

Approved on 9/16/2019

Administrative Council Meeting Minutes

Friday, August 30, 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

Guests

Erin Wood

Elonda Nord

Preston Sundeen

NON-VOTING MEMBERS PRESENT

Dr. Jason Fewell-Faculty Senate Representative

Jennifer Wignall-Recorder

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9 a.m.

b) Review of August 12, 2019 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center-Fundraising Update (President)

i) President Darling discussed various meetings and presentations with potential donors that have led to a recent offer of \$65,000. No announcement has been made as the offer has not yet been finalized. President Darling met with BTR and they also may be donating money, nothing set in stone. Bremer does capital project funding; however, LRSC is not able to apply until November. Executive Director Nord has been in contact with a few other local banks and will see what that produces.

ii) Director Sundeen, Director Wood and Executive Director Nord joined the meeting to discuss the layout of the building. Director Sundeen noted that he would like the tool room stairs moved back to the original design, so they take-up less space. On the shop side Director Sundeen requested a 20' tall by 32' wide door to allow for 30' wide equipment to enter. **VP Kenner will contact the contractors today with the changes.**

3) NEW BUSINESS

a) FY 2019-20 Goals (President)

i) The Administrative Affairs and Academic/Student Affairs departments have turned in goals. **President Darling will review them next week.**

b) 700.18 Academic Freedom (Academic/Student Affairs)

i) VP Halvorson adopted the SBHE's Academic Freedom policy with very few changes. The policy was signed by President Darling prior to the meeting to accommodate a system office deadline. Council reviewed and gave after-the-fact approval. **(Policy Attached)**

c) 1000.01 Use of College Facilities: Speech, Expression and Assembly (Academic/Student Affairs)

i) All current language was deleted and new language added. The major change was made to restricted or designated areas of campus. Restricted being areas which are restricted due to safety and security reasons. VP Halvorson commented that Chapter 1000 needs to be rewritten, the policy has old wording in many areas. He plans to introduce the policy at the faculty senate meeting and get their feedback at the following months meeting. Policy 1000.01 was signed by President Darling prior to this meeting to accommodate a legislative deadline. Administrative council reviewed and gave after-the-fact approval. **(Policy Attached)**

- d) **1500.14 Key Control Policy/Procedure Discussion** (Administrative Affairs)
 - i) VP Kenner would like staff and faculty to follow the policy. The Physical Plant Director's inventory of keys indicates the policy is not being followed. When an employee leaves, they often do not turn in their keys or they leave them with a supervisor that just gives them to the next person and Physical Plant is not notified. VP Kenner will work with supervisors to locate missing keys. The policy will be sent out again to remind staff and faculty. (Policy Attached)
- e) **Office Moves/Mother's Room** (Academic/Student Affairs)
 - i) The Mother's Room has been repurposed as a faculty office. This means we are now searching for a new Mother's Room location within main campus. The heavy meeting traffic makes the main campus the most convenient location near meeting rooms and Auditorium. VP Halvorson suggested making the Student Services conference room into two offices. The counselor interns could be in those offices and a Mother's Room could be relocated in the current counselor office.
- f) **State Surplus Property Decision Process** (Administrative Affairs)
 - i) VP Kenner would like to get a better handle on what goes to surplus and what can be repurposed. The campus needs a better process over what is kept and what is sent to surplus property. It is becoming more of a problem for Physical Plant as the items are stored all over and many cases in the way. Many individuals are putting items in the storage room without permission and it is overflowing. VP Kenner has given permission to Physical Plant to change the lock so not everyone can access the storage. VP Kenner will take a look at the policies and go from there, it really comes down to better communication.
- g) **Appropriated Designated Reserve Determination** (Administrative Affairs)
 - i) VP Kenner went over undesignated and designated reserve budget reports. The website was removed from the list as that expense is done now. VP Halvorson stated maybe the funds designated for workforce training be moved out of that area and into a program development fund. VP Kenner agreed and will make that change. President Darling would like to move some money back to marketing fund accounts. VP Halvorson also noted we have to account for the drama instruction salary that was not budgeted for originally. VP Kenner will move some funds around to make sure we are covered. Dr. Darling would like to find some part time help for the Foundation office, they are spending 90% of their time on fundraising and have not started on the key event.

