

Approved on 12/5/2016

Administrative Council Meeting Minutes

Monday, November 7, 2016

President's Office **1:00 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

Erin Wood for Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:00 p.m.

b) Review of October 25, 2016 Minutes

i) The minutes of the last meeting were reviewed and approved by council.

2) OLD BUSINESS

a) Student Services Program Coordinator Vacancy update (Academic/Student Affairs)

i) VP Halvorson explained the plan to cover the Student Service Program Coordinator position. Academic Services Program Coordinator, Anne Rasmussen will move into the space occupied by Coreen Berdahl and become the Academic/Student Services Program Coordinator. VP Halvorson discussed the various upcoming leaves and President Darling urged VP Halvorson to hire some temporary help as soon as possible to get them trained before leaves are taken.

b) Key Event Funds Raised (Advancement)

i) Director Wood reported there is still a running total as individuals continue to sign up for items. There was a total of about \$84,000 in net cash support. Final totals will be forth coming. Director Wood stated care will be taken to plan around the athletic events in the future.

3) NEW BUSINESS

a) 400.24 Purchasing Card Exemption Form (Administrative Affairs)

- i) VP Kenner reported with the list of possible exemptions that require prior approval a form was created to simplify the process. Council agreed and the policy and new form were approved.
- ii) VP Halvorson discussed the significant response from the business office if an employee makes an error in paying a nominal amount of tax using the P-card. He requested VP Kenner investigate to verify the amount of flexibility if any.

b) 400.29 Student Travel Policy addition (Administrative Affairs)

i) Council discussed and had several questions about the specific exemptions. The Policy will be tabled for further discussion.

c) 800.14 Attendance Policy (Academic/Student Affairs)

i) Council discussed the policy and all agreed to approve.

d) All Campus Mtg. November 18th at 3:00p (President)

i) President Darling invited council to add to the all campus meeting agenda if they had updates for campus from there areas.

e) **Advancement**

- i) Director Wood reported the Advancement Office is totaling funds raised from the Key Event and should net around \$84,000. The decision has been made to hold the Key Event next year on Oct. 27th as we don't want to conflict with the sub regional volleyball tournament being held in Devils Lake.
- ii) The Advancement office student employee, Ersin, has been chosen to receive an internship with Congress. He will be gone for six weeks in the spring semester. He is a Congress-Bundestag International Student employed in the Advancement office covering social media and photographing the athletic games.
- iii) There will be an Executive CCF Board meeting about upcoming challenge match meeting. A Florence Lake Trust meeting will be held on campus on November 21, 2016 at 10:00 a.m.
- iv) CCF Board literature is being updated, a new endowment is in the process of being set-up.
- v) VP Halvorson asked the Advancement Office to set up a media event to highlight the Elementary Education degree delivered on LRSC's campus from Valley City State University.

f) **Administrative Affairs**

- i) VP Kenner received a draft copy of the internal audit agreement with UND. Need to work on functional services.
- ii) VP Kenner reported he is nearly finished gathering the data needed to complete the CCF's Form 990 tax return.

g) **President's Update**

- i) President Darling reported there were issues with GFAPB passes for MN students. The issues were due to the GFAPB requiring enhanced driver's licenses to gain access. They were able to accept the LRSC Student ID card to resolve the issue for now.
- ii) President Breschiani was charged with leading a task force to examine the preparation and transition of regional high school graduates to college/university life. President Darling will be visiting area schools to identify best practices and surface areas for improvement.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Monday, November 21 @ 1:30p, Monday, Dec. 5 @ 1:30p, Wednesday, Dec. 21 @ 1:30p, Wednesday, Jan. 4 @ 1:30p, Thursday, Jan. 19 @ 9:00a, Monday, Jan. 30 @ 1:30p, Monday, Feb. 13 @ 1:30p.
- (2) The council meeting was adjourned at 2:30 p.m.



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Purchasing Card Policy and Exemption Form	400	24

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)

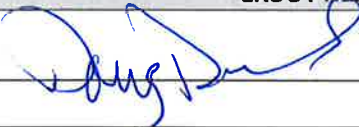
Approval of this form is requested. This form was created per Council's request for the Purchasing Card policy 400.24. This form will be used for approving cardholders with purchase exemptions. In addition to the form being approved, attached is an updated policy to reflect the new form.

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	nl

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	10/26/16
SIGNATURE & TITLE OF SUBMITTER	DATE
	10/26/16

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
 REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
- REQUEST NOT APPROVED
 REQUEST APPROVED WITH REVISIONS
 Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	11/17/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College
Policy and Procedure Manual**

SECTION 400.24
PURCHASING CARD

The purchasing card (p-card) is a credit card issued in the name of the Lake Region State College employee. Employees will be designated by LRSC to make purchases for official business needs. Individual credit limits, including card and cycle limits, vary as determined by LRSC. Failure to use the p-card in accordance with applicable policies and procedures may result in revocation of the p-card and may involve appropriate disciplinary action, up to and including termination and possible criminal prosecution.

