

Approved: without corrections on [2/11/13](#)

Administrative Council Meeting Minutes

Wednesday, January 30, 2013

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling-Interim President

Lloyd Halvorson-Assistant 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

Jeanette Kenner-Faculty member 9:00-10:00 a.m.

Dick Olson-Assistant Professor-Faculty member 10:00 a.m.

Bobbi Lunday- President's Assistant-Recorder

Guest: Theresa Leiphon-Trio Director, Brigitte Freschette-Counselor

1) CALL TO ORDER

- a) Members of the Administrative Council for Lake Region State College met at 9:00 a.m. on Wednesday, January 30, 2013 in the President's Office at Lake Region State College in Devils Lake, ND. The meeting was called to order by President Darling.

2) CONSIDERATION OF MINUTES

- a) The 12/18-20/12 Administrative Council Minutes were approved without corrections.

3) OLD BUSINESS

- a) **Camera Placement** (Gary)
 - i) Due to vandalism in a classroom in the business wing additional cameras were added to the hallway.
- b) **Campus Space Utilization** (Assistant VP Halvorson)
 - i) The Faculty Senate Library media committee will study the library issue and include campus in their discussion. [The library committee will work to complete their study and have a plan about space utilization by the end of March 2013.](#)
 - ii) Assistant VP Halvorson suggested moving Fitness Trainer Tech office into Jason Brandvold's former office, moving Online Advisor into Fitness Trainer Tech office and turning Online Advisor current office into a Fitness Trainer Tech Lab. VP's Kenner, Goulding and Fixen agreed, swapping Fitness Trainer Tech and Online Advisor offices would be more prudent as President Darling is looking for space for new Precision Ag personnel. Fitness Trainer Tech would have more lab space in the Online Office area than in her current space. [Assistant VP Halvorson will discuss solution with stakeholders.](#)

4) NEW BUSINESS

- a) **Community Education Presentation** (TrainND Director)
 - i) Director Arney furnished copies of TrainND's Annual Report, Trainer Publications and TrainND state wide-legislative brochure for each council member.
 - ii) Director Arney update council on a successful community education semester with 29 classes generating much community interest. Director Arney would like council's input on how to pay for the 180 staff hours that went into community ed. as HB 1443 passed in 1999 says all funds generated by workforce training will be used for workforce training. Director Arney will code all expenses to community ed so the funds will not come out of workforce training budget.

- iii) LEARN/Lumens System Office wants us to help fund the building another piece that will allow businesses to register 20 people at a time rather than one at a time. Director Armev doesn't think it will be a wise investment at this time and council agreed.
- iv) CDL program, Strata is requesting TrainND educate drivers for them. Director Armev is currently working on the CDL for Strata training. It was also suggested TrainND look into a Driver's Education Training program.

b) **Academic Skills & Disability Services for LRSC Students** (TRiO Director)

- i) Trio currently has a 63% graduation rate, our next cohort of students if all are successful will have a 50% grad rate that will not be acceptable so Trio will no longer accept students below a 15 ACT score, per the 2009 grant. Out of concern for students with disabilities Director Leiphon submitted a proposal for a fulltime academic skills coordinator that can offer assistance to students with disabilities that fall below the 15 ACT score. All other two-year campuses have more than two staff dedicated to disabilities services. More resources following the pathways should allow for more support staff. President Darling suggested serving students that want to have the college experience by offering programing they can be successful in completing. Like job training focused programing. [Assistant VP Halvorson will research programing or adding staff to the academic skills center and formulate a plan.](#)

c) **Housing** (President Darling)

- i) The owner of the apartments across from NDSO has made an offer to LRSC to lease one or two bedroom apartments for \$450-\$550 per unit per month. There are 12 units per building \$6000. With two additional sports programs on campus next year additional space may be a concern. President Darling will meet with owner again the second week in February to work out the details to acquire housing.

d) **Low Enrollment Plan** (Assistant VP Halvorson)

- i) Simulator Maintenance Program is on low enrolment they have come up with an action plan. Assistant VP Halvorson will distribute copies of the plan to council.
- ii) Art Program plan consists of remodeling the room so two more students can fit in the classroom so it will be possible to complete the necessary 20 to1 enrolment requirement.
- iii) PE also on low enrolment. The instructor proposed an Intro to Coaching as a three credit course. [VP Fixen & Assistant VP Halvorson will meet with instructor to work on plan.](#)

e) **Position Authorization Accounting & Business** (Assistant VP Halvorson)