4) ADJOURNMENT

- i) The meeting was adjourned at 11:20 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meeting of the Administrative Council will be: M-Sept 16@1:30p, W-Oct 2@9:00a, M-Oct 14@1:30p, W-Nov 6@9am, M-Nov 18@1:30p, M-Dec 2@1:30p

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

**SECTION 700.18
Academic Freedom**

1. Lake Region State College shall foster a free and open academic community for faculty members, students, and all other employees who engage in scholarly work.
2. Academic freedom is the freedom, without institutional, political, or other outside pressure or restraint, to explore any avenues of scholarship, research, and creative expression, and to speak or write on matters of public concern, as well as on matters related to professional duties and the functioning of the NDUS and the institution. Faculty are entitled the freedom in designing and teaching their assigned courses. Faculty members shall be free to involve interested students or other professionals in their scholarship or research and to pursue funding from internal or external sources to support it. Essential to this principle is the toleration of the conflict of ideas and the opportunity for the expression of diverse points of view. Faculty members and other NDUS employees who engage in scholarly work shall be subject to the full protections accorded to students under SBHE Policy 503.
3. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make clear that when one is speaking on matters of public interest, one is not speaking for the NDUS or any of its institutions. In pursuing scholarly work, faculty and NDUS employees acknowledge the importance of intellectual integrity, accuracy in research and publication, and upholding the principles governing the free and open exchange of ideas, even where those ideas conflict.
4. Faculty at institutions under the control of the SBHE shall generally adhere to the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments adopted by the American Association of University Professors, which provides that *“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”* Notwithstanding, faculty shall not face discipline or adverse employment action based on classroom speech unless such speech violates other institutional policies or procedures.

History

Adopted: 08/26/2019

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

SECTION 1000.01

Use of College Facilities: Speech, Expression, and Assembly

GENERAL

- ~~1. All LRSC facilities are to be used first for the benefit of fulfilling the mission of LRSC, as mandated by the North Dakota University System of Higher Education, which is education of the citizen in our region. The facilities can be rented to other organizations who cater to the cultural and educational needs for the community if and when the facilities are available for use.~~
- ~~2. Each campus shall have a physical development master plan that articulates long-term goals and establishes strategies to achieve those goals for the campus that are consistent with the institution's mission. Campus and community input are required in formulating and substantially revising a master plan. Development of the campus shall be guided by the master plan. A master plan shall include goals and strategies for each of the following components: building use; land use, including open space; pedestrian and vehicular circulation; and infrastructure. See SBHE Policy 901 Campus Planning at <http://www.ndus.edu/policies>.~~
- ~~3. The following LRSC facilities may, upon approval of the President, be secured for use by LRSC groups or non-LRSC organizations:
 - ~~a. Studness Chautauqua Gallery~~
 - ~~b. Classrooms~~
 - ~~c. Collinson Room~~
 - ~~d. Colonial Room~~
 - ~~e. Computer Labs~~
 - ~~f. Robert Fawcett Auditorium~~
 - ~~g. Food Service~~
 - ~~h. Gymnasium~~
 - ~~i. Heritage Hall Conference Hall~~
 - ~~j. IVN Rooms~~
 - ~~k. Residence Halls~~
 - ~~l. Weight Room~~~~
- ~~4. The following procedures and guidelines will be used in determining the availability and utilization of facilities at North Dakota University System of Higher Education regulations and state law will take precedence whenever a question arises about interpretation of any provision contained herein.~~

I. General Definitions

1. “*Academic or administrative unit*” means any office or department of Lake Region State College.
2. “*Amplified sound*” means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and

- acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
3. “*College/University person or organization*” includes academic and administrative units, student, faculty, and staff organizations, and individual students, faculty members, and staff members; this phrase describes the most inclusive category of potential speakers on campus; every person and organization of any kind is either an “off-campus person or organization” or a “College/University person or organization.”
 4. “*Day*” means 7:45 a.m. to 4:45 p.m. daily and excludes weekends, College/University holidays, and days on which regularly scheduled classes are suspended due to emergency situations. If a deadline defined in this chapter falls on a Saturday, Sunday, or College/University holiday that deadline will be moved to the next day.
 5. “*Event*” means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.
 6. “*Faculty member*” includes any person teaching credit-bearing courses employed by Lake Region State College.
 7. “*Guest speaker*” means a speaker or performer who is not a student, faculty member, or staff member, but who is invited to speak by a Lake Region State College person or organization.
 8. “*Off-campus person or organization*” means any person, organization, or business that is not an academic or administrative unit, a student, faculty, or staff organization, or a student, faculty member, or staff member.
 9. “*Publicly assemble*” and “*public assembly*” include any gathering of persons, including discussions, rallies, and demonstrations.
 10. “*Room or space*” includes any room or space, indoors or outdoors, owned or controlled by Lake Region State College.
 11. “*Staff member*” includes any person who is employed by Lake Region State College and does not qualify as a *faculty member*.
 12. “*Student*” means a person who is currently enrolled at Lake Region State College, or has been enrolled in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows. A student may also be a faculty or staff member. Circumstances will dictate whether an individual is considered a student or faculty or staff member for the purposes of application of this policy.

II. General Provisions.

1. Lake Region State College (LRSC) recognizes that students and faculty have a fundamental right to free speech and expression under the First Amendment to the United States Constitution and Article I, Section 4 of the North Dakota Constitution, and as a result the SBHE and institutions under its control shall ensure that students have the freedom to speak, write, listen, challenge, learn, and discuss any issue, subject to reasonable and constitutionally-recognized limitations.
 - a. Staff members of LRSC are also free to exercise their right to free speech and expression, as set forth above, provided that such activities do not substantially interrupt or inhibit their duties, and such exercise of free speech and expression shall be subject to the Political Activities Policies of the SBHE and LRSC.
2. Lake Region State College will not engage in viewpoint- or content-based discrimination or suppression of speech, and will, to the greatest extent possible, permit and facilitate the open discussion and debate of ideas and issues, regardless of the content of those issues.
3. As a general rule, LRSC will not use the concept of civility or mutual respect as a basis to suppress or limit the discussion of ideas, regardless of content, except as reasonably necessary to an educational activity.
4. Lake Region State College and its faculty and employees shall generally not seek to shield individuals from the free speech or expression of others, except as reasonably necessary to an educational activity.
5. Except as set forth elsewhere in this policy, the generally accessible, open, outdoor areas of the campus are traditional public fora for free speech by both LRSC and off-campus persons and organizations, subject to reasonable and constitutional time, place, and manner restrictions.
6. Lake Region State College designates the following areas as restricted or designated forums:
 - a. those areas inside buildings which have not otherwise been treated as traditional public fora;
 - b. areas within a 100-foot radius from residential buildings during evening and overnight hours;
 - c. areas within a 100-foot radius from academic buildings during times when classes are held in that building;
 - d. areas which must be restricted due to reasonable safety and security concerns, as designated by Vice President of Academic & Student Affairs;

- e. areas which must be restricted to enable the flow of pedestrian or vehicle traffic, as designated by Vice President of Academic & Student Affairs;
- f. areas within a 50-foot radius from building entrances and exits to provide for safe and convenient ingress and egress from those buildings; and
- g. areas to include: Leever's Welcome Center, Learning Commons, classrooms/labs, Bergstrom Technical Center lobby, Student Union, Dining Room, Precision Ag Center, courtyard, Robert Fawcett Auditorium, gymnasium, and public meeting rooms.

