

Approved on 5/30/2018

Administrative Council Meeting Minutes

Monday, May 7, 2018

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson -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 1:40 p.m.

b) Review of April 16, 2018 Minutes

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

2) OLD BUSINESS

a) Governors Visit (President Darling)

i) The governor's office has not yet scheduled a date.

b) Salary Increase Update (Met 4/13/2018)

i) No changes. VP Halvorson reported the overwhelming feedback has been very positive and appreciative for sticking with the % raise in the face of more budget cuts.

c) Master Plan update (VP Kenner)

i) VP Kenner is working on cost estimates for the new DPAC facility included in the LRSC Master Plan.

d) \$155,367 Deferred Maintenance Funding in Base Budget and The Matching Requirement update (VP Kenner)

i) VP Kenner reported there is \$101,000 remaining in the funding received from the NDUS Deferred Maintenance Pool after the Courtyard Windows Replacement project was completed. Painting the envelope of LRSC's main building and practice building is the first priority for the remaining funds and a meeting with prospective paint contractors will be held soon. There is \$116,000 left in deferred maintenance funding that will require a match.

3) NEW BUSINESS

a) Tool Room Attendant (Academic/Student Affairs)

i) Council discussed expanding the tool room technician's hours to part time temporary for two years and add organizing a tool room for Wind Technology classes to his duties. Council approved option #2: adding 10 hours to the work week.

b) Website Design Presentation (2:00 College Relations Director Wood, IT Director Haugland, Web Designer Freschette)

i) College Relations Director Wood, IT Director Haugland, Web Designer Freschette presented the new website to Council. Council approved moving forward with the project.

c) Marketing Request-Nursing (2:15 College Relations Director Wood)

i) Director Wood requested \$9,600 for marketing for the Paramedic to Nurse and Nursing program with Praetorian, which is an online newsletter and website for individuals in the emergency profession. Council

had questions about the potential benefits. Director Wood will call a meeting to reevaluate the need to use Praetorian. She also requested and received \$10,500 in funding to promote the LRSC Nursing expansion.

d) **Retreat Plan Presentation** (2:30 Staff Senate President/VP)

- i) Staff Senate President Freschette and Staff Senate Vice President Ruch discussed plans for the upcoming Staff Senate Retreat to be held off campus at Camp Grafton. The Staff Senate budget will pay a portion, a request for funding will be submitted to the CCF. Council agreed to the plan as outlined by the Staff Senate.

e) **Laptop Rentals** (Academic/Student/Administrative Affairs)

- i) VP Kenner brought forward a request to eliminate the IT Laptop rental program. The total revenue from 2013-2018 was \$15,920 (12 laptops were not returned) LRSC's expenses were \$21,000. There is a laptop check-out option through the library, the Financial Aid Department can help students find funding to purchase their own laptops. Council voted to discontinue the laptop rental program but continue with the laptop library check-out program and encouraging students to purchase their own.
- ii) A request to repurpose the computers in lab15 for faculty and staff will be re-visited.

f) **Institutional Goals Update** (President Darling)

- i) President Darling reminded council the goals are due on the 15th of May.

g) **ERM Risk Assessment and Identification** (President Darling)

- i) President Darling reminded council the update is due the first part of June.

h) **Academic Calendar** (Academic/Student Affairs)

- i) Director Nelson prepared the academic calendar which was approved by council.

i) **400.37 Cell Phone Policy** (Administrative Affairs)

- i) Policy approved with just grammatical corrections.

j) **Faculty In-Service** (Faculty Representative)

- i) Faculty would like to incorporate a book study into the in-service and also bring back the Do It Like Disney training. Faculty Senate was asked to work with Director Nelson on the agenda.

k) **Council Structure** (Administrative Affairs)

- i) There is a proposal to SBHE policy 302.4 Councils which will elevate CIO Council and HR Council (HRC) to the same level as Administrative, and Academic/Student Affairs councils. VP Kenner and VP Halvorson oppose this proposal and President Darling agreed the HRC and CIO councils should remain sub committees.

l) **Commencement Security** (Academic/Student Affairs)

- i) John Maritato and Steve Nicola will be handing out programs in front and Leo Rognlin will be in the gym with the students to assist with security during the commencement ceremony.

m) **Faculty Update**

- i) CTE Faculty met with Dan Driessen.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

- (1) The next meeting of the Administrative Council will be: T-May 29 @ 1:30p

a) **Adjournment**

- i) The meeting was adjourned at 4:46 p.m.

Lake Region State College
Policy and Procedure Manual

SECTION 1500.12

CRISIS COMMUNICATION PLAN

Lake Region State College will coordinate crisis communications with campus constituents and off-campus communities, including media. The extent of the response will depend on the nature of the crisis and the need for updates. The Director of College Relations also will be the primary spokesperson and media contact. Vice Presidents may also be asked to speak to departments as well.

If needed or mandated by the President, the Director of College Relations will set up a crisis communication center in its offices to remain open 24 hours a day during a crisis. If the President is unavailable, one of the Vice Presidents will serve as lead college official. During an emergency, the Director of College Relations and/or President will serve as the college's spokesperson. College employees, including student employees, will be given the spokesperson's name and phone number for referral of media phone calls.

The Director of College Relations is responsible for setting up media conferences. When a press conference is called, the President and Director of College Relations will attend, as well as any third parties to assist with their questions. Media will be required to check in with the President's Office prior to media conferences.

Members of the crisis team may be available for interviews related to their specific areas with the assistance with the Director of College Relations.

Phases of Response:

1. Instant Response

- a. The President's Office, working with the Director of College Relations will provide official statements and updates to employees and students.
- b. The President's Office, working with the Director of College Relations will provide official statements and updates to media.
- c. A crisis hot-line phone with the latest information on the situation will be created if necessary. The phone number will be made available to the public.
- d. E-mail, LRSC social media accounts and the Lake Region State College website will also be used to send campus-wide advisories.
- e. Director of College Relations office will gather needed data and prepare official news releases.
- f. The crisis communication team will be kept apprised of breaking news.

2. Continuing Coverage / Follow-up Period

Throughout the crisis, the Director of College Relations will:

- a. Keep the public, media and constituents informed of the situation.
- b. Instruct the public on how to obtain further advice or information.
- c. Follow up meetings will be held to analyze reaction and response improvements.

The crisis team is the same as the ERP (Emergency Response Plan), which can be found in the Continuity of Operations Plan (COOP).

Team Members:

President
Vice President of Academic & Student Affairs
Vice President of Administrative Affairs
Risk Manager / Emergency Manager / Continuity Coordinator
Director of College Relations
Director of Information Technology
Director of Academic Affairs
Director of Student Affairs
Director of Distance Learning
Director of Physical Plant
Director of Dining Services
Director of Housing
Director of College Care for Kids

All staff will report their status to a team member in the event of a catastrophic event.

History

Administrative Council Approved COG Leader & Alternate 07/18/08

Administrative Council Approved 06/12/17

Administrative Council Approved 04/16/18