

Approved 5/14/12

Administrative Council Meeting Minutes

March 26, 2012

VOTING MEMBERS PRESENT

Dr. Mike Bower-President
Doug Darling-Vice President for Instructional Services
Dr. Randall Fixen- Vice President for Student Services
Laurel Goulding-Vice President for Institutional Advancement
Corry Kenner-Vice President for Administrative Services

NON-VOTING MEMBERS PRESENT

Donna Gutschmidt-Faculty member
Erin Wood Director for Marketing & Communications
Bobbi Lunday- President's Assistant-Recorder

GUESTS

Sandi Lillehaugen
Joann Kitchens
Nicole Lundquist

1. **Call to Order**

- a. Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Monday, March 26, 2012 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Mike Bower at 9:01 a.m.

2. **Consideration of January 23, 2012 minutes**

- a. The minutes of the February 14, 2012 and February 27, 2012 meeting were approved with changes.

3. **Old Business**

- a. **ONLINE/DUAL CREDIT ADMISSIONS PROCESS**
 - i. VP Fixen reported the online/dual credit admissions process continues to be a work in progress, and they will involve VP Darling in final plan approval.
- b. **COMMENCEMENT SPEAKER PROGRESS**
 - i. Debra Anderson will not be available to speak at commencement.
 - ii. VP Goulding will pursue other candidates.

4. **New Business**

- a. **GOOGLE MAPS (Sandi Lillehaugen, Risk Mgt.)**
 - i. Sandi Lillehaugen received notification of security issues with publishing floor plans/maps of the building with Google Maps.
 - ii. Homeland Security and state wide Risk Management offices advised against publishing campus maps with Google.
 - iii. Campus Risk Management decided against publishing campus maps with Google.
- b. **REIMBURSEMENT POLICY (Joann Kitchens & Nicole Lundquist, Administrative Services)**
 - i. Administrative Services proposed a new Meal Reimbursement Policy to implement the NDUS Procedures 806.1 with three new forms for food service requests to replace the Interdepartmental Billing Form (IDB) for on campus meal requests.

- ii. VP Darling suggested spelling out Lake Region State College or adding our logo to the forms.
 - iii. VP Kenner moved to adopt the forms with a second from VP Darling, all were in favor, motion carried. (Policy and forms attached at the end of the minutes)
- c. ACADEMIC CALENDAR 2012-2013**
 - i. Council discussed and approved the 2012-2013 Academic Calendar.
- d. NURSING PROGRAM STAFFING**
 - i. VP Darling requests Jennifer Moreland's 12 month faculty contract be changed to a 9 month over a 12 month period contract with full benefits (75%time). No concerns, request approved.
- e. MUSIC UPDATE (VP Darling)**
 - i. VP Darling will work with Financial Aid Director Nettell to work out scholarship information to help with recruiting.
 - ii. Instructional Services is still working on an instructor for the music program.
 - iii. Battle of the Bands is on the 18th of April.
- f. POTP DIRECTOR POSITION**
 - i. Assistant VP Halvorson would like to advertise for the position of Director of the Peace Office Training Program.
 - 1. Assistant VP Halvorson's proposal will cost the institution less than when Halvorson was the full time director of the Peace Office Training Program.
 - ii. VP Kenner requested two weeks to consider the proposal however approval to post the position internally now was agreed upon.
- g. ART POSITION**
 - i. VP Darling discussed Assistant VP Halvorson's recommendation to offer Art Instructor Carlson a full time contract. Council agreed the offer should be made clearly representing the mandatory 35 hours on campus presence per the faculty position description in the policy manual.
- h. FUNERAL SERVICES**
 - i. The facility committee will be issued the duty of meeting to discuss a flat fee for funeral services on campus.
 - ii. The facility scheduler will be notified to schedule a meeting of the Ad-Hoc Facility Committee to determine a fee.
- i. BOEHMER PROPOSAL**
 - i. Associate Professor Boehmer requested approval to form a committee to assess the process of offering a women's fast pitch program to Lake Region State College athletics.
 - ii. NJCAA allows for the underrepresented sex to have more athletic programs.
 - iii. Council discussed and agreed the committee request be approved on the condition the Athletic Director be involved.
- j. LEADERS INSTITUTE**
 - i. President Bower requested departments turn names in for recommendation to attend the Leaders Institute as soon as possible.

k. **CBORD PROGRESS**

- i. VP Kenner reported the CBORD system is up and running in Food Service, individuals with Food Service plans have been converted to R-cards.
- ii. The Bookstore is not up and running yet, they are waiting for their R-cards.
- iii. Instillation for CBORD system took place over spring break.

l. **SUMMER HOUSING PROJECTS LIST**

- i. Planning installation of Laundromat facilities in Gilliland.
 1. Speed Queen Equipment will be purchased as it hooks directly into the CBORD system.
- ii. All apartments will be painted this summer.
- iii. The replacement of North Hall windows will be explored for a future project.

m. **FACILITY MASTER PLAN**

- i. VP Kenner thanked council for their input and hopes to have the Facility Master Plan ready to go by Friday, March 30, 2012.

