

Approved on 8/8/22

Administrative Council Meeting Minutes

Wednesday, July 27, 2022

President's Office 2:00 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President
Lloyd Halvorson- Vice President for Academic/Student Affairs
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Melissa Moser-Faculty Senate Representative
Erin Wood, College Relations Director
Bobbi Lunday- Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 2:00 p.m.

b) Review of July 13, 2022, Minutes

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

2) OLD BUSINESS

a) Emergency Response Equipment (VP Academic/Student Affairs)

i) VP Halvorson reported that Director Maritato was able to find ballistic shields and plates for half the price of the initial quote, but he is still waiting on an estimate from the firearms dealer in town. [They will wait until 7-29-2022 for a quote before moving forward with the order.](#)

b) Signage (College Relations)

i) Director Wood stated that Director Estenson and his team will take the signs down at the old Ag Center but are waiting for approval from the property owner to proceed. [President Darling reported that he has a call in to Curt Twete and is waiting for a call back.](#)

c) Bomb Threat Policy (Academic/Student/Administrative Affairs)

i) VP Halvorson introduced a replacement for our current Bomb Threat and a guide from Homeland Security that all employees should have nearby. The replacement policy was approved and **attached** with the minutes.

3) Tabled:

a) Reactivate LRSC Welding Program (Academic/Student Affairs)

i) [Tabled until August for final decision](#)

b) Wind Turbine Repairs (President)

i) [Tabled until contact with the parts manufacturer is established/Grant application for infrastructure](#)

c) 400.35 Salary Administration Policy Change (Administrative Affairs)

i) [Tabled on 6/23/22 until Faculty Senate can review](#)

4) NEW BUSINESS

a) Anti-Gift Clause (Administrative Affairs)

i) VP Kitchens shared information from Chris Pieske Assistant ND Attorney General representing SBHE and NDUS System Office on the Anti-Gifting Clause that is being written into NDUS Policy (**Draft notes attached below**). Council discussed the issues with the clause. Public monies cannot be used for gifts and all money in LRSC bank accounts is public money. There are a few exceptions. [President Darling recommends putting all questions in writing and request an attorney's opinion.](#)

b) 2020-2025 Strategic Plan (College Relations)

- i) Director Wood discussed updates to the 5-year 2020-2025 Strategic Plan and the 2022-23 Annual Plan. The 5-year plan contains some over-arching goals for a starting point. She inquired what council wants for next steps? VP Halvorson requested faculty have a blank slate to create a document over in-service. Following up in September with a meeting including other stake holders to finalize the plans. [We will target the first week of September for the campus planning meeting.](#)
- c) **Mascot** (College Relations)
 - i) Director Wood presented a photo of the chosen mascot. It runs about \$2,100 and she requested permission to order using the appropriate procurement process. [Permission was granted.](#)
- d) **Gym Use & Charge** (President)
 - i) President Darling put forward AD Marshall's questions about creating a revenue source by consistently charging fees for gym use. VP Halvorson suggested trading gym use to JFK for dancing at our games. As a rule, we do not charge local groups to use facilities when they are doing good things for kids. Using facility fees for out-of-town groups that charge admission is appropriate. [President Darling would like to review fees and get our policies in writing.](#)
- e) **Strengths Finder Implementation** (President)
 - i) President Darling inquired if council members are receiving feedback from the Strengths Finder training? All reported the feedback was positive. President Darling recommended, actively working with staff to create the Strengths Culture on campus. Or it will be a one and done training that fails to change long term. VP Halvorson did not see a benefit to implementing further Strength's training, he was uncomfortable with the level of sharing, and he believes some of the faculty would feel the same. Faculty Representative Moser recently finished the training in her graduate classes. She discussed the positive conversations with department staff that completed training at the retreat.
 - ii) Karin Weigel, the Strength's Coach, offered free one-on-one coaching for individuals and teams that took the assessment and are interested in implementation. She will follow-up with the 13 individuals that took the assessment but could not make it to the training for no additional cost. She will also work with leadership to assist implementation strategies. [Discussion to be continued.](#)
- f) **Update Campus Committee List** (President)
 - i) Council discussed replacing committee members that have left positions and disbanding committees that do not meet. [Committee assignments will be finalized when students are on campus.](#)
- g) **COVID Protocols-Fall Semester** (President)
 - i) President Darling stated he, VP Halvorson, and HR Director Lillehaugen will redefine protocol prior to start of classes. VP Halvorson presented a proposal that will eliminate masking and only impose campus restrictions when individuals test positive are symptomatic or a close household contact. Discussion on faculty choosing to require masks in their classrooms, testing protocol, and lack of COVID funding was held. [Discussion was tabled. President Darling will schedule a meeting to deeply discuss options to create a plan to announce to campus before everyone returns August 17.](#)
- h) **Update on Open Positions**
 - i) TRiO/Student Success Director: Casey Zehrer has agreed to serve as the Interim Director of Student Success, and we've requested permission from the Federal TRiO Program Officer for him to be the Interim TRiO Director as Dr. Ruch transitions to her new position with BSC.
 - ii) Enrollment Services Assistant: (7/2022) Hiring Frost
 - iii) Ag Programs Director (effective July 1, 2022): Director Sundeen has agreed to remain our Precision Ag Program Director again effective August 1st at 55% capacity. In addition to teaching, he will continue to supervise Specialist Severtson and Jon Lund. VP Halvorson will supervise the full-time faculty. Director Sundeen will farm the 40 acres and serve as an Advisor to the Ag Club. We will need to provide significant support for Specialist Severtson as she works under this new format.

