

Approved on 5/9/22

## Administrative Council Meeting Minutes

Tuesday, April 26, 2022

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*

*Joann Kitchens-Controller*

*Erin Wood, College Relations Director*

*Melissa Moser for Oybek Turayev-Faculty Senate Representative*

*Dan Driessen- Associate Vice President for Student Services*

*Bobbi Lunday- Recorder*

### Guests

*John Maritato, Director POTP*

### 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 April 11, 2022, Minutes

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

### 2) OLD BUSINESS

#### a) Graduation

i) Erin Wood asked the graduation committee's question of whether security should be present in the halls during the Commencement Ceremony? VP Halvorson confirmed that James Remer will be available for security.

ii) President Darling reminded council of the soft close after nurse pinning around 2:00 p.m. VPs notify your entire department's including Bookstore, Learning Commons, TrainND, Nursing.

iii) **College Relations Director Wood and President Darling will work together to draft an email of expectations for staff to attend the ceremony or help in the halls. Faculty are expected to be participating in commencement exercises. Unless previously excused by VP Halvorson, they should wear their academic regalia and be lined up in the hallway to march in and be seated following the graduates.**

#### b) Budget Planning for FY 23 (Academic/Student Affairs)

i) VP Halvorson discussed difficulties with the budget planning. Innovation grant is still an unknown. The CTE Perkins funding is down by \$30,000 so they must move \$30,000 in salaries they were paying from Perkins funding back into the appropriated budget. He said they were able to cover equipment requests by the foundation funding. IT budgeting yearly is difficult quantifying the expected revenue and expenses. We should build emergency funding somewhere else "contingency account". Controller Kitchens discussed the issues that come up when those special funds are created. VP Halvorson hoped the \$10,000- 12,000 for the sound system in the dining room could come out of the Food Service budget as they earn funds through catering many off campus organizations that utilize the equipment. They plan to clone Chautauqua Gallery's sound system. A system that will work on the Student Union side only or the Dining Room side only or both sides simultaneously. **A budget meeting will be scheduled 5/4/2022.**

### 3) NEW BUSINESS

#### a) Peace Officer Training Program- Minot Academy (John Maritato, Academic/Student Affairs)

- i) POTP Director Maritato discussed the issues they are having trying to fill the Minot POTP classes. Upon finalizing enrollment of 12 for the Minot location, the class ended up with 4 students. Travel and rent expense are exorbitant and would rather hold the academy in DL and have 4 students. Director Maritato stated that Ward County and Minot PD are struggling to hire but cannot commit to sending three students each. Minot PD is supportive, but Ward County has backed off. Discussion focused on pulling out of Minot and running the academy from LRSC for the spring semester. LRSC needs 16 students to make the academy cash flow from Minot. Since the change in Criminal Justice faculty took place at MiSU the feeder program has ceased. If LRSC discovers a need to run the academy on the road again, we can but it won't be a long-term commitment. Council agreed to bring POTP back to DL for Spring 2023. [VP Halvorson will amend the academic calendar and draft letters to the pistol club, Minot PD, and Ward County.](#) Enrollment for summer: West Fargo has 22, GF is 12 and they made 3 more offers so could be up to 15 soon.
- b) **Institutional Goals** (President's Office)
  - i) [Council received handouts and will update the "Actual Results" portion of the documents and "GAP Analysis" portion only if goal was not met.](#)
- c) **Campus Snapshot Handout for SBHE**
  - i) [Updates to the Campus Snapshot Handout for the new SBHE member orientation are in progress.](#)
- d) **Wind Turbine Repairs** (Administrative Affairs)
  - i) VP Kenner discussed our wind turbine issues with NDUS Director of Facilities Planning Rick Tonder. Mr. Tonder suggested we first determine whether the lessor, Honeywell, has any liability to assist in fixing the problem. Options are the gear box could be replaced for \$300,000 and old one can be used in the classroom. It is a typical problem with this type of turbine. It costs the campus \$500-1,000 per day when the turbine is down. LRSC utilizes that revenue to make the \$400,000 in payments per year, and there is still six years left to pay.
- e) **Meeting Room Configuration Expectations** (Administrative Affairs)
  - i) VP Kenner requested that, when possible, on campus internal groups should schedule time to reconfigure tables and chairs in requested meeting rooms and return them to basic set-up when finished. There was discussion about the lack of time for physical plant to always configure and re-configure rooms as requested. Help and support, when possible, will be appreciated.
- f) **"BSN" Contract** (Administrative Affairs)
  - i) Controller Kitchens reminded council that Administrative Affairs was tasked with monitoring the BSN Contract fund. She reported the discussions she has been having with the BSN Contractor, they have revealed they do not keep detailed records that they can share. Controller Kitchens explained, the past few years, we have earned \$6,000 in credit but there is no way for us to verify if we received it and on what products. [Controller Kitchens will continue to work with BSN and LRSC employees to get a better accounting of the credits and ensure they are distributed properly between the departments involved with the original expense.](#) The Campus Store also earns and uses their credits but separately from the others.
- g) **Bus Use Policy 400.30** (Administrative Affairs)
  - i) VP Halvorson gave his approval to the policy as written but the noted formatting of the document will need to be consistent with the policy manual. Council approved on the condition that the format is changed. **(Attached below)**
- h) **Update on Open Positions**
  - i) PT Motorcoach driver(s) No applicants for bus drivers. Federal law impacts us on training drivers. TrainND's Dave Steffen has done the research to provide this training (40 hrs classroom 40 hrs behind the wheel). Three trucking companies in ND offer the training but only train their own drivers. Council wondered if Farm Business Management credit hours could tie into CDL training? [A meeting will be scheduled with TrainND to review cost per student on 5/5/22.](#)

