Services)

i) VP Halvorson said the graduation committee is all set for Commencement.

ii) The only office that must be staffed is the switchboard. Everyone else may participate in the Commencement activities. Seats will need to be reserved for students, faculty, and staff. The committee would like to get an accurate head count of how many staff members plan to robe and process in with students.

iii) The committee inquired if the PTK Awards would be announced during Commencement. They will be published in the book but not given out at graduation.

b) College Catalog (College Relations/Student Services) Assistant VP Driessen visited with the registrar's office, and they need one copy for the archives. Director Wood will print about 50 copies.

c) College for Kids VP Halvorson did not have the opportunity to discuss at the last Faculty Senate meeting. The topic is on the agenda for the next meeting.

### 4) NEW BUSINESS

#### a) Professional Growth Stipend PDC (Academic/Student Affairs)

- i) VP Halvorson discussed stipends for faculty attending the Professional Development Conference (PDC) in early August. Some faculty attend the showcase only and some attend the entire conference. He would like those attending only the showcase (recruiting event) to receive a stipend from the Student Affairs recruiting budget and those attending the conference to receive a stipend from the Professional Growth Fund. Halvorson said the Professional Growth Fund has never been used to pay stipends before, only registration fees and travel. President Darling agreed to allow the Professional Growth Fund to be used to pay the stipend, but only for this conference. Council agreed to the funding sources as proposed and a \$200 per day stipend. The stipend can only be paid to those completely off contract.
- b) **Delete Policy 1300.06** (College Relations)
  - i) This policy discusses the Bulletin Newsletter which has not been something LRSC does for many years. All of council agreed, attached policy deleted.
- c) **Plan Staff Training Days (New Staff)** (President)
  - i) President Darling would like to see planned training for staff on an annual basis to keep skills fresh and uniform. Outlook calendars, Excel, PowerPoint, customer service and other tools. LRSC needs to help develop and build skills for LRSC employees. President Darling will work with TrainND to form a training plan for LRSC staff.
- d) **Denim Days** (President)
  - i) Council discussed the drop off in participation in the Denim Day's Campus Clan & Kin scholarship donations. With so much turnover in staff we need to have clear expectations that denim days are not a given.
  - ii) Denim Day occurs every Friday with exception of Fridays when special events are scheduled on campus. Occasionally, additional days are designated as Denim Days (Christmas vacation days, for example). Employees who are not already contributing through a payroll pledge are encouraged to donate \$1 for Denim Day privileges which entitles them to wear casual clothing for the day.
  - iii) In 1994, the Campus Clan and Kin Endowment was established with money generated by a project called "Denim Day." Since then, many of us—"Clan"—have contributed to this endowment through payroll pledges or Denim Day donations. Funds generated by this endowment are awarded as scholarships to our family members—"Kin"—who attend LRSC full-time.
- e) **Strategic Planning** (President)
  - i) LRSC will be working with JM Strategies to complete our comprehensive five-year strategic plan.
- f) **Two-Page Executive Summary Due May 25, 2023** (President)
  - i) The Chancellor requests a two-page summary from each campus covering questions pertaining to student success, fundraising achievements, grants, campus financial stability, security, physical plant and responsiveness to workforce needs. President Darling requested department responses by May 25, 2023.
- g) **Legislative Updates**
  - i) HB 1473 designates restrooms and shower rooms exclusively for males or exclusively for females in residence halls. The law goes into effect August 1, 2023.
  - ii) All updates are attached below.
- h) **Update on Open Positions**
  - i) Accounts Receivable Associate: Jayme Duciaume -May 22<sup>nd</sup>
  - ii) Administrative Assistant (Apprenticeships): Sara Galbraith -May 8th
  - iii) Advancement Coordinator: making an offer.
  - iv) Dual Credit Coordinator/Advisor: Logan Kraft – June 1<sup>st</sup>
  - v) Wind Energy Technician Instructor: Interviewed one candidate will be interviewing second on May 3, 2023.
- i) **Discussion**
  - i) The Legislature closed late into the session so Faculty contracts will be completed later than we like.
  - ii) Assistant VP Driessen reported that he is still attempting to schedule staff meetings.

