

Approved on 1/8/23

Administrative Council Meeting Minutes

Monday, December 11, 2023

President's Office 9:00 a.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling- President
Lloyd Halvorson- Vice President for Academic/Student Affairs
Joann Kitchens - Vice President for Administrative Affairs
Dan Driessen- Assistant Vice President for Student Affairs
Erin Wood-Director College Relations
Kristi Kienast-Hernandez-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 9:03 a.m.

b) Review of November 30, 2023, minutes

i) The minutes of the previous meetings were reviewed updated to reflect email approval of policy's and approved.

2) OLD BUSINESS

a) Athletic Training Facility Update

i) President Darling and Director Wood will meet with 25th Hour Communications on 12/13/23.

b) Weight Room Relocation

i) Council continues to discuss moving the weight room. VP Halvorson would like to decide about the basement being off limits for activities and just used for storage.

c) Long Term Strategic Plan

i) President Darling and Director Wood are meeting with the consultant to finalize the plan on 12/11/23.

3) NEW BUSINESS

a) Holiday Party Plan for Faculty and Staff

i) President Darling decided to have a couple of hours to get together during the workday. Dining Services will make treats and we can hopefully mingle with colleagues that we don't normally get to spend time with.

b) Staff Senate Request

i) Council received Staff Senate's request for summer hours and denim days over the Holiday and Spring breaks. 7:30 a.m. – 4:00 p.m. with 30-minute lunch. Thursday the 14th – Wednesday January 3rd. Back to normal hours on the 4th for faculty in-service.

c) Team Building on Campus

i) VP Kitchens began a discussion to create more of a team environment on campus. There was discussion regarding possible causes. Discussion continued about other campuses in NDUS system. Some ideas on potential actions were shared. [Council resolved to return with a plan for staff development opportunities at the next meeting.](#)

d) Review Policies for Assignment (HR)

i) Council discussed referencing NDUS policy rather than creating our own policy for each. Social Media policy was discussed by Director Wood. Council divided up the policies to review at the January 22nd council meeting and reference in LRSC's Policy Manual.

(1) [President Darling will take SBHE policy #'s 340.2, 703.1, 907, 1202.2, and 1203.01.](#)

(2) [VP Kitchens: 512, 804, 804.1, & 902.1.](#)

(3) [VP Halvorson: 605.3-605.5 & 906.](#)

(4) [Assistant VP Driessen: 820.](#)

e) **Discussion**

i) Assistant VP Driessen announced that applications are up compared to this time last year. He explained that Enrollment Services Specialist Collison and Director Wood will present to faculty during in-service on how we get students to campus and working together to keep them on campus. Assistant VP Driessen is concerned about students going home prior to buy back opportunities. VP Kitchens will work with the bookstore to see if the dates can be changed.

ii) Dual Credit payment confusion issues were discussed. Automatic holds on small bills that stop students from registering are causing issues.

iii) VP Halvorson discussed faculty credentialing and requested and received permission to begin.

iv) VP Halvorson also notified council that LRSC will need to budget for English & Speech in LAUNCH! with full-time person in mind. President Darling is meeting with President Armacost to renegotiate the LAUNCH! agreement with UND.

f) **Update on Open Positions**

i) Advancement Office Manager: Held 2nd interviews this morning.

ii) Accounts Receivable: Applications closed; interviews will be conducted.

iii) GFAFB Director: Paula Z will be starting after Director Cowger leaves. Council discussed dates to take John out for dinner.

4) ADJOURNMENT

a) **Adjournment**

i) The meeting was adjourned at 10:36 a.m.

b) **Upcoming Scheduled Council Meetings**

i) The next meetings of the Administrative Council will be M-Jan 8@9a, M-Jan 22@1p

SECTION 1500.18
CAMPUS SAFETY

1. Law Enforcement Authority

The Lake Region State College Police Department exists under authority granted by N.D.C.C. 15-10-17.1 and the State Board of Higher Education Policy 916. The licensed and sworn peace officers employed by LRSC have full powers of arrest pursuant to N.D.C.C 44-08-20.

