

Approved on 07/10/2023

## Administrative Council Meeting Minutes

Thursday, June 29, 2023

President's Office 10:00 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  
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 10:03 a.m.
- b) Review of May 31, 2023 minutes
  - i) The minutes of the previous meetings were reviewed and approved.

### 2) OLD BUSINESS

- a) Additional Space GF Nursing Facility (Academic/Student Affairs)
  - i) A two-year lease will be renewed but LRSC will not be pursuing additional space at this time.
- b) 100.01 Brief History Policy Change Request (President)
  - i) Council discussed several updates. Director Wood requested a complete revamp of the document to clean up past and present text and other grammatical issues. President Darling thanked Director Wood for a very good start. Edits will continue.

### 3) NEW BUSINESS

- a) 400.32 Dining Services Policy (Administrative Affairs)
  - i) Food Service Director Seibel updated policy to reflect the current practices. Council agreed to the recommended changes with a couple of edits: to #8 ends with the word "posted" after add "and communicated" #10 instead of using the word "see" use "contact." The policy was approved with revisions. (Final version attached below)
- b) TrainND Update (Academic/Student Affairs)
  - i) VP Halvorson updated the Council on the state of Train ND NE.
    - (1) Legislative results for FY24 FY 25: TrainND statewide requested \$4 million, \$2.5 million appropriated. Breakout for \$2 million: NW=20%, NE=15%, SE=40%, SW=25%. Breakout for \$500K: NW=\$230k, NE=\$40k, SE=\$120k, SW=\$110k.
    - (2) FY23 Preliminary financial and performance results: Training Sales ~ \$300k, ten-year high, up 25% over FY22. ~ 18,000 contact hours, up 50% over FY22. ~ 3,000 participants (duplicated) trained, up 50% over FY22.
    - (3) FY24 budget submitted May 2023. Sales Revenue \$275,000 FY24, and \$300,000 FY25. Reduced staff by ¼ FTE, 9mo nurse educator. 40k from legislative appropriation will cover most of the 6% / 4% pay increases for FY24 / FY25. Beginning FY24, increase compensation for part-time trainers and prices for

training will increase 5-12%. Negotiated reimbursement increases for FY24 / FY25 contract and budgeted for 12% net profit.

- (4) Onboarded a part-time soft skills instructor in Grand Forks. Onboarded Defense Tactics and De-escalation course instructor.
- (5) Trainings offered February-June 2023 include: Health Courses, Certified Nurse Assistant, IV Therapy, Quality Service Provider, Active Shooter with Hands on Training, Correctional Officer Basic, Defense Tactics, De-escalation, Principles of Mobil Air Conditioning, Basic Electricity for Non-Electricians, Soft Skills Training including: Managing the Work of Direct Reports, Appreciating Diversity, Workplace Harassment, Bring You're a Game, Listening to Communicate, Positive Relationships and Communications, Critical Elements of Customer Service, Golden Rule, Navigating Difficult Conversations, Jungle Escape, Serving the Customer in Today's World. Online Career Courses and Professional Development Including: Certified Phlebotomy Tech, Certified Admin with Microsoft Office, Into to Chemistry, CompTIA Network+Certification Training w/Voucher.

c) **LRSC Summer Dress & Flex Hours** (Staff Senate-Director Wood)

- i) Director Wood brought an inquiry from Staff Senate if it would be acceptable to loosen the summer dress code to wear jeans daily rather than just Friday and designated Royal Wednesday's. Council discussed and the consensus was to keep the current dress code and to better enforce it. The dress for success motto is important to be an example of professionalism for students and coworkers.

d) **NDUS internal audit report** (Academic/Student Affairs)

- i) LRSC appealed both the moderate risk level designation and the audit conclusion that found LRSC violated policy by not using the BIT/CARES team to review students who indicate "yes" to the safety and security questions. The SBHE Audit Committee agreed with LRSC that our policy language did not require use of the team but left the risk level designation up to the auditors. Auditor Cashman agreed to remove the audit finding and LRSC agreed to withdraw our appeal of the risk level designation. The audit will be final with LRSC and the auditors in full agreement.