## 5) ADJOURNMENT

- a) **Adjournment**

- i) The meeting was adjourned at 10:54 a.m.
- b) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be W-May 10@1:30p

LRSC FORM 228001 Rev. 10/2014



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
INTERNAL PUBLICATIONS	1300	06

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Lake Region State College Bulletin: The campus weekly bulletin will be published by Public Affairs located in the President's Office on Mondays. News items must be turned into the Public Affairs Office prior to the deadline.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Erin Wood Director of College Relations	04/28/2023
SIGNATURE & TITLE OF SUBMITTER	DATE

**ADMINISTRATIVE COUNCIL ACTION:**

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

LRSC PRESIDENT'S SIGNATURE	DATE

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

Lake Region State College  
Policy and Procedure Manual

SECTION 1300.06  
INTERNAL PUBLICATIONS

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History

**ND University System**  
**Engrossed HB1003 with Conference Committee Amendments as of 4/26/2023**  
**State General Fund & Other State Funds**

	2021-23 Base Budget	2023-25 Base Budget - HB1003 House Version	Change from 2021-23 Base		2023-25 Base Budget - HB1003 Senate Version	Change from 2021-23 Base		2023-25 Base Budget - HB1003 Conference Committee Version	Change from 2021-23 Base	
<b>Institutions</b>	\$564,637,572	\$649,583,817	\$84,946,245	15.0%	\$656,273,393	\$91,635,821	16.2%	\$654,871,193	\$90,233,621	16.0%
<b>System Office</b>										
System Governance	\$8,421,472	\$9,548,653	\$1,127,181	13.4%	\$10,552,793	\$2,131,321	25.3%	\$10,527,793	\$2,106,321	25.0%
Core Technology Services	39,174,280	46,187,623	\$7,013,343	17.9%	45,034,425	5,860,145	15.0%	46,234,425	\$7,060,145	18.0%
Financial Aid	47,455,835	61,900,512	\$14,444,677	30.4%	55,300,512	7,844,677	16.5%	55,300,512	\$7,844,677	16.5%
Institutional Programs	8,461,625	8,638,625	\$177,000	2.1%	8,638,625	177,000	2.1%	8,638,625	\$177,000	2.1%
Capital Bond Payments	13,385,264	11,197,896	(\$2,187,368)	-16.3%	11,197,896	(\$2,187,368)	-16.3%	11,197,896	(\$2,187,368)	-16.3%
<b>System Office subtotal</b>	\$116,898,476	\$137,473,309	\$20,574,833	17.6%	\$130,724,251	\$13,825,775	11.8%	\$131,899,251	\$15,000,775	12.8%
<b>Forest Service</b>	\$4,792,478	\$5,575,521	\$783,043	16.3%	\$5,638,621	\$846,143	17.7%	\$5,638,621	\$846,143	17.7%
<b>Grand Total HB1003</b>	\$686,328,526	\$792,632,647	\$106,304,121	15.5%	\$792,636,265	\$106,307,739	15.5%	\$792,409,065	\$106,080,539	15.5%

Conference Committee Amended - Capital and One-Time Funding			
Minimum Amount Payable Adjust.	\$ 7,555,349	General Fund	(NDSU-\$4.8M; NDSCS-\$1.0; MaSU-\$1.75M)
Inflationary Costs - ARPA Projects	18,160,000	General Fund	BSC-\$9.9M; UND-\$5M; DSU-\$1.6M; MSU-\$1.6M
Capital Tier Funding	24,000,000	General Fund	Tier II-\$15M; Tier III-\$9M
UND-National Security Initiative	9,000,000	General Fund	
Dakota Digital Academy	450,000	General Fund	
Challenge Grant	20,000,000	General Fund	
Financial Aid System	1,669,354	General Fund	
Career Builders Scholarships & Loan Forgiveness programs	6,800,000	BND Profits	
Dual Credit Scholarships	1,500,000	BND Profits	
Economic Diversification Research Fund	5,500,000	*SIF	
Capital Projects	209,976,971	*SIF	
		*Strategic Investments and Improvements Fund	

