

Approved on 9/30/24

## Administrative Council Meeting Minutes

Friday, September 13, 2024

President's Office 1:00 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  
Erin Wood - Vice President for Advancement  
Casey Zehrer - Assistant Vice President for Student Affairs  
Scott Sandy - Faculty Representative  
Bobbi Lunday - Recorder

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 1:03 p.m.

#### b) Review of August 29, 2024, minutes

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

### 2) OLD BUSINESS

#### a) Athletic Training Facility Update (President)

i) President Darling stated they continue weekly meetings with the consultants and are moving forward on the quiet phase of the fundraising. They hope to have 30-40% of the funds before going public. The group is working on creating materials for specific areas and doing some in-depth analysis.

#### b) Committee Assignments (President)

i) VP Halvorson, Assistant VP Zehrer and VP Wood are meeting 9/16/24 to finalize.

#### c) Email List Servs (Advancement)

i) VP Wood reported that Director Haugland can remove a restriction from employees to send to the listserv but then they cannot control the reply all's. She said they will work on freeing up restrictions for certain employees.

### 3) NEW BUSINESS

#### a) Pearson Vue testing room (Administrative Affairs)

i) VP Kitchens discussed issues with storage for the extra chairs and tables for the Chautauqua Gallery meeting room. Chairs and tables will get moved into the hallway of the testing center from time to time due to room set-up. A Pearson Vue testing must have dedicated computers and a viewing room. It must also be accessible. VP Kitchens would like the testing area to be turned back into storage for the extra chairs/tables for CG. [VP Halvorson will explore a new area for the testing center.](#)

#### b) Policy 400.06 Travel Change Request (Administrative Affairs)

i) Internal audit cited LRSC for not following our own policy. Cleaned up policy attached.

(1) No update but for the record on section 3 when 2-3 people share a room they need to each have a receipt split 50/50. We need to work through OMB to update this old language.

(a) [Add If a hot breakfast is offered at the hotel employee may not request reimbursement.](#)

(2) Section 4 air travel. "Lowest reasonable rate" change to "least costly airfare that meets the business needs of the institution". United has started splitting the "economy rate" into a basic economy rate and

an economy rate. Basic economy -50.00 you cannot choose your seat. (Approved w/changes & attached)

- c) **Policy 400.07 Payment of Meals for Staff and Guests Change Request** (Administrative Affairs)
  - i) Policy to clean up the red line NDUS Procedure no longer makes those statements. (Approved attached)
- d) **President's Comprehensive Evaluation Process** (President)
  - i) The System Office is planning to hold Listening Sessions on LRSC's Campus on October 10, 2024. The SBHE member that has been assigned is Dr. Casey Ryan.
- e) **ADN Program Jamestown**
  - i) The Jamestown site is a modified super site. LRSC will need to offer the ADN program but needs approval from the System Office and then SBHE authorization for an ADN Cohort. Council agreed to move forward.
- f) **Nursing Staff**
  - i) VP Halvorson explained the loss of Karly Pfeifer at the Mayville site, and Brenda Weisner in Fargo, the nursing faculty are running lean. Tracy Bina has been splitting time between Mayville and Fargo. Nursing Department Chair Clementich requested Jaime Nienhuis be moved into a temporary full time benefitted position until we can fill positions. Council agreed, paperwork will be processed immediately.
- g) **Faculty Inservice October 14**
  - i) VP Halvorson informed council the faculty are requesting a real professional development opportunity instead of Faculty Senate meetings, instructional staff meetings etc. Some ideas: AI, OER's, Student Leadership Organizations. Council agreed it is a good idea to provide this opportunity.
- h) **Criminal Justice MOU w/MaSU**
  - i) VP Halvorson announced that LRSC is writing an Articulation Agreement with Mayville State University to incorporate the Peace Officer Training Program as one of their semesters in their Criminal Justice Program.
- i) **Discussion**
  - i) Adult Farm Management: There are discussions about transferring AFM out from under the CTE umbrella. There was consensus that LRSC prefers to stay with CTE.
  - ii) DLHS Groundbreaking for Ag Facility is planned to take place at 2 pm September 17, 2024.
  - iii) Automotive Technology at DLHS: Rick & Randy teaching 2 classes in the afternoon.
- j) **Update on Open Positions**
  - i) Mayville Nursing position open until filled
  - ii) Fargo Nursing position open until filled
  - iii) Fundraising/Donor Representative: Closed September 3<sup>rd</sup>.
  - iv) Enrollment Services Associate: Reviewing 10 applications on 9/16/24
  - v) Assistant Coaches-PT all filled
  - vi) Bus Drivers-PT Rick Zinke could start December 1<sup>st</sup> please have HR reach out to him.
  - vii) Nursing Clinicals Instructors-PT Ongoing need
  - viii) Political Science Instructor-PT-GFAFB No applications
  - ix) Accounting Instructor-PT-GFAFB No applications

#### 4) **ADJOURNMENT**

- a) **Upcoming Scheduled Council Meetings**
  - i) The next meetings of the Administrative Council will be Friday, October 25@1p
- b) **Adjournment**
  - i) The meeting was adjourned at 2:49 p.m.

