

Approved on 6/7/2019

Administrative Council Meeting Minutes

Tuesday, May 28, 2019

President's Office **1:30 p.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 1:31 p.m.

b) Review of May 13, 2019 Minutes

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

2) OLD BUSINESS

a) Review and Update (increase) the Professional Development Funding Formula (Faculty Senate)

i) Council agreed to consider increasing the professional development fund beginning in FY22.

b) FY20 Tuition Rates (Administrative Affairs)

i) Permission was granted by the Chancellor to charge the same tuition rates for Online (except Dual Credit) and GFAPB courses (\$186.21/credit for FY20). Online courses will also have a \$6.00/credit Distance Delivery Fee. See FY20 Master Rate List for details of other tuition, fee, room and board rates **attached** below.

c) Physical Plant Summer Schedule (Administrative Affairs)

i) Director Estenson updated the summer schedule for Physical Plant which consists of: Replacing locks in resident halls, replacing Business Wing windows, building exterior painting project, new cabinets/counters/appliances in Resident Hall Director's Apartment, range hood update in Kitchen, installation of air conditioning in Kitchen, repairing roof leaks BTC, Chautauqua Gallery remodel, complete Business Wing remodel, curtain cleaning in RFA, crack sealing and paint lines in parking lots and streets, road/parking lot/sidewalk and curb repair.

d) Options for use of \$10,000 annual BSN Sports Under Armour credit (Administrative Affairs)

i) A stakeholder meeting is scheduled for 5/29/2019 at 10:00 a.m. to work out a plan to share the Under Armour credit across the institution.

3) NEW BUSINESS

a) Salary Administration Policy 400.35 (Academic/Student Affairs)

i) Council approved a new Salary Administration Policy. See policy **attached** below.

b) Finalize Enterprise Risk Management list (President)

i) Council identified the following list; #1-HLC qualified dual credit faculty, #4-unsafe pedestrian sidewalk, #5-BTC roof, #6-fire suppression system, #7-cracked and loose tile in hallway, #8-emergency access by police and fire departments, and #10-lose use of State Fleet bus before we are ready to purchase a replacement.

c) Hofstad Ag Center Construction Planning (Administrative Affairs)

i) The starting point is to get a fundraising request on the SBHE Agenda for the June meeting.
ii) Interviews for the Architects will be held June 20, Interviews for CM@R will be July 2-3.

iii) VP Halvorson will attend the BFC meeting on 6-18-19 in case there are lingering questions about the Ag Center.

d) **Hofstad Ag Center-Fundraising Update** (President)

i) President Darling met with Director Sundeen and Annette Hofstad to put together a preliminary list of industry contacts. College Relations Director Wood and Web Designer Freschette are working on promotional materials. An initial kick-off will be put together to raise the \$1.5 million. Designated reserves will be committed for match funding for the required 2-1 deferred maintenance match, so we can start fundraising the \$1.5 million for the Ag Center.

e) **LEC Education Plan**

i) VP Halvorson met with Rob Johnson of the LEC. He asked for assistance with professional development for his employees. He is looking for a special package discount for his employees. VP Kenner stated LRSC can negotiate a rate for his employees. VP Halvorson will ask the LEC to submit a proposal.

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 2:38 p.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meeting of the Administrative Council will be Th-June 6@1:30 p.m.

**SCHEDULE A
LAKE REGION STATE COLLEGE
FY20 TUITION and FEE RATES
Effective August, 2019**

Updated: May 23, 2019

Note: First-time registrations are subject to a **one-time Application Fee of \$35.**

Important information regarding Tuition and Fees:

Classes from Lake Region State College (LRSC) are offered in a variety of formats and locations, i.e. - on-campus, online, collaboratively with other institutions, U.S. Air Force Base locations, Early Entry for various school districts, etc. The method of class delivery and, in some instances, the delivery location has a direct bearing on the tuition and fee rates charged. Students may register in more than one type of tuition and fee scenario at a time but **please note that charges are calculated separately for each scenario.**

The Minnesota Reciprocity rate, listed below, is mandated by a negotiated reciprocity agreement between the North Dakota University System and the Minnesota Office of Higher Education.

