

Approved on 03/20/24

Administrative Council Meeting Minutes

Friday, February 23, 2024

President's Office 8:30 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

Erin Wood-Director College Relations

Kristi Kienast-Hernandez and Scott Sandy-Faculty Senate Representatives

Bobbi Lunday- Recorder

Guests

Kelsey Walters, Director Financial Aid

Sandi Lillehaugen, HR Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:33 a.m.

b) Review of February 9, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update

i) The consultants continue to complete zoom interviews.

b) Weight Room Relocation Progress

i) Tabled

c) College for Kids Update 2024

i) Volunteers are beginning to sign-up to teach classes.

3) NEW BUSINESS

a) Diversity Waiver Policy/Procedure (9A Kelsey W. Academic/Student Affairs)

i) Financial Aid Director Walters requested a change in the eligibility requirement policy for students receiving cultural diversity waivers. The word "Cultural" will be removed. The requirement that Native American students submit documentation that they are tribal members will be eliminated along with the FAFSA requirement. (Canadian Native American students cannot qualify because they cannot fill out FAFSA) 2.0 GPA for renewal. Policy and Procedure approved with removal of the word "and" (**attached**).

b) Bus Driver Compensation (Administrative Affairs)

i) LRSC bus drivers have requested an increase in compensation. HR Director Lillehaugen created a cost comparison sheet for review (**attached**). Council discussed the change in cost from roughly \$16 per hr. to \$25 per hour but the cost to hire Harlow's to drive our student athletes to events is far more expensive. VP Kitchens views this increase as an investment to save money by having our own drivers instead of contracting out to Harlow's. Last time LRSC increased driver's compensation was in 2021. The council discussed and agreed to phasing in the increase over time. **Effective July 1, 2024, LRSC will pay bus drivers \$.50 per mile and \$20 per hour for up to 8 hrs. sit time and \$100 in overnight compensation. Increases will be implemented to match the other employee average which is set by the legislature.**

c) **CFI** (Administrative Affairs)

- i) VP Kitchens shared the CFI document (the annual financial review as compared to other institutions) as an information item. (attached)

d) **Discussion**

i) **Financial Responsibility for Supplier:**

- (1) The Chancellor is requesting the NDUS President's sign an acknowledgement that their institution will be financially responsible for any fraudulent supplier payment processed by each institution. This request comes after the Chancellors review of the new proposed process and controls developed for the maintenance and set-up of supplier records. Additional due diligence before processing a payment will be required.
- (2) President Darling consulted with legal before agreeing to sign the requirement for. As it is written, it leaves LRSC liable for the entire bill if fraud is committed by a third party.

ii) **Live Streaming of Games:**

- (1) Assistant VP Driessen inquired as to why the live stream of the LRSC games is in total silence when DLHS has such a clear audio of the games televised from the same location. Discussion led to the difference in the systems used to stream the games. DLPS has access to an expensive system that LRSC does not. VP Halvorson explained that LRSC has the equipment but not enough manpower in IT to use the tri-caster for the games. More staff is need before LRSC can go back to this form of broadcasting.

iii) **Theft in Campus Store:**

- (1) VP Kitchens requested help in developing protocol for dealing with a shoplifter they caught in the campus store. The store is missing around 60 cans of Red Bull. VP Halvorson informed council the offender no longer had possession of the merchandise, so the only option was to trespass him. Officer Maritato let him know he is not welcome here if he is stealing. [VP Kitchens, VP Halvorson, Officer Maritato and Campus Store staff will meet to develop the protocol.](#)

iv) **Open Records Request**

- (1) LRSC has received an open records request for the hockey coach's resignation. Since it is not a Title IX investigation everything is an open record. LRSC will release everything except student names.

e) **Update on Open Positions**

- i) Enrollment Services Specialist: Assistant VP Driessen explained there were 5 applicants, one withdrew, and the committee decided to interview three. Interviewed first one 2/22/24, have two more to interview on 2/23/24.
- ii) Student Services Associate: Open, committee has been assembled.
- iii) Art Instructor: Open
- iv) English Instructor: Open

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 10:52 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be W-March 20@8:30a, F-April 12@9a, F-April 26@9:30a



NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Waivers	400	34

REQUESTED ACTION: CHANGE ADD REMOVE

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

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Lloyd Halvorson <small>Digitally signed by Lloyd Halvorson Date: 2024.02.21 08:04:17 -06'00'</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

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 400.34
WAIVERS

Air Force Tuition Assistance Fee Waiver

Military students receiving Air Force Tuition Assistance are eligible for this fee waiver. This fee waiver includes CND and NDSA fees, per chancellor approval. It also includes technology, online and lab fees. It is limited to the credits that qualify for tuition assistance.

