

Approved on 12/3/2018

## Administrative Council Meeting Minutes

Tuesday, November 20, 2018

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

Corry Kenner- Vice President for Administrative Affairs

### NON-VOTING MEMBERS PRESENT

Fixen-Faculty Senate Representative

Bobbi Lunday-Recorder

### Guests

Gary Haugland - IT Director

## 1) CALL TO ORDER/REVIEW MINUTES

### a) Call to Order

i) The meeting was called to order at 1:36 p.m.

### b) Review of November 5, 2018 Minutes

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

## 2) OLD BUSINESS

### a) Legislative Breakfast (President)

i) Council discussed the Legislative breakfast meeting that took place prior to this council meeting. They agreed the legislators in attendance were very engaged and asked good questions. Senator Heckaman - District 23, Representatives Monson and Damschen – District 10, Representative Westlind and Senator Oehlke -District 15 were in attendance. Dan Driessen, Julie Traynor, Karen Clementich, Preston Sundeen, Dave Steffen and Administrative Council provided information to legislators.

### b) 1500.05 Code of Conduct Policy Change (Administrative Affairs)

i) Council approved changes, **policy attached below.**

### c) ALC Deliver GED Off Campus (President)

i) Currently on hold until the ongoing discussion with CCCC President is finalized.

### d) Faculty and Staff Salary Adjustments (Academic/Student Affairs)

i) President Darling plans to announce the pay increase at the all-campus meeting on 11/21/18.

## 3) NEW BUSINESS

### a) Smartboards (Academic/Student Affairs-Director Haugland)

i) Director Haugland presented to council on issues some of the older Smartboards are having. He introduced a plan to replace the Smartboards and inquired whether council is interested in migrating away from Smartboard technology to a new, less proprietary, platform. Council had questions about; replacing with technology that will be mis-matched with other rooms, potential training issues, cost to upgrade or change platforms. President Darling asked VP Halvorson and Director Haugland to replace the five Smartboards having issues so the instructors can conduct classes smoothly then meet with faculty to formulate a long-term plan. The five Smartboards will be paid for by using the student fee account. Some long-term planning items to consider are; rescheduling classes so technology can be shared, increasing room utilization, upgrading technology, keeping Smartboard technology or going with the new platform.

### b) IT Purchases for ALC (Academic/Student Affairs)

- i) IT will purchase eight desktop computers for the testing center and ten travel laptops for the Adult Learning Center, using the ALC budget.
- c) **Funeral Leave** (Academic/Student Affairs)
  - i) Council discussed the letter sent to members of the NDUS community from the Chancellor reminding supervisors to follow state laws and regulations related to funeral leave, mentioning there remains broad discretion in the use of administrative leave.
- d) **Friday After Thanksgiving Office Coverage** (Administrative Affairs)
  - i) VP Kenner initiated a discussion regarding a request by offices that have little to no activity to be closed on the day after Thanksgiving, so all office members can take annual leave. Most offices will have at least one person to answer phone calls. President Darling agreed minimal coverage is fine on such a low volume day, He hoped offices had annual leave requests and department closures planned well in advance.
- e) **400.35 Salary Administration Policy** (Administrative Affairs)
  - i) Council agreed they needed more time to properly review the policy changes so recently submitted. Policy change discussion was tabled for further review.
- f) **Position Authorization GFAFB Administrative Assistant** (Academic/Student Affairs)
  - i) Jill Morseth is resigning her position and Director Cowger is requesting the position be filled. Request approved.
- g) **All Campus Meeting**
  - i) Will be streamed live for staff and faculty in remote locations. IT Director Haugland will send a link to those that call in for the meetings.

#### 4) **ADJOURNMENT**

- a) **Upcoming Scheduled Council Meetings**
  - (1) The next meeting of the Administrative Council will be: M-Dec 3@1:30, Tu-Dec 18@1:30p, W-Jan 9@1:30p, W-Jan 23@1:30p
- b) **Adjournment**
  - i) The meeting was adjourned at 3:35 p.m.



SECTION 1500.05  
CODE OF CONDUCT

Lake Region State College (LRSC) is committed to ethical and professional conduct. It is the responsibility of each employee acting on behalf of LRSC, including student employees, to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties.

There may be instances when a policy or procedure appears difficult to interpret or to apply. In those cases, clarification should be sought through the employee's supervisor. If necessary, further questions should be directed to the administration office that has responsibility for the oversight of the policy.

