

Approved on 7/13/22

## Administrative Council Meeting Minutes

Thursday, June 23, 2022

President's Office 1:30 p.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  
Oybek Turayev-Faculty Senate Representative  
Dan Driessen- Associate Vice President for Student Services  
Bobbi Lunday- Recorder

### Guests

### 1) CALL TO ORDER/REVIEW MINUTES

#### a) Call to Order

i) The meeting was called to order at 1:39 p.m.

#### b) Review of May 27, 2022, Minutes

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

### 2) OLD BUSINESS

#### a) Wind Turbine Repairs (Administrative Affairs)

i) Jay Johnson indicated today they are still looking for a replacement gearbox. Council discussed a strategy for saving reserves to cover typical repairs.

#### b) Staff Retreat Strengths Finder (President)

i) All team leaders answer questions. Most of the staff have completed their assessments.

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

i) Joann recapped the year-end appropriated budget. It is balanced. We've made \$200,000 in cuts. Auxiliaries this year will go down over \$100,000 due to spending for windows etc. Assistant VP Driessen discussed Target X software replacement for Hobsons and if there was funding available to cover that expenditure. VP Kitchens indicated that \$14,700 will come out of local reserves to cover that expenditure. [Council agreed to inform Individuals that serve on these user groups should notify their administrator if it sounds like there will be expenses to campus on the horizon.](#)

#### d) 3D Printer (Administrative Affairs)

i) There was a question about who is donating the printer? Someone Barb Haugland knows wants to donate. [President Darling will have a discussion with the Learning Commons Director.](#)

#### e) Reactivate LRSC Welding Program (Academic/Student Affairs)

i) VP Halvorson stated a decision will be made in early fall to see if we want to launch a certificate program for welding. It is possible we could share the LACTC instructor like we share the Early Childhood Education instructor. We should decide by September. [Tabled for further review.](#)

### 3) NEW BUSINESS

#### a) 400.35 Salary Administration Policy Change (Administrative Affairs)

- i) VP Halvorson discussed issues of trying to get signed contracts from the faculty. Board policy says we need to have a policy stating that the position is declared vacant if not returned by the date. [Tabled for faculty review in September.](#)
  - b) **400.36 Theft and Fraud Policy Change** (Administrative Affairs)
    - i) Update the Fraud Hotline vendor. Policy approved **attached** below
  - c) **Bookstore Hours** (Administrative Affairs)
    - i) Karen Hanson suggested to balance their longer days with shortened days on Fridays during the summer. President Darling agreed it would be fine if they publish the hours. Request approved for summer only.
  - d) **ND General Election** (College Relations)
    - i) Director Wood discussed the changes taking place in the ND House and Senate. She shared a long list of legislators that lost elections or resigned.
  - e) **Update on Open Positions**
    - i) Nursing Faculty- Grand Forks, Devils Lake: will fill both positions
    - ii) PT Motorcoach driver(s): Hired one driver
    - iii) PT Assistant Coaches Women's Basketball & Volleyball: Jared has an offer out. Offer out for Assistant Softball Coach
    - iv) Enrollment Services Assistant: Offer was rejected will reopen position.
    - v) Ag Programs Director (effective July 1, 2022) Recently relisted. VP Halvorson is brainstorming options.
    - vi) Director Academic Affairs-Jade Erickstad will have an 11 month contract starting July 19, 2022
    - vii) Information Technology (1/2022) Hiring frost
  - f) **Discussion**
- 4) ADJOURNMENT**
- a) **Adjournment**
    - i) The meeting was adjourned at 3:06 p.m.
  - b) **Upcoming Scheduled Council Meetings**
    - i) The next meetings of the Administrative Council will be Th-June 23@1:30p



## POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Theft and Fraud	400	36

REQUESTED ACTION:     CHANGE     ADD     REMOVE

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

The NDUS has a new fraud and compliance hotline through Lighthouse Services. The previous hotline through Eide Bailly closed on June 1, 2022. This change request updates the contact information for filing an anonymous report and removes policy hyperlinks.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Brandi Nelson <small>Digitally signed by Brandi Nelson Date: 2022.06.23 08:24:13 -05'00'</small>	

**ADMINISTRATIVE COUNCIL ACTION:**

- REQUEST APPROVED                       REQUEST TABLED FOR FURTHER REVIEW  
Date: \_\_\_\_\_
- REQUEST NOT APPROVED                 REQUEST APPROVED WITH REVISIONS  
Date: \_\_\_\_\_

LRSC PRESIDENT'S SIGNATURE	DATE
	6/24/23

**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 400.36  
THEFT AND FRAUD

To assure all employees and contracted professionals of Lake Region State College understand the importance of identifying and reporting fraud, who they need to report it to, how it will be investigated and how it will be resolved.