Academic Waiver

These tuition waivers are offered by the LRSC athletic coaching staff and are awarded in increments of 25, 50, 75 or 100%. The number of athletic waivers is reviewed each year.

International Scholar Tuition Waiver

This waiver reduces tuition from 25 to 100% for students from other countries based on academic excellence, letters of reference, on-campus residency and the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each applicant must submit an International Scholar application, essay, and two letters of reference from individuals who describe the student's abilities and commitment to his/her educational goals. Up to three 100% waivers can be awarded each year.

Cultural Diversity Waiver

As required by SBHE Policy 820, this waiver is intended to "promote enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community, and for other purposes consistent with the institution's mission." This waiver reduces tuition by 50% for the first year for students who meet the eligibility criteria established by the ND Board of Higher Education. Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated. Recipients are limited to two years of eligibility, regardless of the size of the waiver received. The Director of Financial Aid shall follow procedures for eligibility and renewal as approved by the President.

Employee Tuition Waiver

Lake Region State College follows the SBHE Policy 820 Tuition Waiver/Tuition Assistance for Employee Tuition Waivers.

Employee Dependent Tuition Waiver

See LRSC Policy 400.33

Presidential Waiver

This waiver requires LRSC President approval. The requests will be made by the Vice Presidents, Director of Financial Aid, or Assistant Vice President of Student Affairs.

Resident Assistant's (RA) Housing Waiver

This waiver applies to housing charges at 100% for students employed as Resident Assistants by the institution.

Senior Citizen Waiver

This waiver applies to tuition and mandatory fees of an audited face-to-face class taken by students 65 years of age or older (on a space available basis). Class fees, however, are paid by the student.

State Board of Higher Education Waiver

LRSC awards tuition and fee waivers to students who meet the description of the SBHE Policy 820, #2.

History

Administrative Council Approved Updates (12/07/15)

Administrative Council Approved Updates (1/29/18)

Diversity Waiver Procedure

Consistent with SBHE Policy 820 (1), the Diversity Tuition Waiver is intended to “promote enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community...”

Eligibility Criteria

- Enrolled member of North Dakota Indian tribe or a federally recognized American Indian tribe and Alaskan natives.
- People who bring diversity through their cultural experience, ethnic heritage, age, disability, life experience, and/or are economically disadvantaged.

Applicant Requirements

- Must be degree-seeking from Lake Region State College
- Must submit the Diversity Waiver Application & essay describing how diversity impacts his/her life.

When waivers are available, an applicant who is degree seeking and who has completed the application and essay may only be denied the waiver by a majority vote of the three-member Diversity Waiver Committee.

Renewal Requirements

- Recipients are limited to two years of eligibility, regardless of the size of the waiver received and must earn a 2.0 term GPA for renewal.
- Recipients are encouraged to assist LRSC in its mission to promote understanding of diverse cultures.

Amount of Waivers

- Priority deadline is July 15th. Applications will be awarded on a first come, first serve basis. Applications will be accepted after these dates; however, awards are subject to availability.
- Unless otherwise approved by the President, the number of waivers awarded will not exceed 3% of FTE and will not exceed 50% of the amount of tuition. Tuition waivers do not include fees, books, housing & food.
- Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated.
- Waivers will be approved for an academic year which runs August – May. Waivers will not be issued for the subsequent semester (term) if the student does not meet the 2.0 term GPA requirement.
- This waiver cannot be used in combination with the International student waiver.
- Students who have financial aid or third-party aid (tribal funding, Job Service, employer, or other scholarships) above the cost of tuition, fees, books, room and board, may have their waiver reduced, or cancelled.

