

Approved on [9/26/2016](#)

Administrative Council Meeting Minutes
Wednesday, September 14, 2016
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

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Randy Olson in for Cindy Brown -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 1:35 p.m.

b) **Review of Previous Minutes**

i) The July 28, 2016 minutes were reviewed and approved by council.

2) OLD BUSINESS

a) **Electrical Switch Gear Update** (Administrative Affairs)

i) VP Kenner reported they are waiting on NDUS approval of the Bergstrom Electric contract. A meeting is planned for September 29, 2016.

b) **Tunnel & Air Handling System Report** (Administrative Affairs)

i) VP Kenner explained the tunnels themselves are not the issue. Some options for minimizing the water in them are adding sumps or adding concrete to level the tunnel. Russel Schell plans to work on a grant to conduct an energy performance study.

3) NEW BUSINESS

a) **Athletic Update** (Director Mertens)

i) Athletic Director Mertens updated council on the upcoming schedules for each team. He reported the raffle sales are going well. There are about 200 books left to sell.

ii) Director Mertens proposed holding the Athletic Banquet off campus on the Thursday before graduation which is May 11, 2016. The hope is to have more parents attend the banquet. The Booster Club would like to turn the banquet into a Spring Gala fundraising event off campus. Council discussed certain issues including serving beer and wine only, campus faculty and staff busy preparing for graduation and unable to assist with gala. [Director Mertens was requested to check into how other campuses handle these events and which departments are in charge.](#)

iii) Council also discussed the importance of filing incident reports when injuries occur in the gym. [VP Kenner will have an email sent out to campus about the procedure of filling out an incident report.](#)

b) **North Dakota Safety Council & TrainND** (Academic/Student Affairs)

i) VP Halvorson reported concerns over the ND Safety Council coming to campus to provide training that is in direct competition with TrainND. He would like them to collaborate with us or pay to use the facility. Director Driessen will work out a rental and payment schedule for entities utilizing LRSC facilities to conduct training and charging a fee.

c) **Reverse Transfer** (Academic/Student Affairs)

i) The System Office and Campus Registrars have agreed to a system-wide policy on reverse transfer. Council discussed various circumstances. VP Halvorson will work with the Curriculum and Academic Standards committee to create policy language change and forward it to Faculty Senate. In addition, they will work on a stage one and stage two certificate program for a General Education certificate to award to the LAUNCH! Students upon completion.