**NDUS Base Budget Changes**

- Funding formula credit production changes were approved as requested. 96% Minimum amount payable at \$2.2M(LRSC-\$0.2M & NDSU-\$2M). CTE weighting factor was changed to 5.0 for all credits and moved dental hygienist courses to CTE cluster adding \$4.8M(BSC-\$1.3M; LRSC-\$0.4M; NDSCS-\$2.8M & WSC0.3M). Senate moved dental assistant courses to CTE cluster adding \$231,285 to NDSCS.
- 1) HB1003 includes a 6%/4% salary increase, health insurance increases and a tuition freeze. Total general funds provided is \$78.3M. OMB SB2015 includes a salary equity program for the NDUS(amount unknown).
  - 2) \$5M increase in base funding, \$2.5M each to NDSU and UND for research network infrastructure.
  - 3) \$6M increase to Student Financial Assistance Grants(needs based grant. Awards increased from \$1,100/semester to \$1,375/semester.
  - 4) \$1M increase to the Academic and Technical Education Scholarship for increase in number of qualifying high school graduates
  - 5) \$177,000 increase to Veterans Assistance Program for additional outreach to Veterans.
  - 6) \$444,677 increase to the Native American Scholarship, total funding to \$1M.
  - 7) \$0.4M increase to the Tribal Community College Grants, total funding to \$1.4M.
  - 8) \$4.2M to Core Technology Services for security operations center and software increases.
  - 9) \$143,625 increase for rent of Capitol office space for System Office.
  - 10) \$561,327 increase for Compliance and Internal Audit funding.
  - 11) \$273,180 to System Office for new financial aid system.
  - 12) \$400,000 to System Office for Workforce and Innovation director position.
  - 13) \$387,000 for Forest Service recreation enhancement and fire protection initiatives.

**HB1003 Other Sections**

- Section 13 - Provides BND line of credit for MaSU Old Main Project designated with legislative intent in section 47 for funding in 2025-27.
- Section 17 - Requires an annual report from NDUS to Legislative Council on trends in Higher Education.
- Section 18 - Requires financial condition disclosure to finalists for president of an institution.
- Section 19 - States: The President of an institution under SBHE may adopt policies, procedures, & directives with input but no authoritative control from faculty and others through shared governance. The commissioner of higher education and the SBHE may overtem or amend the president's policies, procedures, and directives.
- Section 20 - Names the BSC polytechnic center "Larry C. Skogen polytechnic institute"
- Section 25 - Adds NDSU Agricultural research and Extension to the Challenge Grant program at \$2.2M.
- Section 29 - Requires NDSU and UND to provide at least 30% & all other campuses at least 5% of capital project costs funding from gifts, grants, donations, capital building funds or local funds.
- Section 33 - defines Capital Building Fund authorized uses: specifies for legislative authorized projects; for academic and student housing facilities that do not increase the overall square footage of a building.
- Section 35 - Theodore Roosevelt digitization - allows DSU to utilize \$2M of \$10M endowment for digitization efforts.
- Section 40 - Allows capital building funds to be used on specified institution capital projects with no matching requirement.
- Section 43 - Dual Credit Funding legislative management study.
- Section 44 - Artificial Intelligence legislative management study.
- Section 45 - Tuition freeze; "Fees" are removed from this section.
- Section 47 - Capital Projects Legislative intent for 2025-27 biennium for UND, MiSU and MaSU projects.

