

Approved on 7/31/24

Administrative Council Meeting Minutes

Monday, July 8, 2024

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
Erin Wood- Vice President for Advancement
Casey Zehrer- Assistant Vice President for Student Affairs
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:36 a.m.

b) Review of June 3, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Performance Center

i) President Darling reported there will be no update, this week's meeting was postponed until next week.

3) NEW BUSINESS

a) Services with Williston State College (Administrative Affairs)

i) VP Kitchens stated that NDSU informed Williston State College they will no longer continue to do payroll for WSC. A staff member of WSC asked HR Director Sandi Lillehaugen for assistance with payroll. Payroll Manager Lang is willing to help if they adopt our no-hire list. Some of the out-of-state processes can be too time-consuming and carry too many risks. Council discussed pros and cons of Shared Services. An official request has not been made from President Hirning. If a formal request is received, thoughtful consideration will be given at that time.

b) Visit from Meredith Larson (Administrative Affairs)

i) VP Kitchens informed Council that SBHE Attorney Meredith Larson is visiting campuses to hold discussions about work weeks and other various things. VP Kitchens asked if Council wants to have her come to LRSC's campus? [VP Kitchens will ask her for an agenda and invite her to campus.](#)

c) TRiO Director Position (Academic Affairs)

i) Assistant VP for Student Affairs Zehrer informed Council that LRSC has been given 90 days to fill the TRiO Director position. They will allow LRSC to waive the masters level education requirement since we are in the last year of the grant. This waiver will allow LRSC to appoint Assistant Director VanThuyne to the Director seat. *(The appointment will be temporary at her request.)* Due to previous commitments Lindsey will be able to start by August 1st but will make herself available all next summer. 40% of the salary will be paid by LRSC. [The HR office will send notification to campus on the appointment of Director VanThuyne.](#)

d) Fundraising/Donor Representative Position (Advancement)

i) VP Wood requested to fill the position vacated by past Executive Director Arango with a position focused on fundraising and relationship building called Donor Development Representative. VP Wood has taken the Executive Director role with the Vice President position. Alyson Beckman is taking on more management duties of marketing and leading those efforts with Kaylee Lang.

e) LAUNCH! Faculty Position (Academic Affairs)

i) VP Halvorson announced that with the resignation of Michelle Murphy they will utilize those dollars to hire an English instructor full time at LAUNCH!

f) **Mail Options**

- i) VP Kitchens explained that LRSC now has a lease on software that shows the most economical way to send a package. Because of that, many more packages out of the Campus Store will be going by USPS rather than UPS. The drop off at the post office will become a problem with the load of books. Because the Post Office (USPS) is willing to pick up the mail when they deliver, we will take advantage of that service. This will also increase efficiency with staff time and motor pool expenses. **Packages will need to be postmarked on the day of pick up. If offices have mail that must go out after the Post Office picks up mail, they may have their mail post marked and take it to the post office.** USPS pick up is around 10:00 a.m. on a normal day.

g) **Policy 900.12 Additional Educational Opportunities** (Academic Affairs)

- i) VP Halvorson explained that the only permission he wants today is dropping our standard GPA from 3.0 to the System Office policy of 2.0. VP Halvorson requested more time to make further changes. Council approved lowering LRSC's high school GPA from our standard of 3 to the System Office policy of 2 was approved. **VP Halvorson will indicate that one change on the policy request for President Darling's signature. (Signed, update attached)**

h) **Suggestion Box**

- i) There was an anonymous suggestion left that suggested the entire loop be for visitors/handicap parking only. Council discussed options. President Darling asked VP Kitchens to have Physical Plant Director Estenson get the specifications on handicapped spots. The loop is being re-done this summer. **Final decisions will be made when the painting is done.**

i) **NDUS Enterprise Risk Management - 2024-2025**

- i) President Darling distributed the information and Council will be working on this list.

j) **Discussion**

- i) Assistant VP Zehrer announced that Madison Cherwinski started in the Admissions Specialist position today. She was previously poised to assist Financial Aid with Merissa Lourens maternity leave. It is too late to train someone else, so Madison has agreed to continue to assist Financial Aid while training in her new position.
- ii) VP Wood reported that she is getting settled into her new space and position. Administrative Assistant Miller will cover the office Friday afternoon during the Booster Club Golf Tournament.
- iii) VP Kitchens will be meeting with Physical Plant Director Estenson and Nursing to figure out the logistics of moving the Mayville nursing program.

k) **Update on Open Positions**

- i) Assistant Athletic Director: Sawyer Diseth
- ii) Assistant VP Student Affairs: Casey Zehrer
- iii) Admissions Specialist: Madison Cherwinski
- iv) Head Coach Baseball-PT: Reopening
- v) Assistant Coach Baseball-PT:
- vi) History/Political Science Instructor: Interviews will start July 11, 2024. They will interview five.

