

Approved on 3/1/22

Administrative Council Meeting Minutes

Thursday, February 17, 2022

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

Erin Wood, College Relations Director

Oybek Turayev-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 1:13 p.m.

b) Review of February 17, 2022 Minutes

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

2) OLD BUSINESS

a) Ag Center Baffles

i) VP Kenner reported on the status of the procurement process for the Ag Center baffles. The IRFP was issued on February 7, 2022. Walk-thru must be done by February 21, 2022. Deadline for submission of questions and objections is 2:00 p. February 25, 2022. Deadline for receipt of proposals is 2:00 pm March 4, 2022. Two companies have done a walk-thru so far.

b) Update FY23 Room, Board and Fee Increases (Administrative Affairs)

i) The proposed fee increases were approved by Council and Student Senate and will be sent on to the System Office. See attached memo for detailed fee increases and report from Student Senate meeting.

c) Study Room in Learning Commons (Administrative Affairs)

i) **VP Kenner will contact Mike McLean about getting more panels.**

3) NEW BUSINESS

a) IT personnel Funding Sources (Academic/Student Affairs)

i) Currently there are 5 positions in the IT department funded through various sources. Two: 100% Appropriated, one: 100% Tech Fees, one: 40% Tech Fees and 60% Appropriated, one: 35% Resident Hall and 65% Appropriated (currently vacant). VP Halvorson, after the decision was made to leave the recently open position vacant, would like to shift funding sources to the following to allow the Tech fee build. Two would remain: 100% appropriated, one would remain: 100% Tech Fees, one would change to: 40% Resident Hall (instead of Tech fees) and 60% Appropriated, one: Position Vacant. Council agreed and the funding sources will be updated.

b) Resignations (Academic/Student Affairs)

i) Council discussed the recent resignations, Robyn Mertens resigned leaving March 10, 2022 and Preston Sundeen resigned and will honor his contract through June 30, 2022. President Darling, VP Kenner and VP Halvorson will meet later in executive session to discuss personnel matters in more detail.

c) Faculty Rank and Tenure Update (Academic/Student Affairs)

- i) VP Halvorson indicated that multiple rank changes applications were approved by LRSC Tenure Committee. Rank changes applications for Karen Clementich, Donna Weigel, Melissa Moser, Jenna Brooks and Tenure Track change application for Oybek Turayev were approved by LRSC Tenure Committee. [VP Halvorson will submit required letters for Dr. Doug Darling for approval signatures.](#)
- ii) VP Halvorson reported that the Tenure Committee originally denied Richard Drury's application for tenure due to a missed deadline. [The deadline was extended, and the committee will reconsider the application.](#)
- d) **Legion Baseball Field Project** (President)
 - i) The DL Park Board and DL Baseball Boosters are in the process of making improvements to the Legion Baseball Field. The improvements are estimated to cost about \$950,000. The DL Park Board has committed \$400,000, Legion Baseball Boosters \$200,000 and Lake Region Youth Activities is pending for \$100,000. The Park Board is asking both DLPS and LRSC to each contribute \$50,000 to the project, in turn they will waive the \$2,000 annual rental fee from 2023-2032. The additional dollars needed will be coming from local fundraising efforts. [VP Halvorson will meet with DL Park Board to discuss marketing opportunities.](#)
- e) **Policy 1500.07 Security Cameras** (Academic/Student Affairs)
 - i) Council discussed wording changes and agreed to the changes posted below.
- f) **Policy 700.03 Qualification and Selection** (Academic/Student Affairs)
 - i) Council discussed and approved the posted changes.
- g) **2022 Strategy Review Power Point Presentation March 10, 2022** (President)
 - i) President Darling will be presenting via technology to the OMB on March 10, 2022
- h) **Review/Approval of the 2022-2023 Academic Calendar** (Academic/Student Affairs)
 - i) The new academic calendar was approved by council with changes to the August 22nd Sunday-Monday orientation they will stop doing Saturday. Council approved the academic calendar the edit of shading the intersession dates.
- i) **Update on Open Positions**
 - i) Enrollment Services Specialist (effective March 10, 2022) – Despite the hiring frost, council did agree to opening this position internally.
 - ii) Ag Programs Director (effective July 1, 2022) - Pending
 - iii) Director Student Affairs - On hold
 - iv) Bookstore Manager/State Fleet: VP Kenner reported that 16 applications were reviewed today and 4 were selected to interview with 2 alternates. Interviews are scheduled for February 28th.
 - v) Women's Basketball Coach: VP Halvorson reported there were 52 applicants that met the requirements. Athletic Director Marshall will meet to discuss interviewing at least 7 applicants.
 - vi) Information Technology (1/2022) – Hiring Frost
 - vii) Evening Physical Plant (Randy)
 - viii) Controller -closes the 20th
- j) **Discussion**
 - i) President Darling explained that the dumpster and snow removal equipment are often being blocked by vehicles parking by the practice building. VP Halvorson will discuss the issue with AD Marshall.
 - ii) Volleyball Coach Waddell requested and received permission, with 24 girls on the roster next year, to hire another assistant coach using \$3,000 of his camp funds. [A position authorization form will be generated.](#)
 - iii) VP Kenner, Controller Kitchens and Executive Director Nord met with Brady Martz to finalize transfer of CCF accounting.
 - iv) Policy 400.13 Contractual Agreements. VP Halvorson discussed softball lease that former AD Mertens signed with the DL Park Board. Those agreements must go through legal first. Current policy states the AD has right to sign but lease agreement should come thru council. BSN credits generated by purchases will now be accounted for through the Administrative Services office.