n. **DEPARTMENT REPORTS**

- i. INSTITUTIONAL ADVANCMET-VP Goulding
 1. VP Goulding made comments about her meeting on March 20th with President Bower concerning her status and future plans with the college.
- ii. INSTRUCTIONAL SERVICES-VP Darling
 1. The Higher Learning Commission has determined we have to review our distance education offerings for their approval.
 - a. In the meantime the distance education office will continue with business as usual.
 2. Summer/fall/spring/summer schedules are posted.
 3. College Assessment of Academic Proficiency (CAAP)Testing will take place on 3/27/12
 4. Nursing Simulation Lab Open House 3/28/12 from 1-6pm, ribbon cutting at 4:30pm.
 - a. Some departments will close 15 minutes early to attend.
- iii. STUDENT SERVICES-VP Fixen
 1. Governor's 2020 registration at 7am breakfast at 7:30
 2. VP Fixen will meet with DLHS Principal Hanson to work on registration day.
 3. The College play starts 3/28/12.
 4. Monday and Tuesday next week ND State Class A One Act Play. Bringing 270 students to campus for two days.
- iv. FACULTY REPRESENTATIVE-Donna Gutschmidt
 1. Faculty Senate meeting on 3/28/12
 - a. Addressing salaries for next year at 3/28/12 meeting
 - b. Changing final grade due date to 24hrs earlier

5. **Next Meeting**

- a. Tuesday, April 16, 2012, 9:00 a.m. in the President's Office

6. **Adjournment**

VP Darling moved to adjourn with a second by VP Fixen. President Bower declared the meeting adjourned at 11:25 a.m.

Lake Region State College

Payment of Meals for Staff and Guests

Purpose: To prescribe standard LRSC forms to be used in implementing NDUS Procedures 806.1 Payment or Reimbursement of Meals.

Scope: This policy applies to all employees or contracted representatives of Lake Region State College

Related Documents/Policies:

OMB Policy 217	http://www.nd.gov/fiscal/docs/fiscaladmin2011.pdf
SBHE Policy 806.1	http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=27&SID=9
NDUS Procedure 806.1	http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=460&SID=60&printable=1
North Dakota Century Code 44-08-04	http://www.legis.nd.gov/cencode/t44c08.pdf

LRSC will comply with the guidelines outlined in NDUS Procedures 806.1.

To assist with monitoring compliance of this policy, the following forms will be used:

1. LRSC Dining Services Function Worksheet (Snacks & Refreshments)
2. LRSC Dining Services Function Worksheet (Meals)
3. Banquet & Meeting Documentation Form (Meals) (non-LRSC Dining Services)

Lake Region State College Dining Services Function Worksheet (Snacks & Refreshments)

This form will be used when departments are ordering snacks & refreshments from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

Lake Region State College Dining Services Function Worksheet (Meals)

This form will be used when departments are ordering meals from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

NDUS Procedures 806.1 4.f. states “To the extent it is practical, a list of those in attendance.” To comply with this, LRSC employees will list those in attendance if there are fewer than 10 employees present at the function. If there are more than 10 employees, a general statement is sufficient. Non-employees present can be listed by group. E.g. The list might include the names of two LRSC employees and “representatives from the Chamber of Commerce”.

Banquet & Meeting Documentation Form (Meals) (non-LRSC Dining Services)

This form will be used when departments are ordering meals from outside vendors. The form will be signed by the person authorized to expend the funds.

NDUS Procedures 806.1 4.f. states “To the extent it is practical, a list of those in attendance.” To comply with this, LRSC employees will list those in attendance if there are fewer than 10 employees present at the function. If there are more than 10 employees, a general statement is sufficient. Non-employees present can be listed by group. E.g. The list might include the names of two LRSC employees and “representatives from the Chamber of Commerce”.

This form must be attached to the voucher payment to the vendor or employee.

Discrepancies: If the Vice President of Administrative Services does not approve the purchase based on the guidance of this policy, the employee will need to personally fund the expense.

Banquet & Meeting Documentation Form

Meals (Non-Lake Region State College Dining Services)

Date:	Time:
Vendor:	Number in Attendance:
Requester:	
Purpose of Function:	

List all employees in attendance (unless there are more than 10), if more than 10 give general statement, e.g. all staff & faculty.

General statement of non-employees present (e.g. 3 representatives from Nordic Fiberglass):

FUND:	DEPT:	PROJECT:
ACCOUNT:	PROGRAM:	

DEPARTMENT APPROVAL: _____

Lake Region State College Dining Services Function Worksheet Meals

Date: _____ Day: _____	Time: _____ # of people serving: _____
Department to be billed: _____	Purpose of Function: _____
Room/Location: _____	
General Statement of whom is in attendance: _____	
Requester: _____	Telephone: _____

Items Requested:	Prices:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

List all employees in attendance (unless there are more than 10), if more than 10 give general statement, e.g. all staff & faculty.

General statement of non-employees present (e.g. 3 representatives from Nordic Fiberglass):

FUND: _____	DEPT: _____	PROJECT: _____
ACCOUNT: _____	PROGRAM: _____	_____

FOOD SERVICE DIRECTOR SIGNATURE: _____

DEPARTMENT APPROVAL: _____

Lake Region State College

Dining Services Function Worksheet

Snacks & Refreshments

Date: _____ Day: _____	Time: _____ # of people serving: _____
Department to be billed: _____	Purpose of Function: _____
Room/Location: _____	
General Statement of whom is in attendance: _____	
Requester: _____	Telephone: _____

Items Requested:	Prices:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Other Instructions: _____

FUND: _____	DEPT: _____	PROJECT: _____
ACCOUNT: _____	PROGRAM: _____	_____

FOOD SERVICE DIRECTOR SIGNATURE: _____

DEPARTMENT APPROVAL: _____