

Approved on 8/12/21

Administrative Council Meeting Minutes

Tuesday, July 27, 2021

President's Office 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

Erin Wood, Public Relations Director

Oybek Turayev-Faculty Senate Representative

Bobbi Lunday- Recorder

Guests

Athletic Director Mertens

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 July 12, 2021 Minutes

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

2) OLD BUSINESS

a) Hofstad Ag Center Building Project (President)

i) Cement work is scheduled to be completed by Quality Concrete around the 9th of August.

ii) Work on rain gutters needs to be completed.

iii) Council discussed the need to set a date for the ribbon cutting so it can be printed in the fall issue of Branches which is going to the printer next week.

iv) AVI was here and completed all the work that was supposed to have been completed by their sub-contractor.

b) COVID Classroom Capacities (Academic/Student Affairs)

i) VP Halvorson will be attending the Delta variant webinar by ND Department of Health today 7/27/21. The system office will be leading more meetings on the topic next week that he also plans to attend. He will meet with Directors Nelson and Lillehaugen to assist him in forming the COVID plan.

3) NEW BUSINESS

a) Locker Room Locker Budget (Call Director Mertens Academic/Student Affairs)

i) Athletic Director Mertens reported that he can get lockers for \$750-\$1400 and he will need 16 lockers in each room. He requested to purchase the \$1200 Lockers with the opportunity for the Booster club to fundraise to help pay for the lockers. Council discussed and decided to move forward with the \$1,200 lockers. LRSC will cover \$700 and remaining costs will be covered by Booster Club donations.

b) Bus Wrap (Academic/Student Affairs)

i) Director Wood received two quotes to date for the bus wrap. One from Xtreme Signs & Graphix for \$15,500 and one from Bismarck Sign Company for \$6,500. She is waiting for at least one more quote per policy before awarding the project.

c) Policy change: 800.02.6 Admissions Standards, Immunizations (Academic/Student Affairs)

i) The NDUS Internal Immunization Audit brought to light some changes that were necessary with our immunization policy. The proposed edits will bring our policy into compliance. Council discussed the changes marked up in red and fixed a couple typos. 6a1, has the word physician spelled wrong, it should be

changed to “licensed physician”, and 6b. has another typo that should be changed from Meningococcal to “Meningococcal immunity”. Council approved with changes. (Policy attached below)

d) **2021-26 Strategic Plan**

- i) Council discussed several priorities that should be outlined for the next 5-10 years. In the recent past our priority of focus was “programing” we now have state of the art Nursing and Ag Centers. Discussion to focus on a wellness center with mental health and athletic facilities and then a fine arts center while concentrating on enhancing/growing liberal arts transfer.

e) **Update on Open Positions**

- i) Custodian-North Hall- No applicants
- ii) Custodian-BTC- No applicants
- iii) Head Cook-Stacey Reiersen was hired
- iv) Health Careers Specialist/Nursing Instructor-Interviews last Thursday there was a unanimous candidate and background checks are being performed.
- v) Librarian-The interviews are complete, we are checking references and plan to make an offer early next week.
- vi) Midday Cook- No applicants
- vii) PT Custodian-Anne Rasmussen helped over the summer, but this position still needs to be filled.
- viii) Student Services Enrollment Associate Haley Lorenz resigned her position on 7/27/2021 so there are now two administrative positions to fill in that department.

f) **Discussion**

- i) President Darling brought a request from Director Shark for an informational monitor in Student Services. The idea is a good one, but the request will be on hold until we can [assemble a team of people to back each other up to run the monitors](#). It is important to have them turned on and continually up to date.
- ii) Hofstad Ag Center Ribbon Cutting date was discussed and Director Wood will work with Director Sundeen to work out a date.
- iii) President Darling would like to figure out a place that Shooting Sports students can store their guns other than the trunks of their cars. He anticipates a large shooting sports team this year. [VP Halvorson will explore options and propose a location after getting a legal opinion on what we can and can't do \(and who can and cannot take possession of weapons on campus\)](#).
- iv) Idea for new program was discussed, President Darling asked VP Halvorson to investigate the demand a Gun Smithing program that could be paired with Entrepreneurship classes.

4) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 11:05 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be Th-Aug 12@1p



POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
800.02: Admission:Standards, Requirements,Access, Application Process	800.02	6. Immunizations

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attachment. Change to red text, remove strike-through text. 6.a.1. change typo "Physical" to "Physician" 6.b. Meningococcal: to Meningococcal immunity:

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Admissions	07/15/2021
SIGNATURE & TITLE OF SUBMITTER	DATE
Brittany Westphal Digitally signed by Brittany Westphal Date: 2021.07.15 15:23:33 -05'00'	07/15/2021

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REVIEW
 Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: 7/27/21

LRSC PRESIDENT'S SIGNATURE	DATE
	7/27/21

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

Revised Policy 800.02

6. Immunizations:

a. Measles, Mumps and Rubella: Students enrolled ~~in credit-bearing courses~~ at Lake Region State College must provide documentation of immunity to measles, mumps and rubella. Documentation of immunity means:

1. Evidence of two ~~(2)~~ doses of measles, mumps and rubella vaccine no less than 28 days apart from a licensed ~~physical~~ or health department official; or
2. Blood testing which proves immunity exists; or
3. A birth date prior to 1957.

physician

~~i. Exemptions to the policy may be granted when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's beliefs prohibit immunization. Students enrolled only in distance learning, or other courses taught off campus, and students enrolled only in community education or non-credit courses are excluded from this policy.~~

immunity:

b. Meningococcal: Students aged 21 and younger must provide documentation of meningococcal. ~~The President shall adopt procedures implementing this requirement.~~ Documentation of immunity means evidence of at least one dose of meningococcal conjugates vaccine at age 16 or older.

~~i. Exemptions may be provided upon application under established campus procedures if (a) immunization is contraindicated by a medical condition; or (b) a student's beliefs preclude participation in an immunization program.~~

c. The following students are exempt from providing proof of immunization to measles, mumps, rubella, and meningococcal:

- i. Students enrolled only as early entry,
- ii. Students enrolled only in distance learning or other courses taught off campus,
- iii. Students enrolled collaboratively when LRSC is the provider campus,
- iv. Students enrolled only in continuing education or non-credit courses,
- v. North Dakota University System benefitted employees.

d. Exemptions to the policy may also be granted ~~only~~ when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's beliefs prohibit immunization.

e. Any individual who has been exempted from any of the immunization requirements may be required to stay off campus, including exclusion from campus activities, in the event of an outbreak of a communicable disease until the danger is over.

f. Evidence of immunization may be shared with another institution of higher education or other entity upon request of the student and with public health authorities during a public health emergency.

g. Tuberculosis: ~~TB testing is required of international students from all countries except for those countries classified by US health officials as "low risk for tuberculosis". Testing is required of international students from high-risk countries as identified by the World Health Organization and any other student determined to be high risk for TB exposure.~~