4) ADJURNMENT

a) Adjournment

i) The meeting was adjourned at 3:00 p.m.

b) Upcoming Scheduled Council Meetings

i) The next meetings of the Administrative Council will be Tu-March 1@9a, M-March 21@1:30p

AGENDA ITEM 2)b)

Student Senate Meeting: Fee Increase Conversation Lloyd Halvorson, VP Academic and Student Affairs

On Wednesday February 9, 2022, I met with the Lake Region State College Student Senate and their staff advisor Scott Dunbar. I present the request from LRSC President Doug Darling to increase Activity Fee One, Activity Fee Two, and the Facility Usage Fee by 50%. **The Student Senate voted unanimously to support the increases as requested.** They will provide a written resolution of support.

The following information was presented and discussed:

Each fee helps support:

- Activity Fee One: Athletics
- Activity Fee Two: Majority is for Student Senate to host activities, the remaining is split between the recreation room, intramurals, student clubs, and a contingency fund.
- Facility Usage Fee: Parking lot maintenance, facility upgrades, facility repair, and can be used to secure deferred maintenance match.

Current fees and how they are charged:

- Activity Fee One: \$5 per credit, charged for a maximum of 16 credits per semester.
- Activity Fee Two: \$5 per credit, charged for a maximum of 16 credits per semester.
- Facility Usage Fee: \$7 per credit, charged for a maximum of 16 credits per semester.

The last time each fee was increased:

- Activity Fee One: Last increased 8 years ago in 2014 from \$3 to \$5.
- Activity Fee Two: Has been \$5 for the past 22 years (going back to the year 2000).
- Facility Usage Fee: \$7 per credit up from \$5.13 14 years ago in 2008.

How the fee increases would affect the student's bill per semester and per year:

- Activity Fee One Increase: \$2.50 per/credit up to 16 credits per semester: \$40; per year: \$80.
- Activity Fee Two Increase: \$2.50 per/credit up to 16 credits per semester: \$40; per year: \$80
- Facility Usage Fee Increase: \$3.50 per/credit up to 16 credits per semester: \$56; per year: \$112.
 - Total Fee increase: \$8.50 per/credit up to 16 pre semester: \$136; per year: \$272

How our student fees and our tuition compare to the other 10 campuses in the ND University System. *Scott walked them through three tuition and fee tables as shown on the next page.

- Total Fees: LRSC ranks near the bottom (9th lowest out of the 11 institutions)
- Technology Fee: LRSC in the low middle (7th lowest of the 11 institutions)
- Tuition: LRSC has the 10th lowest tuition rate in the NDUS.