Policy Updated February 2024

Bus driver proposal:

Proposed from drivers:

- Drive Time: Per miles rate: \$0.60/mile or \$30.00/hour (based on 50 miles per hour)
 - Team driving would be \$0.48/mile or \$24.00/hour (based on 50 miles per hour)
 - CDL drivers make between \$0.48 to \$0.75 per mile for company owned vehicles
- Sit Time: \$20.00/hour
 - Defined as time waiting to transport team other than at the hotel.
- Overnight: \$100.00/night
- Pre trip/Post trip: \$50.00 (with completed form)

LRSC Currently Pays:

- Per miles rate: \$0.38/mile or \$19.00/hour (based on 50 miles per hour)
 - Team driving would be \$0.32/mile or \$16.00/hour (based on 50 miles per hour)
- Sit Time: \$14.00/hour
- Overnight: \$100.00/night
- Pre trip/Post trip: \$28 on hour before trip and one hour after trip

COMPARISONS:

Dakota College Bottineau

- Hourly Rate: \$22.00/hour
- This is paid the entire time they are gone.
- They also pay one hour prior to departure and one hour after they arrive home.

Williston State College

- Drive Time: \$35.00/hour
- Sit Time: \$14.00/hour
- Overnight: \$14.00/hour
- Pre trip/Post trip: \$75.00

Bismarck State College

- Per miles rate: \$0.38/mile
- Straight Time: \$25.00/hour
- Sit Time: \$10.00/hour
- Overnight: \$75.00/night
- Bus Wash: \$70.00/wash

Dawson, MT

- Hourly Rate: \$20.00/hour drive and down time

North Dakota State College of Science – hires bus company

- Per miles rate: \$3.40/mile
- Fuel Surcharge: 4% of mileage rate
- WiFi Service: \$20.00/day
- Disinfecting Charge: \$25.00/day

Mayville State University – hires bus company

- Per miles rate: \$3.75/mile

LRSC to Williston (2 Overnight Stays)

	Miles	Cost/Mi	Fuel	Total Mileage	4 hrs Downtime	Overnight	Total Trip Cost
Harlows	517	\$4.13	\$0.00	\$2,135.21	\$720.00	\$502.64	\$3,357.85
LRSC Bus - Old Rate	517	\$0.38	\$517.00	\$713.46	56	\$200.00	\$969.46
LRSC Bus - New Rate	517	\$0.60	\$517.00	\$827.20	80	\$200.00	\$1,107.20

LRSC to Fargo (Overnight Stay)

	Miles	Cost/Mi	Fuel	Total Mileage	4 hrs Downtime	Overnight	Total Trip Cost
Harlows	363	\$4.13	\$0.00	\$1,499.19	\$1,472.40	\$251.32	\$3,222.91
LRSC Bus - Old Rate	363	\$0.38	\$363.00	\$500.94	112	\$100.00	\$712.94
LRSC Bus - New Rate	363	\$0.60	\$363.00	\$580.80	160	\$100.00	\$840.80

LRSC to Fargo (Without Overnight Stay)

	Miles	Cost/Mi	Fuel	Total Mileage	4 hrs Downtime	Overnight	Total Trip Cost
Harlows	363	\$4.13	\$0.00	\$1,499.19	\$1,472.40	\$251.32	\$3,222.91
LRSC Bus - Old Rate	363	\$0.38	\$363.00	\$500.94	112	\$0.00	\$612.94
LRSC Bus - New Rate	363	\$0.60	\$363.00	\$580.80	160	\$0.00	\$740.80

02-23-24_CFI Comparisons by College 2-24

File Home Insert Page Layout Formulas Data Review View Automate Help DYMO Label Acrobat

