

Approved on 9/13/24

Administrative Council Meeting Minutes

Thursday, August 29, 2024

President's Office 1:30 p.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

Scott Sandy - Faculty Representative

Bobbi Lunday - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:31 p.m.

b) Review of August 12, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

i) President Darling reported that he and the team are currently researching lead gift possibilities.

b) Chancellor Goals Letter for LRSC 2024-25 (President)

i) Council is meeting to form the final draft on September 5th. The document is due to the Chancellor's office by September 9, 2024.

c) NDUS Enterprise Risk Management - 2024-2025 Cycle (President)

i) LRSC's Administrative Council identified risks to the institution and ranked their potential impact and likelihood. **Next, Director level management will meet to rate their potential impact and likelihood. The final document will be sent to HR Director Lillehaugen for entry into the SPOL database.**

d) 700.03 Qualification and Selection Policy Change Request (Academic/Student Affairs)

i) Faculty Representative Scott Sandy reported that the Faculty Senate agreed with the changes proposed by Council. Policy was approved and copy attached below.

3) NEW BUSINESS

a) Excellence in Education Extra Expenses (President/Advancement)

i) VP Wood discussed the unplanned cost to the foundation with two Excellence in Education awards this year. VP Wood will check on providing funding for the second chair but reiterated that the budget for the award is for one per year. **The committee will make sure there is only one moving forward.**

b) Summer Camps for Athletics (Student Affairs)

i) Assistant VP Zehrer conveyed an idea for the opportunity to fund PT-coaches at full-time salaries if they could generate funds like the Volleyball camps do all summer long. Coach Waddell charges \$100 registration fee for his 4-day camps that he has been running in communities across ND. M-Th ~ \$30,000 by the end of the summer. Some of our part-time coaches could be running summer camps to create the funding for their full-time positions.

c) Committee Assignments (President)

i) Council reviewed the committee list and discussion led to a total revamp of the list. VP Wood, Assistant VP Zehrer and VP Halvorson will meet to revamp the committee list using positions rather than names.

d) C4K (President)

- i) President Darling discussed College for Kids and informed Council that Shaun Prince has distinguished herself among faculty. She won a space grant for \$2,500 for supplies. She recruited many instructors to help. She has volunteered to lead College for Kids next year. Though the budget ended up \$-697 in the red. The cost of using the registration software was much of the budget. LRSC needs to be looking into a new way to register the students. President Darling would like to give Shaun a \$1,000 stipend since she was off contract. [President Darling will initiate the paperwork for payment.](#)
- e) **Email List Servs** (Advancement)
 - i) VP Wood suggested adding rights to chosen employees to send email to certain listservs. [VP Wood and Director Haugland will outline a plan.](#)
- f) **Bookstore Update** (Administrative Affairs)
 - i) VP Kitchens reported that she and Director Lillehaugen spent a week in the bookstore helping while they were shorthanded. They found 1,400 dead books that were still in inventory. Faculty Representative Sandy suggested discussing the issue at Faculty Senate. He was willing to assist new faculty with the adoption process for their books and reminding them to notify the bookstore when they are not planning to continue using a book so they can be returned and not bought back. VP Kitchens is brainstorming ideas for making up revenue lost with book purchases dwindling.
- g) **Funding Formula Update** (Administrative Affairs)
 - i) VP Kitchens informed Council that the Peace Officer Training Program moving to the CTE side of the books will bring LRSC \$800,000. The definition of a CTE course is meeting a workforce need and to provide those services comes at a high cost. Wind Turbine Technician training is not considered a CTE course. VP Kitchens will continue to plead the case to convert both POTP and Wind to CTE which provides a higher reimbursement through the funding formula. The final decision rests with the Legislature.
- h) **Update 2023-24 results for goals submitted 9/2023**
 - i) Council updated and will submit.
- i) **Discussion**
 - i) LRSC Nursing will host an articulation agreement signing with MiSU on September 5, 2024.
 - ii) VP Kitchens gave permission for Director Estenson to try to trade some of the old equipment sitting out in the trees for their new snow removal equipment.
 - iii) Boost the Blue tickets are on sale.
 - iv) President Darling has been named the National Council for Marketing and Public Relations (NCMPR) 2024 District 5 Pacesetter of the Year. He will be traveling to the NCMPR District 5 conference in St Paul, MN on Wednesday, October 2, 2024, to receive this award.
- j) **Update on Open Positions**
 - i) Fundraising/Donor Representative: Closing September 3rd.
 - ii) Enrollment Services Associate: 3 applicants
 - iii) Assistant Coaches-PT
 - iv) Bus Drivers-PT
 - v) Nursing Clinicals Instructors-PT
 - vi) Political Science Instructor-PT-GFAFB
 - vii) Accounting Instructor-PT-GFAFB
 - viii) Several Student Employment Positions: Received 37 applications, 28 workstudy eligible students that have applied for position, 5 are returning students

4) ADJOURNMENT

- a) **Adjournment**
 - i) The meeting was adjourned at 3:55 p.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be Friday, September 13@1p, Monday, October 14@2p

SECTION 700.03
QUALIFICATION AND SELECTION

1. Qualification: The President, in consultation with the Vice President of Academic and Student Affairs, shall prescribe qualifications and the level and nature of experience for all faculty positions.
2. Selection: The President, in consultation with the Vice President of Academic and Student Affairs, shall establish the procedures and selection criteria for filling any vacant faculty position.

