

Approved on 11/10/2022

## Administrative Council Meeting Minutes

Monday, October 3, 2022

President's Office 10:00 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*  
*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 10:07 a.m.
- b) **Review of September 9, 2022, Minutes**
  - i) The minutes of the previous meeting were reviewed and approved.

### 2) OLD BUSINESS

- a) **NDUS Academic Calendars** (Academic/Student Affairs)
  - i) VP Halvorson reported that he believes the LRSC Student Senate is sending a resolution for a full week off for fall break to NDSA. The Faculty Senate is sending a resolution recommending two days to CCF. President Darling explained that LRSC's position will be to recommend two days either Monday/Tuesday or Thursday/Friday. President Darling felt it was important to take a position. The final decision was that VP Halvorson will report at AAC (Academic Affairs Council) that LRSC's position is two days on either end of the week and President Darling offered to visit with Student Senate to explain the decision if necessary.
- b) **Suggestion Box: Centralized Mail Deliveries**
  - i) VP Halvorson suggested tabling this discussion until more research on possible locations is complete.
- c) **2020-2025 Strategic Plan** (President)
  - i) President Darling submitted LRSC's Strategic Plan (**attached**). LRSC can make updates. Council discussed holding Campus Planning Team meetings more than once a year. VP Kitchens recommends narrowing the focus to one or two items when holding planning meetings. **Next step is to finalize the Long-Term Strategic Plan. Then planning committee will focus on detailing the plan.**
- d) **Reactivate LRSC Welding Program** (Academic/Student Affairs)
  - i) **Tabled for further review for early fall decision.** Council decided to let TrainND Director Steffen explore the non-credit side. **By November 2022, extend our deadline for another year so we can study offering a for credit welding opportunity and look for industry partners.**
- e) **Wind Turbine Repairs** (President)
  - i) President Darling reported the crane is on the way, they hope to begin repairs the week of October 10, '22.

### 3) NEW BUSINESS

- a) **OMB Presentation** (President)
  - i) President Darling and VP Kitchens will meet to create LRSC's presentation to the Office of Management and Budget. OMB presentations are to aid in creation of the Governor's budget. They need our information to

make an informed presentation of the Governor's Budget to the Legislature. This presentation to be turned in on Friday, October 7, 2022.

b) **Summer Housing Discussion** (Administrative Affairs)

- i) VP Kitchens updated council on her work with Housing Director Dunbar to create a standard pricing scale for summer housing. LRSC currently charges \$70 per week for FTLT and NDUS interns, \$25 a night for camps, free to student employees that stayed to work on campus over the summer. President Darling asked that VP Kitchens continue to work with Housing Director Dunbar to establish rates for the summer of 2023.

c) **CRM Update** (Student Affairs)

- i) Assistant VP Driessen stated the ND University System has finally chosen Target X for the system that will replace Hobsons. Training days are November 9-10, 2022 for. Primary users are Director Wakeford, Enrollment Services Specialist Collison, GFAFB Student Services Associate Zielske, Student Service Associate Uhlenkamp, IT Director Haugland, and Marketing Design Specialist Beckman. Secondary users are Assistant VP Driessen, GFAFB Campus Director Cowger, College Relations Director Wood, GFAFB Student Service Associate Gratton, Network Administrator Griffin, TRiO/Student Success Director Zehrer, and International Advisor Weber. LRSC currently uses Mongoose to deliver text messages, Target X has a different texting feature.

d) **Discussion**

- i) The requested attorney's position on what LRSC should do about DLPS's request to sign over LRSC property that DLPS Bus Barn and Harmony House partially sit on to DLPS. President Darling explained the property was originally DLPS. DLPS built the LRSC Campus. LRSC got the auditorium DLPS got the gym, and the facilities were to be shared.

(1) Discussion turned to the new middle school proposal and what the community can support. President Darling explained, it's comparing apples to oranges, the new middle school will be built by taxing the community and LRSC's competition facility will be built off fundraising and a request from the state. LRSC's focus should be on step one; architects' renderings and obtaining permission to fund-raise.

