

Approved on 11/17/2020

## Administrative Council Meeting Minutes

Thursday, November 5, 2020

Teams 1:00 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

Richard Drury-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 1:01 p.m.

### b) Review of October 21, 2020 Minutes

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

## 2) OLD BUSINESS

### a) Ag Center Building/Fundraiser Update (President)

i) We are at about \$860,000. President Darling plans to ask Bob Martinson if he would consider asking the state legislature to fund the remaining balance.

### b) COVID 19 Isolation and Quarantine Report (Academic/Student Affairs)

i) LRSC currently has seven Covid19 positive students in isolation, (six are currently isolating off-campus, one student in isolation on-campus). There are forty-six students in quarantine, (forty-five off-campus, one on-campus). LRSC currently has one employee testing positive and four employees in quarantine as close contacts. There were 38 positive cases in Ramsey County today.

ii) VP Halvorson discussed the statistics; we are tracking 3-4 weeks behind GF. Ramsey county had 42.4 active cases per 10,000 residents. In less than a month we have doubled, and in the same amount of time Grand Forks county has quadrupled. We may be entering the high-risk category tomorrow according to the rolling average. GF is poised to enter critical risk at 15% soon. We need to discuss what happens when we hit critical risk and city goes into lock-down. Last time all campus sent students home but this time several NDUS campuses are thinking about not sending students home. There will not be a system level response according to the chancellor. All campuses will be allowed to make their own decisions. The Chancellor was very complimentary of the decision making of the campuses. Thinking long term if we are designated as a critical risk around the end of November, we will have 6 weeks to drive down infection rate so we can potentially have students back in January. [President Darling would like to put together a taskforce on campus to create plans to have in place according to the various scenarios the we could be facing.](#) [President Darling, VP Halvorson, VP Kenner and Director Wood will continue this discussion next Tuesday.](#)

### c) Library Director Open Position

i) HR Manager Lillehaugen informed President Darling that there is an employee interested in the position and willing to get a Library of Science degree while working. VP Halvorson suggested a Learning Commons Coordinator role that could be changed to Director upon receiving the degree. Faculty Representative Drury said in his polling of faculty, needs were being met with the current staffing. VP Halvorson stated if we are

looking at a \$200,00-\$250,000 shortfall then we cannot really afford another position in the Learning Commons. [Will keep this position on the agenda for continued discussion.](#)

### 3) NEW BUSINESS

- a) **Enrollment Shortfall Report** (Administrative Affairs)
  - i) Administrative Affairs is reporting a larger than expected shortfall. We are looking at a \$200,00-\$250,000 shortfall. The budget is very tight with no surplus to be found. \$207,000 of the CARES Act funding went to reimburse Housing and Food Service for refunds given last spring. We are considering using some of the remaining funds to cover tuition losses due to COVID.
- b) **Removal Request Policy 400.12 Audit and Inventory Control** (Administrative Affairs)
  - i) Request to remove the old policy and replace with a new policy. Council approved (**attached**).
- c) **Policy 400.12 Asset Management and Inventory Control** (Administrative Affairs)
  - i) Policy approved (**attached**).
- d) **All campus meeting request**
  - i) Council discussed holding an all campus meeting soon to discuss the good things happening we need to get people positive information and progress reports as well as an update on COVID planning. They discussed having a 9am meeting including students and faculty in the classrooms or on Blackboard. We will talk about using the townhall teams meeting function.

### 4) ADJOURNMENT

- a) **Adjournment**
  - i) The meeting was adjourned at 2:00 p.m.
- b) **Upcoming Scheduled Council Meetings**
  - (1) The next meetings of the Administrative Council will be Th-Nov 5@1p



**POLICY AND PROCEDURE MANUAL  
 CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
AUDIT AND INVENTORY CONTROL	400	12

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
Remove policy. This information is duplicated in a new policy for Asset Management and Inventory Control.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen <small>Digitally signed by Sandi Lillehaugen                      Date: 2020.11.03 09:03:23 -06'00'</small>	11/3/20

**ADMINISTRATIVE COUNCIL ACTION:**

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

LRSC PRESIDENT'S SIGNATURE	DATE
	11/5/2020

**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

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

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SECTION 400.12  
AUDIT AND INVENTORY CONTROL

1. The College shall make provisions through the State Auditor's Office to secure an independent audit of all fiscal affairs of the College annually, and shall take necessary steps to implement recommendations provided by the audit team.
2. The audit report(s) shall be submitted to the North Dakota University System of Higher Education for consideration, approval, and follow-up action.
3. The Office of Administrative Affairs shall establish procedures and mechanism for continuing inventory control of all properties of the College and shall monitor and keep record of such inventories. All new acquisitions shall be entered promptly on the inventory system, and an annual physical inventory shall be made of all College properties.