Lake Region State College requires reservations or permits for the exercise of free speech or expression, including assemblies, within these restricted or designated forums.

- 7. Lake Region State College designates the following areas as closed to free speech, expressive activity, and public assembly: Gilliland Hall, North Hall, South Hall, wind turbine location and surrounding property within 1,000 feet of the wind turbine. Receiving and within 100 feet of loading dock area, weight room, faculty and staff offices, restrooms, and hallways in all LRSC buildings are also closed.

III. Prohibited Items at Assemblies

- 1. Dangerous weapons, as defined by N.D.C.C. § 62.1-01-01(1) as any switchblade or gravity knife, machete, scimitar, stiletto, sword, dagger, or knife with a blade of five inches or more; any throwing star, nunchaku, or other martial arts weapon; any billy, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slingshot; any bow and arrow, crossbow, or spear; any weapon that will expel, or is readily capable of expelling, a projectile by the action of a spring, compressed air, or compressed gas, including any such weapon, loaded or unloaded, commonly referred to as a BB gun, air rifle, or CO2 gun; and any projector of a bomb or any object containing or capable of producing and emitting any noxious liquid, gas, or substance.
- 2. Firearms, except as permitted by law. *See* N.D.C.C. § 62.1-02-05.
- 3. Body-armor or makeshift body-armor, helmets and other garments, such as sporting protective gear, that alone or in combination could be reasonably construed as weapons or body-armor, without written permission from Vice President of Academic & Student Affairs
- 4. Open flame, unless approved in advance by Vice President of Academic & Student Affairs.

IV. General Rules on Means of Expression

- 1. Disruption
 - a. No speech, expression, or assembly may be conducted in a way that disrupts or interferes with any teaching, research, administration, or other authorized

activities on the campus; free and unimpeded flow of pedestrian and vehicular traffic on the campus; or signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.

- b. Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. Occasional heckling in the speaker's pauses may not disrupt a political speech, but persistent heckling that prevents listeners from hearing the speaker does disrupt a political speech. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. We cannot escape relying on the judgment and fairness of LRSC authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important for administrators to remember that their judgements must not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.

2. Potentially disruptive events can often proceed without disruption if participants and administrators cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges.

V. Damage to Property

1. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of LRSC or of any person who has not authorized the speaker to damage or deface their property.

VI. Amplified Sound

1. General Rule on Amplified Sound
 - a. Lake Region State College academic or administrative units and student, faculty, or staff organizations may use amplified sound on campus at designated times and locations, with advance permission from Vice President of Academic and Student Affairs, subject to the following restrictions.
2. Location and Times of Weekday Amplified Sound Areas

- a. The Vice President of Academic & Student Affairs may prescribe rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of amplified sound areas, to mediate any conflict with LRSC functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
- b. The Vice President of Academic & Student Affairs may limit the number or frequency of reservations for each student, faculty, or staff organization or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound.
- c. Lake Region State College persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.

VII. Public Assemblies without Amplified Sound

1. General Rule on Public Assemblies

- a. Lake Region State College persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. No advance permission is required. If the expected attendance at an event with a program, guest speaker, or performer is twenty-five or more people, advance notice of no less than two weeks is required.
- b. The buildings owned or controlled by LRSC are not open for demonstrations, assembly, or speech. In furtherance of LRSC's educational mission, the buildings owned or controlled by LRSC are limited for and open only to faculty, staff, and students and their organizations.
- c. Off-campus persons and organizations may not engage in expressive activities at LRSC except in accordance with these rules.

2. Reservation of Space

- a. Persons, organizations, and academic or administrative units who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space by following the established procedure. Individual faculty, staff, and students may not reserve an indoor space, except as related to an educational activity. Off-campus persons or organizations may only

reserve a particular room or space for a public assembly by following the established procedure.