SECTION 400.06  
TRAVEL

LRSC will comply with NDUS Procedure 806.1, SBHE Policy 806.1, OMB Policies 502-521, NDCC Chapter 44-08, and NDCC Chapter 54-06. ~~N.D.C.C. §§ 44-08-04 (lodging and per diem), 44-08-04.1 (per Diem for long-term travel), 44-08-04.2 (travel advances), 54-06-09 (mileage) and 54-06-26 (reimbursement of one long-distance call per day).~~ These policies and procedures provide for reimbursement of employee, non-employee, and students expenses incurred while attending business on behalf of Lake Region State College.

~~Expense reports~~ Requests for travel expense reimbursement will be submitted ~~on a Travel Expense Voucher at the end of each month and paid after being approved by the supervising administrator~~ using the Expense Report in the PeopleSoft Finance Travel and Expense module. Requests for travel expense reimbursement for non-employees and students will be submitted using the Voucher Payment form.

All travel ~~utilizing college or other public funds~~ ~~require~~ requires their supervisor approval. ~~Out-of-state travel requests must be submitted and approved by their the supervisor no less than ten (10) days prior to the departure date.~~ This approval is evidenced by the supervisor's approval of the Expense Report (employees) or the Voucher Payment form (non-employees and students). International travel requests must be ~~submitted and~~ approved in writing by the President no less than ten ~~(10)~~ days prior to the departure date.

~~The following procedures will be observed whenever reimbursement and use of a state vehicle are involved.~~

**1. Mileage**

Employees should use a state fleet vehicle whenever possible. If a state fleet vehicle is available, but the employee chooses to use a privately-owned vehicle (POV), mileage reimbursement will be at the rate in effect at the time of travel for the Sedan/Wagon vehicle category listed on the North Dakota Department of Transportation State Fleet Services Rental Rates schedule.

For special circumstances listed below, and with preapproval from the supervisor, the reimbursement rate will be the POV mileage reimbursement rate established by the U.S. General Services Administration (GSA). ~~The justification for the approval must be included with the employee's travel expense reimbursement request.~~

- a. A request for a State Fleet vehicle was received at least one week prior to the planned travel date and it was determined by Lake Region State College that no State Fleet vehicle would be available, or
- b. Lake Region State College has determined that the provision of a State Fleet vehicle is not generally feasible where the employee is physically located, or
- c. Permission has been granted by the employee's supervisor due to unique circumstances. ~~An explanation of the unique circumstances must be included on the employee's Travel Expense Voucher.~~

When a POV, ~~regardless of type,~~ is used, miles to and from the destination city, plus 5 miles per day, will be the only reimbursable miles.

When an employee drives a state fleet vehicle, the State's liability coverage is primary, should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

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Where more than one state employee travels in the same POV, only one claim may be made for mileage reimbursement. That claim must be made by the owner or lessee of the car.

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as traffic or parking tickets, vehicle repairs, or any other normal recurring automobile expenses.

~~Departure time is listed as the time of departure from your home base. Arrival time is listed as the time of arrival at your home base.~~

~~2. Miscellaneous Travel Expenses (move to #7)~~

~~Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.~~

~~3. Tips And Other Charges (move to #7)~~

~~Reasonable tips and service charges that are a necessary part of the business trip are reimbursable, not to exceed \$5.00 per tip. Examples include: tips to bellhops and taxicab drivers. Taxicab receipts exceeding \$10.00 must be signed by the employee and include the tip on the receipt if applicable. No reimbursement is allowed for tips on meals that are covered by the meal allowance.~~

**2. Meals**

Meal reimbursement is allowed if the travel is for four hours or more or if overnight travel is required. Meal reimbursement will be at the per diem rate in effect at the time of travel established by NDCC Chapter 44-08-04 and OMB Policy 505. Receipts are not required if the employee is receiving the per diem meal rate.