Faculty at Lake Region State College shall meet or exceed the identified minimum qualifications to teach as outlined in this policy.

3. Definitions
 - a. Faculty: Benefitted and non-benefitted, full and part-time, including those whose salary is paid by a third party, whose primary responsibility is to provide instruction through any mode of delivery (i.e. traditional face to face, interactive video, and online), at any location (on campus or off campus at a distance site), and for any purpose (degree seeking, non-degree seeking, dual credit, and early entry). The definition of faculty does not include guest lecturers, industry experts, business or political leaders, and others who deliver information or demonstrate skills at the request of faculty who are assigned the responsibility to develop and deliver the curriculum.
 - i. Academic Faculty: Those faculty whose teaching assignments include general education courses, or other “non-occupational courses”, in subjects that prepare students to transfer to baccalaureate degree granting institutions.
 - ii. Career and Technical Education (CTE) Faculty: Those faculty whose teaching assignments are in programs designed to prepare students to enter the workforce following graduation.
 - iii. Academic Skills Faculty: Those faculty teaching courses that do not qualify for transferable college credit and are preparatory in nature. English as a Second Language (ESL) instructors are included in this category.
 - b. Academic Credentials: Those certificates, diplomas, and degrees earned and awarded from an accredited institution of higher learning.
 - i. “Master’s degree in the discipline or subfield”. Discipline shall refer to a specific field or subject, while subfield shall refer to a focus of specialization or component. All degree types (e.g. MS, MA, MEd, MAT, etc.) are included.
 - ii. “Graduate credit” refers to all credits for coursework, research, teaching, and other professional activities, earned post-baccalaureate, and awarded by the college or university. Graduate credit also includes any credit awarded pre-baccalaureate (or when a baccalaureate degree is irrelevant) taken specifically for graduate credit.
 - c. ~~Tested~~ Experience: The relevant experience a faculty member has, ~~outside the classroom~~ that is significant and measurable. ~~Tested experience~~ This may include industry qualifications and certifications earned during employment or professional volunteer work. It may also include expertise that can be quantified through real world

experiences, accomplishments, awards, publications, attendance at discipline specific training, professional memberships, conference attendance, leadership roles held in relevant professional associations, and other similar means.

- d. Qualified Faculty: Faculty Qualifications may be determined by a combination of academic credentials, progress toward academic credentials, and tested equivalent experience, however:
 - i. Academic faculty shall ordinarily possess a master's degree or higher. Should a member of the academic faculty possess a master's degree in a discipline or subfield other than that in which they teach, that faculty member should have 18 graduate credits in that discipline or subfield or possess a combination of education and equivalent experience (including research, scholarship, recognized achievement, or other related activities) ~~and tested experience, however, may be~~ sufficient to demonstrate expertise.
 - 1. With approval from the VP for Academic Affairs, academic faculty may be approved to teach while they make progress toward their faculty qualifications
 - ii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.
 - iii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.

4. Responsibility

- a. The Vice President of Academic and Student Affairs shall be responsible for the assessment of qualifications of all existing faculty.
- b. Existing faculty who do not meet the minimum requirements to be "qualified" under "d" above may continue to teach courses in accordance with their contract and regular course assignments, provided:
 - i. The faculty member has in place a qualifications plan approved by the Vice President for Academic and Student Affairs. An approved qualifications plan shall include:
 - 1. Degree(s) needed and/or courses to be completed;
 - 2. The institution of higher education where the courses will be completed or the degree earned;
 - 3. The timeline for course completion and degree completion (if applicable); and
 - 4. The identification of any professional growth activities, workshops, and/or certifications that must be completed and the related timeline.

- ii. The faculty member is actively working toward meeting the minimum requirements of the qualifications plan through their enrollment in graduate courses and/or other professional growth activities.
- 5. Tuition Assistance and other Remuneration
 - a. Lake Region State College will reimburse approved faculty for the tuition, mandatory fees, course fees, and books for graduate courses taken in accordance with the approved qualifications plan.
 - i. Such reimbursement will not exceed the maximum tuition and fees assessed by an NDUS institution and may be reimbursed upon enrollment. In the event the course is not completed with a grade of "C" or higher, the course is dropped, or the faculty member is otherwise withdrawn, the faculty member will be ineligible for reimbursement for the next course taken pursuant to the approved qualifications plan.
 - ii. Reimbursement will not be provided when other funds are available to pay the tuition, mandatory fees, course fees, and/or books. Examples of other funds that could be available include, scholarships, tuition waivers, grants, public tuition payment programs (e.g. GI Bill, Military TA) or other public or private third party payments.
 - iii. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be designated for tuition reimbursement until the faculty member has met the graduate credit requirement of their qualification plan.
 - b. Lake Region State College will reimburse benefitted faculty for the full cost of attendance at workshops and other professional development activities that are included in the approved qualifications plan.
 - i. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be used for this purpose unless these funds have already been used for tuition reimbursement.
 - c. The tuition assistance and funding outlined in this policy may be withdrawn should the President declare a financial necessity.

History

Administrative Council Approved 08/29/16

Administrative Council Approved 02/17/22

Administrative Council Approved 08/29/24