The use of the p-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 p-card and, as such, is responsible for any misuse of the p-card as outlined in this policy.

Liability protection is provided 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.

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 by the 10th of each month.
4. Transferring assignment of the card to another individual.
5. Repeatedly allowing sales tax to be charged when the purchases are tax exempt.
6. Purchasing items for departments that the cardholder does not supervise.

Depending on severity, a violation of this policy or failure to comply with the applicable policies may result in the following:

- 1st offense – written warning to cardholder
- 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.

Procurement policies must be followed when using a p-card. The p-card cannot be used to access cash or a line of credit. It is not a right of employment, to be used with interdepartmental purchases or for personal use.

Items that cannot be purchased on the p-card (unless specifically authorized by the President on the *Purchasing Card Exception* form) include:

1. Alcoholic beverages
2. Ammunition/weapons
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)
6. Entertainment/hospitality/food
7. Gasoline/Fuel (must use credit card located in the state vehicle)
8. Hazardous Materials
9. Insurance
10. Leases
11. Legal services
12. Maintenance Contracts
13. Motor Vehicles
14. Non-business/personal items (ex. Kleenex, coffee, snacks, etc.)
15. Radioactive Materials
16. Shipping - Outbound from Lake Region State College
17. This is not an all-inclusive list and can be changed at management's discretion

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.

Each cardholder is responsible for the following:

1. Safeguarding the p-card
2. Signing the p-card immediately upon receipt
3. Activating your p-card
4. Keeping original itemized receipts from each purchase
5. Recording each purchase on a *Purchasing Card Record* form
6. Receiving the electronic statement
7. Reconciling the cardholder statement with *Purchasing Card Record* form and receipts
8. Signing the *Purchasing Card Record* form to attest that all purchases are for LRSC business and in compliance with all applicable rules and regulations.
9. Forwarding signed completed *Purchasing Card Record* form, statement, and original receipts to designated supervisor.
10. Notifying the Purchasing Card Administrator and the supervisor immediately in the event of a lost or stolen p-card.
11. Assuring the vendor issues credit for any item that has been approved for return. The credit should appear on a subsequent statement.
12. Resolving transaction disputes and credits in a timely manner. The Purchasing Card Administrator should be notified of any unresolved disputed items.
13. Giving the p-card to the supervisor or Purchasing Card Administrator when employment is terminated.

The cardholder's supervisor or designated employee (other than cardholder) may perform the following:

1. Review the information submitted by the cardholder. The supervisor should, at a minimum, periodically compare receipts to the statement submitted by the cardholder.
2. 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.

3. Forward the signed *Purchasing Card Record* form, statement and all original itemized receipts to the Accounts Payable Associate by the 10th of each month.
4. Return the p-card of a terminated employee to the Purchasing Card Administrator.

Purchasing Card Security

1. The p-card is to be treated with the same level of care that is afforded personal credit cards.
2. Do not lend the p-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 User Agreement* form.
3. Do not post or write the p-card account number in any location that is accessible to others.
4. Take additional care when using the card to make Internet purchases. Only use internet sites that have an indication that they are a secure site, such as the padlock located on the lower right.

Contact the Purchasing Card Administrator for assistance on the following:

1. For questions concerning policies and procedures
2. To replace damaged cards
3. For assistance with vendors
4. For account inquiries
5. For billing information
6. To report a lost or stolen card

History

Administrative Council Approved 11/29/10
Administrative Council Approved 01/30/13
Administrative Council Approved 07/07/15
Administrative Council Approved 06/14/16

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.14
ATTENDANCE POLICY

1. Regular attendance is expected of Lake Region State College students. Instructors are responsible to explain the attendance policy and how it applies to their course. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor (prior to the absence whenever possible) to request an absence. The student is responsible for mastery of material and completion of assignments missed as failure to do so may affect the grade of the student regardless of the reason for the absence. Students who have not attended class during the first seven days of the session may be administratively dropped from the course by the institution. ~~Nonattendance is defined by failure to attend campus course(s) at least once OR failure to log into their online course(s).~~ **Nonattendance is defined by failure to attend a campus course(s) at least once or failure to participate in an online class(s) or engage in an academically related activity. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by a student.**
2. When the number of ~~absences~~ **hours absent** exceeds double the credit hours for a course by the last day to drop the courses with record, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been administratively dropped will receive a grade of "F" in the course.
3. A student who has been administratively dropped has the right to appeal the action. An appeal for re-admittance from a student dropped for excessive absences must be presented in written form within five days of the student's notification from the Registrar. The LRSC academic appeals procedure (800.31) will be followed.
4. Some **classes and** programs may have a more rigorous attendance requirement **as outlined in the course syllabus.**

History

Administrative Council Approved 12/21/15

Administrative Council Approved (4) 06/27/16