- iv) Nursing Faculty- Grand Forks, Devils Lake:
- v) Nursing Administrative Assistant: The interview committee was approved and will begin reviewing and interviewing applicants this week.
- vi) PT Assistant Coaches Women's Basketball-Sharing Assistant coach & Volleyball-set (Women's softball coach fell through Jade will continue to assist with morning practices)
- vii) Information Technology (1/2022) Hiring frost

i) **Discussion**

- i) VP Kitchens suggested President Darling send out a message to campus reminding everyone of the position changes that have occurred over the past year and to be mindful of their new contacts.

5) ADJOURNMENT

a) **Adjournment**

- i) The meeting was adjourned at 3:00 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be W-July 27@2p, M-Aug 8@1p

NEW

Lake Region State College
Policy and Procedure Manual

Section 1500.11

Bomb Threat Protocols

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 911 then notify the Vice Presidents and President.

- For a bomb threat, immediately call 911 then notify the Vice Presidents and President. Any person receiving a phone call bomb threat should obtain the following information from the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
 - Time of the call.
 - Age and sex of the caller.
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
- Do not activate the building alarm. Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off.
- Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided.
- When Police arrive, follow their instructions exactly. Law enforcement personnel, with the help of college personnel will conduct a search appropriate to the situation.

In the case of a bomb threat, only the President or the President's designee has the authority to order the evacuation of a facility or part of a facility, or to allow others to enter or remain in an evacuated area. Department heads, faculty, and staff may not order an evacuation or remain in or enter an evacuated area without permission.

Police will often make a recommendation to the President on an appropriate course of action (evacuate, don't evacuate decisions), however, in the event of an actual emergency where lives and property are in imminent danger, police may order the evacuation of a building, a wing, or the entire campus. All personnel shall follow the instructions given to them by police officers during such an investigation.

For more information, view the [Homeland Security Bomb Threat Checklist](#).

OLD

**Lake Region State College
Policy and Procedure Manual**

SECTION 1500.11
BOMB THREAT

Introduction

This facility's bomb threat plan has been developed with the safety and well-being of all employees, visitors and students. It is our hope that the need will not arise to put it into actual use. However, it is better to be prepared than to wait until an emergency actually occurs.

In the past, the histories of bomb threats have shown the vast majority to be hoaxes. Upon receipt of a bomb threat, it is practically impossible to determine immediately whether it is a hoax or a reality. Therefore, all threats must be treated as an actual bomb has been placed in the building.

