

Approved on 8/12/2017

Administrative Council Meeting Minutes

Wednesday, August 30, 2017

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

- Institutional Advancement

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Erin Wood – Director of College Relations

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:35 p.m.

b) Review of August 7, 2017 Minutes

i) The minutes of the previous meeting were reviewed, discussed, and approved.

2) OLD BUSINESS

a) UAS- Update

i) President Darling updated council on the UAS Summit he attended in Grand Forks August 21-23rd. Blade inspecting using UAS was identified as an emerging industry that will require trained technicians. There was discussion about the need to craft policy for flying UAV's on LRSC's campus.

ii) VP Halvorson discussed the possibility of starting a new UAV program by sending a stage 1 (announcement that we are studying the feasibility of a program) request. Council discussed the early stages of program development.

b) Shorelines Update

i) President Darling discussed the revival of the Shorelines publication. VP Halvorson will meet with faculty to make Shorelines happen this year.

c) Institutional Goals 2017-18

i) Institutional goals were reviewed and finalized for submission to the System office.

3) NEW BUSINESS

a) Criterion 1 Mission

i) Erin Wood presented to Council as a member of Criterion Team 1. The team is requesting a budget for mission statement posters and mission statement wall lettering so it can be purchased and placed in various places on campus. IVN rooms need LRSC signage as well. Council agreed signage and mission statements will be purchased.

b) Emeritus Status to Laurel Goulding

i) Director Wood and VP Halvorson brought forth a nomination for retired VP Goulding to be granted emeritus status at LRSC campus. All of council was in favor and the request approved.

c) Appropriated Reserves Designation

i) VP Kenner explained that LRSC has met the NDUS Policy 810.1 requirement for a 7% "Undesignated" Reserve of \$773,722. Due to the diligent budget cutting efforts made by staff and faculty, we have an

additional \$627,660 reserve to be designated for specific purposes per the same NDUS Policy. The designated purposes could change in the future, as priorities change, but council needs to determine LRSC's current priorities for these reserves. Council discussed various ideas. [President Darling & VP Kenner will work together to make final decisions.](#)

d) **Tuition Model Update**

i) VP Kenner discussed the SBHE Budget and Finance Committee's (BFC) recommendation to the SBHE regarding a proposed change to the new Tuition Model requirements. The BFC will recommend to allow each institution to establish a structure that will work best for its own unique situation. The change, if approved by the SBHE, will allow LRSC to continue a capped tuition structure instead of changing to a model that would charge for each credit hour.

e) **Safety & Security Update**

i) Lock-down procedures revealed several areas that need new locks among other issues for instance; cell phones were jammed with so many calls it prompted the need for portable radios. Over all council agreed the response to the situation was appropriate.

ii) VP Halvorson stated the LRSC Policing MOU was approved at the City Commission meeting and signed by the DLPD Chief of Police. The MOU States that Devils Lake Police will continue to do what they have always done; while recognizing that we have first responders of our own that will respond to an emergency in progress. A multi-page insert on safety and security will be going into the paper and Louise has asked for input.

f) **Policy 1500.15 Drug & Alcohol**

i) Council agreed to the proposed changes brought forward by VP Halvorson (in red attached below).

g) **Policy 1500.08.01 Consensual Relationships**

i) Individuals in a position of advantage over others not necessarily those in a supervisory role must disclose relationships. NJCAA has a code of ethics and LRSC will have a code of ethics for athletics. VP Halvorson will pass it by the Faculty and Staff Senates and bring it back to council for final approval.

h) **CHS Grant Update**

i) LRSC received \$100,000 for simulation equipment for DPAC. The grant included a requirement that \$25,000 of the \$50,000 state match would be used to establish a program endowment for DPAC. However, the state match funding was nearly depleted before the endowment requirement was known by the institution. A request will be made to the CCF to utilize unrestricted funding to establish the required endowment.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

(1) The next meeting of the Administrative Council will be: Tue Sept 12 @ 1:30p

Lake Region State College Policy and Procedure Manual

SECTION 1500.15 ALCOHOL AND DRUGS

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by SBHE policy 918 and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while **visibly impaired by the use of alcohol and/or drugs under the influence.**

LRSC requires employees to maintain a safe and sober workplace. As such, employees shall not consume alcoholic beverages or drugs (including prescription drugs that can cause impairment) during scheduled work hours or within close proximity to scheduled work hours. Employees on call back, outside of regular hours, shall disclose to their supervisor if they have consumed alcoholic beverages to ensure that only appropriate duties are assigned or the need for the employee is reassigned to another. Employees taking prescription medication that can cause impairment must notify their supervisor, in advance of performing work, to ensure only appropriate duties are assigned, duties are reassigned as necessary, and/or sick leave is taken.

A supervisor may, after consultation with the Human Resources Director, require an employee suspected of violating this policy to submit to a breath, blood, or urine test. The test is not required should the employee admit to the consumption and/or impairment. If the employee refuses testing the employee may be disciplined as if the test had been positive. In the event of a positive test and/or admission, the employee shall be required to take annual leave for the remainder of the work day. The supervisor and/or the employee must arrange for safe transportation home.

Violations of this policy constitutes misconduct and disciplinary action may be imposed according to Student Conduct Policy 800.30 and the Code of Conduct Policy 1500.05.

The policy addressing alcohol and drugs in the residence halls can be found in the Residence Life/Housing Policy 800.08.

Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08 (6) and 19-03.01.

Parental Notification: In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Services reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has ~~developed a programming~~, coordinated by the Director of Student Services, to prevent ~~the illicit use of drug and the alcohol abuse of alcohol~~ by students. **The Director of Human Resources shall make similar information available to all employees. These programs provides services related to drug use and abuse shall include** dissemination of ~~informal~~ **informational** materials, counseling

services, educational programs, referrals, and code of conduct violations college disciplinary actions.

History

Administrative Council Approved 05/22/15

Administrative Council Approved 09/15/15