- ii) PT Assistant Coaches Women's Basketball & Volleyball: No updates
- iii) Enrollment Services Assistant: The position authorization form is in the works: Distance Ed direction will stay under Assistant VP Dan Driessen and Student Success will stay with VP Halvorson for now.
- iv) Ag Programs Director (effective July 1, 2022): Was recently re-advertised
- v) Director Academic Affairs: Controller Kitchens let council know that she will need Controller Nelson in place and 100% of her focus for year-end work the month of June.
- vi) Evening Custodian: Physical Plants first choice turned him down but countered for different hours. VP Kenner stated they decided to reconfigure the hours to only have one on duty late at night.
- vii) Information Technology (1/2022): Still holding until we see fall applications. [Athletics will have to go back to low tech for next year's athletic games.](#)

i) **Discussion**

- i) Jim Auldt from NextEra Energy connected President Darling with corporate partners that will walk us through NSF Grants. Company sponsor would be NextEra. President Darling will move forward meeting with Melana and the group to be ready to apply when grants become available.
- ii) President Darling discussed the hold harmless clause which was removed from the funding formula package this biennium. If the legislature does not reinstate the hold harmless clause, four campuses will see significant losses.
- iii) One PTK student is Coca-Cola scholar. President Darling and PTK Advisor Teresa Tande will be taking him to New York to receive his award at the American Association of Community Colleges Convention.
- iv) Assistant VP Driessen stated that he is on day seven of his new assignment. He is learning a lot. His first focus is on the system of processes as many have not been getting done due to the high turnover. Work on enrollment recruitment plan will be the next focus. He plans to spend Wednesday and Friday afternoons in the Distance Ed office. Direct mailing piece went out to all Grand Forks Dual Credit students with large scholarship offers.
- v) College Relations Director Wood said she is currently working with Melana Howe and Director of Nursing Clementich on open houses for nursing apprenticeships.
- vi) VP Kenner said he is working on the Brady Martz transition for foundation accounting processes.

**4) ADJOURNMENT**

a) **Adjournment**

- i) The meeting was adjourned at 11:10 a.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be M-May 9@1p

SECTION 400.30  
BUS USE POLICY

The purpose of this policy is to set forth guidelines for the safe and prudent use of the Lake Region State College (LRSC) bus in the furtherance of the mission. The primary purpose for the bus is to transport LRSC students, staff, and potential students to and from college functions or college-related activities.

Reservations

1. Reservations for the use of the bus will be handled by the Athletic Director.
2. Request for use of the bus by a non-athletic college organization for college transportation will require a completed Bus Reservation Form.
3. Use of the bus will be billed based on bus mileage to the requesting department.
4. Department using the bus will be responsible for the cost to hire the bus driver.

Responsibilities

1. The Athletic Director or designee is responsible for processing bus reservations and scheduling.
2. The Athletic Director or designee will be responsible for arranging a driver.
3. The Athletic Director or designee will ensure that every trip includes a college staff or faculty member to supervise bus occupants. The bus driver does not count as a supervisor.
4. The Athletic Director or designee will provide the driver with the keys, a route plan, and an Inspection Report Form.
5. The Athletic Director or designee will ensure post-trip check is completed and bus is secured.
6. The Athletic Director or designee is responsible to ensure regular maintenance and repairs are scheduled and completed.
7. The Athletic Director or designee is responsible to submit the Inspection Report Form to the Business Office for billing in a timely manner.

Driver Requirements

1. Driver must be employed by LRSC.
2. Driver must be at least 25 years of age.
3. Driver must have a current CDL with passenger and air brake endorsements.
4. Driver must complete an Authorization to Release Information for driving record check and provide a copy of their valid driver's license to be kept on file with the Director of Human Resources.
5. Driver information will be filed with the insurance company for insurance purposes.
6. Driver must participate in the random drug testing program.
7. Driver must be trained in the operation of the bus. Training will be arranged by the Athletic Director.

Driver Responsibilities

1. The driver is responsible for performing a pre-trip and post-trip inspection of the bus.
2. The driver will be responsible to see that the bus is returned in its original condition at time of pick-up, fuel tanks filled, and the beginning and ending mileage recorded on the inspection form. All mechanical or performance issues with the bus must be reported by the driver on the Inspection Report Form.
3. It is the responsibility of the driver to return the keys and inspection form to the Athletic Director.

Driver Expectations

1. It is expected that the bus will be always operated in a safe and legal manner and occupants will act accordingly.
2. It is the driver's responsibility to ensure that these rules and the rules and laws of the road are obeyed.
3. It is the responsibility of the driver to observe all state driving laws and ordinances. All violations and fines shall be the responsibility of the driver. Abuse of state driving laws and ordinances may result in removal of authorization to drive the bus for future events.
4. Care should be taken to see that the bus is parked in a safe manner and in a well-lighted location if possible.

Passenger Behavior

1. Food and beverages are permitted on the bus if they are stored and consumed in non-spill containers. Any group using the bus with food must ensure there is no trace of food products left on the bus and that the overall condition of the bus remains unchanged.
2. Seat belts will be used while the bus is in motion.
3. Smoking is not allowed on the bus.
4. No horseplay, loud music or other disruptive behaviors will be allowed on the bus while it is moving. The transportation of all passengers will be done in compliance with all State and Federal laws and regulations.
5. All packages, bags, loose items should be secured under the seats or in designated storage areas. All aisles and foot areas in the seating area should be clear of obstacles that impede a safe and quick emergency exit.
6. Under no circumstances may a staff, faculty, or student member possess alcoholic beverages or drugs on the bus.