- ii) VP Kitchens informed council the new weekend hours for Food Service will be noon-1 p.m. and 5-6 p.m.
- iii) VP Kitchens also noted LRSC will be installing new soap and paper towel dispensers with the LRSC logo on them, emphasizing, it is at a cost to the company supplying our soap and paper not at LRSC's expense.
- iv) Director Wood stated the National Council for Marketing & Public Relations district conference was informational and that LRSC received a Silver Award for the Distance Ed map at the conference. They will submit the map at the upcoming National Conference.
- v) Faculty Representative Moser (Student Nurse Organization Advisor) inquired if campus clubs should be opening their own accounts to deposit fundraising dollars considering the new interpretation of the old anti-gifting clause. Discussion concluded for now. There are more questions being raised to legal and auditors.
- vi) VP Halvorson discussed phase 1 of office moves are in progress. Housing Director Dunbar moved to the former Mayville State space. Mayville State moved to the office recently vacated by Controller Nelson. VP Halvorson is requesting permission to move on the phase 2 which consists of: Counselor Dimitch moving into Director Wood's office and Director Wood into the Distance Ed space. Academic Affairs Director Erickstad and Distance Ed Administrative Assistant Hagen will move into the office spaces vacated by Counselor Dimitch and Director Dunbar near Student Services. Art Faculty Carlson will move into the office space in the art room and Instructional Designer Estenson will take her office space in the science wing. President Darling requested to see the moves in writing.

e) **Update on Open Positions**

- i) Online/Dual Credit Advisor: Currently being advertised and so far, there are two applicants.
- ii) Administrative Assistant TRiO/PowerSkills (Brady Weber): Will be advertised soon.
- iii) Campus Store Director (Karen Anderson): Interviews in progress.

- iv) Campus Store Assistant (Melissa Stotts): Closed but waiting until after Director position is filled to interview.
- v) Ag Programs Director (Preston Sundeen): LRSC will begin looking for an Ag Programs Director, Preston will teach part-time. Courses are covered until spring so LRSC will be able to wait until then to hire if the right candidate does not apply now.
- vi) Ag Program Instructor (Oybek Turayev):

#### **4) ADJOURNMENT**

##### **a) Adjournment**

- i) The meeting was adjourned at 12:05 p.m.

##### **b) Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-Nov 10@9a, Tu-Nov 22@1p

 <b>Lake Region</b> State College 5-year Strategic Plan			
<b>Obj #</b>	<b>Objective Title</b>	<b>Objective Description</b>	<b>NDUS Goal match</b>
<b>1</b>	<b>ENSURE STUDENT SUCCESS</b>	LRSC will provide students with a quality education at an affordable price in a student-centered environment.	<b>1, 3</b>
<b>Goal #</b>	<b>Goal</b>	<b>Specific measurable, actionable, relevant, and time-bound (SMART) components that meet or make progress toward an objective.</b>	
1.1	Promote the affordability of LRSC as lowest cost in the system	to areas served and throughout the state	
1.2	Create and implement a long term Strategic Enrollment Plan		
1.3	Maintain or increase graduation and retention rates		
1.4	Improve access to mental and emotional health counseling		
<b>Obj #</b>	<b>Objective Title</b>	<b>Objective Description</b>	<b>NDUS Goal match</b>
<b>2</b>	<b>PROVIDE IN-DEMAND PROGRAMS</b>	LRSC will provide in-demand programming in the areas of academic transfer, CTE, apprenticeships, certificates, and other areas to meet workforce needs in the community and state.	<b>1, 2, 3, 4, 5</b>
<b>Goal #</b>	<b>Goal</b>	<b>Specific measurable, actionable, relevant, and time-bound (SMART) components that meet or make progress toward an objective.</b>	
2.1	Focus on transfer degree options		
2.2	Create opportunities with programming and course schedules resulting in increased student enrollment (credit and noncredit) and a faster entry into the workforce.		
2.3	Grow apprenticeship partnerships in current and new programs		
2.4	Address labor market demands, investigate and complete a feasibility study of new CTE programs		
2.5	Prepare to be the two-year campus that provides CTE and general study opportunities in Grand Forks ND		
<b>Obj #</b>	<b>Objective Title</b>	<b>Objective Description</b>	<b>NDUS Goal match</b>
<b>3</b>	<b>FOCUS ON RESOURCE DEVELOPMENT</b>	Focus on developing the human, financial and physical resources needed to fulfill the LRSC mission	<b>1, 3, 4, 5</b>
<b>Goal #</b>	<b>Goal</b>	<b>Specific measurable, actionable, relevant, and time-bound (SMART) components that meet or make progress toward an objective.</b>	
3.1	Raise enough dollars to support granting each incoming degree-seeking student a renewable scholarship		
3.2	Create the plan of action and obtain approval to start the process for constructing a competition gymnasium and classrooms for related programs.		
3.3	Create and implement an employee development and retention plan		
3.4	Explore residence hall improvement options		
3.5	Continually analyze and improve IT infrastructure and security		

