

Approved on 5/25/21

Administrative Council Meeting Minutes

Tuesday, May 11, 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

Erin Wood, Public Relations Director

Richard Drury-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 9:02 a.m.

b) Review of April 27, 2021 Minutes

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

2) OLD BUSINESS

a) Ag Ctr Update (President Darling)

i) President Darling discussed the meeting with Todd Blixt of ICON. They went over what is left on the list to do before the project can be finalized. They also met with the representative from the company that did the epoxy floor and plan a follow-up meeting.

b) LRSC Policy 500.04.1 College Councils

i) Faculty Senate reviewed the policy change and voted to approve. Staff Senate will be meeting at 2:30 today. VP Halvorson voiced concern that Staff Senate may have issue since in the past they requested representation on council equal to Faculty but eventually dropped the issue. President Darling did not think they would have an issue recalling the conversation with leadership at the time. He said they understood when he asked them to grow as an organization and take up more serious issues prior to seeking a seat on the Administrative Council. Policy 500.04.1 was approved by Council and can be revisited if there are objections from the Staff Senate meeting. (Attached below)

c) COVID 19 Updates (Academic/Student Affairs)

i) VP Halvorson reported there are currently no active cases. College Relations Director Wood will archive the dashboard and all past COVID19 protocol.

3) NEW BUSINESS

a) COVID Protocol for summer (Academic/Student Affairs)

i) Summer protocol edits were distributed to council members by President Darling. The edits were discussed and will be distributed to campus this week. They will be effective May 17th and will expire on August 15, 2021. The protocol will be subject to change as necessary depending upon circumstances. (Attached below) College Relations Director Wood will work with IT Director Haugland and HR Manager Lillehaugen to archive all past COVID19 protocol.

b) Council Meeting Format for Summer

i) Beginning with the May 25th meeting Council will be face to face in the president's office. If there is a member that will be off campus, we will schedule a conference line.

- c) **Graduation Ceremony Podium People** (Academic/Student Affairs)
 - i) Council discussed seating arrangements and decided unvaccinated individuals will sit in audience until time comes to be at the podium.
- d) **Policy change: 700.18, Academic Freedom** (Academic/Student Affairs)
 - i) Council discussed the legislative changes to SBHE policies and VP Halvorson presented the changes to LRSC policies to conform to the legislation. [Policy change was tabled until the SBHE adopts changes requiring LRSC to adopt changes.](#)
- e) **Policy change: 800.23, Student Organizations** (Academic/Student Affairs)
 - i) President Darling suggested a change to # 7 from “LRSC” to “LRSC Student Senate”. Council discussed legislation. [This policy tabled until the SBHE adopts changes.](#)
- f) **Policy change: 1000.01, Use of College Facilities** (Academic/Student Affairs)
 - i) [This policy tabled until the SBHE adopts changes.](#)
- g) **Policy change: 1500.08, Harassment** (Academic/Student Affairs)
 - i) [This policy tabled until the SBHE adopts changes.](#)
- h) **Introduce policy change: Vaccine Legislation ref HB 1465** (Academic/Student Affairs)
 - i) Section 1, #4 exempts us from the don’t ask don’t tell policy. [Registrar Johnson and Admissions Specialist Westphal are working on the policy clause.](#) LRSC can require proof of immunization and document it.
- i) **Staff Salaries** (President)
 - i) The \$100.00 minimum was factored into the salary funding we received.
- j) **Update on Open Positions**
 - i) Accounts Receivable Associate – extended advertising through 5/10, received a total of 9 applications so far.
 - ii) Student Services Associate – closed 5/10, received 4 applications so far.
 - iii) Advancement Coordinator – reopened for 3rd time, closes 5/14, currently there are 2 applications.
 - iv) Marketing Design Specialist - closes 5/10, received 2 applications so far.
 - v) Maintenance (Darcy) – waiting for Doug to sign PAF, ready to post.
 - vi) Custodian (Rebecca) – Readvertised, open until filled, received 6 applications so far.
 - vii) Head Cook – Readvertised, open until filled, received 1 application so far.
 - viii) Midday Cook - Readvertised, open until filled, received 4 applications, Rose may interview one of them.
 - ix) TrainND Health Specialist/Nursing Faculty – finalizing announcement and will post today.
 - x) PT Custodian – currently advertised, open until filled... no applications.
- k) **Updates**
 - i) President Darling announced DLPS will be converting Harmony House into the early childhood center/daycare. LRSC Early Childhood students will attend classes there.
 - ii) President Darling asked Director Wood to start thinking about a vaccination campaign for campus. Director Wood stated the Department of Health has vaccination specific campaign resources available for colleges.
 - iii) VP Halvorson discussed the point of view of individuals on campus regarding pop-up vaccination clinics to students on registration day out of concern over deterring students. Faculty Representative Drury offered the suggestion of pop-up vaccination opportunities available on Orientation Days instead of registration day. Council agreed this was better.

