

Approved on 5/13/2019

Administrative Council Meeting Minutes

Wednesday, May 1, 2019

President's Office **9:00 a.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

Brandi Nelson, Director Academic Affairs

Erin Wood, Director of College Relations

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:05 a.m.

b) Review of April 15, 2019 Minutes

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

2) OLD BUSINESS

a) Auditorium Curtains (Administrative Affairs)

i) Vacuuming will not clean the curtains; Lake Side Dry Cleaners will be contacted for a quote.

b) Physical Plant Summer Schedule (Administrative Affairs)

i) Council reviewed the progress.

c) MISU ASL (Academic/Student Affairs)

i) Still waiting to hear from Holly

d) Enterprise Risk Management

i) VP Halvorson reported that his Academic/Student Affairs department had no more input. **VP Kenner plans to meet with his department to discuss.**

3) NEW BUSINESS

a) Assessment Committee Reports (Academic Affairs)

i) Director Nelson explained, every two years, on even numbered years the assessment committee receives and reviews the Community College Survey of Student Engagement (CCSSE) results. The survey, administered to community college students, asks questions that assess institutional practices and student behaviors that are highly correlated with student learning and student retention. The survey can be used in various ways; for benchmarking, as a diagnostic tool, or a monitoring device to document and improve institutional effectiveness over time. Director Nelson reported on last year's results to council. President Darling asked if the committee would close the loop by documenting when LRSC uses the CCSSE information to drive decisions. Director Nelson explained they have developed a crosswalk for data within CCSSE for the criterion groups. Faculty perception vs. the student perception is also measured. Director Nelson discussed incorporating an HLC survey in the odd numbered years.

b) Media Preference Survey (Director Wood)

i) Erin presented information to council about what drives the media preferences decisions. The Media Preference Survey she presented gives her an in-depth look at how and where a target audience consumes information and various methods to expose those individuals to LRSC's message. She has taken the information and used it to target her messaging.

c) Food Service Position Authorization Form (Administrative Affairs)

i) VP Kenner asked council to approve a request to add a full-time food service position. Council agreed and approved the request.

- d) **Policy 1500.09 Pregnant and Parenting Students** (Academic/Student Affairs)
 - i) VP Halvorson presented the policy update, noting the added paragraph to the document that follows the NCAA model. The policy was reviewed and approved. It will be included in all coach's handbooks. (policy attached below)
- e) **Policy 1100.07 Staff & Faculty Recruitment & Expenses** (Administrative Affairs)

The policy is created to comply with SBHE policy 806.2. The policy was tabled for simplification.
- f) **Review and Update (increase) the Professional Development Funding Formula** (Faculty Senate)
 - i) Request to Increase professional growth fund to \$25,000. Discussion/decision is on hold pending final budget from state.
- g) **Faculty Contracts/Salary Increases**
 - i) VP Halvorson asked for advice on how he and HR Manager Lillehaugen should apply the minimum and maximum salary increases provided by the legislature to the faculty contracts (considering the length of contract varies from 9 months vs. 12 months). Dr. Darling agreed with VP Kenner that the minimum increase provided by the legislature should be prorated based on the position FTE percentage. The minimum raise for a 9-month faculty would be \$1,080 (\$120 x 9) and for a 12-month faculty it would be \$1,440 (\$120 x 12). All other contracts would be prorated in the same manner. Council agreed, and VP Halvorson would communicate the information to Manager Lillehaugen.
- h) **FY20 Tuition Rates** (Administrative Affairs)
 - i) Council discussed the fact, LRSC is consistently one of the lowest tuition rates in the system. Council discussed a tuition rate increase of 6.5% for the first year and 4% the second year. [VP Kenner and President Darling will run the numbers and make the decision.](#)
- i) **Legislative Update** (President)
 - i) Martinson added an amendment to name the building "Curtis and Annette Hofstad Agricultural Center" and so far, the DPAC building is our next capital project if the governor signs.
- j) **Ottetail Car Chargers** (President)
 - i) Ottetail offered to furnish a free car charger to LRSC. We would be responsible for the cost to have it installed. Council decided LRSC is not going to invest in the install.
- k) **Learning Commons Update** (Academic/Student Affairs)
 - i) Council agreed to the purchase of people counters and decorations/wall hangings but decided to hold on digital displays and furniture.
- l) **Staff Senate Bylaws** (Administrative Affairs)
 - i) There was discussion about defining the categories that staff senate draws its membership. Institutional Advancement is no longer defined as its own division. The categories should be referred to as: Administrative Affairs, Community College Foundation and College Relations. The discussion continued regarding #5 and was tabled until a meeting with Staff Senate leadership is completed.
- m) **Student Services Retreat** (Academic/Student Affairs)
 - i) Steve Shark would like to hold a Student Services Retreat on May 16 at Grahams Island. Permission to close door and refer to information window. President Darling would like phones transferred or student employee sitting in the office.

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 3:00 p.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be W-May 1@9:00a, M-May 13@1:30p, T-May 28@1:30p



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Pregnant and Parenting Students	1500.09	01

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p>Athletic Department All members of the LRSC Athletic Department will follow the NCAA model policy regarding Pregnant and Parenting Student Athletes. The text of that policy will be included in each coach's handbook.</p>

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	4-23-2019
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Lloyd Halverson, VP Academic and Student Affairs</i>	4-23-2019
<i>(Signed Electronically)</i>	

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REIEW Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	5/1/19

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 1500.09.01

PREGNANT AND PARENTING **STUDENTS STUDIES**

LRSC does not discriminate against students on the basis of sex, including a student's pregnancy, childbirth, false pregnancy, termination, or recovery therefrom. This policy will apply to all students regardless of gender or marital status.

Student Responsibility

If a student will be requesting accommodations, the student should initiate discussions with their advisor and instructors as soon as possible, but no later than three months prior to the anticipated delivery date. If adopting a child, this discussion should take place as soon as possible.

Depending on the academic program, timing of birth/adoption, and level of support necessary to care for a newborn, a student may find it more advantageous, both academically and personally, to withdraw from school rather than utilizing this policy. It is the student's decision to stay in school or withdraw.

LRSC Responsibility

LRSC will educate students and employees about the Title IX requirements related to excused absences. LRSC will provide pregnant students with the same special services it provides to students with temporary medical conditions. LRSC will require faculty to excuse a student's absence due to pregnancy or childbirth for as long as the student's doctor deems necessary. Students will retain their academic and extracurricular status as before the accommodations originated. LRSC protects pregnant and parenting students from harassment. Complaints of this nature will follow the grievance procedures in Policy 1500.09 (Sexual Misconduct & Title IX Compliance).

Academic Accommodations

The Disability Services Coordinator will work with the student, advisor, and instructors, to create the accommodations plan. The accommodations plan will detail the type of academic engagement and progress expected from the student, as well as, any expectations from the academic program. Students may appeal decisions regarding accommodations. The appeal of the decision must be made in writing and submitted to the Director of Instructional Services who will have final decision making authority.

Parenting Students

Parenting students may be allowed excused absences to take their children to doctor's appointments or to take care of a sick child. It is the student's responsibility to contact the instructor (prior to the absence whenever possible) to request an excused absence. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence. Should these absences exceed twice the number of credit hours for the course, the student must contact the Disability Services Coordinator.

Athletic Department

All members of the LRSC Athletic Department will follow the NCAA model policy regarding Pregnant and Parenting Student Athletes. The text of that policy will be included in each coach's handbook.

History

Administrative Council Approved 02/01/16

Administrative Council Approved 05/01/2019