**2022-23 LRSC INSTITUTIONAL GOALS (PRESIDENT'S GOALS)**

SPOL REF #	GOAL	DESCRIPTION	INTENDED RESULTS	ASSESSMENT MEASURES	ACTUAL RESULTS	GAP ANALYSIS	LRSC STRATEGIC PLAN OBJECTIVE #	NDUS STRATEGIC PLAN	Chancellor #
2637	Manage costs to preserve affordability.	Maximize affordability by implementing cost-saving strategies.	Promote effective internal controls and risk management practices to reduce costs to students	Tuition and fee rates below the comparison group per the IPEDS Data Feedback Report			LRSC-1	1 Cost	C-G 1
2638	Prioritize facility needs	Update deferred maintenance analysis, prioritize projects, and provide new cost estimates.	Incorporate short and long-term facility needs as identified through the deferred maintenance analysis into the master plan.	Updated master plan			LRSC-3	1	C-G 1
2639	Increase funding for scholarships and program support	Increased dollars enhances student affordability and augments program quality.	Student scholarship awards and program support increases.	Scholarship and program disbursements each FY.			LRSC-1	1	C-G 1
2640	Student Affordability and Financial Health	Continue to limit tuition, room and board, and fee increases, at or below 5%, per year for the 23/25 biennium.	Maintain cost of attendance to be within the lowest third of NDUS institutions	Total percent of increase per year			LRSC-1	1	C-G 1
2641	Increase non-traditional student population	Enhance recruiting efforts, scholarship opportunities, and marketing strategies for non-traditional students (age 23+).	Non-traditional student (Age 23+) headcount increase of 10%	Count of non-traditional students, age 23+ on census date.			LRSC-1,2	2	C-G 4
2642	Retain students	Maintain high rates of persistence and retention.	Persistence, at or above 82%. Retention, at or above 65%	Official IPEDS & SAM data			LRSC-1	3	C-G 4
2643	Maximize the Strength of the Unified System (IT)	Enhance promotion, marketing, and recruiting of students/employer partners, for apprenticeships in IT and certificate completion in cyber-security, network administration, and web design in collaborative with the Dakota Digital Academy (DDA).	Increase number of students and increased awareness of digital literacy.	Number of IT apprenticeship students and employer partners and the number of students taking courses through DDA partner institutions			LRSC-1, 2	4	C-G 2&3

2644	Assess workforce development in health care apprenticeships	Formally assess strengths and weaknesses of our newly launched health care apprenticeship partnership with Sanford Health.	High levels of client satisfaction from employer survey and success rates consistent with traditional nursing education	Conduct employer survey to assess client satisfaction (Sanford Health) and measure rates of student success			LRSC-1, 2, 3	2, 6	C-G 2
2645	Improve Procurement procedures for more competitive pricing on expenditures	Increase training of employees re: procurement procedures through formal training and emails.	More competitive purchase prices resulting in savings.	No audit findings.			LRSC-3	4	C-G 1
2645	Improve Procurement procedures for more competitive pricing on expenditures	Increase training of employees re: procurement procedures through formal training and emails.	More competitive purchase prices resulting in savings.	No audit findings.					C-G 1
	emotional health counseling	resident counselor and tele-health services).	counseling staffing level needs in the future.	Counseling data for FY21, FY22, FY23					
2647	LRSC will be the lead 2-yr institution for GF Career Academy	Prepare to deliver courses/programs in a dual credit/early entry format to GFPS through their new Career Academy.	Secure position as the primary provider of CTE dual credit/early entry education at the GF Career Academy in order to compliment our academic efforts with GFPS.	Collaboration efforts (meetings and dialogue with GFPS/UND/Chancellor) setting the stage for an MOU.			LRSC-1, 2	2, 3, 6	