

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

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SECTION 500.04  
COLLEGE COUNCILS

1. College Council
  - a. Membership: The President (Chair), Vice President of Administrative Affairs, Vice President of Advancement, Vice President of Student Affairs, Academic Division Dean, Career and Technical Education Dean, Nursing and Allied Health Division Dean, two faculty members (chosen by the Faculty Senate and representative of the divisions), two staff members (chosen by the Staff Senate and representative of the areas), and other members to be determined by the President. In carrying out their duties, members serve as liaisons for the representative groups and are encouraged to participate in their place.
  - b. Functions:
    - i. To establish policies and procedures for various functions and offices of the College
    - ii. To establish an organizational structure for the College
    - iii. To consider and approve all College events, functions, and activities consistent with College, NDUS, and State policies
    - iv. To assist the President in efficient administration of the College
    - v. To facilitate the general flow of information throughout the College
    - vi. To assist in establishment of annual and biennial budgets, and to assist in administration of such budgets
    - vii. To ensure compliance with governmental regulations and accreditation standards, while seeking continuous improvements for the College
    - viii. To establish and sunset college-wide committees and taskforces, and to receive feedback from these groups.
  - c. Meetings
    - i. Regular - meetings are held every two (2) weeks or twice monthly
    - ii. Special - as and when deemed necessary by the President
  - d. Special Provisions
    - i. Minutes of the College Council meetings shall be available to all faculty and staff members. These minutes shall be posted no later than seven (7) days following approval.
    - ii. Agenda items may be introduced by the President and members of the College Council.
    - iii. Other College Committee/Personnel may ask the President for time on the agenda to make presentations.
2. Planning Council
  - a. Membership: The President (co-chair), Faculty or Staff Representative (co-chair), Faculty Representatives (six members), Staff Representatives (six members).
  - b. Functions:
    - i. To review and recommend foundational institutional statements (mission, vision, values)
    - ii. To evaluate internal and external factors that may impact the institution.

- iii. To formulate long term priorities and goals
  - iv. To develop annual action plans to achieve strategic goals
  - v. To monitor progress on annual and long-range plans
  - vi. To make recommendations on budgets necessary to support plans
  - c. Meetings
    - i. Regular – meetings are held twice monthly during the academic year. Meetings will be arranged based on member schedules.
    - ii. Special – as and when deemed necessary by the President
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### **History**

Administrative Council Approved 500.04 (1) 09/14/1999

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Administrative Council Approved 500.04 08/27/2025

College Council Approved 500.04 (2) 02/13/2026

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