

Approved on 8/12/2020

Administrative Council Meeting Minutes

Monday, July 27, 2020

Teams 10:00 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

Heidi Schneider-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 10:02 a.m.

b) Review of July 17, 2020 Minutes

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

2) OLD BUSINESS

a) Smart Restart Task Force (President Update)

i) The Task Force met again on Friday and proposed a new schedule. It is uncertain who will be doing the testing and where it will take place. The testing plan outline for faculty, staff, and students is closer to being finalized. Student Services will be sending out notices to students and any materials related to testing will be on the COVID-19 information page on the LRSC website. LRSC plans for Residence Halls, Dining Services, Bookstore and other areas are still being worked through. NDUS Mass Testing Schedule:

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Williston Minot	4 Dickinson Bismarck Minot Devils Lake	5 Valley City	6 Minot Grand Forks	7 Jamestown	8
9	10 Williston Minot	11 Dickinson Bismarck Minot Devils Lake	12 Mayville Valley City	13 Minot Grand Forks	14 Jamestown	15
16	17 Williston Minot Belcourt Fort Totten Wahpeton	18 Fargo Dickinson Bismarck Minot Devils Lake	19 Mayville Fargo Valley City Grand Forks Fort Yates	20 Fargo Bottineau Bismarck Grand Forks New Town	21 Fargo Dickinson Jamestown Bismarck Minot Grand Forks	22 Fargo Dickinson Jamestown Valley City Bismarck Minot Devils Lake
23 Fargo Williston Minot Bismarck Grand Forks	24 Mayville Williston Minot	25 Dickinson Bismarck Minot Devils Lake	26	27	28	29

ii) There are delays for some of the international students. Australians will not be coming until spring.

iii) President Darling discussed the importance of contact tracing to mitigate the spread of the virus. He also discussed planning with hotels for quarantining rooms for positive cases paid for by FEMA.

b) **Hofstad Ag Center- Update**

- i) Council discussed the positive PR from the groundbreaking ceremony. The event was a success thanks to the hard work of Preston, Mylee and others.
- ii) \$700,000+ has been raised for the Ag Center.

c) **VSIP Update** (Academic/Student Affairs)

- i) VP Halvorson was happy to report that Chris Blanchfield withdrew her offer and will continue employment.

d) **DOL Grant for Community Colleges** (President)

- i) President Darling asked Council to give it strong consideration as grant opportunities specifically for Community Colleges are rare.

e) **Staff Back on Campus**

- i) All furloughed full-time staff have been asked back to campus on August 3rd. Director Wood has requested part-time employee Nancy Lundon be asked back to help in her department, and IT Director Haugland has requested permission to have his student employee back early. Both requests were granted.

3) NEW BUSINESS

a) **Policy Change 100.03 Role Statement** (Academic/Student Affairs)

- i) The policy updates were approved and **attached below**.

b) **Outlook Calendars Guidelines** (Administrative Affairs)

- i) Staff Senate formed a committee to create guidelines for staff and faculty to facilitate scheduling. The committee guidelines are as follows:

LRSC Outlook Calendar Purpose and Guidelines

Purpose:
Microsoft's Outlook Calendar is provided to all staff and faculty of the Lake Region State College (LRSC) as a management tool to enhance the communications and scheduling needed to conduct college business in a consistent and efficient manner. With the recent Covid-19 Pandemic and changes to what used to be normal operating, it is more important than ever that we as an institution implement a scheduling and communication tool across the institution. The use of Outlook Calendar for personal events and scheduling is secondary but adds value and convenience when used in conjunction with official business planning.

In alignment with the LRSC and North Dakota University System (NDUS) policy that the institutions email address is the official means of electronic communication, the use of Outlook Calendar is the official means of scheduling to facilitate the business purposes of LRSC.

Having a shared calendar enables LRSC leadership, management and peers to view calendars for event and meeting planning, open and available times for work related projects (e.g. installing IT Equipment) in offices and classrooms, and for times when staff or faculty are absent, on leave, or out of the office.

- 1) Is the employee scheduled to be gone for the day (or portions of the day) and to be considered unavailable?
- 2) Are staff or faculty members available, busy, off campus, or out (PTO or Sick) during the work week or workday?

Guidelines:
All staff and faculty are encouraged to use Outlook Calendar to share their availability and schedule during the work week.

All work and class related events and times should be shared and open for viewing.

Personal events and appointments (e.g medical appointments, children activities or anything personal) that are scheduled during the workday should be encouraged to be included on calendars but can be marked as private. Again, Outlook Calendar is a deemed a management tool that is primarily used to facilitate the business purposes of the institution, and allows your calendar to be viewed, while allowing personal and private events scheduled during the work week and workday to be kept confidential and private.

- ii) President Darling asked Assistant Lunday to work with VP Halvorson to put guidelines into policy format for faculty and staff and use guidelines to create the procedure.

c) **ERM Decision** (President)

- i) Council discussed the items identified as risks to the institution that were turned in by a Directors group. Council agreed to the 7 risks identified.