Tuition and fees may be subject to change.

Following are the scenarios and their respective charges.

General Classes, including Launch! classes (excludes Early Entry, Online, Collaborative, and classes offered on U.S. Air Force Bases)

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
<u>Tuition Rates:</u> (maximums based on 12 credits per semester)			
Resident	157.42	1,889.04	3,778.08
Non-Resident (other than special rates listed below)	157.42	1,889.04	3,778.08
Minnesota Reciprocity (MN students who meet the Reciprocity requirements) *	157.42	1,889.04	3,778.08
* The SBHE has instead authorized LRSC to charge the ND Resident rate since 2009.			
Canada	157.42	1,889.04	3,778.08
Foreign Student (except Canada)	393.55	4,722.60	9,445.20
WJUE States (AK,AZ,CA,CO,HI,ID,MT,NM,NV,OR,SD,UT,WA,WY)	157.42	1,889.04	3,778.08
Non-Resident Spouse & Dependent	157.42	1,889.04	3,778.08
MHEC States (IA,IL,IN,KS,MI,MN,MO,NE,OH,SD,WI)	157.42	1,889.04	3,778.08

Mandatory Fee Rates

Mandatory Student Fees:			
Activity Fee I	(maximums based on 16 credits per semester)	5.00	80.00
Activity Fee II	(maximums based on 16 credits per semester)	5.00	80.00
Facilities Usage Fee	(maximums based on 16 credits per semester)	7.00	112.00
Subtotal Mandatory Student Fees		17.00	272.00
Mandatory Technology Fee	(maximums based on 16 credits per semester)	6.25	100.00
Mandatory ConnectND Fee	(maximums based on 12 credits per semester)	5.50	66.00
Mandatory NDSA (Student Association) Fee	(maximums based on 12 credits per semester)	0.04	0.48
Total Mandatory Fees		28.79	438.48
Total General Tuition and Mandatory Fees (except Foreign Students)		186.21	2,327.52
Foreign Student Total General Tuition and Mandatory Fees		422.34	5,161.08

Other Fees: (may not be applicable to all students)

Electrical Outlet and reserved parking for vehicle	\$ 100.00 per year. Limited availability.
Class Audit Fee	Regular tuition and lab, class, and distance delivery fees. Note: Senior Citizens (65+) may audit classes (excluding Online) at no tuition charge on a space-available basis; however, all fees must be paid.
Class Challenge Fee	\$ 5.00 per class plus 50% of regular tuition charge.
Automotive Technology Program Fee	\$182.50 per semester: \$365.00 annual total.
Dakota Nursing Program Fees	\$450.00 per semester: \$900.00 annual total for ADRN Program. \$1,350.00 annual total for PN Program.
Peace Officer Training Program Fee	\$2,500.00 per semester to on-campus and off-campus academies.
Precision Agriculture Program Fee	\$600.00 per semester: Charged Fall and Spring only. \$1,200.00 annual total.
Wind Energy Technician Program Fee	\$175.00 per semester: \$350.00 annual total.
Course Fees	Generally applicable to classes subject to special testing or certifications, clothing, software and equipment retained by the student, or special activities. See Schedule B for rates.
IVN (Interactive Video) Distance Education Fee	\$ 25.00 per credit. Charged on classes for which IVN is the delivery platform.
Registration Reinstatement Fee	\$100.00 flat fee for reinstatement if registration has been terminated.