4) **ADJOURNMENT**

- a) **Adjournment**
 - i) The meeting was adjourned at 10:32 a.m.
- b) **Upcoming Scheduled Council Meetings**
 - i) The next meetings of the Administrative Council will be Tu-May 25@1:30p, W-June 9@ 1:15p, Tu-June 22@1p, Tu-July 6@1p




**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
COLLEGE COUNCILS	500	04.1

REQUESTED ACTION: CHANGE ADD REMOVE


Text of Requested Change: (Continue on other side or attach a separate document.)

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
PRESIDENT	04/27/2021
SIGNATURE & TITLE OF SUBMITTER	DATE
 <small>Digitally signed by Doug Darling DN: cn=Doug Darling, o=Lake Region State College, ou=President, email=doug.darling@lrscc.edu, c=US Date: 2021.05.12 09:46:46 -0500</small>	04/27/2021

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
 <small>Digitally signed by Doug Darling DN: cn=Doug Darling, o=Lake Region State College, ou=President, email=doug.darling@lrscc.edu, c=US Date: 2021.05.12 09:47:13 -0500</small>	05/11/2021

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 500.04
COLLEGE COUNCILS

1. Administrative Council
 - a. Membership: The President (Convener), Vice President of Administrative **Affairs Services**, Vice President of Academic and Student Affairs, **Director of College Relations, Faculty Senate President**, and other staff members to be determined by the President.
 - b. Functions:
 - i. To establish policies and procedures for various functions and offices of LRSC.
 - ii. To establish an organizational structure for LRSC and specifications for all positions of LRSC.
 - iii. To consider and approve all LRSC events, functions, and activities consistent with LRSC, NDUS, and state policies.
 - iv. To assist the President in efficient administration of LRSC.
 - v. To effectively coordinate diverse administrative functions of LRSC administrators.
 - vi. To assist in establishment of annual and biennial budgets and to assist in administration of such budgets.
 - c. Meetings
 - i. Regular: meetings are held every two (2) weeks.
 - ii. Special: as and when deemed necessary by the President.
 - d. Special Provisions
 - i. Minutes of the Administrative Council meetings shall be ~~circulated~~ **available** to all faculty and staff members. These minutes shall be ~~posted~~ **distributed** no later than seven (7) days following ~~approval~~ **at a meeting**.
 - ii. Agenda items may be introduced by the President and members of the Administrative Council.
 - iii. Other College Committee members/personnel may ask the President for time on the agenda to make presentations.
2. Student Affairs Council
 - a. Membership: The Vice President of Academic and Student Affairs (Convener), Director of Financial Aid, Registrar, Director of Athletics, Director of Housing, Director of Food Services, Bookstore Manager, Job Service Coordinator, Counselor, Admissions Representative, Public Information Coordinator, and other persons determined by the Vice President of Academic and Student Affairs.
 - b. Functions:
 - i. To coordinate functions of various components of the Student Affairs Division.
 - ii. To advise the Vice President of Academic and Student Affairs of academic division policy issues.
 - iii. To enhance quality of student life and services to the students of LRSC.
 - c. Meetings
 - i. Regular: The full council will meet at least once per semester and more often when deemed necessary by the Vice President of Academic and Student Affairs.
 - ii. Special: as and when deemed necessary by the Vice President of Academic and Student Affairs.
3. Instructional Staff Council
 - a. Membership: Vice President of Academic and Student Affairs (Convener), Coordinator of Learning Skills Center, Librarian, Computer Services Coordinator, all instructional faculty, and other persons to be determined by the Vice President of Academic and Student Affairs.
 - b. Functions:
 - i. A forum for discussion of issues, problems, and concerns relating to instruction, instructional resources, and instructional support services of LRSC.
 - ii. A forum for announcements related to instruction.
 - iii. A forum for faculty development programs initiated by the Vice President of Academic and Student Affairs.
 - c. Meetings
 - i. Regular: meetings are held once a month.
 - ii. Special: as and when deemed necessary by the Vice President of Academic and Student Affairs.

