

Approved on 09/09/22

Administrative Council Meeting Minutes

Friday, August 26, 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
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Melissa Moser-Faculty Senate Representative
Erin Wood, College Relations Director
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:05 p.m.

b) Review of August 8, 2022, Minutes

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

2) OLD BUSINESS

a) COVID Protocols-Fall Semester (President)

i) VP Halvorson proposed all 7 tabs on COVID website will be archived. The dashboard will be eliminated, and the document (**attached below**) will replace the information. There will be a link to the archived information.

b) Reactivate LRSC Welding Program (Academic/Student Affairs)

i) **Tabled for further review for early fall decision.**

c) Signage (College Relations)

i) **Awaiting response from call in to Curt Twete about removing old signage.**

ii) **New sign for North entrance: Director Wood is working to get concepts and prices.**

d) Wind Turbine Repairs (President)

i) **Tabled until contact with the parts manufacturer is established. Update: Excel Energy has a gearbox repair team. Director Lillehaugen put out an RFP to meet procurement.**

e) 400.35 Salary Administration Policy Change (Administrative Affairs)

i) **Tabled on 6/23/22 for Faculty Senate review on 8/17/22. Faculty had the following addition to I. 15: *The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.***

ii) Council approved policy (**attached below**).

f) 2020-2025 Strategic Plan (College Relations)

i) **Tabled until Campus Planning meeting in September.**

3) NEW BUSINESS

a) Elevator Bids (Administrative Affairs)

i) VP Kitchens discussed the elevator synopsis provided in writing by Director Estenson. The lowest quote was \$121,000 to fix both elevators. Council discussion was focused on where to obtain the \$40,000 in matching funds to access the deferred maintenance funding pool. Housing funds will be the match for the Gilliland

Hall elevator repair. Council must identify a funding source for the receiving elevator which has in the past provided accessibility to the weight room and music room for wheelchair bound individuals.

b) **Permanent PT Employees CCF & IT** (Administrative Affairs)

- i) The Foundation office is waiting for permission to fill the part-time Events Coordinator position vacated by Samantha McKay. Academic Affairs has been waiting to hire a part-time employee in the IT Department. Council had questions on the differences between student employment and regular employment when it comes to Veterans' preference and in other areas. The rules create hiring delays. VP Kitchens will meet with HR Director Lillehaugen to clarify the regulations for all scenarios.

c) **Student Employee and Workstudy hourly wage** (Administrative Affairs)

- i) Student Employment and Workstudy hourly salary change proposal (See chart below). LRSC gives priority to workstudy students, but students are choosing to work off campus due to the lower hourly wages offered on campus. Historically the reason for lower wage for Child Care employees is due to the operation not wanting students to receive higher wages than they can afford for their permanent employees. Council approved all raises shown in the chart below:

Site	2020-2021	2022-2022
IVN	\$10.00 per hour	\$12.00 per hour
Maintenance	\$12.00 per hour	\$12.00 per hour
Food Service	\$12.00 per hour	\$12.00 per hour
Bookstore	\$12.00 per hour	\$12.00 per hour
Day Care	\$7.75 per hour	\$10.00 per hour
Information Tech	\$10.00 per hour	\$12.00 per hour
All Other Positions	\$10.00 per hour	\$12.00 per hour

d) **Fall Gen Ed Summit Oct. 7 or 14** (Academic/Student Affairs)

- i) VP Halvorson announced LRSC is hosting the Gen Ed Summit in October 2022 with 20-30 people on campus. As host campus LRSC would like to provide the meals and provisions other institutions have done in the past. Council continues to work through the anti-gifting clause that has recently been re-defined to see how that will impact what LRSC as the host institution can provide.

e) **Orientation** (College Relations)

- i) Director Dunbar reported to Director Wood and others that move-in and orientation went smoothly this year. Director Dunbar had an abundance of help that weekend, which was much appreciated. Director Wood would like to see orientation bigger and brighter next fall. Many colleges have a huge showing of faculty and staff on hand during their move-in and orientation events that LRSC could model. Council will support strengthening orientation and would like the committee to outline a plan to include the individuals they would like to have on campus.

f) **Department Goals** (President)

- i) President Darling reminded Council their Department Goals are due September 1st.

g) **Ottertall Power Electrical Upgrade** (President)

- i) Ottertall will be upgrading the city of DL in 2025-26. Their new system will make LRSC's new system incompatible, and LRSC will have to replace some transformers that were just updated during the big electrical system upgrade. The Hofstad Ag Center has the proper equipment. We are waiting for a written description from Ottertall then we will work with NDUS Facilities Planning Director Rick Tonder to assist us in navigating this project.

h) **CCSSE 2022 Results** (President)

