

Approved on 12/21/2016

Administrative Council Meeting Minutes

Monday, December 5, 2016

President's Office **9:00 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 & 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 9:10 a.m.

b) Review of November 7, 2016 Minutes

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

2) OLD BUSINESS

3) NEW BUSINESS

a) 1500.17 Commitment to Diversity (Human Resource Mgr)

i) The group called "Alliance Defending Freedom" contacted President Darling to request LRSC make changes to policy. The changes were approved by the System Office attorneys and do not affect the spirit of the policy. Council discussed and all agreed to approve the policy. (Policy attached below)

b) 1500.18 Campus Safety (Academic/Student Affairs)

i) Policy 1500.18 was altered to grant authority to our faculty, that are already licensed police officers, to act in our defense in the case of an emergency. The Devils Lake Police Department will continue to handle the day to day incidents. VP Halvorson spoke with our Risk Management Coordinator who was in agreement with the new policy. All of council agreed and approved. (Policy attached below)

c) Librarian Position (Academic/Student Affairs)

i) VP Halvorson announced there are nine applicants for the librarian position which closed last week. If LRSC is planning to wait to fill the position, he would like permission to let the applicants know there will be a delay. President Darling decided a search committee should be assembled to conduct interviews. VP Halvorson will assign Director Nelson to form a committee.

d) Discussion of Internal Audit Agreement (Administrative Affairs)

i) VP Kenner presented the Internal Audit agreement he signed with UND at a rate of \$49.00 per hour. VP Kenner and President Darling invited council to make internal audit requests if they have them.

e) Benefitted Adjunct English Instructor (Academic/Student Affairs)

i) John Cowger and Cindy Rerick have 18-22 English credits between GFAFB and LAUNCH! They are requesting permission to hire a benefitted adjunct to share. All of council agreed to allow them to fill the position.

f) Suggestion Box Item

i) A suggestion was placed in the suggestion box; to create a warmer atmosphere in the Den for students by adding an electric fireplace. President Darling would like to follow-up with Assistant Housing Director Dunbar and Student Life Coordinator Hernandez to evaluate the Student Senate budget for such an item.

- g) **DLHS Easement** (President)
 - i) Scott Privratsky would like an easement from LRSC to connect the High School and the LACTC with the new Fine Arts Center. President Darling would like to be good neighbors and grant the easement. The rest of council agreed but felt it necessary to check on where the playground for the Child care center will be placed. President Darling will invite him to the next meeting to update council.
- h) **Faculty Senate has been discussing J-Term and Faculty Sick Leave Policy**
 - i) **J-Term, or January Term**, is a special month-long period of study in which students explore subjects outside their majors or minors, discover new interests, and test their creativity through classes held both on campus and around the world. Our faculty have mixed feelings and administration is not in favor of a J-Term.
 - ii) **Faculty Sick Leave** continues to be a topic of debate among the University System campuses. VP Halvorson reported that some in the System Office have changed their position to agree with an accrual based policy. The NDUS Task Force on Faculty Sick Leave have two more meetings before a policy recommendation is due to the Chancellor.
- i) **Room Board & Fee Rates**
 - i) VP Kenner is working on the Room, Board, and Fee Rate schedule and will send a proposal forward in the near future.
- j) **Sim Tech Grant**
 - i) VP Goulding and Melana Howe are working with Richard Drury and Will McConnell on a Corporate Campus Partnership grant that, if funded, will bring in \$200,000 per year for three years.
- k) **Art Display in Library**
 - i) Jeff Hoff will be here this week to do a presentation at 7:00 p.m. on JuHis art will be on display in the Library.
- l) **DPI Request for Proposal to head the Adult Learning Center**
 - i) New WIOA regulations require DPI will hold a request for proposal on December 14th, due by February 1st, the award will be announced on March 1st.

1) ADJOURNMENT

- a) **Upcoming Scheduled Council Meeting**
 - (1) The next meeting of the Administrative Council will be: Wednesday, Dec. 21 @ 2:00p, Wednesday, Jan. 4 @ 9:00a, Thursday, Jan. 19 @ 9:00a, Monday, Jan. 30 @ 1:30p, Monday, Feb. 13 @ 1:30p.
 - (2) The council meeting was adjourned at 11:00 a.m.



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Commitment to Diversity	1500	17

REQUESTED ACTION: CHANGE ADD REMOVE

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

Changes to last paragraph per suggestions from NDUS legal, Chuck Evans regarding letter from Alliance Defending Freedom.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Human Resources	11/22/16
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Sandi Lillehaugen, HR Manager</i>	11/22/16

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>[Signature]</i>	12-5-2016

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 1500.17

COMMITMENT TO DIVERSITY

In our effort to create a positive living and learning environment for all student regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status, we are committed to fully respecting, supporting, and celebrating the diversity which exists in and around our campus.

The campus community consists of students, faculty, staff and administrators and it is our belief that all community members have a responsibility, individually and collectively, to create an environment that is respectful, supportive, and inclusive of all people. As the demographics of our community continues to change, all community members must share in the commitment to provide equal opportunity for all individuals regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status.. All Residential Life Staff are committed to teaching and learning the skills necessary to eliminate stereotypes and prejudice in order to provide a living, learning, and working environment which is respectful and supportive of all Lake Region State College students, staff and faculty.

We acknowledge that our society carries historical and divisive biases based on race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status. Therefore, we will make a concerted effort to change attitudes towards and make accommodations for people who come to us from various cultures, different ages, and differing abilities. We strive to eliminate misinterpretation of verbal and non-verbal communication patterns, different standards of time, cultural and familial relationships, varying work norms, and concepts of team and leadership style. We also seek to promote awareness through education and constructive strategies for resolving conflict.

Diversity enriches the ability of Lake Region State College to accomplish its academic mission by broadening and deepening the educational experience through interactions of students and faculty from multiple backgrounds and perspectives. Diversification offers social participation and mutual understanding to all students, regardless of their heritage, orientation, or situation. It provides equality of access and opportunity so that every segment of our community can contribute to and benefit from our institution.

We are committed to the enforcement of policies that promote the fulfillment of these principles, including those prohibiting discrimination, harassment, and sexual misconduct.

~~We will strive to eliminate verbal or written abuse, threats, intimidations, hostile remarks, or any other forms of harassment against any member of our community. Likewise, we will not accept ignorance, anger, alcohol, or substance use/abuse as an excuse, reason or rationale for such behaviors.~~

We will strive to eliminate verbal or written abuses, intimidations, or hostile remarks against any member of our community that constitute harassment under this policy.