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

**Expectations** – It is expected that all employees:

1. perform their duties conscientiously, honestly, and in accordance with the best interests of LRSC.
2. comply with applicable federal and state laws, SBHE, NDUS and LRSC policies and procedures.
3. will not use their position or the knowledge gained as a result of their position for private or personal advantage.
4. support an environment that is free of intimidation, threatening behavior, discrimination and/or harassment.
5. conduct themselves in a businesslike manner.
6. will be responsible and use good judgement when spending LRSC funds including reimbursable expenses.
7. follow the policies and procedures for recording, handling, and protecting money and other assets.
8. will not make, send, enter or distribute a false record or communication of any kind.
9. comply with applicable laws, regulations, SBHE policies and NDUS procedures concerning privacy, confidential records, access to open records and records retention.
10. make every effort to communicate completely, accurately, and in a timely manner.
11. only collect personal information necessary for LRSC business.
12. retain customer information for only as long as required by LRSC's records retention schedule.
13. will have a legitimate business reason for accessing information.
14. will only accept *de minimus* contributions, such as a purchase of a meal at reasonable value as part of a conference or other event with no conditions attached.
15. will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which LRSC has or is likely to have business dealings.
16. will not accept kickbacks and commissions from suppliers.
17. avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with LRSC, or that provides goods or services to LRSC, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.
18. share responsibility for good public relations, especially at a community level.
19. must avoid outside activities that create an excessive demand upon their time and attention, thus depriving LRSC 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 LRSC.
20. separate their personal roles from their LRSC positions when communicating on matters not involving LRSC business. They may not use LRSC identification, stationery, supplies, and equipment for personal or political matters.

21. may not represent that they speak for LRSC, unless that is one of their duties or they are otherwise authorized to do so.
22. must take care not to compromise the integrity or damage the reputation of LRSC when dealing with the community.
23. will not engage in disruptive behavior; and will not engage in unlawful gambling.
24. will abide by the LRSC alcohol and drug policy and the requirements for presidential approval under SBHE policy 918.
25. will not possess any dangerous weapon, firearm (including handguns, rifles, and shotguns), or explosive device on property owned, leased, or under the control of LRSC unless expressly authorized by law. Faculty and instructors of the Peace Officer Training Program, a hunter education program, or other course or program approved by the President may possess approved dangerous weapons according to the approved curriculum. 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.
26. are prohibited from making threats of harm to others, in person, through a third person, in writing or by electronic means (social media, text, phone calls, etc.).
27. will not use public property or resources to perform unauthorized activities that disrupt the efficient and economical administration of LRSC.

**Reporting** - Employees shall report suspected violations of the Code of Conduct policy to their supervisor, the VP for Administrative Affairs, VP for Academic and Student Affairs, or the President. In addition, the NDUS has a fraud hotline and suspected violations may be reported anonymously by use of that hotline. Failure to report known or suspected violations is in itself a violation and employees may be subject to disciplinary action up to and including termination.

**Investigations**- Alleged violations of this Code of Conduct shall be investigated by the VP for Administrative Affairs, the VP for Academic and Student Affairs, other officer designated by the President or the NDUS at the request of the President. All employees shall cooperate in these investigations.

**Discipline** - If it is determined that the Code of Conduct or another policy has been violated, the offending employee may be subject to disciplinary action up to and including termination. In some circumstances, employee may be subject to civil and criminal charges and penalties.

**Retaliation** – The Code of Conduct prohibits retaliation against those who participate in reporting or investigating policy violations. Any person who retaliates against another may be subject to disciplinary action up to and including termination.

**Acknowledgement** - New employees will review the Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code of Conduct. 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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**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 (Lake Region State College), describe examples of acceptable/unacceptable behaviors, give direction in identifying and resolving conflicts of interest, give direction in reporting violations, give the consequences of violating the code, and how reports will be investigated.

**Scope:**

Lake Region State College (LRSC) is committed to ethical and professional conduct. It is the responsibility of each employee acting on behalf of LRSC, including student employees, to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties.

There may be instances when a policy or procedure appears difficult to interpret or to apply. In those cases, clarification should be sought through the employee's supervisor. If necessary, further questions should be directed to the administration office that has responsibility for the oversight of the policy.

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>
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**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 uphold 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 are uncertain about 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 for administrative services, 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 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 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 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 SBME Policy G11.5 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 SBME 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, vice President for administrative services, President, 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 for 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

Administrative Council Approved (1500.05, 2) 06/05/17