- d) **Title IX- Transgender Discrimination** (Academic/Student Affairs)
 - i) VP Halvorson discussed concerns about transgender issues and the letter to an attorney.
 - e) **Policy 800. 29 Behavioral Intervention Team** (Academic/Student Affairs)
 - i) Policy Approved
 - f) **Policy 700.16.03 Faculty Sick Leave** (President's Office)
 - i) The North Dakota University System is proposing to make the faculty sick leave policy uniform across all colleges and universities. They are recommending adopting VCSU's policy. LRSC is not in favor of adopting that policy.
 - g) **Shorelines** (Advancement Office)
 - i) Council discussed continuing the Shorelines publication. They decided it is a valuable academic publication and should be continued. [VP Halvorson was charged with finding a leader for the publication.](#)
 - h) **Staff Senate Emeritus Request** (Academic/Student Affairs)
 - i) VP Halvorson brought forward a request from Staff Senate to award Staff Emeritus status to Dr. Gunderson. VP Goulding moved to approve Staff Emeritus status for Dr. Gunderson, with a second from VP Halvorson and all voting in favor the motion carried. President Darling approved Staff Emeritus Status for Dr. Paul Gunderson, Director of Dakota Precision Ag Center, Retired. [Emeritus Status will be awarded during his retirement celebration on September 30, 2016.](#)
 - i) **UAS Open House Discussion** (President's Office)
 - i) LRSC's POTP is utilizing UAV's in training. LRSC is working to launch an Operator Certification Training for UAV systems. President Darling would like to schedule an aerial photo of the college when the parking lots are full. Skyscopes will be here to video the wind tower. President Darling would like to send more information to our campus and community about how we are using UAS technology. [Council discussed planning an event in conjunction with Jay Johnson's three-day training program. Full page on lead up to training and of the training. Send invitations to law enforcement agencies, Insurance adjusters, etc.](#)
 - j) **Filtering Websites**
 - i) In light of the issues with employees at UND's campus President Darling asked council if they have objections to CTS & ITD providing filters for pornography sites on campus computers. Council discussed pros and cons of filtering content and decided to apply the filters. If it is discovered that content required for instructional use has been filtered, individuals may make a request to Academic Affairs to have the filter lifted for academic purposes.
 - k) **Adult Farm Management**
 - i) Jeremiah Halley, who farms by Rock Lake, and worked for Farm Credit Services is our newest employee in the Adult Farm Management program.
 - l) **Program Review**
 - i) VP Halvorson stated the Program Review committee will assess program names. All programs as a component of the program review will be asked to assess their own programs name.
 - m) **Administrative Affairs**
 - i) VP Kenner reported their office is in the middle of P-card and Community College Foundation Audits. He is also working on updating the DUNS number.
 - n) **Advancement Office**
 - i) VP Goulding requested LRSC advertise the Library position opening prior to the October 10th meeting with the Bremer Foundation. [VP Goulding will work with VP Halvorson to decide how to advertise the Library position.](#)
 - o) **Internal-External Customer Service on Campus** (President's Office)
 - i) President Darling concluded the meeting by discussing with the VP's, reports he has been receiving of the poor customer service to internal and external customers. He will be having direct conversations with the individuals but asked VP's to work with their departments to discover training issues or frustrations that may lead to the lack of good service. He reminded them to set the example, encourage answering each other's phones and over all willingness to be helpful. Good internal and external customer service is everyone's job.
- 1) **ADJOURNMENT**
- a) **Meeting Adjournment and Upcoming Scheduled Council Meeting**
 - i) The meeting was adjourned at 4:00 p.m. and the next meeting of the Administrative Council will be Monday, September 26 @ 1:30pm.

SECTION 800.²⁹**

BEHAVIORAL INTERVENTION TEAM (BIT)

The Behavioral Intervention Team (BIT) is intended to support and assist students, faculty, and staff in dealing with problematic behavior that interferes with teaching, learning, and campus living.

1. Purpose: The BIT is responsible to provide proactive early intervention services for students, faculty, and/or staff who exhibit behaviors that cause concern for the safety and well-being of any member of the campus community.
2. BIT Team Members:
 - a. Vice President of Academic and Student Affairs
 - b. Director of Student Services
 - c. Director of Counseling
 - d. Disability Services Coordinator
 - e. Director of TRiO Student Support Services
 - f. Director of Human Resources
 - g. Assistant Director of Housing
 - h. A member of the Faculty
3. Reporting: All members of the campus community should report behavior that causes concern, is disruptive, or contains threats of harm to self or others. These behaviors may or may not constitute a violation of our student or employee code of conduct.
 - a. Non-Emergency Student Reporting Process: Notification regarding a student should be made directly to the Director of Student Services or via email to LRSC.BIT@ndus.edu. In the absence of the Director of Student Services and/or access to email, the report may be made to any member of the team.
 - b. Non-Emergency Employee Reporting Process: Notification regarding an employee should be made directly to the Director of Human Resources or via email to LRSC.BIT@ndus.edu. In the absence of the Director of Human Resources and/or access to email, the report may be made to any member of the team.
 - c. Individuals reporting concerns should include any information that may be helpful to the team in evaluating the situation, such as the duration, frequency, severity and/or progression of the behavior; any mitigating circumstances, and any actions previously employed by you or others to assist the individual or change the behavior.
 - d. Emergency situations or behaviors that cause immediate safety concerns should be reported immediately to the Devils Lake Police Department by utilizing 911 and by activating the campus safety team.
4. Team Meetings: The BIT shall meet at least monthly and more often as needed when reports of concern have been made.
5. Responsibility
 - a. The Director of Student Services shall be responsible to ensure reports to the BIT regarding students are properly addressed, services are offered/provided, and actions are taken to address concerns.
 - b. The Director of Human Resources shall be responsible to ensure reports to the BIT regarding employees are properly addressed, services are offered/provided, and actions are taken to address concerns.