

Approved on 11/25/24

Administrative Council Meeting Minutes

Wednesday, November 6, 2024

President's Office 2:00 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
Bobbi Lunday - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 2:06 p.m.

b) Review of September 30, 2024, minutes

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

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

i) Spearheads are presently researching and preparing to contact donors to secure a lead gift. They have received one "no" and are setting up a meeting with another contact. They have a few more on the list to reach out to with an ask.

b) Pearson Vue testing room (Administrative Affairs)

i) VP Halvorson reported there has been no real progress on a new space. They are looking at humanities wing options.

c) Committee Assignments

i) VP Halvorson would like to fill committees that we need while we work on policies (ref. 500.02 below).

3) NEW BUSINESS

a) Policy Change 500.02 STRUCTURE (Academic/Student Affairs)

i) Council reviewed the current organization. VP Halvorson proposed repackaging into 1) College Governance. 2) Teams, Boards, Associations, Committees, and Councils. 3) Faculty Senate 3a) Constitutional Committees 3b) Other Faculty Councils, Committees, and Representatives. 4) Staff Senate Committees. The Residence Hall Committee should be reactivated maybe as part of Student Senate.

(1) Staff Senate is not currently listed in the constitution but there was discussion on rewriting the bylaws and constitution and giving them a seat at the table. Staff Senate leadership would need to be at a director level to be included in Council. **Proposal #2 was approved and attached below.**

b) 2024 Annual Enrollment Report (Academic/Student Affairs)

i) The Director of Academic Affairs provided a report that shows headcount by CTE program, full-time student equivalent per full-time faculty equivalent by subject area, total students enrolled & credit hours produced by benefitted faculty in the academic division and the current annual enrollment report policy.

(1) This is the second consecutive year Automotive Technology has been under the 9 FTE (full time equivalent) per FTF (full time faculty) in the past five years. Information Technology has not been designated low enrollment in the past 5 years. Wind Energy was listed as low enrollment in 2019. Policy

800.24 requires any program on low enrollment status for two consecutive years to be notified in writing if the president considers the program to undergo restructuring or closure during the next academic year.

- (2) For the Academic Discipline groups, American Sign Language (18.50), History (14.25), and Sociology (16.00) did not meet the minimum recommended expectation of twenty FTE students per FTF. Due to lower enrollment caps for face-to-face ART courses (14 students) the twenty FTE per FTF does not apply. ART's FTE per FTF is 15.
- (3) Overall, the academic discipline groups remain consistent from year to year. 2024 is down 0.43 FTE per FTF from fall 2023 but up 0.42 from the fall of 2022.
- (4) The Director of Academic Affairs will work with the faculty to complete a comprehensive review of the three CTE programs that did not meet the nine FTE per FTF prior to any formal low enrollment designation.

c) **College Application Month** (Assistant VP Student Affairs)

- i) Assistant VP Zehrer proposed creating a BND waiver in the application billing system to help avoid charging students that take advantage of the free application fee that BND reimburses. There were some issues with this last year including some students using the code at other schools first. When a student applies at more than one NDUS school, BND only pays for one. In the cases where LRSC is not paid by BND, LRSC will get President Darling's approval for a Presidential Waiver.

d) **Day after Thanksgiving and Christmas Eve** (Administrative Affairs)

- i) A request to close offices and forward phones to the switchboard on the Friday after Thanksgiving was granted. The Information Desk is exempt from this option due to the switchboard duties. Employees that choose to take that day off must use leave. If they choose to stay and work, they may be asked to answer the switchboard, so those employees have the option to take leave that day. The week of Thanksgiving employees may wear denim, flannel and fleece.
- ii) Semester break LRSC will have "Summer Hours" (7:30 a.m. - 4:00 p.m. with 30-minute lunch break) beginning December 23, 2024, through January 10, 2025. December 24th LRSC is open until noon and employees have the option of using leave, closing offices and forwarding phones to the switchboard.

e) **Suggestion Box**

- i) A signed message in the suggestion box requesting a family room on campus be designated for nursing mothers. A windowless office has previously been established and labeled as such. The easy chair was removed and replaced with a desk and chair set-up. Currently it is being utilized by a student employee. State agencies must follow the right to breastfeed laws which state: *Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.* [VP Kitchens will ensure these accommodations are provided.](#)

f) **Discussion**

- i) VP Halvorson discussed AI (artificial intelligence) as it applies to academic dishonesty. He requested approval of updates to Section 800.30 of the Student Conduct policy. Policy **edits were approved and attached** below.
- ii) VP Kitchens inquired about the college continuing to absorb the cost for tuning the piano when outside entities use it. Discussion came down to two choices, to continue paying or to let them know they will be billed. President Darling would like a list of who we are providing this service to and how much it is costing the college.
- iii) LRSC received \$65,000 designated for mental health funding. Council discussed ways which it could be utilized like expanding the counseling suite into room 15.
 - (1) This led to more discussion on plans for the Humanities wing. It was recognized that room 34 needs to be a storage area and 15 could also be a comfortable seating area for meeting with students and

families and a place for students to hang out. VP Halvorson and Assistant VP Zehrer will meet and propose a formal plan. President Darling asked them to find a new place for the testing center.

g) **Update on Open Positions**

- i) Fundraising/Donor Representative: Moved to open until filled and interviewing applicant on Friday.
- ii) Administrative Assistant Advancement: Pending the Donor Representative hire.
- iii) Nursing Instructor-Mayville: Hired the mental health nurse from Altru and assigned to GF position. Jamie Nienhuis has been put in this position temporarily. LRSC has been accredited for all satellite sights so we can hire as needed at the Jamestown site.
- iv) Bus Drivers-PT: Still looking. Mark Stein has his CDL and Preston has been approved to train for passengers.
- v) Nursing Clinicals Instructors-PT:
- vi) Accounting Instructor-PT-GFAFB:

4) **ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be M-Nov 25@1p, Th-Dec 19@1p, W-Jan 8@1:30p, F-Jan 17@9a, T-Feb 11@1p, T-Feb 25@1p

b) **Adjournment**

- i) The meeting was adjourned at 3:50 p.m.