This policy applies to all employees or contracted professionals of Lake Region State College.

Lake Region State College employees are responsible for safeguarding LRSC resources and ensuring they are used only for authorized purposes, in accordance with LRSC rules, policies, and applicable law. All employees are responsible for reporting suspected theft, fraud, or unlawful or improper use of public funds or property.

1. As used in this policy, "theft, fraud or unlawful or improper use of public funds or property" includes:
  - a. Stealing, larceny, or embezzlement.
  - b. Making or altering document or files with the intent to defraud.
  - c. Purposely inaccurate accounting or financial reporting at any level.
  - d. Fraudulent conversion or misappropriation of public resources, including funds, supplies, or other property.
  - e. Improper handling or reporting of financial transactions.
  - f. Authorizing or receiving compensation for goods not received, services not performed, or hours not worked, including payment or receipt of a bribe, kickback, or other unlawful or unauthorized payment.
2. Fraud Awareness:

All benefited employees are required to watch a fraud webinar provided by NDUS.

  - a. It is suggested that all non-benefited employees also watch the free webinar.
3. Procedures for reporting suspected or detected fraudulent activity:
  - a. An employee with knowledge or suspicion of theft, fraud, or unlawful or improper use of public funds or property involving LRSC or affiliated entities shall report that information to a supervisor, the Controller for Administrative Affairs, or the President. An employee with knowledge or suspicion of theft, fraud, or unlawful use of public funds involving an immediate supervisor shall report that information to an employee at a level above the immediate supervisor. As an alternate method, an employee may file an anonymous report by contacting ~~call~~ the ~~Eide-Bailly Fraud Hotline at 866-912-5378~~ NDUS Fraud & Compliance Hotline at 833-210-3961, [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com), or <https://www.lighthouse-services.com/ndus> to report suspicious activity.
  - b. Unreasonable failure to report such information as required may result in discipline, up to and including dismissal.
  - c. The employee or supervisor who suspects fraudulent activity should not attempt to conduct an investigation.
  - d. It is a violation of LRSC policy to retaliate against an employee who, in good faith, reports dishonest or fraudulent activity.

4. Procedures for investigating suspected or detected fraudulent activity
  - a. The LRSC employees designated with responsibility for receiving and acting upon reports under this policy are the Controller for Administrative Affairs and the President. A supervisor or other person who receives a report of suspected theft or fraud shall report that information to the Controller or the President. The Controller shall inform the President, unless the President is implicated, in which case the Vice President of Administrative and Student Affairs shall inform the legal. If both the Controller and the President are implicated, the report shall be made to the legal.
  - b. The Controller shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The Controller shall consult the legal and information shall be kept confidential as directed by the legal.
  - c. The Controller, with assistance from the President as appropriate, has the primary responsibility for the investigation. If the investigation reveals that fraudulent activities have occurred, the Controller will issue a report to the appropriate administrative officials.
  - d. Employee discipline, up to and including dismissal, will follow LRSC processes and procedures.
  - e. Decisions to prosecute or involve appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the President.
5. The Controller is also responsible for periodic review of LRSC internal control procedures, making recommendations for appropriate controls, and staff training to minimize opportunities for theft or fraud.

Related Documents/Policies:

LRSC Policy [Code of Conduct 400.36](#) 1500.05 Code of Conduct

<http://www.lrsc.edu/academics/faculty-and-staff-resources/code-of-conduct-policy>

SBHE Policy 308.1 Officer and Employee Code of Conduct

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=215&SID=4>

SBHE Policies Section 611 Employee Responsibility and Activities

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&SID=7>

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=63&SID=7>

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<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=67&SID=7>

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=202&SID=7>

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=204&SID=7>

## History

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Administrative Council Approved 06/15/10

Administrative Council Approved 07/07/15

Administrative Council Approved 06/23/22