

Approved on [10/13/2016](#)

Administrative Council Meeting Minutes
Monday, September 26, 2016
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

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 1:45 p.m.

b) **Review of Previous Minutes**

i) The September 14, 2016 minutes were reviewed and approved by council.

1) OLD BUSINESS

a) **Shorelines Publication**

i) VP Halvorson announced that Casey Paradies, Deborah Carlson, and Andy Wakeford will work together to continue the Shorelines publication. Council discussed and asked VP Halvorson to designate a lead person and determine a stipend for that individual.

b) **Professional Growth Committee**

i) Council discussed the intention for the professional growth fund dollars, noting the rules were recently altered only to help previously established faculty meet the new requirements of the Higher Learning Commission.

c) **Electrical Project**

i) VP Kenner reported that Bergstrom Electric is moving forward with planning the electrical switch gear upgrade, while necessary budget approval from the System Office is forthcoming. Council also discussed that the parking lot is quite dark and light bulbs still need to be changed.

d) **Facilities Master Plan**

i) Council discussed the incomplete facility master plan and agreed to work together to complete the process.

2) NEW BUSINESS

a) **DLPS** (President)

i) President Darling discussed DLPS recent request that LRSC pay rental fees for the consistent use of their gymnasium and weight room facilities. DLPS occasionally uses the Robert Fawcett Auditorium and gym for practice. On weekends or after hours LRSC charges DLPS tech fees for auditorium use. LRSC uses DLPS's weight room and gyms on regular weekly basis. President Darling suggested an MOU or some sort of agreement with DLPS be worked out.

b) **Loss Control Committee Update** (Administrative Affairs) (Memo attached below)

i) Council received the attached memo from Loss Control Committee's Chair, Sandi Lillehaugen, outlining concerns and requests.

- (1) VP Halvorson's only issue with the memo is inviting the drug dogs to go through the resident halls. He feels it is an invasion of privacy when there are no issues.
- (2) Council's consensus on the GF Nursing door is to install a doorbell, and crash bar or unlock lever. Students may be issued a key or ring the bell for entry. Proximity card equipment and window will not be necessary to install with the doorbell and unlock lever.
- ii) Council also discussed having a standing Saturday open from ___ to ___ so events that are not scheduled through Shelby don't get missed by IT.
- c) **Policy 400.38 Fee Payment** (Administrative Affairs)
 - i) The request to move the entire policy from #800.10 to #400.38 was approved by council.
- d) **Enrollment**
 - i) LRSC is down slightly in full time enrollment, down 137 credits overall.
- e) **Administrative Affairs**
 - i) VP Kenner reported he will be working on the Master Plan and that he, Joann, Sandi & Nicole from the department are at UND on Sept. 27th and 28th for Title IX training.
- f) **Advancement**
 - i) VP Gouling reported they claimed some match funding at the Challenge Fund Committee meeting on September 21st. The Foundation Audit is due but VP Kenner extended the due date to the end of the month.
- g) **Faculty Senate**
 - i) Faculty Senate representative Brown reported many will attend Starfish training this week.
 - ii) Envision 2030 town hall meeting on Health Care will be at the Bergstrom Tech Center on October 18, 2016 rather than the original, October 19th date when many faculty members were scheduled off campus.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

- (1) The next meeting of the Administrative Council will be: Thursday, October 13 @ 1:30p/ Tuesday, October 25 @ 1p/ Monday, November 7 @ 1p.
- (2) The Council meeting was adjourned at 4:00 p.m.

MEMO

Sandra.Lillehaugen@LRSC.edu

The LRSC Loss Control Committee met on September 13th and had the following recommendations:

1. *Proximity Card Control Access – see attached for recommended time schedule changes. Each department affected by these changes has been contacted and support the time schedule. Also,*
 - a. *Have guest cards available for Shelby to use for special events.*
 - b. *Give six (6) access cards to Devils Lake Police Dept. for emergency use.*
2. *Safety & Security One-time Funding – it looks like there may be about \$10,000 left after the card access project is paid. The recommendation for this money would be:*
 - a. *Purchase security cameras for parking lots – including front parking lots. These are approximately \$700.00 per camera.*
 - b. **After our meeting** *a security concern was brought to me from Karen Clementich regarding the safety of students and faculty at the GF Nursing site. They have people walking into their building to use restrooms and wandering around causing fear for the students and faculty member. This has been an ongoing concern since early last year.*
 1. *Add proximity card access to door, this would allow them to have the doors lock and eliminate public use of building and provide security for students. Cost is approx.: **\$4,000 to add crash bar and equipment.***
 2. *Install a doorbell for public to use to gain access if needed. Cost is approx.: **\$100***
 3. *Install a window in Amber's office so that she can see if someone enters the building. Cost is approx.: **\$600***
3. *Devils Lake Police Dept. has offered to bring their drug dog to LRSC. The committee agreed that they would like to have the dogs do a search of the dorms and parking lots. (Randy and Scott are not in favor of having the dogs search the dorms.)*
4. *Alertus Notification will be installed on all computers. This is paid for by a grant and will provide notice to employees on the LRSC network in case of an emergency.*
5. *Chad is working to get light bulbs replaced in the parking lots, they needed to be ordered. He is getting the boom truck from NDDOT and will have bulbs installed as soon as possible.*

