

Approved on 5/11/21

## Administrative Council Meeting Minutes

Tuesday, April 27, 2021

Teams 9:00 a.m.

(Highlight in blue assignments that need to be completed)

### PRESENT

*Dr. Doug Darling- President*

*Lloyd Halvorson- Vice President for Academic/Student Affairs*

*Corry Kenner- Vice President for Administrative Affairs*

*Richard Drury-Faculty Senate Representative*

*Bobbi Lunday- Recorder*

### Guests

*Erin Wood, Public Relations Director*

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 9:02 a.m.

#### b) Review of April 13, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Legislative/Ag Ctr Update (President Darling)

i) Governor Burgum signed off on the Higher Ed budget passed by the House and Senate without going to conference committee. VP Kenner sent budget guidelines. Council discussed 2030 which bans institutions from working with planned parenthood using problematic language that gives concern about government overreach into HE curriculum. The Senate has 26 bills left to get through as they hope to finish by 5/3/21.

ii) ICON Architects and CMar Gleason Construction continue to work on the punch list. The epoxy flooring rep is going to be here on Thursday 4/29/21 to evaluate what can be done to fix the issues.

#### b) Summer Wind Tech Training Activities Update (Academic/Student Affairs)

i) VP Halvorson reported that Wind Tech Director Jay Johnson liked the idea to hire a professional crew to clean the outside of the tower. He did not feel student summer employment would be necessary. The only question that remains is if he can find someone to do it and get on a list to get it done. The lift system for the tower is being shipped Monday unsure about how long install will take.

#### c) COVID 19 Updates (Academic/Student Affairs)

i) VP Halvorson discussed the current state of Covid19 cases on campus as the eight positive students are scheduled to be coming out of isolation in the next day. Council also discussed, Bismarck Public Schools erasing the mask mandate and the recent death of a child in Minnesota from Covid19.

### 3) NEW BUSINESS

#### a) Librarian Position (Academic/Student Affairs)

i) VP Halvorson requested input from council on whether to fill or not fill the Librarian position. The salary was left in the appropriated budget of which we spent \$10,523.45 from the \$52,701 budgeted. Between salary and fringe, LRSC has seen about a \$60,000 savings this year. President Darling would like to fill the position but in addition to someone with Library background he would like to see someone with skills to draw students in to utilize the space. VP Halvorson will have Directors Nelson and Ruch work on an updated position description.

#### b) Leadership and Staffing for Ag Programs (Academic/Student Affairs)

i) VP Halvorson proposed rearranging the Farm Business Management program to fall under the Directorship of the Precision Ag Program. Council discussed options to hire more part-time faculty to teach classes to

ensure producers enrolled in the program get the services they are promised. Council generally liked the idea.

c) **Testing Center Responsibilities** (Academic/Student Affairs)

- i) VP Halvorson announced the management of the Testing Center will be transferred from Student Services to TRiO Director Ruch. Other individuals will be reassigned to help with testing needs.

d) **LRSC Policy 500.04.1 College Councils**

- i) President Darling proposed adding Director of College Relations to his Administrative Council. The policy was updated to include this position, VP Halvorson announced the change during his Instructional staff presentation, and it is on the Faculty Senate agenda as well as Staff Senate.

e) **LRSC Policy 1500.14 KEY CONTROL Changes** (Administrative Affairs)

- i) VP Kenner explained the change assigns responsibility to direct supervisors to collect keys and notify IT for key cards. (attached below)

f) **Residence Hall Windows/AC Discussion** (Administrative Affairs)

- i) VP Kenner announced the windows in North and South Halls need to be replaced. He asked for council's input to decide on adding air conditioning or just changing the windows. The estimate was over \$200,000 for air conditioning. The question is to install windows that do or do not open. If windows do not open, we must have air conditioning if we install windows that open, we want them to open at the top instead of bottom because we have issues with students leaving them open and pipes freezing. North hall has 60 windows to replace. Many of the lower wood panels below the windows also need replacing. The consensus was to go with top opening windows.

g) **Tier I Capital Expenditures** (Administrative Affairs)

- i) VP Kenner discussed finding funding to access the Tier I, Tier II, Tier III money appropriations for capital improvements. Tiers I and III require a 2 to 1 match while Tier II requires a 1 to 1 match. We have \$105,000 left of our current Tier I funding and need to come up with a \$210,000 match to access it. We will receive \$155,367 in Tier I, \$177,375 in Tier II and \$500,000 in Tier III for the 21-23 Biennium. VP Halvorson asked when we will know how much LRSC will get from the American Rescue Act funding and if we can use it to access Tier funding. That remains unknown. VP Kenner will set up a meeting to prioritize future projects.

h) **Update on Open Positions**

- i) The Foundation and Student Service position will be reopened. Custodian was reopened. Cook is still open. Business office is reviewing applications.
- ii) There was discussion about when faculty contracts will be ready. VP Kenner stated the Faculty Welfare committee met on April 13 and he summarized what the Legislature approved. He will ask Heidi Schneider to convene a meeting to review so he can get contracts out.

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 10:23 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Tu-May 11@9a, Tu-May 25@1:30p



## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
KEY CONTROL	1500.14	See attached

REQUESTED ACTION:     CHANGE     ADD     REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached for minor changes.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Administrative Affairs	
SIGNATURE & TITLE OF SUBMITTER	DATE

### ADMINISTRATIVE COUNCIL ACTION:

- |   |   |
|---|---|
| <input type="checkbox"/> REQUEST APPROVED     | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW<br>Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS<br>Date: _____   |

LRSC PRESIDENT'S SIGNATURE	DATE

*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

SECTION 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 Keys are issued through Lake Region State College Plant Services and remain the property of Lake Region State College.
- 1.2 Any exemption to this policy may be made only with permission from the LRSC Administrative Council.
- 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.
- 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.
- 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.
- 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.
- 1.7 Security situations requiring special security measures will be coordinated with the Lake Region State College Plant Services department.

Article 2 Requesting and Issuance of Keys

- 2.1 A key request form, obtained from the Lake Region State College Plant Services Director, must be signed by the ~~supervising Vice-President~~ *direct supervisor* of the intended key holder and submitted to the Lake Region State College Plant Services Director for all requests for keys.
- 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.
- 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.
- 2.4 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting key holder.
- 2.5 A key inventory system will be maintained by Lake Region State College Plant Services.

Article 3 Key Returns

- 3.1 All keys no longer needed by the key holder shall be *collected by their direct supervisor and* 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. *Direct supervisors shall also notify IT to deactivate electronic proximity cards and fobs.*
- 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~~ *their direct supervisor*. 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