

Approved on

## Administrative Council Meeting Minutes

Thursday, August 12, 2021

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*

*Corry Kenner- Vice President for Administrative Affairs*

*Erin Wood, Public Relations Director*

*Oybek Turayev-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 1:02 p.m.

#### b) Review of July 27, 2021 Minutes

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

### 2) OLD BUSINESS

#### a) Hofstad Ag Center Building Project (President)

i) Cement work is being finished today 8/12/21.

ii) Erin is still waiting for call backs from the companies on pricing and installation of sound baffles.

#### b) Bus Wrap (Academic/Student Affairs)

i) Bus Wrap from Bismarck Sign will be closer to \$12,000 they can install by October.

#### c) Shooting Sports Team Gun Storage

i) VP Halvorson sent an inquiry to the attorney immediately following the Council meeting on Tuesday July 27th. Jason Jenkins forwarded it on July 30th to Stephanie Johnson for investigation. She said she would get back to VP Halvorson "next week" (indicating August 2-6). To date there has been no further communication. President Darling will reach out to the attorney.

### 3) NEW BUSINESS

#### a) National Guard Send-off Friday, August 13, 2021

i) The National Guard 835th Engineering Detachment from Camp Grafton will hold a sendoff in the Robert Fawcett Auditorium. Approximately 500 troops, family members, state employees, and military members will be on campus, including Governor Burgum and members of our Congressional delegation. Employees are to park only in the Gilliland, Erlandson, and North Hall parking lots and leave the front circle and front lot open for guests.

#### b) All Campus Welcome Back

i) Council discussed the lineup for the agenda. They thought it would be a good idea to introduce the Faculty Senate President and the Staff Senate President.

#### c) Fall 2021 Royals Restart protocol (Academic/Student Affairs)

i) Council reviewed the restart document in detail. discussed making availability to vacancies early and often. Melissa Moser and Karen Clementich will earn PCR test certification, so LRSC won't need clinic or County Health to do them.

#### d) Hofstad Ag Center Ribbon Cutting

- i) Wednesday, September 22, 2021 from 5-7pm. Ribbon cutting at 5:30, refreshments and building walkabouts.
  - e) **Key Event Dates**
    - i) The Key Event will be held in the Hofstad Ag Center on Friday, October 22, 2021.
  - f) **Update on Open Positions**
    - i) Custodian-North Hall-interviewing today
    - ii) Custodian-BTC- interviewing today
    - iii) Health Careers Specialist/Nursing Instructor – job was offered
    - iv) Librarian – Jolie Johnston has accepted and agreed to seek Librarian credential with Valley City State U.
    - v) PT Custodian – Brice Lingrin
    - vi) Enrollment Services Assistant – reviewing applications
    - vii) Student Services Associate – closing soon
  - g) **Sports Medicine Contract**
    - i) VP Halvorson discussed item 2.8 of the contract (Advertisement Responsibilities) LRSC must agree to the terms for free sports medicine services which saves us \$9-11,000. Contract ends in 2026. Council agreed it was a good opportunity.
- 4) ADJOURNMENT**
- a) **Adjournment**
    - i) The meeting was adjourned at 2:45 p.m.
  - b) **Upcoming Scheduled Council Meetings**
    - i) The next meetings of the Administrative Council will be F-Sept 3@9:30a, F-Sept 17@10:00a, F-Sept 24@2:00p

Updated 8/12/21

## Lake Region State College Royals 2021-2022 Restart

On August 18, 2021, Lake Region State College will welcome faculty, staff, and students back for another academic year. Some student athletes and resident assistants will already be on campus living in the residence halls, training, and attending practice. New student orientation will begin on Saturday, August 21<sup>st</sup>.

For most of the summer, COVID protocols and mitigation efforts were mostly suspended with mask wearing at the discretion of the faculty, staff, student, and visitor. We were able to enjoy face-to-face interaction and were able to break from the strict mitigation efforts that were in place last school year.

The COVID threat has re-emerged in a significant way with the Delta variant. Dr. Wynne from the UND School of Medicine updated the NDUS presidents recently indicating that this new variant is two to three times more transmissible than the Alpha variant.

Many of the tools our community used to mitigate the spread of COVID last academic year are no longer available. A statewide mask mandate is no longer possible due to a change in the law and a new declaration of emergency from the Governor or an order from the County Health Officer would be necessary to require positive people to isolate and to require close contacts to quarantine. In addition, we can no longer take time off to quarantine or isolate without using annual or sick leave.