- a. The Lake Region State College campus falls under the jurisdiction of several law enforcement agencies willing and able to assume primary jurisdiction over the response to and investigation of criminal activity on campus. As such, officers of the Lake Region State College Police Department shall:
 - i. When on campus, proactively respond to a crime in progress that threatens the safety and/or security of campus based persons or property.
 - ii. At all times and for all cases relinquish investigative authority and jurisdiction to the city police, county sheriff, and/or highway patrol upon their arrival to campus.
 - iii. Assist those law enforcement agencies as requested during any investigation or call for service.
 - iv. Notify the appropriate law enforcement agency in any instance where the officer makes a criminal arrest or responds to a crime in progress or other emergency on campus.
 - v. Provide a written narrative (copied to the LRSC Chief of Police) to the appropriate law enforcement agency whenever they take official action as a peace officer, use force, recover evidence, or otherwise have information that needs to be included in an official police report.
- b. The President shall issue a *Notice of Appointment* and administer the *Oath of Office* to one licensed peace officer to serve as the Chief of Police. The Chief of Police shall issue a *Notice of Appointment* and administer the *Oath of Office* to any other licensed peace officers employed by LRSC.
- c. LRSC Peace Officers shall at all times maintain a current ND Peace Officer License and comply with all requirements for licensure and training established by the ND Peace Officer Standards and Training Board. Officers shall adhere to all legal requirements regarding the enforcement of laws, jurisdictional authority, and use of force.
- d. The LRSC Chief of Police shall establish and maintain an up to date policy handbook that must include, at a minimum, the department's policy on the use of force, emergency vehicle operations, and weapons carry/qualification standards.
- e. The Director of Peace Officer Training shall:
 - i. Oversee the licensing and training of the Peace Officer Training Program's employed training supervisors to ensure continued compliance with ND POST standards.
 - ii. Serve on the Loss Control Committee.
 - iii. Serve as the LRSC Police Department's primary liaison with other law enforcement agencies.
 - iv. Provide assistance to the Director of Academic Affairs in preparing our Campus Safety and Security Report.
 - v. Coordinate, provide, and/or delegate the delivery of annual safety training to LRSC faculty, staff, and students.
 - vi. Help manage the LRSC safety and security responsibilities under the Clery Act.
 - vii. Serve as the primary Campus Safety Authority (CSA).

2. Campus Safety

Lake Region State College works closely with the Devils Lake Police Department (DLPD). When incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information. There is a cooperative agreement between LRSC and DLPD stating that the DLPD will notify LRSC if it determines that LRSC student(s) have been involved in any alcohol or drug-related occurrence off campus.

Campus safety is managed by the Loss Control Committee. During the academic year, the Loss Control Committee with assistance from the Physical Plant Director, the Risk Management Coordinator, and the Director of Peace Officer Training. The loss control Committee meets routinely to discuss locks, alarms, lighting, communications, and other safety issues.

Due to the design of the campus and the extremely short distance between the entrances to campus housing and student parking areas, a formal safety escort program is not in place at Lake Region State College. The Housing Director shall make relevant safety information available to students who inquire about escorts and/or who express a need for one. Students who become afraid due to clearly identifiable circumstances or who witness suspicious behavior on campus should report those observations to the police, to the RA on duty, and to the Housing Director.

Safety escorts will be provided by the institution if recommended as part of an interim measures requirement as recommended by the Assistant VP of Student Affairs and/or approved by the Title IX Coordinator. In these cases, the directive shall indicate who will provide the escort and when such escort should be made available. A provided escort can never be interpreted to guarantee safety and will not be provided by a police officer, unless that officer is already on campus and on-duty.

The Student Senate Advisor and/or Housing Director shall periodically assess the perception of safety on campus and the level of need for safety escorts. This can be done via discussion with Student Senate leadership, a resident hall survey, and/or through an analysis of crime information from our annual Campus Security and Fire Safety Report.

3. Campus Access

During business hours, the college (excluding residence halls) is open to students, employees, and visitors. During non-business hours, access to all College facilities is by key or [electronic key card](#), if issued, or by admittance via the Residence Life staff. Residence halls are secured 24 hours a day.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, the Bookstore, and Student Affairs. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Employees, when acting as advisor to a group of students, must not leave the building or room until all students using the facilities have left. Students must not be made responsible for locking up after an activity.

4. Safety Awareness Programs

Annually, students and employees are informed of services offered by Lake Region State College. Slide presentations and handouts outline ways to maintain personal safety. [Students attend a campus safety presentation at each fall orientation. Information on ALICE \(Alert, Lockdown, Inform, Counter, Evacuate\) is also included in our freshman success courses and made available to staff and faculty.](#) The annual safety report is made available to students and employees to inform them of safety related matters. Crime prevention programs and sexual assault prevention programs are available on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Policies related to student safety are included in the Student Handbook, which is made available to all students.

