

Approved on 2/27/2019

Administrative Council Meeting Minutes

Wednesday, February 6, 2019

President's Office **9:00 a.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Fixen-Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:02 a.m.

b) Review of January 23, 2019 Minutes

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

2) OLD BUSINESS

3) NEW BUSINESS

a) New DNP Budget Scenarios (Academic/Student Affairs)

i) Council discussed the various scenarios BSC has proposed to change the pay structure for the Dakota Nursing Program. BSC has been paying a disproportionate amount when the make-up of their sites is considered. Council reviewed the six scenarios and agreed that #3, the 60/20/20 Model (60% divided equally, 20% based on the number of sites, and 20% based on student capacity at each site) or #5, the 50/20/30 Model would be the options LRSC should recommend.

b) Census Data Enrollment (Academic/Student Affairs)

i) The census data on enrollment shows LRSC's total FTE is up 3. Enrollment continues to grow.

c) DCB Press Release on New Ag Program (Academic/Student Affairs)

i) The press release created by DCB was reviewed at their request. It focuses on the new Agriculture Management and Technology program they will be offering. It mentions the fact that DCB will be partnering with LRSC and WSC. LRSC is entering a consortium with Williston and Bottineau to cross list courses so both WSC and DCB can offer an Ag Program. The consortium will be called North Dakota Agriculture Consortium (NDAC). DCB's press release doesn't really reflect the consortium. Director Wood will work with DCB on the press release.

d) Faculty/Program Budgeting: Course Fee Elimination (Academic/Student Affairs)

i) LRSC's new tuition model includes the elimination of most course fees, beginning Fall 2019, and the SBHE has authorized tuition increases needed to replace the lost revenue. Council discussed changing the budgeting process to begin using appropriated dollars to replace student fees and began the discussion on how much to raise tuition to compensate for the lost revenue from the fee accounts.

e) Risk Management/Title IX Update (Academic/Student Affairs)

i) VP Halvorson announced the Title IX investigation has wrapped up. The accused was found not responsible, but the charges have not been dropped. There will be a hearing. The reporting party has filed a lawsuit against the institution but no details of the charges have been revealed.

- f) **GFAFB Science Courses** (Academic/Student Affairs)
 - i) Director Cowger has requested permission to offer hybrid science courses at GFAFB to help fill the courses. Council agreed to the request.
- g) **NDUS Academic Calendar** (Academic/Student Affairs)
 - i) The system office published the academic calendar for 2019/2020 with Wednesday November 21st listed as a no class day; creating three days of no classes for Thanksgiving. A SBHE policy change will be requested to allow for this. LRSC faculty have traditionally not had to work on dates designated as no class days. LRSC can require the faculty to work and continue to use this day as an HLC workday, or we could move the HLC work day to in-service in August and allow the faculty to be off those three days. President Darling asked VP Halvorson to investigate what the other community colleges intend to do and report back at the next council meeting.
- h) **Enrollment Services Associate Position** (Academic/Student Affairs)
 - i) The Student Services Associate/Recruitment and Enrollment position that will be vacated by Jill Hanson has been filled by Nicole Dinger, VP Halvorson requested and received permission to hire a replacement for the Enrollment Services Associate.
- i) **Campus Closures & External Groups on Campus** (Academic/Student Affairs)
 - i) VP Halvorson requested council define what “LRSC campus is closed” means? When LRSC is hosting off-campus entities and are closed it will be determined on a case by case basis. There should be communication with Physical Plant about where visitors should park so the snow removal process can take place. Visitors using campus facilities should be informed that there will be limited resources for them on campus if they choose to hold meetings as scheduled during a closure. Employees choosing to come in to work on storm days should be cognizant of the snow removal process and park accordingly.
- j) **Legislative Updates** (President)
 - i) President Darling was asked to give testimony on the proposed bill that would change the structure of the board of higher ed. The governor testified in support of UND and NDSU having individual boards. BSC & LRSC President’s testified against the proposal.
 - ii) President Darling chose to sit in on other sessions while he was in Bismarck. He ended up answering questions legislators had about LRSC’s DPAC proposal.
- k) **Career Academy** (President)
 - i) LRSC is working with Grand Forks Public Schools, Grand Forks/East Grand Forks Chamber and other organizations in Grand Forks to give high school students the opportunity to try out career choices.
- l) **Title III Grant** (President)
 - i) February 8th grant writer, Michael Gaudette will be on campus for meetings from 2:30-3:30 for staff and faculty to give information that he will use to write a Title III grant.
- m) **Legislative Forum**
 - i) LRSC will host a Legislative Forum on campus on February 16th.
- n) **Safety and Security Policy Manuel**
 - i) VP Halvorson announced his Safety and Security Policy manual has been completed.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - (1) The next meeting of the Administrative Council will be: W-Feb 27@1:30p, F-March 22@9:00a, W-April 3@9:00a
- b) **Adjournment**
 - i) The meeting was adjourned at 10:40 a.m.