While these community-wide efforts are not in play, there are things individuals can do that can maximize their own personal safety. Lake Region State College intends to empower faculty and staff by giving them the flexibility and authority to require mask wearing in their work area, office, and classroom, while allowing faculty, staff, students, and visitors the ability to be mask optional in areas open to the public.

For the safety of faculty, staff, students, and visitors, the following restart protocol will be in place effective Monday August 16, 2021. Failure to adhere to the requirements of this restart protocol will constitute a violation of the LRSC Code of Conduct (1500.05) and/or the LRSC Student Code of Conduct (800.30).

### **Section One: Lowering the Risk of Transmission: Mask Wearing and Physical Distancing**

Students, faculty, staff, and visitors to Lake Region State College can greatly enhance our ability to offer a safer campus living and learning environment by making decisions that help the collective health of our entire community. Observing the distancing objective and wearing a face covering in the presence of others can slow the spread of COVID significantly and will allow Lake Region State College to keep more courses, programs, and services open and available to students. To achieve our goal of creating a healthy and safe environment, the following shall be required:

#### **I. Masks**

1. When indoors, faculty, staff, students, and visitors shall choose whether or not they want to wear a mask. This includes when walking in hallways, when in common areas open to the public, when riding in vehicles, in the Learning Commons, in the New Horizons Computer Lab, and when seated in the dining room and student union.
2. It is possible that students will be required to wear a mask in some classrooms but not in others. Masks must be worn in the classroom, science labs, CTE labs, and shops (i.e. auto, ag, wind) when the instructor has included mask wearing as a requirement in the course syllabus. Instructors must notify the Chief Academic Officer of the course name and number for any course where mask wearing will be required as a condition of

attendance. Instructors may re-evaluate their decision to require masks or not require masks, at the semester midterm if the instructor includes such a provision in the course syllabus.

3. Masks must be worn in meeting rooms when the organizer and/or supervising administrator requires masks to be worn.
4. Masks will be worn at workstations and in offices at the discretion of the faculty or staff who works there. Look for the “mask up” sign on office doors, cubicles, and plexiglass fronted workstations; if you see the sign, please respect that employee’s decision to require mask wearing during your conversation.
5. Masks will be REQUIRED at all times once you have entered the dining services area (Snack Bar) and when in close contact with dining center staff. Masks can be removed once you are seated.
6. Masks are not required while practicing and/or competing in sports, while playing a musical instrument, when performing in a theater production, or participating in another like activity, unless the supervising administrator (theater director, athletic director, etc.) makes mask wearing a requirement.

## **II. Physical Distancing**

1. Faculty should make every effort to ensure compliance with physical distancing as a best practice by spacing desks and chairs as far apart as is practical, making disinfectant wipes available to use on desks prior to being seated, and making hand sanitizer available as students arrive for class.
2. When the physical distancing objective can’t be met due to the number of enrolled students and classroom size, faculty should explore other options like rotated attendance, student scheduling adjustments, requesting relocation to a larger classroom or meeting room, and/or using technology to allow students to attend remotely.
3. Because wearing a mask and utilizing physical distancing is helpful but does not provide complete protection from transmission:
  - i. Faculty and staff should try to use other forms of communication whenever it is practical to do so. Other forms include utilizing the telephone to hold conference calls, using technology such as Teams, and using instant messaging or email. Faculty and staff may decline an invitation to attend an in-person meeting and request the organizer to allow for remote attendance.
  - ii. Faculty and staff may continue to eat in their office.
  - iii. During more impromptu encounters and when two or more people need to see the same information, faculty and staff should utilize a wall monitor, screen sharing, and/or printed copies. Do not huddle closely around the same computer screen.
  - iv. Meeting organizers should evaluate the number of participants, the size of the room, and the ability to see a presentation and hear the speaker in a socially distanced manner as relevant considerations.
  - v. Staff who interact with others often should maximize the use of the wellness barrier. The wellness barrier allows for a face-to-face conversation while providing physical separation with clear Plexiglas.

## **Section Two: Testing, Tracking, Isolation, and Quarantine**

The LRSC Human Resources Director is designated as our official point of contact with the ND Department of Health. Faculty, staff, and students are expected to immediately notify the HR Director if they are positive for COVID, if they are symptomatic, or if they have a household member or roommate who is positive for COVID.