e) **Discussion**

- i) Assistant VP Driessen presented the enrollment plan 2023-25. LRSC will use a t-tiered approach to the recruitment and enrollment plan. Tier 1 will be a soft sell with activities and events will be a combination of social media, direct mailings, booths at college fairs, billboards, radio ads, high school visits in lunchrooms, etc. Tier 2 will be a more focused hard sell including the following activities: campus preview days, direct visit with students at a high school, international student opportunities, athletics, direct mailings with scholarship information, registration days, campus tours, and other campus hosted events. Tier 3 will be a combination of soft and hard sell planning for parents. Mailings and social media campaigns will serve as soft sell techniques, direct mailings and campus visits will serve as hard sell opportunities.
- ii) There are currently 93 first-time full-time freshmen registered.
- iii) VP Kitchens wondered if LRSC's Sim-Tech students could work on our nursing simulators LRSC has a contract with Laerdal for \$11,000 to work on simulators. Currently when they have issues LRSC's ITS Technician Drury troubleshoots with Laerdal to keep the nursing simulators running properly.
- iv) VP Kitchens also thought a good suggestion for heavy users of the Auditorium without charge could be encouraged to make an unrestricted donation to the foundation.
- v) UND has indicated that dual credit science courses are now fully transferrable into health science programs and are preferable to AP and CLEP. As a result, GF Red River has added dual credit Biology to their offerings starting this fall and DLHS is adding Chemistry. We will be working with Teacher Sara Walls at Red River and Teacher Jared Lehman at DLHS on their faculty qualification plans.

f) **Update on Open Positions**

- i) **Advancement Coordinator**: Readvertised

- ii) Wind Energy Technician Instructor: Tucker Salander
- iii) Administrative Assistant PowerSkills & TRiO: Jayde Van Fleet
- iv) Baseball Coach: Laurence "Larry" Arango
- v) Men's Hockey Coach:
- vi) Campus Store Assistant/Barista Mgr/State Fleet.: Dawn Stoe
- vii) Custodian x2: Kevin Tonn
- viii) Nursing Instructor-Jamestown:
- ix) Community Paramedicine Instructor: Amanda Jordan

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:59 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-July 10@10a, M-July 31@1p

LRSC FORM 228001 Rev. 10/2014



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Dining Services	400	32

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)  
See attached.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Food Service	6-20-23
SIGNATURE & TITLE OF SUBMITTER	DATE
Joann Kitchens <small>Digitally signed by Joann Kitchens Date: 2023.06.20 08:22:01 -05'00'</small>	

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED
- REQUEST TABLED FOR FURTHER REVIEW  
Date: \_\_\_\_\_
- REQUEST NOT APPROVED
- 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
  - Library Director
  - Administrative Affairs
  - Academic and Student Affairs
  - CCF / Advancement
- Final printed versions of the change will be distributed to the following for placement in paper manuals:

**Lake Region State College  
Policy and Procedure Manual**

SECTION 400.32  
DINING SERVICES

This department has the responsibility of providing food services to: residence hall occupants, campus faculty, staff and visitors.

1. All residents of campus housing during fall and spring semesters are required to enter into a board contract.
2. The Dean/Vice President of Administrative Affairs and the President shall approve serving hours.
3. All dishware must remain in the dining area. Carry out containers are available upon request.
4. Appropriate dress is required as in any food establishment.
5. Board plan students must present ID/Meal pass prior to partaking of a meal.
6. Board plan students may not share their meals.
7. Illness. Should a board plan student be unable to eat in the dining area, a resident assistant may request a meal. Special requests (juices, soup, Jell-O) will be granted.
8. Dining Services is open five-seven days per week, Monday-Friday for breakfast, lunch and dinner-evening meals. Food Service is not available on weekends, holidays, or college breaks, i.e.-(spring, Christmas) Saturday and Sunday for brunch and evening meals. For holiday, winter, spring and summer breaks, hours will be posted and communicated.
9. Food Service is available for special meals and banquets. These requests shall not interfere with student meals.
10. Box lunches and other dining arrangements are available for those on a board plan. Should your schedule conflict with regular serving hours, see-contact the Food Service Director.
11. Visitors are welcome. Please advise Dining Services of guests in advance. Groups of more than five require 24-hour/24-hour notice.

**History**

- Administrative Council Approved 08/31/99
- Administrative Council Approved 03/21/05
- Administrative Council Approved 06/29/23