Per diem rates are determined by quarters of a day. Employees will not be reimbursed for the first quarter if travel begins after 7am. To claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed.

- a. Breakfast, 1<sup>st</sup> Quarter – 6am to 12pm, must be in travel by 7am
- b. Lunch, 2<sup>nd</sup> Quarter – 12pm to 6pm, must be in travel by 11am and return no earlier than 1pm
- c. Dinner, 3<sup>rd</sup> Quarter – 6pm to 12am, must be in travel by 5pm and return no earlier than 7pm

Per IRS publication 5137, section 98, the meal reimbursement is taxable if the employee is not on an overnight trip. The employee will receive the full meal reimbursement, and the taxes will be withheld through the payroll system during the next payroll cycle.

If meals are included as part of a registration fee and the employee personally paid for the registration fee, the employee should be reimbursed for the entire registration fee. The employee will then not be able to claim the per diem reimbursement for that meal.

Employees may not claim per diem for the first quarter when a complimentary breakfast is provided as part of a meeting, conference, or hotel stay. Whenever practical, employees should choose a hotel that offers the state rate while also providing a complimentary breakfast.

The expense allowance for each quarter of any 24-hour period effective August 1, 2023 is as follows: Per diem rates are determined by quarters of a day.

Meal	Meal Allowance Travel Time	In-State	Out-of-State
Breakfast—1 <sup>st</sup> Quarter	1—First quarter, 6am to 12pm—Must be in travel by 7am	\$9.00	20% of GSA M&IE rate
Lunch—2 <sup>nd</sup> Quarter	2—Second quarter, 12pm to 6 pm—Must be in travel by 11am and return no earlier than 1pm	\$14.00	30% of GSA M&IE rate
Dinner—3 <sup>rd</sup> Quarter	3—Third quarter, 6pm to 12am—Must	\$22.00	50% of GSA M&IE rate

	be in travel by 5pm and return no earlier than 7pm		
	4—Fourth quarter 12am to 6am		

### 3. Lodging

Employees should use a purchasing card to purchase lodging whenever possible. Receipts are required for all lodging expenses.

**In-State Lodging:** The maximum ~~amount that can be reimbursed to an employee~~ allowable lodging expense is ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes. This is commonly referred to as "state rate". The GSA will update their rates periodically during the biennium and the maximum amount that can be reimbursed to an employee will also change at that time.

If state rate is not available, employees must provide documentation of three (3) lodging quotes from hotels in the area. This documentation should occur prior to the travel occurring and should include the name and address of the hotels contacted, the dates and times of contact, and the quoted rate. ~~As of October 1, 2013, the GSA rate for lodging in ND was \$83, therefore the maximum amount that can be claimed is \$74.70 plus applicable taxes (\$83 x 90% = \$74.70).~~ If the employee does not provide documentation of three lodging quotes, they will be personally responsible for paying the difference between the state rate and the actual cost incurred.

~~For lodging rate exceptions, see OMB Policy 505. If state rate is not available, employee must provide documentation of three (3) lodging quotes from hotels in the area.~~

**Out-of-State Lodging:** The maximum allowable housing expense is the actual lodging expense.

When two or more state employees share lodging accommodations, the actual cost of the room must be split evenly, and each must have a separate receipt.

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

~~4. Travel expenses may not be reimbursed without an approved Travel Authorization Request.~~

### 4. Air Travel

Employees should use a purchasing card to purchase airline tickets whenever possible. Receipts are required for all air travel expenses. Employees are expected to choose the least costly airfare that meets the business needs of the institution. Frequent flyer miles, coupons, or credits that are used to purchase an airline ticket will not be reimbursed as they are not considered part of the actual cost of the flight. LRSC will reimburse for the first piece of luggage. A fee for a second piece of luggage is only reimbursed with written approval from the supervisor, such as equipment required to be transported when presenting at a conference.

### 5. Car Rental

Car rentals are discouraged unless their cost effectiveness is self-evident. LRSC will pay for car rental if the use of the vehicle is sufficient to justify that mode of travel. OMB Policy 518 details the procedures for car rental, including the requirement of using a state contract that includes insurance and damage waiver as part of the base rental rate. Exceptions to this requirement are also detailed in the policy. Additional insurance is not reimbursed.