When a bomb threat is received, everyone must act quickly and orderly. As much information as can possibly be obtained, must be recorded. Do not take any of the information for granted. All available information must be recorded. Ask questions of the caller, since the information is essential in providing law enforcement agencies with accurate leads to assist them in expediting a search for bombs, and in locating the person making the threat.

The objective is to continually provide a safe environment and while following procedure when an emergency occurs. It cannot be overemphasized that one must remain calm. By remaining calm, those around you will most likely also remain calm.

Everyone's cooperation is expected in maintaining the effectiveness of this plan.

Procedure

If you receive a telephone call regarding a bomb threat, please do the following:

1. Ask if the caller is trying to destroy property or people.
2. Ask where and when the bomb will explode.
3. Prolong the call, if possible, and note background noises, such as music, voices, aircraft, church bells, etc.
4. Note any voice characteristics of the caller, i.e., stutter, pronunciation problems, tone, quality, male, female, etc.
5. Note if the caller indicated knowledge of the institution, i.e., if specific about building or room number.

Suspicious Package

Definition: A package for which the origin cannot be established and the box cannot be identified by markings, shipping slips, etc.

If a suspicious package is found and if the source is unknown the following steps are to be followed:

1. Do not move the package (do not pick it up, tilt, jiggle, etc.)
2. Contact the storeroom to determine the origin of the package.
3. If origin of the package cannot be established, contact the Safety Office immediately.

Remember, never move a suspect package. If you hear a ticking or buzzing sound coming from a package, follow #1, and #3 and proceed with evacuation of entire building.

History

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

• Where is the bomb located? (building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? if so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Liep		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information:

Anti-Gift Clause

DRAFT from Controller's meeting (7-20-22), but attorney did review for accuracy.

2. NDUS Procedure 803.1.8 Anti-gifting Clause – Chris Pleske, ND Attorney General's Office

In March, the existing 803.1 purchasing procedure was updated to include the anti-gifting clause in the ND Century Code. The anti-gifting language is in 803.1.8. (also see constitution article 10, section 18). Chris explained this section. Some items to note:

- o Public money can not be used to give gifts except in programs authorized by State Legislature.
- o A gift would be giving something to someone with no exchange of goods or services.
- o If the money is put into a bank account owned by the institution, it becomes public money and can't be used for gifting purposes. Even if funds are deposited in a bank other than the Bank of North Dakota, still public money.
- o If a Foundation gives money to the school, it becomes public money and can't be used for gifts
- o There was an example of Nursing Rings. That would be a gift and cannot be paid for with public money.
- o Selling an item for far less than its market value (for example selling something for \$5 when it's worth \$500) could be a gift.
- o Uniforms are not a gift.

- o If employees are required to wear school logo on clothing to go with denim day, that is Marketing, not a gift.
- o Marketing-within reason. E.g. Less than \$100 prize and is part of marketing strategy, probably ok.
- o Office supplies are used for work and are business expenses.
- o Subsection F refers to federal and state grants.
- o Fiduciary funds are a pass-thru. If the fiduciary's money is held by the college, it cannot be used for gifting purposes.
- o If a person is given a catalog to choose a prize, and person gets merchandise, it is a gift.
- o Someone had made the argument of these items not being on the general ledger. If they are a gift, they aren't truly school business.
- o Food pantry – great programs, but not how legislature has decided to use public money for people in need.
- o If student organization does fundraiser and wants to give money, they would have to use their own bank account.
- o Flowers etc. for birth of a child, funeral, etc. are gifts and not allowable. Would need to be handled outside of school business by the employees themselves.

Exceptions:

- De minimus consideration (general guidelines used by IRS is \$100). The NDUS limit is \$100.
- Branded products for the public, that is marketing, not a gift.
- Money that is part of student activity fee governed by separate policies. Needs to be used for benefit of the students. If giving to public in general, should visit with attorney.
- State law provides for some years of service gifts.