5. Timely Warnings

Lake Region State College will issue a timely warning notice in the event of a Clery Act crime that occurred on or near campus that may pose a serious or ongoing threat to members of the campus community. The warning will be issued through the college emergency notification system to all employees and currently enrolled students.

- a. A timely warning notice will be issued when there is a threat to the safety and security of persons for the following Clery Act crimes:
 1. Aggravated assault
 2. Arson
 3. Burglary (involving violence)
 4. Domestic violence, dating violence, stalking
 5. Manslaughter
 6. Motor vehicle theft
 7. Murder
 8. Robbery
 9. Sexual offenses
 10. Any other crime in which the victim was chosen on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information, sex, age, creed, marital status, veteran's status, political belief or affiliation, or disability.
- b. Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria: (1) nature of the crime; (2) continuing danger to the campus community; (3) possible risk of compromising law enforcement efforts.
- c. The President is responsible for deciding if a timely warning notice will be issued and [the LRSC Chief of Police or designee ~~designated personnel~~ will develop and](#) issue the notice. In the President's absence the responsibility will go to: (1) Vice President of Academic and Student Affairs; (2) Vice President of Administrative Affairs; (3) Assistant Vice President of Student Affairs.
- d. If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time. In some cases, information may be kept confidential to avoid compromising an ongoing investigation.
- e. [LRSC is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.](#)

6. Reporting Criminal Offenses

Students, faculty, staff, and visitors are encouraged to report all crimes and any suspicious activity in an accurate and timely manner to an identified campus safety authority (CSA) *and* local law enforcement. [LRSC encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.](#) For emergencies call 9-1-1. The Primary CSA is the Director of Peace Officer Training (701-662-1526). Additional CSAs include but are not limited to:

- Faculty assigned to the Peace Officer Training Program
- Assistant Vice President of Student Affairs (701-662-~~1508~~ 1655)
- Director of Academic Affairs (701-662-1553)
- Risk Management Coordinator (701-662-1543)
- Athletic Director (701-662-~~1523~~-1654)
- Title IX Coordinators (701-662-~~1509~~ 1697 or 701-662-1543)
- Vice President of Academic & Student Affairs (701-662-1681)
- Vice President of Administrative Affairs (701-662-~~1502~~ 1505)
- Physical Plant Director (701-662-1521)
- Director of Housing (701-662-~~1525~~ 1518)
- ~~Director of~~ [Counselor](#) (701-662-1546)

Individuals filing a report may request confidentiality. LRSC will evaluate the request and determine the extent to which confidentiality may be maintained. LRSC must weigh the request for confidentiality against its desire to protect the safety and security of the entire campus. Therefore, with the exception of the counselor, LRSC cannot guarantee absolute confidentiality. All crimes reported, other than those reported to the counselor, are included in the annual disclosure of crime statistics.

7. Disclosure of Crime Statistics

The Director of Academic Affairs prepares the annual Campus Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college web site at www.lrsc.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding on campus and off campus sites, the Director of Peace Officer Training, the Title IX Coordinator, Director of Housing, and Assistant Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to designated campus security authorities (CSA) and local law enforcement agencies. Each year, an e-mail notification is made to all faculty, staff, and enrolled students. Copies of the report may also be obtained by calling 701-662-1509.

Lake Region State College employs one counselor who, when acting as such, is not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

8. Disclosure to Victims of Alleged Crimes

Lake Region State College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any investigation conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, LRSC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

9. Registered Sex Offenders

The Campus Sex Crimes Preventions Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted, registered sex offenders enrolled at, or employed by, institutions of higher education. The act requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. Out-of-state sex offenders are required to register if they work or attend school in North Dakota. The state then provides this information to law enforcement authorities in the jurisdiction where the institution is located.

The law requires LRSC to advise the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. The North Dakota Sex Offender website is available via Internet pursuant to North Dakota Century Code section 12.1-35-15 at <http://www.sexoffender.nd.gov/Laws/laws.shtml>.

History

Administrative Council Approved 09/28/15

Administrative Council Approved 12/05/2016

[Administrative Council Approved 10/31/2023](#)