**Other Bills**

- HB1040 - Closes PERS Defined Benefit Plan - 30.5% ADEC will create NDUS impact in 2025-27 biennium.
- HB1019 - CTE Appropriation - Includes \$2M in base funding for TrainID and an additional \$500,000 for workforce training grants.
- HB1013 - Commissioner of University and school lands permanent fund distributions of \$19.2 million to 8 institutions and is a \$2.8 million increase over 2021-23 distributions. (NDSU-\$7.6M; UND-\$6M; NDSCS-\$2.3M; VCSU-\$1.4M; MaSU-\$0.9M; DCB-\$0.3M; DSU-\$0.3M; MiSU-\$0.3M)
- HB1392 - Allows student organizations and foundations to deposit funds into a higher education institution with expenditure of these funds not construed as a gift under the ND Constitution.
- SB2004 - State Auditor's Appropriation; Limits State Auditor Office audit fee assessments to NDUS entities to federal programs.
- SB2025 - \$99,768 to DCB for deficiency appopriation relaeted DPI CREAM program invoice.
- SB2161 - UND-EERC - Provides \$7.5 million in funding per biennium to the State Energy Research Center fund at EERC
- SB2200 - Provides \$500,000 for grants for the ND Governor's Schools at NDSU and UND.

**2023 - 2027 Institution Capital Projects Plan**  
Revised 04/21/2023

Higher Ed Rating	Institution	Project Title	Project Total	Funding Source			Project Type
				SIIF	Capital Building Funds (2)	Local Match	
<b>Phase 1: 2023 - 2025</b>							
1	DCB	Old Main/Center for Rural Health Education	5,300,000	3,300,000	1,000,000	1,000,000	Major renovation to existing facility
1	LRSC	Wind Turbine Gearbox Replacement	1,000,000	0	1,000,000	0	Equipment repair & parking lot
1	MaSU	Old Main Renovation	17,330,087	15,000,000	2,330,087	0	
1	MiSU	Dakota Residence Hall Demolition	765,000	765,000	0	0	Removal of facility
7	NDSCS	Agriculture, Automation & Autonomous Systems	19,975,000	18,975,000	0	1,000,000	Major renovation to existing facilities and new construction
3	NDSU	Center for Engineering & Computational Sciences	84,000,000	59,000,000	0	25,000,000	New construction with major renovation to existing facility
5	UND	Engineering	82,000,000	57,400,000	0	24,600,000	
4	VSCU	McCarthy Hall Renovation	13,500,000	10,474,918	1,025,082	2,000,000	
8	WSC	Medical Healthcare Building	36,600,000	27,962,053	637,947	8,000,000	
2	DSU	Agriculture & Technical Education Buildings	18,000,000	17,100,000		900,000	
<b>Phase 1 Total</b>			<b>278,470,087</b>	<b>209,976,971</b>	<b>5,993,116</b>	<b>62,500,000</b>	
<b>Phase 2: 2025 - 2027</b>							
1	MaSU	Old Main Renovation	32,640,013	32,640,013	0	0	Plus 7% in 2nd biennium and LOC in 1st Biennium
	UND	Stem	75,000,000	52,000,000	0	23,000,000	Plus 7% in 2nd biennium
	MiSU	MiSU Academic	8,000,000	7,600,000	0	400,000	Plus 7% in 2nd biennium
	BSC	Multipurpose Academic/Athletic Performance Center				31,500,000	Authority to Fundraise
<b>Phase 2 Total</b>			<b>115,640,013</b>	<b>92,240,013</b>	<b>0</b>	<b>54,900,000</b>	
<b>State General Fund Projects Overall Total</b>			<b>394,110,100</b>	<b>302,216,984</b>	<b>5,993,116</b>	<b>117,400,000</b>	
Phase 2 has a up to 7% inflation tolerance and will be funded next Bienium with Appropriations and or Bonding							