- i) Assistant VP Halvorson's request for a tenure track full time 9 month position to fill LoAnn Nelson's position upon her retirement was authorized by council.

f) **Contract Discussion GFABF & Physical Plant Directors** (Assistant VP Halvorson)

- i) After transferring the above positions from officers of the institution into broad banded employees the committee met to determine goal salary and % of goal. Assistant VP Halvorson reported the broad banding committee is recommending we add the positions at 85.5% of goal salary. VP Kenner asked how they propose to fund salary increase. VP Kenner recommends we do not start at the entire 85.5%. VP Fixen suggested funding the positions at current salary and set a goal to get them closer to their goal salary after legislative session. [Discussion was tabled until VP Kenner can analyze the financial implications.](#)

g) **P Card Policy Change Request** (VP Kenner)

- i) Council agreed to update PCard Policy. See attached policy with changes below.

h) **Review of 2013-14 Academic Calendar**

- i) Council will review and email President Darling approval/disapproval.

i) **Do it Like Disney** (VP Fixen)

- i) Council discussed the results of the faculty Do it Like Disney retreat.

5) **ADJOURNMENT**

- a) The next meeting of the Administrative Council will be 2/11/13.



Lake Region STATE COLLEGE

Lake Region State College Policies and Procedures Manual Change Request Form

Name of Policy, Procedure, or Form: P. Card Policy
Chapter Number or Appendix Number: 15 Article Number _____

Requested Action: Change Add _____ Remove _____

Nicole Lundquist

(Name of College Group Submitting Change Request)

1/7/13

(Date)

Nicole Lundquist

(Request Submitted By (Signature/Title))

1/7/13

(Date)

Text of Requested Change: (Continue on Other Side or Attached separate sheet)

see attached

This change has been reviewed for consistency with NDUS Policy: yes no _____ reviewer initials

- Administrative Council Action:**
- _____ Request Approved
 - _____ Request Not Approved
 - _____ Request Tabled for Further Review: _____
 - _____ Request Approved with Following Revisions: _____

(Signature/Title) Date: _____

Official Original Copy of Change Request Will Be Filed in President's Office Master File under 303.2 Policies/Procedures and distributed to:

- Faculty Senate President
- Staff Welfare Committee President

Final printed versions of the change will be distributed to the following:

- Library Director (for placement in paper manuals)
- Computer Services Director (for upload to the web)
- Division Offices: Administrative, Academic, Student Services (for placement in paper manuals)

Lake Region State College Purchasing Card Policy & Procedures

What is a Purchasing Card?

The purchasing card is a MasterCard issued in the name of the LRSC employee. Employees will be designated by LRSC management to make purchases within assigned spending parameters for official LRSC business needs.

The purchasing card payment system is an individual bill/central payment system. The cardholder receives a monthly account statement for information and reconciliation purposes only. LRSC Business Office obtains a consolidated electronic billing file and makes payment to JPMorgan on behalf of all cardholders. Expenditure transactions are processed and posted to the appropriate departmental fund using the default or modified accounting string assigned to each purchasing card.

Individual credit limits, including card and cycle limits, vary as determined by LRSC. To assure the effectiveness of the program, the policy and procedures in this manual must be followed. Failure to use the purchasing card in accordance with applicable policies and procedures may result in revocation of the purchasing card and may involve appropriate disciplinary action, up to and including termination and possible criminal prosecution.

Policy and procedure violations include, but are not limited to:

1. Purchasing items with the card for personal use
2. Failure to return the card when reassigned, terminated, or upon request
3. Failure to submit **original itemized** receipts/invoices to the **Accounts Payable Associate- Purchasing Card Administrator** in a **timely manner**
4. Transferring assignment of the card to another individual
5. Repeatedly allowing sales tax to be charged when the purchases are tax exempt. Whenever the card is used, please inform the vendor that it is a tax exempt sale.
NOTE: LRSC's tax exempt number is embossed on each purchasing card
6. Using the card to purchase items for departments that you do not have approval over.
- ~~7. To maintain compliance with IRS regulations, the purchasing card cannot be used for tax-reportable services (1099). These types of services are typically contracted services (ex. professional fees, repair services, labor, legal services, honorariums, etc.). For help in determining if your purchase is for a contracted service, please call the Business Office.~~

Procedures for Violations:

Any misuse of the purchasing card or other failure to comply with the applicable policies will result in the following 3 strike policy (depending on severity of offense)

1st offense – written warning

2nd offense – written warning to cardholder and cardholder's supervisor

3rd offense – written warning to cardholder, cardholder's supervisor, and the card will be suspended for 60 days.

