

Approved on 6/12/2017

## Administrative Council Meeting Minutes

Tuesday June 5, 2017

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

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Randy Olson -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 1:30 p.m.

#### b) Review of May 9, 2017 Minutes

i) The minutes of the previous meeting were reviewed, discussed, and approved.

### 2) OLD BUSINESS

#### a) Electrical Shutdown

i) President Darling stated the IT staff did a wonderful job of relocating offices and troubleshooting problems during the power shut down. The new generator has arrived. There will be two to three more shut downs before they are finished with the transformation to the new electrical switch gear.

#### b) Parking Lot and Road Work

i) LRSC has received quotes from two companies; Strata and Tri-State. A third company decided not to submit a bid. The Tri-State quote-included a seal coat and was half the price, so they will be hired for the job.

#### c) Courtyard Windows Project

i) The quotes for the window project will be in and reviewed on June 12, 2017.

### 3) NEW BUSINESS

#### a) Code of Conduct - Possession of Dangerous Weapons Policy 1500.05

i) The dangerous weapons portion of the policy was re-written. See attachment below-changes in red.

#### b) Crisis Communication Plan Policy 1500.12

i) The policy was reviewed and discussed. Titles will be added to the list to accompany names and contact information. Other changes were discussed and the policy update was tabled for further review.

#### c) Student Services Staffing

i) VP Halvorson explained Student/Academic Affairs Department is in need of additional full time help. They have been exploring options and continuing services but finding difficulty covering all the duties. LRSC will be filling the vacant recruiting position but VP Halvorson would like to move Administrative Assistant Jenssen from the Information Desk and backfill with part-time temp help. Council discussed, offered suggestions, and will continue to consider options.

#### d) ASL Classroom Noise Transfer Issue

i) VP Halvorson shared an appeal he received from an instructor to reduce or eliminate the sound between the auto classroom and the ASL IVN room. VP Kenner was not sure LRSC will be able to sound-proof the room. **LRSC will explore how the speaker system is rigged in the classroom. May be the sound is transferred in the ceiling because of the speaker system.** If that doesn't solve the problem perhaps moving the classroom is the best low cost option.

#### e) Eliminated Positions Report

- i) VP Halvorson is tracking the eliminated positions on campus since the allotment was introduced. He thought it was important we look at the overall reduction and not just appropriated positions. The total reduction to meet the allotment was 19.8 positions.
- f) **Athletics Out of State Travel Plan**
  - i) It is mandatory LRSC play the Mon-Dak Conference teams but travel for other tournaments is discretionary. The Athletic Department feels non-conference games and tournaments are important to creating a competitive team. They are proposing to reduce -\$7,000 in salary expenses and -\$15,000 in travel expenses by supplementing with Booster Club camp funds to ensure they can travel for events and out of conference play. VP Halvorson requested approval so coaches can move forward to schedule travel and events in advance. Council is concerned that the difficult part is the funds may not be in the budget. [Council will need until July to review the final budget before a decision can be concluded with one exception for volleyball.](#)
- g) **Office Space**
  - i) Sandi Lillehaugen's request to move into room 120 was approved.
- h) **Administrative Affairs Update**
  - i) VP Kenner recommended LRSC wait until the budget has been approved prior to sending notice of appointment for staff.
  - ii) There was discussion regarding whether or not State Fleet would continue providing VG18 buses after the motor coaches were discontinued. D.O.T says the VG18 buses in the capacity such as LRSC's will not be replaced once they have reached the end of the depreciation schedule or if it is no longer feasible to repair them. LRSC's bus still has 74 months of life left on the books. There is no option at this time to purchase the bus from State Fleet but LRSC has 6 years, best case scenario, to come up with a bus to replace our SF bus.
  - iii) VP Kenner distributed an NDUS 2015-2020 Strategic Plan Tuition Model working group hand out, so council can review and understand the principles. The current deadline to have a tuition model plan to the board is March 2018.
- i) **Advancement**
  - i) Grant submitting, awaiting to hear if approved: A State Library grant furnished LRSC's library with a web cam, microphone and headset with microphone. A grant request was submitted to the DL Area Foundation for a handicap accessible door operator. A grant to Ottertail for "Droneology".
  - ii) Books, Bagels and Brew to introduce faculty and staff to what the library has to offer for one half hour on Friday mornings from 9:00-9:30 a.m.
  - iii) Projects nearing completion: The new field sign for DPAC should be installed soon, Branches, 25<sup>th</sup> hour recommendations.
  - iv) DL Area Chamber of Commerce is moving forward with a consultant to revitalize down town. Director Wood is the incoming Chamber President and will devote the appropriate time to the job.
- j) **Faculty Senate**
  - i) Faculty Senate Representative Olson conveyed the wishes of Faculty Senate that council wait to make appointments of staff member(s) to serve on the Administrative Council. He stated the Faculty Senate has confidence in President Darling and VP's Kenner and Halvorson to carry on thru the summer. They would like to have input on an additional staff representative when they convene again this fall. President Darling thanked him for delivering the message from Faculty Senate and will take it under advisement. See policy below.