- b. Reservation requests from recognized student, faculty, and staff organizations or academic or administrative units shall receive precedence over requests from individual persons, unrecognized organizations, or any off-campus persons or organizations.
- c. An LRSC person, organization, or academic or administrative unit with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any person, organization, or academic or administrative unit with a reservation to begin using the room or space promptly at the beginning of its reserved time. Reservations for outdoor spaces are not required but are strongly encouraged. Reservations for indoor spaces are required, although this requirement may be waived by the President, Vice President of Academic and Student Affairs, Vice President of Administrative Affairs, and program directors with responsibility for specific campus locations.

3. Fees for Reserving Space.

- a. Lake Region State College prescribes a fee schedule for reserving specified campus spaces. The schedule shall be made available at the information window on request, and shall be based on the actual expenses incurred by the campus in making the space available. The schedule must not be wholly or partially based on viewpoint- or content-based criteria, but may include security and logistic fees based on the venue, the anticipated attendance, historical protest activity at events of similar attendance, and other content-neutral factors. The criteria used to establish the fee schedule shall be made publicly available.
- b. Lake Region State College does not retain funds beyond its actual expenses unless the reserving party or group charges admission to the event. The fee schedule must be applied equally to all persons or organizations, without reference to the content or viewpoint of the proposed assembly, except as otherwise governed by campus policies.
- c. The President may waive any applicable fee for an assembly contributing to the educational mission of the institution or engaging in charitable work.
- d. Academic and administrative units are not subject to the fee schedule.

4. Notice and Consultation

- a. Lake Region State College persons or organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be.
- b. Students or student organizations planning a public assembly with a guest speaker and expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide advance notice of no less than two weeks to the Vice President of Academic & Student Affairs. Students or student organizations planning smaller assemblies or large assemblies without a guest speaker are encouraged to consult the Vice President of Academic & Student Affairs if there is uncertainty about applicable LRSC rules, the appropriateness of the planned location, or possible conflict with other events. The Vice President of Academic & Student Affairs can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.
- c. Faculty, staff, and related organizations that are planning a public assembly with a guest speaker and an expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the Vice President of Academic & Student Affairs.
- d. The notice and consultation requirements of this subchapter do not apply to academic or administrative units.
- e. The notice and consultation requirements of this subchapter may be waived by the President.

VIII. Guest Speakers

- 1. Who May Present
 - a. Lake Region State College persons and organizations and academic and administrative units may present guest speakers on LRSC property with advance permission from the Vice President of Academic & Student Affairs.
- 2. Location and Form of Presentation
 - a. A guest speaker may present a speech or performance, or lead a discussion of specified duration, at a time announced in advance, in a fixed indoor location or in a fixed outdoor location approved by the Vice President of Academic & Student Affairs.
 - b. A guest speaker may not accost potential listeners who have not chosen to attend the speech, performance, or discussion.

3. Application

- a. All students, faculty members, staff members, student organizations, faculty organizations, and staff organizations that wish to present a guest speaker must request permission from the Vice President of Academic and Student Affairs at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.

4. Obligations of Presenting Person or Organization

- a. An LRSC person or organization that presents a guest speaker must make clear that:
 - i. the person or organization, and not LRSC, invited the speaker; and
 - ii. the views expressed by the speaker are their own and do not necessarily represent the views of LRSC, the North Dakota University System, or the State of North Dakota.
- b. The person or organization that presents a guest speaker is responsible for paying any fees.
- c. Institutional funds provided to a recognized LRSC organization may not be used to pay for any costs or expenses related to the presentation of a politically-oriented guest speaker unless approved in advance by an organization's faculty advisor and the President in consultation with LRSC's legal counsel.

5. Equal Treatment

- a. Guest speakers reserving space at LRSC facilities may be subject to the same terms and conditions governing the use of the facilities for other outside groups. If a room, space, or facility is made available to any guest speaker invited by a LRSC person or organization, then that room, space, or facility must be made equally available to all such speakers or groups.
- b. If an LRSC person or organization complies with this policy when presenting a guest speaker, LRSC may not prohibit or disinvite that guest speaker based on the anticipated content or viewpoint of the guest speaker's speech, performance, presentation, or other form of expression.