A purchasing card is:

1. purchasing authority delegated by LRSC management to individual LRSC employees.
2. for official Lake Region State College use only.
3. authorized for use with only certain categories of merchants.

A purchasing card is NOT:

1. a means to avoid appropriate procurement or payment procedures.
2. a means to access cash or a line of credit.
3. for use with interdepartmental billing (IDB).
4. a right of employment.
5. for personal use.

How to Obtain a Purchasing Card

1. Submit a proposal of need to LRSC Business Office explaining reason of need, along with supervisor's approval.
2. Attend an individual training session with Purchasing Card Administrator. The supervisor should try and attend the training session as well.
3. Complete a Purchasing Card Use Agreement [Form](#).

Cardholder Credit Rating

The use of the purchasing card results in a liability to LRSC, not a personal liability for the cardholder. The cardholder's credit rating will not be affected. However, it is important to remember that the cardholder signs an agreement prior to receiving the purchasing card and, as such, is responsible for any misuse of the purchasing card as outlined in this manual.

The JPMorgan MasterCard Program provides liability protection to LRSC once notification of any loss, theft or fraudulent use is made. However, the same level of liability protection does not apply to cards that are made available to multiple users. Therefore, only the person whose name appears on the card can use it.

Guidelines for Purchasing Card Use

The purchasing card is to be used to purchase low dollar value items with the total amount of any individual purchase not to exceed the cardholder's specific spending limit. Certain exceptions apply in using the purchasing card. Examples of items that **may not** be purchased with the purchasing card include:

1. Alcoholic beverages (exception of POT)
2. Ammunition/weapons (exception of POT)
3. Clothing
4. Cash Advances (ATM or other)
5. Meals while employee is in travel status (Employee will be reimbursed at per diem rates by submitting a travel voucher) (exception of Athletic Teams)
6. Entertainment/hospitality/food
- ~~7. Flowers/Gifts~~
- ~~8.7. Gasoline/Fuel (must use credit card located in the state vehicle)~~
- ~~9.8. Hazardous Materials~~

- 40.9. Insurance
- 41.10. Leases
- 42.11. Legal services
- 43.12. Maintenance Contracts
- 44.13. Motor Vehicles
- 45.14. Non-business/personal items (ex. Kleenex, coffee, snacks, etc.)
- ~~16. Postage Stamps~~
- 47.15. Radioactive Materials
- 48.16. Shipping - Outbound from LRSC
- ~~19. Tax reportable services (1099) (ex. professional fees, repair services, labor, legal services, contracted services, honorariums, etc.)~~
- 20.17. This is not an all-inclusive list and can be changed at management's discretion.

Examples of travel items that may be purchased with the purchasing card include:

1. Air Transportation
2. Hotel
3. Workshop/Conference Registration
4. Ground Transportation
5. Parking Fees

Note: LRSC departments may request, from the Purchasing Card Administrator, a waiver to remove the restriction on the purchase of the preceding items. The waiver or exception will be specific as to item(s) and as to cardholder.

Merchant Category Code Standards

All vendors are assigned a merchant category code (MCC) by their bank. Lake Region State College has determined which merchant category codes will be excluded from our purchasing card program. Attempting to buy from merchants that are excluded will cause the transaction to be denied.

Purchasing Card Issuance

At the time a purchasing card is requested for an employee, the accounting string assigned to that purchasing card must be determined. The default accounting string, associated with each purchasing card, identifies the fund, department, account, program, and project number, if applicable. This default accounting string will be used to post the purchasing card transactions to the general ledger unless modified prior to posting.