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
Dual Credit Classes - Unsubsidized (Including Online Classes)			
Tuition and Fee Rates: (maximums based on 12 credits per semester)			
Tuition	131.94	1,583.28	3,166.56
NDSA Fee (maximums based on 12 credits per semester)	0.04	0.48	0.96
ConnectND Fee (maximums based on 12 credits per semester)	5.50	66.00	132.00
Total Early Entry Unsubsidized Tuition and Fees	137.48	1,649.76	3,299.52

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
Dual Credit Classes - Subsidized			
Tuition and Fee Rates: (maximums based on 12 credits per semester)			
Tuition	74.58	894.96	1,789.92
NDSA Fee (maximums based on 12 credits per semester)	0.04	0.48	0.96
ConnectND Fee (maximums based on 12 credits per semester)	5.50	66.00	132.00
Total Early Entry Subsidized Tuition and Fees	80.12	961.44	1,922.88

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
Online Classes (Excluding Dual Credit Students)			
Tuition and Fee Rates: (maximums based on 12 credits per semester)			
Online Class Tuition	186.21	No Maximum	No Maximum
Online Class Distance Delivery Fee	6.00	No Maximum	No Maximum
Online Class Technology Fee (maximums based on 16 credits per semester)	6.25	100.00	200.00
Online Class NDSA Fee (maximums based on 12 credits per semester)	0.04	0.48	0.96
Online Class ConnectND Fee (maximums based on 12 credits per semester)	5.50	66.00	132.00
Total On-line Class Tuition and Fees	204.00	No Maximum	No Maximum

Grand Forks Air Force Base classes (except Online classes)

NOTE: Basic Fees, certain Course/Lab Fees and Distance Delivery Fees are waived for students funded by TA

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
Tuition and Fee Rates:			
Tuition (regardless of residency)	186.21	No Maximum	No Maximum
Technology Fee	6.25	100.00	200.00
NDSA Fee	0.04	0.48	0.96
ConnectND Fee	5.50	66.00	132.00
Total regular Tuition and Fees per credit hour	198.00	No Maximum	No Maximum

Lab / Class Fees

Generally applicable to classes subject to special testing or certifications, clothing, software and equipment retained by the student, or special activities. See Schedule B for specifics.

Other U.S. Air Force Base classes (except Online Classes)

NOTE: Basic Fees, certain Course/Lab Fees and Distance Delivery Fees are waived for students funded by TA

	CHARGE PER CREDIT HOUR	MAXIMUM CHARGE PER SEMESTER	MAXIMUM CHARGE PER YEAR
Tuition (regardless of residency)	186.21	No Maximum	No Maximum
Technology Fee	6.25	100.00	200.00
NDSA Fee	0.04	0.48	0.96
ConnectND Fee	5.50	66.00	132.00
Total regular Tuition and Fees per credit hour	198.00	No Maximum	No Maximum

Collaborative Classes

Tuition and Fee Rates:

All rates are charged at the rates of the specific NDUS campus from which the student is receiving the class. Please contact the specific campus for applicable rates.

Peace Officer Training Program - 2020 Academy

	Total Charge
Tuition	1,889.04
Program Fee	2,500.00
Technology Fee	100.00
NDSA Fee	0.48
ConnectND Fee	66.00
Sub-total regular Tuition and Fees	4,555.52
Plus: CJ 201 online course (if not already completed prior to entering the Academy)	612.00
Total with CJ 201 online course	5,167.52

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Salary Administration Policy	400.35	All

REQUESTED ACTION: CHANGE ADD REMOVE


Text of Requested Change: (Continue on other side or attach a separate document.)
A complete rewrite of the policy (see attached). This has met the expectations of Faculty Senate President Randy Fixen. Tenured Faculty Marilyn Buresh has also reviewed and offered suggestions. Council can approve with the expectation that the Faculty Senate may review and approve when they return during in-service.