~~5.(moved to third paragraph at the top) All travel utilizing college or other public funds require their the. Out-of-state travel requests must be submitted and approved by their supervisor no less than ten (10) days prior to the departure date. International travel requests must be submitted and approved in writing by the President no less than ten (10) days prior to the departure date.~~

## 6. Travel Advances

Employees may receive advance payment of meal and lodging expenses if such travel is more than five days per month, ~~whether or not consecutive~~. The funds advanced cannot exceed eighty percent of estimated expenses for the period. If travel advance is needed, ~~Travel Authorization Request must be submitted one week prior to departure time~~ written approval from the supervisor must be received at least ten days prior to the departure date.

## 7. Miscellaneous Travel Expenses

Reimbursement may ~~also~~ be requested for such necessary miscellaneous travel expenses as registration fees, car rental, ~~gas for car rental~~, ~~rideshare fare~~, taxi fare, ~~tips (not to exceed \$5 per tip)~~, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed ~~on the travel voucher for reimbursement~~ must be individually identified ~~and explained with a detailed explanation~~. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00. ~~Examples of non-reimbursable expenses include food and drink, entertainment, late check-out charges, laundry, and parking tickets or other traffic tickets.~~

## 8. Duplicate Travel Expenses

LRSC will compare lodging, food, and airline transactions from the purchasing card each month and review against employee expense reports to monitor for duplicate travel-related expenses.

### History

Administrative Council Approved 400.06 9/20/24

Administrative Council Approved 400.06 (2) 01/30/09

Administrative Council Updated 400.06 (2) 03/03/10

Administrative Council Updated 400.06 (2) 03/07/11

Administrative Council Approved 400.06 (4) 03/07/11

Administrative Council Approved additions from 400.05 (Travel) 07/28/15

Administrative Council Approved 400.06 (7) 06/14/16

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SECTION 400.07

PAYMENT OF MEALS FOR ~~STAFF EMPLOYEES~~ AND GUESTS

LRSC will comply with the guidelines outlined in NDUS Procedure 806.1, SBHE Policy 806.1, OMB Policy 505, and NDCC 44.08.04. ~~This policy applies to all employees or contracted representatives of Lake Region State College.~~

To ~~assist with monitoring~~ monitor compliance ~~of with~~ this policy, the following forms will be used:

1. LRSC Dining Services Function Worksheet (Snacks & Refreshments)
2. LRSC Dining Services Function Worksheet (Meals)
3. Banquet & Meeting Documentation Form (non-LRSC Dining Services)

Lake Region State College Dining Services Function Worksheet (Snacks & Refreshments)

This form will be used when departments are ordering snacks & refreshments from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

Lake Region State College Dining Services Function Worksheet (Meals)

This form will be used when departments are ordering meals from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

~~NDUS Procedures 806.1 4.f. states "To the extent it is practical, a list of those in attendance." To comply with this LRSC employees will list those in attendance if there are fewer than 10 employees present at the function. If there are more than 10 employees, a general statement is sufficient. Non-employees present can be listed by group. e.g. The list might include the names of two LRSC employees and "representative from the Chamber of Commerce."~~

Banquet & Meeting Documentation Form (Meals) (non-LRSC Dining Services)

This form will be used when departments are ordering meals from outside vendors. The form will be signed by the person authorized to expend the funds.

~~NDUS Procedures 806.14.f states "To the extent it is practical, a list of those in attendance." To comply with this, LRSC employees will list those in attendance if there are fewer than 10 employees present at the function. If there are more than 10 employees, a general statement is sufficient. Non-employees present can be listed by group. e.g. the list might include the name of two LRSC employees and "representatives from the Chamber of Commerce."~~

This form must be attached to the *Voucher Payment* Form to the vendor or employee.

Discrepancies: If the Vice President of Administrative Affairs does not approve the purchase based on the guidance of this policy, the employee will need to personally fund the expense.

**Related Documents/Policies:**

<del>GMB Policy 217</del>	<del><a href="http://www.nd.gov/fiscal/docs/fiscaladmin2011.pdf">http://www.nd.gov/fiscal/docs/fiscaladmin2011.pdf</a></del>
<del>SBHE Policy 806.1</del>	<del><a href="http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=27&amp;SID=9">http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=27&amp;SID=9</a></del>
<del>NDUS Procedure 806.1</del>	<del><a href="http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=460&amp;SID=60&amp;printable=1">http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=460&amp;SID=60&amp;printable=1</a></del>
<del>North Dakota Century Code 44-08-04</del>	<del><a href="http://www.legis.nd.gov/cencode/t44c08.pdf">http://www.legis.nd.gov/cencode/t44c08.pdf</a></del>

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**History**

Administrative Council Approved Update 06/11/15