AutoSave OFF

Clipboard Undo Paste

Font Calibri 11 A

Alignment Merge & Center

Number \$ %

Styles Conditional Formatting

Cells Insert Delete Format

Editing Sort & Find Filter

Analysis Analyze Data

Sensitivity

Comments

Create PDF and Share Link

Share

	A	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	School	23-25 % Approp FTE	23-25 Base Funding	Viability Ratio	Primary Reserve Ratio	Current Ratio	Working Capital Ratio	Operating Income Ratio w/o pension	Operating Margin Ratio w/o pension	Net Income Margin Ratio w/o pension	Net Income Margin Ratio w pension	School	Undesignated Reserves	Designated Reserves	% ABOVE REQUIRED	Net Tuition and Fees Dependen cy	2023 State Approp exd capital	Net Tuition & Fees, per Enrollmetn FTE	FTE fall Enrollment	Net Liquid Assets	LT Liabilities, exd pension & comp abs	
2																						
3	BSC	75%	\$ 36,354,055	0.6	0.1	3	14.7	-0.80%	-3.40%	7.50%	4.90%	BSC	\$ 2,069,000	\$ 7,835,000	379%	28%	\$ 17,600,000	\$ 5,497	2599	\$ 13,600,000	\$ 7,900,000	
4	DCB	84%	\$ 11,130,278	0.7	0.2	1.7	17.2	-0.60%	-1.90%	24.00%	24.00%	DCB	\$ 502,000	\$ 2,090,000	416%	24%	\$ 5,000,000	\$ 4,983	576	\$ 3,600,000	\$ 3,650,000	
5	DSU	83%	\$ 23,801,610	0.2	0	2.5	5.9	3.70%	2.60%	3.40%	2.30%	DSU	\$ 1,189,000	\$ 3,213,000	329%	24%	\$ 10,500,000	\$ 6,264	1118	\$ 3,300,000	\$ 5,838,000	
6	LRSC	76%	\$ 15,073,051	1.6	0.1	3.3	18.3	-9.20%	-12.80%	-4.70%	-8.40%	LRSC	\$ 745,000	\$ 1,458,000	196%	23%	\$ 7,900,000	\$ 4,897	858	\$ 6,300,000	\$ 1,700,000	
7	MaSU	58%	\$ 21,698,810	0.9	0.1	3.1	15.4	0.50%	3.10%	5.20%	7.80%	MaSU	\$ 1,024,000	\$ 1,518,000	148%	21%	\$ 9,400,000	\$ 7,196	734	\$ 7,600,000	\$ 3,400,000	
8	MISU	74%	\$ 47,677,097	1.1	0.2	3	17	6.60%	8.10%	8.70%	10.20%	MISU	\$ 2,471,000	\$ 4,255,000	172%	22%	\$ 20,300,000	\$ 6,995	2135	\$ 21,600,000	\$ 12,100,000	
9	NDSCS	76%	\$ 38,761,924	4	0.5	7.8	39.5	1.10%	-1.00%	0.80%	2.90%	NDSCS	\$ 1,800,000	\$ 7,895,000	439%	18%	\$ 17,700,000	\$ 4,159	2124	\$ 35,700,000	\$ 6,400,000	
10	NDSU	64%	\$ 154,844,139	1	0.3	3	14.2	-0.80%	0.80%	13.70%	15.20%	NDSU	\$ 12,029,000	\$ 39,673,000	330%	26%	\$ 126,400,000	\$ 11,256	10552	\$ 122,400,000	\$ 128,700,000	
11	UND	57%	\$ 176,704,163	0.5	0.4	4.3	24.5	-0.60%	1.00%	-0.10%	1.50%	UND	\$ 10,020,000	\$ 79,529,000	794%	32%	\$ 109,200,000	\$ 17,675	10955	\$ 270,400,000	\$ 448,200,000	
12	VCSU	87%	\$ 27,612,092	0.7	0.2	3.5	14.6	-10.70%	-6.60%	-3.80%	-3.80%	VCSU	\$ 1,338,000	\$ 2,860,000	214%	25%	\$ 11,200,000	\$ 6,331	1112	\$ 8,200,000	\$ 9,700,000	
13	WSC	66%	\$ 13,118,332	0.2	0.1	4.7	10.6	-7.80%	-6.50%	-7.50%	-6.20%	WSC	\$ 575,000	\$ 698,000	121%	6%	\$ 8,300,000	\$ 1,718	658	\$ 3,900,000	\$ 13,700,000	
14																						
15	UND SOM	67%	\$ 70,189,742									UND SOM	\$ 3,777,000	\$ 23,552,000	624%							
16	NDSU Ag F		\$ 113,590,185									NDSU Ag Res										
17																						
18																						
19																						
20	Desirable			>1	>1	>2	4	>0	>0	>0	>0											
21																						
22																						
23																						

Ready Accessibility: Investigate