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**History**

Administrative Council Approved Update 06/11/15



**POLICY AND PROCEDURE MANUAL  
 CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
ASSET MANAGEMENT AND INVENTORY CONTROL	400.12	400.12

REQUESTED ACTION:  CHANGE  ADD  REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
This is a new policy based on the Asset/Inventory audit recommendation that LRSC has a policy regarding tracking assets in accordance with the above OMB guidance.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Sandi Lillehaugen <small>Digitally signed by Sandi Lillehaugen                      Date: 2020.11.03 09:08:16 -06'00'</small>	11/3/20

**ADMINISTRATIVE COUNCIL ACTION:**

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

LRSC PRESIDENT'S SIGNATURE	DATE
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SECTION 400.12  
ASSET MANAGEMENT AND INVENTORY CONTROL

Administrative Affairs is responsible for the accounting and reporting of all non-capitalized and capitalized assets. The responsibility includes assisting departments in tagging assets, coordinating annual physical inventories of assets, gathering asset values for insurance, and calculating annual depreciation and loss or gain on disposals.

LRSC shall make provisions through the State Auditor's Office to secure an independent audit of all fiscal affairs of the College annually and shall take necessary steps to implement recommendations provided by the audit team. The audit report(s) shall be submitted to the North Dakota University System of Higher Education for consideration, approval, and follow-up action.

All additions, deletions, and transfers of equipment shall be properly authorized by the Vice President of Administrative Affairs or the Controller who will also have discretion to tag other equipment under \$250 if they deem it necessary.

All capitalized and non-capitalized campus equipment (deemed taggable) must be tagged or marked with a unique identification number which is to be recorded in the asset management system. The identification number will be directly applied to the actual unit unless its size or nature prohibits application. Any additional identification number required by the department must be applied in a manner that avoids confusion with the LRSC identification number.

Capitalized Equipment

Capitalized equipment is tangible, non-consumable property that meets the following criteria:

1. an acquisition cost of \$5,000 or greater (including all costs incurred to acquire and to ready the asset for its intended use such as purchase price, applicable tax, freight, etc.),
2. an estimated life of greater than one year,
3. is not permanently attached to or incorporated in the LRSC buildings and grounds, and
4. is used to conduct LRSC business.

Non-Capitalized Equipment

Non-capitalized is equipment that does not meet the criteria to be capitalized. LRSC tracks non-capitalized equipment based on an analysis of cost, use, benefit and risk of misuse or misappropriation.

Non-capitalized equipment will be tagged and entered in the asset management system when it meets the following criteria:

1. An acquisition cost of \$250 - \$4,999, (if less than \$250 will be signed off by Controller or VP of Administrative Affairs on the voucher)
2. An estimated life of greater than one year, and
3. Is used to conduct LRSC business.

Asset Manager

The asset manager is responsible for:

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1. ensuring that all property is properly tagged, maintained, and secured
2. maintaining and updating the assets management system
3. coordinating annual physical inventories of assets
4. gathering values for insurance
5. calculating depreciation and loss or gains on disposals
6. coordinating disposal of equipment with Surplus Property

## Property Custodian

Each room at LRSC will be assigned a property custodian. This person is responsible for all assets in this room. This obligation includes, but is not limited to:

1. reporting acquisitions of property
2. notifying the asset manager of changes in property status and location
3. Notifying the asset manager of theft and loss of equipment
4. providing access to property for tagging and inventory functions
5. completing the annual physical inventory of all assigned assets

## Donated Equipment

Authorization to accept donated equipment must be granted by the Vice President of Administrative Affairs prior to acceptance of the donation. Donated equipment requires a "statement of value" from the donor. All requirements for donated inventory items are the same as non-capitalized and capitalized inventory items. Contact the Asset Manager for procedures on donated items.

## Trade-ins, Transfers and Deletions

It is the department's responsibility to keep the Asset Manager informed on all changes in their equipment inventory including moving of equipment, trades, transfers to another department, deletions, disposal, etc. Purchasers will coordinate and request approval to trade-in, dispose of, or sell excess surplus property from the Asset Manager. Trade-in and disposal of equipment requires state approval which is processed through the Asset Manager.

## Equipment Disposal

All tagged equipment with a value of \$250 or more is to be approved for disposal by the Vice President of Administrative Affairs or Controller. The disposing department must complete the inventory change form located at S:\LRSC\FORMS\Inventory Form – Change or Deletion prior to disposing of the equipment or transferring it to temporary storage. The inventory tag should accompany this form. If no inventory tag is present an explanation as to why the inventory tag does not accompany the worksheet should be included.

The Asset manager shall follow all State Surplus Property rules for listing and disposal of surplus equipment. If state departments or agencies do not express interest in the property at that time, then LRSC will dispose of the item based upon State Surplus Property rules. No LRSC employee shall receive any personal benefit from the disposal of the item. Equipment not inventoried shall also be reported to Surplus Property if there is a possibility the item could be useful to another state agency or department.

Items to be disposed of that were originally purchased with federal funds need to be processed through the grant administrator, as appropriate, prior to following the protocol listed above. The disposal must proceed in a manner consistent with the federal granting agency rules and regulations.