

Approved on 7/1/19

Administrative Council Meeting Minutes

Friday, June 7, 2019

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

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Dr. Jason Fewell-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 9:00 a.m.

b) Review of May 28, 2019 Minutes

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

2) OLD BUSINESS

a) Options for use of \$10,000 annual BSN Sports Under Armour credit (Administrative Affairs)

i) 5/29/2019 Meeting Danny/Melissa came to consensus that athletic department would collaborate on sale of merchandise and apparel.

b) L.E.C. Education Plan

i) LRSC is waiting on a proposal from L.E.C. provide courses to L.E.C's employees.

3) NEW BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) President Darling discussed his thoughts on making the ask for funding to specific industry partners.

ii) VP Kenner will discuss conducting the soil testing now to save time for the CMaR.

b) Attending Meetings: BFC 6-18/ Audit & Governance 6-19/ SBHE 6/27 (Retreat 6/26) (President)

i) VP Halvorson will attend the meetings.

c) 400.04 Absence from Campus (Administrative Affairs)

i) Policy updated reflecting the current PeopleSoft process. Sentence #2 remove the word "of", and paragraph two, change: "when at all possible" to "when possible".

ii) Policy approved by all, pending changes and **attached** below.

d) 400.16 Overtime and Compensatory Time (Administrative Affairs)

i) Updated reflecting the current process using PeopleSoft.

ii) Policy approved by all and **attached** below.

e) 400.25 Tobacco Free Campus (Administrative Affairs)

i) Proposed changes were discussed and tabled while VP Halvorson works with HR Manager Lillehaugen on re-writing this policy.

f) Theater (Academic/Student Affairs)

i) English/Speech/Theater search is on-going. No Theater applicants in first round but filled classroom portion. Council discussed and decided to re-advertise for someone with theater experience.

g) Academic and Student Affairs Retreat

i) VP Halvorson updated council on highlights of the retreat he recently attended.

h) **Audit Committee**

- i) VP Kenner distributed information on the current SBHE audits.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 10:15 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meeting of the Administrative Council will be M-July 7@9:00a, M-July 15@1:30p, W-July 31@1:30p, Th-August 15@1:30p, F-August 30@9:00a

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

SECTION 400.04
LEAVE REQUESTS

When a staff member plans to be absence from campus, they must use the Absence Management system through Employee Self-Service to request the time away. After considering the needs of the department, the supervisor may approve the request or push it back to the employee if changes need to be made. If the leave is approved, the employee will receive an email notification of the approval.

When possible, requests should be made prior to the leave or immediately upon returning to campus. It is the responsibility of the employee to report leave in Employee Self-Service within the same payroll period that the leave was taken.

Faculty need to complete the *Employee Leave* form for off-contract days. This form must be approved and signed by the Vice President of Academic & Student Affairs. Faculty need to notify the Academic Affairs office if they will not be on campus due to an unplanned absence.

History

Administrative Council Updated 06/07/19

Administrative Council Updated 02/25/13

Administrative Council Approved 06/11/15

Lake Region State College
Policy and Procedure Manual

SECTION 400.04

ABSENCE FROM CAMPUS LEAVE REQUESTS

The Employee Leave Form must be used for: annual leave, sick leave, dependent sick leave, funeral leave. The supervisor will approve the request by signing on the appropriate line. The yellow copy is given to the employee, the pink copy is retained by the supervisor's office, and if leave is approved, the white copy is forwarded to the Payroll Office for recording. The dates on the form must not cover more than one pay period, i.e. if an employee is absent May 15-17, he/she needs to complete one form for the 15 and one form for the 16-17. The pay periods are the 1 through 15 of the month and the 16 through 31 of the month.

When a staff member plans to be absent from campus, they must use the Absence Management system through Employee Self-Service to request the time away. After considering of the needs of the department, the supervisor may approve the request or push it back to the employee if changes need to be made. If the leave is approved, the employee will receive an email notification of the approval.

When ^{at all} possible, requests should be made prior to the leave or immediately upon returning to campus. It is the responsibility of the employee to report leave in Employee Self-Service within the same payroll period that the leave was taken.

Faculty need to complete the Employee Leave form for off-contract days. This form must be approved and signed by the Vice President of Academic & Student Affairs. Faculty need to notify the Academic Affairs office if they will not be on campus due to an unplanned absence.

Delete "of"

Delete "at all"

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History

Administrative Council Updated 02/25/13
Administrative Council Approved 06/11/15

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

SECTION 400.16
OVERTIME AND COMPENSATORY TIME

The Human Resource Manager will determine whether employees are exempt or non-exempt from the overtime pay requirements of the Fair Labor Standards Act. The determination of status as exempt or non-exempt is made at the time duties are assigned or when the assignment of duties for a position changes.

Exempt Employees

Overtime provisions are not applicable to exempt employees as identified by federal wage and hour criteria. Supervisors may arrange time off in recognition of continuous or excessive required overtime for employees exempt from overtime. Exceptions must be documented in an email by the supervisor to the employee and given to payroll.

Non-exempt Employees

Non-exempt employees must be paid overtime for hours worked beyond the regular 40 hour work week. Overtime compensation at the rate of time-and-one-half shall be provided to all non-exempt employees when hours worked exceed 40 hours in a work week. Compensatory time is calculated at the rate of time-and-one-half in lieu of cash overtime payments compensation upon prior agreement. Upon approval, compensatory time may only be used in place of regularly scheduled work hours and shall not cause overtime. If there is no agreement, monetary compensation must be provided.

1. In establishing a forty-hour work week, annual leave, sick leave, official closings and holidays shall be counted as hours worked. Annual leave, sick leave, other forms of paid leave, and compensatory time shall not be counted for overtime purposes.
2. A non-exempt employee called back for emergency service after completing his/her regular day's work shall receive compensation at the rate of time-and-one-half. Guaranteed minimum pay for call-back to a work site when required will be two hours at the rate of time-and-one-half and guaranteed minimum pay for call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at the rate of time-and-one-half. Temporary employees shall be paid at the rate of time-and-one-half for hours worked in excess of forty hours per week.
3. Work which is not requested by a supervisor, but is permitted, must be counted as hours worked. Failure to secure approval to work overtime may subject an employee to disciplinary action up to and including termination of employment.
4. When an employee is given a work assignment in a secondary location requiring travel time, such travel time is counted as time worked.
5. Compensatory time may be ~~kept on the books~~ accrued for any length of time but may not exceed 40 hours. When 40 hours are reached, further overtime is paid via payroll. Division directors may limit the accumulation of compensatory time to less than 40 hours and may

require that all compensatory time earned be taken within a certain time frame, such as the same month or following the month that it is earned.

6. A non-exempt employee who has accrued compensatory time must, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by that employee during the past three years of employment or the final regular rate received by the employee, whichever is higher as required by FLSA.
7. Overtime and compensatory time must be recorded in the Time and Labor Management system in Employee Self-Service ~~on a timesheet and turned into the payroll office~~. Compensatory time will be tracked through payroll in the same manner as annual and sick leave.