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Approved on 2/17/22 Administrative Council Meeting Minutes

Friday, February 04, 2022

TEAMS 9:00 a.m.

(Highlight in blue assignments that need to be completed)

***PRESENT*  Guests**

*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*

1. **CALL TO ORDER/REVIEW MINUTES** 
   1. **Call to Order**
      1. The meeting was called to order at 9:01 a.m.
   2. **Review of January 19, 2022 Minutes** 
      1. The minutes of the previous meeting were reviewed and approved.
2. **OLD** **BUSINESS**
   1. **Strategy Review Document** (President)
      1. The Office of Management & Budget/University System Strategy Review document is due February 18 for the March 10 presentation to OMB. Council discussed the edits to one-page document subbing out the accreditation facts with retention numbers.
      2. President Darling is meeting with Chair Ryan and Chancellor to discuss LRSC’s greatest challenges and greatest opportunities looking ahead 3-5 years. In addition, what supporting goals are we are adopting or modifying to meet challenges or to capitalize on opportunities. A 30-minute informal discussion is scheduled for 1:30 p.m. on February 16, 2022. Council discussed the challenge and opportunity of enrollment. They also discussed the Western Governors University being a challenge. The WGU was created to fill gaps for offerings that are not being delivered in ND for adults that have some college credit but no degree to master content and test out. Deferred maintenance match is also an issue to suggest eliminating the match for the smaller campus. President Darling is putting together talking points and will be looking for more input from Academic/Student and Administrative Affairs departments.
   2. **Ag Center Baffles**
      1. VP Kenner will check with procurement officer to see if she has received feedback on bids. Faculty representative Turayev stated they are eager to have a solution for the sound problem that exists.
   3. **Proposed FY23 Room, Board and Fee Increases** (Administrative Affairs)
      1. Council discussed and agreed to the proposed room and board plan increase VP Kenner proposed. The Technology fee will not be increased as we are down one FTE. FY 14 was the last time LRSC increased activity fees. VP Halvorson will meet with Student Senate and request s $2.50 increase each for Activity fee I (Athletics) and Activity fee II (General Activities). The last Facility Usage fee increase was in 2008. Council agreed to a $3.50 increase.
   4. **RAFO Visit**
      1. President Darling discussed the recent visit from the Royal Air Force of Oman representatives. LRSC and RAFO signed a Memorandum of Understanding that they will send 10 students per year to a modified certificate program beginning in 2023. President Darling gives a shout out to Casey Zehrer, LRSC’s International Student Coordinator who did an exceptional job hosting our guests.
3. **NEW** **BUSINESS**
   1. **Fall 2021 Royals Restart protocol** (Academic/Student Affairs)
      1. VP Halvorson discussed how we count days for COVID exposures and how the system office pulled the information made our campus look drastically out of proportion compared with other campuses.
   2. **Policy 1500.07 Security Cameras** (Academic/Student Affairs)
      1. VP Halvorson discussed reworking responsibilities and permissions to create shared responsibilities and better reflect what we do. Council agreed VP Halvorson and VP Kenner will edit policy and bring back to council for final approval.
   3. **Policy 700.03 Qualification and Selection** (Academic/Student Affairs)
      1. VP Halvorson pointed out under 5.A.i “*reimbursement will not exceed $1,200 per three credit course*”. The tuition rates are outdated so instead of putting a dollar amount we should change the wording to “*not to exceed the ND tuition rate*”. Council agreed and VP Halvorson will edit policy and bring back to council for final approval.
   4. **2021-2022 Academic Calendar Revision** (Academic/Student Affairs)
      1. Council approved both of the following requests from Academic Affairs. To change the dates of Grand Forks POTP from starting on May 17 and ending on August 18 to Starting on May 16 and ending on August 17. Also adding West Fargo POTP to start on May 17 and end August 18.
   5. **2021 Comprehensive Evaluation** (Academic/Student Affairs)
      1. VP Halvorson reported that two programs did not meet the enrollment requirements. He recommends that Associate Degree Nurse program be placed on low enrollment status so they can benefit from working with the Marketing Department to increase enrollment. Simulation Technology is the other, but VP Halvorson does not believe there is a need to place Sim on low enrollment because of the MOU with RAFO that was signed the end of January. The liberal arts programs also suffer low enrollment, but LRSC does not do a formal designation in liberal arts programs. The recommendation is to put ADN on low enrollment.
   6. **Art Instructor** (Academic/Student Affairs)
      1. VP Halvorson has accepted Deborah Carlson’s request to go to part-time status and will work with her to identify adjuncts to teach M-W-F or evening classes.
   7. **Update on Open Positions**
      1. IT Technician position will not be filled at this time.
      2. Bookstore Manager/State Fleet VP Kenner reported that there are several applications to review.
      3. Director Student Affairs/On hold due to tuition revenue shortfall.
      4. Women’s Basketball Coach VP Halvorson reported that there are several applications.
   8. **Discussion**
      1. Suggestion box there was a request from Dick Olson to add another private study room in the Learning Commons as the two that we currently have are heavily used. Council discussed and agreed to consider the request.
      2. Enrollment Task Force executive summary. Director Wood discussed the report from the Enrollment Task Force and listed short, mid, and long-term ideas. There were many results from the staff and faculty survey centered around LRSC’s own athletic facilities which is a long-term goal, but short-term there are things to do for these long-term projects. But first we need to start on some of the short-term items. VP Halvorson suggested an emergency initiative to create enrollment using $60,000-$70,000. A few ideas were discussed, and a small group will continue to work on initiatives to launch immediately.
      3. President Darling would like an All-Campus meeting scheduled in next couple of weeks.
      4. President Darling appointed Controller Joann Kitchens to be the next VP of Administrative Affairs. This gives her the opportunity to work with VP Kenner while he remains in the position. VP Kenner suggests if there is an internal candidate to fill the controller’s position that transition should take place as soon as possible. Kitchens has 40 years of Higher Ed finance experience and President Darling is confidant there is no better person for the job.
4. **ADJURNMENT** 
   1. **Adjournment**
      1. The meeting was adjourned at 11:17 a.m.
   2. **Upcoming Scheduled Council Meetings**
      1. The next meetings of the Administrative Council will be Th-Feb 17@1p