4) **ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:15 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-July 29@1p, M-August 12@1:00p

SECTION 900.12

ADDITIONAL EDUCATIONAL OPPORTUNITIES

1. **Continuing Education:** Lake Region State College Continuing Education strives to provide rewarding and enriching non-traditional educational opportunities for residents of the Lake Region and the surrounding area. Credit and non-credit classes and workshops are offered for professional and workforce development, personal growth, or personal enrichment. Students range from children enrolled in fun-filled art classes to adult, life-long learners seeking to expand their horizons.
2. **Workforce Training:** Workforce Training is designed to provide business and industry in North Dakota with the most competitive workforce in the nation. The state legislature defined four distinct services regions with Lake Region State College assigned to the northeast quadrant. Lake Region State College has partnered with the Work Force Development program of the University of North Dakota to jointly provide quality workforce training throughout this northeast quadrant. A workforce training unit was developed to do Business and Industry Needs Assessment, Workforce Training, Customized Curriculum and Corporate University Certificate programs.
3. **Cooperative Education:** Cooperative Education provides the option of work experience in several areas of study at Lake Region State College. Cooperative Education credits are based on the learning objectives and the number of hours worked per semester. Credits earned are determined by the faculty coordinator/supervisor and student. A minimum of ninety (90) hours at a worksite are required to earn one (1) credit. Students may arrange to complete a Cooperative Education placement in either of three formats; Parallel Plan, Alternating Plan and or Summer Plan.
4. **Early Entry:** Lake Region State College allows students who are currently enrolled in high school to begin college level work. Early entry provides an opportunity for high school students with junior status and the approval of the school superintendent to take entry level college courses within the community or a nearby community.
5. **Dual Credit:** The North Dakota Legislature enacted Senate Bill 2033 to allow juniors and senior in North Dakota high schools to enroll in post-secondary academic and vocational courses from regionally and nationally accredited colleges across the country and receive both high school and college credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Students who maintain a ~~3.0~~ 2.0 grade point average or who have received permission from the school superintendent may enroll in any course approved by both the cooperating college and the high school.
6. **Hometown University:** Hometown University is a Lake Region State College opportunity for adults who wish to continue or begin a college career. Early entry high school students may also enroll in Hometown University. (See Early Entry)
7. **External Campus:** Lake Region State College has a satellite site at the Grand Forks Air Force Base. Courses and programs at the Grand Forks Air Force Base and other external sites are similar to programs offered on campus. Students must meet the same standards and programmatic requirements. The American Association of Community Colleges has identified

Lake Region State College as a Servicemember's Opportunity College (SOC) providing educational assistance to active duty servicemembers.

8. North Dakota Interactive Video Network (IVN): The North Dakota Interactive Video Network (IVN) uses state-of-the-art V-tel Technology video to transmit live audio and video between 25 sites located at the North Dakota Universities and North Dakota Tribal College. The North Dakota IVN is dedicated to enhancing educational opportunities in North Dakota through distance education. University credit classes have first priority for scheduling; however, organizations and individuals are encouraged to use the system for meetings, conferences and workshops as the schedule permits.
9. Academic Skills Center: The Academic Skills Center is a resource which provides a wide range of services to students. The services include developmental and remedial assistance in reading, spelling, grammar, mathematics, and basic study skills. Assistance is also available to students on an individual basis on a wide range of subjects. Instruction is available to students who are studying English as their second language.
10. Adult Learning Center: Lake Region State College provides the opportunity for individuals that do not have a high school diploma to advance themselves through the General Educational Development (GED) testing program. The Adult Learning Center has free day and evening classes in which students learn basic reading, math and English by studying materials that emphasize life skills and job seeking skills. Classes improve academic levels and self-concepts of displaced workers, JTPA students and anyone looking for a better future.
11. Testing and Resource Center: The Testing and Resource Center, located in the Erlandson Building, provides service to support alternative instructional delivery systems such as Competency Based Instruction. The audio-visual equipment and material required by such programs are catalogued and housed in the Testing and Resource Center. Personnel are employed to ensure the accessibility of various audio-visual hardware for instructors and students. The coordinator is also available to assist in the production of teaching materials for classroom, workshop or seminar use. Work areas are provided for individuals and small groups to view video and slide presentations, take tests, or study. The Testing and Resource Center also offers residual ACT, CLEP, GED, ASE, OTIS, Choice, and special testing for individual faculty.

History

Administrative Council Approved Moving from 100.05 to 900.12 09/15/15

Administrative Council Approved 07/08/24