Use with Contracts

State contracts should be utilized whenever possible to get the best price. The contracts may be viewed at the following website:

<https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm>

Cardholder Responsibilities

Each cardholder is responsible for the following activities:

1. Safeguard the purchasing card.
2. Sign the purchasing card immediately upon receipt.
3. Activate your purchasing card by
 - a. Calling the Purchasing Card Center Customer Service Department at 1-800-270-7760.
 - b. Select '1' for English
 - c. Enter 16 digit card number
 - d. Enter the last 4 digit employee ID#
4. Keep **original itemized** receipts from each purchase. If no receipt can be provided the cardholder will be responsible and will be required to reimburse Lake Region State College the full amount of the purchase.
5. Record each purchase on a Purchasing Card Record form
6. Receive the electronic statement or hard copy from JPMorgan.
7. Reconcile the cardholder statement with Purchasing Card Record form and receipts.
8. Sign the Purchasing Card Record form to attest that all purchases are for LRSC business and in compliance with all applicable rules and regulations.
9. Forward signed completed Purchasing Card Record form, JPMorgan statement, and original receipts to designated supervisor.
10. Notify the Purchasing Card Administrator and the supervisor immediately in the event of a lost or stolen purchasing card.
11. Shred your expired purchasing card in the Business Office.
12. Give the purchasing card to the supervisor or Purchasing Card Administrator when employment is terminated.
13. Resolve transaction disputes in a timely manner with JPMorgan Customer Service. The Purchasing Card Administrator should be notified of any disputed items that the cardholder has not been able to resolve.

Supervisor Responsibilities

The following items may be performed by the cardholder's supervisor, the Purchasing Card Administrator, or another designated employee (other than cardholder).

1. Review the information submitted by the cardholder. The amount of review will depend on a number of factors, but the supervisor should, at a minimum, periodically compare receipts to the JPMorgan statement submitted by the cardholder.
2. Verify purchases are for business use.
 - a. The card **must not** be used for personal transactions.
 - b. If it is determined that personal or other inappropriate charges are occurring on the purchasing card, appropriate steps, up to and including repayment, cancellation of card, dismissal, and possible criminal prosecution may be taken to solve the misuse/abuse of the purchasing card. Repayment will include any applicable sales tax.
3. Sign the Purchasing Card Record form to certify that purchases are for business purposes and are in compliance with appropriate rules and regulations to the best of the supervisor's knowledge.

4. Forward the signed Purchasing Card Record form, JPMorgan statement and all original itemized receipts to the LRSC Business Office – **Accounts Payable Purchasing Card Administrator**. Departments may keep a copy of the Purchasing Card Record form and JPMorgan statement report on file within their department.
5. Return the purchasing card of a terminated employee to the Purchasing Card Administrator.

Departmental Process

To maximize the benefits of using the card, some accounting processes must change. All purchasing card transactions will be paid centrally by the LRSC Business Office. The transactions will be posted to accounts payable via the default accounting string assigned to each purchasing card. The default accounting string will identify transactions as to the fund, department, account, program, and project number, if applicable. The cardholder should make any modifications to the accounting string, specifically the account code, on their Purchasing Card Record form during the review.

If a department finds it necessary to modify the fund, department, program or project number after the transactions have been posted to general ledger, they should send the information to the Purchasing Card Administrator.

General Instructions for Card Use

- If item(s) purchased are greater than your specific spending parameters (including shipping & handling, and other charges), use the voucher process instead of your credit card.
- If item(s) purchased are within your specific spending parameters (including shipping & handling, and other charges), and the item(s) to be purchased are not a contract item, use best judgment and determine an appropriate vendor for the material desired (no competition required). Give the vendor your purchasing card number and expiration date or present the card at the point of sale. Tell the vendor that LRSC is exempt from sales tax. **NOTE: LRSC's tax exempt number is embossed on each purchasing card.**
- If the material is to be shipped or delivered, tell the vendor to enclose or mail a copy of the receipt/invoice with each shipment. Have the vendor mark it "Credit Card Order - Paid" to avoid duplicate payments. If the material is picked up, obtain the itemized receipt indicating the purchase price.
- Hold the **original itemized** receipts/invoices for reconciliation purposes. **The charge slip from the credit card system is not acceptable.**
- After reconciliation, forward the monthly JPMorgan statement, original receipts, and Purchasing Card Record form to the appropriate supervisor for approval. You may keep copies for your records.

