

Approved on 4/28/2023

## Administrative Council Meeting Minutes

Monday, April 10, 2023

President's Office 9:30 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-Director College Relations*  
*Bobbi Lunday- Recorder*

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 9:30 a.m.

#### b) Review of March 20, 2023 minutes

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

### 2) OLD BUSINESS

#### a) GF Nursing Facility Expansion (Academic/Student Affairs)

i) VP Halvorson reported they are waiting on a bid to decide if it is feasible.

#### b) Humanities Wing Renovation (Academic/Student Affairs)

i) They are still deciding where to order furniture. The remodel is scheduled to begin during the 2<sup>nd</sup> 8-week term of Fall semester.

#### c) Update on Athletic Facility (President)

i) President Darling provided feedback from Council to JLG Architects. JLG has since provided an updated document and rendering, which President Darling submitted to the SBHE requesting permission to fundraise. With the upcoming meeting agendas being public, [Director Wood will work with President Darling on comments/statements regarding the request should we receive media inquiries.](#)

### 3) NEW BUSINESS

#### a) CTE Perkins Performance Report Card (Academic/Student Affairs)

i) VP Halvorson discussed the results and LRSC exceeded the statewide target in all three categories. 4% higher than the statewide target in graduation rates, 4% higher in nontraditional participation, and 11.4% higher than the statewide target in retention/placement rates. LRSC will not be subject to monitoring and will not be required to submit an improvement plan.

#### b) Policy Change 800.34 Disability Services (Academic/Student Affairs)

i) Policy revisions were made to provide clarity as to who has access to disability files. The policy now states the Director of Student Success, who oversees disability services, can access disability records, and assist with student accommodation needs. Council unanimously approved. (Policy attached)

#### c) College for Kids (President)

i) President Darling inquired if LRSC should continue doing the College for Kids summer program. Council discussed alternatives to College for Kids, especially opportunities to showcase LRSC programs to older

students (8<sup>th</sup> grade and above). Discussion was held on how to create a successful program in this format. [VP Halvorson will discuss at Instructional Staff meeting and Faculty Senate.](#)

d) **Commencement Updates** (Student Services)

- i) The SBHE representative at LRSC's graduation is student member Sadie Hanson, who was also one of LRSC's dual credit students.
- ii) LRSC will provide a light lunch after graduation. Estimated cost is around \$2,500. The lunch will be mentioned in the graduation reminder post card being sent to students.
- iii) Assistant VP Driessen announced that LRSC has 5 dual credit seniors graduating with associates degrees. [College Relations Director Wood is working on a story featuring these students.](#)

e) **College Catalog** (College Relations)

- i) College Relations Director Wood inquired if it is imperative that LRSC send the college catalog to a professional printer or if LRSC could print in house for those that request a printed copy. The catalog is posted on the website and there are always updates after the book has been printed. VP Halvorson stated that it is a binding contract with students, so we do need printed copies for that purpose, but he didn't think it was necessary to send to have it professionally printed and bound. [Assistant VP Driessen will visit with the Registrar's office about the subject and report back.](#)

f) **Legislative Updates** (President)

- i) HB 1003 NDUS Appropriation: The Senate removed a lot of what the House did on capital projects. They funded our gearbox for the wind tower and gave us \$400,000 of the 500,000 we requested for the parking lot repair. This will have to go to conference committee.
- ii) SB 2247 Divisive Topics passed with an amendment to change to a study.
- iii) HCR 3002 Allow Sports Betting failed but left 18-year-olds being allowed to bet on professional teams. Concerned about more addiction issues that lead to suicide (gambling is one of the top causes).
- iv) HB 1019 CTE bill, trying to add 10% for inflationary costs.
- v) Discussed moving TrainND funds back to Higher Ed.

g) **Update on Open Positions**

- i) International Advisor/PowerSkills Coordinator: Brady Weber withdrew his resignation.
- ii) Accounts Receivable Associate: Interviewed one.
- iii) Administrative Assistant (Apprenticeships): Interviewing 4/11/2023.
- iv) Advancement Coordinator: Interviewed 2, waiting to reschedule third.
- v) Dual Credit Coordinator/Advisor: Will interview three.

h) **Discussion**

- i) Council discussed concerns about scholarship awards not getting out to students in a timely manner. LRSC needs a target date closer to January.
- ii) Assistant VP Driessen shared an enrollment plan he built and asked council to review it to offer suggestions.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:13 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be F-April 28@9:00a, W-May 10@1:30p

SECTION 800.34  
DISABILITY SERVICES

Lake Region State College (LRSC) is committed to providing access to academic and campus programs and services for students with disabilities by providing reasonable accommodations. To fulfill this commitment, LRSC has established the following guidelines and expectations:

1. In order to receive disability accommodations, students are responsible for identifying themselves to the LRSC Disability Services Coordinator as having a disability requiring reasonable accommodation. Students must complete the Disability Services Application packet. Parents may be involved in requesting services, but it is the student's responsibility to initiate the request.
2. The Disability Services Coordinator has the responsibility to make ~~decisions regarding accommodations for students.~~ **recommendations for eligible students by completing the Disability Services Notification of Student Accommodation form listing the specifically approved accommodations.**
3. Current and prospective students may request reasonable accommodations (e.g. for testing, campus tours or freshman orientation) at any time. Requests may be submitted verbally or in writing. Whenever possible, accommodation requests should be made at least three months in advance. Accommodations are only provided for the semester in which they are requested.
4. Unless both the disability and the need for accommodation are obvious, the student must provide documentation.
  - a. Documentation provided by the student should include the following:
    - i. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis;
    - ii. A description of the diagnostic criteria and/or diagnostic test used;
    - iii. A description of the current functional impact of the disability;
    - iv. A description of the expected progression or stability of the impact of the disability over time should be included; and
    - v. The relevant credentials of the diagnosing professional
  - b. If the documentation provided is not sufficient to make an accommodation decision, the Disability Services Coordinator may require the student to provide additional information.
  - c. Any costs related to the college's request for documentation as noted in section 4 will be the responsibility of the student.
5. LRSC is committed to protecting the privacy of students with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act of 1974 (FERPA). This commitment to confidentiality includes the following safeguards:
  - a. The Disability Services ~~Office~~ **Coordinator** has the responsibility of collecting and maintaining disability-related documentation on students. ~~Any~~ Written documentation regarding a student's disabilities ~~should be sent directly to the Disability Services Coordinator where it will be securely filed in a manner determined by the Director of Student Success; who may grant access to personnel as necessary. Access to this information will be limited to Disability Services staff.~~
  - b. Disability-related information will only be shared with staff or faculty ~~outside of Disability Services~~ on a "need-to-know" basis. The information shared shall not be repeated nor shared with other faculty or staff, unless deemed necessary by the **Director of Student Success** ~~Disability Services Coordinator.~~
  - c. After three years of inactivity, Disability Services files will be destroyed.
6. The student will meet with the Disability Services Coordinator to discuss reasonable accommodations and agree on a plan of services.
  - a. The **Disability Services** Notification of **Student** Accommodation form will be completed by the Disability Services Coordinator **and reviewed as necessary by the Director of Student Success.**
  - b. The student is responsible to take the Notification of Accommodation form to his/her instructors to make arrangements for the accommodations. The Disability Services Coordinator may help facilitate these student/faculty meetings.

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History

Approved by Administrative Council 01/03/18

Approved by Administrative Council 04/10/23