

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

SECTION 500.05
COLLEGE COMMITTEES

1. Composition: The makeup of each committee shall be determined by the President in consultation with College Council.
2. Appointments: The President shall make committee appointments for one (1) year, effective September 1st.
3. Officers: The first member listed for each committee shall call and preside over the initial meeting. The following officers for the ensuing year shall be elected at this initial meeting. The committee members will then elect a chairperson and a secretary.
4. Agendas: When possible, agendas shall be prepared in advance, and copies filed electronically in the committee folder on the network with notice to the President's Executive Assistant.
5. Minutes: Minutes of all meetings shall be circulated to all members of the committee within seven (7) days of the meeting. A copy of the minutes shall be saved to the committee folder on the network. When minutes have been approved, notice shall be given to the President's Executive Assistant.
6. Committees:
 - a. Scholarship and Awards Committee*
 - i. Membership: Vice President of Student Affairs, Advancement Office Manager, VP of Administrative Affairs, and the Vice President for Advancement, Financial Aid Director, Athletic Director, Director of Housing, and a faculty and student representative.
 - ii. Purpose: To award scholarships and provide an annual scholarship report to the Community College Foundation Board of Directors. To develop and implement policy for awarding assistance
 - b. Technology Committee*
 - i. Membership: Director of IT, Academic Affairs Director or the VP for Academic Affairs, Athletic Director, Marketing Manager, Student Senate Representative, and three faculty members (one of whom teaches online).
 - ii. Purpose: To provide a forum for input and advice regarding campus technology needs. To plan a budget for the student funded technology fee.
 - c. Diversity Committee*
 - i. Membership: Housing Director, President, Counselor, Disabilities Coordinator, two members of the Faculty Senate and two members of the Staff Senate, Athletic Director, International Student Advisor, and one student.
 - ii. Purpose: To encourage efforts to create a positive living and learning environment for all student regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status.
 - d. Financial Aid Advisory Committee

- i. Membership: Financial Aid Director, VP for Student Affairs, Registrar, Counselor, and VP for Administrative Affairs.
 - ii. Purpose: To assist the Director of Financial Aid to interpret and implement regulations regarding the federal financial aid program. To serve as the review committee for the awarding of diversity waivers.
- e. Personnel Review Board
 - i. Membership: Director of the Adult Learning Center, Controller, and TrainND Director. The Physical Plant Director will serve as the alternate.
 - ii. Purpose: To hear employee appeals according to Policy 27 of the SBHE Human Resources Manual.
- f. Retention Committee
 - i. Membership: VP of Student Affairs, Director of Student Success, Admissions Specialist, International Student Advisor, Academic Affairs Director, Athletic Director, Director of GFafb campus, and one Faculty Senate member.
 - ii. Purpose: To generate and use data to enhance rates of retention, persistence, and graduation.
- g. Student Engagement Committee
 - i. Membership: Counselor, Housing Director, Learning Commons Director, Advancement Office Manager, and a representative from Student Success.
 - ii. Purpose: To plan and host activities and events to increase student engagement on campus.
- h. Continuity of Operations (COOP)
 - i. Membership: HR/Risk Management Director, IT Director, Physical Plant Director, and the VP of Academic Affairs.
 - ii. Purpose: To maintain a formal plan designed to minimize potential impacts during an event that can or does interfere with the essential functions of the college.
- i. Safety/Loss Control Committee
 - i. Membership: HR/Risk Management Director, VP for Administrative Affairs, IT Director, Physical Plant Director, a member of the LRSC Police Department, Executive Assistant to the President, Academic Affairs Director, Controller, Housing Director, and a faculty member from the Bergstrom Technical Center/Erlandson Building and the Hofstad Ag Center.
 - ii. Purpose: To serve as a source for leadership and policy guidance on matters affecting risk management, environment, and occupational health, safety, and security of persons and properties.
- j. Food Service Advisory Committee
 - i. Membership: Food Service Director, VP of Administrative Affairs, IT Director, Athletic Director, Housing Director, Director of Student Success, one Faculty Senate member, and at least two students including one student athlete.
 - ii. Purpose: To provide assistance in meal planning and dining services.
- k. Accreditation and Assessment Committee
 - i. Membership: Director of Academic Affairs, VP of Academic Affairs, and five members of the Faculty Senate.
 - ii. Purpose: To maintain an up-to-date Assessment Plan and ensure all forms of assessment are completed as required. To assist in preparation for the

HLC Assurance Review, Quality Initiative, and the HLC Assurance
Argument.

l. Ad Hoc Committee

The President may set up Ad Hoc Committees either to fulfill specified college functions or to plan and manage special projects. Such committees shall have definite time frames to complete their work, e.g. curricular planning groups, search committees.

History

Administrative Council Approved 500.05 (8) 05/01/2001

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