SECTION 500.04

COLLEGE COUNCILS

1. Administrative Council

- i. Membership: The President (Convener), Vice President of Administrative Services, Vice President of Academic and Student Affairs, and other staff members to be determined by the President.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: Monday, June 12 @1:30p/ Thur, July 6 @ 9a/ Tue, July 25 @ 9:00a

b) **Adjournment**

- i) The meeting was adjourned at 4:10 p.m.

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

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SECTION 1500.05  
CODE OF CONDUCT

Purpose:

To state the values of Lake Region State College, describe examples of acceptable/unacceptable behaviors, give direction in identifying and resolving conflicts of interest, give direction in reporting violations, and give the consequences of violating the code and how reports will be investigated.

Scope:

This policy applies to all employees or contracted professionals of Lake Region State College.

Related Documents/Policies:

Reporting and Investigating Theft and Fraud 1500.06	<a href="http://www.Lake Region State College.edu/campus/default.asp?ID=775">http://www.Lake Region State College.edu/campus/default.asp?ID=775</a>
SBHE Policy 308.1 (proposed)	<a href="http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=204&amp;SID=7">http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=204&amp;SID=7</a>
SBHE Policies, Section 611 Employee Responsibility and Activities	<a href="http://www.ndus.edu/makers/procedures/sbhe/?SID=7">http://www.ndus.edu/makers/procedures/sbhe/?SID=7</a>
SBHE 615 Drug Free Workplace	<a href="http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&amp;SID=7">http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&amp;SID=7</a>
NDUS Procedure 615 Drug-Free Workplace	<a href="http://www.ndus.edu/makers/procedures/NDUS/default.asp?PID=305&amp;SID=58">http://www.ndus.edu/makers/procedures/NDUS/default.asp?PID=305&amp;SID=58</a>
SBHE Policy 603.1 harassment	<a href="http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=48&amp;SID=7">http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=48&amp;SID=7</a>

1. Introduction and Application:

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Lake Region State College employees. Lake Region State College is committed to upholding the highest ethical and professional standards. Lake Region State College officers and employees

must at all times comply with all applicable laws and regulations. Activities that achieve results unlawfully or by unethical behavior including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery are not tolerated and must be reported. All conduct must meet or exceed minimum standards established by law. Officers or employees who have information concerning a possible violation of this code or who are uncertain about the application or interpretation of any legal requirement should report the matter to their supervisor or, if the matter involves a supervisor, to the Vice President of Administrative Services, the President, Vice Chancellor for Administrative Affairs, or NDUS legal counsel. Officers or employees to whom such reports are made should consult legal counsel as necessary or appropriate.

2. General Employee Conduct:

Lake Region State College supports an environment that is free of **threatening behavior**, discrimination ~~or~~ **and** harassment. All officers and employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of Lake Region State College are prohibited. **Possession of any dangerous weapon, firearm (including handguns, rifles, and shotguns), explosive devices, or illegal drugs is prohibited unless expressly authorized by law or when used or possessed consistent with the approved curriculum of the Peace Officer Training Program, a hunter education program, or other course or program approved by the President. Sworn officers of the LRSC Police Department are also exempt from this policy when use or possession occurs in the performance of their official duties.** Violation of applicable laws or policies governing **the possession of dangerous weapons, firearms, and explosives or the possession and use of alcoholic beverages or illegal drugs**, including the Drug Free Workplace Act, SBHE Policy 615, or application of System Office or institution policies, is cause for dismissal or other discipline. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1, or applicable System Office or policy, is cause for dismissal or other discipline.