Credits, Returns and Disputed Items

The cardholder has the responsibility for following up with the vendor or bank (JPMorgan Chase) on any erroneous charges, disputed items or returns, as soon as possible. Disputed billings can result from failure to receive the goods charged,

defective merchandise, incorrect amounts, duplicate charges, credit not processed, as well as fraud and misuse.

Credits: To request a credit to be applied to the purchasing card account from the vendor, refer to the cardholder receipt. If the item was shipped, refer to the packing slip.

Returns: The vendor should issue credit for any item that has been approved for return. The credit should appear on a subsequent statement. Any item returned, that was purchased with the purchasing card must be returned for credit.

Disputed Items: If the cardholder has a problem with a purchased item or a billing resulting from the use of the purchasing card, the cardholder should first try to reach a resolution with the vendor that provided the item. In most cases, disputes can be resolved directly between the cardholder and the vendor.

If you have a disputed charge and cannot reach resolution with the vendor, contact JPMorgan Chase Cardholder Support Team at 1-800-270-7760.

Disputed items must be resolved or reported within 60 days of the date that JPMorgan sent the first statement or transaction file.

Make sure you keep documentation of credits, returns, exchanges and disputed items.

Statement Verification

A monthly account statement will be sent directly to individual cardholder(s), electronically ~~and by mail~~. The statement is used for reconciliation and approval of transactions. LRSC's Business Office obtains an electronic billing file for payment processing. **The purchasing card cycle ends the 2nd of each month.**

The cardholder is responsible for reconciling the monthly account statement with the Purchasing Card Record form and original itemized receipts/invoices. If inaccuracies and/or erroneous information exist, the cardholder must immediately notify the LRSC Purchasing Card Administrator. When reconciled, the cardholder signs the Purchasing Card Record form and forwards with all original itemized receipts to the appropriate supervisor.

The supervisor is responsible for reviewing the information submitted by the cardholder, signing the Purchasing Card Record form and forwarding the report, monthly statement and the original itemized receipts/invoices to the Business Office by the **10th of each month.**

Audits

Purchasing card transactions will be audited on a monthly basis. The primary purpose of the audit is to ensure that the purchasing card procedures are being followed and that:

1. purchase volume appears reasonable.

2. the purchasing card is being used for appropriate transactions.
3. documentation is complete.
4. the department and the cardholder are following required procedures.
5. supervisory review and approval is completed
6. proper internal controls exist with regard to the program.

Purchasing Card Security

1. The purchasing card is to be treated with the same level of care that is afforded personal credit cards.
2. Do not lend the purchasing card to anyone. **The only person authorized to use the card is the person whose name appears on the front of the card and who has completed the Purchasing Card Use Agreement form.**
3. Do not post or write the purchasing card account number in any location that is accessible to others.
4. Take additional care when using the card to purchase thru the Internet. Only use internet sites that have an indication that they are a secure sight, such as the padlock located on the lower right.

Failure to Comply with Program Guidelines

Any misuse of the purchasing card or other failure to comply with the applicable policies and procedures will result in the following:

1. Revocation of the purchasing card
2. Appropriate disciplinary actions which may include termination
3. Repayment, including any applicable taxes, for transactions resulting from personal use of the purchasing card.
4. Possible criminal prosecution.

Termination of Employment

If the cardholder's employment is terminated with LRSC, the cardholder must return the purchasing card to his/her supervisor. The supervisor is responsible for contacting the LRSC Purchasing Card Administrator, who will cancel the card. **Returned purchasing cards are not reissued to other employees for use.** Before returning a canceled purchasing card, the card should be cut in half by the supervisor.

Key Contacts

The following resource persons are available to answer questions, solve purchasing card problems, or provide assistance in the areas listed:

Purchasing Card Administrator
Nicole Lundquist 662-[1697-1503](tel:662-1697-1503)

- For questions concerning policies and procedures
- To replace damaged cards
- For assistance with vendors
- For account inquiries
- For billing information
- To report a lost or stolen card

- For assistance with JPMorgan

JPMorgan Cardholder Support Team 1-800-270-7760

1. To report a lost or stolen card
2. For questions concerning monthly statements
3. To report disputed items
4. For authorization assistance