IX. Responding to Speech, Expression, and Assembly

1. General Rule on Responding

- a. Lake Region State College persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules herein.
 - b. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, such as signs, tables, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
 3. Means of response that require advance permission or reservation, such as banners, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Vice President of Academic & Student Affairs will expedite approval of exhibits and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
 4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not permissible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not permissible to respond with amplified sound in that location. In either case, it is permissible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

History

Revised 08/26/2019

1500.14: Key Control

Purpose

Lake Region State College prescribes procedures for access to college facilities and to assist key holders in maintaining the security of LRSC. It is the responsibility of each Key Holder to ensure proper procedures are followed to maintain the security of LRSC buildings and facilities to which they have access. Key Holders are responsible for physically securing access points upon entering or leaving a room or facility after operational hours.

Definitions

The term “keys” within this policy pertains to all LRSC key systems, including manual and electronic access devices installed in any LRSC facility. The term “Key Holder” refers to staff, faculty, students, contractors, support service personnel and anyone else who holds keys to LRSC buildings and facilities. The term “keyed off the building master” within this policy refers to any room that is keyed differently than the master key of the building in which the room is located.

Article 1 General Provisions

1. 1.1 Keys are issued through Lake Region State College Plant Services and remain the property of Lake Region State College.
2. 1.2 Any exemption to this policy may be made only with permission from the LRSC Administrative Council.
3. 1.3 Rooms may be keyed off the building master key system if a written request has been submitted by the department responsible for said room and the request has been approved by the Lake Region State College Administrative Council.
4. 1.4 The Lake Region State College Plant Services Director shall have access to all areas, including rooms keyed off the building master, unless such access has been restricted by the Lake Region State College Administrative Council.
5. 1.5 It is a violation of this policy to attempt duplication of Lake Region State College keys by anyone other than Lake Region State College Plant Services lock shop personnel. Duplicated keys will be confiscated.
6. 1.6 It is a violation of this policy to alter any Lake Region State College locking system by anyone other than the Lake Region State College Plant Services staff. The installation of alternate locking devices is also forbidden. The devices will be removed and the department or key holder responsible for the violation will be charged for all costs incurred.
7. 1.7 Security situations requiring social security measures will be coordinated with the Lake Region State College Plant Services department.

Article 2 Requesting and Issuance of Keys

1. 2.1 A key request form, obtained from the Lake Region State College Plant Services Director, must be signed by the supervising Vice-President of the intended key holder and submitted to the Lake Region State College Plant Services Director for all requests for keys.
2. 2.2 Key holders can request keys only for those rooms and areas to which they are assigned responsibility. A Key receipt form, obtained from the Plant Services Director, must be signed by the key holder upon issuance of keys.
3. 2.3 Only one outside door, sub-master or master key will be issued to any key holder. Issuance of building master keys requires the approval of the Lake Region State College Administrative Council.
4. 2.4 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting key holder.
5. 2.5 A key inventory system will be maintained by Lake Region State College Plant Services.

Article 3 Key Returns

1. 3.1 All keys no longer needed by the key holder shall be returned to the Lake Region State College Plant Services Director. It is a violation of this policy to transfer keys to any other individual or to be left with the department.
2. 3.2 A key-return receipt will be issued to the key holder when keys are returned. The keys will then be removed from the key holder’s inventory record.

Lost/Stolen/Non-Returned Keys

If a key is lost or stolen, it is the responsibility of the Key Holder to immediately notify the LRSC Plant Services Director and the supervising Vice-President. Repeated loss of keys or failure of timely notification of loss may result in disciplinary

action up to and including termination of employment. Failure to return keys upon termination of employment may result in a fine and/or theft of property charges.

History

Administrative Council Approved 07/18/08