

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

SECTION 300.03
ORGANIZATION OF THE COLLEGE

1. Structure: The President shall recommend to the North Dakota University System a suitable structure as adopted shall remain in force until further revisions are authorized. A current, updated” Organizational Chart” depicting the organizational structure shall always form a part of this Manual.
 - a. The President’s Office manages all aspects of the College. The functions of the President’s Office include public relations, working with the Community College Foundation, maintaining a working connection with the North Dakota University System office and the State Board of Higher Education, Community relations, and relationships with other institutions of higher education.
 - b. The President’s Office Statement of Purposes:
 - i. Allocate collegiate resources in a cost-effective manner, consistent with the goals of the college
 - ii. Provide for comprehensive evaluation of all facets of college operations
 - iii. Establish a strong institutional identity as a stand-alone college in the North Dakota University System
 - iv. Enhance the Community College Foundation’s impact on the institution
 - v. Expand public awareness of the importance of the college to our many communities
 - vi. Work with the State Board of Higher Education and the State Board for Carrer and Technical Education in an effort to strengthen North Dakota’s Higher Educational system
 - vii. Promote economic development through workforce training
 - viii. Manage the recruitment of faculty and staff members committed to excellence in education
2. Institutional Planning: The President and the College Council approve long range plans and annual goals for the institution. These goals are formulated with the advisement of the Planning Council, which is guided by numerous internal and external planning documents. The State Board of Higher Education and the North Dakota Legislature provide direction and support.
3. Functional Division: The college is currently organized into the following units for administrative purposes.
 - a. Academic Affairs
 - b. Student Affairs
 - c. Administrative Affairs
 - d. Advancement

History

College Council Approved 02/13/2026