6. Library has requested a panic button, LCC has agreed with this request. Questions the committee did have are: Where would it be placed and what budget would pay for this, it doesn't fit into the current security guidelines? Should it wait until the library change is done?

Primary Entrances - Faculty and Staff have access to the **Primary** doors 24x7

Change to Employee have 24x7 access to ALL entrance doors

Main entrance all 4 doors are 6 am to 10:30 pm M- F *Change to 6 am to*

10:00 pm M-F

Student Services 6 am to 10:30 pm M-F *Change to 6 am*

to 10:00 pm M-F

Breezeway (Glass door where you enter) 6 am to 10:30 pm M-F *Change to 6 am to*

10:00 pm M-F

Science wing 6 am to 10:30 pm M-F *Change to 6 am to*

10:00 pm M-F

Business wing 6am to 10:30 pm M-F *Change to 6 am to*

10:00 pm M-F

English wing 6am to 10:30 pm M-F *Change to 6 am to*

10:00 pm M-F

Receiving 5:45am – 8pm M- F; 12:00pm-3:00pm Sat & Sun

Leave per Chad

Library all 4 doors are 6 am to 10:30 pm M-F; **4:00pm – 9:00pm Sunday**

Change to 6 am to 10:00 pm M-F; 4:00pm – 9:00pm Sunday

Add 24x7 access for all students

BTC Main 6 am- 9:30 pm M-F.

Change to 6 am to 6:00 pm M- F per BTC faculty request; lights can also be dimmed at this time

BTC ERL entrance 6 am – 9:30 pm M-F

Change to 6 am to 6:00 pm M- F per BTC faculty request; lights can also be dimmed at this time

BTC Nursing East(steal door by parking lot) Locked all the time need to swipe card.

BTC Nurse West(glass door by grass and garbage can) locked all the time need to swipe card.

North Entrance by ALC 6 am – 10:30pm M-F

Change to 7 am to 8:00 pm M-F; Employees have 24x7 access

Gilliland Entrance locked all the time need to swipe card. **Faculty & Staff have access from 7 am to 8 pm M-Su**

Change to 7 am to 8:00 pm M-F; Employees have 24x7 access

South Hall locked all the time need to swipe card.

North Hall Resident Locked all the time need to swipe card. **Gilliland Upstairs Residents** locked all the

time need to swipe card. **Gilliland APT** locked all the time need to swipe card.



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Fee Payment Policy	400	38

REQUESTED ACTION: CHANGE ADD REMOVE

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

Move 800.10 to 400.38 to put it with the Admin Affairs area. This is consistent w/ where SBHE has it (B30.1) (with Fin Affairs item). Also add #6 (attached)

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Admin Affairs (also reviewed w/ Kretzel & S. Shoek)	9-19-16
SIGNATURE & TITLE OF SUBMITTER	DATE
Joann Kitchens, Controller	9-19-16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
	9/26/16

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

Fee Payment

The information below is based on the NDUS Student Payment Policy 830.1

1. All student institutional charges are payable at the Administrative Services Office by the payment date designated by Lake Region State College.
2. Eligible financial aid disbursements will be applied directly to student charges for tuition, fees, room board, and other approved expenses prior to payment date.
3. Tuition, fees, room and board may be billed to a governmental agency or private organization, which has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed.
4. Students with outstanding financial obligations to LRSC will have holds placed on their account and they will not receive official transcripts or be allowed enrollment in subsequent semesters.
5. Students auditing classes shall pay the regular tuition and fees, unless specifically exempted.
6. A late fee is charged for any payment past due more than 30 days. If arrangements have been made with the Administrative Affairs Office, late fees are only charged when the payments are not made according to the agreement.

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

SECTION 800.10
STUDENT PAYMENT

The information below is based on the NDUS Student Payment Policy 830.1

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4. Students with outstanding financial obligations to LRSC will have holds placed on their account and they will not receive official transcripts or be allowed enrollment in subsequent semesters.
5. Students auditing classes shall pay the regular tuition and fees, unless specifically exempted.

History

Administrative Council Approved 08/09/16



OLD
Policy