History

Administrative Council Approved 500.04 (1) 09/14/99

Administrative Council Approved 500.04 (1) 04/27/21

Summer 2021 COVID Protocol

Effective Monday May 17, 2021, we will be retiring our current COVID protocols. Retired protocol is inclusive of all nine sections found on our website under the COVID-19 menu tab, including: 1) LRSC Smart Restart Plan, 2) LRSC COVID-19 Reporting, 3) Isolation and Quarantine protocol for LRSC students, 4) Isolation and Quarantine protocol for LRSC faculty and staff, 5) Wearing a face mask, 6) Bookstore, 7) Dining Services, 8) Housing protocol, and 9) Residence Hall information FAQ. Also retired is our COVID-19 dashboard showing the numbers of faculty, staff, and students in isolation and quarantine.

The following protocol will be in effect until August 15, 2021, at which time new protocol will be published for the start of fall semester.

1. Faculty, staff, and students are expected to promptly notify the HR Director if they are positive for COVID or if they are symptomatic. Deliberate failure to do so would constitute a violation of our employee and student Code of Conduct policies.
2. Faculty, staff and students will not be allowed on campus for 10 days (from onset of symptoms or from the date of the test) if they are positive for COVID, have significant symptoms consistent with COVID (i.e. loss of taste and/or smell), or have a household member who tests positive for COVID and the faculty, staff, or student is not vaccinated.
 - Faculty and staff shall use sick leave or annual leave unless they can work from home and are approved by their supervisor to work from home. Students must attend class remotely when it is possible to do so and the technology is in place.
 - Residence hall students shall be moved to a different room where they will stay until 10 days has passed since their positive test and/or their onset of symptoms. Students will not be allowed to leave their residence hall room unless they wear a mask and go directly to the nearest exit and leave the building.
4. Masks will be worn by all in attendance during any indoor instructional activity, when the number in attendance exceeds 50% of the standard capacity of the classroom or event venue unless at least 75% of those in attendance are vaccinated and willing to provide proof. Instructional activity includes the Peace Officer Training Program, Nursing Program, and any other face-to-face indoor classroom activity.
3. For non-instructional settings, all LRSC buildings will be mask-optional. Mask wearing in hallways, offices, meeting rooms, office suites, and public spaces like the Bookstore, Dining Room, Student Union, and Learning Commons, etc. is at the discretion of each individual visitor, employee and student.
5. Meeting rooms, including Chautauqua Gallery, Heritage Hall, Colonial Room, Collinson Room, and other like rooms will be mask-optional with maximum capacity of the room set at 75% of standard capacity.
6. Any staff or faculty member can decline an invitation to attend an in-person meeting and request the organizer to allow for remote attendance (Teams, Zoom, etc.).
7. Faculty and staff may continue to eat in their office.
8. Routine COVID-related cleaning and disinfecting by physical plant staff will cease. Employees with a desire to clean and disinfect their work areas will be provided with the supplies to do so.