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
Academic Affairs	5/28/2019
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Lloyd Halvorson, VP Academic and Student Affairs</i>	5/28/2019
<i>(Signed Electronically)</i>	

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
	5/29/19

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 400.35
SALARY ADMINISTRATION

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
 - a. Acknowledge the basic financial needs of all employees.
 - b. Be responsive to market influences
 - c. Strive for internal equity.
 - d. Recognize and reward outstanding performance.
 - e. Retain employees to limit the financial and other (hidden) costs of turnover.
2. Salaries are set and salaries are increased, to ensure fairness based on the following:
 - a. Job Classification
 - b. Cost of living
 - c. Merit
 - d. Equity (internal and external)
 - e. Market
 - f. Salary Compression
 - g. Degree completion
 - h. Workload and responsibility changes
 - i. Work experience (external and internal)
 - j. Promotions
 - k. Successful completion of a probationary period (applies to staff only)
 - l. Interim and acting appointments
- I. Procedures
 1. The President, in consultation with the Administrative Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.
 2. When budgets allow, monies for staff and faculty degree completion, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.
 3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.
 - a. Bachelor's Degree - \$2,000 added to current contract base
 - b. Master's Degree - \$2,000 added to current contract base
 - c. Doctoral Degree - \$3,000 added to current contract base
 4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work

experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.

5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year.
6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus \$500. A Faculty Senate member in the final category shall be awarded \$500 after each additional 5 years.
7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
 - a. Assistant Professor - \$500
 - b. Associate Professor - \$1,000
 - c. Professor - \$1,500
8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:
$$\text{Present Salary} + \text{Category Change} + \text{Degree Change} + \text{Rank Promotion} \\ \times \text{Percentage Raise} = \text{Next Year's Salary.}$$
9. Part-time, overload, and/or off contract faculty compensation:
 - a. \$590 per credit: Faculty Senate members in Category I-II and part-time faculty having taught less than 54 credits for LRSC
 - b. \$630 per credit: Faculty Senate members in Categories III-V and part-time faculty having taught greater than 54 credits for LRSC
 - c. \$690 per credit: Faculty Senate members in Categories VI-IX and benefitted adjuncts.
 - d. \$150 per credit/per student for low enrollment courses with three or fewer students on census date.
 - e. Online: \$225 per student for each student up to 14 students.
10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Science labs will count 1.5 credits for overload compensation.
11. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.
12. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, or to achieve equity in instructional responsibilities.
13. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).

14. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.
15. When contracts are sent to faculty prior to June 20th, they are due back within thirty days or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20th and June 30th, they must be returned by July 20th as required by SBHE Policy.
16. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

II. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

Category	Range	Increment	9-Month Contract
Faculty I \$37,000-\$43,500	\$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
Faculty II \$40,250-\$47,000	\$6,750	\$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
Faculty III \$43,750-\$50,750	\$7,000	\$3,500	14 years Teaching/Working (T-W) Experience BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
Faculty IV \$47,500-\$54,750	\$7,250	\$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
Faculty V \$51,500-\$59,000	\$7,500	\$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
Faculty VI \$55,750-\$63,500	\$7,750	\$4,250	29 years Teaching/Working (T-W) Experience BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
Faculty VII \$60,250-\$68,250	\$8,000	\$4,500	34 years Teaching/Working (T-W) Experience BA and 31 years T-W MA and 27 years T-W PhD and 25 years T-W
Faculty VIII \$65,000-\$73,250	\$8,250	\$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
Faculty IX \$70,000 –	\$8,500	\$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W PhD and 35 years T-W

History

Administrative Council Approved 05/28/19 – policy rewritten
Administrative Council Approved Faculty Salary Guidelines 06/14/07
Administrative Council Approved Faculty Salary Guidelines 02/05/14
Administrative Council Approved Faculty Salary Guidelines 12/24/14
Administrative Council Approved Faculty Salary Guidelines 03/10/14
Administrative Council Approved Faculty Salary Guidelines 05/11/15
Administrative Council Approved 08/27/04
Administrative Council Approved 01/25/00
Administrative Council Approved 08/27/04
Administrative Council Approved 08/27/04
Administrative Council Approved 08/31/99
Administrative Council Approved 08/31/99
Administrative Council Approved 08/16/02
Administrative Council Approved 08/27/04
Administrative Council Approved 06/05/07
Administrative Council Approved 06/28/11
Administrative Council Approved 04/24/00
Administrative Council Approved 08/27/04
Administrative Council Approved 07/25/05
Administrative Council Approved 06/05/07