- I. **Testing:** Lake Region State College will help coordinate with the ND Department Health so that testing is made available to our campus as often as is practical. General information about the number of positive cases known at LRSC will be posted each school day on the LRSC COVID Safe information page. LRSC will adhere to all confidentiality requirements that apply to faculty, staff, and students. Only that information that can be released will be released. The following preventative testing will be required:

1. Due to the close contact nature of play, practice, and travel, all athletic team members (including players, coaches, and student managers) must undergo on-campus COVID testing each week (more often if directed to do so by the Athletic Director). Fully vaccinated members of the team may opt-out of testing if they attest to having zero symptoms consistent with COVID.
2. Due to the nature of training and the number of hours per day the students in the Peace Officer Training, Wind Energy Technician, and Nursing programs interact together, program students and faculty must undergo COVID testing each week (more often if directed to do so by their program director). Fully vaccinated members of these programs may opt-out of testing if they attest to having zero symptoms consistent with COVID.
3. Faculty, staff, and students who are determined to be a close contact to another faculty, staff, or student must either agree to two consecutive day rapid tests (showing negative) or go on campus restrictions until a negative PCR test result arrives. A fully vaccinated faculty, staff, or student may opt out of testing if they attest to having zero symptoms consistent with COVID.

**II: Contact Tracing and COVID Tracking:** Lake Region State College faculty, staff, and students shall cooperate with public health officials (or their designee) and the LRSC HR Director in any contact tracing effort to help identify persons who may be at risk.

**III. Campus Restrictions:** LRSC will impose campus restrictions on faculty, staff, and students, under the following conditions:

1. If the employee or student tests positive.
2. If the employee or student is a close contact of a household member or roommate who has tested positive, and the employee or student is not fully vaccinated.
3. If the unvaccinated employee has symptoms consistent with COVID and is awaiting test results.
4. If the employee is a close contact to a household member who is symptomatic and is awaiting test results and the employee or student is not fully vaccinated.

Students and employees who test positive will undergo campus restrictions for 10 days from the start of symptoms or from the date of their positive test if asymptomatic.

Students and employees who are a close contact of a household member or roommate will undergo campus restrictions for 10 days (which starts after they separate from the positive household member) unless they can produce two consecutive rapid test negative results taken no earlier than day seven or they can produce one negative PCR test result taken no earlier than day seven.

Employees and students living off campus will not be allowed on campus until their period of campus restrictions is over and they are asymptomatic. Should work or school materials be needed, permission to be on campus (temporarily) may be coordinated with the approval of the Human Resources Director.

Faculty and staff shall use sick leave or annual leave unless they can work/teach from home and are approved by their supervisor to work/teach from home.

Students living on campus, under campus restrictions, will be prohibited from leaving the assigned residence hall room (and nearest appropriate restroom) until their restriction period is over.

Should a student under campus restrictions who is living in the residence halls choose to leave campus, the student must wear a mask and leave/re-enter using the door to the parking lot that is nearest their room.

Students will be provided with the option to attend class using technology when such an option is available or must make other arrangements as agreed upon with their instructor.

### **Section Three: Travel and Off Campus Requirements**

1. Lake Region State College faculty and staff shall attend out-of-town training and meetings using technology whenever it is possible to do so.
2. International travel is suspended, and no approval guidelines or process will be created until permission is possible.
3. Out-of-state travel requires approval of the President.
4. In-state travel requires approval from the appropriate Vice President.
5. Students, faculty, and staff who work/learn at a location other than the main campus in Devils Lake must adhere to the more restrictive mask wearing and physical distancing requirements of the work location. For example, if Mayville State University has a more restrictive requirement than LRSC, a student or faculty member there must comply with MaSU's requirement. If LRSC's requirement is more restrictive, then the LRSC requirement must be met.

### **Section Four: Protocol Updates, Related Information, and Signage**

Updates and changes in protocol will likely occur on a very regular basis. Emails will be sent out alerting the campus to this new information and to consult the COVID Safe information page of our website for detailed information. The Director of Community Relations will ensure campus signs and other informational displays are up to date with information regarding social distancing, face covering requirements, cleaning and hygiene techniques, and other related COVID safe reminders.

### **Section Five: Sanitizing Work Areas**

The Physical Plant Director will make sure each classroom, office area, and meeting room has easy access to cleaning supplies, disinfectant wipes, and hand sanitizer. Faculty and Staff must help take responsibility for keeping their work and teaching environment clean and disinfected. Custodial staff will clean and disinfect classrooms, meeting rooms, hallways, and common areas at least daily but will need help from all employees in keeping work areas and classrooms clean and disinfected during the school day.