We then had a general conversation that included the following observations:

We enhance lives and community vitality through quality education.

- LRSC does not charge students for a parking permit and rarely issues parking tickets to students.
- It could be argued that LRSC has the lowest tuition overall as we do not have tuition bands where we charge more in tuition for certain programs. WCS's lowest band is less than LRSC's overall tuition but some students are charged tuition that is higher than LRSC.
- The Facility Usage fee can be used to secure matching dollars from a couple of deferred maintenance "buckets" that make the dollars stretch much further.

- The business wing renovation is an example of how we can use the fee to upgrade classrooms and classroom furniture.
- In order to maintain the same buying power that a \$5 fee provided 22 years ago; today's fee would need to be \$8.15. This bring the to \$7.50, restore our will increase \$50% increase will activity fees (each) which will not fully buying power but it substantially.

***NDUS FEE AND TUITION BREAKDOWN**

School	Fee
VCSU	\$1,830.56
UND	\$1,714.32
DSU	\$1,648.34
WSC	\$1,627.56
NDSU	\$1,449.63
MaSU	\$1,356.11
MiSU	\$1,271.46
BSC	\$919.20
LRSC	\$914.40
NDSCS	\$842.25
DCB	\$816.96

School	Tuition
NDSU	\$8,951.00
UND	\$8,882.00
DSU	\$7,470.00
MiSU	\$6,892.00
VCSU	\$6,364.00
MaSU	\$6,266.00
BSC	\$5,009.00
NDSCS	\$4,503.00
DCB	\$4,356.00
LRSC	\$4,086.00
WSC	\$4,017.00

School	Tech Fee
VCSU	\$900.00
DSU	\$554.60
MaSU	\$492.00
WSC	\$300.00
NDSCS	\$242.88
NDSU	\$242.00
LRSC	\$237.44
BSC	\$168.00
UND	\$144.00
DCB	\$144.00
MiSU	\$120.00

AGENDA ITEM 3)e)

Lake Region State College
Policy and Procedure Manual

SECTION 1500.07
SECURITY CAMERAS

Purpose:

The purpose of this policy is to regulate the use of electronic video recording equipment at Lake Region State College. For purposes of this policy, electronic video recording equipment is defined as observing persons, places, or activities in an unobtrusive manner with the aid of electronic devices such as video cameras, digital video recorders or network scanning systems. This policy applies to all students and employees, as well as, personnel of affiliated organizations conducting business on the properties owned or controlled by Lake Region State College (~~hereafter Lake Region State College~~).

Scope:

This policy applies to all areas of Lake Region State College in the use of video recording equipment. This policy is not intended to cover the use of webcams unless the webcam is used for video recording **others in public spaces**.

General Principles:

1. The use of ~~electronic~~ video recording equipment at Lake Region State College is limited to the following purposes:
 - a. To deter criminal activity **and assist in the investigation and prosecution of criminal activity**.
 - ~~b. To deter violations and assist in the investigation of violations of Lake Region State College Policies, SBHE Policies, and NDUS Procedures. and North Dakota University System policies.~~
 - ~~c. To assist in the investigation and prosecution of criminal activity and violations of North Dakota University System policies.~~
 - d. To assist in the investigation of accidents and to address safety issues.
 - e. To identify individuals seeking entry into restricted locations.
2. Using ~~electronic~~ video recording equipment for purposes not listed above undermines the purpose of these resources and is ~~therefore~~ prohibited.
3. Only the incident on a filed report form may be investigated and should unrelated violations be observed, approval to investigate shall be obtained separately.