Employees are not always following procurement procedures.	Financial	High
Lack of radio communication between LRSC and local police department.	Safety/Security	High
COVID-related enrollment loss leading to decrease in revenue generation.	Financial	Very High
COVID-related health risks of faculty, staff, and students.	Safety/Security	Very High
The HVAC system uses a plenum to deliver air, which produces poor air quality.	Facilities	Moderate
Unsafe pedestrian sidewalks.	Facilities	High
Use of reserves to fund the construction of the Hofstad Ag Center due to a challenging fundraising climate.	Financial	High
Athletic bus will need to be replaced in the near future.	Athletics	High
Loose tiles on the hallways may cause a falling, slipping, or tripping hazard.	Facilities	High
Reliance on external facilities impacts our ability to hold sporting events.	Athletics	Moderate
HLC dual credit faculty qualification waiver expires in 2022, which will create a challenge retaining enrollments.	Financial	Moderate

- ii) On the subject of Covid19 related enrollment loss; Faculty representative Schneider asked if LRSC is offering on-line classes at the same price as on campus classes if the students are concerned about attending in person? VP Halvorson answered; if they take an online class there is an additional charge as usual but if they sign up for face to face class, they can attend remotely at the same time class meets via TEAMS technology. **President Darling would like departments to take advantage of the local newspapers and other informational avenues to provide this information to the general public, so it is known and may generate enrollment.**

d) **LRSC Restart Plan Updates** (All)

- i) The testing plan outline for faculty, staff, and students is closer to being finalized. UND Medical School Dean Joshua Wynne said there will be subsequent testing available for students. There will be testing available here in Devils Lake. Student Services will be sending out notices to students and any materials related to testing will be on the COVID-19 information page on the LRSC website. LRSC plans for Residence Halls, Dining Services, Bookstore and other areas are still being worked through.
- ii) Goals for the Smart Restart are to keep the campus healthy, provide a high quality, accessible, education and, as much as is reasonably possible, provide a personal, face-to-face experience where all students can succeed. We want all students to have the opportunity to continue their studies and complete their degrees.
- iii) ND State Board of Higher Education issued a resolution that they strongly encourage the NDUS colleges and universities to require masks to help prevent the spread of COVID-19. That will be the general scenario at LRSC, per our smart restart protocol, which states face masks are required. When indoors, faculty, staff, students, and visitors shall wear a face covering when walking in hallways, when in areas open to others, when riding in vehicles, and in dining services/student union (except while seated and eating/drinking). Face coverings are also required when in the classroom, science lab, computer lab, Learning Commons, or meeting rooms unless certain circumstances exist. See the full plan at <https://www.lrsc.edu/discover-lrsc/lrsc-covid-19-preparedness-response> .

e) **Student Employment**

- i) VP Kenner would like a different rate for students that have more demanding employment in certain departments. Some work environments afford students time to do homework if it is not busy and others do not. Council had no objection to offering Food Service and Physical Plant student employees \$12 per hour to match the Bookstore’s student employees.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:25 a.m.

b) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be, W-Aug 12@10a



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Mission	100	02

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Update the Mission Statement (attached).

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	BN

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Brandi Nelson	7/8/2020
SIGNATURE & TITLE OF SUBMITTER	DATE
Brandi Nelson Digitally signed by Brandi Nelson Date: 2020.07.08 17:20:13 -05'00'	

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
	7/17/2020

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Lake Region State College
Policy and Procedure Manual

SECTION 100.02

MISSION

1. Philosophy: The College believes that both the student and society benefit from the development of the students' mental, aesthetic, social, and physical abilities. College life at Lake Region state College provides a student-centered environment in which students can establish and attain personal and career goals in a fast-changing world economy by supplying opportunities for creative thinking, hands-on experience, acquisition of knowledge and competencies, along with activities that foster personal development. Lake Region State College responds to the educational and economic development needs in the regional service area, the state of North Dakota, and the global community.
2. Mission: *"We enhance lives and community vitality through quality education."* Lake Region State College is a student-centered, open access, comprehensive community college within the North Dakota University System. The College provides quality academic education, ~~vocational/technical training~~ *career and technical education*, workforce training, educational outreach opportunities, and life-long learning.
 - a. Academic Education: Provides academic courses and programs that lead to an Associate in Arts *or Associate in Science degree*, meet the North Dakota University System General Education requirements, and allow for seamless transfer to baccalaureate-granting institutions.
 - b. ~~Vocational/Technical Training~~ *Career and Technical Education*: Provides courses and programs in ~~vocational and~~ technical career training that lead to a certificate of completion, *a certificate*, a diploma, or an Associate in Applied Science degree preparing students for an immediate career, advancement in specific occupations, or transfer to ~~an articulated technical a~~ baccalaureate program.
 - c. Workforce Training: Develops linkages with business, industry and organizations to encourage economic development.
 - d. Educational Outreach Opportunities: Provides educational outreach opportunities for individuals who are time and/or place-bound.
 - e. Life-Long Learning: Provides opportunities for continuing and life-long *learning* in the form of *cultural, educational, occupational, social, and athletic programs and courses*. ~~cultural, educational, occupational, social, athletic, and vocational programs, courses, workshops, and institutes.~~
 - f. Lake Region is committed to being a responsive diverse institution which prepares students for successful living and responsible citizenship in a rapidly changing local, national, and world community.
3. Core Values: These are core values of Lake Region State College.
 - a. LRSC values learning, continuous, life-long learning for the enrichment and advancement of human beings.
 - b. LRSC values excellence in teaching, learning, scholarship, professionalism, leaderships, and service.
 - c. LRSC values integrity in all institutional, personal, academic, legal, and ethical practices.
 - d. LRSC values service, responsive, personal and accessible for all.

- e. LRSC values cooperation, respectful, supportive collaboration with all constituencies for the strengthening of all.
 - f. LRSC values diversity, respecting the differences between groups and individuals that enrich and strengthen all.
-

History

Administrative Council Approved 100.02 (3) 08/21/01