- i) The summary was reviewed: LRSC is lower than top 10% but above the median with the exception of Academic Challenge. [The Retention Committee will utilize the entire document in planning meetings. HLC requires us to track and use data to make decisions.](#)
- i) **Strengthening Community College Grant** (President)
 - i) A Memorandum of Understanding has been signed between LRSC, NDSCS, TMCC, & BSC to apply as a consortium for round three of the SCC grant. The initiative that could award as high as \$5 million four years. As LRSC is already Title III eligible, we will serve as the lead institution. All campuses, including LRSC will need to identify what program area(s) to strengthen as campuses differ.
- j) **Request for Donated Leave** (President)
 - i) An employee who will be undergoing medical procedures over the next several months has asked to be eligible for donated leave. Council approved the donated leave request, not to exceed 120 hours. Employees will be notified and can only donate within the limits of policy.
- k) **Discussion**
 - i) President Darling announced he will travel to Bismarck for the Budget Meeting scheduled October 10-11, 2022 10-11, 2022. LRSC will have 30 minutes to present LRSC's biennial budget. VP Kitchens will either ride along or join via TEAMS link.
 - ii) President Darling presented DLPS- Superintendent Bakke's request to transfer the land the Harmony House, Bus Barn, and North end of the football field are on that was drawn into LRSC's campus. Discussion: [Council members recommended that President Darling get a legal opinion.](#)
 - iii) VP Kitchens discussed the MBS Glitch. The system they use in the bookstore has charged student's credit cards from last year. This has created an immense amount of extra work for our personnel and the fraudulent billing caused damage to our reputation. [Council agreed we should have attorneys investigate possibility for compensation.](#)
 - iv) Assistant VP Driessen is looking for an enrollment report to come out soon. The goal is 1700 head count, 2000 for next year.
 - v) Faculty Representative Moser stated the in-service planning discussions were very good. They could have used more time.
 - vi) VP Kitchens has been working with brand new Software called GASB 87 her mentor stated it is the most complicated standard she has ever dealt with.
 - vii) Make sure you thank your staff for all the hard work over the welcome weekend. An email from administration thanking everyone that helped with everything would be welcome.
- l) **Update on Open Positions:** VP Halvorson will be emailing an overview of changing positions on campus.
 - i) Physical Plant- Night Custodian: Scott Bischoff has accepted the position
 - ii) Nursing Faculty- Grand Forks, Devils Lake: Ashlie Varilek DL Nursing and Megan Sylling GF Nursing
 - iii) Admissions Specialist (Brittany Westphal):
 - iv) Ag Instructor (Oybek Turayev):
 - v) Ag Programs Director (Preston Sundeen):
 - vi) TRiO/Student Success Director (Cathleen Ruch) Casey Zehrer-Interim Director:
 - vii) Enrollment Services Assistant (Ashlee Collision): (7/2022) Hiring Frost
 - viii) Information Technology (1/2022) Hiring frost

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 2:40 p.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be [F-Sept 9@1p, Th-Sept 22@9a](#)

Delete/Archive all protocol currently listed under the COVID-19 Tab. Replace that information with the following:

COVID Regulations, Guidance, and Information

Effective: August 29, 2022

With the exception of the LRSC Nursing Program, Lake Region State College will not require faculty, staff, and students to take a COVID test nor require anyone to wear a mask as a condition of course attendance or participation in an LRSC activity. The Chair of the Nursing Department may adopt testing, distancing, and mask wearing protocols as necessary and/or as needed by our healthcare partners due to student/faculty clinical obligations.

Faculty, staff, and students shall notify the LRSC Human Resources Director of a positive test and/or if they are a close contact of a positive household member.

Lake Region State College requires faculty, staff, and students who test positive for COVID or who are a close contact of a positive household member or roommate to remain off campus or isolated in their resident hall room for the first five days. These campus restrictions will be lifted on day six. It is recommended that faculty, staff, and students wear a well fitted mask when in close proximity to others during days six through day ten.

When possible, and when the appropriate technology is available, faculty shall make arrangements for students on restrictions or in isolation to attend class remotely. Students who choose to extend their isolation through day ten as a precaution, or because they are symptomatic, must also be allowed to attend class remotely.

Lake Region State College's COVID Testing Center is closed. Testing is available by making an appointment with a provider at Altru Clinic. Personal testing kits are available on campus and free to faculty, staff, and students while supplies remain available. They can be picked up at the information window near the LRSC Welcome Center.

COVID related travel restrictions have been lifted. Your supervisor can approve in state travel, the appropriate Vice President may approve out of state travel, and international travel decisions require the approval of the President.

The LRSC COVID Dashboard has been retired.



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
SALARY ADMINISTRATION	400	35

REQUESTED ACTION: CHANGE ADD REMOVE

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

To establish a procedure as stated in SBHE Policy 605.1, "Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension." LRSC does not currently have a policy or procedure for handling contract that are not signed by the due date. It is stated on the contract that employment contracts not returned by noon on that date shall be deemed refused, and the position herein specified will be declared vacant but not in policy.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Human Resources	6/15/22
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen <small>Digitally signed by Sandi Lillehaugen Date: 2022.06.15 17:07:59 -05'00'</small>	6/15/22

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
- REQUEST TABLED FOR FURTHER REVIEW
Date: 6/23/22
- REQUEST NOT APPROVED
- REQUEST APPROVED WITH REVISIONS
Date: 8/26/22

LRSC PRESIDENT'S SIGNATURE	DATE
	6/23/22

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 400.35

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 as of the first Friday of the term.
 - 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. **Failure to return a signed contract or other document indicating acceptance of contract terms by the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension. The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.**
16. Staff and faculty hired, promoted, or starting a new position on or after April 1st will not be eligible to receive a legislative salary increase for the following fiscal year. Staff and faculty hired, promoted, or starting a new position between January 1st and March 31st will be eligible to receive a legislative salary increase upon completion of their probation period.
17. 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 08/31/99
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