Authorization, Storage and Investigations: ~~Video Recording Equipment on Premises:~~

1. Data captured by video recording equipment will be stored for ~~a period not less than 7 days and not to exceed 14 days~~ and **may then be written over and/or deleted according to data storage needs will then be erased**.
2. **Video data may be retained indefinitely when it is part of an internal investigation, criminal investigation, court proceedings (criminal or civil), or as otherwise directed by the President, VP for Administrative Affairs, or the VP for Academic and Student Affairs. other bona fide use as approved by the Loss Control Committee. Any data that is retained for investigations or proceedings will be held for the appropriate retention time in accordance with Lake Region State College's Records Retention Schedule.**

3. Cameras will be restricted to indoor and outdoor areas available to the public and to areas where access is restricted. Cameras will not be allowed in locker rooms, restrooms, classrooms or private offices.
4. Cameras in the resident halls will be limited to those showing the entrances and exits and may not record the hallways showing the doors to individual rooms or restrooms.
5. The Director of Information Technology, the Director of Human Resources, and their designees will have access to view video recordings for investigative purposes.
6. The Director of Information Technology or their designee, shall ~~Monitoring~~ monitor video recording equipment on a regular basis for operational status and condition of all cameras.
7. Whenever approval is granted for video surveillance imaging to be copied and released to law enforcement or to a third party, the releasing individual will notify (email) the President, VP for Administrative Affairs, and the VP for Academic and Student Affairs.

Chief Information Officer, CIO designee, and Risk Management Officer will have access to view for investigative purposes.

Responsibilities:

1. The Vice President for Administrative Affairs and/or the Vice President for Academic and Student Affairs, or their designees, have the responsibility for the following:
 - a. Authorizing the use of video recording equipment, approving the installation (location) of new cameras, authorizing the removal of existing cameras, and approving the release of imaging to law enforcement or to a third party.
 - b. ~~Receiving and processing~~ Authorizing the Video Recording Equipment Use Request Forms for investigation. Forms through the established approval process.
 - c. ~~Authorizing the use of video recording equipment for security purposes on campus as described on Video Recording Equipment Use Request Forms.~~
 - d. ~~Consulting with the NDUS Office of General Counsel to monitor new developments in the relevant law and in security industry practices to ensure that video recording equipment use at Lake Region State College is consistent with the highest standards and protections.~~
2. The Director of Human Resources will receive and process the Video Recording Equipment Use Request Forms and will retain the investigative summary and digital recordings/pictures.
3. ~~The Vice President for Administrative Affairs, in cooperation with the Loss Control Committee, has the responsibility for the following:~~
 - a. ~~Establishing and maintaining the standard practice and any supplemental operating procedures.~~
 - b. ~~Overseeing and coordinating the installation and use of video recording equipment. All new installations will follow this standard practice and any supplemental operating procedures applicable to the installation. All existing video recording equipment systems will be evaluated for compliance with this standard practice.~~

Examples of use of video recording equipment in public areas

1. ~~Legitimate security purposes include, but are not limited to, the following:~~
 - a. ~~Protection of buildings and property – Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.~~
 - b. ~~Monitoring of access control systems – Monitor and record restricted access transactions at entrances to buildings and other areas.~~
 - c. ~~Verification of security alarms – Intrusion alarms, exit door controls, hold-up alarms, etc.~~
 - d. ~~Criminal investigation.~~
 - e. ~~Investigate suspected Lake Region State College or North Dakota University System policy violations.~~

History

Administrative Council Approved 10/14/13

Administrative Council Approved 02/17/22

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

SECTION 700.03

QUALIFICATION AND SELECTION

1. **Qualification:** The President, in consultation with the Vice President of Academic and Student Affairs, shall prescribe qualifications and the level and nature of experience for all faculty positions.
2. **Selection:** The President, in consultation with the Vice President of Academic and Student Affairs, shall establish the procedures and selection criteria for filling any vacant faculty position.

Faculty at Lake Region State College shall meet or exceed the identified minimum qualifications to teach as outlined in this policy.