3. Conflicts of Interest:

All officers and employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of Lake Region State College. Officers and employees must comply with applicable federal and state laws, including policies in Section 611 of the SBHE Policy Manual. Officers and employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. All officers and employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a supervisor or NDUS legal counsel.

4. Outside Activities and Employment:

All officers and employees share responsibility for good public relations, especially at the community level. Their readiness to help with charitable, educational, and civic activities brings credit to Lake Region State College and is encouraged. However, officers and employees must comply with applicable federal and state laws, policies in Section 611 of the SBHE manual, and

related System Office policies. At all times, employees must avoid outside activities that create an excessive demand upon their time and attention, thus depriving Lake Region State College of their best efforts in fulfilling their job duties or that create a conflict of interest or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of Lake Region State College.

5. Relationships With Clients and Suppliers; Conflicts of Interest:

Officers and employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest. They should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with Lake Region State College, or that provides goods or services to Lake Region State College if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment, and Favors; Kickbacks and Secret Commissions:

Excluding only *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, officers and employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which Lake Region State College has or is likely to have business dealings. Similarly, officers and employees may not accept any other preferential treatment under circumstances that because of their position with the NDUS the preferential treatment may influence or be perceived as influencing their official conduct. Officers and employees may not receive payment or compensation of any kind from any source for NDUS duties and responsibilities, except as authorized under NDUS pay policies. Specifically, the acceptance of “kickbacks” or commissions in any form from vendors, suppliers, or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

7. Lake Region State College Funds and Other Assets:

Lake Region State College shall adopt and enforce strict standards to prevent fraud and dishonesty. Officers and employees who have access to Lake Region State College funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable Lake Region State College procedure manuals or other explanatory materials. Any person who has information concerning possible fraud or dishonesty shall immediately report such information to a superior or to legal counsel. Officers and employees responsible for spending or approving expenditure of Lake Region State College funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of Lake Region State College to ensure that good value is received for every expenditure. Lake Region State College funds and all other assets are for Lake Region State College purposes only and not for personal use or benefit. Lake Region State College or other public equipment, supplies, and other property or assets may not be used for private or personal use, except as authorized under SBHE Policy 611.5 or other applicable law or policy.

8. Lake Region State College Records and Communications:  
Accurate and reliable records of many kinds are necessary to meet Lake Region State College legal and financial obligations and to manage the affairs of Lake Region State College. Lake Region State College books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements. Employees must not make or engage in any false record or communication of any kind, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.
9. Dealing with Outside People and Organizations:  
Officers and employees must take care to separate their personal roles from their Lake Region State College positions when communicating on matters not involving Lake Region State College business. They may not use Lake Region State College identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve Lake Region State College business, officers and employees may not represent that they speak for Lake Region State College unless that is one of their duties or they are otherwise authorized to do so. When dealing with anyone outside Lake Region State College, including public officials, officers and employees must take care not to compromise the integrity or damage the reputation of Lake Region State College or the NDUS.
10. Prompt communications:  
In all matters involving communication with Lake Region State College students, customers, suppliers, government authorities, the public, and others, officers and employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.
11. Privacy, Confidentiality and Open Records:  
Officers and employees must at all times comply with applicable laws, regulations, and SBHE policies concerning privacy, confidential records, access to open records, and records retention.
12. Reporting Suspected Violations; Procedures for Investigating Reports:  
Officers and employees shall report suspected violations of this code to their supervisor, the Vice President of Administrative Services, the President, the Vice Chancellor for Administrative Affairs, or NDUS legal counsel. In addition, Lake Region State College shall maintain a fraud hotline and suspected violations may be reported by use of that hotline. Any officer or employee who makes a report in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to dismissal or other discipline. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action. Alleged violations of this Code shall be investigated by the Vice President of Administrative Services and/or NDUS legal counsel, or other officer designated by the President. All officers and employees shall cooperate in investigations of alleged violations. A violation of this code is cause for dismissal or other appropriate disciplinary action in addition to any criminal or other civil sanctions that apply.

13. Implementation of this policy:

Each new employee of Lake Region State College needs to review this Code of Conduct policy and sign a statement certifying the employee has read and agrees to comply with the code. All benefitted employees are required to annually certify in writing that they have read and are in compliance with the Code of Conduct.

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History

Administrative Council Approved 06/15/10