

Approved: with/out correction on 7/9/2015

Administrative Council Meeting Minutes

Tuesday, June 11, 2015

President's Office 8:30 a.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

Laurel Goulding-Vice President for Institutional Advancement

Corry Kenner-Vice President for Administrative Affairs

Guests

NON-VOTING MEMBERS PRESENT

Tammy Riggan - Faculty Senate Representative

Bobbi Lunday-President's Assistant/Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 8:35 a.m.

b) Review of May 26, 2015 Minutes and Budget Meeting Minutes

i) The 5/26/15 minutes were reviewed and approved as read. The 6/2/15 Final Budget Meeting Minutes were reviewed and approved with edits.

2) OLD BUSINESS

a) Budgets

i) VP Kenner encouraged all departments to make closing edits to their budgets. The final budget will be submitted to the System Office on June 22, 2015.

b) Summer Projects

i) VP Halvorson reported the newly re-constructed north wall was leaking after the first big rain. VP Kenner will have a discussion with the contractor to ensure the issue is repaired. Landscaping for proper drainage will also be necessary.

c) Tech Center –Wrap up

i) Council continues to be in contact with Community Contractors to settle the final details in the Bergstrom Technical Center construction.

d) Signage

i) The final design for the Bergstrom Technical Center sign was approved. The Bergstrom family liked the design which will be placed on the blue awning.

3) NEW BUSINESS

a) HB 1450 (President)

i) President Darling informed council it is now legal for students and staff to have firearms locked in personal vehicles. VP Halvorson noted an exception for the POTP students who are disallowed from carrying firearms in their vehicles for program related reasons.

b) **Policy Manual Additions and Changes** (Academic Affairs)

i) VP Halvorson reported no substantive changes to the following seven changes submitted by CIO Simhai and all were approved by council.

- (1) 400.28 Telephone Usage Policy: Approved
- (2) 900.09 Online Courses: Approved
- (3) 900.09.01 Computer Usage: Approved
- (4) 900.09.02 Student Email: Approved
- (5) 1500.01 Information Security Policy: Approved
- (6) 1500.02 PCI (Payment Card Industry) Compliance Policy: Approved
- (7) 1500.03 Identity Theft Prevention Program (Red Flag): Approved

c) **Policy Manual Additions and Changes** (Administrative Affairs)

- i) 400.02 Expense Reports: Syntax changes *Change Services to Affairs. Approved
- ii) 400.03 Expenditures and Fiscal Control: Syntax changes. Approved
- iii) 400.04 Absence from Campus and Travel Authorization: Returned for research.
- iv) 400.04.01 Volunteer Duty: Approved
- v) 400.05 Travel Policy: Returned for research.
- vi) 400.06 Expense Reports: Returned for research.
- vii) 400.07 Payment of Meals for Staff and Guests: Approved
- viii) 400.09 Credit Card Refund: Approved
- ix) 400.10 Pay Day: Approved
- x) 400.11 Payroll Change Notice: Approved
- xi) 400.12 Audit and Inventory Control: Approved
- xii) 400.13 Purchasing/Inventory: Returned for approved edits.
- xiii) 400.13.01 Procurement Policy: Sent back for approved edits.
- xiv) 400.13.02 Purchasing Code of Ethics/Business: Sent back for approved edits.
- xv) 400.13.03 Purchasing Card Policy & Procedure: Sent back for approved edits.
- xvi) 400.16 Bidding Requirements: Remove policy -Approved
- xvii) 400.17 Usage of College Property: Not Approved
- xviii) 400.18 Campus Safety: Not approved
- xix) 400.20 Custodial and Moving Services: Approved
- xx) 400.20.01 Distracted Driving: Approved
- xxi) 400.21 Vehicle Usage: Approved
- xxii) 400.22 Parking: Approved
- xxiii) 400.22.01 Snow Removal: Approved w/changes
- xxiv) 400.23 Mail Services: Approved
- xxv) 400.24 Child Care Services: Approved
- xxvi) 400.25 Tobacco Free Campus: Approved w/changes *Report violation to Director of Student Services
- xxvii) 400.26 Drug Free Workplace: Approved
- xxviii) 400.27 Sexual and Relationship Policies: Approved
- xxix) 400.29 College Seal: Approved
- xxx) 400.30 Notary Public: Approved
- xxxi) 400.31 Bookstore: Approved w/change
- xxxii) 400.32 Dining Services: Not approved
- xxxiii) 400.33 Staff & Faculty Dependent Tuition Waivers: Approved w/change
- xxxiv) 400.36 Theft and Fraud: Approved w/changes

xxxv)	1500.08	Sexual Harassment: Approved w/change (need cover sheet for 1500.09 changes)
xxxvi)	1500.12	Crisis Communication Plan: Not Approved
xxxvii)	1500.13	Emergency Notification System: Approved w/change
xxxviii)	1500.15	Equal Opportunity & Non-Discrimination: Approved

d) **Department Updates**

i) **President:**

- (1) President Darling explained that new SBHE policy 907, regarding building plaques, requires all newly constructed or acquired buildings, newly constructed major building additions over 1,000 square feet in size and newly constructed major public improvements costing in excess of \$500,000 (project) be memorialized with a plaque. The building additions, which serve primarily as entrances, mechanical areas, or other sundry areas, and do not provide functional occupancy, are exempt from this policy. The policy states specific information is listed on the building plaques and that projects acquired or constructed prior to January 1, 2001, are exempt from this policy. The Bergstrom Technical Center will fall under the requirement of this policy.
- (2) The NDUS Audit Committee wants more consistency with data and audit tracking of quarterly reports.
- (3) Certain memberships will no longer be maintained by the System Office. Administrative Council decided to keep and pay memberships in house.
- (4) Disruption with legal services is likely soon with the changes made at the legislative level.
- (5) Non-instructional staff is being scrutinized in the media. Reports are based on “per capita” numbers and not on “per student” or institution to institution. This has led to talks of streamlining services. Council sees the advantage of the System Office inputting things like census data but not the IPEDS data.
- (6) Council discussed how to best manage the financial processes of cultural trips. No decision was made.

ii) **VP Advancement**

- (1) VP Goulding reported that the college has two active DUNS numbers and this is creating issues with federal grant submission. She is working to resolve the issue.
- (2) VP Goulding reported that a grant application will be submitted to the USDA for funding to support purchase of equipment for a “Makers Space” to serve students and entrepreneurs. The equipment may include a 3D printer, laser engraver and vinyl cutter/printer, and a CNC router.

4) ADJOURNMENT

a) **Upcoming scheduled council meetings**

- i) The next meeting of the Administrative Council will be Wednesday, July 1, 2015.