

Approved on 5/7/2018

## Administrative Council Meeting Minutes

Monday, April 16, 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

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 1:35 p.m.

#### b) Review of April 6, 2018 Minutes

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

### 2) OLD BUSINESS

#### a) Salary Increase Update (Met 4/13/2018)

i) Council agreed on a 3.5% across the board increase, 2.0% to the base salary and 1.5% as a one-time payment. This will be reevaluated in January 2019 for another potential salary increase or another one-time employee payment.

#### b) LRSC Residence Hall Request update (President Darling)

i) Dr. Darling visited with Housing Director Dunbar and requesting instructor. The details will be worked out so she can move in when ready.

#### c) Master Plan update (VP Kenner)

i) VP Kenner announced the plan has been recommended to be approved at the SBHE meeting this week.

ii) VP Kenner is meeting with construction engineers, Tuesday 4/17/2018 to discuss the DPAC project and get an estimate.

#### d) \$155,367 Deferred Maintenance Funding in Base Budget and The Matching Requirement update (VP Kenner)

i) LRSC continues collecting cost estimates for the courtyard, painting and the other windows. The next step is to decide what LRSC will have left to utilize for other projects that would be completed in the next FY.

### 3) NEW BUSINESS

#### a) Governors Visit (President Darling)

i) ND Governor Burgum is visiting all the NDUS campuses. He has not scheduled the visit to our campus but President Darling would like council members to put some thought into the message LRSC wants to convey with our visit.

#### b) Institutional Goals Update (President Darling)

i) Tabled.

#### c) ERM Risk Assessment and Identification (President Darling)

i) Council reviewed, discussed and tabled, to be continued.

#### d) 1500.12 Policy: Crisis Communication Plan (attached)

i) Council reviewed and approved the plan with the following edits.

(1) Under the category "Team Members": Change "Director of Student Services" to "Director of Student Affairs".

(2) Add the word "of" to Director of Information Technology.

(3) Last sentence in the second paragraph fix typo: change "employee" to "employees"

e) Updates

- i) Academic/Student Affairs: VP Halvorson discussed the overlap with the Director of Student Affairs and the Director of College Relations. He would like to outline expectations from each department to give them a clear path forward in working together. Council discussed an enrollment target as continued steady growth.
- ii) Faculty Sick Leave policy has not come to a decision yet.
- iii) The Farm Business Management program (a.k.a Adult Farm Management) in Carrington would like to move from the public school system and into the college system. They have asked LRSC to take over the program, hire an instructor, and house them at the NDSU Research Extension Center in Carrington. VP Kenner agreed it is something we should do but would like to look at the financials before committing.

**4) ADJOURNMENT**

a) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be: M-May 7@ 1:30p, T-May 29 @ 1:30p

b) **Adjournment**

- i) The meeting was adjourned at 3:30 p.m.

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

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SECTION 1500.12

CRISIS COMMUNICATION PLAN

Lake Region State College will coordinate crisis communications with campus constituents and off-campus communities, including media. The extent of the response will depend on the nature of the crisis and the need for updates. The Director of College Relations also will be the primary spokesperson and media contact. Vice Presidents may also be asked to speak to departments as well.

If needed or mandated by the President, the Director of College Relations will set up a crisis communication center in its offices to remain open 24 hours a day during a crisis. If the President is unavailable, one of the Vice Presidents will serve as lead college official. During an emergency, the Director of College Relations and/or President will serve as the college's spokesperson. College employees, including student employees, will be given the spokesperson's name and phone number for referral of media phone calls.

The Director of College Relations is responsible for setting up media conferences. When a press conference is called, the President and Director of College Relations will attend, as well as any third parties to assist with their questions. Media will be required to check in with the President's Office prior to media conferences.

Members of the crisis team may be available for interviews related to their specific areas with the assistance with the Director of College Relations.

Phases of Response:

1. Instant Response

- a. The President's Office, working with the Director of College Relations will provide official statements and updates to employees and students.
- b. The President's Office, working with the Director of College Relations will provide official statements and updates to media.
- c. A crisis hot-line phone with the latest information on the situation will be created if necessary. The phone number will be made available to the public.
- d. E-mail, LRSC social media accounts and the Lake Region State College website will also be used to send campus-wide advisories.
- e. Director of College Relations office will gather needed data and prepare official news releases.
- f. The crisis communication team will be kept apprised of breaking news.

2. Continuing Coverage / Follow-up Period

Throughout the crisis, the Director of College Relations will:

- a. Keep the public, media and constituents informed of the situation.
- b. Instruct the public on how to obtain further advice or information.
- c. Follow up meetings will be held to analyze reaction and response improvements.

The crisis team is the same as the ERP (Emergency Response Plan), which can be found in the Continuity of Operations Plan (COOP).

Team Members:

President  
Vice President of Academic & Student Affairs  
Vice President of Administrative Affairs  
Risk Manager / Emergency Manager / Continuity Coordinator  
Director of College Relations  
Director of Information Technology  
Director of Academic Affairs  
Director of Student Affairs  
Director of Distance Learning  
Director of Physical Plant  
Director of Dining Services  
Director of Housing  
Director of College Care for Kids

All staff will report their status to a team member in the event of a catastrophic event.

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History

Administrative Council Approved COG Leader & Alternate 07/18/08

Administrative Council Approved 06/12/17

Administrative Council Approved 04/16/18