3. **Definitions**
 - a. **Faculty:** Benefitted and non-benefitted, full and part-time, including those whose salary is paid by a third party, whose primary responsibility is to provide instruction through any mode of delivery (i.e. traditional face to face, interactive video, and online), at any location (on campus or off campus at a distance site), and for any purpose (degree seeking, non-degree seeking, dual credit, and early entry). The definition of faculty does not include guest lecturers, industry experts, business or political leaders, and others who deliver information or demonstrate skills at the request of faculty who are assigned the responsibility to develop and deliver the curriculum.
 - i. **Academic Faculty:** Those faculty whose teaching assignments include general education courses, or other "non-occupational courses", in subjects that prepare students to transfer to baccalaureate degree granting institutions.
 - ii. **Career and Technical Education (CTE) Faculty:** Those faculty whose teaching assignments are in programs designed to prepare students to enter the workforce following graduation.
 - iii. **Academic Skills Faculty:** Those faculty teaching courses that do not qualify for transferable college credit and are preparatory in nature. English as a Second Language (ESL) instructors are included in this category.
 - b. **Academic Credentials:** Those certificates, diplomas, and degrees earned and awarded from an accredited institution of higher learning.
 - i. "Master's degree in the discipline or subfield". Discipline shall refer to a specific field or subject, while subfield shall refer to a focus of specialization or component. All degree types (e.g. MS, MA, Med, MAT, etc.) are included.
 - ii. "Graduate credit" refers to all credits for coursework, research, teaching, and other professional activities, earned post-baccalaureate, and awarded by the college or university. Graduate credit also includes any credit awarded pre-baccalaureate (or when a baccalaureate degree is irrelevant) taken specifically for graduate credit.
 - c. **Tested Experience:** The relevant experience a faculty member has, outside the classroom that is significant and measurable. Tested experience may include industry qualifications and certifications earned during employment or professional volunteer work. It may also include expertise that can be quantified through real world

experiences, accomplishments, awards, publications, attendance at discipline specific training, professional memberships, conference attendance, leadership roles held in relevant professional associations, and other similar means.

- d. Qualified Faculty: Faculty Qualifications may be determined by a combination of academic credentials and tested experience, however:
 - i. Academic faculty shall possess a master's degree or higher. Should a member of the academic faculty possess a master's degree in a discipline or subfield other than that in which they teach, that faculty member should have 18 graduate credits, and tested experience, however, may be sufficient to demonstrate expertise.
 - ii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.

4. Responsibility

- a. The Vice President of Academic and Student Affairs shall be responsible for the assessment of qualifications of all existing faculty.
- b. Existing faculty who do not meet the minimum requirements to be "qualified" under "d" above may continue to teach courses in accordance with their contract and regular course assignments, provided:
 - i. The faculty member has in place a qualifications plan approved by the Vice President for Academic and Student Affairs. An approved qualifications plan shall include:
 - 1. Degree(s) needed and/or courses to be completed;
 - 2. The institution of higher education where the courses will be completed or the degree earned;
 - 3. The timeline for course completion and degree completion (if applicable); and
 - 4. The identification of any professional growth activities, workshops, and/or certifications that must be completed and the related timeline.
 - ii. The faculty member is actively working toward meeting the minimum requirements of the qualifications plan through their enrollment in graduate courses and/or other professional growth activities.

5. Tuition Assistance and other Remuneration

- a. Lake Region State College will reimburse ~~benefitted~~ **approved** faculty for the tuition, mandatory fees, course fees, and books for graduate courses taken in accordance with the approved qualifications plan.
 - i. Such reimbursement will not exceed **the maximum tuition and fees assessed by an NDUS institution \$1,200 per three credit course** and may be reimbursed upon enrollment. In the event the course is not completed with a grade of "C" or higher, the course is dropped, or the faculty member is otherwise withdrawn, the faculty member will be ineligible for reimbursement for the next course taken pursuant to the approved qualifications plan.
 - ii. Reimbursement will not be provided when other funds are available to pay the tuition, mandatory fees, course fees, and/or books. Examples of other funds that could be available include, scholarships, tuition waivers, grants, public tuition payment programs (e.g. GI Bill, Military TA) or other public or private third party payments.
 - iii. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be designated for tuition reimbursement until the faculty member has met the graduate credit requirement of their qualification plan.
- b. Lake Region State College will reimburse benefitted faculty for the full cost of attendance at workshops and other professional development activities that are included in the approved qualifications plan.
 - i. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be used for this purpose unless these funds have already been used for tuition reimbursement.
- c. The tuition assistance and funding outlined in this policy may be withdrawn should the President declare a financial necessity.

History

Administrative Council Approved 08/29/16